



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

February 12, 2019

6:00 pm

Council Chambers, Town Hall  
175 Queen Street East, St. Marys

**Pages**

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

**RECOMMENDATION**

**THAT** the February 12, 2019 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 - Fourth Quarter Reporting**

12

**RECOMMENDATION**

**THAT** the Fourth Quarter Report from Ontario Clean Water Agency be received.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - January 22, 2019 38**

#### **RECOMMENDATION**

**THAT** the January 22, 2019 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

### **6.2 Special Meeting of Council - January 29, 2019 50**

#### **RECOMMENDATION**

**THAT** the January 29, 2019 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

### **6.3 Special Meeting of Council - February 5, 2019 59**

#### **RECOMMENDATION**

**THAT** the February 5, 2019 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

## **7. CORRESPONDENCE**

### **7.1 Minister of Municipal Affairs and Housing re: Bill 66 66**

#### **RECOMMENDATION**

**THAT** the correspondence from the Minister of Municipal Affairs and Housing regarding Bill 66 be received.

### **7.2 Minister of Finance re: Cannabis Legalization Framework 67**

#### **RECOMMENDATION**

**THAT** the correspondence from the Minister of Finance regarding the cannabis legalization framework be received.

### **7.3 Minister of Municipal Affairs and Housing re: Joint and Several Liability 69**

#### **RECOMMENDATION**

**THAT** the correspondence from the Minister of Municipal Affairs and Housing regarding a review of joint and several liability be received.

## **8. STAFF REPORTS**

### **8.1 Fire and Emergency Services**

#### **8.1.1 FD 02-2019 Alternate Fire Coordinator – Perth County 70**

##### **RECOMMENDATION**

**THAT** FD 02-2019 Alternate Fire Coordinator be received for discussion; and

**THAT** Council approves Fire Chief Richard Anderson accepting the appointment of Alternate Fire Coordinator for the County of Perth.

### **8.2 Public Works**

#### **8.2.1 PW 07-2019 Water System Financial Plan 72**

##### **RECOMMENDATION**

**THAT** PW 07-2019, Water System Financial Plan be received; and

**THAT** Council direct staff to complete the Water System Financial Plan utilizing Option No. 2, 2% Annual Rate Increase from 2019 through 2028.

#### **8.2.2 PW 08-2019 Wastewater System Financial Plan 90**

##### **RECOMMENDATION**

**THAT** PW 08-2019, Wastewater System Financial Plan be received; and

**THAT** Council direct staff to complete the Wastewater System Financial Plan utilizing Option No. 3, Maintaining the Rate of Replacement at 59 Years at an annual increase of 2.4% annually for the duration of the planning period.

### **8.3 Administration and Human Resources**

#### **8.3.1 CAO 13-2019 Draft Council-Staff Relations Policy 109**

**RECOMMENDATION**

**THAT** CAO 13-2019 regarding the draft Council-Staff relations policy be received; and

**THAT** staff be directed to finalize the policy subject to Council's amendments; and

**THAT** staff present a final version of the policy for adoption prior to March 1, 2019.

#### **8.3.2 CAO 14-2019 Appoint UTRCA Board Representative 115**

**RECOMMENDATION**

**THAT** CAO 14-2019 regarding the UTRCA Board representative appointment be received; and

**THAT** Tony Jackson be appointed the joint representative for Perth South, South Huron and St. Marys for one year; and

**THAT** Staff be directed to bring back an amending by-law for the 2018-2022 Committee and Board Appointments reflective of the change; and

**THAT** a Perth South member of Council be appointed for 2020 through to January 31, 2023 term; and

**THAT** Council agrees to the UTRCA Board member appointment between Perth South, St. Marys and South Huron Council members for future terms of Council.



**8.3.3 CAO 15-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance**

118

**RECOMMENDATION**

**THAT** CAO 15-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance be received; and

**THAT** Council approve the Rotary Club of St. Marys' request to designate the Craft Beer and Food Truck event, to be held on Sunday, June 16, 2019 from 12:00 pm – 6:00 pm at the Canadian Baseball Hall of Fame and Museum, as an event of municipal significance.

**8.3.4 CAO 16-2019 Kinsmen Club of St. Marys Summerfest:  
Designation as Event of Municipal Significance and Noise By-  
law Exemption**

122

**RECOMMENDATION**

**THAT** CAO 16-2019 Kinsmen Club of St. Marys Designation as Event of Municipal Significance and Noise By-law Exemption be received; and

**THAT** Council declares Summerfest to be a municipally significant event in the Town of St. Marys from Thursday, July 25, 2019 through to Saturday, July 27, 2019; and

**THAT** Council grant an exemption of the Noise By-law, under Section 6, to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00am on July 27, 2019 and 28, 2018; and

**THAT** Council grant exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys between Monday, July 22, 2019 and Monday, July 29, 2019 for the purpose of setting up, running and taking down for Summerfest; and

**THAT** Council grant an exemption of the Parks By-law, under Section 1 (a), (b), (k), and (l) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 22, 2019 and July 29, 2019; and

**THAT** Council grant an exemption of the Traffic and Parking By-law, under Section 3.1.3 (q) and 3.1(6) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 22, 2019 and July 29, 2019.

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

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

126

**RECOMMENDATION**

**THAT** the 2018 acceptable list of recyclable material be received.

9.1.2	<b>Library Board - Coun. Craigmile, Edney and Mayor Strathdee</b>	130
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the October 4, 2018 St. Marys Public Library Board meeting minutes be received; and	
	<b>THAT</b> the October 25, 2018 St. Marys Public Library Board Annual General Meeting minutes be received; and	
	<b>THAT</b> the November 1, 2018 St. Marys Public Library Board meeting minutes be received; and	
	<b>THAT</b> the January 10, 2019 St. Marys Public Library Board meeting minutes be received.	
9.1.3	<b>Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna</b>	
9.1.4	<b>Perth District Health Unit - Coun. Luna</b>	144
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the November 23, 2018 Perth District Health Unit Board meeting minutes be received; and	
	<b>THAT</b> the December 19, 2018 Perth District Health Unit Board meeting minutes be received.	
9.1.5	<b>Spruce Lodge Board - Coun. Luna, Pridham</b>	152
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the December 19, 2018 Spruce Lodge Board of Management minutes be received.	
9.1.6	<b>Upper Thames River Conservation Authority</b>	
9.2	<b>Advisory and Ad-Hoc Committee Reports</b>	
9.2.1	<b>Accessibility Advisory Committee - Coun. Hainer</b>	157
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the January 21, 2019 Accessibility Advisory Committee meeting draft minutes be received.	

<b>9.2.2</b>	<b>Business Improvement Area - Coun. Winter</b>	<b>160</b>
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the December 10, 2018 BIA Board meeting minutes be received; and	
	<b>THAT</b> the January 14, 2019 BIA Board meeting draft minutes be received; and	
	<b>THAT</b> the January 29, 2019 BIA Board meeting draft minutes be received.	
<b>9.2.3</b>	<b>CBHFM - Coun. Edney</b>	<b>171</b>
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the October 26, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors' meeting minutes be received; and	
	<b>THAT</b> the November 23, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors' meeting minutes be received; and	
	<b>THAT</b> the December 21, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors' meeting minutes be received.	
<b>9.2.4</b>	<b>Committee of Adjustment</b>	
<b>9.2.5</b>	<b>Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee</b>	<b>181</b>
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the January 16, 2019 Community Policing Advisory Committee meeting draft minutes be received.	
<b>9.2.6</b>	<b>Green Committee - Coun. Craigmile</b>	<b>186</b>
	<b>RECOMMENDATION</b>	
	<b>THAT</b> the January 16, 2019 Green Committee meeting draft minutes be received.	

9.2.7	Heritage Advisory Committee - Coun. Pridham	189
	<p><b>RECOMMENDATION</b></p> <p><b>THAT</b> the January 12, 2019 Heritage Advisory Committee meeting draft minutes be received.</p>	
9.2.8	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	
9.2.9	Museum Board - Coun. Hainer	196
	<p><b>RECOMMENDATION</b></p> <p><b>THAT</b> the January 9, 2019 Museum Board meeting draft minutes be received.</p>	
9.2.10	Planning Advisory Committee - Coun. Hainer, Pridham	199
	<p><b>RECOMMENDATION</b></p> <p><b>THAT</b> the January 7, 2019 Joint Meeting of the Planning Advisory Committee and the Committee of Adjustment minutes be received; and</p> <p><b>THAT</b> the January 21, 2019 Planning Advisory Committee draft minutes be received; and</p> <p><b>THAT</b> item 5.0 from the January 21, 2019 minutes be raised for discussion.</p>	
9.2.10.1	Recommendation to Proceed to Statutory Public Meeting	
	<p><b>RECOMMENDATION</b></p> <p><b>THAT</b> Council proceeds with the statutory public meeting for Application OP01-2019 and Z01-2019, 481 Water Street South, on February 26, 2019 at 6:00pm.</p>	
9.2.11	Recreation and Leisure Advisory Committee - Coun. Pridham	207
	<p><b>RECOMMENDATION</b></p> <p><b>THAT</b> the January 24, 2019 Recreation and Leisure Advisory Committee meeting draft minutes be received.</p>	

**RECOMMENDATION**

**THAT** the January 15, 2019 Senior Services Advisory Committee meeting draft minutes be received; and

**THAT** item 4.1 of the January 15, 2019 minutes be raised for discussion.

**9.2.12.1 Recommendation to Amend Committee Terms of Reference**

**RECOMMENDATION**

**THAT** Council direct staff to bring back a report to Council at a future meeting regarding the proposed terms of reference for all committees and boards not yet approved by by-law.

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

**9.2.14 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter**

**9.2.15 Youth Centre Advisory Committee - Coun. Edney**

**9.2.16 Youth Council - Coun. Edney**

**10. EMERGENT OR UNFINISHED BUSINESS**

**11. NOTICES OF MOTION**

**12. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 22-2019 and 23-2019 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 22-2019 Pregnancy and Parental Leave for Members of Council Policy**

As approved by Council at their regular meeting on January 22, 2019

**12.2 By-Law 23-2019 Authorize a Memorandum of Understanding with 2503778 Ontario Inc.**

217

As approved by Council at their special meeting on January 29, 2019

**13. UPCOMING MEETINGS**

February 19, 2019 - 9:00am, Budget, Council Chambers

February 26, 2019 - 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)(d) labour relations or employee negotiations.

**14.1 Minutes of January 8, 2019 CLOSED SESSION**

**14.2 HR 02-2019 (CONFIDENTIAL) Labour Relations Matter**

**15. RISE AND REPORT**

**RECOMMENDATION**

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

**16. CONFIRMATORY BY-LAW**

224

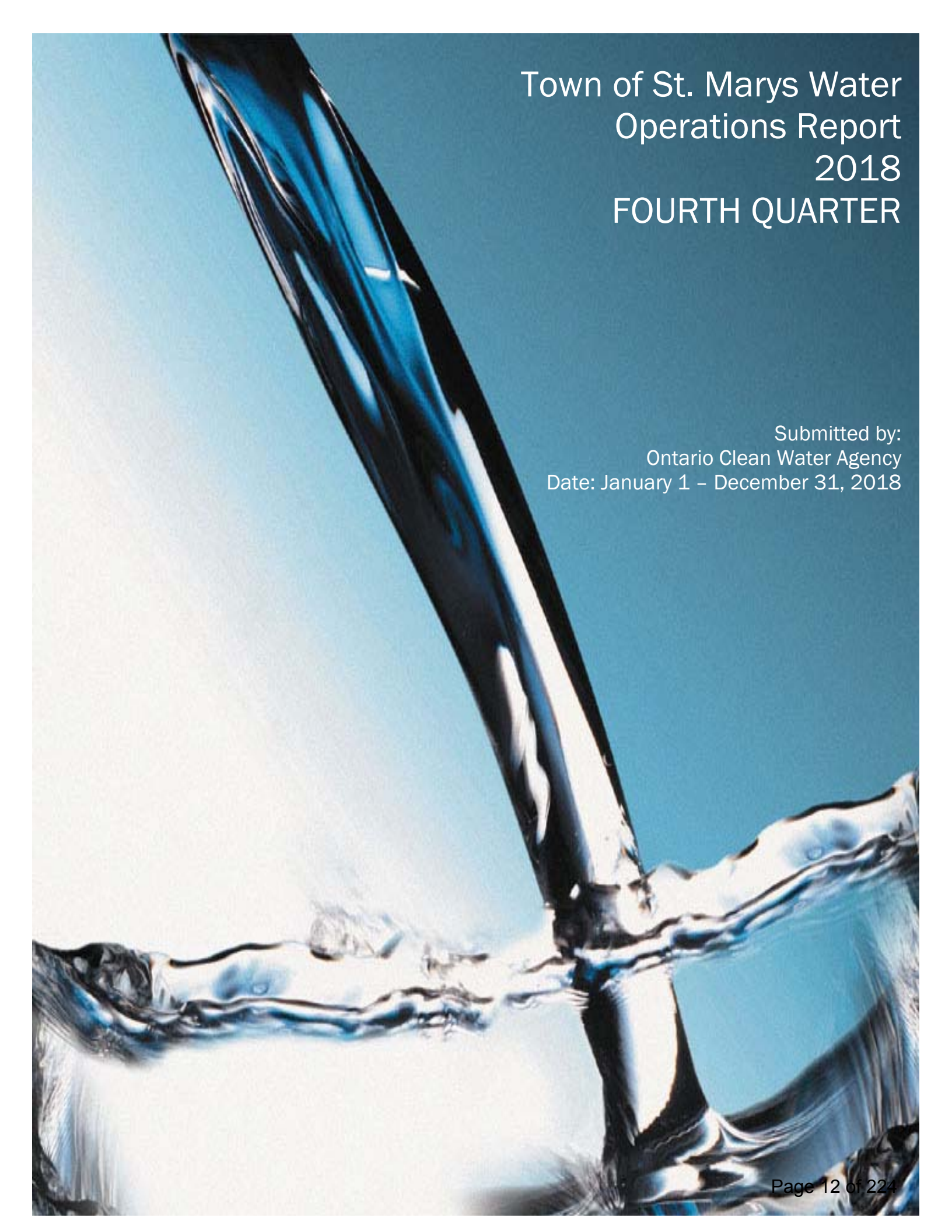
**RECOMMENDATION**

**THAT** By-Law 24-2019, being a by-law to confirm the proceedings of February 12, 2019 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 Water Operations Report 2018 FOURTH QUARTER

Submitted by:  
Ontario Clean Water Agency  
Date: January 1 – December 31, 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) Serviced: Separated Town of St. Marys  
Population Serviced: 7,200

### **Capacity Information – Well No. 1**

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

### **Capacity Information – Well No. 2A**

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

### **Capacity Information – Well No. 3**

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

### **THIRD QUARTER**

#### **July**

- 05: Well 3 – Communication failure; well was not running. All ok.
- 09: Well 1 – Cleaned chlorine regulators

18: Well 1 – Pipe failure causing water to spray on computer from chlorine feed line – damage caused to SCADA computer  
 18: Well 2A – Communication failure – manually took chlorine residuals until issue was resolved  
 20: Well 3 – Sommers onsite to hook up portable generator  
 20: Water Tower – Sommers onsite doing generator testing

#### **August**

27: Well 1 – Replaced battery for emergency lighting  
 28: Well 3 – Alarm due to low chlorine – contact time was met – all ok

#### **September**

04: Well 3 – UV sensor failure – sent away for repairs  
 14: Well 1 – Removed cooling fan for UV – sourcing new fan  
 20: Booster Station – Shur-Gain doing test  
 25: Booster Station – Inoac onsite doing test  
 26: Booster Station – Shur-Gain doing booster test

### **FOURTH QUARTER**

#### **On-going**

- Reservoir construction
- Sampling for piping on new reservoir
- October 22-November 2 – Valve exercising and watermain flushing

#### **October**

04: Well 3 – Installed duty sensor for UV that was repaired  
 23: All 3 wells – Pierce Services onsite to complete annual calibrations on handheld colorimeters  
 23: Well 2A – Pierce Services onsite repairing turbidity meter span  
 25: Well 1 – Cable line hit during reservoir construction resulting in no communications. Line repaired by contractor and is working fine.  
 25: Well 2A – Glycol spill occurred at the PRC. Collaborated with Town staff, Spills Action Centre and local MECF Officers and Drinking Water Inspectors to assess potential impact to the groundwater aquifer. Assessed to be outside of the municipal Well Head Protection Area for ground releases not entering a waterway, and verification samples collected for due diligence.

#### **November**

01: Well 3 – Generator failed to start during monthly testing – Sommers took it in for repairs  
 06: Well 3 – Sommers returned repaired generator  
 14: Well 1 – Replaced all chlorine lines for chlorine system  
 14: Well 3 – Replaced computer screen for SCADA system  
 15: Well 3 – Repairs to Cl<sub>2</sub> regulator and replaced chlorine tank lines  
 26: Well 3 – Replaced batteries in emergency lighting  
 29: Well 1 – Repairs to chlorine feed line to chlorine analyzer  
 29: Well 2A – Repairs to actuating valve – replaced seals

#### **December**

04: Well 3 – Replaced Cl<sub>2</sub> injection line  
 21: Well 2A – Cubberly Plumbing onsite doing repairs to backflow preventer

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
51	37	40	46	39	46	46	35	38	44	33	35	490

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
Replaced 10" valve on Widder Street East and Church Street north, and 6" valve on Widder Street East, and King Street North	July 12, 2018
Replaced 6" valve on James Street South	July 26, 2018
Removed hydrant at Park Street (Skate Park)	July 26, 2018
Emergency repair of curb stop at 144 Queen Street West	August 1, 2018
Valve nut replacement at Peel Street and Elgin intersection	September 27, 2018
Chlorinated new piping at Reservoir	October 29, 2018
2" service repair to Delmar WPCP	November 20, 2018
Sampling for new watermain at 121 Ontario Street	November 21, 2018
Ridgewood Subdivision sampling and pressure testing	December 11, 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 Ardmere

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

#### **May**

13: Well 2A – Received a call for a low chlorine alarm

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

### **THIRD QUARTER**

#### **August**

06: Well 1 – Received a call for a UV alarm

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

26: Booster Station – Received a call for a generator fault alarm

#### **September**

02: Water shut off at 52 Ontario Street North

### **FOURTH QUARTER**

#### **October**

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

21: Well 2 – Received a call for a high turbidity alarm

29: Booster Station – Received a call for a pump running alarm from Inoac

30: Booster Station – Received a call for a generator/pump alarm

#### **November**

20: Watermain service repair at 100 South Service Road

21: Well 2 – Received a call for a UV alarm

26: Well 3 – Received a call for a UV ballast failure alarm

## **December**

**01:** Water Tower – Received a call for a communication failure alarm – operator monitored tower levels manually until communication restored

**02:** Water Tower – Received a call for a tower alarm

**04:** Well 3 – Received a call for a low chlorine alarm

**18:** Well 1 – Received a call for a ballast failure

**29:** Water turn on at 75 Water Street North

## **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 MECP Inspection occurred on June 14, 2018 with a rating of 95.54%.

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.

*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%*

## **APPENDIX A – PERFORMANCE ASSESSMENT REPORT:**

See attached.

# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**

**Ontario Clean Water Agency  
Performance Assessment Report Water**

Report extracted 01/23/2019 14:29

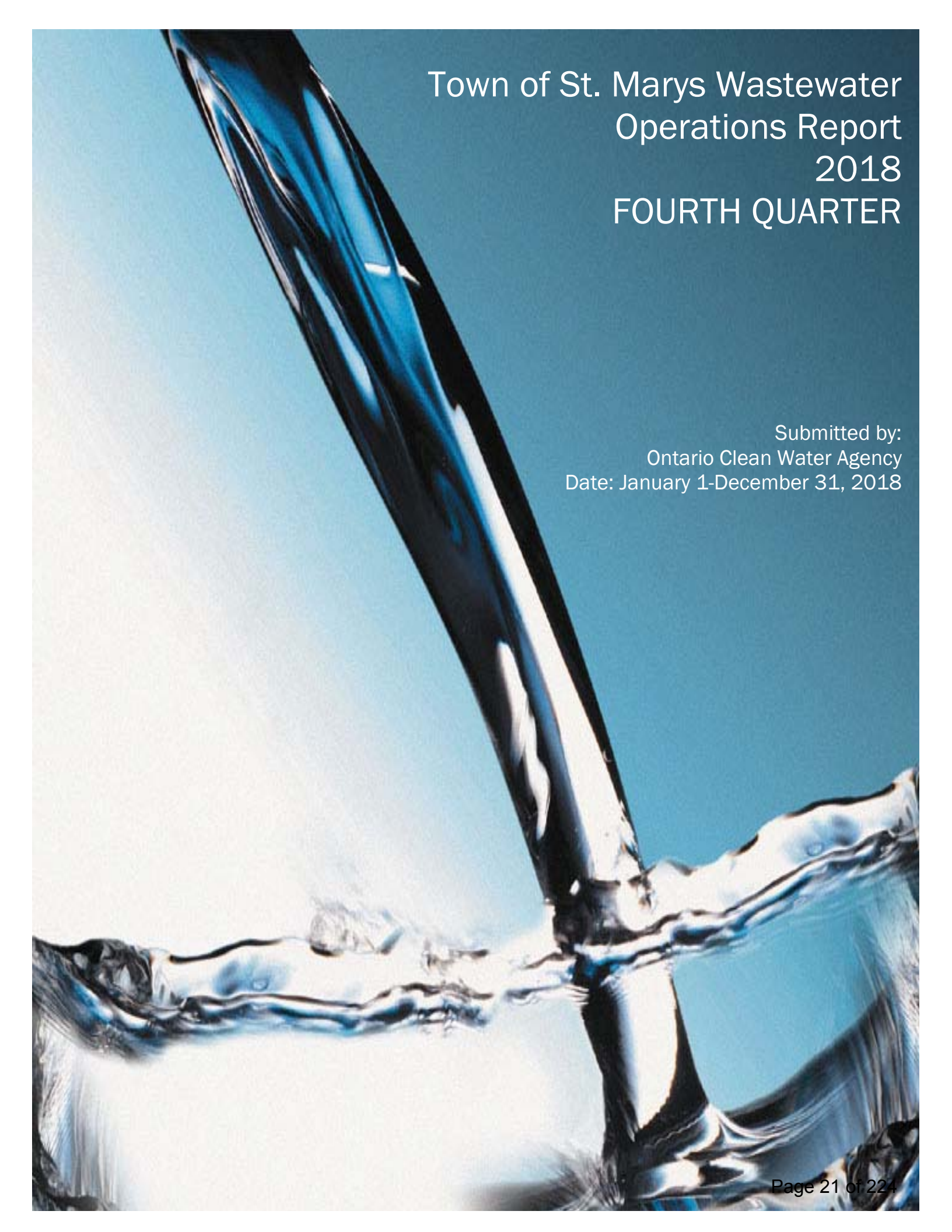
From: 01/01/2018 to 31/12/2018

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
<b>Flows:</b>																
Raw Flow: Monthly Total - Well #1 (m³)	39417.85	32695.61	47966.84	22007.7	9466.69	13293.59	11855.47	23645.12	18442.72	29726.75	13396.49	35441.92	297356.75			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1271.54	1362.32	1713.1	1294.57	631.11	949.54	740.97	1244.48	1084.87	1292.47	893.1	1476.75		1162.9		
Raw Flow: Monthly Max - Well #1 (m³/d)	2748.44	2549.17	2655.09	2856.24	1191.21	2388.42	2272.57	2677.14	2780.94	2794.78	2216.74	3152.82			3152.82	
Raw Flow: Monthly Total - Well #2 (m³)	27211.39	21449.46	1192.96	32209.43	67940	44496.12	36483.67	35025.32	45400.76	22605.22	43930.27	18416.92	396361.52			
Raw Flow: Monthly Avg - Well #2 (m³/d)	877.79	1191.64	596.48	1342.06	2264.67	1779.84	1403.22	1592.06	1816.03	1130.26	1830.43	1315.49		1428.33		
Raw Flow: Monthly Max - Well #2 (m³/d)	2363.51	2451.65	970.43	2607.93	3049.08	3002.1	3130.18	3018.82	2680.27	3019.41	37065.47	3047.19			3196.76	
Raw Flow: Monthly Total - Well #3 (m³)	17464.68	18942.6	35201.93	27983.62	15156.53	32788.84	49750.25	32995.13	21039.37	36968.21	37065.47	46889.09	372245.72			
Raw Flow: Monthly Avg - Well #3 (m³/d)	563.38	996.98	1676.28	1399.18	1165.89	1639.44	1715.53	1571.2	1001.87	1607.31	1544.39	1953.71		1402.93		
Raw Flow: Monthly Max - Well #3 (m³/d)	1888.84	2079.79	3011.42	2701.28	3071.67	3349.98	3487.82	3229.16	3094.02	3198.44	3124.19	4021.32			4021.32	
Raw Flow: Monthly Total - Total Raw Flow (m³)	84093.92	73087.67	84361.73	82200.75	92563.22	90578.55	98089.39	91665.57	84882.85	83406.18	79935.65	82693.06	1027558.5			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	2712.71	2610.27	2721.35	2740.03	2985.91	3019.29	3164.17	2956.95	2829.43	2876.08	3197.43	3307.72		2926.78		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	3981.63	3211.92	3096.44	3089.91	3639.95	3476.34	3921.2	3446.15	3152.82	3294.45	3852.73	7066.82			7066.82	
<b>Turbidity:</b>																
Raw: Max Turbidity - Well #1 (NTU)	0.3	0.52	0.14	0.21	0.17	0.2	0.42	0.3	0.24	0.42	0.27	0.24			0.52	
Raw: Max Turbidity - Well #2 (NTU)	0.16	0.22	0.18	0.45	0.27	0.31	0.37	0.24	0.46	0.31	0.14	0.63			0.63	
Raw: Max Turbidity - Well #3 (NTU)	0.77	0.43	0.1	2	0.24	0.22	0.37	0.34	0.56	0.33	0.33	0.67			2	
<b>Chemical Parameters:</b>																
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	1.47			3.05			2.32			1.05					3.05	
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.634			1.22			1.06			0.647					1.22	
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003			< 0.003			< 0.003			0.009					0.009	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.526			0.867			0.872			0.593					0.872	
Distribution: Max THM - Distribution System (µg/l)	13			16			16			9.1					16	
<b>Chlorine Residuals:</b>																
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.85	0.76	0.75	0.76	0.79	0.88	0.99	1.01	0.93	0.93	0.92	0.87				0.75
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.26	1.3	1.35	1.34	1.35	1.45	1.35	1.37	1.32	1.42	1.27	1.38			1.45	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.67	0.81	0.88	0.9	0.98	0.97	1.01	0.9	0.88	0.87	0.91	0.92				0.67
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.19	1.38	1.32	1.42	1.39	1.35	1.38	1.32	1.45	1.36	1.32	1.34			1.45	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	0.85	0.88	0.87	0.91	1	1.13	0.81	0.79	0.97	1.06	0.78	0.98				0.78
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.28	1.36	1.45	1.38	1.37	1.44	1.49	1.49	1.49	1.58	1.44	1.39			1.58	
<b>Bacti Samples Collected:</b>																
Raw Bacti: # of samples - Well #1	5	4	4	4	5	4	5	4	4	5	4	4	52			
Raw Bacti: # of samples - Well #2	5	4	1	5	5	4	5	4	4	5	4	4	50			
Raw Bacti: # of samples - Well #3	5	4	4	4	4	4	5	4	4	5	4	4	51			
Treated Bacti: # of samples - Treated Water #1	5	4	4	4	5	4	5	4	4	5	4	4	52			
Treated Bacti: # of samples - Treated Water #2	5	4	1	3	5	4	5	4	4	5	4	4	48			
Treated Bacti: # of samples - Treated Water #3	5	4	4	4	4	4	5	4	4	5	4	3	50			
Dist Bacti: # of samples - Distribution System	20	16	16	16	20	16	20	16	16	20	16	15	207			
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0			





# Town of St. Marys Wastewater Operations Report 2018 FOURTH QUARTER

Submitted by:  
Ontario Clean Water Agency  
Date: January 1-December 31, 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 & Class 2 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 <sup>3</sup> /day)
Total Annual Flow (2017 Data):	1,542,384 (m <sup>3</sup> /year)
Average Day Flow (2017 Data):	4,228.26 (m <sup>3</sup> /day)
Average Daily Capacity (2017 Data):	76%
Maximum Day Flow (2017 Data):	13,055 (m <sup>3</sup> /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**

The Daily limit for Phosphorus is 1.00mg/L and the result was 1.61mg/L for the June 15, 2018 sample results.

Investigative efforts were made to ascertain the source of elevated phosphorus, but were not conclusive. Third party services were retained to review phosphorus loadings to the facility in an effort to identify and resolve the issue.

The Aluminum Sulphate dosage was increased from 104 kg/d Up to as high as 980kg/d in order to correct the issues.

##### **October**

The daily limit for Phosphorus is 1.00 mg/L and the result was 1.10 mg/L for the October 11, 2018 sample results. This was re-sampled by the laboratory to confirm the results were accurate.

Operations increased the Aluminum Sulphate dosage from 152 kg/d to 400 kg/d in order to correct the issues, and the phosphorus went back to within normal ranges by October 12, 2018.

We have done some troubleshooting within the plant and believe this is being caused by an outside source. We will continue to monitor. The Town of St. Marys currently has a third party reviewing influent and effluent data in relation to phosphorus.

##### **December**

The daily limit for Total Suspended Solids is 25 mg/L with a monthly average limit of 15 mg/L. The result on December 4<sup>th</sup>, 2018 was 32 mg/L. Elevated TSS was also reported throughout the month of December in excess of the monthly limit of 15 mg/L but below the daily limit of 25 mg/L. This resulted in a monthly average of 17 mg/L which exceeded the monthly average discharge limit for the facility.

Investigative efforts indicated severe microbial impairment (i.e. death) at the facility which limited the facilities ability to maintain solids removal. This level of impairment is typically the result of a toxic exposure. A potential cause for the microbial impairment and elevated TSS may have been “pH shock” at the facility, which can be caused by rapid changes in the pH of wastewater being received. Collection system sampling confirmed pH discharges have been received in contravention of by-law limits and Town staff have been in communication with identified sources regarding by-law compliance.

#### **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 Detroiter 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 RDT
- 27: Check valve for raw sewage pump #3 not shutting properly – installed new guides for the flap and issue resolved

## **THIRD QUARTER**

### **July**

- 04: Waterloo Manufacturing was onsite to service the Lystek boiler
- 06: Old generator was removed from the UV building
- 07: Installation of grit arm couplings
- 07: Installation of cooling fan in the VFD cabinet
- 07: Replaced batteries on the Lystek UPS
- 16: Repaired cooling waterline on clarifier pump
- 24: Installed new grit rakes on grit arm
- 26: Replaced control transformer on supernatant pump
- 27: Installed new digester door

### **August**

- 08: Re-built supernate pump P23
- 09: Replaced WAS flow meter
- 09: Replaced new bearing in the centrifuge polymer pump
- 27: Repairs to check valve for supernate pump

### **September**

- 05: Installed waterlines on TWAS pumps to prevent pumps from plugging up
- 20: Raw sewage pump #1 taken to be re-built
- 20: Replaced broken circuit for outdoor lighting
- 28: Installation of new electrical panel for supernate pumps

## **FOURTH QUARTER**

### **October**

- 05: Repairs to preheat pump for Lystek boiler
- 19: Installed new backflow preventer in blower room basement
- 23: Flow meter calibrations
- 25: SNF onsite to do jar testing to optimize the polymer dosage for the Lystek system. It was determined that we are dosing correctly.
- 26: Replaced polymer pump for drum thickener
- 30: Replaced ballast in UV disinfection system
- 31: Took down ceiling tiles in lunchroom due to mould from leaking roof

### **November**

- 01: Installation of re-built raw sewage pump #1
- 02: Replaced ropes holding foam barricades in aeration tank
- 06: Hetek onsite to look at failing gas detection system in Lystek building
- 08: Lystek hauled from storage tanks to farmer's field
- 21: Repairs to waterline in RAS building

### **December**

- 03: Replaced faulty UPS in Lystek Room
- 05: Vacuum truck onsite hauling excessive foam in clarifier chambers which caused high solids
- 07: Alfa Laval onsite to remove centrifuge for re-build – re-installed on December 13
- 12: Installed new boiler pre-heat circulation pump in Lystek building
- 18: McLean Taylor onsite for new carbon unit installation for Lystek system
- 20: Removed upper gearbox from clarifier #1 to install seal kit
- 28: Failure of polymer mixing chamber

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
42	34	34	35	39	51	42	45	38	32	37	42	471

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

### **THIRD QUARTER**

#### **JULY**

**05:** Operator received a call for a communication failure at the WPCP

**08:** Operator received a call for a high level alarm at the Emily Street PS

#### **SEPTEMBER**

**08:** Operator received a call for a communication failure alarm at the WPCP

**12:** Operator received a power outage alarm at the WPCP

### **FOURTH QUARTER**

#### **OCTOBER**

**13:** Operator received a call for a high level alarm at Robinson Street PS

**COMPLAINTS & CONCERNS:**

There have been no complaints or concerns reported to date.

**REGULATORY INSPECTIONS:**

The last MECP Inspection occurred on December 7, 2017.

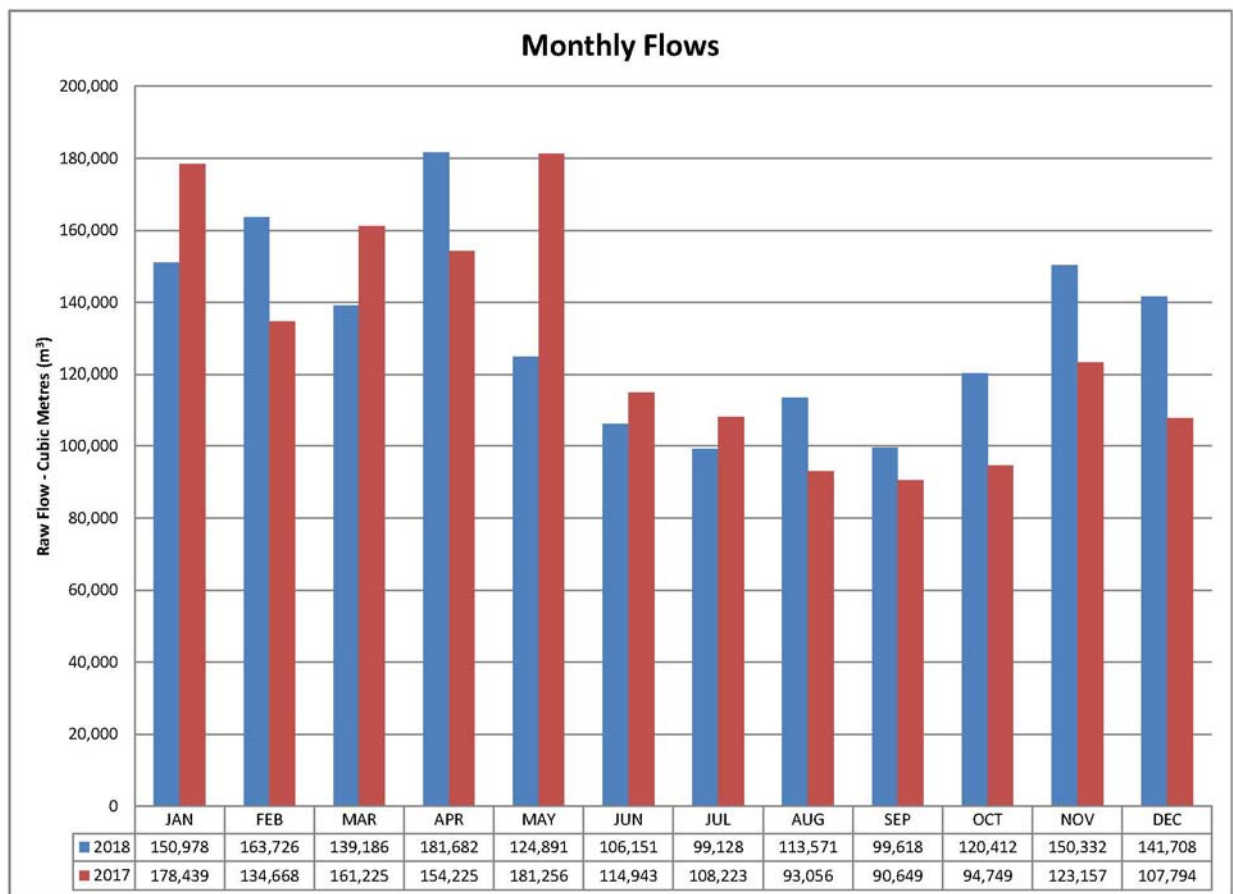
**PERFORMANCE ASSESSMENT REPORT:**

The average daily flow in 2018 for the January to December reporting period is 4,360.52 m<sup>3</sup>/day.

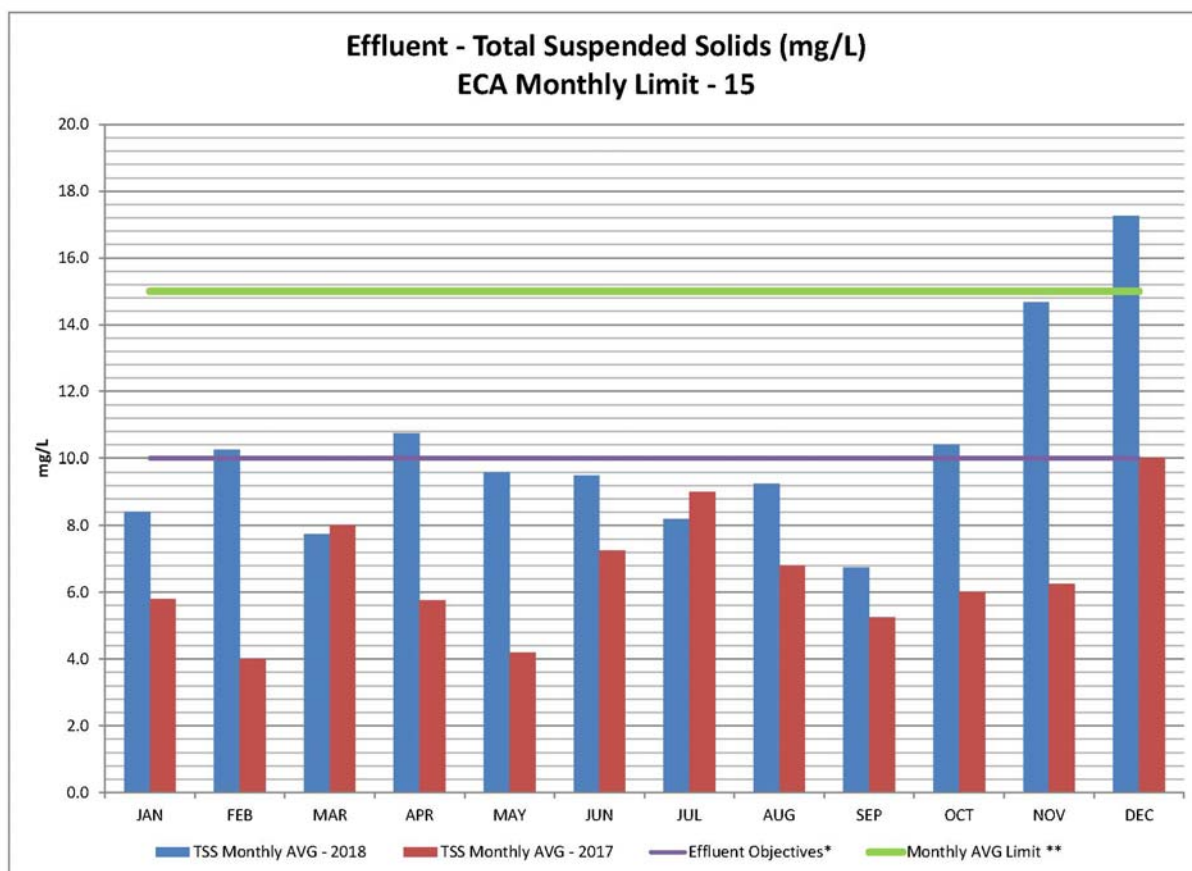
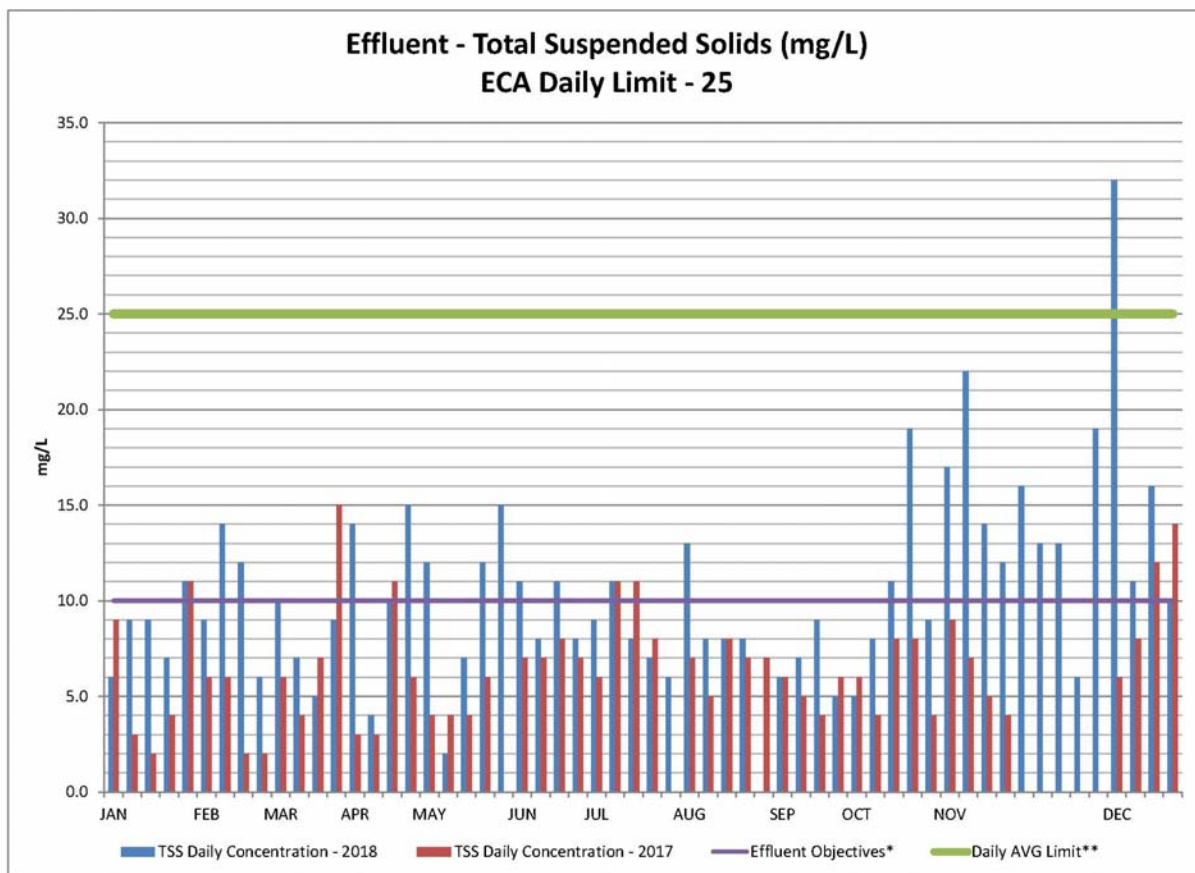
Total raw sewage flows for 2017: 1,542,384.00 m<sup>3</sup>.

Total raw sewage flows for 2018: 1,591,589.53 m<sup>3</sup>.

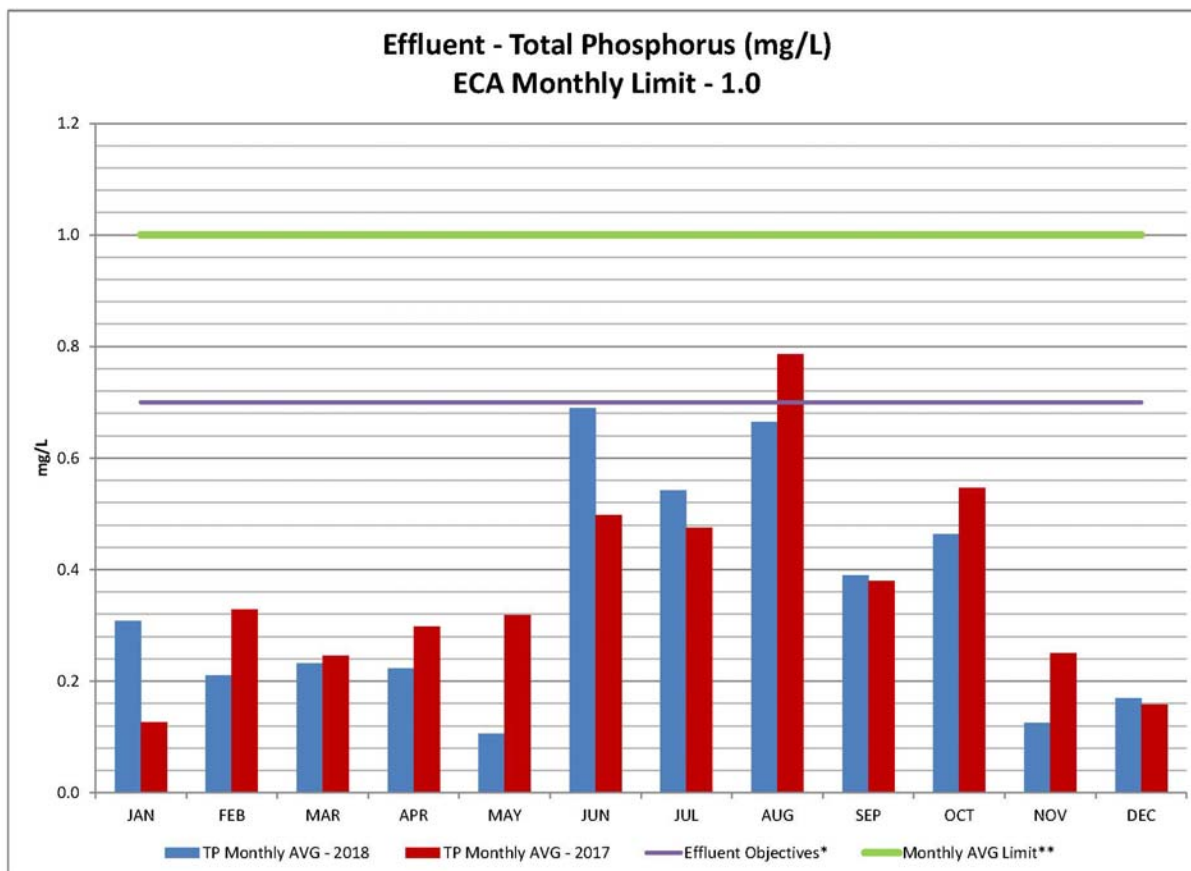
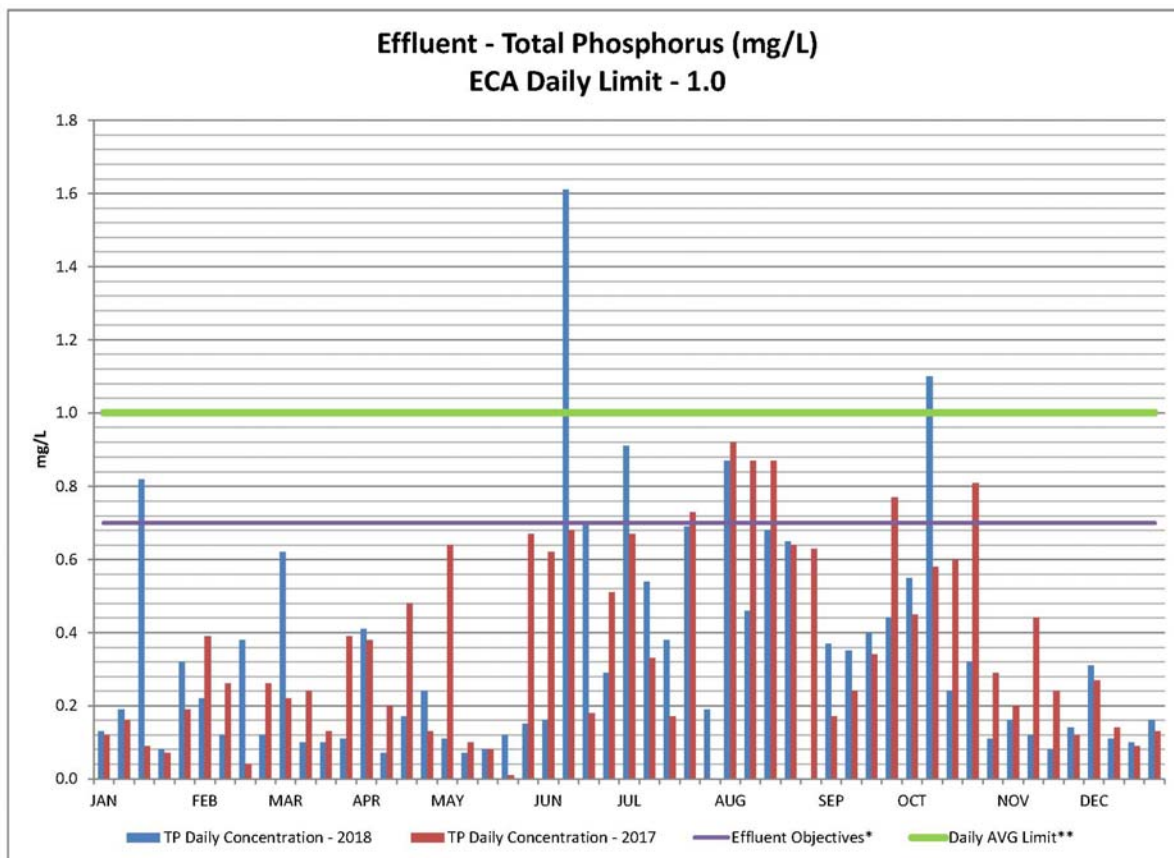




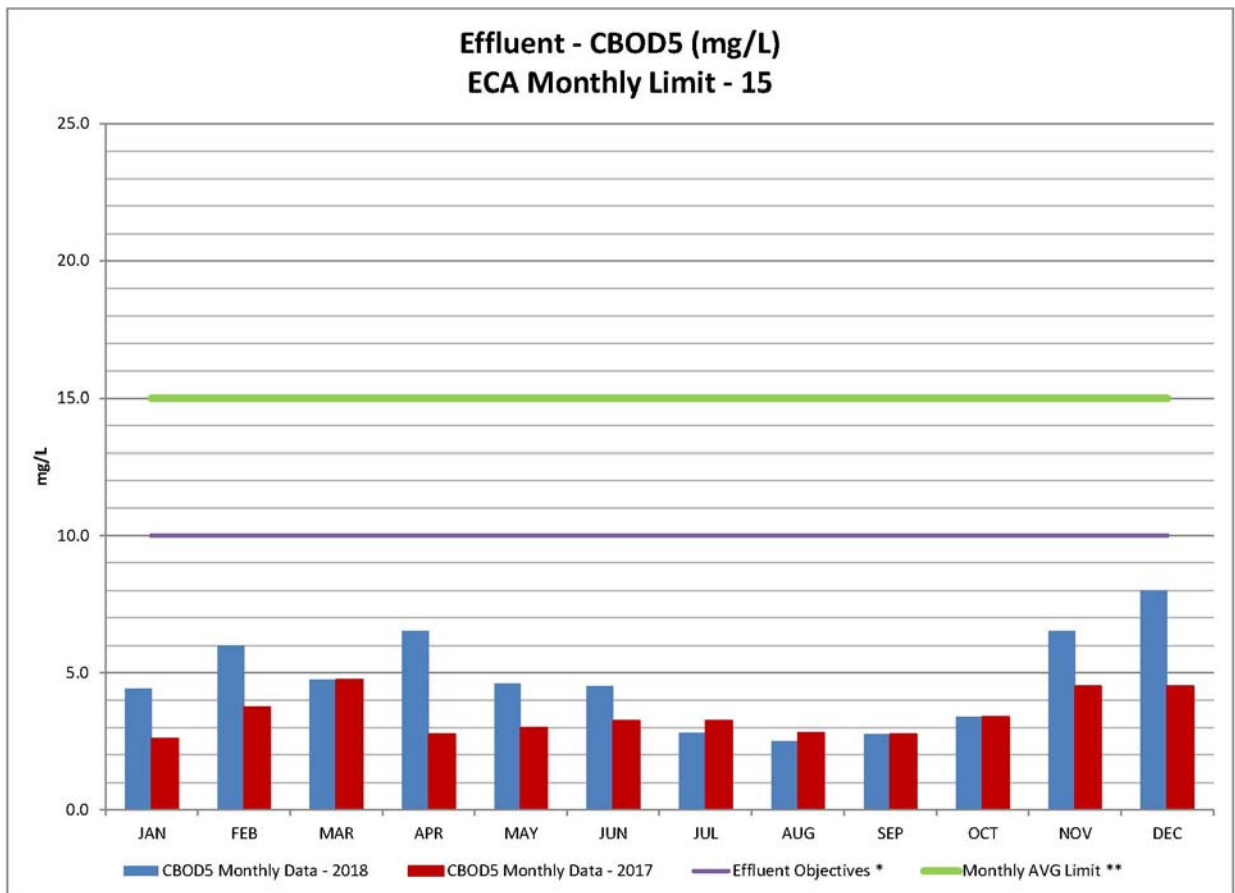
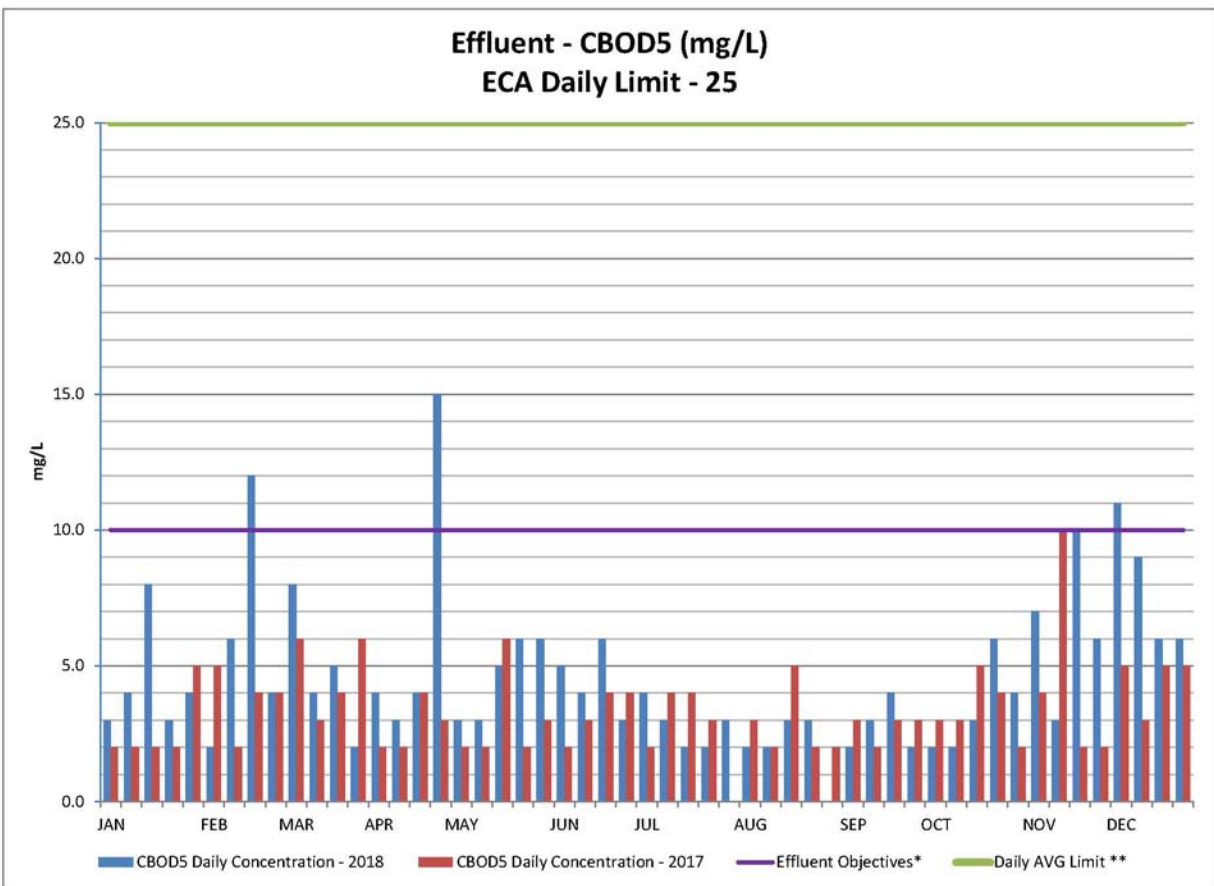




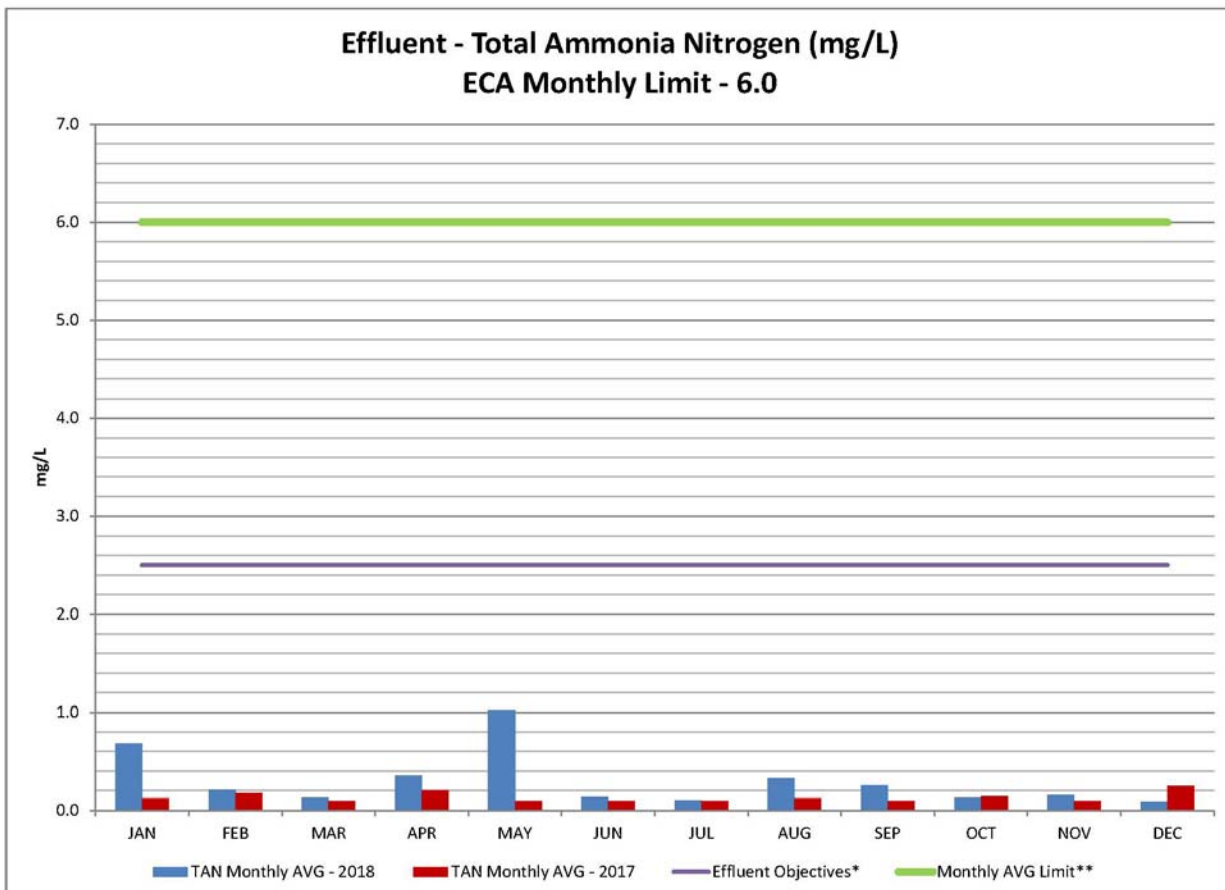
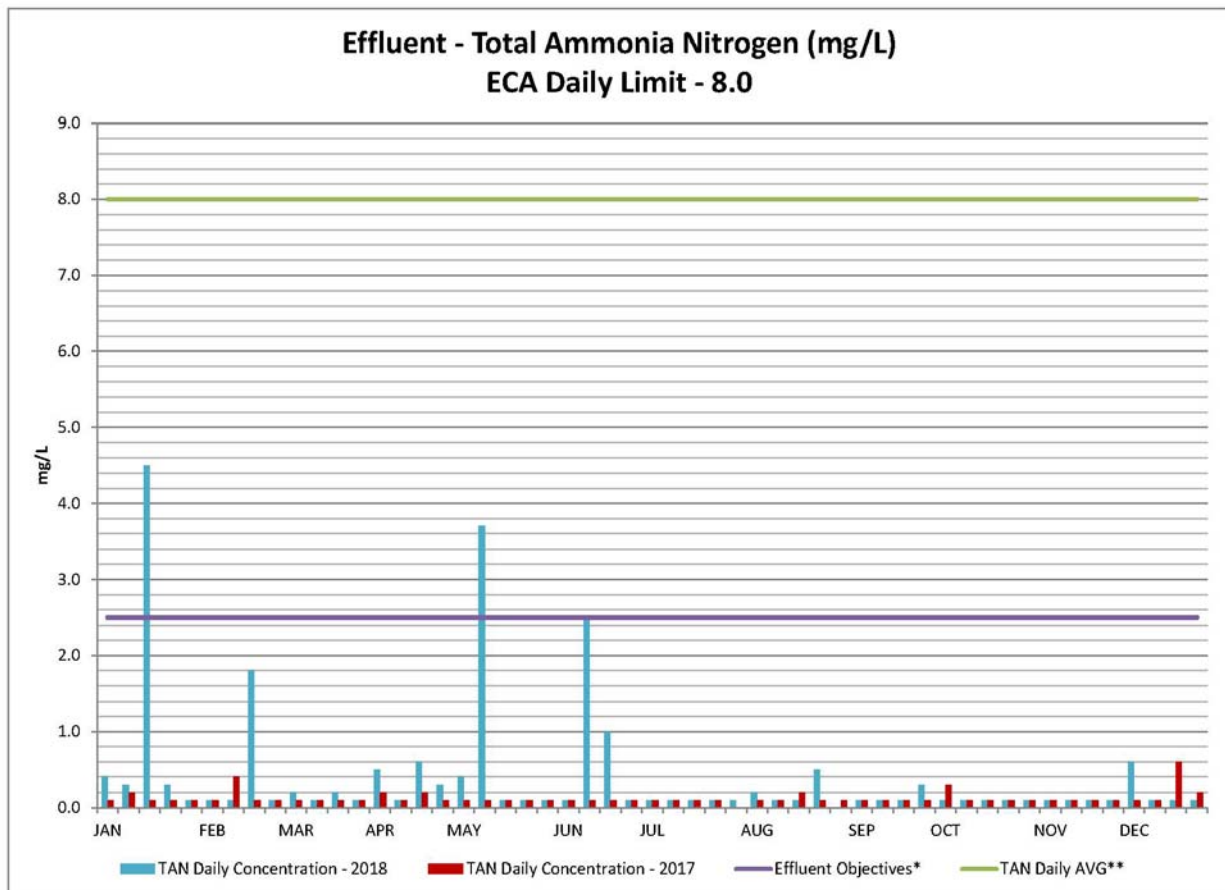
The daily limit for total suspended solids was exceeded on December 4<sup>th</sup>, 2018.  
The monthly average suspended solids limit was exceeded in the month of December.



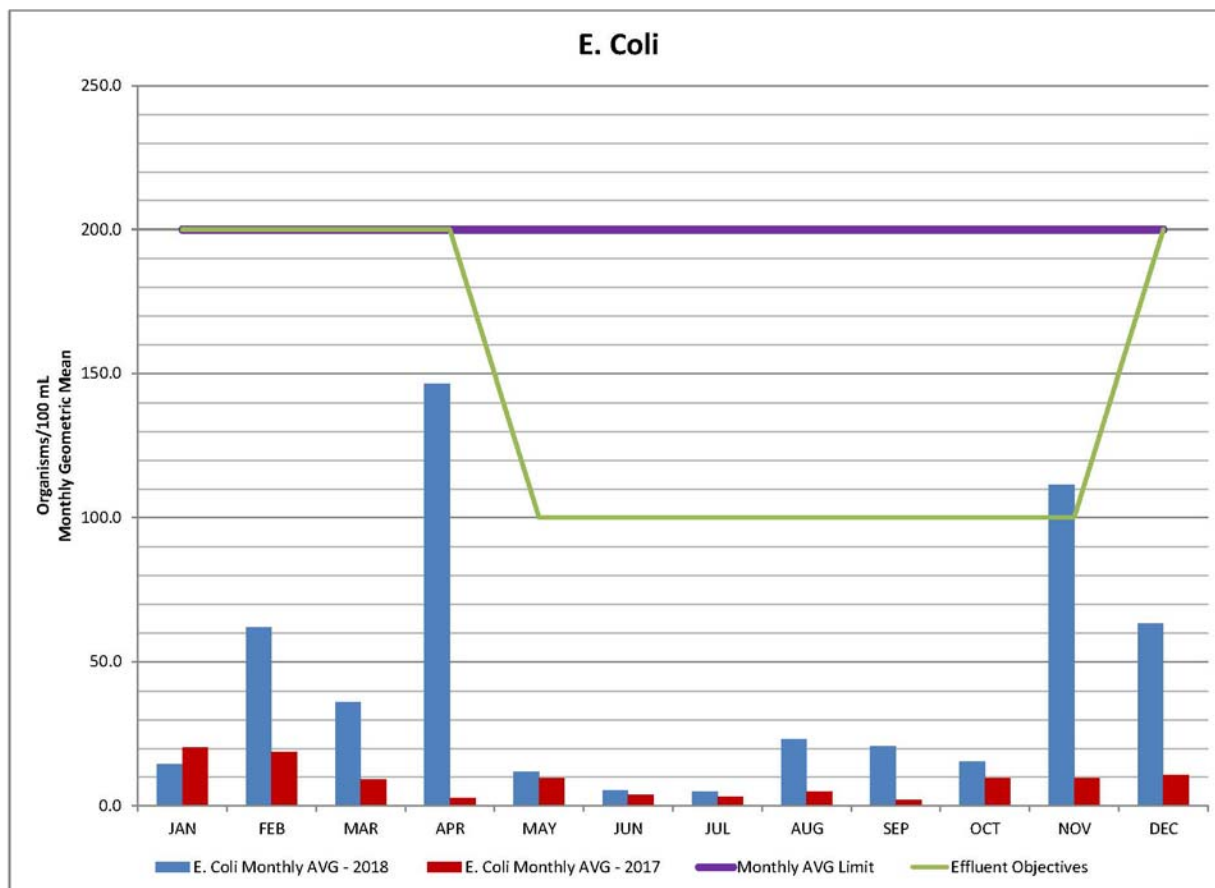
The daily limit for total phosphorus was exceeded on June 15<sup>th</sup>, 2018, and October 11<sup>th</sup>, 2018. The monthly average for total phosphorus is in compliance for the fourth quarter.



The monthly average CBOD5 is in compliance for the fourth quarter.



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



The monthly geometric mean is in compliance for the fourth 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**

From: 01/01/2018 to 31/12/2018

Report extracted 01/23/2019 08:26

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

Works: [110001275]

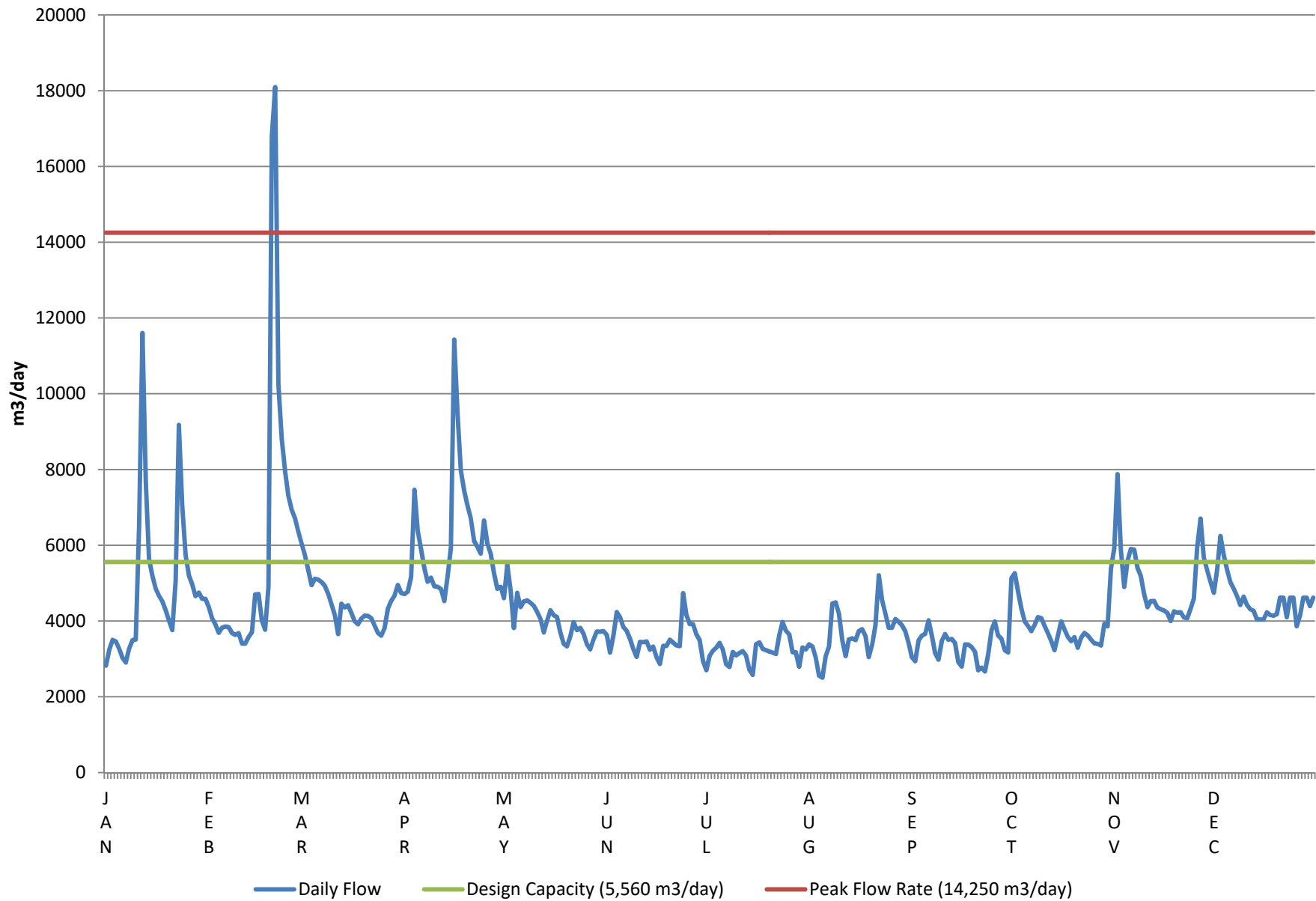
	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	<--Total-->	<--Avg.-->	<--Max.-->	<--Criteria-->
<b>Flows:</b>																
Raw Flow: Total - Raw Sewage (m³)	150967.56	163947.17	139181.83	181682.16	124891.00	106150.81	99128.00	113571.00	99618.00	120412.00	150332.00	141708.00	1591589.53			
Raw Flow: Avg - Raw Sewage (m³/d)	4869.92	5855.26	4489.74	6056.07	4028.74	3538.36	3197.68	3663.58	3320.60	3884.26	5011.07	4571.23		4373.87		
Raw Flow: Max - Raw Sewage (m³/d)	11604.05	18093.50	6041.24	11430.05	5483.00	4735.00	3974.00	5207.00	4018.00	5380.00	7878.00	6246.00			18093.50	
Eff. Flow: Total - Final Effluent (m³)	162198.00	165898.00	170352.00	203534.00	114674.00	120675.39	138698.00	191015.00	103321.00	124812.00	139756.00	128134.00	1763067.39			
Eff. Flow: Avg - Final Effluent (m³/d)	5232.19	5924.93	5495.23	7269.07	3699.16	4022.51	4474.13	6161.77	3444.03	4026.19	4658.53	4133.35		4878.43		
Eff. Flow: Max - Final Effluent (m³/d)	23575.00	33848.00	15010.00	22339.00	4124.00	4743.00	5675.00	45478.00	5092.00	5088.00	6878.00	5456.00			45478.00	
<b>Carbonaceous Biochemical Oxygen Demand: CBOD:</b>																
Eff: Avg cBOD5 - Final Effluent (mg/L)	4.400	6.000	4.750	6.500	4.600	4.500	2.800	2.500	< 2.750	< 3.400	6.500	8.000		< 4.725	8.000	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Loading: cBOD5 - Final Effluent (kg/d)	23.022	35.550	26.102	47.249	17.016	18.101	12.528	15.404	< 9.471	< 13.689	30.280	33.067		< 23.457	47.249	
<b>Biochemical Oxygen Demand: BOD5:</b>																
Raw: Avg BOD5 - Raw Sewage (mg/L)	260.000	153.250	300.000	135.000	230.800	343.000	388.600	269.250	292.500	293.600	158.500	219.250		253.646	388.600	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg BOD5 - Final Effluent (mg/L)	6.000	7.000	< 5.000	7.750	4.600	< 3.750	< 2.800	2.750	2.750	3.400	6.250	6.000		< 4.837	7.750	15.0
Loading: BOD5 - Final Effluent (kg/d)	31.393	41.475	< 27.476	56.335	17.016	< 15.084	< 12.528	16.945	9.471	13.689	29.116	24.800		< 24.611	56.335	
Percent Removal: BOD5 - Raw Sewage (mg/L)	97.692	95.432	98.333	94.259	98.007	98.907	99.279	98.979	99.060	98.842	96.057	97.263			99.279	
<b>Total Suspended Solids: TSS:</b>																
Raw: Avg TSS - Raw Sewage (mg/L)	183.200	93.500	175.750	122.750	191.200	222.500	368.400	287.250	337.000	218.600	191.750	153.750		212.138	368.400	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg TSS - Final Effluent (mg/L)	8.400	10.250	7.750	10.750	9.600	9.500	8.200	9.250	6.750	10.400	14.667	17.250		10.231	17.250	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	4	5	4	5	4	4	5	9	4	57			
Loading: TSS - Final Effluent (kg/d)	43.950	60.731	42.588	78.143	35.512	38.214	36.688	56.996	23.247	41.872	68.325	71.300		49.797	78.143	
Percent Removal: TSS - Raw Sewage (mg/L)	95.415	89.037	95.590	91.242	94.979	95.730	97.774	96.780	97.997	95.242	92.351	88.780			97.997	
<b>Total Phosphorus: TP:</b>																
Raw: Avg TP - Raw Sewage (mg/L)	2.908	2.968	3.768	1.723	3.418	4.853	5.864	3.968	4.843	3.802	2.935	3.183		3.686	5.864	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg TP - Final Effluent (mg/L)	0.308	0.210	0.232	0.223	0.106	0.690	0.542	0.665	0.390	0.464	0.125	0.170		0.344	0.690	1.0
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Loading: TP - Final Effluent (kg/d)	1.612	1.244	1.278	1.617	0.392	2.776	2.425	4.098	1.343	1.868	0.582	0.703		1.661	4.098	
Percent Removal: TP - Raw Sewage (mg/L)	89.409	92.923	93.829	87.083	96.899	85.781	90.757	83.239	91.946	87.796	95.741	94.658			96.899	
<b>Nitrogen Series:</b>																
Raw: Avg TKN - Raw Sewage (mg/L)	23.440	18.700	24.675	14.900	23.820	33.000	35.160	26.625	34.900	26.440	24.475	23.550		25.807	35.160	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg TAN - Final Effluent (mg/L)	< 1.120	< 0.525	< 0.150	< 0.375	< 0.880	< 0.925	< 0.100	< 0.225	< 0.150	< 0.100	< 0.100	< 0.225		< 0.406	< 1.120	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Loading: TAN - Final Effluent (kg/d)	< 5.860	< 3.111	< 0.824	< 2.726	< 3.255	< 3.721	< 0.447	< 1.386	< 0.517	< 0.403	< 0.466	< 0.930		< 1.970	< 5.860	
Eff: Avg NO3-N - Final Effluent (mg/L)	7.666	5.948	7.030	4.810	3.898	3.585	4.228	5.228	6.120	5.434	5.907	5.270		5.427	7.666	
Eff: # of samples of NO3-N - Final Effluent (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg NO2-N - Final Effluent (mg/L)	0.616	< 0.285	0.213	< 0.130	< 0.084	< 0.033	< 0.030	< 0.188	< 0.030	< 0.036	0.123	0.178		< 0.162	0.616	
Eff: # of samples of NO2-N - Final Effluent (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
<b>Disinfection:</b>																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	14.562	61.941	36.074	146.662	11.846	5.305	4.919	23.230	20.863	15.543	111.403	63.284		42.969	146.662	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	4	5	4	5	4	4	5	4	4	52			

# **APPENDIX B**

## **FLOW REPORT**



## 2018 Flows





## **MINUTES Regular Council**

January 22, 2019  
6:00pm  
Town Hall, Council Chambers

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Luna  
Councillor Hainer  
Councillor Pridham  
Councillor Winter

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 / Treasurer  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
Jenna McCartney, Deputy Clerk

### **1. CALL TO ORDER**

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

### **2. DECLARATIONS OF PECUNIARY INTEREST**

#### **2.1 Councillor Pridham – DEV 09-2019 Application for Zoning By-law Amendment (Z04-2017) 275 Queen Street South**

Councillor Pridham declared a potential pecuniary interest in this matter.

#### **2.2 Councillor Pridham – DEV 10-2019 Sign Permit Application – 175 Queen Street East**

Councillor Pridham declared pecuniary interest in this matter.

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

Mayor Strathdee stated that the author of correspondence listed in agenda item 7.5 wishes to withdraw it from Council's consideration at this time.

**Resolution 2019-01-22-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the January 22, 2019 regular Council meeting agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None.

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

**5.1 Four County Labour Market Planning Board re: Skills Advance Ontario and Local Labour Market Plan**

Gemma Mendez-Smith of Four County Labour Market Planning Board spoke to the Skills Advance Ontario and Local Labour Market Plan presentation and responded to questions from Council.

**Resolution 2019-01-22-02**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** the presentation from Four County Labour Market Planning Board regarding Local Labour Market Plan be received.

**CARRIED**

**5.2 Randy Pettapiece, MPP re: Greetings and Introduction**

Randy Pettapiece, MPP welcomed the new term of Council and congratulated them on their election to the Office. MPP Pettapiece provided an overview of the Provincial government's areas of focus for the upcoming year, and responded to questions from Council.

**Resolution 2019-01-22-03**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** the presentation from Randy Pettapiece, MPP regarding general greetings and an update from the Province of Ontario be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - January 8, 2019**

Councillor Winter asked that his name be stricken from item 9.1.2 of minutes.

**Resolution 2019-01-22-04**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the January 8, 2019 regular Council meeting minutes be approved as amended and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Special Meeting of Council - January 15, 2019**

**Resolution 2019-01-22-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the January 15, 2019 Special Meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Minister of Finance re: 2019 Ontario Municipal Partnership Fund (OMPF)**

**Resolution 2019-01-22-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** the correspondence from the Minister of Finance regarding the 2019 Ontario Municipal Partnership Fund be received.

**CARRIED**

**7.2 Randy Pettapiece, MPP re: OMPF Funding**

**Resolution 2019-01-22-07**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** the correspondence from Randy Pettapiece, MPP regarding the Ontario Municipal Partnership Fund be received.

**CARRIED**

**7.3 Blake and Wanda Mossey re: Skatepark Concerns**

**Resolution 2019-01-22-08**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the correspondence from Blake and Wanda Mossey regarding the skatepark concerns be received.

**CARRIED**

**7.4 Minister of the Environment, Conservation and Parks re:  
Apportionment of Levies under the Conservation Authorities Act**

**Resolution 2019-01-22-09**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Minister of the Environment, Conservation and Parks regarding apportionment of levies under the *Conservation Authorities Act* be received.

**CARRIED**

**7.5 Canadian Baseball Hall of Fame and Museum re: Funding Request**

Author of correspondence wishes for the letter to be withdrawn from the agenda.

**8. STAFF REPORTS**

**8.1 Administration and Human Resources**

**8.1.1 CAO 09-2019 January Monthly Report (Administration and Human Resources)**

Brent Kittmer and Lisa Lawrence spoke to CAO 09-2019 report and responded to questions from Council.

**Resolution 2019-01-22-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** CAO 09-2019 January Monthly Report (Administration and Human Resources) be received for information.

**CARRIED**

**8.1.2 CAO 10-2019 Housekeeping – Open Public Highway for Multiple Parcels**

Brent Kittmer spoke to CAO 10-2019 report and responded to questions from Council.

**Resolution 2019-01-22-11**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** CAO 10-2019 Housekeeping – Open Public Highway for Multiple Parcels be received; and

**THAT** Council approve By-laws 12-2019, 13-2019, 14-2019, 15-2019 and 16-2019 for the purpose of opening, establishing and assuming multiple parcels as public highway.

**CARRIED**

**8.1.3 CAO 11-2019 Draft Pregnancy and Parental Leave Policy for Council**

Brent Kittmer spoke to CAO 11-2019 report and responded to questions from Council. Council requested one amendment to provide Council with the ability to make appointments to fill committee vacancies for Councillor leaves.

**Resolution 2019-01-22-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** CAO 11-2019 regarding a pregnancy and parental leave policy for Council be received; and

**THAT** staff be directed to finalize the policy subject to Council's amendments; and

**THAT** staff present a final version of the policy for adoption prior to March 1, 2019.

**CARRIED**

## **8.2 Corporate Services**

### **8.2.1 COR 05-2019 January Monthly Report (Corporate Services)**

Trisha McKibbin spoke to COR 05-2019 report and responded to questions from Council.

**Resolution 2019-01-22-13**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** COR 05-2019 January Monthly Report (Corporate Services) be received for information.

**CARRIED**

## **8.3 Finance**

### **8.3.1 FIN 01-2019 January Monthly Report (Finance)**

Jim Brown spoke to FIN 01-2019 report and responded to questions from Council.

**Resolution 2019-01-22-14**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** FIN 01-2019 January Monthly Report (Finance) be received for information.

**CARRIED**

### **8.3.2 FIN 02-2019 Temporary Borrowing By-law**

Jim Brown spoke to FIN 02-2019 report and responded to questions from Council.

**Resolution 2019-01-22-15**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** FIN 02-2019 Temporary Borrowing By-law be received; and

**THAT** By-law 10-2019 authorizing temporary borrowing be approved.

**CARRIED**

### **8.3.3 FIN 03-2019 2019 Interim Tax Levy**

Jim Brown spoke to FIN 03-2019 report and responded to questions from Council.

**Resolution 2019-01-22-16**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**THAT** FIN 03-2019 Interim Tax Levy report be received; and

**THAT** By-law 11-2019 authorizing the 2019 Interim Tax Levy be approved.

**CARRIED**

**8.4 Fire and Emergency Services**

**8.4.1 FD 01-2019 January Monthly Report (Emergency Services)**

Brent Kittmer, on behalf of Fire Chief Anderson, spoke to FD 01-2019 report and responded to questions from Council.

**Resolution 2019-01-22-17**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** FD 01-2019 January Monthly Report (Emergency Services) be received for information.

**CARRIED**

**8.5 Community Services**

**8.5.1 DCS 04-2019 January Monthly Report (Community Services)**

Stephanie Ische spoke to DCS 04-2019 report and responded to questions from Council.

**Resolution 2019-01-22-18**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** DCS 04-2019 January Monthly Report (Community Services) be received for information.

**CARRIED**

**8.6 Building and Development Services**



**8.6.1 DEV 11-2019 January Monthly Report (Building and Development)**

**Resolution 2019-01-22-19**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** DEV 11-2019 January Monthly Report (Building and Development) be received for information.

**CARRIED**

**8.6.2 DEV 10-2019 Sign Permit Application – 175 Queen St East**

Having declared pecuniary interest with respect to this matter at the beginning of the meeting, Councillor Pridham vacated her seat at Council.

Grant Brouwer spoke to DEV 10-2019 report and responded to questions from Council.

**Resolution 2019-01-22-20**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** DEV 10-2019 Sign Permit Application – 175 Queen Street East be received; and

**THAT** Council support the application for a variance to the sign by-law 86-2018 for the installation of two ground signs at 175 Queen St East.

**CARRIED**

Councillor Pridham resumed her seat at the Council table.

**8.6.3 DEV 09-2019 Application for Zoning By-law Amendment (Z04-2017) 275 James Street**

Mark Stone, Planner, spoke to DEV 09-2019 report and responded to questions from Council.

During the deliberation of the matter, Councillor Pridham declared pecuniary interest in the matter and vacated her seat at the Council table.

**Resolution 2019-01-22-21**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** DEV 09-2019 Application for ZBA (Z04-2017) A. Paola for 275 James Street South be received;

**THAT** Council determine that no further public notice and / or public meeting is required for the Application for Zoning By-law Amendment (Z04-2017) in accordance with Section 34(17) of the *Planning Act* since a public meeting was held in accordance with the *Planning Act* and the modifications to the proposed By-law are minor in nature; and

**THAT** Council enact Zoning By-law Z131-2019 for 275 James Street South.

**CARRIED**

Councillor Pridham returned to her seat at Council.

**8.7 Public Works**

**8.7.1 PW 04-2019 January Monthly Report (Public Works)**

Jed Kelly spoke to PW 04-2019 report and responded to questions from Council.

**Resolution 2019-01-22-22**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** PW 04-2019 January Monthly Report (Public Works) be received for information.

**CARRIED**

**8.7.2 PW 02-2019 Award of RFT-PW-20-2018 Supply and Delivery of Unleaded Gasoline and Diesel Fuel**

Jed Kelly spoke to PW 02-2019 report and responded to questions from Council.

**Resolution 2019-01-22-23**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** PW 02-2019 Award of RFT-PW-20-2018 Supply and Delivery of Unleaded Gasoline and Diesel Fuel be received; and

**THAT** the procurement for the supply and delivery of fuel be awarded to Bluewave Energy (Parkland Fuel Corporation) for the bid unit prices of -0.025 for clear diesel, -0.021 for coloured diesel and -0.016 for regular unleaded gasoline ; and

**THAT** By-Law 17-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

**9. EMERGENT OR UNFINISHED BUSINESS**

Mayor Strathdee informed Council that he would be attending the ROMA conference this weekend.

**10. NOTICES OF MOTION**

None.

**11. BY-LAWS**

Councillor Pridham restated her declaration of pecuniary interest related to proposed By-law Z131-2019 and vacated her seat at Council. Council agreed to consider By-law Z131-2019 separately.

**Resolution 2019-01-22-24**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** By-Laws 10-2019 through 17-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**11.1 By-Law 10-2019 Temporary Borrowing**

**11.2 By-Law 11-2019 Interim Tax Levies**

**11.3 By-Law 12-2019 Open, Establish and Assume Public Highway (Queen Street East)**

**11.4 By-Law 13-2019 Open, Establish and Assume Public Highway (Park Lane)**

- 11.5 By-Law 14-2019 Open, Establish and Assume Public Highway (Queen Street East - south side)**
- 11.6 By-Law 15-2019 Open, Establish and Assume Public Highway (Multiple Parcels along Maxwell Street)**
- 11.7 By-Law 16-2019 Open, Establish and Assume Public Highway (Water Street South)**
- 11.8 By-Law 17-2019 Authorize an Agreement with Bluewave Energy (Parkland Fuel Corporation)**
  
- 11.9 Z131-2019 Zoning By-law Amendment (Z04-2017) 275 James Street South**

Having declared a pecuniary interest Councillor Pridham vacated her seat at Council.

**Resolution 2019-01-22-25**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** By-Law Z131-2019, being a zoning amendment by-law for 275 James Street South, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

Councillor Pridham resumed her seat at Council.

**12. UPCOMING MEETINGS**

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda.

Councillor Edney provided regrets for February 12, 2019.

Council agreed to extend the meeting time for the Special Meeting of Council on Tuesday, January 29, 2019 until 2:00pm.

**13. CLOSED SESSION**

None.

**14. CONFIRMATORY BY-LAW**

**Resolution 2019-01-22-26**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** By-Law 18-2019, being a by-law to confirm the proceedings of January 22, 2019 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**

**15. ADJOURNMENT**

**Resolution 2019-01-22-27**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourn at 8:38p.m.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



**MINUTES**  
**Special Meeting of Council**

January 29, 2019  
9:00am  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Luna  
Councillor Hainer  
Councillor Pridham  
Councillor Winter

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 / Treasurer  
Matthew Corbett, Library CEA  
Jed Kelly, Director of Public Works  
Trisha McKibbin, Director of Corporate Services  
Stephanie Ische, Director of Community Services  
Jason Silcox, Building Inspector  
Jeff Wolfe, Asset Management, Engineering Specialist  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATION OF PECUNIARY INTEREST**

Councillor Pridham declared a conflict of interest on any matter relating to the St. Marys Community Players should the agenda advance to an item discussing the organization.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution 2019-01-29-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** the January 29, 2019 special meeting of Council agenda be accepted as presented.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None.

**5. 2019 DRAFT CAPITAL AND OPERATING BUDGET REVIEW**

Brent Kittmer detailed the progress in the budget thus far and explained the plan for today's agenda.

**5.1 Emergent Budget Consideration - PW 05-2019 Quadro Fibre Project – Locate Services Resource Requirements**

Jed Kelly spoke to PW 05-2019 report and responded to questions from Council.

**Resolution 2019-01-29-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

THAT PW 05-2019 Quadro Fibre Project – Locate Services Resource Requirements be received; and

THAT Council provide pre-budget approval for a variance to the water and waste water operating budgets to hire contract staff, retain professional services and purchase equipment needed for the duration of the three year project through to December 31, 2021; and

THAT all variances incurred as a result of the Quadro last mile fibre build will be split equally and funded from the water and waste water reserve; and

THAT Council authorize staff to negotiate a locate extension agreement with Weber Contracting Ltd.

**CARRIED**

**5.2 2019 Draft Capital Budget Review**

**5.2.1 Review Proposed 2019 Capital Budget**

Council reviewed Capital item #8 – Expansion of Fire Hall Bays.

Council brought forward agenda item 5.2.2.1 - CAO 08-2019 Capital Budget Item #7 - Fire Hall Facility Needs Review for discussion.

Fire Chief Anderson, Grant Brouwer and Jason Silcox spoke to CAO 08-2019 report and responded to questions from Council.

Council was of the consensus to take away option 1 and 4 from further discussion.

Council debated the merits of option 2 and 3 as presented in the staff report.

Mayor Strathdee requested a recorded quote for 5.2.2.1 CAO 08-2019 Capital Budget Item #7 - Fire Hall Facility Needs Review

**Resolution 2019-01-29-03**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

THAT CAO 08-2019 Capital Budget Item #7 - Fire Hall Facility Needs Review be received; and

THAT Council selects **Option #2A (Renovate to Meet Current and Future Needs)** as the preferred build option for the Firehall Facility Update Project; and

THAT Council provides pre-budget approval of \$120,000 to complete design and tendering for the Firehall Facility Update Project in 2019; and

THAT Council strikes an ad-hoc Firehall Facility Design committee consisting of the CAO, Fire Chief, volunteer firefighters, building department staff, and the Mayor and Councillors Craigmile and Luna as Council liaison to the ad-hoc committee.

**CARRIED**

Council took a brief recess at 10:24am.

Mayor Strathdee called the meeting back to order at 10:33am.

Council resumed consideration of agenda item 5.2.1 Review Proposed 2019 Capital Budget.



Councillor Craigmile read a prepared statement reflecting on the 2019 budget and the decisions that lay ahead for Council.

Councillor Craigmile read a prepared motion.

**Resolution 2019-01-29-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** staff be directed to verify and report back to Council on the numbers presented by Councillor Craigmile in his prepared statement to Council regarding fire hall financing; and

**THAT** staff make recommendations on how to set up special charges for health and safety infrastructure projects and include any other cost saving or revenue generating options discussed during staff's preparation of the report.

**CARRIED**

Staff spoke to capital budget item #9 - Rescue Equipment Update and Replacement.

Council was of the consensus that capital budget item #9 - Rescue Equipment Update and Replacement is a priority of Council at this time.

Staff spoke to capital budget item #10 – Library Circulation Desk.

**Resolution 2019-01-29-05**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** Council give pre-budget approval to Capital Budget Item #10 - Library Circulation Desk.

**CARRIED**

Council was of the consensus that the following capital items are a budget priority at this time:

- Capital Budget Item #11 - Library Wall Reconstruction
- Capital Budget Item #12 - Library Annual Circulation Collection Purchase
- Capital Budget Item #13 - Quarry Trampoline Replacement

- Capital Budget Item #14 - New Inflatable at the Quarry (report back about past attendance records since inflatables have been installed)
- Capital Budget Item #15 - Lind Bathroom Renovation
- Capital Budget Item #16 - Cemetery Washroom
- Capital Budget Item #17 - Security System Upgrade
- Capital Budget Item #18 - Barn Walkway
- Capital Budget Item #19 - Cadzow Pathways

Council discussed the capital budget item #20 - Liquid Chlorine System. Council was of the consensus that the project would remain in the capital budget, and provided verbal direction for staff report to back to Council on the anticipated recommendations from the Recreation and Leisure Advisory Committee regarding chlorination use at the Aquatic Centre.

Council was of the consensus that the following capital items are a budget priority at this time:

- Capital Budget Item #21 - Auto Scrubber
- Capital Budget Item #22 - RTAC 3 Replacement
- Capital Budget Item #23 - New Projector

Council discussed capital budget item #24 - Tint Aquatics Windows. Council was of the consensus that the project would remain in the capital budget, and provided verbal direction for staff to report back to Council on alternative options for shading the windows at the Aquatic Centre.

Council discussed capital budget item #25 - Cenotaph Walkway & Additional Planters at Town Hall. Council was of the consensus that the project would remain in the capital budget. Staff were requested to give consideration to decorative touches for the walkway through the cenotaph.

Council recessed at 11:47 am for lunch.

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

Staff provided a brief overview of the work planned for Capital Budget Item #26 – Junction Station.

Council brought forward agenda item 5.2.2.2 COR 03-2019 Capital Budget Item # 26 - Junction Station for discussion.

Trisha McKibbin spoke to CAO 03-2019 report and responded to questions from Council.

Council discussed the various long term options for Junction Station as presented in the report.

**Resolution 2019-01-29-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council direct staff to report back on the options of selling Junction Station.

**CARRIED**

Council resumed consideration of agenda item 5.2.1 Review Proposed 2019 Capital Budget.

Council was of the consensus that the following capital items are a budget priority at this time:

- Capital Budget Item #26 - Junction Station
- Capital Budget Item #27 - PRC Generator
- Capital Budget Item #28 - Stump Grinder Attachment for Trackless
- Capital Budget Item #29 - J- 50 Water Tank Attachment
- Capital Budget Item #30 - T- 40 Directional Blade
- Capital Budget Item #31 - T- 60 - 2001 Dump Truck - 1 Tonne w/ Plow
- Capital Budget Item #32 - St. George St. N Reconstruction
- Capital Budget Item #33 - Annual Resurfacing Program
- Capital Budget Item #34 - Water St. S Culvert Repairs
- Capital Budget Item #35 - Wellington St. S Reconstruction

Council reviewed Capital Budget Item #36 Egan Ave. Reconstruction – Engineering.

Council brought forward agenda item 5.2.2.3 PW 03-2019 Capital Budget Item # 36 - Egan Ave Memorandum of Understanding for discussion.

Jeff Wolfe spoke to PW 03-2019 report and responded to questions from Council.

**Resolution 2019-01-29-08**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

THAT PW 03-2019 Capital Budget Item # 36 - Egan Ave Memorandum of Understanding be received; and

THAT Council provides pre-budget approval to Capital Project #36 Egan Ave Reconstruction - Engineering; and;

THAT staff be directed to prepare the necessary by-law authorizing a Memorandum of Understanding with 2503778 Ontario Inc. for the project, to be considered at the next regular Council Meeting.

**CARRIED**

Council was of the consensus that Capital Budget Item #37 be deliberated at the next special meeting of Council due to the anticipated length of discussion.

Mayor Strathdee asked Council's permission to move to agenda items 6, 6.1, 8 and 8.1 at this time to ensure adequate time for deliberation as the 2:00pm adjournment time was nearing.

**6. EMERGENT OR UNFINISHED BUSINESS**

**6.1 Emergent - 2019 Gas Tax Agreement**

Brent Kittmer spoke to the 2019 gas tax agreement and sought Council's approval of the agreement.

**Resolution 2019-01-29-09**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**THAT** the correspondence from the Minister of Transportation regarding 2018 / 19 Gas Tax Program be received; and

**THAT** Council authorizes the Mayor and the Director of Finance to sign the Letter of Agreement.

**CARRIED**

**8. BY-LAWS**

## **8.1 By-Law 19-2019 Authorizing Agreement with Province of Ontario for Gas Tax Program**

**Resolution 2019-01-29-10**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** By-Law 19-2019, being a by-law to authorize an agreement with the Province of Ontario for the 2018 / 19 Gas Tax Program, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

## **5.2 2019 Draft Capital Budget Review**

### **5.2.1 Review Proposed 2019 Capital Budget**

Council resumed deliberation of the 2019 Capital Budget as there was still time prior to the 2:00pm adjournment.

Council was of the consensus that the following capital items are a budget priority at this time:

- Capital Budget Item #38 -Asset Management - Levels of Service
  - Capital Budget Item #39 -Annual Sidewalk & Concrete Program
- Mayor Strathdee asked Brent Kittmer to provide a progress update on the review of the 2019 budget.

Brent Kittmer provided a progress update to Council and stated that staff are prepared to resume with capital budget discussion on February 5, 2019.

## **7. UPCOMING MEETINGS**

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda.

Councillor Winter asked for a Council representative to attend the BIA meeting on his behalf on February 11. Mayor Strathdee stated he will attend.

## **8. BY-LAWS**

### **8.2 By-Law 20-2019 Confirming**

**Resolution 2019-01-29-11**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** By-Law 20-2019, being a by-law to confirm the proceedings of the January 29, 2019 special 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**

**9. ADJOURNMENT**

**Resolution 2019-01-29-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**THAT** this special meeting of Council adjourn at 2:00pm.

**CARRIED**

---

Al Strathee, Mayor

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Brent Kittmer, CAO / Clerk



**MINUTES**  
**Special Meeting of Council**

February 5, 2019  
9:00am  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Luna  
Councillor Hainer  
Councillor Pridham  
Councillor Winter

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 / Treasurer  
Matthew Corbett, Library CEA  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Stephanie Ische, Director of Community Services  
Dave Blake, Environmental Services Supervisor  
Jeff Wolfe, Asset Management, Engineering Specialist  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATION OF PECUNIARY INTEREST**

Councillor Pridham declared a conflict of interest relating to agenda item 5.1.2.2 - DEV 02-2019 Town Hall Auditorium HVAC.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution 2019-02-05-01**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** the February 5, 2019 special meeting of Council agenda be accepted as presented.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None.

**5. 2019 DRAFT CAPITAL AND OPERATING BUDGET REVIEW**

**5.1 2019 Draft Capital Budget Review**

**5.1.1 Review Proposed 2019 Capital Budget**

Brent Kittmer provided an update to Council on the progress of the 2019 budget review. Mr. Kittmer stated that Jed Kelly would present Capital Budget Item #37 as it was set aside during the special meeting of Council on January 29, 2019.

Council brought forward agenda item 5.1.2.1 - PW 01-2019 Capital Budget - School Crossing Review and Capital Upgrades.

Jed Kelly spoke to PW 01-2019 Capital Budget Item #37 - School Crossing Review and Capital Upgrades and responded to questions from Council.

**Resolution 2019-02-05-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

THAT PW 01-2019 Capital Budget Item #37 - School Crossing Review and Capital Upgrades be received; and

THAT James St. S DCVI school crossing be converted to Level II Type B Pedestrian cross over; and

THAT Peel St. N. school crossing be relocated north to the Egan Ave. intersection with required changes to create a controlled Level 1 Pedestrian crossover at the existing stop condition.

**CARRIED**

Council resumed consideration of budget item 5.1.1 - Review Proposed 2019 Capital Budget.

Council was of the consensus that the following capital items are a budget priority at this time:



- Capital Budget Item #40 - Sarnia GTT Bridge Repairs (Staff acknowledged that the water reserve was incorrectly selected as a funding source)
- Capital Budget Item #41 - Municipal Tree Inventory
- Capital Budget Item #42 - Floodwall Remediation
- Capital Budget Item #43 - Dam Spillway Repairs
- Capital Budget Item #44 - Victoria Bridge Stormwater Outlet Repair
- Capital Budget Item #45 - Park St. Catch Basin Installation
- Capital Budget Item #46 - Brock Street Sidewalk - PTIF Grant

During the deliberation of Capital Budget item #46 Council discussed concerns from a member of the public regarding pedestrian crossings on Maxwell Street.

**Resolution 2019-02-05-03**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** Council direct staff to report back on options for sidewalk extensions and the creation of pedestrian crossovers on Maxwell Street.

**CARRIED**

Council resumed its deliberation of 5.1.1 - Review Proposed 2019 Capital Budget. Council was of the consensus that the following capital items are a budget priority at this time:

- Capital Budget Item #47 - WPCP - Supernate Well Replacement
- Capital Budget Item #48 - Sanitary Sewer Inspections & Repairs
- Capital Budget Item #49 - WPCP - Inlet Works Construction
- Capital Budget Item #50 - Water - James South WM Alt.
- Capital Budget Item #51 - Landfill - EA
- Capital Budget Item #52 - Landfill - EPA Approvals
- Capital Budget Item #53 - Water - Valve Repairs
- Capital Budget Item #54 - Water - Booster Station Rehab
- Capital Budget Item #55 - Child Care Centre Outdoor Learning Area Turf (Staff acknowledged that the water reserve was incorrectly selected as a funding source)

Council brought forward agenda item 5.1.2.2 - DEV 02-2019 Town Hall Auditorium.

Having previously declared a conflict of interest, Councillor Pridham vacated her seat at the Council table.

Grant Brouwer presented DEV 02-2019 report and responded to questions from Council.

**Resolution 2019-02-05-04**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the proposal to install an HVAC system in the Town Hall Auditorium not be included in the 2019 Capital Budget.

**CARRIED**

Councillor Pridham returned to her seat at the table.

Council took a brief recess at 10:30 am.

Mayor Strathdee called the meeting back to order at 10:50 am.

**5.1.3 15 Year Capital Plan**

Jim Brown spoke to the 15 Year Capital Plan and responded to questions from Council.

Brent Kittmer stated that the long term capital plan is a work in progress which will be enhanced by the ongoing work with the Asset Management Plan.

**5.2 2019 Draft Operating Budget Review**

**5.2.1 Review Proposed 2019 Operating Budget**

Jim Brown spoke to the 2019 Operating Budget. Mr. Brown began a review of the Finance Department Operating Budget and responded to questions from Council.

Council brought forward agenda item 5.2.2.1 HR 01-2019 Operating Budget - Council Remuneration, OMERS Participation and Councillor Expenses.

Lisa Lawrence spoke to HR 01-2019 Operating Budget - Council Remuneration, OMERS Participation and Councillor Expenses and responded to questions from Council.

**Resolution 2019-02-05-05**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** Council opts to not enroll in the Ontario Municipal Employees Retirement System (OMERS) for the 2018-2022 term of Council.

**CARRIED**

Council resumed deliberation of the staff report.

**Resolution 2019-02-05-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Winter

**THAT** Council direct staff to create a policy regarding council expenses with a \$250 cap with provisions of receipts.

**DEFEATED**

Councillor Hainer advanced resolution 2019-02-05-07

**Resolution 2019-02-05-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council proceed with option 4 as presented in staff report HR 01-2019 Operating Budget - Council Remuneration, OMERS Participation and Councillor Expenses as a onetime adjustment to maintain current net pay and implement a system for annual council increase.

Councillor Winter requested a recorded vote for resolution 2019-02-05-07.

The Mayor passed the gavel to Deputy Mayor Luna. Deputy Mayor Luna assumed the role as Chair.

The Mayor provided his comments in regards to the proposed resolution.

Deputy Mayor Luna passed the gavel to Mayor Strathdee. Mayor Strathdee resumed the role as Chair.

The recorded vote was then conducted.

**Resolution 2019-02-05-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council proceed with option 4 as presented in staff report HR 01-2019 Operating Budget - Council Remuneration, OMERS Participation and Councillor Expenses as a onetime adjustment to maintain current net pay and implement a system for annual council increase.

Support (5): Councillor Edney, Councillor Luna, Councillor Hainer, Councillor Pridham, and Councillor Winter

Oppose (2): Mayor Strathdee, and Councillor Craigmile

**CARRIED**

Jim Brown completed presenting the Finance Department proposed 2019 Operating Budget and responding to questions from Council.

Council recessed for lunch at 12:19pm.

Mayor Strathdee called the meeting back to order at 12:56pm.

Fire Chief Anderson presented the Fire Department Operating Budget.

Lisa Lawrence presented the Human Resources Operating Budget.

Stephanie Ische presented the Community Services Operating Budget.

**6. UPCOMING MEETINGS**

Brent Kittmer provided an update on the progress of the 2019 budget review, and the budget review plan for the upcoming meetings.

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda.

**7. BY-LAWS**

**Resolution 2019-02-05-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** By-Law 21-2019, being a by-law to confirm the proceedings of the February 5, 2019 special meeting of Council, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**8. ADJOURNMENT**

**Resolution 2019-02-05-09**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT this special meeting of Council adjourn at 2:07pm.

**CARRIED**

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Al Strathdee, Mayor

---

Brent Kittmer, CAO / Clerk

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-6500

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500



Ontario

January 24, 2019

Dear Head of Council:

On June 7, 2018 the people of Ontario set a clear agenda for our government – they elected a government that believes in transparency and accountability for the people, they wanted a government that prioritizes fiscal responsibility and they wanted a government that would clean up the regulatory environment and make Ontario open for business.

As you know, we recently introduced Bill 66 – the proposed Restoring Ontario's Competitiveness Act, 2018. Included in the legislation, were proposed changes to the *Planning Act* that would create a new economic development tool, the open-for-business planning by-law. The tool would be available to all local municipalities to ensure they can act quickly to attract businesses seeking development sites by streamlining land use planning approvals.

The use of this tool would never have been approved at the expense of the Greenbelt or other provincial interests like water quality or public health and safety. Our Made-in-Ontario Environment Plan committed to strong enforcement action to protect our lakes, waterways and groundwater from pollution. We will build on the ministry's monitoring and drinking water source protection activities.

That said, our Government for the People has listened to the concerns raised by MPP's, municipalities and stakeholders with regards to Schedule 10 of Bill 66 and when the legislature returns in February, we will not proceed with Schedule 10 of the Bill.

For a copy of Bill 66 – the proposed Restoring Ontario's Competitiveness Act, 2018 and to monitor the status of the Bill through the legislative process, please visit the Legislative Assembly of Ontario website: [www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-66](http://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-66).

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister



7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-314-6331

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-314-6331

January 25, 2019

Dear Head of Council:

Municipalities are essential partners in the enforcement of Ontario's cannabis legalization framework. Recently, municipalities considered their option to opt-out of private retail stores. Whether municipalities chose to opt-out or not, all municipalities have new tools to address illegal stores in their communities. I am writing to ensure that you are aware of the tools that are now available to municipalities.

As you know, the *Cannabis Control Act, 2017* (the Act) came into force on October 17, 2018. It brings with it enforcement tools and penalties. The Act will help achieve the province's primary objectives of protecting youth and eliminating the illegal market.

The penalty for an individual who sells or distributes illegal cannabis, or who allows their property to be used to sell or distribute illegal cannabis, is a maximum fine of \$250,000 and/or up to two years in prison for first convictions. Corporations who are convicted of these offences can be liable for a maximum fine of \$1,000,000. There are also additional fines for each day on which the offence occurs or continues on subsequent convictions. As is the case with all offences under the *Provincial Offences Act*, **municipalities are entitled to retain the balance of fine revenues collected under the *Cannabis Control Act, 2017* after the remittance of certain fees and surcharges.**

The Act allows police officers and other persons designated by the Attorney General, which may include your By-Law Enforcement Officer, to enforce the Act, providing flexibility to enable community-based enforcement approaches, and to potentially broaden the scope of enforcement of the Act beyond police. If you would like further information on the designation process, please contact Renu Kulendran, Executive Director of the Ontario Legalization of Cannabis Secretariat, at [Renu.Kulendran@ontario.ca](mailto:Renu.Kulendran@ontario.ca).

.../cont'd

The police and other persons designated under the Act have broad enforcement powers. New enforcement powers that are contained under the Act include: potential liability for landlords who knowingly permit a premises to be used for the illegal sale and distribution of cannabis, an interim closure authority of premises that are suspected of being used for the illegal sale or distribution of cannabis, removal of people from premises that are suspected of using the premise for contraventions under the Act, and seizure authority.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and our government looks forward to continuing to work together.

Sincerely,

Vic Fedeli  
Minister of Finance

c: The Honourable Caroline Mulroney, Attorney General  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Paul Boniferno, Deputy Attorney General  
Greg Orenacsak, Deputy Minister of Finance  
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing  
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of  
Attorney General  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry  
of Finance  
Dan Miles, Chief of Staff



**Ministry of  
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Office of the Minister

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777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500



January 31, 2019

Dear Head of Council:

On Monday at the ROMA conference, Premier Doug Ford announced the Ministry of Municipal Affairs and Housing and the Ministry of the Attorney General intend to launch a consultation on the long-standing issues surrounding joint and several liability.

We have listened to our municipal partners across the province and have heard the concerns about insurance costs and a “liability chill” affecting the delivery of everyday public services.

We want to gather the facts, so we are going to consult with you. We’ll need to look at the evidence and develop solutions that make sense for the people and ensure that vulnerable, injured Ontarians are compensated fairly. This will be an honest conversation, and our decisions must be based on hard facts and evidence.

Minister Mulroney and I look forward to these important discussions. Details related to the consultation process and timing will be shared in the near future.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Richard Anderson, Director of Emergency Services / Fire Chief
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>FD 02-2019 Alternate Fire Coordinator – Perth County</b>

### PURPOSE

The purpose of this report is to request approval and support from Council for Fire Chief Richard Anderson accepting the role of Alternate Fire Coordinator for the County of Perth.

### RECOMMENDATION

THAT FD 02-2019 Alternate Fire Coordinator be received for discussion; and

THAT Council approves Fire Chief Richard Anderson accepting the appointment of Alternate Fire Coordinator for the County of Perth.

### BACKGROUND

The position of Fire Coordinator and Alternate Fire Coordinator is established in the *Fire Protection and Prevention Act* (FPPA) and is defined as the person appointed by the Fire Marshal, under the authority of the *Fire Protection and Prevention Act, 1997* to co-ordinate the mutual aid plan.

The FPPA, provides immunity to Fire Coordinators and Alternate Fire Coordinators while executing their duties in good faith. It is recognized that the Fire Coordinator and Alternate Fire Coordinator may be absent from time to time or be unable to carry out the prescribed duties. In order that these duties may be delegated to another responsible person, and that the immunity provisions under the *Fire Protection and Prevention Act* will apply to that person, it is necessary to appoint additional Fire Coordinators and Alternate Fire Coordinators.

The Perth County Fire Coordinator and Alternate Fire Coordinator are responsible for the administration of the Perth County Mutual Aid Plan. The Coordinator also provides advice, direction and coordination of resources in the event of an emergency. The Perth County Fire Coordinator has been Chief Ed Smith, North Perth Fire Department. He has been supported by two alternates, Chief Bill Hunter, Perth East Fire Department and Chief John Paradis, Stratford Fire Department.

The Mutual Aid plan is a program to provide assistance in the event of a large event that requires the resources of additional fire departments. This would normally entail only additional resources from within the immediate County but, in the case of a larger emergency or disaster, could expand further outward. The County Fire Coordinator, although not in charge of the emergency, would be the authority in charge of additional fire resources and back-up coverage. The County Fire Coordinator and Alternate Fire Coordinator also have additional authorities such as calling in provincial response teams.

### REPORT

The Perth County Fire Chiefs recently met and discussed the status of the County Fire Coordinator. In order to share the educational opportunities and the legislated duties of the Fire Coordinator, the Perth County Fire Chiefs (Chief Smith, North Perth, Chief Paradis, Stratford, Chief Anderson, St Marys and

Chief Hunter, Perth East & West Perth) established a two year term to each position. This allows the alternate coordinators opportunities to prepare for the coordinator position.

Collectively the Fire Chiefs agreed to recommend that Chief Hunter be appointed as the Perth County Fire Coordinator with Chiefs Paradis and Anderson appointed as Alternate Coordinators. The recommendations would need to be supported by each municipality before being endorsed by the OFMEM.

The position of Fire Coordinator and Alternate Fire Coordinator would have a minimal impact on the Fire Chief's present work load. There is no additional remuneration for the position. There is an annual three day training seminar at the Ontario Fire College and a minimal number of additional meetings. This is a 2 year appointment.

## **FINANCIAL IMPLICATIONS**

Approval of the recommendation as outlined in this report will have no impact on the 2019 Annual Corporate Budget.

## **SUMMARY**

Staff is recommending that Council approve Fire Chief Richard Anderson into the position of Alternate Fire Coordinator position for the County of Perth.

## **REVIEWED BY**


### **Recommended by the Department**



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Richard Anderson  
Director of Emergency Services/Fire Chief

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>PW 07-2019 WATER SYSTEM FINANCIAL PLAN</b>

## PURPOSE

This report presents information to Council regarding potential rate increase options for the water system in support of the completion of the Drinking Water System Financial Plan.

## RECOMMENDATION

THAT PW 07-2019, Water System Financial Plan be received; and

THAT Council direct staff to complete the Water System Financial Plan utilizing Option No. 2, 2% Annual Rate Increase from 2019 through 2028.

## BACKGROUND

On August 14, 2007, the Ministry of Environment, now Ministry of Environment, Conservation and Parks (MECP) filed Ontario Regulation 453/07 (O.Reg. 453/07), which is more precisely defined as the Financial Plans Regulation under the *Safe Drinking Water Act* (SDWA). This regulation requires holders of a drinking water license (i.e. the Town) under the SDWA to develop and implement a comprehensive financial plan that addresses long term capital and operating costs for the municipal drinking water system over a set timeframe. The Financial Plan is required to project up to a minimum of 6 years, and is required to be renewed along with Municipal Drinking Water Licenses. The current financial plan for the Town of St. Marys was approved in June 2014.

The Municipal Drinking Water License (MDWL) for the St. Marys Water System expires in October 2019 with a renewal application due date of April 14, 2019.

In preparation for the above renewal, as well as to better assess the financial stability of both the water and wastewater systems, on July 24, 2018 Staff presented Council Report PW 42-2018, Water and Wastewater Financial Plans for consideration. The following resolution was carried:

***Resolution: 2018-07-24-25***

***THAT Report PW 42-2018 Water and Wastewater Financial Plants be received; and,***

***THAT Council approve the update and / or completion of the financial plans for both the water and wastewater systems in the amount of \$16,950.00, inclusive of HST to B.M. Ross and Associates Limited; and,***

***THAT Council approve By-Law 68-2018, authorizing the CAO / Clerk to sign the associated agreement.***

Since then, Town staff have been working with BM Ross and Associates Limited to complete a review of both systems, and identify and develop potential rate options for consideration in support of the completion of the financial plans.

This report presents options related to the Water System Financial Plan for consideration.

## REPORT

*This Report should be read in conjunction with Council Report **PW 08-2019, Wastewater System Financial Plan**, dated February 12, 2019 to be mindful of the potential full impact to system users.*

In accordance with the *Safe Drinking Water Act, 2002*, the Province of Ontario has set out detailed requirements for financial planning related to water works systems (B.M. Ross and Associates Limited, January 29, 2019). As part of those requirements, financial plans must apply for a minimum of six (6) years. In keeping with previous water system financial plans for the Town of St. Marys, the financial plan has been projected over a ten (10) year planning period.

The Technical Memo from B.M. Ross and Associates Limited which details the requirements, process, information, etc. used in the formulation of the plan has been attached to this report (Attachment No. 1).

Based on the financial assessment, three (3) rate options are presented for consideration in the completion of the water system financial plan, which are as follows:

Option	Description	% Annual Increase	Reserves @ 2028	Financial Position (2028)		
				\$	Change <sup>1</sup>	
					\$	%
	2018 Position	--	\$1.55M	\$12.0M	--	--
<b>1</b>	0% Rate Increase (Status Quo)	0	\$3.2M	\$16.3M	\$4.3M	36
<b>2</b>	2% Annual Rate Increase (Inflation)	2	\$5.3M	\$18.4M	\$6.4M	53
<b>3</b>	Full Cost Recovery as per MECP Definition	3.1	\$6.6M	\$19.5M	\$7.5M	63

Source: Memo – Water Works Financial Plan – 2018 to 2028 (B.M. Ross and Associates Limited)

Notes: 1. Difference between 2018 and 2028

**Option No. 1**, a 0% rate increase annually for the duration of the planning period has been presented as a baseline option, or the “do nothing” approach. With this Option, the financial position would improve by the end of the planning period, however would not keep up to the rate of inflation, nor see the system move towards the goal of financial sustainability.

**Option No. 2**, a 2% annual rate increase for the duration of the planning period has been presented to ensure that the system keeps up to the projected rate of inflation and does not “fall behind” while also continuing to move the system towards sustainability. Although this option would not see the system reach full financial sustainability by the end of the planning period, it would control costs to end users of the system (i.e. customers) through modest rate increases, maintain increases to inflation and continue to advance the water system towards the goal of full system sustainability.

**Option No. 3**, a 3.1% annual increase for the duration of the planning period has been presented to obtain full cost recovery as per the MECP definition and to achieve a fully sustainable system by 2028. In theory, additional increases would not be required after the end of the planning period.

Staff is recommending that the financial plan for the drinking water system be completed using Option No. 2, a 2% Annual Rate Increase, annually for the duration of the planning period. In completing the financial plan utilizing this option, the Town will be able to be mindful of potential annual rate increases to system users (i.e. customers) while also ensuring that the system is keeping up to the projected rate of inflation and moving in a financially positive direction towards a fully sustainable system.

## FINANCIAL IMPLICATIONS

There are no known financial implications at this time, except those revenue increases noted above.

The recommendation before Council is to provide direction with regards to the projected water rate increases, if any, to be used for the completion of the financial plan for the water system. Recommendations for rate increases will be brought forward to Council at a later date using the financial plan as a basis for rate reviews and projected financial sustainability.

So Council is aware, the table below projects the increase to the “typical” user annual increases end up at 2% for each year the financial plan covers:

		Water Rates			Estimate of Monthly Bill		
		Tier 1	Tier 2	Tier 3	Tier 1 <sup>1</sup>	Tier 2 <sup>2</sup>	Tier 3 <sup>3</sup>
Current	Base Rate	\$ 14.63	\$ 56.28	\$ 225.11	\$ 34.78	\$ 715.91	\$2,386.09
	Usage Rate	\$ 1.55	\$ 1.41	\$ 1.12			
2019	Base Rate	\$ 14.92	\$ 57.41	\$ 229.61	\$ 35.48	\$ 730.23	\$2,433.81
	Usage Rate	\$ 1.58	\$ 1.44	\$ 1.14			
2020	Base Rate	\$ 15.22	\$ 58.55	\$ 234.20	\$ 36.19	\$ 744.83	\$2,482.49
	Usage Rate	\$ 1.61	\$ 1.47	\$ 1.17			
2021	Base Rate	\$ 15.53	\$ 59.72	\$ 238.89	\$ 36.91	\$ 759.73	\$2,532.14
	Usage Rate	\$ 1.64	\$ 1.50	\$ 1.19			
2022	Base Rate	\$ 15.84	\$ 60.92	\$ 243.67	\$ 37.65	\$ 774.92	\$2,582.78
	Usage Rate	\$ 1.68	\$ 1.53	\$ 1.21			
2023	Base Rate	\$ 16.15	\$ 62.14	\$ 248.54	\$ 38.40	\$ 790.42	\$2,634.44
	Usage Rate	\$ 1.71	\$ 1.56	\$ 1.24			
2024	Base Rate	\$ 16.48	\$ 63.38	\$ 253.51	\$ 39.17	\$ 806.23	\$2,687.12
	Usage Rate	\$ 1.75	\$ 1.59	\$ 1.26			
2025	Base Rate	\$ 16.81	\$ 64.65	\$ 258.58	\$ 39.95	\$ 822.36	\$2,740.87
	Usage Rate	\$ 1.78	\$ 1.62	\$ 1.29			
2026	Base Rate	\$ 17.14	\$ 65.94	\$ 263.75	\$ 40.75	\$ 838.80	\$2,795.68
	Usage Rate	\$ 1.82	\$ 1.65	\$ 1.31			
2027	Base Rate	\$ 17.48	\$ 67.26	\$ 269.03	\$ 41.57	\$ 855.58	\$2,851.60
	Usage Rate	\$ 1.85	\$ 1.69	\$ 1.34			
2028	Base Rate	\$ 17.83	\$ 68.61	\$ 274.41	\$ 42.40	\$ 872.69	\$2,908.63
	Usage Rate	\$ 1.89	\$ 1.72	\$ 1.37			

**Monthly Increase in Water Bills (2018-2028):**      **\$ 7.62   \$ 156.78   \$ 522.54**

### Notes:

- 1 Tier 1 estimate of monthly bill based on 13 cubic metres of water use per month
- 2 Tier 2 estimate of monthly bill based on 393 cubic metres of water use per month
- 3 Tier 3 estimate of monthly bill based on 1,704 cubic metres of water use per month

## SUMMARY

Based on the information detailed herein, Staff recommends completing the financial plan for the water system utilizing Option No. 2, 2% Annual Rate Increases from 2019 through 2028. Option 2 enables the Town to complete the financial plan while being mindful of rate increases to system users while also enabling the Town to keep up with inflationary increases and move towards a fully sustainable system in the future.

## STRATEGIC PLAN

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

- Pillar # 1 - Infrastructure:
  - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
  - Tactic(s): To support the Asset Management Plan, complete a financial analysis of the Town's ability to pay to establish a minimum capital budget threshold to be budgeted for each year (either in actual spending or pit into reserve).

## OTHERS CONSULTED

B.M. Ross and Associates Limited  
Jed Kelly, Director of Public Works  
Jeff Wolfe, Asset Management and Engineering Specialist

## ATTACHMENTS

Attachment No. 1 – Memo – Water Works Financial Plan – 2018 to 2028 (B.M. Ross and Associates Limited)

## REVIEWED BY

### Recommended by the Department

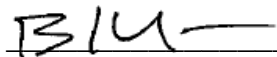


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

**B. M. ROSS AND ASSOCIATES LIMITED**  
**Engineers and Planners**  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 • f. (519) 524-4403  
[www.bmross.net](http://www.bmross.net)

## Memo

From: Ryan DeVries  
[rdevries@bmross.net](mailto:rdevries@bmross.net)

<b>To:</b>	Town of St. Marys Attention: Dave Blake
<b>Re:</b>	Water Works Financial Plan – 2019 to 2028
<b>File #:</b>	18150
<b>Date:</b>	January 29, 2019

### 1.0 INTRODUCTION

#### 1.1 Purpose of Memo

The purpose of the Memo is to facilitate consideration of cost recovery (i.e. water rate) options for the period 2019 to 2028. The Memo will be used to complete a Financial Plan consistent with the requirements of O. Reg. 453/07. The Memo includes the following basic components:

1. A **full cost analysis** of the provision of water services.
2. A **cost recovery plan**, including options for revenue adjustments.

#### 1.2 Key Legislated Requirements

As identified in the Ontario Ministry of the Environment now Ministry of Environment, Conservation and Parks (MECP) Guidelines<sup>1</sup> for financial planning, achieving financial sustainability in Ontario's municipal water sector is a long-term goal of the province.

In addition to related municipal operating and financing legislation, the Province has set out, in the Safe Drinking Water Act, 2002 (SDWA), detailed requirements for financial planning related to water works systems.

The key aspects are considered to be as follows:

1. The Financial Plan must apply to a period of at least six years. The first year to which the Financial Plan must apply must be the year in which the drinking water system's existing Municipal Drinking Water License (MDWL) would otherwise expire.
2. Amortization costs for existing infrastructure must be identified in the Financial Plan, but there is no requirement to recover those costs.

#### 1.3 Relationship to Previous Plans

The most recent Water Financial Plan for the Town was completed in May 2014 in accordance with O. Reg. 453/07. That report was reviewed and compared to the actual financial situation for 2017. This summary is provided in Section 5.1. The current MDWL expires on October 14, 2019. It is the intent that the completed Financial Plan will accompany the MDWL submission due April 14, 2019.

<sup>1</sup> Ministry of the Environment, Conservation and Parks, "Toward Financially Sustainable Drinking Water and Wastewater Systems", August 2007.



## **2.0 METHODOLOGY**

### **2.1 Available Information**

Information provided by the Town of St. Marys included;

1. 2015-2017 Capital and Operating Budgets and actual expenditures for the water system.
2. 2018 Capital and Operating Budgets for the water system.
3. Information concerning dedicated reserves for water supply.
4. Water Asset Inventory.
5. Number of customers.
6. 2018 water rates.
7. Capital Projects 2019-2028.
8. Other applicable information related to the water system.

### **2.2 Procedure**

The available information listed in Section 2.1 was reviewed for inclusion in the Financial Plan. Existing water assets are listed in the Town's asset inventory with historical financial details. The historical financial details were used to calculate the amortization expenses and net book value of the tangible capital assets and are recorded in the Financial Plan. Expenditures and revenues budgeted for 2018 were included with an inflation rate, of 1.9 to 5%, depending on the category, applied for future years. Forecasted capital projects and debenture principal and interest payments were included in the prediction. Revenue requirements and corresponding rate increases are suggested to the Town to account for historic under investment and future capital projects.

The Memo concludes with a summary showing the consequences of a 0% rate increase and two annual rate increase scenarios:

- A 2% annual increase (i.e. matching inflation)
- Full cost recovery as defined by the MECF

## **3.0 DESCRIPTION OF THE SYSTEMS**

### **3.1 Physical Facilities**

The St. Marys Drinking Water System consists of three (3) well supplies with treatment (UV and chlorination), a booster pumping station (used in fire emergency only), an elevated storage tank and approximately 57 km of distribution watermain. The Town is in the process of constructing a new ground level-storage reservoir that will come online in 2019.

### **3.2 Number of Customers**

As of August 17, 2018, there are 2,925 customers in total. Approximately 200 are industrial, commercial or institutional customers.

### **3.3 Growth Expectations**

The average growth rate for St. Marys is 41 customers per year. This is based on growth trends in recent years, as determined by the Town.

## 4.0 FULL COST OF SERVICE

### 4.1 Cost Components

The full cost of providing water services includes the following major categories<sup>2</sup>:

1. Operating expenses
2. Interest expense
3. Funding for Debt Principal Repayment
4. Amortization of Tangible Capital Assets
5. Funding for Inflation in Asset Costs
6. Funding for Historic Under-investment
7. Funding for Service Enhancements
8. Funding for System Growth

Items 2 and 3 would apply when debt has been, or will be, incurred for capital projects. Items 4 to 6 relate to asset maintenance and replacement. The final two items, 7 and 8, relate to planned capital projects for improvements or growth. In some cases, the improvements may be driven by changing regulations, in other cases the Town may initiate the project.

### 4.2 Operating Expenses

#### 4.2.1 Review of 2018 Water Budget

Budgets and actual expenses for the water system were reviewed for 2016 and 2017. The 2018 Budget is believed to reflect the cost of operating the current system. The 2018 expenses for water works operations are summarized in Table 4.1.

**Table 4.1**  
**St. Marys 2018 Water Operations Budget**

Item <sup>1</sup>	2018	Category <sup>2</sup>
<b>Watermains &amp; Services</b>		
Salaries/Wages	\$ 94,851	Staffing
Overtime	\$ 3,224	Staffing
Benefits	\$ 26,823	Staffing
Materials & Supplies	\$ 20,000	Operations
Legal Fees	\$ 1,000	Administration
Contracted Services	\$ 15,000	Operations
Internal Charges Machine Time	\$ 20,000	Operations
<b>Watermains &amp; Services Subtotal</b>	<b>\$ 180,898</b>	
<b>Water Storage/Supply (Tower)</b>		
Hydro	\$ 1,200	Hydro/Utilities
Contracted Services	\$ 2,500	Operations
Internal Charges Machine Time	\$ 500	Operations
<b>Water Storage/Supply (Tower) Subtotal</b>	<b>\$ 4,200</b>	
<b>Hydrant Maintenance &amp; Inspection</b>		
Materials & Supplies	\$ 6,000	Operations
Internal Charges Machine Time	\$ 750	Operations
<b>Hydrant Maintenance &amp; Inspection Subtotal</b>	<b>\$ 6,750</b>	
<b>Water Wells &amp; Admin</b>		
Salaries/Wages	\$ 12,442	Staffing
Overtime	\$ 835	Staffing
Benefits	\$ 3,746	Staffing
Office Supplies	\$ 2,000	Administration
Office Equipment	\$ 1,500	Administration

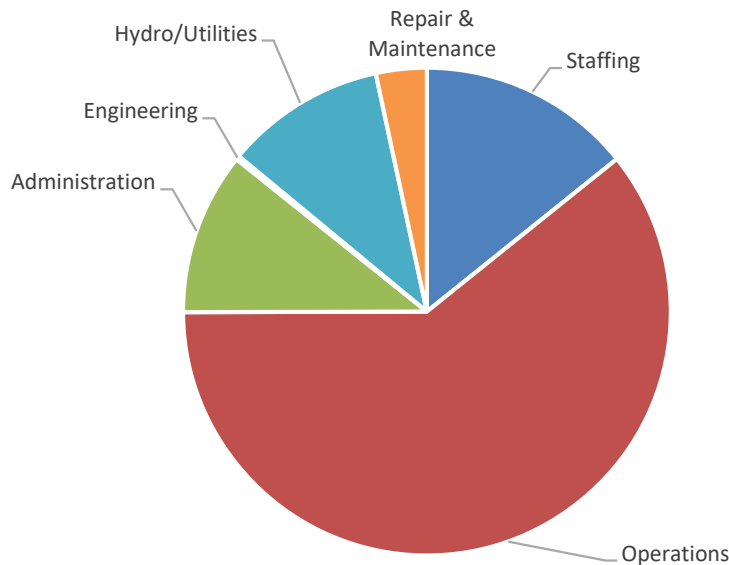
<sup>2</sup> MOE, August 2007.

Travel/Mileage	\$ 500	Operations
Memberships	\$ 1,500	Administration
Conferences/Seminars	\$ 3,000	Administration
Meeting Expenses	\$ 500	Administration
Postage	\$ 500	Administration
Advertising	\$ 1,500	Administration
Insurance	\$ 12,000	Administration
Hydro	\$ 105,000	Hydro/Utilities
Repairs & Maintenance Building	\$ 2,500	Repairs & Maintenance
Repairs & Maintenance Grounds	\$ 1,000	Repairs & Maintenance
Repairs & Maintenance Equipment	\$ 15,000	Repairs & Maintenance
Water Meter Maintenance	\$ 15,000	Repairs & Maintenance
Materials & Supplies	\$ 15,000	Operations
Legal Fees	\$ 1,000	Administration
Engineering Fees	\$ 2,500	Engineering
Water Contract	\$ 404,120	Operations
Water Contract SCADA	\$ 5,711	Operations
Water Contract Festival Hydro	\$ 40,000	Operations
OCWA After Hours Call Outs	\$ 10,000	Operations
Contracted Services	\$ 45,000	Operations
Bank Charges	\$ 2,500	Administration
PIL (Taxes)	\$ 24,000	Administration
Internal Charges Admin	\$ 34,800	Administration
Internal Charges IT	\$ 21,675	Administration
Internal Charges Machine Time	\$ 4,000	Operations
<b>Water Wells &amp; Admin Subtotal</b>	<b>\$ 788,829</b>	
<b>Water Protection Study Prov Source</b>		
Contracted Services	\$ 16,630	Operations
<b>Water Protection Study Prov Source Subtotal</b>	<b>\$ 16,630</b>	
<b>Total 2018</b>	<b>\$ 997,307</b>	

Note: 1. Grouping provided by the Town  
2. Category assignments by BMROSS

The above information is presented graphically in Figure 4.1.

**Figure 4.1**  
**St. Marys Water Works Operational Expenses 2018**



#### 4.2.2 Operations Contract

The current operations contract with the Ontario Clean Water Agency (OCWA) represents a significant proportion of the operational costs. The contract currently extends to 2025.

#### 4.3 Interest Expenses and Debt Repayment

The Town currently has two loans (debentures) related to the MOC Building in 2007 and the water well upgrades in 2009. Table 4.2 provides a summary of the debt information.

**Table 4.2**  
**Summary of Water Works Related Debt**

Loan No.	Debenture Date	Maturity Date	Balance (Dec/17) <sup>1</sup>
MOC Building	November 15, 2007	2027	\$358,270 <sup>2</sup>
Water Well Upgrades	February 1, 2009	2019	\$83,635

Notes: 1. Approximate end of year value

2. Balance remaining for the water portion of the loan, which is 23% of the total (\$1,557,693)

A loan for the ground-level water storage tank will be added in 2020, with annual payments of \$228,587. Financing terms used for the purpose of this Financial Plan include borrowing \$1.35M on a 10-year term with an interest rate of 4%.

#### 4.4 Amortization of Tangible Capital Assets

Amortization is defined as “...the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use.”<sup>3</sup>

The current value (sometimes referred to as “net book value”) of the asset is; its original cost less depreciation. It can be calculated as, original cost times current age divided by its life expectancy. This is a method traditionally called straight line depreciation.

Using the above approach, the annual Amortization Expense and Net Book Value for the water system, as of 2018, are \$181,805 and \$10,394,107, respectively.

#### 4.5 Reserve Funds

One reserve fund currently exists for the water works. As of January 1, 2018, there was \$1,549,072 in the water reserve.

#### 4.6 Development Charges

The water component of the accumulated Development Charges (DC) fund is estimated to be \$-42,829, as of January 1, 2018. The balance was negative but will be recovered from future collections. For the purposes of the Financial Plan, it is assumed that the DC funds will continue to grow at the current rate of approximately \$48,000 per year. Two projects will be partially funded through DC, Wellington Street South (Bridge to Park Street) in 2019 and James Street North Watermain Upgrade (Trailside to Glass Street) in 2021.

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<sup>3</sup> MOE, August 2007

## 4.7 Replacement Costs

The replacement cost of the St. Marys Water System as of 2018 is considered to be approximately \$27.3M. This value increases annually as construction costs increase. The annual increment would be roughly \$0.55M, based on inflation in construction costs at 2% per year.

## 5.0 ANALYSIS OF REVENUE

### 5.1 2014 Financial Plan

Table 5.1 compares the 2017 predicted financial outcome with actual results.

**Table 5.1**  
**2014 Financial Plan – Predicted vs Actual for 2017**

Item	2017 Predicted	2017 Actual
Revenue	\$ 1,714,035	\$ 1,654,761
Operating Expenditures	\$ 978,107	\$ 971,784
Cash Reserves (end of year)	\$ 1,393,846	\$ 1,549,072
Financial Position	\$ 10,400,451	\$ 11,634,674

### 5.2 Current Rate Structure and Charges

Current rates are established in Bylaw No. 100-2017 and a summary is shown in Table 5.2.

**Table 5.2**  
**Water Rate Structure**

Component	2018 Charge
<b>Tier 1 – 0 - 250 m<sup>3</sup> <sup>1</sup>.</b>	
Base Rate Charge	\$ 14.63
Usage Rate Charge <sup>2</sup> . (per m <sup>3</sup> )	\$ 1.55
<b>Tier 2 – 251 - 750 m<sup>3</sup> <sup>1</sup>.</b>	
Base Rate Charge	\$ 56.28
Usage Rate Charge <sup>2</sup> . (per m <sup>3</sup> )	\$ 1.41
<b>Tier 3 – Greater than 750 m<sup>3</sup> <sup>1</sup>.</b>	
Base Rate Charge	\$ 225.11
Usage Rate Charge <sup>2</sup> . (per m <sup>3</sup> )	\$ 1.12

Notes: 1. Tiers are based on the quantity of water used (monthly)

2. Usage is based on the quantity of water used (monthly)

### 5.3 Review of Revenue

#### 5.3.1 Method of Charging

As identified in the above rate structure, water works related revenue is principally generated in two parts as follows:

1. A base rate per customer charge determined by the monthly water usage.
2. A usage rate monthly charge.

### 5.3.2 Revenue Breakdown

The 2018 Budget anticipates the following revenue:

• Water Billing	=	\$1,624,800
• Fees/Service Charges	=	\$ 9,400
• Water Certificate	=	\$ 400
• Penalty on Water Arrears	=	\$ 10,000
• Development Charge Revenue	=	<u>\$ 48,000</u>
<b>Total</b>	<b>=</b>	<b>\$1,692,600</b>

Based on the above, in 2018 the sum of the revenue is expected to be approximately 65% greater than operating costs including interest, but excluding amortization, resulting in a net revenue exclusive of the amortization amount of \$673,758. Out of this value capital replacement, growth, and improvement projects will be funded. When amortization is considered the surplus declines to \$491,953.

Average reserve transfers for 2015-2017 were \$694,947 annually, which is approximately 3.9 times the actual amortization value (see Section 4.4). Reserve transfers occur after contributions to capital.

## 6.0 FULL COST PROJECTIONS

### 6.1 General

The purpose of this Section is to identify the expected cost of service.

### 6.2 Assumptions

Assumptions regarding full cost of service for the Plan period (2019-2028) are as follows:

1. The starting point for operating expenses was the 2018 Budget.
2. Operating costs, other than those for electricity, will increase at the rate of 2% per year.
3. Electricity costs will increase 5% per year from 2018-2028
4. Contracted Services costs have been entered based on current values increasing by 1.9% per year.
5. Growth is expected to be 41 customers per year.

### 6.3 Funding for Historic Under-Investment

In recent years there have been some infrastructure replacement projects funded from reserves. Historically neither the amortization expense nor the inflation of asset costs for tangible capital assets was completely funded each year. As well, maintenance and replacement may have been deferred. These two factors combined are the historic under-investment in the system. As with amortization and inflation of asset costs there is no legislated requirement to generate a surplus which funds historic under-investment. If this amount is recovered along with amortization and inflation of asset cost the full cost of ongoing system replacement could be funded through reserves.

Table 6.1 summarizes the various components of the full cost of replacement including funding for historic under-investment. The values shown in the following table are based on the assumption that items that are overdue for replacement, based on their theoretical useful life, are replaced in 2029. The annual full cost of replacement is calculated assuming \$0 in reserves and enough cash must be available in the asset replacement year to pay 100% of the costs of replacement. It should be noted there is currently a total water reserve balance of \$1.5M, so part of this allowance has been covered.

**Table 6.1**  
**Annual Full Cost of Replacement for Water Works**

<b>2018 Annual Funding Requirements Breakdown</b>			
<b>Amortization Expense</b>	<b>Funding for Inflation of Asset Costs</b>	<b>Funding for Historic Under Investment</b>	<b>Annual Full Cost of Replacement <sup>1</sup></b>
\$181,805	\$367,823	\$452,751	\$1,002,379

Notes: 1. Based on 2% per year inflation and 1.5% per year earned interest.

Amortization Expense is described in Section 4.4 and is calculated by dividing the original cost of the asset over the estimated useful life.

Funding for Inflation of Asset Costs is derived from its Annual Allowance, which is the annual amount set aside to replace the asset once it has reached its estimated useful life. It considers that the savings will earn interest and the cost of the asset is increasing due to compounding inflation over the life of the asset. The formula used to calculate the Annual Allowance is:

$$PMT = FV \left[ \frac{i}{((1 + i)^n - 1)} \right]$$

Where:

- PMT = Annual Allowance
- FV = Future Value
- i = annual interest
- n = Estimated Useful Life

Then the Funding for Inflation of Asset Costs is the Annual Allowance less the Amortization Expense.

Annual Full Cost of Replacement is similar to the Annual Allowance calculation described above, however it assumes that the annual amount set aside was not started in year one. The value for n has been reduced to the Estimated Remaining Life of the asset.

Funding for Historical Under Investment is the Annual Full Cost of Replacement less the Annual Allowance.

On average over the past three years, \$222,919 in watermain replacement and other capital replacement projects has been completed each year. This is much less than the annual full cost of replacement.

The average total weighted life expectancy, as expressed in the Water Asset Inventory database of all the water assets, is approximately 69 years. The remaining average life expectancy is 50 years.

## 6.4 Proposed Capital Program

### 6.4.1 Asset Replacement/Upgrading

In the Capital Program, as documented in the Capital Projects 2019-2028 10 Year Plan, is outlined in Table 6.2.

**Table 6.2**  
**Proposed Water Capital Program**

Description	Cost
<b>2019</b>	
Water Valve Replacement Program	\$ 15,000
James Street South Watermain Alteration	\$ 70,000
St. George Street North Reconstruction	\$ 120,000
Wellington Street South (Bridge to Park St.)	\$ 103,000
Booster Pumping Station Rehabilitation	\$ 20,000
Egan Ave (James St. N. to Wellington St. N)	\$ 1,000
Quadro Communications Fibre Build Out	\$ 50,000
Ground-level Water Storage Tank (Construction began in 2018)	\$ 2,869,042
<b>2019 Total</b>	<b>\$ 3,248,042</b>
<b>2020</b>	
James Street North Watermain Upgrade (Trailside to Glass)	\$ 15,000
Water Valve Replacement Program	\$ 15,000
Waterloo Street South (Elgin to Sparling Bush)	\$ 4,000
Elizabeth Street (Brock to Waterloo)	\$ 3,000
Egan Ave (James St. N. to Wellington St. N)	\$ 10,000
Quadro Communications Fibre Build Out	\$ 50,000
<b>2020 Total</b>	<b>\$ 97,000</b>
<b>2021</b>	
James Street North Watermain Upgrade (Trailside to Glass)	\$ 127,000
Water Valve Replacement Program	\$ 15,000
Waterloo Street South (Elgin to Sparling Bush) Reconstruction	\$ 58,000
Elizabeth Street (Brock to Waterloo) Reconstruction	\$ 35,000
Waterloo Street South (Elgin to Sparling Bush) Services	\$ 30,000
Elizabeth Street (Brock to Waterloo) Services	\$ 18,000
Granular 'A' Recycling Program	\$ 40,000
Quadro Communications Fibre Build Out	\$ 50,000
<b>2021 Total</b>	<b>\$ 373,000</b>
<b>2022</b>	
Water Valve Replacement Program	\$ 15,000
Wellington Street North (Parkview to Egan)	\$ 33,000
Water Meter Replacement	\$ 300,000
<b>2022 Total</b>	<b>\$ 348,000</b>
<b>2023</b>	
Water Valve Replacement Program	\$ 15,000
Water Meter Replacement	\$ 300,000
<b>2023 Total</b>	<b>\$ 315,000</b>
<b>2024</b>	
Wellington Street South (Park to St. Maria)	\$ 68,000
Water Valve Replacement Program	\$ 15,000
Water Meter Replacement	\$ 300,000
<b>2024 Total</b>	<b>\$ 383,000</b>
<b>2025</b>	
Thomas Street (Queen to Jones)	\$ 84,000
Granular 'A' Recycling Program	\$ 40,000
Water Valve Replacement Program	\$ 15,000
Jones Street (Thomas to Ontario)	\$ 150,000
<b>2025 Total</b>	<b>\$ 289,000</b>
<b>2026</b>	
Water Valve Replacement Program	\$ 15,000
<b>2026 Total</b>	<b>\$ 15,000</b>
<b>2027</b>	
Water Valve Replacement Program	\$ 15,000
<b>2027 Total</b>	<b>\$ 15,000</b>
<b>2028</b>	
Water Valve Replacement Program	\$ 15,000
Peel Street North (Station to Egan)	\$ 80,000
<b>2028 Total</b>	<b>\$ 95,000</b>



## 7.0 COST RECOVERY

### 7.1 General

Section 30(2) of the SDWA (2002) requires water system owners to develop a “Cost Recovery Plan”. The intent is to create a long-term plan that will ensure adequate funding to operate, maintain and replace infrastructure. This section of the Memo identifies the revenue increase required to achieve the goals of the Plan.

### 7.2 Options for Cost Recovery

The required rate increase in the Plan period is dependent on what the Town wants to achieve. As discussed in Sections 1.2 and 6.3, the Province has advocated for full cost recovery (i.e. full funding of asset replacement) but there is no legislated requirement to do so.

Possible Options include:

1. A 0% rate increase (the base case).
2. A 2% annual rate increase (i.e. matching inflation).
3. Full Cost recovery (as per Section 6.3 of this Memo).

### 7.3 Basis of Comparison

When comparing the effect of each option on the required water rates it is assumed that there would be a series of uniform increases over the life of the plan.

For each option we have considered the following:

- Annual % increase required
- Reserves at end of planning period (2028)
- Financial Position at 2028 (Asset value + Reserves)
- Financial Position change (\$ and %)

### 7.4 Summary of Results

Table 7.1 A to C, which are attached to this Memo provides year by year details of the water system financial position. Table 7.2 summarizes the effect of selecting each option.

**Table 7.2**  
**Summary of Outcomes for Rate Alternatives**

Option No.	Description	% Annual Increase Required	Reserves at 2028	Financial Position (2028)		
				\$	Change <sup>1.</sup>	
					\$	%
	2018 Position	-	\$1.50M	\$12.0M	-	-
1	0% Rate Increase (Status Quo)	0	\$3.2M	\$16.3M	\$4.3M	36
2	2% Annual Rate Increase (Matching Inflation)	2.0	\$5.3M	\$18.4M	\$6.4M	53
3	Full Cost Recovery as per MECP Definition	3.1	\$6.6M	\$19.5M	\$7.5M	63

Notes: 1. Difference between 2018 and 2028.

## 7.5 Discussion of Results

A review of the outcomes of various rate increases presented in Table 7.2 indicates the following:

- With no increase in revenue rates, the current rate of Reserve Fund growth combined with the capital program will result in a 36% increase in the Financial Position.
- Increasing Revenue by 2.0% per year (i.e. matching inflation) will further improve the Financial Position.
- To achieve Full Cost Recovery by 2028 would require an annual rate increase of 3.1%. Theoretically, no increases would be required beyond 2028.

B. M. ROSS AND ASSOCIATES LIMITED

Per \_\_\_\_\_  
Ryan DeVries, P. Eng.

Per \_\_\_\_\_  
Ann Gibson, MES, EIT

:hv

**Table 7.1A  
TOWN OF ST.MARYS  
2019-2028 Financial Plan for Waterworks  
FINANCIAL PLAN 056-301**

	2019	2020	Option 1: 0% Revenue Increase	2022	2023	2024	2025	2026	2027	2028
FINANCIAL POSITION										
Financial assets										
Cash and cash equivalents										
	1,136,378	1,477,386	1,546,805	1,640,924	1,767,456	1,825,208	1,974,446	2,395,815	2,818,645	3,208,341
Total FINANCIAL ASSETS	1,136,378	1,477,386	1,546,805	1,640,924	1,767,456	1,825,208	1,974,446	2,395,815	2,818,645	3,208,341
Liabilities										
Reservoir (2019) - Loan	1,854,042	1,699,617	1,539,014	1,371,988	1,198,280	1,017,625	829,743	634,345	431,132	219,790
MOC Building (2007) - Loan	300,254	268,984	236,103	201,527	165,168	126,935	86,731	44,455	-	-
Total LIABILITIES	2,154,296	1,968,601	1,775,117	1,573,515	1,363,448	1,144,560	916,474	678,801	431,132	219,790
NET DEBT (Liabilities - Assets)	1,017,918	491,215	228,312	(67,409)	(404,007)	(680,648)	(1,057,972)	(1,717,014)	(2,387,513)	(2,988,551)
Non-financial assets (Tangible capital assets)										
Existing water mains and facilities	10,492,310	13,555,384	13,425,761	13,571,406	13,684,294	13,759,542	13,898,590	13,938,531	13,705,123	13,470,611
Less: Amortization	(185,538)	(228,846)	(230,139)	(235,112)	(239,752)	(243,952)	(249,059)	(252,912)	(253,112)	(253,312)
Loss (gain) on disposal of tangible capital assets	570	2,223	2,784	-	-	-	-	4,505	3,600	768
New watermains and facilities - at cost	3,248,042	97,000	373,000	348,000	315,000	383,000	289,000	15,000	15,000	95,000
Total NON-FINANCIAL ASSETS	13,555,384	13,425,761	13,571,406	13,684,294	13,759,542	13,898,590	13,938,531	13,705,123	13,470,611	13,313,067
Financial position (Non Finance assets - Net Debt)	12,537,465	12,934,546	13,343,094	13,751,703	14,163,549	14,579,238	14,996,502	15,422,137	15,858,124	16,301,618
Analysis of financial position										
Equity in tangible capital assets	11,401,088	11,457,160	11,796,289	12,110,779	12,396,093	12,754,030	13,022,057	13,026,323	13,039,479	13,093,277
Reserves and reserve funds (excl. DCs)	1,152,207	1,462,215	1,581,634	1,627,753	1,706,285	1,716,037	1,817,275	2,190,644	2,565,474	2,907,170
Reserves from Development Charges	(15,829)	15,171	(34,829)	13,171	61,171	109,171	157,171	205,171	253,171	301,171
General surplus (deficit)	-	-	-	-	-	-	-	-	-	-
Financial position (from analysis)	12,537,465	12,934,546	13,343,094	13,751,703	14,163,549	14,579,238	14,996,502	15,422,137	15,858,124	16,301,618
FINANCIAL OPERATIONS										
Revenue										
Operating Revenue										
Water Billing	1,647,575	1,670,350	1,693,125	1,715,900	1,738,675	1,761,450	1,784,225	1,807,000	1,829,775	1,852,550
Operating Revenue Subtotal	1,647,575	1,670,350	1,693,125	1,715,900	1,738,675	1,761,450	1,784,225	1,807,000	1,829,775	1,852,550
Other Revenue										
Fees/Service Charges	9,588	9,780	9,975	10,175	10,378	10,586	10,798	11,014	11,234	11,459
Water Certificate	408	416	424	433	442	450	459	469	478	488
Penalty on Water Arrears	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Revenue from Development Charges	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000
Other Revenue Subtotal	68,196	69,012	69,432	69,861	70,298	70,744	71,199	71,663	72,136	72,603
Total REVENUE	1,715,771	1,738,950	1,762,137	1,785,332	1,808,536	1,831,748	1,854,969	1,878,199	1,901,438	1,924,686
Expenses										
Operating										
Watermains & Services										
Salaries/Wages	96,748	98,683	100,657	102,670	104,723	106,818	108,954	111,133	113,356	115,623
Overtime	3,288	3,354	3,421	3,490	3,560	3,631	3,703	3,777	3,853	3,930
CPP/EI	5,985	6,105	6,227	6,352	6,479	6,608	6,740	6,875	7,013	7,153
Group Benefits	6,853	6,990	7,130	7,273	7,418	7,567	7,718	7,872	8,030	8,190
EHT	1,962	2,002	2,042	2,083	2,124	2,167	2,210	2,254	2,299	2,345
WSIB	3,051	3,112	3,174	3,238	3,302	3,368	3,436	3,504	3,575	3,646
OMERS	9,507	9,698	9,892	10,089	10,291	10,497	10,707	10,921	11,139	11,362
Materials & Supplies	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Contracted Services	15,285	15,575	15,871	16,173	16,480	16,793	17,112	17,438	17,769	18,106
Internal Charges Machine Time	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Subtotal Watermains & Services Expenses	184,501	188,176	191,924	195,746	199,645	203,621	207,677	211,813	216,032	220,335
Water Storage/Supply (Tower)										
Hydro	1,260	1,323	1,389	1,459	1,532	1,608	1,689	1,773	1,862	1,955
Contracted Services	2,548	2,596	2,645	2,695	2,747	2,799	2,852	2,906	2,961	3,018
Internal Charges Machine Time	510	520	531	541	552	563	574	586	598	609
Subtotal Water Storage/Supply (Tower) Expenses	4,318	4,439	4,565	4,695	4,830	4,970	5,115	5,265	5,421	5,582
Hydrant Maintenance & Inspection										
Materials & Supplies	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Internal Charges Machine Time	765	780	796	812	828	845	862	879	896	914
Subtotal Hydrant Maintenance & Inspection Expense	6,885	7,023	7,163	7,306	7,453	7,602	7,754	7,909	8,067	8,228
Water Wells & Admin										
Salaries/Wages	12,691	12,945	13,204	13,468	13,737	14,012	14,292	14,578	14,869	15,167
Overtime	852	869	886	904	922	940	959	978	998	1,018
CPP/EI	795	810	827	843	860	877	895	913	931	950
Group Benefits	1,126	1,149	1,172	1,195	1,219	1,243	1,268	1,294	1,319	1,346
EHT	265	271	276	281	287	293	299	305	311	317
WSIB	413	421	430	438	447	456	465	475	484	494
OMERS	1,222	1,246	1,271	1,297	1,323	1,349	1,376	1,404	1,432	1,460
Office Supplies	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Office Equipment	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Travel/Airfare	510	520	531	541	552	563	574	586	598	609
Memberships	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Conferences/Seminars	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	3,657
Meeting Expenses	510	520	531	541	552	563	574	586	598	609
Postage	510	520	531	541	552	563	574	586	598	609
Advertising	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance	12,240	12,485	12,734	12,989	13,249	13,514	13,784	14,060	14,341	14,628
Hydro	110,250	115,763	121,551	127,628	134,010	140,710	147,746	155,133	162,889	171,034
Repairs & Maintenance Building	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repairs & Maintenance Grounds	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repairs & Maintenance Equipment	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Water Meter Maintenance	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Materials & Supplies	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Water Contract	411,798	419,622	427,595	435,720	443,998	452,434	461,030	469,790	478,716	487,812
Water Contract SCADA	5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
Water Contract Festival Hydro	40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
OCWA After Hours Call Outs	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Contracted Services	45,900	46,818	47,754	48,709	49,684	50,677	51,691	52,725	53,779	54,855
Bank Charges	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
PIL (Taxes)	24,480	24,970	25,469	25,978	26,498	27,028	27,568	28,120	28,682	29,256
Internal Charges Admin	35,496	36,206	36,930	37,669	38,422	39,190	39,974	40,774	41,589	42,421
Internal Charges It	22,109	22,551	23,002	23,462	23,931	24,410	24,898	25,396	25,904	26,422
Internal Charges Machine Time	4,080	4,162	4,245	4,330	4,416	4,505	4,595	4,687	4,780	4,876
Subtotal Water Wells & Admin Expenses	807,306	826,301	845,833	865,920	886,582	907,840	929,714	952,228	975,404	999,265
Water Protection Study Prov Source										
Contracted Services	16,963	17,302	17,648	18,001	18,361	18,728	19,103	19,485	19,874	20,272
Water Protection Study Prov Source Expenses	16,963	17,302	17,648	18,001	18,361	18,728	19,103	19,485	19,874	20,272
Subtotal Operating Expense	1,019,972	1,043,240	1,067,132	1,091,669	1,116,871	1,142,761	1,169,363	1,196,700	1,224,798	1,253,683
Debt Charges - Reservoir (2019) Interest	-	74,162	67,985	61,561	54,880	47,931	40,705	33,190	25,374	17,245

**Table 7.1B  
TOWN OF ST. MARYS  
2019-2028 Financial Plan for Waterworks  
FINANCIAL PLAN 056-301**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>FINANCIAL POSITION</b>										
<b>Financial assets</b>										
Cash and cash equivalents	1,169,329	1,577,850	1,750,996	1,986,760	2,294,608	2,575,146	2,990,495	3,723,203	4,504,561	5,301,985
<b>Liabilities</b>										
Reservoir (2019) - Loan	1,854,042	1,699,617	1,539,014	1,371,988	1,198,280	1,017,625	829,743	634,345	431,132	219,790
MOC Building (2007) - Loan	300,254	268,984	236,103	201,527	165,168	126,935	86,731	44,455	-	-
<b>NET DEBT (Liabilities - Assets)</b>	<b>984,967</b>	<b>390,751</b>	<b>24,122</b>	<b>(413,245)</b>	<b>(931,159)</b>	<b>(1,430,587)</b>	<b>(2,074,021)</b>	<b>(3,044,403)</b>	<b>(4,073,429)</b>	<b>(5,082,195)</b>
<b>Non-financial assets (Tangible capital assets)</b>										
Existing water mains and facilities	10,492,310	13,555,384	13,425,761	13,571,406	13,684,294	13,759,542	13,898,590	13,938,531	13,705,123	13,470,611
Less: Amortization	(185,538)	(228,846)	(230,139)	(235,112)	(239,752)	(243,952)	(249,059)	(252,912)	(253,112)	(253,312)
Loss (gain) on disposal of tangible capital assets	570	2,223	2,784	-	-	-	4,505	3,600	768	-
Water mains and facilities - at cost	3,248,042	97,000	373,000	348,000	315,000	383,000	289,000	15,000	15,000	95,000
<b>Total NON-FINANCIAL ASSETS</b>	<b>13,555,384</b>	<b>13,425,761</b>	<b>13,571,406</b>	<b>13,684,294</b>	<b>13,759,542</b>	<b>13,898,590</b>	<b>13,938,531</b>	<b>13,705,123</b>	<b>13,470,611</b>	<b>13,313,067</b>
<b>Financial position (Non Finance assets - Net Debt)</b>	<b>12,570,417</b>	<b>13,035,010</b>	<b>13,547,284</b>	<b>14,097,539</b>	<b>14,690,701</b>	<b>15,329,176</b>	<b>16,012,551</b>	<b>16,749,526</b>	<b>17,544,040</b>	<b>18,395,262</b>
<b>Analysis of financial position</b>										
Equity in tangible capital assets	11,401,088	11,457,160	11,796,289	12,110,779	12,396,093	12,754,030	13,022,057	13,026,323	13,039,479	13,093,277
Reserves and reserve funds (excl. Dcs)	1,185,158	1,562,679	1,785,825	1,973,589	2,233,437	2,465,975	2,833,324	3,518,032	4,251,390	5,000,814
Reserves from Development Charges	(15,829)	15,171	(34,829)	13,171	61,171	109,171	157,171	205,171	253,171	301,171
<b>General surplus (deficit)</b>	<b>12,570,417</b>	<b>13,035,010</b>	<b>13,547,284</b>	<b>14,097,539</b>	<b>14,690,701</b>	<b>15,329,176</b>	<b>16,012,551</b>	<b>16,749,526</b>	<b>17,544,040</b>	<b>18,395,262</b>
<b>FINANCIAL OPERATIONS</b>										
<b>Revenue</b>										
<b>Operating Revenue</b>										
Water Billing	1,680,526	1,737,367	1,795,345	1,854,483	1,914,803	1,976,329	2,039,086	2,103,099	2,168,391	2,234,989
<b>Operating Revenue Subtotal</b>	<b>1,680,526</b>	<b>1,737,367</b>	<b>1,795,345</b>	<b>1,854,483</b>	<b>1,914,803</b>	<b>1,976,329</b>	<b>2,039,086</b>	<b>2,103,099</b>	<b>2,168,391</b>	<b>2,234,989</b>
<b>Other Revenue</b>										
Fees/Service Charges	9,588	9,780	9,975	10,175	10,378	10,586	10,798	11,014	11,234	11,459
Water Certificate	408	416	424	433	442	450	459	469	478	488
Penalty on Water Arrears	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Revenue from Development Charges	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000
<b>Other Revenue Subtotal</b>	<b>68,196</b>	<b>68,600</b>	<b>69,012</b>	<b>69,432</b>	<b>69,861</b>	<b>70,298</b>	<b>70,744</b>	<b>71,199</b>	<b>71,663</b>	<b>72,136</b>
<b>Total REVENUE</b>	<b>1,748,722</b>	<b>1,805,967</b>	<b>1,864,357</b>	<b>1,923,915</b>	<b>1,984,664</b>	<b>2,046,627</b>	<b>2,109,830</b>	<b>2,174,297</b>	<b>2,240,054</b>	<b>2,307,125</b>
<b>Expenses</b>										
<b>Operating</b>										
<b>Watermains &amp; Services</b>										
Salaries/Wages	96,748	98,683	100,657	102,670	104,723	106,818	108,954	111,133	113,356	115,623
Overtime	3,288	3,354	3,421	3,490	3,560	3,631	3,703	3,777	3,853	3,930
CPP/EI	5,985	6,105	6,227	6,352	6,479	6,608	6,740	6,875	7,013	7,153
Group Benefits	6,853	6,993	7,130	7,272	7,418	7,567	7,718	7,872	8,030	8,190
BHT	1,962	2,002	2,042	2,083	2,124	2,167	2,210	2,254	2,299	2,345
WSIB	3,051	3,112	3,174	3,238	3,302	3,368	3,436	3,504	3,575	3,646
OMERS	9,507	9,698	9,892	10,089	10,291	10,497	10,707	10,921	11,139	11,362
Materials & Supplies	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Contracted Services	15,285	15,575	15,871	16,173	16,480	16,793	17,112	17,438	17,769	18,106
Internal Charges Machine Time	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
<b>Subtotal Watermains &amp; Services Expenses</b>	<b>184,501</b>	<b>188,176</b>	<b>191,224</b>	<b>195,746</b>	<b>199,645</b>	<b>203,621</b>	<b>207,677</b>	<b>211,813</b>	<b>216,032</b>	<b>220,335</b>
<b>Water Storage/Supply (Tower)</b>										
Hydro	1,260	1,323	1,389	1,459	1,532	1,608	1,689	1,773	1,862	1,955
Contracted Services	2,548	2,596	2,645	2,695	2,747	2,799	2,852	2,906	2,961	3,018
Internal Charges Machine Time	510	520	531	541	552	563	574	586	598	609
<b>Subtotal Water Storage/Supply (Tower) Expenses</b>	<b>4,318</b>	<b>4,439</b>	<b>4,565</b>	<b>4,695</b>	<b>4,830</b>	<b>4,970</b>	<b>5,115</b>	<b>5,265</b>	<b>5,421</b>	<b>5,582</b>
<b>Hydrant Maintenance &amp; Inspection</b>										
Materials & Supplies	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Internal Charges Machine Time	765	780	796	812	828	845	862	879	896	914
<b>Subtotal Hydrant Maintenance &amp; Inspection Expense</b>	<b>6,885</b>	<b>7,023</b>	<b>7,163</b>	<b>7,306</b>	<b>7,453</b>	<b>7,602</b>	<b>7,754</b>	<b>7,909</b>	<b>8,067</b>	<b>8,228</b>
<b>Water Wells &amp; Admin</b>										
Salaries/Wages	12,691	12,945	13,204	13,468	13,737	14,012	14,292	14,578	14,869	15,167
Overtime	852	869	886	902	922	940	959	978	998	1,018
CPP/EI	795	810	827	843	860	877	895	913	931	950
Group Benefits	1,126	1,149	1,172	1,195	1,219	1,243	1,268	1,294	1,319	1,346
BHT	265	271	276	281	287	293	299	305	311	317
WSIB	413	421	430	438	447	456	465	475	484	494
OMERS	1,222	1,246	1,271	1,297	1,323	1,349	1,376	1,404	1,432	1,460
Office Supplies	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Office Equipment	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Travel/Airfare	510	520	531	541	552	563	574	586	598	609
Memberships	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Conferences/Seminars	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	3,657
Meeting Expenses	510	520	531	541	552	563	574	586	598	609
Postage	510	520	531	541	552	563	574	586	598	609
Advertising	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance	12,240	12,485	12,734	12,989	13,249	13,514	13,784	14,060	14,341	14,628
Hydro	110,250	115,763	121,551	127,628	134,010	140,710	147,746	155,133	162,889	171,034
Repairs & Maintenance Building	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repairs & Maintenance Grounds	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repairs & Maintenance Equipment	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Water Meter Maintenance	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Materials & Supplies	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Water Contract	411,798	419,622	427,595	435,720	443,998	452,434	461,030	469,790	478,716	487,812
Water Contract SCADA	5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
Water Contract Festival Hydro	40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
OCWA After Hours Call Outs	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Contracted Services	45,900	46,818	47,754	48,709	49,684	50,677	51,691	52,725	53,779	54,855
Bank Charges	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
PIL (Taxes)	24,480	24,970	25,469	25,978	26,498	27,028	27,568	28,120	28,682	29,256
Internal Charges Admin	35,496	36,206	36,930	37,669	38,422	39,190	39,974	40,774	41,589	42,421
Internal Charges It	22,109	22,551	23,002	23,462	23,931	24,410	24,898	25,396	25,904	26,422
Internal Charges Machine Time	4,080	4,162	4,245	4,330	4,416	4,505	4,595	4,687	4,780	4,876
<b>Subtotal Water Wells &amp; Admin Expenses</b>	<b>807,306</b>	<b>826,301</b>	<b>845,833</b>	<b>865,920</b>	<b>886,582</b>	<b>907,840</b>	<b>929,714</b>	<b>952,228</b>	<b>975,404</b>	<b>999,265</b>
<b>Water Protection Study Prov Source</b>										
Contracted Services	16,963	17,302	17,648	18,001	18,361	18,728	19,103	19,485	19,874	20,272
<b>Water Protection Study Prov Source Expenses</b>	<b>16,963</b>	<b>17,302</b>	<b>17,648</b>	<b>18,001</b>	<b>18,361</b>	<b>18,728</b>	<b>19,103</b>	<b>19,485</b>	<b>19,874</b>	<b>20,272</b>
<b>Subtotal Operating Expense</b>	<b>1,019,972</b>	<b>1,043,240</b>	<b>1,067,132</b>	<b>1,091,669</b>	<b>1,116,871</b>	<b>1,142,761</b>	<b>1,169,363</b>	<b>1,196,700</b>	<b>1,224,798</b>	<b>1,253,683</b>
<b>Debt Charges - Reservoir (2019) Interest</b>	-	74,162	67,985	61,561	54,880	47,931	40,705	33,190	25,374	17,245
<b>Debt Charges - Water Well Upgrades (2009) Interest</b>	1,867	-	-	-	-	-	-	-	-	-
<b>Debt Charges - MOC Building (2007) Interest</b>	16,423	14,890	13,278	11,583	9,801	7,927	5,956	3,883	1,704	-
<b>Loss (gain) on disposal of tangible capital assets</b>	570	2,223	2,784	-	-	-	-	4,505	3,600	768
<b>Amortization of capital assets</b>	185,538	228,846	230,139	235,112	239,752	243,952	249,059	252,912	253,112	253,312
<b>Total EXPENSES</b>	<b>1,224,370</b>	<b>1,363,361</b>	<b>1,381,318</b>	<b>1,399,925</b>	<b>1,421,304</b>	<b>1,442,571</b>	<b>1,465,082</b>	<b>1,491,190</b>	<b>1</b>	

Table 7.1C  
TOWN OF ST.MARYS  
2019-2028 Financial Plan for Waterworks  
FINANCIAL PLAN 056-301

	2019	2020	Option 3: 3.1% Revenue Increase		2023	2024	2025	2026	2027	2028
FINANCIAL POSITION										
Financial assets										
Cash and cash equivalents										
Total FINANCIAL ASSETS	1,187,452	1,633,666	1,865,593	2,182,815	2,596,463	3,008,892	3,584,048	4,506,393	5,509,220	6,562,039
Liabilities										
Reservoir (2019) - Loan	1,854,042	1,499,617	1,539,014	1,371,988	1,198,280	1,017,625	829,743	634,345	431,132	219,790
MOC Building (2007) - Loan	300,254	268,984	236,103	201,527	165,168	126,935	86,731	44,495	-	-
Total LIABILITIES	2,154,296	1,968,601	1,775,117	1,573,515	1,363,448	1,144,560	916,474	678,801	431,132	219,790
NET DEBT (Liabilities - Assets)	966,843	334,935	(90,475)	(609,300)	(1,233,015)	(1,864,333)	(2,667,574)	(3,827,593)	(5,078,088)	(6,342,249)
Non-financial assets (Tangible capital assets)										
Existing water mains and facilities	10,492,310	13,505,384	13,326,428	13,423,406	13,538,294	13,615,542	13,756,590	13,798,531	13,567,123	13,334,611
Loss: Amortization	(185,538)	(228,179)	(228,508)	(233,112)	(237,752)	(241,952)	(247,059)	(250,912)	(251,113)	(251,312)
Net (gain) on disposal of tangible capital assets	570	2,223	2,784	-	-	-	-	3,405	3,600	768
New watermains and facilities - at cost	3,198,042	47,000	323,000	348,000	315,000	283,000	289,000	15,000	15,000	95,000
Total Non-FINANCIAL ASSETS	13,505,384	13,326,428	13,423,406	13,538,294	13,615,542	13,756,590	13,798,531	13,567,123	13,334,611	13,179,067
Financial position (Non Finance assets - Net Debt)	12,538,540	12,991,493	13,513,881	14,147,594	14,848,557	15,620,922	16,466,104	17,394,176	18,412,699	19,521,315
Analysis of financial position										
Equity in tangible capital assets	11,351,088	11,357,827	11,648,289	11,964,799	12,252,093	12,612,030	12,882,057	12,888,323	12,903,479	12,959,277
Reserves and reserve funds (excl. DCs)	1,203,281	1,618,495	1,900,422	2,169,644	2,535,292	2,899,721	3,426,877	4,301,222	5,256,409	6,260,868
Reserves from Development Charges	(15,829)	15,171	(34,829)	13,171	61,171	109,171	157,171	205,171	233,171	301,171
General surplus (deficit)	-	-	-	-	-	-	-	-	-	-
Financial position (from analysis)	12,538,540	12,991,493	13,513,881	14,147,594	14,848,557	15,620,922	16,466,104	17,394,176	18,412,699	19,521,315
FINANCIAL OPERATIONS										
Revenue										
Operating Revenue										
Water Billing	1,698,650	1,774,789	1,853,288	1,934,221	2,017,663	2,103,692	2,192,387	2,283,832	2,378,112	2,475,314
Operating Revenue Subtotal	1,698,650	1,774,789	1,853,288	1,934,221	2,017,663	2,103,692	2,192,387	2,283,832	2,378,112	2,475,314
Other Revenue										
Fees/Service Charges	9,588	9,780	9,975	10,175	10,378	10,586	10,798	11,014	11,234	11,459
Water Certificate	408	416	424	433	442	450	459	469	478	488
Penalty on Water Arrears	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Revenue from Development Charges	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000
Other Revenue Subtotal	68,196	69,012	69,431	69,431	69,661	70,298	71,142	72,163	73,467	75,142
Total REVENUE	1,766,846	1,843,801	1,922,700	2,003,653	2,087,524	2,173,990	2,263,531	2,355,031	2,449,775	2,547,451
Expenses										
Operating										
Watermains & Services										
Salaries/Wages	96,748	98,683	100,657	102,670	104,723	106,818	108,954	111,133	113,356	115,623
Overtime	3,288	3,354	3,421	3,490	3,560	3,631	3,703	3,777	3,853	3,930
CPP/EI	5,985	6,105	6,227	6,352	6,480	6,612	6,747	6,887	7,032	7,181
Group Benefits	6,853	6,990	7,130	7,273	7,418	7,567	7,718	7,872	8,030	8,190
EHT	1,962	2,002	2,042	2,083	2,124	2,167	2,210	2,254	2,299	2,345
WSIB	3,051	3,112	3,174	3,238	3,302	3,368	3,436	3,504	3,572	3,646
OMERS	9,507	9,698	9,892	10,089	10,291	10,497	10,707	10,921	11,139	11,362
Materials & Supplies	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Contracted Services	15,285	15,575	15,871	16,173	16,480	16,793	17,112	17,438	17,769	18,106
Internal Charges Machine Time	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Subtotal Watermains & Services Expenses	184,501	188,176	191,924	195,746	199,645	203,621	207,677	211,813	216,032	220,335
Water Supply (Tower)										
Hydro	1,260	1,323	1,389	1,459	1,532	1,608	1,689	1,773	1,862	1,955
Water Contracted Services	2,548	2,596	2,645	2,695	2,747	2,799	2,852	2,906	2,961	3,018
Internal Charges Machine Time	510	520	531	541	552	563	574	586	598	609
Subtotal Water Supply (Tower) Expenses	4,318	4,439	4,565	4,695	4,830	4,970	5,115	5,265	5,421	5,582
Hydrant Maintenance & Inspection										
Materials & Supplies	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Internal Charges Machine Time	785	780	786	812	848	885	922	960	999	1,038
Subtotal Hydrant Maintenance & Inspection Expense	6,885	7,023	7,163	7,306	7,453	7,602	7,754	7,909	8,067	8,228
Water Wells & Admin										
Salaries/Wages	12,691	12,945	13,204	13,468	13,737	14,012	14,292	14,578	14,869	15,167
Overtime	852	869	886	904	922	940	959	978	998	1,018
CPP/EI	795	810	827	843	860	877	895	913	931	950
Group Benefits	1,126	1,149	1,172	1,195	1,219	1,243	1,268	1,294	1,319	1,346
EHT	265	271	276	281	287	293	299	305	311	317
WSIB	413	421	430	438	447	456	465	475	484	494
OMERS	1,222	1,246	1,271	1,297	1,323	1,349	1,376	1,404	1,432	1,460
Office Supplies	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Office Equipment	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Travel/Mileage	510	520	531	541	552	563	574	586	598	609
Memberships	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Conferences/Seminars	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	3,657
Travel Expenses	510	520	531	541	552	563	574	586	598	609
Postage	510	520	531	541	552	563	574	586	598	609
Advertising	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance	12,240	12,485	12,734	12,989	13,249	13,514	13,784	14,060	14,341	14,628
Hydro	110,250	115,763	121,551	127,628	134,010	140,710	147,746	155,123	162,889	171,034
Repairs & Maintenance- Building	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repairs & Maintenance Grounds	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repairs & Maintenance Equipment	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Water Meter Maintenance	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Materials & Supplies	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Water Contract	417,798	419,622	427,595	435,720	443,998	452,434	461,030	469,790	478,716	487,812
Water Contract SCADA	5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
Water Contract Festival Hydro	40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
OCWA After Hours Call Outs	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Contracted Services	45,900	46,274	46,704	47,184	47,715	48,297	48,931	49,617	50,355	51,146
Bank Charges	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
PIL (Taxes)	24,480	24,970	25,469	25,978	26,498	27,028	27,568	28,120	28,682	29,256
Internal Charges Admin	35,496	36,206	36,930	37,669	38,422	39,190	39,974	40,774	41,589	42,421
Internal Charges IT	22,109	22,551	23,002	23,462	23,931	24,410	24,898	25,396	25,904	26,422
Internal Charges Machine Time	4,080	4,162	4,245	4,330	4,416	4,505	4,595	4,687	4,780	4,876
Subtotal Water Wells & Admin Expenses	807,306	826,301	845,833	865,920	886,582	907,840	929,714	952,228	975,404	999,265
Water Protection Study Prov Source										
Contracted Services	16,963	17,302	17,648	18,001	18,361	18,728	19,103	19,485	19,874	20,272
Water Protection Study Prov Source Expenses	16,963	17,302	17,648	18,001	18,361	18,728	19,103	19,485	19,874	20,272
Subtotal Operating Expense	1,019,972	1,043,240	1,067,132	1,091,669	1,116,817	1,142,761	1,169,363	1,196,700	1,224,798	1,253,683
Debt Charges - Reservoir (2019) Interest	-	74,162	67,985	61,561	54,880	47,931	40,705	33,190	25,374	17,245
Debt Charges - Water Well Upgrades (2009) Interest	1,867	-	-	-	-	-	-	-	-	-
Debt Charges - MOC Building (2007) Interest	16,423	14,890	13,278	11,583	9,801	7,927	5,956	3,883	1,704	-
Loss (gain) on disposal of tangible capital assets	2,270	2,223	2,784	-	-	-	-	3,405	3,600	768
Amortization of capital assets	185,538	228,179	228,806	233,112	237,752	241,952	247,059	250,912	251,112	251,312
Total EXPENSES	1,224,370	1,362,694	1,399,985	1,397,925	1,419,304	1,440,571	1,463,082	1,489,190	1,506,588	1,523,008
Net Revenue (Deficit) for the year	542,476	480,695	542,315	605,729	668,220	733,419	800,049	865,841	943,187	1,024,442
CASH FLOW										
Operating Transactions										
Net revenue (deficit) for the year	542,476	480,695	542,315	605,729	668,220	733,419	800,049	865,841	943,187	1,024,442
Add-back (deduct) non-cash expense:										
Loss (gain) on disposal of tangible capital assets	570	2,223	2,784	-	-	-	-	3,405	3,600	768
Amortization of capital assets	185,538	228,179	228,806	233,112	237,752	241,952	247,059	250,912	251,112	251,312
Total OPERATING TRANSACTIONS	728,583	711,097	773,905	838,841	905,973	975,371	1,047,108	1,121,258	1,197,899	1,276,523
Capital Transactions										
Growth Related	(69,000)	(17,000)	(98,000)	-	-	-	-	-	-	-
Service enhancement (system upgrades)	(2,869,042)	(15,000)	(29,000)	-	-	-	-	-	-	-
Replacement of Existing Works	(245,000)	-	(181,000)	(						

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>PW 08-2019 WASTEWATER SYSTEM FINANCIAL PLAN</b>

## PURPOSE

This report presents information to Council regarding potential rate increase options for the Wastewater system in support of the completion of the Wastewater System Financial Plan.

## RECOMMENDATION

THAT PW 08-2019, Wastewater System Financial Plan be received; and

THAT Council direct staff to complete the Wastewater System Financial Plan utilizing Option No. 3, Maintaining the Rate of Replacement at 59 Years at an annual increase of 2.4% annually for the duration of the planning period.

## BACKGROUND

On August 14, 2007, the Ministry of Environment, now Ministry of Environment, Conservation and Parks (MECP) filed Ontario Regulation 453/07 (O.Reg. 453/07), which is more precisely defined as the Financial Plans Regulation under the *Safe Drinking Water Act* (SDWA). Wastewater systems do not have such requirements, however many municipality complete financial plans for their wastewater systems due to the two (2) systems often being grouped together and the benefits that long term financial planning can have on such systems.

In order to better assess the financial stability of both the water and wastewater systems, on July 24, 2018 Staff presented Council Report PW 42-2018, Water and Wastewater Financial Plans for consideration. The following resolution was carried:

***Resolution: 2018-07-24-25***

***THAT Report PW 42-2018 Water and Wastewater Financial Plans be received; and,***

***THAT Council approve the update and / or completion of the financial plans for both the water and wastewater systems in the amount of \$16,950.00, inclusive of HST to B.M. Ross and Associates Limited; and,***

***THAT Council approve By-Law 68-2018, authorizing the CAO / Clerk to sign the associated agreement.***

Since then, Town staff have been working with BM Ross and Associates Limited to complete a review of both systems, and identify and develop potential rate options for consideration in support of the completion of the financial plans.

This report presents options related to the Wastewater System Financial Plan for consideration.

# REPORT

*This Report should be read in conjunction with Council Report **PW 07-2019, Water System Financial Plan**, dated February 12, 2019 to be mindful of the potential full impact to system users.*

Currently, the Town of St. Marys does not have a long term financial plan for wastewater operations. The goal in developing the wastewater system financial plan is to identify operational, maintenance and capital expenditures while striking a balance between user rates and potential debt levels to move the system towards long term financial sustainability.

This plan has been compiled in general accordance with Ontario Regulation 453/07, under the *Safe Drinking Water Act, 2002* and has been aligned with the proposed water system financial plan with a planning period from 2019-2028.

The Technical Memo from B.M. Ross and Associates Limited which details the requirements, process, information, etc. used in the formulation of the plan has been attached to this report (Attachment No. 1).

Based on the financial assessment, four (4) rate options are presented for consideration in the completion of the Wastewater system financial plan, which are as follows:

Option	Description	% Annual Increase	Reserves @ 2028	Financial Position (2028)			Rate of Replacement (Years)
				\$	Change <sup>1</sup>		
					\$	%	
	2018 Position	--	\$0.6M	\$14.3M	--	--	59
1	0% Rate Increase (Status Quo)	0	\$(0.3M)	\$14.9M	\$0.6M	4	144
2	2% Annual Rate Increase (Inflation)	2	\$1.7M	\$16.9M	\$2.6M	18	66
3	Maintaining the Rate of Replacement of 59 Years <sup>2</sup>	2.4	\$2.2M	\$17.4M	\$3.0M	21	59
4	Full Cost Recovery as per MECP Definition	6.8	\$7.7M	\$22.8M	\$8.5M	59	24

Source: Memo – Wastewater Works Financial Plan – 2018 to 2028 (B.M. Ross and Associates Limited)

Notes: 1. Difference between 2018 and 2028

2. 59 Years represents the average Remaining Useful Life of the existing assets

**Option No. 1**, a 0% rate increase annually for the duration of the planning period has been presented as a baseline option, or the “do nothing” approach.

**Option No. 2**, a 2% annual rate increase for the duration of the planning period has been presented to ensure that the system keeps up to the projected rate of inflation and does not “fall behind” while also continuing to move the system towards sustainability. With this option, although keeping up to the rate of inflation, the system would not maintain the Rate of Replacement, and that replacement, rehabilitation and reserves funds would not keep pace with asset deterioration.

**Option No. 3**, a 2.4% annual rate increase for the duration of the planning period has been presented which would maintain the Rate of Replacement for the system at 59 years. This option would see the system not only keep pace with the projected rate of inflation, but also maintain the Rate of Replacement and ensure that the replacement, rehabilitation and reserves keep pace with asset deterioration.

**Option No. 4**, a 6.8% annual increase for the duration of the planning period has been presented to obtain full cost recovery as per the MECP definition and to achieved a fully sustainable system by 2028. In theory, additional increases would not be required after the end of the planning period.

Staff is recommending that the financial plan for the wastewater system be completing using Option No. 3, a 2.4% Annual Rate Increase, annually for the duration of the planning period to maintain the Rate of Replacement. In completing the financial plan utilizing this option, the Town will be able to be mindful of potential annual rate increases to system users (i.e. customers) while also ensuring that the system is keeping up to the Rate of Replacement for infrastructure and continually moving in a financially positive direction.

## FINANCIAL IMPLICATIONS

There are no known financial implications at this time, except those revenue increases noted above

The recommendation before Council is to provide direction with regards to the projected wastewater rate increases, if any, to be used for the completion of the financial plan for the wastewater system. Recommendations for rate increases will be brought forward to Council at a later date using the financial plan as a basis for rate reviews and projected financial sustainability.

So Council is aware, the table below projects the increase to the “typical” user annual increases end up at 2.4% for each year the financial plan covers:

		Wastewater Rates			Estimate of Monthly Bill		
		Tier 1	Tier 2	Tier 3	Tier 1 <sup>1</sup>	Tier 2 <sup>2</sup>	Tier 3 <sup>3</sup>
Current	Base Rate	\$ 19.47	\$ 64.88	\$ 227.09	\$ 36.37	\$ 640.78	\$ 2,442.29
	Usage Rate	\$ 1.30	\$ 1.30	\$ 1.30			
2019	Base Rate	\$ 19.94	\$ 66.44	\$ 232.54	\$ 37.24	\$ 656.16	\$ 2,500.90
	Usage Rate	\$ 1.33	\$ 1.33	\$ 1.33			
2020	Base Rate	\$ 20.42	\$ 68.03	\$ 238.12	\$ 38.14	\$ 671.91	\$ 2,560.93
	Usage Rate	\$ 1.36	\$ 1.36	\$ 1.36			
2021	Base Rate	\$ 20.91	\$ 69.66	\$ 243.84	\$ 39.05	\$ 688.03	\$ 2,622.39
	Usage Rate	\$ 1.40	\$ 1.40	\$ 1.40			
2022	Base Rate	\$ 21.41	\$ 71.34	\$ 249.69	\$ 39.99	\$ 704.55	\$ 2,685.33
	Usage Rate	\$ 1.43	\$ 1.43	\$ 1.43			
2023	Base Rate	\$ 21.92	\$ 73.05	\$ 255.68	\$ 40.95	\$ 721.45	\$ 2,749.77
	Usage Rate	\$ 1.46	\$ 1.46	\$ 1.46			
2024	Base Rate	\$ 22.45	\$ 74.80	\$ 261.82	\$ 41.93	\$ 738.77	\$ 2,815.77
	Usage Rate	\$ 1.50	\$ 1.50	\$ 1.50			
2025	Base Rate	\$ 22.99	\$ 76.60	\$ 268.10	\$ 42.94	\$ 756.50	\$ 2,883.35
	Usage Rate	\$ 1.53	\$ 1.53	\$ 1.53			
2026	Base Rate	\$ 23.54	\$ 78.44	\$ 274.53	\$ 43.97	\$ 774.66	\$ 2,952.55
	Usage Rate	\$ 1.57	\$ 1.57	\$ 1.57			
2027	Base Rate	\$ 24.10	\$ 80.32	\$ 281.12	\$ 45.02	\$ 793.25	\$ 3,023.41
	Usage Rate	\$ 1.61	\$ 1.61	\$ 1.61			
2028	Base Rate	\$ 24.68	\$ 82.25	\$ 287.87	\$ 46.10	\$ 812.29	\$ 3,095.97
	Usage Rate	\$ 1.65	\$ 1.65	\$ 1.65			
Monthly Increase in Wastewater Bills (2018-2028):					\$ 9.73	\$ 171.51	\$ 653.68

### Notes:

- 1 Tier 1 estimate of monthly bill based on 13 cubic metres of water use per month
- 2 Tier 2 estimate of monthly bill based on 393 cubic metres of water use per month
- 3 Tier 3 estimate of monthly bill based on 1,704 cubic metres of water use per month



## SUMMARY

Based on the information detailed herein, Staff recommends completing the financial plan for the Wastewater System utilizing Option No. 3, maintaining the rate of replacement at 59 years with an annual increase of 2.4% for the duration of the planning period. Option 3 enables the Town to complete the financial plan while being mindful of rate increases to system users while also enabling the Town to keep up with infrastructure needs as they reach the end of their useful life.

## STRATEGIC PLAN

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

- Pillar # 1 - Infrastructure:
  - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
  - Tactic(s): To support the Asset Management Plan, complete a financial analysis of the Town's ability to pay to establish a minimum capital budget threshold to be budgeted for each year (either in actual spending or put into reserve).

## OTHERS CONSULTED

B.M. Ross and Associates Limited  
Jed Kelly, Director of Public Works  
Jeff Wolfe, Engineering & Asset Management Specialist

## ATTACHMENTS

Attachment No. 1 – Memo – Wastewater Works Financial Plan – 2018 to 2028 (B.M. Ross and Associates Limited)

## REVIEWED BY

### Recommended by the Department

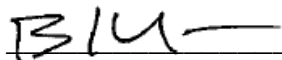


Dave Blake, C.E.T.,  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

**B. M. ROSS AND ASSOCIATES LIMITED**  
**Engineers and Planners**  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 • f. (519) 524-4403  
[www.bmross.net](http://www.bmross.net)

## Memo

From: Ryan DeVries  
rdevries@bmross.net

<b>To:</b>	Town of St. Marys Attention: Dave Blake
<b>Re:</b>	Wastewater Works Financial Plan – 2018 to 2028
<b>File #:</b>	18150
<b>Date:</b>	January 29, 2019

### 1.0 INTRODUCTION

#### 1.1 Purpose of Memo

The purpose of this memo is to facilitate consideration of cost recovery (i.e. sewer rate) options for the period 2018 to 2028. This memo will be incorporated as background material for a Financial Plan equivalent to the requirements of O. Reg. 453/07 (Water Financial Plans).

The Memo includes the following basic components:

1. A **full cost analysis** of the provision of wastewater services.
2. A **cost recovery plan**, including options for revenue adjustments.

#### 1.2 Legislated Requirements

Financial Plans for municipal drinking water systems are mandated by O. Reg. 453/07. There is no such parallel mandate for wastewater systems. Regardless, many municipalities recognize the linkage ratepayers make between water and wastewater charges and recognize the benefits of long-term financial planning for all municipal services and thus prepare Financial Plans for the wastewater system as well as the water system.

### 2.0 METHODOLOGY

#### 2.1 Available Information

Information provided by the Town of St. Marys included;

1. 2015-2017 Capital and Operating Budgets and actual expenditures for the wastewater system.
2. 2018 Capital and Operating Budgets for the wastewater system.
3. Information concerning dedicated reserves for the wastewater system.
4. Wastewater Asset Inventory.
5. Number of customers.
6. 2018 wastewater rates.
7. Other applicable information related to the wastewater system.

#### 2.2 Procedure

The available information listed in Section 2.1 was reviewed for inclusion in the Financial Plan. Existing wastewater assets are listed in the Town's asset inventory with historical financial details. The historical financial details were used to calculate the amortization expenses and net book value of the

tangible capital assets and are recorded in the Financial Plan. Expenditures and revenues budgeted for 2018 were included with an inflation rate, of 1.9 to 5%, depending on the category, applied for future years. Forecasted capital projects and debenture principal and interest payments were included in the prediction. Revenue requirements and corresponding rate increases are suggested to the Town to account for historic under investment and future capital projects.

The Memo concludes with a summary showing the consequences of a 0% rate increase and three annual rate increase scenarios:

- A 2% per year rate increase (i.e. matching inflation).
- Maintaining the Rate of Replacement at 59 years (Average remaining asset life).
- Full Cost recovery (as per Section 6.3 of this Memo).

### **3.0 DESCRIPTION OF THE SYSTEMS**

#### **3.1 Physical Facilities**

The St. Marys Water Pollution Control Plant (WPCP) is located at 309 Thomas Street, St. Marys. The system is currently operated by Ontario Clean Water Agency (OCWA). The WPCP operates under Amended Environmental Compliance Approval (AECA) #4934-AH9S98 issued February 24, 2017. It has a rated capacity of 5,560 m<sup>3</sup>/day and a peak flow rate of 14,250 m<sup>3</sup>/day. The collection system consists of over 50 km of sewers and three sewage pumping stations.

#### **3.2 Number of Customers**

As of August 17, 2018, there are 2,890 customers in total. Approximately 200 are industrial, commercial or institutional customers.

#### **3.3 Growth Expectations**

The average growth rate for St. Marys is 41 customers per year. This is based on growth trends in recent years as determined by the Town.

### **4.0 FULL COST OF SERVICE**

#### **4.1 Cost Components**

The full cost of providing wastewater services includes the following major categories<sup>1</sup>:

1. Operating expenses
2. Interest expense
3. Funding for Debt Principal Repayment
4. Amortization of Tangible Capital Assets
5. Funding for Inflation in Asset Costs
6. Funding for Historic Under-investment
7. Funding for Service Enhancements
8. Funding for System Growth

Items 2 and 3 would apply when debt has been, or will be, incurred for capital projects. Items 4 to 6 relate to asset maintenance and replacement. The final two items, 7 and 8, relate to planned capital projects for improvements or growth. In some cases, the improvements may be driven by changing regulations, in other cases the Town may initiate the project.

---

<sup>1</sup> MOE, August 2007.

## 4.2 Operating Expenses

### 4.2.1 Review of 2018 Wastewater Budget

Budgets and actual expenses for the wastewater system were reviewed for 2016 and 2017. The 2018 Budget is believed to reflect the cost of operating the current system. The 2018 expenses for wastewater works operations are summarized in Table 4.1.

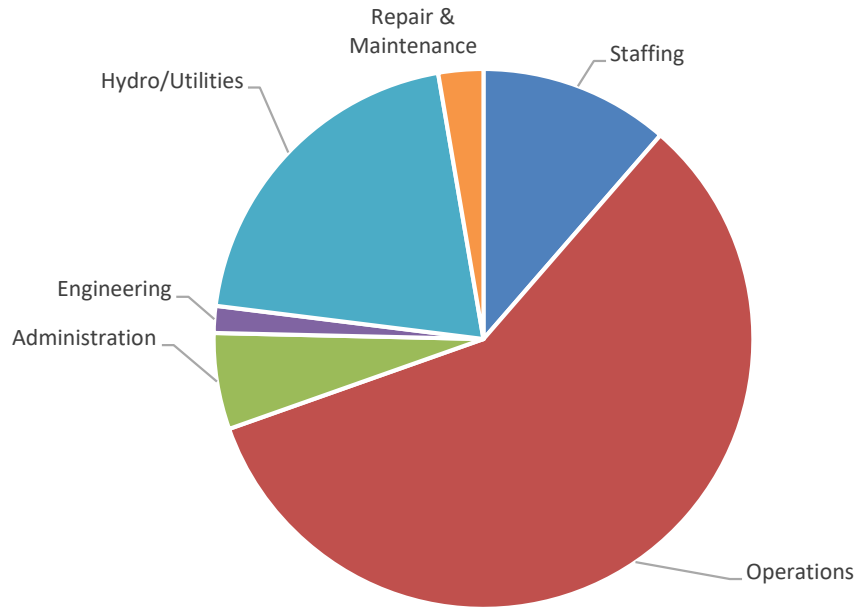
**Table 4.1**  
**St. Marys 2018 Wastewater Operations Budget**

Item <sup>1</sup>	2018	Category <sup>2</sup>
<b>Wastewater Treatment</b>		
Salaries/Wages	\$ 3,132	Staffing
Overtime	\$ 835	Staffing
Benefits	\$ 6,864	Staffing
Travel/Mileage	\$ 500	Operations
Professional Development	\$ 2,000	Operations
Advertising	\$ 1,500	Administration
Insurance	\$ 14,000	Administration
Heat	\$ 2,500	Hydro/Utilities
Hydro	\$ 250,000	Hydro/Utilities
Repair & Maintenance Building	\$ 2,500	Repairs & Maintenance
Repair & Maintenance Grounds	\$ 1,000	Repairs & Maintenance
Repair & Maintenance Equipment	\$ 30,000	Repairs & Maintenance
Materials & Supplies	\$ 25,000	Operations
Legal Fees	\$ 1,000	Administration
Engineering Fees	\$ 20,000	Engineering
WPCP Contract	\$ 498,367	Operations
WPCP SCADA Contract	\$ 5,711	Operations
WPCP Contract Festival Hydro	\$ 40,000	Operations
OCWA After Hour Call Outs	\$ 10,000	Operations
Sludge Haulage	\$ 20,000	Operations
Contracted Services	\$ 50,000	Operations
PIL (Taxes)	\$ 24,990	Administration
Internal Charges Admin	\$ 25,200	Administration
Internal Charges IT	\$ 2,940	Administration
<b>Wastewater Treatment Subtotal</b>	<b>\$1,058,039</b>	
<b>Wastewater Collection</b>		
Salaries / Wages	\$ 83,764	Staffing
Overtime	\$ 3,207	Staffing
Benefits	\$ 22,567	Staffing
Materials & Supplies	\$ 6,000	Operations
Contracted Services	\$ 45,000	Operations
Internal Charges It	\$ 1,980	Administration
Internal Charges Machine Time	\$ 20,000	Operations
<b>Wastewater Collection Subtotal</b>	<b>\$ 183,518</b>	
<b>Total 2018</b>	<b>\$1,241,557</b>	

Note: 1. Grouping provided by the Town  
2. Category assignments by BMROSS

The above information is presented graphically in Figure 4.1.

**Figure 4.1**  
**St. Marys Wastewater Works Operational Expenses 2018**



#### 4.2.2 Operations Contract

The current operations contract with OCWA represents a significant proportion of the operational costs. The current contract extends to 2025.

#### 4.3 Interest Expense and Debt Repayment

The Town currently has two loans (debentures) related to the MOC Building in 2007 and the WPCP upgrades in 2011. Table 4.2 provides a summary of the debt information.

**Table 4.2**  
**Summary of Wastewater Works Related Debt**

Loan No.	Debenture Date	Maturity Date	Balance (Dec/17) <sup>1</sup> .
MOC Building	November 2007	2027	\$233,654 <sup>2</sup> .
WPCP	May 2011	2021	\$747,883

Notes: 1. Approximate end of year value

2. Balance remaining for the sanitary portion of the loan, which is 15% of the total (\$1,557,693)

#### 4.4 Amortization of Tangible Capital Assets

Amortization is defined as "...the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use."<sup>2</sup>

<sup>2</sup> MOE, August 2007

The current value (sometimes referred to as “net book value”) of the asset is; its original cost less depreciation. It can be calculated as, original cost times current age divided by its life expectancy. This is a method traditionally called straight line depreciation.

Using the above approach, the annual Amortization Expense and Net Book Value for the wastewater system, as of 2018, are \$266,753 and \$14,469,659, respectively.

#### 4.5 Reserve Funds

One reserve fund currently exists for the wastewater works. As of January 1, 2018, there was \$603,003 in that reserve.

#### 4.6 Development Charges

The wastewater component of the accumulated Development Charges (DC) fund is estimated to be \$196,861, as of January 1, 2018. For the purposes of the Financial Plan, it is assumed that the DC funds will continue to grow at a rate of approximately \$192,000 per year. Three projects will be partially funded through DC, Wastewater Collection – Inflow and Infiltration Study; Grit Removal and Administration Building at the WPCP; and the installation of the fourth inlet pump.

#### 4.7 Replacement Costs

The replacement cost of the St. Marys Wastewater System as of 2018 is considered to be approximately \$40.7M. This value increases annually as construction costs increase. The annual increment would be roughly \$0.81M, based on inflation in construction costs at 2% per year.

### 5.0 ANALYSIS OF REVENUE

#### 5.1 Current Rate Structure and Charges

Current rates are established in Bylaw No. 100-2017 and a summary is shown in Table 5.1.

**Table 5.1  
Wastewater Rate Structure**

Component	2018 Charge
<b>Tier 1 – 0 - 250 m<sup>3</sup> <sup>1.</sup></b>	
Base Rate Charge	\$ 19.47
Usage Rate Charge <sup>2.</sup> (per m <sup>3</sup> )	\$ 1.30
<b>Tier 2 – 251 - 750 m<sup>3</sup> <sup>1.</sup></b>	
Base Rate Charge	\$ 64.88
Usage Rate Charge <sup>2.</sup> (per m <sup>3</sup> )	\$ 1.30
<b>Tier 1 – Greater than 750 m<sup>3</sup> <sup>1.</sup></b>	
Base Rate Charge	\$ 227.09
Usage Rate Charge <sup>2.</sup> (per m <sup>3</sup> )	\$ 1.30

Notes: 1. Tiers are based on the quantity of water used (monthly)

2. Usage is based on the quantity of water used (monthly)

Industrial wastewater surcharges are applied to industries that have wastewater concentrations exceeding By-law limits.

### 5.3 Review of Revenue

#### 5.3.1 Method of Charging

As identified in the above rate structure, wastewater works related revenue is principally generated in three parts as follows:

1. A base rate per customer charge determined by the monthly water usage.
2. A usage rate monthly charge.
3. Industrial surcharges (used to offset elevated operating requirements due to industrial discharges).

#### 5.3.2 Revenue Breakdown

The 2018 Budget anticipates the following revenue:

Wastewater Billing	=	\$ 1,559,960
Surcharge Revenue	=	\$ 40,000
Development Charge Revenue	=	\$ 192,000
Other Revenue	=	\$ 50
<b>Total</b>	<b>=</b>	<b>\$ 1,792,010</b>

Based on the above, in 2018 the sum of the revenue is expected to be approximately 30% greater than operating costs including interest, but excluding amortization, resulting in a net revenue exclusive of the amortization amount of \$512,219. Out of this value capital replacement, growth and improvement projects will be funded. When amortization is considered the surplus declines to \$245,466.

Average reserve transfers for 2015-2017 were \$527,744 annually, which is approximately double the actual amortization value (see Table 4.3). Reserve transfers occur after contributions to capital.

## 6.0 FULL COST PROJECTIONS

### 6.1 General

The purpose of this Section is to identify the expected cost of service.

### 6.2 Assumptions

Assumptions regarding full cost of service for the Plan period (2018-2028) are as follows:

1. The starting point for operating expenses was the 2018 Budget.
2. Operating costs, other than those for electricity, will increase at the rate of 2% per year.
3. Electricity costs will increase 5% per year from 2018-2028.
4. Contracted Services costs have been entered based on current values increasing by 1.9% per year.
5. Growth is expected to be 41 customers per year.
6. No grants were incorporated into the Plan.

### 6.3 Funding for Historic Under-Investment

Although in recent years there have been some infrastructure replacement projects funded from reserves, historically neither the amortization expense nor the inflation of asset costs for tangible capital assets was completely funded each year. As well, maintenance and replacement may have been deferred. These two factors combined are the historic under-investment in the system. As with amortization and inflation of asset costs there is no legislated requirement to generate a surplus which funds historic under-investment. If this amount is recovered along with amortization and inflation of asset cost the full cost of ongoing system replacement could be funded through reserves.

Table 6.1 summarizes the various components of the full cost of replacement including funding for historic under-investment. The values shown in the following table are based on the assumption that items that are overdue for replacement, based on their theoretical useful life, are replaced in 2029. The annual full cost of replacement is calculated assuming \$0 in reserves and enough cash must be available in the asset replacement year to pay 100% of the costs of replacement. It should be noted there is currently a total wastewater reserve balance of \$603,000, so part of this allowance has been covered.

**Table 6.1**  
**Annual Full Cost of Replacement for Wastewater Works**

<b>2018 Annual Funding Requirements Breakdown</b>			
<b>Amortization Expense</b>	<b>Funding for Inflation of Asset Costs</b>	<b>Funding for Historic Under Investment</b>	<b>Annual Full Cost of Replacement <sup>1</sup>.</b>
\$266,753	\$546,178	\$1,140,755	\$1,953,686

Notes: 1. Based on 2% per year inflation and 1.5% per year earned interest.

Amortization Expense is described in Section 4.4 and is calculated by dividing the original cost of the asset over the estimated useful life.

Funding for Inflation of Asset Costs is derived from its Annual Allowance, which is the annual amount set aside to replace the asset once it has reached its estimated useful life. It considers that the savings will earn interest and the cost of the asset is increasing due to compounding inflation over the life of the asset. The formula used to calculate the Annual Allowance is:

$$PMT = FV \left[ \frac{i}{((1+i)^n - 1)} \right]$$

Where:

- PMT = Annual Allowance
- FV = Future Value
- i = annual interest
- n = Estimated Useful Life

Then the Funding for Inflation of Asset Costs is the Annual Allowance less the Amortization Expense.

Annual Full Cost of Replacement is similar to the Annual Allowance calculation described above, however it assumes that the annual amount set aside was not started in year one. The value for n has been reduced to the Estimated Remaining Life of the asset.

Funding for Historical Under Investment is the Annual Full Cost of Replacement less the Annual Allowance.



On average over the past three years, \$166,198 in sewer replacement and other capital projects has been completed each year. This is significantly lower than the annual full cost of replacement.

The average total weighted life expectancy as expressed in the Wastewater Asset Inventory database of all of the wastewater assets is approximately 86 years. The remaining average life expectancy is 59 years.

The Rate of Replacement has been defined as the current replacement cost of the wastewater assets (i.e. \$40.7M) divided by the sum of the average annual capital expenditure on replacement plus the contribution to reserves. Based on the 2015 to 2017 capital expenditures and reserve contributions the current Rate of Replacement is:

$$\begin{aligned}
 \text{Rate of Replacement (2018)} &= \frac{\text{2018 Replacement Cost}}{\text{Average Capital Investment} + \text{Transfer to Reserves}} \\
 &= \frac{\$40,738,153}{\$166,198 + \$527,744} \\
 &= 59 \text{ Years}
 \end{aligned}$$

It is important that the Rate of Replacement value be near the average Remaining Useful Life of the assets. A rate greater than the Remaining Useful Life indicates that replacement, rehabilitation and reserves are not keeping pace with asset deterioration.

## 6.4 Proposed Capital Program

### 6.4.1 Asset Replacement/Upgrading

The proposed capital program used in this financial plan was based on the document titled, "Capital Expenditures Projected for the Wastewater Treatment Plant", provided by the Town. A summary of the 10-year capital program used, is shown in Table 6.2. The proposed capital program also includes a \$4.97 M loan in 2022 with 4% interest on a 10-year term.

**Table 6.2**  
**Proposed Wastewater Capital Program**

Description	Cost
<b>2019</b>	
St. George Street North Reconstruction	\$ 11,000
Wellington Street South (Bridge to Park)	\$ 9,000
Replace Supernatant Well (Construction)	\$ 500,000
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
Quadro Communications Fibre Build Out	\$ 50,000
<b>2019 Total</b>	<b>\$ 595,000</b>
<b>2020</b>	
WPCP General Site Maintenance	\$ 30,000
Pump Station Rehabilitations	\$ 14,000
Wastewater Collection – Inflow and Infiltration Study	\$ 101,000
WPCP Hydraulic Assessment	\$ 50,000
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
Quadro Communications Fibre Build Out	\$ 50,000
<b>2020 Total</b>	<b>\$ 270,000</b>
<b>2021</b>	
WPCP Environmental Assessment	\$ 195,000
WPCP Electrical System Review	\$ 13,000
Pump Station Rehabilitations	\$ 72,000
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
Quadro Communications Fibre Build Out	\$ 50,000
<b>2021 Total</b>	<b>\$ 355,000</b>

<b>2022</b>	
Inlet Works (Grit Removal) & Admin Building	\$ 4,500,000
Installation of 4 <sup>th</sup> Inlet Pump	\$ 120,000
RDT and WAS EQ Pump Upgrades	\$ 120,000
Sludge Storage Improvements	\$ 30,000
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
<b>2022 Total</b>	<b>\$ 4,795,000</b>
<b>2023</b>	
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
<b>2023 Total</b>	<b>\$ 25,000</b>
<b>2024</b>	
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
<b>2024 Total</b>	<b>\$ 25,000</b>
<b>2025</b>	
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
<b>2025 Total</b>	<b>\$ 25,000</b>
<b>2026</b>	
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
<b>2026 Total</b>	<b>\$ 25,000</b>
<b>2027</b>	
Sanitary Sewer Inspection Pre-Construction	\$ 25,000
<b>2027 Total</b>	<b>\$ 25,000</b>
<b>2028</b>	
No planned capital projects	\$ -
<b>2028 Total</b>	<b>\$ -</b>

## 7.0 COST RECOVERY

### 7.1 General

As a guide, Section 30(2) of the SDWA (2002) requires water system owners to develop a “Cost Recovery Plan”. The intent is to create a long-term plan that will ensure adequate funding to operate, maintain and replace wastewater infrastructure in a similar manner as water infrastructure. This section of the Memo identifies the revenue increase required to achieve the goals of the Plan.

### 7.2 Options for Cost Recovery

The required rate increase in the Plan period is dependent on what the Town wants to achieve. As discussed in Sections 1.2 and 6.3, the Province has advocated for full cost recovery (i.e. full funding of asset replacement) for water systems but there is no legislated requirement to do so for water or wastewater.

Possible options include:

1. A 0% rate increase (the base case).
2. A 2% per year rate increase (i.e. matching inflation).
3. Maintaining the Rate of Replacement at 59 years (Average remaining asset life).
4. Full Cost recovery (as per Section 6.3 of this Memo).

### 7.3 Basis of Comparison

When comparing the effect of each option on the required wastewater rates it is assumed that there would be a series of annual uniform increases.

For each option we have considered the following:

- Annual % increase required
- Reserves at end of planning period (2028)
- Financial Position at 2028 (Asset value + Reserves)
- Financial Position change (\$ and %)
- Rate of Replacement

#### 7.4 Summary of Results

Table 7.1 A to D, which are attached to this Memo provides year by year details of the wastewater system financial position. Table 7.2 summarizes the effect of selecting each option.

**Table 7.2**  
**Summary of Outcomes for Rate Alternatives**

Option No.	Description	% Annual Increase Required	Reserves at 2028	Financial Position (2028)			Rate of Replacement <sup>2.</sup> (Years)
				\$	Change <sup>1.</sup>		
					\$	%	
	2018 Position	-	\$0.6M	\$14.3M	-	-	59
1	0% Rate Increase (Status Quo)	0	(\$0.3M)	\$14.9M	\$0.6M	4	144
2	2 % Annual Rate Increase (Matching Inflation)	2	\$1.7M	\$16.9M	\$2.6M	18	66
3	Maintaining the Rate of Replacement of 59 Years <sup>3.</sup>	2.4	\$2.2M	\$17.4M	\$3.0M	21	59
4	Full Cost Recovery as per MECP Definition	6.8	\$7.7M	\$22.8M	\$8.5M	59	24

Notes: 1. Difference between 2018 and 2028.

2. Rate of Replacement in year 2028 based on method described in Section 6.3.

3. 59 years represents the average Remaining Useful Life of the existing assets.

#### 7.5 Discussion of Results


A review of the outcomes of various rate increases presented in Table 7.2 indicates the following:

- With no increase in Revenue, the current plan is not feasible as described. Reserves are exhausted, and the Rate of Replacement decreases to unsustainable values.
- Increasing the Revenue by 2% per year (i.e. matching inflation), the current rate of Reserve Fund growth combined with the proposed 10-year capital replacement program will result in a 18% improvement in the Financial Position. The Rate of Replacement will decline from 59 years to 66 years.

- To have a Rate of Replacement equal to the average Remaining Asset Life (i.e. 59 years) will require annual rate increases of 2.4%.
- To achieve Full Cost Recovery by 2028 would require an annual rate increase of 6.8%. Theoretically, no increases would be required beyond 2028.

B. M. ROSS AND ASSOCIATES LIMITED

Per   
Ryan DeVries, P. Eng.

Per   
Ann Gibson, MES, EIT

:hv

**Table 7.1A  
TOWN OF ST. MARYS  
2019-2028 Financial Plan for Wastewaterworks  
FINANCIAL PLAN**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Option 1: 0% Revenue Increase										
FINANCIAL POSITION										
Financial assets										
Cash and cash equivalents	500,369	509,473	538,099	206,483	160,781	100,343	23,760	(70,447)	(182,771)	(259,089)
Total FINANCIAL ASSETS	500,369	509,473	538,099	206,483	160,781	100,343	23,760	(70,447)	(182,771)	(259,089)
Liabilities										
WPCP Upgrades (2022)	-	-	-	-	3,976,000	3,644,835	3,300,423	2,942,235	2,569,720	2,182,304
WPCP (2011)	332,652	112,983	-	-	-	-	-	-	-	-
MOC Building (2007)	195,818	175,425	153,980	131,430	107,718	82,784	56,564	28,993	-	-
Total LIABILITIES	528,470	288,407	153,980	131,430	4,083,718	3,727,619	3,356,987	2,971,228	2,569,720	2,182,304
NET DEBT (Liabilities - Assets)	28,100	(221,065)	(384,119)	(75,053)	3,922,937	3,627,275	3,333,227	3,041,675	2,752,491	2,441,393
Non-financial assets (Tangible capital assets)										
Existing sewers and facilities	14,278,022	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783
Less: Amortization	(267,755)	(274,688)	(274,808)	(275,768)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
New sewers and facilities - at cost	520,000	79,000	72,000	4,770,000	-	-	-	-	-	-
Total NON-FINANCIAL ASSETS	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783	17,371,616
Financial position (Non Finance assets - Net Debt)	14,502,605	14,561,397	14,533,600	18,718,766	14,508,608	14,592,102	14,673,982	14,753,366	14,831,293	14,930,223
Analysis of financial position										
Equity in tangible capital assets	14,002,236	14,051,924	13,995,500	18,512,282	14,347,827	14,491,758	14,650,222	14,823,813	15,014,064	15,189,312
Reserves and reserve funds (excl. DCs)	(80,492)	(228,388)	(391,762)	(302,378)	(540,080)	(792,518)	(1,061,101)	(1,347,308)	(1,651,632)	(1,919,950)
Reserves from Development Charges	580,861	737,861	929,861	508,861	700,861	892,861	1,084,861	1,276,861	1,468,861	1,660,861
General surplus (deficit)	-	-	-	-	-	-	-	(70,447)	(182,771)	(259,089)
Financial position (from analysis)	14,502,605	14,561,397	14,533,600	18,718,766	14,508,608	14,592,102	14,673,982	14,753,366	14,831,293	14,930,223
2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
FINANCIAL OPERATIONS										
Revenue										
Operating Revenue										
Wastewater Billing	1,582,091	1,604,222	1,626,353	1,648,484	1,670,615	1,692,746	1,714,876	1,737,007	1,759,138	1,781,269
Operating Revenue Subtotal	1,582,091	1,604,222	1,626,353	1,648,484	1,670,615	1,692,746	1,714,876	1,737,007	1,759,138	1,781,269
Other Revenue										
Surcharge Revenue	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	48,760
Other Revenue	51	52	53	54	55	56	57	59	60	61
Revenue from Development Charges	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000
Other Revenue Subtotal	232,851	233,668	234,501	235,351	236,218	237,103	238,005	238,925	239,863	240,821
Total REVENUE	1,814,942	1,837,890	1,860,854	1,883,835	1,906,833	1,929,848	1,952,881	1,975,932	1,999,002	2,022,090
Expenses										
Operating										
Wastewater Treatment										
Salaries/Wages	23,595	24,067	24,548	25,039	25,540	26,050	26,571	27,103	27,645	28,198
Overtime	852	869	886	904	922	940	959	978	998	1,018
CPP/EI	1,390	1,418	1,446	1,475	1,505	1,535	1,566	1,597	1,629	1,661
Group Benefits	2,030	2,070	2,112	2,154	2,197	2,241	2,286	2,332	2,378	2,426
EHT	479	489	499	509	519	529	540	551	562	573
WSIP	746	761	776	791	807	823	840	856	874	891
OMERS	2,356	2,403	2,451	2,500	2,550	2,601	2,653	2,707	2,761	2,816
Travel/Mileage	510	520	531	541	552	563	574	586	598	609
Professional Development	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Advertising	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance	14,280	14,566	14,857	15,154	15,457	15,766	16,082	16,403	16,731	17,066
Heat	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Hydro	262,500	275,625	289,406	303,877	319,070	335,024	351,775	369,364	387,832	407,224
Repair & Maintenance Building	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repair & Maintenance Grounds	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repair & Maintenance Equipment	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570
Materials & Supplies	25,500	26,010	26,530	27,061	27,602	28,154	28,717	29,291	29,877	30,475
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
WPCP Contract	507,836	517,485	527,317	537,336	547,545	557,949	568,550	579,352	590,360	601,577
WPCP SCADA Contract	5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
WPCP Contract Festival Hydro	40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
OCWA After Hour Call Outs	10,190	10,384	10,581	10,782	10,987	11,196	11,408	11,625	11,846	12,071
Sludge Haulage	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Contracted Services	50,950	51,918	52,904	53,910	54,934	55,978	57,041	58,125	59,229	60,355
PIL (Taxes)	25,490	26,000	26,520	27,050	27,591	28,143	28,706	29,280	29,865	30,463
Internal Charges Admin	25,704	26,218	26,742	27,277	27,823	28,379	28,947	29,526	30,116	30,719
Internal Charges IT	2,999	3,059	3,120	3,182	3,246	3,311	3,377	3,445	3,514	3,584
Subtotal Wastewater Treatment Expenses	1,086,096	1,115,077	1,145,020	1,175,964	1,207,948	1,241,015	1,275,210	1,310,578	1,347,168	1,385,031
Wastewater Collection										
Salaries / Wages	85,439	87,148	88,891	90,669	92,482	94,332	96,219	98,143	100,106	102,108
Overtime	3,271	3,337	3,403	3,471	3,541	3,612	3,684	3,758	3,833	3,909
CPP/EI	5,359	5,466	5,576	5,687	5,801	5,917	6,035	6,156	6,279	6,405
Group Benefits	5,897	6,015	6,135	6,258	6,383	6,510	6,641	6,773	6,909	7,047
EHT	1,740	1,775	1,810	1,847	1,884	1,921	1,960	1,999	2,039	2,080
WSIP	2,706	2,760	2,815	2,872	2,929	2,988	3,047	3,108	3,171	3,234
OMERS	8,336	8,503	8,673	8,847	9,024	9,204	9,388	9,576	9,767	9,963
Materials & Supplies	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Contracted Services	45,855	46,726	47,614	48,519	49,441	50,380	51,337	52,313	53,307	54,319
Internal Charges It	2,020	2,060	2,101	2,143	2,186	2,230	2,274	2,320	2,366	2,414
Internal Charges Machine Time	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Subtotal Wastewater Collection Expense	187,143	190,840	194,610	198,455	202,376	206,374	210,451	214,608	218,848	223,172
Subtotal Operating Expense	1,273,239	1,305,917	1,339,631	1,374,419	1,410,323	1,447,389	1,485,661	1,525,187	1,566,017	1,608,203
Debt Charges - WPCP Upgrades (2022) Interest										
Debt Charges - WPCP (2011) Interest	18,738	10,601	2,152	-	159,040	145,793	132,017	117,689	102,789	87,292
Debt Charges - MOC Building (2007) Interest	10,711	9,711	8,660	7,554	6,392	5,170	3,884	2,533	1,111	-
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets	267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
Total EXPENSES	1,570,880	1,606,232	1,637,207	1,657,741	1,787,923	1,810,520	1,833,730	1,857,577	1,882,995	1,907,663
Net Revenue (Deficit) for the year	244,062	231,658	223,647	226,094	118,910	119,329	119,152	118,356	116,007	114,427
CASH FLOW										
Operating Transactions										
Net revenue (deficit) for the year	244,062	231,658	223,647	226,094	118,910	119,329	119,152	118,356	116,007	114,427
Add-back (deduct) non-cash expense:	-	-	-	-	-	-	-	-	-	-
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets	267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
Total OPERATING TRANSACTIONS	512,255	511,660	510,412	501,862	331,078	331,497	331,319	330,524	329,085	326,595
Capital Transactions										
Growth Related	-	(35,000)	-	(613,000)	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	(4,157,000)	-	-	-	-	-	-
Replacement of Existing Works	(520,000)	(44,000)	(72,000)	-	-	-	-	-	-	-
Sanitary Sewer Inspection Pre-Construction	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
Studies	(116,000)	(116,000)	(208,000)	-	-	-	-	-	-	-
Quadro Communications Fibre Build Out	(50,000)	(50,000)	(50,000)	-	-	-	-	-	-	-
Total CAPITAL TRANSACTIONS	(595,000)	(270,000)	(355,000)	(4,795,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Investing Transactions										
Proceeds from portfolio investments	12,030	7,506	7,642	8,071	3,097	2,412	1,505	356	-	-
Purchase of portfolio investments	-	-	-	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	12,030	7,506	7,642	8,071	3,097	2,412	1,505	356	-	-
Financing Transactions										
Federal/Provincial grants	-	-	-	-	-	-	-	-	-	-
Loan - WPCP Upgrades	-	-	-	3,976,000	-	-	-	-	-	-
Debt Charges - WPCP Upgrades (2022) Principal	-	-	-	-	(331,165)	(344,412)	(358,188)	(372,516)	(387,416)	(402,913)
Debt Charges - WPCP (2011) Principal	(211,533)	(219,669)	(112,983)	-	-	-	-	-	-	-
Debt Charges - MOC Building (2007) Principal	(19,393)	(20,393)	(21,444)	(22,550)	(23,712)	(24,934)	(26,220)	(27,571)	(28,993)	-
Total FINANCING TRANSACTIONS	(230,926)	(240,062)	(134,427)	3,953,450	(354,877)	(369,346)	(384,408)	(400,087)	(416,409)	(402,913)
Net Cash Receipts (Payments) for the year	(301,641)	9,103	28,626	(331,616)	(45,702)	(60,46				

**Table 7.1B  
TOWN OF ST. MARYS  
2019-2028 Financial Plan for Wastewaterworks  
FINANCIAL PLAN**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
8-Jan-19 Option 2: 2% Revenue Increase											
FINANCIAL POSITION											
Financial assets											
Cash and cash equivalents		532,011	605,949	734,195	538,627	667,088	820,664	999,731	1,204,646	1,435,747	1,748,452
	Total FINANCIAL ASSETS	532,011	605,949	734,195	538,627	667,088	820,664	999,731	1,204,646	1,435,747	1,748,452
Liabilities											
WPCP Upgrades (2022)		-	-	-	-	3,976,000	3,644,835	3,300,423	2,942,235	2,569,720	2,182,304
WPCP (2011)		332,652	112,983	-	-	-	-	-	-	-	-
MOC Building (2007)		195,818	175,425	153,980	131,430	107,718	82,784	56,564	28,993	-	-
	Total LIABILITIES	528,470	288,407	153,980	131,430	4,083,718	3,727,619	3,356,987	2,971,228	2,569,720	2,182,304
	NET DEBT (Liabilities - Assets)	(3,542)	(317,541)	(580,215)	(407,197)	3,416,630	2,906,954	2,357,256	1,766,582	1,133,973	433,852
Non-financial assets (Tangible capital assets)											
Existing sewers and facilities		14,278,022	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783
Less: Amortization		(267,755)	(274,688)	(274,808)	(275,768)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)
Loss (gain) on disposal of tangible capital assets		(48,850)	5,314	11,957	-	(33,773)	(72,197)	(85,130)	(72,215)	(33,114)	87,591
New sewers and facilities - at cost		520,000	79,000	72,000	4,770,000	-	-	-	-	910	-
	Total NON-FINANCIAL ASSETS	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783	17,371,616
	Financial position (Non Finance assets - Net Debt)	14,534,247	14,657,873	14,729,696	19,050,910	15,014,915	15,312,423	15,649,953	16,028,460	16,449,810	16,937,764
Analysis of financial position											
Equity in tangible capital assets		14,002,236	14,051,924	13,995,500	18,512,282	14,347,827	14,491,758	14,650,222	14,823,813	15,014,064	15,189,312
Reserves and reserve funds (excl. DCs)		(48,850)	(131,912)	(195,666)	29,766	(33,773)	(72,197)	(85,130)	(72,215)	(33,114)	87,591
Reserves from Development Charges		580,861	737,861	929,861	508,861	700,861	892,861	1,084,861	1,276,861	1,468,861	1,660,861
General surplus (deficit)		-	-	-	-	-	-	-	-	-	-
	Financial position (from analysis)	14,534,247	14,657,873	14,729,696	19,050,910	15,014,915	15,312,423	15,649,953	16,028,460	16,449,810	16,937,764
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
FINANCIAL OPERATIONS											
Revenue											
Operating Revenue											
Wastewater Billing		1,613,733	1,668,581	1,724,526	1,781,590	1,839,795	1,899,165	1,959,722	2,021,490	2,084,493	2,148,756
	Operating Revenue Subtotal	1,613,733	1,668,581	1,724,526	1,781,590	1,839,795	1,899,165	1,959,722	2,021,490	2,084,493	2,148,756
Other Revenue											
Surcharge Revenue		40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	48,760
Other Revenue		51	52	53	54	55	56	57	59	60	61
Revenue from Development Charges		192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000
	Other Revenue Subtotal	232,851	233,668	234,501	235,351	236,218	237,103	238,005	238,925	239,863	240,821
	Total REVENUE	1,846,584	1,902,249	1,959,027	2,016,942	2,076,014	2,136,268	2,197,727	2,260,415	2,324,357	2,389,577
Expenses											
Operating											
Wastewater Treatment											
Salaries/Wages		23,595	24,067	24,548	25,039	25,540	26,050	26,571	27,103	27,645	28,198
Overtime		852	869	886	904	922	940	959	978	998	1,018
CPP/EI		1,390	1,418	1,446	1,475	1,505	1,535	1,566	1,597	1,629	1,661
Group Benefits		2,030	2,070	2,112	2,154	2,197	2,241	2,286	2,332	2,378	2,426
EHT		479	489	499	509	519	529	540	551	562	573
WSIP		746	761	776	791	807	823	840	856	874	891
OMERS		2,356	2,403	2,451	2,500	2,550	2,601	2,653	2,707	2,761	2,816
Travel/Mileage		510	520	531	541	552	563	574	586	598	609
Professional Development		2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Advertising		1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance		14,280	14,566	14,857	15,154	15,457	15,766	16,082	16,403	16,731	17,066
Heat		2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Hydro		262,500	275,625	289,406	303,877	319,070	335,024	351,775	369,364	387,832	407,224
Repair & Maintenance Building		2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repair & Maintenance Grounds		1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repair & Maintenance Equipment		30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570
Materials & Supplies		25,500	26,010	26,530	27,061	27,602	28,154	28,717	29,291	29,877	30,475
Legal Fees		1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees		20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
WPCP Contract		507,836	517,485	527,317	537,336	547,545	557,949	568,550	579,352	590,360	601,577
WPCP SCADA Contract		5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
WPCP Contract Festival Hydro		40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
WPCP After Hour Call Outs		10,190	10,384	10,581	10,782	10,987	11,196	11,408	11,625	11,846	12,071
Sludge Haulage		20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Contracted Services		50,950	51,918	52,904	53,910	54,934	55,978	57,041	58,125	59,229	60,355
PIL (Taxes)		25,490	26,000	26,520	27,050	27,591	28,143	28,706	29,280	29,865	30,463
Internal Charges Admin		25,704	26,218	26,742	27,277	27,823	28,379	28,947	29,526	30,116	30,719
Internal Charges IT		2,999	3,059	3,120	3,182	3,246	3,311	3,377	3,445	3,514	3,584
	Subtotal Wastewater Treatment Expenses	1,086,096	1,115,077	1,145,020	1,175,964	1,207,948	1,241,015	1,275,210	1,310,578	1,347,168	1,385,031
Wastewater Collection											
Salaries / Wages		85,439	87,148	88,891	90,669	92,482	94,332	96,219	98,143	100,106	102,108
Overtime		3,271	3,337	3,403	3,471	3,541	3,612	3,684	3,758	3,833	3,909
CPP/EI		5,359	5,466	5,576	5,687	5,801	5,917	6,035	6,156	6,279	6,405
Group Benefits		5,897	6,015	6,135	6,258	6,383	6,510	6,641	6,773	6,909	7,047
EHT		1,740	1,775	1,810	1,847	1,884	1,921	1,960	1,999	2,039	2,080
WSIP		2,706	2,760	2,815	2,872	2,929	2,988	3,047	3,108	3,171	3,234
OMERS		8,336	8,503	8,673	8,847	9,024	9,204	9,388	9,576	9,767	9,963
Materials & Supplies		6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Contracted Services		45,855	46,726	47,614	48,519	49,441	50,380	51,337	52,313	53,307	54,319
Internal Charges It		2,020	2,060	2,101	2,143	2,186	2,230	2,274	2,320	2,366	2,414
Internal Charges Machine Time		20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
	Subtotal Wastewater Collection Expense	187,143	190,840	194,610	198,455	202,376	206,374	210,451	214,608	218,848	223,172
	Subtotal Operating Expense	1,273,239	1,305,917	1,339,631	1,374,419	1,410,323	1,447,389	1,485,661	1,525,187	1,566,017	1,608,203
Debt Charges - WPCP Upgrades (2022) Interest											
Debt Charges - WPCP (2011) Interest		18,738	10,601	2,152	-	159,040	145,793	132,017	117,689	102,789	87,292
Debt Charges - MOC Building (2007) Interest		10,711	9,711	8,660	7,554	6,392	5,170	3,884	2,533	1,111	-
Loss (gain) on disposal of tangible capital assets		438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets		267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
	Total EXPENSES	1,570,880	1,606,232	1,637,207	1,657,741	1,787,923	1,810,520	1,833,730	1,857,577	1,882,995	1,907,663
	Net Revenue (Deficit) for the year	275,704	296,017	321,820	359,201	288,091	325,748	363,997	402,838	441,362	481,914
CASH FLOW											
Operating Transactions											
Net revenue (deficit) for the year		275,704	296,017	321,820	359,201	288,091	325,748	363,997	402,838	441,362	481,914
Add-back (deduct) non-cash expense:		-	-	-	-	-	-	-	-	-	-
Loss (gain) on disposal of tangible capital assets		438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets		267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
	Total OPERATING TRANSACTIONS	543,897	576,019	608,585	634,969	500,259	537,916	576,165	615,006	654,440	694,082
Capital Transactions											
Growth Related		-	(35,000)	-	(613,000)	-	-	-	-	-	-
Service enhancement (system upgrades)		-	-	-	(4,157,000)	-	-	-	-	-	-
Replacement of Existing Works		(520,000)	(44,000)	(72,000)	-	-	-	-	-	-	-
Sanitary Sewer Inspection Pre-Construction		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
Studies		-	(116,000)	(208,000)	-	-	-	-	-	-	-
Quadro Communications Fibre Build Out		(50,000)	(50,000)	(50,000)	-	-	-	-	-	-	-
	Total CAPITAL TRANSACTIONS	(595,000)	(270,000)	(355,000)	(4,795,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
Investing Transactions											
Proceeds from portfolio investments		12,030	7,980	9,089	11,013	8,079	10,006	12,310	14,996	18,070	21,536
Purchase of portfolio investments		-	-	-	-	-	-	-	-	-	-
	Total INVESTING TRANSACTIONS	12,030	7,980	9,089	11,013	8,079	10,006	12,310	14,996	18,070	21,536
Financing Transactions											
Federal/Provincial grants		-	-	-	-	-	-	-	-	-	-
Loan - WPCP Upgrades		-	-	-	3,976,000	-	-	-	-	-	-
Debt Charges - WPCP Upgrades (2022) Principal		-	-	-	-	(331,165)	(344,412)	(358,188)	(372,516)	(387,416)	(402,913)
Debt Charges - WPCP (2011) Principal</											

**Table 7.1C  
TOWN OF ST. MARYS  
2019-2028 Financial Plan for Wastewaterworks  
FINANCIAL PLAN**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Option 3: 2.4% Revenue Increase										
8-Jan-19										
FINANCIAL POSITION										
Financial assets										
Cash and cash equivalents	538,340	625,395	774,033	606,631	771,556	970,443	1,204,234	1,473,882	1,780,340	2,179,672
Total FINANCIAL ASSETS	538,340	625,395	774,033	606,631	771,556	970,443	1,204,234	1,473,882	1,780,340	2,179,672
Liabilities										
WPCP Upgrades (2022)	-	-	-	-	3,976,000	3,644,835	3,300,423	2,942,235	2,569,720	2,182,304
WPCP (2011)	332,652	112,983	-	-	-	-	-	-	-	-
MOC Building (2007)	195,818	175,425	153,980	131,430	107,718	82,784	56,564	28,993	-	-
Total LIABILITIES	528,470	288,407	153,980	131,430	4,083,718	3,727,619	3,356,987	2,971,228	2,569,720	2,182,304
NET DEBT (Liabilities - Assets)	(9,870)	(336,988)	(620,053)	(475,200)	3,312,162	2,757,176	2,152,753	1,497,346	789,380	2,632
Non-financial assets (Tangible capital assets)										
Existing sewers and facilities	14,278,022	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783
Less: Amortization	(267,755)	(274,688)	(274,808)	(275,768)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
New sewers and facilities - at cost	520,000	79,000	72,000	4,770,000	-	-	-	-	-	-
Total NON-FINANCIAL ASSETS	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783	17,371,616
Financial position (Non Finance assets - Net Debt)	14,540,575	14,677,320	14,769,534	19,118,913	15,119,383	15,462,201	15,854,456	16,297,695	16,794,404	17,368,984
Analysis of financial position										
Equity in tangible capital assets	14,002,236	14,051,924	13,995,500	18,512,282	14,347,827	14,491,758	14,650,222	14,823,813	15,014,064	15,189,312
Reserves and reserve funds (excl. DCs)	(42,521)	(112,466)	(155,828)	97,770	70,695	77,582	119,021	197,021	311,479	518,811
Reserves from Development Charges	580,861	737,861	929,861	508,861	700,861	892,861	1,084,861	1,276,861	1,468,861	1,660,861
General surplus (deficit)	-	-	-	-	-	-	-	-	-	-
Financial position (from analysis)	14,540,575	14,677,320	14,769,534	19,118,913	15,119,383	15,462,201	15,854,456	16,297,695	16,794,404	17,368,984
FINANCIAL OPERATIONS										
Revenue										
Operating Revenue										
Wastewater Billing	1,620,061	1,681,605	1,744,625	1,809,158	1,875,240	1,942,908	2,012,200	2,083,155	2,155,812	2,230,214
Operating Revenue Subtotal	1,620,061	1,681,605	1,744,625	1,809,158	1,875,240	1,942,908	2,012,200	2,083,155	2,155,812	2,230,214
Other Revenue										
Surcharge Revenue	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	48,760
Other Revenue	51	52	53	54	55	56	57	59	60	61
Revenue from Development Charges	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000
Other Revenue Subtotal	232,851	233,668	234,501	235,351	236,218	237,103	238,005	238,925	239,863	240,821
Total REVENUE	1,852,912	1,915,273	1,979,127	2,044,510	2,111,459	2,180,011	2,250,205	2,322,080	2,395,676	2,471,035
Expenses										
Operating										
Wastewater Treatment										
Salaries/Wages	23,595	24,067	24,548	25,039	25,540	26,050	26,571	27,103	27,645	28,198
Overtime	852	869	886	904	922	940	959	978	998	1,018
CPP/EI	1,390	1,418	1,446	1,475	1,505	1,535	1,566	1,597	1,629	1,661
Group Benefits	2,030	2,070	2,112	2,154	2,197	2,241	2,286	2,332	2,378	2,426
EHT	479	489	499	509	519	529	540	551	562	573
WSIP	746	761	776	791	807	823	840	856	874	891
OMERS	2,356	2,403	2,451	2,500	2,550	2,601	2,653	2,707	2,761	2,816
Travel/Mileage	510	520	531	541	552	563	574	586	598	609
Professional Development	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Advertising	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance	14,280	14,566	14,857	15,154	15,457	15,766	16,082	16,403	16,731	17,066
Heat	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Hydro	262,500	275,625	289,406	303,877	319,070	335,024	351,775	369,364	387,832	407,224
Repair & Maintenance Building	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repair & Maintenance Grounds	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repair & Maintenance Equipment	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570
Materials & Supplies	25,500	26,010	26,530	27,061	27,602	28,154	28,717	29,291	29,877	30,475
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
WPCP Contract	507,836	517,485	527,317	537,336	547,545	557,949	568,550	579,352	590,360	601,577
WPCP SCADA Contract	5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
WPCP Contract Festival Hydro	40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
OCWA After Hour Call Outs	10,190	10,384	10,581	10,782	10,987	11,196	11,408	11,625	11,846	12,071
Sludge Haulage	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Contracted Services	50,950	51,918	52,904	53,910	54,934	55,978	57,041	58,125	59,229	60,355
PIL (Taxes)	25,490	26,000	26,520	27,050	27,591	28,143	28,706	29,280	29,865	30,463
Internal Charges Admin	25,704	26,218	26,742	27,277	27,823	28,379	28,947	29,526	30,116	30,719
Internal Charges IT	2,999	3,059	3,120	3,182	3,246	3,311	3,377	3,445	3,514	3,584
Subtotal Wastewater Treatment Expenses	1,086,096	1,115,077	1,145,020	1,175,964	1,207,948	1,241,015	1,275,210	1,310,578	1,347,168	1,385,031
Wastewater Collection										
Salaries / Wages	85,439	87,148	88,891	90,669	92,482	94,332	96,219	98,143	100,106	102,108
Overtime	3,271	3,337	3,403	3,471	3,541	3,612	3,684	3,758	3,833	3,909
CPP/EI	5,359	5,466	5,576	5,687	5,801	5,917	6,035	6,156	6,279	6,405
Group Benefits	5,897	6,015	6,135	6,258	6,383	6,510	6,641	6,773	6,909	7,047
EHT	1,740	1,775	1,810	1,847	1,884	1,921	1,960	1,999	2,039	2,080
WSIP	2,706	2,760	2,815	2,872	2,929	2,988	3,047	3,108	3,171	3,234
OMERS	8,336	8,503	8,673	8,847	9,024	9,204	9,388	9,576	9,767	9,963
Materials & Supplies	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Contracted Services	45,855	46,726	47,614	48,519	49,441	50,380	51,337	52,313	53,307	54,319
Internal Charges It	2,020	2,060	2,101	2,143	2,186	2,230	2,274	2,320	2,366	2,414
Internal Charges Machine Time	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Subtotal Wastewater Collection Expense	187,143	190,840	194,610	198,455	202,376	206,374	210,451	214,608	218,848	223,172
Subtotal Operating Expense	1,273,239	1,305,917	1,339,631	1,374,419	1,410,323	1,447,389	1,485,661	1,525,187	1,566,017	1,608,203
Debt Charges - WPCP Upgrades (2022) Interest										
Debt Charges - WPCP (2011) Interest	18,738	10,601	2,152	-	159,040	145,793	132,017	117,689	102,789	87,292
Debt Charges - MOC Building (2007) Interest	10,711	9,711	8,660	7,554	6,392	5,170	3,884	2,533	1,111	-
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets	267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
Total EXPENSES	1,570,880	1,606,232	1,637,207	1,657,741	1,787,923	1,810,520	1,833,730	1,857,577	1,882,995	1,907,663
Net Revenue (Deficit) for the year	282,032	309,041	341,919	386,769	323,535	369,491	416,475	464,503	512,681	563,372
CASH FLOW										
Operating Transactions										
Net revenue (deficit) for the year	282,032	309,041	341,919	386,769	323,535	369,491	416,475	464,503	512,681	563,372
Add-back (deduct) non-cash expense:	-	-	-	-	-	-	-	-	-	-
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets	267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
Total OPERATING TRANSACTIONS	550,225	589,043	628,684	662,537	535,703	581,659	628,643	676,671	725,759	775,539
Capital Transactions										
Growth Related	-	(35,000)	-	(613,000)	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	(4,157,000)	-	-	-	-	-	-
Replacement of Existing Works	(520,000)	(44,000)	(72,000)	-	-	-	-	-	-	-
Sanitary Sewer Inspection Pre-Construction	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
Studies	(116,000)	(116,000)	(208,000)	-	-	-	-	-	-	-
Quadro Communications Fibre Build Out	(50,000)	(50,000)	(50,000)	-	-	-	-	-	-	-
Total CAPITAL TRANSACTIONS	(595,000)	(270,000)	(355,000)	(4,795,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Investing Transactions										
Proceeds from portfolio investments	12,030	8,075	9,381	11,610	9,099	11,573	14,557	18,064	22,108	26,705
Purchase of portfolio investments	-	-	-	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	12,030	8,075	9,381	11,610	9,099	11,573	14,557	18,064	22,108	26,705
Financing Transactions										
Federal/Provincial grants	-	-	-	-	-	-	-	-	-	-
Loan - WPCP Upgrades	-	-	-	3,976,000	-	-	-	-	-	-
Debt Charges - WPCP Upgrades (2022) Principal	-	-	-	-	(331,165)	(344,412)	(358,188)	(372,516)	(387,416)	(402,913)
Debt Charges - WPCP (2011) Principal	(211,533)	(219,669)	(112,983)	-	-	-	-	-	-	-
Debt Charges - MOC Building (2007) Principal	(19,393)	(20,393)	(21,444)	(22,550)	(23,712)	(24,934)	(26,220)	(27,571)	(28,993)	-
Total FINANCING TRANSACTIONS	(230,926)	(240,062)	(134,427)	3,953,450	(354,877)	(369,346)	(384,408)	(400,087)	(416,409)	(402,913)
Net Cash Receipts (Payments) for the year	(263,671)	87,056	148,638	(167,402)	164,926	198,886	233,792	269,647	306,458	399,332
Cash at beginning of year	802,011	538,340	625,395	774,033	606,631	771,556	970,443	1,204,234	1,473,882	1,780,340
Cash at end of year	538,340	625,3								

**Table 7.1D  
TOWN OF ST. MARYS  
2019-2028 Financial Plan for Wastewaterworks  
FINANCIAL PLAN**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Option 4: 6.8% Revenue Increase										
8-Jan-19										
FINANCIAL POSITION										
Financial assets										
Cash and cash equivalents	607,952	842,654	1,226,086	1,390,481	1,994,859	2,752,358	3,676,340	4,781,157	6,082,215	7,651,154
Total FINANCIAL ASSETS	607,952	842,654	1,226,086	1,390,481	1,994,859	2,752,358	3,676,340	4,781,157	6,082,215	7,651,154
Liabilities										
WPCP Upgrades (2022)	-	-	-	-	3,976,000	3,644,835	3,300,423	2,942,235	2,569,720	2,182,304
WPCP (2011)	332,652	112,983	-	-	-	-	-	-	-	-
MOC Building (2007)	195,818	175,425	153,980	131,430	107,718	82,784	56,564	28,993	-	-
Total LIABILITIES	528,470	288,407	153,980	131,430	4,083,718	3,727,619	3,356,987	2,971,228	2,569,720	2,182,304
NET DEBT (Liabilities - Assets)	(79,482)	(354,246)	(1,072,105)	(1,239,051)	2,088,859	975,261	(319,353)	(1,809,929)	(3,512,495)	(5,468,851)
Non-financial assets (Tangible capital assets)										
Existing sewers and facilities	14,278,022	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783
Less: Amortization	(267,755)	(274,688)	(274,808)	(275,768)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)	(212,168)
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
New sewers and facilities - at cost	520,000	79,000	72,000	4,770,000	-	-	-	-	-	-
Total NON-FINANCIAL ASSETS	14,530,705	14,340,332	14,149,481	18,643,713	18,431,545	18,219,377	18,007,209	17,795,041	17,583,783	17,371,616
Financial position (Non Finance assets - Net Debt)	14,610,187	14,894,578	15,221,586	19,902,763	16,342,686	17,244,116	18,326,562	19,604,970	21,096,279	22,840,466
Analysis of financial position										
Equity in tangible capital assets	14,002,236	14,051,924	13,995,500	18,512,282	14,347,827	14,491,758	14,500,222	14,823,813	15,014,064	15,189,312
Reserves and reserve funds (excl. DCs)	27,091	104,793	296,225	881,620	1,293,998	1,859,497	2,591,479	3,504,296	4,613,354	5,990,293
Reserves from Development Charges	580,861	737,861	929,861	508,861	700,861	892,861	1,084,861	1,276,861	1,468,861	1,660,861
General surplus (deficit)	-	-	-	-	-	-	-	-	-	-
Financial position (from analysis)	14,610,187	14,894,578	15,221,586	19,902,763	16,342,686	17,244,116	18,326,562	19,604,970	21,096,279	22,840,466
FINANCIAL OPERATIONS										
Revenue										
Operating Revenue										
Wastewater Billing	1,689,673	1,828,207	1,976,161	2,134,175	2,302,935	2,483,170	2,675,662	2,881,243	3,100,803	3,335,293
Operating Revenue Subtotal	1,689,673	1,828,207	1,976,161	2,134,175	2,302,935	2,483,170	2,675,662	2,881,243	3,100,803	3,335,293
Other Revenue										
Surcharge Revenue	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	48,760
Other Revenue	51	52	53	54	55	56	57	59	60	61
Revenue from Development Charges	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000
Other Revenue Subtotal	232,851	233,668	234,501	235,351	236,218	237,103	238,005	238,925	239,863	240,821
Total REVENUE	1,922,524	2,061,875	2,210,662	2,369,527	2,539,153	2,720,273	2,913,667	3,120,168	3,340,667	3,576,114
Expenses										
Operating										
Wastewater Treatment										
Salaries/Wages	23,595	24,067	24,548	25,039	25,540	26,050	26,571	27,103	27,645	28,198
Overtime	852	869	886	904	922	940	959	978	998	1,018
CPP/EI	1,390	1,418	1,446	1,475	1,505	1,535	1,566	1,597	1,629	1,661
Group Benefits	2,030	2,070	2,112	2,154	2,197	2,241	2,286	2,332	2,378	2,426
EHT	479	489	499	509	519	529	540	551	562	573
WSIP	746	761	776	791	807	823	840	856	874	891
OMERS	2,356	2,403	2,451	2,500	2,550	2,601	2,653	2,707	2,761	2,816
Travel/Mileage	510	520	531	541	552	563	574	586	598	609
Professional Development	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
Advertising	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
Insurance	14,280	14,566	14,857	15,154	15,457	15,766	16,082	16,403	16,731	17,066
Heat	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Hydro	262,500	275,625	289,406	303,877	319,070	335,024	351,775	369,364	387,832	407,224
Repair & Maintenance Building	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
Repair & Maintenance Grounds	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Repair & Maintenance Equipment	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570
Materials & Supplies	25,500	26,010	26,530	27,061	27,602	28,154	28,717	29,291	29,877	30,475
Legal Fees	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Engineering Fees	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
WPCP Contract	507,836	517,485	527,317	537,336	547,545	557,949	568,550	579,352	590,360	601,577
WPCP SCADA Contract	5,820	5,930	6,043	6,158	6,275	6,394	6,515	6,639	6,765	6,894
WPCP Contract Festival Hydro	40,760	41,534	42,324	43,128	43,947	44,782	45,633	46,500	47,384	48,284
After Hour Call Outs	10,190	10,384	10,581	10,782	10,987	11,196	11,408	11,625	11,846	12,071
Sludge Haulage	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Contracted Services	50,950	51,918	52,904	53,910	54,934	55,978	57,041	58,125	59,229	60,355
PIL (Taxes)	25,490	26,000	26,520	27,050	27,591	28,143	28,706	29,280	29,865	30,463
Internal Charges Admin	25,704	26,218	26,742	27,277	27,823	28,379	28,947	29,526	30,116	30,719
Internal Charges IT	2,999	3,059	3,120	3,182	3,246	3,311	3,377	3,445	3,514	3,584
Subtotal Wastewater Treatment Expenses	1,086,096	1,115,077	1,145,020	1,175,964	1,207,948	1,241,015	1,275,210	1,310,578	1,347,168	1,385,031
Wastewater Collection										
Salaries / Wages	85,439	87,148	88,891	90,669	92,482	94,332	96,219	98,143	100,106	102,108
Overtime	3,271	3,337	3,403	3,471	3,541	3,612	3,684	3,758	3,833	3,909
CPP/EI	5,359	5,466	5,576	5,687	5,801	5,917	6,035	6,156	6,279	6,405
Group Benefits	5,897	6,015	6,135	6,258	6,383	6,510	6,641	6,773	6,909	7,047
EHT	1,740	1,775	1,810	1,847	1,884	1,921	1,960	1,999	2,039	2,080
WSIP	2,706	2,760	2,815	2,872	2,929	2,988	3,047	3,108	3,171	3,234
OMERS	8,336	8,503	8,673	8,847	9,024	9,204	9,388	9,576	9,767	9,963
Materials & Supplies	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314
Contracted Services	45,855	46,726	47,614	48,519	49,441	50,380	51,337	52,313	53,307	54,319
Internal Charges It	2,020	2,060	2,101	2,143	2,186	2,230	2,274	2,320	2,366	2,414
Internal Charges Machine Time	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Subtotal Wastewater Collection Expense	187,143	190,840	194,610	198,455	202,376	206,374	210,451	214,608	218,848	223,172
Subtotal Operating Expense	1,273,239	1,305,917	1,339,631	1,374,419	1,410,323	1,447,389	1,485,661	1,525,187	1,566,017	1,608,203
Debt Charges - WPCP Upgrades (2022) Interest										
Debt Charges - WPCP (2011) Interest	18,738	10,601	2,152	-	159,040	145,793	132,017	117,689	102,789	87,292
Debt Charges - MOC Building (2007) Interest	10,711	9,711	8,660	7,554	6,392	5,170	3,884	2,533	1,111	-
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets	267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
Total EXPENSES	1,570,880	1,606,232	1,637,207	1,657,741	1,787,923	1,810,520	1,833,730	1,857,577	1,882,995	1,907,663
Net Revenue (Deficit) for the year	351,644	455,643	573,455	711,786	751,230	909,754	1,079,937	1,262,591	1,457,672	1,668,451
CASH FLOW										
Operating Transactions										
Net revenue (deficit) for the year	351,644	455,643	573,455	711,786	751,230	909,754	1,079,937	1,262,591	1,457,672	1,668,451
Add-back (deduct) non-cash expense:	-	-	-	-	-	-	-	-	-	-
Loss (gain) on disposal of tangible capital assets	438	5,314	11,957	-	-	-	-	-	910	-
Amortization of capital assets	267,755	274,688	274,808	275,768	212,168	212,168	212,168	212,168	212,168	212,168
Total OPERATING TRANSACTIONS	619,837	735,645	860,219	987,554	963,398	1,121,921	1,292,105	1,474,759	1,670,750	1,880,619
Capital Transactions										
Growth Related	-	(35,000)	-	(613,000)	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	(4,157,000)	-	-	-	-	-	-
Replacement of Existing Works	(520,000)	(44,000)	(72,000)	-	-	-	-	-	-	-
Sanitary Sewer Inspection Pre-Construction	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
Studies	-	(116,000)	(208,000)	-	-	-	-	-	-	-
Quadro Communications Fibre Build Out	(50,000)	(50,000)	(50,000)	-	-	-	-	-	-	-
Total CAPITAL TRANSACTIONS	(595,000)	(270,000)	(355,000)	(4,795,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
Investing Transactions										
Proceeds from portfolio investments	12,030	9,119	12,640	18,391	20,857	29,923	41,285	55,145	71,717	91,233
Purchase of portfolio investments	-	-	-	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	12,030	9,119	12,640	18,391	20,857	29,923	41,285	55,145	71,717	91,233
Financing Transactions										
Federal/Provincial grants	-	-	-	-	-	-	-	-	-	-
Loan - WPCP Upgrades	-	-	-	3,976,000	-	-	-	-	-	-
Debt Charges - WPCP Upgrades (2022) Principal	-	-	-	-	(331,165)	(344,412)	(358,188)	(372,516)	(387,416)	(402,913)
Debt Charges - WPCP (2011) Principal	(211,533)	(219,669)	(112,983)	-	-	-	-	-	-	-
Debt Charges - MOC Building (2007) Principal	(19,393)	(20,393)	(21,444)	(22,550)	(23,712)	(24,934)	(26,220)	(27,571)	(28,993)	-
Total FINANCING TRANSACTIONS	(230,926)	(240,062)	(134,427)	3,953,450	(354,877)	(699,346)	(736,408)	(790,087)	(849,409)	(902,913)
Net Cash Receipts (Payments) for the year	(194,059)	234,702	383,432	164,395	604,378	757,498	923,982	1,104,817	1,301,058	1,568,939
Cash at beginning of year	802,011									



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>CAO 13-2019 Draft Council-Staff Relations Policy</b>

## PURPOSE

This report introduces a policy for members of Council and staff that addresses the relationship between Council and officers and employees of the Corporation. This is a new policy that the *Municipal Act* requires Council to adopt prior to March 1, 2019.

## RECOMMENDATION

THAT CAO 13-2019 regarding the draft Council-Staff relations policy be received; and  
THAT staff be directed to finalize the policy subject to Council's amendments; and  
THAT staff present a final version of the policy for adoption prior to March 1, 2019.

## BACKGROUND

Bill 68 was tabled by the provincial government in November 2016 following a period of public consultation in 2015. The government is required by legislation to review the *Municipal Act* and the *City of Toronto Act* every five (5) years. The government reviewed both Acts at the same time, along with the *Municipal Conflict of Interest Act*, to address and incorporate broader themes of accountability and transparency into the review. The public consultation focused on the themes of:

- accountability and transparency;
- municipal financial sustainability; and,
- responsive and flexible municipal government

Bill 68 received Royal Assent on May 30, 2017. Subsection 270 (1) of the Act now requires municipalities to adopt and maintain policies with respect to a number of matters. Bill 68 added a new paragraph 8 which requires the Town to adopt and maintain a policy addressing the relationship between members of Council and the officers and employees of the corporation. This amendment will become effective as part of the Phase 2 Proclamation on March 1, 2019 by the Lieutenant Governor.

## REPORT

Attached to this report is a draft policy for Council's consideration. The policy meets the requirements of the *Municipal Act*, and it reflects one of the common templates adopted by a number of municipalities.

The requirements regarding Council's relationship with staff is already well documented in a number of existing Town policies and by-laws. The draft policy attached to this report reflects a consolidation of the existing rules within the Code of Conduct for Council, the Code of Conduct for staff, the Respect in the Workplace Policy, and the Procedure By-Law. This approach was taken because it seemed to be redundant to create new policy terms for a topic that is already well covered in each of these existing documents.

What was missing from existing policies was a clear articulation of staff's relationship with members of Council. The draft policy attached includes commonly accepted terms that describes staff's conduct towards members of Council.

## **FINANCIAL IMPLICATIONS**

None

## **SUMMARY**

By March 1, 2019 the Town is required to adopt a policy regarding the relationship between members of Council and officers and employees of the corporation. Staff is seeking feedback from Council on the draft which is appended to this report. Staff will amend the policy as applicable, and will return a final version of the policy for adoption prior to March 1, 2019.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

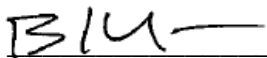
None

## **ATTACHMENTS**

1. DRAFT – Council Staff Relations Policy

## **REVIEWED BY**

**Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

## **Town of St. Marys Council-Staff Relations Policy**

### **Policy Statement**

The Corporation of the Town of St. Marys will promote a respectful and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation, guided by the Code of Conduct for Members of Council and Local Boards, the Team Member Handbook, the Respect in the Work Place Policy, and the Procedure By-Law.

### **Scope**

This policy applies to all members of Council, and all officers and employees of the Corporation (referred to as “staff” and “Team Members” within the body of this policy, and included volunteers working for the Town).

### **Purpose**

Section 270 of the *Municipal Act* legislates that Town Council must adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the corporation. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Town complies with in order to promote a respectful and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation.

### **Responsibilities**

Members of Council and officers and employees of the Corporation are required to adhere to this policy and its guiding documents, including the Code of Conduct for Members of Council and Local Boards, the Team Member Handbook, the Respect in the Workplace Policy, and the Procedure By-Law.

### **Guidelines**

The relationship between Members of Council and the officers and employees of the Corporation is guided by the following established policies and by-laws of the Town:

#### **1. Code of Conduct for Members of Council and Local Boards**

The Code of Conduct for Members of Council and Local Boards (“The Code of Conduct”) establishes the ethical behavior expected of Members of Council and local boards. The Code of Conduct establishes the following requirements regarding Members of Council’s conduct respecting staff:

- a. 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.

- b. 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.
- c. A Member shall respect the role of staff which is to:
  - i. provide advice and recommendations based on their professional expertise and corporate perspective, and
  - ii. provide advice and recommendations with political neutrality and objectivity and without any undue influence from any individual Member or group of Members.
- d. 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.
- e. 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.
- f. 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.

In addition, the Code of Conduct sets out the following expectations for members of Council as it relates to workplace harassment:

- a. 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.
- b. 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.
- c. 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.

## **2. Team Member Handbook**

The Team Member Handbook includes a staff Code of Conduct which informs team members about the required standards of ethical and professional conduct as it applies to their employment with Town of St. Marys.

Team Members are expected to perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Town. Trust and mutual respect are the cornerstones of any relationship between the public and its government. Furthermore, as an organization entrusted with public funds, the Town is obligated to ensure the protection and appropriate use of all its resources and assets.

In addition to the expectations included in the Team Member Handbook, the following requirements apply regarding team members' conduct towards Members of Council:

- a. Team Members shall recognize that they serve Council as a whole, and treat all Members equally in an impartial manner.
- b. Team Members shall not provide information to one Member of Council that is not shared with all Members. Team Members shall provide appropriate follow-up to Council inquiries and keep all Members of Council up-to-date and informed, as appropriate.
- c. Team Members shall recognize that Council Members are responsible for the establishment of policy. Team Members shall faithfully implement the directions of Council as a whole, under the direction of the Chief Administrative Officer.
- d. Team Members shall not publically criticize the decisions or actions of Council and shall not make comments that disparage the reputation of the Town. This provision does not remove the Team Member's right as a private citizen of the Town to comment generally on matters of public interest. In exercising this right, Team Members are not speaking as Town Team Members and should not identify themselves as such.

### **3. Respect in the Workplace Policy**

The Respect in the Workplace Policy establishes the Town of St. Marys' commitment to providing and maintaining a working environment that is positive and professional where all Team Members are treated fairly and with dignity and respect.

The Respect in the Workplace policy establishes the following requirements for Members of Council and the officers and employees of the Corporation:

#### **Managers, Supervisors and Members of Council**

- Managers and Supervisors are expected to provide leadership and set a positive example in creating a respectful workplace and to immediately contact Human Resources if they receive a complaint of workplace harassment or witness harassing or violent behavior.
- When made aware of disrespectful situations they must promptly address the situation and advise Human Resources.
- When they become aware of any issues of domestic violence that has the potential and or probability of causing physical injury to Team Members at the workplace; shall consult with Human Resources and or the Chief Administrative Officer on how to proceed.
- When they become aware of a Team Member who has a violent history or behaviour which may affect other Team Members within the workplace; shall consult with Human Resources on how to proceed.

#### **Team Members**

- Must ensure that their behaviour does not violate the policy.

- Foster a work environment that is based on respect and is free of bullying, harassment, violence, and discrimination.
- Report incidents of work-related disrespect that impacts the workplace to their Supervisor and or Manager or Human Resources.

#### **4. Procedure By-Law (as amended from time to time)**

The Procedure By-law establishes rules, procedure and conduct within Council and its committees and local boards. The Procedure By-Law establishes the following requirements regarding Members of Council's conduct respecting staff:

- Members of Council are encouraged to contact the appropriate Department Head (Manager or Supervisor) prior to a meeting to raise questions or clarify issues relevant to a matter on the Council and Committee' Agenda; however, a member of Council shall not give direction to staff except through majority vote of Council.
- Referral of items, and/or requests for reports, to Staff or a committee shall only be done upon a resolution of Council and shall include an expected timeline for a return of the report.

### **Complaints Procedure**

The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern:

- In the case of officers and employees of the Corporation, notify the Supervisor, Manager, or Director responsible for the employee and the Director of Human Resources; or
- In the case of Council, notify the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council or the team member Code of Conduct, the language of the respective Code prevails.

### **References**

- Code of Conduct for Members of Council and Local Boards
- Town of St. Marys Team Member Handbook
- Town of St. Marys Respect in the Work Place Policy
- Procedure By-Law (as amended from time to time)

### **End of Document**

Rev #	Date	Reason	Initiated	Reviewed	Approved

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>CAO 14-2019 Appoint UTRCA Board Representative</b>

## PURPOSE

This report is presented for Council to give consideration to appointing a representative to the UTRCA Board of Management.

## RECOMMENDATION

THAT CAO 14-2019 regarding the UTRCA Board representative appointment be received; and

THAT Tony Jackson be appointed the joint representative for Perth South, South Huron and St. Marys for one year; and

THAT Staff be directed to bring back an amending by-law for the 2018-2022 Committee and Board Appointments reflective of the change; and

THAT a Perth South member of Council be appointed for 2020 through to January 31, 2023 term; and

THAT Council agrees to the UTRCA Board member appointment between Perth South, St. Marys and South Huron Council members for future terms of Council.

## BACKGROUND

The Township of Perth South, Town of St. Marys and Municipality of South Huron share an Upper Thames River Conservation Authority (UTRCA) board member representative as set out in the Administrative By-law for UTRCA and the *Conservation Authorities Act, R.S.O. 1990, c. C. 27* under Sections 2 and 14.

In the past the approach has been to ask the incumbent appointee if they would be willing to continue for the next term of Council. Our current representative, Tony Jackson, has been a dedicated member for several terms of council. However, for the 2018-2022 term of Council, Tony Jackson initially indicated that he would not be continuing as the UTRCA representative. Staff then proceeded to advertise for this position and received 11 applications, including one from Tony Jackson.

Staff from Perth South, St. Marys and South Huron discussed the review and appointment process. Perth South partners with South Huron for their shared Ausable Bayfield Conservation Authority Representative. Together, they have an informal arrangement where Perth South will appoint the UTRCA representative and South Huron will appoint the ABCA representative. It was agreed that since St. Marys and Perth South have the greatest portion of the watershed St. Marys and Perth South would review the applications and recommend an appointee.

## REPORT

The respective Mayors and Deputy Mayors of Perth South and St. Marys met on January 14, 2019 as a joint ad-hoc committee to review the UTRCA Board applications that were received. During the review meeting various options were discussed. The discussion included a review of the concerns that both

Perth South and St. Marys have been experiencing with the expanded scope of authority shown by UTRCA as well as the significant budget increases requested in recent years.

It was felt that in order to have a stronger presence at the UTRCA Board table that a member of Council would be a more appropriate appointment. However, as Tony Jackson has 12 years of experience it was suggested that he be asked to stay on for a one year appointment with a member of Perth South Council “shadowing” him at board meetings and then having the Council member officially appointed for 2020 to the end of the UTRCA term in January 2023. Going forward, at the start of each term of Council, the UTRCA representative would be alternated between Perth South and St. Marys and with South Huron also being asked if they would wish to have a member of their council included in the rotation.

Perth South considered this option at their February meeting. Perth South council passed the following resolution:

Moved by Councillor Jeffrey

Seconded by Councillor Corriveau

“That recommends appointing Tony Jackson as the UTRCA Board member representative for a one-year term.”

Perth South staff have provided the following update to provide context to the resolution:

At this point the only part of the recommendation that Council approved was appointing Tony Jackson for one year. Council feel that they would like to have Tony stay on for the whole term if he is willing (which apparently he is). No Councillors offered to shadow Tony at this point. Council feel that this approach could be taken later in the term if Tony (and St. Marys and South Huron) were agreeable with a longer appointment.

Mayor Strathdee and Mayor Wilhelm further discussed the appointment process on February 6. Perth South intends to nominate a Councillor for appointment at their next meeting after their members have had some time to consider who would be available to serve as the Board representative. Their next meeting is on February 19<sup>th</sup>, and if no member is agreeable to serving, St. Marys would have the option of appointing a member.

## **FINANCIAL IMPLICATIONS**

None.

## **SUMMARY**

The recommendation from the joint ad-hoc committee for the UTRCA Board appointment is to appoint Tony Jackson for one year, and to then appoint a Councillor from Perth South for the balance of the UTRCA term which is January 2023.

For future terms of Council, the appointment to the UTRCA Board would alternate between St. Marys, Perth South, and South Huron (if they choose). It is expected the first St. Marys appointment would be for the 2022-2026 term of Council.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Mayor and Deputy Mayor of Perth South

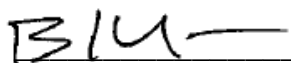
## **ATTACHMENTS**

None.



## **REVIEWED BY**

**Recommended by the CAO**

A handwritten signature in black ink, appearing to read "BK", followed by a horizontal line.

Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>CAO 15-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance</b>

### PURPOSE

To seek Council's approval to designate the Rotary Club's Craft Beer and Food Truck event as an event of municipal significance for the purpose of an application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit to sell alcohol.

### RECOMMENDATION

THAT CAO 15-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance be received; and

THAT Council approve the Rotary Club of St. Marys' request to designate the Craft Beer and Food Truck event, to be held on Sunday, June 16, 2019 from 12:00 pm – 6:00 pm at the Canadian Baseball Hall of Fame and Museum, as an event of municipal significance.

### BACKGROUND

In a situation where a person, acting solely or in conjunction with an organization, wishes to allow for the sale and service of alcohol at a special occasion, the person must apply for a Special Occasion Permit (SOP).

In a provincial change that took effect January 1, 2018, the AGCO now administers the SOP program directly rather than through the LCBO. In order for a person to seek a SOP for a public event, the event must be designated either as a provincially, nationally or internationally significant event, or one that is of municipal significance.

In the case of the Rotary Club of St. Marys' proposed event, the organization must seek permission from the municipally to be deemed as an event of municipal significance.

### REPORT

The Rotary Club of St. Marys (Rotary Club) is proposing to hold a Craft Beer and Food Truck event on Sunday, June 16, 2019 from 12:00pm – 6:00pm on the grounds of the Canadian Baseball Hall of Fame and Museum. The Rotary Club will be making use of the security measures that will be put into place on the grounds for the Induction Weekend events such as fencing, portable toilets and a tent. The event will include sales of craft beer from 10-15 craft breweries to eligible participants, sales of food from up to 6 food trucks and a 45 minute concert in the midst of the event.

The Rotary Club is citing the following to be ways in which St. Marys will benefit from this event:

- *A new and interesting way to celebrate Father's Day;*
- *Bring exposure to the Canadian Baseball Hall of Fame and Museum;*

- *Local talent will gain exposure during the concert;*
- *Patrons can sample craft beers and foods without leaving St. Marys; and*
- *Out-of-town attendees will enjoy a positive experience in St. Marys*

The Town's Event Coordinator spoke in favour of the event and cited the following attributes:

- *Unique event for St. Marys and does not conflict with any other event*
- *Good partnership with organizations*
- *Many people travel outside of town to enjoy craft beer; this is a great way to keep those dollars local*

As part of the process for applying to the AGCO for a SOP, the applicant will have to ensure adequate security is provided as well as portable toilets, handwashing areas, and food. A review is required by the Fire Department. Based on the outstanding requirements that the applicant will have to complete for the AGCO, staff do not feel there is an issue with Council designating the Craft Beer and Food Truck event as an event of municipal significance as this will allow them to move forward planning the event.

At present, the Town does not have a modern by-law regulating food trucks. The by-law on file is #34-69 and requires that a mobile canteen apply for a permit from the Clerk. At this point in time, the Town does not have administrative procedures in place to provide permits for food trucks, and, by default, food trucks are not permitted on public property unless approved by Council. Although the Canadian Baseball Hall of Fame and Museum lands are owned by the Town, rules regarding the day to day operations are covered in a lease agreement and an operations agreement. It is staff's view so long as the CBHFM is comfortable with food trucks operating on their leased property, and so long as the operators of the trucks have received the necessary health unit permits, Council's approval of the food trucks is not required.

Staff have reviewed the Noise By-law to determine if an exemption to the by-law is necessary for this event. By-law 43 of 2007 states that "the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound" is prohibited between 2300hrs one day and 0700hrs the next day, unless the next day is Sunday which the time is 0900hrs. Therefore, the Rotary Club does not require an exemption to the noise by-law as the event is between 12:00pm and 6:00pm.

## **FINANCIAL IMPLICATIONS**

None.

## **SUMMARY**

The Rotary Club of St. Marys is asking Council to designate their June 16, 2019 Craft Beer and Food Truck event, to be held on June 16, 2019 as an event of municipal significance. It is staff's recommendation that this designation be provided.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Mark Oliver, Rotary Club of St. Marys  
Andrea Macko, Event Coordinator

## **ATTACHMENTS**

Request from Rotary Club of St. Marys

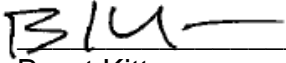
## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Deputy Clerk

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

January 21, 2019

To St. Marys Town Council:

The Rotary Club of St. Marys would like to host a craft beer and food truck event at the Canadian Baseball Hall of Fame and Museum on Sunday, June 16, 2019 from 12 - 6 PM.

Our initial goals for the event are:

- 400 attendees
- 10 - 15 craft breweries
- 6 food trucks
- a 45 minute concert by local talent around 3:30 PM

The craft beer / concert side of the event is strictly for people 19+ years of age and is by paid admission. Tickets will be used to obtain a 5 - 6 oz pour of beer in a souvenir glass. (One ticket = one beer.) Beer is the only alcohol offered. The food truck side of the event is open to the public, free of charge, excluding food purchases. Food trucks will not be allowed to serve alcohol of any kind. To secure the craft beer side of the event we will use the existing security fencing already in place from the Induction Ceremony held the day before as well as security personnel. Food trucks will be located outside the security fencing in the parking lot adjoining the ball diamond. Craft beer attendees may leave the event (without alcohol) to patronize the food trucks. They can re-enter the craft beer event with a stamped hand or wrist band. Portable toilets and a large tent will also be in place as a result of the Induction Ceremony.

This event is a fundraiser for the Rotary Club to support it's work in the community and beyond. (It has been proposed that the funds from this event be directed toward the United Way Community Food Market in St. Marys.)

Our target audience for this event are people 35 years of age and older. We believe this event will benefit St. Marys in several ways:

- this will be a new and interesting way to celebrate Father's Day
- this event will bring exposure to the Canadian Baseball Hall of Fame & Museum
- local talent will gain exposure during the concert
- patrons can sample craft beers and foods without leaving St. Marys
- out-of-town attendees will enjoy a positive experience in St. Marys

We have had initial conversations with Scott Crawford at the Canadian Baseball Hall of Fame & Museum and he supports our initiative. After reviewing the Town's Noise By-law, we don't believe we are looking at any violation. That said, we want to ensure that the neighbours aren't inconvenienced by our event. We will apply for a noise by-law exemption if Council feels it is necessary.

It is our hope that Council will designate this an event of municipal significance. This designation is necessary for us apply for the appropriate license from AGCO. We look forward to addressing Council on February 12 and answering your questions.

Regards,

The Rotary Club of St. Marys

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	12 February 2019
<b>Subject:</b>	<b>CAO 16-2019 Kinsmen Club of St. Marys Summerfest: Designation as Event of Municipal Significance and Noise By-law Exemption</b>

### PURPOSE

To provide Council the necessary information regarding the Kinsmen Club of St. Marys Summerfest festival held in July 2019 to make an informed decision regarding a noise by-law exemption, designating the festival one of municipal significance, and granting full access to Milt Dunnell Park for a set period of time.

### RECOMMENDATION

THAT CAO 16-2019 Kinsmen Club of St. Marys Designation as Event of Municipal Significance and Noise By-law Exemption be received; and

THAT Council declares Summerfest to be a municipally significant event in the Town of St. Marys from Thursday, July 25, 2019 through to Saturday, July 27, 2019; and

THAT Council grant an exemption of the Noise By-law, under Section 6, to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00am on July 27, 2019 and 28, 2018; and

THAT Council grant exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys between Monday, July 22, 2019 and Monday, July 29, 2019 for the purpose of setting up, running and taking down for Summerfest; and

THAT Council grant an exemption of the Parks By-law, under Section 1 (a), (b), (k), and (l) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 22, 2019 and July 29, 2019; and

THAT Council grant an exemption of the Traffic and Parking By-law, under Section 3.1.3 (q) and 3.1(6) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 22, 2019 and July 29, 2019.

### BACKGROUND

St. Marys Kinsmen have operated Summerfest at Milt Dunnell Park for a number of years having transitioned to operating the annual fair and festival from the vacancy left when the St. Marys Fair Board disbanded.

The Alcohol and Gaming Commission of Ontario (AGCO) states that a special event of this nature must be designated by the municipality as an event or festival of municipal significance prior to the organization applying to the AGCO for a special occasion permit.

## REPORT

Kinsmen Club of St. Marys is seeking the Town's designation of a municipally significant event for this year's Summerfest. Their letter of request is attached to this report. The event begins on Thursday, July 25, 2019, continues on Friday, July 26 and ends Saturday, July 27. The alcohol related activity is open on Thursday and Friday from 6:00pm until 1:00am. On Saturday, the alcohol related activity is open from 11:00am until 1:00am on Sunday July 28, 2019.

St. Marys Kinsmen Club is seeking an exemption to the Noise By-law, 43 of 2007, during the following periods of time:

- Thursday, July 25, 11:00pm until 1:00am
- Friday, July 26, 11:00pm until 1:00am
- Saturday, July 27, 11:00pm until 1:00am on Sunday July 28, 2019

In past years, neighbours near the park have expressed concerns regarding the noise of live bands at night. Within their letter the Kinsmen have identified that they are working to reduce this impact to the neighbours. For 2019, on Thursday night live music will end at 11:00 pm.

Council is asked to grant the exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys for the purposes of set up, operations and takedown of Summerfest from July 22 until July 29, 2019. By granting this exclusive use it will mean that minor baseball will not be able to access the diamonds between these dates. This has been the historical approach since the organizers first began the festival.

Staff have reviewed the Kinsmen Club of St. Marys' requests related to the Summerfest and have found that further exemptions to Town by-laws are required at this time. Parks By-law 26-88 includes the following provisions which staff are recommending to Council that Council exempt for the Kinsmen Club of St. Marys during the event:

1. No person shall commit any of the following acts within any of the Parks:

(a) Take, ride, drive or park any vehicle other than a baby carriage, invalid's chair or child's cart over or on the grass, pedestrian walks or service areas in the parks; provided however that this provision shall not apply to vehicles under the control of the Recreation Department and P.A.R.Q. Advisory Committee, emergency vehicles, or vehicles authorized by the Council of the Corporation of the Town of St. Marys;

(b) Obstruct in any way a roadway or path;

(k) Keep or offer anything for sale, operate any amusement or run a dance except with written authority of the Corporation of the Town of St. Marys, the Recreation Department or P.A.R.Q. Advisory Committee;

(l) Post or display any sign, banner or advertisement or distribute any hand bill except as allowed by the Corporation of the Town of St. Marys, the Recreation Department or P.A.R.Q. Advisory Committee;

The Traffic and Parking By-law, 58-2018, includes the following provisions which staff are recommending to Council that Council exempt for the Kinsmen Club of St. Marys during the event:

3.1.3 No person shall Park a Vehicle in any of the following places during the specified times:

(q) in a municipal facility parking lot between the hours of 2:00am and 5:00am;

3.1(6) No person shall occupy any recreation Vehicle or holiday trailer as a dwelling or sleeping place at any time while it is Parked on a Highway, Public Parking Lot.

## FINANCIAL IMPLICATIONS

None.



## SUMMARY

Kinsmen Club of St. Marys is seeking Council's approval to hold Summerfest at Milt Dunnell Park and to receive exclusive use of Milt Dunnell Park between July 22, 2019 and July 29, 2019. In addition, the Kinsmen Club is seeking an exemption to section 6 of the Noise By-law and that the Town of St. Marys designate Summerfest to be an event of municipal significance.

Staff are recommending that the event be designated as an event of municipal significance, and that the required by-w exemptions be approved.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

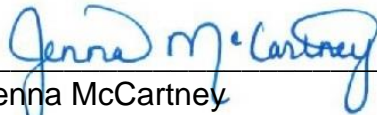
Stephanie Ische, Director of Community Services  
Grant Brouwer, Director of Building and Development  
Richard Anderson, Director of Emergency Services / Fire Chief  
Jed Kelly, Director of Public Works

## ATTACHMENTS


Kinsmen Club of St. Marys Request Letter

## REVIEWED BY

### Recommended by the Department

  
\_\_\_\_\_  
Jenna McCartney  
Deputy Clerk

### Recommended by the CAO

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





# The Kinsmen Club of St. Marys

Box 154, St. Marys, Ontario, N4X 1A5

To Whom It May Concern:

The St. Marys Kinsmen Club is applying for its noise bylaw exemption and municipal significance for the weekend of Thursday, July 25<sup>th</sup> through Saturday, July 27<sup>th</sup>. The event will be held at Milt Dunnell Field. The entire property will be needed from Monday, July 22<sup>nd</sup> until Monday, July 29<sup>th</sup> for set up and clean-up of Campbell's Midway Amusement rides and our refreshment tent.

Without Summerfest, The Kinsmen Club of St. Marys would not be able to meet their commitments for the year. This is our number one biggest fundraiser. All the money we raise from all of our events stays right in town. We have recently completed our \$100,000 commitment to the Pyramid Recreation Centre. We've contributed \$25,000 to the hospital's "Someone I know" campaign. The club also supports almost all minor sports in our town. There are too many to list. We give \$1000 yearly to the St. Marys Lincolns hockey team and \$1000 a year to our local mobility bus service. We've also given \$5000 to help resurface the tennis courts, approximately \$8500 to help build a pavilion at the Canadian Baseball Hall of Fame, and \$500 yearly to D.C.V.I. grads as a bursary toward their post-secondary education.

Every year we strive to keep everyone in town safe and happy throughout the week of this event. We hire security and police and we set up the venue to push the sound of music down the river, instead of into our town. As of now, we are currently working towards reducing the noise on Thursday night. We are having the headlining band play from 8pm until 11pm. After which, we will be switching to music played from our sound technician's ipod until 1am, to keep the noise levels down as much as possible. This way, we will have more control of the volume of the noise this way. We hope to be able to reduce the noise more effectively by 2020.

For the neighbors in the immediate area of Milt Dunnell field, we put up fencing along their property line and their lane ways to protect their property. At the end of each night, we take down the fencing across the lane way, so they are able to leave their property in the morning, hassle free.

We also provide a free bus ride home for people leaving the event throughout the evening. This comes at a cost to us, but this way we are able to ensure that everyone gets home safe.

The St. Marys Kinsmen Club has a fantastic ongoing partnership with the Town of St. Marys for Summerfest. We greatly appreciate the town's cooperation to help put this amazing festival on, each and every year.

Please feel free to contact myself, Chris Swarthout or Darcey Lemon for any further information regarding Summerfest.

Sincerely,

Chris Swarthout  
Summerfest Co -Chairman  
519-949-0189  
[chris\\_swarthout@hotmail.com](mailto:chris_swarthout@hotmail.com)

**Darcey Aaron Lemon**  
**Summerfest Chairman**  
226-970-2097  
[d\\_a\\_lemon@outlook.com](mailto:d_a_lemon@outlook.com)

**"Serving the Community's Greatest Needs"**  
**[www.stmaryskinsmen.com](http://www.stmaryskinsmen.com)**



# Acceptable Recyclables



## Printed Paper



Newspaper&insert



Magazines



Office Paper



Envelopes



Soft Cover Books

## Printed Paper



Phone Books



Junk Mail



Catalogues



Brochures



Calendars

## Paper Packaging



Cardboard



Boxboard



Kraft Paper



Paper Cores



Moulded Pulp

## Plastic



PET Bottles&Jars



PET Thermoforms



PET Clamshells



PET Jars



PP Bottles

## Plastic



HDPE Bottles



HDPE Jars



HDPE Tubs and Lids



HDPE Pails



PE Bags

## Metal



Aluminum Beverage Can



Steel food and beverage cans

## Glass



Clear and Coloured Bottles and Jars



## Recycling World has Changed!

The items on this page are the only items we wish to see in your recycling bin. We can collect, process, and sell these materials day in and day out and you can feel good about it







Placing the wrong items in the recycling bins increases the cost of the program, lowers the value of the remaining recyclables, and affects the safety of our employees. Just because something is made of paper, metal, plastic, or glass, does not mean it is recyclable. Make sure you see it listed in the latest acceptable list posted on our web site, or your calendar.

If you are unsure, please ask us at [info@bra.org](mailto:info@bra.org) or 1-800-265-9799, or visit [www.bra.org](http://www.bra.org)



# Recent Program Changes



<b>Cartons</b>		While cartons are a defined commodity by the ISRI Specification circular, they are a laminated product that needs to be kept separate from other commodities otherwise they become a contamination issue. Because of the shape shifting ability (2D vs 3D) this make them hard to separate even with the latest optical technology. Markets are not stable, price is low while handling costs are high. The material yield is approximately 58% as the plastic and aluminum layers are typically not recycled. The end product is downcycled into disposable paper products like paper napkins and toilet paper.
	<b>Recommendation</b>	Buy product packaged in readily recyclable products and/or use refillable containers for lunches to reduce overall waste generated.
<b>Aluminum Foil Products, Food Cans, and Aerosols</b>		Aluminum cans are the most valuable commodity in the blue box program but the associated aluminum products such as foil, pie plates, food cans, and aerosols are not desired in the commodity. Foil disintegrates in the smelter, food cans add impurities, and aerosols cause fires. In the past when aluminum was sorted by hand it may have been feasible to separate. Today, most facilities rely on an eddy current to recover the aluminum and the machine cannot tell the difference between foil and cans.
	<b>Recommendation</b>	Dispose of foil products and aluminum food cans (cat food) in waste bin. Consider other cooking methodologies or alternative packaging.
<b>Aerosol Containers</b>		Some programs have accepted steel aerosol containers despite being classified as hazardous waste under regulation 347. They contribute to hundreds of fires in processing facilities every year, each jeopardizing the safety of the workers and they cause significant risks to the processing facility. Fires are the number one cause of loss of processing capacity in our industry.
	<b>Recommendation</b>	Dispose of these containers with your hazardous waste. Consider manual pumps over the use of propellants.
<b>Paint Cans</b>		Empty paint cans are readily acceptable with the steel cans collected. The problem here is the industry is converting to plastic paint cans with a metal top which are not recyclable. The new containers are not easy for the consumer to tell apart from the old steel container.
	<b>Recommendation</b>	Buy your paint in metal paint cans otherwise return the cans to a hazardous waste depot.
<b>Beverage Cups</b>		Beverage cups have never been part of our program but because the word got out that we were testing them for a while people assumed they were recyclable. Beverage cups are a laminated product much like cartons and they are even more difficult to separate from the rest of the materials and recycle in the end in part because of the ink used on the outside of the cups.
	<b>Recommendation</b>	Use a refillable mug. If you need the convenience, then place your old cup in the waste bin.
<b>Small Items</b>		This is a new problem for us. In the 1990's everything was large and club pack sized. Today, everything is becoming individualized in small sizes of greater variety. The bottom line is we are essentially trying to sort out confettis and it is nearly impossible. Now that quality matters (markets want 99.5% pure material) anything below a certain size has to be screened out to purify the rest of the materials.
	<b>Recommendation</b>	Anything smaller than 3 inches will contaminate our glass or they will be screened out and disposed of instead of being recycled. Use reusable containers instead.



# Not-Acceptable Materials



## Printed Paper



Wrapping Paper



Greeting Cards



Photographs



Hard Cover Books



Disposable Papers

## Paper Packaging



Cartons



Paper Dinnerware



Gift Bags



Beverage Cups



Soiled Paper

## Plastic



Prescription Bottles



Planters and Pots



Disposable Cups



Smoke Detectors



Fuel Cans

## Plastic



Lawn Chairs



VHS Tapes



Zip Loc Bags



CDs and DVDs



Pesticide Bottles

## Metal



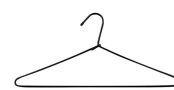
Aluminum Foil



Aerosol Containers



Peel n Eat Cans



Coat Hangers



Pots and Pans

## Metal



Plumbing Supplies



Piping



Duct Work



Eavestrough



Utensils

## Glass



Lightbulbs



Fluorescent Bulbs



Drinking Glasses



Mirrors



Ceramic Dinnerware





# Not-Acceptable Materials



## Hazardous Items



Batteries



Needles



Ammunition



Fire Extinguishers



Propane Tanks

## Leaf and Yard



Tree Leaves



Stones and Aggregate



Garden Hose



Lumber



Gasoline Can

## Plastic



Shrink Wrap



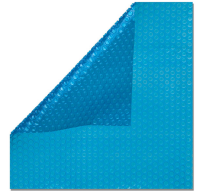
Expanded Foam



Bubble Wrap



Beverage Cups



Solar Blanket

## Tanglers



Unbagged Paper



Christmas Lights



Clothing



VHS Tapes



Bale Twine

## Small Items



Confetti



Plastic Lids



Metal Caps



Metal Lids



Small Bottle

## What Were You Thinking Of?



Engine Parts



Bicycles



Scrap Metal



Bowling Ball



Biomedical Products

We cannot practically list all of the items we receive every day that are not part of the recycling program. The point is that we can only recycle materials that are desirable in the marketplace to invest in them to recycle them again. You can wish that an item is recyclable when it is clearly not at this time, it will still end up in the landfill. You have the power to choose what you buy as a consumer. If you value convenience over the environment, then be prepared to pay the full price to dispose of that convenience also. Choose and consume wisely, and remember that when in doubt, leave it out...of the blue bin.



## Minutes of a Regular Meeting of the St. Marys Public Library Board

**Meeting Location:** Pyramid Recreation Centre

**Meeting Date:** October 4<sup>th</sup>, 2018

**Meeting Time:** 6:30 pm

**Meeting Attendance:**

**Present:** Board Chair, C. Atlin, J. Mustard, R. Quinton, B. Tuer, T. Winter, M. Zurbrigg, A. Strathdee, L. Hodgins

**Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:** B. Osbourne, L. Hodgins,

1. Call to order

Meeting was called to order at 6:30 by Board Chair C. Atlin.

2. Approval of the agenda

**Motion:**

**That the October 4<sup>th</sup>, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by: J. Mustard**

**Seconded by: A. Strathdee**

**Result: Carried**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

- Adult Learning Coordinators C. Sproat and Y. Thompson.
- Council candidate P. McAsh, D. Cullen,

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by: M. Zurbrigg**

**Seconded by: B. Tuer**

**Result: Carried**

5.1. Minutes of the September 6<sup>th</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the September 6<sup>th</sup>, 2018 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**



**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**

6. Discussion items

6.1. Verbal Update from Adult Learning

Adult Learning Coordinators C. Sproat and Y. Thompson gave a presentation to members of the Board which outlined the first and second quarters of the year and some highlights from that time period.

- Referrals from partners in employment

\*get a copy of the presentation.

6.2. First Aid Training and Staff Professional Development Closure

**Motion: To approve the closure of the Library one (1) Friday in November and one (1) Friday in December for First Aid Training and for a profession development staff training day.**

**Moved by: B. Tuer**

**Seconded by: J. Mustard**

**Result: Carried**

6.3. Library PRC Costs

CEO M. Corbett explained to members of the Board that there was a purchase of a network switch necessitated by the temporary relocation to the PRC.

**Motion: That the Board approve the CEO to use the Reserve Account to pay for the Network Switch required by the temporary relocation to the PRC in the amount of \$2039.49 and that the CEO, M. Corbett investigate the possible further use or function of the Network Switch.**

**Moved by: R. Quinton**

**Seconded by: T. Winter**

**Result: Carried**

6.4. Budget Amendment

**Motion: That the Board approve the amendments to the 2019 draft Library budget presented on September 6<sup>th</sup> as proposed by the CEO and that the amended draft 2019 budget as presented to the Board on October 4<sup>th</sup> be submitted to the**



## **Corporation of the Town of St. Marys for Budget deliberations.**

**Moved by: R. Quinton**

**Seconded by: M. Zurbrigg**

**Result: Carried**

6.5. Friends of the Library—Discussion led by J. Mustard and R. Quinton  
Newcomers update that they are currently canvassing for sponsors and getting renewals.

Book cart at the PRC.

Book Sale-

- Discussion about whether the sale will take place, need clarification on the engineer report
- The friends of the Library would like to request that this issue is followed up on and is an important issue for the Library Board.
- Should be within the next two weeks
- If the report is not received the Board will put additional pressure on the town to get answers because the FOL is an important partner and the Book Sale is important.

Motion

That the Building Inspector and Chief Building official be invited as guests at the regular November board meeting to discuss the Engineering report.

B. Tuer

J. Mustard

Carried

The Board gave direction to library CEO M. Corbett to request that the report be received prior to the next regular board meeting so that it may be circulated and reviewed beforehand.

## **7. Round table discussion**

- EarlyON, PKFK grant application was submitted, asked for a cost breakdown
  - If they decided to hand it out in pieces, we not interested
- AGM
  - Overview, library highlights
  - Board recruitment
  - Barb Taylor
  - O'Drowsky Family Donations
- Moving back into the Library on the 9<sup>th</sup>, the Library will be closed on Saturday.

## **8. Date of next meeting—Thursday, October 25<sup>th</sup>, 2018**

## **9. Adjournment**

**Motion:**

**That the October 4<sup>th</sup>, 2018 regular meeting of the St. Marys Library Board be adjourned.**





**Moved by: R. Quinton**  
**Seconded by:**  
**Result: Carried.**



## **Minutes of the Annual General Meeting of the St. Marys Public Library Board**

**Meeting Location:** St. Marys Public Library

**Meeting Date:** October 25<sup>th</sup>, 2018

**Meeting Time:** 6:30 pm

**Meeting Attendance:**

**Present:** Board Chair, C. Atlin, L. Hodgins, J. Mustard, B. Osbourne, R. Quinton, B. Tuer, T. Winter, M. Zurbrigg, A. Strathdee, L. Hodgins

**Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:**

1. Call to order/Welcome

The meeting was called to order at 6:31pm by Board Chair C. Atlin.

2. Approval of the agenda

**Motion:**

**That the October 25<sup>th</sup>, 2018 Annual General Meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by:** J. Mustard

**Seconded by:** R. Quinton

**Result:** Carried

3. Annual General Meeting Presentation

Board Chair C. Atlin and Library CEO M. Corbett gave a presentation to the members of the public and Board members in attendance at the Annual General Meeting.

4. Adjournment

**Motion:**

**That the October 25<sup>th</sup>, 2018 Annual General Meeting of the St. Marys Library Board be adjourned.**

**Moved by:** L. Hodgins

**Seconded by:** R. Quinton

**Result:** Carried



## Minutes of a Regular Meeting of the St. Marys Public Library Board

**Meeting Location:** St. Marys Public Library

**Meeting Date:** November 1, 2018

**Meeting Time:** 6:30 pm

**Meeting Attendance:**

**Present:** Board Chair, C. Atlin, L. Hodgins, B. Osbourne, R. Quinton, A. Strathdee, B. Tuer, T. Winter, M. Zurbrigg,

**Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:** J. Mustard

1. Call to order

The meeting was called to order at 6:32pm by Board Chair C. Atlin.

2. Approval of the agenda

**Motion:**

**That the November 1<sup>st</sup>, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by:** R. Quinton

**Seconded by:** T. Winter

**Result:** Carried

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

The Board welcomed G. Brouwer, Director of Building for the Town of St. Marys.

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board with item 7. Friends of the Library Report moved to discussion item 6.2.**

**Moved by:** R. Quinton

**Seconded by:** B. Tuer

**Result:** Carried

5.1. Minutes of the October 4<sup>th</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the October 4<sup>th</sup>, 2018 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**



**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**

6. Discussion items

6.1. Engineering Update

G. Brouwer, Director of Building for the Town of St. Marys gave members of the Board an update on the Engineering Study. There was a discussion about the implications of the restrictions on the Friends of the Library book sales going forward.

**Motion: That the board request the assistance of the town facilities department to work with the Friends of the Library group to determine further logistics for the book sales going forward.**

**Moved by: B. Osborne**

**Seconded by: M. Zurbrigg**

**Result: Carried**

6.2. Friends of the Library report

Friends of the Library reported that the dinner theatre package sold very well this time. The Fall book sale will take place in the Town Hall Auditorium.

6.3. Printer Report

CEO M. Corbett gave an update to members of the Board about the new printer,

**Motion: That the report be accepted as information.**

**Moved by: M. Zurbrigg**

**Seconded by: B. Tuer**

**Result: Carried**

6.4. December 6<sup>th</sup> Board Meeting Cancellation

Being that there will be a new Board appointed on December 4<sup>th</sup>, 2018 it will be left to the discretion of the new Board to schedule a meeting.

**Motion: That the December 6<sup>th</sup> 2018 Regular Board Meeting be cancelled.**

**Moved by: B. Tuer**

**Seconded by: M. Zurbrigg**

**Result: Carried**



7. Date of next meeting—Thursday, January 3<sup>rd</sup>, 2019

8. Adjournment

**Motion:**

**That the November 1<sup>st</sup>, 2018 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: B. Osborne**

**Seconded by: T. Winter**

**Result: Carried**



## Minutes of a Regular Meeting of the St. Marys Public Library Board

**Meeting Location:** St. Marys Public Library

**Meeting Date:** January 10, 2019

**Meeting Time:** 6:30pm

**Meeting Attendance:** J. Craigmille, K. Cousins, R. Edney, L. Hodgins, A. Strathdee, B. Tuer, J. Vivian, M. Zurbrigg

**Present: Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:** C. Atlin, A. Strathdee

1. Call to order

Meeting was called to order at 6:30pm by CEO M. Corbett.

2. Approval of the agenda

**Motion:**

**That the January 10<sup>th</sup>, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by: L Hodgins**

**Seconded by: R. Edney**

**Result: Carried**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

None present.

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by: B. Tuer**

**Seconded by: M. Zurbrigg**

**Result: Carried**

5.1. Minutes of the November 1<sup>st</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the November 1<sup>st</sup>, 2018 Regular Library Board Meeting be approved.**



5.2. CEO Report

**Motion:**

**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**

6. Board Orientation/Training

6.1. Introductions

Present Board Members and Staff gave introductions.

6.2. Binder Discussion

CEO M. Corbett gave members of the Board an introduction to the 2019 Library Board Binder, going through the Code of Conduct and called for any questions.

6.3. Roles and Responsibilities and Legislation

CEO M. Corbett gave a slideshow presentation detailing the roles and responsibilities of Board members, Board positions and committees, as well as an overview of Library legislation.

7. Election of Board Positions

7.1. Chair

**The CEO called for nominations.**

**Nomination: Board member B. Tuer nominated C. Atlin for the role of Board Chair**

**Accepted: C. Atlin (via email)**

**Motion:**

**That nominations for Chair be closed.**

**Moved by: B. Tuer**

**Seconded by: L. Hodgins**

**Result: Carried.**

**Chair: C. Atlin (acclaimed)**



7.2. Vice Chair

**CEO M. Corbett called for nominations.**

**Nomination: Board member M. Zurbrigg nominated B. Tuer for the role of Vice Chair**

**Accepted: B. Tuer**

**Motion:**

**That nominations for Vice Chair be closed.**

**Moved by: L. Hodgins**

**Seconded by: R. Edney**

**Result: Carried.**

**Vice Chair: B. Tuer (acclaimed)**

7.3. Treasurer

**CEO M. Corbett called for nominations.**

**Nomination: L. Hodgins nominated M. Corbett for the role of Treasurer.**

**Accepted: M. Corbett (acclaimed)**

**Motion:**

**That nominations for Treasurer be closed.**

**Moved by: M. Zurbrigg**

**Seconded by: J. Craigmille**

**Result: Carried.**

**Treasurer: M. Corbett (acclaimed)**

7.4. Secretary

**CEO M. Corbett called for nominations.**

**Nomination: L. Hodgins nominated M. Corbett and R. Webb to be joint holders of the role of Secretary.**

**Accepted: M. Corbett, R. Webb**

**Motion:**

**That nominations for Treasurer be closed.**

**Moved by: B. Tuer**

**Seconded by: J. Craigmille**





**Result: Carried.**

**Secretary: M. Corbett, R. Webb (acclaimed)**

#### Board Committee Appointments

##### 7.5 Adult Learning

K. Cousins

J. Craigmile

R. Edney

##### 7.6 Finance

J. Craigmile

##### 7.7 Friends of the Library

J. Vivian

##### 7.8 PCIN

L. Hodgins

M. Zurbrigg

##### 7.9 Personnel

R. Edney

J. Craigmile

##### 7.10 Planning

B. Tuer

M. Zurbrigg

##### 7.11 Policy

L. Hodgins

B. Tuer

##### 7.12 Property

B. Tuer

M. Zurbrigg

##### 7.13 SOLS Trustee

L. Hodgins

#### **Motion:**

**That the Adult Learning, Finance, Friends of the Library, PCIN, Personnel, Planning, Policy, Property and SOLS committees be formed with the listed members.**



**Moved by: M. Zurbrigg**  
**Seconded by: Rob Edney**  
**Result: Carried**

## 8. Discussion items

### 8.1. Board Meeting Dates

**Motion:**

**That the Regular Library Board meeting dates be approved as presented in the Orientation Package with the exception being that meetings will now begin at 6:4pm.**

**Moved by: M. Zurbrigg**  
**Seconded by: R. Edney**  
**Result: Carried**

### 8.2. Donation/Allocation of Funds

CEO M. Corbett gave members of the Board an overview and background of the circulation desk project and informed the Board that the Library was successful in acquiring a grant that will contribute a significant amount of funds toward the project.

**Motion:**

**That the report be accepted as information AND that the Board approve that the donation of \$10,000 be presented to Council at the Capital Projects budget deliberations as funding to assist the circulation desk project for 2019.**

**Moved by: M. Zurbrigg**  
**Seconded by: L. Hodgins**  
**Result: Carried**

### 8.3. 2019 Library and Adult Learning Draft Budgets

**Motion:**

**That the Library and Adult Learning figures as reviewed, be provided to the Town for Budget deliberations**

**Moved by: B. Tuer**  
**Seconded by: R. Edney**  
**Result: Carried**

### 8.4. Adult Learning Report

CEO M. Corbett explained that there was an air quality concern at the Adult



Learning Centre. A test was done and the area was deemed safe.

**Motion:**

**That this report be received as information.**

**Moved by: L. Hodgins**

**Seconded by: J. Craigmile**

**Result: Carried**

**9. Round table discussion**

**9.1. Friends of the Library AGM**

The Friends of the Library had a successful Fall Book Sale that took place in the Town Hall.

**10. Date of next meeting—Thursday, February 7<sup>th</sup>, 2019 at 6:45pm**

**11. Adjournment**

**Motion:**

**That the January 10<sup>th</sup>, 2019 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: R. Edney**

**Seconded by: J. Vivian**

**Result: Carried**

## PERTH DISTRICT HEALTH UNIT BOARD

November 23, 2018

The Board of Health of the Perth District Health Unit met on the above date at 9:30 am at the Perth District Health Unit, Multipurpose Room.

Members present: Teresa Barresi; Helen Dowd; Bonnie Henderson; Walter McKenzie; and Kathy Vassilakos

Member regrets: Anna Michener; Bill Osborne; Paul Robinson and Bob Wilhelm

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Donna Taylor, Director of Health Protection; and Tracy McGraw (Recorder)

Staff regrets: Tracy Allan-Koester, Director of Community Health

Teresa Barresi, Chair presiding.

### **Agenda Approval**

Moved by: Kathy Vassilakos

Seconded by: Helen Dowd

**That the agenda for today's meeting be adopted as presented.**

**Carried.**

### **Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Adoption of Minutes**

Moved by: Helen Dowd

Seconded by: Kathy Vassilakos

**That the minutes of the previous meeting dated October 17, 2018 be adopted as presented.**

**Carried.**

### **Closed Meeting**

Moved by: Kathy Vassilakos

Seconded by: Bonnie Henderson

**That we go into Closed Meeting at 9:40 am to discuss personal matters and labour relations.**

**Carried.**

The Board reconvened in open meeting at 10:22 am.

Moved by: Bonnie Henderson

Seconded by: Kathy Vassilakos

**That the Board recommend that the Board Secretary be authorized to submit a letter of endorsement to the Minister of Health and Long Term Care supporting the request for reappointment of Teresa Barresi as Provincial Representative.**

**Carried.**

Moved by: Kathy Vassilakos  
 Seconded by: Walter McKenzie

**That the Board adopt a policy for a Medical Officer of Health review and that the Board has given direction on content, including MOH feedback.**

**Carried.**

Moved by: Bonnie Henderson  
 Seconded by: Kathy Vassilakos

**That the Board appoint Scott MacInnes from S.D. MacInnes & Associates to negotiate the renewal of the ONA Collective Agreement.**

**Carried.**

### **Business Arising**

#### **a. Transition Team Update**

Dr. Miriam Klassen, Medical Officer of Health gave an update on the Transition Team meeting from November 19, 2018.

Moved by: Kathy Vassilakos  
 Seconded by: Bonnie Henderson

**That the Board increase the Transition team by one staff member for the Perth District Health Unit effective November 23, 2018.**

**Carried.**

### **New Business**

#### **a. Ontario Public Health Standards – Program Standards at PDHU**

Nany Summers, Public Health Manager presented the 2018 Ontario Public Health Standards on Healthy Growth and Development.

#### **b. Report of the Finance & Personnel Committee dated November 23, 2018.**

Moved by: Kathy Vassilakos  
 Seconded by: Bonnie Henderson

**That the 2019 Budget report as presented to the Finance & Personnel Committee dated November 23, 2018 be recommended, including the following 2019 municipally cost-shared budgets:**

<b>Mandatory Programs Budget .....</b>	<b>\$6,273,734</b>
<b>100% Provincially-funded Programs.....</b>	<b>\$1,425,700</b>

**And that the Perth District Health Unit reserves be compressed into one reserve account.**

**Carried.**

### **Business Administrator Report**

#### **a. Account Transactions – October 2018**

Julie Pauli, Business Administrator presented the accounts for the period ending October 2018.

Moved by: Helen Dowd  
 Seconded by: Kathy Vassilakos

**That the accounts totaling \$727,314.24 for October 2018 be adopted as presented.  
Carried.**

b. Financial Report – October 31, 2018

Moved by: Walter McKenzie  
Seconded by: Bonnie Henderson

**That the Financial Report for October 31, 2018 be adopted as presented.  
Carried.**

**MOH Report**

Dr. Miriam Klassen, Medical Officer of Health presented a written report for November 23, 2018 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates.

Moved by: Bonnie Henderson  
Seconded by: Kathy Vassilakos

**That the Board receive the November 23, 2018 Medical Officer of Health report.  
Carried.**

**Correspondence**

- a. alPHa Update
- b. Southwestern re Opioids
- c. Peterborough re Strengthening the Smoke-Free Ontario Act (2017)
- d. Huron County re Ontario Basic Income Research Project
- e. Peterborough re Regulatory Framework for Cannabis Storefronts in Ontario
- f. Hastings Prince Edward re 2019-20123 Strategic Plan

Moved by: Kathy Vassilakos  
Seconded by: Helen Dowd

**That the Board receive all correspondence items for information purposes.  
Carried.**

**Next Meeting**

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, December 19, 2018 at 9:30 am in the Multipurpose room.

**Adjournment**

Moved by: Helen Dowd  
Seconded by: Kathy Vassilakos

**That we now adjourn.**

**Carried.**

Meeting adjourned at 11:26 am.

**Public Announcements**

None.

**Education Session**

Jacqui Tam, Public Health Manager presented an Education Session on Harm Reduction.

Attendance: Kathy Vassilakos; Helen Dowd; Bonnie Henderson; Teresa Barresi and Walter McKenzie.

Respectfully submitted,

Teresa Barresi, Chair

## PERTH DISTRICT HEALTH UNIT BOARD

December 19, 2018

The Board of Health of the Perth District Health Unit met on the above date at 9:30 am at the Perth District Health Unit.

Members present: Teresa Barresi; Bonnie Henderson; Margaret Luna; Walter McKenzie; Anna Michener; Paul Robinson; Kathy Vassilakos; and Bob Wilhelm

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; and Tracy McGraw (Recorder)

Staff regrets: Tracy Allan-Koester, Director of Community Health; Donna Taylor, Director of Health Protection

Julie Pauli, Board Secretary presiding.

Welcome to Margaret Luna!

### **Agenda Approval**

Moved by: Kathy Vassilakos

Seconded by: Bob Wilhelm

**That the agenda for today's meeting be adopted as presented.  
Carried.**

### **Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Board Elections for 2019 – deferred**

### **Finance & Personnel Committee – deferred**

### **Secretary**

Moved by: Kathy Vassilakos

Seconded by: Bonnie Henderson

**That the Business Administrator be appointed Secretary for 2019.  
Carried.**

### **Set Meeting Dates and Times of Regular Meetings – deferred**

### **Board Members' Remuneration**

Moved by: Walter McKenzie

Seconded by: Teresa Barresi

**That the remuneration for the Chair and Provincial representatives be established at the same rate as paid by Perth County Council for 2019, with the respective municipalities paying for Board member attendance.**

**Carried.**



Moved by: Kathy Vassilakos  
Seconded by: Bob Wilhelm

**That the mileage for Board members be set at the same rate as non-union staff at the Perth District Health Unit. Carried.**

### **Auditors**

The auditors are appointed as per the Health Protection and Promotion Act.

Moved by: Bonnie Henderson  
Seconded by: Paul Robinson

**That the Board appoint BDO Canada as the Auditor for 2019. Carried.**

### **Signing Officers**

Moved by: Teresa Barresi  
Seconded by: Bob Wilhelm

**That the signing officers for all Health Unit bank accounts be either the Medical Officer of Health, Business Administrator, Chair or Vice Chair of the Board in accordance with Board Policy 11-10 Banking and Investments. Carried.**

### **Adoption of Minutes**

Moved by: Teresa Barresi  
Seconded by: Kathy Vassilakos

**That the minutes of the previous meeting dated November 23, 2018 be adopted as presented. Carried.**

### **Closed Meeting**

None.

### **Business Arising**

- a. Transition Team Update  
Dr. Miriam Klassen, Medical Officer of Health updated members on the Transition Team meetings.
- b. Medical Officer of Health – Employee Performance Review

Moved by: Bonnie Henderson  
Seconded by: Anna Michener

**That the Board approve Board Policy 1-50 Board of Health Members as amended. Carried.**

### **New Business**

- a. Ontario Public Health Standards – Program Standards at PDHU  
Annette Hoyles, Public Health Manager to present the 2018 Ontario Public Health Standards on School-based program. – **deferred**

**Account Transactions**

Julie Pauli, Business Administrator presented the accounts for the period ending November 2018.

Moved by: Bob Wilhelm  
Seconded by: Kathy Vassilakos

**That the accounts totaling \$747,675.39 for November 30, 2018 be adopted as presented.**  
**Carried.**

**Financial Report**

Julie Pauli, Business Administrator presented the financial report for the period ending November 30, 2018.

Moved by: Paul Robinson  
Seconded by: Anna Michener

**That the Financial Report for November 30, 2018 be adopted as presented.**  
**Carried.**

**Medical Officer of Health Report**

Dr. Miriam Klassen, Medical Officer of Health presented a written report for December 19, 2018 which included improving health outcomes within the context of our public health mandate; strengthening and developing leadership capacity; continuing and strengthening strategic community relationships and partnerships; investment of staff; strengthening the capacity of IT and IS to most effectively deliver programs and services in Perth County residents; seeking opportunities to use social media in order to effectively deliver programs and services.

Moved by: Marg Luna  
Seconded by: Paul Robinson

**That the Medical Officer of Health report be adopted as presented.**  
**Carried.**

**Correspondence**

- a. Middlesex-London re Reconciliation Plan
- b. Windsor-Essex re Cannabis
- c. Peterborough re A Public Health Approach to Drug Policy Reform
- d. Thunder Bay re HBHC Program Funding
- e. Wellington Dufferin Guelph re Nutritious Food Basket
- f. Thunder Bay re Ontario's Basic Income Pilot
- g. alPHa re Your alPHa Board in Action!
- h. Sudbury re Support for Provincial Oral Health Program for Low Income and Adults and Seniors
- i. KFL&A re Cannabis Retail Locations

Moved by: Bonnie Henderson  
Seconded by: Kathy Vassilakos

**That the Board receive correspondence items for information purposes.**  
**Carried.**

**Next Meeting**

The next meeting of the Perth District Health Unit Board will be held on Wednesday, January 16, 2019 at **9:00 am** in the Multipurpose Room.

**Adjournment**

Moved by: Teresa Barresi

Seconded by: Bob Wilhelm

**That we now adjourn.**

**Carried.**

Meeting adjourned at 10:25 am.

**Public Announcements**

- None

**Education Session**

Miriam Klassen, Medical Officer of Health presented an Education Session on Invasive Group A Strep Outbreak.

Attendance: Teresa Barresi; Bonnie Henderson; Margaret Luna; Walter McKenzie;  
Anna Michener; Bill Osborne; Paul Robinson; Kathy Vassilakos; and Bob Wilhelm

Respectfully submitted,

Julie Pauli, Board Secretary

**SPRUCE LODGE**  
**Board of Management Meeting**  
**December 19<sup>th</sup>, 2018**

**Present:** *Peter Bolland, David Schlitt, Jennifer Facey*

**Councillors:** *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham,  
Kathy Vassilakos*

**Regrets:**

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- *The Administrator, Peter Bolland brought the meeting to order.*

Moved by Councillor Aitcheson  
Seconded by Councillor Luna

**That the agenda for December 19<sup>th</sup>, 2018 be approved.**  
**CARRIED**

- *Declaration of pecuniary interest. (None noted.)*

**Election of Officers:**

*Peter Bolland opened the floor for nominations for the year 2019.*

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

*Councillor Rhonda Ehgoetz accepted the nomination.*

**That Councillor Rhonda Ehgoetz be nominated as Chairperson.**  
**CARRIED**

Moved by Councillor Aitcheson  
Seconded by Councillor Ingram

*Councillor Kathy Vassilakos accepted the nomination.*

**That Councillor Kathy Vassilakos be nominated as Vice-Chairperson.**  
**CARRIED**

**Appointments:**

<b><i>Spruce Lodge Non-Profit Housing</i></b>		
Councillor Vassilakos	Councillor Aitcheson	Councillor Luna

***Home Assistance***  
The Spruce Lodge Board

***Foundation***  
The Spruce Lodge Board

***Hamlet Estates***  
Rhonda Ehgoetz

**SPRUCE LODGE - Continued**  
**Board of Management Meeting**  
**December 19<sup>th</sup>, 2018**

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Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**That the given appointments be accepted.**  
**CARRIED**

**Appointment Recommendations:**

*Secretary*  
Administrative Assistant

<i>Finance &amp; Personnel</i>		
Councillor Ehgoetz	Councillor Vassilakos	Councillor Pridham

<i>HPNHSS</i>	
Administrator – Peter Bolland	Councillor Luna

Moved by Councillor Vassilakos  
Seconded by Councillor Ingram

**That the given appointment recommendations be accepted.**  
**CARRIED**

**Medical Director Appointment:**

Moved by Councillor Luna  
Seconded by Councillor Pridham

**That Doctor Doug Thompson be appointed as the Medical Director for 2019.**  
**CARRIED**

**Auditor Appointment:**

Moved by Councillor Ingram  
Seconded by Councillor Vassilakos

**That the Graham Matthew Professional Corporation be appointed**  
**as the Auditor for 2019.**  
**CARRIED**

*Chairperson Councillor Ehgoetz resumed as chairperson of the meeting.*

**Approval of Minutes:**

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**That the minutes of the November 21<sup>st</sup>, 2018 be approved as presented.**  
**CARRIED**

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**December 19<sup>th</sup>, 2018**

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**Business Arising:** *None Noted.*

**New Business:**

**Ratification of Accounts:**

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**That the November 2018 accounts in the amount of \$318,534.61 be ratified.**

**CARRIED**

**Financial Report:**

The Business Manager distributed the Spruce Lodge Home for the Aged Financial Statement for the 10 months ending October 31, 2018 for review and discussion. The surplus pertains to the RN funding received earlier in the year. The 2019 budget will be presented at the next meeting with the Shared Services meeting taking place the week following the Board meeting.

Moved by Councillor Vassilakos  
Seconded by Councillor Ingram

**To accept the Spruce Lodge Home Financial Report for the 10 months ending October 31, 2018 as presented.**

**CARRIED**

**Administrator's Report:**

**Ministry of Labour Visit:**

The Ministry of Labour visited this week about an anonymous complaint about the medication carts. Because the hallways in Spruce Lodge are carpeted, the medication cart wheels are changed every six (6) months, and happen to have been changed this week. An inertia test was performed and is within standards. We are considering changing the wheels every month as opposed to every six, and possibly removing heavier items from the bottom of the carts.

There are also a few problematic doors for maneuvering. Spruce Lodge has capital dollars approved to reconfigure the entry into the drug room.

The RPN union steward has been persistent about the carts being an issue, and one staff will be submitting a WSIB claim.

**Annual Inspections:**

A provincial inquiry has shifted focus from annual inspections to critical incidents, so we don't anticipate an annual inspection this year. There have been a few critical incidents since the Ministry's last visit where one resident was making advances on another resident. Both residents have dementia and the incidents have stopped. Staff have been advised to observe regularly as well as BSO so the issue is well under control. Another incident occurred when a high risk resident was admitted to hospital due to a fall. The bed was at its lowest position but there was no fall mat. The resident broke a hip but is still mobile.

**Annual Evacuation Drill:**

An annual evacuation drill needs to take place annual in order to be compliant with the Fire Department. The drill took place November 22, 2018 without issue.

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**December 19<sup>th</sup>, 2018**

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#### **Staff Survey:**

Results of the staff survey were included in the Board package. There is high response rate as staff fill out surveys during mandatory training. Scores higher than 3.25 are positive. Findings are taken to the Positive Attitude Committee to work on the highest priority areas.

#### **Resident Survey:**

Resident surveys and family member surveys are all favourable although only 15% have been returned.

Moved by Councillor Vassilakos

Seconded by Councillor Pridham

**To enter closed session at 6:15 p.m. to discuss identifiable individuals.**

**CARRIED**

➤ Councillor Luna declared pecuniary interest.

Moved by Councillor Ingram

Seconded by Councillor Pridham

**To enter open session at 6:23 p.m.**

**CARRIED**

#### **Review of Nursing Department:**

A review of the Nursing department has taken place due to the promotion of the Assistant Director Resident Care (ADRC) to the Director of Resident Care (DRC), and a Registered Nurse to the ADRC position. A third party nursing specialist was brought in to help with the direction of the department in the coming year. The specialists found that Nurses were well trained, and she appreciates the long term staff. She feels the Registered Practical Nurses (RPN) have stabilized, and have confidence in the DRC, but will continue to test her. There were a series of recommendations which include:

- Ways to improve continuity of the RPN assignment.
- a day away with Quality Assurance person to review and prioritize.
- One RN on afternoons performing the medication rounds adds to the RPN impression that there is no difference between roles - the addition of an RPN line on nights will help but should be considered for afternoons.

Overall the review has been a helpful tool with no real budget implications

Moved by Councillor Aitcheson

Seconded by Councillor Luna

**That the Administrator's report be accepted as presented.**

**CARRIED**

#### **Other Business:**

**Correspondence:** None presented.

**SPRUCE LODGE - Continued**

**Board of Management Meeting**

**December 19<sup>th</sup>, 2018**

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***Dress Down Days:***

☺ *For November 2018, the lucky charitable receipt winner is **Heidi Ehrlich!***

Moved by Councillor Vassilakos

**That the meeting be adjourned.**

**CARRIED**

**Date & Time of Next Meeting:**

**Wednesday, January 16, 2019 at 4:00 p.m.**

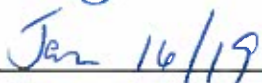
**Councillor Ehgoetz**  
*Chairperson*

  
\_\_\_\_\_

**Jennifer Facey**  
*Secretary*

  
\_\_\_\_\_

**Date**

  
\_\_\_\_\_





**Minutes  
Accessibility Advisory Committee  
Inaugural Meeting**

January 21, 2019  
9:00am  
Council Chambers, Town Hall

Members Present: Councillor Hainer  
Marti Lindsay, Chair  
Beverley Grant  
Cameron Stanger  
Marie Ballantyne  
Mary Smith

Members Absent: Donna Kurchak

Staff Present: Jenna McCartney, Staff Liaison

**1. CALL TO ORDER**

Jenna McCartney, in the role of Chair, called the meeting to order at 9:00am.

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

Each member briefly introduced themselves and explained their passion for accessibility and inclusion.

Jenna McCartney, Staff Liaison to the Committee, provided the background on the *Accessibility for Ontarians with Disabilities Act* and the Accessibility Advisory Committee.

**3. CHAIR AND VICE CHAIR NOMINATIONS**

Jenna McCartney opened the floor for nominations of Chair and Vice-Chair.

**Moved By** Councillor Hainer

**Seconded By** Beverley Grant

**THAT** Marti Lindsay be appointed Chair of the Accessibility Advisory Committee effective January 21, 2019 to December 31, 2019.

**Carried**

**Moved By** Councillor Hainer

**Seconded By** Marti Lindsay

**THAT** Mary Smith be appointed Vice-Chair of the Accessibility Advisory Committee effective January 21, 2019 to December 31, 2019.

**Carried**

#### **4. AMENDMENTS AND APPROVAL OF AGENDA**

Marti Lindsay assumed the role of Chair.

**Moved By** Councillor Hainer

**Seconded By** Marie Ballantyne

**THAT** the January 21, 2019 Accessibility Advisory Committee meeting agenda be accepted as presented.

**Carried**

#### **5. OTHER BUSINESS**

##### **5.1 Committee Orientation**

Jenna McCartney provided an orientation to the Committee and reviewed the contents of the orientation binder.

Councillor Hainer departed the meeting at 9:45am citing a scheduling conflict with another meeting.

##### **5.1.1 Terms of Reference**

##### **5.1.2 Procedure By-law**

##### **5.1.3 Council Code of Conduct**

##### **5.1.4 Accessibility for Ontarians with Disabilities Act**

##### **5.1.5 Discuss 2019 Meeting Schedule**

The Committee discussed the 2019 meeting schedule. It was determined that Mondays at 3:00pm on a quarterly a minimum, or on an as needed basis suited the members.

##### **5.2 2019 Municipal Budget Process**

Jenna McCartney spoke to the municipal budget process and explained that a report would be coming back to the Committee in the near future regarding capital budget items that may necessitate a review by the Committee.

**6. UPCOMING MEETINGS**

Chair Lindsay stated the next meeting would be held on April 15, 2019 at 3:00pm at the Pyramid Recreation Centre.

**7. ADJOURNMENT**

**Moved By** Marie Ballantyne

**Seconded By** Cameron Stanger

**THAT** the meeting be adjourned at 3:33pm.

**Carried**

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Chair Lindsay

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Jenna McCartney, Committee Secretary

# **St. Marys Business Improvement Area (BIA) Board Meeting Minutes**

Date: Monday, December 10, 2018

Location: Town Hall, Council Chambers, 2nd floor, 175 Queen Street East, St. Marys, ON

Time: 6:30 p.m.

General Members in Attendance: Cindy Taylor, Scott McLauchlan, Barb Nicholson, Brian Lynch, Cathie Szmon, Kara Stevens, Bruce Barnes

Board members in attendance: Emily Lagace, Chantal Lynch, Lanny Hoare, Amie Rankin, Councillor Winter, Mary Van Den Berge

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

Staff in Attendance: Kelly Deeks- Johnson, Manager of Economic Development

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

Called to order at 6:32 p.m.

### **2.0 Declarations of Pecuniary / Conflict of Interest**

None declared

### **3.0 Additions to the Agenda (to be added in Section 9.0 Other Business)**

-Available business grants

### **4.0 Approval of Agenda**

Motion: Lanny

Second: Mary

Carried

### **5.0 Approval of Meeting Minutes from November 19, 2018 BIA Board Meeting (attached)**

THAT the Meeting Minutes from the November 19, 2018 BIA Board Meeting are approved.

Motion: Amie

Second: Mary

Carried

## **6.0 Delegations**

None

## **7.0 New Business**

### **7.1 New BIA board chair**

The Board introduced themselves and discussed their backgrounds. Chantal Lynch was confirmed as the Board Chair.

### **7.2 BIA board staff roles- Kelly Deeks-Johnson and Esther DeYoung**

Kelly Deeks-Johnson introduced herself and stated her role. She noted she is working on revising a By-Law to change the number of members required for the BIA board from 6 to 5. She will also be updating the commercial district map. Matt Brown introduced himself. He is the Town of St.Marys Communications and Events manager while Brett O'Reilly is on maternity leave for one year. Matt responded to a question noting the Town hosts the BIA's website and updates.

### **7.3 Assignment / Election of Roles**

Amie Rankin is Secretary, Emily Lagace is Committee Liaison.

### **7.4 Acknowledgement & Appreciation of the prior Board of Management**

Chantal thanked the previous board. She stated \$100 will be donated from the new board will be donated to The St.Marys Memorial Hospital Foundation in the previous board's name as a gift and thank you.

### **7.5 Name Review of Association**

A goal to have the BIA known consistently to the public as 'Downtown St.Marys' was discussed. A member noted changes to the logo and other graphics should be considered. It was suggested by Town Staff a new logo could be created and to still use 'BIA' for governance and meetings.

THAT the public name of the BIA be "Downtown St.Marys"

Motion: Lanny

Second: Amie Rankin

Carried

## 7.6 Cheque Signage / Transference of Authorized persons at Bank

That the vice chair, treasurer and liaison be the signing authority.

Motion: Tony

Second: Lanny

Carried

## 8.0 Open Discussion

### 8.1 What do you want from your BIA?

Discussion ensued on how to ensure the BIA's mission is met to make the community a better place to do business and how to get members involved and working together. The chair referred to past surveys and available business grants, specifically a Digital Communication grant. (See attached). The Destination Development Association is offering a free membership to the end of 2019. Chantal handed around a clipping with the link. (see attached)

### 8.2 How would you like to help?

The board moved to Item 8.3

### 8.3 Project Proposal Form

The chair presented a form members can use to propose a project. The board will assess and approve it. After the project completion, the results will be measured to determine if the goal was met. (see attached)

THAT the Project Proposal form be put into place.

Motion: Amie

Second: Emily

Carried

### 8.4 Committees

The board discussed the formation of a beautification committee. Kelly Deeks-Johnson said she would confirm when the Town of St. Marys orders flowers and explained the town uses an Request for Proposal each year. The board discussed having board sign-ups and presentations at the 2019 Annual General Meeting. The board created the role of Committee Liaison to communicate with committees who don't have a board member on them.

## 9.0 Other Business

- 9.1 Business Grants  
Covered in Agenda Item 8.0.

## 10.0 Agenda Items for Future Meetings & Date of Next Board Meeting

### 10.1 Next Board Meeting: TBD

-A member proposed the board have United Way Executive Director Ryan Erb at the January meeting to introduce a forthcoming United Way campaign the downtown could be involved with.

THAT the January 14 be a delegation meeting and bring in Ryan Erb from the United and a rep from OBIAA.

Motion: Lanny          Second: Emily

Carried

Meeting dates will be confirmed at January 2019's board meeting

## 11.0 Adjournment

Motion: Emily          Second: Mary

Meeting adjourned at 8:00 p.m.

**2019 BIA Board Meeting Dates**  
**\*\* (Tentative – Pending Availability- TBD)**

**BIA Board:** Chantal Lynch, Emily Lagace, Mary Van Den Berge, Amie Rankin, Lanny Hoare, Tony Winter

**BIA Staff:** Esther DeYoung

**Town of St. Marys Staff:** Kelly Deeks, Economic Development Manager

**For Information:** Brent Kittmer (CAO/Clerk)

# **St. Marys Business Improvement Area (BIA) Board Meeting Minutes**

Date: Monday, January 14, 2019

Location: Town Hall, Council Chambers, 2nd floor, 175 Queen Street East, St. Marys, ON

Time: 6:30 p.m.

General Members in Attendance: Brenda Reid, Scott McLauchlan, Barb Nicholson, Brian Lynch, Cathie Szmon, Kara Stevens, Bruce Barnes, Julie Docker-Johnson, Laura Pieroni, Gordon Diver, Charmaine Kestle

Board members in attendance: Emily Lagace, Chantal Lynch, Amie Rankin, Councillor Winter

Regrets: Lanny Hoare, Mary Van Den Berge

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

Staff in Attendance: Kelly Deeks- Johnson, Manager of Economic Development

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

Called to order at 6:33 p.m.

### **2.0 Declarations of Pecuniary / Conflict of Interest**

None declared

### **3.0 Additions to the Agenda (to be added in Section 9.0 Other Business)**

-Cheque signing authorization

-Vote on Vice Chair

THAT Landon Hoare be approved as Vice-Chair

MOTION: Emily

Seconded: Tony

### **4.0 Approval of Agenda**

Motion: Amie

Second: Emily

Carried



## **5.0 Approval of Meeting Minutes from December 19, 2018 BIA Board Meeting (attached)**

THAT the approval of December 10, 2018 meeting minutes be deferred to the February meeting

Motion: Amie

Second: Emily

Carried

## **6.0 Delegations**

United Way- Executive Director Ryan Erb

Ryan Erb presented an upcoming United Way campaign called "Paint the Town Red". Campaign committee members will visit local business in person this week. Business owners may sign up online or in person. The campaign runs the February 14-17, 2019 weekend and could run each day or all 3 days.

THAT the BIA supports the United Way approaching business for the Paint the Town red campaign.

Motion: Amie

Second: Emily

Carried

## **7.0 New Business**

### **7.1 Letter and presentation by Brenda Reid**

Brenda presented a letter concerning the C1 Zoning By-Law regarding crates in the downtown.

MOTION: To receive Brenda Reid letter as correspondence.

Motion: Emily

Second: Tony

Carried

### **7.2 Departing and New Businesses**

Buck or Two, Gamespace and the Customs House have closed. The Downtown welcomes Tropical Flavour Caribbean Restaurant, The Old Post Office, Kalidoscope Quilts, and Peak Select Realty, and Aunt Millies Soup. As well, Snapping Turtle Coffee Roasters will be expanding into the space next door.

### 7.3 Quadro Website Hosting Agreement

THAT the BIA enter into an agreement with Quadro Communications Inc. for a website hosting agreement.

Motion: Emily

Seconded: Amie

Carried

### 8.0 Other Business

MOTION to extend budget lines from 2018 until 2019 budget is approved..

Motion: Amie

Second: Emily

Carried.

### 9.0 Open Discussion Let's Talk Flowers and Benches

Councillor Winter explained flowers for the upcoming season have already been ordered by the Town. A subcommittee could discuss orders for the 2020 season. A member noted some downtown benches are experiencing deterioration. The Town can look into this issue. Town staff can provide the BIA information on flowers in front of the store, sidewalk usage, and the company the Town uses to order flowers. A Public Work staff member will also attend an upcoming meeting to answer questions.

### 10. Adjournment

The meeting adjourned at 7:48pm

### 11.0 Agenda Items for Future Meetings & Date of Next Board Meeting

#### 2019 BIA Board Meeting Dates

**\*\* (Tentative – Pending Availability- TBD)**

**BIA Board:** Chantal Lynch, Emily Lagace, Mary Van Den Berge, Amie Rankin, Lanny Hoare, Tony Winter

**BIA Staff:** Esther DeYoung

**Town of St. Marys Staff:** Kelly Deeks, Economic Development Manager  
**For Information:** Brent Kittmer (CAO/Clerk)

DRAFT

# **St. Marys Business Improvement Area (BIA) Board Meeting Minutes**

Date: Tuesday, January 29, 2019

Location: Town Hall, Council Chambers, 2<sup>rd</sup> floor, 175 Queen Street East, St. Marys, ON

Time: 5:15 p.m.

General Members in Attendance: Maggie Richardson, Scott McLauchlan, Laura Pieroni

Board members in attendance: Emily Lagace, Chantal Lynch, Amie Rankin, Councillor Winter, Mary Van Den Berge, Lanny Hoare

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

Staff in Attendance: Kelly Deeks-Johnson, Manager of Economic Development, Trisha McKibbin, Director of Corporate Services

## **Agenda Items**

### **1.0 Call to order**

Called to order at 5:15pm

### **2.0 Declarations of Pecuniary / Conflict of Interest**

None

### **3.0 Additions to the Agenda**

None

### **4.0 Approval of Agenda**

Motion: Amie

Second: Mary

### **5.0 Committee Training**

Trisha McKibbin, Director of Corporate Services for the Town of St. Marys gave an overview of the following topics relevant to the BIA board. See attached Conflict of Interest form.

- Legislation (Municipal Act, Municipal Bylaws)
- Governance Documents

- Code of Conduct
- Roles and Responsibilities
- Reference Documents

## 6.0 Agenda Items for Future Meetings & Date of Next Board Meeting

February 11

## 7.0 Adjournment

Motion: Mary

Second: Emily

### 2019 BIA Board Meeting Dates

<del>January 14</del>	February 11	March 11	April 8
May 13	June 10	July 8	August 12
September 9	October 21	November 11	December 9

**BIA Board:** Chantal Lynch (Chair), Mary Van Den Berge (Treasurer), Councillor Tony Winter, Lanny Hoare (Vice Chair), Emily Lagace (Committee Liaison), Amie Rankin (Secretary)

**BIA Staff:** Esther DeYoung

**Town of St. Marys Staff:** Kelly Deeks

**For Information:** Brent Kittmer (CAO/Clerk)

**MUNICIPALITY OF THE TOWN OF ST. MARYS**

**COUNCIL/COMMITTEE MEMBER DISCLOSURE OF PECUNIARY INTEREST**

Date \_\_\_\_\_

I \_\_\_\_\_ declare a pecuniary interest with

Item (s) \_\_\_\_\_ on the \_\_\_\_\_ Council/Committee Agenda.

**Reason for disclosure:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature



**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](mailto: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, Oct. 26, 2018  
Offices of Waghorn Stephens: 21 Wellington St. N., St. Marys, ON**

**Present:** Adam Stephens (Chair), Tammy Adkin (Secretary), Jordan Schofield (Treasurer) Bob Stephens, Julie Docker-Johnson, Harry Gundy, Scott Smith, Ex-Officio: Al Strathdee (Mayor), Lynn Hainer (Council Rep)

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

**Regrets/Absences:** Mike Wilner, Jeremy Diamond, Tony Little, Jody Hamade, Liam Scott

**Call to Order:** Adam Stephens (Chair) called the meeting to order

**Declaration of any conflict of interest:**

- None

**Additions to Agenda:**

- None

**Approval of Agenda:**

**Moved** by Julie Docker-Johnson; **Seconded** by Bob Stephens:

**THAT** the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting Oct. 26, 2018.

**Carried.**

**Approval of Minutes from Sept 28, 2018:**

**Moved** by Julie Docker-Johnson; **Seconded** by Bob Stephens:

**THAT** the CBHFM Board of Directors approves the minutes of the board meeting that was held on Sept 28, 2018 as circulated by email and distributed before the meeting.

**Carried.**

**Business arising from the minutes of Sept 28, 2018:**

- None

**New Business:**

- None

**Committee Reports:****a. Management**

- Adam confirmed that the Board Retreat is 10 am - 4 pm on Sunday November 18, 2018 in St. Marys at the new museum. Plans for Opening Day for the new Museum will be discussed. Plus presentation from BaAM

**b. Finance:**

- Jordan confirmed that the October finance presentation will be held at the November 18 Board Retreat

**c. Resource Development**

- Scott Smith reports that the annual appeal campaign letter is being prepared for late November mailing

**d. Outreach**

- A meeting has been set for Nov. 6 with Jays Care Foundation about Curve Ball Gala
- Talks continue with Bio Steel
- Continuing to talk to BMO for a multi-year commitment

**e. Nominating**

- Adam deferred the report to the November 18 Board Retreat

**f. Governance**

- No report

**g. Museum Renovations**

- Artifact Stories and artifacts to be sent to BaAM today
- Museum committee is working to accession and de-accession the artifacts
- A MAP grant application for funding for shelving is being prepared and is due on Nov 1 with a decision date of April 1
- Three mold and asbestos quotes were obtained and the Museum committee is hoping to have the work start and be completed in November
- Bat removal and prevention has taken place and comes with a 4 year guarantee
- A resolution has been reached with our Museum neighbor regarding our road infringing on their property



## **Operations Report**

### **a. Events/Induction**

- The Holiday Auction will have online bidding on 32Auctions.com from November 14 to December 14 2018
- A "Heritage Minute" episode on the Vancouver Asahi is being produced
- The Jack Graney and Tip O'Neill award winners will be presented at November's Board meeting for approval. Graney award announced late November. Tip O'Neill award announced early December.

### **b. Site Updates**

- The site is currently being cleaned up and winterized
- We have been receiving inquiries for 2019 Field Rentals

### **c. Museum Updates**

- BaAM will be at the Museum for a full day on Friday Nov. 2, 2018
- 3D items are being pared down from 6000 items

### **d. Baseball News**

- Scott Crawford met with Rob Thomson, Philadelphia MLB coach
- Andrew North is hosting the Canadian Baseball History Symposium, Nov. 3 & 4 2018
- Canadian Jack Graney has been nominated for the Ford Frick Award

## **New Business**

- None

## **In Camera**

- None

**Motion to Terminate – 8:00am by Julie Docker-Johnston**

### **Next CBHFM Board Meeting dates:**

*Temporary meeting location: Waghorn Stephens office: 21 Wellington St. N., St Marys. at 7am*  
**November 23, December 28**



**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](mailto: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, Nov. 23, 2018  
Offices of Waghorn Stephens: 21 Wellington St. N., St. Marys, ON**

**Present:** Tammy Adkin (Acting Chair), Jordan Schofield (Treasurer) Bob Stephens, Julie Docker-Johnson, Harry Gundy, Scott Smith, Jeremy Diamond, Tony Little, Lynn Hainer (Council Rep)

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

**Regrets/Absences:** Adam Stephens, Mike Wilner, Jody Hamade, Liam Scott,  
Ex-Officio: Al Strathdee (Mayor)

**Call to Order:** Tammy Adkin (Acting Chair) called the meeting to order

**Declaration of any conflict of interest:**

- None

**Additions to Agenda:**

- None

**Approval of Agenda:**

**Moved** by Julie Docker-Johnson; **Seconded** by Bob Stephens:

**THAT** the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting Nov. 23, 2018.

**Carried.**

**Approval of Minutes from Oct. 26, 2018:**

**Moved** by Julie Docker-Johnson; **Seconded** by Bob Stephens:

**THAT** the CBHFM Board of Directors approves the minutes of the board meeting that was held on Oct. 26, 2018 as circulated by email and distributed before the meeting.

**Carried.**

**Business arising from the minutes of Oct. 26, 2018:**

- None

## **New Business:**

- None

## **Committee Reports:**

### **a. Management**

- None

### **b. Finance:**

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

**THAT** the CBHFM Board of Directors approves the addition of \$15,000.00 for the Library, \$30,000.00 for the Multi-purpose room and \$30,000.00 for the upstairs offices and upstairs washroom.

**Carried.**

### **c. Resource Development**

- Scott Smith and Jeremy Diamond are working with the master list to make year-end fundraising calls at the beginning of December
- Work is underway creating this year's Holiday card which will be in an e-card format
- The online auction began on Nov 14 running until Dec. 14

### **d. Outreach**

- none

### **e. Nominating**

- Scott Smith reported that meetings with qualified candidates will occur before Christmas

### **f. Governance**

Tony Little pointed out the attachment of the Policies and Procedures of the Jack Graney Committee and the Tip O'Neill Committee

**Moved** by Tony Little; **Seconded** by Julie Docker-Johnson:

**THAT** the CBHFM Board of Directors approves Jeff Blair as the 2018 Jack Graney award winner and James Paxton as the 2018 James Tip O'Neill award winner.

**Carried.**

- The Jack Graney award will be announced in a press release on Wednesday Nov. 28, 2018
- The James Tip O'Neill winner press release will be done on December 4, 2018

### **g. Museum Renovations**

- The mold and asbestos work has been completed as well as removal and prevention of bats

- The deaccession of duplicate and irrelevant books and magazines have begun and the items are being offered to other museums and libraries in order that they remain in the public domain, otherwise they will be destroyed
- We have 125 boxes of de-accessed items, comprised of approximately 3000 books and magazines
- Tammy and the collections committee may bring forward additional items to be accessioned next month

**Moved** by Tony Little; **Seconded** by Bob Stephens:

**THAT** the CBHFM Board of Directors approves the deaccession of the books and magazines as presented on the deaccession list dated Nov 22, 2018 deemed to be duplicates or irrelevant.

**Carried.**

### **Operations Report**

#### **a. Events/Induction**

- The Holiday Auction has raised \$7,000.00 from 162 bids to date and 74 people joined the online participant group so far
- The Blue Jays Annual Curve Ball Gala will be held on May 9, 2019
- The Blue Jays Winter Fest is scheduled for January 19 and 20, 2019

#### **b. Site Updates**

- The first step of the Jays Care grant application for lighting on cement field was handed in and should find out more details in mid January 2019

#### **c. Museum Updates**

- Scott is working on the Summer Student Grant applications, the holiday ecard and the holiday appeal

#### **d. Baseball News**

- Andrew North hosted the Canadian Baseball History Symposium, Nov. 3 & 4 2018 and there were about 70 people in attendance.

### **New Business**

- None

### **In Camera**

- None

**Motion to Terminate** – 8:10am by Julie Docker-Johnston

**Next CBHFM Board Meeting dates:**

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

**December 21, 2018, January 25, 2019**



**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](mailto: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, Dec 21, 2018  
Offices of Waghorn Stephens: 21 Wellington St. N., St. Marys, ON**

**Present:** Adam Stephens (Chair), Tammy Adkin (Secretary), Jordan Schofield (Treasurer) Bob Stephens, Harry Gundy, Scott Smith, Jeremy Diamond, Tony Little, Liam Scott, Rob Edney (Council Rep)

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

**Regrets/Absences:** Julie Docker-Johnson , Mike Wilner, Jody Hamade, Ex-Officio: Al Strathdee (Mayor)

**Call to Order:**

- Adam Stephens called the meeting to order

**Declaration of any conflict of interest:**

- None

**Additions to Agenda:**

- None

**Approval of Agenda:**

**Moved** by Bob Stephens; **Seconded** by Tammy Adkin:

**THAT** the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting **Dec 21, 2018**.

**Carried.**

**Approval of Minutes from Nov. 23, 2018:**

**Moved** by Bob Stephens; **Seconded** by Tammy Adkin:

**THAT** the CBHFM Board of Directors approves the minutes of the board meeting that was held on **Nov. 23, 2018** as circulated by email and distributed before the meeting.

**Carried.**

**Business arising from the minutes of Nov, 23, 2018:**

- None

**New Business:**

- None

**Committee Reports:**

**a. Management**

- None

**b. Finance:**

- Jordan spoke about upcoming revenue and expenses, expected prior to end of year. He also recommends we defer the annual 10% Admin Costs transfer from Capital to Operating until January 2019 unless the GIC is cashed or the estate donation comes through before end of year.

**c. Resource Development**

- Jeremy Diamond acknowledged that we obtained the \$5000.00 translation grant to be used for 50% of the cost of translating out website to French
- Jeremy spoke about the possibility of spreading out the membership drive and the year end appeal

**d. Outreach**

- None

**e. Nominating**

- There was discussion about future CBHFM Board of Directors and the results of the interviews and subsequent application for election to the CBHFM Board of Directors

**Moved** by Adam Stephens; **Seconded** by Bob Stephens:

**That** the CBHFM Board of Directors elect Libby Walker to the Board of Directors effective January 2019; and that the Nominating Committee follow up on applications.

**Carried.**

- There was a discussion about the possibility of changing the time of day of Board meetings to accommodate members in different time zones. Adam suggested we park this discussion for the next Board meeting.

**f. Governance**

- None

#### **g. Museum Renovations**

- The upstairs work continues and the infrastructure downstairs is being done by BaAM
- The committee has reviewed items for accession
- We have shelving options and we are waiting for a response to our application from the Museum Assistance Program

#### **Operations Report**

##### **a. Events/Induction**

- The Holiday Auction raised \$12,000 and was improved by using an online bidding process
- The Induction selections will be confirmed at our January 2019 meeting and released on February 5
- The Blue Jays Winter Fest is scheduled for January 19 and 20, 2019

##### **b. Site Updates**

- The Jays Care grant application for lighting on Cement Field was submitted asking for \$150,000

##### **c. Museum Updates**

- Scott has completed the summer student grant applications
- The Town of St. Marys has returned the \$15,000 deposit for the renovations
- The AGCO application in the works has been approved by the Perth Health District and goes for final approval at the Town of St. Marys Council meeting on Jan. 8, 2019
- Nicolas has been hired to do our website translation and is working on our pages. Three recent press releases were done and our website host is updating our website in order for it to be translated
- Jordan wonders if we should delete old articles before translation. Adam recommends we go back 6 months for news articles.

##### **d. Baseball News**

- There was some social media buzz related to the Jack Graney award announcement and it was 8<sup>th</sup> on Twitter nationwide at one point the day of release
- The Yankees tweeted when James Paxton won the Tip O'Neill award
- Scott Crawford will be attending Bill Humber's "Spring Training for Fans" class at Seneca College at the end of January 2019.

#### **New Business**

- None

#### **In Camera**

- None

**Motion to Terminate – 8:15 am by Tony Little**

**Next CBHFM Board Meeting dates:**

*Temporary meeting location: Waghorn Stephens office: 21 Wellington St. N., St Marys. at 7am*  
**January 25, 2019**





**MINUTES**  
**Community Policing Advisory Committee**

January 16, 2019  
9:00am  
Council Chambers, Town Hall

Committee Members Present: Mayor Strathdee  
Councillor Winter  
Doug Diplock  
Jacqueline Hibbert  
Paul Dunseith

Stratford Police Services Board Present: Chief Greg Skinner  
Deputy Chief Gerald Foster  
Community Resources Officer Nick Keating

Staff Present: Brent Kittmer, Secretary

**1. CALL TO ORDER**

Secretary Brent Kittmer called the meeting to order at 9:00 am.

**2. INTRODUCTIONS**

Committee, police, and staff provided introductions and welcome.

**3. APPOINTMENT OF CHAIR**

Secretary Brent Kittmer opened nominations for committee chair.

Doug Diplock nominated Councillor Tony Winter. Mayor Al Strathdee seconded the nomination. Councillor Tony Winter accepted the nomination.

No further nominations were received, and the Secretary closed nominations.

**Moved By** Doug Diplock

**Seconded By** Mayor Strathdee

THAT Councillor Tony Winter be appointed Chair of the Community Policing Advisory Committee effective January 16, 2019 to January 15, 2020.

**CARRIED**

**4. APPOINTMENT OF VICE CHAIR**

Chair Winter opened nominations for committee chair.

Paul Dunseith nominated Doug Diplock. Mayor Al Strathdee seconded the nomination. Doug Diplock accepted the nomination.

No further nominations were received, and the Chair closed nominations.

**Moved By** Paul Dunseith

**Seconded By** Mayor Strathdee

THAT Doug Diplock be appointed Chair of the Community Policing Advisory Committee effective January 16, 2019 to January 15, 2020.

**CARRIED**

**5. DECLARATION OF PECUNIARY INTEREST**

**6. ADDITIONS TO THE AGENDA**

Mayor Strathdee requested that an item 10.2.3 be added to discuss recent thefts from Salvation Army Bins

Paul Dunseith requested that an item 12.2 be added to discuss co-location of the police and fire department.

**Moved By** Jacqueline Hibbert

**Seconded By** Doug Diplock

THAT the January 16, 2019 Community Policing Advisory Committee meeting agenda be accepted as amended.

**CARRIED**

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**Moved By** Mayor Strathdee

**Seconded By** Doug Diplock

THAT the minutes of the November 22, 2018 Community Policing Advisory Committee meeting be approved and signed by the Chair and Secretary

**CARRIED**

**8. BUSINESS ARISING FROM MINUTES**

Secretary Brent Kittmer advised the committee that there was an outstanding matter to review regarding charges to members of the public for vulnerable sector checks. This item will be listed for discussion in February.

## **9. DELEGATIONS**

None received.

## **10. REPORTS**

### **10.1 Stratford Police Service Monthly Operational Report**

Deputy Chief Gerry Foster provided an overview of the December operations report. Of note there has been a recent increase in break and enters. The criminal investigators are investigating, and have found that these are not break and enters into homes, but into unlocked sheds and garages.

The Committee discussed the format of the monthly report. Chief Skinner encouraged the committee to share the information they are interested in having in each CPAC report so that the police can revise it over the next few months. In particular:

- The Committee requested having a summary of the e-tickets by type. It was agreed that the top 5 would be shown, along with a listing of the commercial motor vehicle infractions issued.
- The Committee requested having the clearance rate added to the report.
- The Committee requested statistics on the number of traffic warnings issued in the downtown, particularly those related to drivers and trucks running stale lights.
- The Committee requested a break out of thefts to show “thefts under” and criminal thefts.

Chair Winter asked if vaping was an issue at local schools. In response, Officer Keating noted that the issue is not prevalent in St. Marys. Mayor Strathdee reported that he has had positive feedback from the schools regarding the recent police presence.

### **10.2 Report on Community Concerns**

#### **10.2.1 Customs House Noise Complaints**

Mayor Strathdee and Chair Winter provided context to concerns that have been raised by residents in the core regarding noise from Customs House. Deputy Chief Gerry Foster reported that the police have responded to three calls for service at this location. The Deputy Chief encouraged members to instruct the public to place a call for service if the concerns continue.

#### **10.2.2 Tent Community on St. Marys Cement Lands**

Deputy Chief Foster reported on recent concerns raised in the community regarding a tent village on Cement Plan lands. The police have attended the site and have found that it is now abandoned. St. Marys Cement will be cleaning up the site in the near future. The police have identified two individuals that should be referred to the Huron-Perth situation table, and will be working to connect these individuals with the resources that they need.

### **10.2.3 Salvation Army Bin Thefts**

Mayor Strathdee brought forward a concern of instances of “picking” from Salvation Army Bins. The police noted that they were not aware of the issue, and had not received a call for service.

The committee discussed ways to inform and encourage the public to call the police when crimes happen. The committee discussed the Town taking a proactive approach through social media and other releases. The Secretary was provided direction to work with Town Communications to develop a release that communicates the roles and responsibilities, and membership of the CPAC.

## **11. CORRESPONDENCE**

None received.

## **12. OTHER BUSINESS**

### **12.1 Committee Orientation**

Secretary Brent Kittmer provided the committee with an overview of the orientation materials provided and covered each of the topics below.

#### **12.1.1 Overview of CPAC Terms of Reference**

#### **12.1.2 Select Preferred Meeting Day and Time**

**Moved By** Paul Dunseith

**Seconded By** Doug Diplock

**THAT** Committee meetings be set for the third Wednesday of the month starting at 9:00am, excepting July, August and December.

**CARRIED**

#### **12.1.3 Overview of 2016-2017 Policing Review Process**

#### **12.1.4 Overview of Police Services Contract**

#### **12.1.5 Overview of Council and Local Board Code of Conduct**

### **12.1.6 Overview of Town Procedure By-Law**

### **12.1.7 Police Location in St. Marys**

Paul Dunseith inquired if the Town would consider co-locating the police and the Fire Department as a part of the fire hall update project. Mayor Strathdee and Secretary Brent Kittmer briefed the committee on the status and timelines of the project. The police were asked to consider their space needs, and it was agreed that this topic would be listed for the May CPAC meeting.

### **13. UPCOMING MEETINGS**

The next meeting was confirmed to be February 20, 2019 at 9:00 am.

Doug Diplock provided his regrets.

### **14. ADJOURNMENT**

**Moved By** Doug Diplock

**Seconded By** Jacqueline Hibbert

THAT this meeting of the Community Policing Advisory Committee be adjourned at 10:54am.

**CARRIED**

---

Chair Winter

---

Brent Kittmer, CAO / Clerk, Secretary



**Minutes  
Green Committee**

January 16, 2019

6:00 pm

Pyramid Recreation Centre - Meeting Room C

317 James Street South, St. Marys

**Members Present:**

Mayor Strathdee, Ex Officio

Councillor Craigmile

Lynette Geddes, Chair

Katherine Moffat, Vice-Chair

John Stevens

Fred Stam

David Vermeire

**Staff Present:**

Jed Kelly, Director of Public Works

Morgan Dykstra, Public Works Coordinator

**1. WELCOME AND CALL TO ORDER**

The meeting was called to order at 6:00 P.M.

**2. DECLARATION OF INTEREST**

None received.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution GC-2019-01-01**

**Moved By** L. Geddes

**Seconded By** F. Stam

**THAT** the January 16, 2019 regular Green Committee agenda be accepted as presented.

**Carried**

#### **4. COMMITTEE APPOINTMENTS**

Committee discussed the role of the Chair and Vice-Chair at Green Committee meetings.

Nominations were received for Chair and Vice Chair of the Green Committee. A vote was called to elect the position of Chair and Vice Chair.

##### **Resolution GC-2019-01-02**

**Moved By** J. Stevens

**Seconded By** F. Stam

**THAT** Committee member Lynette Geddes be appointed Green Committee Chair effective January 16, 2019 through to December 31, 2019.

**Carried**

##### **Resolution GC-2019-01-03**

**Moved By** J. Stevens

**Seconded By** Councillor Craigmile

**THAT** Committee member Katherine Moffat be appointed Green Committee Vice-Chair effective January 16, 2019 through to December 31, 2019.

**Carried**

#### **5. COMMITTEE TRAINING**

##### **5.1 Roles and Responsibilities (Terms of Reference)**

Jed Kelly spoke to the Terms of Reference for the Green Committee and responded to questions from the Committee.

##### **5.2 Strategic Priorities**

Mayor Strathdee and Jed Kelly spoke to the Strategic Priorities of the Green Committee as assigned by Council and answered Committee Member's questions regarding the scope of the Committee for its tenure.

The Committee shall remain within the scope set out by Council, unless otherwise directed by Council.

##### **5.3 Procedure By-Law**

Jed Kelly and Morgan Dykstra spoke to By-Law 20 of 2016, outlining applicable parts of the by-law to the Committee.

#### **5.4 Code of Conduct**

Jed Kelly and Morgan Dykstra spoke to the Code of Conduct and its key principles.

#### **5.5 Conflict of Interest**

Morgan Dykstra spoke to and answered Committee Member's questions regarding the different types of conflict of interest, and the process to declare a conflict of interest.

### **6. QUESTIONS AND COMMENTS**

Committee agrees that future agendas should include a "New Business" item.

### **7. UPCOMING MEETINGS**

The Committee discusses its meeting schedule for the term.

#### **Resolution GC-2019-01-04**

**Moved By** F. Stam

**Seconded By** K. Moffat

**THAT** the Committee shall meet monthly with the exception of July, August and December for a total of nine meetings per year, on the third Wednesday of each month at 5:30 p.m.

**Carried**

### **8. ADJOURNMENT**

#### **Resolution GC-2019-01-05**

**Moved By** F. Stam

**Seconded By** Councillor Craigmile

**THAT** this meeting of the Green Committee adjourn at 7:13 p.m.

**Carried**

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Lynette Geddes, Chair

---

Morgan Dykstra, Committee Secretary





## MINUTES

### Heritage Advisory Committee

January 12, 2019

9:00am

Municipal Operations Centre  
408 James Street South, St. Marys

Members Present: Sherri Gropp  
Stephen Habermehl  
Janis Fread  
Barb Tuer  
Dan Schneider  
Michelle Stemmler  
Fern Pridham  
Al Strathdee

Members Absent: Larry Pfaff  
Mike Bolton  
Paul King  
Clive Slade

Staff Present: Trisha McKibbin  
Brent Kittmer  
Jason Silcox

Others Present: Craig Jacobs  
Brenda Reid  
Paula Hoare

#### 1. CALL TO ORDER

In the Chair, Trisha McKibbin called the meeting to order at 9:02 a.m.

#### 2. DECLARATION OF PECUNIARY INTEREST

Councillor Pridham declared a conflict of interest for 10.1.1.1 as she is an active member of the St. Marys Community Players.

Janis Fread declared a conflict of interest for 10.1.1.1 as she is currently the Secretary of the St. Marys Community Players and has a direct interest in the proposal.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

The following amendments were made to the Agenda:

Item 10.2.1.3 - Mac's Convenience Store Sign application was removed from the agenda.

Item 10.2.2.2 - A letter from Nicholson, Smith & Partnership regarding 34 Wellington Street North was added to the agenda and circulated to the members.

**Moved By** Stephen Habermehl

**Seconded By** Sherri Gropp

THAT the January 12, 2018 regular Heritage Committee agenda be accepted as amended.

**CARRIED**

**4. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Moved By** Michelle Stemmler

**Seconded By** Janis Fread

THAT the Minutes of the November 9, 2018 meeting of the St. Marys Heritage Committee be accepted as presented.

**CARRIED**

**5. DELEGATIONS**

None

**6. CORRESPONDENCE**

Received under item 10.2.2.2 of the Agenda

**7. COMMITTEE APPOINTMENTS**

**7.1 Appointment of Committee Chair**

**Moved By** Dan Schneider

**Seconded By** Janis Fread

THAT Committee member Stephen Habermehl be appointed Heritage Committee Chair effective January 12, 2019 through to December 31, 2019.

**CARRIED**

**7.2 Appointment of Committee Vice-Chair**

**Moved By** Sherri Gropp

**Seconded By** Michelle Stemmler

THAT Committee member Barb Tuer be appointed Heritage Committee Vice-Chair effective January 12, 2019 through to December 31, 2019.

**CARRIED**

Assuming the role of Chair, Stephen Habermehl.

**8. COMMITTEE TRAINING**

**8.1 Roles and Responsibilities (Terms of Reference)**

CAO Brent Kittmer reviewed with the Committee the Committee staff report CAO 01-2019 Committee Priorities for 2019 as it relates to the Heritage Committee.

Staff reviewed the Heritage Committee's Terms of Reference and responded to questions from the Committee.

**8.2 Procedure By-Law**

Staff reviewed the Procedural By-Law and responded to questions from the Committee.

**8.3 Code of Conduct**

Staff reviewed the Code of Conduct and responded to questions from the Committee.

**8.4 Reference Documents**

Staff reviewed the Reference Documents and the location of Agenda/Minutes and Heritage information on the Town website and responded to questions from the Committee.

**9. RECESS - AT 10:30 A.M.**

The Committee recessed at 10:35 a.m.

**10. REGULAR BUSINESS - COMMENCES AT 10:45 A.M.**

Chair Stephen Habermehl called the meeting back to order at 10:45 a.m.

**10.1 Municipal Register, Part 1 - Designations/designated property matters**

Staff referenced the Municipal Register, Part 1 Report under item 10.1 of the Agenda. CAO Brent Kittmer spoke to the sale of the McDonald House to Allen and Robin Kool and circulated a draft image of the owner's vision for the exterior of the building.

**10.2 Heritage Conservation District**

### **10.2.1 Sign Bylaw**

#### **10.2.1.1 175 Queen Street East (Town Hall) - Community Players Sign**

Councillor Pridham and Janis Fread declared a conflict of interest for this agenda item.

Jason Silcox, Building Official, presented the permit application and staff report for 175 Queen Street East and responded to questions from the Committee.

**Moved By** Sherri Gropp

**Seconded By** Barb Tuer

That the Heritage Committee support a heritage permit for the installation of two ground signs at 175 Queen Street East.

**CARRIED**

### **10.2.2 Heritage Permits**

#### **10.2.2.1 175 Queen Street E. - Town Hall Eaves troughs**

Jason Silcox, Building Official, presented the permit application and staff report for 175 Queen Street East and responded to questions from the Committee.

**Moved By** Barb Tuer

**Seconded By** Janis Fread

THAT the Heritage Committee support a heritage permit for the installation of copper eaves trough at 175 Queen Street East.

**CARRIED**

## **10.2 Heritage Conservation District**

### **10.2.1 Sign Bylaw**

#### **10.2.1.2 165 Queen Street East - The WyrnWood**

Jason Silcox, Building Official, presented the permit application and staff report for 165 Queen Street East and responded to questions from the Committee.

**Moved By** Dan Schneider

**Seconded By** Janis Fread

THAT the Heritage Committee support the fascia sign permit application for 165 Queen Street East on the condition that the sign is confined to the rectangle defined by the two grey spaces above the door and picture window, with minor overlap into the 2 (two) inch white border by the artistic curves and points of the sign.

**CARRIED**

**10.2.1.3 190 Queen Street East - Mac's Convenience Store**

Item 10.2.1.3 was removed from the Agenda by request of the applicant.

**10.2 Heritage Conservation District**

**10.2.2 Heritage Permits**

**10.2.2.2 34 Wellington Street N. - Jacobs Liquidation**

Jason Silcox presented the permit application and staff report for 34 Wellington Street North and responded to questions from the Committee.

The applicant, Craig Jacobs, spoke to the application and answered questions from the committee

Resident, Brenda Reid, spoke to the application and letters of correspondence.

**Moved By** Dan Schneider

**Seconded By** Michelle Stemmler

THAT the Heritage Committee supports the heritage permit application for a truck trailer to be placed on the property at 34 Wellington Street North for a two year period until an expansion of the existing building can be achieved.

**CARRIED**

**Moved By** Janis Fread

**Seconded By** Sherri Gropp

THAT the correspondence from Brenda Reid dated December 17, 2018 and the correspondence from Nicholson, Smith & Partners dated January 11, 2019 regarding 34 Wellington Street North be received for information by the Committee

**CARRIED**

**10.3 Municipal Register, Part 2 - List of Significant properties**

Deferred until the next meeting.

**10.4 Heritage Grant Applications**

No applications.

**10.5 CHO Report**

**10.5.1 Membership Renewal Form - electronic newsletter**

There was consensus that all Committee members were comfortable with sharing their email address with the Community Heritage Organization in order to receive the CHO newsletter by email.

**10.6 Homeowner/Property owner letters**

Deferred until the February meeting.

**11. COUNCIL REPORT**

No Report provided.

**12. OTHER BUSINESS**

**12.1 Heritage Award - Heritage Fair, February 22**

The Committee will discuss candidates for the Heritage Award, presented annually at the Heritage Fair, at the February meeting. The Heritage Fair is scheduled for February 22 at the Pyramid Recreation Centre.

**13. UPCOMING MEETINGS**

Saturday, February 9, 2019 9:00 a.m., MOC Boardroom (408 James Street South)

**14. ADJOURNMENT**

**Moved By** Dan Schneider

**Seconded By** Fern Pridham

THAT this meeting of the Heritage Committee adjourn at 11:45 a.m.

CARRIED

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Chair

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Committee Secretary



## **Minutes**

### **Museum Board**

January 9, 2019

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present      Douglas Craig, Douglas Fread, Krissy Nickle, Scott Crawford,  
Councillor Hainer

Staff Present      Amy Cubberley, Curator/Archivist  
Trisha McKibbin, Director of Corporate Services

#### **1. CALL TO ORDER**

Amy Cubberley, Curator/Archivist, called the meeting to order at 6:30pm.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

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

Councillor Hainer requested that 3.1: Committee Introductions be added to the agenda.

**Moved By** Councillor Hainer

**Seconded By** Krissy Nickle

That the January 9, 2019 Museum Board agenda be amended and accepted.

**Carried**

##### **3.1 Museum Board Introductions**

Board Members and Staff introduced themselves.

#### **4. APPOINTMENT OF CHAIR AND VICE-CHAIR**



**Moved By** Scott Crawford  
**Seconded By** Councillor Hainer

That Doug Fread be appointed Chair of the St. Marys Museum Board effective January 9, 2019 to December 31, 2019.

**Carried**

**Moved By** Councillor Hainer  
**Seconded By** Scott Crawford

That Krissy Nickle be appointed Vice-Chair of the St. Marys Museum Board effective January 9, 2019 to December 31, 2019

**Carried**

**5. ACCEPTANCE OF MINUTES**

**Moved By** Krissy Nickle  
**Seconded By** Councillor Hainer

That the minutes of the November 14, 2018 St. Marys Museum Board meeting be accepted as presented.

**Carried**

**6. REVIEW OF INFORMATION BINDER**

Staff reviewed Procedure By-Law 20 of 2016, Code of Conduct 74-2018 and St. Marys Museum Policies.

**Moved By** Councillor Hainer  
**Seconded By** Scott Crawford

That the 2018-2022 St. Marys Museum Advisory Committee orientation binders have been received and reviewed by all members.

**Carried**

**7. 2018 YEAR IN REVIEW**

Amy Cubberley spoke to 2018 Year in Review presentation and responded to questions.

**8. TERMS OF REFERENCE**

Amy Cubberley spoke to the draft St. Marys Museum Advisory Committee Terms of Reference and responded to questions.

**Moved By** Councillor Hainer

**Seconded By** Krissy Nickle

That the St. Marys Museum Advisory Committee Terms of Reference be accepted as presented.

**Carried**

**9. UPCOMING MEETINGS**

Wednesday, February 13 at 6:30p.m.

A full tour of the Museum to follow the meeting.

**10. ADJOURNMENT**

**Moved By** Krissy Nickle

**Seconded By** Scott Crawford

That the St. Marys Museum Advisory Committee adjourn at 8:15pm.

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Chair

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Board Secretary

## **Joint Training Meeting Planning Advisory Committee and Committee of Adjustment Monday, January 7, 2019**

A training meeting for members of St. Marys Planning Advisory Committee (PAC) and Committee of Adjustment (CofA) was held on Monday, January 7, 2019, in the Boardroom, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario at 6:00 pm to discuss the following.

- 1.0 Welcome and Call to Order**
- 2.0 Review of Information Binder**
- 3.0 Official Plan Overview – OP review status and next steps**
- 4.0 Natural Heritage Study Overview – OP review status and next steps**
- 5.0 Local Planning Appeal Tribunal (LPAT)  
vs. Ontario Municipal Board (OMB)**
- 6.0 Code of Conduct**
- 7.0 Conflict of Interest**
- 8.0 Questions and Comments**
- 9.0 Adjournment**

**Present:**

- PAC Member Councillor F. Pridham
- PAC Member Councillor L. Hainer
- PAC Member S. McMaster
- PAC Member D. Van Galen
- CofA Member Dr. J. Loucks
- CofA Member S. Cousins
- CofA Member S. Glover
- M. Stone, Planner
- G. Brouwer, Director of Building and Development
- S. Luckhardt, Secretary-Treasurer PAC and CofA

**Regrets:**

- PAC and CofA Member W. Galloway
- CofA Member P. King

## **1.0 Welcome and Call to Order**

G. Brouwer called the meeting to order at 6 pm and welcomed everyone present, followed by introductions around the table.

## **2.0 Review of Information Binder**

Staff provided an overview of the contents of the information binder provided to PAC and CofA Members. Staff reviewed the meeting schedules and procedure for the circulation of the meeting agenda package prior to a meeting.

## **3.0 Official Plan Overview – OP review status and next steps**

Staff provided information regarding the Official Plan review and the next steps in the process.

## **4.0 Natural Heritage Study Overview – OP review status and next steps**

Staff provided information regarding the Natural Heritage Study with respect to the Official Plan review process.

## **5.0 Local Planning Appeal Tribunal (LPAT) vs. Ontario Municipal Board (OMB)**

Staff provided information on the LPAT and the OMB with respect to the appeal process.

## **6.0 Code of Conduct**

Staff reviewed the Code of Conduct.

## **7.0 Conflict of Interest**

Staff reviewed Conflict of Interest, noting that this is pecuniary interest; and reviewed the procedure when there is a pecuniary interest with an agenda item.

## **8.0 Questions and Comments**

Staff responded to questions from Members.

## **9.0 Adjournment**

The meeting adjourned at 7:35 pm.



Chairman

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Susan Luckhardt  
Secretary-Treasurer PAC  
Secretary-Treasurer CofA

Copies to:

- PAC Members
- CofA Members
- CAO-Clerk
- Council
- Mark Stone, Planner

draft unapproved



## **Minutes**

### **Planning Advisory Committee**

January 21, 2019

6:00 pm

Municipal Operations Centre  
408 James Street South, St. Marys

Present                      Chairperson D. Van Galen; Member S. McMaster; Member W. Galloway; Councillor Pridham; Councillor Hainer; M. Stone, Planner; S. Luckhardt, Secretary-Treasurer PAC.

#### **1. CALL TO ORDER**

The meeting was called to order at 6:00 pm by S. Luckhardt, Secretary-Treasurer.

#### **2. ELECTION OF OFFICERS**

##### **2.1 ELECTION OF CHAIRPERSON OF PLANNING ADVISORY COMMITTEE**

**Moved By** Member W. Galloway

**Seconded By** Councillor Hainer

THAT Member D. Van Galen be nominated Chairperson of Planning Advisory Committee.

**Carried**

**Moved By** Member W. Galloway

**Seconded By** Councillor Pridham

THAT nominations be closed for Chairperson of Planning Advisory Committee.

**Carried**

**Moved By** Member W. Galloway

**Seconded By** Councillor Hainer

THAT Member D. Van Galen be elected Chairperson of Planning Advisory Committee.

**Carried**

2.2 ELECTION OF VICE-CHAIRPERSON OF PLANNING ADVISORY COMMITTEE

**Moved By** Member D. Van Galen

**Seconded By** Member W. Galloway

THAT Councillor Hainer be nominated Vice-Chairperson of Planning Advisory Committee.

**Carried**

**Moved By** Member W. Galloway

**Seconded By** Member S. McMaster

THAT nominations be closed for Vice-Chairperson of Planning Advisory Committee.

**Carried**

**Moved By** Member W. Galloway

**Seconded By** Member D. Van Galen

THAT Councillor Hainer be elected Vice-Chairperson of Planning Advisory Committee.

**Carried**

**3. DECLARATION OF INTEREST**

Councillor Pridham declared a conflict on agenda item 5. Applications OP01-2019 and Z01-2019 to amend the Town of St. Marys Official Plan and the Town of St. Marys Zoning By-law Z1-1997, as amended.

**4. APPROVAL OF MINUTES**

4.1 APPROVAL OF MINUTES REGULAR PAC MEETING AUGUST 7, 2018

**Moved By** Member W. Galloway

**Seconded By** Member S. McMaster

THAT the Minutes dated August 7, 2018 be approved as circulated.

**Carried**

4.2 APPROVAL OF MINUTES: JOINT TRAINING MEETING PAC and CofA  
JANUARY 7, 2019

**Moved By** Councillor Hainer

**Seconded By** Member S. McMaster

THAT the Minutes dated January 7, 2019 be approved as circulated.

**Carried**

5. **APPLICATIONS OP01-2019 AND Z01-2019 TO AMEND THE TOWN OF ST. MARYS OFFICIAL PLAN AND THE TOWN OF ST. MARYS ZONING BY-LAW Z1-1997, AS AMENDED**

Councillor Pridham vacated the table.

M. Stone provided an overview of the applications for an Official Plan Amendment and a Zoning By-law Amendment. The purpose and intent of the applications is to change the Official Plan designation of the subject property to "Highway Commercial" and change the zoning of the subject property to "Highway Commercial Zone (C3)" with site specific Official Plan policies and Zoning By-law regulations to specific commercial and light industrial uses, and provide exceptions to certain zoning regulations to recognize the existing building.

Comments from the Engineering and Public Works Department:

- Utility services (water and sanitary) are present either to, or fronting the property to accommodate servicing. Servicing details to be confirmed at time of Site Plan Agreement.
- The Town's Official Plan identifies Water St. S. as an Arterial Road. Arterial Roads are to have a final width of 30 m. A 3.85m road widening was taken from the property in 2016 at the time of a previous severance. The small dimensions and steep grade of the property are such that the Town had concern that a full 5 m widening to meet the requirements of the Official Plan would unreasonably limit the functionality of the property. The building on the property also has a heritage designation which further limits the options for redevelopment. As such, Public Works is not recommending that any further road widening be taken at this time.

Comments from Upper Thames River conservation Authority (UTRCA):



- Landowner to obtain written approval from UTRCA prior to any development or site alteration in the regulated area.
- A woodland is identified by the County as significant. New development and site alteration are not permitted within significant woodlands. Development or site alteration is not permitted on adjacent lands unless an environmental impact study has been completed.
- No objection to Applications.

Chairperson D. Van Galen asked if natural heritage requirements would come into effect for this property. M. Stone responded that a scoped environmental study may be requested to determine if this is an area of a significant woodland. In discussion, it was noted by M. Stone that any potential significant woodland is on only part of the property and does not cover the entire property.

B. Kittmer, CAO-Clerk spoke to the application on behalf of the Town as the property owner. The subject property was formerly part of the Canadian Baseball Hall of Fame and Museum (CBHFM) lands, although ownership of the lands remains with the Town. The CBHFM has provided to the Town in writing confirmation that they no longer have an interest in the McDonald House as a potential part of their operations. The town has declared the property surplus with the intent of selling the land. The property has limited marketability due to the condition of the house and the limitations it presents for the property. The Town has interest in the property from a film company wishing to use it as their head office. The sale of the lands is dependent on the applications for Official Plan Amendment and Zoning By-law Amendment to ensure the property is suited to their needs.

Allen Kool, from A. Kool Films Inc spoke to their intentions for the site. The intent is to bring the exterior of the house back to how it originally looked. It is their intent to restore the property for use as office space for A. Kool Films Inc.

Chairperson D. Van Galen asked for discussion from PAC members.

Councillor Hainer asked when the public meeting at the Council level is expected. M. Stone stated that staff is recommending the public meeting hosted by Council be scheduled for February 26, 2019.

Chairperson D. Van Galen asked for comments from members of the public present at the meeting. There were no comments from the public.

This concluded discussion of the applications for Official Plan Amendment and Zoning By-law Amendment.

**Moved By** Member W. Galloway

**Seconded By** Councillor Hainer

THAT Planning Advisory Committee receive this report and endorse, in principle, the Applications for Official Plan and Zoning By-law Amendments (OP01-2019 and Z01-2019) by the Corporation of the Town of St. Marys for 481 Water Street South; and,

THAT Planning Advisory Committee recommend to St. Marys Town Council that it proceed with a public meeting to consider the Applications for Official Plan and Zoning By-law Amendments (OP01-2019 and Z01-2019) by the Corporation of the Town of St. Marys for 481 Water Street South.

**Carried**

Councillor Pridham returned to the table.

**6. OTHER BUSINESS**

**7. UPCOMING MEETINGS**

No upcoming meetings have been confirmed at this time.

**8. ADJOURNMENT**

**Moved By** Member W. Galloway

**Seconded By** Councillor Hainer

THAT this meeting of Planning Advisory Committee be adjourned at 6:30 pm.

**Carried**

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D. Van Galen, Chairperson

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S. Luckhardt, PAC Secretary-Treasurer



**Minutes**  
**Recreation & Leisure Advisory Committee**

January 24, 2019

6:00 pm

Pyramid Recreation Centre - Meeting Room D

317 James Street South, St. Marys, ON

Members Present: Candice Harris  
Chelsea Coghlin-Fewster  
Mike Morning  
Scott Crawford  
Councillor Pridham (Chair)  
Mayor Strathdee (Ex-officio)

Members Absent: Darcy Drummond

Staff Present: Brent Kittmer, Stephanie Ische, Grant Brouwer, Doug LaPointe,  
Ciaran Brennan, Jenny Mikita, Andrea Slade (recording secretary)

**1. CALL TO ORDER**

Grant Brouwer called the Inaugural Recreation and Leisure Advisory Committee meeting to order at 6:00 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

None received.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Resolution was not considered by the committee.

**4. RECREATION COMMITTEE ORIENTATION**

**4.1 Introductions--Round Table**

Committee members introduced themselves and gave a brief overview of their interests in this committee. Pyramid Recreation Centre staff introduced themselves and gave a brief overview of their departments.

#### 4.2 Community Services Overview

Stephanie Ische gave an overview of the Community Services Department, Pyramid Recreation Supervisors discussed the core services under their direct area of responsibility.

#### 4.3 Review the binder

Stephanie Ische gave an overview of the binder, terms of reference and an introduction of the Pyramid Recreation Centre Business Plan and Recreation & Leisure Master Plan. Committee members are encouraged to review these documents.

Stephanie Ische highlighted the Code of conduct, and discusses conflict of interest. Committee members are encouraged to review and pass along any questions to Grant Brouwer and or Stephanie Ische.

### 5. OTHER BUSINESS

#### 5.1 Appointment of Chair and Vice Chair

Grant Brouwer in role of the chair opened the floor for nominations. The following nominations were received.

Scott Crawford was nominated by Mike Morning- Declined

Mike Morning nominated Councillor Pridham- Accepted

Grant Brouwer in role of the chair closed the nominations

Grant Brouwer in the role of the chair opened the floor for vice chair nominations. The following nominations were received.

Mike Morning nominated himself

Grant Brouwer in role of chair closed the nominations

**Moved by** Mike Morning, **Seconded by** Candace Harris

THAT Fern Pridham be appointed Chair of the Recreation and Leisure Advisory Committee effective January 24, 2019 to December 31, 2019.

**Carried**

**Moved by** Mike Morning, **Seconded by** Candace Harris

THAT Mike Morning be appointed Vice-Chair of the Recreation and Leisure Advisory Committee effective January 24, 2019 to December 31, 2019.

#### 4. RECREATION COMMITTEE ORIENTATION

THAT the Recreation Committee Orientation be received.

##### 4.1 Introductions--Round Table

Committee members introduced themselves and gave a brief overview of their interests in this committee. Pyramid Recreation Centre staff introduced themselves and gave a brief overview of their departments.

##### 4.2 Community Services Overview

Stephanie Ische gave an overview of the Community Services Department, Pyramid Recreation Supervisors discussed the core services under their direct area of responsibility.

##### 4.3 Review the binder

Stephanie Ische gave an overview of the binder, terms of reference and an introduction of the Pyramid Recreation Centre Business Plan and Recreation & Leisure Master Plan. Committee members are encouraged to review these documents.

Stephanie Ische highlighted the Code of conduct, and discusses conflict of interest. Committee members are encouraged to review and pass along any questions to Grant Brouwer and or Stephanie Ische.

Brent Kittmer gave an overview of the Procedural By-law.

#### 7. ADJOURNMENT

**Moved by** Mike Morning, **Seconded by** Candace Harris

THAT this Recreation and Leisure Advisory Committee adjourn at 7:28 p.m.

Carried

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Chair

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Committee Secretary



## **MINUTES**

### **Senior Services Advisory Committee**

January 15, 2019

3:30 pm

Pyramid Recreation Centre

317 James Street South, St. Marys

Members Present: Candice Harris  
Donna Simmons  
Rick Lyons  
Owen O'Brien  
Joyce Vivian  
Marie Ballentyne  
Councillor Winter  
Mayor Strathdee

Members Absent: Donna Kurchak

Staff Present: Jenny Mikita

#### **1. CALL TO ORDER**

Jenny Mikita, Senior Services Supervisor called the meeting to order at 3:30pm.

#### **2. DECLARATION OF INTEREST**

Jenny Mikita gave a description of what Declaration of Interest is and explained the process for declaring.

None were declared.

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

**Resolution 2019-01-15-01**

**Moved By Rick Lyons**

**Seconded By Joyce Vivian**

**THAT** the January 15, 2019 Senior Service Advisory Committee agenda be accepted as presented.

**CARRIED**

#### **4. COMMITTEE ORIENTATION**

##### **4.1 Senior Services Binder**

The Senior Services Advisory Committee Terms of Reference was received. The committee structure was discussed and it was determined that 9 members is not required and recommended the Terms of Reference could outline 7 or more members welcome.

Jenny Mikita gave an overview of the Senior Services binder, highlighting the Code of Conduct section and the Procedural By-law. An overview was given on both documents and members of the committee were asked to review more in depth and come back to the next meeting with questions.

**Resolution 2019-01-15-02**  
**Moved By Rick Lyons**  
**Seconded By Owen O'Brien**

**THAT** the Senior Services Advisory Committee Terms of Reference Committee Structure be changed from 9 members of the public appointed by Council to 7 or members of the public appointed by Council.

**CARRIED**

#### **6. REPORTS**

##### **6.1 DCS 02-2019 Appoint Chair and Vice Chair for year 1 of Senior Services**

Jenny Mikita in the role of Chair open the floor for nominations. The following nomination were received;

Joyce Vivian was nominated by Donna Simmons- Declined  
Owen O'Brien was nominated by Joyce Vivian- Declined  
Donna Simmons was nominated by Rick Lyons - Declined  
Rick Lyons was nominated by Councillor Winter - Accepted.

Jenny Mikita in role of chair closed the nominations

Jenny Mikita in the role of Chair opened the floor for nominations for Vice Chair. The following nominations were received;

Donna Simmons was nominated by Councillor Winter - Accepted.

**Resolution 2019-01-15-03**  
**Moved By Marie Ballantyne**  
**Seconded By Owen O'Brien**

**THAT** DCS 02–2019 regarding the appointment of Chair and Vice Chair be received; and

**THAT** Committee Member Rick Lyons be appointed as Chair of the Senior Services Committee and Committee Member Donna Simmons be appointed as Vice- Chair of the Senior Services Committee effective January 15, 2019.

**4. COMMITTEE ORIENTATION**

**4.2 Senior Service Overview**

Jenny Mikita gave an overview of the Senior Service department, the philosophy and core services.

**5. ACCEPTANCE OF MINUTES**

**Resolution 2019-01-15-04**  
**Moved By Rick Lyons**  
**Seconded By Donna Simmons**

**THAT** the November 20, 2018 Senior Services meeting minutes be approved and signed by the Chair and staff liaison.

**CARRIED**

**7. UPCOMING MEETINGS**

**7.1 DCS 03-2019 2019 Senior Services Meeting Schedule**

Committee members discussed options for meeting dates. It was determined that the meetings will be held on the forth Monday monthly at 3:30pm. Staff liaison Jenny Mikita will bring a schedule of the meeting dates to the February 25th meeting.

**Resolution 2019-01-15-05**  
**Moved By Rick Lyons**  
**Seconded By Donna Simmons**

**THAT** DCS 03-2019 Senior Services Meeting Schedule report be received; and

**THAT** the Senior Services Advisory Committee resolve to meet on the forth Monday of each month at 3:30pm for the 2018-2022 term of the Committee.

**CARRIED**

3



**8. ADJOURNMENT**

**Resolution 2019-01-15-06  
Moved By Donna Simmons  
Seconded By Candice Harris**

**THAT** this regular meeting of Senior Services Advisory adjourn at 5:05p.m.

**CARRIED**

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Chair

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Committee Secretary

**BY-LAW 22-2019**

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

**Being a By-law to establish a Pregnancy and Parental Leave Policy for Members of Council for the Town of St. Marys.**

**WHEREAS:** Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires municipalities to adopt and maintain policies with respect to pregnancy leaves and parental leaves of members of council by March 1, 2019;

**NOW 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 Pregnancy and Parental Leave for Members of Council policy.
2. That a copy of the said policy 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 12<sup>th</sup> day of February, 2019.**

**Read a third and final time and passed this 12<sup>th</sup> day of February, 2019.**

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Mayor Al Strathee

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Brent Kittmer, CAO / Clerk



## **Pregnancy and Parental Leave for Members of Council Policy**

### **Policy Statement**

The Town of St. Marys recognizes a member of Council's right to take leave for the member's pregnancy, the birth of the member's child or the adoption of a child by the member as required by and in accordance with section 270 of the *Municipal Act, 2001*.

### **Scope**

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to members of Council.

### **Purpose**

This policy provides guidance on how the Town of St. Marys addresses a member's pregnancy or parental leave in a manner that respects a member's statutory role as an elected representative.

### **Definitions**

"Pregnancy and/or Parental Leave" – an absence of 20 consecutive weeks or less as a result of a member's pregnancy, the birth of a member's child or the adoption of a child by the member in accordance with Section 259(1.1) of the *Municipal Act, 2001*.

### **Responsibilities**

Members of Council and Town staff are responsible for adhering to the parameters of this policy.

### **Guidelines**

Town Council supports a member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A member is elected to represent his or her constituents.
2. A member's pregnancy and/or parental leave does not require Council approval.
3. A member's seat shall not become vacant if a member is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.
4. If a member of Council wishes to seek a leave in excess of 20 consecutive weeks the member shall advise the CAO/Clerk as soon as the need for an extended leave is known. If an extended leave is requested, the CAO/Clerk shall prepare a report for Council's consideration of the extended leave.
5. A member will continue to receive communication from the Town as if the member were not on leave.



6. A member on Pregnancy Leave or Parental Leave is exempt from attending meetings of council and committees to which the member has been appointed.
7. A member reserves the right to participate as an active member of Council at any time during his or her leave. This includes, but is not limited to, attending Council and committee meetings and conferences.
8. A member shall continue to receive all remuneration, reimbursements and benefits afforded to all members of Council.
9. Members on Pregnancy Leave or Parental Leave shall continue to have access to all equipment supplied to a regular member, including, but not limited, to information technology equipment, account access and staff support.

Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the CAO/Clerk and Director of Human Resources indicating expected start and end dates.

Council may make temporary appointments to any committees, boards, task forces, etc. that are constituted by the Town of St. Marys and where the member is the only member of Council on that body. Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the CAO/Clerk of their intent to lift any of the temporary appointments to exercise their statutory role.

The member shall provide written notice to the CAO/Clerk of any changes to their return date.

## End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

**BY-LAW 23-2019**

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

**Being a By-law to authorize the signing of a memorandum of understanding between The Corporation of the Town of St. Marys and 2503778 Ontario Inc.**

- WHEREAS:** The Corporation of the Town of St. Marys is desirous to establish a collaborative relationship with 2503778 Ontario Inc. for the purpose of facilitating reconstruction of Egan Avenue and Wellington Street North along the frontage of the 2503778 Ontario Inc. lot (the "Project");
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a Memorandum of Understanding with 2503778 Ontario Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the CAO / Clerk are hereby authorized to execute a Memorandum of Understanding on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and 2503778 Ontario Inc.
  2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first and second time this 12<sup>th</sup> day of February, 2019.**

**Read a third and final time and passed this 12<sup>th</sup> day of February, 2019.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

## Memorandum of Understanding (MOU)

Between

2503778 Ontario Inc.

And

The Corporation of the Separated Town of St. Marys

### A. PURPOSE

The purpose of this Memorandum of Understanding (hereinafter “MOU”) is to establish a collaborative relationship between 2503778 Ontario Inc. (hereinafter “Developer”) and the Corporation of the Separated Town of St. Marys (hereinafter “Town”), and hereinafter collectively referred to as the “Parties.”

The purpose of this MOU is to facilitate reconstruction of Egan Avenue and Wellington Street North along the frontage of the 2503778 Ontario Inc. lot, municipal address 187 Wellington St. N. Additional works include improvements to the remainder of Egan Avenue and a portion of Wellington Street North. The approximate area of work is highlighted in green on Schedule ‘B’ of this MOU.

### B. OBJECTIVES

Once the developer has received draft plan approval, the Parties will work together to develop the subdivision agreement which will contain the cost sharing formula. It shall be noted that the principles of cost sharing formula have already been agreed upon in a meeting held on Tuesday September 25, 2018. This draft formula is attached as schedule ‘A’ to this MOU. The intent is to use the formula in Schedule A for the purpose of design, MOECC approvals and tender preparation. Once a detailed design is complete and more accurate quantities and unit prices are known, the formula would be reassessed and built into the subdivision agreement.

### C. PROJECT

The limits of the reconstruction of Egan Avenue are from approximately James Street North to Wellington Street North and Wellington Street North from Egan Avenue to the Grand Trunk Trail (highlighted in green per Schedule ‘B’).

Currently, Egan Avenue is constructed to a paved two lane rural cross section. Gravity sanitary sewer, watermain and appurtenances are present along Egan Avenue from approximately 40m east of Peel Street North to James Street North.

Reconstruction will generally entail the following:

- Installation of approximately 105m of 250mm watermain;
- Installation of approximately 125m of 200mm watermain;
- Construction of some new gravity sanitary sewer;
- Construction of storm sewers;
- Construction of a new storm sewer headwall outlet (if required);
- Remediation/enhancement of the storm outflow channel from Wellington Street to the Grand Trunk Trail ditch (if required)
- Concrete curb and gutter, plus sidewalks
- Base coat of asphalt
- Topcoat of Asphalt (to be installed approximately one year after the base coat)

#### D. AGREEMENT

The Town agrees to contribute to the cost of reconstruction of Egan Avenue and Wellington Street North, including engineering fees (pertaining strictly to the reconstruction of Egan Avenue and Wellington Street North) incurred by both the Town and 2503778 Ontario Inc.. The proportional share of the Town is calculated at 45% as per the attached Construction cost estimate.

The Developer agrees to contribute to the cost of reconstruction of Egan Avenue and Wellington Street North, including engineering fees (pertaining strictly to the reconstruction of Egan Avenue and Wellington Street North) incurred by both the Town and 2503778 Ontario Inc.. The proportional share of the 2503778 Ontario Inc. is calculated at 55% as per the attached Construction cost estimate.

Both Parties agree to undertake and complete work on Egan Avenue and Wellington Street North starting immediately with engineering design, in anticipation of commencing the reconstruction efforts spring 2020 to ensure Egan Avenue and Wellington Street North are reconstructed to base asphalt stage before November 1, 2020. The Developer agrees to contribute to the cost of Town staff time (pertaining strictly to the reconstruction of Egan Avenue and Wellington Street North) as per the proportionate cost sharing formula. All conditions of the draft plan approval must be satisfied prior to the work being tendered.

It is understood that the unit rates presented in Schedule 'A' are estimates. Actual costs will be based upon the accepted construction tender.

#### E. NO ADDITIONAL COMMITMENTS

This MOU is not intended to limit or restrict the activities of any other normal activities of the Parties. Other organizations may be invited to participate through a subcontract or

other arrangement with either of the Parties in pursuing the objectives and scope described in this MOU.

#### F. POINTS OF CONTACT

The Town of St. Marys: All questions should be directed to the Asset Management/Engineering Specialist for the Town of St. Marys, Jeff Wolfe, at 519-284-2430 Ext 397 or at [jwolfe@town.stmarys.on.ca](mailto:jwolfe@town.stmarys.on.ca)

2503778 Ontario Inc.: All questions should be directed to the President of 2503778 Ontario Inc., Gerry Lang, at 519-273-0499 at [gerrylang@rogers.com](mailto:gerrylang@rogers.com).



## G. TERM OF AGREEMENT

The term of this Agreement is effective from the later of the signing dates as noted below until both the Plan of Subdivision and Subdivision Agreement for the Draft Plan for the subject properties are registered on title (currently known as 187 Wellington St. N.).

IN WITNESS WHEREOF the Parties hereto have executed this Memorandum of Understanding (MOU).

2503778 Ontario Inc. Limited

Per: \_\_\_\_\_  
Gerry Lang-President

*I have the authority to bind the corporation*

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

The Corporation of the Separated Town of St. Marys

Per: \_\_\_\_\_  
Al Strathdee- Mayor

Per: \_\_\_\_\_  
Brent Kittmer- CAO-Clerk  
*We have the authority to bind the corporation*

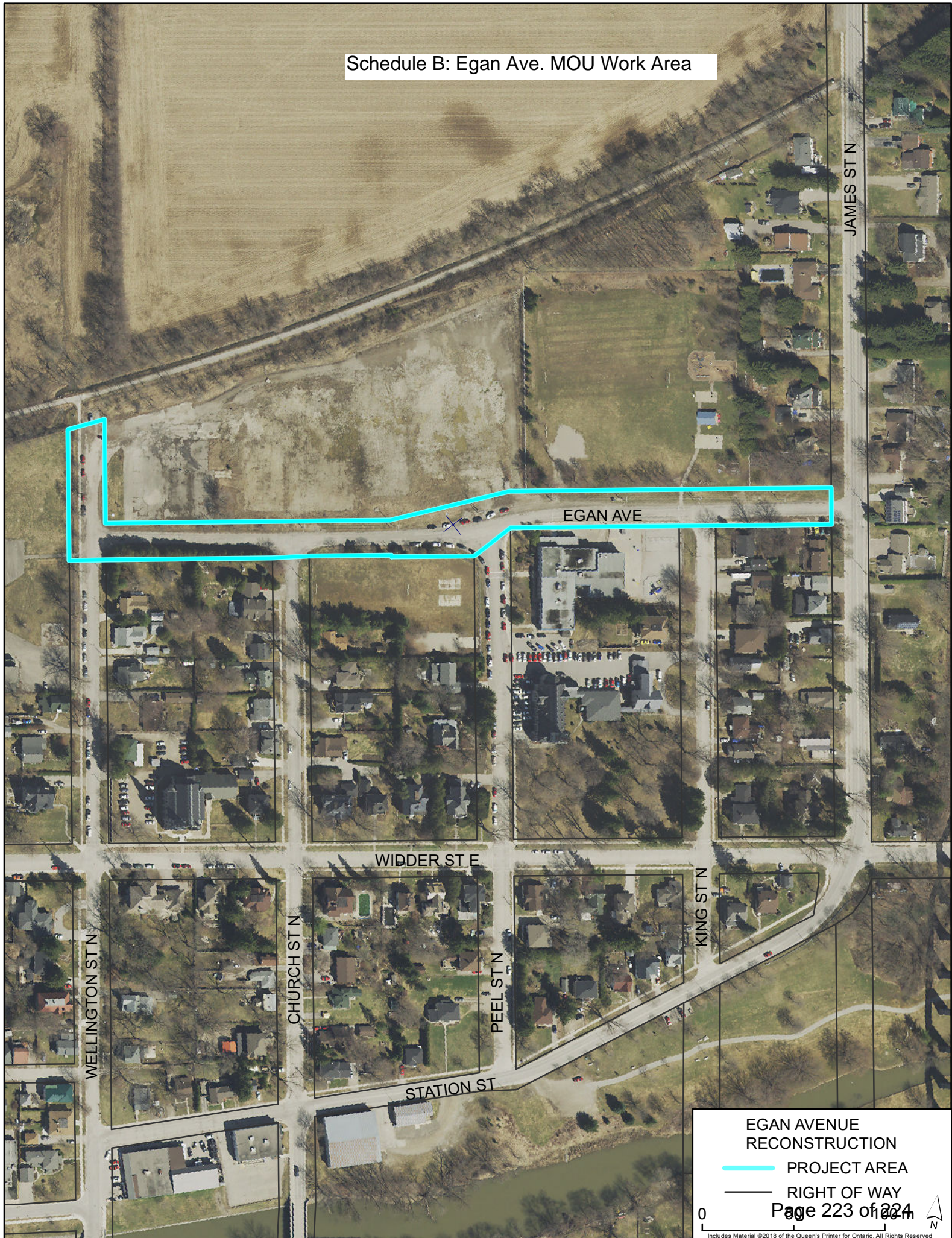
Date: \_\_\_\_\_

Schedule A: Egan Avenue Reconstruction Cost Estimate - 2018

		Length (m)	Cost	Total	Developer	Town
Road	Asphalt	416	\$ 455	\$ 189,280	\$ 52,780	\$ 136,500
	Base	416	\$ 350	\$ 145,600	\$ 40,600	\$ 105,000
	Curb	832	\$ 55	\$ 45,760	\$ 12,760	\$ 33,000
	Sidewalk	416	\$ 132	\$ 54,912	\$ 30,624	\$ 24,288
	Storm (300)	416	\$ 550	\$ 228,800	\$ 63,800	\$ 165,000
	Land					
	<b>Roads Total</b>			<b>\$ 664,352</b>	<b>\$ 200,564</b>	<b>\$ 463,788</b>
Water	Water (250)	105	\$ 1,045	\$ 109,725	\$ 98,175	\$ 11,550
	Water (200)	125	\$ 935	\$ 116,875	\$ 116,875	\$ -
	<b>Water Total</b>			<b>\$ 226,600</b>	<b>\$ 215,050</b>	<b>\$ 11,550</b>
Waste water	San (200)	225	\$ 715	\$ 160,875	\$ 160,875	\$ -
	<b>Wastewater Total</b>			<b>\$ 160,875</b>	<b>\$ 160,875</b>	<b>\$ -</b>
	<b>Total</b>			<b>\$ 1,051,827</b>	<b>\$ 576,489</b>	<b>\$ 475,338</b>



Schedule B: Egan Ave. MOU Work Area





**BY-LAW 24-2019**

**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 February 12, 2019.**

**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 Corporation of the Town of St. Marys hereby enacts as follows:

- 1.** That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its regular meeting held on the 12<sup>th</sup> day of February, 2019 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 12<sup>th</sup> day of February, 2019.**

**Read a third and final time and passed this 12<sup>th</sup> day of February, 2019.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk