



AGENDA
Regular Council Meeting

September 11, 2018
6:00 pm
Council Chambers, Town Hall

Pages

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the September 11, 2018 regular Council meeting agenda be accepted as presented.

- 4. PUBLIC INPUT PERIOD**

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

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

- 5.1 Ontario Clean Water Agency re: 2nd Quarter Reporting**

7

RECOMMENDATION

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

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - August 28, 2018 28

RECOMMENDATION

THAT the August 28, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 Huron Perth Healthcare Alliance re: Charging of Parking Fees 45

RECOMMENDATION

THAT the correspondence from Huron Perth Healthcare Alliance regarding charging of parking fees be received.

8. STAFF REPORTS

8.1 Public Works

8.1.1 PW 52-2018 Drinking Water System Inspection 49

RECOMMENDATION

THAT PW 52-2018 Drinking Water System Inspection report be received for information.

8.1.2 PW 53-2018 Waste Reduction and Diversion Assessment 80

RECOMMENDATION

THAT PW 53-2018 Waste Reduction and Diversion Assessment report be received for information.

8.2 Administration and Human Resources

8.2.1 CAO 32-2018 Final Draft Code of Conduct 114

RECOMMENDATION

THAT CAO 32-2018 Final Draft Code of Conduct be received;
and

THAT Council enact by-law 74-2018 to adopt a Code of Conduct for Members of Council.

8.2.2 CAO 33-2018 Council Fall Meeting Schedule

139

RECOMMENDATION

THAT CAO 33-2018 Council Fall Meeting Schedule be received; and

THAT the October 16, 2018 Strategic Priorities Committee meeting be cancelled; the October 23, 2018 Regular Council meeting be rescheduled to October 30, 2018; and, the November 20, 2018 Strategic Priorities Committee meeting be cancelled and replaced with a Nomination Committee meeting of the 2018-2022 Council

8.2.3 CAO 34-2018 Refreshment Vehicle By-law

141

RECOMMENDATION

THAT CAO 34-2018 Refreshment Vehicle By-law be received; and

THAT Council approve By-law 75-2018, being a by-law to provide for the licensing, regulation and governing of refreshment vehicles; and

THAT Council approve By-law 76-2018, being a by-law to amend by-law 11 of 2013 Fees and Charges, for the purpose of implementing refreshment vehicle licencing for the Town of St. Marys.

8.3 Public Library and Adult Learning

8.3.1 CEO 02-2018 Adult Learning Administration Assistant

143

RECOMMENDATION

THAT CEO 02-2018 Adult Learning Administration Assistant report be received; and

THAT Council approve the position of Administration Assistant for the Adult Learning Program, as recommended by the Library Board.

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

- 9.1.1 Bluewater Recycling Association - Coun. Craigmile**
- 9.1.2 Library Board - Coun. Osborne, Winter**
- 9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter**
- 9.1.4 Perth District Health Unit - Coun. Osborne**
- 9.1.5 Police Services Board - Mayor Strathdee, Coun. Van Galen**
- 9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen**
- 9.1.7 Upper Thames River Conservation Authority**

148

RECOMMENDATION

THAT the June 26, 2018 Upper Thames River Conservation Authority Board meeting minutes be received.

9.2 Advisory and Ad-Hoc Committee Reports

- 9.2.1 Accessibility Advisory Committee - Coun. Hainer**
- 9.2.2 Business Improvement Area - Coun. Pope**
- 9.2.3 CBHFM - Coun. Hainer**

154

RECOMMENDATION

THAT the July 27, 2018 Canadian Baseball Hall of Fame and Museum Board minutes be received.

- 9.2.4 Committee of Adjustment**
- 9.2.5 Economic Development Committee - Coun. Pope**
- 9.2.6 Heritage St. Marys - Coun. Pope**
- 9.2.7 Museum Board - Coun. Winter**
- 9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen**

- 9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter
- 9.2.10 Senior Services Board - Coun. Craigmile
- 9.2.11 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer
- 9.2.12 St. Marys Lincolns Board - Coun. Craigmile
- 9.2.13 St. Marys Cement Community Liaison Committee - Mayor Strathdee, Coun. Craigmile

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 74-2018 through 78-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

12.1	By-Law 74-2018 Establish a Code of Conduct for Council Members	158
12.2	By-Law 75-2018 Refreshment Vehicle Licencing	159
12.3	By-Law 76-2018 Amend By-law 11 of 2013 Fees and Charges By-law	168
12.4	By-Law 77-2018 Repeal By-law 21 of 2013 Fees and Charges Amendment	169
12.5	By-Law 78-2018 Appoint Joint Compliance Audit Committee	171

13. UPCOMING MEETINGS

September 18, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

September 25, 2018 - 6:00pm, Regular Council, Council Chambers

14. CLOSED SESSION

RECOMMENDATION

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

14.1 Minutes of August 28, 2018 CLOSED SESSION

14.2 CAO 35-2018 CONFIDENTIAL 478 Water Street South Land Sale

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____pm.

16. CONFIRMATORY BY-LAW

189


RECOMMENDATION

THAT By-Law 79-2018, being a by-law to confirm the proceedings of September 11, 2018 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.

17. ADJOURNMENT

RECOMMENDATION

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



Town of St. Marys Wastewater Operations Report 2018 SECOND QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – June 30, 2018

Facility Description

Facility Name:	St. Marys Wastewater Treatment Plant & Collection System
Senior Operations Manager:	Renee Hornick (519) 274-0997
Business Development Manager:	Jackie Muller (519) 643-8660
Facility Type:	Municipal
Classification:	Class 3 Wastewater Treatment & Collection System
Title Holder:	The Corporation of the Town of St. Marys

Service Information

Area(s) Served:	Separated Town of St. Marys
Population Served:	7,200

Capacity Information

Total Design Capacity:	5,560 (m ³ /day)
Total Annual Flow (2017 Data):	1,542,384 (m ³ /year)
Average Day Flow (2017 Data):	4,228.26 (m ³ /day)
Average Daily Capacity (2017 Data):	76%
Maximum Day Flow (2017 Data):	13,055 (m ³ /day)

Operational Description

Treatment Process

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

Inlet Works:

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

Anoxic Tanks:

Sewage is split between two circular tanks with submersible mixers.

Aeration Tanks:

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

Phosphorus Removal:

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

Secondary Clarifiers:

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

Disinfection and Discharge:

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

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

Sludge Handling:

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

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

June 15, 2018 – daily phosphorus was 1.61 mg/l (limit is 1.00 mg/l) Aluminum Sulphate dosage was increased to help decrease the phosphorus. Exceedance may have been caused by an outside source.

OCCUPATIONAL HEALTH & SAFETY:

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

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

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

FIRST QUARTER

January

- 03: Unplugged thickened waste activated sludge line which was frozen
- 05: Thawed frozen alum line
- 17: Installed an emergency stop button on the generator to prevent vandalism
- 17: Annual inspections for fire extinguishers completed
- 18: Annual inspection of lifting devices completed
- 24: Repairs to the heater in the digester building
- 24: Ongoing painting of pipes in wet well

February

- 07: Installed emergency exit signs at doors in digester building as noted from an H&S inspection
- 14: Hauled Lystek out of storage tank
- 18: High level wet well due to heavy rain – monitored the system closely
- 18: Robinson Street Pump Station close to overflowing – pumped sewage out using Vac truck
- 18: Re-built unit heater for garage and re-installed
- 22: Re-installed baffle in aeration tank cell
- 23: Issues with Lystek mixer resolved by OCWA IT department
- 28: Cleaned out sludge tank to repair broken line

March

- 15: Connected discharge pipe flange in sludge loading tank
- 23: Replacement pump head on polymer pump for centrifuge

SECOND QUARTER

April

- 03: Electrician replaced electrical cord for mixer for anoxic tank

04: Communication failure – cables replaced on the computer and issue resolved
 17: Welded Detroit grit arm
 17: Replaced diaphragm on centrifuge polymer pump

May

03: Installed control breaker, wiring for Lystek boiler due to on-going issues
 04: Waterloo Manufacturing on site completing annual inspection on boiler
 10: Installed a filter on DO controller to minimize the electrical spikes affecting the DO reading
 14: Cleaning out clarifier chambers
 23: Steam valve on boiler pre-heat tank not working – replaced on June 11

June

04: Fixed check valve at Emily St. Pump Station
 14: Pierce Services onsite completing annual flow meter calibrations
 19: Repairs to broken water line in WAS pumping room
 26: Replaced solenoid valve for RTD
 27: Check valve for raw sewage pump #3 not shutting properly – installed new guides for the flap and issue resolved

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
42	34	34	35	39	51							235

All work orders were completed on schedule.

ALARMS / CALL-INS:

FIRST QUARTER

JANUARY

06: Operator received two generator running alarms at the WPCP due to a turbo blower fault which was related to the air intake freezing over due to extreme cold temperatures
 10: Operator received a high level alarm at Robinson Street PS
 21: Operator received a call for a broken gate lock at the WPCP

FEBRUARY

08: Operator received a power failure and a generator running alarm at the WPCP
 23: Operator received a call for high water levels at Robinson Street PS and the WPCP

SECOND QUARTER

APRIL

14: Operator received a call for a SCADA computer malfunction at the WPCP
 18: Operator received a call for a power failure at the WPCP
 28: Operator received a call for a high level wet well alarm at the WPCP

MAY

04: Operator received a call for a power failure at the WPCP
 27: Operator received a call for a power failure at the WPCP

JUNE

03: Operator received a call for high levels/pump faults at the Emily Street PS
 09: Operator received a call for a power failure at the WPCP

COMPLAINTS & CONCERNS:

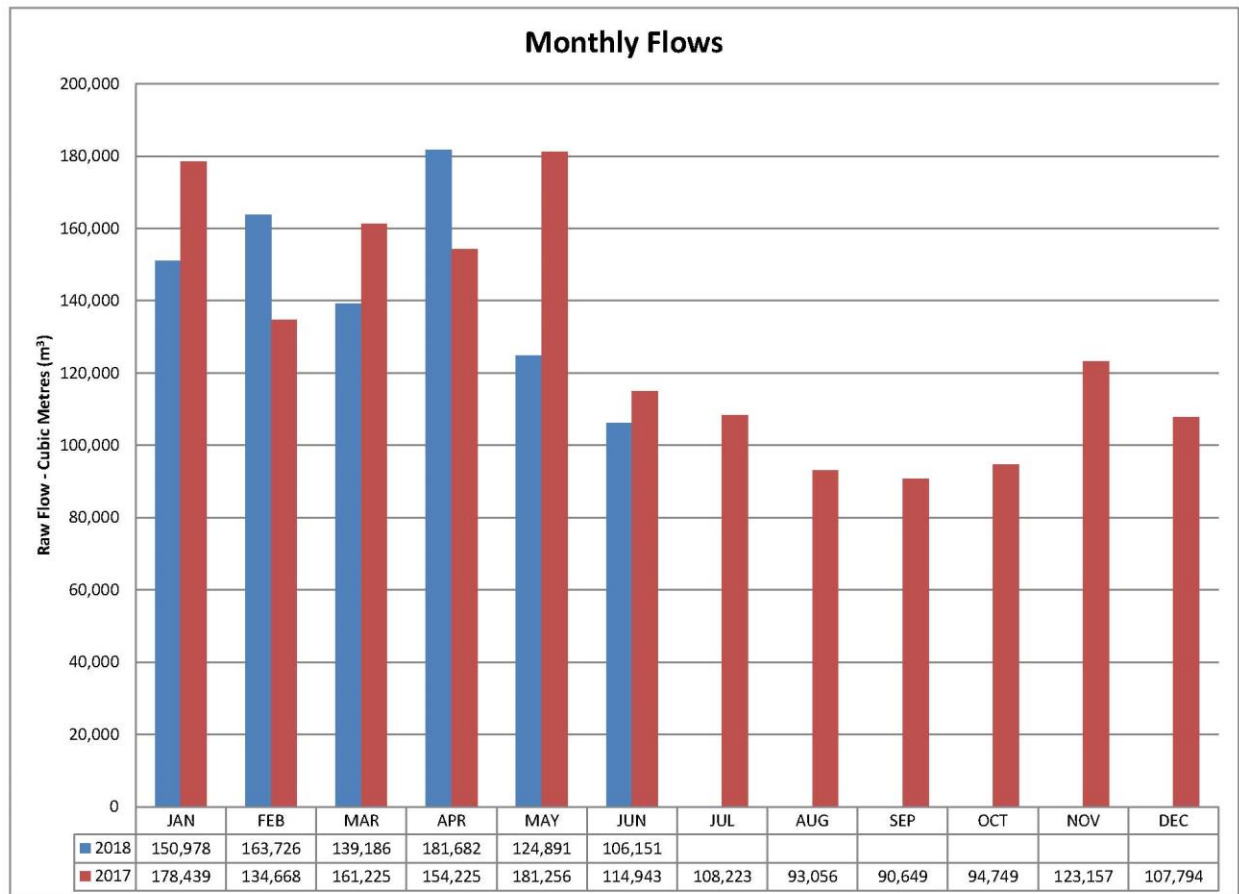
There have been no complaints or concerns reported to date.

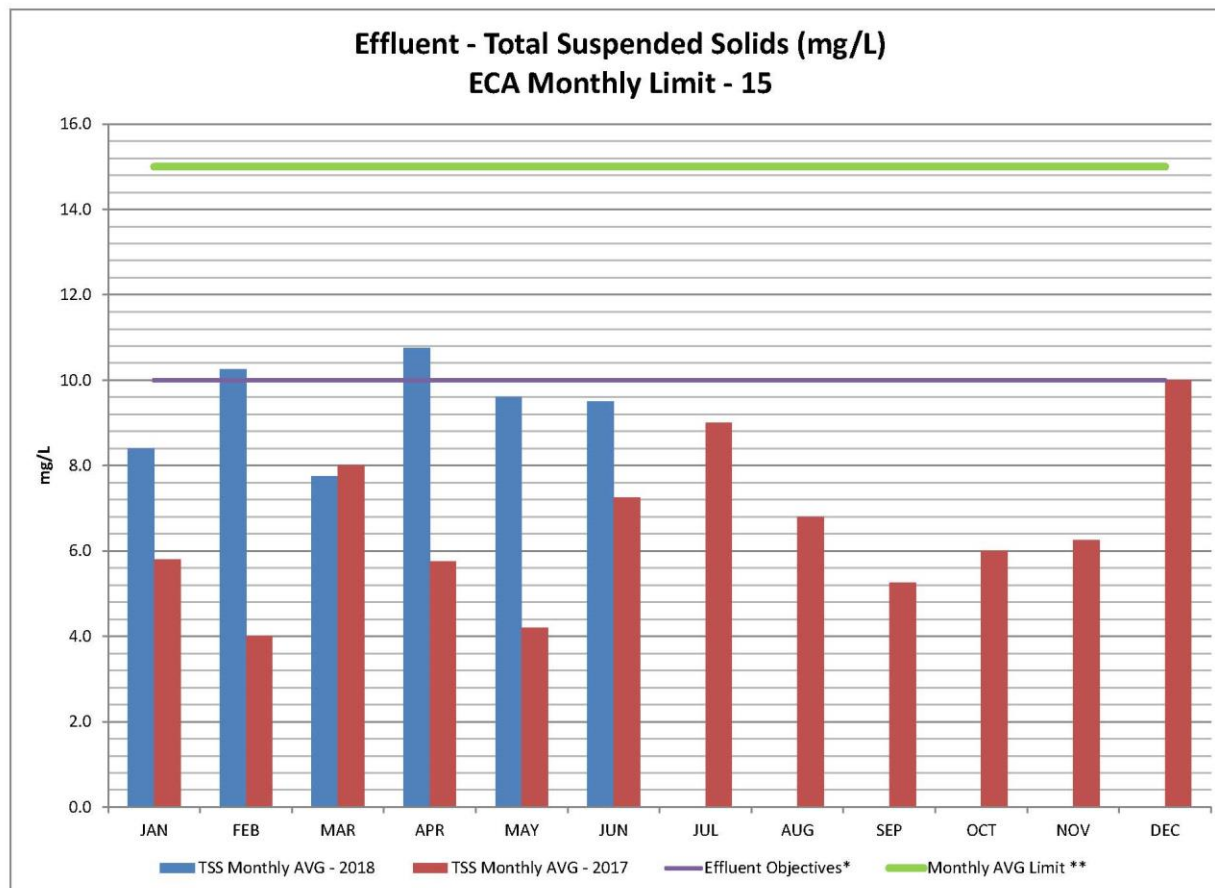
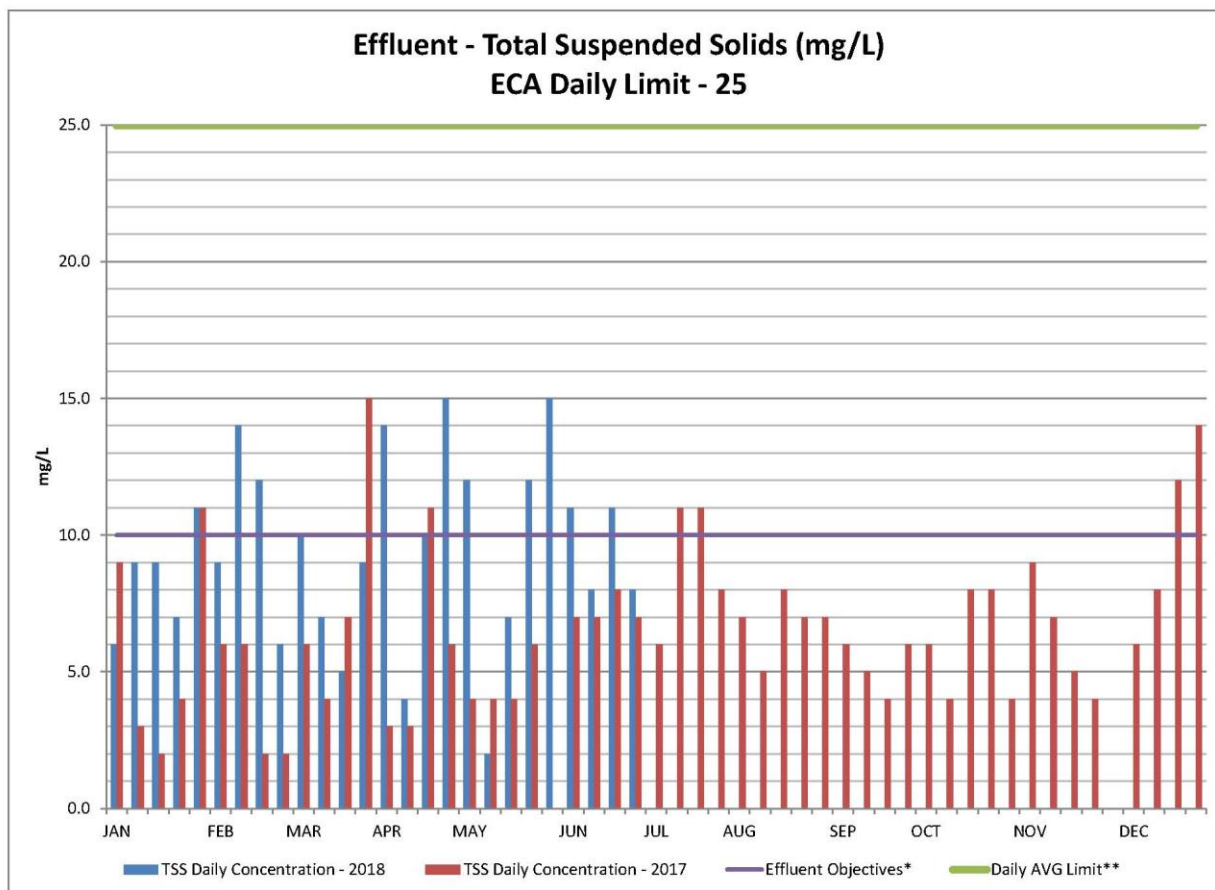
REGULATORY INSPECTIONS:

The last MOECC Inspection occurred on December 7, 2017.

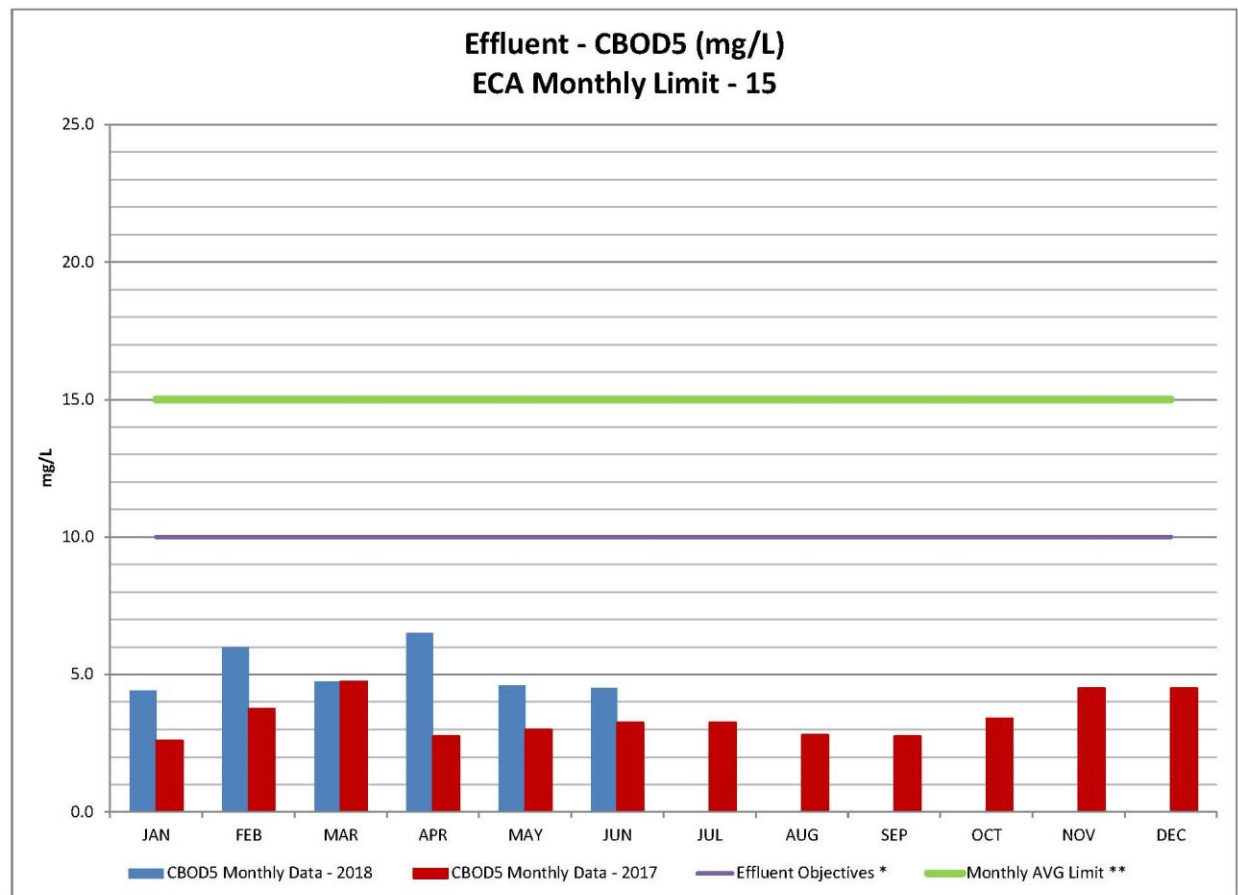
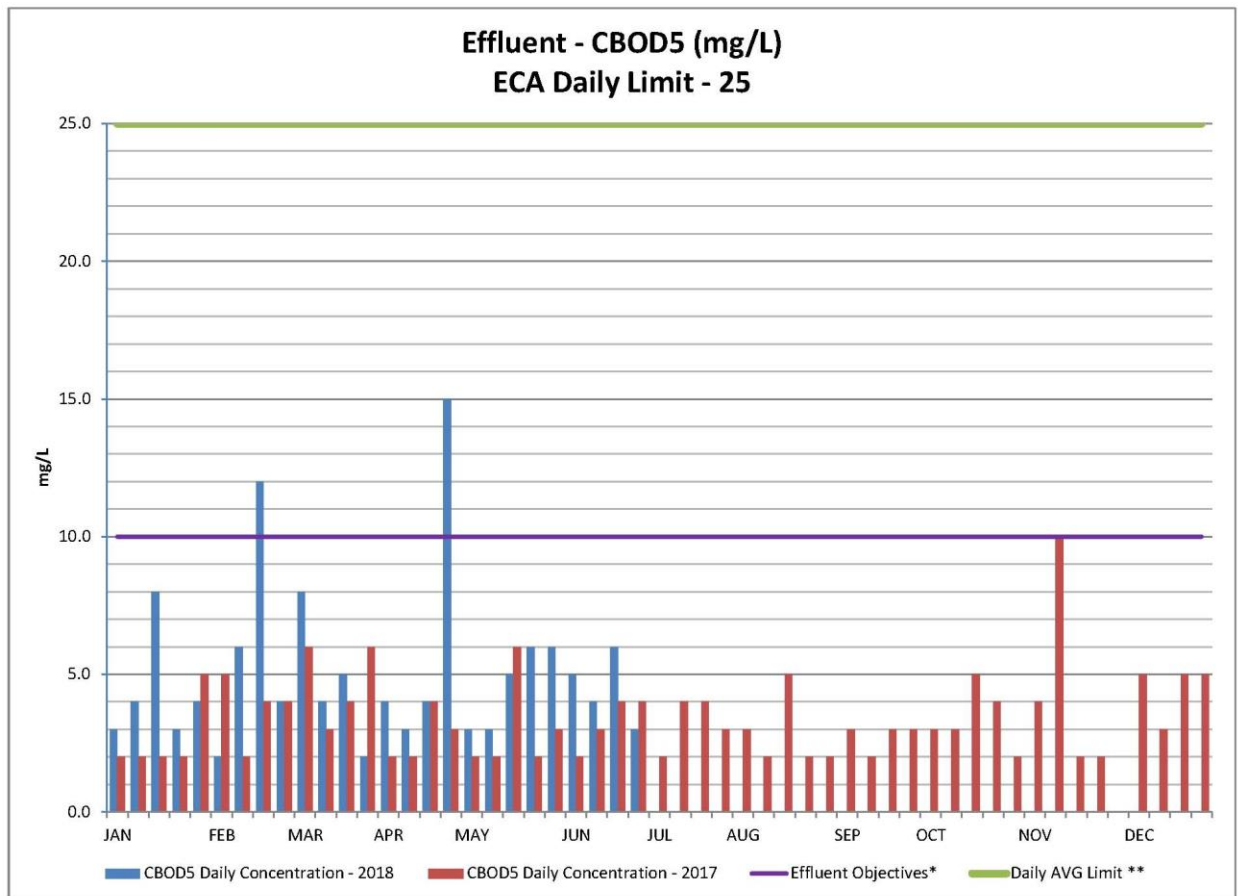
PERFORMANCE ASSESSMENT REPORT:

The average daily flow in 2018 for the January to June reporting period is 4,806.35 m³/day.

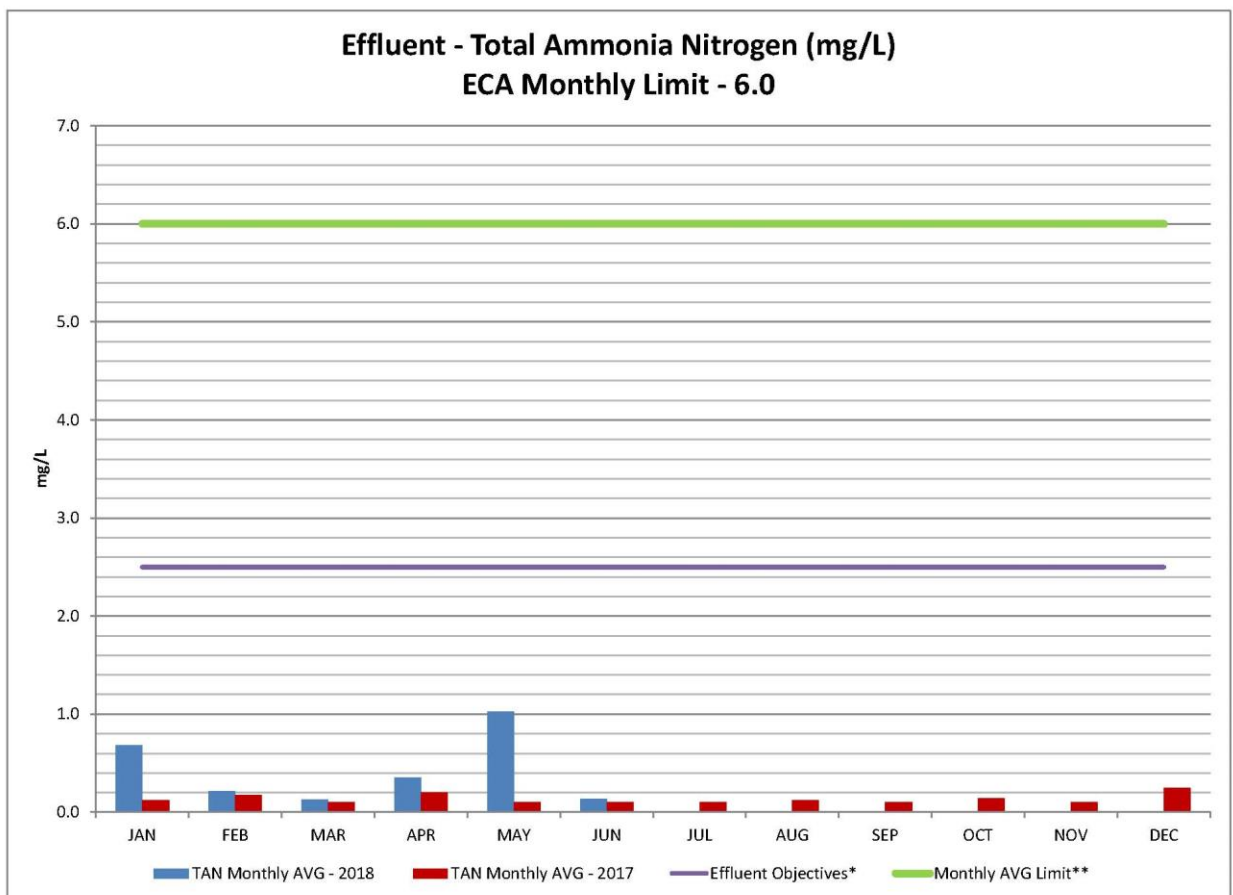
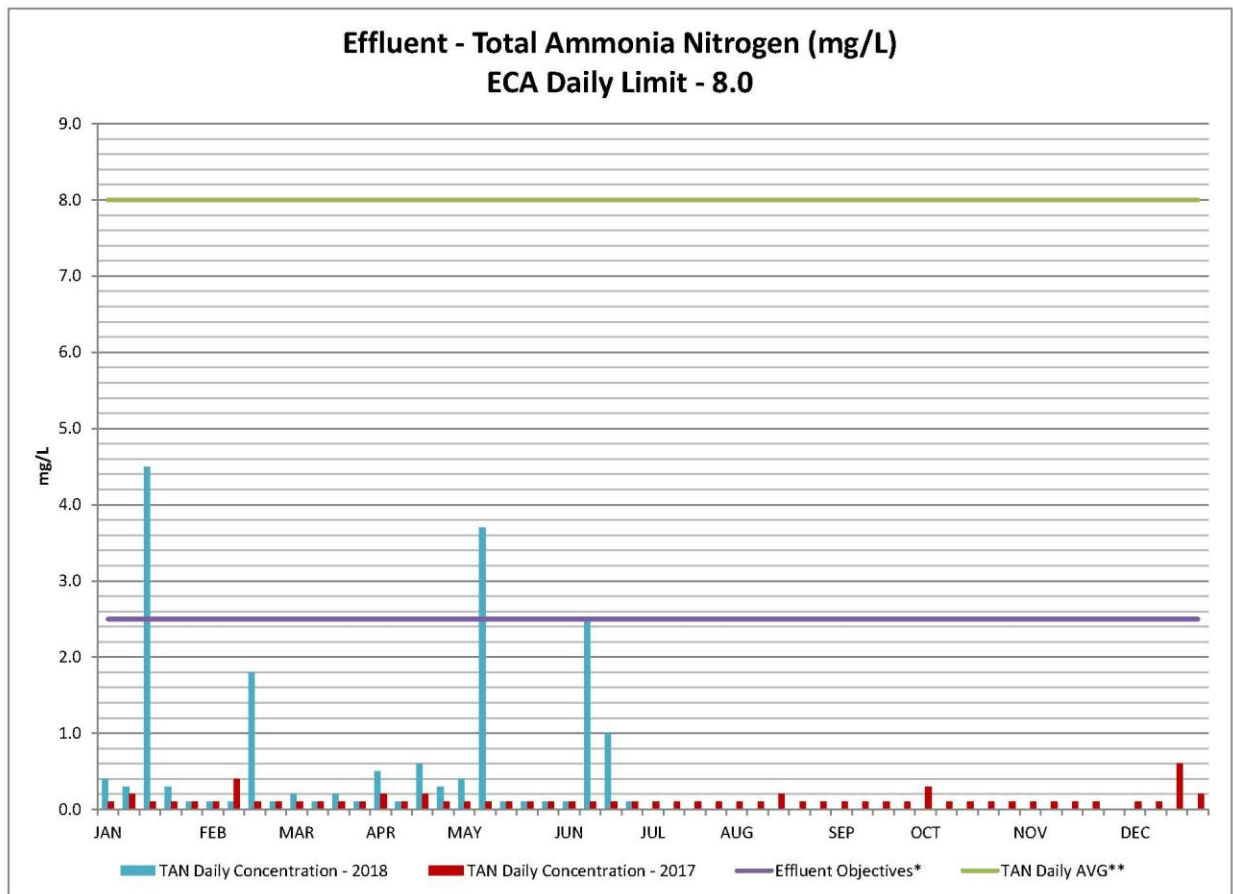




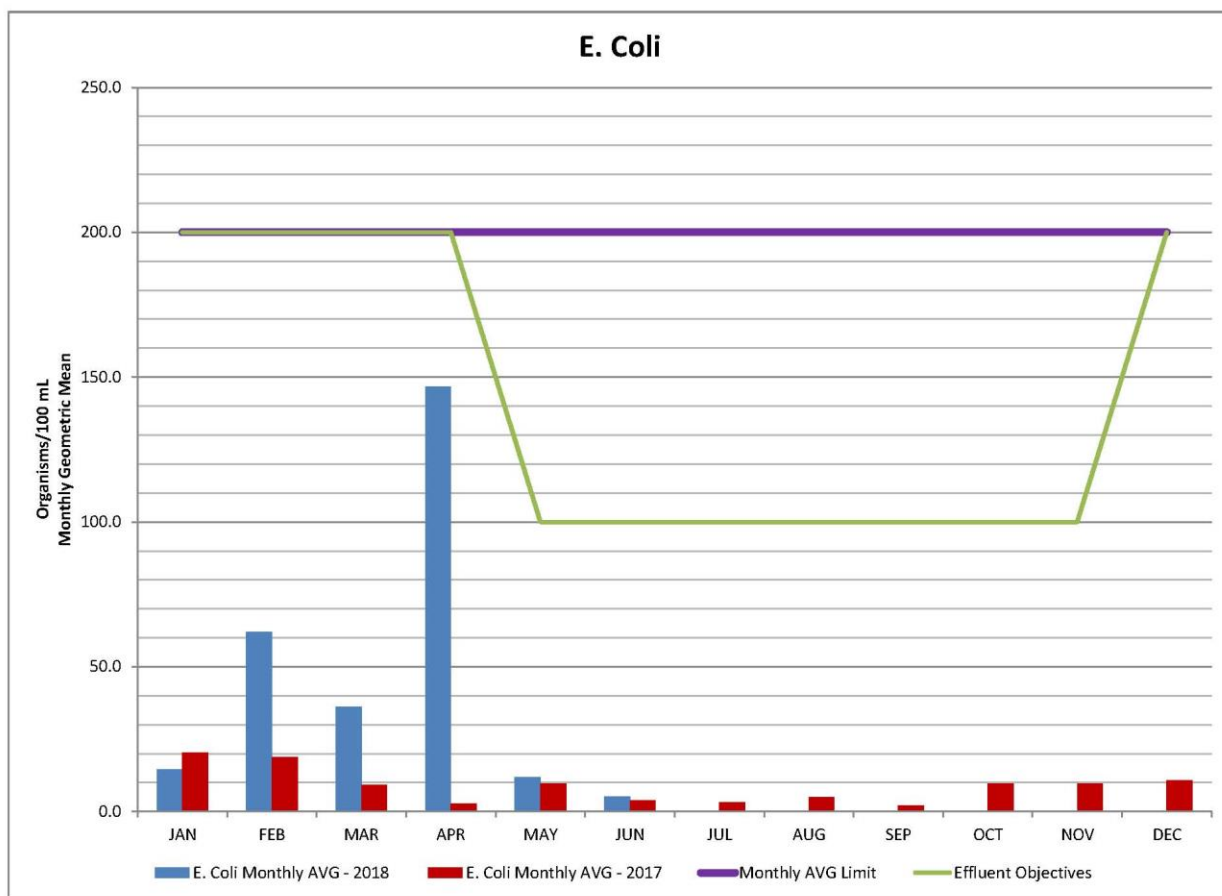
The monthly average suspended solids are in compliance for the second quarter.



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



The monthly average for total ammonia nitrogen is in compliance for the second quarter.



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

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX B – FLOW REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon

Report extracted 08/14/2018 10:52

From: 01/01/2018 to 30/06/2018

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

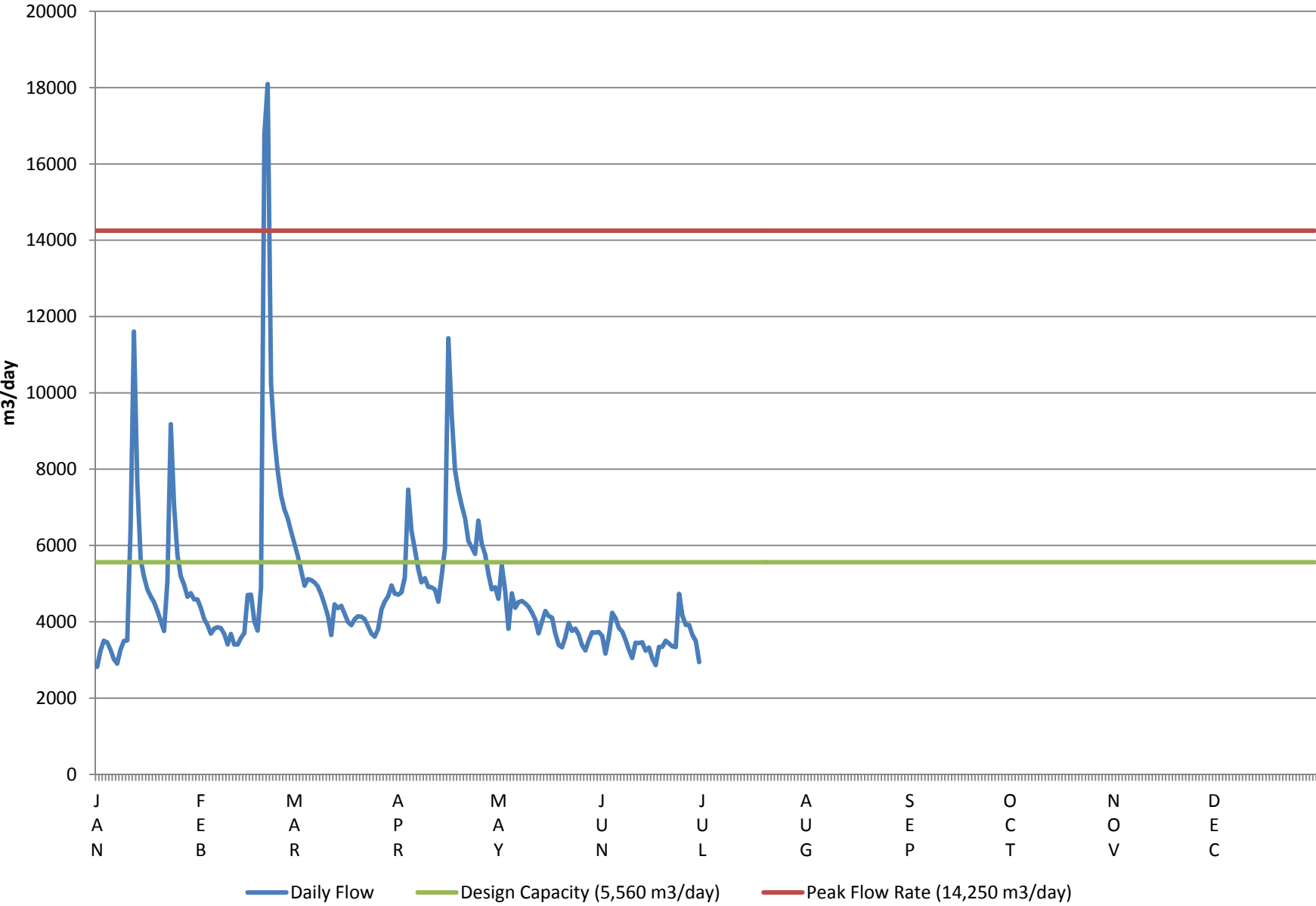
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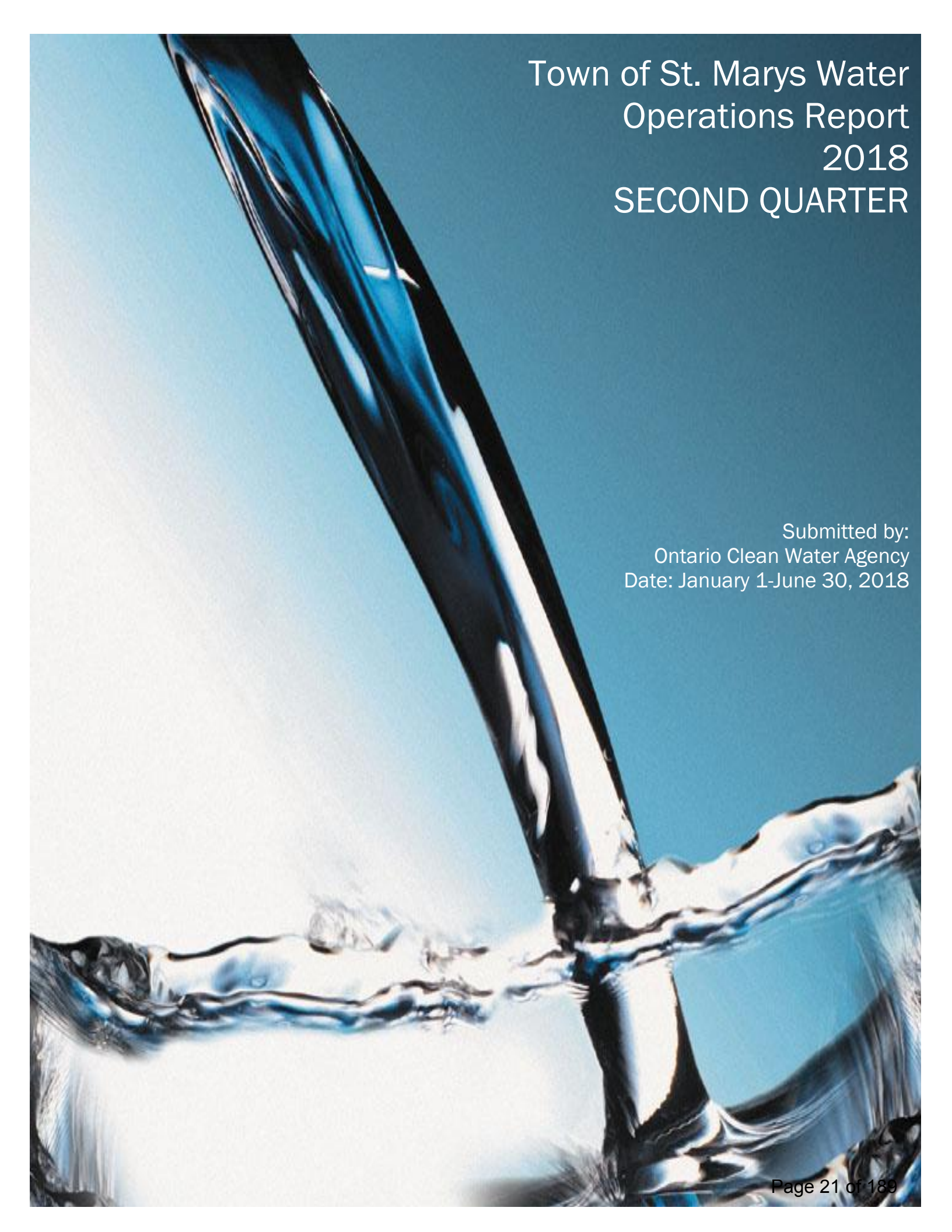
	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	<--Total-->	<--Avg.-->	<--Max.-->	<--Criteria-->
Flows:										
Raw Flow: Total - Raw Sewage (m³)	150967.56	163947.17	139181.83	181682.16	124891	106150.81	866820.53			
Raw Flow: Avg - Raw Sewage (m³/d)	4869.92	5855.26	4489.74	6056.07	4028.74	3538.36		4806.35		
Raw Flow: Max - Raw Sewage (m³/d)	11604.05	18093.5	6041.24	11430.05	5483	4735			18093.5	
Eff. Flow: Total - Final Effluent (m³)	162198	165898	170352	203534	114674	120675.39	937331.39			
Eff. Flow: Avg - Final Effluent (m³/d)	5232.19	5924.93	5495.23	7269.07	3699.16	4022.51		5273.85		
Eff. Flow: Max - Final Effluent (m³/d)	23575	33848	15010	22339	4124	4743			33848	
Carbonaceous Biochemical Oxygen Demand: CBOD:										
Eff: Avg cBOD5 - Final Effluent (mg/L)	4.4	6	4.75	6.5	4.6	4.5		5.125	6.5	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	4	5	4	26			
Loading: cBOD5 - Final Effluent (kg/d)	23.022	35.55	26.102	47.249	17.016	18.101		27.84	47.249	
Biochemical Oxygen Demand: BOD5:										
Raw: Avg BOD5 - Raw Sewage (mg/L)	260	153.25	300	135	230.8	343		237.008	343	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	4	5	4	26			
Eff: Avg BOD5 - Final Effluent (mg/L)	6	7	< 5	7.75	4.6	< 3.75		< 5.683	7.75	15
Loading: BOD5 - Final Effluent (kg/d)	31.393	41.475	< 27.476	56.335	17.016	< 15.084		< 31.463	56.335	
Percent Removal: BOD5 - Raw Sewage (mg/L)	97.692	95.432	98.333	94.259	98.007	98.907			98.907	
Total Suspended Solids: TSS:										
Raw: Avg TSS - Raw Sewage (mg/L)	183.2	93.5	175.75	122.75	191.2	222.5		164.817	222.5	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	4	5	4	26			
Eff: Avg TSS - Final Effluent (mg/L)	8.4	10.25	7.75	10.75	9.6	9.5		9.375	10.75	15
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	4	5	4	26			
Loading: TSS - Final Effluent (kg/d)	43.95	60.731	42.588	78.143	35.512	38.214		49.856	78.143	
Percent Removal: TSS - Raw Sewage (mg/L)	95.415	89.037	95.59	91.242	94.979	95.73			95.73	
Total Phosphorus: TP:										
Raw: Avg TP - Raw Sewage (mg/L)	2.908	2.968	3.768	1.723	3.418	4.853		3.273	4.853	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	4	5	4	26			
Eff: Avg TP - Final Effluent (mg/L)	0.308	0.21	0.232	0.223	0.106	0.69		0.295	0.69	1
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	4	5	4	26			
Loading: TP - Final Effluent (kg/d)	1.612	1.244	1.278	1.617	0.392	2.776		1.486	2.776	
Percent Removal: TP - Raw Sewage (mg/L)	89.409	92.923	93.829	87.083	96.899	85.781			96.899	
Nitrogen Series:										
Raw: Avg TKN - Raw Sewage (mg/L)	23.44	18.7	24.675	14.9	23.82	33		23.089	33	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	4	5	4	26			
Eff: Avg TAN - Final Effluent (mg/L)	< 1.12	< 0.525	< 0.15	< 0.375	< 0.88	< 0.925		< 0.663	< 1.12	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	4	5	4	26			
Loading: TAN - Final Effluent (kg/d)	< 5.86	< 3.111	< 0.824	< 2.726	< 3.255	< 3.721		< 3.249	< 5.86	
Eff: Avg NO3-N - Final Effluent (mg/L)	7.666	5.948	7.03	4.81	3.898	3.585		5.489	7.666	
Eff: # of samples of NO3-N - Final Effluent (mg/L)	5	4	4	4	5	4	26			
Eff: Avg NO2-N - Final Effluent (mg/L)	0.616	< 0.285	0.213	< 0.13	< 0.084	< 0.033		< 0.227	0.616	
Eff: # of samples of NO2-N - Final Effluent (mg/L)	5	4	4	4	5	4	26			
Disinfection:										
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	14.562	61.941	36.074	146.662	11.846	5.305		46.065	146.662	200
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	4	5	4	26			

APPENDIX B

FLOW REPORT

2018 Flows





Town of St. Marys Water Operations Report 2018 SECOND QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1-June 30, 2018

Facility Description

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

Service Information

Area(s) Served: Separated Town of St. Marys
Population Served: 7,200

Capacity Information – Well No. 1

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2017 Data): 400,530.82 (m³/year)
Average Day Flow (2017 Data): 1,098.9 (m³/day)
Maximum Day Flow (2017 Data): 3,172.84 (m³/day)

Capacity Information – Well No. 2A

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2017 Data): 409,278.8 (m³/year)
Average Day Flow (2017 Data): 1,119.97 (m³/day)
Maximum Day Flow (2017 Data): 3,214.38 (m³/day)

Capacity Information – Well No. 3

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2017 Data): 181,068.52 (m³/year)
Average Day Flow (2017 Data): 495.19 (m³/day)
Maximum Day Flow (2017 Data): 3,044.95 (m³/day)

Operational Description

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

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

FIRST QUARTER

January

- 02: Booster Station – ESA inspection
- 17: Well 2A – Electrician onsite working on surge protection
- 23: Well 2A – Replaced sample tap
- 24: Well 2A – Replaced ballast on overhead lights
- 24: Well 3 – Replaced plunger for chlorine regulator
- 26: Well 3 – Installed new toilet

February

- 08: Well 2A – Regular heater regulator maintenance
- 16: Well 1 – Electrician onsite troubleshooting chlorine vacuum

March

- 13: Well 1 – Electrician onsite to troubleshoot alarm system. Changed control relay in PLC

SECOND QUARTER

April

- 03: Well 3 – VFD failure for pump. VFD was re-built and was under warranty.
- 03-09: Well 2A – IWS onsite for well pump rehabilitation. Well put back into service.
- 16: All 3 wells – Chlorine “A” kit training
- 22: All 3 wells – H2Flow onsite for bi-annual UV maintenance
- 25: Well 3 – Repairs to turbidity meter lines. Replaced ball valves and fittings

May

- 03: Water Tower – Replaced UPS
- 07: Well 3 – Failure of HMI screen for UV system. New unit was installed on May 18.
- 17: All 3 wells – Annual backflow preventer testing completed
- 31: All 3 wells – Received chlorine cylinders

June

- 06: Well 1 – Servicing regulator for chlorine system
- 13: Water Tower – Sommers onsite servicing generator
- 15: All 3 wells – Hetek onsite for annual calibrations of Cl₂ detectors
- 19: All 3 wells – Pierce Services onsite for annual flow meter and analyzer calibrations
- 22: Water Tower – Switch repairs for communication tower
- 26-27: Well 2A – Repairs to HVAC system at well. Re-built the motor and replaced wiring and relays
- 29: Flooding at the booster station caused by a plug in the pressure valve failing – damaged caused to the ceiling of the building. Valve plug replaced.

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
51	37	40	46	39	46							259

All work orders were completed on schedule.

DISTRIBUTION WORK:

Location	Date
2' piece of pipe replaced at James Street South Contractor directionally bored through the pipe	January 28, 2018
Hydrant replacement at Station Street and Church Street	February 1, 2018
Service replacement at 116 Jardine Street	March 12, 2018
Curb stop replacement at 428 Queen Street West	April 17, 2018
Installation of new meter pit for Cadzow Park	June 13, 2018
Valve box replacement at Water Street and Park Street	June 14, 2018
Curb stop replacement at 27 Water Street	June 21, 2018
Installation of 6" riser on hydrant on the corner of Church Street and Station Street	June 28, 2018

ALARMS / CALL-INS:

FIRST QUARTER

January

23: Well 3 – Received a call for a low chlorine alarm – it was determined it was caused by a faulty regulator

March

04: Water turn off/turn on at 146 Victoria Street

08: Water leak at 573 Queen Street East – it was determined that the issue was on the private side of the service

08: Water leak at 116 Jardine Street – chlorine residual was taken (0.64 mg/l) and the repair took place on March 12

13: Well 3 – Received a call for a high turbidity alarm

16: Well 1 – Received a call for a low chlorine alarm

28: Emergency locate at Emily Street for Rogers

29: Well 3 – Received a call for a UV alarm

SECOND QUARTER

April

26: Water turn on at 186 Ardmore

27: Well 1 – Received a call for a UV critical alarm

May

13: Well 2A – Received a call for a low chlorine alarm – reported as an adverse.

13: Well 1 – Received a call for a door alarm

18: Booster Station – Received a call for an alarm caused internally at Shur Gain

June

08: Booster Station – Received a call for a power failure

COMPLAINTS & CONCERNS:

There have been no complaints or concerns reported to date.

DWQMS UPDATE:

Management Review – May 8, 2018

Internal Audit – April 26, 2018

External Audit – Scheduled for October 26, 2018

Risk Assessment – March 13, 2018

Accreditation Status – Full Scope Entire Accreditation Expires December 31, 2019

REGULATORY INSPECTIONS:

The last MOECC Inspection occurred on June 14, 2018

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

Ontario Clean Water Agency
Performance Assessment Report Water
From: 01/01/2018 to 30/06/2018

Report extracted 08/14/2018 10:50
Facility: [1262] ST MARYS DRINKING WATER SYSTEM
Works: [220000521]

	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
Flows:										
Raw Flow: Monthly Total - Well #1 (m³)	39417.85	32695.61	47966.84	22007.7	9466.69	13293.59	164848.28			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1271.54	1362.32	1713.1	1294.57	631.11	949.54		1203.7		
Raw Flow: Monthly Max - Well #1 (m³/d)	2748.44	2549.17	2655.09	2856.24	1191.21	2388.42			2856.24	
Raw Flow: Monthly Total - Well #2 (m³)	27211.39	21449.46	1192.96	32209.43	67940	44496.12	194499.36			
Raw Flow: Monthly Avg - Well #2 (m³/d)	877.79	1191.64	596.48	1342.06	2264.67	1779.84		1342.08		
Raw Flow: Monthly Max - Well #2 (m³/d)	2363.51	2451.65	970.43	2607.93	3049.08	3002.1			3049.08	
Raw Flow: Monthly Total - Well #3 (m³)	17464.68	18942.6	35201.93	27983.62	15156.53	32788.84	147538.2			
Raw Flow: Monthly Avg - Well #3 (m³/d)	563.38	996.98	1676.28	1399.18	1165.89	1639.44		1240.19		
Raw Flow: Monthly Max - Well #3 (m³/d)	1888.84	2079.79	3011.42	2701.28	3071.67	3349.98			3349.98	
Raw Flow: Monthly Total - Total Raw Flow (m³)	84093.92	73087.67	84361.73	82200.75	92563.22	90578.55	506885.84			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	2712.71	2610.27	2721.35	2740.03	2985.91	3019.29		2798.26		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	3981.63	3211.92	3094.89	3089.91	3577.55	3476.34			3981.63	
Turbidity:										
Raw: Max Turbidity - Well #1 (NTU)	0.3	0.52	0.14	0.21	0.17	0.2			0.52	
Raw: Max Turbidity - Well #2 (NTU)	0.16	0.22	0.18	0.45	0.27	0.31			0.45	
Raw: Max Turbidity - Well #3 (NTU)	0.77	0.43	0.1	2	0.24	0.22			2	
Chemical Parameters:										
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	1.47			3.05					3.05	
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.634			1.22					1.22	
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.526			0.867					0.867	
Distribution: Max THM - Distribution System (µg/l)	13			16					16	
Chlorine Residuals:										
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.85	0.76	0.75	0.76	0.79	0.88				0.75
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.26	1.3	1.35	1.34	1.35	1.45			1.45	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.67	0.81	0.88	0.9	0.98	0.97				0.67
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.19	1.38	1.32	1.42	1.39	1.35			1.42	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	0.85	0.88	0.87	0.91	1	1.13				0.85
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.28	1.36	1.45	1.38	1.37	1.44			1.45	
Bacti Samples Collected:										
Raw Bacti: # of samples - Well #1	5	4	4	4	5	4	26			
Treated Bacti: # of samples - Treated Water #1	5	4	4	4	5	4	26			
Raw Bacti: # of samples - Well #2	5	4	1	5	5	4	24			
Treated Bacti: # of samples - Treated Water #2	5	4	1	3	5	4	22			
Raw Bacti: # of samples - Well #3	5	4	4	4	4	4	25			
Treated Bacti: # of samples - Treated Water #3	5	4	4	4	4	4	25			
Dist Bacti: # of samples - Distribution System	20	16	16	16	20	16	104			
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0			



MINUTES Regular Council

August 28, 2018
6:00pm
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Jim Brown, Director of Finance
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
Trisha McKibbin, Director of Corporate Services
Mark Stone, Planner
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Osborne declared pecuniary interest for the following agenda items:

- 8.3.2 - COR 21-2018 Municipal Register - Non-Designated Property Removal Request, 275 Emily Street
- 9.2.6 - Heritage St. Marys minutes

3. AMENDMENTS AND APPROVAL OF AGENDA

Regular Council – August 28, 2018

Resolution 2018-08-28-01

Moved By Councillor Van Galen

Seconded By Councillor Pope

THAT the August 28, 2018 regular Council agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Concerned Citizens Addressing Heavy Truck Traffic re: Heavy Truck Traffic

Lorne Eedy introduced the members of CCAHTT and stated that Paul Dunseith and Dan Schneider would present on behalf of the committee.

Paul Dunseith, Dan Schneider, Lorne Eedy spoke to the delegation and responded to questions from Council.

Resolution 2018-08-28-02

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the delegation from Concerned Citizens Addressing Heavy Truck Traffic regarding an overall review of the heavy truck traffic in St. Marys be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Special Meeting of Council - July 17, 2018

Resolution 2018-08-28-03

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the July 17, 2018 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Regular Council - July 24, 2018

Regular Council – August 28, 2018

Resolution 2018-08-28-04

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the July 24, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.3 Strategic Priorities Committee - August 13, 2018

Resolution 2018-08-28-05

Moved By Councillor Van Galen

Seconded By Councillor Winter

THAT the August 13, 2018 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk; and

THAT Items 5.3 and 5.4 be raised for discussion.

CARRIED

6.3.1 DEV 31-2018 Town Hall Auditorium HVAC

Resolution 2018-08-28-06

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the Town Hall Auditorium HVAC project be referred to the 2019 Capital Budget for discussion.

CARRIED

6.3.2 PW 48-2018 Annual Asset Management Plan Update

Resolution 2018-08-28-07

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the 2016-2018 Asset Management Plan Status Update be received.

CARRIED

7. CORRESPONDENCE

7.1 Lisa Luyten re: Noise By-law Exemptions

Regular Council – August 28, 2018

Council requested that staff share the correspondence received from Ms. Luyten with the St. Marys Kinsmen Club.

Resolution 2018-08-28-08

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the correspondence from Lisa Luyten regarding Noise By-law Exemptions be received.

CARRIED

7.2 Township of North Frontenac re: Grandfathering of Volunteer Firefighters to NFPA Standards

Resolution 2018-08-28-09

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the correspondence from the Township of North Frontenac regarding the grandfathering of volunteer firefighters to NFPA standards be received; and

THAT Council support the Township of North Frontenac in their efforts of advocating the new Provincial government to continue to support rural fire services and provide sufficient funding to cover additional costs associated with the certification initiative.

CARRIED

7.3 Helen Pate re: Ardmore Housing Development

Resolution 2018-08-28-10

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the correspondence from Helen Pate regarding Ardmore Housing Development be received; and

THAT staff be directed to report back to Council regarding Ms. Pate's concerns about drainage and privacy.

Amendment:

Resolution 2018-08-28-11

Moved By Councillor Hainer

Seconded By Councillor Winter

Regular Council – August 28, 2018

THAT resolution 2018-08-28-10 be amended to the following:

THAT staff be directed to report back to Council at its regular meeting on September 11, 2018 regarding Ms. Pate's concerns about drainage and privacy.

CARRIED

Resolution 2018-08-28-10 (as amended?)

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the correspondence from Helen Pate regarding Ardmore Housing Development be received; and

THAT staff be directed to report back to Council at its regular meeting on September 11, 2018 regarding Ms. Pate's concerns about drainage and privacy.

CARRIED

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 37-2018 August Monthly Report (Building and Development)

Grant Brouwer provided an update to Council regarding a recent meeting with the developer of 151 Water Street North. Mr. Brouwer also updated Council regarding condensation concerns within some of the dressing rooms at the Pyramid Recreation Centre.

Resolution 2018-08-28-12

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT DEV 37-2018 August Monthly Report (Building and Development) be received for information.

CARRIED

8.1.2 DEV 35-2018 Official Plan Review

Grant Brouwer and Mark Stone spoke to DEV 35-2018 and responded to questions from Council.

Resolution 2018-08-28-13

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT DEV 35-2018 regarding the Town of St. Marys Official Plan review be received; and

THAT Council refer the Official Plan Review back to staff to further research a proposed growth rate of 1.5% and the implications of the Natural Heritage Study, with a report back to Council at the September 25, 2018 Council meeting.

CARRIED

8.1.3 DEV 34-2018 Accessory Apartments – Town-wide Zoning By-law Amendment

Council recessed at 8:13pm.

Mayor Strathdee called the meeting back to order at 8:26pm.

Mark Stone spoke to DEV 34-2018 report and responded to questions from Council.

Resolution 2018-08-28-14

Moved By Councillor Van Galen

Seconded By Councillor Osborne

THAT DEV 34-2018 regarding accessory apartments in the Town of St. Marys be received; and,

THAT Council proceed with a public meeting to consider amendments to the Town's Zoning By-law to permit accessory apartments as-of-right in single detached, semi-detached and townhouse dwellings, and in detached accessory buildings, subject to specified regulations.

CARRIED

8.1.4 DEV 33-2018 Site Alteration By-law

Grant Brouwer spoke to DEV 33-2018 report and responded to questions from Council.

Resolution 2018-08-28-15

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 33-2018 regarding a site alteration by-law for the Town of St. Marys be received; and,

THAT Council approve By-law 74-2018, Site Alteration.

CARRIED

8.1.5 DEV 38-2018 Charging of Parking Fees with Certain Uses in the Town of St. Marys

Grant Brouwer and Mark Stone spoke to DEV 38-2018 report and responded to questions from Council.

Councillor Craigmile requested a recorded vote.

Resolution 2018-08-28-16

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT DEV 38-2018 regarding the charging of parking fees with certain uses in the Town of St. Marys be received;

THAT Council direct staff to prepare a report and draft by-law for September 11, 2018 that prohibits paid parking facilities associated with our local hospital.

Support (4): Mayor Strathdee, Councillor Van Galen, Councillor Pope, and Councillor Hainer

Oppose (3): Councillor Osborne, Councillor Winter, and Councillor Craigmile

CARRIED

8.1.6 DEV 39-2018 Demolition Permits

Grant Brouwer spoke to DEV 39-2018 report and responded to questions from Council.

Resolution 2018-08-28-17

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT DEV 39-2018 Demolition Permits be received; and

THAT Council direct Staff to include the following recommendations for communications prior to a demolition permit being issued for a building larger than a single family dwelling in the Building by-Law when it is updated in 2019:

1. The surrounding neighbors abutting the property:
 - (a) Be notified 7 days prior to the start of demolition,
 - (b) Be given a contact name and number of the owner of the property,
 - (c) Be given a contact name and number of the general contractor completing the work, and
 - (d) Be notified of the method used to raze the building (excavator, explosive, etc.).
2. Have the property posted with a sign no smaller than 1.2m by 1.2m facing each street that the property abuts that will provide the above information, at least 7 days prior to the demolition taking place.
3. Prove that Notice of Project has been filed with the Ministry of Labour (if required).
4. Provide the haul routes being used.
5. Provide the expected start and end dates of the demolition.

CARRIED

8.1.7 DEV 40-2018 Sign By-Law Variance Request

Grant Brouwer spoke to DEV 40-2018 report and responded to questions from Council.

Resolution 2018-08-28-18

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 40-2018 Sign By-Law Variance request be received;
and

THAT Council approve a variance to the Sign By-Law for the installation of five temporary signs for the St. Marys Lincolns Home Opener from September 9th to the 22nd at each main entrance to

Regular Council – August 28, 2018

Town within the municipal boulevard, contingent on the locations chosen not interfering with intersection sightlines.

CARRIED

8.1.8 DEV 36-2018 Pyramid Recreation Centre Sound System Upgrade

Grant Brouwer spoke to DEV 36-2018 report and responded to questions from Council.

Resolution 2018-08-28-19

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT DEV 36-2018 Pyramid Recreation Centre Sound System Upgrade report be received; and

THAT Council approve unbudgeted capital funding for replacement of the main sound system switch board for the Pyramid Recreation Centre; and

THAT an amount of not more than \$15,000 be allocated to this project.

CARRIED

8.1.9 DEV 32-2018 Site By-law

Grant Brouwer spoke to DEV 32-2018 report and responded to questions from Council.

Resolution 2018-08-28-20

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT DEV 32-2018 Sign By-law be received; and

THAT Council:

- Approves the proposal for staff to administer variance requests for temporary signs;
- Approves the proposal for a permit system for sidewalk signs and sandwich boards; and
- Confirms that existing ground signs within the Core Commercial District are exempt from the 5-year phase in of sign by-law

compliance and confirms that all new ground signs within the Core Commercial District are subject to the existing height restrictions.

CARRIED

8. STAFF REPORTS

8.2 Administration and Human Resources

8.2.1 CAO 30-2018 August Monthly Report (Administration and Human Resources)

Brent Kittmer and Lisa Lawrence spoke to CAO 30-2018 report and responded to questions from Council.

Resolution 2018-08-28-21

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT CAO 30-2018 August Monthly Report (Administration and Human Resources) be received for information.

CARRIED

8.2.2 CAO 31-2018 Revised Community Grant Policy

Brent Kittmer spoke to CAO 31-2018 report and responded to questions from Council.

Resolution 2018-08-28-22

Moved By Councillor Van Galen

Seconded By Councillor Osborne

THAT CAO 31-2018 Revised Community Grant Policy be received for discussion; and

THAT Council directs staff to include granting cap option # 2 in the revised Community Grant Policy; and

THAT the revised Community Grant Policy be approved for implementation as a part of the 2019 budget.

CARRIED

8.3 Corporate Services

8.3.1 COR 19-2018 August Monthly Report (Corporate Services)

Regular Council – August 28, 2018

Trisha McKibbin spoke to COR 19-2018 report and responded to questions from Council.

Resolution 2018-08-28-23

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT COR 19-2018 August Monthly Report (Corporate Services) be received for information.

CARRIED

8.3.2 COR 21-2018 Municipal Register – Non-Designated Property Removal Request, 275 Emily Street

Having declared a matter of pecuniary interest, Councillor Osborne excused himself from his seat at Council.

Trisha McKibbin spoke to COR 21-2018 report and responded to questions from Council.

Resolution 2018-08-28-24

Moved By Councillor Pope

Seconded By Councillor Winter

THAT COR 21-2018 Municipal Register – Non-Designated Property Removal Request, 275 Emily Street report be received; and

THAT Council approve the removal of 275 Emily Street as a Non-Designated Property from the Municipal Register.

CARRIED

Councillor Osborne returned to his seat at Council.

8.4 Finance

8.4.1 FIN 17-2018 August Monthly Report (Finance)

Jim Brown spoke to FIN 17-2018 report and responded to questions from Council.

Resolution 2018-08-28-25

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT FIN 17-2018 August Monthly Report (Finance) be received for information.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 14-2018 August Monthly Report (Emergency Services)

Fire Chief Anderson spoke to FD 14-2018 report and responded to questions from Council.

Resolution 2018-08-28-26

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT FD 14-2018 August Monthly Report (Emergency Services) be received for information.

CARRIED

8.5.2 FD 12-2018 Capital Budget Amendment to Purchase Power Rescue Tools

Fire Chief Anderson spoke to FD 12-2018 report and responded to questions from Council.

Resolution 2018-08-28-27

Moved By Councillor Winter

Seconded By Councillor Osborne

THAT FD 12-2018 Capital Budget Amendment to Purchase Power Rescue Tools be received for discussion; and

THAT Council approve an unbudgeted 2018 capital purchase of \$29,500 to replace Jaws of Life rescue tools to be funded from the Fire Capital Reserve.

CARRIED

8.6 Community Services

8.6.1 DCS 18-2018 August Monthly Report (Community Services)

Stephanie Ische spoke to DCS 18-2018 report and responded to questions from Council.

Resolution 2018-08-28-28

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT DCS 18-2018 August Monthly Report (Community Services) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 50-2018 August Monthly Report (Public Works)

Jed Kelly spoke to PW 50-2018 report and responded to questions from Council.

Resolution 2018-08-28-29

Moved By Councillor Osborne

Seconded By Councillor Craigmile

THAT PW 50-2018 August Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration

Jed Kelly spoke to PW 40-2018 report and responded to questions from Council.

Resolution 2018-08-28-30

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration report be received; and

THAT existing semi-actuated signal timing remain in effect until traffic controllers reach existing end of service life.

CARRIED

8.7.3 PW 49-2018 Service Club Application

Jed Kelly spoke to PW 49-2018 report and responded to questions from Council.

Resolution 2018-08-28-31

Moved By Councillor Osborne

Seconded By Councillor Hainer

THAT PW 49-2018 Service Club Sign Application be received; and

THAT Council approve the St. James Masonic Lodge's application to install a logo sign on each of the Service Club Sign structures.

CARRIED

8.7.4 PW 51-2018 Release of Agreement From Title – Sanitary Sewer Forcemain for 20 Thames Road North

Jed Kelly spoke to PW 51-2018 report and responded to questions from Council.

Resolution 2018-08-28-32

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT PW 51-2018 Release of Agreement from Title – Sanitary Sewer Forcemain for 20 Thames Rd North be received; and

THAT Council direct staff to authorize the release from title of the Municipal Sewer Agreement for 20 Thames Road North.

CARRIED

9. COUNCILLOR REPORTS

Having declared a matter of pecuniary interest for agenda item 9.2.6, Councillor Osborne excused himself from his seat at Council.

Resolution 2018-08-28-33

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT agenda items 9.1.1 to 9.2.13 be received.

CARRIED

Councillor Osborne returned to his seat at Council.

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

Regular Council – August 28, 2018

- 9.1.2 Library Board - Coun. Osborne, Winter
- 9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter
- 9.1.4 Perth District Health Unit - Coun. Osborne
- 9.1.5 Police Services Board - Mayor Strathdee, Coun. Van Galen
- 9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen
- 9.1.7 Upper Thames River Conservation Authority
- 9.2 Advisory and Ad-Hoc Committee Reports
 - 9.2.1 Accessibility Advisory Committee - Coun. Hainer
 - 9.2.2 Business Improvement Area - Coun. Pope
 - 9.2.3 CBHFM - Coun. Hainer
 - 9.2.4 Committee of Adjustment
 - 9.2.5 Economic Development Committee - Coun. Pope
 - 9.2.6 Heritage St. Marys - Coun. Pope

Councillor Osborne declared a conflict on this item.
 - 9.2.7 Museum Board - Coun. Winter
 - 9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen
 - 9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter
 - 9.2.10 Senior Services Board - Coun. Craigmile
 - 9.2.11 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer
 - 9.2.12 St. Marys Lincolns Board - Coun. Craigmile
 - 9.2.13 St. Marys Cement Community Liaison Committee - Mayor Strathdee, Coun. Craigmile

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

Regular Council – August 28, 2018

None.

12. BY-LAWS

12.1 By-Law 72-2018 Site Alteration

Resolution 2018-08-28-34

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT By-Law 72-2018, being a by-law to prohibit site alteration 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 on the agenda.

Council recessed at 10:06pm.

Mayor Strathdee called the meeting back to order at 10:09pm.

14. CLOSED SESSION

Resolution 2018-08-28-35

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT Council move into a session that is closed to the public at 10:10pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

14.1 Minutes of July 17, 2018 CLOSED SESSION

14.2 Minutes of July 24, 2018 CLOSED SESSION

14.3 COR 20-2018 CONFIDENTIAL Compliance Audit Committee – 2018 Municipal Election

15. RISE AND REPORT

Mayor Strathdee reported that a closed session has occurred and one matter was discussed. Council will now consider the matter.

Resolution 2018-08-28-36

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 10:20pm.

CARRIED

Resolution 2018-08-28-37

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT the CAO / Clerk be directed to prepare the necessary by-law to confirm appointments for presentation to Council at the September 11, 2018 Council meeting.

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2018-08-28-38

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT By-law 73-2018, being a by-law to confirm the proceedings of August 28, 2018 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

17. ADJOURNMENT

Resolution 2018-08-28-39

Moved By Councillor Craigmile

Seconded By Councillor Osborne

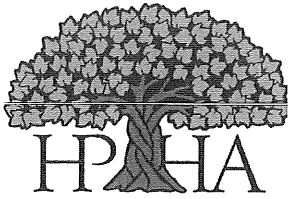
THAT this regular meeting of Council adjourn at 10:21pm.

CARRIED

Al Stratheed, Mayor

Brent Kittmer, CAO / Clerk

Regular Council – August 28, 2018



HURON PERTH
HEALTHCARE
ALLIANCE

CLINTON
PUBLIC HOSPITAL

ST. MARYS
MEMORIAL HOSPITAL

SEAFORTH
COMMUNITY HOSPITAL

STRATFORD
GENERAL HOSPITAL

September 5, 2018

Mr. Brent Kittmer, P.Eng., MPA
CAO/Clerk
Town of St. Marys
175 Queen Street East, PO Box 998
St. Marys, ON

Re: DEV 38-2018 Charging of Parking Fees with Certain Uses in the Town of St. Marys

Thank you for meeting with me on Friday, August 24th where we reviewed, amongst other items, the current discussion within the Town of St. Marys that could restrict the application of parking charges by the Huron Perth Healthcare Alliance (HPHA) and its St. Marys Memorial Hospital Site.

The topic of hospital parking rates has been the subject of extensive provincial and public discussion over the past number of years, resulting in the issuance, by the Government of Ontario of a Parking Directive effective October 1st, 2016. Hospitals are now required to annually attest to compliance with this Directive. I can confirm for you that the HPHA fully complies with the intent and the spirit of the Directive, an overview of which is attached to this letter.

As you may be aware, hospitals receive approximately 90% of the funding necessary to operate annually from the province. The remaining approximately 10% is generated through the hospital itself which, in the case the HPHA equates to close to \$14 million/year. To be clear, this does not include money raised through the HPHA's four remarkably supportive Foundations for investments into our buildings, such as is currently going towards the expansion of the Tradition Mutual Centre for Wellness, and capital equipment.

One of the key ways hospitals supplement their day-to-day financial needs is through parking revenue. The HPHA currently charges parking only at its Stratford General Hospital Site, for patients, visitors, staff and physicians. This generated \$763,000.00 in needed revenue in the 2017/18 fiscal year. To date, the HPHA has not taken the steps necessary to introduce paid parking across all of its sites. In making this decision, the organization recognizes that the "missed revenue" through the absence of paid parking has to be offset elsewhere in the organization.

This reality is compounded by two important facts as follows:

1. Our ability to generate revenue in comparison to larger organizations operating in larger communities is very limited. We don't have the volume of people to, for example operate a Tim Horton's franchises or other retail activities.
2. Given lower activity in smaller organizations, including our SGH Site, costs of providing comparable care to that in larger centres is more expensive.

These points combined highlight how important it is for all potential revenue sources to be available to us to ensure the highest quality, most accessible care for the population we serve and support. Placing barriers in areas like parking revenue generation, particularly in light of both the very responsible manner in which the HPHA approaches these sorts of issues and the provincial parking directive, would be unprecedented in the Province of Ontario and would be received with great concern from the HPHA.

Members of the HPHA Team are available to discuss this with you and we would anticipate that should Council determine that further activity is warranted on this file, that the HPHA would be formally contacted for comment.

Respectfully,



Andrew Williams B.Sc.(Hon), MHSA, CHE
President and Chief Executive Officer

/sd

cc: John Wolfe, Chair, Huron Perth Healthcare Alliance Board of Directors
Elizabeth Hill, Chair, St. Marys Memorial Hospital Local Advisory Committee
Pat Craigmile, Chair, St. Marys Memorial Hospital Foundation
Mary Cardinal, Vice President People and Chief Quality Executive
Francesco Sabatini, Manager, Facility Management Projects

This document was published on January 18, 2016 and is provided for archival and research purposes.

Ontario Making Hospital Parking More Affordable Putting Patients First By Reducing Fees for Frequent Visitors

January 18, 2016 10:00 A.M. | [Ministry of Health and Long-Term Care](#)

Ontario is making hospital parking more affordable for thousands of patients, their loved ones and caregivers. As of October 1, 2016, hospitals that charge more than \$10 a day for parking will be required to provide 5-, 10- and 30-day passes that are:

- Discounted by 50 per cent off their daily rate
- Transferable between patients and caregivers
- Equipped with in-and-out privileges throughout a 24-hour period
- Good for one year from the date of purchase.

Ontario consulted with patients, patient advocacy groups, hospitals and the Ontario Hospital Association to find a fair plan that reduces the financial burden of parking fees for patients and their visitors.

Between now and October 1, 2016, hospitals will work directly with their Patient and Family Advisory Councils to implement this new policy, ensuring that it is well promoted and easy to understand. Each hospital will provide details on its specific parking policy and discounts.

Approximately 900,000 patients and visitors - including 135,000 seniors - are expected to benefit from reduced parking fees each year.

Saving patients and their loved ones money on hospital parking is part of the government's plan to build a better Ontario through its *Patients First: Action Plan for Health Care*, which is providing patients with faster access to the right care, better home and community care, the information they need to stay healthy and a health care system that's sustainable for generations to come.

Quick Facts

- The Ministry was pleased to have consulted with a number of hospitals and the Ontario Hospital Association in regards to parking fee changes in Fall 2015
- The Ministry will require other hospitals that do not own their own lots to make best efforts to influence their partners, like municipalities and private operators to cap or cut parking fees for those who must visit the hospital frequently.
- In Ontario 45 Hospitals currently offer free parking and 54 charge \$10 or less per day. It is estimated that 36 hospitals charge more than \$10 a day.

- The government is directing hospitals not to raise their daily parking rates for the next three years starting today.

Additional Resources

- [Patients First: Action Plan for Health Care](#)

Quotes

“Parking fees should never be a barrier for patients when they go to the hospital. With today’s announcement, we are providing relief from the high cost of parking at some hospitals in Ontario. By making parking more affordable for patients and their loved ones who visit the hospital often, we are helping to reduce the burden of parking fees and putting patients first.”

Dr. Eric Hoskins

Minister of Health and Long-Term Care

“We are thrilled that our concerns around the high cost of hospital parking have been addressed in a meaningful way that will help defray the cost of hospital parking for families of children with cancer in Ontario. You heard our voices, included us in the consultation, and have come up with a plan that reflects that in a very positive way. Thank you.”

Susan Kuczynski

Member of Ontario Parents Advocating for Children with Cancer

Media Contacts

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(Toll-free in Ontario only)

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1-866-532-3161

Minister’s Office

TBC

INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	11 September 2018
Subject:	PW 52-2018 Drinking Water System Inspection

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 PW 52-2018 Drinking Water System Inspection report be received for information.

BACKGROUND

Each year, the Safe Drinking Water Branch of the Ontario Ministry of Environment, Conservation and Parks 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 14, 2018, an inspector from the Safe Drinking Water Branch visited the Town of St. Marys to complete an inspection for the period of June 2017 through to June 2018. The Operating Authority and Town Staff attended the sites within the Town's water system with the inspector to explain the processes, and how the system functions. The Operating Authority, in collaboration with Town Staff provided the inspector with historical data from the system for the above mentioned inspection period for review as part of the inspection. Since that time, the inspector 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 four (4) non-conformance items during this inspection period. The non-compliance items were noted as follows:

1. A standby Generator was installed for the James Street South Booster Pumping Station, however a Director Notification form was not completed as required.

Inspection Risk Rating: 0.00%

2. A Standby generator was installed for the James Street South Booster Pumping Station however a Form 3 was not completed prior to the startup of the equipment. The project was completed on January 10, 2018 however the Form 3 was not completed until June 22, 2018.

Inspection Risk Rating: 0.00%

3. There was one incident during the inspection review period where primary treatment was not met and improperly disinfected water was directed to the distribution system for a very short period of time. **The incident was properly reported and the prescribed corrective actions were taken by the operating authority.**

Inspection Risk Rating: 3.92%

4. There were changes made to the distribution system and the map was not updated within 12 months as required.

Inspection Risk Rating: 0.54%

The report also indicated that there was one (1) Best Practice Issue identified during the inspection period related to distribution system pressures which occurred during a series of watermain breaks.

The overall Inspection Rating received was **95.54%**.

SUMMARY & IMPLICATIONS

There are no implications as a result of this inspection. The 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

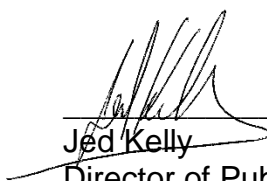
Attachment No. 1 – St. Marys Drinking Water Inspection Report, 2018

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,
Conservation and Parks

Drinking Water and
Environmental Compliance
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File No. SI-PE-SM-WE -540 WW# 220000521

August 2, 2018

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 14, 2018

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.

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 Adam Grant, Water Compliance Team Supervisor, at (519) 873-5122.

If you have any questions regarding the report, please feel free to call me at (519) 873-5019.

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

Site Number:	220000521
Inspection Number:	1-I5PNV
Date of Inspection:	Jun 14, 2018
Inspected By:	Stephen Dunn

OWNER INFORMATION:

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

CONTACT INFORMATION

Type:	Owner	Name:	Dave Blake
Phone:	(519) 284-2340 x209	Fax:	(519) 284-0902
Email:	dblake@town.stmarys.on.ca		
Title:	Supervisor of Environmental Services		

Type:	Operating Authority	Name:	Renee Hornick
Phone:	(519) 274-0997	Fax:	(519) 236-9942
Email:	rhornick@ocwa.com		
Title:	Senior Operations Manager		

INSPECTION DETAILS:

Site Name:	ST MARYS DRINKING WATER SYSTEM
Site Address:	55 ST.GEORGE ST. N, 22 WELLINGTON ST. N, 209 THOMAS ST. ST ST. MARY'S N4X 1B6
County/District:	St. Marys
MOECC District/Area Office:	London District
Health Unit:	PERTH DISTRICT HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	220000521
Inspection Type:	Unannounced
Inspection Number:	1-I5PNV
Date of Inspection:	Jun 14, 2018
Date of Previous Inspection:	Jun 28, 2017

COMPONENTS DESCRIPTION

Site (Name):	MOE DWS Mapping
Type:	DWS Mapping Point

Sub Type:

Site (Name):	PRODUCTION WELL 1
Type:	Source
Comments:	

Sub Type: GUDI

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.

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.

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.

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 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 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 14, 2018.

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 June 1, 2017 through May 31, 2018 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.
- 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.
- Trends in source water quality were being monitored.

Permit To Take Water

- The owner was in compliance with all conditions of the PTTW.

Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking

Capacity Assessment

Water Works Permit issued under Part V of the SDWA.

- The flow measuring devices were calibrated or verified in accordance with the requirements of the Municipal Drinking Water Licence issued under Part V of the SDWA.
- 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.
- Appropriate records of flows and any capacity exceedances were made in accordance with the Municipal Drinking Water Licence issued under Part V of the SDWA.

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.
- The owner did not have evidence that all required Director Notifications under Condition 2.4 of Schedule B of the Drinking Water Works Permit were made during the inspection period.
A standby generator was installed for the James Street South Booster Pumping Station however a Director Notification form was not completed as required.
- 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.
- 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/operating authority was not in compliance with the requirement to prepare Form 3 and associated documents as required by their Drinking Water Works Permit during the inspection period.
A standby generator was installed for the James Street South Booster Pumping Station however a Form 3 was not completed prior to the start up of the equipment. The project was completed on January 10, 2018 however the Form 3 was not completed until June 22, 2018.
- Records did not indicate 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.
There was one incident during the inspection review period where primary treatment was not met and improperly disinfected water was directed to the distribution system for a very short period of time. The incident was properly reported and the prescribed corrective actions were taken by the operating authority.
- 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.
- 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.

Treatment Processes

- The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.
- Up-to-date plans for the drinking-water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

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.
- Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system.
- The secondary disinfectant residual was measured as required for the distribution system.
- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- Samples for chlorine residual analysis were tested using an acceptable portable device.
- 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.
- 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.
- The owner and operating authority ensured that the primary disinfection equipment had a recording device that continuously recorded the performance of the disinfection equipment.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

Distribution System

- The owner did not have up-to-date documents describing the distribution components as required.
There were changes to the distribution system and the map was not updated within 12 months as required.
- There is a backflow prevention program, policy and/or bylaw in place.
- The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system.

Distribution System

- Existing parts of the distribution system that are taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that come in contact with drinking water, were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit, or an equivalent procedure (i.e. the Watermain Disinfection Procedure).
- The owner had implemented a program for the flushing of watermain as per industry standards.
- Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.
- A program was in place for inspecting and exercising valves.
- There was a program in place for inspecting and operating hydrants.

- There was a by-law or policy in place limiting access to hydrants.

St. Marys By-Law #46 - 2014, section 11.3 indicates that "no person shall connect any vehicle or use water from a fire hydrant for any purpose within the Town without making application and receiving written approval from the Manager of Water and Wastewater Services"

- The owner was not able to maintain proper pressures in the distribution system and/or pressure was not monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.

There was one incident during the inspection review period in which about 70 residents were without water and a precautionary Boil Water Advisory was issued.

Operations Manuals

- Operators and maintenance personnel had ready access to operations and maintenance manuals.
- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- 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

- Logbooks were properly maintained and contained the required information.
- 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.
- For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.

Logbooks

- The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.
- Logs or other record keeping mechanisms were available for at least five (5) years.

Contingency/Emergency Planning

- Spill containment was provided for process chemicals and/or standby power generator fuel.
- Clean-up equipment and materials were in place for the clean up of spills.
- Standby power generators were tested under normal load conditions.

Security

- All storage facilities were completely covered and secure.
- Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.
- The owner had provided security measures to protect components of the drinking water system.

Consumer Relations

- The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.

Certification and Training

- The overall responsible operator had been designated for each subsystem.
- Operators in charge had been designated for all subsystems which comprised the drinking-water system.
- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.
- An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.

Water Quality Monitoring

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

Water Quality Monitoring

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. Marys 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 9, 2018 and prior to that on January 11, 2017 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. Marys 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 9, 2018 and prior to that on January 11, 2017 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 within the required frequency and at the required location.**

In accordance with O. Reg. 170/03, Schedule 13-6.1, the owner of the St. Marys Drinking Water System shall ensure that a sample for haloacetic acids is collected and tested every three (3) months. Haloacetic acid monitoring was completed on the following dates during the inspection period: April 11, 2017, July 11, 2017, October 10, 2017, Jan. 9, 2018 and April 10, 2018.

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

- **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. Marys 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, July 11, 2017, October 10, 2017, Jan. 9, 2018 and April 10, 2018.

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**

Water Quality Monitoring

required frequency for the DWS.

In accordance with O. Reg. 170/03, Schedule 13-7, the owner of the St. Marys 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: July 11, 2017, October 10, 2017, January 9, 2018 and April 11, 2018.

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. Marys 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 9, 2018, and the previous sample was collected on January 11, 2017 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. Marys 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 19, 2018, and the previous sample was collected on January 11, 2017 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.

- **The owner ensured that water samples were taken at the prescribed location.**
- **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 condition 1.6.5 UV Disinfection Equipment Performance which states: "For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4 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"

- **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**
- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**
- **Turbidity was being tested at least once every month from each well that is supplying water to the system.**
- **The drinking water system owner submitted written notices to the Director that identified the laboratories that were conducting tests for parameters required by legislation, Order, Drinking Water Works Permit or Municipal Drinking Water Licence.**
- **The owner indicated that the required records are kept and will be kept for the required time period.**

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the**

Water Quality Assessment

values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

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.
- Corrective actions as directed by the Medical Officer of Health had been taken by the owner and operating authority to address exceedances of the lead standard.
- All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.
- All required written notices of adverse water quality incidents were provided as per O. Reg. 170/03 16-7.
- In instances where written notice of issue resolution was required by regulation, the notice was provided as per O. Reg. 170/03 16-9.
- 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.
- The Annual Report containing the required information was prepared by February 28th of the following year.
- Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.
- The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.

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. **The owner did not have evidence that all required Director Notifications under Condition 2.4 of Schedule B of the Drinking Water Works Permit were made during the inspection period.**

A standby generator was installed for the James Street South Booster Pumping Station however a Director Notification form was not completed as required.

Action(s) Required:

As per condition 2.4 of Drinking Water Works Permit 056-201, the owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system. There are no further requirements as the owner has completed the required form.

2. **The owner/operating authority was not in compliance with the requirement to prepare Form 3 and associated documents as required by their Drinking Water Works Permit during the inspection period.**

A standby generator was installed for the James Street South Booster Pumping Station however a Form 3 was not completed prior to the start up of the equipment. The project was completed on January 10, 2018 however the Form 3 was not completed until June 22, 2018.

Action(s) Required:

As per condition 5.8.1 of Drinking Water Works Permit 056-201, a Form 3 must be completed prior to the addition, modification or replacement equipment being placed into service. There are no further requirements as the owner has completed the Form 3 on June 22, 2018.

3. **Records did not indicate 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.**

There was one incident during the inspection review period where primary treatment was not met and improperly disinfected water was directed to the distribution system for a very short period of time. The incident was properly reported and the prescribed corrective actions were taken by the operating authority.

Action(s) Required:

As per Schedule 1-2(2) of O. Reg. 170/03, the owner of a drinking water system and the operating authority for the system shall ensure the water treatment equipment is operated in a manner that achieves the design capabilities it is required to have.

There are no further requirements as the owner and operating authority has ensured that this requirement has been met since August 2017.

4. **The owner did not have up-to-date documents describing the distribution components as required.**

There were changes to the distribution system and the map was not updated within 12 months as required.

Action(s) Required:

As per Condition 3.5 of Drinking Water Works Permit 056-201, the document referenced in Table 1 of Schedule A is required to be updated within 12 months of the addition, modification, replacement or extension of water mains.

There are no further requirements as the owner has now ensured that this requirement has been met.

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.

1. **The owner was not able to maintain proper pressures in the distribution system and/or pressure was not monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.**

There was one incident during the inspection review period in which about 70 residents were without water and a precautionary Boil Water Advisory was issued

Recommendation:

It is recommended that the owner maintain proper pressures in the distribution system at all times.

SIGNATURES

Inspected By:

Stephen Dunn

Signature: (Provincial Officer)



Reviewed & Approved By:

Adam Grant

Signature: (Supervisor)



Review & Approval Date:

August 2, 2018

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.



Stakeholder References

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.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



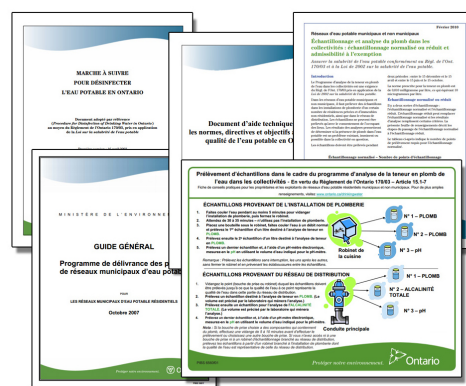
PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking 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

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 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 ou envoyez un courriel à 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



Inspection Rating Record and Inspection Risk Methodology

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

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).

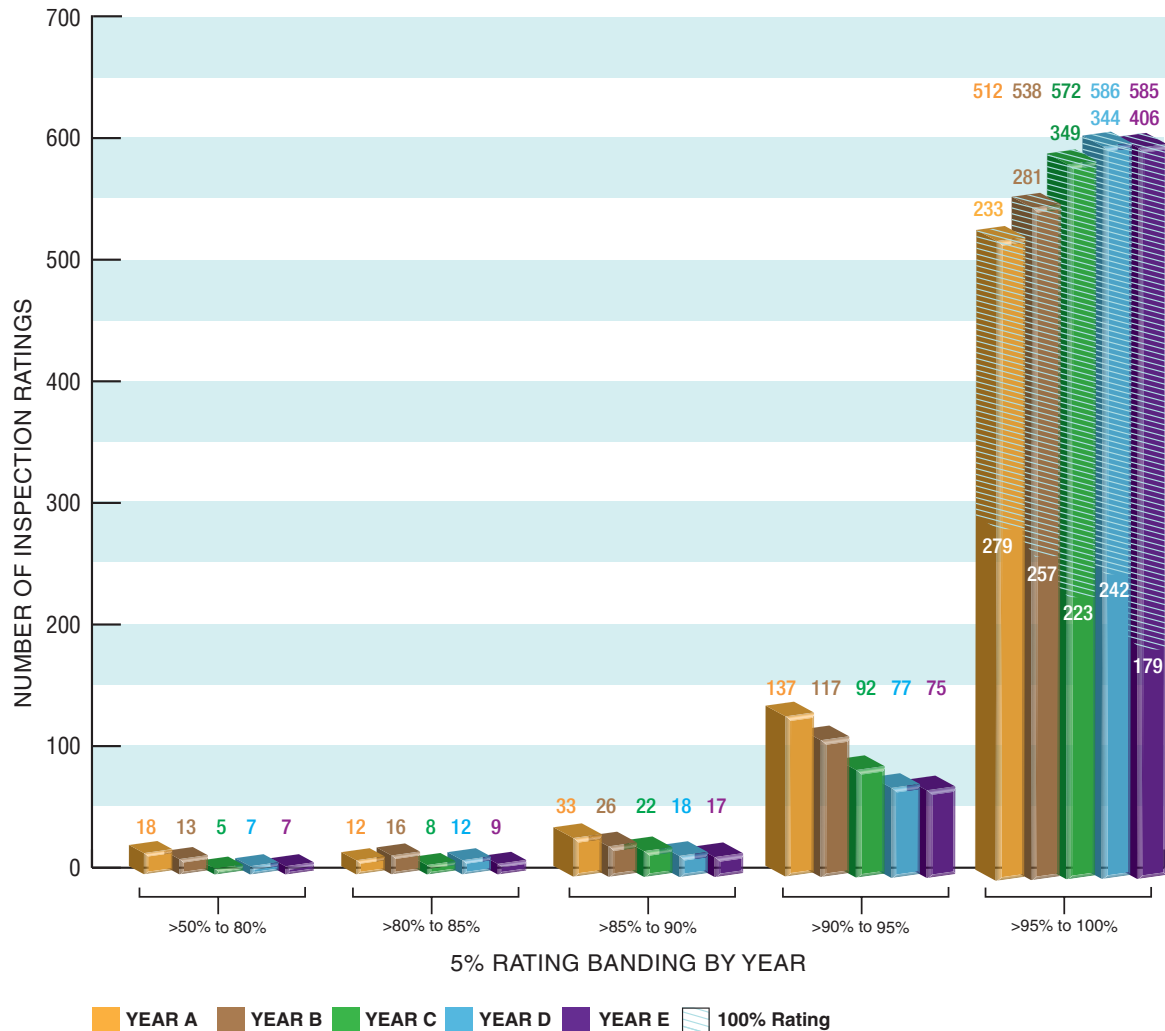
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

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

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2018-2019)

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: Detailed
Inspection Date: June 14, 2018
Ministry Office: London District

Maximum Question Rating: 740

Inspection Module	Non-Compliance Rating
Source	0 / 28
Permit To Take Water	0 / 12
Capacity Assessment	0 / 42
Treatment Processes	29 / 105
Distribution System	4 / 25
Operations Manuals	0 / 42
Logbooks	0 / 30
Certification and Training	0 / 49
Water Quality Monitoring	0 / 160
Reporting & Corrective Actions	0 / 123
Treatment Process Monitoring	0 / 124
TOTAL	33 / 740

Inspection Risk Rating 4.46%

FINAL INSPECTION RATING: 95.54%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2018-2019)

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:	Detailed
Inspection Date:	June 14, 2018
Ministry Office:	London District

Non-compliant Question(s)	Question Rating
Distribution System	
Has the owner updated the document describing the distribution components within 12 months of completion of alterations to the system?	4
Treatment Processes	
Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers?	21
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 3 and associated condition 5.7 requirements were prepared in accordance with their Drinking Water Works Permit?	4
Does the owner have evidence that, when required during the inspection period, all Director Notifications under Condition 2.4 of Schedule B of the DWWP were made to the Ministry?	4
TOTAL QUESTION RATING	33

Maximum Question Rating: 740

Inspection Risk Rating	4.46%
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FINAL INSPECTION RATING:	95.54%
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INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	11 September 2018
Subject:	PW 53-2018 Waste Reduction and Diversion Assessment

INFORMATION

This report provides information to Council regarding the completion of the Waste Reduction and Diversion Assessment for the Town's Waste Management Systems, and its initiatives for future program enhancements.

RECOMMENDATION

THAT PW 53-2018 Waste Reduction and Diversion Assessment report be received for information.

BACKGROUND

On September 27, 2016, Council Report PW 35-2016, Waste Diversion – Solid Waste Management was presented to Council. As a result of this report, the following resolution was passed:

Resolution: 2016-09-27-17

THAT PW 35-2016 Waste Diversion – Solid Waste Management be received; and,

THAT Council direct staff to complete a "Waste Reduction and Diversion" Assessment with regards to solid waste management within the Town of St. Marys consisting of existing and / or potential diversion programs, modifications or enhancements.

This report has been completed to satisfy the above resolution via the completion of the Waste Reduction and Diversion Assessment.

REPORT

The Waste Reduction and Diversion Assessment (WRDA) was completed to review the Town's current programs and to assess opportunities for improvement and / or potential new diversion streams. In an effort to allow flexibility to the Town, specific outcomes or recommendations were not detailed within the report. The approach instead was to present near-term, mid-term and long-term initiatives for consideration as the Town or the waste management sector evolves.

Currently, the Town operates eight (8) existing programs, and the WRDA identifies an additional eight programs or opportunities for increased waste reduction or diversion in addition to various potential enhancements of the existing programs. The following table lists the current and potential reduction or diversion programs identified within the Assessment:

Current Reduction or Diversion Program	Potential Reduction or Diversion program
<ul style="list-style-type: none"> • Residential Curbside Collection • Blue Box Recycling Program • Municipal Hazardous & Special Waste Program • Electronic Waste • Leaf and Yard Waste • Concrete and Asphalt Recycling • Scrap Metal Recycling • Wood and Brush 	<ul style="list-style-type: none"> • Foods and Organics Collection • Cigarette Waste Recycling • Asphalt Shingles Recycling • Mattress and Box Springs • Landfill Optimization • Backyard Composting Initiatives • Textile Recycling • Industrial, Commercial & Institutional Diversion

Please refer to the attached *Waste Reduction and Diversion Assessment* for program specifics as well as potential initiatives for consideration now and into the future.

SUMMARY & IMPLICATIONS

There are no specific implications related to this report. The completion of the *Waste Reduction and Diversion Assessment* has been crafted such that specific program enhancements or modification, or the incorporation of new or expanded programs shall be reviewed and considered by Staff and / or Council outside of the completed report. Those reviews shall document and detail any implications related to the specific program changes.

STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

- Pillar #1: Infrastructure – Waste Management Plan
 - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will be a need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
 - Tactic(s): (1) Plan for a new long-term review of waste management, taking account of new and more prescriptive provincial standards. Explore alternatives to status quo waste management with a view to reduction and recycling initiatives for all residential, commercial and industrial properties. (2) Decide on what approaches best meet long-term community ability to meet provincial standards. Build a program and identify a budget to accommodate. (3) Implement renewed waste management approach on a phased-in basis.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
Morgan Dykstra, Public Works Coordinator – Town of St. Marys

ATTACHMENTS

Attachment No. 1 – Waste Reduction and Diversion Assessment, August 2018

REVIEWED BY

Recommended by the Department

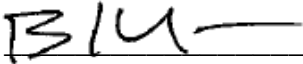


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS WASTE REDUCTION & DIVERSION ASSESSMENT

AUGUST 2018



The Corporation of the Town of St. Marys
Public Works Department

August 2018



Disclaimer

This Waste Reduction and Diversion Assessment for the Town of St. Marys has been prepared by the Environmental Services Supervisor and has been reviewed and approved by the Director of Public Works. This document provides an overview of the current waste streams within the Town of St. Marys and identifies potential initiatives for advanced diversion and the impacts additional programs may have on the Town. Information presented within this report is understood to be factual and correct and Town staff shall not be held liable for inaccurate or improper data relied upon herein.

This report has been prepared in support of the Environmental Assessment for Future Solid Waste Management Needs within the Town of St. Marys as per the Terms of Reference Approval from the Ministry of Environment and Climate Change.

Contents

1.0	Introduction	4
2.0	Background	4
3.0	Waste Disposal Rates	5
4.0	Waste Reduction & Diversion	6
5.0	Implementation	7
6.0	References	8

Tables

Table 1 – Annual Volumetric Fill Rates for the St. Marys Landfill Site

Table 2 – Historical Waste Reduction and Diversion Rates

Appendices

Appendix A – Existing Waste Reduction and Diversion Programs

Appendix A1 – Residential Curbside Collection Program

Appendix A2 – Blue Box Recycling Program

Appendix A3 – Municipal Hazardous & Special Waste Collection

Appendix A4 – Electronic Waste

Appendix A5 – Leaf and Yard Waste Collection

Appendix A6 – Concrete and Asphalt Crushing

Appendix A7 – Scrap Metal Recycling

Appendix A8 – Wood and Brush Grinding

Appendix B – Potential Waste Reduction and Diversion programs

Appendix B1 – Food and Organics Collection

Appendix B2 – Cigarette Waste Recycling

Appendix B3 – Asphalt Shingles Recycling Program

Appendix B4 – Mattress and Box Spring Diversion

Appendix B5 – Landfill Optimization

Appendix B6 – Backyard Composting Initiatives

Appendix B7 – Textile Recycling

Appendix B8 – Industrial, Commercial & Institutional Diversion

1.0 Introduction

In most Canadian municipalities, the number one challenge is how to do more with less. Departments and Agencies must contend with increasingly tight budgets, yet still strive to deliver frontline programs and services to growing populations (The Corporation of the Town of St. Marys, 2011).

The following assessment was completed with the Resource Recovery and Circular Economy Act, 2016 in mind, which establishes the outcomes-based producer responsibility regime. In establishing waste reduction and diversion initiatives based on the Resource Recovery and Circular Economy Act, 2016, the Town will be better positioned to consider end-of-life materials as resources rather than waste, resulting in fewer raw materials being used and working to maximize the life expectancy of the landfill site. In addition to the Resource Recovery and Circular Economy Act, 2016 is the Waste Diversion Transition Act, 2016, which will facilitate a seamless transition from the current waste diversion programs to the new producer responsibility framework.

Certain steps are encouraged in order to achieve and maintain a zero-waste economy. By the year 2020, it is anticipated to begin transition of existing programs such as the e-waste recycling and Blue Box program. Development as well as implementation of the Food and Organic Waste Action Plan and 3Rs Regulations are also projected to commence during this time period. By 2050, the Circular Economy targets an 80% diversion rate while building towards a zero-waste economy. This coincides with the Town's current plans and strategy for Future Solid Waste Disposal Needs with the anticipated expansion of the existing landfill site into the 2050's.

As the Town positions itself for a long term waste disposal solution, the ability to divert and reduce the volume of waste destined for final disposal will be vital. This assessment looks at the current waste reduction and diversion programs administered by the Town, as well as investigating programs which may be considered to improve waste reduction and diversion as strategies administered from the Provincial Government come to fruition.

2.0 Background

The St. Marys Landfill Site opened in December 1984 and was designed to be constructed and filled in three phases, referred to as Phases I, II and III. Each phase of the original design was to be separated by an earth berm, and each disposal area was anticipated in 1982 to provide approximately 15 to 20 years of landfilling capacity for the Town of St. Marys, depending on population growth rates (Design and Operation Report, Phase II/III, St. Marys Landfill Site, St. Marys, Ontario, Ref. No. 0645(9) prepared by Conestoga Rovers & Associates dated November 1992).

Phase I was designed for a maximum volumetric capacity of 104,000 cubic metres, including daily cover. Phase II/III required the design to be re-assessed and upgraded due to new environmental standards at the time and resulted in a total combined volumetric capacity of 276,000 cubic metres with 140,000 cubic metres for Phase II and 136,000 cubic metres for Phase III. Phase II/III was designed to be developed in eight (8) stages, with each stage supplying approximately 1.5 to 3 years of landfilling capacity. This estimation was based on utilizing a fill rate seen in Phase I of 15,000 cubic metres per year. The design of Phase II/III had an estimated life projection of only 18.5 years.

Phase I of the Site filled up significantly quicker than originally projected, and was full by late 1992, which represented a fill life cycle half that which was originally projected. As a result of the fill rates observed in Phase I, as well as the requirement to re-assess and upgrade the design of Phase II/III, Phase II/III was given a fill life cycle of 18.5 years in 1992 and was projected to close in circa 2011.

As the environmental movement took effect in the late 1990's and early 2000's, the Town of St. Marys evolved its waste management system to begin to incorporate numerous waste diversion programs into normal operation as a way to divert material from final disposal at the landfill, thus extending the life of the landfill site. Currently, the Town administers the following programs related to waste reduction and diversion:

- Automated Curbside Collection
- Municipal Hazardous and Special Waste Depot
- Leaf and Yard Waste Collection
- Scrap Metal Recycling
- Blue Box Recycling
- Electronic Waste
- Concrete and Asphalt Recycling
- Wood and Brush Grinding

Please refer to Appendices A1-A8 for specific details regarding each of the above noted Reduction or Diversion Program, as well as near, mid and long term initiatives for improving waste diversion.

3.0 Waste Disposal Rates

As stated in Section 2.0, the St. Marys landfill site opened in the winter of 1984. Initial estimates were that each Phase of the site would provide approximately 15-20 years' worth of disposal capacity. Unfortunately, Phase I of the Site filled up much more quickly than originally estimated. The average fill rate experienced for Phase I was 16,000 cubic metres per year and this portion of the Site was closed in late 1992.

Environmental requirements changed between the time that Phase I opened and Phase II/III were to open, and as stated in Section 2.0, the design was required to be reassessed. It was at this time that the design for Phase II/III was set for an annual volumetric fill rate of 15,000 cubic metres per year with a site life projection of 18.5 years. Through the time that Phase II/III was in operation, the Town made significant strides in waste reduction and diversion programs aimed at extending the life of the remaining approved landfill. Between 1992 and 2017, the Town has averaged approximately 12,000 cubic metres per year in disposal for Phase II/III, or approximately 3,000 cubic metres less than the original design estimates for the Site.

In 2017, the Town utilized approximately 13,161 cubic metres of approved landfill space for final disposal of material. Although this is slightly above the average fill rate over the life of these Phases, the Town's population has increased approximately 1,300 individuals, excluding IC&I additions to the waste stream, than that which was originally projected when the Site was designed.

Table 1 details the historical disposal rates experienced at the landfill site for the Town of St. Marys from 1984 through 2017.

4.0 Waste Reduction & Diversion

Waste Reduction and Diversion programs can be found all across the Town of St. Marys, to not only maximize the useful life of existing infrastructure, but while also being mindful of the environment and delivering programs that meet or exceed residential expectations.

Current Waste Reduction and Diversion Programs:

At the current time, the Town administers approximately eight (8) waste reduction and diversion programs consisting of, but not limited to: the Blue Box Program, Leaf and Yard Waste, Municipal Hazardous and Special Waste, etc.

For a complete list of current waste reduction and diversion programs, along with a general program summary, please refer to **Appendix A**.

Over the last three years (2015-2017), the various diversion programs administered by the Town, excluding Concrete and Asphalt recycling, have successfully diverted approximately 5,500 metric tonnes of waste from the landfill site. This equates to a residential diversion rate of approximately 44%.

Please refer to **Table 2** – Historical Waste Reduction & Diversion Rates for a complete summary of program diversion values, and the Towns annual residential diversion rate.

However, there is always the potential to improve existing program, enhance material collection and diversion in an effort to capture as much of the material as possible to reduce the volume that is placed in the landfill for final disposal.

For each program noted in Appendix A, near-term, mid-term and long-term initiatives have been proposed as part of this assessment in an effort to improve existing programs, and maximize waste reduction and diversion.

The following table depicts initiatives which may be found within Appendix A for existing programs and may be found at the bottom of each individual reduction and diversion program summary:

Example - Opportunities for Improved Waste Reduction & Diversion:

<i>Initiatives (Near Term)</i>	<i>Initiatives (Mid Term)</i>	<i>Initiatives (Long Term)</i>
<i>Incentive Programs should be considered to promote at home diversion initiatives such as backyard composters and digesters.</i>	<i>Consideration should be given to standardizing on a single 35 gallon container size for curbside collection. Such a standardization would promote diversion and reduction by limiting the volume of waste which can be disposed through the program.</i>	<i>Consideration should be given to an effective implementation of a Food & Organics Collection Program.</i>
<i>Education and Outreach programs should be developed and implemented to ensure residents are aware of reduction and diversion programs for enhanced utilization.</i>		

It is the intent of this Assessment to propose initiatives which can be considered now, to enhance existing programs, while also being mindful of the future by proposing longer-term initiatives that may be considered as the Town grows, demographics change, new technology emerges or regulatory requirements amended.

Potential Waste Reduction and Diversion Programs:

While the Town has positioned itself well based on the implementation of historical waste reduction and diversion programs, new waste streams, and aftermarket uses continue to be developed, which opens up additional diversion programs for consideration.

As part of this Assessment, an additional Eight (8) waste reduction or diversion programs have been identified for consideration by the Town. Programs for consideration include, but are not limited to: Food and Organics Collection, Asphalt Shingles Recycling, textile recycling and landfill optimization.

For a complete list of potential waste reduction and diversion programs, along with a general program summary, please refer to **Appendix B**.

Similar to Appendix A, for each program noted in Appendix B, near-term, mid-term and long-term initiatives have been proposed as part of this assessment in an effort to facilitate discussions surrounding additional waste reduction and diversion programs, considerations for the Town and aligning initiatives with provincial government goals and strategies, as necessary.

As the Town positions itself for a long-term waste disposal facility via the Environmental Assessment for Future Solid Waste Disposal Needs, it will be the opportune time to consider new, modified or expanded waste diversion programs to position the Town to maximize infrastructure now and into the future. The inclusion of diversion programs into the detailed design of the landfill site will be vital to the success of the programs.

5.0 Implementation

Throughout this assessment, various near-term, mid-term and long-term initiatives were documented as a means for consideration in potentially enhancing diversion programs within the Town of St. Marys. Initiatives should be reviewed and investigated prior to any implementation based on the changing landscape of the Town as well as the implementation of strategies, frameworks and goals from the Provincial Government.

Implementation of any waste reduction and / or diversion program should be duly considered by the Town in collaboration with its Strategic Plan and the six (6) key pillars to ensure the overall outcome of positive net effects that benefit the community as a whole.

Due to the recent transition at a Provincial Level to move towards a waste free Ontario and a circular economy in the waste management sector, the long term fate of diversion programs, as well as potentially new initiatives are largely unknown and limit the ability to predict how initiatives will impact waste management practices within the Town. Initiatives detailed herein should be monitored along with broader provincial initiatives to evaluate the effectiveness of any waste reduction or diversion program. However, with the town currently undertaking an Environmental Assessment for Future Solid Waste Disposal Needs, and the identification of the preferred alternative of Landfill expansion, the Town

will be well positioned to incorporate enhanced diversion programs into the long term planning and design of the St. Marys Landfill Site, pending provincial approval.

6.0 References

Adam McMullin, E. S. (2012). *Town of Blue Mountain Waste Diversion Plan*. Blue Mountain, ON: Town of Blue Mountain.

Federation of Canadian Municipalities. (2009). *Getting to 50% and Beyond: Waste Diversion Success Stories from Canadian Municipalities*. n/a: Federation of Canadian Municipalities.

Golder Associates. (November 2013). *Region of Waterloo - Waste Reduction and Diversion Study*. Ontario: Golder Associates.

Ministry of Environment. (2007). *Policy Statement on Waste Management Planning: Best Practices for Waste Managers*. Toronto, ON: Queen's Printer.

S.H. Janes and Associates Ltd. and the Huron County Planning and Development Department. (2013). *Waste Management Master Plan: Report 1c - Waste Diversion and Landfill Optimization*. Huron County.

The Corporation of the Town of St. Marys. (2011). *DRAFT - Waste Management System Review*. St. Marys, ON: The Corporation of the Town of St. Marys.

The Government of Ontario. (2013). *Waste Reduction Strategy*. Toronto, ON: Queen's Printer for Ontario.

WSP Group Inc. . (2014). *City of Guelph: Solid Waste Management Master Plan Review*. Guelph, ON: WSP Group Inc. and the City of Guelph.

Climate Change Action Plan, Ontario's Food and Organic Waste Framework Action Plan, Ministry of the Environment and Climate Change, 2017

Strategy for a Waste Free Ontario, Building the Circular Economy, Ministry of the Environment and Climate Change, February 2017

TABLES

Table No.	Description
Table 1	Historical Waste Disposal Rates
Table 2	Waste Diversion Numbers

Table 1

HISTORICAL FINAL WASTE DISPOSAL RATES FOR THE ST. MARYS LANDFILL SITE

Waste Management System - 1984 Through 2017

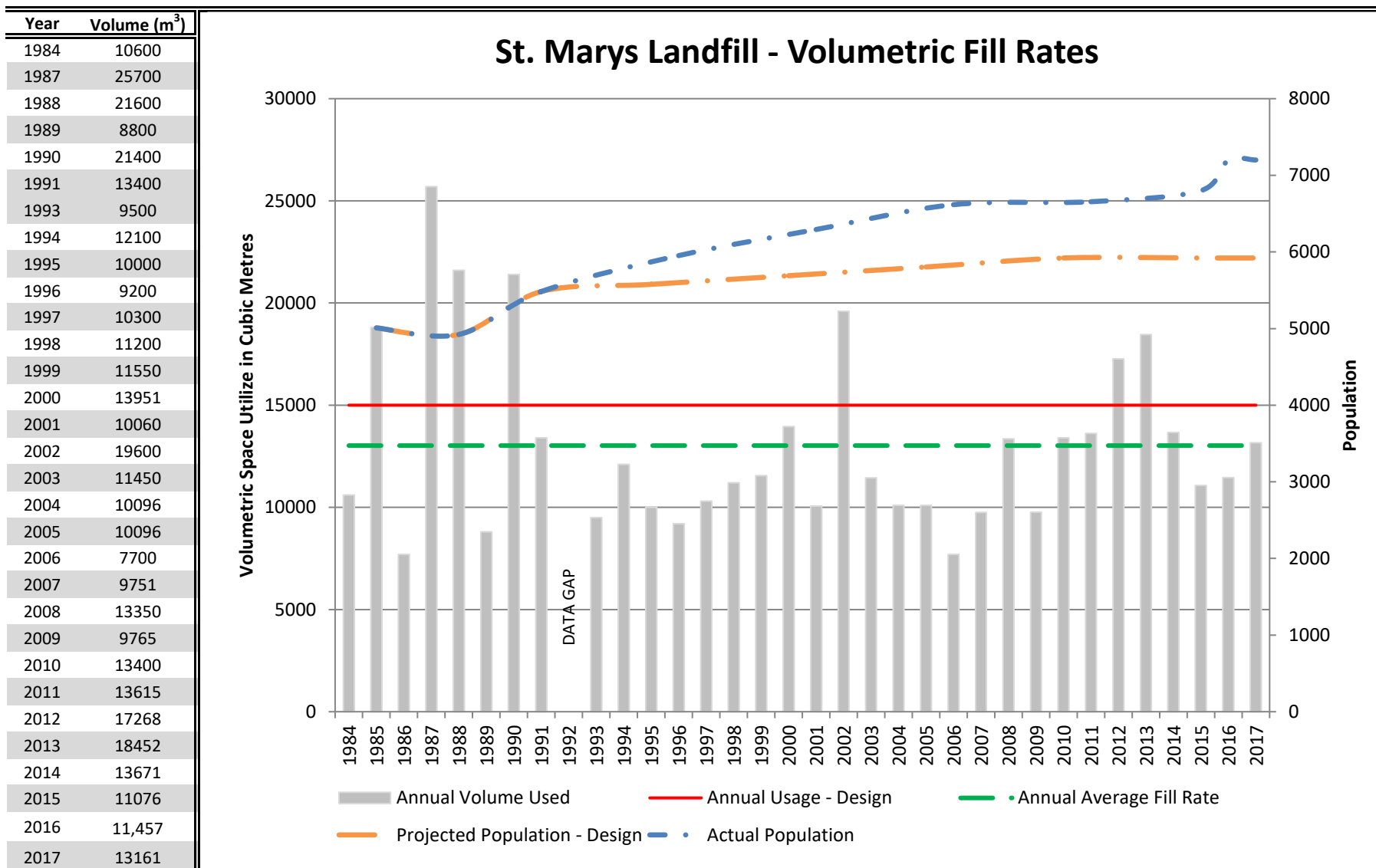


Table 2

HISTORICAL WASTE REDUCTION & DIVERSION RATES

Waste Management System - 2010 through 2017

Page 1 of 1

Material Category	Annual Weight							
	2010 (Tonnes)	2011 (Tonnes)	2012 (Tonnes)	2013 (Tonnes)	2014 (Tonnes)	2015 (Tonnes)	2016 (Tonnes)	2017 (Tonnes)
Curbside Collection - Landfill Disposal	1260	1268	1273	1475	1589.15	1374.8	1290.1	1309.41
Mars Environmental Curbside Collection	NA	NA	NA	212.58	287.55	339.51	421.35	441.7
Public Drop-off - Landfill Disposal	358	360	365	375	388.68	409	376.32	400
Curbside Collection - Blue Box Recycling	884	995.41	1095	1074	1078	1070	1049	1063
Brush Material	380	178	178	178	86.45	196	370.86	69.94
Wood Waste	NA	NA	NA	NA	79.31	85	188.61	114.51
Scrap Metals	NA	NA	NA	NA	6.63	4.29	4.53	1.95
Leaf & Yard Waste	611	419	294.7	229	374.71	444	390.08	400.55
MHSW Materials	12	4	4	2.04	2.47	6.05	9.21	3.71
Batteries	NA	0.5	0.5	0.512	0.407	N/A	N/A	N/A
Electronic Waste	24	20.49	14.16	9.2	9.8	38.54*	5.17	21.65
Total Residential Waste	3529	3245.4	3224.36	3555.332	3903.157	3928.65	4105.23	3826.42
Curbside Collection - Landfill Disposal (exclu. Public Drop-off)	1260	1268	1273	1687.58	1876.7	1714.31	1711.45	1751.11
Total Diverted Waste	1911	1617.4	1586.36	1492.752	1637.777	1805.34	2017.46	1675.31
Diversion Rate	54%	50%	49%	42%	42%	46%	49%	44%

Notes:

NA Not Applicable

Data estimated due to lack of reliable weights

Diverted waste reported above represented residential waste diversion only. IC&I excluded

* 7.88 Tonnes collected at landfill site, 30.66 tonnes collected at PRC site.

APPENDIX **A**

Existing Waste Reduction and Diversion Program

Appendix No.	Waste Reduction & Diversion Program
Appendix A1	Residential Curbside Collection Program
Appendix A2	Blue Box Recycling Program
Appendix A3	Municipal Hazardous & Special Waste Collection
Appendix A4	Electronic Waste
Appendix A5	Leaf and Yard Waste Collection
Appendix A6	Concrete and Asphalt Crushing
Appendix A7	Scrap Metal Recycling
Appendix A8	Wood and Brush Grinding

APPENDIX **A-1**

Residential Curbside Collection Program

The Town of St. Marys provides all single family residential homes with weekly curbside collection of refuse (garbage). Refuse is subject to non-collectable waste provisions set out in the Town's By-Law No. 71-2012 which includes various items which are not permitted within the curbside collection program such as but not limited to auto parts, white goods, tires and household hazardous waste.

The curbside collection program within the Town is administered by the Bluewater Recycling Association whom utilizes an automated collection system for waste placement and collection. Through the Association, qualifying properties can select from three (3) container sizes to suit their needs. The three sizes for selection are 35, 65 and 95 gallon containers. An annual fee is paid by the resident based on the size of container selected.

As part of the waste collection program, the Town imposes mandatory recycling, and will not accept refuse for curbside pick-up, or at the landfill which contained more than 5% recyclable material, which is defined as any material which the Town accepts in the curbside recycling program.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
<p>Incentive Programs should be considered to promote at home diversion initiatives such as backyard composters and digesters.</p> <p>Education and Outreach programs should be developed and implemented to ensure residents are aware of reduction and diversion programs for enhanced utilization.</p>	<p>Consideration should be given to standardizing on a single container size for curbside collection. Such a standardization could promote diversion and reduction by limiting the volume of waste which can be disposed through the program.</p>	<p>Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario as well as consideration to "Ontario's Food and Organic Waste Framework".</p> <p>Consideration should be given to a Food and Organics Collection program through municipal partnerships or as local third party facilities materialize.</p>

APPENDIX A-2

Blue Box Recycling Program

Prior to October of 2008, the Town of St. Marys recycling program consisted of a dual stream system in which residents were required to sort recyclables in a single blue box. Recycling was collected weekly by Bluewater Recycling Association (BRA).

In 2008, the Town in conjunction with BRA implemented an automated, single stream collection program for recyclables. Curbside collection now occurs on a bi-weekly basis, year-round, for a total of 26 recycling collection days. Residents typically use a 95 gallon container / wheelie-bin to set out their recycling. Residents are not allowed to place overflowing carts at the curbside. Material that will not fit into the carts can be taken to a recycling depot or held onto until the next collection day.

Industrial, Commercial and Institutional (IC&I), as well as multi-residential units are provided with large overhead bins placed in central locations. BRA is also tasked, in some instances with the collection of these containers.

In 2016, the Province of Ontario enacted the Resource Recovery and Circular Economy Act which aims to moves recycling responsibility to producers. As various targets and milestones are achieved and / or implemented through the phase in of this Act, it will be important for the Town and our service provider to meet any new requirements which may be adopted.

For additional information related to the automated program from BRA, please visit the following website:

<http://www.bra.org/recycling/>

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
<p>Follow the “Strategy for a Waste Free Ontario” developed by the Province of Ontario which may include goals such as but not limited to:</p> <p>Standardize promotional and educational materials</p> <p><i>[Initiative to be developed and driven by the Ontario Government]</i></p>	<p>Follow the “Strategy for a Waste Free Ontario” developed by the Province of Ontario which may include goals such as but not limited to:</p> <p>Begin designating new materials under producer responsibility regulations.</p> <p><i>[Initiative to be developed and driven by the Ontario Government]</i></p>	<p>Follow the “Strategy for a Waste Free Ontario” developed by the Province of Ontario which may include goals such as but not limited to:</p> <p>Complete transition of Blue Box program to producer responsibility.</p> <p>Continue to designate additional materials under producer responsibility regulations.</p> <p><i>[Initiative to be developed and driven by the Ontario Government]</i></p>

APPENDIX **A-3**

Municipal Hazardous and Special Waste Collection

Household hazardous materials can be dangerous to people as well as the environment. It is because of this, that the Town of St. Marys administers a Municipal Hazardous and Special Waste Depot for residents of the Town of St. Marys as well as the Municipality of Perth South whereas unwanted or unused household products can be safely diverted from landfill and properly disposed and / or recycled.

The depot is operated at the St. Marys Landfill Site during normal operating hours where residents can dispose of this material at no charge. Material, once inspected and received by landfill staff, is then properly sorted into containers for transportation to a suitable recycling, reuse or disposal facility.

Materials accepted under this program are as follows:

Acids	Bleach	Garden Chemicals	Pool Chemicals
Aerosol Cans	Light Bulbs	Household Cleaners	Propane Tanks
Antifreeze	Fertilizers	Motor Oil	Solvents
Bases	Paints / Stains	Pesticides	Batteries

The depot administered by the Town is currently for residential use only and is not designed or permitted for Industrial, Commercial or Institutional (IC&I) utilization. IC&I properties, whom produce specific waste on regular intervals are required to contract and dispose of their waste properly through third party suppliers.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Develop Education and outreach material to better inform residents of the diversion program, which materials are included, which are not and the requirements for acceptance of material, such as containers, labels, etc.	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario. Program / materials should be reviewed and updated as materials are transitioned or designated to producer responsibility.	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario. Consideration should be given to implementing disposal bans on materials under existing waste diversion programs.

Electronic Waste

In circa 2005, the Town of St. Marys banned the disposal of electronic equipment (E-waste) from the landfill site. The Town currently has an Agreement with Greentec, located in Stratford, Ontario to provide a collection container, and receive e-waste collected at the landfill.

The E-waste depot is located at the landfill site for residents of the Town of St. Marys where qualifying old, unused or damaged electronic equipment can be safely and properly disposed. The depot is open during normal site operations at no charge to residents.

The program accepts a large variety of materials such as, but not limited to:

Computers, printers, pagers, DVD players, radios, etc. For a complete list of materials accepted under the program, please visit the Towns official website at: <http://www.townofstmarys.com/en/living-here/E-waste.aspx>.

The Town receives revenue from the program based on the value of material collected. This revenue is utilized by the Town to assist in funding waste management initiatives and operations.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Develop Education and outreach material to better inform residents of the diversion program, which materials are included and which are not.	Consideration should be given to expanding access to the E-waste depot to ensure a more convenient experience for program users while being mindful of theft and scavenging which can occur at less secure locations.	Follow the “Strategy for a Waste Free Ontario,” developed by the Province of Ontario. Modify program as required based on provincial initiatives.

APPENDIX **A-5**

Leaf and Yard Waste Collection

In 2001, the Town of St. Marys introduced the yard waste collection program, which provided curbside collection of yard waste from April until November of each year. Residents were required to place collectibles in compostable paper bags, cardboard boxes, reusable containers or bundled stacks. Acceptable items include organic materials such as: yard plants, weeds, hedge and shrub trimmings, tree limbs (10 cm diameter maximum), lawn cuttings, etc.

Food wastes are not currently accepted.

Additionally, leaf and yard waste could be dropped off at the landfill free of charge. Weekly or twice weekly curbside collection was completed by the Town, depending on weekly needs.

In circa 2013, the Town reduced the leaf and yard waste program, limiting the curbside collection to 5 weeks in the spring and 5 weeks in the fall. Residents could still bring material to the landfill site free of charge. In 2014, the Town again made modifications to this program due to strong public opinion on changes implemented the prior year. The program administered in 2014 included 11 collection days, consisting of weekly collection in the spring and fall, and once per month throughout the summer. In addition to this change, the Town also opened a new convenience depot for Leaf and Yard waste material located at the Municipal Operations Centre, located at 408 James Street South where residents could drop-off acceptable material at their convenience.

In 2017, the Town made additional enhancements to the leaf and yard waste program which consisted of bi-weekly collection from May through November. Yard waste is delivered to the landfill and composted in open windrows.

Compost material derived from the materials collected is stockpiled at the Site to assist in site alterations, soil additives for final cover, etc. Material generated from this program is not transported off-site.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Develop Education and outreach material to better inform residents of the diversion program, which materials are included and which are not. Enhance awareness of collection days to improve program utilization.	Consideration should be given to modifying the program on a year-by-year basis to enable curbside collection of materials based on weather. For instance, an early spring means residents are required to dispose of material on their own, or hold onto material until collection starts later in May. Similarly, an early winter means no material for collection days.	Look for partnerships and economies of scale to enable the addition of materials to the program.

Concrete and Asphalt Crushing

In circa 1993, the Town of St. Marys started separating concrete and asphalt materials. The material is crushed, screened and stockpiled to be re-used as gravel for many different municipal projects. In 2009, an estimated 12,000 tonnes of concrete and asphalt was crushed and stockpiled, which represented approximately 8 years' worth of material. In 2014, the Town replenished the stockpile of this material and crushed, screened and separated years' worth of material again.

This program diverts material from household renovations, construction projects and private demolition and allows the Town to secure an economical source of aggregates. There is no cost for residents or contractors to utilize this program.

Materials which are accepted under this program consist of, but not limited to:

Asphalt (rubble, grindings, millings), bricks and paving stones, concrete, gravel, etc.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Develop Education and outreach material to better inform residents and contractors of the diversion program, which materials are included and which are not.	--	--

Scrap Metal Recycling

The Town of St. Marys has a couple of different scrap metal diversion programs within the Town. Scrap metal can be dropped off at the landfill site, free of charge where it is taken to a recycling facility. Since 2014, the Town has diverted approximately 17.5 tonnes of scrap metal from the landfill through this drop-off depot.

In addition to this program, the volunteer fire department for the Town has undertaken a “spring clean-up” which allows residents to place refuse to the curb for collection. All scrap metal is collected separately by the volunteers and recycled accordingly. In 2010, it is estimated that approximately 13 tonnes of scrap metal was collected and diverted through this program (The Corporation of the Town of St. Marys, 2011).

The Scrap metal drop off depot, as well as the volunteer firefighters collection events allows the Town to properly separate and dispose of scrap metal which is easily diverted from landfill.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Develop Education and outreach material to better inform residents and contractors of the diversion program, which materials are included and which are not.	Consideration should be given to collaborations with local scrap metal recovery centres to promote material separation and drop off.	--

Wood and Brush Grinding

The Town of St. Marys currently administered a scrap wood and brush program aimed at reducing the impact that this material has on landfill capacity. Currently, scrap wood and brush are diverted from landfill operations and stockpiled at the landfill site (or Municipal Operations Centre for Brush). Once stockpiled materials warrant, typically once per year, the material is ground into chips and stockpiled at the St. Marys Landfill Site for use as alternative daily cover during winter operations.

The heat emitted by the chipped material prevents freezing throughout the winter, and allows for the mixing with soil to improve the effective daily covering of waste at the landfill site. The application of wood chips as an alternative daily cover is typically administered from November 15th to April 1st of each year, or as weather conditions warrant.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Develop Education and outreach material to better inform residents and contractors of the diversion program, which materials are included and which are not.	Consideration should be given to relocate the brush pile at the MOC. During landfill site designs consideration to allow for expanded access to wood and brush drop-off to consolidate drop-off areas and limit redundancy.	Consideration should be given to alternative cover solutions instead of wood-chips for winter operations to permanently divert material from landfill / landfill operations.

APPENDIX **B**

Potential Waste Reduction and Diversion Programs

Appendix No.	Waste Reduction & Diversion Program
Appendix B1	Food and Organics Collection
Appendix B2	Cigarette Waste Recycling Program
Appendix B3	Asphalt Shingles Recycling Program
Appendix B4	Mattress & Box Spring Program
Appendix B5	Landfill Optimization
Appendix B6	Backyard Composting Initiatives
Appendix B7	Textile Recycling
Appendix B8	IC&I Diversion

Food and Organic Waste Diversion Program

The Town of St. Marys has many programs aimed at diverting or reducing the volume of waste received at the landfill site for final disposal. However, one program which is not yet implemented, that would have a significant impact on volume utilization and diversion is the use of a Food and Organic Waste diversion program.

Not only does managing resources efficiently benefit the people of our community, it also aids our environment and economy. Ontario's Food and Organic Waste Framework Action Plan relates back on growing a circular economy, outlining commitments constructed by the province in regards to food and organic waste. The Framework states that food and organic waste must be considered a resource rather than a waste.

The Provincial Framework strives towards the achievement of the following objectives; reduce food waste, recover resources from food and organic waste, support resource recovery infrastructure and promote beneficial uses.

The first and most crucial objective is to prevent and scale down the amount of food that becomes waste. The environment, economy and society of the province will benefit greatly from this step, ensuring that edible food does not end up as waste. Education is one key way in cutting down food and organic waste. Other ways to improve the reduction of food and organic waste is by using web-based platforms (such as social media), incorporating waste reduction within schools and supporting research that aims to reduce organic food waste.

Increasing resource recovery of organic food waste will help towards reaching the goals of zero waste and zero greenhouse gas emissions from the waste sector, more specifically from the Industrial, Commercial and Institutional (IC&I) sector. Amending the 3Rs Regulations will help decrease the amount of wastage created by the IC&I sector, which presents some of the best opportunities to increase resource recovery and build a circular economy. Banning food and organic waste from ending up in disposal sites would also improve the recovery of food and organic waste. Management practises are recommended to support effective use of public waste receptacles, going hand-in-hand with the resource recovery of food and organic waste. This would beneficially impact the landfill, treatment sites and transfer stations.

Another way to recognize the economic profits of a circular economy is by turning food and organic wastes into valuable end-products. It is essential for Ontario to possess a sufficient infrastructure with modernized technology to process food and organic waste into valuable resources. Reviewing present resource recovery systems and updating them will help with this. Training for new or refined technology may be required.

Being able to endorse end-products of food and organic waste is just as critical to possessing a sufficient infrastructure with technology. Soil health, crop growth, renewable natural gas, and carbon storage are some of the examples of end-products to promote. The province is to review regulatory approaches to soil amendments as well as encourage the on and off-farm end-use of soil amendments made from recovered organic resources (ex. Compost, Digestate and Biosolids).

APPENDIX B-1

Benefits and Losses

There are multiple benefits towards Ontario's Food and Organic Waste Framework, especially for causes that are long-term. One of the more evident benefits being that the Framework will improve greenhouse gas emissions. In 2015, greenhouse gas emissions which originated from the waste sector accounted for 8.6Mt of carbon dioxide. By carrying out the Framework, greenhouse gas emissions will decrease substantially over the long-term. The Framework will save both consumers and businesses money, while improving access to healthy and fresh food for the province. Food and Organic Waste can be turned into compost or Digestate, which helps better the health of the soil, reduce erosions as well as improve water quality.

Although there are a large number of benefits relating to Ontario's Food and Organic Waste Framework, there are some losses that may arise during the execution phase. Many larger municipalities have implemented Source Separated Organics (SSO) programs as a way to divert food and organic waste from final disposal in landfills. Recycling food waste for compost results in upstream benefits related to the creation of nutrient rich soil supplements, thus reducing the total volume required for final disposal. Unfortunately, SSO programs are extremely costly to administer in smaller communities, however, could have a significant impact on diversion initiatives within the Town. The implementation of an SSO program is not something that could be implemented and administered quickly, however is a program which should be considered in the future for the Town as technologies, general acceptance, and local third party facilities come online.

According to the Food and Organic Waste Policy Statement, municipalities that have a population of over 50,000 and greater than or equal to 300 persons per square kilometre are required to provide a food and organic waste collection. Based on this information, the Town of St. Marys is not required to provide a food and organic waste collection, but does have the option of doing so in the future.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Incentive Programs should be considered to promote at home diversion initiatives such as backyard composters and digesters.	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario as well as consideration to "Ontario's Food and Organic Waste Framework".	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario as well as consideration to "Ontario's Food and Organic Waste Framework".
Education and Outreach programs should be developed and implemented to ensure residents are aware of reduction and diversion programs for enhanced utilization.	Assess Town needs and requirements along with regulatory requirements for potential enhancements to the Leaf and Yard Waste Program.	Consideration should be given to a Food and Organics Collection program through municipal partnerships or as local third party facilities materialize.

Cigarette Waste Recycling Program

The Town of St. Marys has been approached about investigating and implementing a Cigarette Waste Recycling program via TerraCycle.

TerraCycle’s cigarette program allows participants to administer the recycling of cigarette waste. Excluding the cardboard packaging of the box, the program accepts every portion of the cigarette. This includes the filter, outer plastic, cigar stubs, inner foil, rolling paper and ash.

After collecting the cigarette waste in canisters’, it must then be shipped out for recycling. The waste is sent in a sturdy plastic container that should be completely dry. Once collected, cigarettes and packaging are separated by composition. The waste is then melted into hard plastic that can be remodeled to create industrial products such as plastic pallets. Ash and tobacco are separated out and composted in a specialized process.

Through the TerraCycle program, points can also be accumulated and redeemed for a variety of charitable gifts or a payment of \$0.01 per point to a non-profit organization or school. Any shipments over 3lbs will receive \$1.00 per pound of waste while anything lower will amount to \$0.00.

Currently, the Town as well as various merchants have grey pedestals which collect cigarette butts located around Town buildings as well as outside various stores. There is no cost to participate in TerraCycle’s cigarette program; however, there is a cost for the receptacles which amounts to \$100.00. In addition, it may prove to be difficult to find locations that are optimal to dispose cigarette waste. Public areas such as municipal buildings, playgrounds, etc. have strict no-smoking policies in place which limit the distance smoking is permitted around areas, or entrances. The placement of a canister near these areas to maximize use may give the impression that smoking is permitted in these locations. In addition to the above, the placement of a canister in an inopportune location would limit the effectiveness of the program, and program utilization.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Consideration should be given to investigating the potential adoption of the Terracycle program. A thorough review of the program as well as review of case studies where the program has been adopted elsewhere should be completed and presented to Council for consideration.	Mid-term and Long-term initiatives to be determined based on completion of program review and recommendation.	Mid-term and Long-term initiatives to be determined based on completion of program review and recommendation.

Asphalt Shingles Recycling Program

An asphalt shingles recycling program should be considered by the Town of St. Marys as a means to divert material from the landfill and maximize current and future volume within the landfill site. The Town has historically consulted with various other local municipalities whom currently administered an asphalt shingle recycling program as well as industry leaders in shingles recycling to gain a full and complete understanding of how a program may be implemented and administered within the Town of St. Marys.

Unfortunately, shingles have never been tracked separately at the landfill as to provide accurate annual tonnages, but instead were lumped in with Construction & Demolition waste. As a result, accurate material weights / volumes are not currently known for this material stream.

Additionally, the current design and set-up at the St. Marys Landfill Site is not equipped for a shingles diversion program. Based on discussions with area municipalities and industry leaders, there are two types of transfer stations which could be constructed to accommodate such a program. One being an elevated platform, roll-off bin transfer facility and the other being a bunker style transfer facility which would be similar to the current leaf and yard waste transfer facility located at the Municipal Operations Centre. Both transfer station options would require a significant capital investment.

It is also important to note that the current Environmental Compliance Approval (ECA) for the landfill site does not include provisions for an asphalt shingle recycling program to be administered. Currently, the Transfer facility at the landfill site is limited to: electrical and electronic equipment, cardboard, scrap metal and blue box recycling material and is based on the design and operation of the facility as presented within an ECA application circa 2008. For a shingles program to be administered within the Town of St. Marys, an application would need to be made and subsequently, approved by the Ministry of Environment, Conservation and Parks (MECP), and would require updates to the design and operations material previously submitted.

An Asphalt Shingles recycling program should be considered by the Town as a means to increase diversion from the St. Marys landfill site. With the pending completion of the Environmental Assessment for Future Solid Waste Management Needs, and the identified preferred alternative of Landfill Expansion, the Town will be ideally situated to incorporate such a program, and the capital infrastructure requirements into the future design, and operations of the landfill site. Council for the Town of St. Marys will need to determine if the expenses of implementing and operating such a program are worthwhile for the Town, Businesses and Residents.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
<p>Modify waste tracking system to identify asphalt shingles to assist in diversion program cost estimates.</p> <p>Stakeholder consultation with residents, contractors, etc. on the merits of such a program, and its potential development.</p>	<p>Develop an economically viable and sustainable asphalt shingles recycling program, and incorporate its implementation into any future site design and alterations.</p>	<p>Follow the “Strategy for a Waste Free Ontario” developed by the Province of Ontario.</p> <p>Consideration should be given to banning shingles from the Landfill Site should a sustainable diversion program be established.</p>

Mattress and Box Spring Recycling

The Town of St. Marys currently accepts mattresses and box spring for final disposal at the Landfill Site, and represents another potential waste stream for diversion. Mattresses and Box Springs are a low density high volume product that are known to cause significant operational difficulties in their waste placement, compaction and covering processes, while also causing significant maintenance and / or damage to compaction equipment due to the metal springs found within the material which can become entangled on equipment.

Diversion programs are available for these materials which could fully redirect them from the landfill site. Various neighbouring municipalities currently offer mattress and box spring recycling programs that redirect the material to third party processors.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Consideration should be given to investigating the merit of a Mattress and Box Spring recycling program for the Town, and how such a program could be delivered.	Develop a cost effective and sustainable Mattress and Box Spring recycling program. Consideration should be given to potential municipal partnerships, or Public Private Partnerships for a cost effective program delivery.	Follow the “Strategy for a Waste Free Ontario” developed by the Province of Ontario. Consideration should be given to future banning of Mattresses and Box Springs from the St. Marys Landfill.

Landfill Optimization

How a landfill is managed on a daily basis can have a significant impact on the long term utilization of the Site. Optimization activities could be implemented at the St. Marys Landfill Site which would benefit the current Site, as well as any future approved filling capacity.

Along with daily cover material, the Landfill Site is currently operated with compaction equipment utilized to position and place refuse (garbage). In 2013, the Town, in partnership with the Sites Engineering Consultant completed mandatory landfill operator training for all personnel within the Public Works Department. This provided all staff with renewed knowledge of landfill operations, compaction techniques, etc. Over the last several years, in-situ density at the landfill site has ranged from a low of 343 Kg/m³ to as high as 519 Kg/m³, for an average in-situ density over the last three (3) years of 425 Kg/m³. Although this can be seen as a positive increase over historical operations, the in-situ density is still less than that which would be anticipated with the use of compaction equipment.

While improvements have been made, additional work can be completed to further improve Site operations. The in-situ densities referenced above are still less than what would be expected for a landfill that utilizes compaction equipment. Part of this may be related to various IC&I material that does not compact well within the Site. Town staff has been working with local industry on potentially diverting specific waste from the landfill site to assist with in-situ densities. However compaction techniques and filling practices will allow for the most significant optimization at the Site.

Another optimization at the Site would be additional earth moving equipment. Currently all operations are completed by utilizing compaction equipment which includes the placement of daily cover. Compaction equipment is not intended to move earth on and off of material and as such creates operational challenges in both placing cover material, and removing at the start of each working day. Significant volume utilization savings could be realized with the consideration of the purchase or utilization of appropriate earth moving equipment going forward.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Continue to provide refresher training for operators on landfill operations and compaction techniques.	Pending approval for landfill expansion, systematically plan placement of refuse to maximize infrastructure and in-situ density. Consideration should be given to purchase GPS system and software to maximize operations.	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario related to IC&I diversion initiatives.
Provide front line staff with enhanced direction, guidance and training to maximize operational techniques and waste densities through waste placement strategies and filling plans.	Consideration should be given to the purchase of a suitable earth moving equipment for daily cover operations.	Investigate the use of alternative cover systems such as tarps to reduce and limit the volume of earth material used at the Site.

Backyard Composting Initiatives

Backyard composting is a cost-effective tool for waste diversion, but typically results in a smaller percentage of overall diversion. This is attributed to difficulty in getting public involvement and portions of the organics stream which cannot be composted in such a manner for instance, dairy, meats, fish, etc. According to Ontario Regulation 101/94, a local municipality that has a population of at least 5, 000 shall establish, operate and maintain a leaf and yard waste system. That system must include:

- a) The provision of home composters to residents by the municipality at cost or less;
- b) The provision of information to residents;
 - Publicizing the availability of home composters;
 - Explaining the proper installation and use of home composters and the use of compost; and,
 - Encouraging home composting.

In circa 2008, the Town in association with BRA, distributed backyard digesters to residents. This partnership turned out to be largely successful, so much so that the original 100 composters were sold out within 30 minutes. The Town funded approximately 50% of the cost of the digester.

The Green Cone is an at-home composting system which offers an alternative means of disposing of organic kitchen waste to Anaerobic Digestion (AD) and In-Vessel Composting (IVC). The advantage to the Green Cone over traditional techniques is that it takes all types of food waste (meat, dairy, bones, vegetables and even animal feces). Essentially, it allows residents to take everything from the kitchen table and dump it directly in. Advantages to this system are that it does not need to be turned or emptied more than once every few years. In addition, as an enclosed system, it does not attract vermin or other animals.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Continue to publicize and encourage at home diversion via composting and digestion. Develop educational material to promote such programs.	Consideration should be given to developing a long term, sustainable incentive program for composters and/ or digesters. Seek assistance in funding for at home programs such as grants, sponsors and or donations.	Follow the “Strategy for a Waste Free Ontario” developed by the Province of Ontario as well as consideration to “Ontario’s Food and Organic Waste Framework”. Consideration should be given to a Food and Organics Collection program through municipal partnerships or as local third party facilities materialize.

Textile Recycling

According to Value Village, approximately 85% of textiles are disposed into the landfill. Most of these textiles that are disposed of could avoid the landfill entirely by being recycled or reused by industries and consumers.

There are already multiple locations within the Town of St. Marys where one can donate their clothing for reuse. Places include the downtown Thrift Store in association with the Salvation Army as well as red bins which are provided by the Canadian Diabetes Association. In addition, the Canadian Diabetes Association periodically contacts the residents of the Town to ask for any unwanted or used clothing. Donating clothing is at no cost to residents and textiles will be picked up at their doorstep within a few days.

Through these donation programs, various textiles, such as but not limited to the following can be donated:

Accessories and bags, clothing, curtains, blankets, towels, sheets, shoes, sleeping bags, etc.

However, donating material is only addressing one stream of textile waste, and the question becomes what to do with material that is not in a condition to be donated. A recently launched program in the neighbouring City of Stratford aims to tackle the textile material that is not in a condition for donation. The Town should consider such a program for its own waste management programs for increased diversion.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Education and Outreach programs should be developed and implemented to ensure residents are aware of reduction and diversion programs for enhanced utilization.	<p>Consideration should be given to developing a textile diversion program to collect and divert material that is not suitable for donation.</p> <p>The Town should seek municipal partnerships and or Public Private Partnerships for an economically sustainable program delivery.</p>	<p>Consideration should be given to banning the disposal of textiles at the landfill.</p> <p>Look for and implement more programs to recycle textiles.</p>

Increase Industrial, Commercial & Institutional (IC&I) Diversion

In order to strive for a zero-waste economy, the industrial, commercial and institutional (IC&I) sector must increase its diversion rates. According to the Ontario's Food and Organic Waste Framework Action Plan, the IC&I sector is accounted for approximately 45% of all food and organic waste in Ontario, which opens a large potential for improvement. Additionally, only 25% of the food and organic waste created by the IC&I sector is diverted.

Based on the Provincial goal of establishing a circular economy, the IC&I sector will be required to focus on the following procedures to drive higher resource productivity, innovation and economic growth;

1. **Fewer Materials** - Using fewer raw materials in the beginning will decrease the amount of extra wastage.
2. **Design** - Products and packaging should be designed to be more durable which will make it last longer. They should also be able to be recycled once its lifecycle terminates. New materials should be designated to ensure that the producers are entirely responsible for recovering more materials from products and packaging.
3. **Produce** - Businesses should collaborate and coordinate across sectors to reduce greenhouse gas production and fossil fuel use.
4. **Reuse, Repair and Recycle** - Implement programs for the collection of products in order to reuse repair or recycle them.

The above targets for developing a circular economy, and a zero waste footprint in Ontario will be largely driven by regulations and requirements from the Provincial Government, which will in turn have beneficial impacts on the waste reduction and diversion efforts of the Town. In addition to provincial goals and objectives, the Town can also work with local industrial partners at reducing or redirecting waste from the landfill site by sourcing alternative disposal or recovery options.

Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Consideration should be given to working with the local IC&I section to reducing or diverting low weight, high volume material which may have alternative uses, or recovery options.	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario as well as consideration to "Ontario's Food and Organic Waste Framework".	Follow the "Strategy for a Waste Free Ontario" developed by the Province of Ontario as well as consideration to "Ontario's Food and Organic Waste Framework".
Develop Education and Outreach material to promote IC&I diversion initiatives.	Assess Town needs and requirements along with regulatory requirements for potential enhancements to IC&I waste diversion.	

ENVIRONMENTALLY SUSTAINABLE SOLUTIONS FOR WASTE REDUCTION & DIVERSION FOR TODAY, TOMORROW AND FUTURE GENERATIONS

AUGUST 2018



The Corporation of the Town of St. Marys
Public Works Department

August 2018



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	11 September 2018
Subject:	CAO 32-2018 Final Draft Code of Conduct

PURPOSE

The purpose of this report is to present a final draft Council Code of Conduct for Council's consideration. The draft Code of Conduct attached to this report has been vetted by the Integrity Commissioner as directed by the Strategic Priorities Committee on June 19, 2018. Staff is recommending adoption of the draft Code of Conduct.

RECOMMENDATION

THAT CAO 32-2018 Final Draft Code of Conduct be received; and

THAT Council enact by-law 74-2018 to adopt a Code of Conduct for Members of Council.

BACKGROUND

Through Bill 68, the Province of Ontario made several amendments to the *Municipal Act* in an effort to help local governments be more open, flexible and accountable to the people they serve.

One of the amendments to the *Municipal Act* was to Section 223.2(2) – Codes of Conduct. The amendment now requires all municipal Councils in Ontario to establish a Code of Conduct for the members of Council and its local boards. This requirement comes into force as of March 1, 2019 meaning that Town Council must have adopted a Code of Conduct on or before that date.

Section 223.2(4) sets out that the Province can make regulations that prescribe the minimum requirements of a Code of Conduct. The Province has done just that through the passing of O. Reg. 55/18. This regulation requires Codes of Conduct to meet the following minimum requirements:

For the purposes of section 223.2 of the Act, the following are the prescribed subject matters that a municipality is required to include in the codes of conduct for members of the council of the municipality and of its local boards:

- 1. Gifts, benefits and hospitality.*
- 2. Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.*
- 3. Confidential information.*
- 4. Use of property of the municipality or of the local board, as the case may be.*

REPORT

Council established an ad-hoc committee consisting Mayor Strathdee and Councillors Craigmile, Pope and Van Galen to review and recommend a draft Code of Conduct for Council. This ad-hoc committee met on May 23, 2018 to review the draft Code of Conduct, and referred the draft to the Strategic

Priorities Committee. The Strategic Priorities Committee considered the draft Code of Conduct on June 19, 2018 and passed the following resolution:

THAT the draft Council Code of Conduct be accepted and referred to the Town's Integrity Commissioner for review.

The Town's Integrity Commissioner is John Mascarin from Aird & Berlis. Mr. Mascarin and his staff completed their review of the draft Code of Conduct on August 20, 2018. Attached to this report is the vetted version of the Code of Conduct.

Most changes made by Aird & Berlis are minor typographical, formatting, and grammar edits. The following notable revisions were made to the Town's original draft:

- **Key Principles (paragraph 1):** Moved the Key Principles section before the Definitions section in order to further clarify that the key principles are not an operative part of the Code but rather are included so as to assist in interpretation of the rest of the Code.
- **Definitions (f):** Clarified the definitions related to conflicts of interest to reflect the current state of the law. The revised Code of Conduct now differentiates between a pecuniary conflict of interest as governed by the *Municipal Conflict of Interest Act* (MCIA) and other personal or private interests that may conflict with a Member's public duties that do not fall within the scope of the MCIA (and are therefore captured by the Code of Conduct).
- **Council Staff Relations Policy (Section 22):** Recommended creating a separate "Council Staff Relationship Policy" rather than having the Code of Conduct serve as the document to satisfy the legislative requirement for this policy. According, this revision has been made, and a separate policy will be presented to Council prior to the March 2019 deadline.
- **Harassment (paragraphs 34-37):** Revised the Code's Harassment section, the original version of the Code of Conduct required Members to adhere to the Town's Respect in the Workplace Policy and also suggested that the Integrity Commissioner would be the person to deal with complaints under the Policy. In our view, it is not appropriate to import the provisions of the Policy into the Code of Conduct in this way. Therefore, we have removed this reference.
- **Council Consideration of Investigation Report (paragraph 63):** Revised the process for the Integrity Commissioner's delivery of his or her report to Council so that such delivery occurs in open session so as to ensure proper transparency and accountability.
- **Investigation Procedure (new, paragraph 55):** The Code of Conduct now includes a clause to ensure that the Integrity Commissioner can summarily dismiss a complaint. Aird & Berlis have found this of great usefulness in many of our other codes so that a full investigation does not have to be undertaken simply because the formal requirements for a complaint are fulfilled. It is a cost-effective measure.
- **Remedial Actions (new, paragraph 66):** In addition to the statutory penalties that may be imposed for a contravention of the Code of Conduct, the Code now includes corrective or remedial measures or actions that are commonly included in other codes of conduct and which were sanctioned by the Ontario Divisional Court in its decision in *Magder v. Ford*.
- **Advice to Members (new, paragraph 77):** The Code of Conduct now includes a clause (borrowed from new section 9 of the MCIA) which states that if the Integrity Commissioner provides written advice to a Member and that advice is followed, the Integrity Commissioner can take this into account in any future complaint against the Member on an identical or similar subject matter or issue.

SUMMARY

It is not staff's role to dictate the ethics by which Council should conduct themselves and their business. Adopting a Code of Conduct is a Council driven process that is now a requirement of the *Municipal Act*.

The draft Code of Conduct attached to this report complies with the prescribed subject matters in O. Reg. 55/18., and is reflective of the existing best practices found in the industry.

The draft attached to this report was reviewed by Council's ad-hoc committee for the Code of Conduct on May 23, 2018, reviewed by the Strategic Priorities Committee on June 19, and has been vetted by Aird & Berlis who serve as the Town's Integrity Commissioner.

Staff is now seeking Council's endorsement of the Code of Conduct.

FINANCIAL IMPLICATIONS

None at this time.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

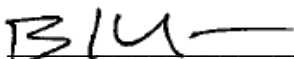
John Mascarin, Integrity Commissioner, Aird & Berlis
Meagan Barrett, Aird & Berlis

ATTACHMENTS

1. Final Draft Code of Conduct.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk



CORPORATION OF THE TOWN OF ST. MARYS

CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS – REVISED

PURPOSE

The purpose of the Code of Conduct is to establish ethical guidelines for Members of the Council of The Corporation of Town of St. Marys and its Local Boards in accordance with the requirements of section 223.2 of the *Municipal Act, 2001* and O. Reg. 55/18.

The Code of Conduct acts to complement the following legislation and the applicable regulations governing the conduct of Members and helps to ensure that all Members share a common basis for acceptable conduct:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Provincial Offences Act*
- *Human Rights Code*
- *Criminal Code*
- by-laws and policies of Council as adopted and amended from time to time, including but not limited to:
 - Respect in the Workplace policy
 - Municipal Elections procedures

Any statute, regulation, by-law or policy referred to herein shall include any amendments, consolidation, replacement or re-enactment.

The Code of Conduct applies to all Members of the Council, including the Mayor and, unless specifically provided, with necessary modifications to all Local Boards.

KEY PRINCIPLES

1. The following key principles underlie the Code of Conduct and are intended to guide Members and to assist with the interpretation of the Code of Conduct:
 - a. Members are at all times representatives of and shall serve and be seen to serve their constituents in a conscientious and diligent manner;
 - b. Members shall conduct their dealings with each other and the public so as to always maintain public confidence in the position to which they have been elected or appointed;
 - c. Members shall commit to perform their functions with integrity and to avoid any improper or inappropriate use of the influence of their office and to avoid any Conflict of Interest, whether it be an Apparent Conflict of Interest, Potential Conflict of Interest, or Real Conflict of Interest;
 - d. Members shall abide by all applicable legislation, policies and procedures pertaining to their position as a Member;
 - e. Members shall, in exercising their powers and in discharging their official duties:
 - i. seek to advance the common good of the Town,
 - ii. truly, faithfully and impartially exercise their office to the best of their knowledge and ability,
 - iii. exercise care, diligence and skill that a reasonably prudent person to public office would exercise in comparable circumstances,
 - iv. exercise their powers only for the purpose for which they were intended, and
 - v. competently exercise their office by educating themselves, either formally or informally, in matters pertaining to their official duties.

DEFINITIONS

2. For the purpose of the Code of Conduct the following terms have the meanings set out below:
 - a. “Apparent Conflict of Interest” means a situation where it could be perceived, or appears, that the Member’s personal or private interests could improperly influence the performance of his or her official duties;

- b. “Code of Conduct” means the Town of St. Marys’ Code of Conduct for Members of Council and Local Boards;
- c. “Committee” means any committee that may be established by Council from time to time as defined in the Town’s Procedure By-Law;
- d. “Complaint” means an alleged contravention of the Code of Conduct filed in accordance with the provisions hereof;
- e. “Complainant” means the person who has filed a formal Complaint in accordance with Section 48;
- f. “Confidential Information” means, but is not limited to, the following:
 - i. any information in the possession of, or received in confidence by the Town, that the Town is prohibited from disclosing, or had decided to refuse to disclose under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, or any other applicable law,
 - ii. information of a corporate, commercial, scientific or technical nature received in confidence from third parties; personal information that is subject to solicitor-client privilege; information that concerns any confidential matters pertaining to personnel labour relations, litigation, property acquisition, the security of the property of the Town or a Local Board or Committee; any other information lawfully determined by the Council or the Local Board to be confidential, or required to remain or be kept confidential by legislation or order,
 - iii. a matter, the substance of a matter, and information pertaining to a matter, that has been debated or discussed at a meeting closed to the public, unless the matter is subsequently discussed in an open meeting of Council or Local Board or it is authorized to be released by Council, Local Board, Committee or otherwise by law,
 - iv. reports of consultants, draft documents and internal communications, that, if disclosed may result in prejudice to the reputation of the Town, its officers and staff, or its effective operation,
 - v. information concerning litigation, negotiation or personnel matters, and
 - vi. information, the publication of which may infringe on the rights of any person (for example, the course of a Complaint where the identity of a Complaint is given in confidence).
- g. “Conflict of Interest” means a situation in which a Member has competing interests or loyalties between the Member’s personal or private interests and his or her public interests as an elected or appointed representative such that it might influence his or

- her decision in a particular matter, but does not mean a direct, indirect or deemed pecuniary interest as governed by the *Municipal Conflict of Interest Act*;
- h. “Council” means the council for the Town and includes, as the context may require and with all necessary modifications, any Town committee, agency, board or commission;
 - i. “Clerk” means the Clerk of the Town;
 - j. “Family” means a Member’s “parent”, “child” or “spouse” as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*;
 - k. “Inquiry” means an application for an inquiry by an elector or a person demonstrably acting in the public interest concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a Member;
 - l. “Integrity Commissioner” means the person or organization appointed by Council by by-law in accordance with section 223.3(1) of the *Municipal Act, 2001* and who is responsible for performing in an independent manner all of the functions set out in subsection 223.3(1) and such additional duties and responsibilities as may be from time to time assigned by Council;
 - m. “Lobbyist” means a person who communicates for payment with public office holders, a person who lobbies on a volunteer basis for a business or a not-for-profit professional business, industry, trade or labour organization, or a consultant or voluntary lobbyist who arranged meetings between a Member and any other person for the purpose of lobbying;
 - n. “Local Board” means a “local board” as defined in section 1 and as further defined in section 223.1 of the *Municipal Act, 2001*;
 - o. “Member” means a member of Council or a Local Board, including a members of any Committee;
 - p. “Potential Conflict of Interest” means a situation where a Member has personal or private interests that could conflict with his or her official duties in the future and expressly incorporates the concept of foreseeability;
 - q. “Private Advantage” does not include a matter that is of general application or considered to be an interest in common generally with the electors within the jurisdiction of an area;
 - r. “Real Conflict of Interest” means where a member has an actual Conflict of Interest, other than a direct, indirect or deemed pecuniary interest as governed by the *Municipal Conflict of Interest Act*;
 - s. “Town” means The Corporation of the Town of St. Marys.

GIFTS, BENEFITS, AND HOSPITALITY

3. No Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties, unless permitted by one of the exceptions listed in Section 5.
4. For the purpose of Section 3, a fee or advance paid to, or a gift or benefit provided with the Member's knowledge to a Member's Family or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
5. The following are recognized as exceptions to the restrictions set out in Sections 3 and 4 above:
 - a. compensation authorized by by-law;
 - b. gifts, benefits, or hospitality that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - c. a political contribution otherwise reported by law, in the case of a Member running for office;
 - d. donations toward charitable events or causes, including municipal projects and other municipal undertakings;
 - e. services provided without compensation by persons volunteering their time;
 - f. a suitable memento of a function honouring the Member;
 - g. food, lodging, transportation and entertainment provided by provincial, regional and local governments, by the Federal Government or by a foreign country, or by a conference, seminar or event organization where the Member is either speaking or attending in an official capacity;
 - h. food and beverages consumed at banquets, receptions or similar events, if:
 - i. attendance serves a legitimate municipal purpose,
 - ii. the person extending the invitation or a representative of the organization is in attendance, and
 - iii. the value is reasonable and attendance is infrequent;
 - i. communication to the offices of a Member including subscriptions to newspapers and periodicals.

6. With the exception of Section 5 c, which relates to properly reported political contributions, the exemptions listed in Section 5 do not apply in circumstances where the gift or benefit is provided by a Lobbyist or a Member's client or employer.
7. A Member shall disclose the receipt of gifts, benefits, and hospitality if either the dollar value of a single gift, benefit, or hospitality exceeds \$200 or if the total value of gifts, benefits, and hospitality received from one source in a calendar year exceeds \$200, within thirty (30) days of receipt of the gift, benefit, or hospitality or within thirty (30) days of reaching the annual limit by filing a disclosure statement with the Clerk (attached as Schedule C). All disclosure statements shall become a public record, and shall be disclosed upon a request being filed with the Clerk.
8. Except in the case of Section 5 a, c, f and i, a Member shall not accept a gift, benefit or hospitality worth in excess of \$500 or any gifts, benefits or hospitality that total more than \$500 from a single source, person, organization, party or entity during a calendar year.

IMPROPER USE OF INFLUENCE

9. No Member shall use the influence of his or her office, or information gained in the execution of his or her duties that is not available to the general public, for any purpose other than the exercise of his or her official duties. No Members shall hold out their status as a Member to:
 - a. improperly influence the decision of another person to the Private Advantage of the Member's Family, staff, friend or associate, business or otherwise;
 - b. secure preferential treatment beyond activities in which a Member normally engages as part of his or her official duties;
 - c. hold out the prospect or promise of future advantage through a Member's supposed influence within Council, Committee or Local Board in return for present actions or inaction.

BUSINESS RELATIONS

10. No Member shall act as a Lobbyist before Council, Committee, or Local Board except in compliance with the terms of the *Municipal Conflict of Interest Act*. No Member shall refer to a third party, partnership or corporation in exchange for payment or other personal benefit.
11. No Member shall act as a paid agent before Council, Committee or Local Board except in compliance with the terms of the *Municipal Conflict of Interest Act*.
12. No Member shall allow the prospect of his or her current or future employment by a person to detrimentally affect the performance of his or her duties for the Town.

CONFIDENTIALITY

13. No Member shall disclose, release or publish by any means to any person or to the public any Confidential Information acquired by virtue of his or her office, in any form, except when required or authorized by Council, a Local Board or otherwise required by law to do so.
14. No Member shall disclose the content of any matter that has been discussed at an in-camera (closed) meeting or the substance of deliberations until the Council, Committee or Local Board discloses the matter at a meeting that is open to the public or otherwise releases the information to the public.
15. No Member shall access or attempt to gain access to Confidential Information in the custody of the Town or Local Board unless it is necessary for the performance of his or her duties and not prohibited by Council or Local Board policy.
16. No Member shall use Confidential Information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body.

CONDUCT WHILE REPRESENTING THE TOWN

17. A Member shall make every effort to participate diligently in the activities of Council, its Local Boards and Committees to which they are appointed.
18. No Member shall make disparaging remarks about another Member, staff or any member of the public.
19. No Member shall make any disparaging remarks or comments about any decision of Council, Committee or Local Board, notwithstanding the Member's right to disagree with a decision in a respectful manner.
20. A Member shall accurately and adequately communicate the rationale and decisions of Council, even if they disagree with a majority decision of Council.

CONDUCT AT MEETINGS

21. A Member shall conduct themselves with decorum and civility in accordance with the provisions of the Town or Local Board's Procedure By-law, show courtesy and respect to delegations, other Members and staff, and not distract from the business of the Town during presentations and when any other Member has the floor or a member of the public is making a deputation or presentation.

CONDUCT RESPECTING STAFF

22. A Member is subject to the provisions of the Town's "Council-Staff Relationship Policy" as it relates to his or her day to day interactions with staff of the Town.

23. A Member is subject to the provisions of the Town's "Respect in the Workplace Policy" as it relates to his or her day to day interactions with staff of the Town.
24. No Member shall be permitted to individually direct the actions of staff, except and only as authorized by Council, given that only Council as a whole has the authority to direct staff, approve budgets, policies, processes and other matters.
25. A Member shall respect the fact that staff carry out the directions of Council and administer the policies of the Town under the direction of the Chief Administrative Officer, and serve Council as a whole.
26. A Member shall respect the role of staff which is to:
 - a. provide advice and recommendations based on their professional expertise and corporate perspective, and
 - b. provide advice and recommendations with political neutrality and objectivity and without any undue influence from any individual Member or group of Members.
27. No Member shall publicly criticize staff, individually or collectively, or maliciously or falsely injure the professional or ethical reputation of staff, in such a way that calls into question the professional competence or credibility of staff.
28. No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
29. No Member shall use, or attempt to use, his or her authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

COMPLIANCE WITH TOWN POLICIES AND BY-LAWS

30. The Code of Conduct operates in conjunction with, and as a supplement to, existing and future policies of the Town that may from time to time apply to Members.
31. A Member shall observe the terms of all Town by-laws, policies and procedures detailed in such policies established by Council or deemed to apply to Council. This provision does not however prevent a Member from requesting that Council grant an exemption from a policy, other than the Code of Conduct.

HARASSMENT

32. A Member has a duty to treat the public, other Members and staff in an appropriate manner without abuse, bullying or intimidation. A Member shall ensure that his or her work environment is free from discrimination and of harassment.
33. A Member shall abide by the provisions of the *Human Rights Code*, and shall treat every person, including other Members, staff, individuals providing services on a contract for service and the public, with dignity, understanding and respect.
34. No Member shall discriminate against any person on the basis of that person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

USE OF TOWN PROPERTY, SERVICES, AND OTHER RESOURCES

35. No Member shall use Town staff, property, equipment, supplies, services, or other resources which are not available to the general public or for activities other than the business of the Town.

CONFLICT OF INTEREST

36. No Member shall discharge any official duty or participate in any meeting of Council, Committee or Local Board where she or he has a Real Conflict of Interest, Apparent Conflict of Interest, or Potential Conflict of Interest.

ELECTION CAMPAIGN WORK

37. No Member shall contravene the provisions of the *Municipal Elections Act, 1996* or any election procedures established by the Clerk
38. No Member shall use the facilities, equipment, supplies, services or other resources of the Town for any election campaign or campaign-related activities.
39. No Member shall undertake campaign-related activities on Town property or in Town facilities unless permitted by Town policy (e.g., all candidates meetings).
40. No Member shall use the services of a person for election-related purposes during hours in which that person receives any compensation from the Town.

INTEGRITY COMMISSIONER

41. Pursuant to section 223.3 of the *Municipal Act, 2001*, Council shall appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the following functions:

- a. the application of the Code of Conduct;
- b. the application of any procedures, rules and policies of the Town and Local Boards governing the ethical behaviour of Members;
- c. the application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to Members;
- d. requests from Members for advice respecting their obligations under the Code of Conduct applicable to the Member;
- e. written requests from Members for advice respecting their obligations under a procedure, rule or policy of the Town or of the Local Board, as the case may be, governing the ethical behaviour of Members;
- f. written requests from Members for advice respecting their obligations under the *Municipal Conflict of Interest Act*;
- g. the provision of educational information to Members and the public about the Code of Conduct and about the *Municipal Conflict of Interest Act*;
- h. assessing and investigating formal written Complaints respecting alleged contraventions of the Code of Conduct; and
- i. providing Council, through the Clerk, with reports resulting from the investigations of the Integrity Commissioner and any other report prepared in addition to reports from informal or formal investigations.

COMPLAINT PROCEDURE

- 42. Any organization or individual, including the public, Town staff or another Member who has reasonable grounds to believe that a Member has contravened a provision of the Code of Conduct, may file a Complaint.
- 43. A Complaint must be filed within six (6) weeks the date from when the matter became known to the Complainant and no more than six (6) months after the alleged violation. The Integrity Commissioner shall have no jurisdiction and take no action with respect to any Complaint received after these deadlines, except as expressly provided in Section 44.
- 44. The deadlines established in Section 43 do not apply if both of the following are satisfied:
 - a. the complainant became aware of the alleged contravention within the period of time starting six (6) weeks before nomination day for a regular election, and ending on voting day in a regular election, as set out in the *Municipal Elections Act, 1996*; and

- b. the complainant applied to the Integrity Commissioner within six (6) weeks after the day after voting day in a regular election, as set out in the *Municipal Elections Act, 1996*.
- 45. A complainant is not required to follow the informal Complaint process in Section 47 prior to proceeding with a formal Complaint.
- 46. The Complaint procedures in Section 47 and 48 do not apply to any complaints about alleged contraventions of the Code of Conduct filed with the Clerk prior to the date on which the Code of Conduct was formally enacted by Council.

Informal Complaints

- 47. Any person who has identified and/or witnessed any behaviour or activity by a Member that appears to be in contravention of the Code of Conduct may engage in the following informal process:
 - a. advise the Member that his or her behaviour or activity is unacceptable and appears to contravene the Code of Conduct;
 - b. encourage the Member to stop the prohibited behaviour or activity;
 - c. if applicable, confirm to the Member his or her satisfaction or dissatisfaction with his or her response to the concern identified;
 - d. keep a written record of the incidents including dates, times, locations, other individuals present, and any other relevant information, including any steps taken to resolve the matter.

If the person is not satisfied with the response received from the Member through the informal process, that person may proceed with a formal Complaint through the procedure set out below.

Formal Complaints

- 48. Any person who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of the Code of Conduct may have their concerns addressed through the formal Complaint process set out below:
 - a. a formal Complaint must be made in writing on the forms attached as Schedule A and Schedule B, and must contain sufficient detail to identify the reasonable and probable grounds for the allegation that a Member has contravened the Code of Conduct;

- b. a formal Complaint must be signed by the Complainant (if an organization is the complainant, the Complaint must be signed by the authorized signing officer of the organization);
- c. a formal Complaint must be filed with the Clerk who shall forward the matter to the Integrity Commissioner for initial classification to ensure the matter is a Complaint with respect to non-compliance with the Code of Conduct and is not covered by any other applicable legislation or Town policies or by-laws;
- d. the identity of the Complainant shall be disclosed to the Member, unless the Integrity Commissioner, in his sole and absolute discretion, determines that the identity of the Complainant shall not be disclosed;
- e. the Complaint form must identify any witnesses in support of the allegations which identities shall be disclosed to the Member, unless the Integrity Commissioner, in his sole and absolute discretion, determines that the identities of the witnesses shall not be disclosed;
- f. a Complaint must include the name of the Member(s) alleged to have breached the Code of Conduct, the section(s) of the Code of Conduct that was allegedly contravened and state the date(s), time(s) and location(s) of the alleged contravention(s); and
- g. the Integrity Commissioner may, but is not required to, request additional information from the Complainant.

INQUIRY

- 49. The provisions of the Code of Conduct relating to a Complaint will apply with necessary modifications to the conduct and procedure relating to an application made to the Integrity Commissioner to conduct an Inquiry pursuant to section 223.4.1 of the *Municipal Act, 2001*, including any powers, public meetings, information, timing, reporting and application to a judge pertaining to the Inquiry.

COMPLAINT CLASSIFICATION / REFERRAL

- 50. If, after reviewing the Complaint, the Integrity Commissioner determines that there are reasonable grounds to believe that there has been a contravention of any other statute or of the *Criminal Code*, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the investigation until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to Council.
- 51. If, after reviewing the Complaint, the Integrity Commissioner determines that the Complaint is not a Complaint with respect to non-compliance with the Code of Conduct, the Integrity Commissioner shall advise the complainant in writing that the Complaint is not within the Integrity Commissioner's jurisdiction to investigate. If the Complaint is an

allegation of non-compliance with a more specific Town policy or by-law with a separate complaint procedure, the Integrity Commissioner may advise the complainant that the matter is properly processed under the procedures set out in the other Town policy or by-law.

INVESTIGATION PROCEDURE

52. If a Complaint is within the jurisdiction of the Integrity Commissioner, the Integrity Commissioner may investigate and may attempt to resolve the Complaint.
53. Except where otherwise required, the Integrity Commissioner shall:
 - a. provide the Complaint and supporting material upon the Member whose conduct is in question with a request that the Member may file a written response to the allegation with the Integrity Commissioner within ten (10) days of the date of service upon the Member;
 - b. following receipt of the Member's response, provide the Complainant with a copy of the Member's written response with a request that the Complainant provide a written reply within ten (10) days; and
 - c. interview any individuals or examine any documents that the Integrity Commissioner determines is relevant to the Complaint.
54. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation or shall terminate the investigation if the foregoing becomes apparent in the course of an investigation.
55. The Integrity Commissioner has the authority to dismiss a Complaint on a summary basis.
56. If the Integrity Commissioner has not completed an investigation before nomination day for a regular election, as set out in *Municipal Elections Act, 1996*, the Integrity Commissioner shall terminate the investigation on that day.
57. If an investigation is terminated under Section 56, the Integrity Commissioner shall not commence another investigation in respect of the matter unless, within six (6) weeks after voting day in a regular election, as set out in the *Municipal Elections Act, 1996*, the original Complainant or the Member or former Member who was alleged to have contravened the Code of Conduct makes a written request to the Integrity Commissioner that the original investigation be recommenced.
58. The following rules apply during the period of time starting on nomination day for a regular election, and ending on voting day in a regular election, as set out in the *Municipal Elections Act, 1996*:

- a. there shall be no requests for an investigation about whether a Member has contravened the Code of Conduct;
- b. the Integrity Commissioner shall not report to the Town or Local Board about whether, in his or her opinion, a Member has contravened the Code of Conduct; and
- c. Council shall not consider whether to impose penalties or remedial or corrective measures on a Member.

INVESTIGATION REPORT

59. Following an investigation under Sections 52 and 53, the Integrity Commissioner shall:
- a. report the general findings of his/her investigation to the Complainant and the Member that is the subject of the Complaint no later than ninety (90) days after receiving the formal Complaint;
 - b. allow the Member at least five (5) days to respond in writing to the Integrity Commissioner about his or her findings and any recommended remedial or corrective actions or measures;
 - c. indicate when the Integrity Commissioner anticipates that his or her final report will be delivered to Council; and
 - d. file his or her report with Council through the Clerk.
60. If the Complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining his or her findings and/or recommended corrective action(s).
61. If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct, or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report to Council and recommend the appropriate penalty or remedial or corrective actions or measure, if any, to be imposed.

COUNCIL'S CONSIDERATION OF INTEGRITY COMMISSIONER'S REPORT

62. Council shall consider the report from the Integrity Commissioner in open session at the next meeting of Council.
63. Council shall pass a resolution in response to the report at the meeting at which the report is received or at its next meeting.

PENALTIES

64. Council is authorized to impose the following two penalties on a Member if the Integrity Commissioner has reported that, in his or her opinion, the Member has contravened the Code of Conduct:
- a. reprimand; or
 - b. suspension of the remuneration paid to the Member in respect of his or her services as a member of Council or Local Board, as the case may be, for a period of up to ninety (90) days.

REMEDIAL ACTIONS

65. If the Integrity Commissioner has reported that, in his or her opinion, the Member has contravened the Code of Conduct, Council may also impose any or all of the following corrective or remedial actions upon the Member to:
- a. provide a written apology;
 - b. return property or make reimbursement of its value or of money spent;
 - c. be removed from or not be appointed to the membership on a Committee or Local Board;
 - d. be removed from or not be appointed as chair of a Committee or Local Board; and
 - e. comply with any other remedial or corrective action or measure deemed appropriate by the Integrity Commissioner.

CONFIDENTIALITY OF COMPLAINT DOCUMENTS

66. The Integrity Commissioner and every person acting under his or her instructions shall preserve the confidentiality of all documents, materials or other information, whether belonging to the Town or not, that have come into their possession or to their knowledge during the course of their duties, save and except as authorized under this Code of Conduct.
67. The Integrity Commissioner's report to Council on an investigation into an alleged breach of the Code of Conduct shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of the report.
68. If the Integrity Commissioner issues an annual and/or interim report to Council on his or her activities, the Integrity Commissioner shall summarize the advice he or she has given but shall not disclose Confidential Information, including information that could identify a person concerned.

INTERIM, ANNUAL AND OTHER REPORTS

69. The Integrity Commissioner shall make interim reports to Council where necessary in his or her absolute discretion, and as required or requested to address any instances of delay, interference, obstruction or retaliation encountered during an investigation, or as otherwise deemed necessary by the Integrity Commissioner, including any non-compliance with the penalties or the remedial or corrective measures or actions imposed by Council.
70. The Integrity Commissioner shall report annually to Council on:
- a. complaints not within the jurisdiction of the Integrity Commissioner;
 - b. Complaints deemed to be frivolous, vexatious, and not made in good faith, where there are no or insufficient grounds to warrant an investigation or any that have been summarily dismissed;
 - c. applications for Inquiry made under section 223.4.1 of the *Municipal Act, 2001*;
 - d. the total number of requests for educational material or consultations received from members of the public;
 - e. any advice that the Integrity Commissioner has provided to Council, Members or to the public; and
 - f. a summary of any written advice provided to any Member;

but shall not disclose Confidential Information, including any information that could identify a person concerned.

If no Complaints or applications for Inquiry are received within a calendar year, the Clerk shall so report to Council and no annual report shall be made by the Integrity Commissioner.

VACANCY – INTEGRITY COMMISSIONER

71. Should the office of the Integrity Commissioner become vacant, the Code of Conduct shall remain in full force and effect and all Members shall abide by the provisions set out herein. When the office of the Integrity Commissioner is vacant, all formal Complaints shall be held in abeyance by the Clerk until such time as an Integrity Commissioner has been appointed, or an interim measure has been enacted to enable the Complaint to be addressed within a reasonable amount of time.

REPRISALS, OBSTRUCTION AND NON-COMPLIANCE

72. A Member shall respect the integrity of the Code of Conduct. Any reprisal or threat of reprisal against a Complainant or any person providing relevant information to the Integrity

Commissioner is prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his or her responsibilities or to fail to comply with any penalty or remedial or corrective measures or actions imposed by Council.

ADVICE

73. A Member may seek advice from the Integrity Commissioner respecting his or obligations:
 - a. under the Code of Conduct;
 - b. under a procedure, rule or policy of the Town or Local Board governing the ethical behaviour of Members; or
 - c. under sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.
74. A Member may not seek and cannot receive the advice of the Integrity Commissioner on a matter which is the subject of an ongoing investigation or Inquiry by the Integrity Commissioner.
75. A request by a Member for advice from the Integrity Commissioner shall only be made in writing.
76. If the Integrity Commissioner provides advice to a Member, the advice shall be in writing.
77. If the Integrity Commissioner provides written advice to a Member and the Member follows the advice, the Integrity Commissioner shall consider this in assessing any Complaint against the Member on the same or substantially the same subject matter or issue.
78. If the Integrity Commissioner provides educational information to the public, the Integrity Commissioner may summarize advice he or she has provided in the course of his or her duties but shall not disclose Confidential Information, including information that could identify a person concerned.

TOWN OF ST. MARYS

SCHEDULE A

CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS – FORMAL COMPLAINT FORM/AFFIDAVIT

AFFIDAVIT OF _____ (full name)

I, _____ (full name), of the (City, Town etc.)

_____ of _____ (municipality of
residence) in the Province of Ontario.

MAKE OATH AND SAY (or AFFIRM):

1. I have personal knowledge of the facts as set out in this affidavit, because

(insert reasons e.g. I work for... I attended a meeting at which... etc.)

2. I have reasonable and probable grounds to believe that a Member

_____ (specify name of member)

Has contravened Section (s) _____ (specify Section(s))

of the St Marys' Code of Conduct for Members of Council and Local Boards. The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule A form and check the appropriate box below. If you wish to include exhibits to support this Complaint, please refer to the exhibits as Exhibit A, B etc. and attach them to this affidavit.)

Please see the attached Schedule B (Additional Information)

This affidavit is made for the purpose of requesting that this matter be reviewed by the County of Perth appointed Integrity Commissioner and for no other purpose.

SWORN (or AFFIRMED) before me at the

)

)

_____ (City, Town etc. of))

)

in the Province of Ontario on

)

)

_____ (date)

)

)

(Signature of Commissioner)

(Signature)

A Commissioner for taking affidavits etc.

Please note that signing a false affidavit may expose you to prosecution under sections 131 and 132 or 134 of the *Criminal Code*, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

TOWN OF ST. MARYS

SCHEDULE B ADDITIONAL INFORMATION

To the affidavit required when making a Complaint under the Code of Conduct for Members of Council and Local Boards.

(If more than one page is required, please copy this blank page and mark each additional page as
2 of 2, 2 of 3, etc. at the top right corner.)

[illegible]

This Schedule A referred to in the affidavit of

_____ (full name)

Sworn (or Affirmed) before me on this _____ day

of _____, 20_____.

A Commissioner for taking affidavits, etc.

TOWN OF ST. MARYS

Code of Conduct for Members of Council and Local Boards

Schedule C – Gifts, Benefits, and Hospitality Disclosure Statement

The Code of Conduct for Members of Council and Local Boards requires Members to disclose the receipt of certain gifts and benefits if the dollar value of a single gift, benefit or hospitality exceeds \$200 or if the total value of gifts and benefits received from one source in a calendar year exceeds \$200. This Disclosure Statement is to be used to report on such gifts and benefits and shall be filed with the clerk within 30 days of receipt of such gift or benefit, or upon reaching the annual limit. Disclosure Statements are a matter of public record.

Nature of Gift, Benefit or Hospitality Received:

Source of Gift, Benefit or Hospitality:

Circumstances Under Which Gift, Benefit or Hospitality Received:

Estimated Value of Gift, Benefit or Hospitality:

\$ _____

Date Gift, Benefit or Hospitality Received:

Name of Member: _____

Signature of Member: _____ **Date:** _____

Date Statement Received by Clerk: _____

TOWN OF ST. MARYS

Code of Conduct for Members of Council and Local Boards

Schedule D – Member Reprimand/Suspension of Pay Template

Dear, _____

At the [INSERT DATE] Council meeting Council received and discussed the Integrity Commissioner' [INSERT DATE] investigation report into the Code of Conduct complaint filed against you on [INSERT DATE]. The Complainant has alleged that you violated the Code of Conduct in the following way(s):

[INSERT ALLEGED CONTRAVENTION CITED IN THE INTEGRITY COMMISSIONER'S REPORT]

After investigation, the Integrity Commissioner has concluded that your conduct has violated Section [INSERT SECTION] of the Code of Conduct for Members of Council and Local Boards.

Subsection 223.4(5) of the *Municipal Act, 2001* allows for Council to impose a penalty for your violation of the Code of Conduct. This penalty may be a reprimand, or a suspension of remuneration for a period of up to ninety (90) days.

Council has decided to impose [INSERT PENALTY] in response to the Integrity Commissioner's finding that you have violated the Code of Conduct.

Council would encourage you to maintain the highest standards of conduct when performing your official duties. This is of paramount importance to create trust in the public office, and to promote efficient and transparent local government.

Council would further encourage you to seek the advice of the Integrity Commissioner in those instances where your interpretation of the Code of Conduct's requirements is not clear.

Sincerely,

Mayor [INSERT NAME]

FORMAL REPORT

To: Mayor Strathee and Members of Council

Prepared by: Brent Kittmer, CAO/Clerk

Date of Meeting: 11 September 2018

Subject: **CAO 33-2018 Council Fall Meeting Schedule**

PURPOSE

The purpose of this report is to suggest several revisions to Council's fall meeting schedule due to the municipal election on October 22, 2018.

RECOMMENDATION

THAT CAO 33-2018 Council Fall Meeting Schedule be received; and

THAT the October 16, 2018 Strategic Priorities Committee meeting be cancelled; the October 23, 2018 Regular Council meeting be rescheduled to October 30, 2018; and, the November 20, 2018 Strategic Priorities Committee meeting be cancelled and replaced with a Nomination Committee meeting of the 2018-2022 Council.

REPORT

On an annual basis the CAO/Clerk is required to present Council with the upcoming year's meeting schedule for adoption prior to December 1.

The 2018 meeting schedule was accepted by Council on November 14, 2017. Due to the 2018 Municipal Election the CAO/Clerk is suggesting the following revisions to the fall meeting schedule:

Meeting Date	Recommendation
October 16 Strategic Priorities Committee	Cancellation of meeting due to pending election.
October 23 Regular Council Meeting	Meeting is one day after the election. Reschedule the meeting to October 30, 2018.
November 20 Strategic Priorities Committee	Cancellation of meeting. Reschedule meeting to serve as a "Nomination Committee" meeting of the new Council as permitted in the Procedure By-Law. This will allow the new Council to appoint committees at their inaugural meeting December 4, 2018.

SUMMARY

Staff are recommending that Council accept the proposed meeting schedule amendments to accommodate the 2018 municipal election on October 22, 2018.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

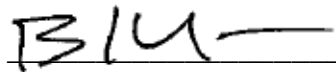
None.

ATTACHMENTS

None.

REVIEWED BY

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	28 August 2018
Subject:	CAO 34-2018 Refreshment Vehicle By-law

PURPOSE

To provide Council with a re-cap of the work to date of the draft refreshment vehicle by-law attached to this agenda, and to seek Council's of Refreshment Vehicle By-law 72-2018.

RECOMMENDATION

THAT CAO 34-2018 Refreshment Vehicle By-law be received; and

THAT Council approve By-law 75-2018, being a by-law to provide for the licensing, regulation and governing of refreshment vehicles; and

THAT Council approve By-law 76-2018, being a by-law to amend by-law 11 of 2013 Fees and Charges, for the purpose of implementing refreshment vehicle licencing for the Town of St. Marys.

BACKGROUND

The *Municipal Act*, 2001, as amended, provides licencing authority to municipalities for the purpose of consumer protection and to promote the health and safety of the general public. A similar authority was granted in previous Municipal Acts which is where the Town's current by-law 34-69 (1969) that regulates food premises draws its authority from..

Staff have reviewed the current by-law and found that is not an enforceable by-law as the legislation it is based on is significantly outdated. Therefore, staff have gathered feedback from the Strategic Priorities Committee on a number of occasions related to the licencing of mobile canteens, now being referred to as refreshment vehicles, and have drafted what is anticipated to be a final version of the by-law.

The Strategic Priorities Committee have reviewed a number of staff reports in 2017 regarding the governance of mobile canteen licencing. The final presentation to the Committee occurred on August 15, 2017 with staff being directed to provide clarity within the by-law regarding a few key points and further being requested to report back to Council with the revised by-law for final consideration.

REPORT

Staff report COR 31-2017, Refreshment Vehicle By-law, was presented to the Strategic Priorities Committee on August 15, 2017. The following consensus of the Committee was reached:

- Clarity is required around application priority for existing licence holders
- Clarity is required regarding the services that a Refreshment Vehicle can hook up to on private property
- Consideration should be made about waiving the licence fee at events of municipal significance to local owners and operators of Refreshment Vehicles

The proposed by-law has been edited to reflect the direction of the Committee. A final draft of the by-law is attached to this agenda under the "By-Laws" section for Council's review.

Specific to the direction received from the Strategic Priorities Committee the following changes were made to the draft by-law:

Existing Licence Holders: Section 4.8, Issuance and Ineligibility / Disqualification of Licence, speaks to priority being given to existing licence holders subject to being in good standing with the Town.

Municipal Services: Section 3.1(m) indicates that the operator must show evidence that the Refreshment Vehicle does not require the use of municipal services when operating on public property.

Special Event Fees: Section 8.1, Exemptions, states that refreshment vehicles operating at a community event of municipal significance shall require a licence, however, will the licence fee shall be waived for those vehicles owned and operated by St. Marys property owners.

SUMMARY

The current by-law for licencing of mobile canteens is based on legislation that is significantly outdated and is not enforceable. Staff have received direction from the Strategic Priorities Committee to draft a by-law based on feedback from the Committee and to present it to Council for final consideration.

FINANCIAL IMPLICATIONS

The licence fees will be found within an amending by-law to 11 of 2013, Fees and Charges. The possible revenue for this stream of licencing is as follows:

One day licence	\$230.00
Three day licence	\$465.00
Annual licence	\$1,225.00

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

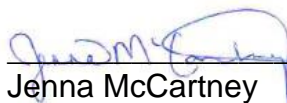
Strategic Priorities Committee.

ATTACHMENTS

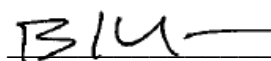
None. (Draft by-law can be found under By-law section of agenda.)

REVIEWED BY

Recommended by the Department


Jenna McCartney
Deputy Clerk

Recommended by the CAO


Brent Kittmer, CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Matthew Corbett, Library CEO
Date of Meeting:	11 September 2018
Subject:	CEO 02-2018 Adult Learning Administration Assistant

PURPOSE

The purpose of this report is to provide Council with information regarding the Adult Learning Program, and to request the approval of the position of Administration Assistant for the program. Funding exists for the position within the operating budget, and the position will provide the Adult Learning Coordinators support with administration duties, while enabling them more time to focus on recruiting and instructing learners.

The proposal has been accepted by the Library Board. Although Council does not normally approve day to day operating decisions of Library. The Library CEO is seeking Council's support of this staffing change due to the fact that the position would qualify for part-time benefits once the position achieves 5 years of service or two consecutive years with 1000 hours worked.

RECOMMENDATION

THAT CEO 02-2018 Adult Learning Administration Assistant report be received; and

THAT Council approve the position of Administration Assistant for the Adult Learning Program, as recommended by the Library Board.

BACKGROUND

On March 1st, 2018 the Adult Learning Instructor position became vacant. At that time, the Chief Executive Officer, along with the two Adult Learning Coordinators, evaluated the position, looking at pros and cons of the position, and how it related to the needs of the Adult Learning Centre. While the current Instructor position had the benefit of providing supply for the Coordinators should there be vacation, sick time or additional programming, the need for the Program has been identified as more of a support staff role. In presenting this to the Board, the Chief Executive Officer, along with the Adult Learning staff, were tasked with developing a job description, and to perform a cost analysis for the number of hours and wage that would be both beneficial and affordable for the program.

At the June 7th Board Meeting, there was a recommendation made to pursue with the job evaluation and present it to Council.

REPORT

The Adult Learning Program received additional funding from the Ministry of Advanced Education and Skills Development over the past two budgeted years. This funding increase totalled 25,735 (\$16,693 for 2017-2018; \$9,042 for 2018-2019), however the funding had stipulations and requirements of additional, successful learners required each year. To qualify a learner as successful, they must complete a milestone in their education portfolio, as outlined by the Ministry.

As noted in the Background, there was a vacancy in the Adult Learning Program in March, and the staff evaluated the position with the needs of the program. After discussions with the CEO, Adult Learning staff and the Adult Learning Committee, the decision to pursue the Administration Assistant position stemmed from a number of vital points that would provide growth to the program. By electing to pursue the Administration Assistant position, the Centre would benefit from having the experienced staff working between the two centres (St. Marys, Stratford). This in turn, would enable a support staff to assist with instruction preparation, and office/file administration between both sites. The program struggles with the administration and file preparation work, as it takes up valuable time and energies from the Coordinators. This detracts from their ultimate goals of education and instruction services, and marketing the program to increase program attendance. With the increased demand on the Program it is vital the staff look at new ways to bring learners into the Program.

The Chief Executive Officer developed a job description that would meet the needs of the Program (attached) and engaged in discussions with the Director of Human Resources, L. Lawrence. The goal was to determine the approximate cost of the position prior to evaluation, and to ensure the funding provided by the Ministry would be adequate to cover the costs to the Program. Should this position be filled in this year's budget, there would be a financial impact of \$8,692 - \$9,031. While Cost of Living Adjustment (COLA) will inflate this wage over the years, there is adequate funding from the Ministry to continue to cover this cost meaning no impact to the tax base. Despite the development of the new position, there will still be a surplus of funding that will be used to offset other costs to the Program.

Finally, the Adult Learning program is slated for funding increase for an additional 3 years, which will be utilized in order to offset other operational costs. This creation of position is strictly contingent on funding from the Ministry. Should the funding be revoked, or should it be reduced, the position would end, and the Team Member would be provided ample notice the position will be discontinued.

SUMMARY

As noted above, it is the Library Board's goal that Council approve the position of Administration Assistant for the Adult Learning Program, recognizing the position will be contingent on Ministry funding. This will enable the Program to have more of an effective approach, and to adequately meet the needs of Adult Learning.

FINANCIAL IMPLICATIONS

This position will have a financial impact to the Town in that, after five (5) years, there would be the addition of the Health Care Spending Account budgetary impact, totalling \$750. Currently, this is covered by the Town of St. Marys for all staff employed at the Centre. As a result, there would be a budgetary impact, providing this position is filled in 2018, by the end of 2023. This position will not, however, be eligible for OMERS as it will not meet the requirements of 700 hours over two (2) consecutive years.

This will have no other financial impact to the Town

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

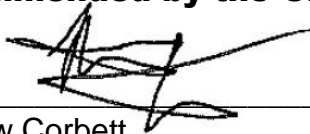
Adult Learning Coordinators Y. Thompson and C. Sproat
L. Lawrence, Human Resources Director

ATTACHMENTS

Adult Learning Administration Assistant—Job Description

REVIEWED BY

Recommended by the CEO

A handwritten signature in black ink, appearing to be 'M. Corbett', written over a horizontal line.

Matthew Corbett
Chief Executive Officer, Library Services

Job Description

Job Title: Administration Assistant

Job Number:

Department: Adult Learning

Position Type: Part-time and/or Casual

Summary:

To provide administrative assistance to the Adult Learning Coordinators, as well as assist with the fostering of a welcoming and inclusive environment for learners within the program.

Responsibilities

Department Specific

1. Adhere to the Occupational Health & Safety Act, all applicable regulations, corporate and departmental health & safety policies, procedures, work instructions and the Corporate Code of Conduct.
2. General office duties include answering phone and email messages, ensuring office is tidy and organized, formatting documents into specified templates, creating/updating learner files and assessment files, book learner appointments, update statistical records, and conduct follow up phone calls/complete necessary documents with learners.
3. Assist with learner orientation to the Adult Learning Centre.
4. Assist users with available administrative services (e.g. fax, email, scanning and photocopying).
5. Create promotional materials for the Centre, as needed.
6. Financial responsibilities, under the guidance of the Program Coordinators include coding invoices to specific GL lines, transferring data from general ledger into Adult Learning Excel spreadsheet and track accounts pending/training support files.
7. Perform other related duties, as necessary or as assigned.

Qualifications and Education Requirements:

- High School Diploma or GED equivalency
- 1 year experience working in an office environment.
- Successful demonstration of strong organizational skills and ability to problem solve in a customer focused environment.

Preferred Skills:

- Basic knowledge of computers and popular software and applications (including word processing, social media and email programs).
- General knowledge of the Adult Learning Centre.

- First Aid and CPR with AED

Effort and Working Conditions:

Physical Effort

- Frequent periods of prolonged sitting

Visual and Concentration Effort

- Occasional periods of uninterrupted reading and computer use (i.e. Data Entry)
- Occasional periods of verifying numbers, proofreading and problem resolution

Working Conditions

- Frequent changing of priorities and interruptions
- Frequent exposure to members of the public with potential exposure to aggressive behaviours

Supervision Received:

Works under the supervision of the St. Marys Public Library CEO.

Supervision Exercised:

No supervision exercised

Document History				
Rev #	Date of Revision	Change	Reason	Initiated by

Team Member: _____

Date: _____

Supervisor or Manager: _____

Date: _____

Human Resources or CAO: _____

Date: _____

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, JUNE 26, 2018

Members Present:	M.Blackie	S.McCall-Hanlon
	M.Blosh	H.McDermid
	R.Chowen	A.Murray
	A.Hopkins	M.Ryan
	T.Jackson	J.Salter
	S.Levin	G.Way
	N.Manning	

Regrets:	B.Petrie	T.Birtch
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Solicitor:	G.Kortas
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Staff:	F.Brandon-Sutherland	E.Lounsbury
	D.Charles	B.Mackie
	S.Dunlop	C.Saracino
	C.Harrington	J.Skrypnik
	M.Helsten	C.Tasker
	T.Hollingsworth	K.Winfield

1. Approval of Agenda

T.Jackson moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as posted on the member’s website.”

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting
May 22, 2018

T.Jackson moved – A.Murray seconded:-

“RESOLVED that the UTRCA Board of Directors approve
the Board of Directors’ minutes dated May 22, 2018

as posted on the Members' web-site."

CARRIED.

4. Business Arising from the Minutes

- (a) Response letter to St. Marys Council
(Letter attached)

The letter was circulated to the Board members before being sent to St. Marys. I. Wilcox and C. Tasker will be attending the upcoming St. Marys council meeting in case there are questions.

H. McDermid moved – G. Way seconded:-

"RESOLVED that the Board of Directors receive the letter."

CARRIED.

5. Business for Approval

- (a) 2019 Budget Concepts
(Report attached)

Staff explained that due to more detailed budgeting practices it is more difficult to present an accurate percentage levy increase this early. It was clarified that while the City of London's four year budget plan was approved, their Council still approves the budget annually.

S. Levin moved – S. McCall-Hanlon seconded:

"RESOLVED that the Board of Directors approve the recommendation as presented in the report."

CARRIED.

- (b) 20 Year Flood Control Capital Plan
(Report attached)

S. Levin moved – G. Way seconded:

"RESOLVED that the Board of Directors approve the recommendations as presented in the report."

CARRIED.

- (c) Proposed "Expression of Interest (EOI)" Application for the "Disaster Mitigation & Adaptation Fund (DMAF)"
(Report attached)

S.Levin moved – N.Manning seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(d) Board Meeting Transparency Progress Report

S.Levin moved – T.Jackson seconded:

“RESOLVED that the Board of Directors approve the recommendations as presented in the report.”

CARRIED.

6. Closed Session – In Camera

There being property and legal matters to discuss,

G.Way moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

(a) Glengowan Dam Update

H.McDermid moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors accept the information as presented in the Closed Session – In Camera minutes.”

CARRIED.

(b) Matter Pertaining to FCA Cottage Program

S.Levin moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors accept the information as presented in the Closed Session – In Camera minutes.”

CARRIED.

(c) City of Woodstock/Pittock Day Use Area Update

H.McDermid moved – G.Way seconded:-

“RESOLVED that the Board of Directors accept the information as presented in the Closed Session – In Camera minutes.”

CARRIED.

M.Ryan left the meeting at 10:43am.

7. Business for Information

(a) Administration and Enforcement – Section 28
(Report attached)

More information around application 88/18 was requested. The staff involved will be notified and will send the requested information to the Board members.

M.Blosh moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(b) Pioneer Village Update
(Report attached)

S.Dunlop explained that at this time of year, the most important portion of the Administration & Marketing Coordinator position is admin support and finance. A part time book keeper has been hired and the position of Administration & Marketing Coordinator will be re-evaluated in the fall/winter.

H.McDermid moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(c) Oxford County Council Letter Re: Burgess Park
(Report attached)

R.Chowen moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (d) Update for the St. Marys Floodwall Rehabilitation Project Phase 2
(Report attached)

S.Levin moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (e) West London Dyke/Blackfriars Bridge Pending Issue

Staff informed the Board that an e-mail vote may be required before the August meeting regarding the complications with the West London Dyke/Blackfriars Bridge project. Staff are working with the City of London to repair a section of West London Dyke while Blackfriars Bridge is still under construction under a separate contract with the City. Overlapping work sites may require a unique contract arrangement that could necessitate Board approval. The Board will be informed if an email vote or special meeting is required.

8. June FYI
(Attached)

The attached report was presented to the members for their information.

H.McDermid moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

9. Other Business

The Board was reminded there is no meeting in July. I.Wilcox and M.Blackie attended the Conservation Ontario meeting yesterday. A presentation of the watershed report card program with a provincial snap shot of results was given. The UTRCA was given the credit for starting the program. Board members were asked to advise any Municipalities that may be interested in a presentation on the report card program to contact staff.

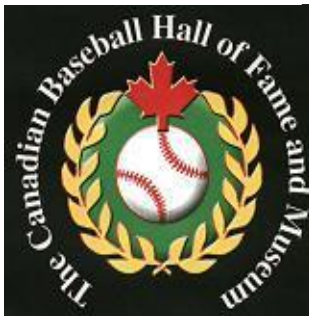
There was discussion around the new Provincial Government. The Upper Thames will rely on Conservation Ontario to start the advocacy for our provincially funded programs and contracts. M.Blackie will be sending a letter to the six Members of Provincial Parliament congratulating them and inviting them to visit. Board members asked to be bcc'd on the letters. There was a discussion around the parts of the new Conservation Authorities Act that do not yet have accompanying regulations.

10. Adjournment

There being no further business, the meeting was adjourned at 11:35 p.m on a motion by A.Hopkins.



Ian Wilcox
General Manager
Att.



Canadian Baseball Hall of Fame & Museum

**P.O. Box 1838 (140 Queen St. E.)
St. Marys, Ontario, Canada, N4X 1C2**

**T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234
Email: baseball@baseballhalloffame.ca**

MISSION: By honouring, preserving, fostering and sharing Canada's living history of baseball, we teach life lessons exemplified by the game

MINUTES

**CBHFM Board of Directors Meeting – 7:00am, Friday, July 27, 2018
Offices of Waghorn Stephens: 21 Wellington St. N., St. Marys, ON**

Present: Tammy Adkin, Jordan Schofield, Adam Stephens, Harry Gundy, Jeremy Diamond, Liam Scott,

Ex-Officio: Al Strathdee (Mayor), Lynn Hainer (Council Rep)

Staff: Scott Crawford, Director of Operations, Laurie Bannon, Finance & Administration Coordinator

Regrets/Absences: Bob Stephens, Mike Wilner, Jody Hamade, Julie Docker-Johnson, Tony Little, Scott Smith

Call to Order: Tammy Adkin, acting as Chair called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Adam Stephens; **Seconded** by Harry Gundy:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting July 27, 2018.

Carried.

Approval of Minutes from June 22, 2018:

Moved by Adam Stephens; **Seconded** by Jordan Schofield:

THAT the CBHFM Board of Directors approves the minutes of the board meeting that was held on June 22, 2018 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes of June 22, 2018:

None

New Business:

- Tammy spoke about the creation of the Museum Artifact Acquisition Committee and the need to have 3 people on the committee to determine what stays and what moves on from collection and suggests that the committee be made up of herself, one board member and a community member.
- She believes that the committee should meet soon and then have monthly or quarterly meetings.
- Harry Gundy and Jordan Schofield said they would help, if required.

Committee Reports:

a. Management

- Adam informed the Board that he had communication from the Town of St. Marys indicating the town property across Water Street that has been used for overflow parking for the Hall may be offered for sale.
- Adam has been in discussion with Brent Kittmer CAO Town of St. Marys regarding our operational agreement with the Town of St. Marys and the use of our baseball diamonds. Town Council has suggested a plan and agreement should be finished soon.

b. Finance:

- Jordan spoke about sending out an RFP for the annual auditors.
- YTD financials provided.
- We will plan to cash our GIC's within the next few months; there are some timing issues and the net amount received will be slightly lower than anticipated.

Moved by Jordan Schofield; **Seconded** by Adam Stephens:

THAT the CBHFM Board of Directors approve the transfer 10% of the FY 2017 capital donations received and 10% of the FY 2018 (Jan 1-June 30) capital donations received into our operational account for a total of \$38,680, as per our Donations Policy.

Carried.

Moved by Jordan Schofield; **Seconded** by Adam Stephens:

THAT the CBHFM Board of Directors authorizes an additional \$50,000.00 allocation to BaAM for design of the front entrance and giftshop of the new museum.

Carried.

c. Resource Development

- The results from the reconciliation of the Pitch Talks revenue is in the mail. Also, we will gain some video content.
- Darcy from RBC in Stratford in talks with Jeremy about a potential donation.

d. Outreach

- Jeremy is talking with Shi Davidi from Sportsnet who perhaps could do a behind the scenes story of our renovation or perhaps be an advisor of some sort on this type of project.
- Warren Lalansky owner of Plank Design has reached out re: web development in kind. Also has an Expos interest.

e. Nominating

- No report

f. Governance

- No report

g. Museum Renovations

- Issues with edging and ladder to be finished. BaAM coming soon with concepts

Operations Report

a. Events/Induction

- Scott mentioned that the July 2018 Revenue & Expenses will be a true comparison of the 2017 vs 2018 induction weekend and will be available at the August 2018 Board meeting.

b. Site Updates

- This weekend is the 5th tournament in July at our site, plus we hosted a wedding ceremony. There are 3 scheduled tournaments in August.

c. Museum Updates

- The students have finished the inventory of our 3D collection and a good portion of it has been moved up to the museum for sorting. What still remains at the office is 200 boxes of paper archives and 6 skids remain in storage at DFK of a variety of items.

d. Baseball News

- Scott is going to Cooperstown, leaving today for the weekend. Pedro Martinez is to be

attending and Scott is hoping to meet up with him.

- Joey Votto has the most All-star game appearances (6) of all Canadian baseball players.

New Business

-

In Camera

- None

Motion to Terminate – 8:15am

Next CBHFM Board Meeting dates:

Temporary meeting location: Waghorn Stephens office: 21 Wellington St. N., St Marys. at 7am

August 24, September 28, October 26, November 23, December 28

BY-LAW 74-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to establish a Code of Conduct for Members of Council.

- WHEREAS:** Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes municipalities to pass by-laws regarding accountability and transparency of the municipality and its operations and of its local boards and their operations;
- AND WHEREAS:** O. Reg 55/18 amending Section 223.2 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to establish codes of conduct for members of Council of the municipality and of local boards of the municipality by March 2019;
- AND WHEREAS:** An Integrity Commissioner was appointed by By-law 110-2017;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Council of the Town of St. Marys does hereby adopt the Code of Conduct for Members of Council.
 2. That a copy of the said Code is attached hereto this By-law.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 11th day of September, 2018.

Read a third and final time and passed this 11th day of September, 2018.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk

BY-LAW 75-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to provide for the licencing, regulating and governing of refreshment vehicles within the Town of St. Marys.

WHEREAS: Pursuant to Section 150 and 151 of the *Municipal Act*, 2001, as amended, a municipality may provide for a system of licences with respect to any business wholly or partly carried on within the municipality, including the sale or hire of goods or services on an intermittent or one-time basis;

AND WHEREAS: Pursuant to Section 11(2) of the *Municipal Act*, 2001, as amended, a municipality may exercise its licencing powers for the purpose of consumer protection and to protect the health and safety of the general public;

AND WHEREAS: The Corporation of the Town of St. Marys has determined it is desirable to licence Refreshment Vehicles within the Town for reasons of health, safety and consumer protection;

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

1.0 DEFINITIONS

For the purpose of the By-law, the following terms shall have the meanings indicated:

- (a) "Applicant" shall mean a Refreshment Vehicle Owner who applies to the Clerk for a Licence for a Refreshment Vehicle in accordance with the provisions of this By-law;
- (b) "Clerk" shall mean the Clerk of the Corporation of the Town of St. Marys as appointed by By-law;
- (c) "Licence" shall mean a licence issued by the Municipal Clerk to operate a Refreshment Vehicle in accordance with this By-law;
- (d) "Licencee" shall mean any person who is issued a Licence for a Refreshment Vehicle pursuant to the provisions of this By-law;
- (e) "Property Owner" shall mean the registered owner of land as shown in the Land Registry Office for the Town of St. Marys and includes a lessee, mortgagee in possession or any person in charge of the property;
- (f) "Refreshment" shall mean any food or beverage prepared or provided for human consumption;
- (g) "Refreshment Vehicle" shall mean any vehicle whether motorized or not from which refreshments are offered for sale for consumption to the public and shall

include a motor vehicle, motor assisted bicycle, trailer, bicycle, tricycle or any other vehicle drawn, propelled or driven by any kind of power, including muscular power, and includes fixed or mobile barbecues;

- (h) "Refreshment Vehicle Owner" shall mean the Owner of the Refreshment Vehicle for which a Licence is applied pursuant to this By-law and in relation to a motor vehicle shall mean the registered owner of the vehicle as shown by the records kept by the Ministry of Transportation and includes a lessee or mortgagee in possession;
- (i) "Special Event" shall mean a cultural, recreational, educational or similar event including fairs, festivals and carnivals;
- (j) "Community Events Refreshment Licence" shall mean a temporary Licence issued to a vendor for the purpose of taking part in a Special Event for any event that has been sanctioned as an Event of Municipal Significance by resolution of Municipal Council;
- (k) "Town" shall mean the Corporation of the Town of St. Marys;
- (l) "Vehicle" shall have the same meaning as in the *Highway Traffic Act*, R.S.O. 1990, c.H.8.

2.0 REQUIREMENTS

1. No person shall sell or offer to sell any Refreshment from any Refreshment Vehicle unless the person has a valid and current Licence.
2. No person including any Property Owner shall cause or permit any person to sell or offer to sell Refreshments from a Refreshment Vehicle on any property located within the Town of St. Marys unless there is a valid Licence.

3.0 APPLICATIONS

1. Any person who wishes to sell Refreshments to the public from a Refreshment Vehicle must be a minimum of eighteen (18) years of age, and may apply to the Clerk for a Licence for the Refreshment Vehicle to be accompanied by the following:
 - (a) a completed application in writing in a form authorized by the Clerk and executed by the Applicant;
 - (b) an application fee as prescribed in the Town's Fees and Charges By-law, as amended;
 - (c) Food Premises Inspection Report, R.R.O. 1990, Regulation 562, signed by the Local Board of Health Official certifying that the Refreshment Vehicles has been inspected within the last three (3) months and it conforms to the applicable sections of the *Health Protection and Promotion Act*;
 - (d) a Technical Standards & Safety Authority Field Approval for all equipment and appliances that are not approved by the Canadian Standard Association or the Underwriter Laboratories of Canada;
 - (e) proof that the Refreshment Vehicle complies with propane, handling and storage provision of the *Technical Standards and Safety Act*, 2000, S.O 2000, c. 16, as amended, and any regulations thereunder, where applicable;

- (f) an independent Fire Safety Certificate;
 - (g) proof of a valid Province of Ontario driver's licence;
 - (h) a copy of the ownership for the Refreshment Vehicle;
 - (i) proof of general liability insurance (by an insurer satisfactory to the Town) in the amount of \$2,000,000.00 naming the Town as an additional insured;
 - (j) proof of automotive liability insurance (by an insurer satisfactory to the Town) in the amount of \$2,000,000.00 on all vehicles used in Refreshment Vehicle operations;
 - (k) the dimensions of the Refreshment Vehicle;
 - (l) a plan for the containment and disposal of grey water, grease and garbage in a sanitary manner satisfactory to the Town;
 - (m) evidence that the Refreshment Vehicle does not require the use of municipal services when operating on public property;
 - (n) a description of food menu;
 - (o) a photograph of the Refreshment Vehicle;
 - (p) written permission from the owner of private property, clearly acknowledging the intended use of the property (if applicable); and
 - (q) a general sketch or plan showing the location of the Refreshment Vehicle as it relates to other buildings and structures on the property, when the Refreshment Vehicle is placed on private property.
2. Licencees must ensure the required certificates and approvals are kept in the Refreshment Vehicle at all times and available for immediate inspection upon demand by the Clerk, Police Officer or Public Health Inspector.

4.0 ISSUANCE AND INELIBILITY / DISQUALIFICATION OF LICENCE

1. The Clerk is not required to consider any application for a Licence until the application is complete, and the Applicant has provided all of the information and documentation as required pursuant to this By-law, as well as the annual application fee.
2. The Clerk may approve or refuse any Licence application, and may impose any conditions upon an approval as he or she determines appropriate. This can be done based on the vehicle type, appearance or where the location is deemed inappropriate, unsuitable or unsafe.
3. No Refreshment Vehicle shall be within fifteen (15) metres, or less, from a fuel dispenser at a fuel dispensing stations or retail propane dispensing tanks and cylinders.
4. The St. Marys Fire Department may impose alternative setbacks from adjacent structures or Vehicles as is deemed necessary in the interest of public safety.

5. Licencees shall comply with all Town by-laws, including, but not limited to the Town's Zoning By-Laws and Property Standards By-Law, and comply with all provincial and federal legislation.
6. A Licencee shall comply with all Licence requirements.
7. If, at any time, the Clerk determines, as a result of evidence that is provided, that the operation of a licenced business does not conform to the requirements of this by-law, the Clerk may suspend or revoke the Licence.
8. A total of two (2) Licences shall be issued for a total of two (2) Refreshment Vehicles to be located in the Central Commercial District as detailed in section 5 of this by-law. Each Refreshment Vehicle shall be subject to the Licence fees and regulations as set out in this By-law. Existing Licence holders will have priority, subject to being in good standing with the Town, over applications submitted by new applicants.

5.0 LOCATIONS

1. Central Commercial District:
 - a. Curbside on Water Street North, south of Trout Creek, west side, adjacent to the Public Parking Lot;
 - b. Additional location(s) deemed appropriate by the Town.
2. Municipal Facility Parking Lots and Municipal Parks:
 - a. being requested by facility managers to attend the property;
 - b. having a written agreement with facility management;
 - c. operating in compliance with regulations provided by the facility; and
 - d. operating in compliance with the by-law.
3. Private Property:
 - a. Outside of the Central Commercial District on private property in zones that permit "restaurant (take out)", subject to the Refreshment Vehicle and its location meeting the requirement of the Town's zoning by-law and traffic by-laws.
 - b. Notwithstanding subsection 3.a, the Clerk may approve the operation of a Refreshment Vehicle for Special Events in any zone with the submission of the following:
 - i. Written proof of invitation to the location from the property owner or event organizer; and
 - ii. Written proof the event is no more than three consecutive days in length.
 - c. The Clerk's approval shall consider:
 - i. the general intent of the by-law;
 - ii. the past actions by the Refreshment Vehicle operator; and

- iii. the impact on the community.

6.0 TERM / TRANSFER OF LICENCE

1. Licences are valid from the date of issuance, and expire on December 31st of each year, unless revoked or suspended.
2. Licences are not transferable except with the written consent of the Clerk.

7.0 PROVISIONS

1. A Refreshment Vehicle shall not exceed:
 - (a) 2.6 metres in width;
 - (b) 13.4 metres in length;
 - (c) 4,500 kilograms;
 - (d) or one parking stall if located within the Central Commercial District
2. No person shall carry on a Refreshment Vehicle business or occupation for which a Licence is required under this by-law:
 - (a) if the Licence has expired or been revoked; or,
 - (b) while the Licence is under suspension.
3. Refreshment Vehicles shall be exempt from hourly parking limits on Town highways provided they are:
 - (a) parked in legal parking stalls;
 - (b) actually engaged in the operation of the Refreshment Vehicle business; and,
 - (c) in compliance with this By-law.
4. No person shall operate a Refreshment Vehicle business except in the defined areas set out in section 5 of this by-law, subject to Zoning By-Law compliance and compliance with other applicable by-laws not exempted by this by-law.
9. No person shall operate a Refreshment Vehicle without affixing a refreshment vehicle licence issued under the provisions of this by-law in a conspicuous place on a Refreshment Vehicle for which it is issued.
10. No person shall connect to a municipal utility source while situated on municipal property.
11. No person shall transfer a licence except with consent in writing of the Town and the Town shall not be bound to give such consent.
12. No person shall operate a Refreshment Vehicle between the hours of 8:00pm and 11:00am of the next day.
13. No person shall permit Refreshment Vehicles to park overnight on public property or private lands after operating hours except land owned, leased or rented by the operator for the storage of the Vehicle and in compliance with the Town's Zoning By-Law and Parking, Traffic and Boulevard Maintenance By-law.

14. No person shall equip a Refreshment Vehicle with any sounding device, loud speakers, amplifier or other hailing devices for attracting attention.
15. No person shall operate a Refreshment Vehicle business:
 - (a) within 10 metres of a restaurant without consent from the restaurant;
 - (b) in a manner that interferes with the normal use of a sidewalk by pedestrians
 - (c) on the boulevard adjacent to a public highway;
 - (d) within 100 metres of any elementary or secondary school without consent from the school;
 - (e) on private property without the written consent of the Property Owner;
 - (f) in a residential area, except on the specific request and with the written permission of a resident to provide food to that resident and guests at the resident's address; or,
 - (g) on highways outside of the Central Commercial District.
16. Every Licencee shall produce the Licence for inspection at the request of the Clerk.
17. Every Licencee shall maintain the Refreshment Vehicle in a clean and sanitary condition, with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the Refreshment Vehicle. The placing of refuse in a sidewalk refuse container provided by the Town is not sufficient to constitute removal.
18. Every Licencee shall ensure that the grounds in the vicinity of the Refreshment Vehicle for a distance of 30 metres are kept clean of all waste.
19. Every Licencee shall comply with all provisions of this By-law and with all provisions set out in the Licence.
20. Every Licencee shall comply with all applicable Town and Provincial provisions and regulations.

8.0 EXEMPTIONS

1. A Licence shall be required for Refreshment Vehicles operating at a Community Event of Municipal Significance but the Licence fee shall be waived for those owned and operated by St. Marys residents for the duration of the Community Event of Significance.
2. The Refreshment Vehicle shall only operate in Town parks or parking lots upon written approval from the Clerk so not to interfere with any existing canteen or commercial food or beverage-related establishment.
3. Refreshment Vehicles that are providing services to private special events on private property where the sale of Refreshments are not made available to the general public or mobile Refreshment Vehicles that are providing services on private property on behalf of charitable events are exempt from this By-law provided that the operator has received written consent from the Property Owner.

9.0 INSPECTIONS

1. The Town may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
 - (a) this by-law; or,
 - (b) an order made under s. 431 of the *Municipal Act*, 2001.
2. For the purposes of conducting an inspection pursuant to 8.1 of this by-law, the Town may, in accordance with the provisions of s. 436 of the *Municipal Act*, 2001;
 - (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any person concerning a matter related to the inspection; and,
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take test, samples or photographs necessary for the purposes of the inspection.
3. No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law.

10.0 ORDER TO DISCONTINUE ACTIVITY

1. Where the Clerk has reasonable grounds to believe that a contravention of this By-law has occurred, the Clerk may issue an Order to Discontinue Activity requiring the person contravening the By-law, or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity.

11.0 INSPECTION AND INSPECTION FEES

1. The Clerk may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether this By-law, an Order to Discontinue Activity, or an order under section 431 of the *Municipal Act*, 2001 is being complied with.

12.0 ENFORCEMENT

1. This by-law may be enforced by the Clerk, Police Officer and Public Health Inspectors.

13.0 OFFENCE AND PENALTY PROVISIONS

1. Any person who contravenes any provision of this By-law is guilty of an offence and:
 - a. Upon conviction is subject to a maximum fine of five thousand dollars (\$5,000.00); and
 - b. A maximum fine of ten thousand dollars (\$10,000.00) upon a first conviction and a maximum fine of \$25,000 for any subsequent conviction.
2. Despite section 12.1, where the person convicted is a corporation, the corporation is liable;

- a. On the first conviction, to a maximum fine of not more than ten thousand dollars (\$10,000.00); and
 - b. On any subsequent conviction, to a maximum fine of not more than twenty-five thousand dollars (\$25,000.00).
3. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.
3. In addition to the fine amounts set out in sections 12.1 and 12.2 of this by-law, for each day or part of a day that an offence continues, the minimum fine shall be \$250.00 and the maximum fine shall be \$5,000. The total of all daily fines for the offence is not limited to \$50,000.

14.0 SHORT TITLE

This By-law may be referred to as the “Refreshment Vehicle By-law”.

15.0 REPEAL

By-law 34-69, To Licence, regulate, and govern food premises, and for revoking any such licence.

By-law 16-1998, To Amend By-law No. 34-1969 regulating mobile canteens in the Town of St. Marys.

16.0 ENACTMENT

This By-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 11th day of September, 2018.

Read a third and final time and passed this 11th day of September, 2018.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk

Penalties of Infraction

Part I: Provincial Offences Act

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Unauthorized sale of, or offer to sell refreshments from a refreshment vehicle	2.1	\$150.00
2	Refreshment vehicle is within 15 metres of fuel or propane dispensing tank and cylinder	4.3	\$150.00
3	Operate a refreshment vehicle with an expired or revoked licence	7.2(a)	\$150.00
4	Operate a refreshment vehicle with a suspended licence	7.2(b)	\$150.00
5	Operate a refreshment vehicle in an unauthorized area	7.4	\$150.00
6	Operate a refreshment vehicle without a licence affixed to the vehicle	7.9	\$150.00
7	Connect to a municipal utility source while on municipal property	7.10	\$150.00
8	Transfer a licence without Town's consent	7.11	\$150.00
9	Operate a refreshment vehicle between 8:00pm and 11:00am	7.12	\$150.00
10	Vehicle equipped with sounding device, loud speakers, amplifier or other hailing device	7.14	\$150.00
11	Operate a refreshment vehicle within 10 metres of a restaurant	7.15(a)	\$150.00
12	Contravene an order to discontinue activity	10.1	\$300.00

NOTE: The penalty provisions for the offences listed above is Section 13.1 of by-law 75-2018, a certified copy of which has been filed.

BY-LAW 76-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend By-law 11 of 2013, a by-law to establish fees and charges for services or activities provided or done on behalf of The Corporation of the Town of St. Marys.

WHEREAS: Section 10 of the *Municipal Act* 2001, as amended, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary for the public;

AND WHEREAS: Section 151(1) of the *Municipal Act* 2001, as amended, without limiting sections 9, 10 and 11, a municipality may provide for a system of licences; and

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to have a comprehensive user fee by-law;

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

1. That By-law 11 of 2013 be amended to add the following content to Schedule "E", Clerks Department:

Refreshment Licence	Fee	HST
One Day Licence	\$230.00	N
Three Day Licence	\$465.00	N
Annual Licence	\$1,225.00	N

2. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 11th day of September, 2018.

Read a third and final time and passed this 11th day of September 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 77-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to repeal By-law 21 of 2013, a by-law to amending By-law 11 of 2013, to establish fees or charges for services or activities provided or done on behalf of The Corporation of the Town of St. Marys and to replace Schedule B of By-law 21 of 2013.

WHEREAS: Section 10 of the *Municipal Act* 2001, as amended, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary for the public;

AND WHEREAS: Section 391 of the *Municipal Act* 2001, as amended, provides that without limiting sections 9, 10, and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons;

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) For the use of its property including property under its control

AND WHEREAS: The Council of the Corporation of the Town of St. Marys deems it expedient to have a comprehensive user fee by-law;

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

1. That Schedule “B” of By-law 21 of 2013 be repealed which is a by-law to amend By-law 11 of 2013.
2. That the following content replace Schedule “B” found in By-laws 11 of 2013 and 21 of 2013 and to be known as Schedule “B”
Development and Facilities – Building and Planning:

Type of Fee	Fee	HST
Development and Facilities – Building and Planning		
Official Plan Amendment	\$3,500.00	N
Zoning Amendment	\$2,300.00	N
Consent to Sever	\$1,500.00	
Minor Variance	\$800.00	N
Site Plan Agreement	\$2,200.00	N
Remove Holding Symbol	\$300.00	N

Part Lot Control	\$550.00	N
Deeming By-law	\$500.00	N
Plan of Subdivision		
-Up to 30 lots / units	\$5,000.00	N
-Over 30 lots / units	Add \$200 per lot / unit	N
-Over 40 lots / units	Add \$100 per lot / unit	N
-Over 50 lots / units	Add \$5 per lot / unit	N
Site Alteration		
Applications for quantities of fill and / or topsoil less than 500 cubic metres	\$250.00	N
Applications for quantities of fill and / or topsoil of 500 cubic metres or greater	\$500.00	N
Additional Inspection	\$150.00 per inspection	N
Reissuance of expired permit	\$150.00	N

3. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 11th day of September, 2018.

Read a third and final time and passed this 11th day of September, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 78-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to appoint members to the Joint Compliance Audit Committee for the 2018-2022 term of Council under the *Municipal Elections Act*.

WHEREAS: Council is required by section 88.37(1) of the *Municipal Elections Act*, 1996 as amended, to establish a committee for the purposes of the Act;

AND WHEREAS: Council has agreed to a Joint Compliance Audit Committee between the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, the City of Stratford and Town of St. Marys;

AND WHEREAS: The Corporation of the Town of St. Marys deems it necessary to make appointments to the Joint Compliance Audit Committee for the 2018-2022 term of Council; and

THEREFORE: The Council of the Corporation of the Town of St. Marys hereby enacts as follows:

1. That a Joint Compliance Audit Committee is hereby confirmed to continue between the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, City of Stratford and Town of St. Marys to deal with matters provided for in the *Municipal Elections Act*, 1996 as amended.
2. That an exemption be granted from the Town requirement that appointed members of Town committees be eligible electors for the municipal election in the Town.
3. That the following persons are hereby appointed by St. Marys Council to the Joint Compliance Audit Committee for the 2018-2022 term of Council:
 - Angela Byrne
 - John F. McGarry
 - Andre Morin
 - Patrick O'Rourke
 - Stephen Roth
 - Dan Schneider
 - Gordon Sherwin
4. That the business of the Joint Municipal Election Compliance Audit Committee be conducted in accordance with the Terms of Reference set out in Schedule "A" attached hereto and forming a part of this by-law;
5. This by-law comes into force on the final passing thereof.

The Corporation of the Town of St. Marys
Schedule A – By-law 78- 2018
Being a By-law to Appoint Members to the Joint Compliance Audit Committee

Read a first and second time this 11th day of September, 2018.

Read a third and final time and passed this 11th day of September, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

**Joint Compliance Audit Committee [JCAC]
Terms of Reference**

LEGISLATIVE AUTHORITY: sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the *Municipal Elections Act, 1996* as amended [MEA].

ESTABLISHMENT: The Joint Compliance Audit Committee is established by the municipalities of North Perth, Perth East, Perth South, St. Marys, Stratford and West Perth (collectively the “participating municipalities”) pursuant to the requirements of the *Municipal Elections Act, 1996* as amended.

MANDATE: The powers and functions of the Committee are set out in section 88.33 and 88.34 of the *Municipal Elections Act, 1996* as amended. The Committee will perform the functions relating to the compliance audit application process as outlined in the Act.

The Committee shall have the authority:

- a) to grant or reject a compliance audit application,
- b) to appoint an auditor to conduct the audit where the application is granted and receive the results;
- c) to commence legal proceedings against the candidate for any apparent contravention within 30 days of receiving the auditor’s report,
- d) to commence legal proceedings against a registered third party for any apparent contravention of contributions.

The powers and functions are generally described as:

Candidate Contravention

1. Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
2. Give to the Candidate, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
3. If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances;
4. Receive the auditor’s report from the Clerk;
5. Within 30 days receipt of the auditor’s report, consider the report;
6. If the auditor’s report concludes that the Candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the Candidate for the apparent contravention;

7. After reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

1. Within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention;
2. After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

1. Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
2. Give to the Registered Third Party, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
3. If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
4. Receive the auditor's report from the Clerk;
5. Within 30 days receipt of the auditor's report, consider the report;
6. If the auditor's report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
7. After reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

1. Within 30 days receipt of the report, consider the report
2. If the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for an apparent contravention;
3. After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

TERM OF THE COMMITTEE: The term of the Committee shall be concurrent with the term of Council that takes office following the 2018 regular election, being December 1, 2018 to November 14, 2022.

AUDITOR SELECTION: If the Committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

The selection process will be coordinated through the Clerk of the member municipality.

MEMBERSHIP: The Committee shall be composed of three (3) voting members with two (2) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee or declared a conflict of interest under the *Municipal Conflict of Interest Act*.

Membership of the Committee shall be drawn from the following stakeholder groups, where possible:

1. Accounting and audit profession – accountants or auditors with experience in preparing or auditing financial statements of municipal candidates and registered third parties;
2. Legal profession with experience in municipal law, or administrative law;
3. Professionals who in the course of their duties are required to follow codes or standards of their profession which may be enforced by disciplinary tribunals;
4. Other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Pursuant to section 88.37 of the *Act*, the following are not eligible to be appointed to the Committee:

- a) members of Council or local board,
- b) employees or officers of the municipality,
- c) any Candidates or any persons who are Registered Third Parties in the 2018 election or in any by-election during the term of Council for any member municipality;
- d) any persons who are registered third parties in the municipality in the election for which the Committee is established.

In addition, any person who prepares the financial statements of any candidate running for office on Council during the term for which the Committee has been established would not be eligible for appointment to the Committee.

All Committee applicants will be required to complete an application form outlining their qualifications and experience.

Members will be required to participate in an orientation session as a condition of appointment.

MEMBERSHIP SELECTION: The Terms of Reference and the application form will be posted as a minimum on the municipal websites of the member municipalities and the County of Perth website. Staff will also contact and solicit those individual as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in local newspapers in member municipalities, where applicable.

All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of voting members and alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.

Members will be selected on the basis of the following:

- demonstrated knowledge and understanding of municipal election financing rules
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting
- availability and willingness to attend meetings and
- excellent oral and written communication skills;

Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.

CONFLICT OF INTEREST: The principles of the *Municipal Conflict of Interest Act*, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

CHAIR: The Committee will select a Chair from amongst the members at its first meeting when a compliance audit application is received.

The Chair is the spokesperson for the Committee and speaks on behalf of the Committee to the media, as necessary.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

STAFF RESOURCES: The Clerk of the applicable member municipality shall act as Secretary to the Committee.

The Secretary may establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decision.

When a member municipality receives a compliance audit request or a report of the Clerk, the Clerk of the member municipality shall, within 10 days, contact the committee members and arrange for a minimum of three committee members to sit as the Compliance Audit Committee for the purpose of considering the compliance audit request or report of the Clerk. The selected Members sitting as a Compliance Audit Committee shall be required to participate in all meetings and any other proceedings pertaining to the request(s) or report of the Clerk.

MEETINGS: Committee meetings will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001* and a municipality's official web site will be used to communicate the notices of meetings. The Committee may deliberate in private in accordance with section 88.33 (5.1).

Timing of Meetings – Meetings shall be called by the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

Meeting Location – The Committee shall meet at the location determined by the member municipality.

Meeting Notices, Agendas and Minutes – The Agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice to the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the Public for a meeting regarding a Registered Third Party Contributor Contravention.

The Corporation of the Town of St. Marys
Schedule A – By-law 78- 2018

Being a By-law to Appoint Members to the Joint Compliance Audit Committee

Notice shall be given a minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The Agendas and Minutes of meetings shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and the General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report
4. Adjournment

Quorum – Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance – Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations by a report to Council for the removal of any member.

Motions and Voting – A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the Minutes.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

The Chair shall vote on all matters unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

REMUNERATION: Committee members shall receive an honorarium of \$100.00 per meeting attended, payable by the member municipality requiring the services of the Committee.

ADMINISTRATIVE PRACTICES AND PROCEDURES

The Corporation of the Town of St. Marys
Schedule A – By-law 78- 2018

Being a By-law to Appoint Members to the Joint Compliance Audit Committee

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*.

The Clerk at any time has the right to develop additional administrative practices and procedures.

FUNDING: The member municipality requiring the services of the Committee shall be responsible for all associated expenses including the auditor's costs.

RECORDS The records of the Committee meetings shall be retained and preserved by the Clerk of the member municipality requesting the service of the Committee in accordance with that municipality's Records Retention rules.

Appendix A

Municipal Elections Act, 1996

S.O. 1996, c. 32

(for reference only)

Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Procedural matters

(5) The meetings of the committee under this section shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public. 2016, c. 15, s. 63.

The Corporation of the Town of St. Marys
Schedule A – By-law 78- 2018

Being a By-law to Appoint Members to the Joint Compliance Audit Committee

Same

(6) Subsection (5) applies despite sections 207 and 208.1 of the *Education Act*, 2016, c. 15, s. 63.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the

contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters

(9) The meetings of the committee under subsection (8) shall be open to the public, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 15, s. 64.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

(a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Procedural matters

(6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;

(b) members of the council or local board;

(c) any persons who are candidates in the election for which the committee is established;
or

(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

The Corporation of the Town of St. Marys
Schedule A – By-law 78- 2018
Being a By-law to Appoint Members to the Joint Compliance Audit Committee

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

BY-LAW 79-2018

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 September 11, 2018.

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

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

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 11th day of September, 2018 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 11th day of September, 2018.

Read a third and final time and passed this 11th day of September, 2018.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk