



**AGENDA**  
**Regular Council Meeting**

October 24, 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 October 24, 2017 regular Council 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 Watson and Associates Economists Ltd re: Development Charges 7

THAT the October 24, 2017 regular Council meeting be adjourned at \_\_\_\_\_pm to hold a statutory public meeting as required under the *Development Charges Act, 1997*.

THAT a Public Meeting to present and obtain public input on the Town's proposed development charges by-law and underlying background study be opened at \_\_\_\_\_pm.

THAT this public meeting be adjourned at \_\_\_\_\_pm.

THAT the October 24, 2017 regular Council meeting reconvene at \_\_\_\_\_pm.

## 6. ACCEPTANCE OF MINUTES

### 6.1 Regular Council - October 10, 2017 33

THAT the October 10, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

### 6.2 Strategic Priorities Committee - October 17, 2017 48

THAT the October 17, 2017 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

## 7. CORRESPONDENCE

### 7.1 Ministry of Citizenship and Immigration regarding June Callwood Outstanding Achievement Award for Voluntarism 52

THAT the correspondence from the Ministry of Citizenship and Immigration regarding the June Callwood Outstanding Achievement Award for Voluntarism be received.

### 7.2 Ministry of Tourism, Culture and Sport regarding Acknowledgement of Heritage Property Tax Relief By-law 53

THAT the correspondence from the Minister of Tourism, Culture and Sport regarding the acknowledgement of the recent passing of the Heritage Property Tax Relief By-law be received.

7.3	St. Marys BIA regarding GivingTuesday	54
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THAT the correspondence from the St. Marys Business Improvement Area regarding GivingTuesday be received.

## 8. STAFF REPORTS

### 8.1 Administration and Human Resources

8.1.1	CAO 39-2017 October Monthly Report (Administration and HR)	56
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THAT CAO 39-2017 October Monthly Report (Administration and HR) be received for information.

### 8.2 Corporate Services

8.2.1	COR 38-2017 October Monthly Report (Corporate Services)	61
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THAT COR 38-2017 October Monthly Report (Corporate Services) be received for information.

### 8.3 Finance

8.3.1	FIN 21-2017 October Monthly Report (Finance Department)	64
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THAT FIN 21-2017 October Monthly Report (Finance Department) be received for information.

### 8.4 Fire and Emergency Services

8.4.1	FD 14-2017 October Monthly Report (Emergency Services)	74
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THAT FD 14-2017 October Monthly Report (Emergency Services) be received for information.

### 8.5 Building and Development Services

8.5.1	DEV 34-2017 October Monthly Report (Building and Development)	76
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THAT DEV 34-2017 October Monthly Report (Building and Development) be received for information.

8.5.2	DEV 33-2017 Pre-consultation Process and By-law	78
	<p>THAT DEV 33-2017 report regarding a Pre-consultation Process and By-law for certain Planning Act applications be received; and,</p> <p>THAT Pre-consultation By-Law 93-2017, being a by-law to require mandatory pre-consultation with the Town before submitting certain Planning Act applications, be adopted.</p>	
8.5.3	DEV 32-2017 Site Plan Agreement – 475 Water St S	90
	<p>THAT DEV 32-2017 Site Plan Agreement – 475 Water Street South be received; and,</p> <p>THAT Council approve By-Law 92-2017 authorizing Mayor and Clerk on behalf of the Town of St. Marys to enter into a Site Plan Agreement between the Town of St. Marys and the Canadian Baseball Hall of Fame for the abovementioned lands.</p>	
8.6	Community Services	
8.6.1	DCS 19-2017 October Monthly Report (Community Services)	122
	THAT DCS 19-2017 October Monthly Report (Community Services) be received for information.	
8.7	Public Works	
8.7.1	PW 61-2017 October Monthly Report (Public Works)	128
	THAT PW 61-2017 October Monthly Report (Public Works) be received for information.	
8.7.2	PW 60-2017 Downtown Santa Claus Parade Parking	131
	<p>THAT PW 60-2017 Downtown Santa Claus Parade Parking be received for information; and,</p> <p>THAT Council approve parking configuration Option 3 for the 2017 Santa Claus Parade.</p>	



8.7.3	PW 57-2017 DWQMS Update	136
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THAT PW 57-2017 DWQMS Update be received for information.

8.7.4	PW 56-2017 Annual Drinking Water System Inspection Results	145
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THAT PW 56-2017 Annual Drinking Water System Inspection Results be received for information.

## 9. EMERGENT OR UNFINISHED BUSINESS

## 10. NOTICES OF MOTION

## 11. BY-LAWS

11.1	By-Law 92-2017 Site Plan Agreement with Canadian Baseball Hall of Fame	174
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THAT By-Law 92-2017, being a by-law to authorize the Mayor and the Clerk to sign a site plan agreement with Canadian Baseball Hall of Fame 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 93-2017 Planning Application Pre-Consultation Process	175
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THAT By-Law 93-2017 being a by-law to authorize the Town of St. Marys to execute a Pre-Consultation Process for specific planning applications 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

October 28, 2017 - 9:00am - 12:00pm, Coffee with Council, Council Chambers

November 1, 2017 - 7:00pm, Joint Meeting with Perth South, Pyramid Recreation Centre Multi-Purpose Room

November 14, 2017 - 6:00pm, Regular Council, Council Chambers

November 21, 2017 - 9:00am, Strategic Priorities Committee, Council Chambers

November 28, 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)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(d) labour relations or employee negotiations and (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

13.1 Minutes of September 26, 2017 CLOSED SESSION

13.2 CAO 39-2017 (Confidential) 45 Thames Street Property

13.3 CAO 40-2017 (Confidential) Firefighter Insurance Coverage

13.4 HR 05-2017 (Confidential) Compensation Program and Legislative Update

14. RISE AND REPORT

THAT Council rise from a closed session at \_\_\_\_\_pm.

15. CONFIRMATORY BY-LAW

177

THAT By-Law 94-2017 being a by-law to confirm the proceedings of October 24, 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

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**2017 Development Charges**

**Public Meeting**

**October 24, 2017**

# Format for Public Meeting

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- DCA Public Meeting
  - Opening remarks
  - Presentation of the proposed policies and charges
  - Questions from Council
  - Presentations by the Public
  - Close Public Meeting

# Public Meeting Purpose

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- ❑ The meeting is a mandatory requirement under the Development Charges Act
- ❑ Prior to Council's consideration of a by-law, a background study must be prepared and available to the public a minimum 60 days prior to the DC by-law passage
- ❑ The public meeting is to provide for a review of the DC proposal and to receive public input on the proposed policies and charges

# Timelines for DC Process

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- ✓ Project Start-up meeting – March 6, 2017
- ✓ Staff Interviews – May 17, 2017
- ✓ Council Workshop – July 18, 2017
- ✓ Stakeholder Meeting – August 9, 2017
- ✓ Final Background Study and draft D.C. by-law – September 29, 2017
- ❖ Public Meeting – October 24, 2017
- ▣ By-law adoption – November 28, 2017

# Development Charges

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## Purpose:

- ❑ To recover the capital costs associated with residential and non-residential growth within a municipality
- ❑ The capital costs are in addition to what costs would normally be constructed as part of a subdivision (i.e. internal roads, sewers, watermains, roads, sidewalks, streetlights, etc.)
- ❑ Municipalities are empowered to impose these charges via the Development Charges Act (DCA)

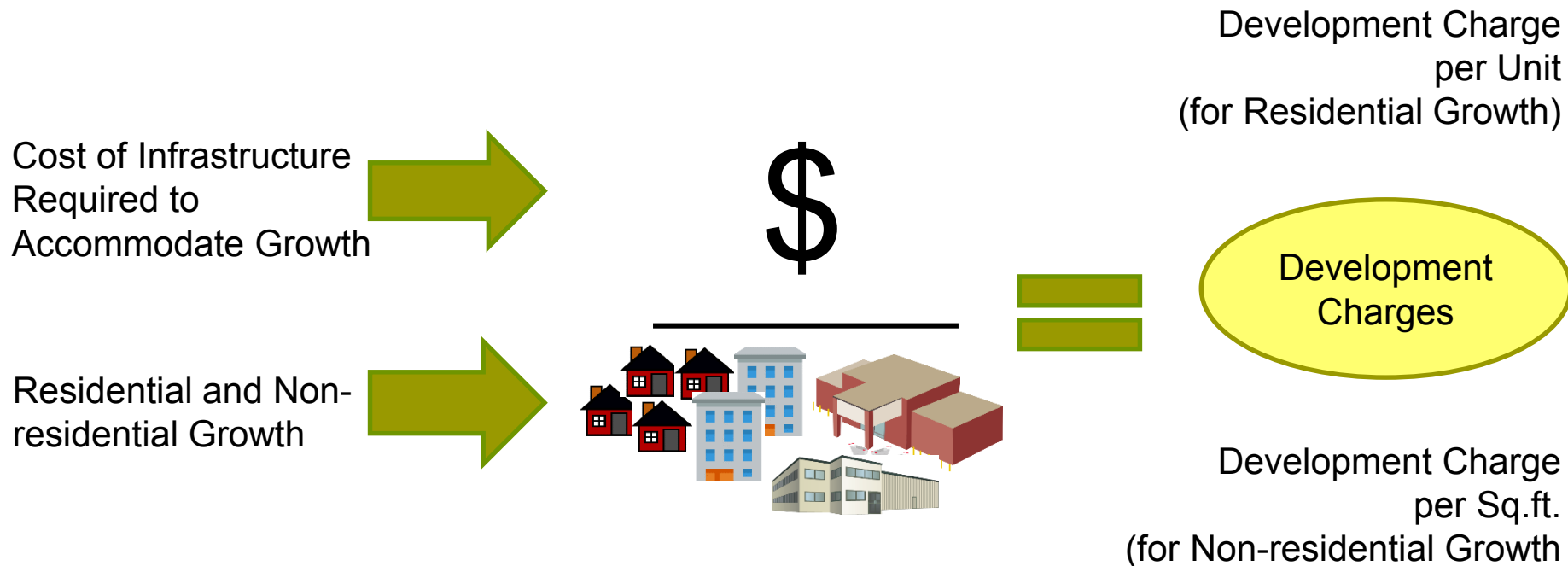
# Overview of DCA (simplified steps)

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1. Identify amount, type and location of growth
2. Identify servicing needs to accommodate growth
3. Identify capital costs to provide services to meet the needs
4. Deduct:
  - Grants, subsidies and other contributions
  - Benefit to existing development
  - Statutory 10% deduction (soft services)
  - Amounts in excess of 10 year historical service calculation
  - DC Reserve funds (where applicable)
5. Net costs then allocated between residential and non-residential benefit
6. Net costs divided by growth to provide the DC charge



# How Development Charges Are Calculated



# Mandatory Exemptions

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- ❑ Mandatory exemptions
  - for industrial building expansions (may expand by 50% with no DC)
  - May add up to 2 apartments for a single as long as size of home doesn't double
  - Add one additional unit in medium & high density buildings
  - Upper/Lower Tier Governments and School Boards

# Discretionary Exemptions

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- Discretionary exemptions
  - Reduce in part or whole DC for types of development or classes of development (e.g. industrial, places of worship, affordable housing)
  - May phase-in over time
  - Redevelopment credits to recognize what is being replaced on site (not specific in the Act but provided by case law)

# Current Exemptions in St. Marys' D.C. By-law (51-2013)

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## □ Exemptions

- Place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the Assessment Act
- Non-residential farm buildings constructed for bona fide farm uses
- An accessory building
- A home occupation
- A temporary use (permitted under the zoning by-law)
- A temporary building without foundation in the Building Code for a period not exceeding six consecutive months and not more than six months in any one calendar year on a site for which development charges have already been paid
- All non-residential development

# Other Current Policy Items

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## □ Redevelopment

- Where as a result of development, a building or structure existing on the land within five (5) years was or is to be demolished, in whole or in part, the development charge otherwise payable with respect to such development shall be reduced.

## □ Timing of Payment

- Development charges are payable on the date on which a building permit is issued; or
- The Town may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable.

## □ Indexing

- Development charges imposed shall be adjusted annually on January 1st, without amendment to the By-law.

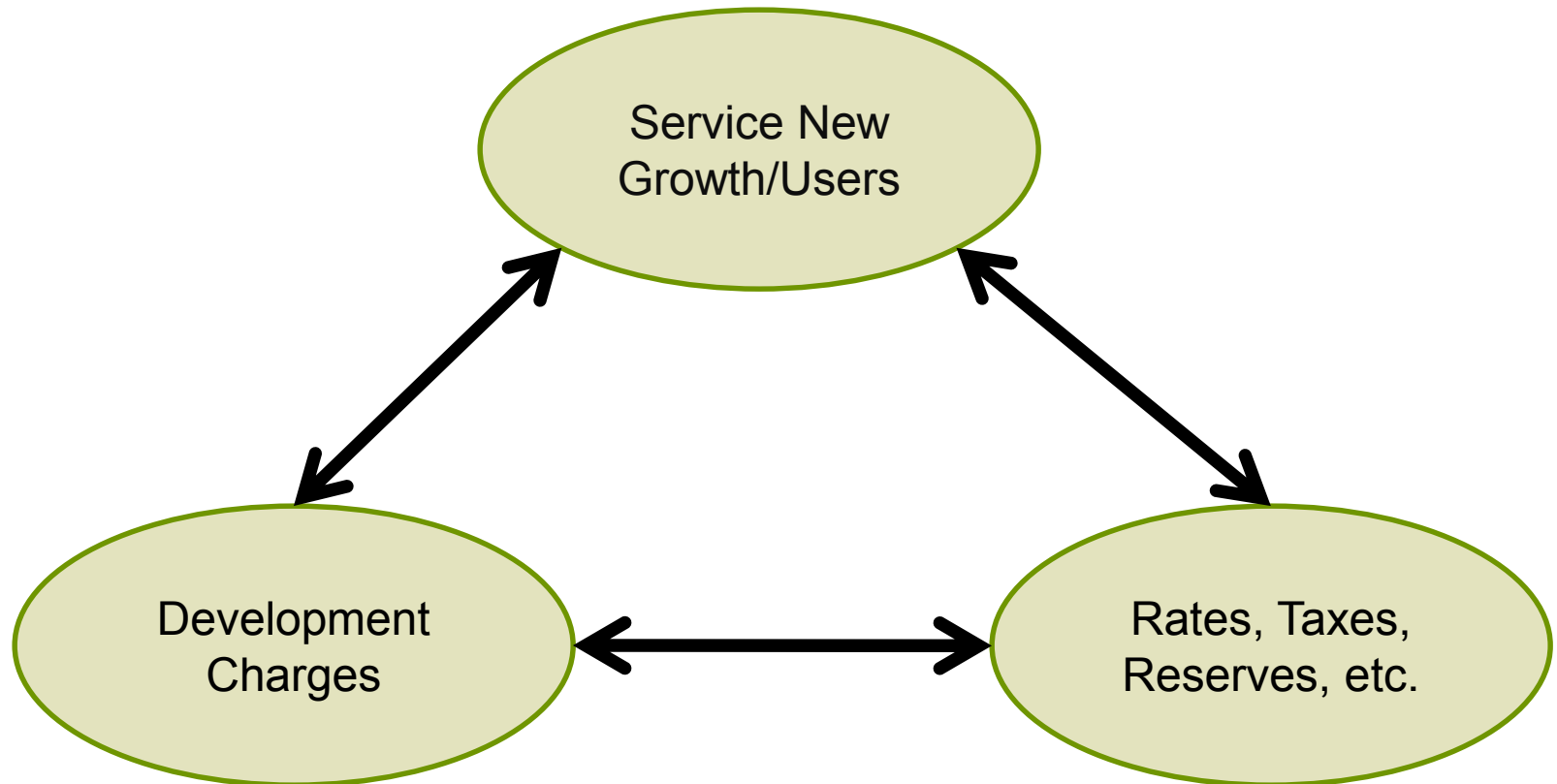
# Local Service Policies

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- ❑ As part of the DC process, need to define what is included in the DC and what is a developer responsibility
- ❑ Generally, a developer is responsible for :
  - Water and Wastewater connections to trunk mains and pumping stations to service specific areas
  - Storm Water Management
  - Internal roads, sidewalks, streetlights, private entrances

# Relationship Between Needs to Service Growth vs. Funding

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# Growth Forecast Increase

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The 2017 Development Charge forecast provides for the following growth:

Measure	10 Year 2017-2026	15 Year 2017-2031	OP Build Out 2017-Build Out
(Net) Population Increase	728	1,086	1,948
Residential Unit Increase	480	669	1,162
Non-Residential Gross Floor Area Increase (ft <sup>2</sup> )	206,600	311,900	548,900

Source: Watson & Associates Economists Ltd. Forecast 2017

Note: the growth forecast has increased for the 10 Year and 15 Year increments since the Council Workshop due to revisions suggested by staff



# Current Development Charges

**TOWN OF ST. MARYS  
DEVELOPMENT CHARGES  
AS AT JANUARY 1, 2017**

Service	Residential					Non-Residential
	Single Detached	Semi Detached	Multiples	Apartments with ≥ 2 Bedrooms	Apartments with < 2 Bedrooms	per ft <sup>2</sup>
Roads and Related	2,109	1,794	1,560	1,315	854	-
Fire Protection Services	46	39	35	28	19	-
Outdoor Recreational Services	890	756	657	555	360	-
Library Services	232	197	171	144	94	-
Administration	934	776	676	570	369	-
Wastewater Services	2,667	2,266	1,972	1,662	1,081	-
Water Services	690	586	511	429	280	-
<b>Total</b>	<b>7,568</b>	<b>6,414</b>	<b>5,582</b>	<b>4,703</b>	<b>3,057</b>	-

# Summary of Services Considered

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## □ Town-wide Services

- Services Related to a Highway
- Fire Protection Services
- Police Services
- Indoor and Outdoor Recreation Services
- Library Services
- Administration
- Child Care
- Waste Diversion
- Wastewater Services
- Water Services

# Summary of Calculated Charge

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per ft² of Gross Floor Area)
<b>Town-wide Services:</b>					
Services Related to a Highway	1,386	825	571	947	2.26
Fire Protection Services	371	221	153	253	0.35
Police Services	77	46	32	53	0.07
Indoor and Outdoor Recreation Services	-	-	-	-	0.05
Library Services	972	578	400	664	0.11
Administration	197	117	81	135	0.32
Child Care	81	48	33	55	-
Waste Diversion	7	4	3	5	-
Wastewater Services	4,105	2,443	1,691	2,804	3.08
Water Services	1,034	615	426	706	0.97
<b>Total Town-wide Services</b>	<b>8,230</b>	<b>4,897</b>	<b>3,390</b>	<b>5,622</b>	<b>7.21</b>

# Wastewater DC Calculation

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- ❑ In 2013, an OMB hearing resulted in an agreed-upon breakdown of the costs related to the wastewater treatment plant expansion.
- ❑ The Town has recently conducted an optimization study to analyse the wastewater system. As a result of this analysis, as well as actual tenders being awarded, some of the capital costs have been adjusted. This results in the total capital cost increasing from \$9.68 million to \$11.08 million
- ❑ Total growth-related amounts included in the DC calculation:
  - 2011 DC: \$5,527,000
  - 2017 DC: \$5,770,161

# Decrease in Charge Since Council Workshop

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- The Council Workshop in July identified the draft single-detached DC as \$10,918. The final calculated single-detached DC is \$8,230.
- This change is a result of the following:
  - Parks and recreation was calculated based on the 2011 study capital needs. A Recreation and Leisure Services Master Plan was completed since the workshop, which identified less capital needs. It is anticipated that the existing reserve fund balance would be adequate to cover the residential portion of the capital costs (only a minor amount of growth-related capital costs have been included for non-residential)

# Decrease in Charge Since Council Workshop (continued)

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- Due to consultation with stakeholders and further discussion with staff, a number of road projects were removed from the capital needs listing
- The increase in the growth forecast decreased the calculated DC for each service

# Comparison of Current and Calculated Charges - Residential

**Residential (Single Detached) Comparison**

<b>Service</b>	<b>Current</b>	<b>2017 Calculated</b>
<b>Town-wide Services:</b>		
Services Related to a Highway	2,109	1,386
Fire Protection Services	46	371
Police Services	-	77
Parks and Recreation Services	890	-
Library Services	232	972
Administration	934	197
Child Care	-	81
Waste Diversion	-	7
Wastewater Services	2,667	4,105
Water Services	690	1,034
<b>Grand Total - Urban Area</b>	<b>7,568</b>	<b>8,230</b>

# Comparison of Current and Calculated Charges – Non-residential

Non-Residential (per ft<sup>2</sup>.) Comparison

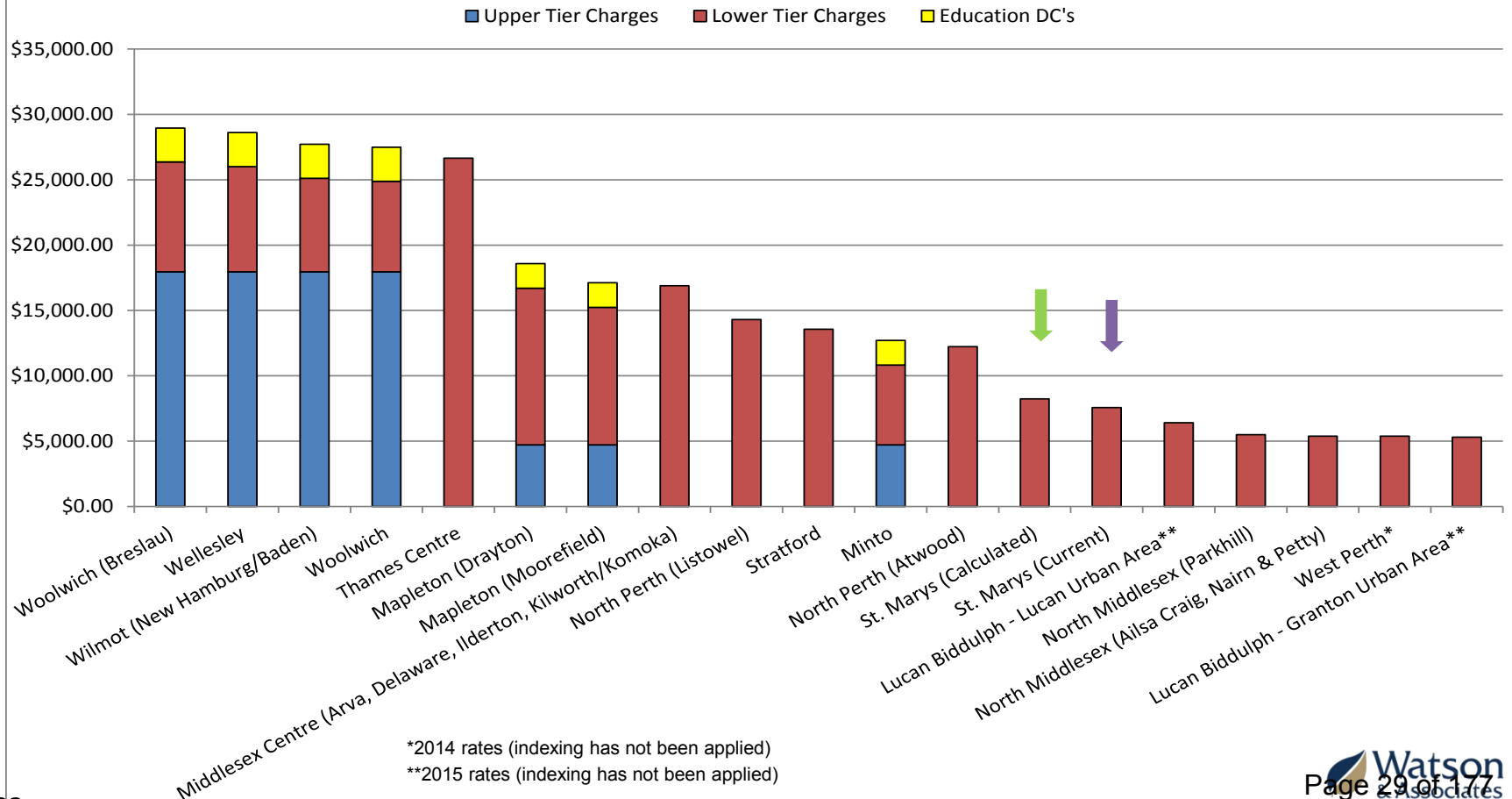
Service	Current	2011 Calculated (if indexed)*	2017 Calculated
<b>Municipal Wide Services:</b>			
Services Related to a Highway	-	2.87	2.26
Fire Protection Services	-	0.03	0.35
Police Services	-	-	0.07
Parks and Recreation Services	-	0.13	0.05
Library Services	-	0.02	0.11
Administration	-	0.95	0.32
Child Care	-	-	-
Waste Diversion	-	-	-
Wastewater Services	-	4.00	3.08
Water Services	-	1.08	0.97
<b>Grand Total - Urban Area</b>	-	<b>9.08</b>	<b>7.21</b>

\*2011 Calculated amounts indexed at the same rate as the residential charges



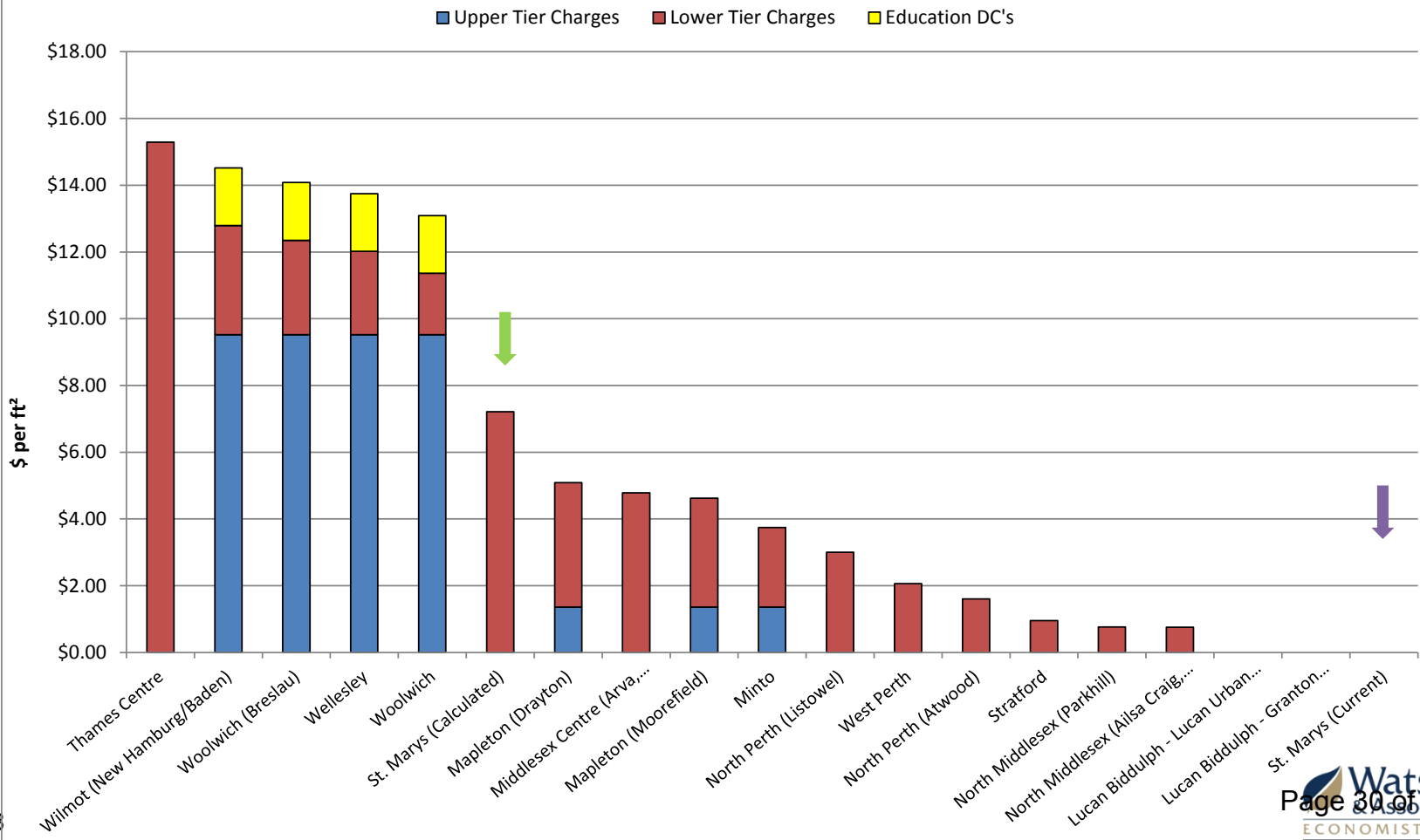
# Survey of Residential D.C.s

## Development Charge Rates for Select Municipalities Single Detached and Semi-Detached Dwellings

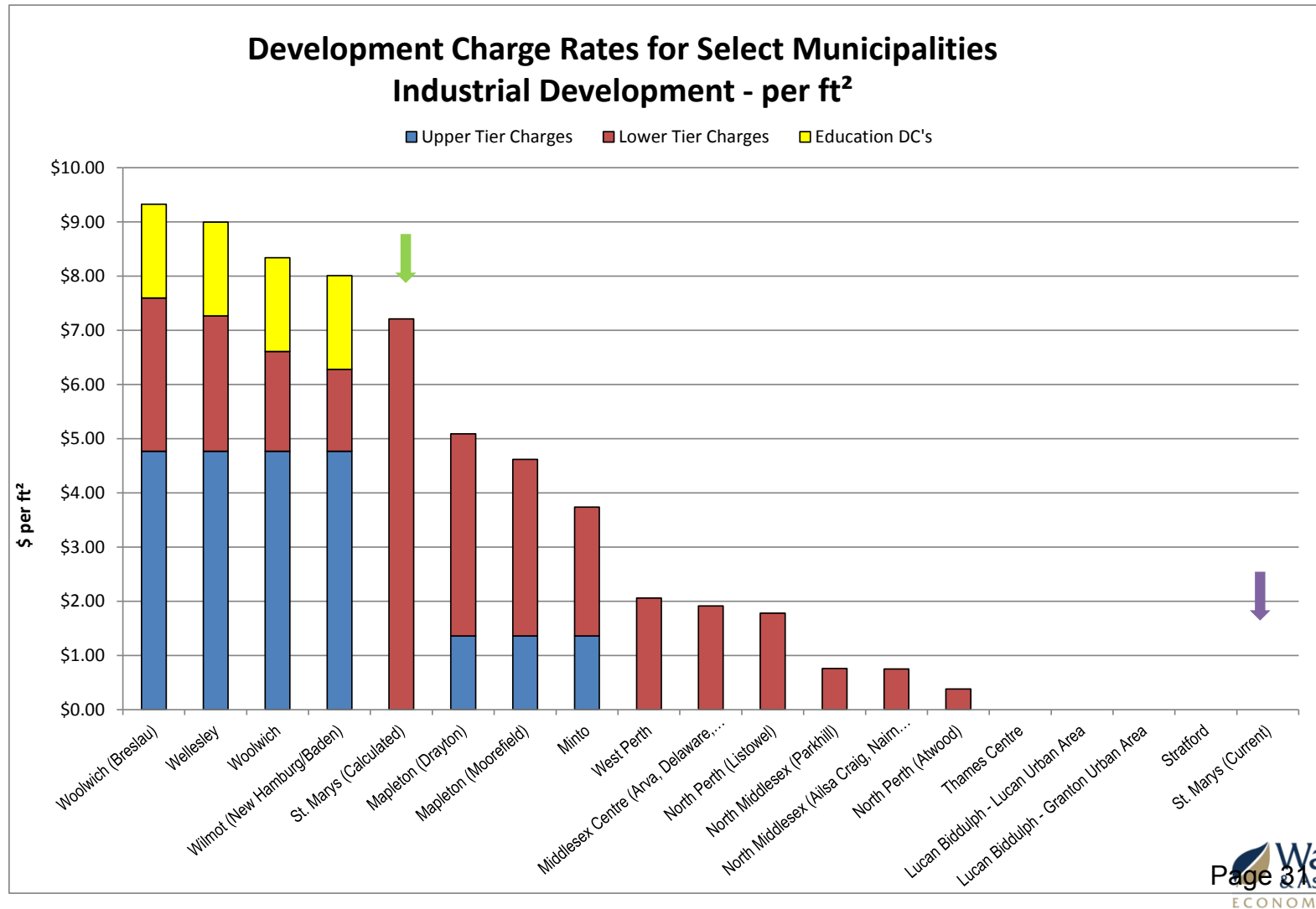


# Survey of Commercial D.C.s

**Development Charge Rates for Select Municipalities**  
**Commercial Development - per ft<sup>2</sup>**



# Survey of Industrial D.C.s



# Next Steps

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- Policy Decisions for By-law
  - Non-residential charge – continue exemption or implement some form or charge
  - Residential charge – consider calculated rates
- Determine no further public meeting is required
- Council will review all public input and consider policies, charges and adopt a By-law (November 28, 2017)



**MINUTES**  
**Regular Council**

October 10, 2017  
6:00pm  
Council Chambers, Town Hall

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

Council Regrets: Councillor Pope  
Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk  
Grant Brouwer, Director of Building and Development  
Jim Brown, Director of Finance / Treasurer  
Jed Kelly, Director of Public Works  
Jeff Wolfe, Asset Management and Engineering Specialist  
Mark Stone, Planner  
Mark Swallow, Planning Consultant  
Jenna McCartney, Corporate Administrative Coordinator

**1. CALL TO ORDER**

Mayor Strathdee called the meeting to order at 6:02pm.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Mayor Strathdee explained that the prepared dates for passing by-law 90-2017 were recorded incorrectly and should read October 10, 2017.

**Resolution 2017-10-10-01**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT the October 10, 2017 regular Council agenda be accepted as amended.

**4. PUBLIC INPUT PERIOD**

Mr. Normand Belanger inquired about the cost of open air burn permits and the duration of the permit.

Mayor Strathdee stated that the permit cost would remain at \$25. Staff will follow-up with Mr. Belanger regarding the validity period of the permit.

Ms. Jennifer Smale, 267 James Street South, inquired about the proposed plans for a James Street South residential construction.

Mr. Grant Brouwer stated a demolition permit had been issued to the owner of 275 James Street South, but no further planning approvals had been issued . A Site Plan Agreement has been issued for 201 James Street South.

Mr. Brouwer stated he would follow up with Ms. Smale regarding the particulars of the developments.

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

**5.1 Stratford Perth Community Foundations re: Smart and Caring Fund Update**

Tracy Van Kalsbeek of Stratford Perth Community Foundation spoke to the Smart and Caring Fund Update and responded to questions from Council.

**Resolution 2017-10-10-02**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

THAT the presentation from Tracy Van Kalsbeek and Roxy Rae of Stratford Perth Community Foundation regarding the Smart and Caring fund update be received.

**CARRIED**

**5.2 Mark Stone re: Official Plan Review**

**Resolution 2017-10-10-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT the October 10, 2017 regular Council meeting be adjourned at 6:20pm to hold a statutory public meeting as required under the Planning Act.

**CARRIED**

**Resolution 2017-10-10-04**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Osborne

THAT a Public Meeting to collect public comments for the Official Plan Review be opened at 6:21pm.

**CARRIED**

Mayor Strathdee stated "This meeting is being held with respect to the Town of St. Marys' Official Plan review and update in accordance with Section 26 of the Planning Act, RSO 1990.

Ontario's Planning Act requires municipalities to conduct an Official Plan review every five years to ensure it conforms with or does not conflict with provincial plans, has regard to matters of provincial interest, and is consistent with provincial policy statements.

The purpose of this meeting is to solicit the public's comments and input on what should be reviewed and updated in the Official Plan.

Anyone wishing to address Council with respect to the Official Plan review and update will be given an opportunity to do so at this meeting. You may also provide written comments to Council and there will also be a number of other opportunities to participate in this process.

I will now ask Mr. Kittmer to advise how notice was given and read the responses received in reply to the notice."

CAO / Clerk Brent Kittmer stated "In accordance with Section 26(4) of the Planning Act, notice of this meeting was published in the:

- St. Marys Independent on Friday, September 1<sup>st</sup>
- St. Marys Journal Argus on Wednesday, September 6<sup>th</sup>

In response to these notices, the following correspondence was received:

1. Henry Monteith – comments include:
  - The Official Plan should further protect, preserve and conserve heritage, historically significant and well established neighbourhoods

- Heritage streetscapes and areas could be better identified and protected
- Refers to policies in the City of Stratford Official Plan regarding heritage conservation and proposes the establishment of a similar heritage area in St. Marys
- Refers to policies in the Stratford Official Plan regarding major redevelopment sites and stable residential areas
- Refers to policies in the City of Woodstock Official Plan regarding infilling in well-established residential neighbourhoods

2. Mike Hensel regarding 555 Emily Street North – comments include:

- Property currently designated Agricultural and located outside of Town Settlement Area
- Object to continuation of Agricultural designation
- May seek consideration for adjustment to Settlement Area boundary to include this property and redesignate the property to Residential."

Planner Mark Stone presented the Official Plan Review to Council.

Mayor Strathdee called upon the public to address their questions to Council at this time.

Mr. Norm Belanger, #23-25 Thames Road, RR1 St. Marys ncobelanger@yahoo.ca cited that he had made a presentation to Council on September 22, 2015 regarding the Blue Dot Movement at which time he asked Council to declare their commitment to the health concerns for the citizens of St. Marys. Mr. Belanger stated that Council has not declared their commitment to these concerns.

Mr. Belanger went further to ask Council to consider land use designation within the central commercial areas due to concerns of commercial properties being situated beside residential properties and the health concerns this may cause.

Mr. Belanger finished his correspondence with Council by reiterating his hope that Council would consider the Blue Dot Movement for the benefit of the residents of St. Marys.

Mr. Thomas Kimber, 189 Elizabeth Street, stated he has been in St. Marys for two years. Mr. Kimber recommends making St. Marys a more resident and pedestrian friendly community. Setting, measuring and enforcing strict



air quality standards should be made a requirement for all commercial businesses.

Mr. Kimber went on to state that Council should consider installing pedestrian crossing walk signals to make St. Marys a more pedestrian friendly town. Specific locations included:

- James Street crossing Queen Street
- Church Street North crossing Station Street
- Park Street at the River Walk Way
- Crossing James Street South to access the high school and the Pyramid Recreation Centre
- Church Street South crossing Park Street

Mr. Rob Staffen, 2292 Road 120 (Perth South), owner of St. Marys Golf and Country Club, commended Council on the exciting changes that are being seen in the community and stated that there seems to be a positive path that Council is working to achieve. He encouraged Council not to just plan for a 5 year plan, but also a 30 year plan. He further stated there appears to be opportunities for community feedback regarding growth with is enlightening.

Mr. Staffen stated that bike lanes for the safety of riders would be an asset to the community. The bike lanes could be tied in with existing trails.

Mr. Staffen stated his concerns about Upper Thames River Conservation Authority (UTRCA) in reference to requiring a long term plan of the Authority. Council needs to get people living downtown to be able to grow the economy. There need to be less restrictions imposed on building within the downtown core as evidenced in many European cities found to be along major waterways that have embraced development. If the Town would focus on a longer term of planning rather than five years, it could focus on getting people into the downtown core.

Councillor Van Galen responded to Mr. Staffen and cited that this is a 5 year review of the Official Plan rather than a 5 year plan.

Mr. Kimber readdressed Council by stating that a standardized speed limit within the town of 40 km/h would provide increased safety to pedestrians.

Mr. Kimber closed with a statement that Council should consider expanding the yard waste self-use depot at the Municipal Operations Centre to accept organic waste.

Mr. Belanger readdressed Council and stated that based on his experience of living in an adult focused community that embraces seniors he has noticed the trail between Thames Street to Ingersoll Street is not senior friendly. The path could benefit from the placement of benches to provide resting locations.

Mayor Strathdee thanked those in attendance and those providing comments to the Official Plan Review. Mayor Strathdee stated that all comments received during the public meeting or at subsequent public sessions will be considered by the Town in the review and update of the Town's Official Plan.

**Resolution 2017-10-10-05**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT this Public Meeting be adjourned at 6:56pm.

**CARRIED**

Council took a brief recess between the adjournment of the Public Meeting and reconvening the regular Council meeting..

**Resolution 2017-10-10-06**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT the October 10, 2017 regular Council meeting reconvene at 7:05pm.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - September 26, 2017**

**Resolution 2017-10-10-07**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

THAT the September 26, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Special Meeting of Council - September 28, 2017**

**Resolution 2017-10-10-08**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

THAT the September 28, 2017 special meeting of Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Stratford Perth Community Foundation re: Random Act of Kindness Day**

**Resolution 2017-10-10-09**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the correspondence from Stratford Perth Community Foundation regarding Random Act of Kindness Day be received; and,

THAT Council proclaim November 3, 2017 as Random Act of Kindness Day.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Finance**

**8.1.1 FIN 20-2017 Wellington St. Bridge Infrastructure Ontario Borrowing Application**

Jim Brown spoke to FIN 20-2017 report and responded to questions from Council.

**Resolution 2017-10-10-10**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT the Town of St. Marys makes an application to Infrastructure Ontario for an amount of \$1,080,500 to finance the replacement of the Wellington Street Bridge with a term of 15 years; and,

THAT By-Law 89-2017 authorizing the submission of an application to Ontario Infrastructure and Lands Corporation for financing be approved.

**CARRIED**

## **8.2 Fire and Emergency Services**

### **8.2.1 FD 14-2017 Open Air Burning By-law**

Jenna McCartney, in Fire Chief Anderson's absence, spoke to FD 14-2017 report and responded to questions from Council.

#### **Resolution 2017-10-10-11**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT FD 14-2017 Open Air Burning By-law report be received, and  
  
THAT By-law 90-2017, to regulate the setting of open air fires, including establishing the times during which open air fires may be set, and to repeal By-law 17-2012 and all amendments thereto be approved.

**CARRIED**

## **8.3 Public Works**

### **8.3.1 PW 54-2017 Floodwall Repairs Project Update**

Jeff Wolfe spoke to PW 54-2017 report and responded to questions from Council.

#### **Resolution 2017-10-10-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT PW 54-2017 Floodwall Repairs Project Update report be received for information.

**CARRIED**

## **9. COUNCILLOR REPORTS**

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

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

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

**Resolution 2017-10-10-13**

**Moved By** Councillor Winter

**Seconded By** Councillor Osborne

THAT the September 21, 2017 Bluewater Recycling Association Board of Directors meeting highlights be received.

**CARRIED**

**9.1.2 Library Board - Coun. Osborne, Winter**

Councillors Osborne and Winter spoke to the recent meeting of the Board of which minutes will be provided shortly.

**9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter**

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

**9.1.4 Perth District Health Unit - Coun. Osborne**

Councillor Osborne spoke to the recent minutes of the Health Unit of which the minutes will be forth coming.

**Resolution 2017-10-10-14**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT the June 21, 2017 Perth District Health Unit Board meeting minutes be received; and,

THAT the September 20, 2017 Perth District Health Unit Board meeting agenda be received.

**CARRIED**

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

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

**Resolution 2017-10-10-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

THAT the September 20, 2017 Police Services Board meeting draft minutes be received.

**CARRIED**

**9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen**

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

**Resolution 2017-10-10-16**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT the May 17, 2017 Spruce Lodge Board of Management meeting minutes be received; and,

THAT the June 21, 2017 Spruce Lodge Board of Management meeting minutes be received.

**CARRIED**

**9.1.7 Upper Thames River Conservation Authority**

**Resolution 2017-10-10-17**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the August 22, 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 cited that he has already provided a verbal report of the attached minutes.

**Resolution 2017-10-10-18**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT the August 30, 2017 Accessibility Advisory Committee regular meeting minutes be received.

**CARRIED**

**9.2.2 Business Improvement Area - Coun. Pope**

Brent Kittmer stated that a report is forth coming from staff related to the BIA's request that parking stalls be vacant during the 2017 Christmas parade.

**Resolution 2017-10-10-19**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT the August 15, 2017 Business Improvement Area Board meeting minutes be received.

**CARRIED**

**9.2.3 CBHFM - Coun. Hainer**

Mayor Strathdee updated Council that the Site Plan Agreement for the planned Archives addition is going before staff for review at the present time.

**Resolution 2017-10-10-20**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT the August 25, 2017 Canadian Baseball Hall of Fame and Museum Board meeting minutes be received.

**CARRIED**

**9.2.4 Committee of Adjustment**

**Resolution 2017-10-10-21**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT the October 4, 2017 Committee of Adjustment meeting draft minutes be received.

**CARRIED**

**9.2.5 Economic Development Committee - Coun. Pope**

Brent Kittmer provided an update of the Committee as presented in the minutes.

**Resolution 2017-10-10-22**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

THAT the October 2, 2017 Economic Development Advisory Committee meeting draft minutes be accepted.

**CARRIED**

**9.2.6 Heritage St. Marys - Coun. Pope**

Mayor Strathdee provided an update of the recent Committee meeting.

**Resolution 2017-10-10-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

THAT the September 9, 2017 Heritage St. Marys meeting minutes be received.

**CARRIED**

**9.2.7 Museum Board - Coun. Winter**

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

**Resolution 2017-10-10-24**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the August 10, 2017 St. Marys Museum Board meeting minutes be received; and,

THAT the September 14, 2017 St. Marys Museum Board meeting draft minutes be received.

**CARRIED**

**9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen**

No recent meetings.

**9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter**

Councillor Winter stated that the Committee will be meeting next week.

**9.2.10 Senior Services Board - Coun. Craigmile**



Councillor Craigmile provided a brief update of the Board and responded to questions from Council.

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

Nothing to report at this time.

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

Councillor Craigmile provided a brief update and responded to questions from Council.

**9.2.13 St. Marys Cement Community Liaison Committee - Mayor Strathdee, Coun. Craigmile**

Councillor Craigmile provided a brief update and responded to questions from Council.

**Resolution 2017-10-10-25**

**Moved By** Councillor Osborne

**Seconded By** Councillor Winter

THAT the August 15, 2017 St. Marys Cement Community Liaison Committee meeting minutes be received.

**CARRIED**

**10. EMERGENT OR UNFINISHED BUSINESS**

Mayor Strathdee reminded Council that the 'Someone I Know' campaign is unveiling the donor wall this Thursday night at the PRC. Invitations for Council members have been distributed.

**11. NOTICES OF MOTION**

Nothing at this time.

**12. BY-LAWS**

**12.1 By-Law 89-2017 Authorize the Submission of an Application to Ontario Infrastructure and Lands Corporation**

**Resolution 2017-10-10-26**

**Moved By** Councillor Osborne

**Seconded By** Councillor Craigmile

THAT By-Law 89-2017, being a by-law to authorize the submission of an application to Infrastructure Ontario and Lands Corporation 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 90-2017 Open Air Burning**

**Resolution 2017-10-10-27**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT By-Law 90-2017, being a by-law to regulate open air burning and to repeal By-Law 17-2017 and all amendments thereto, 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 reviewed the upcoming meetings as presented in the agenda.

Mayor Strathdee provided his regrets for October 17.

Councillor Winter provided his regrets for October 17 and 24.

**14. CLOSED SESSION**

None held.

**15. CONFIRMATORY BY-LAW**

**Resolution 2017-10-10-28**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT By-Law 91-2017, being a by-law to confirm the proceedings of the October 10, 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 2017-10-10-29**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

That this regular meeting of Council adjourn at 8:15pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



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

October 17, 2017  
9:00 am  
Council Chambers, Town Hall

Council Present: Councillor Van Galen  
Councillor Pope  
Councillor Hainer  
Deputy Mayor Craigmile

Council Regrets: Mayor Strathdee  
Councillor Osborne  
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Jed Kelly, Director of Public Works  
Dave Blake, Environmental Services Supervisor

**1. CALL TO ORDER**

Chair Craigmile called the meeting to order at 9:02 am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared

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

**Resolution 2017-10-17-01**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Hainer

THAT the October 17, 2017 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

None presented.

## 5. STRATEGIC PRIORITIES REVIEW

### 5.1 PW 53-2017 Service Club Sign By-Law

Jed Kelly spoke to report PW 53-2017 and responded to questions from the Committee.

There was general consensus by the Committee that:

- The definition for "Service Club" needs to be narrowed down and refined so as to provide clear determination as to what organizations do, and do not, meet the definition.
- The signs would not contain individual messaging from each Club
- The order of display should be first served or alphabetical, and that this needs to be communicated to the Clubs.
- The general design of the sign should be vertical to reduce footprint, and that the preferred look was that of the signs in Laramie and Timmins.

#### **Resolution 2017-10-17-02**

**Moved By:** Councillor Van Galen

**Seconded By:** Councillor Hainer

THAT the Strategic Priorities Committee recommends to Council:

THAT Council approve the draft Service Club Sign By-Law and further directs staff to finalize and bring forward the Service Club Sign By-Law

**CARRIED**

### 5.2 PW 58-2017 Solid Waste Rate Evaluation

Dave Blake spoke to report PW 58-2017 and responded to questions from the Committee.

There was general consensus from the Committee that updates be made to the final report presented to Council and should include:

- Information on the need for revenue for the landfill and competitive waste pricing, and its connection to costs for local businesses.
- A column within the Rate Projection Table entitled Assumptions.

- Information and analysis on the preservation of space versus revenue. Also to be included is information on residential tipping fees and why they are not increasing.
- Information on the reserve projections, how they are used, and what a \$250,000 capital outlay is needed at the end of each planning period,
- Work towards a the 3% increase model providing the reasoning behind the 3% increase, with an acknowledgement that rates should be reviewed annually by Council

### **5.3 CAO 37-2017 Strategic Plan Scorecard and 2018 Priorities**

Brent Kittmer presented report CAO 37-2017 and responded to questions from the Committee.

There was general consensus by the Committee that:

- Time frames be established for short, medium and long-term.
- At this time the municipality has no formal approach to Accessibility Standards and that the municipality look to the Federal and Provincial Governments as well as community partners, such as Community Living for guidance and assistance with these Standards.
- Mill Race Island be made a priority in 2018 and that it be included within the Strategic Plan Score Card.
- A Crisis Communication Strategy be developed that includes a Social Media Strategy for emergency situations.
- A review of the Committee Structure be undertaken. This review should include the purpose of each Committee, the skill sets needed for each committee, and training required for committee members.
- A review of all funding opportunities (infrastructure, economic development, etc) be completed to ensure that projects and initiatives are in a state of readiness and align with the Strategic Plan.

**Resolution 2017-10-17-03**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Van Galen

THAT CAO 37-207 regarding the 2017 strategic plan accomplishments and 2018 priorities be received for discussion.

**CARRIED**

**7. ADJOURNMENT**

**Resolution 2017-10-17-04**

**Moved By:** Councillor Van Galen

**Seconded By:** Councillor Hainer

That this meeting of the Strategic Priorities Committee adjourn at 10:30 a.m.

**CARRIED**

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Al Stratthdee, Mayor

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Brent Kittmer, CAO / Clerk



September 2017

Dear Colleagues,

It is my pleasure to invite you to submit a nomination for the **June Callwood Outstanding Achievement Award for Voluntarism**.

Volunteers are the backbone and strength of communities across Ontario. This award recognizes the exceptional leadership, innovation and creativity in voluntarism and community service that contribute to a strong and dynamic province. Recipients of this award may include individual volunteers, volunteer groups, or volunteer management individuals or groups from a not-for-profit or charitable organization.

**To submit a nomination for this award:**

1. Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards).
2. Select the **Volunteering** category.
3. Click on **June Callwood Outstanding Achievement Award for Voluntarism**.
4. Download the PDF form.
5. Read the eligibility criteria and instructions carefully.
6. Fill out the form and submit it **no later than December 5, 2017**. Instructions for submitting your nomination package can be found on the website.

To ensure that outstanding volunteers and volunteer managers across the province receive the recognition they deserve, please share this information with your constituents. This invitation has also been distributed to volunteer and community organizations, libraries, municipalities and regional provincial government offices.

If you have questions about this program, please call 416-314-7526, toll free 1-877-832-8622, TTY 416-327-2391, or email [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca).

Thank you for your support of this important recognition program.

Sincerely,

A handwritten signature in black ink, reading "Laura Albanese". The signature is written in a cursive, flowing style.

Laura Albanese  
Minister



Ministry of Tourism,  
Culture and Sport

*Minister*

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416 326-9326  
Fax: 416 326-9338

Ministère du Tourisme,  
de la Culture et du Sport

*Ministre*

9<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 416 326-9326  
Téléc. : 416 326-9338



1090MC-2017-334

September 28, 2017

His Worship Al Strathdee  
Mayor  
Town of St. Marys  
PO Box 998  
St. Marys Town Hall  
St. Marys, ON N4X 1B6

Dear Mayor Strathdee:

I am pleased to congratulate the Town of St. Marys on recently passing a heritage property tax relief bylaw.

This important step demonstrates the value your community places on conserving its heritage, remembering and understanding its past, and encouraging a deeper sense of community identity. The bylaw will help protect invaluable heritage resources for the enjoyment of future generations.

Municipalities, municipal heritage committees and other heritage organizations are doing terrific work on heritage conservation throughout Ontario. It is an important form of economic development that can attract visitors who have an interest in Ontario's rich and varied history.

Once again, please accept my congratulations on the establishment of this important tool and on your commitment to protecting Ontario's cultural heritage.

All my best,

A handwritten signature in black ink, appearing to read 'Eleanor McMahon'.

Eleanor McMahon  
Minister



## What is GivingTuesday?

Giving Tuesday is a global day of giving that happens each year after Black Friday and Cyber Monday. It's a time when Canadians, charities and businesses come together to celebrate giving and participate in activities that support charities and non-profit organizations. There is no specific formula you must follow to participate just as long as your initiative supports generosity and giving. Get creative by donating, volunteering, helping a neighbour, or spreading the message of giving.

## Examples of how you can participate

1. Donate a portion of sales of from this day to a charity of your choice
2. Ask staff to donate a portion of their tips (restaurant matches the staff contribution) or pick an item from your menu with a portion of sales of that item going to a charity of your choice
3. Promote a specific GivingTuesday product/item. If customers purchase that promoted item, donate a portion of the proceeds to a local cause.
4. Offer discounted products or services in exchange for customer donations. Drive foot traffic and sales to your business by advertising that a specific product or service is 20% off on GivingTuesday when customers bring in a non-perishable food item, or gently used warm clothing, or a new unwrapped toy.
5. Announce a gift. If you were already planning on making your annual gift to a local organization, do it on GivingTuesday! You'll be able to amplify your efforts by leveraging the GivingTuesday buzz - and it's a great way to engage your customers in the process.

It does not matter how you decide to participate as long as you participate! If you already support a cause that is important to you lets highlight it for GivingTuesday. We want to get the word out that the St. Marys business community is a giving community and with the help of the community we can make GivingTuesday an amazing day.

## Why Participate?

- Engage your staff and customers to participate in a global charitable movement.
- Gain new customers and nurture existing customers before the busy holiday shopping season begins and drive more sales throughout December
- Customers are likely to identify more strongly with a brand that supports meaningful causes!
- Increase sales by promoting "GivingTuesday specials"

- Leverage the strong social media presence of GivingTuesday to attract attention
- Demonstrate your business' commitment to the local community
- Create new valuable community partnerships through collaboration with other businesses or charities in the name of social good
- Leverage the good you're already doing for greater impact for the causes you support

## How we will promote this event

St.Marys Downtown BIA will promote this event through print advertising and through a social media campaign. Please let Andrea Macko-Hodges know how you plan to participate and we will ensure you are included in the promotion. She will visit your establishment to either do a short video or work with you on the #unselfie social media campaign.

# #UN.self.ie

Noun (uhn-sell-fee)

*The challenge: To take a "selfie" explaining how or why you and your friends are giving-back this year.*



If you would like to investigate more about Giving Day Tuesday you can go to the official site

<http://givingtuesday.ca/>



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration and Human Resources</b>
<b>Date of Meeting:</b>	<b>24 October 2017</b>
<b>Subject:</b>	<b>CAO 39-2017 October Monthly Report (Administration and HR)</b>

## RECOMMENDATION

THAT CAO 39-2017 October Monthly Report (Administration and HR) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### CAO

#### Strategic Planning

- Draft scorecard for the strategic plan completed and presented to the Strategic Priorities Committee on October 17, 2017. The strategic plan, the projects completed to date, and the implementation plan will be a focus of the fall Coffee with Council event.
- 2018 Strategic Plan priorities will be discussed as a part of the November 21, 2017 Strategic Priorities Committee meeting.

#### Intergovernmental Relations

- Shared Services: File closed. Shared services agreements were executed by the County, the City, and the Town on September 29, 2017
- Township of Zorra: CAO has completed his review of the draft mutual aid agreement provided by Zorra. Awaiting their reply.
- Perth South: Perth South Council has confirmed their availability for a joint Councils meeting on November 1, 2017 at 6:00 pm. St. Marys will host the meeting, with the meeting to be located in the Multi-Purpose Room at the Friendship Centre.

#### Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete. The Town's deadline to establish a Code of Conduct has been proclaimed by the Province as March 1, 2019.
- Revised Community Grant Policy: Have met with the Stratford Perth Community Foundation to review options for the SPCF to administer the Town's annual granting process. An invite will also be extended to the United Way to review administration options with that organization as well.

## Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: Next meeting planned for December. Traffic concerns regarding James Street South continue to attract enforcement attention from the OPP. A focused patrol was completed in the area of the DCVI crosswalk in September.
- Coffee with Council: Council's annual Coffee with Council event is tentatively planned for October 28, 2017 from 9:00 am – 12:00 pm. The focus of this year's event will be an update on strategic plan initiatives, and pre-budget feedback.

## Economic Development

- Stratford Perth Centre for Business: currently negotiating a memorandum of understanding for this service. MOU to be presented to Council on November 14, 2017 as part of a delegation from investStratford.
- The Town is partnering with Perth South, DCVI, the Four Counties Labor Market Board and Cascades to host a manufacturing day and discussion panel for local Grade 10 students on October 20, 2017.

## Land Sales

- SGD Land Sale: All Town conditions have been met to satisfy SGD's option to buy agreement. SGD now has the option to purchase these lands through to September 30, 2020.
- 121 Ontario Street: Sale officially closed on September 29, 2017. Wildwood Homes has mobilized forces to the property with interior demolition work underway. Planning application pending.
- 45 Thames Road: Received and expression of interest to purchase 45 Thames Road. Further information provided in closed session.

## Other Projects

- CBHFM Operating Agreement: A final first draft has been completed and is currently being reviewed by the CAO. The CAO and the Board Chair met on September 15, 2017 to review the CBHFM's position on a number of matters. Plan forward is for draft terms to be shared in advance of the Board's October meeting.
- Police Service Delivery Review:
  - Substantial draft agreement approved by Council on September 26, with authority delegated to the CAO to finalize the outstanding terms. The remaining terms to be negotiated is the "Indemnity" clause. The Town's and the City's respective solicitors are working together to finalize this term. Implementation of the service change would occur as of April 2, 2018 if the approval timeline is achieved.
  - Met with the Stratford Police Services Board Chair and Police Chief on October 6, 2017 to review next steps in the policing transition given the pending resignation of Chief Bellai. Stratford has provided a letter (attached) confirming their commitment to provide policing in St. Marys. They have identified that Inspector Foster will oversee the transition process. Stratford has begun their internal process for this transition.

- Currently working to plan the first transition meeting with the OPP Municipal Policing Bureau, City of Stratford and Perth South. The OPP is looking to the weeks of October 30 and November 6 as possible meeting times.

## **Human Resources/Payroll**

### Recruitment

- Completed the recruitment process for Youth and Child Recreation Programmer, Senior Services Programmer, Contract Curatorial and Programming Assistant.
- Currently recruiting for a full-time Economic Development Manager, full-time Lifeguard, contract Facilities Operator, Supply Staff (ELS), Contract Fire Prevention Officer, Library Clerk and Arena Attendant.

### Corporate Training

- Ongoing work with Ray Miller of the Training Bank to finalize the Corporate Core Standards of Service Excellence as part of the pilot project underway at the PRC.
- Organizing team building training for the Senior Management Team to take place November 2017.

### Staff Engagement

- Working with STEAM to organize the Town Staff Christmas Party and the annual United Way fundraising campaign.
- Coordinating the 2017 Fall All Staff meetings. Three sessions will be conducted on November 6, 2017 as a way to provide staff with an update on corporate affairs.

### HR Systems and Processes

- The final Salary Survey report has been received. Currently undergoing an analysis of the results and determining next steps.
- Continuing analysis of Bill 148's progress and the impact to the Town's current employment and payroll practices.
- Completed the first round of the annual Mid-Year Performance Check-Ins with all staff. Currently seeking feedback from both staff and management to help analyze the process and ensure the desired results were achieved.

### Health and Safety

- Assessing Carbon Monoxide Hazards across the Town to ensure they are addressed and that lessons learned are applied as appropriate.

### Payroll

- Developing work instructions for Payroll processes
- InfoHR/Easy Pay: testing attendance interface with payroll system continuing
- Conducted ESS and Electronic Timesheet training session for newly hired staff

## **OUTSTANDING ISSUES AND PROJECT LIST**

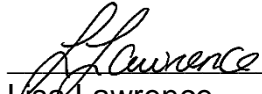
As above.

## **SPENDING AND VARIANCE ANALYSIS**

None to report.

## REVIEWED BY

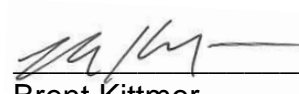
### Recommended by the Department



Lisa Lawrence

Human Resources Manager

### Recommended by the CAO



Brent Kittmer

CAO / Clerk

## Stratford Police Services Board

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October 6<sup>th</sup>, 2017

Al Strathdee, Mayor  
Town of St. Marys  
175 Queen Street East  
PO Box 998  
St. Marys, ON N4X 1B6

Dear Mayor Strathdee:

Re: Agreement with Stratford Police Service

Further to our meeting on Thursday, October 5<sup>th</sup>, 2017, I would like to assure the Town St Marys that the Stratford Police Service is fully committed to providing police services to your community.

With the announcement of Chief Bellai leaving the Stratford Police Service and the subsequent posting for his position, the Stratford Police Services Board will be using the Service's territory of Stratford, Perth South and St. Marys in our recruitment process.

Also, Inspector Gerry Foster will be responsible for the transition for your community and will be meeting with your staff over the coming weeks to ensure a seamless transition along with regular and timely communications.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Dan Mathieson", written in a cursive style.

Dan Mathieson, Chair



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>24 October 2017</b>
<b>Subject:</b>	<b>COR 38-2017 October Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 38-2017 October Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Clerks Department

- Licensing
  - Lottery – Reviewing final reports and closing licences. Processing application for new licences (ongoing).
  - Taxi Licensing – Issued 2 annual Driver licences
- Bylaws
  - Reviewing and updating a number of bylaws
- Delegation of Authority – reviewing delegation of authority across the organization and ensuring compliance with Attorney General
- Remembrance Day Service
  - Planning is underway for the Remembrance Day service on November 11 and the flag placing at the cemetery on Saturday, November 4.
- Heritage
  - Heritage Property Tax Rebate Program – Notification to eligible property owners by mail has occurred. Information and application package is on website. Additional communication campaign will take place.
  - Municipal Register of Cultural Heritage Properties – working towards notification of property owners
  - Staff attended the Heritage Trust Conference, October 10-14. Sessions included presentations/discussions on incentive programs for heritage properties, property standards, cultural/heritage landscapes, maintenance of heritage buildings (windows, repointing).

### Corporate Communications

- Corporate Communications Strategy
  - Posting for part-time Event Coordinator closes on Monday, October 16; interviews to follow
- Media Relations
  - Sent out 11 media releases between mid-September and mid-October
  - Resulted in 35 solicited news stories
- Social Media:
  - Facebook (since September 15):
    - 35 new page likes; 40 new page followers

- Best performing paid post: Promotional post for Doors Open. Post reached over 5,000 users and resulted in 114 reactions, 7 comments and 57 shares (\$50 spent over 4 days)
- Best performing non-paid post: Shared picture of Lionvale House (last minute addition to Doors Open). Post reached almost 9,500 users and resulted in 200 reactions, 49 comments and 27 shares
- Twitter (since September 17):
  - 15 new followers
  - Best performing tweet: Tweet about Fire Prevention Week and Fire Department open house. Tweet reached nearly 1,200 users and resulted in 24 engagements.
- Promotional & Communication Campaigns
  - Fall Water Flushing; Water reservoir and road reconstruction public meeting; Recreation and Leisure Services Master Plan feedback; Falls Prevention Group Exercise program update; Community Grant Program; Holiday Notices (Thanksgiving); Official Plan review process; Fire Prevention Week; Development Charges Public Meeting; Doors Open; St. Marys Fire Department annual ribs and pigtail charity dinner; James Street South construction; Council Alzheimer Coffee Break; Senior Services Scrapbooking Garage Sale
  - Craft Show (November 4) promotions planning and lawn sign design/coordination
- Publications
  - Spring and Summer 2017/2018 Recreation and Leisure Guide internal content deadlines sent out; researching alternative print options

## **Events**

- Festive Outdoor Light Display
  - Horse-drawn wagon rides booked for December 16, 17, 23 and 24 from 6:30 – 8:30 pm at Milt Dunnell Field
  - Town will coordinate with Kinsmen Club to arrange “lighting of the lights” following the Santa Clause Parade
  - Sponsorship letters have been sent
    - Have received \$2,050 in sponsorships as of October 13, 2017, with more commitments forthcoming

## **Information Technology**

- 37 support tickets closed
- Installed Public Wi-Fi near Town Hall courtyard, working improving signal
- Working on an on-premise drop-box style file sharing server for staff
- Worked with Quadro to upgrade their on-premise hardware to prepare for future Internet facing Town content (i.e. Time sheets, webmail)
- Worked with Escribe partner ISILive to install a trial encoder for recording council meetings (continuing to test)

## **Geographic Information Systems (GIS)**

- 93 Locates for September, 53% increase from last year
- 7 municipal consent requests approved
- IT support for Town staff
- Creation of multiple maps for various departments
- Creation of mailing lists for Town staff
- Large format printing for various Town events

## **Economic Development/Culture**

- Perth South is hosting a Networking Breakfast on October 30<sup>th</sup>, 7:30am-9:30am at the River Valley Golf Club

- Youth Development
  - Perth4Youth Project
    - Perth County, lower municipalities and the Town have submitted a joint application for a Rural Economic Development grant to fund a workforce development toolkit for youth and a county-wide youth engagement/leadership event scheduled for Fall, 2018
- Business Attraction, Retention & Expansion
  - New Business consultations: Had discussions and shared information with two prospective business operators.
- Doors Open Event
  - This cultural event Saturday, September 30
  - 15 Sites will be participated in the event, including historic homes, churches, museum and municipal buildings
  - 3,625 in total attendance, up 1,459 in total visits from 2015 event
  - Out of town visitors increased dramatically
  - A marketing campaign for this event is well underway and includes the Doors Open Provincial website, Town website, press release, radio interview (Stratford) and print brochure/map
  - Walking Tour of the grounds at Westover Inn had 80 people in attendance

#### **VIA Services**

- During the month of September there were 237 Boarding, 252 Arriving, and 80.6% of tickets were printed on site

## **OUTSTANDING ISSUES AND PROJECT LIST**

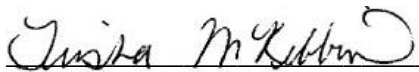
As above.

## **SPENDING AND VARIANCE ANALYSIS**

Nothing to report at this time.

## **REVIEWED BY**

### **Recommended by the Department**



Trisha McKibbin  
Director of Corporate Services

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Choose an item. **Finance**

**Date of Meeting:** 24 October 2017

**Subject:** FIN 21-2017 October Monthly Report (Finance Department)

## RECOMMENDATION

THAT FIN 21-2017 October Monthly Report (Finance Department) be received for information.

## DEPARTMENTAL HIGHLIGHTS

- Staff attended an MPAC training session covering main topics such as how roll changes are processed and the timeframe targets set by MPAC to process. We also learned that the Municipal Connect website is becoming the portal where Municipalities will be required to periodically access to download MPAC data changes for processing. This will replace reports that had previously been sent via email.
- Attended a procurement seminar hosted by our Bids & Tenders procurement service provider. The current topic of interest is trade agreements namely CFTA (Canada Free Trade Agreement) and CETA (Canada-European Union Comprehensive Economic and Trade Agreement) which came into effect July 1 and September 21, 2017 respectfully. The supplier is working on updates to ensure compliance with the regulations as well as building in the tracking to assist in reporting.
- Have compiled both operating and capital needs budgets for 2018. On target for release of first draft to Council in middle of November.
- FMW budgeting software project nearing completion.
- Completion of Development Charge background study and its release to the public.

## OUTSTANDING ISSUES AND PROJECT LIST

- Consolidating general accounts receivables to facilitate on-line payment options.
- Passing of Fee by-law.
- Passing of Development Charges By-law by end of year.

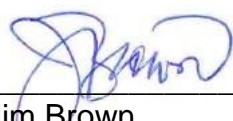
## SPENDING AND VARIANCE ANALYSIS

Capital Status Report October 6, 2017 attached

Interim Financial Statements September 30, 2017 attached


## REVIEWED BY

### Recommended by the Department



\_\_\_\_\_  
Jim Brown  
Director of Finance

### Recommended by the CAO



\_\_\_\_\_  
Brent Kittmer  
CAO / Clerk

Town of St. Marys Capital and Special Projects 2017 October 6, 2017	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9001- FINANCE BUDGET SOFTWARE	28,696	28,696	35,000	(6,304)	x	x	x	x	x		Project is nearing completion
9050- IT (MATERIALS)	12,250	12,250	15,000	(2,750)	x	x	x	x	x		
9051- BACKUP SERVER REPLACE	25,516	25,516	29,000	(3,484)	x	x	x	x	x	x	Completed
9120- FACILITIES (ENERGY UPGRADES)	33,295	33,295	30,000	3,295							
9123- CADZOW PLAYGROUND	159,541	159,541	150,000	9,541	x	x	x	x	x	x	Overage was for landscaping to ensure park was ready for the Canada 150th celebration.
9124- CEMETERY OFFICE PAINT INT/EXT	-	-	10,000	(10,000)	x						
9125- FIRE HALL DIGITAL SIGN	15,671	15,671	15,000	671	x	x	x	x	x	x	Completed
9126- FIRE HALL WINDOW REPLACE	-	-	10,000	(10,000)							Removed from Budget
9127- LIBRARY STEPS (CHURCH ST)	58,050	58,050	35,000	23,050	x	x	x	x	x		Overage was approved by Council on April 25 (DEV 11-2017)
9128- LIND SPORTSPLEX ROOF REPLACE	-	-	98,000	(98,000)	x	x	x	x	x		to be completed late September
9129- MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	x	x					
9130- MUSEUM BARN PAINTING	9,972	9,972	10,000	(28)	x	x	x	x	x	x	Completed
9131- MUSEUM SOFFIT/FASIA/GINGER	14,857	14,857	10,000	4,857	x	x	x	x	x	x	Completed
9132- OLD WATER TOWER UPGRADES	12,526	12,526	75,000	(62,474)	x	x	x	x	x		reviewing draft report
9133- PRC BANQUET HALL SOUND SYSTEM	-	-	32,000	(32,000)	x						On hold, tender came double of budget, going to better access the needs
9134- PRC TRACTOR SNOWBLOWER	14,704	14,704	15,000	(296)	x	x	x	x	x	x	Completed
9135- GUEST SERVICES DESK REBUILD	-	-	20,000	(20,000)							Removed from Budget
9136- PRC POOL GROUTING	-	-	30,000	(30,000)	x	x	x	x	x	x	Completed
9137- TOWN HALL SIGN	5,764	5,764	10,000	(4,236)	x	x	x	x	x	x	Completed
9138- TH EXT WASHROOM DOOR	-	-	15,000	(15,000)	x						
9139- TH WINDOW REPLACE	-	-	15,000	(15,000)	x	x	x	x	x		reviewing draft report
9140- REPOINT STONE WALLS	-	-	43,000	(43,000)	x						
9141- VIA SOFFIT REPAIRS.PAINT	23,880	23,880	15,000	8,880	x	x	x	x	x	x	Completed
9213- FIRE SCBA BREATHING APP	-	-	225,000	(225,000)	x						Submitted RFT to Director of Finance.
9314- ANNUAL SIDEWALK/CURBING PROGRAM	679	679	70,000	(69,321)	x						
9318- ST. MARIA ST./WELLINGTON RECONST	(1,272)	(1,272)	98,000	(99,272)	x	x					
9320- BRIDGE WELLINGTON ST.	357,379	357,379	2,238,000	(1,880,621)	x	x	x	x	x		July 2nd start date - Ongoing, Completion Late Nov
9327- WARNER / JONES CONSTR	310,798	439,620	922,000	(482,380)	x	x	x	x	x		June 26th start date - Ongoing - Completion Late Sept
9329- EMILY ST RECONSTRUCTION	1,521,422	1,752,958	2,280,000	(527,042)	x	x	x	x	x		On Schedule competition Fall 2017
9330- ST GEORGE ST N. RECONSTRUCT	1,141	1,141	49,000	(47,859)	x	x	x	x	x		to be included with water reservoir work
9331- WELLINGTON ST S (PARK TO QUEEN)	-	-	49,000	(49,000)	x	x	x				Pending Award to at Council Sept 26
9332- VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	136,000	(136,000)	x	x					TBD
9350- REFURBISH R10 VACTOR	-	-	30,000	(30,000)	x	x	x	x		x	Pressure tests on pumps completed, vendor recommending not to touch at this time
9351- REPLACE L10 PICKUP	30,221	30,221	28,000	2,221	x	x	x	x	x	x	Delivery Date - ETA - June 15th, 2017
9352- REPLACE J10 BACKHOE	-	-	50,000	(50,000)	x	x	x	x	x		At vendor authorized refurbish JCB service centre Started June 12th, 2017, ETA - Oct 18th
9353- R30 PAVEMASTER	18,749	18,749	30,000	(11,251)	x	x	x	x	x	x	
9354- SMALL TOOL REPLACEMENTS	9,394	9,394	6,000	3,394	x	x	x	x	x	x	Water wagon replacement
9355- J-50 DUAL WHEELS	-	-	6,000	(6,000)	x	x	x	x	x	x	
9356- PAVEMENT EDGER	8,141	8,141	8,000	141	x	x	x	x	x	x	Delivery June 2017
9357- T-60 SANDER APPLICATOR	-	-	5,000	(5,000)	x	x	x	x	x	x	Delivery Week of Oct 16th
9358- DECORATIVE POLE REFURB	-	-	25,000	(25,000)	x	x	x	x	x	x	Ongoing at time of report
9359- GATEWAY LANDSCAPE FEATURES	46,703	49,703	50,000	(297)	x	x	x	x	x	x	Completed
9390- ANNUAL RESURFACE PROGRAM	-	-	120,000	(120,000)	x	x	x	x			Starting Week of Oct 16th
9391- CONCRETE GRINDING	84,244	84,244	120,000	(35,756)	x	x	x	x	x	x	Completed
9411- SEWAGE TREATMENT PLANT	2,649	2,649	230,000	(227,351)	x	x	x	x	x		Ongoing
9413- LANDFILL EPA & IMPROVE	21,279	21,279	310,000	(288,721)	x	x	x	x	x		EA Submission July 2017, Comments received Oct 5th, Next steps TBD
9414- SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)	x	x	x	x	x		spot repairs Emily St, Warner - Jones as required - Ongoing
9415- BIOSOLIDS LOADING PUMP	53,568	53,568	190,000	(136,432)	x	x	x	x	x	x	Awaiting Pump delivery from manufacture - Start Date July 26th
9416- WWTP EMERGENCY STANDBY POWER	-	-	307,000	(307,000)	x	x					Awaiting CWWF Grant Award
9417- EMERGENCY POWER 728 QUEEN ST E	-	-	70,000	(70,000)	x	x					Awaiting CWWF Grant Award
9421- STORMWATER MGMT/WATERCOURSE IMPROV	-	-	126,000	(126,000)	x	x					Awaiting Direction UTRCA
9435- ADD'L WATER STORAGE	18,483	18,483	215,000	(196,517)	x	x	x	x	x		Tender Award June 2017

Town of St. Marys  
Capital and Special Projects 2017  
October 6, 2017

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9740- LIBRARY (MATERIALS)	43,337	43,337	58,000	(14,663)	x	x	x	x	x		Books purchased throughout year
			8,808,000								
<b>2016 CARRYFORWARD PROJECTS</b>				-							
9040- MOC COUNTER	8,181	8,181	15,000	(6,819)	x	x	x	x	x	x	Completed
9112- TOWNHALL AIR HANDLERS	5,597	5,597	653	4,944	x	x	x	x	x	x	Completed
9116- FACILITIES THALL (BELL TOWER)	18,487	18,487	25,416	(6,929)	x	x	x	x	x	x	Completed
9212- ELC RELOCATION	41,763	63,446	368,987	(305,541)	x	x	x	x	x		
9310- ROAD EQUIPMENT	268,013	268,013	267,129	884	x	x	x	x	x	x	2017 Freightliner single axle 4 wheel drive
9319- GLASS ST EXTENSION	33,155	33,155	76,000	(42,845)	x	x	x	x	x	x	
9710- QUARRY CLIFF DIVE	5,289	5,289	78,202	(72,913)	x	x	x	x	x	x	Completed
9713- REC MASTER PLAN	42,485	42,485	64,000	(21,515)	x	x	x	x	x		
9743- LIBRARY STUDY	(1,208)	-	1,508	(1,508)	x	x	x	x	x	x	
<b>2017 ADDITIONAL PROJECTS</b>											
9210- FIRE SMALL EQUIPMENT	5,866	5,866	-		x	x	x	x	x	x	Purchase of the Rapid Deployment Craft has been made.
9333- GENERATOR WATER BOOSTER PUMP JAMES ST	(127,806)	8,003	-		x						Industry will provide funds in advance of project start
9334- DOWNTOWN STREET LIGHT GLOBES	(183)	31,859	-		x	x	x	x	x		\$32,000 deposit received in advance from BIA
	3,241,274.53	3,795,373.92	9,704,895								

Town of St. Marys Interim Financial Statement Combined Tax Levy and Self Funded Nine Months Ended September 30, 2017					
	2016 Actual Sept 30 YTD	2017		Variance (Fav) Unfav	
		Budget		Actual	
		Annual	Sept 30 YTD		
DONATIONS	(73,247)	(45,000)	(32,014)	(36,379)	(4,365)
FEES/SERVICE CHARGES	(770,840)	(925,054)	(710,987)	(798,462)	(87,475) (1)
GRANTS	(852,743)	(1,164,013)	(828,526)	(849,459)	(20,933)
INTERNAL REVENUE	(275,805)	(670,759)	(273,517)	(266,517)	7,000
INVESTMENT INCOME	(59,671)	(89,000)	(60,000)	(65,157)	(5,157)
LANDFILL & DIVERSION REVENUE	(286,370)	(387,075)	(274,436)	(253,467)	20,969
PROGRAM REVENUE	(763,016)	(1,022,250)	(768,826)	(916,207)	(147,381) (2)
RENT ICE	(284,490)	(493,200)	(314,860)	(277,087)	37,773
RENT/LEASES	(83,772)	(106,500)	(76,379)	(79,411)	(3,032)
REVENUE FROM MUNICIPALITIES	(527,025)	(800,000)	(538,653)	(396,128)	142,525 (2)
SALE OF LAND, EQUIPMENT	(50,354)	--	--	(30,745)	(30,745)
SALES	(131,927)	(213,250)	(132,227)	(152,896)	(20,669)
TAXATION	(11,323,926)	(11,667,514)	(11,575,117)	(11,675,507)	(100,390) (3)
WATER & SEWER BILLING REVENUE	(2,516,525)	(3,075,800)	(2,007,191)	(1,948,634)	58,557 (4)
<b>TOTAL REVENUE</b>	<b>(17,999,713)</b>	<b>(20,659,415)</b>	<b>(17,592,733)</b>	<b>(17,746,056)</b>	<b>(153,323)</b>
ADVERTISING, MARKETING & PROMOTION	42,263	103,800	53,879	57,134	3,255
ASSESSMENT SERVICES (MPAC)	68,008	91,475	57,172	68,607	11,435
COMMUNICATIONS	74,229	129,500	79,248	82,458	3,210
COMPUTER SOFTWARE	39,914	58,300	51,508	60,172	8,664
CONFERENCES, SEMINARS, TRAINING	56,374	115,804	67,670	70,709	3,039
CONTRACTED SERVICES	1,994,483	2,797,861	1,945,972	1,886,136	(59,836) (5)
DEBENTURE PAYMENT	731,427	1,428,893	749,384	731,427	(17,957)
ENGINEERING FEES	48,312	86,500	62,194	43,530	(18,664)
FOOD COSTS	126,957	185,500	123,902	121,749	(2,153)
FUEL/OIL	58,154	111,200	46,890	67,839	20,949
INSURANCE	234,875	282,903	271,152	240,042	(31,110)
INTERNAL CHARGES	276,405	672,759	274,783	274,783	--
MATERIALS & SERVICES	296,221	511,414	334,799	388,188	53,389
OPP CONTRACT	865,479	1,155,089	869,159	864,976	(4,183)
OTHER TRANSFERS	805,562	1,070,673	832,840	817,672	(15,168)
PAYROLL COSTS	930,336	1,338,667	996,592	969,869	(26,724) (6)
PROFESSIONAL FEES	163,086	174,200	100,416	109,247	8,831
PROGRAM EXPENSE	66,104	216,306	119,683	102,453	(17,230)
RECYCLING CONTRACT	123,499	172,500	128,720	123,499	(5,221)
REPAIRS & MAINTENANCE	292,800	442,800	327,281	297,860	(29,421)
SALARIES/WAGES	3,686,385	5,389,141	3,881,623	3,957,301	75,678 (6)
SAND/SALT	92,004	215,000	108,144	112,728	4,584
SUPPLIES	179,905	262,275	174,376	185,293	10,917
TAXATION EXPENSE	68,688	220,000	110,079	146,945	36,866
UTILITIES	570,568	993,130	565,135	497,854	(67,281) (7)
<b>TOTAL EXPENSE</b>	<b>11,892,037</b>	<b>18,225,690</b>	<b>12,332,601</b>	<b>12,278,469</b>	<b>(54,132)</b>
<b>NET (REVENUE) EXPENSE</b>	<b>(6,107,676)</b>	<b>(2,433,725)</b>	<b>(5,260,132)</b>	<b>(5,467,586)</b>	<b>(207,455)</b>
NET TRANSFER OPERATING RESERVES	2,419,788	2,433,725	2,116,923	2,147,475	30,552
<b>NET TRANSFER TO (FROM) RESERVE</b>	<b>2,419,788</b>	<b>2,433,725</b>	<b>2,116,923</b>	<b>2,147,475</b>	<b>30,552</b>
<b>TOTAL</b>	<b>(3,687,887)</b>	<b>-</b>	<b>(3,143,209)</b>	<b>(3,320,111)</b>	<b>(176,903)</b>
Notes:					
(1) building permit revenue \$70K higher than budget, has almost reached annual budget amount, should a department surplus result the excess revenue will be moved to a building permit reserve					
(2) in 2017 additional GL accounts were open to track childcare revenue sources, has caused a shift in parent vs municipal revenue classification, accounts offset each other					
(3) supplemental tax billing information received from MPAC now on a monthly basis rather than 4 per year, currently \$10K ahead of annual budgeted revenue.					
(4) timing differences in billing between Town's 2016 bi-monthly vs Festival Hydro's monthly billing with payment to Town on following month					
(5) to date no road surface treatment expense although YTD budget includes \$63K, funds will be spent by year end					
(6) salary/wages net of payroll costs \$50,000 unfavourable due largely to opening of Childcare infant room, special 6 month startup funding has yet to be received					
(7) variance of \$26K for heat and \$31K for hydro, reviewed accounts and billing in general down from prior year					

Town of St. Marys Interim Financial Statement Tax Levy Funded Nine Months Ended September 30, 2017		2016 Actual Sept 30 YTD	2017 Budget Actual Sept 30 YTD		Variance (Fav) Unfav
DONATIONS	(73,247)	(45,000)	(32,014)	(36,379)	(4,365)
FEES/SERVICE CHARGES	(745,811)	(905,434)	(697,072)	(783,791)	(86,719)
GRANTS	(852,743)	(1,126,461)	(828,526)	(849,459)	(20,933)
INTERNAL REVENUE	(275,805)	(543,039)	(273,517)	(266,517)	7,000
INVESTMENT INCOME	(59,671)	(89,000)	(60,000)	(65,157)	(5,157)
LANDFILL & DIVERSION REVENUE	(8,752)	(15,075)	(10,052)	(9,723)	329
PROGRAM REVENUE	(763,016)	(1,022,250)	(768,826)	(916,207)	(147,381)
RENT ICE	(284,490)	(493,200)	(314,860)	(277,087)	37,773
RENT/LEASES	(83,772)	(106,500)	(76,379)	(79,411)	(3,032)
REVENUE FROM MUNICIPALITIES	(527,025)	(800,000)	(538,653)	(396,128)	142,525
SALE OF LAND, EQUIPMENT	(50,354)	-	-	(8,850)	(8,850)
SALES	(131,927)	(213,250)	(132,227)	(152,896)	(20,669)
TAXATION	(11,323,926)	(11,667,514)	(11,575,117)	(11,675,507)	(100,390)
WATER & SEWER BILLING REVENUE	(3,660)	(4,800)	(3,644)	(4,490)	(846)
TOTAL REVENUE	(15,184,201)	(17,031,523)	(15,310,887)	(15,521,602)	(210,715)
ADVERTISING, MARKETING & PROMOTION	41,267	99,300	51,999	56,713	4,714
ASSESSMENT SERVICES (MPAC)	68,008	91,475	57,172	68,607	11,435
COMMUNICATIONS	74,229	127,500	77,916	82,458	4,542
COMPUTER SOFTWARE	39,914	58,300	51,508	60,172	8,664
CONFERENCES, SEMINARS, TRAINING	55,285	107,804	62,539	68,777	6,238
CONTRACTED SERVICES	1,073,602	1,533,705	1,052,430	1,015,881	(36,549)
DEBENTURE PAYMENT	431,690	893,554	431,367	431,690	323
ENGINEERING FEES	3,529	16,000	11,255	0	(11,255)
FOOD COSTS	126,957	185,500	123,902	121,749	(2,153)
FUEL/OIL	49,253	102,200	40,276	60,361	20,085
INSURANCE	217,879	257,423	245,672	214,085	(31,587)
INTERNAL CHARGES	207,750	552,430	237,839	237,839	0
MATERIALS & SERVICES	255,400	408,714	267,776	333,610	65,834
OPP CONTRACT	865,479	1,155,089	869,159	864,976	(4,183)
OTHER TRANSFERS	805,562	1,070,673	832,840	817,672	(15,168)
PAYROLL COSTS	864,870	1,245,194	926,060	912,770	(13,290)
PROFESSIONAL FEES	151,491	171,200	97,750	109,247	11,497
PROGRAM EXPENSE	66,104	216,306	119,683	102,453	(17,230)
RECYCLING CONTRACT	123,499	172,500	128,720	123,499	(5,221)
REPAIRS & MAINTENANCE	281,739	393,800	305,013	281,677	(23,336)
SALARIES/WAGES	3,457,541	5,055,346	3,639,149	3,742,618	103,469
SAND/SALT	92,004	215,000	108,144	112,728	4,584
SUPPLIES	114,492	197,025	109,544	127,570	18,026
TAXATION EXPENSE	68,688	220,000	110,079	146,945	36,866
UTILITIES	361,897	619,030	348,409	299,518	(48,891)
TOTAL EXPENSE	9,898,127	15,165,068	10,306,201	10,393,616	87,415
NET (REVENUE) EXPENSE	(5,286,074)	(1,866,455)	(5,004,686)	(5,127,986)	(123,301)
NET TRANSFER OPERATING RESERVES	1,859,004	1,866,455	1,700,640	1,681,577	(19,063)
NET TRANSFER TO (FROM) RESERVE	1,859,004	1,866,455	1,700,640	1,681,577	(19,063)
TOTAL	(3,427,069)	-	(3,304,046)	(3,446,409)	(142,364)



2016 Actual Sept 30 YTD	2017		Variance (Fav)
	Budget	Actual	Unfav
	Annual	Sept 30 YTD	

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Town of St. Marys Interim Financial Report Nine Months Ended September 30, 2017					
	2016 Actual Sept 30 YTD	2017			Variance (Fav)
		Budget		Actual	Unfav
		Annual	Sept 30 YTD		
1010 TAXATION (OWN PURPOSES)	(11,256,635)	(11,448,639)	(11,466,898)	(11,529,432)	(62,534)
1100 MEMBERS OF COUNCIL	91,812	131,429	96,878	90,295	(6,583)
1200 ADMINISTRATION	214,111	501,087	328,072	342,955	14,883
1250 FINANCE	342,724	416,102	290,850	315,496	24,646
1300 CORPORATE	1,387,879	1,109,772	1,366,032	1,311,433	(54,599)
1400 INFORMATION TECHNOLOGY	172,580	225,312	152,893	183,011	30,118
1500 HUMAN RESOURCES & BENEFITS ADMIN	170,725	275,036	186,110	187,808	1,698
1900 FACILITIES ADMINISTRATION	94,778	109,602	77,596	71,626	(5,970)
1910 FACILITIES TOWN HALL 175 QUEEN ST	42,393	50,500	34,971	38,017	3,046
1950 FACILITIES VIA RAIL 5 JAMES ST	7,290	15,904	14,885	18,215	3,330
1960 FACILITIES MOC BLDG 408 JAMES ST	69,303	102,094	67,041	64,742	(2,299)
1970 FACILITIES QUARRY PH 6 ST. MARIA	-	1,200	792	-	(792)
1980 FACILITIES CADZOW PH BLDG 219 PARK ST.	5,646	6,100	4,719	8,682	3,963
1985 FACILITIES LAWN BOWLING BLDG	2,859	9,363	2,980	2,794	(186)
2100 FIRE	204,213	306,687	221,549	229,767	8,218
2120 FACILITIES FIRE BLDG 172 JAMES ST	9,620	13,747	36,656	8,780	(27,876)
2200 POLICE	863,657	1,159,289	872,306	863,235	(9,071)
2205 RIDE PROGRAM	(3,029)	-	(2,880)	(1,962)	918
2300 CONSERVATION AUTHORITY	87,011	94,454	94,454	94,454	-
2400 ANIMAL CONTROL	2,972	4,000	1,090	1,385	295
2410 BUILDING DEPARTMENT	15,531	32,454	4,123	(59,694)	(63,817)
2420 PROPERTY STANDARDS/BYLAWS ENFORCEMENT	17,909	28,809	20,420	17,943	(2,477)
2500 EMERGENCY MEASURES	-	500	336	-	(336)
2900 PROVINCIAL OFFENCES ACT	-	(20,000)	(13,332)	-	13,332
3100 PUBLIC WORKS ADMIN	325,568	413,632	304,607	352,073	47,466
3102 INTER DEPARTMENTAL	4,271	5,000	4,311	4,588	277
3105 CROSSING GUARDS	18,086	25,809	18,350	16,483	(1,867)
3110 BRIDGES & CULVERTS	2,415	16,277	11,518	3,104	(8,414)
3120 GRASS MOWING & WEED CONTROL	7,323	21,133	13,013	12,496	(517)
3140 DITCHING	3,147	16,941	9,818	1,663	(8,155)
3150 RESURFACING/PATCHING	99,831	186,990	129,838	53,647	(76,191)
3155 STREET CLEANING	34,425	63,798	41,972	44,003	2,031
3160 TRAFFIC CONTROL	51,927	65,007	50,669	46,794	(3,875)
3165 SIDEWALK SUMMER MAINTENANCE	14,298	29,134	18,659	5,757	(12,902)
3200 SNOW PLOWING & REMOVAL	101,625	141,784	99,728	80,380	(19,348)
3210 SANDING & SALTING	29,980	165,798	68,411	76,384	7,973
3220 SIDEWALK WINTER MAINTENANCE	28,461	51,245	31,872	28,146	(3,726)
3230 WINTER WORKS MAINTENANCE	1,515	1,000	659	659	-
3400 STREET LIGHTING	62,030	115,000	65,251	65,164	(87)
3500 TRANSIT (MOBILITY BUS)	20,000	-	14,755	20,131	5,376
3700 VIA RAIL ADMINISTRATION	12,737	13,726	8,863	9,408	545
3800 FLEET	12,355	-	(134,676)	(103,491)	31,185
4100 WASTEWATER TREATMENT	(411,598)	-	(67,233)	(104,457)	(37,224)
4110 WASTEWATER COLLECTION	118,781	-	114,284	103,287	(10,997)
4200 STORM SEWERS	24,360	43,984	32,279	26,022	(6,257)
4300 WATERMAINS & SERVICES	101,248	-	109,258	96,776	(12,482)
4310 WATER-STORAGE/SUPPLY (TOWER)	44	-	2,716	250	(2,466)
4320 HYDRANT MAINT & INSPECTION	3,773	-	6,498	3,266	(3,232)
4330 WATER WELLS & ADMIN	(185,393)	-	(91,160)	(16,687)	74,473
4331 WATER PROTECTION	84,721	-	36,666	41,730	5,064
4400 WASTE COLLECTION	(191,630)	(29,346)	(187,974)	(194,445)	(6,471)
4450 LEAF & YARD WASTE	36,164	52,080	31,947	29,410	(2,537)
4500 RECYCLING	125,261	172,421	128,298	125,197	(3,101)
4600 LANDFILL SITE OPERATIONS	27,608	-	49,808	2,133	(47,675)
4900 RETIREES BENEFITS	15,673	21,916	19,289	11,505	(7,784)

Town of St. Marys Interim Financial Report Nine Months Ended September 30, 2017	2016  Actual  Sept 30 YTD	2017			Variance (Fav)
		Budget		Actual	Unfav
		Annual	Sept 30 YTD		
5100 PUBLIC HEALTH SERVICES	119,992	138,928	113,670	113,668	(2)
5200 GRANTS TO HOSPITALS	50,000	50,000	50,000	50,000	-
5300 AMBULANCE SERVICES	419,455	553,107	419,639	419,455	(184)
5400 CEMETERY	60,756	107,603	82,612	80,745	(1,867)
5420 FACILITIES CEMETERY 150 CAIN ST	3,061	5,300	3,747	3,026	(721)
6100 GENERAL ASSISTANCE	68,090	149,935	109,092	82,877	(26,216)
6105 SOCIAL HOUSING	300,173	391,826	296,961	298,071	1,110
6200 SPRUCE LODGE	52,600	101,547	65,389	69,585	4,196
6210 FRIENDSHIP CENTRE	(24,534)	23,072	(19,401)	(44,044)	(24,643)
6220 HOME SUPPORT	2,086	3,450	4,604	2,373	(2,231)
6221 HOME SUPPORT MEALS ON WHEELS	(1,649)	1,500	(27)	2,563	2,590
6222 HOME SUPPORT WHEELS TO MEALS	(1,008)	-	(511)	(2,193)	(1,682)
6223 HOME SUPPORT TRANSPORTATION	(2,943)	-	(51)	(1,011)	(960)
6224 FALLS PREVENTION	(11,486)	-	(3,563)	(10,886)	(7,323)
6225 HOME SUPPORT GENERAL	19,405	34,804	20,907	26,635	5,728
6226 HOME SUPPORT FOOTCARE PROGRAM	(1,169)	(2,000)	(1,452)	(1,225)	227
6229 SUPPORTIVE HOUSING	(13,432)	-	(12,089)	1,343	13,432
6300 DAYCARE	(44,016)	103,828	31,796	132,363	100,567
6309 CHILDCARE - SHARED SERVICES	72,625	79,469	58,760	68,285	9,525
6320 FACILITIES DAYCARE 121 ONTARIO ST	34,065	20,768	16,019	16,560	541
7100 RECREATION ADMINISTRATION	269,252	356,058	269,317	278,591	9,274
7110 PARKS ADMINISTRATION	127,611	162,191	109,390	117,542	8,152
7115 PARKS COMMUNITY GARDENS/FEATURES	25,212	45,210	44,524	27,324	(17,200)
7120 PARKS BASEBALL	(13,061)	(104)	(10,198)	(10,672)	(474)
7125 PARKS BASEBALL (CHURCH ST)	21,022	29,000	7,245	2,036	(5,209)
7140 PARKS SOCCER	8,332	9,281	7,407	5,050	(2,357)
7150 PARKS TENNIS	1,449	5,431	3,415	1,033	(2,382)
7160 PARKS SWANS	-	400	264	-	(264)
7170 WIN LIGHTS/COMM BLOOM	7,834	26,369	14,546	7,631	(6,915)
7180 FORESTRY PROGRAM	53,553	84,441	49,039	56,355	7,316
7190 TRAILS	13,871	38,903	29,647	15,726	(13,921)
7195 OPEN SPACES ADMIN & MTNCE	54,730	42,259	34,187	71,987	37,800
7220 AQUATICS -CADZOW	1,395	-	-	53	53
7221 AQUATICS - QUARRY	1,849	19,483	9,449	20,025	10,576
7223 RECREATION PROGRAMS	31,872	27,833	18,553	(22,859)	(41,412)
7224 SEASONAL CANTEENS	4,591	2,646	2,557	1,431	(1,126)
7225 YOUTH SERVICES	664	11,812	6,412	18,908	12,496
7300 PYRAMID ARENA	15,408	25,938	35,152	109,928	74,776
7320 FACILITIES PYRAMID BLDG 317 JAMES ST.	438,967	663,000	438,777	413,658	(25,119)
7321 PYRAMID CANTEEN	(17,260)	(25,041)	(14,017)	(9,245)	4,772
7322 PYRAMID CENTRE BAR	2,437	2,959	1,718	3,890	2,172
7323 PYRAMID FOOD SERVICES	15,822	18,182	11,798	18,160	6,362
7324 PYRAMID AQUATICS	6,642	15,226	(1,772)	12,009	13,781
7329 PRC DEBENTURE FINANCING	272,984	636,512	287,851	286,082	(1,769)
7390 FACILITIES LIND SPORTSPLEX 425 WATER ST	14,789	28,137	24,133	18,957	(5,176)
7410 LIBRARY	243,332	357,056	264,215	259,105	(5,110)
7420 FACILITIES LIBRARY 15 CHURCH ST.	29,364	60,527	39,586	27,244	(12,342)
7500 ADULT LEARNING	(24,040)	-	(13,273)	(386)	12,888
7600 MUSEUM	81,133	127,057	91,129	80,706	(10,423)
7610 CANADA DAY	1,366	1,500	1,456	(157)	(1,613)
7620 FACILITIES MUSEUM BLDG 177 CHURCH ST S	10,777	19,204	13,107	9,603	(3,504)
7640 HERITAGE ST. MARYS	57,696	13,200	9,572	1,850	(7,722)
7650 HERITAGE CONSERVATION DISTRICT	-	52,500	33,336	-	(33,336)
7720 FACILITIES JUNCTION STATION 480 GLASS ST	465	2,000	1,235	390	(845)
7900 COMMUNITY GRANTS	40,071	-	44,514	40,731	(3,783)
8100 PLANNING & ZONING	149,043	243,719	158,573	138,716	(19,857)

Town of St. Marys Interim Financial Report Nine Months Ended September 30, 2017	2016 Actual Sept 30 YTD	2017			Variance (Fav)
		Budget		Actual	Unfav
		Annual	Sept 30 YTD		
8210 CORPORATE COMMUNICATIONS	115,763	209,164	147,081	148,689	1,608
8211 COMMUNITY EVENTS (HERITAGE FESTIVAL)	(537)	9,119	8,938	11,826	2,888
8214 TOURISM	-	25,000	17,345	18,517	1,172
8215 DOWNTOWN REVITALIZATION	10,401	40,000	-	12,940	12,940
8216 ECONOMIC DEVELOPMENT COMMISSION	12,892	132,560	90,544	77,394	(13,150)
	<b>(3,687,887)</b>	-	<b>(3,143,209)</b>	<b>(3,320,111)</b>	<b>(176,903)</b>

**Town of St. Marys**  
**Statement of Financial Position**  
**September 30, 2017**

	01	30	32	51	54	55	62	63	
	<b>Operating</b>	<b>Cemetery</b>	<b>Library</b>	<b>PUC Reserve Fund</b>	<b>Development Charges</b>	<b>Parkland</b>	<b>Ontario Transit</b>	<b>Fed Gas Tax</b>	<b>Total</b>
Cash & Bank	3,922,375	2,899	47,086	547,972	168,293	100,188	147,014	223,990	5,159,816
Investments	5,112,908	510,000	-	2,897,766	1,300,776	-	-	-	9,821,450
Accounts Receivable	425,600	-	-	-	-	-	-	-	425,600
Property Taxes Receivable	4,033,893	-	-	-	-	-	-	-	4,033,893
Inventory	27,355	-	-	-	-	-	-	-	27,355
Accounts Payable	(1,948,752)	-	-	-	141,857	-	(30,294)	-	(1,837,189)
Landfill Post Closure Costs	(583,492)	-	-	-	-	-	-	-	(583,492)
Long Term Debt	(9,013,345)	-	-	-	-	-	-	-	(9,013,345)
Amounts to be Recovered	9,596,837	-	-	-	-	-	-	-	9,596,837
Reserves	(10,458,494)	-	-	-	-	-	-	-	(10,458,494)
Reserve Fund				(3,445,738)					(3,445,738)
Deferred Revenue			(47,086)		(1,610,926)	(100,188)	(116,720)	(223,990)	(2,098,910)
Trusts		(512,899)							(512,899)
Fund Balances									
Tax Levy Funded	(3,446,409)								(3,446,409)
Self Funded (Water, Wastewater & Landfill)	126,298								126,298
Capital Fund	2,205,228								2,205,228
	-	-	-	-	-	-	-	-	-

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>24 October 2017</b>
<b>Subject:</b>	<b>FD 14-2017 October Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 14-2017 October Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of October (6 September – 12 October 2017) the fire department responded to 15 emergency calls most notably:

- 1 Motor Vehicle/Bicycle Accident – St. Marys
- 9 Activated Alarm – No Fire - 7 St. Marys and 2 Perth South
- 2 Fires – 575 James St South St. Marys
- 3 Motor Vehicle Accidents – 1 St. Marys and 2 Perth South

This year to date 01 Jan 17 – 12 October 2017 we have had 86 emergency response calls compared to 78 response calls last year from 01 Jan 16 to 12 October 2016.

Fire Chief has conducted four Fire Inspections, two follow up inspections and one fire drill. Fire Prevention Week, which ran from 8-14 October 2017, with this year's theme of "Every Second Counts: Plan 2 Ways out" was very successful. The Fire Department hosted an Open house on the 11<sup>th</sup> of October. In spite of some inclement weather a large number of parents and children attended the festivities that included a fire rescue display, fire prevention/public education information distribution, fire safety trailer, auto extrication demonstration and door prizes. As well the Fire Department visited two schools.

St. Marys Fire Chief and HR are working together to recruit another Fire Prevention Officer. Interviews start on the 18<sup>th</sup> of October 2017.

## OUTSTANDING ISSUES AND PROJECT LIST

The Fire department is awaiting the arrival of the 20 Self-Contained Breathing Apparatus from A.J. Stone. Delivery was expected to be 4-6 weeks starting the 1<sup>st</sup> of October.

19 Fire Department personnel have been course loaded on two on-line courses - Legislation and Hazardous Materials Awareness courses starting on the 1<sup>st</sup> of December 2017. Both courses should take 60 and 30 days respectively to complete. These courses are offered by the Ontario Fire College and are recognized courses with the National Fire Protection Association. These courses have to be completed to meet minimum standards and to be compliant.

3 firefighters have been course loaded on an NFPA 1021 Fire Officer level I course from 23 October – 3 November 2017. The course is 80 hours in total with a written exam. Course is to be held in Stratford.

1 fire fighter has been course loaded on an NFPA 472 Hazmat Operation Level course in December. Course is to be held in Stratford.

## **SPENDING AND VARIANCE ANALYSIS**

None at this time.

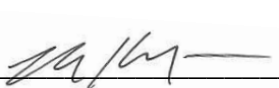
## **REVIEWED BY**

### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services/Fire Chief

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>24 October 2017</b>
<b>Subject:</b>	<b>DEV 34-2017 October Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV 34-2017 October Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### PLANNING

Application for Zoning By-law Amendment affecting 275 James Street South deemed complete. Notice of Complete application circulated to 120m property owners and agencies on Monday, October 16, 2017 for the PAC review on Monday, November 6, 2017.

Pre-consultation meeting regarding a site plan application for multi-residential development at 275 James Street South. Formal application outstanding.

Pre-consultation meeting with proponents regarding a site plan application for commercial development at 385 Queen Street West. Formal application outstanding.

Site plan agreement for 475 Water Street South for an addition to the existing museum building on the site.

Committee of Adjustment meeting to resume Public Hearing for Consent to Sever application B07-2017 affecting 449 Queen Street West. Consent to sever granted approval with an appeal period ending October 25, 2017.

Meeting with proponents of 25 South Service Road regarding a factory outlet at the location.

Preliminary meeting with Thames Crest Farms Limited to explore future development of Residential lands.

Official Plan Review public meeting under Section 26 of the Planning Act hosted by Council on October 10, 2017

### BUILDING

A total of 16 permits were issued in September 2017 compared to 15 the previous year.

There were 3 new dwelling units issued this month compared to two the previous year.



The total construction values were \$1,365,800 compared to \$764,400 in the previous year.

The total permit fees were \$7,833.03 compared to \$5,755.95 the previous year.

A total of 52 appointments were provided by the Building Department for this time period.

Attended the Annual Meeting and Training Session in Huntsville.

There were no heritage permits issued for this period.

## **FACILITIES**

Completing 2018 Capital Budget,

Winterizing of Tennis Courts, all ball diamonds, pavilions and Lawn Bowling facilities.

Winterization of irrigation systems at DCVI and Library.

Lindsportsplex roofing has been replaced. Will return mid-October to paint reflective coating on roof.

All annual flower gardens have had the flowers removed for the winter. Bridge boxes and urns have been removed for the winter.

Splash Pad has been winterized.

Kin Park – Nutreco staff painted the Gazebo and 30 picnic tables as a way of giving back to the community.

Facility Snow Removal – tenders were written, posted and closed.

Curling Club – has installed their ice and season has begun.

## **OUTSTANDING ISSUES AND PROJECT LIST**

Finishing off 2017 Capital projects.

## **SPENDING AND VARIANCE ANALYSIS**

Capital 9123 Cadzow Playground \$9,541.00 over. Overage was for landscaping to ensure park was ready for the Canada 150th celebration.

## **REVIEWED BY**

### **Recommended by the Department**



Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	24 October 2017
<b>Subject:</b>	<b>DEV 33-2017 Pre-consultation Process and By-law Town of St. Marys</b>

## PURPOSE

The purpose of this report is to provide Council with an overview of the basis and need for a formal pre-consultation process for planning applications, and make recommendations with respect to the adoption of a Pre-consultation By-law.

## RECOMMENDATION

THAT DEV 33-2017 report regarding a Pre-consultation Process and By-law for certain Planning Act applications be received; and,

THAT Pre-consultation By-Law 93-2017, being a by-law to require mandatory pre-consultation with the Town before submitting certain Planning Act applications, be adopted.

## BACKGROUND

The Planning Act provides municipalities with the authority, by by-law, to require applicants to pre-consult with the municipality before submitting applications for Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, Plan of Subdivision or Plan of Condominium.

Although Town Staff currently pre-consults with applicants on an informal basis, a formal pre-consultation process ensures that appropriate information is submitted prior to pre-consultation and allows for a structured review with all parties at the table.

The benefits of a formalized pre-consultation process include:

- Ensuring the submission of complete applications including required documentation, plans and studies;
- Providing early feedback to applicants including identifying and explaining relevant policies;
- Providing applicants with advice on agencies to consult;
- Helping to streamline the application review process by identifying and addressing issues prior to application submission;
- Avoiding delays in the processing of an application if improper information is submitted;
- Providing applicants the opportunity to refine a proposal based on feedback received prior to formal submission of an application;
- Providing information to applicants regarding anticipated costs and timelines to process the application(s);
- Overall, a more efficient and timely review and approval process.

## REPORT

The Pre-consultation Guide and Application Form attached to this report is intended to identify when pre-consultation is required, provide details regarding the actual pre-consultation meeting, and identify the information needed to complete the application. Meeting requests must be made at least seven business days prior to a pre-consultation meeting.

Although the Planning Act does not provide municipalities with the authority to require pre-consultation prior to the submission of Consent or Minor Variance applications, applicants are strongly encouraged to pre-consult with the Town. The Pre-consultation Guide and Application Form has been prepared to also allow for submissions respecting Consent and Minor Variance applications.

The proposed Pre-consultation By-law attached to this report requires an applicant to attend a pre-consultation meeting prior to the submission of applications for Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, Plan of Subdivision or Plan of Condominium. The By-law also states that the applicant is required to complete and submit the Town's Pre-consultation Request Form and required supporting documentation, and that failure to fulfill the requirement to attend a required pre-consultation meeting shall result in the Town refusing to accept the application. However, the By-law also provides the Director of Building and Development the authority to waive the requirement of an applicant to attend a pre-consultation meeting if it is determined there is no need for such consultation prior to the application being filed. Circumstances in which an exemption may be considered include if the proposal is relatively simple in nature and/or there are limited potential issues or concerns.

## SUMMARY

This report has been presented to provide Council with an overview of the basis and need for a formal pre-consultation process, and to make recommendations with respect to the adoption of a Pre-consultation By-law.

It is staff's recommendation that Council adopt the proposed Pre-consultation By-law to provide specific direction to staff and the community with respect to the Town's pre-consultation requirements. There are several benefits related to pre-consultation including reducing uncertainty, ensuring the submission of complete applications, and streamlining the review process.

## FINANCIAL IMPLICATIONS

None at this time.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

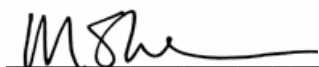
Susan Luckhardt, Planning Coordinator

## ATTACHMENTS

1. Pre-consultation Guide and Application Form

## REVIEWED BY

### Recommended by the Department



Mark Stone,  
Planner



Grant Brouwer  
Director, Building and Development

**Recommended by the CAO**

A handwritten signature in black ink, appearing to read "BK", is written over a horizontal line.

Brent Kittmer  
CAO / Clerk

# Pre-Consultation Guide and Application



## **Applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium or Site Plan Approval**

Prior to submitting applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and/or Site Plan Approval, applicants are required to 'pre-consult' with the Town in accordance with By-law 93-2017. Pre-consultation meetings are hosted by the Building and Development Department and may include representatives from other Town departments and external agencies involved in the evaluation of planning applications. The meeting is intended to identify key issues and approvals that will be required for the project, and to confirm the supporting materials that must be submitted with the planning application(s). Exemptions from the pre-consultation process may be granted if the proposal is relatively simple in nature and/or there are limited issues or concerns.

Meeting requests must be made at least seven business days prior to a pre-consultation meeting by submitting the completed Pre-Consultation Request Form and supporting documents listed on page 3 of the Request Form.

## **Applications for Minor Variance or Consent**

Although the Planning Act does not provide municipalities with the authority to require pre-consultation prior to the submission of Consent or Minor Variance applications, applicants are strongly encouraged to pre-consult with the Town. Pre-consultation can assist applicants in confirming applicable Official Plan policies and zoning regulations. Without pre-consultation, there may be delays in the processing of your application if improper information has been provided.

### **Please Note:**

1. The main intent of the pre-consultation meeting is to identify the requirements and materials to assist an applicant in the submission of a complete planning application. Additional requirements and/or materials may be identified upon submission of the actual application(s).
2. The comments generated from the pre-consultation meeting do not constitute an approval, nor does it reflect the position of the Town.
3. Additional applications to other public agencies and governments, including, Provincial, County, Conservation Authority and/or other Town Departments, may be necessary depending on the nature of the application.

# PRE-CONSULTATION REQUEST FORM

(To be completed by Applicant)

PROPERTY INFORMATION	
Street Address:	Postal Code:
Town of St. Marys	Lot:
Concession:	Registered Plan No.:
Lot(s)/Block(s):	Reference Plan No.:
Part Number(s):	Assessment Roll Number:

GENERAL OWNERSHIP INFORMATION		
Registered Property Owner (Full Name):		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		
APPLICANT INFORMATION (required if Applicant is NOT the Owner)		
Applicant Name (If Applicable):		
Applicant is:		
<input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		

EXISTING PROPERTY INFORMATION	
<b>Current Use:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial – retail <input type="checkbox"/> Commercial – office <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Rural / Agricultural <input type="checkbox"/> Vacant <input type="checkbox"/> Other: _____	Please describe existing buildings, structures and natural features on the property:         

EXISTING PROPERTY INFORMATION CONTINUED	
Heritage Designated or Listed?: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Current Official Plan Designation(s):	Current Zoning:
Lot Area (Hectares):	Lot Frontage (Metres):
	Lot Depth (Metres):
Are there any encumbrances on the property? (e.g. easements) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, list encumbrances: _____	
_____	
_____	

PROPOSED DEVELOPMENT DESCRIPTION	
Pre-Consultation requested for (Please check all that apply):	Please describe the proposed development:
<input type="checkbox"/> Official Plan Amendment	
<input type="checkbox"/> Zoning By-Law Amendment	
<input type="checkbox"/> Site Plan Application	
<input type="checkbox"/> Draft Plan of Subdivision	
<input type="checkbox"/> Draft Plan of Condominium	
<input type="checkbox"/> Consent	
<input type="checkbox"/> Minor Variance	

APPLICANT SIGNATURE		
This understanding, which in no way confirms support or non-support by the Town of the presented proposal, is based on the agreed processing and submission requirements discussed.		
Owner/Agent (Please Print)	Owner/Agent (Signature)	Date

ADDITIONAL INFORMATION
Should you need to provide any additional information regarding the proposal, please do so in this section.

Please checkmark below to identify all documents that have been provided with this completed form:

- ☐ Completed Pre-consultation Request Form
- ☐ One (1) full-sized paper copy and one (1) electronic copy of a “Conceptual Site Plan”
- ☐ One (1) paper copy and one (1) electronic copy of a legal survey

For any additional questions or concerns, please contact the **Building & Development Department at 519-284-2340 ext. 243**. Should you require assistance in person, please visit the **Building & Development Department** counter located at the Municipal Operations Centre, 408 James Street South.



## Pre-consultation and Complete Application Submission Requirements

(To be completed by Town staff)

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Application Type(s): \_\_\_\_\_

### Town Departments Circulated

Engineering & Public Works ☐  
Building ☐

Planning/Zoning ☐  
Accessibility ☐

Fire ☐  
Heritage ☐

### *Required to be submitted with application for:*

Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Draft Plan of Subdivision or Condominium	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>
Consent	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>

### Environmental Considerations

Environmental Impact Statement .....	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Hazard Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Fish Habitat Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogeological Evaluation .....	<input type="checkbox"/>	<input type="checkbox"/>
Natural Heritage Evaluation .....	<input type="checkbox"/>	<input type="checkbox"/>
Source Water Protection Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Tree Preservation Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Tree Compensation Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Tree Inventory and Arborist Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Vegetation Protection, Enhancement and Restoration Plan .....	<input type="checkbox"/>	<input type="checkbox"/>

### Transportation Considerations

On-street Parking Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Parking Supply Study and Design Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Study .....	<input type="checkbox"/>	<input type="checkbox"/>

### Engineering Considerations

Composite Utility Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Service Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan .....	<input type="checkbox"/>	<input type="checkbox"/>

Functional Servicing Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical/Soils Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Master Drainage Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Servicing Options Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Septic System Design Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Slope Stability and Erosion Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Well Impact Study .....	<input type="checkbox"/>	<input type="checkbox"/>

### **Financial Considerations**

Financial Impact Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Financial Impact Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Retail Market Impact Study .....	<input type="checkbox"/>	<input type="checkbox"/>

### **Cultural/Heritage Considerations**

Archaeological Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Built Heritage Resource Assessment/Impact Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Cultural Heritage Resource Assessment/Impact Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Restoration Plan .....	<input type="checkbox"/>	<input type="checkbox"/>

### **Planning Considerations**

Planning Policy Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Planning Justification Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Phasing Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding Land Use Compatibility Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>

### **Nuisance and Hazard Considerations**

Air Emissions Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Noise Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Phase 1 Environmental Site Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Phase 2 Environmental Site Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Site Remediation Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Vibration Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Soil Capacity Study .....	<input type="checkbox"/>	<input type="checkbox"/>

### **Agriculture and Aggregate Considerations**

Aggregate Extraction Area Report .....	<input type="checkbox"/>	<input type="checkbox"/>
Aggregate Resource Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Aggregate Restoration/Rehabilitation Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Assessment .....	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Impact Study .....	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Distance Separation Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Nutrient Management Plan .....	<input type="checkbox"/>	<input type="checkbox"/>

## **Design Considerations**

Architectural Control Guidelines .....	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Plans .....	<input type="checkbox"/>	<input type="checkbox"/>
Energy Management Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability Evaluation .....	<input type="checkbox"/>	<input type="checkbox"/>
Landscape and Open Space Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Lighting Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Park Concept Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Streetscaping Plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Sun-Shadow Analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Urban Design Guidelines .....	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility Design Matrix .....	<input type="checkbox"/>	<input type="checkbox"/>

## **Other**

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## **OTHER AGENCIES TO BE CONTACTED** (Contact information on following pages)

County of Perth .....	<input type="checkbox"/>
Upper Thames River Conservation Authority .....	<input type="checkbox"/>
Canadian Pacific Limited .....	<input type="checkbox"/>
Canadian National Railway .....	<input type="checkbox"/>
Hydro One Networks Inc. ....	<input type="checkbox"/>
Perth District Health Unit .....	<input type="checkbox"/>
Union Gas Limited .....	<input type="checkbox"/>
Festival Hydro .....	<input type="checkbox"/>
Rogers Cable TV .....	<input type="checkbox"/>
Bell Canada .....	<input type="checkbox"/>
Quadro Communications .....	<input type="checkbox"/>
Huron Perth County Catholic Separate School Board.....	<input type="checkbox"/>
Avon Maitland District School Board .....	<input type="checkbox"/>
Ministry of Municipal Affairs and Housing .....	<input type="checkbox"/>

County of Perth  
1 Huron Street  
County Court House  
STRATFORD  
Ontario  
N5A 5S4  
519-271-0531

Canadian Pacific Railway

Hydro One  
Real Estate Services  
PO Box 4300  
MARKHAM  
Ontario  
L3R 5Z5  
905-946-6237

Union Gas Limited  
Manager, Lands Department  
50 Keil Drive North  
CHATHAM  
Ontario  
N7M 5M1  
519-352-3100

Rogers Cable  
85 Grand Crest Place  
KITCHENER  
Ontario  
N2G 4A8  
519-893-4400

Upper Thames River Conservation  
Authority  
1424 Clarke Road  
LONDON  
Ontario  
N5V 5B9  
519-451-2800

Canadian National Railway  
Manager, Community Planning &  
Development  
1 Administration Road  
CONCORD  
Ontario  
L4K 1B9  
905-669-3384

Perth District Health Unit  
Public Health Manager  
10 Downie Street, 2nd Floor  
STRATFORD  
Ontario  
N54 7K4  
519-271-0375

Festival Hydro  
187 Erie Street  
PO Box 397  
STRATFORD  
Ontario  
N5A 6T5  
519-271-4700

Attn: ROWCC  
Bell Canada  
140 Bayfield Street, 2nd Floor  
BARRIE Ontario  
L4M 3B1  
705-722-2219; 1-888-497-8735  
(for Consent to Sever and Minor Variance)

Attn: Circulations Intake, Planning & Design  
MMM Group Limited  
100 Commerce Valley Drive West  
THORNHILL Ontario L3T 0A1  
905-882-1100  
(Bell Canada: OPA; ZBA; Plan of  
Subdivision/Condo; Site Plan Approval;  
Holding By-law; Part Lot Control)

Avon-Maitland District School Board  
62 Chalk Street North  
SEAFORTH  
Ontario  
N0K 1W0  
519-527-0111

Canada Post Corporation  
Delivery Planning  
955 Highbury Ave E  
LONDON  
Ontario  
N5Y 1A3  
226-927-1737

Huron-Perth Catholic District School Board  
PO Box 70  
DUBLIN  
Ontario  
N0K 1E0  
519-345-2440; 1-800-265-8508

Ministry of Municipal Affairs and Housing  
Municipal Services Office  
659 Exeter Road, 2nd Floor  
LONDON  
Ontario  
N6E 1L3  
519-873-4020

Quadro Communications  
1845 Road 164  
PO Box 101  
KIRKTON  
Ontario  
N0K 1K0  
519-229-8933; 1-800-265-4983

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Susan Luckhardt, Planning Coordinator
<b>Date of Meeting:</b>	24 October 2017
<b>Subject:</b>	<b>DEV 32-2017 Site Plan Agreement – 475 Water St S</b>

### PURPOSE

To provide information and to seek Council authorization for the Mayor and Clerk to enter into a Site Plan Agreement on behalf of the Town of St. Marys with the Canadian Baseball Hall of Fame for lands described as Part Lot 35, Thames Concession, Blanshard, Part Lots 20 and 21, Concession 17, Blanshard, Parts 1, 2, 3, and 4, 44R-4130; S/T Easement over Part 3 44R-4130 as in R238806; S/T STM14779; St. Marys, and having the municipal address of 475 Water Street South, St. Marys.

### RECOMMENDATION

THAT DEV 32-2017 Site Plan Agreement – 475 Water Street South be received; and,

THAT Council approve By-Law 92-2017 authorizing Mayor and Clerk on behalf of the Town of St. Marys to enter into a Site Plan Agreement between the Town of St. Marys and the Canadian Baseball Hall of Fame for the abovementioned lands.

### BACKGROUND

The subject property is designated “Recreational”, and “Natural Heritage” along the westerly limit of the lands, in the Town of St. Marys Official Plan and is zoned “Institutional Zone – I-4” in the Town of St. Marys Zoning By-law Z1-1997, as amended. A museum building, housing a museum and accessory offices is a permitted use for the property under I-4 zone provisions.

### REPORT

The proponents have submitted an application for a site plan agreement with the Town to ensure that development of the property is within Town standards and zone provisions established for the property. The proponents are proposing to construct a single-storey addition measuring 234.78m<sup>2</sup> to the current museum building which measures 125.87m<sup>2</sup> for a total building footprint of 360.65m<sup>2</sup>.

### SUMMARY

Following review by Town staff of the proposed development of the property the attached site plan agreement has been drafted to the satisfaction of Town staff and the proponent. The site plan agreement is being presented to Town Council for its consideration.

### FINANCIAL IMPLICATIONS

n.a.

### STRATEGIC PLAN

☒ Not applicable to this report.

## **OTHERS CONSULTED**

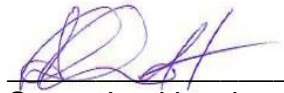
Jed Kelly, Director of Public Works  
Jeff Wolfe, Engineering Specialist  
Dave Blake, Supervisor of Environmental Services  
Jenna McCartney, Corporate Administrative Coordinator  
Richard Anderson, Director of Emergency Services / Fire Chief  
Jason Silcox, Building Official  
Trisha McKibbin, Director of Corporate Services/Deputy Clerk.

## **ATTACHMENTS**

Site Plan Agreement and Schedules A and B.

## **REVIEWED BY**

### **Recommended by the Department**

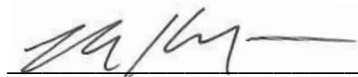


Susan Luckhardt  
Planning Coordinator



Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

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

**1990**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BETWEEN:

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

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

**CANADIAN BASEBALL HALL OF FAME AND MUSEUM**

(Hereinafter called the “Tenant”)

OF THE SECOND PART

**WHEREAS** the Canadian Baseball Hall of Fame and Museum is the tenant of the lands described as PART LOT 35, THAMES CONCESSION, BLANSHARD, PART LOTS 20 AND 21, CONCESSION 17, BLANSHARD, PARTS 1, 2, 3 AND 4 44R-4130; S/T EASEMENT OVER PART 3 44R-4130 AS IN R238806; S/T STM 14779; ST. MARYS, in the Town of St. Marys in the County of Perth hereto being all of PIN 53245-0139(LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

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

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



**AND WHEREAS** this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the Tenant and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent Tenants of the land, in accordance with Subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

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

1. The Tenant Agrees:

- (a) that all buildings and structures to be erected on the subject property shall be located in accordance with the building and structure locations as shown on Drawing 1 and Drawing 2 attached hereto as part of Schedule “A”;
- (b) that if required, all utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances be installed under the authority and supervision of the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The proponent shall be responsible for any and all costs associated with the required utility services. Utility services shall be according to Drawing 1 and Drawing 5 attached hereto as part of Schedule “A”;

- (c) that the internal roadways, driveways and parking spaces shall be designed and located as shown on Drawing 1 and Drawing 5 attached hereto as part of Schedule “A”; and hard surfaced with asphalt as detailed on Drawing 1 attached hereto as part of Schedule “A”;
- (d) that landscaping shall be provided in accordance with Drawing 1 attached hereto as part of Schedule “A”;
- (e) to provide tree protection to the extent of the drip line during construction for existing trees to be retained;
- (f) that sediment control fencing shall be provided for the site during construction;
- (g) that site grading for the immediate project area shall be as shown on Drawing 5 attached hereto as part of Schedule “A”;
- (h) that the Tenant agrees and acknowledges that it shall be their sole responsibility to ensure that storm water flows are managed within their property limits. The Tenant shall be required to complete all works necessary to correct any drainage issues that are determined to be the result of the immediate project area;
- (i) that the Tenant shall submit to the Town a Master Grading Plan and Storm Water Management brief for the entire property as described in the scope of work contained in the MTE proposal for Engineering Services dated October 4, 2017, which is attached hereto as Schedule “B”;
- (j) that if the Master Grading Plan and Stormwater Management brief determines that the grading of the property is such that storm water is draining onto or across adjacent properties, the Owner and the Town agree to meet to review

and determine the extent of the impact to the adjacent properties and how best to confine all storm water flows within the Owners property.

- (k) that lighting shall be provided such that there is no spillage onto adjacent properties;
- (l) that signage shall be posted to the satisfaction of the Town by the Tenant designating the “Fire Route” as shown on Drawing 1 attached hereto as part of Schedule “A”;
- (m) the development on the Lands including but not limited to driveways, curbing, buildings, structures, paved areas, landscaping and site grading shall be maintained at the sole risk and expense of the Tenant on an ongoing basis;
- (n) that any future development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;
- (o) that all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town’s Zoning By-law Z1-1997, as amended.

2. Schedule “A” consists of the following drawings:

- a) Drawing One prepared by Marklevitz Architects Inc. on September 15, 2017, and revised on October 6, 2017, and numbered as A0 and having a project number as 2863-12;
- b) Drawing Two prepared by Marklevitz Architects Inc. on September 15, 2017, and revised on October 6, 2017, and numbered as A0.1 and having a project number as 2863-12;

- c) Drawing Three prepared by Marklevitz Architects Inc. on September 15, 2017, and revised on October 6, 2017, and numbered as A1 and having a project number as 2863-12;
  - d) Drawing Four prepared by Marklevitz Architects Inc. on September 15, 2017, and revised on October 6, 2017, and numbered as A2 and having a project number as 2863-12;
  - e) Drawing Five prepared by MTE on October 6, 2017, and revised on October 12, 2017, and numbered as C2.1 and having a project number of 37588-300;
  - f) Drawing Six prepared by R. J. Burnside & Associates Limited on September 19, 2013 and numbered as C1 and having a project number as 300034126;
  - g) Drawing Seven prepared by MTE on November 23, 2012, and revised on August 9, 2013, and numbered as C2.1 and having a project number as 37588-200;
  - h) Drawing Eight prepared by McNeil Surveying Limited, Ontario Land Surveyors on September 1, 2006 and having a file number of 9145 (L);
  - i) Drawing Nine prepared by Archibald, Gray & McKay Ltd. on June 20, 2003, and having a file number of SM-CEM-7-1 and a plan number of 8-L-2776-Z;
  - j) Drawing Ten prepared by Donald W. J. McNeil Limited, Ontario Land Surveyor on March 2, 1995 and having a file number of 94-5082-2 (L);
  - k) Drawing Eleven prepared by Blue Jay Irrigation on November 20, 2015, and having a job number of REC/DRAW\_1.
3. Schedule "A", as described in paragraph 2. above and attached hereto shall form part of this Agreement.

4. Drawing 1 shall be read with reference to information provided on Drawing 6, Drawing 7, Drawing 8, Drawing 9, Drawing 10 and Drawing 11 attached hereto as part of Schedule "A".
5. The Tenant shall enter into a Separate Agreement for electricity with Festival Hydro Inc.
6. The Fire Route and all entrances to the building shall be kept clear of any obstructions including snow accumulation at the responsibility of the Tenant.
7. The Tenant shall be responsible for the cost of signage and the installation of said signage required for this site including but not limited to Fire Route signage and directional signage.
8. During construction the Tenant shall be responsible for sediment control and shall execute a sediment control plan for the site.
9. The Tenant agrees that the abutting street(s) to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Tenant at his own expense. The Tenant acknowledges that he has the responsibility to correct or clean muddied streets used for access during construction. If the Tenant fails to complete said work, then the provision of paragraph 13 of this Agreement shall apply.
10. The Tenant agrees to provide to the Town Engineering and Public Works Department engineer stamped as-built drawings to show all municipal service locations as well as the locations of the irrigation system for the property.

11. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.
12. Nothing in this Agreement constitutes a waiver of the obligation of the Tenant to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
13. In the event of the failure by the Tenant to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days notice in writing to the Tenant of its intention and forthwith in the case of any emergency, shall at its sole discretion have the right to rectify such failure to comply to its satisfaction and recover the expense incurred by the Town in a like manner as municipal taxes.
14. The Tenant agrees to deposit with the Town a refundable security deposit in the amount of Ten Thousand Dollars (\$10,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Tenant's architect or engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.  
  
Furthermore, the Tenant agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars

(\$5,000.00) for landscaping as outlined in paragraph 1(d), and for grading as outlined in paragraphs 1(g) and 1(i). The security deposit shall be refunded without interest or penalty when the Tenant's Landscape architect and/or engineer provides a certificate to the Town that the landscaping and grading, for which the deposit covered, has been completed in accordance with this agreement.

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

Scott Crawford  
Canadian Baseball Hall of Fame and Museum  
140 Queen St. E.  
PO Box 1838  
St. Marys, ON N4X 1C2

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

16. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.
17. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Tenant. The covenants, agreements, conditions and understandings herein contained on the part of the Tenant shall run with the Lands and shall enure to the benefit of and be binding upon

the parties hereto and their respective successors, heirs, executors, administrators and assigns.

18. Execution of this Agreement shall be deemed to be authorization by all parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.
19. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.
20. The parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.
21. The parties hereto acknowledge and agree that this agreement is further to and does not remove any of the Tenant's obligations under any prior Agreements.
22. The Tenant agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses, damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Tenant pursuant to this agreement.



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

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

**Dated this \_\_\_\_\_ day of October, 2017.**

**CANADIAN BASEBALL HALL OF FAME AND MUSEUM**

**Per: \_\_\_\_\_**  
**Adam Stephens**

**Per: \_\_\_\_\_**  
**Scott Crawford**  
**(We have authority to bind the Corporation.)**

**Dated this \_\_\_\_\_ day of October, 2017.**

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

**Per: \_\_\_\_\_**  
**Mayor: Al Strathdee**

**Per: \_\_\_\_\_**  
**CAO/Clerk: Brent Kittmer**  
**(We have the authority to bind the Corporation.)**

#### NOTES TO SPA

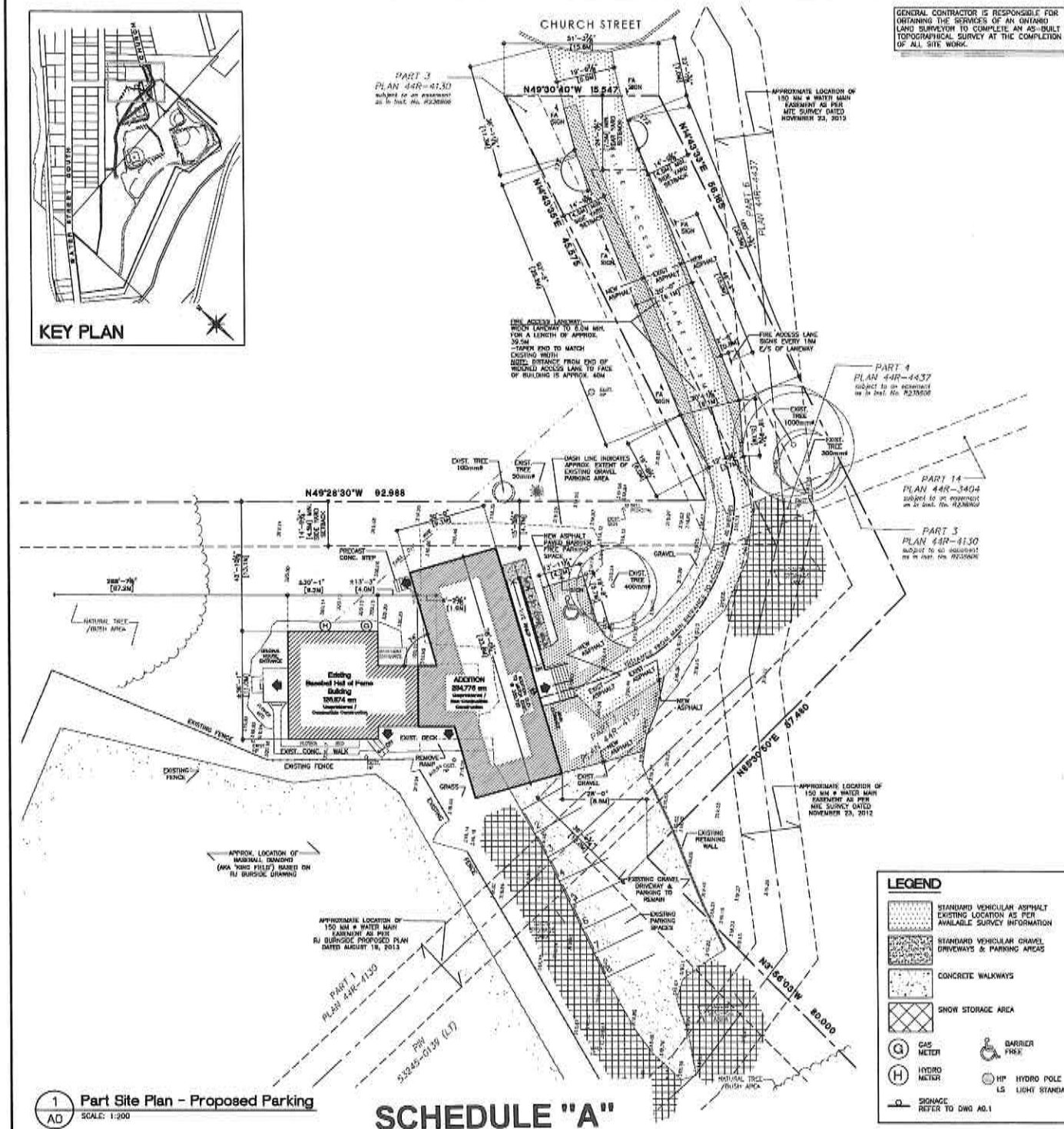
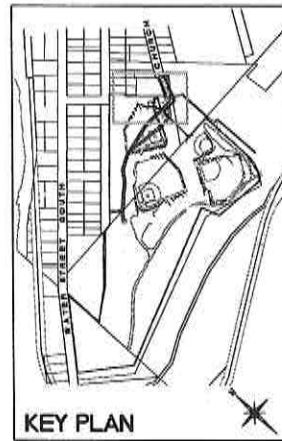
1. It is the Tenant's responsibility to fulfill the obligations contained in this Site Plan Agreement. It is also the Tenant's responsibility to submit a request for the refund of deposits in writing when all of the work has been completed to the standards of this Site Plan Agreement.
2. The Tenants shall enter into a separate agreement for electricity with Festival Hydro Inc., 1887 Erie Street, PO Box 397, Stratford ON N5A 6T5, 519-273-4703.
3. Any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The Tenant shall apply for a separate sign permit.

Schedule “A”

Attach Drawings 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11.

Schedule “B”

Attach MTE Proposal for Engineering Services dated October 4, 2017.



GENERAL CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF AN ONTARIO LAND SURVEYOR TO COMPLETE AN AS-BUILT TOPOGRAPHICAL SURVEY AT THE COMPLETION OF ALL SITE WORK.

- ### SITE PLAN NOTES
- ALL WORK INVOLVED IN THE CONSTRUCTION, RELOCATION, REPAIR OF MUNICIPAL SERVICES FOR THE PROJECT SHALL BE TO THE SATISFACTION OF THE LOCAL MUNICIPALITY.
  - A PORTION OF THE EXISTING LANEWAY FROM CHURCH STREET SHALL BE WIDENED TO 8.0M FROM ITS EXISTING WIDTH FOR A LENGTH OF APPROXIMATELY 39.5 METRES FROM CHURCH STREET. THE FIRE ROUTE SHALL INCLUDE POST MOUNTED SIGNS TO EACH SIDE OF THE LANEWAY ALONG ITS LENGTH EVERY 15 METRES AS PER MUNICIPAL BY-LAW 18-2003.
  - THE APPROVAL OF THIS PLAN DOES NOT EXEMPT THE OWNER'S BONDED CONTRACTOR FROM THE REQUIREMENTS TO OBTAIN THE VARIOUS PERMITS/APPROVALS NORMALLY REQUIRED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:
    - BUILDING PERMIT
    - SEWER AND WATER PERMITS
    - ROAD CUT PERMITS
    - RELOCATION OF SERVICES
    - APPROACH APPROVAL PERMITS
    - ENCROACHMENT AGREEMENTS (IF REQUIRED)
    - COMMITTEE OF ADJUSTMENT
  - OBTAIN ALL REQUIRED LOCATES PRIOR TO CONSTRUCTION.
  - DIRECT METAL CONSTRUCTION FENCING AND SECURE THE AREA AROUND THE EXISTING BUILDING.
  - PROVIDE TREE PROTECTION FENCING AROUND THE DRIP LINE OF EXISTING TREES TO REMAIN. TREE PROTECTION SHALL REMAIN ON SITE FOR THE DURATION OF CONSTRUCTION.
  - PROTECT ALL EXISTING SURFACES, BUILDINGS, CURBING AND PLANTINGS NOTED TO REMAIN.
  - REFER TO CIVIL DRAWINGS FOR EXISTING AND NEW SITE SERVICES AND SITE GRADING AS IT PERTAINS SPECIFICALLY TO THE AREA OF CONSTRUCTION. THE CONTRACTOR IS TO VERIFY ALL EXISTING SERVICES LOCATIONS AND GRADES PRIOR TO WORK.
  - ELEVATIONS INDICATED ARE EXISTING. REFER TO CIVIL DRAWINGS FOR PROPOSED GRADING. INSTALL NEW SIDEWALK, ASPHALT, ETC. AS INDICATED ON THE ARCHITECTURAL AND CIVIL DRAWINGS.
  - THIS DRAWING IS NOT INTENDED TO SHOW CIVIL, STRUCTURAL, MECHANICAL, OR ELECTRICAL INFORMATION BEYOND GENERAL CONSIDERATION. REFER TO CIVIL, STRUCTURAL, MECHANICAL, OR ELECTRICAL DRAWINGS FOR FURTHER INFORMATION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND ALL SUBTRADE TO FAMILIARIZE THEMSELVES WITH THE DRAWINGS AND SPECIFICATIONS AS A WHOLE.



- ### GENERAL NOTES:
- THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ARE THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.
  - REPRODUCTION OF THESE DOCUMENTS WITHOUT WRITTEN PERMISSION OF THE ARCHITECT AND CONSULTANTS IS STRICTLY PROHIBITED.
  - THE GENERAL NOTES REFER TO ALL ARCHITECTURAL DRAWINGS.
  - DO NOT SCALE DRAWINGS.
  - SITE CHECK ALL DIMENSIONS PRIOR TO CONSTRUCTION.
  - NOTHING ON THESE DRAWINGS SUPERSEDES THE REQUIREMENTS OF THE GOVERNING CODES INCLUDING THE ONTARIO BUILDING CODE.
  - THESE DRAWINGS ARE NOT INTENDED TO SHOW MECHANICAL, ELECTRICAL, STRUCTURAL OR CIVIL INFORMATION.
  - NOTIFY THE ARCHITECT OF ALL CONFLICTS AND DISCREPANCIES PRIOR TO CONSTRUCTION.
  - CONTRACTOR TO COORDINATE ARCHITECTURAL, STRUCTURAL, MECHANICAL AND ELECTRICAL DRAWINGS BEFORE CONSTRUCTION AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES.
  - UNLESS NOTED OTHERWISE, ALL PARTITION WALLS ARE TO EXTEND TO THE UNDERSIDE OF THE STRUCTURE ABOVE.

### SITE DATA ZONED INSTITUTIONAL (I-4)

	PROPOSED	EXISTING	TOTAL	REQ'D BY ZBL
SITE AREA	No Change	127,901 SM	127,901 SM	≥40 SM min.
LOT FRONTAGE (CHURCH STREET)	No Change	15.8 M	No Change	18 M min.
FRONT SETBACK (CHURCH STREET)	No Change	Exist. Building is 58.4 M (from Church St. Lot is irregular)	ADDITION is 45.9 M	8.0 M min.
LOT DEPTH	No Change	Irregular	Irregular	30.0 M min.
SIDE YARD WIDTH				
NORTH INTERIOR	4.7 M	13.1 M	4.7 M	4.5 M min.
EAST INTERIOR	12.0 M	26.6 M +/-	No Change	4.5 M min.
WEST INTERIOR	No Change	87.2 M +/-	No Change	4.5 M min.
REAR YARD WIDTH	No Change	7.5 M min.	No Change	7.5 M min.
LOT COVERAGE	<1%	<1%	<1%	40% max.
LANDSCAPED OPEN SPACE	99%	99%	99%	20% min.
ACCESSORY BUILDING	Current Field Shed	No Change	38.6 SM	max. 10%
	Roloff Field Shed	No Change	11.1 SM	
	King Field Shed	No Change	7.0 SM	
	TOTAL		46.7 SM	
BUILDING AREA (GROUND FLOOR AREA)	234.77 Addition	125.87 SM	360.64 SM	
GROSS FLOOR AREA (TOTAL ALL FLOORS)	234.77 Addition	352.6 SM	587.37 SM	
NO. OF PARKING SPACES	8	0	8	1 space / 40 SQM, gross floor area in part Section 5.2.1.1.1
	(incl. 1 barrier free space)		(incl. 1 barrier free space)	
NO. OF HANDICAPPED SPACES	1	0	1	1 per 1-25
NO. OF LOADING SPACES	n/a	n/a	n/a	
BUILDING HEIGHT	No Change	Exist. Building to Peak 10.2 M +/-	New Addition 5.8 M +/-	13.5 M max.
NO. OF STOREYS	1 storey	2 Storeys + Basement	New Addition 1 Storey	
NO. OF RESIDENTIAL UNITS	n/a	n/a	n/a	
DRIVEWAY WIDTH AT PROPERTY LINE	No Change	8.0 M	No Change	
OPEN/OUTDOOR STORAGE	See Above ACCESSORY BUILDING AREA			
GARAGE STORAGE	n/a	n/a	n/a	

- ### LEGEND
- STANDARD VEHICULAR ASPHALT EXISTING LOCATION AS PER AVAILABLE SURVEY INFORMATION
  - STANDARD VEHICULAR GRAVEL DRIVEWAYS & PARKING AREAS
  - CONCRETE WALKWAYS
  - SNOW STORAGE AREA
  - CAS METER
  - HYDRO METER
  - SIGNAGE REFER TO DWG A0.1
  - BARRIER FREE
  - HYDRO POLE
  - LS LIGHT STANDARD

### SITE PLAN INFORMATION

TOPOGRAPHICAL SKETCH INFORMATION PROVIDED BY MTE OLS LTD. ONTARIO LAND SURVEYORS DATED SEPTEMBER 24, 2017.

PART OF 20 CONCESSION 17 (GEOGRAPHICAL TOWNSHIP OF BLANSHARD), NOW IN THE TOWN OF ST. MARYS, COUNTY OF NORTH

BENCHMARK: SITE BENCHMARKS AREA AS SHOWN ON THE FACE OF THIS PLAN AS BEING THE EXISTING DOOR SILLS ON THE HALL OF FAIR BUILDING. ELEVATION OF 320.725

NOTE: REFER TO DRAWING A0.1 FOR SIDE WALK, RAMP, STAIR AND HANDRAIL DETAILS.

DISCLAIMER: GRADE ELEVATIONS AS SHOWN ON THIS DRAWING ARE AS PER EXISTING SITE CONDITIONS. FOR PROPOSED GRADING REVISIONS REFER TO CIVIL DRAWINGS BY MTE FOR FURTHER INFORMATION.

1 Part Site Plan - Proposed Parking  
AD SCALE: 1:200

## SCHEDULE "A" DRAWING 1

4

REVIEWED FOR WTE PLAN APPLICATION DEC 06/17

3

SFA DRAFT REVISIONS FOR MUNIC. SCOTT 28/17

2

REVIEWED FOR WTE PLAN APPLICATION WPT 15/17

NO. REVISION

DATE

M

MARKLEVITZ ARCHITECTS

inc

578 BRIMEN STREET, STONEYBROOK, ONTARIO M9A 5Z7

TEL: 516-271-9250 FAX: 516-271-9250

E-MAIL: [www.marklevitz.com](mailto:www.marklevitz.com)

THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ALL INFORMATION WITHIN IS THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.

PROJECT: Addition to the Canadian Baseball Hall of Fame

LOCATION: 475 Water St. South St. Marys, Ont.

FILE: Canadian Baseball Hall of Fame

DRAWING: Proposed Site Plan

ONTARIO ASSOCIATION OF ARCHITECTS

THOMAS J. MARKLEVITZ

4465

Professional of Architecture

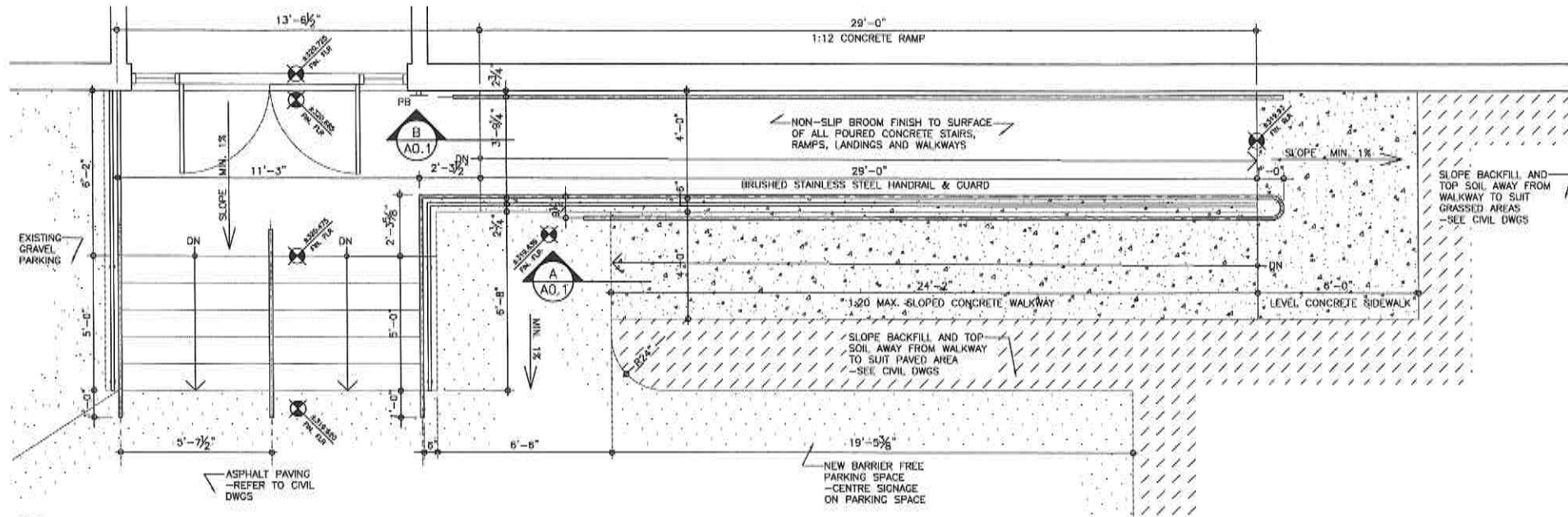
BCO# 4211

PROJECT NO. 2863-12

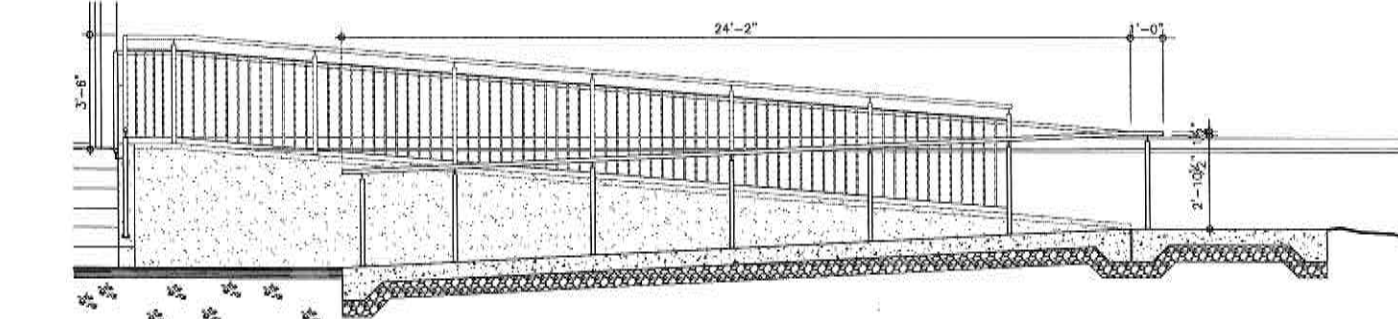
DATE: September 15, 2017

FILE: 2863-12.dwg

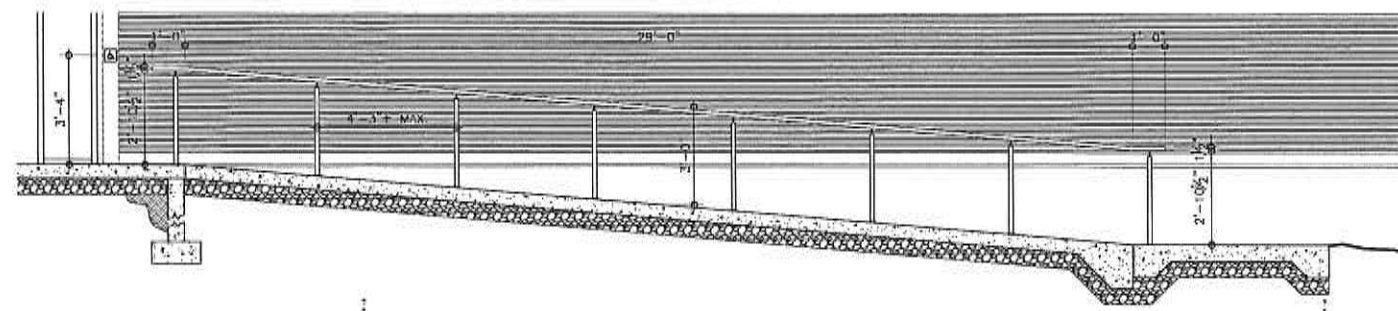
Page 105 of 177



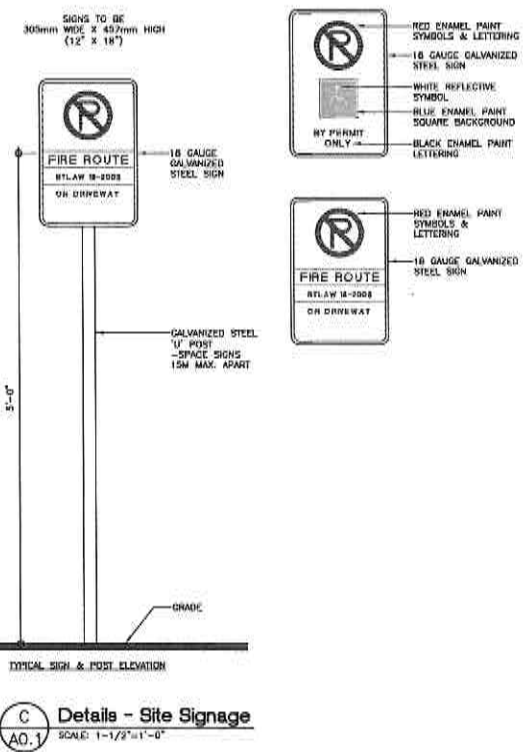
1 Plan Detail - Stair, Ramp and Walkway  
SCALE: 1/2"=1'-0"



A Section Detail - Ramp and Walkway  
SCALE: 1/2"=1'-0"



B Section Detail - Ramp and Handrail  
SCALE: 1/2"=1'-0"



CONSTRUCTION NORTH

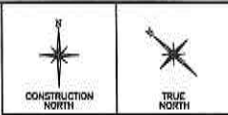
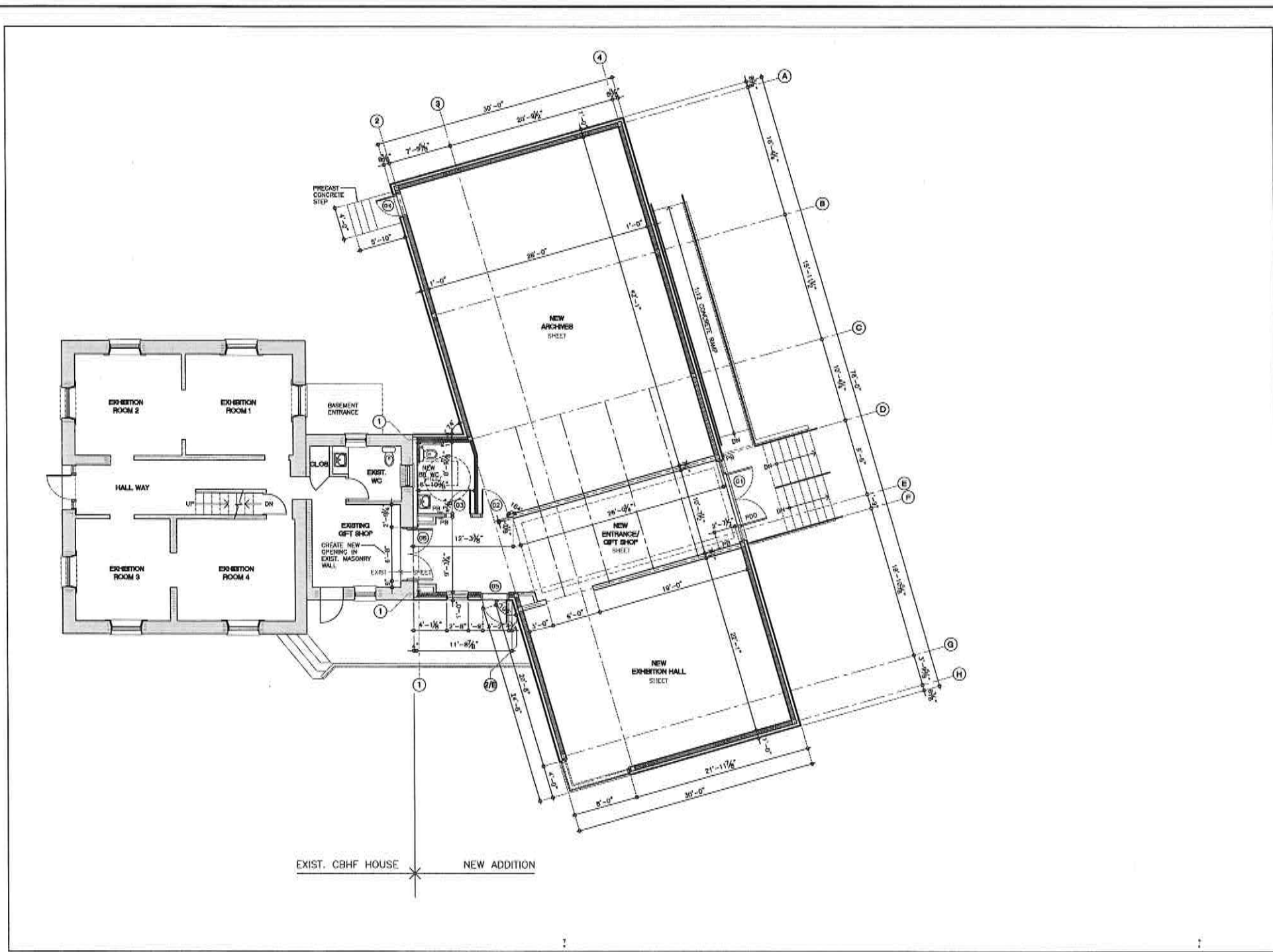
TRUE NORTH

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- UNLESS NOTED OTHERWISE, ALL PARTITION WALLS ARE TO EXTEND TO THE UNDERSIDE OF THE STRUCTURE ABOVE.

<p>3</p> <p>2</p> <p>1 ISSUED FOR SITE PLAN APPLICATION OCT 06/17</p> <p>NO REVISION</p> <p>DATE</p>	<div style="text-align: center;"> <p><b>M</b></p> <p>MARKLEVITZ ARCHITECTS</p> <p>INC.</p> </div> <p>516 VICTORIA STREET, STONINGHAM, ONTARIO M3A 4A7 TEL: 905 271 9350 FAX: 905 271 0500 E-MAIL: <a href="mailto:info@marklevitz.com">info@marklevitz.com</a></p> <p>THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ALL INFORMATION HEREIN IS THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.</p> <p>PROJECT: Addition to the Canadian Baseball Hall of Fame</p> <p>LOCATION: 475 Water St. South St. Marys, Ont.</p> <p>FOR: Canadian Baseball Hall of Fame</p> <p>DRAWING: Site Plan Details Stair/Ramp, Walkway &amp; Signs</p> <div style="display: flex; justify-content: space-between;"> <div> <p>ONTARIO ASSOCIATION OF ARCHITECTS</p> <p>MEMBER C. MARKLEVITZ</p> <p>LICENCE 3462</p> <p>Province of Ontario REG. # 671</p> </div> <div style="text-align: right;"> <p><b>A0.1</b></p> <p>PROJECT NO. 2863-12</p> <p>DATE: September 15, 2017</p> <p>SCALE: 1/2"=1'-0"</p> </div> </div>
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**SCHEDULE "A"**  
**DRAWING 2**



- GENERAL NOTES:**
1. THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ARE THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.
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  6. NOTHING ON THESE DRAWINGS SUPERSEDES THE REQUIREMENTS OF THE GOVERNING CODES INCLUDING THE ONTARIO BUILDING CODE.
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  10. UNLESS NOTED OTHERWISE, ALL PARTITION WALLS ARE TO EXTEND TO THE UNDERSIDE OF THE STRUCTURE ABOVE.

3		
2	REVISED ISSUED FOR BPA	OCT 06/17
1	ISSUED FOR SITE PLAN APPLICATION	SEPT 15/17
NO REVISION		DATE



SITE: 386 CHURCH STREET, ST. MARYS, ONTARIO N4A 2V7  
TEL: 905 271 9200 FAX: 905 271 9280  
E-MAIL: [info@marklevitz.com](mailto:info@marklevitz.com)

THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ALL INFORMATION HEREIN IS THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.

**PROJECT:** Addition to the Canadian Baseball Hall of Fame

**LOCATION:** 386 Church St. S. St. Marys, Ont.

**FOR:** Canadian Baseball Hall of Fame

**DRAWING:** Construction Plan  
Proposed Addition



ONTOARIO ASSOCIATION  
OF  
ARCHITECTS

HARRY C. MARKLEVITZ  
LICENSE  
2462  
Certificate of Practice  
SEP 15 - SEP 15

**A1**

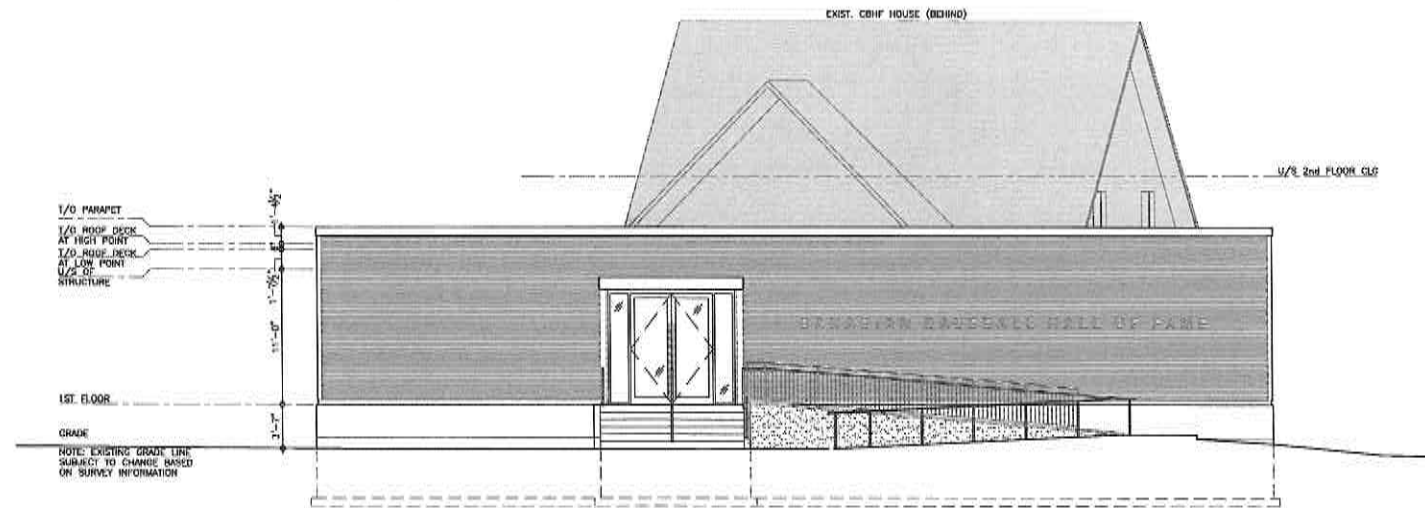
PROJECT NO.  
2063-12

DATE  
September 15, 2017

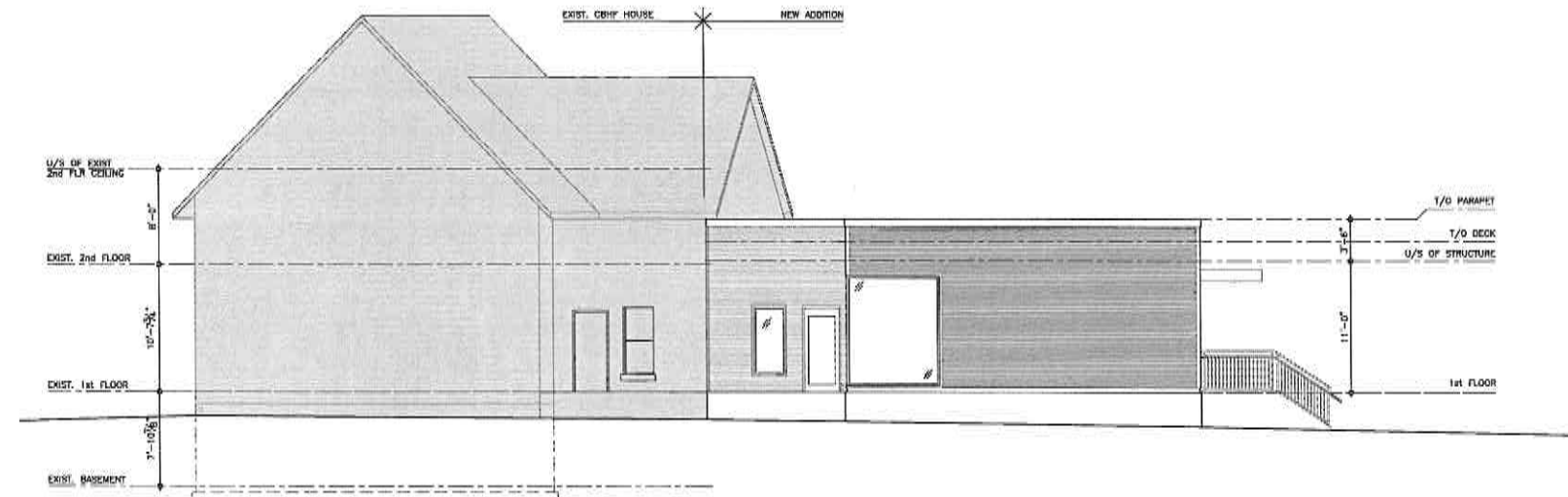
1:10 1756-12 0001

1 Preliminary Plan  
A1 SCALE: 3/16"=1'-0"

**SCHEDULE "A"  
DRAWING 3**






1 Front/East Elevation  
SCALE: 3/16"=1'-0"

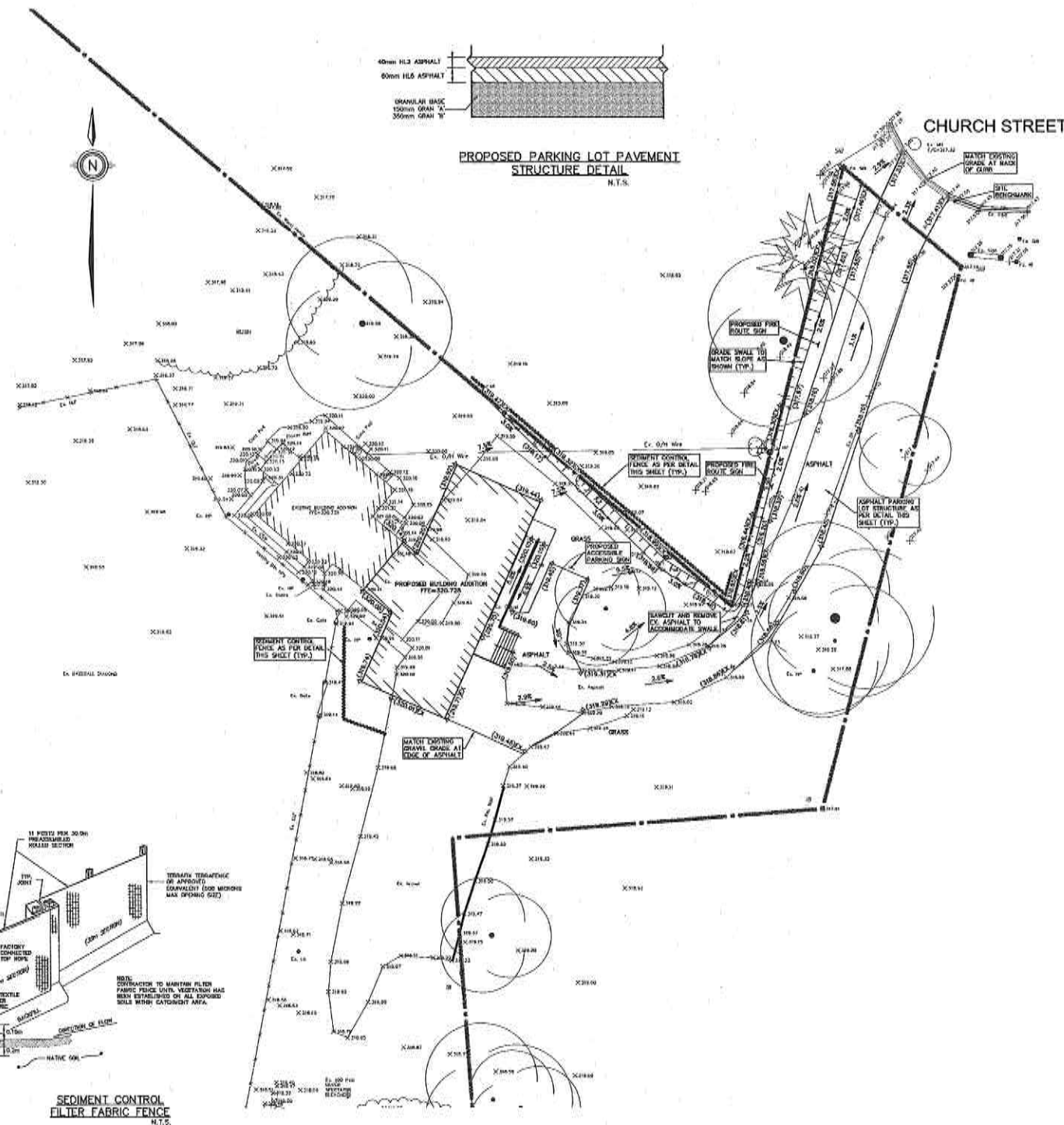


2 South Elevation  
SCALE: 3/16"=1'-0"

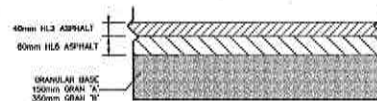
## SCHEDULE "A" DRAWING 4

3		
2	REVISED ISSUED FOR SPA	OCT 06/17
1	ISSUED FOR SITE PLAN APPLICATION	SEPT 15/17
NO. REVISION		DATE
<div style="text-align: center;">  <p><b>MARKLEVITZ ARCHITECTS</b></p> </div>		
<small>3115 HENRIE AVENUE, STRATFORD, ONTARIO N5A 1B7 TEL: 519 271 3330 FAX: 519 271 4343 P: 1802, 1803, 1804, 1805, 1806, 1807</small>		
<small>THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ALL INFORMATION HEREIN IS THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.</small>		
PROJECT	Addition to the Canadian Baseball Hall of Fame	
LOCATION	386 Church St. S. St. Marys, Ont.	
USE	Canadian Baseball Hall of Fame	
DESCRIPTION	Exterior Elevation Proposed Addition	
 <small>ONARIO ASSOCIATION OF ARCHITECTS</small> <small>TERRY C. MARKLEVITZ</small> <small>1802</small> <small>Ontario Association of Architects</small> <small>1802</small> <small>1803</small> <small>1804</small> <small>1805</small> <small>1806</small> <small>1807</small>	<div style="text-align: center;">  <p><b>A2</b></p> </div>	
	PROJECT NO.	2863-12
	DATE	September 15, 2017
	FILED	2008-10-04





SEDIMENT CONTROL  
FILTER FABRIC FENCE  
H.T.S.



PROPOSED PARKING LOT PAVEMENT  
STRUCTURE DETAIL

N.T.S.

CHURCH STREET

## STUDENTS

GEODETIC BM	ELEV. <input type="text"/>
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**SITE BENCHMARK**                      **ELEV. = 317.58**  
OUT CROSS ON TOP OF CURB ON CHURCH STREET AT  
NORTH SIDE OF PROPERTY, AS SHOWN ON DRAWING C2.1

**NOTE TO CONTRACTOR :**  
DO NOT SCALE DRAWINGS.  
CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS  
AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE

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

THE OWNER/ARCHITECT/CONTRACTOR IS ADVISED THAT M.T.E. CONSULTANTS INC. CANNOT CARRY ANY RESPONSIBILITY OF THE SITE WORKS NOT INSPECTED DURING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO NOTIFY M.T.E. CONSULTANTS INC. PRIOR TO COMMENCEMENT OF CONSTRUCTION TO ARRANGE FOR INSPECTION.

6.			
7.			
8.			
9.			
4.			
3.			
2.			
1.	DESIGNED FOR SITE PLAN APPROVAL	MAIN	OCT 14 1977
REV.	REVISION	177	DATE



Engineers | Scientists | Surveyors

(519) 371-7253

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CUSTOMER  
CANADIAN BASEBALL  
HALL OF FAME

356 CHURCH STREET SOUTH ST. MARYS, ONT.

CANADIAN BASEBALL HALL  
OF FAME ADDITION

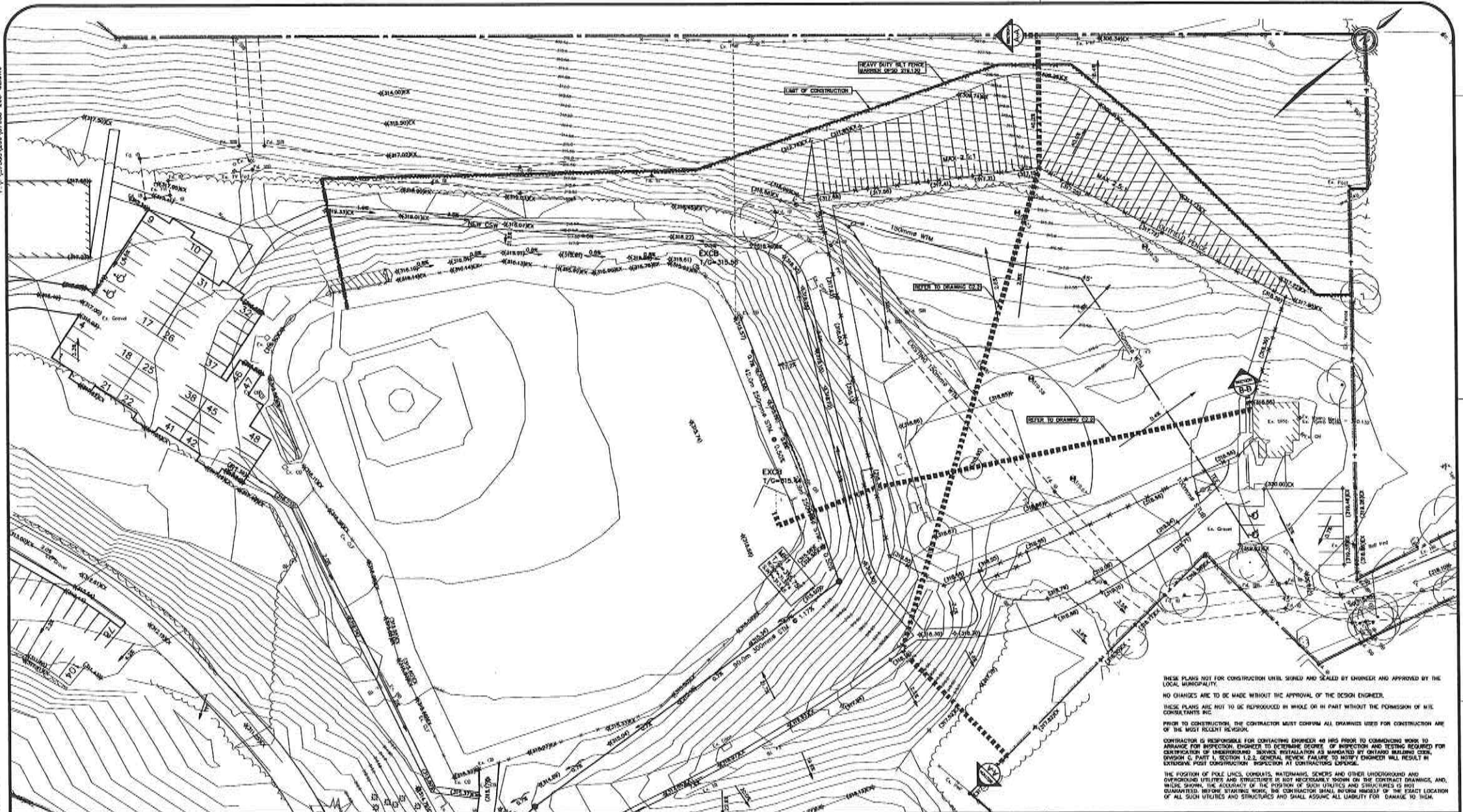
389 CHURCH STREET SOUTH ST. MARKS, ONT.

**SITE GRADING AND  
EROSION & SEDIMENTATION  
CONTROL PLAN**

Project Manager M. WILSON	Project No. 37588-300
Design By DMB	Checked By JMO
Drawn By DMB	Checked By JMO
Surveyed By MTI, OLS	Drawing No. <b>C2.1</b>
Date Oct.06/17	
Scale 1:200	Sheet 1 of 1



37588-200-C2.1  
SITE SERVICING & GRADING PLAN  
P:\P\37588\37588-200-C2.DWG



THESE PLANS NOT FOR CONSTRUCTION UNTIL SIGNED AND SEALED BY ENGINEER AND APPROVED BY THE LOCAL MUNICIPALITY.  
NO CHANGES ARE TO BE MADE WITHOUT THE APPROVAL OF THE DESIGN ENGINEER.  
THESE PLANS ARE NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PERMISSION OF MTE CONSULTANTS INC.  
PRIOR TO CONSTRUCTION, THE CONTRACTOR MUST CONFIRM ALL DRAWINGS USED FOR CONSTRUCTION ARE OF THE MOST RECENT REVISION.  
CONTRACTOR IS RESPONSIBLE FOR CONTACTING ENGINEER 48 HRS PRIOR TO COMMENCING WORK TO ARRANGE FOR INSPECTION. ENGINEER TO DETERMINE SCOPE OF INSPECTION AND TESTING REQUIRED FOR CONSTRUCTION OF UNDERGROUND SERVICES INSTALLATION AS MANDATED BY ONTARIO BUILDING CODE DIVISION 2, PART 1, SECTION 1.2.2. GENERAL REVIEW FAILURE TO NOTIFY ENGINEER WILL RESULT IN EXTENSIVE POST CONSTRUCTION INSPECTION AT CONTRACTOR'S EXPENSE.  
THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHILE SHOWING THE LOCATION OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED, BEFORE STARTING WORK, THE CONTRACTOR SHALL INQUIRE FROM THE LOCAL MUNICIPALITY OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

LEGEND OF EXISTING FEATURES	
	SITE BOUNDARY
	EASEMENT
	EXISTING SPOT ELEVATIONS/CONTOURS
	EXISTING SANITARY SEWER
	EXISTING WATERMAIN
	EXISTING STORM SEWER
	EXISTING FENCE
	EXISTING RETAINING WALL
	EXISTING EMBANKMENT (SLOPE AS NOTED)

LEGEND OF PROPOSED FEATURES	
	PROPOSED SPOT ELEVATIONS
	EASEMENT
	PROPOSED SANITARY SEWER
	PROPOSED WATERMAIN
	PROPOSED STORM SEWER
	PROPOSED FENCE
	PROPOSED RETAINING WALL
	PROPOSED EMBANKMENT (SLOPE AS NOTED)

**NOTE TO CONTRACTOR:**  
DO NOT SCALE DRAWINGS.  
CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.  
ALL DRAWINGS REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED OR REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.  
THE ENGINEER/ARCHITECT/CONTRACTOR IS ADVISED THAT M.T.E. CONSULTANTS INC. CANNOT CERTIFY ANY COMPONENT OF THE SITE WORKS NOT INSPECTED DURING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO NOTIFY M.T.E. CONSULTANTS INC. PRIOR TO COMMENCEMENT OF CONSTRUCTION TO ARRANGE FOR INSPECTION.

ISSUED FOR APPROVAL	
1. REVISED FOR APPROVAL	REV. 01/08/2013
2. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
3. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
4. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
5. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
6. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
7. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
8. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
9. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013
10. REVISED FOR MUNICIPAL REVIEW	REV. 01/08/2013

GEODETC BM	
ELEV. = 305.258m	
SITE BENCHMARK	
ELEV. = 305.258m	
AS NOTED ABOVE	

CANADIAN BASEBALL HALL OF FAME & MUSEUM	
306 CHURCH ST. E.	ST. MARY'S, ONTARIO
PROJECT	
CANADIAN BASEBALL HALL OF FAME & MUSEUM	
306 CHURCH ST. E.	ST. MARY'S, ONTARIO
DRAWING	
SITE SERVICING & GRADING PLAN	

MTE	
Stratford Engineering Division	
Ph. (519) 271-7952	
www.mte85.com	
Project Manager	KLW
Design By	KLW
Drawn By	NNP
Surveyed By	MTE OLS
Date	Nov. 23/12
Scale	1:500
Project No.	37588-200
Checked By	KLW
Checked By	KLW
Drawing No.	C2.1
Sheet 4 of 8	

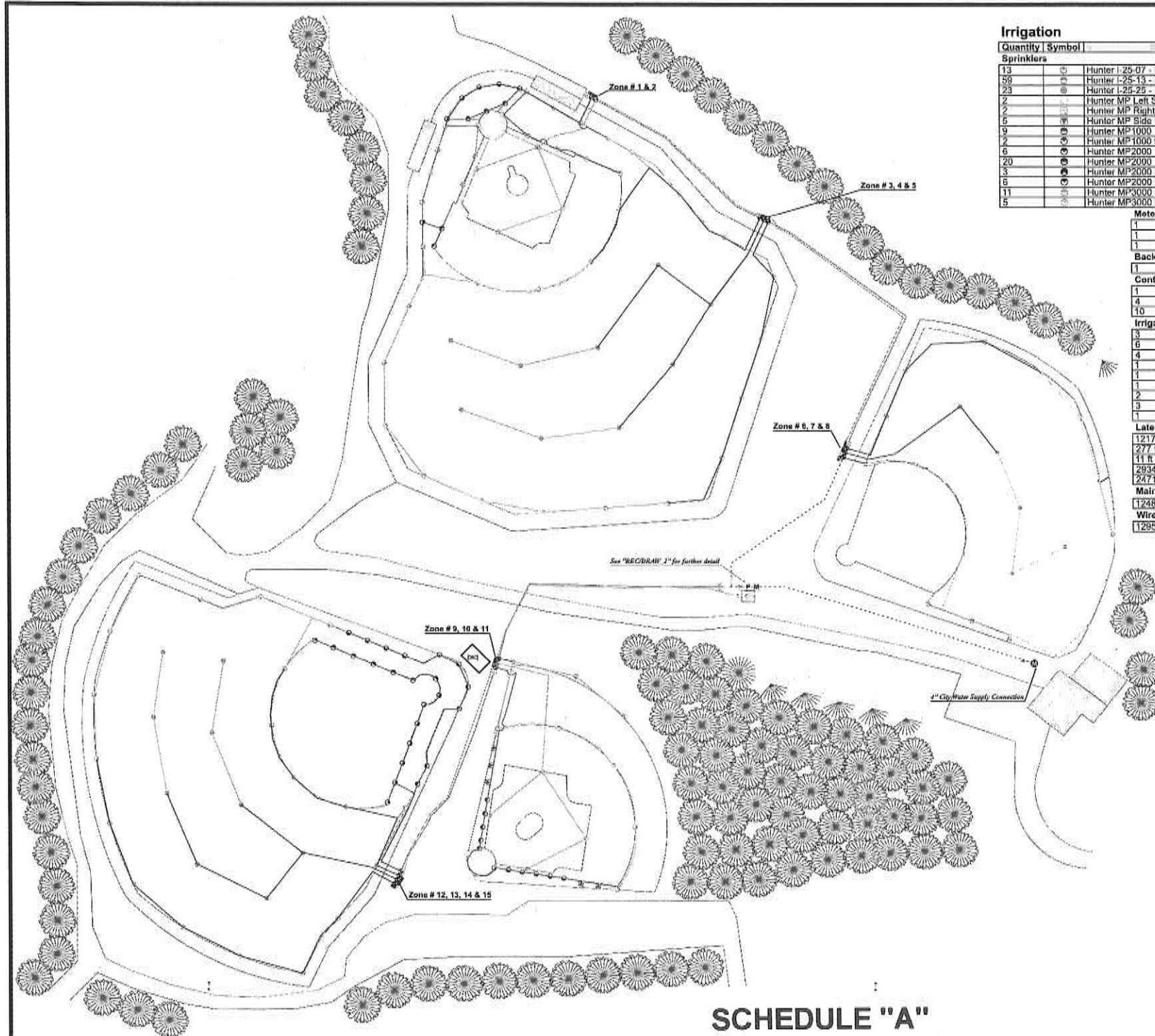
## SCHEDULE "A" DRAWING 7











Irrigation					
Quantity	Symbol	Description	Part Number	Pressure	Flow
Sprinklers					
13	⊙	Hunter I-25-07 - I-25-ADV	07	60 psi	7.5 gpm
59	⊙	Hunter I-25-13 - I-25-ADV	13	60 psi	12.3 gpm
23	⊙	Hunter I-25-25 - I-25-ADV	25	60 psi	23.5 gpm
2	⊙	Hunter MP Left Strip - PROS-04-PRS40-CV	MPStrip	30 psi	0.19 gpm
2	⊙	Hunter MP Right Strip - PROS-04-PRS40-CV	MPStrip	30 psi	0.19 gpm
5	⊙	Hunter MP Side Strip - PROS-04-PRS40-CV	MPStrip	30 psi	0.38 gpm
9	⊙	Hunter MP1000 180° - PROS-04-PRS40-CV	MP1000 90-210°	30 psi	0.32 gpm
2	⊙	Hunter MP1000 90° - PROS-04-PRS40-CV	MP1000 90-210°	30 psi	0.16 gpm
20	⊙	Hunter MP2000 138° - PROS-04-PRS40-CV	MP2000 90-210°	30 psi	0.48 gpm
20	⊙	Hunter MP2000 180° - PROS-04-PRS40-CV	MP2000 90-210°	30 psi	0.63 gpm
3	⊙	Hunter MP2000 210° - PROS-04-PRS40-CV	MP2000 90-210°	30 psi	0.74 gpm
8	⊙	Hunter MP2000 90° - PROS-04-PRS40-CV	MP2000 90-210°	30 psi	0.33 gpm
11	⊙	Hunter MP3000 180° - PROS-04-PRS40-CV	MP3000 90-210°	30 psi	1.56 gpm
5	⊙	Hunter MP3000 90° - PROS-04-PRS40-CV	MP3000 90-210°	30 psi	0.74 gpm
Motors/Pumps					
1	Ⓜ	4 inch meter			
1	Ⓟ	7.5 HP Booster Pump			
1	Ⓢ	Point of Connection to City Water Main			
Backflow Devices					
1	Ⓢ	Wilkins 950 - 4"		1950 - 4"	
Control Valves					
1	Ⓢ	Hunter ICV-101G		ICV-101G	
4	Ⓢ	Hunter ICV-151G		ICV-151G	
10	Ⓢ	Hunter ICV-201G		ICV-201G	
Irrigation Accessories					
3	Ⓢ	Hunter DUAL 1			
6	Ⓢ	Hunter DUAL 2			
4	Ⓢ	Hunter DUALS			
1	Ⓢ	Hunter IC-600-PI		IC-600-PI	
1	Ⓢ	Hunter Wireless Solar Sync		WSS	
1	Ⓢ	Nibco 2" isolation valve			
2	Ⓢ	Nibco 4" isolation valve			
3	Ⓢ	Rain Bird SRC		5RC	
1	Ⓢ	Winterizing Point of Connection 1" Connection			
Lateral Line Pipe					
1217 ft		Poly 100 1"		0	
277 ft		Poly 100 1 1/2"		0	
11 ft		Class 160 1 1/2"		0	
2934 ft		Class 160 2"		0	
2471 ft		Class 160 3"		0	
Mainline Pipe					
1248 ft		Class 160 4"		0	
Wire					
1295 ft		Maxi Cable 14 AWG BLUE		180114	

SCHEDULE "A"  
DRAWING 11

Blue Jay Irrigation  
1476 Seagull Road  
London, N6H 5L9  
519-841-3578

**SHEET DESCRIPTION:**  
Record Drawing

**PROJECT:**  
Canadian Consular Hall of Fame  
St. Marys, ON

**REVISIONS:**  
None

**DATE:**  
20/11/2015

**JOB NUMBER:**  
REC/DRAW\_1

**DRAWN BY:**  
Trevor Lively

**CHECKED BY:**  
Bruce Lively

**SCALE:**  
1" = 85'

**SHEET:**  
1 of 1



## SCHEDULE "B"



October 4, 2017  
MTE File No.: 37588-200

Canadian Baseball Hall of Fame  
c/o Marklevitz Architects Inc.  
Attention: Megan Schaff  
516 Huron Street  
Stratford, Ontario  
N5A 5T7

By Email Only (megan@marklevitz.com)

Dear Ms. Schaff,

**Re: Proposal for Engineering Services  
New Building Addition, Canadian Baseball Hall of Fame, St. Mary's**

Thank you for providing MTE with this opportunity to quote on engineering services. We look forward to the opportunity to work with you on this project.

### **MTE's Understanding**

From the information provided and discussed, we understand that this project involves a new building addition and upgrades to the existing parking area at Canadian Baseball Hall of Fame. The facility is located on Church Street South in St. Mary's, Ontario. MTE's role in the project will include the detailed site engineering and grading design in the area of the proposed addition for site plan approval. A master grading plan and drainage assessment of the entire facility including the baseball fields has also been requested by the Town of St. Mary's as part of the site plan approval with a submission deadline of March 31, 2018. Marklevitz Architects Inc. will coordinate site plan application submission.

### **MTE's Experience**

Since 1985 MTE Consultants Inc. has provided design services for private and public organizations across southwestern Ontario. Clients including (but not limited to) architects, project managers, design-build groups, private institutions and municipal governments, have retained MTE for our value-added approach and technical expertise. We are fully versed in the site development process, including providing environmental cleanup, site servicing and grading designs, and stormwater management plans.

**MTE Consultants Inc.**  
365 Home Street  
Stratford, Ontario N5A 2A5  
Phone: 519-271-7952  
Fax: 519-271-3545

[www.mte85.com](http://www.mte85.com)



## **MTE's Proposed Scope of Work**

Based on our understanding of the site and the process, we envision the following sequence of events through the life of the project:

### **DESIGN DEVELOPMENT**

#### **Topographical Survey and Base Plan Preparation**

A topographical survey is required to verify existing features in the area of the proposed addition and supplemental survey information will be collected in areas of the existing baseball areas for the grading and drainage assessment. It is noted this topographic survey information in the area of the addition was collected last week as requested.

#### **Site Grading and Servicing Engineering Design**

Using the localized topographic survey information, the final Site Plan and the legal survey plan, the required site servicing and grading plans and specifications will be designed for the area of the addition in accordance with the Ontario Building Code and the Town of St. Mary's design guidelines. A geotechnical report may also be required to be provided to MTE to confirm the soil composition, load bearing capacity and water table elevation.

The proposed grading of the site will respect the existing site features and ensure adequate site drainage is achieved. Erosion and Sediment control specifications will be included on the drawing for the new work area.

All construction notes and instructions will be included on the drawings. Our fee proposal includes one minor revision per the owner's review.

#### **Master Grading Plan and Drainage Assessment (T&M)**

The Town of St Mary's has requested a review of the existing grading and drainage conditions for the entire Canadian Baseball Hall of Fame facility including the baseball diamonds. Once the supplemental survey information is received MTE will review the existing grading plans and drainage structures to assess the functionality and suggest areas of improvement, if required. Discussion and recommendations will be reported in a stormwater management brief.

### **CONSTRUCTION SERVICES**

#### **On-Site Works Inspection and Certification (T&M)**

The Town of St Mary's and the Ontario Building Code requires the Design Engineer to certify that the site servicing and grading has been completed in accordance with the approved engineering drawings. In order to provide these certifications to the

municipality, periodic site works inspections and an as-recorded survey must be completed to ensure that the site has been constructed properly. To complete these inspections, we require at least 48 hours' notice prior to the site work commencing.

This fee proposal includes for one (1) inspection during the course of construction.

### Final Certifications and As-Recorded Drawing

As part of the site plan agreement process and to release the securities for the development, The Town of St Mary's may require a final inspection, an as-constructed survey (redline, not digital) and final certification letters for site servicing, and site grading.

### MTE's Fee Proposal

MTE's fees for the scope of work as outlined herein are provided in the following table. Variable Costs such as meetings and Expenses are identified as budget estimates only and will be billed as incurred.

Design Development	
Topographical Survey and Base Plan Preparation	\$3,500
Site Grading and Servicing Engineering Design	\$2,900
Master Grading Plan and Drainage Assessment (T&M)	\$5,000
Construction Services	
On-Site Inspection (1) (T&M)	\$500
Final Certifications and Red Line Drawing (Allowance if required)	\$1,500
<b>TOTAL BUDGET FEE FOR CIVIL ENGINEERING SERVICES</b>	<b>\$13,400</b>

*All fees exclude H.S.T. and all application and review agency fees.*

Expenses are estimated at **\$555** and will be charged in accordance with the following table:

Schedule of Reimbursable Expenses	
In-house Disbursements (including printing, plotting, photocopies, courier, telephone, consumables)	4% of Fees
Out of Pocket Expenses (e.g. meals, field supplies, lodging, other project specific expenses)	Cost + 10%
Subconsultant's Fee	Cost + 10%
Travel	\$0.55 /km
Contract Printing (Reports, contract drawings, and documents)	Cost + 10%





Canadian Baseball Hall of Fame  
c/o Marklevitz Architects Inc.  
October 4, 2017  
MTE File No.: 37588-200  
Page 4

#### **MTE's Timing**

Once we receive confirmation of assignment, we are prepared to begin work on this project immediately. MTE will commit the necessary resources to meet the project timelines.

#### **In Conclusion**

We trust the foregoing proposal encompasses the work you will require on this project. If the proposal is satisfactory and you are in agreement with the attached Standard Terms and Conditions, please sign below and initial the attached Standard Terms and Conditions.

We would like to take this opportunity to thank you for considering MTE. We are excited at the prospect of working with your team on this project.

If you have any questions concerning this proposal, please contact the undersigned.

Yours truly,

**MTE CONSULTANTS INC.**

A handwritten signature in blue ink, appearing to read "Montana Wilson", is written over a horizontal line.

Montana Wilson, M.Eng, P.Eng, PMP  
Civil Manager

1cc: Trevor McNeil, MTE Consultants Inc.

M:\37588\20171004\_37588\_200\_MTEFeeProposal\_Baseball.docx



*SIGNED AUTHORIZATION TO PROCEED*

*I hereby authorize MTE Consultants Inc. to proceed with the work program outlined in the above proposal for the civil and survey work at the Canadian Baseball Hall of Fame in St. Mary's (estimated fee \$13,400 estimated expenses \$555); and the attached Standard Terms and Conditions.*

---

*Signed*

*Dated*





## STANDARD TERMS AND CONDITIONS

Effective August 2011

**Terms of Payment:** MTE Consultants Inc. (MTE) fees, reimbursable expenses, and applicable taxes (HST/GST, etc.) will be billed monthly for the work completed to date. All invoices are payable upon receipt. Interest at 1.5% per month (19.56% per year) shall be paid on the total unpaid balance, commencing 30 days after the date of the invoice.

**Standard of Care:** MTE's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services, and under the same or similar circumstances and conditions. MTE makes no other warranties, express or implied, with respect to the services rendered hereunder.

**Timing:** This proposal expires and is null and void after 60 days. If this proposal is accepted, these terms and conditions shall remain in full force and effect for the duration of the project. No amendment or waiver of these terms and conditions shall be binding unless in writing and executed by the parties hereto. No waiver of any of these terms and conditions shall constitute a waiver of any other term or condition, nor shall any such waiver constitute a continuing waiver unless otherwise expressly provided.

**Termination:** The Client may at any time, upon seven (7) calendar day's written notice to MTE, suspend or terminate the services or any portion thereof at any stage of the undertaking. Upon receipt of such written notice, MTE shall perform no further services other than those reasonably necessary to close out the project. If the Client fails to pay MTE within 30 days after submission of an invoice or the Client changes significantly the requirement for services, MTE may terminate this agreement by notice in writing to the Client. In the event of suspension or termination of the project by either MTE or the Client the terms and conditions herein shall remain in full force and effect notwithstanding such termination and the Client shall pay MTE for all services performed including reimbursable expenses, fees, and applicable taxes, whether or not such amounts have been billed to the Client prior to such termination.

**Change in Services:** The Client may, upon reasonable written notice to MTE and MTE's written acceptance, amend its requirement for the services forming the subject of this agreement. In the event of any change accepted by MTE that requires additional staff, services, time or costs, the Client shall be responsible for the payment of same in accordance with the terms and conditions herein.

**Ownership:** The copyright in all documents including but not limited to drawings, reports, calculations, specifications, and other material generated by MTE is the sole property of MTE. The Client shall have a non-exclusive, royalty-free license to use the documents for the purpose of completing the project. The Client shall not use the documents other than for the purpose of execution of the project. The Client authorizes MTE to use project related materials for promotional or educational purposes pursuant to a confidentiality agreement upon request. MTE retains the rights to the technology associated with any testing and research conducted. Client shall defend, indemnify, and hold MTE harmless from and against any claims, losses, liabilities and damages arising out of or resulting from the Client's unauthorized use, reuse or alteration of the documents.

**Digital Data:** MTE reserves the right to restrict or refuse access to all digital data produced by MTE. The Client recognizes that data, plans, specifications, reports, documents or other information recorded on, or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the electronic documents provided to the Client are for informational purposes only and are not intended as an end-product. MTE makes no warranties, either expressed or implied, regarding the fitness or suitability of the electronic documents. Accordingly, the Client agrees to waive any and all claims against MTE and MTE's consultants relating in any way to the unauthorized use, reuse or alteration of the electronic documents. In the event the Client requests transfer of digital data to a third party, that third party will be required to enter into a digital data agreement with MTE, in MTE's form.

**Force Majeure:** MTE shall not be responsible for delays caused by factors beyond MTE's reasonable control. When such delays beyond MTE's reasonable control occur, the Client agrees that MTE shall not be responsible for damages, nor shall MTE be deemed in default of this Agreement.

**Limitations of Liability:** With respect to the services performed by MTE, the Client agrees that the total liability in the aggregate, of MTE, and its officers, directors, employees, agents and consultants (who shall collectively be included in the definition of "MTE" for purposes of this section), whether arising under this agreement, contract, tort, negligence, statutory liability or other legal theory, shall be limited to the direct and actual money damages effectively incurred by the Client, and in any event such liability shall not in the aggregate exceed the total fees paid to MTE for services rendered under this agreement, regardless of the number of claims. In no event shall MTE be liable for special, indirect or consequential damages, including but not limited to any claim for loss of profit, even if MTE has been notified of the possibility of such damages, and the Client hereby waives any claim or recourse against MTE for such damages. The Client agrees that it will not bring any claim or other proceedings against any of MTE's officers, directors, employees, agents or consultants in their personal capacity. Each of MTE and the Client shall indemnify and save harmless the other party from and against all claims, actions, losses, expense, costs, or damages that the other party may incur as a result of the negligence or willful acts or omissions of the other party or its officers, directors, employees, agents or consultants in the performance of this agreement and the services hereunder, subject to the limitations set forth in this section.

**Responsibilities of the Client:** The Client shall:

- Instruct MTE fully as to the Client's requirements and make available to MTE all relevant information MTE requires, including design objectives, special systems or equipment, site requirements, and project budget. MTE shall be entitled to rely upon the accuracy and completeness of all such information and data furnished through the Client or other consultants engaged on the project;
- Give MTE the authority to act as the Client's agent in all matters falling within the scope of MTE's services, or where the Client is an architect or agent acting on behalf of the owner, cause the owner to give MTE such authority;
- Review and respond promptly to all requests for approval and information submitted by MTE;
- Obtain and pay for, or where the Client is an architect or agent acting on behalf of the owner, cause the owner to obtain and pay for, all consents, approvals, and permits from authorities having jurisdiction;
- Notify MTE immediately, whenever the Client becomes aware of a defect or deficiency in the work, or contract documents;
- Fully disclose information of possible environmental contaminants and buried utilities, or where the Client is an architect or agent acting on behalf of the owner, cause the owner to fully disclose such information;
- Identify in writing all information the Client requires to maintain confidential;
- The Client is responsible for obtaining permission for MTE to access the property for the purposes of completing the project and properly and fully carry out the agreement.

**Privacy:** The Client understands and agrees that any personal information we may collect that is pertinent and necessary to the effective conduct of our business may be used for this expressed intent. MTE is committed to protecting the privacy and confidentiality of any personal information provided. Personal information is handled according to MTE's Privacy Policy for the collection, use and disclosure of personal information and the Client hereby consents to the collection and use of such information in accordance with MTE's Privacy Policy.

**Assignment:** The Client shall not assign this agreement without the express written permission of MTE, which permission may be arbitrarily withheld.

**Governing Law:** This agreement shall be governed by the laws of the Province of Ontario.

I hereby acknowledge having read and understood the terms and conditions herein and accept such terms

END OF STANDARD TERMS AND CONDITIONS

Initials

MTE Consultants Inc.  
365 Home Street  
Stratford, Ontario N5A 2A5  
Phone: 519-271-7952  
Fax: 519-271-3545

[www.mte85.com](http://www.mte85.com)

## MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>24 October 2017</b>
<b>Subject:</b>	<b>DCS 19-2017 October Monthly Report (Community Services)</b>

### RECOMMENDATION

THAT DCS 19-2017 October Monthly Report (Community Services) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Aquatics:

- The pool had 871 swimmers through in the month of September; we were closed for maintenance shut down from September 5-24.
- Staff training for the lifeguards was held Sunday September 24, focus was on mock situations, CPR and choking.
- Training first week of opening for day team aquatic programs.
- 284 participants in fall swimming lesson, with 20 registered for the recreational swim team.
- Working with communications on a marketing plan for the pool this fall/winter, a survey for spring needs and summer suggestions for the quarry.
- Partnering with several businesses/organizations for quarry events next summer.

#### Community Services:

- Ice is in full swing with Minor hockey, figure skating, ringette and the Lincolns.
- Continuing to implement our customer service training into our systems throughout the PRC.
- Working with the Lincolns to accommodate their events and games this season.
- Implemented a self-check in method for aquatic passes to increase efficiencies and speed.
- Ordered new products in the canteen for purchase.
- Recreation Master Plan public open house held October 18 at the PRC.

#### Child Care:

- Child Care Centre – currently having conversation with Perth Care for Kids as to how we can collaborate with services for families in St. Marys, with having the Ontario Early Years Program utilize our hub room for their drop in program, as well as other programs supporting the development of children.
- Toddler, and Preschool programs are busy exploring the changing environment with the arrival of fall. The change in weather, has given new opportunity for learning. The need for more

layers and different footwear has led to skill building, and some development of autonomy for the children, which has led to skill building in patience for both staff and parents.

- A major milestone has happened in our infant program this month, we have had our 1<sup>st</sup> child start walking. What an amazing experience for the family! (The child started walking at home so the parents did not miss this)
- School Age Program - Programs are starting to settle into routine now that we have been back to school for a number of weeks. The children and staff are busy building relationships and routines that work for children, families and school community. Staff are continuing training on age appropriate programming and how our programs can help support the social development for children in the school system.

#### Museum:

- Grade 3 outreach field trip programming began at South Perth Centennial School on September 11 and will continue throughout the school year. This program is funded by the Stratford-Perth Community Foundation via the Friends of the Museum.
- Staff hosted a mystery bus tour of 37 people on September 8 and a heritage walking tour for the Australian Friendship Force on September 18.
- Reed Needles presented a seminar on the history of timekeeping on September 21 to a sold out crowd.
- Staff gave a presentation at Westover Inn to the Inner Wheel Society provincial AGM on September 29.
- Staff and volunteers planned and implemented Doors Open St. Marys on September 30. Several attendance records were set. Staff participated in a radio interview for Doors Open on Volunteers digitized and uploaded 71 Eat at Our House columns to Picture St. Marys in September.
- The Museum has applied for and received funding for a Young Canada Works at Building Careers in Heritage intern for an 18 week placement.
- Volunteers logged 190.5 hours of service in September.

#### Recreation:

- All of our September programs have started and been received well.

#### Senior Services:

- Hired replacement for the Senior Services Coordinator.
- Thanksgiving lunch another success with 200 people served.

#### Youth Services:

- The Youth Centre was used a total of 534 times in September
- All new programs have been received well, especially snack attack and our gaming tournaments
- We were awarded a \$5000 grant from Frank Cowan which we will use to update our electronic equipment
- Youth Dance on September 29<sup>th</sup> had 67 people
- The youth centre board now has 9 members with more interested in joining
- Was able to purchase new equipment through an anonymous donation to the centre



## **OUTSTANDING ISSUES AND PROJECT LIST**

### Aquatics:

- Applying for the lifesaving society swim to survive plus grant for grade 7.
- Conducting an area fee survey for aquatic pricing.
- Water Safety Instructor Trainer update for Supervisor of Aquatics and Guest Services Saturday October 14.

### Community Services:

- Updating rental agreements, bar processes and ordering.
- Arranging a food and beverage meeting to roll out new processes and changes.
- Meeting with all December rentals to ensure their set ups and requests are accurate.
- Tabulation of results from Recreation Master Plan public open house.
- Agreement with Lions Club and St. Marys Rotary Club for Cadzow park.

### Child Care:

- Establishment of Parent Advisory Committee

### Museum:

- Education Policy, Emergency Plan
- Rolled textile storage
- Hiring Curatorial and Programming Assistant (Young Canada Works funded intern)

### Recreation:

- Planning and preparation for Spring/Summer community guide
- Have dates for Community Living Inclusion training for staff of the PRC

### Youth Services:

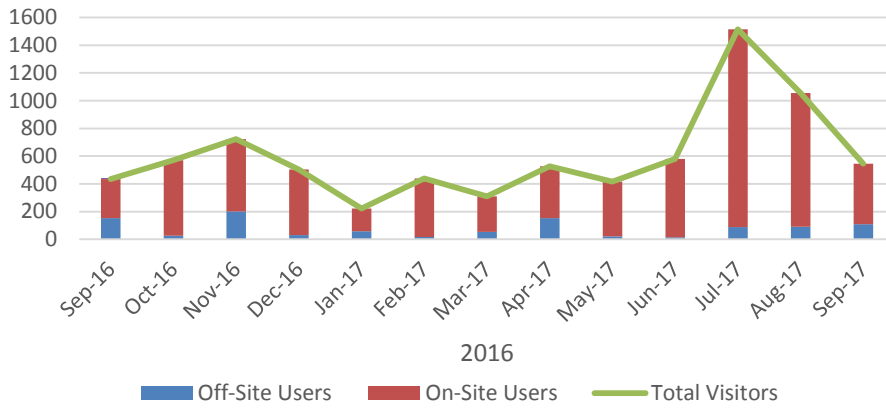
- We are planning for our Halloween Haunted House
- Setting up a youth council
- New initiative starting where if a youth has a membership card and produces it they will get a \$1 discount off any public swim or skate
- Working on United Way budget

## **SPENDING AND VARIANCE ANALYSIS**

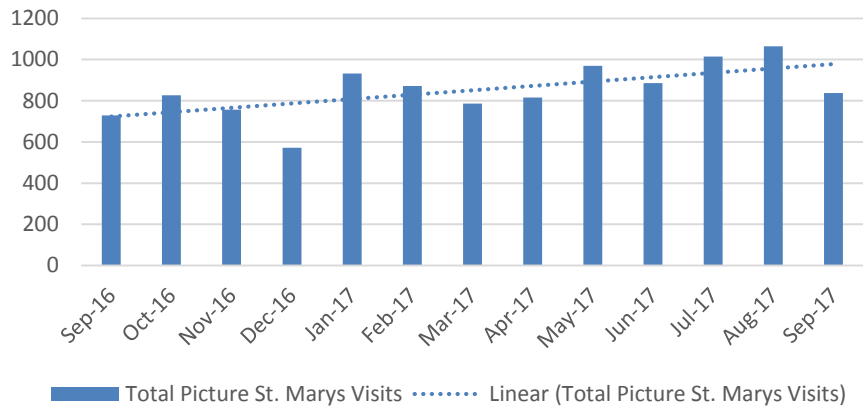
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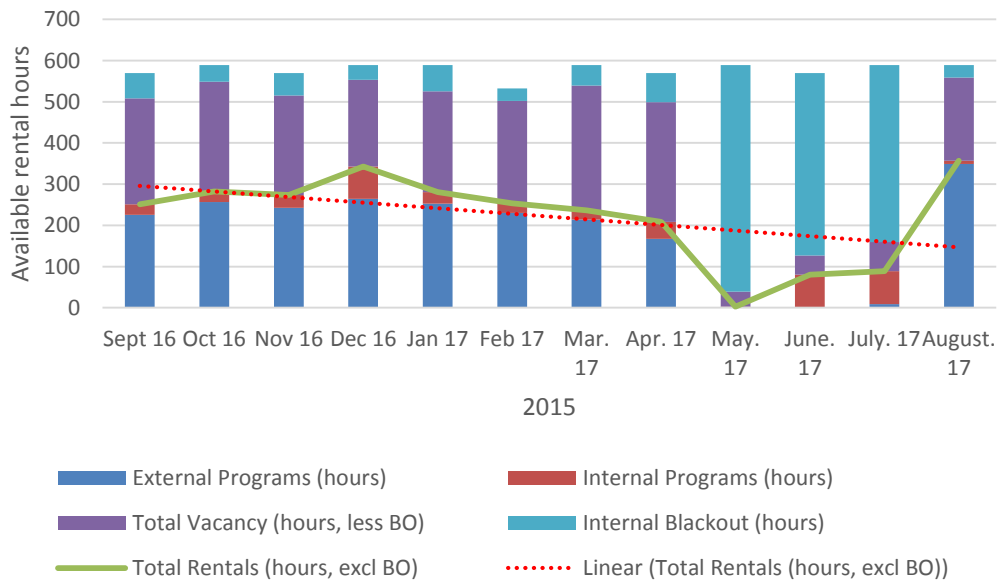
### St. Marys Museum Visitors



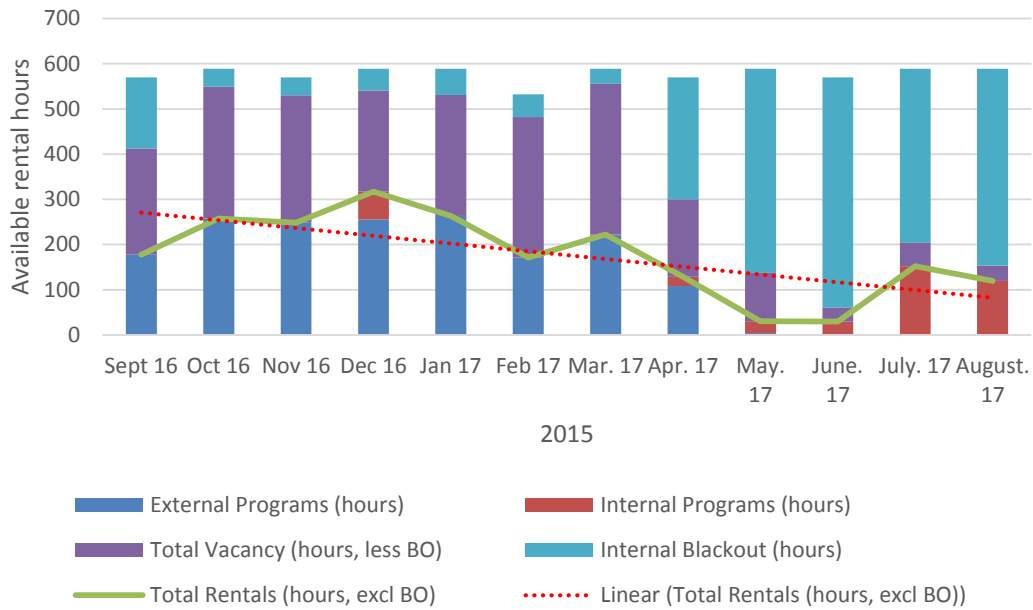
### Picture St. Marys Visits



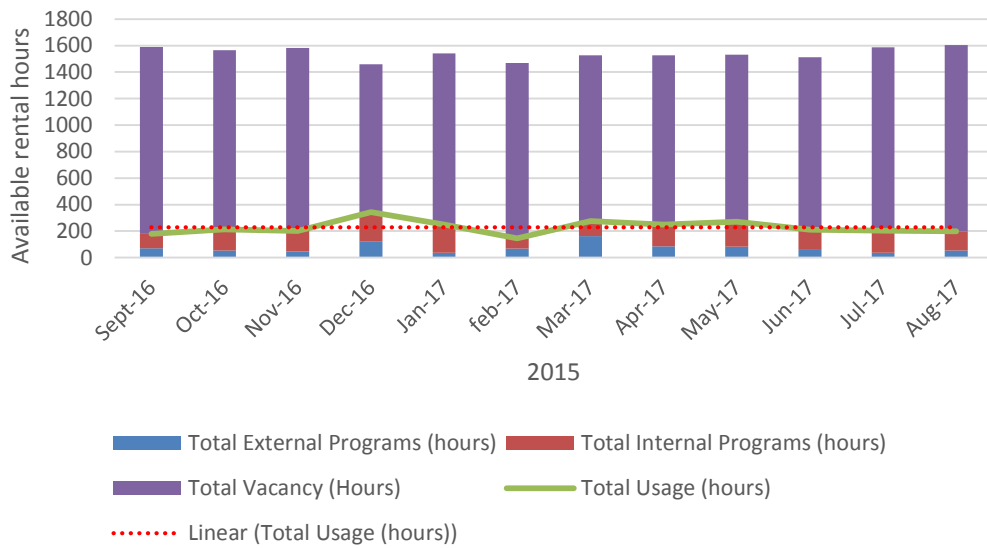
### Blue Rink Total Usage



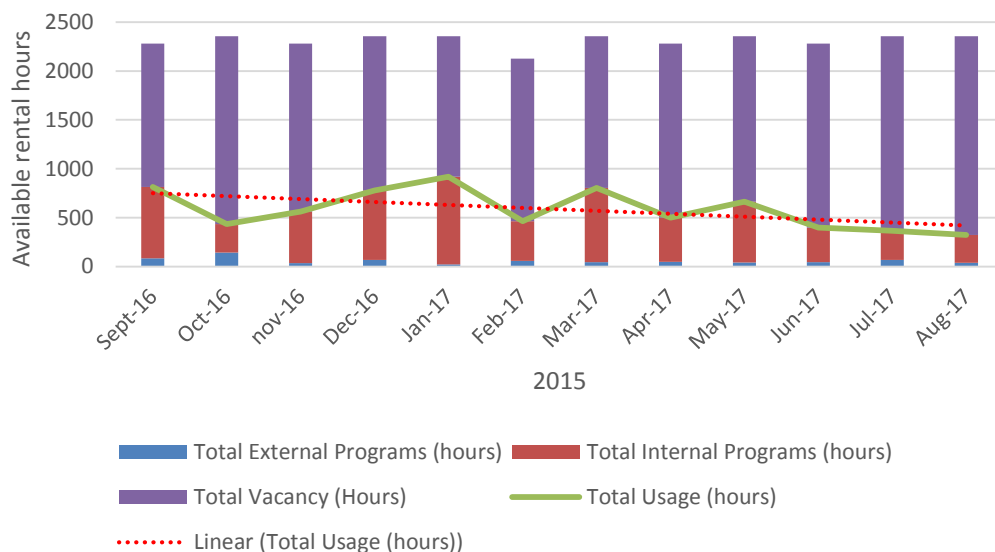
### Rock Rink Total Usage



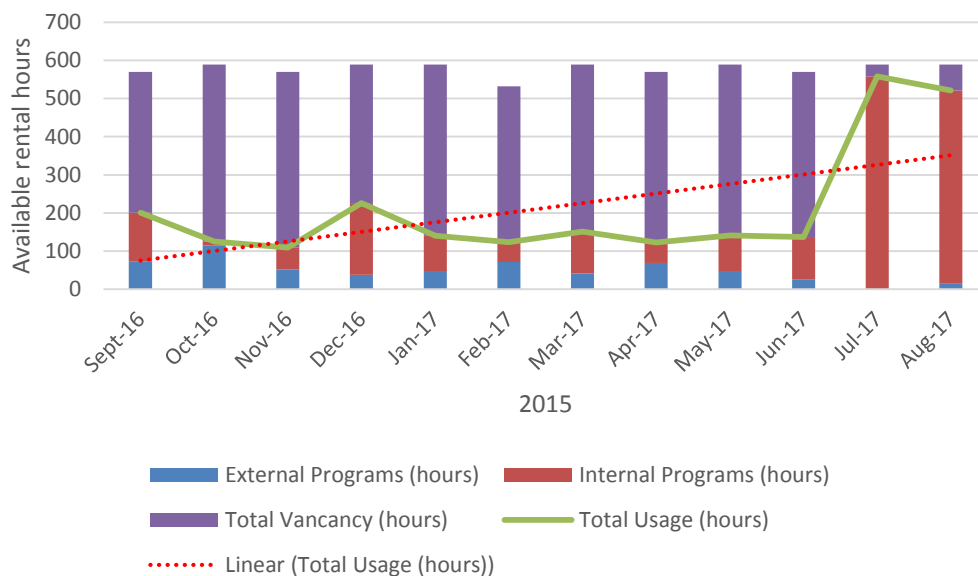
### Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)



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

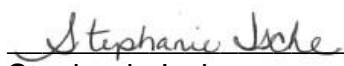


### Endzone Room Total Usage

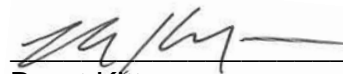


## REVIEWED BY

### Recommended by the Department

  
Stephanie Ische  
Director of Community Services

### Recommended by the CAO

  
Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 24 October 2017

**Subject:** PW 61-2017 October Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 61-2017 October Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

- **Water, Waste water, Storm water (Environmental Services)**
  - Backflow Prevention Program reminder – Ongoing
    - Secondary reminders will be delivered Mid October to outstanding residents and businesses
  - Submitted funding applications for OCIF funding
  - Water Reservoir Design – Ongoing
    - Awaiting electrical and mechanical designs from engineer
    - An Open House with the public was held on October 17, 2017
  - Well #3 has been recommissioned after rehab and scheduled returned to service week of October 17
  - Waste water Bio solids loading pump
    - Installed and is operational
    - Miscellaneous contractual items be completed – Ongoing
  - Water and Wastewater rates review – Ongoing
    - To be presented at SPC in November
- **Solid Waste Collection, Management & Landfill**
  - 0 dust complaint – 0 odor complaint
  - Landfill wood grinding tender awarded to Sittler Grinding Inc. – Ongoing
    - Grinding to occur late October
  - Landfill rates review - Completed
    - To be presented at SPC in October
  - Additional cameras being researched
    - Due to scavenging and vehicle movement in regards to scale operation
- **Cemetery**
  - 7 Internments, September 12<sup>th</sup> to October 11<sup>th</sup> (5 –cremations, 1 – traditional burial)
  - 4 Internment rights sold, September 12<sup>th</sup> to October 11<sup>th</sup> (2 – niches, 2 traditional burial)
  - Stone leveling and grave top off pending return of JCB from refurbishment – Ongoing
  - Digitization of burial records on Keystone – Ongoing
- **General Public Works Operations – Roads, Sidewalks**
  - Sign Reflectivity Testing – Completed
    - Completed with reflectometer over previous year LIDAR testing
    - A total of 63 failed signs

- Replacements ordered
  - Installation to be completed end of the month
- Road asphalt hot patching – Completed
  - Approximately 110 tons applied this fall
  - Surpassing previous years hot patching programs
- Municipal 511 is in use
  - iFrame integration into website - Pending
- Fall Sanitary flushing - Completed
- Excavation services for OCWA water systems repairs
  - Hydrant assembly installation
  - Sanitary repair on Water St.
  - Water service repair on Water St.
- Fall crosswalk line painting – Completed
- Opera House parking lot winter snow removal
  - Tendered & closed & evaluation - Ongoing
- **Parks, Trails, & Tree Management**
  - Old Quarry Tree Removal
    - Scheduled for October 20, 2017.
  - Stump removals awarded to Lange Bros.
    - Pending upon the execution of the agreement & receiving locates
  - Review of approved Town tree species and pre-approved planting areas – Ongoing
    - Researching other municipalities and UTRCA recommendations
  - Sparling Bush – Ongoing
    - Open House on October 26, 2017
    - Notices have been delivered to residents, along with a communications campaign
  - Fall tree planting – Ongoing
    - Locations identified
    - Notice to abutting property owners pending
  - Winterization of park amenities to prepare for winter – Complete
    - Removal of annuals
    - Storage of flower boxes
    - Downtown piano has been stored at MOC
  - Winter Lights - Ongoing
    - Utilizing more Public Works operators & Park staff to assist with program delivery
- **Engineering, Asset Management & Capital Projects**
  - Ardmore/Westover St. – Westover Place
    - Delay due to Gas main relocation – now complete
    - Final grading for existing properties Mid-Oct
    - Sidewalk & ramp installations Late-Oct
  - Warner St. & Jones St.
    - Sidewalks & Asphalt base complete
    - Driveway ramps & sod restoration - Ongoing
  - Emily St. Reconstruction
    - Sidewalks & Asphalt base complete
    - Driveway ramps & sod restoration - Ongoing
    - Review of sidewalk under overpass for snow removal – Pending
      - Existing Footing for overpass creating clearance issue for sidewalk clearing equipment
  - Wellington St. Bridge
    - Bridge cross members installed – Completed
    - Water main installation - Completed

- Completion ETA Late Nov
- Landfill EA Expansion
  - Comments received from MOECC pending review
- JCB Backhoe Refurbishment
  - ETA Oct 16<sup>th</sup>
  - Delayed due to identified radiator repairs
- Dam Millrace budget review
  - 15 Year Capital plan has \$469K projected for repairs
  - Starting in 2019 through 2023
- Flood Wall Repairs
  - Information report to Council Oct 10<sup>th</sup>
  - UTRCA / BM Ross tender release for 2017 work pending
  - Reviewed 5 Yr budget projections
- CWWF
  - WWTP Generator design – Ongoing
    - Tender to be released end of October
  - WWTP Grit removal design – Ongoing
  - Queen East Generator design – Ongoing
    - Tender to be released end of October
- Booster Station Generator
  - Design review – Ongoing
  - To be installed end of November
- **Community Outreach**
  - Sparling Bush report/presentation with Rotary Club on September 18<sup>th</sup>
  - Kin Park Gazebo painted by Shur-Gain community outreach
  - 30 Picnic Tables painted by Shur-Gain,
    - Ready for winter storage at SHD Snowmobile Club
  - Stratford Beacon & Journal Argus reported on the Town hot patching program

## **OUTSTANDING ISSUES AND PROJECT LIST**


- Roads, Sidewalks
  - Winter preparations underway
    - Salt shed being loaded with material
    - Plows being shifted from summer storage areas
    - Staff training of new plow truck equipment

## **SPENDING AND VARIANCE ANALYSIS**


- Roads, Sidewalks
  - Crack Injection budget reallocated to asphalt hot patching program
- Well #3 rehab
  - Approximately \$20,000 variance expected
  - Expected variance to be recovered from reallocation of additional operation and maintenance budgets

## **REVIEWED BY**

### **Recommended by the Department**

  
 \_\_\_\_\_  
 Jed Kelly  
 Director of Public Works

### **Recommended by the CAO**

  
 \_\_\_\_\_  
 Brent Kittmer  
 CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	24 October 2017
<b>Subject:</b>	<b>PW 60-2017 Downtown Santa Claus Parade Parking</b>

### PURPOSE

This report presents information to Council regarding proposed downtown parking configurations on the day of the Kinsmen Santa Claus Parade. These parking configurations are being proposed to ensure the smooth operation of parade activities and to address safety concerns in the downtown core identified by the BIA Board and members of the community. A resolution from the BIA supporting these changes is attached to this report.

### RECOMMENDATION

THAT PW 60-2017 Downtown Santa Claus Parade Parking be received for information; and,  
THAT Council approve parking configuration Option 3 for the 2017 Santa Claus Parade.

### BACKGROUND

The St. Marys Kinsmen Club hosts an annual evening Santa Claus parade with a route that begins at the Pyramid Recreation Centre, heads North on James Street to Queen Street, turning west onto Queen Street, turning South on Water Street, and ending at the municipal parking lot on Elgin Street. The Ontario Provincial Police close all traffic lanes along the parade route. Historically, on-street parking in areas with designated parking stalls has been permitted for the duration of the parade. The majority of parade spectators are concentrated on Queen Street, between Church Street and Water Street, and on Water Street South between Queen Street and Jones Street. As a result, some spectators will use their cars parked in on-street parking stalls as a sheltered viewing location for the parade.

Safety concerns have been vocalized by local businesses along with other members of the public. This year, the BIA has formally communicated those concerns to the Town. There are two main concerns associated with the parked vehicles along the parade route. First, the Santa Claus Parade has a high attendance rate among children. As the cars block their view, the children often move between the cars to watch the parade in the downtown area. As a result, there have been incidents where children flow into the parade route close to the parade itself and have been injured by oncoming parade participants. Secondly, those who view the parade from their vehicles often leave their engine running to remain warm. The exhaust fumes are an irritant to those watching the parade and also pose environmental issues.

The St. Marys BIA have asked that the Town help prevent these issues from occurring at this year's parade. For these reasons, two possible scenarios to mitigate the concerns are available. Either restrict/regulate Downtown on-street parking or alter the parade route away from areas with defined on-street parking. Staff does not recommend altering the route since it is a signature event in St. Marys with many years of tradition associated with it.

## REPORT

The St. Marys Santa Claus Parade will be occurring on Friday, November 17. Staff is seeking council direction in hopes to mitigate the concerns articulated by the BIA and other members of the community. Staff implemented an on-street parking restriction on Queen Street for the OPP Golden Helmets during Evan's Touch the Truck in 2016 event and gained knowledge on lessons learned for some of the challenges with closing on-street parking. Staff have experience with parking restrictions and their challenges for winter snow storage removals.

When considering a parking restriction in the core area staff has effective measures to implement the restriction. First, in ideal scenarios, the restriction shall start when traffic volume periods are low to avoid peak parking hours, usually in the early morning or late evening. This results in fewer cars needing to be removed as well as provides more time to contact owners of parked cars and arrange for removals.

Caution tape with barricades has proven to be an effective preventative parking mechanism as it is highly visible and road users are less likely to remove the caution tape. Furthermore, caution tape enables staff to block more parking spaces with less traffic control devices. Using cones to block each space individually is not viable as the Town does not have enough pylons to obstruct all 72 parking spaces and block corner space access in the parade area. Cones have proven somewhat ineffective as drivers will find space between the cones to access parking, or simply move the cones to access parking spaces.

Staff has held internal discussions and has developed five possible parking configurations, given existing traffic control resources, to implement a downtown parking restriction for the parade route.

### **Option 1: No Closure**

This option does not disrupt daily traffic patterns or downtown business, and the parade will continue as normal. However, vehicles will remain along the parade route, and the concerns brought forward by community stakeholders will not be addressed. Recently upgraded illuminations standards of the core would also assist to increase safety levels for spectators, but does not address idling concerns.

### **Option 2: Full Closure at 1:00 p.m.**

In this scenario, Town parking spaces would be closed from Church Street to Water Street along Queen Street, as well as on Water Street from Queen Street to Jones Street. The closure would begin at 1:00 p.m. and would be in effect until 9:00 p.m., the conclusion of the parade. This option incurs no disruption to the daily traffic patterns until 1:00 p.m. but would suffer a partial disruption to local businesses in the afternoon.

However, this option allows for a limited time frame to notify parked vehicles owners, and for the blocking of spaces as they become available. It cannot be guaranteed that all straggler vehicles will be removed in time for the parade, and it doesn't prevent someone from parking downtown early in the morning in anticipation of the parade. To implement this method, staff will need to competently ensure traffic control abides by the regulations imposed by OTM Book 7 which outlines temporary traffic control devices. Public Works Operators have OTM Book 7 training and have compliant PPE, they are also familiar with administering traffic control and working around the road allowance.

The presence of the Operators would be required starting at 1:00 p.m. to initiate the closing of parking spaces, and would require additional traffic control devices (cone and barricades) to help facilitate this process. The Town does not currently have enough OTM standard pylons to block all 72 parking spaces, thus, more would have to be acquired. Public Works operators would start to monitor the parking spaces from 1:00 p.m., slowly blocking them off as patrons leave local businesses. Experience from winter operations has led to the discovery that many downtown residents work shifts and utilize the on-street parking when returning from work in the afternoon. The operators may also be required to work additional hours to ensure the closure of all 72 parking spaces and for the removal of traffic control measures after the parade. These additional work hours would require overtime compensation.



### **Option 3: Partial Closure at 7:00 a.m., and Full Closure at 1:00 p.m.**

The closure area would be the same as Option 2, however a partial closure would be enforced beginning at 7:00 a.m. on one side of Queen Street and Water Street in the downtown core. This would initiate the closure process, and the Town Operators would be able to use caution tape to block off larger sections of parking spaces resulting in the reduction of the number of traffic control devices required. At 1:00 p.m. the operators would enforce a complete closure of the parking spaces as per Option 2. This process creates a partial disruption of parking in the morning, and a full disruption in the afternoon. This option enables the staggered closure of parking spaces, and results in limiting the impact on local businesses in the downtown areas, increases the opportunity to have all cars removed from on street spaces, and facilitates a complete parking restriction. This option also reduces the required staff time to complete the full closure as well as required resources. However, staff will still incur overtime hours for removal of the traffic control measures upon the completion of the parade.

### **Option 4: Full Closure at 7:00 a.m.**

This closure would occur throughout the entire duration of business hours, beginning at 7:00 a.m. along on-street parking spaces on Queen Street from Church Street to Water Street, and on Water Street from Queen Street to Jones Street. While similar to Option 3, this option has proved effective in implementation for other events such as Heritage Festival and OPP Golden Helmets. Spaces would be blocked immediately in the morning before routine traffic patterns commence. Furthermore, longer sections can be blocked with caution tape and barricades, reducing the number of traffic control resources required on both sides of the road. Town operators would not be needed to monitor traffic throughout the day. Also, it enables a longer time-frame to notify the owners who need to move their vehicles. Similar to Option 2 and 3, public works operators would be required to administer traffic control. Parking restrictions implemented earlier in the day will require less staff time for setup and removal and can be implemented with existing resources.

### **Option 5: Partial Closure**

Unlike Option 2 and Option 3, only one side of the road would be closed to parking during the parade. Therefore a partial disruption to downtown traffic parking would occur. The crucial issues of safety and environmental concerns would continue to persist on one side of the road. This option is the lowest cost of the solutions proposed, but it is expected due to the number of spectators in attendance that spectator/community concerns would persist.

### **Option 6: Full Closure starting at 4:00 p.m.**

Implementation would involve a larger crew of public staff to cone off parking spaces as they become vacated and available from 4:00pm onward. On the surface this approach appears to be a relatively passive and would have least amount of impact to downtown merchants and traffic patterns. Staff's experience based on previous parking restrictions with snow storage removal and town events is that the implementation window would not be sufficient to clear all on-street parking. For the Santa Claus Parade in particular, staff have observed cars parked downtown in the early hours of the morning in an attempt to reserve their parking space well into the evening. Furthermore a larger amount of staff time would be required along with additional traffic control cones. Also it should be noted staff have experienced issues with restricting on street parking using cones only. Motorists have been observed will ignoring the cones and maneuvered around to access parking, or simply exit the vehicle and move the cones out of the path.

## **SUMMARY**

This report outlines Six (6) Options for the reconfiguration of parking in the downtown core during the Santa Claus Parade. These Options have been developed based on the concerns raised by the BIA and community members, with the consideration to ensure the smooth operation of the parade as well as the safety and enjoyment of participants and attendees.

It is the recommendation to Council that Option 3: Partial Closure at 7:00 a.m., and Full Closure at 1:00 p.m. be selected as the preferred option. Option 3 addresses the concerns regarding on-street parking

during the Santa Claus Parade, while addressing parking requirement and needs during business hours.

## FINANCIAL IMPLICATIONS

The reconfiguration of parking during the 2017 Santa Claus Parade will have financial implications in regards to staff overtime and in some cases the necessity of acquiring more traffic control resources.

The additional costs of each option are located in the table below:

Option	Staff Time (Overtime)	Resources	Total Cost
Option 1: - No Closure	None	No Additional	None
Option 2: - Full Closure at 1:00 p.m.	\$724.00	\$19.00 per pylon x 33 Pylons = \$627.00	\$1,351
Option 3: - Partial Closure at 7:00 a.m., and Full Closure at 1:00 p.m.	\$526.00	No Additional	\$526.00
Option 4: - Full Closure at 7:00 a.m.	\$262.00	No Additional	\$262.00
Option 5: - Partial Closure	None	No Additional	None
Option 6 -	\$757	\$19.00 per pylon x 33 Pylons = \$627.00	\$1,384

Apart from Option 1, Option 4 has the least financial implications and the option that is most feasible to ensure complete parking closure. However, Option 3 is similar in design but better addresses the business and residents parking needs during the business day.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Todd Thibodeau, Public Works Supervisor

## ATTACHMENTS

None

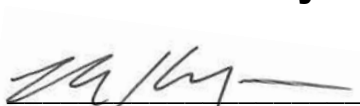
## REVIEWED BY

### Recommended by the Department



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

**From:** Downtown St. Marys [mailto:stmarysdowntown@gmail.com]

**Sent:** September 12, 2017 9:47 AM

**To:** Trisha McKibbin <tmckibbin@town.stmarys.on.ca>; Brent Kittmer <bkittmer@town.stmarys.on.ca>; Gymgirl101100 <johnsonjulie@rogers.com>

**Subject:** Parade parking motion

Hi everyone,

last night at the September BIA board meeting, a motion was passed regarding parking during the Santa Claus parade. Trisha suggested we forward it immediately to the town, so it can be included in the traffic bylaw package coming to council this month.

**The motion is as follows:**

THAT a recommendation be made to council for no parking on the day of the Kinsmen Santa Claus Parade from Church Street to Water Street and on Water Street from Queen to Jones on both sides of the street from 4 to 9 p.m.

**Background information:**

The BIA has long believed that, for safety reasons and for enjoyment of the parade, parking should be limited along the parade route downtown, where the bulk of viewers congregate. Children moving between parked vehicles has led to accidents in past years, and many of the vehicles idle, which is bad for the environment and lungs. Many larger municipalities have parking parade bans.

If council chooses to pass a bylaw, the parking ban becomes enforceable by police. The BIA hopes that, on parade day (this year, Friday, Nov. 17), the town would ask for increased foot patrols near the beginning of the ban to ensure compliance. It is hoped that for future parades, the ban will become habit.

Additionally, the BIA is happy to work with the town's communication department on an education campaign, including: media releases, posters detailing the ban and providing alternate parking locations, and social media posts.

The day of the campaign, pylons with ban information can be placed on sidewalks, and as parking spots open at 4 p.m., the pylons can be moved into the spots. The mobility bus could be promoted as a shuttle from the Pyramid Centre (as was done during this year's Canada Day festivities) to further alleviate parking pressure in the downtown.

If you require any other information, please let me know.

Thanks,

Andrea

# INFORMATION REPORT

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

**Prepared by:** Dave Blake, Environmental Services Supervisor

**Date of Meeting:** 24 October 2017

**Subject:** **PW 57-2017 DWQMS Update**

## INFORMATION

This report presents information to Council regarding the Drinking Water Quality Management System (DWQMS) for the Town of St. Marys and the recent third party verification audit completed by SAI Global on behalf of the Town and subsequent findings.

## RECOMMENDATION

THAT report PW 57-2017 DWQMS Update be received for information.

## BACKGROUND

The Safe Drinking Water Act, 2002 (SDWA) requires that Owners and Operating Authorities of Municipal residential drinking water systems have an accredited Operating Authority. In order to become accredited, an Operating Authority must establish and maintain a quality management system (QMS). Operating Authorities are to be accredited by a third party accreditation body against the requirements of the standard.

## REPORT

On August 22, 2017 an on-site verification audit was completed by SAI-Global, the third party Accreditation Body which has been selected by the Town and Ontario Clean Water Agency (Operating Authority). Externally lead, on-site audits are an essential tool for measuring the effectiveness of the QMS and audit findings indicate where the QMS was in conformance, or non-conformance of the DWQMS.

The audit was completed over one (1) day and interviews were conducted with Operating Authority staff and Town staff as applicable. The interviews were conducted not only to assess conformance to the DWQMS, but also to determine if staff were aware and meeting the requirements of the standard.

The final audit report identified two (2) Opportunities for Improvement (OFI). There were no major or minor Non-Conformances identified through the external audit. The following OFIs were identified as part of the audit:

*DWQMS Reference:* *No. 8, Risk Assessment Outcomes*

OFI: There is an opportunity to consider including frozen water mains as a potential hazard in the risk assessment process.

*DWQMS Reference:* *No. 18, Emergency Management*

OFI: There is an opportunity to clearly define or reference Owner Responsibilities during emergency situations.

The OFIs identified above will be reviewed for consideration during the next assessment of the DWQMS by the Operating Authority and the Town.

For more information, please see attachment No. 1 which includes the full external audit report.

## **SUMMARY & IMPLICATIONS**

The completion of the external audit, and the subsequent findings indicate that OCWA has, and is following a defined Quality Management System in relation to the St. Marys Drinking Water System. OFIs will be reviewed during the next review and assessment of the QMS for the Town. OCWA has received full scope accreditation for the St. Marys Drinking Water System for the QMS.

There are no implications related to the completion of the external audit at this time.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**


Renee Hornick – Ontario Clean Water Agency

## **ATTACHMENTS**

Attachment No. 1 – External Audit, DWQMS

## **REVIEWED BY**

### **Recommended by the Department**



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



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## **ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES ON-SITE/SYSTEMS VERIFICATION AUDIT REPORT – 2017**

**FILE #: 1648717-01**

**Ontario Clean Water Agency**

**Operating Authority for:**

**Town of St. Marys Water Supply & Distribution System**

**Systems Audit**

**Prepared by:** Scott Freiburger

**Date:** Aug 22, 2017

## Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

## Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

## Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

## Auditor:

Scott Freiburger

## Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

## Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

## PART A. MANAGEMENT SUMMARY

This was an offsite system audit of the Ontario Clean Water Agency for the Town of St. Marys conformance with the requirements of DWQMS: Oct. 2006.

**No non-conformities were identified during this assessment, as noted in Part D of this report.**

### Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.



## PART B. GENERAL INFORMATION

### Operating Authority:

Legal name and address

Ontario Clean Water Agency for the Town of St. Marys

Address

408- James Street South St. Marys Ontario

Applicant representative

Ms. Renee Hornick

Title

Telephone

519-271-9071

Fax

519-271-8687

E-mail

rhornick@ocwa.com

### Owner:

Legal name and address

☒ same as above, or:

Applicant representative

Renee Hornick

Title

Telephone

519-271-9071 «CIS13»

Fax

519-271-8687

E-mail

rhornick@ocwa.com

Accreditation Option: Full Scope - Entire DWQMS

Population Served: 2,700

This audit report covers the subject systems listed:

- Town of St Marys Water Supply and Distribution System

## PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY Ontario Clean Water Agency for the Town of St. Marys					1648717-01		
ACCREDITATION CYCLE: Systems Audit							
AUDIT TYPE <input checked="" type="checkbox"/> Systems <input type="checkbox"/> On-Site Verification			AUDITOR Scott Freiburger		Aug 22, 2017 to Aug 22, 2017		
SUBJECT SYSTEM(S) AUDITED ① Town of St. Marys Water Supply & Distribution System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System	C						
2. Quality Management System Policy	C						
3. Commitment and Endorsement	C						
4. Quality Management System Representative	C						
5. Document and Records Control	C						
6. Drinking-Water System	C						
7. Risk Assessment	C						
8. Risk Assessment Outcomes	OFI						
9. Organizational Structure, Roles, Responsibilities and Authorities	C						
10. Competencies	C						
11. Personnel Coverage	C						
12. Communications	C						
13. Essential Supplies and Services	C						
14. Review and Provision of Infrastructure	C						
15. Infrastructure Maintenance, Rehabilitation & Renewal	C						
16. Sampling, Testing and Monitoring	C						
17. Measurement & Recording Equipment Calibration and Maintenance	C						
18. Emergency Management	OFI						
19. Internal Audits	C						
20. Management Review	C						
21. Continual Improvement	C						
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

## PART D. FINDINGS/COMMENTS

DWQMS Reference:	8	Risk Assessment Outcomes
Client Reference:	QP-02	<i>Risk Assessment and Risk Assessment Outcomes (Rev. 4, 18-May-2017)</i>
Results:		<b>Opportunity for improvement</b>
Details:		There is an opportunity to consider including frozen water mains as a potential hazard in the risk assessment process.
DWQMS Reference:	18	Emergency Management
Client Reference:	QP 09 –	<i>Emergency Management (Rev. 3, 18-May-2017)</i> <i>SOP Adverse Water Quality (Rev 4, 23-Jun-2017)</i>
Results:		<b>Opportunity for improvement</b>
Details:		There is an opportunity to clearly define or reference Owner responsibilities during emergency situations.

## RECOMMENDATION

The auditor recommends the following:

- ☐ Offer of accreditation
- ☐ Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
- ☐ On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
- ☒ On-site verification audit as next step in the accreditation process
- ☐ On-site verification of corrective action requests
- ☐ Maintenance of existing accreditation
- ☐ Complete re-assessment



E-signature of Lead Auditor / Auditor

# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	24 October 2017
<b>Subject:</b>	<b>PW 56-2017 Annual Drinking Water System Inspection Results</b>

## INFORMATION

This report presents information to Council regarding the Annual Drinking Water System Inspection for the St. Marys water system. This report is intended to advise Council of the completion of the annual inspection report, the subsequent findings and the overall score received.

## RECOMMENDATION

THAT Report PW 56-2017 Annual Drinking Water System Inspection Results be received for information.

## BACKGROUND

Each year, the Ontario Ministry of Environment and Climate Change – Safe Drinking Water Branch completes a thorough inspection of the Town’s drinking water system and reviews records for the previous year’s inspection period. Following the inspection, a “Drinking Water Inspection Report” is drafted which outlines non-compliance, if any, with Ministry legislation, and policies.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice from internal / external risk experts. The Inspection Summary Rating Record provides the Ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system’s annual inspection and regulated water quality testing performance.

Scores are based out of 100%, with deductions occurring for non-compliant items (expressed as “Inspection Risk Rating”), based on the applicable risk score.

## REPORT

On June 28, 2017, the Ministry of Environment and Climate Change – Safe Drinking Water Branch visited the Town of St. Marys to complete an inspection for the period of June 2016 through to June 2017. The Operating Authority and Town Staff attended the sites within the Town’s water system with the MOECC to explain the processes, and how the system functions. The Operating Authority, in collaboration with Town Staff provided the MOECC with historical data from the system for the above mentioned inspection period for review as part of the inspection. Since that time, the MOECC has completed their review of the data and have provided the Town with the Final Drinking Water System Inspection Report.

The results of the Report indicated that there was one (1) non-conformance item during this inspection period related to operational reviews of SCADA data and system trending falling outside of the 72-hour requirement. This non-conformance item was assigned an Inspection Risk Rating of 2.55%.

The overall Inspection Rating received was **97.45%**.

## SUMMARY & IMPLICATIONS

There are no implications as a result of this inspection. The MOECC inspection of the drinking water system occurs on an annual basis, and as such, staff time has been accounted for with regards to data generation, reporting, etc. required as part of the inspection.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Not Applicable

## ATTACHMENTS

Attachment No. 1 – St. Marys Drinking Water System Inspection Report - MOECC

## REVIEWED BY

### Recommended by the Department




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



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

**Ministry of the Environment  
and Climate Change**

Safe Drinking Water Branch

3232 White Oak Road, 3<sup>rd</sup> Floor  
London ON N6E 1L8  
Tel (519) 873-5094  
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**Ministère de l'Environnement et de  
l'Action en matière de changement  
climatique**

Direction du contrôle de la qualité de l'eau potable  
Bureau du district de London  
3<sup>e</sup> étage  
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Tel (519) 873-5094  
Fax (519) 873-5096



File No. SI-PE-SM-WE -540 WW# 220000521

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September 11, 2017

The Corporation of the Separated Town of St. Marys  
408 James Street South  
St. Marys, Ontario, N4X 1B6

Attention: Mr. Dave Blake, Supervisor of Environmental Services

Re: St. Marys Drinking Water System (Water Works #220000521)  
Inspection conducted on June 28, 2017

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The enclosed Drinking Water Inspection Report outlines non-compliance, if any, with Ministry legislation, and policies for the above noted water system. Violations noted in this report, if any, have been evaluated based on community risk. These violations will be monitored for compliance with the minimum standards for drinking water in Ontario as set forth under the *Safe Drinking Water Act* and associated regulations. Where risk is deemed to be high and/or compliance is an ongoing concern, violations will be forwarded to this Ministry's Investigation and Enforcement Branch.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR) provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Tom Clubb, Drinking Water Program Supervisor, at (519) 873-5122.

If you have any questions regarding the report, please feel free to call me at (519) 873-5092

Yours truly,

Stephen Dunn  
Provincial Officer  
London District Office

CC. Perth District Health Unit  
Upper Thames River Conservation Authority  
London District File





**Ministry of the Environment and Climate Change**

**ST MARYS DRINKING WATER SYSTEM**  
**Inspection Report**

<b>Site Number:</b>	220000521
<b>Inspection Number:</b>	1-F6W6T
<b>Date of Inspection:</b>	Jun 28, 2017
<b>Inspected By:</b>	Stephen Dunn

## OWNER INFORMATION:

<b>Company Name:</b>	ST. MARYS, THE CORPORATION OF THE SEPARATED TOWN OF		
<b>Street Number:</b>	408	<b>Unit Identifier:</b>	
<b>Street Name:</b>	JAMES St		
<b>City:</b>	ST. MARYS		
<b>Province:</b>	ON	<b>Postal Code:</b>	N4X 1B6

## CONTACT INFORMATION

## INSPECTION DETAILS:

<b>Site Name:</b>	ST MARYS DRINKING WATER SYSTEM
<b>Site Address:</b>	55 ST.GEORGE ST. N, 22 WELLINGTON ST. N, 209 THOMAS ST. ST ST. MARY'S N4X 1B6
<b>County/District:</b>	St. Marys
<b>MOECC District/Area Office:</b>	London District
<b>Health Unit:</b>	PERTH DISTRICT HEALTH UNIT
<b>Conservation Authority:</b>	
<b>MNR Office:</b>	
<b>Category:</b>	Large Municipal Residential
<b>Site Number:</b>	220000521
<b>Inspection Type:</b>	Announced
<b>Inspection Number:</b>	1-F6W6T
<b>Date of Inspection:</b>	Jun 28, 2017
<b>Date of Previous Inspection:</b>	Sep 06, 2016

## COMPONENTS DESCRIPTION

<b>Site (Name):</b>	MOE DWS Mapping
<b>Type:</b>	DWS Mapping Point

**Sub Type:**

<b>Site (Name):</b>	PRODUCTION WELL 1
<b>Type:</b>	Source

**Sub Type:** GUDI

**Comments:**

According to Well Record #5001709, Production Well #1 ("PW1") was drilled on March 1, 1971 by International Water Supply Ltd. This well is located to the south of Trout Creek and east of St. George Street within the 100 year flood plain of Trout Creek. According to the Engineer's Report titled "The Separated Town of St. Marys - St. Marys Water Works Engineer's Report" ("Engineer's Report") prepared by B.M. Ross and Associates and dated May 29, 2001, and the current Drinking Water Works Permit ("DWWP") # 056-201, the well is 406 millimetres in diameter and was drilled to a depth of 45.5 metres. The well record indicates that a steel casing was installed and cemented within the borehole annulus to a depth of 12.3 metres below grade, below which the borehole was left open within the limestone bedrock. In 2005, a Pumphouse was constructed around Well #1, and according to the Operating Authority, the well itself was extended approximately 2 metres above the 100 year flood plain.

The Hydrogeologic Investigation entitled "Town of St. Marys, Ontario, Perth County - Hydrogeologic Investigation, 2001-2002" ("Hydrogeologic Investigation") prepared by International Water Consultants Ltd. and International Water Supply Ltd. and dated July 19, 2002 indicated that Production Well #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 dated January 10, 2003, Well #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 Ministry of the Environment and it was concluded that Well #1 is groundwater under the direct influence ("GUDI") of surface water with effective in-situ filtration.

**Site (Name):** PUMPHOUSE 1

**Type:** Source

**Sub Type:** Pumphouse

**Comments:**

Pumphouse #1 is located near the eastern extent of Timms Lane, just south of Trout Creek. It has been operational since April 2005. This Pumphouse was constructed in conjunction with the upgrades to Well #1 and Treatment Plant #1 located approximately 20 metres north of Pumphouse #1. It was constructed upon fill material and is approximately 2 to 3 metres higher in elevation than Treatment Plant #1.

Within the confines of Pumphouse #1 is Well #1. The casing of Well #1 was extended vertically to approximately 2 metres above the 100 year flood plain. The vertical turbine pump rated at 3600 litres per minute is located directly above Well #1 which is used to draw water from the well. Water drawn from Well #1 passes by an air release valve, a backflow / check valve, a pressure gauge, and a raw water sampling tap before being directed underground towards Treatment Plant #1. Lastly, there is a static water level measuring port within the well head housing.

**Site (Name):** TREATMENT PLANT 1

**Type:** Treated Water POE

**Sub Type:** Treatment Facility

**Comments:**

Treatment Plant #1 is located near the eastern extent of Timms Lane, just south of Trout Creek. It was commissioned into service on May 27, 2005 and was formerly a Public Utilities Commission building prior to its reconstruction.

Raw water from Well #1 / Pumphouse #1 is conveyed into Treatment Plant #1 in the southeastern part of the building where it enters into the treatment train. Essentially, the water passes a control valve, air release valve, a flow meter, an ultraviolet ("UV") light disinfection unit (primary treatment), a chlorine gas injection point, an actuator flow control valve and into CT piping (located underground and to the north of the Treatment Plant). The Operating Authority advised that during the UV lamp warm up stage (when the pump is initially started) raw water is pumped to waste. Once the UV light has reached its working intensity, an actuator flow control valve is engaged by the SCADA system to open, and chlorine gas is automatically injected into the system.

The chlorine gas storage room located in the northwestern part of Treatment Plant #1 includes components such as chlorine gas cylinders, a dual cylinder scale with automatic switchover, and a chlorine gas meter used to detect gas leaks. The remaining southwestern part of Treatment Plant #1 is where the backup generator is located along with a diesel fuel above ground storage tank ("AST"), electrical panels, and an exhaust and venting system. In the northeastern part of the plant there is a chlorine gas booster / pump system which draws chlorine gas from the chlorine gas storage room, mixes it with water and directs it back into the main treatment piping for injection.

Treatment Plant #1 was also observed to have an eye wash station, a shower, fire extinguishers, a self contained breathing apparatus, on-line chlorine and turbidity meters, water sampling taps, and various other equipment.

**Site (Name):** PRODUCTION WELL 2A

**Type:** Source

**Sub Type:** GUDI

**Comments:**

According to the Well Record (A011221), Production Well #2A ("PW2A") was drilled on September 29, 2005, by

International Water Supply Ltd. This well is located to the south of Trout Creek, and east of Wellington Street within the 100 year flood plain of Trout Creek, and as such, the casing for this new well has been significantly extended above the grade of the land to account for possible flooding issues. According to the information presented on the well record and the current Drinking Water Works Permit ("DWWP") # 056-201, the well is 365 millimetres in diameter and was drilled to a depth of 46.0 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 18.0 metres below grade, below which the borehole was left open within the limestone bedrock.

This well has been classified as a GUDI well.

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**Site (Name):** TREATMENT PLANT / PUMPHOUSE 2A  
**Type:** Treated Water POE **Sub Type:** Treatment Facility  
**Comments:**

Treatment Plant #2A is located approximately 50 metres south of Trout Creek just east of Water Street. The Treatment Plant is located within a commercial setting.

Within the confines of Treatment Plant #2A is Well #2A, and a vertical turbine well pump rated at 3636 litres per minute. Essentially, the water drawn from the well passes an air release valve, a backflow / check valve, pressure gauges, an ultraviolet ("UV") light disinfection unit (primary treatment), a flow meter, a chlorine gas injection point, an actuator flow control valve, and into CT piping located underground. The Operating Authority advised that during the UV lamp warm up stage (when the pump is initially started) raw water is pumped to waste. Once the UV light has reached its working intensity, an actuator flow control valve is engaged by the SCADA system to open, and chlorine gas is automatically injected into the system, provided the turbidity is less than 1 NTU.

Treatment Plant #2A also has a chlorine gas storage room which houses chlorine gas cylinders, a dual cylinder scale with automatic switchover, and a chlorine gas meter used to detect gas leaks, located near the ground level. There is also an eye wash station, a shower, on-line chlorine and turbidity meters, raw and treated water sampling taps, and various other equipment.

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**Site (Name):** PRODUCTION WELL 3  
**Type:** Source **Sub Type:** GUDI  
**Comments:**

According to Well Record #5003118, Production Well #3 ("PW3") 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, 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 and Drinking Water Works Permit ("DWWP") # 056-201, the well is 406 millimetres in diameter and was drilled to a depth of 47.4 metres. The well record indicates that a steel casing was installed and sealed with grout within the borehole annulus to a depth of 12.3 metres below grade, below which the borehole was left open within the limestone bedrock.

The Hydrogeologic Investigation concluded that Well #3 is not considered to be a GUDI well, and is receiving effective in-situ filtration. The author of the Hydrogeologic Investigation indicated that this conclusion is tempered by a lack of particle count data during significant precipitation events and more elevated total coliform in 2002. The Peer Review assessed Well #3 to be a GUDI well with effective in-situ filtration. It is inferred that the Peer Review reclassification of Well #3 to a GUDI well was based on a lack of particle count data during significant precipitation events.

A final technical evaluation of the Hydrogeologic Investigation and the Peer Review was conducted by the Ministry of the Environment, and it was concluded that Well #3 is considered to be a GUDI well with effective in-situ filtration.

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**Site (Name):** TREATMENT PLANT / PUMPHOUSE 3

**Type:** Treated Water POE

**Sub Type:** Treatment Facility

**Comments:**

Pumphouse #3 is located on the eastern side of Thomas Street, just west of the Thames River. Westover Street and Park Street are located to the south and north of the Pumphouse respectively. The Pumphouse is located in a residential setting. According to a plaque mounted on the exterior Pumphouse wall, the Pumphouse was officially opened on August 25, 1987.

Within the confines of Pumphouse #3 is Well #3, and a vertical turbine well pump rated at 3636 litres per minute. Essentially, the water drawn from the well passes an air release valve, a backflow / check valve, pressure gauges, an ultraviolet ("UV") light disinfection unit (primary treatment), a flow meter, a chlorine gas injection point, an actuator flow control valve, and into CT piping located underground and within the Thomas Street right-of-way. The Operating Authority advised that during the UV lamp warm up stage (when the pump is initially started) raw water is pumped to waste. Once the UV light has reached its working intensity, an actuator flow control valve is engaged by the SCADA system to open, and chlorine gas is automatically injected into the system, provided the turbidity is less than 1 NTU.

In the northeastern part of Pumphouse #3 is the chlorine gas storage room which houses chlorine gas cylinders, a dual cylinder scale with automatic switchover, and a chlorine gas meter used to detect gas leaks, located near the ground level. Also in the northeastern part of Pumphouse #3 is a chlorine gas booster / pump system which draws chlorine gas from the chlorine gas storage room, mixes it with water and directs it back into the main treatment piping for injection.

Pumphouse #3 was also observed to have an eye wash station, a shower, fire extinguishers, a self contained breathing apparatus, on-line chlorine and turbidity meters, raw and treated water sampling taps, and various other equipment.

**Site (Name):** BOOSTER PUMPING STATION

**Type:** Other

**Sub Type:** Booster Station

**Comments:**

The James St. Booster station provides additional system pressure during a fire emergency only. It has a rated capacity of 154L/s at 52m TDH. This facility serves industrial lands within the southeast area of the town.

**Site (Name):** ELEVATED WATER TOWER

**Type:** Other

**Sub Type:** Reservoir

**Comments:**

The St. Marys elevated water storage facility is located on the southern side of Victoria Street approximately 250 metres west of James Street. It has a storage capacity of 1820 cubic metres and was constructed in 1986 and put into service in 1987. The tank height from the ground level to the overflow is 37.9 metres and also includes a valve chamber, yard piping and telemetric control system.

**Site (Name):** DISTRIBUTION WATER

**Type:** Other

**Sub Type:** Other

**Comments:**

According to the Operating Authority, the St. Marys 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 2120 residential connections, 33 industrial / institutional connections, and 187 commercial connections on the system which serves approximately 6700 individuals.

## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Provincial Officer Stephen Dunn conducted a physical inspection of the St. Marys Drinking Water System Water Works # 220000521 on June 28, 2017.

Documents reviewed in association with this report include but are not limited to:

- 1/ Ministry of the Environment Drinking Water Works Permit # 056-201
- 2/ Ministry of the Environment Municipal Drinking Water Licence # 056-101
- 3/ Ministry of the Environment Permit to Take Water # 5303-AASQEC issued on the 29th day of June, 2016;

This report also includes a review and assessment of compliance and operating practices in relation to the following Acts and Regulations:

- 1/ Safe Drinking Water Act, 2002;
- 2/ Drinking Water Systems Regulation, (Ontario Regulation 170/03);
- 3/ Ontario Drinking-Water Quality Standards (O. Reg. 169/03);
- 4/ Ontario Water Resources Act, 1990;
- 5/ Certification of Drinking-Water System Operators and Water Quality Analysts (O. Reg. 128/04).

Other operational documents maintained by the owner/operating authority for the period July 1, 2016 through May 31, 2017 were also reviewed in conjunction with this compliance evaluation.

### Source

- The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.

During the physical inspection, each well site was visually inspected and all components appeared to be in good condition. All of the production wells are enclosed within the confines of a pumphouse. Each well is equipped with a vertical turbine pump and were securely mounted on raised concrete pads.

- Measures were in place to protect the groundwater and/or GUDI source in accordance with any the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.

### Source

The Operations and Maintenance Manual includes a Well Inspection and Maintenance Plan as required by the current Municipal Drinking Water Licence # 056-101 Schedule B section 16.2.8 for the inspection and maintenance of the groundwater well. The plan describes the methods by which a well inspection and rehabilitation program are conducted. The plan was last updated on October 1, 2015.

### Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

The Owner has ensured that a sufficient number of flow measuring devices have been installed, maintained and operated to measure the flow rate and daily quantity of water being taken from the source wells; conveyed to and through the treatment plant; and the flow rate of treated water supplied to the distribution system. The Owner typically has kept records of water takings and measured and recorded static water levels in each well on a weekly basis.

The St. Marys Drinking Water System water taking is greater than 50,000 litres per day and therefore a Permit to Take Water (PTTW) is required under the Ontario Water Resources Act, Section 34. A new PTTW # 5303-AASQEC was issued on the 29th day of June, 2016. The PTTW identifies the production wells #1, #2A and #3 (each well is limited to 3,600 Litres/minute) and a taking of 5184 m<sup>3</sup>/d per well with a combined total taking of 10,368 m<sup>3</sup>/d.

Municipal Drinking Water Licence # 056-101, Issue Number 4 Schedule C Section 2.0 issued for the St. Marys Drinking Water System requires the drinking water system to be equipped with a sufficient number of flow measuring devices to permit the continuous measurement and recording of the flow rate and daily volume of water conveyed into the treatment system and the flow rate and daily volume of water conveyed from the treatment system to the distribution system.

Each pumphouse has a single flow meter to record flow into the treatment system and out into the distribution system.

Pierce Services calibrated the flow meters at the pumphouses on May 26, 2016 and June 6, 2017. According to the reports prepared, the flow meters are operating within 5% accuracy.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

Municipal Drinking Water Licence # 056-101 lists a maximum daily rated capacity for each pumphouse of 5184 m<sup>3</sup>/d into the distribution system.

A review of the water taking records provided by the owner for the inspection, found that any exceedances of the water taking limits during the inspection review period were for a short duration and did not continue as a maximum stabilized/sustainable rate.

It should be noted that the total daily taking or flow to the distribution from each well was not exceeded during the inspection period.

### Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

During the onsite inspection, the equipment located at the St. Marys Drinking Water System was reviewed against the description in the Drinking Water Works Permit (DWWP) # 056-201.

The equipment at the St. Marys Drinking Water System was observed to be comparatively consistent with the descriptions in the Works Permit.

- **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

### Treatment Processes

The Owner must ensure that the requirements of St. Marys Drinking Water System Drinking Water Works Permit #056-201, Schedule B section 3.0 has been met.

The Owner provided five Form 1 documents relating to new watermain installations. Records provided indicate that five projects were completed within the Town of St Marys during this inspection period.

- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

The Owner must ensure that the requirements of St. Marys Drinking Water System Drinking Water Works Permit #056-201, Schedule B section 4.0 have been met. Two Form 2's were provided for the inspection period.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Documentation reviewed for the inspection period, indicate that the free chlorine residual for the distribution system was within acceptable limits during the course of this inspection period.

- **The primary disinfection equipment was equipped with alarms or shut-off mechanisms that satisfied the standards described in Section 1-6 (1) of Schedule 1 of Ontario Regulation 170/03.**

The UV and chlorination disinfection systems located at each pumphouse are equipped with alarms and are programmed to shut down the well pumps in the event of a system failure or if an operational parameter fails to meet treatment requirements (i.e. UV dose < 40 mJ/cm<sup>2</sup>). The alarms are dispatched electronically and must be acknowledged / acted upon by an operator.

### Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

In conjunction with UV the free chlorine monitoring at the various pump houses is conducted after the treated water has passed through the reservoirs or contact chamber, prior to being discharged to the distribution system. At this point, it is understood that primary disinfection has taken place as long as the minimum chlorine residual identified in the CT calculation has been met.

- **The secondary disinfectant residual was measured as required for the distribution system.**
- **Operators were not examining continuous monitoring test results or they were not examining the results within 72 hours of the test.**

The 72 hour trending was not completed within the required 72 hour time frame for the St. Marys Drinking Water System from Thursday, May 25, 2017 at 1515 to Monday, May 29, 2017 at 0830. A checklist has been implemented to prevent this from occurring in the future and operators had training on the requirements for the 72 hour checks.

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**



### Treatment Process Monitoring

The continuous monitoring equipment for the UV dosage and chlorine residual leaving each treatment plant has a shutoff mechanism for the well pump and an alarm system that dials out to on-call operators.

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Documentation provided during the inspection period, indicate that routine analyzer maintenance, accuracy verification checks and calibrations had been conducted.

### Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

The Owner provided documentation confirming that the operators and maintenance personnel in the subsystem have been provided ready access to comprehensive operation and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the subsystem as required by O. Reg. 128/04, s. 28.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

### Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

All log records regarding O. Reg. 170/03 7-5 reviewed during the inspection period, identified the names of all operators of the facility and their respective signatures and/or initials. It should be noted that any entries in the log must be identified by the person making the entry in the logs. An example of this is if multiple operators make entries in the log. If this occurs, those persons must clearly identify who made the entry (i.e. by signature or initial).

### Security

- **The owner had provided security measures to protect components of the drinking water system.**

At the time of inspection, the St. Marys Drinking Water System facilities were securely locked. Entrance doors at all the buildings have intrusion alarms and fire alarms which are monitored via Georgian Bay Alarms. The operational alarms are connected to the SCADA system so that an operator can also be dispatched if an alarm occurs. Door signage includes "Authorized Personnel Only" and "Danger Chlorine Gas".

### Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

At the time of inspection, the ORO designated for the St. Marys Drinking Water System was found to have certification equal or greater than the classification level of the system (Water Distribution Supply Subsystem Class 2).

### **Certification and Training**

The St. Marys Drinking Water System is classed as a Water Distribution and Supply Subsystem Class 2, Certificate # 1011 issued in 2005.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

During the inspection period, it was found that the operators responsible for the operations of the St. Marys Drinking Water System recorded the names of the operator-in-charge (OIC) in the facility log records.

- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

### **Water Quality Monitoring**

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

Documentation provided by the Owner during the inspection period, indicate that all distribution water microbiological monitoring requirements have been met.

In accordance with O. Reg. 170/03, Schedule 10-2, and based on the population served of approximately 6,650 persons, the Owner is required to take a minimum of fifteen(15) distribution system samples each month, ensuring that at least one sample is taken in each week of the month.

Each of the distribution samples are to be analyzed for E.coli and total coliform and 25% of the samples must be analyzed for background colony counts based on a heterotrophic plate count (HPC).

- **All microbiological water quality monitoring requirements for treated samples were being met.**

Documentation provided by the Owner during the inspection period, indicate that all treated water microbiological monitoring requirements have been met.

In accordance with O. Reg. 170/03, Schedule 10-3, the Owner/Operating Authority are required to collect one (1) treated water sample each week and analyze the sample for E.coli, total coliform and HPC.

A review of the statement of analytical results for the inspection period confirmed that one (1) treated water sample was typically taken for each week and analyzed for E.coli, total coliform and HPC from each treatment facility.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

In accordance with O. Reg. 170/03, Schedule 13-2, the owner of the St. Mary's Drinking Water System shall ensure that a sample is taken from each treatment facility and tested for every parameter set out in Schedule 23 of the regulation at least every 12 months. Monitoring for inorganic parameters was last completed on January 11, 2017 and prior to that on January 12, 2016 and therefore the monitoring requirements for inorganics have been met. All sample results show that the treated water is within acceptable limits for the parameters listed in Schedule 23 of O. Reg. 170/03.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

In accordance with O. Reg. 170/03, Schedule 13-4, the owner of the St. Mary's Drinking Water System shall ensure that a sample is taken from each treatment facility and tested for every parameter set out in Schedule 24 of the regulation at least every 12 months. Monitoring for organic parameters was last completed on January 11, 2017 and prior to that on January 12, 2016 and therefore the monitoring requirements for organics have been met. All sample results show that the treated water is within acceptable limits for the parameters listed in Schedule 24 of O. Reg. 170/03.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted**

### Water Quality Monitoring

within the required frequency and at the required location.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

In accordance with O. Reg. 170/03, Schedule 13-6, the owner of the St. Mary's Drinking Water System shall ensure that a sample for trihalomethanes is collected and tested every three (3) months. Trihalomethanes monitoring was completed on the following dates during the inspection period: April 11, 2017, January 11, 2017, October 4, 2016 and July 4, 2016.

All sample results for this inspection period show that the distribution water is within acceptable limits.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

In accordance with O. Reg. 170/03, Schedule 13-7, the owner of the St. Mary's Drinking Water System shall ensure that a sample from each treatment facility for nitrate and nitrite is collected and tested every three (3) months.

Nitrate and Nitrite monitoring was completed on the following dates during the inspection period: April 11, 2017, January 11, 2017, October 4 and 11, 2016 and July 4, 2016.

All sample results for this inspection period show that the treated water is within acceptable limits.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

In accordance with O. Reg. 170/03, Schedule 13-8, the owner of the St. Mary's Drinking Water System shall ensure that a sample from each treatment facility for sodium is collected and tested every 60 months. Sodium was last tested in the treated water on January 11, 2017, and the previous sample was collected on January 21, 2015 therefore this monitoring requirement for sodium has been met.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

In accordance with O. Reg. 170/03, Schedule 13-9, the owner of the St. Mary's Drinking Water System shall ensure that a sample from each treatment facility for fluoride is collected and tested every 60 months. Fluoride was last tested in the treated water on January 11, 2017, and the previous sample was collected on January 21, 2015 therefore this monitoring requirement for fluoride has been met.

The analytical sample results indicate that the treated water is below the reportable limit of 1.5 mg/L for all wells.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

The Owner/Operating Authority met the following sample requirements in accordance with Municipal Drinking Water Licence # 056-101 Schedule C 4.0 Additional Sampling, Testing and Monitoring section 4.7 which states: "For each treatment subsystem or treatment subsystem component listed in column 1 of Table 8 and in addition to any other sampling, analysis and recording that may be required, quarterly monitoring and recording shall be carried out for UV Transmittance using grab samples at a minimum testing and recording frequency of once every three months."

Sampling was conducted on the following dates: January 11, 2017, April 17, 2017, October 4, 2016 and October 11, 2016 and July 4, 2016.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

During the documentation review, records reviewed verify that chlorine residuals are being collected at the same time and location as microbiological samples from the treatment plant and the water distribution system.

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**Water Quality Assessment**

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

After a review of the laboratory results and monitoring data provided by the Owner, it was found that water provided by the system fully met the requirements of the prescribed drinking water quality standards during the inspection review period.

**Reporting & Corrective Actions**

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**
- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**
- **When the primary disinfection equipment, other than that used for chlorination or chloramination, has failed causing an alarm to sound or an automatic shut-off to occur, a certified operator responded in a timely manner and took appropriate actions.**

After reviewing the monitoring data provided by the Owner, it was found that operators responded to the alarms generated during the inspection period within a reasonable amount of time.

## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

**1 Operators were not examining continuous monitoring test results or they were not examining the results within 72 hours of the test.**

The 72 hour trending was not completed within the required 72 hour time frame for the St. Marys Drinking Water System from Thursday, May 25, 2017 at 1515 to Monday, May 29, 2017 at 0830. A checklist has been implemented to prevent this from occurring in the future and operators had training on the requirements for the 72 hour checks.

**Action(s) Required:**

As per Schedule 6-5(1)3 of O. Reg. 170/03, test results recorded must be examined within 72 hours after the tests are conducted. Confirmation that this requirement has been met will be assessed again during the next inspection.

## **SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES**

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

**Not Applicable**

**SIGNATURES**

Inspected By:

Stephen Dunn

Signature: (Provincial Officer)



Reviewed &amp; Approved By:

Tom Clubb

Signature: (Supervisor)

  
Re Tom Clubb

Review &amp; Approval Date:

Sept. 11/17

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

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## Key Reference and Guidance Material for Drinking Water Systems

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# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) and email [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) to subscribe to drinking water news.



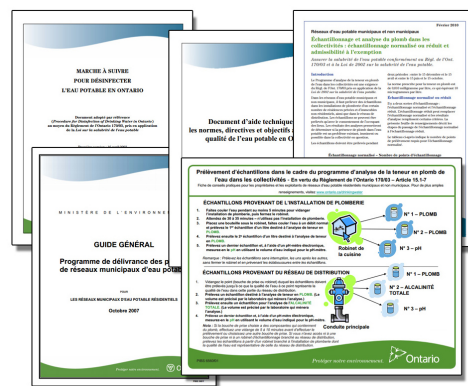
PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable) ou envoyez un courriel à [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

[ontario.ca/eaupotable](http://ontario.ca/eaupotable)

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**Inspection Rating Record**

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# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal

year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)



The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

**RISK = LIKELIHOOD × CONSEQUENCE**  
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

### Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

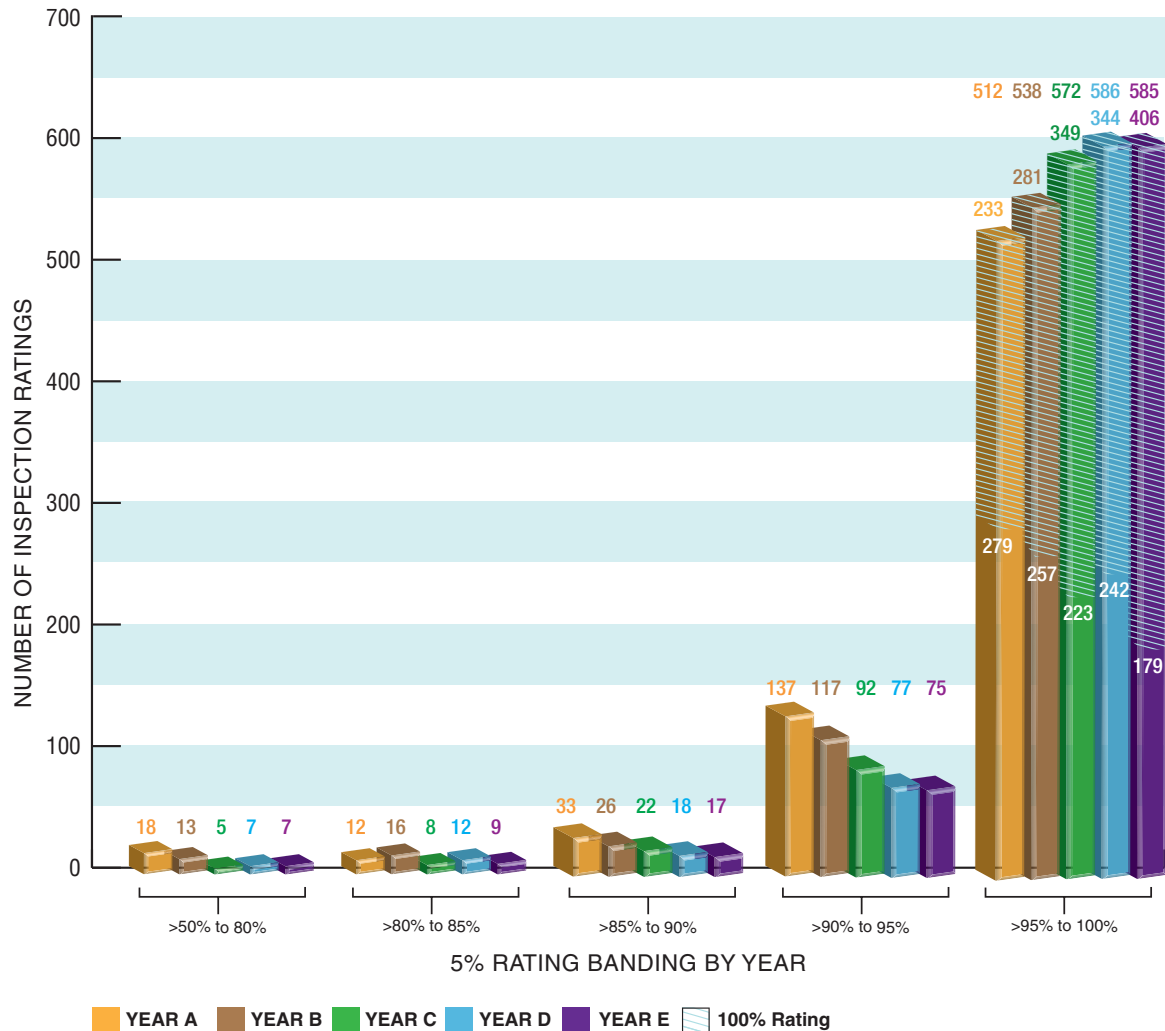
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)

**Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2017-2018)**

**DWS Name:** ST MARYS DRINKING WATER SYSTEM  
**DWS Number:** 220000521  
**DWS Owner:** St. Marys, The Corporation Of The Separated Town Of  
**Municipal Location:** St. Marys

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** June 28, 2017  
**Ministry Office:** London District

**Maximum Question Rating:** 550

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 85
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 124
Reporting & Corrective Actions	0 / 87
Treatment Process Monitoring	14 / 112
<b>TOTAL</b>	<b>14 / 550</b>

<b>Inspection Risk Rating</b>	<b>2.55%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>97.45%</b>
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**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2017-2018)**

<b>DWS Name:</b>	ST MARYS DRINKING WATER SYSTEM
<b>DWS Number:</b>	220000521
<b>DWS Owner:</b>	St. Marys, The Corporation Of The Separated Town Of
<b>Municipal Location:</b>	St. Marys
<b>Regulation:</b>	O.REG 170/03
<b>Category:</b>	Large Municipal Residential System
<b>Type Of Inspection:</b>	Focused
<b>Inspection Date:</b>	June 28, 2017
<b>Ministry Office:</b>	London District

Non-compliant Question(s)	Question Rating
<b>Treatment Process Monitoring</b>	
Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test?	14
<b>TOTAL QUESTION RATING</b>	14

**Maximum Question Rating:** 550

<b>Inspection Risk Rating</b>	<b>2.55%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>97.45%</b>
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## **BY-LAW 92 OF 2017**

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

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Canadian Baseball Hall of Fame.

**WHEREAS:** The Canadian Baseball Hall of Fame intends to develop, under site plan agreement, the lands legally described as Part Lot 35, Thames Concession, Blanshard, Part Lots 20 and 21, Concession 17, Blanshard, Parts 1, 2, 3, and 4, 44R-4130; S/T Easement over Part 3 44R-4130 as in R238806; S/T STM14779; in the Town of St. Marys, and having the municipal address of 475 Water Street South;

**AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Canadian Baseball Hall of Fame, for the purpose of clarifying and delineating their respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development.

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

1. That the Mayor and the CAO / Clerk are authorized to execute a Site Plan Agreement on behalf of The Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Canadian Baseball Hall of Fame, 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 to the Agreement the Corporate Seal of the Corporation of the Town of St. Marys.
3. This by-law comes into force and takes effect this final passing thereof.

Read a first and second time this 24<sup>th</sup> day of October, 2017.

Read a third and final time and passed this 24<sup>th</sup> day of October, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

## **BY-LAW 93-2017**

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

Being a By-law to require an applicant to consult with the municipality prior to making an application under the Planning Act

**WHEREAS:** Subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act, R.S.O. 1990*, as amended, permit Municipal Council, by by-law, to require an applicant to consult with the municipality before submitting a request to amend the Official Plan or before applying for an amendment to the Zoning By-law, or before submitting plans and drawings for site plan approval, or before applying for approval of a plan of subdivision or a plan of condominium;

**AND WHEREAS:** The purpose of a meeting prior to making an application is to provide Town staff the opportunity, in consultation with the applicant, to clarify the information and materials that the applicant may be required by the Town to submit concurrently with the application;

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

#### **DEFINITIONS**

“Applicant” means a person or public body requesting to amend the Official Plan, applying for an amendment to the Zoning By-law, submitting plans and drawings for site plan approval, or applying for approval of a plan of subdivision or a plan of condominium.

“Municipality” means the Corporation of the Town of St. Marys.

“Pre-consultation meeting” means a municipal process for fulfilling the consultation requirements set out in subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act, R.S.O. 1990*, as amended. The purpose of the pre-consultation meeting is to review a draft development proposal and to identify required supporting information, plans and studies. Town Staff may also include other agencies as part of the consultation process.

#### **PRE-CONSULTATION REQUIREMENTS**

1. Prior to the submission of an application for an amendment to the municipality's official plan or zoning by-law, an application for approval of a plan of subdivision or condominium, and an application for site plan approval, the applicant shall attend a pre-consultation meeting with municipal staff.
2. Prior to a pre-consultation meeting, the applicant is required to complete and submit the Town's Pre-consultation Request Form and required supporting documentation.

3. Failure to fulfill the requirement to attend a required pre-consultation meeting shall result in the municipality refusing to accept the application.
4. Notwithstanding the requirements of this by-law, the Director of Building and Development is hereby delegated the authority to waive the requirement of an applicant to attend a pre-consultation meeting where the Director of Building and Development determines that there is no need for such consultation prior to the application being filed.

Read a first and second time this 24<sup>th</sup> day of October, 2017.

Read a third and final time and passed this 24<sup>th</sup> day of October, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

## **BY-LAW 94-2017**

### **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 October 24, 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 24<sup>th</sup> day of October, 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 24<sup>th</sup> day of October, 2017.

Read a third and final time and passed this 24<sup>th</sup> day of October, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk