



AGENDA
Regular Council Meeting

May 14, 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 May 14, 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 Wayfinding & Signage Strategy

13

For more detail, see Staff Reports - Corporate Services

RECOMMENDATION

THAT the delegation from Stempski Kelly Associates Inc. regarding Wayfinding and Signage Strategy be received.

5.2 St. Marys Business Improvement Area re: 2019 BIA budget

Refer to By-law 53-2019 Schedule A for further information

RECOMMENDATION

THAT the delegation from the St. Marys Business Improvement Area regarding the 2019 BIA Levy be received; and

THAT Council approve the 2019 BIA Levy; and

THAT the 2018 BIA Levy summarized in Schedule A to By-law 53-2019 be approved.

6. ACCEPTANCE OF MINUTES

6.1 Strategic Priorities Committee - April 16, 2019

28

RECOMMENDATION

THAT the April 16, 2019 Strategic Priorities Committee meeting minutes be received and signed and sealed by the Mayor and the Clerk; and

THAT minute items 5.1 and 5.2 be raised for further discussion.

RECOMMENDATION

THAT Council adopt the 2018 Strategic Plan Scorecard.

RECOMMENDATION

THAT Council adopt the 2019 Culture and Tourism Strategy.

6.2 Regular Council - April 23, 2019

34

RECOMMENDATION

THAT the April 23, 2019 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

- 7.1 Upper Thames River Conservation Authority re: March 12, 2019 Correspondence Follow Up 44**

RECOMMENDATION

THAT the correspondence from Upper Thames River Conservation Authority regarding follow up to the March 12, 2019 and the April 29, 2019 correspondence be received.

- 7.2 Amanda McKay re: Push Button Light 53**

RECOMMENDATION

THAT the correspondence from Amanda McKay regarding push button lights on James Street North be received; and

THAT staff conduct a technical warrant analysis for a lighted crossing on James Street North at the Grand Trunk Trail Crossing to be included in the comprehensive review of sidewalks and pedestrian crossing facilities requested by Council.

- 7.3 Ministry of Municipal Affairs and Housing re: Bill 108, More Homes, More Choice 54**

RECOMMENDATION

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding Bill 108, More Homes, More Choices be received.

8. STAFF REPORTS

8.1 Corporate Services

8.1.1 COR 14-2019 Signage and Wayfinding Strategy 57

RECOMMENDATION

THAT COR 14-2019 Signage and Wayfinding Strategy be received; and

THAT Council approve the “Family of Signs” presented on page 2 and 3 of the Signage and Wayfinding Strategy Recommendations document as the Town of St. Marys wayfinding sign design; and

THAT Council select Option #___ for the colour palette as presented in the Signage and Wayfinding Strategy Recommendations document as the Town of St. Marys wayfinding sign design.

8.1.2 COR 15-2019 Homecoming 2020 – Loan Request 67

RECOMMENDATION

THAT COR 15-2019 Homecoming 2020 – Request for Support be received; and

THAT Council approve the Town loaning \$20,000 to the St. Marys Homecoming Committee for the 2020 Homecoming event with this amount being repaid to the Town through fundraising and receipts from the weekend; and

THAT Council direct staff to draft an agreement with the Homecoming Committee setting out the terms and conditions of the loan.

8.2 Administration and Human Resources

8.2.1 CAO 36-2019 Noise By-law Exemption for 496 Grahlyn Avenue and Use of Road Allowance 71

RECOMMENDATION

THAT CAO 36-2019 Noise By-law Exemption for 496 Grahlyn Avenue and Use of Road Allowance be received;

THAT Council grant an exemption to the Noise By-law under Section 6, to the applicant, Lauren and Mark O’Keefe at 496 Grahlyn Avenue, St. Marys, for the purpose of a private event between 11:00 pm on August 10, 2019 and 2:00 am on August 11, 2019 subject to the condition of notifying all property owners within a 150m radius; and

THAT Council approve the applicant’s request to use the road allowance of Raglan Street South subject to the condition of providing the Town with proof of liability insurance whereby the Corporation of the Town of St. Marys is named as an additional insured for the duration of the event.

8.2.2 CAO 37-2019 Extend Fire Dispatch Agreement with the City of Stratford 73

RECOMMENDATION

THAT CAO 37-2019 Extend Fire Dispatch Agreement with the City of Stratford be received; and

THAT By-law 57-2019, being a by-law to authorize an extension to the fire dispatch services agreement with the City of Stratford, be approved.

8.2.3 CAO 38-2019 Designation of Event as Municipally Significant for June 1 Emm Gryner Concert 82

RECOMMENDATION

THAT CAO 38-2019 Designation of Event as Municipally Significant for June 1 Emm Gryner Concert be received; and

THAT Council approve the organizer’s request to designate the June 1, 2019 concert to be one of municipal significance.

8.3 Fire and Emergency Services

8.3.1 FD 10-2019 Award for RFP-FIRE-10-2019 75' Aerial Fire Truck 85

RECOMMENDATION

THAT FD 10-2019 Award for RFP-FIRE-10-2019 75' Aerial Ladder truck be received;

THAT the procurement for RFP-FIRE-01-2019 75 'Aerial Ladder Truck be awarded to 1200 Degrees Darch Fire for the procured price of \$982,639.47, inclusive of all taxes and contingencies;

THAT Council approve the unbudgeted amount \$9,897.28 to be funded from the Fire Capital Reserve Fund;

THAT By-Law 55-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.3.2 FD 11-2019 St. Marys Fire Master Plan 87

RECOMMENDATION

THAT FD 06-2019 St. Marys Fire Master Plan be received for discussion and direction to staff; and

THAT Council adopts the St. Marys Fire Master Plan as amended.

8.4 Finance

8.4.1 FIN 08-2019 Award of General Insurance RFP-FIN-01-2019 146

RECOMMENDATION

THAT FIN 08-2019 Award of General Insurance RFP FIN 01-2019 be received;

THAT the procurement for General Insurance and Risk Management Services be awarded to Frank Cowan Company for the procured price of \$214,061.84, inclusive of retail sales taxes; and,

THAT By-Law 56-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.5 Building and Development Services

8.5.1 DEV 27-2019 Design and Construction Administration of the Fire Hall Administration 149

RECOMMENDATION

THAT DEV 27-2019 Design and Construction Administration of the Fire Hall Administration be received; and,

THAT the procurement for Design and Construction Administration of the Fire Hall Administration be awarded to Masri O Inc. Architects for the procured price of \$112,824.85, inclusive of all taxes and contingencies; and,

THAT By-Law 54-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.5.2 DEV 29-2019 Pool Water Disinfectant System Replacement 152

RECOMMENDATION

THAT DEV 29-2019 Pool Water Disinfectant System be received; and

THAT Council approves an Ultra-Violet disinfection system supported by liquid chlorine to be installed during the annual maintenance shutdown in September 2019, to replace the current Salt Chlorine-Generation System;

THAT Council approves a 2019 Capital budget amendment to increase the funding for the project from \$6,000.00 to \$42,000.00; and

THAT the project be funded from the Town's 2019 provincial allocation for service delivery improvements.

9. COUNCILLOR REPORTS

RECOMMENDATION

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received; and

THAT agenda item 9.2.1 be raised for discussion.

9.1 Operational and Board Reports

9.1.1	Bluewater Recycling Association - Coun. Craigmile	219
	April 18, 2019 Highlights	
9.1.2	Library Board - Coun. Craigmile, Edney, Mayor Strathdee	231
	March 7, 2019 Minutes	
	April 11, 2019 Minutes	
9.1.3	Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna	
9.1.4	Perth District Health Unit - Coun. Luna	238
	February 20, 2019 Minutes	
	March 20, 2019 Minutes	
9.1.5	Spruce Lodge Board - Coun. Luna, Pridham	246
	February 20, 2019 Minutes + Perth County Long Term Care Statistics	
	March 20, 2019 Minutes + Staff Report for The People's Health Care Act	
9.1.6	Upper Thames River Conservation Authority	259
	March 26, 2019 Minutes	

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1	Accessibility Advisory Committee - Coun. Hainer	265
	April 15, 2019 Minutes	
	*Recommendation from Committee in Minute Item 5.1	

RECOMMENDATION

THAT Council direct staff to provide project detail on the following 2019 capital projects as it relates to accessibility to the Accessibility Advisory Committee:

1. Fire Hall renovation
2. Library Circulation desk
3. Cadzow pathways
4. Lind Sportsplex bathroom renovation
5. Cenotaph pathway (if solid concrete is not the material to be used in the project)

9.2.2	Business Improvement Area - Coun. Winter	269
	2018 AGM Minutes (March 5, 2018)	
	March 11, 2019 Minutes	
9.2.3	CBHFM - Coun. Edney	276
	March 22 Minutes	
9.2.4	Committee of Adjustment	279
	April 17, 2019 Minutes	
9.2.5	Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee	285
	April 17, 2019 Minutes	
9.2.6	Green Committee - Coun. Craigmile	290
	April 17, 2019 Minutes	
9.2.7	Heritage Advisory Committee - Coun. Pridham	294
	April 8, 2019 Minutes	
9.2.8	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	

9.2.9	Museum Board - Coun. Hainer	300
	April 10 Minutes	
9.2.10	Planning Advisory Committee - Coun. Hainer, Pridham	303
	May 6, 2019 Minutes	
	Recommendation from Committee in Minute Item 5.1	
	RECOMMENDATION	
	THAT Council proceeds with a statutory public meeting to consider the Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Ltd. (Phase 2) on May 28, 2019 at 6:00 pm.	
9.2.11	Recreation and Leisure Advisory Committee - Coun. Prid	307
	April 25, 2019 Minutes	
	Recommendation from Committee in Minutes Item 7.2	
9.2.12	Senior Services Advisory Committee - Coun. Winter	310
	April 29, 2019 Minutes	
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	313
	April 24, 2019 Minutes	
	Recommendations from Committee in Minute Item 5.1	
	Staff report coming May 28 regarding recommendations	
9.2.16	Youth Council - Coun. Edney	316
	April 3, 2019 Minutes	
	April 17, 2019 Minutes	

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 53-2019, 54-2019, 55-2019, 56-2019 and 57-2019 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 53-2019 BIA Levy 2019	320
12.2	By-Law 54-2019 Authorize an Agreement with Masri O Inc. Architects	323
12.3	By-Law 55-2019 Authorize an Agreement with 1200 Degrees Darch Fire	324
12.4	By-Law 56-2019 Authorize an Agreement with Frank Cowan Company	325
12.5	By-Law 57-2019 Authorize an Agreement with The Corporation of the City of Stratford	326

13. UPCOMING MEETINGS

May 21, 2019 - 9:00 am, Strategic Priorities Committee, Council Chambers

May 28, 2019 - 9:30 am, Joint Town Council and Library Board Meeting, St. Marys Public Library

May 28, 2019 - 6:00 pm, Council, Council Chambers

14. CLOSED SESSION

None.

15. CONFIRMATORY BY-LAW 327

RECOMMENDATION

THAT By-Law 58-2019, being a by-law to confirm the proceedings of May 14, 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.

16. ADJOURNMENT

RECOMMENDATION

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



Signage & Wayfinding Strategy

Town of St. Mary's

Council Presentation

May 14th, 2019





Agenda

- Who We Are
- Signage & Wayfinding Strategy Overview
- What is Wayfinding?
- Background, Inventory and Community
- Style Guide
- Proposed Signage
- Phasing recommendations
- What was achieved . . .



Who We Are

SKA - Stempski Kelly Associates Inc.

Design planners with expertise in landscape architecture, rural planning and graphic design





What is Wayfinding?

- **Wayfinding** is the process of
using information to find one's way
in the built and natural environment.
- **Wayfinding design** is the
process of organizing information
to help users find their way.



Signage & Wayfinding Strategy Overview

Purpose of the Project:

- To develop and implement a **wayfinding and signage strategy** for St. Marys
- meant to be a **reference book**
 - To **guide** current and future evaluations, descriptions and designs for signage
 - To **aid signage** and **wayfinding fabrication** that is durable, flexible, sensitive and reflecting the Town's mission and image



What is Wayfinding?

Information Categories for Signage

- ENTRY – identifies major and minor entrances (gateways) to the Municipality
- **ORIENTATION** – identifies direction, adjacencies, routes and proximities to areas, places and things
- **IDENTIFICATION** – indicates destination, place or feature name
- REGULATION – indicates rules of etiquette or safety precautions
- TEMPORARY – identifies temporary potential hazards, work in progress, special events, unique conditions.



Background, Inventory & Community

1. Inventory and analysis of existing signs, routes, and trails

- Inconsistent, lack uniformity, minimal Town branding/ logo usage throughout, Pedestrian signs are too high, font is too small, limited destinations listed, etc.

2. Document Review

- Municipal Cultural Plan (2013)
- Recreation & Leisure Services Master Plan (2017)
- Heritage Conservation District Plan (2012)

3. Stakeholder Workshop

- Exercises included Visual Preference Survey, Theming, and Destination Mapping.
- Key Design Considerations included:
 - Colour- Preference to green and blue, limited use of highlight/ accent colour, white font on dark background.
 - Style- Simple form, identity symbols used in a medallion form, block use of colour, light/accent colours used in forms, font and supporting information.
 - Theme Images- Key architectural forms (Water tower, Town Hall Towner, Bridges) and emphasis on water and natural environment (Falls, River, Stone).

4. Community Open House - Concept Review

- In- Person
- Online Survey (available for two weeks)
- Intent: to gather community input and feedback on two sign design concepts and the destination listing.



What We Heard, What We Saw... Considerations

Existing signage has **minimal branding/identity** associated with the Town.



*Establish branding/logo guidelines to create **clear and identifiable** signage for St. Marys;*

There is a **lack of uniformity** (size, colour, and overall design).



*Create a **consolidated** 'Family of Signs' for the Town;*

There are **few directional signs** that identify key destinations



***Strategically placed** directional and identification signage will enhance St. Marys facilities, services and assets;*

Land and Water **trails are not made apparent.**



*Signage can **promote** these assets to benefit both the Towns communities and it's tourism.*



Style Guide: Layout, Colour, Typography

- Seeking **graphic and design standards** as well as colours and fonts towards a cohesive signage family



- Design Rationalization includes a combination of:
 - Key design considerations from public engagement results (**theme, colour, style**);
 - Elements of the **corporate logo** to distinguish and create an identity;
 - Colour palette** is informed by the corporate colours, preferred survey images, AODA guidelines and provide high visibility and legibility for users;
 - Typeface** chosen provides clear and visible messaging (AODA, MTO, Best Practices, etc.);
 - Form of the **iconic landmark** is easily identifiable.



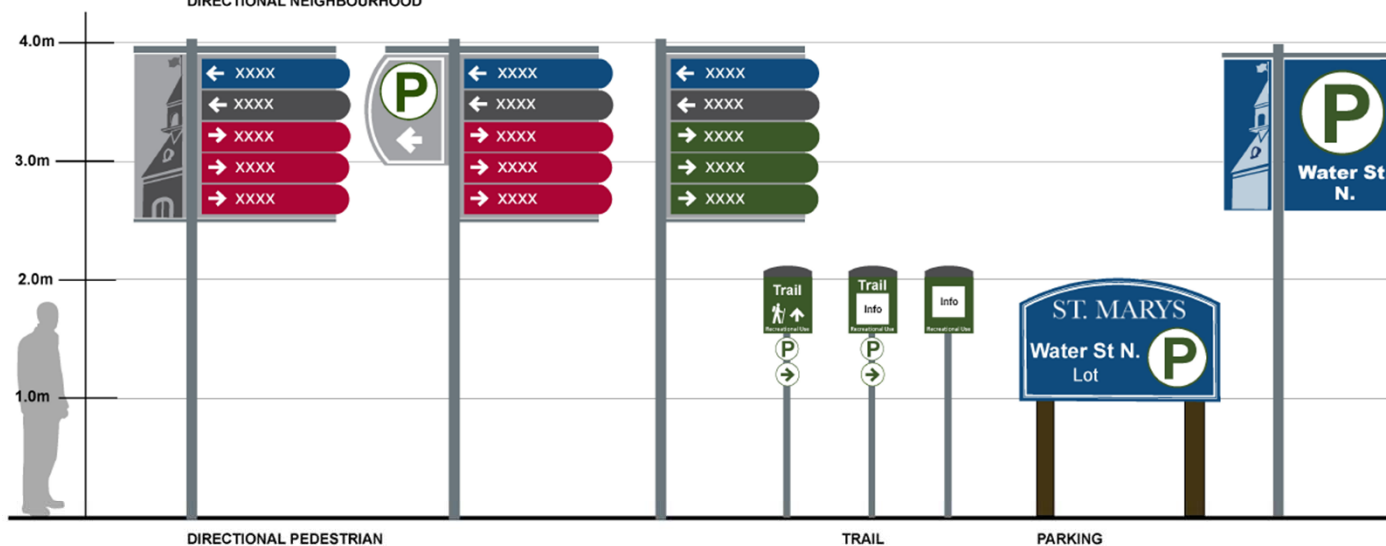
Proposed Signage

FAMILY OF SIGNS

The following family illustrates the overall design and layout of the final sign designs informed by the community consultation. The family does not represent the final colour combinations, rather the overall size, layout and form. Two colour palettes are outlined following the family of signs.



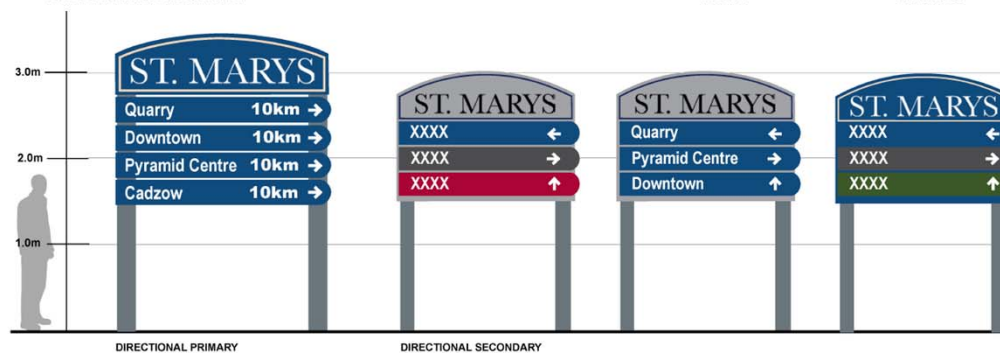
DIRECTIONAL NEIGHBOURHOOD



DIRECTIONAL PEDESTRIAN

TRAIL

PARKING



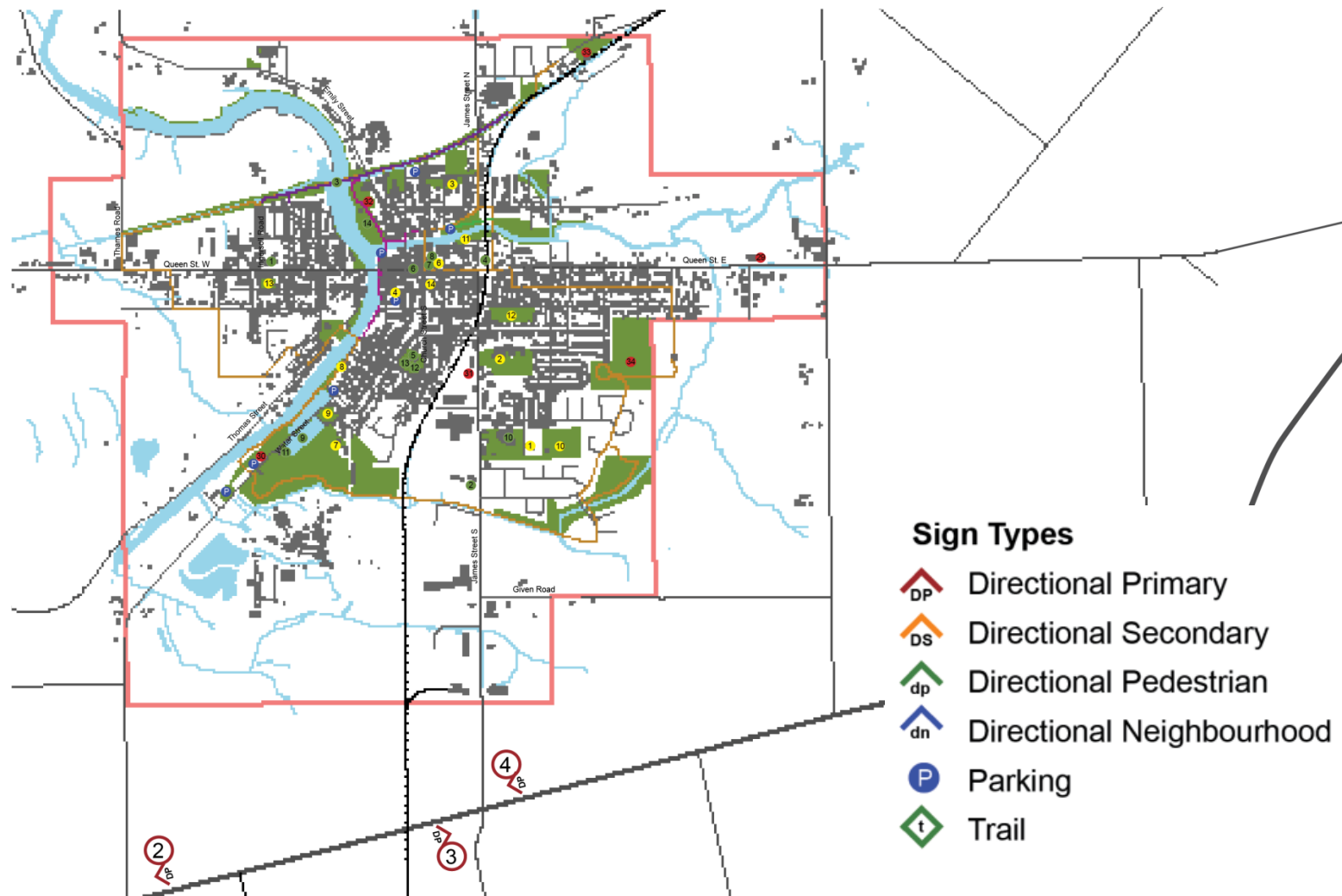
DIRECTIONAL PRIMARY

DIRECTIONAL SECONDARY



Report Detail

Sign Placement Example





Phasing (Recommended Priority)

- **Start with Sign Replacement:** Remove missing directional signage in need of repair or update and reflect poorly on community pride and image and should have priority for removal.
- **Prioritize destinations:** there are select signs that would require multiple destinations listed, beyond the recommended five per sign.
- **Filling the gaps:** installing new signage that fills a wayfinding 'gap' and/or complete an existing route.
 - ✓ Phasing should be organized and implemented in cycles that are manageable and realistic financially for the Town.
 - ✓ Identify new amenities and trails to have signage included as part of their construction activities.



What We Achieved

1. Comprehensive review of St. Marys' situation;
2. Prepared “style guide” to inform design;
3. Prepared designs for sign types related to orientation, direction and identification;
4. Prepared Signage & Wayfinding Strategy Report including:
 - ✓ 7 section report, 93 pages covering Introduction, Foundations, Visual Identity, Destination Selection, Sign Types and Locations, Fabrication Details, Implementation and Phasing recommendations.
 - ✓ Defined “Family of Signs” (9 differing sign types)
 - ✓ Offered colour scheme options and demonstrations including shades of corporate red & blue, grey and green.



Thank You!

Sean, Stasia, Melissa & Amy

Stempski Kelly Associates Inc.

stasia@ska-design.ca



MINUTES
Strategic Priorities Committee

April 16, 2019
9:00 am
Council Chambers, Town Hall

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

Council Regrets: Councillor Luna

Staff Present: Brent Kittmer, CAO / Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
(arrived at 12:30pm)
Grant Brouwer, Director of Building and Development (departed at 11:50am)
Trisha McKibbin, Director of Corporate Services
Stephanie Ische, Director of Community Services (departed at 12:00pm)
Jed Kelly, Director of Public Works (departed at 11:02am)
Kelly Deeks-Johnson, Economic Development Manager
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2019-04-16-01

Moved By: Councillor Craigmile

Seconded By: Councillor Edney

THAT the April 16, 2019 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

None.

5. STRATEGIC PRIORITIES REVIEW

5.1 CAO 32-2019 Discussion Council's Strategic Priorities

Brent Kittmer spoke to CAO 32-2019 report, and walked Council through a discussion of their priorities for 2019 and the term. Mayor Strathdee asked each Councillor to review their vision and priorities for the Corporation.

A lengthy conversation regarding both strategic and corporate priorities followed.

At the conclusion of the discussion, the following strategic priorities and their associated tactics were agreed upon:

- i. Infrastructure
 - Sustain the Town's current approach to proactive maintenance and rehabilitation of assets.
 - Conduct a session to review and prioritize assets so that limited capital and maintenance funds can be directed appropriately.
- ii. Serviced Industrial Land
 - Complete the process of investigating land options, and develop a conceptual design for the preferred option.
- iii. Actively Implement the Tourism pillar of the Culture and Tourism Plan
 - Promote the Downtown as a key face of the community. Determine the identity and taglines for the Downtown, with a focus to marketing what the downtown is and what is going on so that visitors can "Experience St. Marys". As a part of this definition of identity, the cultural aesthetic of the downtown will need to be blended with the business side of the downtown.
 - Embrace culture as a key driver of the tourism strategy. Review and determine what makes St. Marys a special place to visit (i.e. artists, CBHFM, etc.) then promote our unique niches and why people should come and invest.

- Put an added focus on partnerships with the City of Stratford and the Festival. Develop a day trip program that is widely marketed, but with specific effort placed on advertising and marketing to tourists visiting Stratford.
- iv. Business Attraction, Retention, Expansion
- Research the idea of hiring head hunters to market and fill empty spaces in the downtown.
 - Research and develop policy/by-law options for Council to manage long term vacancy in the downtown core. This can include options for promoting the space, and standards enforcement.
 - As a part of the Tourism and attraction strategy, actively market the business side of the downtown so that visitors know what businesses and services exist within the core.
 - Work as an active partner to the St. Marys BIA to sustain a positive relationship, providing support where and when it is appropriate.
 - Complete a review of the Town's by-law and enforcement approach to unlicensed home based businesses. Include in this review an analysis of the impact to downtown business owners.
- v. Public Art
- Position the Town as the driver of this project, with the BIA as a key supporter.
 - By the June 25, 2019 Council meeting, report back on key concepts for Public Art so that the procurement process can begin immediately after.
- vi. Attainable Housing
- Take all steps within the Town's authority to create as much supply as possible.
 - Review areas and properties where tiny home and/or modular home developments would be appropriate; embrace and actively promote the ability to develop secondary dwelling units and research new or innovative ways to allow property owners to create secondary units on their property.
 - Through the Official Plan review, review and identify properties that would be appropriate for the creation property specific policies regarding intensification, higher density, and price point for dwelling sales.

- Create an Official Plan that is clean and practical, that supports the creation of attainable housing, and removes the potential for unrealistic barriers to development of attainable housing.

At the conclusion of the discussion, the following list of community concerns for review and other corporate priorities were agreed upon:

- Complete a Service Delivery Review as a proactive step to develop strategies to manage the impact of expected funding cuts from the province.
- Report back on the pedestrian lights in the downtown core, including public concerns, actions taken to date, and possible solutions.
- Install signage to better delineate the sidewalk at Tim Hortons, and take any other steps necessary to improve visibility of pedestrians on the sidewalk.
- As a part of the ongoing park naturalization research, consider creating an area for residents to transplant tree seedlings from their property.
- Be prepared to take on an active role as an advocate for local services if they are impacted by proposed Provincial budget cuts.

Resolution 2019-04-16-02

Moved By: Councillor Winter

Seconded By: Councillor Edney

THAT report CAO 32-2019 regarding Council's strategic priorities be received for discussion and direction to staff; and

THAT the Committee recommends to Council:

THAT Council adopt the 2018 Strategic Plan Scorecard as amended.

CARRIED

The Committee took a brief recess at 11:02am.

Chair Stratthdee called the meeting back to order at 11:12am.

5.2 COR 08-2019 Culture and Tourism Strategy

Trisha McKibbin and Kelly Deeks-Johnson spoke to COR 08-2019 report and responded to questions from the Committee.

Ms. McKibbin provided further explanation for the vision of Milt Dunnell Field and the need to rebrand the park with attention on the waterfront opportunities.

Ms. McKibbin and Ms. Deeks-Johnson outlined the following opportunities available for immediate implementation:

- identifying the multiple target audiences related to tourism
- choosing a brand that the Town wants to push out to the public
- exploring partnership opportunities for events and programming
- increase social media outlets
- leveraging partnership with Stratford Tourism Alliance for St. Marys direct benefits

The Committee sought feedback from Staff about dovetailing with the tourism market within Stratford and finding ways to draw tourists to St. Marys during their visits.

The Committee was interested to learn more about ideas to target different segments of the tourism market that blend well with the many niche markets available within St. Marys.

Ms. McKibbin explained the next steps of the Strategy and stated that a work plan would be forthcoming.

Resolution 2019-04-16-03

Moved By: Councillor Edney

Seconded By: Councillor Pridham

THAT COR 08-2019 Culture and Tourism Strategy Report be received for discussion and direction to staff; and

THAT the Committee recommends to Council:

THAT Council adopts the 2019 Culture and Tourism Strategy as amended.

CARRIED

The Committee took a brief recess at 11:57am.

Chair Strathdee called the meeting back to order at 12:42pm.

5.3 FD 06-2019 St. Marys Fire Master Plan

Fire Chief Anderson spoke to FD 06-2019 report and responded to questions from the Committee.

The Committee embarked on a fulsome conversation about the vision that has risen from the Plan. Chief Anderson identified a number of services that are offered by the Fire Department and explained that the Plan must outline the level of service that can be provided by the Department based on the capabilities of the team.

The Committee requested that Chief Anderson revise the plan to identify the priority of each staffing resource that he has recommended.

Resolution 2019-04-16-04

Moved By: Councillor Winter

Seconded By: Councillor Pridham

THAT FD 06-2019 St. Marys Fire Master Plan be received for discussion and direction to staff; and

THAT the Committee recommends to Council:

THAT Council adopts the St. Marys Fire Master Plan as amended.

CARRIED

6. NEXT MEETING

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

7. ADJOURNMENT

Resolution 2019-04-16-05

Moved By: Councillor Hainer

Seconded By: Councillor Craigmile

THAT this meeting of the Strategic Priorities Committee adjourn at 1:35 pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Regular Council

April 23, 2019
6:00pm
Town Hall, Council Chambers

Council Present: Deputy Mayor Luna
Councillor Craigmile
Councillor Edney
Councillor Pridham
Councillor Winter

Council Regrets: Mayor Strathdee
Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
(departed at 6:30 pm)
Jim Brown, Director of Finance / Treasurer
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
Trisha McKibbin, Director of Corporate Services
Stephanie Ische, Director of Community Services
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2019-04-23-01

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the April 23, 2019 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent inquired about the recently announced funding cuts being proposed for public libraries.

Brent Kittmer stated that very little information has been released to the Library or Town at this time. The Library CEO will meet with the Library Board as soon as official information has been provided.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency re: Anaerobic Digester Technology Feasibility Study Request

Indra Maharjan of Ontario Clean Water Agency spoke to the delegation regarding the anaerobic digester technology feasibility study request and responded to questions from Council.

Resolution 2019-04-23-02

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the delegation from Ontario Clean Water Agency regarding feasibility study be received; and

THAT Council grant approval to the Ontario Clean Water Agency for their request for the Town of St. Marys to participate in the fully funded feasibility study at the St. Marys Wastewater Treatment Plant.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - April 9, 2019

Resolution 2019-04-23-03

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the April 9, 2019 regular Council meeting minutes be approved and signed and sealed by Mayor and Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Minister of Infrastructure and Communities

Resolution 2019-04-23-04

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the correspondence from the Minister of Infrastructure and Communities regarding the Federal 2019 Gas Tax Fund be received.

CARRIED

8. STAFF REPORTS

8.1 Administration and Human Resources

8.1.1 CAO 33-2019 April Monthly Report (Administration and Human Resources)

Brent Kittmer and Lisa Lawrence spoke to CAO 33-2019 report and responded to questions from Council.

Resolution 2019-04-23-05

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT CAO 33-2019 April Monthly Report (Administration and Human Resources) be received for information.

CARRIED

8.1.2 CAO 34-2019 Fees and Charges By-law Amendment

Brent Kittmer spoke to CAO 34-2019 report and responded to questions from Council.

Resolution 2019-04-23-06

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT CAO 34-2019 Fees and Charges By-law Amendment be received; and

THAT Council approve By-law 46-2019 for the purpose of amending By-law 11 of 2013.

CARRIED

8.2 Corporate Services

8.2.1 COR 09-2019 April Monthly Report (Corporate Services)

Trisha McKibbin spoke to COR 09-2019 report and responded to questions from Council.

Resolution 2019-04-23-07

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT COR 09-2019 April Monthly Report (Corporate Services) be received for information.

CARRIED

8.2.2 COR 12-2019 VIA Lease Agreement

Trisha McKibbin spoke to COR 12-2019 report and responded to questions from Council.

Resolution 2019-04-23-08

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT COR 12-2019 VIA Lease Agreement be received; and

THAT By-law 50-2019, being a by-law to approve Amendment No. 3 to the 1988 VIA Lease Agreement with VIA Rail Canada, be approved.

CARRIED

8.2.3 COR 13-2019 May is Museum Month Proclamation

Trisha McKibbin spoke to COR 13-2019 report and responded to questions from Council.

Resolution 2019-04-23-09

Moved By Councillor Edney

Seconded By Councillor Winter

THAT COR 13-2019 May is Museum Month Proclamation be received for information; and

THAT Council proclaim the month of May 2019 as Museum Month in the Town of St. Marys

CARRIED

8.3 Finance

8.3.1 Fin 06-2019 April Monthly Report (Finance)

Jim Brown spoke to FIN 06-2019 report and responded to questions from Council.

Resolution 2019-04-23-10

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT FIN 06-2019 April Monthly Report (Finance) be received for information.

CARRIED

8.3.2 FIN 07-2019 Budget, Tax Ratios and 2019 Tax Rates

Jim Brown spoke to FIN 07-2019 report and responded to questions from Council.

Resolution 2019-04-23-11

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT FIN 07-2019 Budget, Tax Ratios and 2019 Tax Rates be received; and

THAT the Tax Ratios as per By-law 48-2019 (being unchanged from the prior year, with the exception of the landfill class which has been marginally lower to the commercial rate) be approved; and

THAT the 2019 Operating and Capital Budget summarized in Schedule A to By-law 49-2019 resulting in an estimated tax levy of \$12,191,573, total expenditures for capital of \$4,261,500 per Schedule B; and tax rates as per Schedule C be approved.

CARRIED

8.4 Fire and Emergency Services

8.4.1 FD 08-2019 April Monthly Report (Emergency Services)

Brent Kittmer, on behalf of Fire Chief Anderson, spoke to FD 08-2019 report and responded to questions from Council.

Resolution 2019-04-23-12

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT FD 08-2019 April Monthly Report (Emergency Services) be received for information.

CARRIED

8.5 Community Services

8.5.1 DCS 10-2019 April Monthly Report (Community Services)

Stephanie Ische spoke to DCS 10-2019 report and responded to questions from Council.

Resolution 2019-04-23-13

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT DCS 10-2019 April Monthly Report (Community Services) be received for information.

CARRIED

8.6 Building and Development Services

8.6.1 DEV-23 2019 April Monthly Report (Building and Development)

Brent Kittmer, on behalf of Grant Brouwer, spoke to DEV 23-2019 report and responded to questions from Council.

Resolution 2019-04-23-14

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT DEV 23-2019 April Monthly Report (Building and Development) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 24-2019 April Monthly Report (Public Works)

Jed Kelly spoke to PW 24-2019 report and responded to questions from Council.

Resolution 2019-04-23-15

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT PW 24-2019 April Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 25-2019 St. George Street N. Reconstruction Tender Award

Jed Kelly spoke to PW 25-2019 report and responded to questions from Council.

Resolution 2019-04-23-16

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT PW 25-2019 St. George Street N. Reconstruction Tender Award be received; and,

THAT the procurement for the reconstruction of St. George St. N. be awarded to Lavis Contracting Co. Limited for the tendered price of \$555,554.33, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 25-2019 St. George St. N. Reconstruction Tender Award Council report; and,

THAT By-Law 47-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Councillor Winter requested a recorded vote for By-law 49-2019.

11.1 By-Law 46-2019 To Amend By-law 11 of 2013, Fees and Charges

11.2 By-law 47-2019 Authorize an Agreement with Lavis Contracting Co.

11.3 By-Law 48-2019 Tax Ratios for 2019

11.5 By-Law 50-2019 Authorize an Agreement with VIA Rail Canada Inc.

Resolution 2019-04-23-17

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT By-Laws 46-2019, 47-2019, 48-2019 and 50-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

11.4 By-Law 49-2019 Tax Levy for 2019

Resolution 2019-04-23-18

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT By-law 49-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

Support (4): Councillor Craigmile, Councillor Edney, Councillor Luna, and Councillor Pridham

Oppose (1): Councillor Winter

CARRIED

12. UPCOMING MEETINGS

Deputy Mayor Luna reviewed the upcoming meetings as presented on the agenda.

Council took a brief recess at 7:19pm.

Deputy Mayor Luna called the meeting back to order at 7:23pm.

13. CLOSED SESSION

Resolution 2019-04-23-19

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 7:23 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

13.1 Minutes of April 9, 2019 CLOSED SESSION

13.2 CAO 35-2019 CONFIDENTIAL Director of Finance Recruitment Update

14. RISE AND REPORT

Resolution 2019-04-23-20

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 7:39pm.

CARRIED

Deputy Mayor Luna stated that a closed session was held and one matter related to personal matters was discussed. Council will now consider a by-law in open session related to the matter.

14.1 By-Law 51-2019 Appoint Treasurer

Resolution 2019-04-23-21

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT By-law 51-2019, being a by-law to appoint a Director of Finance/Treasurer, be read a first, second, and third time and be finally passed and signed and sealed by the Mayor and the Clerk

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2019-04-23-22

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT By-Law 52-2019, being a by-law to confirm the proceedings of April 23, 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

16. ADJOURNMENT

Resolution 2019-04-23-23

Moved By Councillor Edney

Seconded By Councillor Winter

THAT this regular meeting of Council adjourn at 7:42 pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

"Inspiring a Healthy Environment"

April 5, 2019

Mayor Al Stratthdee
Town of St. Marys
P.O. Box 998
St. Marys, Ontario
N4X 1B6

Dear Mayor Stratthdee,

This letter is being provided to you and Council in response to your March 12, 2019 correspondence. In support of this letter, I am requesting an opportunity to attend Council as a delegation to speak to this response, and answer any other questions Council may have. I am also open to further conversations outside the formal confines and time restrictions of Council and Board agendas and believe these efforts would prove more productive.

Your letter offers various criticisms of the UTRCA's budget process and questions our accountability and the fairness of our budget system. You have also requested a change in your representation on our Board of Directors. I will speak to each of these issues in turn but before doing so I would like to provide context for Council and others who have been circulated your letter.

1. Council has been aware of the UTRCA's Strategic Planning efforts since they were approved in 2016, including our four year projection of municipal funding requests (2017-2020). Our strategic plan is available on our web site at <http://thamesriver.on.ca> and click on **UTRCA Environmental Targets** at the bottom of the page.
2. St. Marys' 2019 overall levy funding request is a reduction of 3.9% (\$7,744) as compared to 2018, primarily due to the completion of capital works. The St. Marys Floodwall repairs have been a capital project with expenses spanning 2017-2019. The total project budget is \$790,000 for which the Town, as the only benefiting municipality, is 100% responsible for funding. Through the initiative and additional efforts of UTRCA staff, outside funding sources were identified and pursued to assist the Town in offsetting its costs. The UTRCA was successful in reducing the Town's costs by \$585,000, a 74% reduction. Budgets and financial statements do not clearly demonstrate this "cost avoidance" but we believe it is an example of the benefit of working with the UTRCA to manage the Town's flood control infrastructure to maximize the protection of residents and property.
3. Your Board representative has served your interests well and your concerns were clearly shared with the Board. Your support for the delegation from Perth South at our annual meeting was also clear. However, it would be our interest in the future to engage you or a delegation directly well before the Annual General Meeting to ensure there is adequate time for the Board to consider and question those concerns. The UTRCA is looking at modifying its budget process to encourage earlier engagement.

In response to the comments of your March 12 letter and your request to reconsider the budget including a reduction of \$288,000 (St. Marys share being \$4,348):

1. Budget Reduction: The budget debate did consider a reduction of \$288,000. Due process was followed, and the decision of the Board was not to support the reduction. While I understand the outcome was not supported by St. Marys specifically, the majority of members did support the budget including the \$288,000 and, as such, it was approved.
2. Due Process: Your letter includes the accusation that due process was not followed. You claim Board members were not adequately informed of the UTRCA's financial situation. You specifically mention an absence of information by claiming members "*could not have made an informed decision about the municipal levy increase...*" You also admit you relied only on meeting minutes as the basis of your accusation.

Consider the following:

- Half of the board are returning members and were involved in every stage of the budget's development.
- New members received the budget as soon as appointed, met individually with staff for an orientation session including an introduction to the budget, were encouraged to review the budget in detail, speak with outgoing board members, and call staff with questions.
- A January board orientation session included budget review.
- All information regarding reserves and land holdings is available, as is all other financial information.
- The judgement that members were uninformed is unfair, incorrect, and dismissive of the professionalism of individual members of the Board of Directors.

3. Accountability:

Your letter characterizes our Strategic Plan's implementation as "overly aggressive growth." The Environmental Targets Strategic Plan was approved in 2016 and is designed to accelerate conservation efforts in the watershed to improve the health and resilience of our natural environment, including water quality and forest cover. These efforts are not only consistent with the UTRCA's core mandate, they are supportive of most municipal official plans as well as Provincial Policy Statements. In addition:

- Municipal funding supports only 28% of the Plan's costs (St. Marys share is less than 0.5% of total costs). The remaining 72% of costs will be funded from other revenue, an example of our on-going efforts to leverage funding to provide better service without the associated cost.
- The Board of Directors has been very clear in its requirement for progress metrics in terms of both program inputs and the plan's outcomes. An analysis of metrics drove the initial development of the Strategic Plan and will be instrumental in guiding its implementation. Annual progress reports are provided to the Board of Directors and are publicly available.

4. Fairness

In your letter you claim "*The municipal levy system is overly complex and grossly unfair.*" In response:

- The Conservation Authority levy apportionment system is not complicated. It utilizes property assessment data, similar to the apportionment of municipal taxation, but it is far simpler with fewer "ratepayers."
- The levy apportionment system is a provincial requirement.
- The use of Modified Current Value Assessment (CVA) is a means of allocating levy based on a standardized measure of ability to pay. It is proportional, equitable and in all but exceptional cases, fair. Smaller municipalities do not bear a higher proportion of the levy burden.
- As per the Conservation Authorities Act, a budget vote requires a weighted voting method proportional to the CVA. The Act was revised by the last provincial government shortly before the end of its term. The weighted voting method was not changed.

5. Board Representation:

Your letter includes a request for a dedicated board representative rather than the current position shared with the Municipalities of Perth South and South Huron. The request requires a review of past Board minutes and provincial consultation in terms of process and approval authority. The UTRCA is investigating this further and we will provide a response under separate cover. While your request is reasonable, a few early thoughts are worth sharing:

- The UTRCA's current Board composition is in accordance with provincial legislation.
- A new dedicated member for St. Marys would not change the weighted budget vote outcome. The weighted vote is conducted as though each municipality has its own dedicated member.
- Other shared municipalities (Perth South, South Huron, Lucan-Biddulph, Thames Centre, Blandford-Blenheim, East Zorra- Tavistock, Norwich, Southwest Oxford) would need to be offered the same dedicated positions.
- London and Woodstock would need to be offered an additional position each as both voluntarily reduced their membership by one member in 1992 to maintain an appropriate rural/ urban balance on the board.
- Board costs (levy) would increase by a minimum of \$6K (per diem, travel) resulting from additional members.
- With a greater number of board members, the influence of any one member/ municipality on all non-budget issues would decrease.

In summary, the UTRCA works hard and takes pride in providing quality services that protect life and property, and that enhance the quality and resiliency of our local natural environment, all at a fraction of the cost that each municipality would face on their own. Our Environmental Targets Strategic Plan does require new investment but its benefits include:

1. Visible improvements in water quality (a repeated request of the Town and its residents in relation to Trout Creek),
2. Net growth in naturalized green spaces which attracts residents and businesses,
3. Expanded outdoor recreation opportunities which combines economic development with conservation messaging,
4. Streamlined development approvals through improved flood elevation data, regulation limits, and greater certainty in decision making and,
5. Cost sharing among 17 municipalities and other revenue sources that limits St. Marys share of this new investment to less than 0.5% of the plan's total cost (~\$18,000 of \$4.03M). Despite these

additional costs, it has been the board's position that benefits in terms of environmental improvements and the enhanced protection of life and property far exceed costs.

I appreciate the time you've taken to share your municipality's concerns with the UTRCA and I am open to further discussions to ensure your views are considered as early as possible in our 2020 budget development process. Please contact me at any time to discuss the above or other issues.

Sincerely Yours
UPPER THAMES RIVER CONSERVATION AUTHORITY



Sandy Levin
Chair

Cc –
UTRCA Board of Directors
St. Marys Town Council
Mayor Robert Wilhelm and Perth South Municipal Council
Mayor Rhonda Ehgotz and Perth East Municipal Council
Mayor Ed Holder
Mayor Dan Mathieson
Randy Pettapiece, MPP
John Nater, MP
Doug Ford, Premier of Ontario



Office of the Mayor
Al Strathdee
astrathdee@town.stmarys.on.ca
(519) 284-2340 Ext. 246

March 12, 2019

Mr. Sandy Levin, Chair, Upper Thames River Conservation Authority (UTRCA)
1424 Clarke Rd. London, Ont., N5V 5B9

Dear Mr. Levin,

At the February 21st inaugural meeting of the Upper Thames River Conservation Authority Board of Directors, director Tony Jackson made a motion to remove the \$288,000 increase in municipal levy. This motion was defeated without adequate consideration. I am writing to you to formally request that the UTRCA board of director's reconsider Mr. Jackson's motion. There are a number of issues that I feel the Board should consider:

- 1) **Due Process.** Passing the budget at the inaugural meeting of the 2019 UTRCA Board did not allow for due process. Many board members, especially those attending their first meeting, were not adequately informed of the UTRCA financial situation. There was no detailed examination of assets and reserves. From the minutes of previous board minutes, we know this includes millions of dollars in reserves and land holdings that were not discussed at the meeting.

Both new and incumbent members of the board could not have made an informed decision about the municipal levy increase without being given detailed financial information and time to consider its impact on member municipalities. Therefore, I ask the board to reconsider the increase in municipal levy whilst taking an appropriate amount of time to look at UTRCA's comprehensive financial situation.

- 2) **Accountability.** My concerns remain centred around the overly aggressive growth of the Upper Thames River Conservation Authority relative to its peers. We are concerned with our ability to pay the continuous increases which are above average. UTRCA's reliance on precarious Provincial and Federal grants is also of concern. The new environmental targets and strategic plan fails to re-evaluate core services and lacks sufficient metrics of accountability. These shortcomings leave municipalities vulnerable to recurrent increases in levies without sufficient checks and balances.
- 3) **Fairness.** The discussion at the February 21st UTRCA annual general meeting regarding municipal levies was disheartening. The municipal levy system is overly complex and grossly unfair. Municipal levies are not collected on a per capita basis. This leaves smaller municipalities bearing the burden of disproportionately high fees. I would encourage the UTRCA on behalf of its rural member municipalities to work with the Province of Ontario to find a workable solution to this obvious inequity.

The weighted voting system is problematic for smaller municipalities. The representatives of the City of London and one other Board member have the ability to control all of the financial decisions. Smaller member municipalities are not adequately represented.

TOWN OF ST. MARYS
P.O. Box 998, St. Marys, ON. N4X 1B6



Quoting from the Conservation Authorities Act, R.S.O. 1990, c.27:

PART II

Establishment of conservation Authorities, Representatives at meeting

2 (2) The council of each municipality may appoint representatives to attend the meeting in the following numbers:

5. **Where the population is less than 10,000, one representative.** R.S.O. 1990, c. C.27, s. 2 (2); 2001, c. 9, Sched. K, s. 1 (1).

Adhering to this legislation, the Town of St. Marys, with a population of 7,265, would be entitled to one representative; the Township of Perth South, with a population of 3,810, would be entitled to one representative; and, the Municipality of South Huron, with a population of 10,096, would be entitled to two representatives. According to the legislation, this would allocate a total of four board members in our region, where there is currently only one board member.

As a separated municipality and in accordance with Provincial legislation, St. Marys should be granted a director on the UTRCA Board. I urge you to re-examine the appropriate legislation and consider this request.

Quoting from the Conservation Authorities Act, R.S.O. 1990, c.27:

Changes in number of members

14 (2) The total number of members of the authority and the number of members that each participating municipality may appoint shall be adjusted as required to ensure compliance with subsection (1) if the municipalities that are participating municipalities change or the population of a participating municipality changes. 2001, c. 9, Sched. K, s. 1 (6).

As the population of St. Marys has grown considerably in recent years, we feel that is necessary for the board to reconsider the allocation of board members. During the meeting of February 21st, a member of the board stated that "people love to dump on Conservation Authorities". This speaks to the frustration and tension that is currently being felt by rural communities who feel their needs are not being represented at the board level. I believe it is important that this be addressed and the allocation of board members be revisited.

Thank you for considering my request. I urge you to re-consider your decision and review the legislation surrounding the appointment of directors. I look forward to your written response addressing my concerns.

Best Regards,


Al Stratthdee

Mayor

Town of St. Marys

cc. UTRCA Directors, Ian Wilcox, Mayor Robert Wilhelm, Mayor Rhonda Ehgotz, Randy Pettapiece MPP, John Nater MP, Mayor Ed Holder, Mayor Dan Mathieson, Doug Ford Premier of Ontario

TOWN OF ST. MARYS
P.O. Box 998, St. Marys, ON. N4X 1B6

"Inspiring a Healthy Environment"

April 29, 2019

Mayor Al Strathdee
Town of St. Marys
P.O. Box 998
St. Marys, Ontario
N4X 1B6

Re: UTRCA Board Representation Request

Dear Mayor Strathdee,

This letter is being provided to you and Council in response to your March 12, 2019 correspondence and your specific request for a dedicated St. Marys representative to serve the Conservation Authority's Board of Directors. The following information was part of a staff report to the Board and is included here for your information. I am hopeful this can serve as context for further discussions regarding your request.

Background

Since the UTRCA's formation in 1947, a number of Orders in Council have been issued to authorize changes in Board membership and size. The most recent membership reduction was completed in 1993. At that time, the Ministry of Natural Resources requested that all Conservation Authorities consider Board membership reductions. It was proposed that the number of Conservation Authority Board members be reduced province wide from a total of 937 to 337 in order to increase member accountability by reducing the need for executive committees, enabling the Authorities to meet as a full authority, and ensure every member is involved in the decision making process. Although the UTRCA had reduced its' membership only six (6) years prior from 40 to 31 municipal representatives (at the time two provincial representatives were also appointed to the Board), the authority was expected to reduce membership further.

Several different scenarios were developed by the UTRCA to consider membership reductions. Consultation with member municipalities was sought throughout the process. The many benefits of reducing the Board membership were well understood:

1. greater involvement and knowledge on the part of individual members,
2. greater opportunity for participation in discussions and decision making,
3. better communication between the authority and its member municipalities,
4. better participation by the membership in the authority's programs, and
5. a more efficient and ultimately effective governance structure.

The balance between rural and urban representation appeared to be a major concern with the proposed reduction. It was felt that more consideration should be given to balanced rural and urban membership rather than relying exclusively on the Act's population criterion. Section 2.1 of the Conservation Authorities Act does allow for membership composition based on an agreement, not just population. As a result, an alternative proposal was put forward to address the issue. At the time the City of London had five (5) representatives on the Board, while the Cities of Woodstock and Stratford each had two (2) representatives. It was proposed that these municipalities each voluntarily reduce their representation by one member to

balance rural/ urban representation, to allow all representatives to meet monthly as part of a full authority, and to provide for more involvement by individual members than what had existed. This proposal was supported and, with subsequent municipal amalgamations, has resulted in the current Board structure of 15 members representing 17 lower or single tier municipalities, with a balance of seven (7) urban representatives and eight (8) rural representatives.

In your letter you have quoted Sections 14 (1) and (2) of the Conservation Authorities Act as justification for your request for a new dedicated member. These sections describe population criterion as the determinant of Board membership and size. However, the Act also allows for membership based on agreement which was the option chosen by the UTRCA.

Agreement on number of members

(2.1) Despite subsections (1), (2) and (5), the total number of members of the authority and the number of members that each participating municipality may appoint may be determined by an agreement that is confirmed by resolutions passed by the councils of all of the participating municipalities. 2001, c. 9, Sched. K, s. 1 (6).

Section 8 of the Conservation Authorities Act also allows the Lieutenant Governor in Council to group municipalities for the purpose of appointments and also prescribes mechanisms whereby appointments can be made. This option was also utilized in reducing the size of the UTRCA's Board.

In summary, the current composition of the UTRCA Board of Directors conforms with provincial legislation. Our membership was ratified by the province through an Order in Council (OC 105/93).

Of interest, the meeting minutes of the UTRCA Executive Committee, Tuesday February 18, 1992 documented the following:

Mr. G. Teahen representing the Town of St. Marys stating that although the proposed reduction in numbers is a positive step for the Authority and sounds very workable, the Town must presently object to the proposal. The proposal indicates one representative for the Town of St. Marys, and Townships of Usbourne and Blanshard. It was felt that the Town of St. Marys is a separated Town with the County of Perth and does not take part in County Council business, it is not felt that the Town would have fair representation. Once the restructuring of Perth County is completed the Town would likely become part of the County and would have no objection to a joint representative as is currently outlined.

St. Marys Request for a Dedicated Member

Since 1993 the membership of the UTRCA's Board has remained unchanged except for the elimination of two provincial appointees in 1996. In order to re-examine the allocation of Board members as requested by the Town of St. Marys, population criterion needs to be considered for all municipalities in order for a fair agreement to be reached. To clarify, it is the population within the watershed area that needs to be considered (not the total population of the Municipality) as outlined in Section 5(4) of the Conservation Authorities Act.

If membership is re-examined for St. Marys, other municipalities would need to be offered the same opportunities to ensure that Board representation is fair and based on a consistent set of criteria. In that case, the City of London, and City of Stratford would each be entitled to one additional member, that being the member they voluntarily eliminated in 1993. For Oxford County, the Act specifies that Regional municipalities can appoint the number of members to which the local municipalities would otherwise have been entitled as participating municipalities. The City of Woodstock and Town of Ingersoll would be entitled two (2) representatives each and each municipality within the Region could seek representation.

Currently Oxford County has five (5) representatives but this would increase to nine (9). In addition, population growth within the municipalities of Thames Centre and Middlesex Centre would result in an additional member for each municipality.

The result would be an increase of eleven (11) members to the Authority Board, increasing Board size from 15 to 26. In addition, any change in membership would need to be confirmed by resolutions passed by the councils of all participating municipalities.

Your request for a dedicated St. Marys Board representative is understood and allowable under the Act. However, the following points are offered for your consideration:

- A new dedicated member for St. Marys would not change the weighted budget vote outcome in any way. The current voting method is already conducted in a manner that gives St. Marys (and all member municipalities) a dedicated weighted vote.
- Board costs would increase by approximately \$11,000 (per diems, travel) resulting from additional members.
- The influence of any one member/ municipality in all other Board votes (unweighted) would decrease.
- Board membership growth by 11 members could negatively affect the Board's function and is contrary to provincial direction justifying the 1993 reduction, that being Board member reductions would lead to:
 - greater involvement and knowledge on the part of individual members,
 - greater opportunity for participation in decision making,
 - better communication between the authority and its member municipalities, and
 - better participation by the membership in the authority's programs.
- The Provincial Government recently provided notice that the Conservation Authorities Act is under review. It is unknown if there will be recommendations concerning governance and representation criteria.
- Provincial funding to Conservation Authorities has recently been cut by 50%. This funding helps to support Board costs. Budget pressures may therefore play a role in any consideration of an expanded membership.

This letter is being provided to you and Council as our formal response to your request however it does not include a formal Board position. I am hopeful further discussion can take place through an informal meeting with you and staff to explore the intentions behind your request, options, and a plan to move forward before any action is taken by the Board.

Sincerely Yours,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Sandy Levin
Chair

Cc –
UTRCA Board of Directors
St. Marys Town Council
Mayor Robert Wilhelm and Perth South Municipal Council
Mayor Rhonda Ehgotsz and Perth East Municipal Council

From: Amanda McKay
Date: Apr. 26, 2019 10:36 a.m.
Subject: Push button Light
To: Al Strathdee <astrathdee@town.stmarys.on.ca>
Cc:

Hello Al and counsel,

I have noticed heavy/fast moving traffic when attempting to cross at James St N where the trail meets the road. I am interested in helping find a solution such as a push button light to slow down traffic when crossing with young kids. I would like to help bring awareness and or fundraise for this.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-8470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléco. : 416 585-8470



Head of Council:

Ontario's Government for the People is committed to building more housing and bringing down costs for the people of Ontario. To help fulfill this commitment, we have developed a broad-based action plan to address the barriers getting in the way of new ownership and rental housing.

More Homes, More Choice (the action plan) outlines our government's plan to tackle Ontario's housing crisis, while encouraging our partners to do their part. We are taking steps to make it faster and easier for municipalities, non-profits and private firms to build the right types of housing in the right places, to meet the needs of people in every part of Ontario.

As part of the action plan, we are proposing changes that would streamline the complex development approvals process to remove unnecessary duplication and barriers, while making costs and timelines more predictable. We are also proposing changes that would make it easier to build certain types of priority housing such as second units.

On May 2, 2019, the government introduced Bill 108 (the bill), the proposed More Homes, More Choice Act, 2019, in the Ontario Legislature. While the bill contains initiatives from various ministries, I would like to share some details regarding initiatives led by the Ministry of Municipal Affairs and Housing.

Planning Act

Schedule 12 of the bill proposes changes to the Planning Act that would help make the planning system more efficient and effective, increase housing supply in Ontario, and streamline planning approvals.

If passed, the proposed changes would:

- Streamline development approvals processes and facilitate faster decisions,
- Increase the certainty and predictability of the planning system,
- Support a range and mix of housing options, and boost housing supply,
- Make charges for community benefits more predictable, and
- Make other complementary amendments to implement the proposed reforms, including how the proposed changes would affect planning matters that are in-process.

Amendments to the Planning Act are also proposed to address concerns about the land use planning appeal system. Proposed changes would broaden the Local Planning Appeal Tribunal's jurisdiction over major land use planning matters (e.g., official plan amendments and zoning by-law amendments) and give the Tribunal the authority to make a final determination on appeals of these matters. The Ministry of the Attorney General is also proposing changes to the Local Planning Appeal Tribunal Act, 2017 to complement these changes (see Schedule 9 of the bill).

Development Charges Act

Schedule 3 of the bill proposes changes to the Development Charges Act that would make housing more attainable by reducing costs to build certain types of housing and would increase the certainty of costs to improve the likelihood of developers proceeding with cost sensitive projects, such as rental housing.

If passed, the proposed changes would:

- Make it easier for municipalities to recover costs for waste diversion,
- Increase the certainty of development costs in specific circumstances and for certain types of developments,
- Make housing more attainable by reducing costs to build certain types of homes, and
- Make other complementary amendments to implement the proposed reforms.

Further consultation on the Planning Act and Development Charges Act

We are interested in receiving any comments you may have on the proposed changes to the Planning Act and the Development Charges Act. Comments on these proposed measures can be made through the [Environmental Registry of Ontario](#) as follows:

- Planning Act: posting number 019-0016
- Development Charges Act: posting number 019-0017

The Environmental Registry postings provide additional details regarding the proposed changes.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe

[A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#) is an important part of the action plan that addresses the needs of the growing population, the diversity of the region and its people, and the local priorities. With A Place to Grow, we will make it faster and easier to build housing so that the growing number of people who live and work in the Greater Golden Horseshoe can find a home.

We recognize that different parts of Ontario need different solutions, including Northern and rural Ontario. While the Growth Plan for Northern Ontario continues to guide long-term economic growth in the North, our government is taking steps right now to support this growth by reducing red tape and burdens in Ontario's Northern and rural communities with **More Homes, More Choice**.

Taken together, the actions outlined in **More Homes, More Choice** - including the proposed changes detailed above - will make it easier to build the right types of housing in the right places, make housing more affordable and help taxpayers keep more of their hard-earned dollars. Building more housing will make the province more attractive for employers and investors, proving that Ontario is truly Open for Business.

This action plan is complemented by our recently announced [Community Housing Renewal Strategy](#), which will help sustain, repair and grow our community housing system. Together these two plans will ensure that all Ontarians can find a home that meets their needs.

At the same time, **More Homes, More Choice** underscores our commitment to maintain Ontario's vibrant agricultural sector and employment lands, protect sensitive areas like the Greenbelt, and preserve cultural heritage. Our plan will ensure that every community can build in response to local interests and demand while accommodating diverse needs.

Our government recognizes the key role that municipalities will play in implementing the action plan, and we know that you share our desire to bring more housing to the people of Ontario. I look forward to working with you as we implement **More Homes, More Choice**.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is fluid and cursive, with the first name "Steve" and last name "Clark" clearly distinguishable.

Steve Clark

Minister



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Kelly Deeks - Johnson, Economic Development Manager
Date of Meeting:	14 May 2019
Subject:	COR 14-2019 Signage and Wayfinding Strategy

PURPOSE

This report presents to Council a Signage and Wayfinding Strategy for the Town of St. Marys.

RECOMMENDATION

THAT COR 14-2019 Signage and Wayfinding Strategy be received; and

THAT Council approve the “Family of Signs” presented on page 2 and 3 of the Signage and Wayfinding Strategy Recommendations document as the Town of St. Marys wayfinding sign design; and

THAT Council select Option #___ for the colour palette as presented in the Signage and Wayfinding Strategy Recommendations document as the Town of St. Marys wayfinding sign design.

BACKGROUND

In March, 2017 the Town of St. Marys submitted an application to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for a Rural Economic Development grant to establish a Signage and Wayfinding Strategy for the municipality. The Town was very pleased to receive notification on July 31, 2017 that our application had been successful.

The management of the RED grant and the Wayfinding Strategy was to be led by the Manager of Economic Development. Unfortunately, due to a vacancy in the position, commencing in July, 2017, the management and delivery of the project did not progress. The recruitment and selection process for the vacancy was completed in the fall of 2017 and a new Economic Development Manager was hired in December, 2017. An extension to the timeline of the grant was requested by the Town and approved by OMAFRA on April 11, 2018.

Following the procurement process, developing the Signage and Wayfinding Strategy was awarded to Stempski Kelly Associates Inc. During the Summer and Fall of 2018, Stempski Kelly Associates undertook research, stakeholder workshops, a survey and an open house to gather information and feedback from the public and the Town. They presented their final report to Staff in December, 2018.

REPORT

The purpose of the Signage and Wayfinding Strategy is to create a system that reinforces the sense of place, identity and interconnectedness of the Town of St. Marys and its features while also improving navigability and wayfinding within Town borders. The project will design a town-wide wayfinding system that addresses the needs of visitors and residents using all modes of transportation.

The scope of the project was to develop a Signage and Wayfinding Strategy for St. Marys which includes the following:

- Creates a system that reinforces the sense of place, identity, and interconnectedness of the Town and its features;
- Illustrates how to improve navigability and wayfinding within St. Marys for pedestrians, cyclists, and drivers;
- Develops a strategy that will assist with creating and promoting a distinct and cohesive design to enhance the Town's image as a welcoming, current and friendly community;
- Develops methods to improve safety through clarifying directions to destinations;
- Illustrates how to better communicate and promote the many features and assets in the Town for the community and visitors; and
- Illustrates how to connect key assets and features through signs and messaging.

Signage and Wayfinding Options:

The attached Signage and Wayfinding Recommendations document collects the Family of Signs and colour palette options in a condensed document.

Family of Signs:

The recommended Family of Signs, found on page 2 and 3 of the condensed document, takes into account results from a community consultation session held on November 8, 2018, as well as staff and consultant recommendations that further refined the concepts. The recommended concept is designed for legibility, ease of use, and attractiveness.

Colour Palette:

Option #1 – Corporate Colours

This colour palette utilizes the corporate colour scheme of red, blue and grey. While the red colour does not appear overly vibrant when in the town logo on letter head, when it is incorporated on large signage its appearance does change. Concerns have been raised by staff that the red in this colour palette is too bold and overpowering, less legible, and there were concerns that it could be seen as an “emergency” colour.

Option #2 – Maroon Colour from Existing Town Hall, Museum and Service Club signs

This colour palette utilizes the colour maroon that is legible and has been used on signage at Town Hall, Cadzow Park, St. Marys Museum and Service Club entrance signs. The corporate blue and grey colours would also be utilized in this colour scheme.

Option #3 – Green Colour common on municipal signs in Ontario

This colour palette utilizes a shade of green that is legible and is often used on municipal signs throughout Ontario. The corporate blue and grey colours would also be utilized in this colour scheme.

Consultation

As part of the consultation process, the Signage and Wayfinding Strategy and the Signage and Wayfinding Recommendations document was brought forward to both the Heritage Committee and Accessibility Advisory Committee for review and comment.

Heritage Committee Recommendations:

The Signage and Wayfinding Strategy and final recommendations was presented to the Heritage Committee at the April 8, 2019 meeting. The Committee was not asked to recommend a preferred colour, but to share any concerns relating to Heritage for the three colour palette options being proposed.

Moved by: Clive Slade

Seconded by: Janis Fread

THAT the Heritage Committee has no concerns regarding the heritage implications of the family of signs and colour palettes proposed in the Signage and Wayfinding Strategy Recommendations document.

Carried

Accessibility Advisory Committee Recommendations:

The Signage and Wayfinding Strategy and final recommendations was presented to the Accessibility Committee at the April 15, 2019 meeting. Discussion surrounded the use of the colours on the signage and overall ease of visibility. The committee made the following resolutions for consideration when presenting these recommendations to Council:

Moved by Mary Smith

Seconded by Councillor Hainer

THAT COR 10-2019 Signage & Wayfinding Report be received for discussion; and

THAT the Accessibility Advisory Committee recommends the following to staff related to the accessibility features of the Signage & Wayfinding Strategy:

- a) That the colour schemes be viewed in an actual sample by Council to ensure that a bold enough colour contrast is evident between the three sign background colours in any of the three options.
- b) That staff consider including pictographs within the signage as an alternative format for communication.

Carried

If Council approves the Signage and Wayfinding Strategy, including the Family of Signs and colour palette, the next steps will be to reference Section 7.6 Budget & Phasing of the Signage & Wayfinding Strategy and incorporate recommendations into the 2020 budget for consideration.

FINANCIAL IMPLICATIONS

The total project cost for the Signage and Wayfinding Strategy was \$35,500. The RED grant funded \$17,750.00 of the expenses with the Town funding the remaining \$17,750.00 through in-kind contributions and \$10,500 worth of expenses paid from the 2018 Economic Development budget.

SUMMARY

This report provides Council with a copy of the Signage and Wayfinding Strategy document created by Stempski Kelly Associates Inc. through funding provided by a 2018 Rural Economic Development (RED) grant. The report also provides Council with the recommendation to approve the Family of Signs on pg. 2 and 3 of the Signage and Wayfinding Recommendations document.

Staff is seeking Council's section of the preferred colour palette to be chosen from three options:

- Option #1 – Corporate Colours,
- Option #2 – Maroon Colour from Town Hall, Museum and Service Club signs,
- Option #3 – Green Colour common on municipal signs in Ontario.

STRATEGIC PLAN

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

- Pillar #2 Communication & Marketing:
 - Outcome: Develop a signage program at key sites along highways advertising Town amenities and further establish/reinforce brand with in-Town signage and wayfinding.
 - Tactic(s): Wayfinding & Identity
- Pillar #2 Communication & Marketing:
 - Outcome: A comprehensive approach to identity promotion- including wayfinding- will help St. Marys in terms of both promotion itself as a destination to the outside world (tourism and attracting new residents), and supporting a sense of common community with current residents.
 - Tactic(s): Wayfinding & Identity

OTHERS CONSULTED

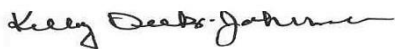
Stempski Kelly Associates Inc.
Senior Management Team

ATTACHMENTS

1. Signage and Wayfinding Recommendations Document
2. Signage and Wayfinding Strategy – Linked on website as a supplement to the agenda

REVIEWED BY

Recommended by the Department

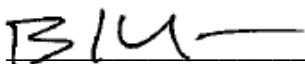


Kelly Deeks-Johnson
Economic Development Manager



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

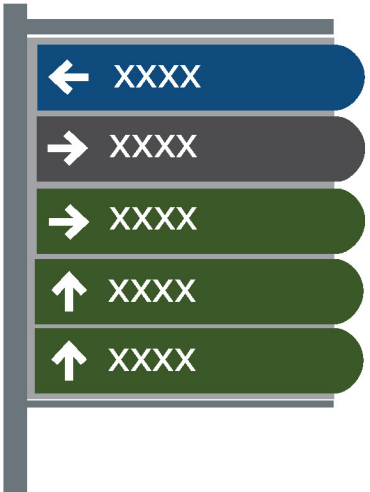
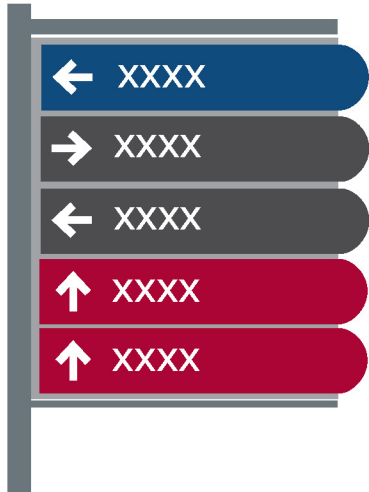
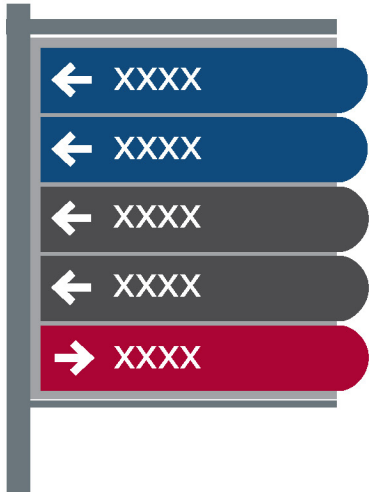
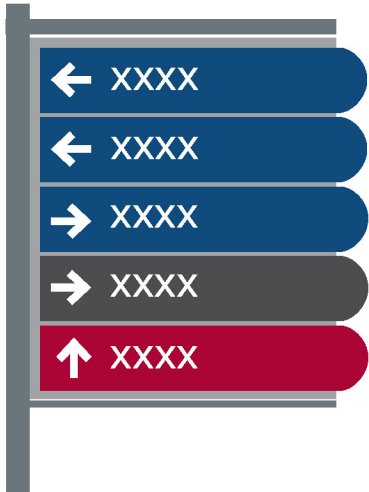
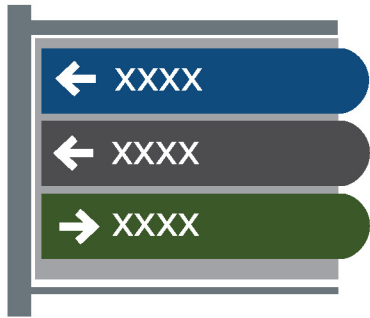
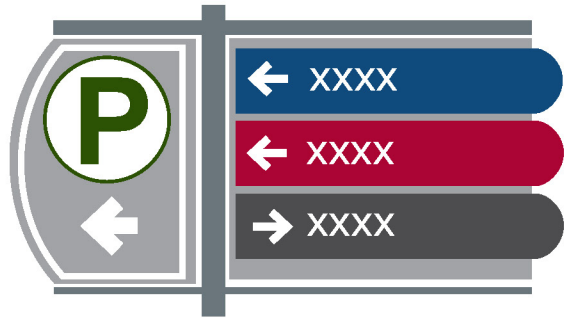


The Town of St. Marys

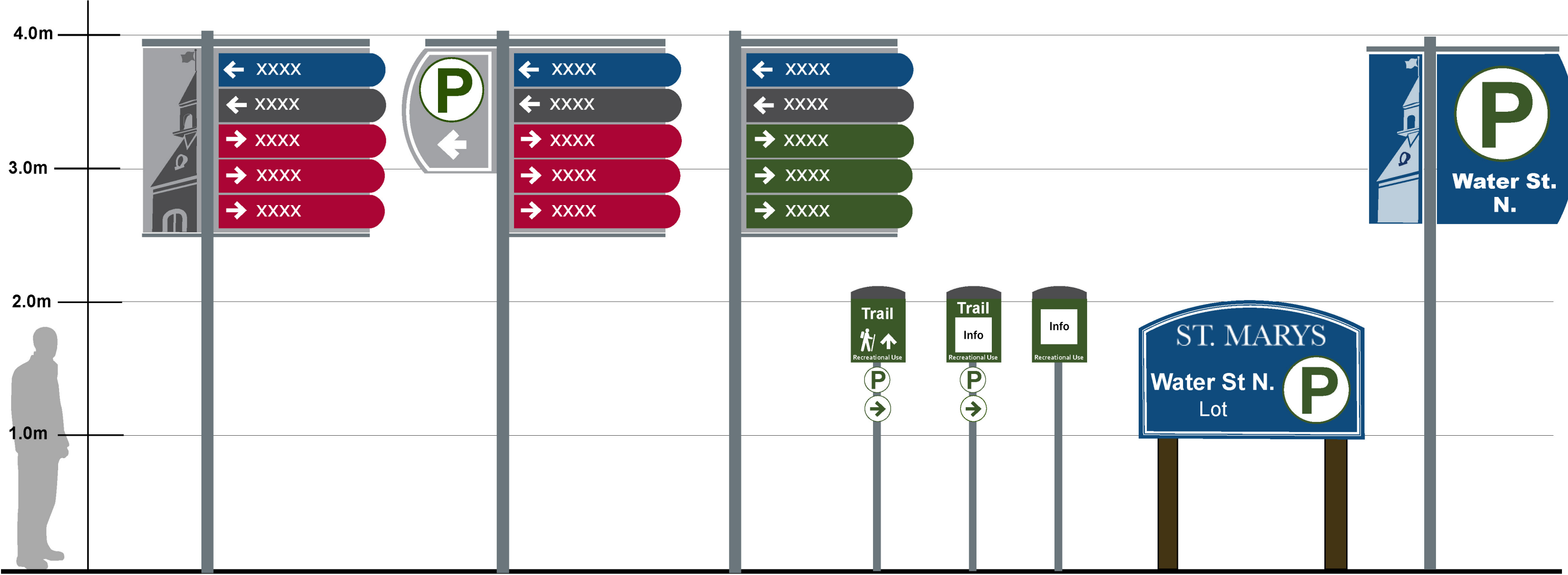
SIGNAGE & WAYFINDING RECOMMENDATIONS & OPTIONS

FAMILY OF SIGNS

The following family illustrates the overall design and layout of the final sign designs informed by the community consultation. The family does not represent the final colour combinations, rather the overall size, layout and form. Two colour palettes are outlined following the family of signs.



DIRECTIONAL NEIGHBOURHOOD

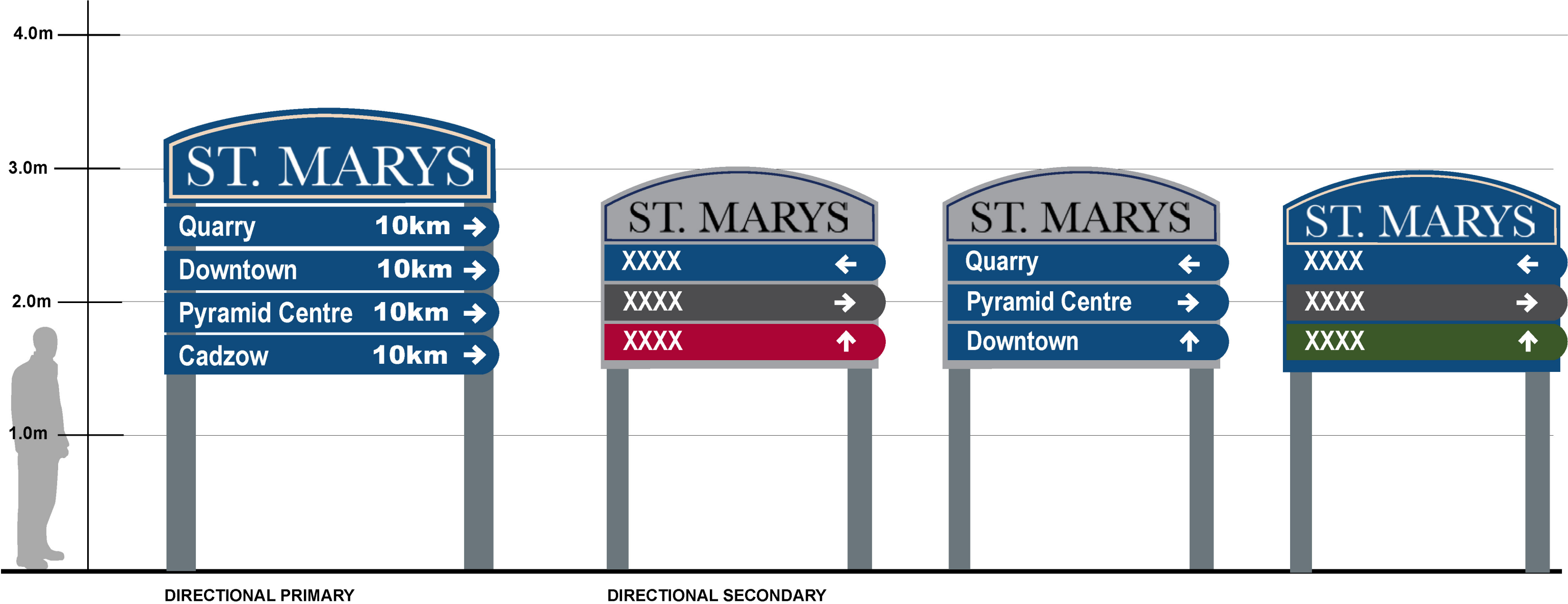


DIRECTIONAL PEDESTRIAN

TRAIL

PARKING

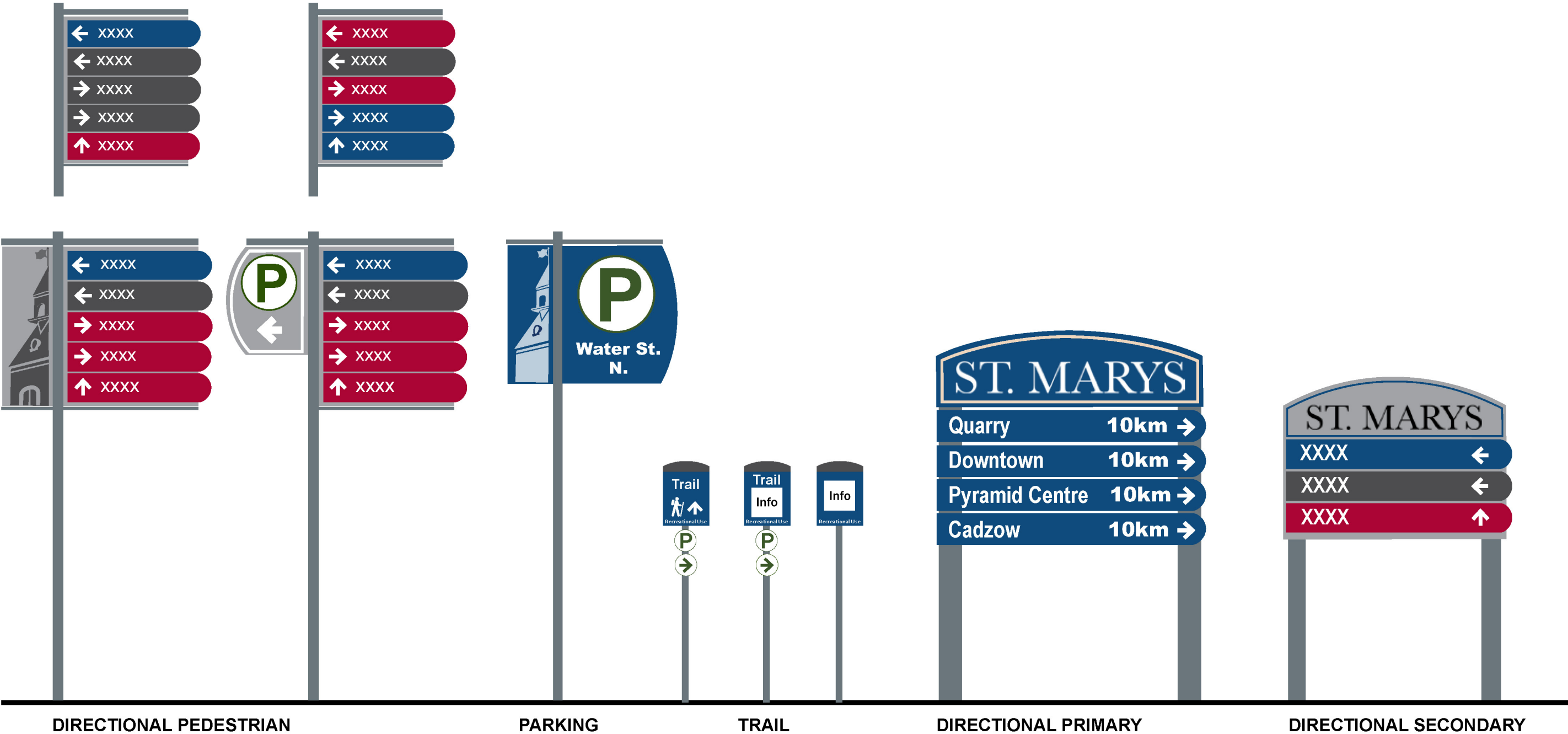
FAMILY OF SIGNS



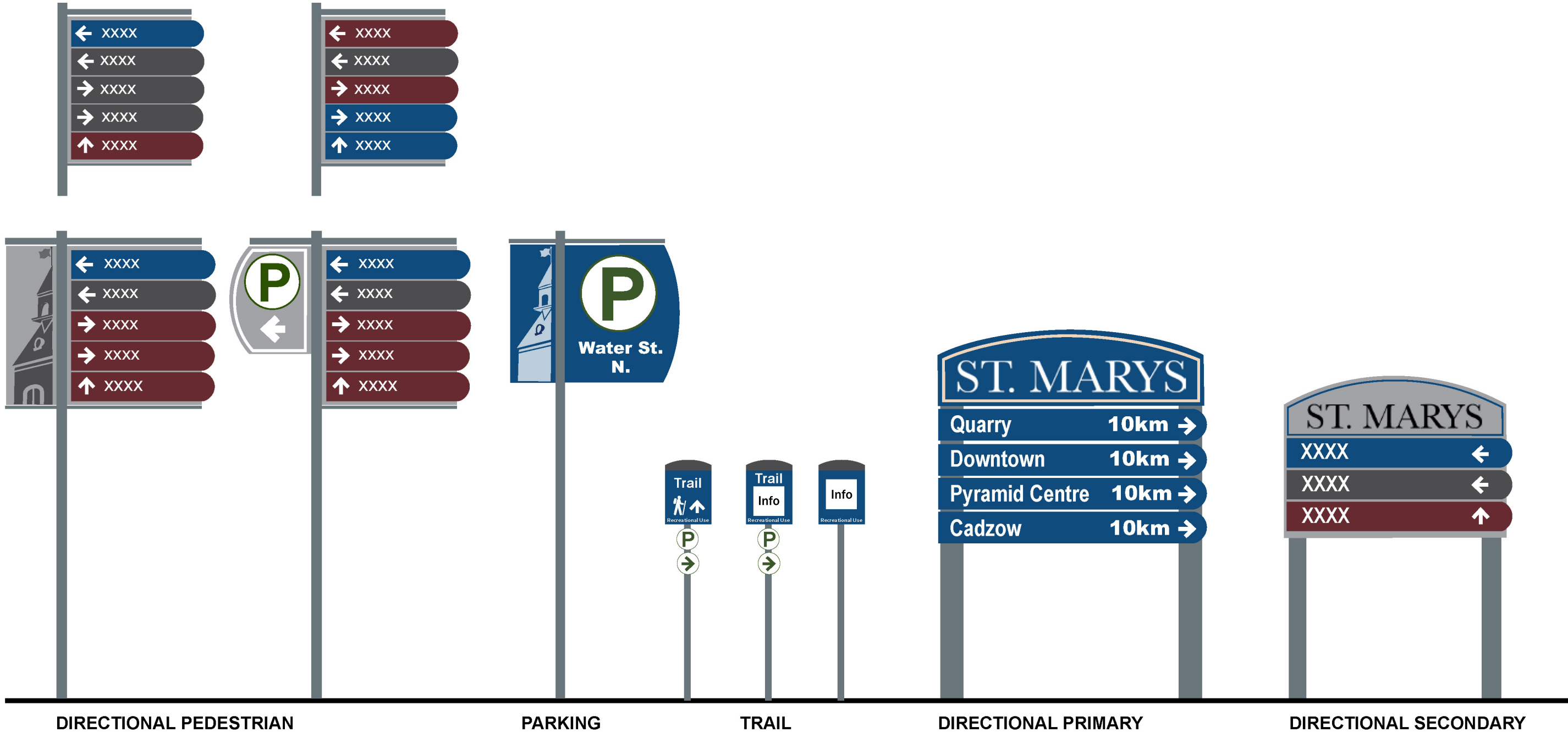
SIGNS PER COLOUR PALETTE

Three colour palette options are provided and illustrate how they are applied to the family of signs. All three are based on the corporate colours with slight variations. The first option uses the corporate red, the second option uses the maroon colour from the Town Hall and Museum signs, and the third option uses a shade of green that is common on municipal signs in Ontario.

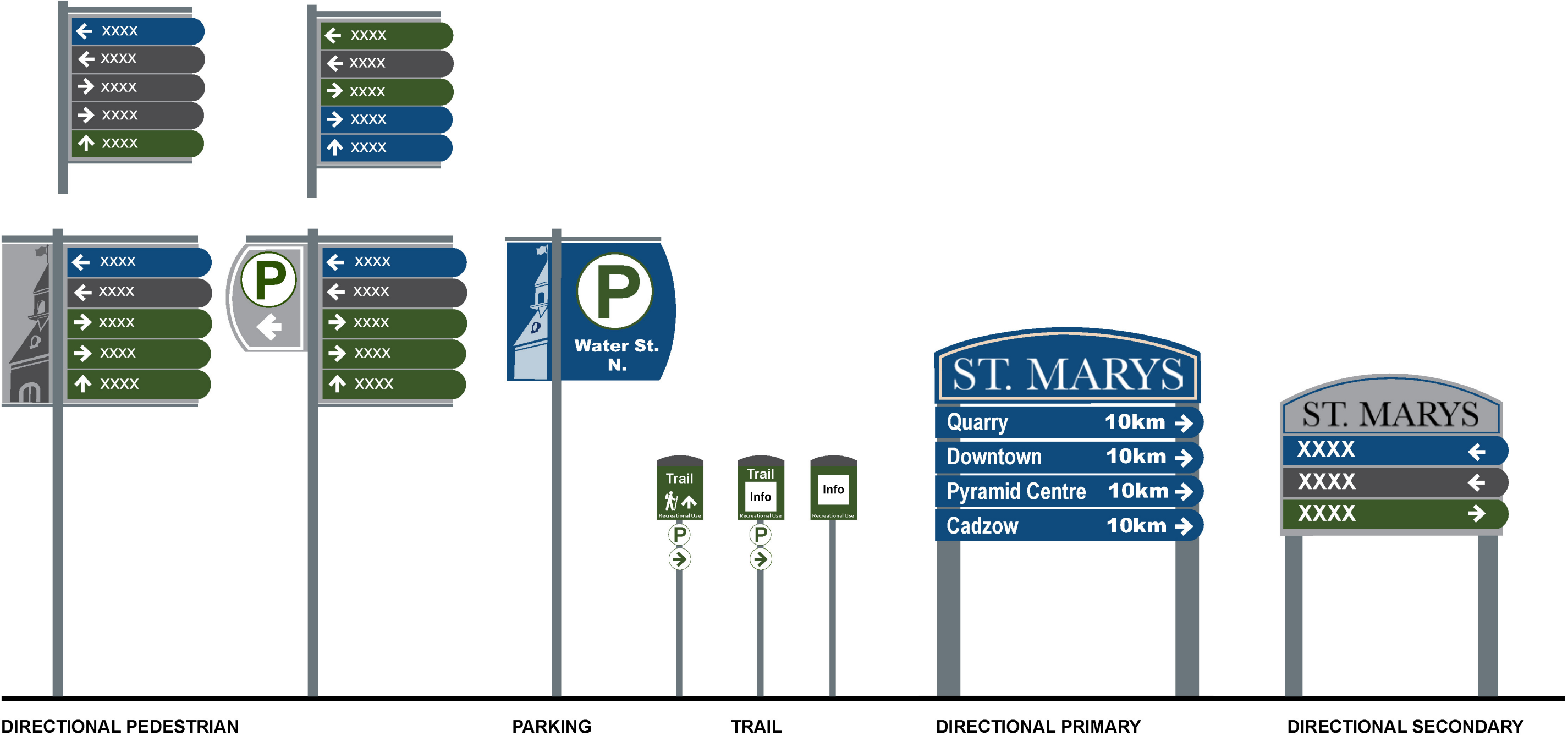
OPTION 1:



OPTION 2:



OPTION 3:





FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Trisha McKibbin, Director of Corporate Services
Date of Meeting:	14 May 2019
Subject:	COR 15-2019 Homecoming 2020 – Loan Request

PURPOSE

This report provides Council with information on a request from the Homecoming 2020 Committee for a loan from the Town and the recommended procedures that should accompany such a loan.

RECOMMENDATION

THAT COR 15-2019 Homecoming 2020 – Request for Support be received; and

THAT Council approve the Town loaning \$20,000 to the St. Marys Homecoming Committee for the 2020 Homecoming event with this amount being repaid to the Town through fundraising and receipts from the weekend; and

THAT Council direct staff to draft an agreement with the Homecoming Committee setting out the terms and conditions of the loan.

BACKGROUND

Homecoming has been a citizen driven event that takes place over a weekend in St. Marys every 10 years. The last Homecoming event took place from July 1 to July 4, 2010. In 2010 the Town provided seed money to the Committee in the amount of \$16,000. No funds were advanced directly to the committee as all transactions ran through the Town's books. The event ended with a surplus of \$1,316 which was returned to the Committee.

REPORT

The St. Marys Homecoming Committee is organizing the "Hindsight is 2020" Homecoming event scheduled for July 3, 4 and 5, 2020. The Homecoming committee decided in March 2019 to merge with the Heritage Festival to pool the fundraising strength and not duplicate events on successive weekends. The Heritage Festival will be moved one weekend ahead, and will be held on Saturday, July 4, 2019 in Cadzow Park. The Heritage Festival components of the weekend will remain Town driven and led by the Town's Events Coordinator. The Heritage Festival is self-funded through sponsorships and donations, excluding advertising costs.

On May 2, 2019 the Town received a letter from John Flanagan, the 2020 Homecoming Secretary requesting an interest free loan of \$20,000 from the Town. The Committee projects that total costs for the weekend will be \$35,000 and that the event will breakeven through fundraising and receipts from the weekend.

It is staff's suggestion that if the Town were to once again provide a loan to the Homecoming Committee that the following recommendations be followed:

- The Homecoming Committee will not hold a separate bank account. All transaction will be run through the Town's books. There are 2 accounts in Keystone; a Homecoming Revenue line and a Homecoming Expense line.
- No funds will be advanced directly to the Committee.
- All disbursements will require 2 authorized committee signatures and periodic GL reports will be provided to the committee.
- Expenses will be forwarded to the Town representatives (Events Coordinator and Director of Corporate Services) who will review, approve and forward onto Finance for payment.
- Deposits will be forwarded to the Town representatives (Events Coordinator and Director of Corporate Services), including HST breakdown, and the Committee will receive a receipt at time off drop off.
- The Treasurer will oversee the operation but will not manage their financials.
- The Committee will need to obtain its own insurance for all activities associated with the event.

Town Involvement

The Event Coordinator for the Town of St. Marys is a Town representative on the Homecoming Committee. As this is an event that is held over a weekend in different locations and facilities throughout Town there will be staff involvement and support provided from various departments in the planning and delivery of the event.

FINANCIAL IMPLICATIONS

The request from the Homecoming Committee is for a \$20,000 loan from the Town towards support of Homecoming 2020.

Question for discussion - In the event that a surplus is raised from the event, is it Council's intent to return this surplus to the Committee?

Question for discussion – Does Council wish to waive Town rental fees for the use of Town facilities by the Committee during the event?

SUMMARY

Homecoming has been a citizen driven event that takes place over a weekend in St. Marys every 10 years. The St. Marys Homecoming Committee is organizing "Hindsight is 2020" Homecoming event scheduled for July 3, 4 and 5, 2020. On May 2, 2019 the Town received a letter from John Flanagan, the 2020 Homecoming Secretary requesting an interest free loan of \$20,000 from the Town. The Committee projects that total costs for the weekend will be \$35,000 and that the event will breakeven through fundraising and receipts from the weekend.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #2 Communications & Marketing:
 - Outcome: Community events and promotion
 - Tactic(s): Actively promoting existing cultural/community events while seeking to establish new or re-branded signature events (such as festivals) may result in broader audiences and increase the appeal of the Town.
 - Pillar #2 Communication & Marketing:
 - Outcome: Community events and promotion

- Tactic(s): Ensure events retain/promote the Town's unique offerings so that they appeal to residents and visitors.

OTHERS CONSULTED

Jim Brown, Treasurer

Andrea Macko, Events Coordinator

ATTACHMENTS

1. Letter of request from the Homecoming 2020 Committee

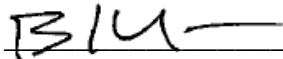
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

HOMECOMING "Hindsight is 2020"

Heritage Festival 2020

July 3, 4 and 5

May 2, 2019

MAYOR AL AND TOWN COUNCIL MEMEBERS;

The Town of St. Marys Homecoming Committee and the Heritage Festival are working together to organize "Hindsight is 2020" on July 3, 4 and 5, 2020.

The 2020 Committee are off to a strong start to ensure we meet the high standards set in the previous Homecomings. With the addition of the Heritage Festival, we are planning a great weekend of activities to welcome home friends, neighbours, family and new visitors.

Briefly, we have a strong Committee in place, conducting monthly planning meetings, have secured all the facilities, are working on the weekend program, a new logo, website set-up and actively working on the detailed planning and infrastructure requirements to hold a safe and enjoyable experience for all ages on the weekend.

To date our projected costs are \$35,000 and we have seed money of \$4,000 with a GIC from 2010 Homecoming. With careful fiscal planning we expect the overall event will break even through fundraising and receipts from the weekend.

Leading up to the event we will have expenditures and **are requesting an interest free loan of \$20,000 to cover costs.**

We will be using the Town Treasurer to manage the financials through the Town bank, BMO.

We are more than willing to provide updates to the Council as required forging a strong relationship with you and the various Town Departments going forward.

Sincerely

John Flanagan
2020 Homecoming Secretary



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Deputy Clerk
Date of Meeting:	14 May 2019
Subject:	CAO 36-2019 Noise By-law Exemption for 496 Grahlyn Avenue and Use of Road Allowance

PURPOSE

To provide Council the necessary information regarding a request to provide a Noise By-law Exemption for 496 Grahlyn Avenue, St. Marys on August 10, 2019 in addition to a request to use of road allowance of Raglan Street South.

RECOMMENDATION

THAT CAO 36-2019 Noise By-law Exemption for 496 Grahlyn Avenue and Use of Road Allowance be received;

THAT Council grant an exemption to the Noise By-law under Section 6, to the applicant, Lauren and Mark O'Keefe at 496 Grahlyn Avenue, St. Marys, for the purpose of a private event between 11:00 pm on August 10, 2019 and 2:00 am on August 11, 2019 subject to the condition of notifying all property owners within a 150m radius; and

THAT Council approve the applicant's request to use the road allowance of Raglan Street South subject to the condition of providing the Town with proof of liability insurance whereby the Corporation of the Town of St. Marys is named as an additional insured for the duration of the event.

BACKGROUND

The applicant submitted a Noise By-law Exemption Application to the Clerk's Department on April 30, 2019. The purpose of the private event is a family wedding which will be held in the applicant's backyard beginning at 5:00 pm on August 10, 2019. In addition to the Noise By-law Exemption, the applicant has asked for use of the road allowance known as Raglan Street South

REPORT

The applicant is hosting a private event at 496 Grahlyn Avenue, St. Marys, on August 10, 2019 from 5:00 pm until 2:00am on August 11, 2019. The private event is a family wedding with an estimated 150-200 guests in attendance.

According to the application, there will be amplification equipment used throughout the evening of August 10, 2019 into the morning of August 11, 2019. A tent, 60' x 60', will be erected onsite. The tent will include coverings on the east and north side for the purpose of reducing noise pollution that may affect neighbours.

The applicant has spoken with neighbours regarding the event and states that those contacted are "very positive and excited for the family". If Council chooses to grant the Noise By-law Exemption, it is

staff's recommendation that a condition be placed on the exemption that requires the applicant to notify all property owners within 150 metre radius of their property about the event details.

The applicant recognized that parking must be considered prior to the event. A local business will accommodate overflow parking for guests and the applicant stated that event invitations will make note of this information. Staff reviewed the Traffic, Parking and Boulevard Maintenance By-law with the applicant to ensure they were aware that all nearby streets were available for overnight parking if a guest were to indulge in the Town's permission for overnight parking on streets between May 1 and October 31 from 2:00 am and 6:00 am.

The applicant has sought permission to use the road allowance of Raglan Street South. The applicant has maintained this area for a number of years. Public Works has reviewed this request and has no concerns. If Council chooses to grant this request, staff recommend that a condition be placed on the approval that requires the applicant to hold event insurance for August 10, 2019 and that the Town of St. Marys be named as an additional insured.

FINANCIAL IMPLICATIONS

None.

SUMMARY

An applicant has submitted a Noise By-law Exemption Application to the Clerk's Department for August 10, 2019 to accommodate noise created during a family event. Additionally, the applicant is seeking Council's approval for use of the road allowance known as Raglan Street South.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


Richard Anderson, Director Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	14 May 2019
Subject:	CAO 37-2019 Extend Fire Dispatch Agreement with the City of Stratford

PURPOSE

This report requests approval by Council to extend the current fire dispatch agreement with the City of Stratford through to April 8, 2021.

RECOMMENDATION

THAT CAO 37-2019 Extend Fire Dispatch Agreement with the City of Stratford be received; and
THAT By-law 57-2019, being a by-law to authorize an extension to the fire dispatch services agreement with the City of Stratford, be approved.

BACKGROUND

Presently the City of Stratford provides fire dispatch services to the Town of St. Marys and other local municipalities in the County of Perth. The contract with the City expired on December 31, 2018 and the City has been providing services since then on a non-contract basis.

REPORT

Contracting the City to provide dispatch services is an economical way for the Town to receive this service. The City is agreeable to continuing their relationship with the Town, and has provided a draft agreement for a two year term through April 8, 2021.

The draft agreement is attached to this report, and is the standard template that has been used over the last several years. The Fire Chief reports no concerns with the current contractual arrangement.

FINANCIAL IMPLICATIONS

The annual operating budget includes the contract fee paid to Stratford. In 2018 The Town paid Stratford \$11,419.46 + HST = \$12,904.00. The fees for 2019 and 2020 include a 2% inflation factor on this fee.

SUMMARY

Staff is recommending that Council provide authorization to the Mayor and the CAO/Clerk to sign the extension to the fire services dispatch agreement.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

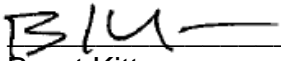
Fire Chief Richard Anderson

ATTACHMENTS

1. Fire Dispatch Agreement with the City of Stratford

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

BETWEEN: **THE CORPORATION OF THE CITY OF STRATFORD**

Hereinafter referred to as "Stratford"

- and -

THE CORPORATION OF THE TOWN OF ST. MARYS

Hereinafter referred to as "St. Marys"

WHEREAS by Agreement dated the 11th day of October, 2010, The Corporation of the City of Stratford and The Corporation of the Town of St. Marys hereto agreed to the provision of certain fire dispatching services by the Fire Department of Stratford to St. Marys;

AND WHEREAS a one-year extension of the said Agreement was authorized and entered into until December 31, 2016;

AND WHEREAS a further two-year extension of the said Agreement was authorized and entered into until December 31, 2018;

AND WHEREAS St. Marys continues to provide fire protection and suppression services and certain dispatching services to St. Marys and the surrounding areas which shall collectively be known as the "service area" and more particularly described in Schedule "A" attached hereto and forming part of this Agreement;

AND WHEREAS St. Marys wishes the Fire Department for Stratford to continue to provide certain functions related to dispatch of fire and emergency equipment and personnel;

AND WHEREAS by-laws have been duly enacted by the corporate Parties hereto respectively, pursuant to the provisions of the *Fire Protection & Prevention Act* 1997, S.O. 1997, c.4, to authorize an Agreement between the said Parties relative to the use of certain communications equipment of Stratford for the use of the residents of St. Marys and environs;

AND WHEREAS each of the Parties acknowledges that:

- a) The Fire Department for Stratford provides the dispatch service at a fraction of the cost each municipality would have to bear if undertaken by the municipality itself;
- b) Information received, upon which dispatchers rely, is often incomplete, inaccurate, or otherwise difficult to decipher;
- c) The dispatcher does not have special knowledge of the service area from which a call is received in the service area;
- d) The dispatcher obtains information from the 911 system for its information or information received from calls forwarded from the service area or received directly at the dispatch centre in Stratford by telephone and is not expected to verify the information received beyond that information received from the caller.

NOW THEREFORE IN CONSIDERATION of the covenants and mutual covenants contained in this Agreement, the parties agree as follows:

1. In this Agreement:

- a) "Designate" means the person who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of the fire department and who has the same powers and authority as the Fire Chief;
- b) "Service area" means the area(s) of St. Marys as shown in Schedule "A" attached hereto forming part of this Agreement;
- c) "Fire Chief" means the chief of the respective municipal fire departments;
- d) "Fire Department" means the fire departments of the respective parties to this Agreement.

2. The Fire Department for Stratford shall:

- a) In response to all fire and emergency calls received at the Stratford Fire Dispatch Centre, relay the information so received by the dispatcher to St. Marys or other municipalities as the dispatcher in their unfettered discretion considers appropriate having regard to the information received from the caller.
- b) Maintain a real time tape logging of all emergency telephone radio conversations relating to St. Marys and the service area, of calls for service. Copies of such recordings will be retained for a period of thirty (30) days, and shall be provided upon request to St. Marys within a reasonable time, on the request of the Fire Chief for St. Marys or their designate. Where court proceedings are anticipated, on request, the original will be held secure at the discretion of the Fire Chief for Stratford.
- c) Maintain a brief (hand written) hard copy log of all fire and emergency related calls received by the dispatcher, which shall be available to St. Marys upon request. The City of Stratford retains the (hand written) hard copy logs for a period of two (2) years.

3. St. Marys Fire Department shall:

- a) If they receive a call directly at the St. Marys Fire Station, notify the Stratford Fire Department dispatcher as soon as reasonably possible;
- b) Provide and maintain at their own expense the following:
 - i) radio communication equipment link for activating the pagers of the St. Marys Fire Department;
 - ii) emergency telephone line between Stratford Dispatch and St. Marys;
- c) Indemnify Stratford, its agents and servants, the Fire Chief, the Corporation and members of the Council of the City and save the same harmless from all actions, causes of action, claims, demands and costs of whatever nature for loss of property, injury and death to or of any person or persons howsoever caused which may occur as a result of the implementation of the terms and procedures to be followed under this Agreement.

4. Notwithstanding the fact that Stratford from time to time provides services other than those set out in paragraph 2 (a), (b) and (c) herein, Stratford shall not be responsible to provide those services as part of this Agreement unless such services other than those set out in paragraphs 2 (a), (b) and (c) herein are added to this Agreement in writing by the parties.
5. The parties mutually covenant and agree that Stratford shall not be required to physically respond to any call directed to Stratford.
6. Stratford shall not be responsible for any failure on the part of the St. Marys Fire Department or any other fire station in the service area or otherwise to respond or for any improper response to any calls, directed to St. Marys or any municipality in the service area or otherwise.
7. Stratford shall not be held liable for its inability to supply the communications services for any reason, including and without limiting the generality thereof if such communications services are not available through mechanical failure, a strike, a riot, the result of an act of God or of some other cause.
8. The provisions of this Agreement may be varied from time to time by Agreement in writing signed by both of the parties to this Agreement.
9. The term of this Agreement shall be for a period of two (2) years commencing on April 9, 2019 and expiring on April 8, 2021. This Agreement may be terminated prior to the end of the term upon written notice given to either party hereto by the other within six (6) months of the proposed termination date. In any case of early termination, the fees specified in Schedule "B" shall be applied on a pro rata basis using the same formula as specified herein.
10. At the end of the term in Section 9 above, this Agreement will automatically renew for consecutive one-month periods under the terms of this Agreement until either party delivers written notice of its intent to terminate the Agreement at least sixty (60) days prior to the end of the service term. Should the Agreement proceed on a month to month basis, the fees specified in Schedule "B" shall be applied on a pro rata basis using the same formula as specified herein including the applicable annual Consumer Price Index increase.
11. Notwithstanding Section 9, this Agreement may be amended, renewed or extended by the mutual consent of the parties hereto.
12. Notice for any reason with respect to this Agreement, shall be given by either party in writing to the other party as follows:

To Stratford: The Corporation of the City of Stratford
 1 Wellington Street, Box 818
 Stratford ON NSA 6W1
 Attention: CityClerk

To St. Marys: The Corporation of the Town of St. Marys
 P.O. Box 998
 St. Marys ON N0M 2V0
 Attention: CAO/Clerk

13. St. Marys agrees to provide a map of the service area which shall form Schedule "A" of this Agreement. The map shall clearly indicate the fire station that serves particular areas of the service area.
14. St. Marys agrees to notify in the manner and to the extent it deems necessary, all residents/occupants of the service area of the procedures for reporting any emergency to the communications centre of Stratford.
15. In consideration of the communications services undertaken by Stratford to be provided in the service area of St. Marys, St. Marys shall pay to Stratford fees as provided for in Schedule "B" attached hereto, with the annual payment due in accordance with paragraph 16(d) herein.
16. The parties agree to the following costing arrangement:
 - a) St. Marys shall supply the Stratford Fire Chief with the most recent information regarding the population of its service area;
 - b) St. Marys will be invoiced by Stratford for the provision of communication services on or before February 1st of each year in accordance with Schedule "B" attached hereto and forming part of this Agreement;
 - c) Any concerns over the manner in which costs are determined shall be referred in writing to the Stratford Fire Chief within fifteen (15) days of invoicing. A written reply will be made within seven (7) days from receipt of the written concerns, advising of the adjustment to the invoice, if any;
 - d) The cost for communications services shall be paid in full, in any event, within thirty (30) days from the date of invoicing or as otherwise agreed upon in writing by the parties hereto.

Signature Page to Follow

IN WITNESS WHEREOF the parties have hereunto set their hands and corporate seals duly authorized by the proper signing officers in that behalf.

SIGNED, SEALED
AND DELIVERED

) **THE CORPORATION OF THE**
) **CITY OF STRATFORD**
)
)
) _____
) Mayor - Daniel B. Mathieson
)
)
) _____
) Clerk - Joan Thomson
)
)
) **THE CORPORATION OF THE**
) **TOWN OF ST. MARYS**
)
)
) _____
) Mayor - Al Strathdee
)
)
) _____
) CAO/Clerk - Brent Kittmer

SCHEDULE "B"**1. Dispatching Fee Schedule**

St. Marys shall pay to Stratford the Annual Fee set out herein plus a percentage increase based on the Consumer Price Index (CPI) for Canada as follows:

<u>Year</u>	<u>Annual Fee</u>
2019	2018 end rate + CPI (2.29%) + HST (13%)
2020	2019 end rate + CPI (TBD) + HST

3. The CPI calculation referenced in paragraph 1 above is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.

In those instances where the Consumer Price Index is less than zero (0), fees shall not be adjusted by the CPI change for that year.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Deputy Clerk
Date of Meeting:	14 May 2019
Subject:	CAO 38-2019 Designation of Event as Municipally Significant for June 1 Emm Gryner Concert

PURPOSE

To seek Council's approval to designate a concert being held at Town Hall in the auditorium on Saturday, June 1, 2019 as an event of municipal significance so that the organizers of the event may apply for a special occasion permit.

RECOMMENDATION

THAT CAO 38-2019 Designation of Event as Municipally Significant for June 1 Emm Gryner Concert be received; and

THAT Council approve the organizer's request to designate the June 1, 2019 concert to be one 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 local 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 Emm Gryner concert, the organization must seek permission from the municipality to be deemed as an event of municipal significance.

REPORT

Emm Gryner is an established musician, on-air personality with CBC, and a vocal coach. She has chosen to hold a rare concert at Town Hall in the auditorium on Saturday, June 1, 2019 at 8:00 pm. Ms. Gryner has indicated that the event will bring many out-of-towners to St. Marys resulting in an increased awareness of the town while promoting tourism. As a result of the concern, Ms. Gryner will be donating a portion of concert profits to Community Living St. Marys and Area.

As is required by the Alcohol and Gaming Commission of Ontario (AGCO) for Special Occasion Permit applications, if the event is to be public, the municipality must designate the event as one of municipal significance in order to be considered by the AGCO to be eligible.

Community Services staff have confirmed that any rental being held at Town Hall and serving alcohol to the public are required to submit proof of liability insurance, naming the municipality as an additional insured in the amount of \$2,000,000. Staff are satisfied that the renter will meet this requirement.

FINANCIAL IMPLICATIONS

None.

SUMMARY

The applicant is seeking Council's approval to designate an Emm Gryner concert, held on June 1, 2019 at Town Hall as an event of municipal significance for the purpose of an application to the AGCO for a SOP. Staff have reviewed the request and recommend to Council that it supports the request.

STRATEGIC PLAN

- ☑ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 & 5: Culture and Recreation & Economic Development
 - Promote local theatre and arts in the core by making an investment in space and programming

OTHERS CONSULTED

Stephanie Ische, Director of Community Services
Trisha McKibbin, Director of Corporate Services
Grant Brouwer, Director of Building and Development

ATTACHMENTS

Request from Emm Gryner

REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

EMM GRYNER

May 3, 2019

Dear Councillors and Mayor Al,

I am writing to request that the town designate my upcoming concert as an event of municipal significance.

As an established musician, an on-air personality at CBC and a vocal coach, my decision to hold a rare concert in St Marys serves to bring out-of-towners to our community, increasing awareness of our town and promoting tourism. Several of my students and upcoming musicians are featured in the concert, which also promotes music education and support for new talent.

A portion of the concert's profits will go to Community Living St Marys and Area, an organization which supports individuals with disabilities and special needs, allowing them to live in our community with integrity and opportunity. Community Living St Marys and Area have graciously accepted this offer of donation.

Time is of the essence with this request and I appreciate your consideration.

Regards,



Emm Gryner

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Richard Anderson, Director of Emergency Services / Fire Chief
Date of Meeting:	14 May 2019
Subject:	FD 10-2019 Award for RFP-FIRE-10-2019 75' Aerial Fire Truck

PROJECT DETAILS

RFP-FIRE-01-2019 procurement requested the supply and delivery of one new E-One HP 75' Aerial Ladder Truck. The new Aerial Ladder Truck will replace an existing 1991 Pierce 50' ladder, quintuple combination apparatus. The proposed E-One HP 75' Aerial Ladder Truck fulfills the Fire Department's requirements and the protection of the Town of St. Marys and Perth South. The proposed awarded company will also provide training, spare parts and mobile servicing as required.

RECOMMENDATION

THAT FD 10-2019 Award for RFP-FIRE-10-2019 75' Aerial Ladder truck be received;

THAT the procurement for RFP-FIRE-01-2019 75 'Aerial Ladder Truck be awarded to 1200 Degrees Darch Fire for the procured price of \$982,639.47, inclusive of all taxes and contingencies;

THAT Council approve the unbudgeted amount \$9,897.28 to be funded from the Fire Capital Reserve Fund;

THAT By-Law 55-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, April 16, 2019
Number of Bids Received:	Two (2)
Successful Proponent:	1200 Degrees Darch Fire
Approved Project Budget:	\$875,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$982,639.47
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$884,897.28
Project Over-budget	\$9,897.28

Review of RFP-01-2019 Aerial Ladder Truck

Scoring of Bids

RFP-FIRE-01-2019 Aerial Fire Truck			
Category	Max Score	Resqtech	1200 Degrees Darch Fire
Budget & Cost	40	35	39
Design Concept	30	28	30
Support Logistics	15	15	15
References	5	5	5
Warranty	10	10	10
Total	100	93	99

1200 Degrees Darch Fire was 100% compliant, scored the highest and was the lowest bid at \$982,639.47 (\$884,897.28 net of HST rebate). The cost is slightly greater than the budget of \$875,000.

The procurement document submitted by 1200 Degrees Darch Fire was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to 1200 degrees Darch Fire for the purchase of a 2019 E-One HP 75' Aerial ladder truck.

FINANCIAL IMPLICATIONS

Funding for this purchase is from the Fire Capital Reserve Fund. Contributions to this fund include annual contributions from both the Town of St. Marys and Perth South plus interest earned. Should vehicle delivery occur in 2019 there will be a shortfall in the reserve funding. This shortfall will be offset by the following year contributions as identified in the 2019 budget process.

STRATEGIC PLAN

☒ Not applicable to this report.

REVIEWED BY

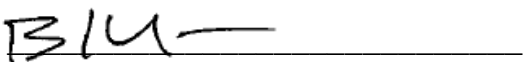
Jim Brown, Director of Finance

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Richard Anderson, Director of Emergency Services / Fire Chief
Date of Meeting:	14 May 2019
Subject:	FD 11-2019 St. Marys Fire Master Plan

PURPOSE

To present to the Council the amended version of St. Marys Fire Master Plan. The Fire Master Plan should be used to provide direction to the St. Marys Fire Department and to help shape the future course of this fire service over the next ten years. Having a comprehensive plan assists in planning and operations of the fire service to ensure that decisions and initiatives undertaken year by year lead to the established vision for the fire department.

RECOMMENDATION

THAT FD 06-2019 St. Marys Fire Master Plan be received for discussion and direction to staff; and
THAT Council adopts the St. Marys Fire Master Plan as amended.

BACKGROUND

The 2019 St. Marys Fire Master Plan was presented to Council during a Strategic Priorities Committee meeting on the 16th of April 2019. The Information Report FD 06-2019 St. Marys Fire Master Plan provided Council the opportunity to review and discuss the plan in depth. It also allowed Council to provide the Fire Chief direction on how the document was to be amended. It was stated that the Fire Chief was to conduct a review of the document, identify the number of recommendations, and provide a guideline that included the recommend priorities, solutions and time lines in which they could be achieved.

REPORT

The 2019 St. Marys Fire Master Plan was examined and reviewed for all aspects of the Fire Department operations, planning, fire prevention, training and education, communications, apparatus and equipment, maintenance, and human resources.

Based on the review a total of 42 recommendations have been made. The following list has been organized in the recommended timeline implementation. This can be found in Appendix C: Priorities. This document aims to strengthen and elevate the fire service delivery in St. Marys by providing specific, measurable and achievable short-term, mid-term and long-term initiatives.

SUMMARY

This St. Marys Fire Master Plan has been amended to provide clear and specific priorities and initiatives to bolster and drive the fire service delivery in St. Marys. It is the Fire Chief's intention for Council to adopt the St. Marys Fire Master Plan as amended.

STRATEGIC PLAN

☒ Not applicable to this report.

ATTACHMENTS

Amended Fire Master Plan

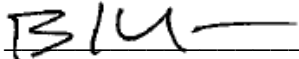
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk



TOWN OF ST. MARYS 2019 FIRE MASTER PLAN

UPDATED MARCH 20, 2019

Richard "Andy" Anderson, Director of Emergency Services/ Fire Chief



Fire Master Plan
Town of St. Marys Fire Department
March 2019

Contents

Executive Summary	4
Section 1 Introduction	8
1.1 Project Objectives	8
1.2 Legislative Responsibilities	8
1.3 Three Lines of Defense	9
1.4 Local Needs and Circumstances	9
1.5 Firefighter Health and Safety	10
Section 2 Town of St. Marys	11
2.1 Background	11
2.2 Town of St. Marys Fire Department	11
Section 3 Stakeholder Consultations	13
3.1 Consultation Schedule	13
3.2 Consultation Summary	13
Section 4 Components of the Fire Master Plan	14
4.1 Governance	14
4.1.1 Governance Analysis	14
4.1.2 Recommendations for Governance	14
4.2 Service Delivery	15
4.2.1 Fire Prevention and Public Fire and Life Safety Education	15
4.2.2 Fire Prevention Overview	15
4.2.3 Public Fire and Life Safety Education	17
4.2.4 Public Education and Life Safety Overview:	17
4.2.5 Fire Prevention and Public Education Effectiveness	18
4.2.6 Recommendations for Fire Prevention and Public Education	19
4.3 Emergency Response	20
4.3.1 Emergency Response Overview	20
Table 1 - Total Incidents	20
Table 2 - Perth County Emergency Responses	21

Table 3 – High Level Fire Response Assessment	22
4.4 Firefighter Training	22
4.4.1 Training Overview	23
4.4.2 Proposed New Training Model	24
4.4.3 Training Recommendations	24
4.5 Administration	25
4.5.1 Administration Overview	25
4.5.2 Organization	25
4.5.3 Policies and Procedures	26
4.5.4 Administrative Support	26
4.5.5 Record Keeping/Information Management	27
4.5.6 Public and Media Relations.....	27
4.5.7 Customer Service	28
4.6 Finance	28
4.7 Human Resources.....	28
4.7.1 Human Resources Overview	28
4.8 Fire Department Staffing.....	28
4.8.1 Ratio of Officers to Firefighters	29
4.8.2 Remuneration of Fire Department Staff.....	29
Table 4 - Remuneration of Full time and Paid on call Fire Department Staff	29
4.9.2 Incident Locations and Statistical Analysis	30
Table 5 – Percentage of Emergency Responses in St. Marys and Perth South	30
4.9.3 Firefighter Addresses.....	31
4.9.4 Recommendation for Fire Hall Facility Needs Review.....	31
4.10 Apparatus and Equipment.....	33
4.10.1 Apparatus and Equipment Overview	33
4.10.2 Pumping Capacity	34
4.10.3 Pumper.....	34
4.10.4 Aerial.....	35
4.10.5 Tanker.....	37
4.10.6 Rescue.....	37
4.10.6 Pickup Truck.....	38
4.11 Vehicle Replacement Cycle	38
4.12 Maintenance Program	43
4.12.1 Maintenance of apparatus and equipment Overview	43

4.13	Communications	43
4.13.1	Communications Overview.....	44
4.13.2	Assessment of Communications	44
4.14	Emergency Management Program	44
4.14.1	The Town of St. Marys Emergency Management Overview.	44
4.14.2	Role of Fire Chief as Community Emergency Management Coordinator	44
	(CEMC)	44
	Appendix A: Town of St. Marys Fire Master Plan Consultations Summary.....	46
	Appendix B: Establishing and Enabling By-law Sample Schedule	50
	Appendix C: Priorities	51

Executive Summary

The Fire Chief is pleased to present a 10-year Fire Master Plan for the Town of St. Marys Fire Department. I would like to thank the Town of St. Marys and Fire Department staff, who freely gave of their time and expertise during the research and consultation phases of the project. My discussions with fire staff were conducted in a candid, professional, and respectful manner and demonstrated a high degree of commitment to the wellbeing and safety of the community.

Research and meetings confirmed that the Town of St. Marys will continue to be a primarily rural community with a low-density urban centre. Steady change in demographics, residential settlement, and industrial growth are anticipated over the next 10 years.

Definition of a Fire Master Plan

A Fire Master Plan is a strategy to move from where a fire service was in May 2016 when Fire Chief Anderson was hired, where it is today April 2019, to where it needs to be over the period of the plan, based on objective evaluation of numerous factors including incident type, municipal change, demographics, risk analysis, and mitigation. Part of that strategy is to create favourable conditions to make the move successful. The “plan” component is how the fire service and municipality will move from where they are now to the expected end point. The plan – that is, its execution and implementation – will need to be adjusted from time to time over the 10-year period. This is a duty for the fire service and municipality.

A Fire Master Plan is considered a strategic blueprint for the provision of local fire protection and rescue services that addresses legislative requirements and local needs and circumstances, while taking into account the community’s ability to fund and support the level of service determined by Council. A Fire Master Plan also makes significant findings and recommendations relating to fire risks and hazards, fire protection capabilities, public education, fire risk reductions and management, community preparedness and response, and funding and fiscal measures relating to fire protection.

A Fire Master Plan also helps formulate and communicate strategic direction and highlight opportunities for optimizing service delivery. Because members of the fire department participated in the development of a Fire Master Plan, it provides an objective basis to support decision making with respect to community fire protection and prevention service needs.

In order to determine the appropriate time to move to the next step of a strategy – for example, the point at which a Fire Prevention Officer could be appointed into a full-time position, or fire hall capacity should be increased – a measurement method should be included in the plan. For the Town of St. Marys project, the Fire Chief set a basis for a measurement methodology by first establishing the level of service currently required by St. Marys and associating that service level with general community and neighborhood indicators such as demographics, population change, and response times by type of incident.

Once ascertained, those parameters can be extrapolated on three-to-five year intervals as a means of establishing milestones for expected change. In this way, a strategy can be established, not only for bringing the steering committee or other teams together to examine the Master Plan’s progress, but also to determine if anticipated response times, demographics, risk variables, and urbanization and intensification are unfolding as anticipated. The result is a review process to measure

compliance with the Fire Master Plan, provide milestone triggers for change, and assist delivery of the plan.

Recommendation Summary

Recommendations within this report pertaining to the organization and operations of the Fire Department should be implemented within five years. Once Town senior staff and Council review the recommendations and decide which to implement, the Town should create a timetable for completion. And, subsequent to creating the implementation timetable, the impact of approved recommendations should be evaluated relative to the needs and circumstances of the community that may have changed since approval of the Fire Master Plan.

I have made recommendations, where appropriate, for each section of this report to address the objectives identified in the project RFP, and as brought forward during the consultation and research stages of the project.

Governance

I recommend:

1. The establishment and enabling by-law be reviewed and revised to identify the types and levels of services to be delivered by the Fire Department.
2. The Fire Department organizational chart be revised to reflect the organizational model subject to approval by Council.

Service Delivery

I have recommended in Section 4.1 Governance that the types and levels of services provided to the community by the fire department be reviewed and authorized by Council as a schedule attached to the establishment and enabling by-law.

Fire Prevention and Public Fire and Life Safety Education

I recommend:

1. The Fire Department work with the Fire Prevention Officer to identify all high-hazard manufacturing operations and develop a coordinated Pre-Fire Plan inspection system utilizing paid-on-call firefighters to achieve these goals.
2. The Fire Department enhance its fire-cause determination capabilities to assist with focused fire prevention and education initiatives.
3. The Fire Department create a part-time position of Public Educator.
4. The Fire Department conduct a study to determine the status of working smoke alarms and carbon monoxide detectors in the community.
5. The Fire Department continue the existing public education programs in the schools

Emergency Response

I recommend:

1. The Fire Department continue to monitor and provide annual reports to Council on emergency response incidents by type of emergency, travel times and number of responders.

Training

I recommend:

1. The Fire Department develop a five-year training program/schedule.
2. The five-year training schedule take into consideration the types and levels of services delivered, as approved by Council, and address the training required to deliver those services at the operational level.

3. The five-year training schedule include mandated training requirements (such as first aid and CPR renewals) and department priorities based on frequency and hazard level of calls.
4. The training program include a regular review of the Ministry of Labour Fire Fighter Health and Safety Guidelines.
5. The five-year training program provide opportunities for training exercises, including task and incident command level simulations.
6. The Fire Department implement an officer training program that includes incident command, firefighter health and safety, and appropriate training in departmental administrative procedures.
7. The Fire Department continue with a training program for future officers.
8. The Fire Department create a Training Officer position for the fire department and provide training for that position.
9. Officers receive the necessary training to utilize the department's records management system (FirePro) to enter and access fire and training records.

Administration

I recommend:

1. The management team, consisting of the Fire Chief and the Deputy Fire Chief, meet with the Captains to review positional job descriptions to ensure a clear understanding of the job roles and responsibilities by all parties.
2. The management team (Chief, Deputy & Captains) meetings are held regularly (once a month is recommended), to ensure an ongoing and open flow of communication through the department.
3. The Town conducts a time/workload study of the administrative functions of the Fire Department to ensure the Fire Department administration is adequately and efficiently resourced.
4. The Town undertakes the necessary hardware upgrades to make the most efficient and effective use of the FirePro system at the departmental and station level.
5. The Fire Department provide the training required to the officers to utilize the FirePro system for recording emergency incidents.
6. The Fire Department undertake a thorough review of all policies and procedures and standard operating guidelines upon approval by Council of the types and levels of services to be provided to the community by the Fire Department.
7. The Town undertakes a number of public information efforts to communicate the content of the Fire Master Plan to the community following adoption of the Fire Master Plan for the Town of St. Marys Fire Department.
8. The Fire Department present a report to Council annually indicating its compliance to Council approved service delivery standards.

Finance

Suggestions and recommendations applicable to human resources and staff rapport are found throughout the report.

Facilities

I recommend:

1. The current fire hall location is maintained and a refurbished fire hall be constructed in St. Marys on the existing property.

Apparatus and Equipment

I recommend:

1. Continue with the established 10-year capital budget for the replacement of vehicles and equipment.
2. Upon reaching the due date for replacement, fire apparatus are evaluated to consider the condition, currency of operational and safety features, reliability, and operational functionality of the vehicle.

Communications

I recommend:

1. The Town continues the current rate of contribution to the radio replacement project in the 10-year capital budget and monitors the project for more specific cost estimates as the project proceeds.
2. The Town should estimate the cost to replace the current inventory of radios in 2026 based on the current replacement value (\$20,000).

Emergency Management Program

I recommend:

1. The Town considers a model for emergency management, removing the role and responsibilities for emergency management from the Fire Department.
2. The Town of St. Marys contract a consulting firm to conduct a review of the Town of St. Marys Emergency Response Plan, prepare a report and implement areas of improvement including an updated Hazard Identification Risk Assessment (HIRA).

Section 1 Introduction

The Town of St. Marys council requested the Fire Chief to conduct a review of the Town of St. Marys Fire Department and prepare a 10-Year Fire Master Plan.

1.1 Project Objectives

The Fire Chief conducted a project review to consider the following:

- Governance — the applicable provincial Legislation and regulations, and municipal By-Laws relative to the Fire Department.
- Service Delivery — the level and range of services and programs delivered currently, and future requirements taking into account predicted growth and service delivery expectations.
- Fire Prevention — the Fire Prevention Program including fire inspections, investigations, and code enforcement.
- Public Fire Safety Education — the Public Education program, including demographics, website.
- Emergency Response — emergency response call volume and trends, including types of calls, numbers of calls, apparatus deployment, response staffing, firefighter deployment and safety.
- Firefighter Training — the Firefighter Training Program, including recruit training, firefighter training, and officer training.
- Administration — administration of the Fire Department, including organization, policies and procedures, administrative support, record keeping, information management, purchasing, inventory control, public and media relations, and customer service.
- Finance — the Fire Department budgeting, reserves, development charges, revenues and potential revenues.
- Human Resources — the Fire Department staffing, organizational structure, ratio of officers to firefighters, firefighter recruitment and retention, job descriptions, remuneration of full-time and paid-on-call staff, promotional policy, succession planning, and health and safety.
- Apparatus and Equipment — the Fire Department fleet of vehicles, fire apparatus and major pieces of equipment including the types of vehicles, age, replacement cycles, utilization and suitability.
- Maintenance Program — the inspection and maintenance of Fire Department vehicles, fire apparatus, and equipment.
- Communications — the Fire Department communications systems, including dispatch, paging, telephone, and radio systems.
- Emergency Management Program — the Emergency Management Program as managed by the Fire Chief/CEMC.

1.2 Legislative Responsibilities

Municipalities in Ontario are required to fulfill certain legislated responsibilities primarily identified in the Fire Protection and Prevention Act, 1997 (FPPA) and the Occupational Health and Safety Act, R.S.O 1990 (OH&S Act). The FPPA identifies the responsibilities of a municipality with regard to providing a public fire protection system for the municipality and the OH&S Act provides requirements and guidance on a municipality's responsibilities regarding firefighter health and safety.

Section 9.1 (d) of the FPPA enables the Office of the Fire Marshal and Emergency Management to issue guidelines to municipalities respecting fire protection services and related matters. The Fire Marshal has issued Public Fire Safety Guidelines (PFSG) for many fire protection issues including the

development of a Fire Master Plan. Generally, a Fire Master Plan for a municipality should be based on the three lines of defense and should be developed specific to the needs and circumstances of the municipality.

1.3 Three Lines of Defense

The three lines of defense for a municipal fire protection system are:

I. Public Education and Prevention:

Educating residents of the community on means for them to fulfill their responsibilities for their own fire safety is a proven method of reducing the incidence of fire. Only by educating residents can fires be prevented and can those affected by fires respond properly to save lives, reduce injury, and reduce the impact of fires.

II. Fire Safety Standards and Enforcement:

Ensuring buildings have the required fire protection systems, safety features, including fire safety plans, and that these systems are maintained, so that the severity of fires may be minimized.

III. Emergency Response:

Providing well-trained and equipped firefighters directed by capable officers to stop the spread of fires once they occur and to assist in protecting the lives and safety of residents. This is the failsafe for those times when fires occur despite prevention efforts.

1.4 Local Needs and Circumstances

It is a municipal responsibility to establish the level of fire protection that will be provided within the community following an assessment of needs and circumstances. The municipal fire protection system for the Town of St. Marys, as envisioned within a Fire Master Plan, should be designed with consideration to the local needs and circumstances of the citizens of the Town.

The Office of the Fire Marshal and Emergency Management has issued Public Safety Fire Guideline (PFSG) 01-01-01 “Fire Protection Review Process” for municipalities to follow when preparing a Fire Master Plan. This public safety fire guideline refers to three other public safety fire guidelines to define local needs and circumstances – Fire Risk (PFSG 02-02-03), Capabilities of Existing Fire Protection Services (PFSG 02-04-01), and Economic Circumstances (PFSG 02-03-01).

Public Fire Safety Guideline 02-02-03, Fire Risk, in general addresses such things as the municipality’s geography and demographics; the history of emergency calls; comparison with like communities; building stock and occupancies; prevention and public education programs; and public and private protection systems.

Public Fire Safety Guideline 02-04-01, Capabilities of Existing Fire Protection Services, generally addresses such things as the fire department organizational model; services delivered by the Fire Department; emergency response and operations; training; vehicles; water supply; risk management planning, and financial planning and management.

Public Fire Safety Guideline 02-03-01, Economic Circumstances, in general, addresses such things as assessment values; tax rates; municipal debt; total fire protection costs; assets such as development charge accounts and reserve funds; and possible loss impacts for major employers.

The Fire Master Plan for the Town of St. Marys Fire Department recommended within this report follows the general requirements of these public fire safety guidelines with consideration that they are currently under review.

1.5 Firefighter Health and Safety

Firefighter health and safety in the Province of Ontario is governed by the general provisions of the Occupational Health and Safety Act, R.S.O. 1910 (OHSA) with some exceptions related to the emergency response component of the service. Section 21 of the OHSA provides for the establishment of specific job sector advisory committees and the Ontario Fire Service Section 21 Advisory Committee is identified as the committee appointed to provide advice on firefighter health and safety matters to the Minister of Labour, and to issue Guidance Notes to the Ontario fire services on fire specific safety issues.

The Guidance Notes are provided to assist municipalities in their responsibility to “take every precaution reasonable in the circumstances for the protection of the worker” as required by the Act. The Guidance Notes are consolidated in a Section 21 Fire Service Health and Safety Manual available on various fire service websites including the Ontario Association of Fire Chiefs (OAFIC), The Ontario Professional Firefighters’ Association (OPFFA), and the Firefighters’ Association of Ontario (FFAO).

The Guidance Notes issued by the Section 21 Committee provide advice on such matters as incident command; communications; vehicle maintenance; personal protective equipment; training requirements and documentation of training and procedures for conducting operations at the different types of services a fire department may provide to a community.

Although issued as Guidance Notes, the information is referred to by the Ministry of Labour as enforcement tools. Section 21 of the Occupational Health and Safety Act states:

The Ministry of Labour in collaboration with fire service stakeholders develops Guidance Notes. Guidance Notes outline recommended equipment and procedures to be used by workers in the fire service to prevent injury or illness and will comply with the intent and provisions as outlined in the OHSA. The Ministry of Labour refers to the guidelines, guidance notes, alerts, etc. for enforcement under the OHSA, and is considered by the Ministry in determining if reasonable precautions for the protection of a worker are being taken under Clause 25.2(h) of the OHSA.

While developing the Fire Master Plan, I reviewed and considered the Town’s health and safety responsibilities as identified in the Section 21 Guidance Notes.

Section 2 Town of St. Marys

2.1 Background

The Town of St. Marys is located at the junction of the Thames River and Trout Creek, southwest of Stratford in Southwestern Ontario. Rich in natural resources, namely the Thames River, the land that now makes up St. Marys was traditionally used as hunting grounds by First Nations peoples. European settlers arrived in the early 1840s.

The Town is known by its nickname, "The Stonetown," due to the abundance of limestone in the surrounding area, giving rise to a large number of limestone buildings and homes throughout the town. In the riverbed and along the banks, limestone was close to the surface and could be quarried for building materials. Many 19th century limestone structures have survived including churches, a beautiful museum, stunning opera house, commercial blocks, and private homes. St. Marys was incorporated into the province of Ontario, officially, in 1863.

The arrival of the Grand Trunk Railway in the late 1850s spurred growth and soon St. Marys became a centre for milling, grain-trading and the manufacture of agriculture-related products. The railway connected the Town to the rest of the world and framed the local landscape with its two large trestle bridges on limestone pillars across the waterways.

A walk through the historic streets of St. Marys offers a first-hand look at the unique stunning limestone architecture and vibrant downtown core. The community's rich history is preserved and promoted by the St. Marys Museum & Archives who continue to tell the stories of the town through its exhibitions, special events and programs.

St. Marys is home to not only 7,200 residents, but the Canadian Baseball Hall of Fame and Museum and is the burial place of Arthur Meighen, Canada's 9th Prime Minister, Timothy Eaton who went on to become one of Canada's greatest retailers, who opened his first businesses in Canada in St. Marys and nearby Kirkton, Ontario.

The Town's present identity is very much shaped by its relationship to the natural wonder of the land, the spirit of its residents, and unique limestone architecture.

2.2 Town of St. Marys Fire Department

The Town of St. Marys Fire Department is steeped in rich history with its origins being traced back 1857. Since 1857, through two World Wars, and on into the new millennium, the St. Marys Fire Department has been protecting property and saving lives.

A Fire Chief is a top executive rank or commanding officer in a fire department. In May of 1885, William Moyes assumed the role of Fire Chief and was the first of many Fire Chiefs that would serve in the senior leadership role within the Fire Department.

Prior to 1974, the Fire Chief's position was a volunteer position. Don Swan was a dispatcher/driver with the Fire Department and in 1974, he was promoted to Full-Time Chief. Chief Swan was in that position until his retirement September 1992 when Dennis Brownlee was hired. Chief Brownlee retired in 2015 and Fire Chief Richard Anderson was hired in May 2016.

The Fire Department's personnel establishment in May 2016 was one Full-Time Fire Chief, and 24 paid-on-call fire fighters. Within the organisation, paid-on-call volunteers filled the positions of one Deputy Fire Chief, three Captains and 20 firefighters.

The Fire Department, until the reorganization in October 2016, operated with a Fire Chief in charge of the department.

The request for creating and hiring a new Part-Time Fire Prevention Officer position was presented to Council with a Formal Report on the 26th of July 2016 HR 2016-04 Fire department Staffing. The restructured organizational model and hiring of the Fire Prevention Officer was approved by Council. Tammy DeGraw was hired on the 17th of October 2016. The reorganization created a new structure with a Full-Time Fire Chief, one Part-Time Fire Prevention Officer, 24 paid-on-call firefighters consisting of one Deputy Fire Chief, three Captains and 20 firefighters.

The Fire Chief was responsible for day-to day operations and emergency calls within the emergency response area.

Each division of the Fire Department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a Member designated by the Fire Chief. Designated Members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief. The divisional functions are as follows:

- Administration and Support Services
- Fire Suppression/Emergency Response
- Fire Prevention
- Fire Education
- Training

The Fire Chief with prior approval of the Chief Administrative Officer, may re-organize or eliminate divisions or establish other divisions or may do all or any of these things or any combination of them as may be required to ensure the proper administration and efficient operation of the Town of St. Marys Fire Department and the effective management of fire protection services for the Corporation;

The Fire Chief may assign or re-assign Members to a division to assist in the administration and operation of that division;

Where the Fire Chief designates a Member to act in the position of an officer, the Member when so acting, has the responsibility of such officer and shall perform all the duties of the officer replaced.

Section 3 Stakeholder Consultations

3.1 Consultation Schedule

Consultations were conducted with various stakeholders as follows:

- June 6, 2018 General meeting for all firefighters at the St. Marys Fire Department (Attendance 23 paid-on-call firefighters) (Note: Deputy attended for the full meeting)
- June 18, 2018 General meeting with the Fire Prevention Officer at the St. Marys Fire Department
- September 5, 2018 General meeting for all Fire Officers at St. Marys Fire Department (Attendance 26) (Note: Deputy Fire Chief attended for the full meeting)
- October 3, 2018 General meeting for all firefighters at the St. Marys Fire Department (Attendance 21 paid-on-call firefighters) (Note: Deputy attended for the full meeting)
- January 2, 2019 General meeting for all Fire Officers at St. Marys Fire Department (Attendance 3) (Note: Deputy Fire Chief attended for the full meeting)
- February 20, 2019 General meeting with the Fire Prevention Officer at the St. Marys Fire Department

3.2 Consultation Summary

A summary of our stakeholder consultations is provided in Appendix A: St. Marys Fire Master Plan Consultations Summary for the purposes of reflecting a comprehensive consultation process. The input received serve the purposes of providing background information and identifying key areas of concern for the various stakeholders. The input presented reflects both individual and group opinions and in some instances, subjective opinions on the matters.

The consultation format allowed an open-ended discussion to ensure stakeholders had the opportunity to bring forth any issues, concerns, or questions regarding the fire protection system for the community.

As part of the consultation process, the consultants solicited input specific to the subjects identified in Section 1.

Section 4 Components of the Fire Master Plan

This section presents my findings and recommendations for inclusion in a Fire Master Plan for the Town of St. Marys Fire Department.

4.1 Governance

I have reviewed the applicable provincial legislation and regulations and municipal by-laws relative to the Fire Department, and have developed my recommendations for inclusion in the Fire Master Plan.

4.1.1 Governance Overview

The Town of St. Marys Fire Department is established and regulated through By-Law No. 37-2001. A review of the by-law indicates a number of revisions are required to update it for accuracy and to define types and levels of service to be provided by the Town of St. Marys Fire Department.

The Fire Chief is responsible to the Chief Administrative Officer for proper administration and operation of the Fire Department including the delivery of fire protection services.

4.1.2 Governance Analysis

The establishment and enabling by-law for a municipal fire department should include:

- General functions and services to be provided
- The goals and objectives of the department
- General responsibilities of members
- Method of appointment to the department
- Method of regulating the conduct of members
- Procedures for termination from the department
- Authority to proceed beyond established response areas
- Authority to effect necessary department operations

My review of the governance model for the Town of St. Marys Fire Department identified the current establishment and enabling by-law, Town of St. Marys By-Law Number 37-2001, includes most of the essential components identified above. However, it was noted that a number of additional areas that should be addressed, specifically, policy direction from Council on the types and levels of services to be delivered by the fire department, and the addition of an organizational chart into Appendix “A” to reflect the new model as approved by Council on October 17, 2016. It is recommend the establishment and enabling by-law be reviewed and revised to identify the types and services to be delivered by the Fire Department. These service types and levels then become corporate policy through ratification by Council. The current by-law speaks to the positions of Fire Chief, Deputy Fire Chief whereas the new model includes one Fire Prevention Officer.

I note that authorization of these services by Council also commits Council to adequate funding to enable the Fire Department to deliver these services in an operationally effective and safe manner.

4.1.3 Recommendations for Governance

I recommend the By-law 37-2001 be reviewed and updated to:

1. Include a schedule defining the types and levels of services the department is expected to provide to the community.

2. Reflect the new organizational structure. The organizational chart needs to be added in Appendix “A” and should reflect the new organizational chart approved when the Fire Prevention Officer was hired October 17, 2016.

4.2 Service Delivery

I have made recommendations for service delivery in various sections of this report. I have recommended the types of services and levels of service be reviewed by the Town of St. Marys Fire Department and that Council authorizes the types and levels of services to be provided to the community through a schedule attached to the Establishing and Enabling By-law for the fire department. I have provided a sample schedule (Appendix “B”) defining the types and levels of services that the Fire Department may be required to respond to in the Town.

Facts:

- The Town is forecasting limited industrial or residential growth for the next 10 years. As a result, the Fire Master Plan should focus on review of the current services provided by the Fire Department with a view to optimizing the types and levels of services within the financial capabilities of the Town.
- Automatic Alarm non-fire related calls make up the majority of emergency responses. Followed by Motor Vehicle Collisions, Pre-Fire Conditions, Fires, Carbon Monoxide Alarms, Lift Assists, Unauthorised Open Air-burning Medical and Water/Ice Rescues.
- There has been a rationalization within the tiered response protocols for emergency medical calls.
- The Town has not adopted any policies specific to the types and levels of services to be delivered to the community by the St. Marys Fire Department.
- The Fire Department offers a range of public education and prevention and code enforcement Services and are generally executed by the Fire Chief and Fire Prevention Officer with the occasional help of the volunteer firefighters.
- The Town of St. Marys Fire Department has not received the Fire Underwriters Survey Industrial/Commercial Certification for its Water Tanker Shuttle service.

4.2.1 Fire Prevention and Public Fire and Life Safety Education

The first and second lines of defense in a community fire protection system are public fire and life safety education, and fire prevention and code enforcement. The preparation of the Fire Master Plan includes a review of the fire prevention program including fire inspections, investigations, and code enforcement, and public education programs and delivery mechanisms.

4.2.2 Fire Prevention Overview

Responsibility for fire inspections is included in the job description for the Fire Chief. It was noted the current policy for inspections is based on a complaint or request basis. The Fire Chief was maintaining the minimum standard by ensuring those inspections were completed. It was identified that the Town move from a basic reactive fire prevention policy to a more proactive policy in order to address the significant fire risks associated with the large number of industrial and small business operations in the Town.

It was made known by former Fire Chief Dennis Brownlee to former Councils that the Fire Department would require additional resources.

It was recommend the Town of St. Marys Fire Department establish a Part-Time Fire Prevention Officer position to conduct inspections, ensure code compliance, and provide fire safety education to

291 small business operations, industrial and vulnerable occupancies throughout the Town. This inspection position would work to conduct the following:

- Identify large & small manufacturing operations
- Develop a coordinated inspection system
- Increases awareness of fire safety issues among small manufacturing operators
- Provide important information to firefighters on potential hazards in case of emergency response

The request for creating and hiring a new Part-Time Fire Prevention Officer position was presented to Council with a Formal Report on the 26th of July 2016 HR 2016-04 Fire Department Staffing. The restructured organizational model and hiring of the Fire Prevention Officer was approved by Council. Tammy DeGraw was hired on the 17th of October 2016. This position was carried on when Tammy DeGraw resigned in October 2017 and Brian Leverton was hired on the 2nd of January 2018.

The current Fire Prevention Policy for St. Marys includes:

1. Emergency response statistics using the Standard Fire Incident Report
2. Fire investigations
3. Fire prevention inspection program – complaints, requests, routine, safety concerns, licensing, follow up, fireworks, and mortgage and resale
4. Smoke alarm program
5. Distribution of public fire safety information and media releases
6. Public displays, fire hall tours, open houses, Fire Safety trailer etc.
7. Lectures, demonstrations, presentations to the public
8. Simplified risk assessment and other needs analysis processes containing a current community fire profile identifying current public education and prevention needs.

The current fire prevention policy of the Town of St. Marys states:

- Fire prevention inspections are to be conducted for all complaints received by the Fire Department containing reports of potential fire code violations and/or potential fire hazards.
- Additional fire prevention inspections may be conducted of occupancies and buildings as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire and to enforce the Fire Code under the authority and in accordance with the provisions outlines in the Fire Protection and Prevention Act, 1997.

The Fire Chief provided the following information regarding fire prevention activities:

Complaints regarding contraventions of the Fire Code are investigated by the Fire Chief or Fire Prevention Officer and inspection orders issued if required. On average (based on 2018 Statistics), the Fire Prevention Officer experienced approximately 168 Routine, 37 Requests, 11 Complaints, 8 Licensing, 48 Follow up, 5 Safety Concerns, 8 Fire Drills, 7 Fire Works Inspections, 7 Occupancy Load, 24 Site Visits & 5 School Inspections.

Fire Safety Plans are reviewed and approved by the Fire Chief on average of 12 per year.

A smoke alarm program has been established. When Fire Department personnel respond to a structural pre-fire or fire situation, firefighting operations must ensure they have an All Clear and Under Control established. Prior to announcing a Loss Stop, in the Customer Stabilisation Stage of an emergency, firefighters will conduct an inspection of all Smoke/CO alarms. A Smoke/CO Alarm Program that has been established where in the event their Smoke/CO Alarms are found not to be in

good operating condition a Smoke/CO Alarm will be provided for a period of time, not exceeding 10 days, to allow the resident to purchase their own. The officer in charge who completes the appropriate form and will record the status of smoke alarms on the incident report. The Fire Prevention Officer Conducts follow up inspection to ensure the resident has properly installed working Smoke/CO Alarms and recover the departments Smoke/CO alarms.

Fire-cause determination is conducted by the Fire Chief and/or Fire Prevention Officer who is certified by OFM Core and Advance Fire-cause determination. No other member of the Fire Department is trained or experienced to conduct fire-cause investigations.

The Town of St. Marys has a large industrial base specialising in a wide range of production including manufacturing full-service animal nutrition and feeding solutions for all major livestock, poultry species and pet food, manufacture of interior automobile components, full sized food manufacturer, production and conversion of corrugated products, tissue paper and specialty products and cement. The majority of large fires occur in these plants with the exception of residential and rural fires.

The Fire Chief indicates fires in these industrial buildings should be considered within the Fire Master Plan and suggests the workload involved to inspect these buildings be placed with the Fire Prevention Officer. He/she shall undertake proactive inspections in this area and develop Pre-Fire Plans for the Fire Department. With the limited amount of time the volunteer firefighters spend at the Fire Department (two hour training nights, three times a month) is not enough time to complete these inspections.

Burn Permits are issued both by the Fire Chief and the Fire Prevention Officer. The following statistics reflect the number of burn permits from 2015 to 2018.

2015 – 95 – St. Marys & 43 – Perth South
2016 – 132 - St. Marys & 76 – Perth South
2017 – 172 - St. Marys & 57 - Perth South
2018 – 255 - St. Marys & 66 – Perth South

4.2.3 Public Fire and Life Safety Education

Public Education is considered to be the first line of defense in a community fire protection system. Members of an informed community recognize their personal responsibilities regarding fire and life safety in their homes, workplaces and community forums; thus, adding a public understanding and assistance to the overall community fire protection system. This is particularly important in rural areas where emergency response turnout and travel times may be extended.

4.2.4 Public Education and Life Safety Overview:

The Town of St. Marys Fire Department public education program is the responsibility of the Fire Chief who is a Certified Public Fire and Life Safety Educator. The Fire Department reports the following public education initiatives:

1. A smoke alarm program is conducted by the Fire Chief, Fire Prevention Officer and suppression crews.
2. Media advertisements are posted in local papers and in the social media promoting fire safety, and emergency preparedness. This occurs throughout the year with a seasonal focus.
3. Fire Hall tours are conducted upon request and reportedly occur, on average, eight times per year.
4. An annual “door-to-door” campaign is held every spring where firefighters visit 1,000 homes in one evening distributing fire prevention education.

5. A Fire Department open house is conducted during Fire Prevention Week with demonstrations relating to fire extinguishers, safe home cooking, and fire safety planning. Public education materials are also distributed. The Town of St. Marys Fire Department reports that 150 - 200 residents attend including many from the Mennonite farming population.
6. Fire drills are conducted at the schools during fire prevention week and fire escape planning discussions are included.
7. On an annual basis the Fire Chief and Fire Prevention Officer deliver:
 - a. A seniors' fire safety program
 - b. Vulnerable occupancy fire safety program; and
 - c. A school fire safety program
8. A Fire Extinguisher Training Program is delivered by the Fire Chief or Fire Prevention Officer on request.
9. The Arson Prevention Program for Children (TAPP-C) junior fire setter program is available upon request.
10. Community groups and organizations may request fire safety related presentations, demonstrations and tours of the fire stations.
11. Fire safety education materials are distributed to address community fire safety issues and concerns based upon needs and circumstances.

Public education services face obstacles including:

- Limited time for the Fire Chief and Fire Prevention Officer to develop and deliver programs and attend public education events.
- Lack of code compliance and good fire safety practices in small farm shops are major fire risks, and the Fire Chief and Fire Prevention Officer have limited time to visit these occupancies.
- The Fire Department does not have adequate information to determine the status of working smoke alarms and carbon monoxide detectors in homes in the Town, particularly in the rural Areas of Perth South.

4.2.5 Fire Prevention and Public Education Effectiveness

I am recommending a number of changes to enhance the Fire Department's current fire prevention and public education efforts. Communities with focused and adequately resourced prevention and public education efforts experience reduced fire risks which translate into reduced fire losses in the community and increased fire and life safety for its citizens. This is particularly true in low-density urban and rural areas that may experience longer emergency response times from a paid on-call fire department.

Numerous studies over many years have recognized the value of well-designed and effectively delivered prevention and education programs. A 1990 report on case studies of public fire safety education programs concluded that:

This collection of case studies not only shows that public education works, but demonstrates that it is probably more productive in terms of casualties and dollar loss saved per staff-year than any other aspect of fire protection. It is the height of foolhardiness to cut public fire education efforts if one is interested in the public's safety, and in the productivity of fire departments. Evidence in this report suggests that tripling the size of public education efforts, which can be accomplished by a minor shift in staff assignments in most departments, would produce enormous beneficial results.

The same report includes the following “success factors” that the best public education programs have in common and are relevant to the development of programs for the Town of St. Marys Fire Department:

- They have champions who see the program through and lead its implementation.
- They carefully target a particular aspect of fire safety, or strike in force across a broad front, over and over, reaching a large percentage of the population.
- Market research in one form or another is used to tailor the programs to their intended audience.
- The programs reach a significant percentage of their target audience, with public educators often going door to door, or through the media to have broader impact.
- They often repeat messages over and over just as an ad campaign would.
- The good programs are adaptable, changing goals and materials as the fire problem changes.

Conclusive support for the *Proving Public Fire Education Works* report was provided by a study involving the Surrey, B.C. Fire Service, the University of Fraser Valley, B.C., and the John Jay College of Criminal Justice, NY. This report was published in The Journal of Safety Research and is available online.

Essentially, the study involved public fire safety education efforts delivered by firefighters through a series of door to door visits to one group (cluster) of homes, and a randomized control cluster of homes that did not receive the visits by the firefighters.

The following main findings emerged from this study:

- Relative to cluster controls there was a 4.4 times greater reduction in the rate of fires for homes visited by the program (63.9% reduction in the annual rate of fires over the evaluation period in intervention areas), compared to 14.6% reduction in control areas.
- Increased activation of (smoke) alarms when fires occurred post-intervention with no increase for controls.
- Increased containment of fires to the object of origin post-intervention and no increase for controls.
- Trends indicative of reduced dollar damage for fires post-intervention with no trend for controls.

My assessment of the Town of St. Marys Fire Department fire prevention and public education efforts concludes the most effective means to improve fire protection in the community is through enhanced inspection, code enforcement, and fire safety education initiatives. Access to comprehensive data regarding fire-cause in the community through enhanced fire-cause determination and a review of the level of compliance to the mandatory provision requiring working smoke alarms and carbon monoxide alarms in dwelling units will enable the efficient delivery of targeted inspection and public education efforts.

The need to address the history of fire incidents in small and large manufacturing facilities throughout the Town requires a concerted effort over a number of years that involves inspection and fire safety education in these occupancies.

4.2.6 Recommendations for Fire Prevention and Public Education

In order to achieve enhanced fire prevention and education I recommend

1. The Fire Department work with other Town departments to identify all small & large manufacturing operations and develop a coordinated inspection system utilizing resources, including paid-on-call firefighters as appropriate.
2. The Town of St. Marys Fire Department enhances its fire-cause determination capabilities to assist with focused fire prevention and education initiatives.
3. The Town of St. Marys Fire Department create a part-time position of Public Educator
4. The Town of St. Marys Fire Department conduct a study to determine the status of working smoke alarms and carbon monoxide detectors in the community.
5. The Town of St. Marys Fire Department continue the existing public education programs in the schools and explore opportunities to enhance fire and life safety education in the school system in Perth South.

4.3 Emergency Response

Emergency response is the third line of defense in a community fire protection system. It includes emergency response call volume, types and trends, apparatus deployment, response staffing and firefighter deployment and safety.

4.3.1 Emergency Response Overview

The Town of St. Marys Fire Department responds to an average of 88 emergency calls annually based on 2008 – 2018 data. There has been a steady increase in calls over 10 years where at least three of those years the fire department responded to 55 calls compared to 140 calls in 2018.

For statistical purposes, we categorized incidents as:

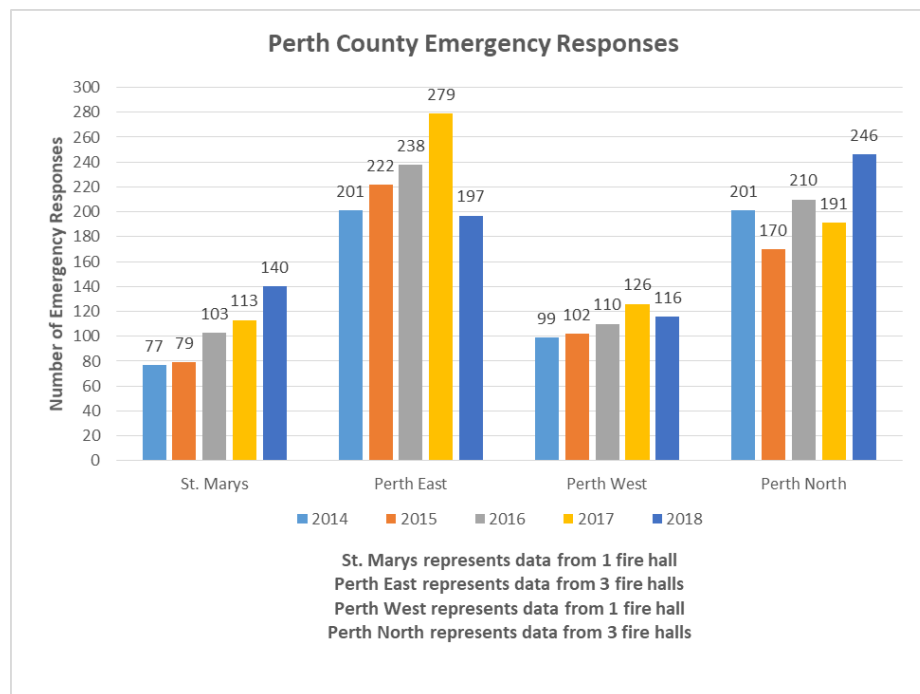
- Automatic Alarms
- Motor Vehicle Collisions
- Other Pre-Fire Conditions
- Fires
- CO Alarms
- Lift Assists
- Unauthorised Open Air Burns
- Medical Responses
- Water & Ice Rescue

Table 1 - Total Incidents

Year	Responses	Automatic Alarms - No Fires	Percentage of calls	Motor Vehicle Collisions	Percentage of calls	Other Pre-Fire Conditions	Percentage of calls	Fires	Percentage of calls	Carbon monoxide Alarms	Percentage of calls	Lift Assits	Percentage of calls	Unauthorised Open Air Burning	Percentage of calls	Medical Responses	Percentage of calls	Water & Ice Rescue	Percentage
2018	140 Responses	47	34%	15	11%	21	15%	16	11%	20	14%	1	1%	9	6%	11	8%	0	0%
2017	113 Responses	38	34%	29	26%	14	12%	11	9%	7	6%	5	4%	5	4%	2	2%	2	2%
2016	103 Responses	20	19%	30	29%	21	20%	23	22%	1	1%	0	0%	6	5%	2	2%	0	0%
2015	79 Responses	29	37%	18	23%	12	15%	14	18%	1	1%	0	0%	4	5%	0	0%	1	1%
2014	77 Responses	44	57%	11	14%	8	10%	11	16%	0	0%	0	0%	3	4%	0	0%	0	0%
2013	55 Responses	19	35%	16	29%	10	18%	9	16%	1	2%	0	0%	0	0%	0	0%	0	0%
2012	86 Responses	36	41%	20	23%	7	8%	21	24%	0	0%	0	0%	2	2%	0	0%	0	0%
2011	64 Responses	35	55%	4	6%	8	12%	17	27%	0	0%	0	0%	0	0%	0	0%	0	0%
2010	55 Responses	25	45%	5	9%	5	9%	16	29%	1	2%	0	0%	3	5%	0	0%	0	0%
2009	54 Responses	26	48%	3	5%	1	2%	20	37%	0	0%	3	5%	1	2%	0	0%	0	0%
2008	68 Responses	38	56%	3	5%	1	1%	19	28%	1	1%	5	7%	0	0%	1	1%	0	0%

In general, the fire service have seen a steady increase in call volume in St. Marys and with fire departments in Perth County.

Table 2 – Perth County Emergency Responses



The increase in call volume in 2018 is predominately related to Automated Alarms, Carbon Monoxide and emergency medical calls. The Fire Department will respond to medical calls if Paramedics are

not able to reach the address within 10 minutes due to simultaneous emergency responses or severe environmental weather conditions.

The success of response to emergency incidents is dependent upon timely response by an adequate number of first response personnel followed by adequate numbers of secondary responders. I was able to access response data specific enough to determine the adequacy of response time and sequence of numbers of responding personnel.

The information presented in Table 3 provides a very high-level analysis of fire response capabilities. This presents five-year averages for response times in minutes, number and percentage of the Fire Department responders and dollar loss based on 2014 to 2018 data available from the Office of the Fire Marshal and Emergency Management.

A high-level assessment of responses, responses time, number of responding personnel and dollar loss was completed for 5 years 2014 to 2018. The results are shown in Table 3.

Table 3 – High Level Fire Response Assessment

<i>Year</i>	<i>Responses</i>	<i>Average Time from Dispatch to on Scene</i>	<i>Percentage of Firefighters on Scene</i>	<i>Average Number of Firefighters on Scene</i>	<i>Dollar Loss</i>
2018	140 Responses	6:24	71%	17	\$2,125,000
2017	113 Responses	7:18	71%	17	\$3,364,000
2016	103 Responses	7.49	75%	18	\$638,000
2015	79 Responses	7:15	67%	16	\$443,900
2014	77 Responses	5:57	75%	17	\$132,800

I recommend the Fire Department continues to review statistics on the incidents by type of emergency, and turnout, travel, and arrival times by the number of responders. This will assist the Fire Department and Council in determining compliance to service delivery standards that are appropriate to the needs and circumstances of the community. This information should also become part of an annual fire department report to Council.

4.4 Firefighter Training

I have reviewed the Firefighter Training Program, including recruit training, firefighter training, and officer training.

4.4.1 Training Overview

“Grandfathering”

It was identified in 2016 that the Town originally took advantage of the 2013/14 “grandfathering” process, which grandfathered the Fire Fighters to NFPA 1001, Level 1. That meant that all firefighters, including the Deputy Fire Chief and Officers, were qualified only to the level of an apprentice firefighter. In June 2016 the St. Marys Fire Department requested that the “grandfathering” process be opened again however this request was denied and the “grandfathering” process was to remain closed to all departments. In January 2017, Ministry of Community Safety & Correctional Services (MCSCS) established an advisory Fire Safety Technical Table (the Table) as part of a mandate commitment to provide recommendations to look at reopening the “grandfathering” process and to address public safety and firefighter safety gaps identified by the Coroner’s Inquests over the last several years. On March 11, 2018 the Office of the Fire Marshal and Emergency Management (OFMEM) took requests from Fire Departments across Ontario to reopen the “Grandfathering” process again to all existing Fire Departments. Town of St. Marys Fire Department applied again to have the firefighters and Fire Officers receive the equivalent qualifications to the position they were serving in.

On the 7th of November 2018 the Town of St. Marys Fire Department personnel were informed that on behalf of the Office of the Fire Marshal and Emergency Management (OFMEM), they had all met the grandfathering requirements for National Fire Protection Association (NFPA) standards based on experience.

Considerable effort has been made to hire and train four recruits in November 2018. A new St. Marys Fire Department Volunteer Firefighter Recruit Orientation Guide was created including a Job specific Physical appraisal system.

All four candidates had firefighting qualifications from certified Fire Colleges. However, in the future, the Town of Fire Department may find that applicants do not have any firefighting qualifications and we may have to send these recruits to a certified school to obtain the minimum qualifications.

Further notes on training are as follows:

1. While some effort has been made to provide training at the officer level, additional officer training is required, particularly as the department has recently promoted a number of personnel into officer positions.
2. Officers would like to have a greater level of training. This should be a priority for the department during the early stages of the 10-year Fire Master Plan. Given limited opportunities to attend provincially available officer training programs, it may be necessary to develop some local officer training programs focused on fundamental officer roles such as incident command and firefighter health and safety.
3. Paid-on-call firefighters are finding it difficult to attend training sessions as currently scheduled.
4. Although it is a majority opinion of the members of the department that the training program has seen significant improvements since the arrival of the new Fire Chief, there are still some concerns about consistency of training across the department and time available to conduct and attend training sessions.
5. Training records are readily available to Officers who are responsible for training and ensuring their station members are current.

4.4.2 Proposed New Training Model

We are proposing a new training model for the Town of St. Marys Fire Department to address concerns noted in the interviews with firefighters and officers.

I propose that a five-year training schedule be developed. The schedule must include required updates for such things as first aid and CPR. The training program should consider the task level training needs of firefighters and the incident management training needs for officers. The five-year schedule should also identify training sessions that need to be delivered annually, once every two years, or perhaps just once in the five-year cycle depending on the level of service provided and the intricacies of the training required.

Because consistency of training has been raised as a concern, I propose that a Training Officer position be created for the Town of St. Marys Fire Department to monitor and deliver training in a consistent manner. The Training Officer position would work together with the Fire Chief to develop programs and teaching plans in order to provide consistency across the department. A job description should be developed for this position.

Firefighters and officers expressed concern about the need to attend training sessions on the specific Training Night, causing scheduling conflicts with employment, personal, and family commitments.

I recommend:

1. A flexible delivery model that allows firefighters to attend training sessions on alternate night's meeting the needs of the majority.

It was also noted by firefighters would like to train with firefighters from other stations in the surrounding area. Having multiple stations train together provides for a more effective response during multiple station emergencies.

2. This be scheduled into the five-year training schedule. Firefighter health and safety is always a critical component of any training program.
3. That the training schedule include a regular review of the Ministry of Labour Section 21 Firefighter Health and Safety Guidelines.

Currently, the department training utilizes International Fire Service Training Association (IFSTA) manuals and a manual check off system. Training records are entered into the FirePro records management system by the administrative assistant. During consultations, the officers expressed a desire to receive training and the authority to directly enter the training records into FirePro.

In order to improve overall workflow efficiency and accessibility of training records at the Fire Department level, I recommend that officers receive the necessary training and authority to use the FirePro system for inputting and accessing personnel training records. The FirePro program would have to be added to a computer that is accessible by the officers.

4.4.3 Training Recommendations

I recommend:

1. The Fire Department develops a five-year training program/schedule.
2. The five-year training schedule should take into consideration the types and level of services delivered, as approved by council, and address the training required to deliver those services at the operational level.
3. The five-year training schedule should include mandated training requirements (such as first aid and CPR renewals), and the priorities for the department based on frequency and hazard level of calls.

4. The training program should include a regular review of the Ministry of Labour Fire Fighter Health and Safety Guidelines.
5. The five-year training program should provide opportunities for multiple station training exercises that include task and incident command level simulations.
6. The Fire Department implements an officer training program that includes incident command, fire fighter health and safety, and appropriate training in fire department administrative procedures.
7. The Fire Department establishes a training program for future officers.
8. The Fire Department creates a training officer position.
9. The Fire Department schedules training on a different night of the week to accommodate the majority of firefighters that can attend the same training sessions within a flexible schedule.
10. Officers should receive the necessary training to make use of the department's records management system (FirePro), to enter and access training records.

4.5 Administration

I have reviewed the administration of the Fire Department, including organization, policies and procedures, administrative support, record keeping, information management, purchasing, inventory control, public and media relations, and customer service.

4.5.1 Administration Overview

The administrative functions of the Town of Fire Department are handled primarily by the Fire Chief. Administrative responsibilities and functions of the Deputy Fire Chief and Captain positions are limited by access and knowledge of the administrative systems, particularly the FirePro records management system.

The following concerns or questions were conveyed during our consultations regarding administration of the department:

- There needs to be a dedicated computer for the Deputy Fire Chief and Captains in order for them to complete fire reports and training records into the FirePro system.
- The records management program requires hardware upgrades in order to be used more effectively.
- Standard Operating Guidelines (SOGs) are dated, and firefighters would like to provide input into the revision and development of SOGs.

4.5.2 Organization

Currently, the Fire Department is structured to operate with a Fire Chief, one Fire Prevention Officer, one Deputy Chiefs, three Captains' and 21 firefighters. Job requirements and responsibilities are identified in job descriptions for all positions.

During consultations, concerns were expressed regarding the effectiveness of the organizational model and not having three Lieutenant positions established. It's apparent the Fire Department is still undergoing some change with the appreciation of having qualified officers on the fire ground for effective command, training coordination and administrative duties. In my opinion, the organizational model does not meet the leadership needs of the Town of St. Marys Fire Department. The current model is workable, however establishing three Lieutenant positions would allow for more supervision on the fire ground in the absence of the senior fire officers. As well it allows for succession training in the event senior officers retire or resign.

We have also identified the need for a Training Officer in the Fire Department and a part-time Public Educator.

I recommend:

1. The management team of the Fire Chief and the Deputy Fire Chief meet with the Captains to review job descriptions and ensure a clear understanding of roles and responsibilities by all parties. Efforts should be made to ensure that management team meetings are held regularly (once a month is recommended) to ensure an ongoing and open flow of communication through the department. Efforts should also be made to ensure the management team meetings are inclusive and effective in addressing concerns and issues that may arise.

4.5.3 Policies and Procedures

Policies and Procedures of a Fire Department essentially fall into three areas.

Firstly, there are general corporate policies and procedures that direct the administrative operations of the department where appropriate.

Secondly, Council must establish the types and levels of services to be provided to the community by the Town of St. Marys Fire Department through an Establishing and Enabling By-law.

Finally, the Fire Chief is then enabled to develop policies and procedures for the department, including administrative and operational guidelines to deliver the approved services at the operational level. The operational policies and procedures are established and communicated to the Town of St. Marys Fire Department members through standard operating guidelines (SOGs).

I have recommended in Section 4.1 Governance the types and levels of services provided by the Town of St. Marys Fire Department be reviewed and then be approved according to the needs and circumstances of the Town of St. Marys.

Concern was expressed, during consultations, with the knowledge and understanding of policies and procedures throughout the department. In particular, there is an interest in reviewing the standard operating procedures for currency and clarity.

The Fire Department undertake a thorough review of all policies and procedures and standard operating guidelines following the approval by Council of the types and levels of services to be provided to the community by the Fire Department. This review should be conducted within an inclusive process that provides opportunity for input from department members. While recognizing the Fire Chief has the authority and responsibility for final approval of the policies and procedures, successful change management and acceptance of the new policies and procedures by the members of an organization depends upon the sense of contribution and final ownership of the policies and procedures of the organization. The educational value gained from participating in development of policies and procedures is a benefit of an inclusive process.

4.5.4 Administrative Support

The Fire Chief is currently not assisted in the department's administrative responsibilities. The Fire Chief has expressed a concern administrative report time is not adequate to the Fire Department's needs and impacts the chief's ability to perform other Fire Department responsibilities such as inspections, training, equipment procurement, policy review and development, and general oversight responsibilities for the department.

A review for a part-time Administrative Assistant should be conducted. A job description for this position would have to be created to indicate the responsibilities within the department. This position

would provide administrative support to the Fire Chief, the Deputy Fire Chief and the Fire Prevention Officer. This could be a part-time position shared with another internal department. The Fire Chief, would have to allocate the percentage of time allocated to each department in the job description. The Fire Chief's understanding is that the intent would be to split this resource equally between the Fire Department and other assigned department. Administrative support hours available for Fire Department would be reflective of the increase in number of calls and the changes to the organizational structure as this might add to the administrative support needs.

I recommend:

1. The Town of St. Marys conduct a time/workload study of the administrative functions of the Fire Department to ensure that adequate resources are allocated.

4.5.5 Record Keeping/Information Management

The Town of St. Marys Fire Department utilizes the FirePro records management system for incident reporting and training records.

Emergency incident forms are completed manually by the firefighter that assumes the dispatch position and Stratford Fire Dispatch sends an electronic copy of their Dispatch Report. Fire Chief who then enters the data into the FirePro system. The Fire Chief then forwards the report to the Office of the Fire Marshal and Emergency Management. There are efficiency gains for the Fire Department administration if officers are trained and authorized to enter the incident information directly into the FirePro system at the fire department level. This would primarily happen during the fire chief's absence. Concerns have been expressed about the information technology hardware available at the fire hall. There are no computers available for the officers to work from. As well if the officers were to have a dedicated computer a FirePro account would be required. Consistent use of an electronic records management system, such as FirePro, will ensure efficient, consistent and accurate records management.

I recommend:

- 1 The Town of St. Marys undertake the necessary hardware upgrades to make the most efficient and effective use of the FirePro system at the department level. I further recommend the Town of St. Marys Fire Department provides the training required to the officers to utilize the FirePro system for the recording of emergency incidents. I have previously made a similar recommendation regarding the use of the FirePro system for training records in Section 4.4.2.

4.5.6 Public and Media Relations

One of the primary reasons for developing a Fire Master Plan is to provide accurate information to the community regarding the structure and costs associated with the fire department operations.

I recommend:

1. Following adoption of the Fire Master Plan for the Town of St. Marys Fire Department, the Town of St. Marys undertake a number of public information efforts to communicate the content of the Fire Master Plan to the community, including among other things:
 - An open house for presentation of the Fire Master Plan to the public
 - Access to the Fire Master Plan on the Town website
 - Distribution of the content of the Fire Master Plan to local media
 - Development of a social media program for public information and public education initiatives
 - Presentation of the Fire Master Plan to the members of the Fire Department

4.5.7 Customer Service

Customer Service for the Town of St. Marys Fire Department is necessarily tied to the service delivery standards provided by the department to the community. We have previously recommended delivery service standards be developed by the fire department and approved by Council. Customer service delivered by the fire department is then measured against these service delivery standards.

Upon approval of the service delivery standards, I recommend:

1. A monitoring process be implemented and that the Fire Chief report to Council annually regarding the department's compliance to those standards. Areas where the department is not able to achieve compliance to those standards should be noted with recommendations to close any gaps in service delivery.

Guidance for development of service delivery standards and reporting requirements can be found in The National Fire Protection Association standard, "Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations by Volunteer Fire Departments, 2014 Edition."

2. The Town of St. Marys Fire Department present a report to Council annually, indicating its compliance to Council approved service delivery standards.

4.6 Finance

One of the primary concerns expressed during our consultations is the replacement of vehicles. My preliminary review indicates the funding of reserves for equipment replacement is appropriate to the schedule for replacement indicated by the 10-year Capital Budget with regards to fire vehicles.

4.7 Human Resources

I have reviewed the Fire Department staffing, organizational structure, ratio of officers to firefighters, firefighter recruitment and retention, job descriptions, remuneration of full-time and paid-on-call staff, promotional policy, succession planning, and health and safety.

4.7.1 Human Resources Overview

1. The Fire Department underwent an organizational restructuring in 2016 to create the current model with a Fire Chief, one Fire Prevention Officer, one Deputy Fire Chief, three Captains, and firefighters.
2. There is a general consensus the department is operating more consistently with this new model. However, there continues to be questions from fire officers and firefighters about the addition of Lieutenants within the department.
3. Job descriptions for the positions of Fire Chief, Fire Prevention Officer, Deputy Fire Chief, Captain, and firefighters have been provided and reviewed.
4. Fire Chief has created a job description for a Lieutenant and is ready for review by HR.

4.8 Fire Department Staffing

I have reviewed the staffing model and level for the Fire Department based on the 2016 restructuring and concur the organizational structure and number of managerial positions (Fire Chief, one Fire Prevention Officer, one Deputy Fire Chief, three Captains) is sufficient to the department. I have recommended a time/workload study of the administrative support position (Section 4.5.4) and recommended that the job descriptions be reviewed by the Fire Chief, Deputy

Chief, Fire Prevention Officer and Captains (Section 4.5.2) to ensure a clear understanding of job roles and responsibilities by all involved. Lieutenant positions be reviewed and presented to council for approval.

4.8.1 Ratio of Officers to Firefighters

Assessing the adequacy or suitability of the officer to firefighter ratio, for this review, has been primarily focused on ensuring there is adequate officer supervision and direction at emergency scenes. The organizational model for the Fire Department indicates there is a ratio of five officers (one Fire Chief, one Fire Prevention Officer, one Deputy Fire Chief, three Captains) to 21 firefighters in each station. I note these numbers may vary slightly over time. Common fire fighter standards recommend a company of four personnel including one officer, or a ratio of one officer to every three firefighters.

Adequacy of response by a sufficient number of officers in a paid-on-call Fire Department can be problematic. However, emergency responses are monitored by the Fire Chief and or the Deputy Fire Chief who ensure adequate officer response by responding themselves to provide supervision at emergency scenes. The department has also recently introduced an enhanced paging system called “Active 911” which provides immediate feedback on the personnel responding to an emergency call to ensure an officer is responding.

The division of responsibilities between the Fire Chief, Deputy Fire Chief and Captain’s provides a senior officer for emergency scene oversight and assumption of command by a senior manager when appropriate. The division of day-to-day work load and responsibilities is primarily assumed by the Fire Chief. However, there is a need for review and clarification of the roles and responsibilities for each position and have made that recommendation in (Section 4.5.2) of this report.

4.8.2 Remuneration of Fire Department Staff

A review was conducted for the remuneration rates for paid on-call management, officer and firefighter positions of the Town of St. Marys Fire Department. A review of five nearby and similar paid on-call fire departments with a full-time fire chief and paid on-call staff was conducted for comparison purposes. The available data received is presented in Table 4. For the purposes of confidentiality in a public document, the comparable municipalities are identified as FD1, FD2, FD3, FD 4 and FD5. The municipalities have been identified to the Chief Administrative Officer and the Fire Chief. The Town of St. Marys Fire Department are in line with positions in similar, local fire departments.

Table 4 - Remuneration of Full time and Paid on call Fire Department Staff

	Full Day Training	1/2 Day Training	Mileage	Alarm	Practice (flat rate)	Standby
FD1	16.25	19.76	Y	29.93	39.90	176.77 every 4th weekend
FD2	18.75	18.75	Y	32.85	65.71	176.77 every 4th weekend
FD3	20.00	27.50	Y	22.97	\$2,040/annually*	
FD4	21.50	47.43	Y		Unavailable	Unavailable
FD5	30.00	30.00	Y	21.00	21.00	None
St Marys	185.76	93.79	Y	32.27	42.05	1,200 annually

4.9 Facilities

4.9.1 Facility Location

Optimal facility location is comprised of several factors including: a) call volume and frequency; b) availability and location of paid on-call firefighters; and c) the geographic and address area that can be covered in the municipality.

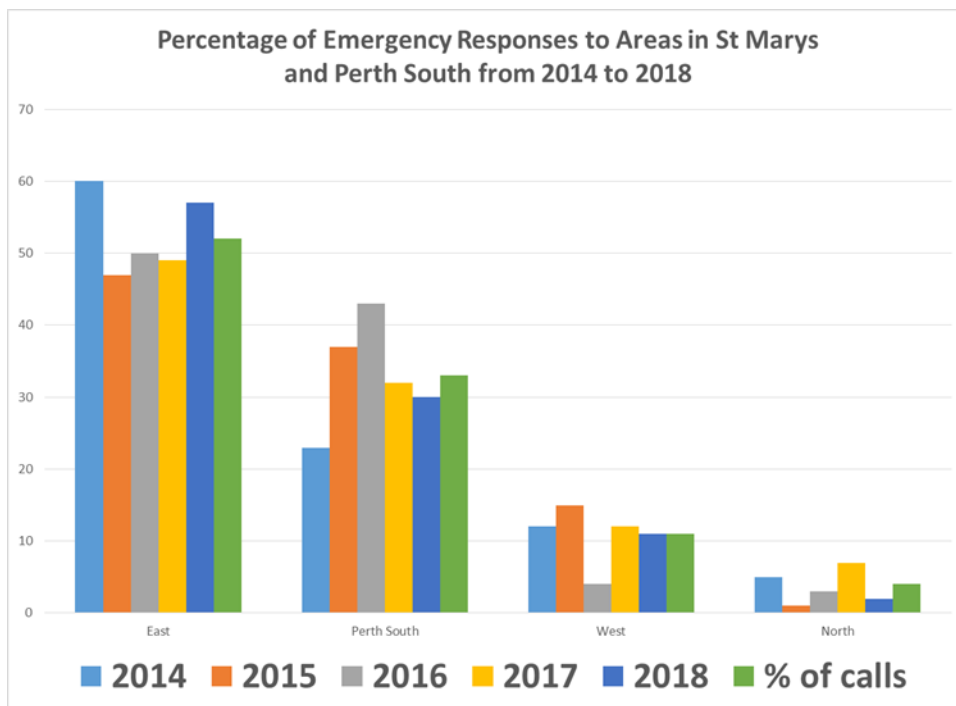
The Fire Hall is located at 172 James St. South, St. Marys.

4.9.2 Incident Locations and Statistical Analysis

Preferred Location for a Fire Hall in St. Marys

To help determine if the James Street South corridor is the best location for a fire hall in St. Marys, the Fire Chief has completed an assessment of call locations in the past five years. The chart below indicates the historical locations of call responses:

Table 5 – Percentage of Emergency Responses in St. Marys and Perth South



LEGEND:

- ☐ East = Anything East of the Thames River, and south of Trout Creek to the Town's limits.
- ☐ West = Anything West of the Thames River to the Town's limits.
- ☐ North = Anything North of Trout Creek, and east of the Thames River, to the Town's limits.
- ☐ Perth South - Anything within our response area outside of Town limits.

From this analysis, the Fire Chief has concluded that the preferred location for a fire hall in St. Marys is within the James Street corridor. The key points in coming to this conclusion include:

- 52% of emergency responses occur on the East side of St. Marys. The primary reason is that majority of the Town's residential occupancies are on the east side of Town and within a one-kilometer radius of the Fire Hall. In addition, there are two schools (Little Falls Public School and DCVI), Kingsway Lodge (vulnerable occupancies), the Pyramid Recreation Centre and most of the high hazard industrial buildings within one kilometre of the current fire hall.
- Given the location of the majority of the calls, an average response time of approximately 4-5 minutes from the time the Fire Department is dispatched to the time of arrival on scene can be achieved for the eastern and southern portions of the Town.
- Allows fire vehicles a direct route to Hwy 7, Elginfield Rd, Road 119 where 26.6% of Motor Vehicle Collision responses occurred in 2017/2018 (8 of 30 MVC calls).

Staff have also considered if the current property is the best property to be located. After some review, we have determined that the existing property is the preferred location due to its large size, the fact that the Town owns the lot immediately beside the fire hall, and the fact that the unopened Park Street road allowance exists beside the property providing the opportunity for future access.

Consideration was given to purchasing land to the south of the current Fire Hall because this would allow for very similar response options and continued operations. Based on preliminary discussions it was determined that the value of vacant land in this area is costly, and that the Town may not necessarily recoup the land purchase costs through the sale of the existing fire hall location.

Consideration was also given to locating at the Municipal Operations Centre. This location is not preferred due to the risk of potential traffic conflict with the other uses at the facility during a fire call. In addition, the presence of steep hills on either side of the Municipal Operation Centre are not ideal when responding to a call in winter conditions.

4.9.3 Firefighter Addresses

Identifying the residences of paid-on-call firefighters serving the Town of St. Marys Fire Department was conducted. The addresses are predominately located within the population centre of the Town of St. Marys as are the majority of incidents.

The Town of St. Marys has a policy in place that states a paid-on-call firefighter must have the ability to respond to the Fire Hall within 10 minutes. Having this policy in place maintains an optimal level of firefighter turnout and reduced travel time to the fire hall. If this policy was not established it would result in a potential doubling of the current response times to emergency scenes.

The average amount of firefighters that respond to emergency calls are 71.2% or 17 firefighter per call.

4.9.4 Recommendation for Fire Hall Facility Needs Review

During the 2018 budget deliberations, Council reviewed information about the pending equipment purchases for the Fire Department. This included the preferred method of procuring a replacement aerial truck (new or used), the renovations that may be required to the building, and whether or not the overall order of the planned equipment replacements is correct (i.e. should another truck be replaced before the aerial truck). Through this discussion, Council provided the following direction to Staff:

Resolution 2018-01-16-08

THAT a report from staff be provided to Council by August 31, 2018 regarding the impact to the Fire Hall of the proposed capital purchase of a new aerial ladder truck.

Resolution 2018-01-30-03

THAT staff be directed to review the Fire Department's Short Term Capital Plan and report back to Council by August 31 on the Capital Plan for fire equipment replacement and the preferred procurement approaches for the equipment.

Staff presented to Council at the August 13, 2018 Strategic Priorities Committee meeting and reported on how the purchase of a new aerial ladder truck may require a renovation to the fire hall to accommodate its size.

Council considered the report and requested that staff report back with additional information on the topic, including:

- Location
- Needs Analysis
- Scope of work and detailed budget
- Construction planning and fire department operations

Staff presented to Council at the January 15, 2019 Draft Capital and Operating Budget Review through a Formal Report CAO 08-2019 Fire Hall Facility Needs review information regarding the fire hall facility needs review, and to present various build options, scopes of work, and project budgets for consideration.

Staff reported back to Council on the information above, as well as other information gathered by staff through a review of the Fire Department's facility needs. The facility needs review was completed through collaboration by Fire Department, Building/Development and Finance Staff.

A study of existing conditions and assessment for the St. Marys Fire Hall was conducted. The Fire Hall is in poor condition, and does not serve the purposes of the Fire Department and firefighters. Design of a new Fire Hall should consider health and safety recommendations and guidelines for fire stations. Guidance can be found in The Ontario Ministry of Labour Section 21 Fire Service Health and Safety Manual and various National Fire Protection Association standards for fire station design.

Based on the needs identified, the Building/Development Department had calculated that 2,800 to 3200 sq.ft. of new usable space is required.

Four options were presented to Council for their consideration.

- Option #1 – Renovate to Meet Minimum Requirements
- Option #2 – Renovate to Meet Recommended Requirements
- Option #3 – Build New to Meet Current and Future Requirements
- Option #4 – Do Nothing

After careful deliberation, Council chose Option#2 - Renovate to Meet Recommended Requirements. This was based on some of the following:

- The Building Department has reviewed the current building and has determined that the structure is sound and can be renovated.
- It is staff's recommendation that if the renovate option is chosen, that Layout #2 (i.e. Option #3 - Renovate to Meet Recommended Requirements) is preferred because it better positions the Fire Department for future growth.

- The forecasted cost of the preferred renovation option is \$1,636,800. For 2019, Council would need to approve the design budget for the project, currently forecasted at \$204,600.
- For comparison, the option to renovate the Fire Hall is \$779,350 less than the build new option and will have an annual tax levy impact of \$61,080 which is \$26,920 less than the annual impact of the build new option.
- Renovation projects are typically more complicated than build new options because it is normal for construction issues to be revealed once a building is opened up. Because of this, renovation projects can be susceptible to cost overruns.
- Renovation projects are constrained by the existing portion of the building that is to be retained. Although the final product may address all of the facility needs, they may not be accommodated in the ideal way because the designer will have to fit at least some of them within the existing foot print.
- It is anticipated that renovating the fire hall will have a shorter duration when compared to the new build option.

The financial implication associated with Option #2 – Renovate to Meet Recommended Requirements is \$ 1,636,800

The projection for the facility is to begin construction March 1, 2020.

4.10 Apparatus and Equipment

I have reviewed the Town of St. Marys Fire Department fleet of vehicles, fire apparatus and major pieces of equipment including the types of vehicles, age, replacement cycles, utilization and suitability.

4.10.1 Apparatus and Equipment Overview

The Town of St. Marys Fire Department has numerous types of fire apparatus. To have a better understanding of the types of vehicles, fire apparatus and major pieces of equipment I have included definitions.

Definitions

Fire Apparatus: The National Fire Protection Association (NFPA) Vehicles of varying types and sizes that fulfill different roles or functions during fire and rescue operations.

Class A Pumper: An apparatus meeting that criterion for a pumper truck that can be used to fight fires in structures or other types of fires requiring larger volumes of water.

Aerial: The National Fire Protection Association (NFPA) Used to gain access to fires occurring at height using a large telescopic ladder, where conventional ladders carried on conventional appliances might not reach. The name is derived from the fact that the large ladder is mounted on a turntable on the back of a truck chassis, allowing it to pivot around a stable base. To increase its length, the ladder is telescopic. Modern telescopic ladders are either hydraulic or pneumatic.

Tanker/Pumper: An apparatus that supplies water to other trucks or drop tanks during fire operations. However, the pumps are usually large enough that the truck could be used to fight fires just as you would be able to with a Class A Pumper. These trucks could have access issues due to the weight of the truck where a Class A Pumper would work better.

Rescue truck: Different styles of trucks used in various rescue operations. These operations can include vehicle accident extrication, building collapse, confined space rescues and other specialized rescue operations.

Pumping Capacity

The pumping capacity of the fire department is adequate to combat the anticipated fire volume that would be required for the structures and occupancies found within the Town of St. Marys and Perth South. Please note additional resources are available through the Perth County Mutual Aid Agreement.

Vehicle Inventory

The Town of St. Marys Fire Department maintains a variety of vehicles required to respond to the types of incidents that the department is called upon to manage. Vehicle inventory including the Type of Vehicle, Year of Manufacture, Response Type. The Town of St. Marys Fire Department maintains a variety of vehicles required to respond to the types of incidents that the department is called upon to manage.

4.10.2 Pumping Capacity

The pumping capacity of the Fire Department is adequate to meet the needs to combat the fire volume the department can anticipate would be required for the structures and occupancies found within the Town and Perth South. Note additional resources are available through the Perth County Mutual Aid Agreement.

4.10.3 Pumper

#1 Pumper



- Make - Freightliner FL
- Year of manufacture - 1998
- Current mileage – 32,392 kms
- Engine Hours – 1,385.8
- Tank Capacity 832 l.Gal
- Pump capacity 1250 IGPM
- Response - First line pumper – Town or Rural

- Accumulates more pump hours than the aerial and tanker
- Life expectancy dependent on yearly pass of ULC pump test. This is scheduled to be tested on the 3rd of August 2018.
- The pumper is used to transport firefighters and equipment to an emergency scene and to provide pumping operations as necessary depending on the operational needs for mitigation of that emergency. In rural applications, pumping functions may include application of water onto the fire scene, drafting of water from a water source, or relay pumping from pumper to pumper over a distance to provide water to the apparatus operating at the scene. 5 man cab utilized to transport firefighters rather than using their own personal vehicles for rural calls is equipped for a number of jobs in addition to being an engine that carries water and has a pump. This vehicle is equipped with a 1500 GPM pump and 500 gallons of water. High rescue sided compartments allows for a number of rescue tools and equipment. Additional equipment carried on the pumper include, SCBA, water rescue equipment, air monitoring equipment, generator, Ram Fan, foam, an assortment of hose, and a number of hand tools. The Town of St. Marys is served well by its only pumper, but will need to be replaced.
- Expected replacement year – 2018 Capital budget states it will be replaced in 2021. Estimated replacement cost \$525,000

4.10.4 Aerial

#2 Aerial - Superior



- Make – Freightliner FL
- Year of manufacture 1991
- Current mileage – 80,392 miles or 129,378.38 kms
- Tank Capacity 500 I.Gal
- Pump capacity 1250 IGPM
- Response – Second line vehicle to pumper – Town or Rural
- Pump not used as extensively as #1 pumper, less hours on pump the Fire Department is equipped with a 1991 aerial with a 50' ladder. Not all small departments are fortunate to have an aerial truck. When considering purchase or replacement of an aerial truck in a small department, there can be resistance in the community due to the high cost of these trucks and the varied opinion on the need. St. Marys is no different in this respect. There are some

questions about whether the Town of St. Marys Fire Department needs an aerial device (new or used) and the cost of replacement. There have also been questions of whether or not this truck should be replaced before Pumper #1.

The consensus of the firefighters interviewed is that the aerial provides a safe and effective means for reaching elevated areas for situations such as chimney and roof fires. It was noted the aerial is used for barn fires although in some cases it may be a tight fit for some rural lanes. It was also noted that the aerial provides additional pumping capacity if required.

Many fire departments choose to maintain an elevated device as part of their equipment fleet where it can provide operational benefits during emergency incidents in the community. Generally, the departments purchase a used apparatus that still has serviceable life that will meet the demands of the service.

Since purchasing the aerial November 10th, 2004 the Town of St. Marys Fire Department has used the apparatus as an elevated device to provide access to upper levels of structures during various incidents for ventilation and fire extinguishment purposes. During fire incidents, it is often necessary to ventilate a structure at the highest possible location to allow toxic gases and smoke to vacate in order to establish a safe environment for fire crews to enter the structure. The aerial unit has also been used for water supply as a fire pump and as a pumper in a relay chain of pumpers that provide water to a fire incident over a distance from the water source to the incident location. The aerial can also be used as a water tower which means the ladder is elevated and water is applied from an elevated position onto or into a fire incident providing an advantage to extinguishing fire areas that are difficult to reach from an exterior ground level position.

Weakened roof structures can present operational hazards during fire incidents and an aerial device provides a safe platform from which to perform any necessary firefighting tasks such as ventilation, entry and water application access.

- Life expectancy dependent on annual maintenance and on yearly pass of ULC pump test – 2017 Annual Pump test failed to draw a vacuum. This was fixed and passed (8 February 2018). The pump is scheduled to be tested on the 3rd of August 2018.
- Life expectancy also dependent on yearly pass of aerial inspection – 2018 Annual Ladder test passed (22 February 2018).
- Expected replacement year – Was supposed to be 2011 and needs to be replaced in 2019 - Estimated replacement cost \$875,000

4.10.5 Tanker

#3 Tanker



- Make – Freightliner
- Year of manufacture 2012
- Current mileage – 9,894.4 kms
- Tank Capacity 2126 l.Gal
- Pump capacity 500 IGPM
- Response – Rural. Minimal use in town.
- Pump not used as extensively as #1 pumper, less hours on pump
- The tanker is used for rural water supply as well as combating wildland fires. The tanker's pump capacity is 500 gallon per minute (GPM). Although some tankers do not have a fire pump they are able to store a larger capacity of water. In a rare situation the tanker would be able to provide a first response pumping ability to a fire call in the event the primary response pump was unable to respond; For example, should there be a mechanical breakdown or the Pumper is out of service for maintenance.
- Life expectancy dependent on annual maintenance and on yearly pass of ULC pump test. This is scheduled to be tested on the 3rd of August 2018.
- Expected replacement year – 2032 - Estimated replacement cost \$350,000

4.10.6 Rescue

#4 Rescue/Equipment



- Make – Freightliner
- Year of manufacture 2008
- Current mileage – 9,198.5 kms
- Response - First line vehicle and responds to all calls

- The Rescue Unit responds to all emergency response calls. The Rescue Unit serves multiple purposes including carrying major rescue and vehicle extrication equipment, secondary response to emergency medical calls, transportation of firefighters and as rehabilitation facilities during inclement weather conditions. One should note that due to the increasing amount of emergency responses and what is expected of the Fire Department to perform the Rescue Unit has reached its maximum storing capacity for equipment. As we continue to upgrade our rescue services to the Town and Perth South the Fire Department will require a larger vehicle to accommodate the equipment.
- Life expectancy dependent on annual maintenance.
- Expected replacement year – 2028 – Estimated replacement cost \$525,000

4.10.6 Pickup Truck

Pickup Truck Ford F 150



- Make Ford F 150
- Year of manufacture 2015
- Current mileage – 31,721 kms
- Response – Attends all fire calls, town and rural. Used daily for department business. Is the primary command vehicle and is currently assigned to the chief of the department. Equipped with a command console and multiple radios, the vehicle also carries the PPE of the operator, and EMS equipment, and reference materials.
- Life expectancy dependent on annual maintenance and is expected to be traded in approximately 8 years.
- Expected replacement year – 2023 – Estimated replacement cost \$40,000

4.11 Vehicle Replacement Cycle

During the 2018 budget deliberations, Council raised a number of questions regarding the replacement schedule of fire department vehicles and asked that Staff report back on a number of matters. Council passed the direction below to staff after a discussion of whether the aerial truck should be replaced before the Town's pumper truck.

Resolution 2018-01-30-03 THAT staff be directed to review the Fire Department's Short Term Capital Plan and report back to Council by August 31 on the Capital Plan for fire equipment replacement and the preferred procurement approaches for the equipment.

The Fire Chief prepared and presented a report FD 09-2018 Capital Plan for Fire Equipment Replacement Council had requested information and recommendations for the replacement cycle of emergency response vehicles for the fire department.

Questions have been asked regarding the appropriate timing for replacement of fire department vehicles. When considering the need to replace fire apparatus, we must review many factors. The National Fire Protection standard 1901, Standard for Automotive Fire Apparatus is the document most frequently referred to by the fire service and municipalities across North America for information on replacement and purchase of emergency response apparatus. Replacement considerations and timing are addressed in Appendix D of the 2016 edition of this standard. Underwriters Laboratories of Canada (ULC) may also apply.

We provide a summary of Appendix D of NFPA 1901, 2016 Edition below, for use when considering replacement of a vehicle. We note that Appendix D of the standard is not considered a mandatory requirement of the document, but is provided for informational and recommendation purposes.

To maximize fire fighter capabilities and minimize the risk of injury, it is important that fire apparatus be equipped with the latest safety features and operating capabilities.

Industry standards for fire apparatus are typically revised every five years, and there have been substantial changes to upgrade functional capabilities and safety features over the last 15 years. Included in those improvements are such things as:

- Roll over stability
- Seat belt design for fully dressed firefighters and seat belt use warning system
- Minimum acceleration and upper speed limitations
- Cab integrity
- Enhanced work and step lighting and safety design
- Reflective striping
- Ergonomic design for accessibility to equipment such as ladders and hose lines

The life cycle of a vehicle depends on many factors including:

- Vehicle mileage and engine hours
- Quality of the preventative maintenance program
- Quality of driver training
- Proper use of apparatus within design parameters
- Manufactured on a commercial or custom chassis
- Quality of manufacturer workmanship
- Quality of components used to build the vehicle
- Availability of replacement components

Factors to evaluate and consider for the replacement timing of a vehicle include:

- What is the true condition of the apparatus – has it been in a major accident or required major repairs?
- What advances have been made in design safety, technology and operational functionality since its manufacture?
- Does the vehicle still meet the needs of its service area or is it obsolete?
- Can the vehicle carry the equipment needed to do the expected job within its weight load capacity?
- What are the anticipated cost annually to keep the vehicle in service including downtime, maintenance cost, depreciation, reliability and safety of the users and the public?
- How available are replacement parts?
- How long can the department operate in the event of a major mechanical breakdown?
- What is the current trade in value of the vehicle and what is the expected depreciation rate?

NFPA 1901, Appendix D, 2016 Edition concludes,

A fire apparatus is an emergency vehicle that must be relied on to transport firefighters safely to and from an incident and to operate reliably and properly to support the mission of the fire department. A piece of apparatus that breaks down at any time during an emergency operation not only compromises the success of the operation but might jeopardize the safety of the firefighters relying on that apparatus to support their role in the operations.

Replacement Plan Considerations

Various agencies have developed a weighted point system that mixes the factors listed above in a formal reporting and review process. The advantage to this is that it removes bias out of the replacement process and creates an objective review process while providing the facts that all the stakeholders (end users, management, and finance staff) understand to buy into the program. A variety of software systems and various point system programs are used by many fleet agencies across the country. Some are based on an overall replacement program using an average, while others customize the program to fit different classes or types of equipment. The point system is the most widespread methodology.

Sample Replacement Point System received from Fire Engine Replacement Guidelines (Source: Public Fleet Summits)

Factors + Points

Age - One point for every year of chronological age, based on in-service date.

Miles/Hours - On-road units with a 7L or larger diesel engine receive one point for each 32,000 kms. All other on road units receive one point for each 16,000 kms.
Off-road equipment with a diesel engine over 150 hp receives one point for each 1,000 hours, or 200 hours if its diesel engine offers 150 hp or less.

Type of Service - One, three, or five points are assigned based on the type of service the unit is exposed to. For instance, fire pumpers would be given a five because it is classified as severe duty service. In contrast, an administrative sedan would be given a one.

Reliability - Points are assigned as one, three, or five depending on the frequency that a vehicle is in the shop for repair. A five would be assigned to a vehicle in the shop three or more times per month on average, while a one would be assigned to a vehicle in the shop an average of once every three months or less.

Maintenance & Repair Costs - One to five points assigned based on maintenance costs (not including repair of accident damage). If maintenance and repair costs are 20% or less of the purchase price, 1 point is assigned. If costs are 100% or more of the purchase price, 5 points are assigned.

Condition - This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, and so on. A scale of one to five points is used with five being poor condition.

Point Ranges

Fewer than 18 Points: Condition I Excellent

18 to 22 points: Condition II Good

23 to 27 points: Condition III Qualifies for replacement

28 points and above: Condition IV Needs immediate consideration

An example would be: a 5-year-old fire pumper as a case study. The unit has 160,000 kms and more than 1,000 engine hours; Severe-duty as the vehicle responds to all urban and rural calls, poor condition; and includes an average of 3 or more times a month in the garage, Repair costs are 70% of its purchase price. The vehicle has rust throughout the body. Seats are torn and in need of repair.

The points would be assigned as follows:

Age = 5 points

Kilometers or engine hours = 10 points

Type of service is severe = 5 points

Reliability = 5 points

M&R costs = 3 points

Condition = 5 points

Total = 33, **28 points and above; Condition IV Needs immediate consideration**

Applying this fleet analysis tool to the Town of St. Marys Fire Department fleet shows:

#1 Pumper

Make - Freightliner FL

Year of manufacture - 1998

Current mileage - 32,392 kms

Engine Hours - 1385.8

Response - First line pumper - Town or Rural.

Age = 20 points

Kilometers or engine hours = 2 points

Type of service is severe = 5 points

Reliability = 1 points

M&R costs = 1 points

Condition = 1 points

Total = 30, **28 points and above = Condition IV Needs immediate consideration**

#2 Aerial - Superior

Make - Freightliner FL

Year of manufacture 1991

Current mileage - 80,392 miles or 129,378.38 kms

Response - Second line vehicle to pumper - Town or Rural

Age = 27 points

Kilometers or engine hours = 8 points

Type of service is severe = 5 points

Reliability = 1 points

M&R costs = 1 points

Condition = 3 points

Total = 45, **28 points and above = Condition IV Needs immediate consideration**

#3 Tanker

Make – Freightliner
Year of manufacture 2012
Current mileage – 9,894.4 kms
Response – Rural. Minimal use in town.
Age = 6 points
Kilometers or engine hours = 1 points
Type of service is severe = 5 points
Reliability = 1 points
M&R costs = 1 points
Condition = 1 points
Total = 15, **Fewer than 18 Points = Condition I Excellent**

#4 Rescue/Equipment

Make – Freightliner
Year of Manufacture 2008
Current mileage – 9,198.5 kms
Response - First line vehicle and responds to all calls
Age = 10 points
Kilometers or engine hours = 1 points
Type of service is severe = 5 points
Reliability = 1 points
M&R costs = 1 points
Condition = 1 points
Total = 19, **18 to 22 points = Condition II Good**

Pickup Truck

Make Ford F 150
Year of manufacture 2015
Current mileage – 31,721 kms
Response – Attends all fire calls, town and rural. Used daily for department business
Age = 3 points
Kilometers or engine hours = 2 points
Type of service is severe = 3 points
Reliability = 1 points
M&R costs = 1 points
Condition = 1 points
Total = 11, **Fewer than 18 Points = Condition I Excellent**

The most significant question resulting from the 2018 budget deliberation was whether the Pumper #1 should be replaced before the Aerial Ladder truck. Using the industry recommended fleet analysis system above, the need for replacement for both compares as follows:

- Pumper #1: 30 points (> 28 = Condition IV Needs immediate consideration)
- Aerial Ladder Truck: 45 points (> 28 = Condition IV Needs immediate consideration)

Based on the analysis completed, the Town's current replacement schedule of replacing the aerial truck before the Pumper #1 has been confirmed. When the aerial is replaced the operating plan for deployment of trucks will change. The aerial truck that is proposed to be purchased is one which has pumping capabilities. The new aerial will become the new first line pumper, and Pumper #1 will become the second line pumper until it is replaced in 2021.

The overall order of large apparatus to be replaced is as follows:

1. The Fire Apparatus 10 Year Capital Forecast – Truck Replacement Projection anticipates replacement of the aerial ladder truck in 2019 at which point the vehicle will be 28 years old. \$875,000 has been budgeted in the capital plan for this replacement. The fire department plans to purchase a new or used aerial available on the market at that time. The Chief will be seeking direction from Council in FD 10-2018 following this report on whether a new or used vehicle should be purchased.
2. The next vehicle to be replaced would be the pumper scheduled for replacement in 2021 at which point the vehicle will be 23 years old. \$525,000 has been budgeted in the capital plan for this replacement.
3. The next vehicle to be replaced would be the Fire Chief's pickup truck scheduled for replacement in 2023 at which point the vehicle will be 8 years old. \$40,000 has been budgeted in the capital plan for this replacement.
4. The next vehicle to be replaced would be the Rescue Truck scheduled for replacement in 2028 at which point the vehicle will be 20 years old. There are \$525,000 in allocated funds in the capital budget forecast for this replacement.
5. The last vehicle to be replaced would be the Tanker Truck scheduled for replacement in 2032 at which point the vehicle will be 20 years old. \$350,000 has been budgeted in the capital plan for this replacement.

4.12 Maintenance Program

I have reviewed the inspection and maintenance program of Fire Department vehicles, fire apparatus, and equipment.

4.12.1 Maintenance of apparatus and equipment Overview

General maintenance items, such as MTO safety checks, general vehicle repairs and servicing is done by a local garage. Specialized testing, such as annual fire pump testing and aerial inspections are completed by a company specializing in fire equipment and apparatus. Self-contained breathing apparatus tests are conducted annually by a company specializing in the maintenance, testing and repair of firefighter breathing apparatus. Testing, repairs and maintenance of apparatus and equipment is documented.

4.13 Communications

We have reviewed the Town of St. Marys Fire Department communications systems, including dispatch, paging, telephone, and radio systems.

4.13.1 Communications Overview

1. Alarms for the Town of St. Marys Fire Department are received and dispatched through a paging system activated by the Stratford Fire Department under contract for those services. Stratford Fire Department provides full communications support during emergency operations as required.
2. The department has recently introduced a program called “Active 911” which provides paging through smart phone technology and provides officers with up-to-date information on the number of firefighters responding to a call.
3. The Town of St. Marys Fire Department utilizes the radio system operated by the County of Perth for radio communications and paging of alarms. Local radio and paging equipment is operated and maintained by the Town.

4.13.2 Assessment of Communications

My consultations determined general satisfaction with the radio and paging system and with the support received from the Stratford Fire Department Communications Centre during calls and for the provision of call statistics when requested.

4.14 Emergency Management Program

I have reviewed the Emergency Management Program for the Town of St. Marys as managed by the Fire Chief/CEMC.

4.14.1 The Town of St. Marys Emergency Management Overview.

The Emergency Management Program for the Town is authorized in By-law 26-2019.

The Fire Chief is designated as the Community Emergency Management Coordinator (CEMC) for the Town. The Director of Building & Development and Director of Public Works are designated as the alternate CEMC's for the Town.

Consultations on this project objective clarified that the intent is to review the appropriateness of having the Fire Chief function as the Town CEMC.

4.14.2 Role of Fire Chief as Community Emergency Management Coordinator (CEMC)

I recommend the Town consider a model for emergency management that removes the role and responsibilities for emergency management from the Fire Department.

As attention was focused on emergency planning and management over the last decade and requirements in the Emergency Planning Act and Civil Protection became regulated, municipalities were required to develop plans and designate officials to take on specific roles in the management of major emergencies including the requirement to designate a person in the role of CEMC. In most municipalities this function fell to the fire department and frequently the fire chief or a senior officer in the fire department was designated as the municipality's CEMC. As community emergency planning has evolved, and fire chiefs who also have been given the responsibilities of the CEMC role have gained experience in these dual roles, it has become apparent this does not, in practicality, provide optimum operational efficiency and functionality during critical emergency incidents. This is of particular concern in departments where the fire chief is expected to act as a senior operational officer at emergency scenes as well as fill the CEMC role on the Community Control Group during major emergencies.

I understand that the Office of the Fire Marshal and Emergency Management (OFMEM) recommends that communities reconsider the appointment of senior members of the fire department to the role

of CEMC and consider alternatives to fulfill the role of CEMC. The OFMEM has not issued a specific policy regarding this recommendation, but our understanding is that this concern has been presented at various seminars and conferences across the province.

I recommend that the Town consider alternative opportunities to fulfill the CEMC role such as a part-time position or appointing a person that would not be directly involved in a critical emergency incident.

Appendix A: Town of St. Marys Fire Master Plan Consultations Summary

Consultations were conducted with various stakeholders as follows:

- June 6, 2018 General meeting for all firefighters at the St. Marys Fire Department (Attendance 23 paid-on-call firefighters) (Note: Deputy attended for the full meeting)
- June 18, 2018 General meeting with the Fire Prevention Officer at the St. Marys Fire Department
- September 5, 2018 General meeting for all Fire Officers at St. Marys Fire Department (Attendance 3) (Note: Deputy Fire Chief attended for the full meeting)
- October 3, 2018 General meeting for all firefighters at the St. Marys Fire Department (Attendance 21 paid-on-call firefighters) (Note: Deputy attended for the full meeting)
- January 2, 2019 General meeting for all Fire Officers at St. Marys Fire Department (Attendance 3) (Note: Deputy Fire Chief attended for the full meeting)
- February 20, 2019 General meeting with the Fire Prevention Officer at the St. Marys Fire Department

The following section provides an overview of the consultations undertaken for the development of the Fire Master Plan for the Town of St. Marys Fire Department. Comments, concerns and questions are summarized under each of the project subjects and duplicate comments, concerns or questions have been condensed.

I note the comments, concerns and questions have been generalized to ensure confidentiality where appropriate and reflect the understanding of the consultant(s) who conducted the interviews.

1. Governance – the applicable provincial Legislation and regulations, and municipal By-Laws relative to the Fire Department.

Firefighters

What are the council's responsibilities for determining the level of service?

Firefighter safety is important

2. Service Delivery – the level and range of services and programs delivered currently, and future requirements taking into account predicted growth and service delivery expectations.

Firefighters

Fire response to medical calls seems to be increasing. There is no signed agreement with Perth County Paramedics that St. Marys Fire Department will respond to medical calls if paramedics cannot reach the patient in under 10 minutes. Firefighters currently have St. John Ambulance Standard First aid and CPR. Will firefighters require a higher level of first aid such as Emergency Medical Responder level?

3. Fire Prevention – the Fire Prevention Program including fire inspections, investigations, and code enforcement.

Firefighters

It is a time issue – how much time can paid on call firefighters contribute to public education and fire prevention in addition to training a, equipment maintenance, etc.

Most of our structure fire calls are for industrial buildings and residential.

Perhaps more training on industrial fires and explosive gases and chemicals used locally

Pre-Fire Plans would help a lot to identify hazardous material storage, fire department connections, sprinkler systems, hydrant locations, etc.

4. Public Fire Safety Education – the Public Education program, including demographics, website.

Firefighters

It is a time issue – how much time can the Fire Chief and Fire Prevention Officer contribute to public education and fire prevention in addition to their normal duties and responsibilities.

The Fire Chief and Fire prevention Officer do public education upon request. Concerns were expressed that messaging regarding the importance and requirements for working smoke alarms are not always effective in reaching residents in the rural areas of the community.

Get into the schools more often and influence the children and parents

5. Emergency Response – emergency response call volume and trends, including types of calls, numbers of calls, apparatus deployment, response staffing, firefighter deployment and safety.

Firefighters

Although most employers are supportive of the Fire Department turnout is affected by the fact that many of the paid-on-call firefighters are trades people and they can't always leave their regular jobs. The average numbers of firefighters that attend emergency response calls is approximately 17 of 25. Lack of Officers is of concern hence there should be the implementation of Lieutenant Positions. Fire Chief needs to constantly monitor response turnout

Depth of response for multiple calls may be a problem i.e. Officer to firefighter ratio.

We have better training and equipment and safer procedures than 3 years ago

Medical calls have increased dramatically.

Community expects someone in reasonable time even if just basic life support

Since taking most of the fire apparatus to emergency responses allows for more firefighters to arrive on the scene in a fire truck rather in their own personal motor vehicle.

Chief often responds to CO, Automatic and Unauthorized Open Air Burning calls during week nights and weekends to reduce the amount of money spent to dispatch the full Fire Department.

Rehabilitation during hot/cold conditions needs to be addressed especially during long periods of time.

The Fire Chief normally assumes command during fire ground emergencies. In his absence the Deputy Fire Chief will fulfill those duties. To develop junior officers (under the Fire Chief's direction) he could allow junior officers to assume command and to gain experience

6. Firefighter Training –the Firefighter Training Program, including recruit training, firefighter training, and officer training.

Firefighters

More organized now than in the past

Joint training with the other stations would be very beneficial when responding to actual emergencies – common training/procedures and know other firefighters working at the scene

There are sign off procedures for recruits to ensure they are trained adequately

The intensive training requirements may be turning people off from joining the department

Most staff at NFPA 472 Hazardous Materials awareness level. Perhaps an Operations Level would be beneficial.

99% of firefighters are certified to Firefighter II – Combination of “Grandfathering” and College Certificates.

Ongoing training – good now with a 6 month schedule of theory and practical training.

Communication on upcoming training is helping to encourage attendance

Fire Chief is trying to bring in instructors into area to do training rather than sending a few of our people out to colleges.

Suggestion to have a Training Officer is encouraged to deliver and monitor training

Hybrid vehicles – need training and updated manuals

There should be a formalized review of training to determine if and where gaps may exist

Pump Operations – everyone should be trained and tested and also vehicle familiarization

Use Waterloo Regional Emergency Services Training Centre more for hands on training

Firefighter comments specific to officer training

Would like opportunity to do more – i.e., Incident Command, Accountability Issue

The Fire Master Plan should have a strategy for Officer Development – Health and Safety requirement to have a competent supervisor on scene

Need more training in size up, incident command

More scenario based training that integrates officer decision making with firefighter tasks and tactics

Problem is taking the time off work or using weekends to get the training

Training should include mock calls where officers can be critiqued and mentored

Training in Incident Command

Mentoring is the best way to develop officers and future officers

Training of officers in FirePro records management and incident reporting

7. Administration — administration of the Fire Department, including organization, policies and procedures, administrative support, record keeping, information management, purchasing, inventory control, public and media relations, and customer service.

Firefighters

Fire Officers require a dedicated computer with FirePro system. This would allow fire officers to enter information into the Fire Pro system instead of just the Fire Chief.

Fire Master Plan should address need for reliable technology – need hardware improvements

Many Standard Operating Guidelines (SOGs) need to be reviewed – need a revision process that includes firefighter and officer input

Currently no formal training/review of SOGs

Use a high risk/low frequency assessment to focus efforts on SOG revisions

SOGs need to be more specific and compact

Create a committee for purchasing Personal Protective Equipment (PPE) – get input from users

8. Finance — the Fire Department budgeting, reserves, development charges, revenues and potential revenues.

Firefighters

Would like to know about the budget to understand priorities and offer input.

9. Human Resources — the Fire Department staffing, organizational structure, ratio of officers to firefighters, firefighter recruitment and retention, job descriptions, remuneration of full-time and paid-on-call staff, promotional policy, succession planning, and health and safety.

Firefighters

The organizational structure for the department should be revisited. Adding 3 Lieutenant positions would help with the Fire Officer to Firefighter ratio

Retention of paid-on-call firefighters has not been a problem. However when recruiting future firefighters people may not have previous firefighting experience or certificates. New recruits will have to attend a fire college. .

10. Facilities — the location, condition, and configuration of existing fire hall

Firefighters

Need to look at a new Fire Hall to replace the existing structure. There are numerous health and safety concerns such as no ventilation in the vehicle bays, no CO detection system, no shower area, no bunker gear storage room, no washroom facilities for females, no backup generator for power during power outage (Bay doors, air compressors on the vehicles or for SCBA fill station).

Consensus of those attending the current location of the Fire Hall is ideal.

11. Apparatus and Equipment — the Fire Department fleet of vehicles, fire apparatus and major pieces of equipment including the types of vehicles, age, replacement cycles, utilization and suitability.

Firefighters

Need to have better public communications when purchasing new apparatus for the Town

More public relations about equipment and its benefits

We have been purchasing newer and better equipment over the last three years. – we need to replace equipment not only due to wear and tear but also to keep up with technology to make the job safer and more efficient

The need for a new aerial ladder tuck is long overdue and will be a good investment.

12. Maintenance Program – the inspection and maintenance of Fire Department vehicles, fire apparatus, and equipment.

This has been addressed and takes place once a month during a “Maintenance Night”.

13. Communications – the Fire Department communications systems, including dispatch, paging, telephone, and radio systems.

Firefighters

While interacting through Mutual Aid with Perth East radio communications can be a problem

There are plans for more/better coverage with Region’s new radio trunking system

What is the fire service input into the new regional radio system?

Need to look at multiple repeaters

Have introduced “Active 911” for call outs – uses smart phone technology – This has been a great tool in addition to our pagers.

14. Emergency Management Program – the Emergency Management Program as managed by the Fire Chief/CEMC.

15. Town of St. Marys - Fire Hall Existing Conditions Study & Functional Assessment

Introduction This report summarizes the findings of the Fire Hall site visit in the Town of St. Marys, on October 15th 2018. The site visit was undertaken to document, at a high level, existing conditions and functional assessments of the building and site. Information was obtained during building walkthroughs and discussions with firefighters. This report is based solely on information observed during the site visits. No structural, environmental, system or assembly tests or assessments were performed.

In the report, elements have been assessed as per one of three qualitative ratings: Good, Fair, and Poor. Good indicates that elements show no visible signs of wear or deterioration. Fair indicates elements are in functioning condition, but show signs of wear and deterioration, and should be maintained. Poor indicates elements have deteriorated to a point that replacement should be considered before the building is compromised.

Overview of Findings The Fire Hall was assessed in varying conditions.

The Town of St. Marys Fire Hall, built in 1965, originally the building was used as a metal fabricating shop. The welding shop was purchased by the Town of St. Marys in 1969 to become the Fire Hall. In 1997 two vehicle bays were added on to accommodate two vehicles.

Structurally the Fire Hall is in good condition. Numerous required upgrades and repairs have been identified in the report. The Fire Hall does not meet the current functional needs of the department, and the many functional upgrades are required.

Some of the upgrades that are required are as follows:

- Larger vehicle bays to accommodate larger vehicles and future expansion to the vehicle fleet
- Vehicle bays – drive through bays with vehicles exiting the building directly on to James Street South
- Generator – To maintain building power and radio communications
- Communications Tower
- Vehicle bay exhaust system
- Vehicle bay lighting upgrade
- CO monitoring system
- Larger meeting/training room
- Separate bunker gear room
- Storage room on the ground floor for extra equipment
- Kitchen
- Compressor Room
- Separate locker room
- Accessible washroom facilities

- Female showers/washrooms
- Shower area – for decontamination from high risk calls
- Washer & dryer for soiled clothing and bunker gear
- HVAC for entire building
- Expansion of office space to accommodate Dispatch, Fire Chief, Fire Prevention Officer & Officers
- Parking area for responding firefighters

There is ample space within the site, for future growth and expansion.

Appendix B: Establishing and Enabling By-law Sample Schedule

The following services are provided by the Fire Department:

1. Vehicle Extrication: The Fire Department shall use manual and heavy hydraulic tools to perform rescues for vehicle, industrial and farm machinery extrication.
2. Confined Space Rescue: The Fire Department shall maintain the capability of responding to confined space incidents and performing confined space rescue.
3. Medical Aid Responses: The Fire Department shall provide Standard first aid and automatic external defibrillation.
4. High/Low Angle Rope Rescue: The Fire Department shall maintain the capability of responding to high/low angle rope rescue incidents limited to the use of descending rescue techniques for high angle rescue and rescues on flat land or mild, sloping surfaces.
5. Trench and Structural Collapse Incidents: The Fire Department shall maintain the capability to respond to Trench and Structural Collapse incidents at a level limited to securing the area surrounding the trench or structural collapse.
6. Hazardous Materials Leaks and Spills: The Fire Department shall maintain the capability of responding to Hazardous Materials Leaks and Spills incidents at the "awareness and operations level" in accordance with NFPA 472. The Fire Department will request additional assistance through the Perth County Fire Coordinator in accordance with Provincial Protocols.
7. Ice and Water Rescue: The Fire Department shall maintain the capability to provide swift water, shore based water and ice water rescue in accordance with NFPA 1006.
8. Fire Prevention: Fire Prevention is mandated by the Act. The Fire Department, as a minimum, responds to complaints and requests for inspections. Generally, the Fire Department administers a proactive fire inspection program and other activities as regulated by the Act, as amended.
9. Public Education: The Fire Department shall meet the requirements of the Fire Protection and Prevention Act, as amended.
10. Fire Suppression: The Fire Department shall be capable of responding to and extinguishing fires at a level that meets the community needs and circumstances as determined by Council. The Fire Department shall perform these services at a level up to and including entry of buildings for the purposes of search and rescue and interior/exterior firefighting operations.
11. Fire Investigations: The Fire Department shall perform cause and origin fire investigations and work cooperatively with the local police services regarding any violation of the law. The Office of the Fire Marshal of Ontario shall be contacted to investigate fires which fall under its mandate as defined in the Act.
12. Training: The Fire Department shall provide training to members of the department on the use of equipment and procedures to perform the duties for which they may be called. The Training Division shall conduct research and ensure that the training required for the Members of the department is delivered.

13. Communications: The Fire Department shall operate an Emergency Fire Communications Centre which receives and dispatches emergency calls and disseminates critical response information to and from emergency scenes.
14. Public Assistance: The Fire Department shall provide public assistance to the community in accordance with the resources of the department and in accordance with the training of the Members, as authorized by the Fire Chief or designate.

Appendix C: Priorities

Based on the review conducted by the Fire Chief a total of 42 recommendations have been made. The following list has been organized in the recommended timeline implementation. For more detailed and chronological overview of the recommendations.

Recommended Priority (High, Medium, Low, No Change)	Recommended Solution	Recommended Time Line
	Governance	
High	The establishment and enabling by-law be reviewed and revised to identify the types and levels of services to be delivered by the Fire Department.	2019
High	The Fire Department organizational chart be revised to reflect the organizational model subject to approval by Council.	2019
	Fire Prevention and Public Life Safety Education	
High	The Fire Department work with the Fire Prevention Officer to identify all high-hazard manufacturing operations and develop a coordinated Pre-Fire Plan inspection system utilizing paid-on-call firefighters to achieve these goals.	2019
Low	The Fire Department enhance its fire-cause determination capabilities to assist with focused fire prevention and education initiatives.	Long-term 7-10 Years Current Fire Chief & Fire Prevention Officer has these qualifications
Low	The Fire Department create a part-time position of Public Educator	Long-term 7-10 years

Medium	The Fire Department conduct a study to determine the status of working smoke alarms and carbon monoxide detectors in the community.	Short-term 1-3 Years
No Change	The Fire Department continue the existing public education programs in the schools	Continue with program
	Emergency Responses	
No Change	The Fire Department continue to monitor and provide annual reports to Council on emergency response incidents by type of emergency, travel times and number of responders.	Continue with annual reports
	Training	
High	The Fire Department develop a five-year training program/schedule.	2019
High	The five-year training schedule take into consideration the types and levels of services delivered, as approved by Council, and address the training required to deliver those services at the operational level.	2019
High	The five-year training schedule include mandated training requirements (such as first aid and CPR renewals) and department priorities based on frequency and hazard level of calls.	2019
No Change	The training program include a regular review of the Ministry of Labour Fire Fighter Health and Safety Guidelines.	Continue with program
High	The five-year training program provide opportunities for training exercises, including task and incident command level simulations.	2019
No Change	The Fire Department implement an officer training program that includes incident command, firefighter health and safety, and appropriate training in departmental administrative procedures.	Continue with program
No Change	The Fire Department continue with a training program for future officers	Continue with program as officers retire/resign and new officer are required

Medium	The Fire Department create a Training Officer position for the fire department and provide training for that position.	Short-term 1-3 Years
Medium	Officers receive the necessary training to utilize the department's records management system (FirePro) to enter and access fire and training records.]	Short-term 1-3 Years
	Organization	
No Change	The management team of the Fire Chief and the Deputy Fire Chief meet with the Captains to review job descriptions and ensure a clear understanding of roles and responsibilities by all parties. Efforts should be made to ensure that management team meetings are held regularly (once a month is recommended) to ensure an ongoing and open flow of communication through the department. Efforts should also be made to ensure the management team meetings are inclusive and effective in addressing concerns and issues that may arise.	Continue on a monthly, quarterly and annual basis
	Administration	
Medium	The Town conducts a time/workload study of the administrative functions of the Fire Department to ensure the Fire Department administration is adequately and efficiently resourced.	Short-term 1-3 Years
Medium	The Town undertakes the necessary hardware upgrades to make the most efficient and effective use of the FirePro system at the departmental and station level.	Short-term 1-3 Years
Medium	The Fire Department provide the training required to the officers to utilize the FirePro system for recording emergency incidents.	Short-term 1-3 Years
High	The Fire Department undertake a thorough review of all policies and procedures and standard operating guidelines upon approval by Council of the types and levels of services to be provided to the community by the Fire Department.	2019

High	The Town undertakes a number of public information efforts to communicate the content of the Fire Master Plan to the community following adoption of the Fire Master Plan for the Town of St. Marys Fire Department.	2019
No Change	The Fire Department present a report to Council annually indicating its compliance to Council approved service delivery standards.	Continue to update Council as required
	Record Keeping/Information Management	
Medium	The Town of St. Marys undertake the necessary hardware upgrades to make the most efficient and effective use of the FirePro system at the department level. I further recommend the Town of St. Marys Fire Department provides the training required to the officers to utilize the FirePro system for the recording of emergency incidents. I have previously made a similar recommendation regarding the use of the FirePro system for training records in Section 4.4.2.	Short-term 1-3 Years
	Facilities	
No Change	The current fire hall location is maintained and a refurbished fire hall be constructed in St. Marys on the existing property.	Forecasted completion of the refurbished of the Fire Hall is November 2020
	Apparatus and Equipment	
No Change	Continue with the established 10-year capital budget for the replacement of vehicles and equipment.	Continue to review and update as required

No Change	Upon reaching the due date for replacement, fire apparatus are evaluated to consider the condition, currency of operational and safety features, reliability, and operational functionality of the vehicle.	Apparatus should be ordered 12 months prior to the delivery date
Public and Media Relations		
High	Following adoption of the Fire Master Plan for the Town of St. Marys Fire Department, the Town of St. Marys undertake a number of public information efforts to communicate the content of the Fire Master Plan to the community, including among other things:	2019
High	An open house for presentation of the Fire Master Plan to the public	2019
High	Access to the Fire Master Plan on the Town website	2019
High	Distribution of the content of the Fire Master Plan to local media	2019
Medium	Development of a social media program for public information and public education initiatives	Although there is one in place the Fire Chief and Fire Prevention Officer need to work with the Corporate Communications Manager to develop a better program
High	Presentation of the Fire Master Plan to the members of the Fire Department	2019
Customer Service		
No Change	A monitoring process be implemented and that the Fire Chief report to Council annually regarding the department's compliance to those standards. Areas where the department is not able to achieve compliance to those standards should be noted with recommendations to close any gaps in service delivery.	Continue to update Council as required

Medium	Guidance for development of service delivery standards and reporting requirements can be found in The National Fire Protection Association standard, “Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations by Volunteer Fire Departments, 2014 Edition.”	Continue with program
No Change	The Town of St. Marys Fire Department present a report to Council annually, indicating its compliance to Council approved service delivery standards.	Continue to update Council as required
	Fire Department Staffing	
High	Lieutenant positions be reviewed and presented to council for approval.	2019
	Communications	
No Change	The Town continues the current rate of contribution to the radio replacement project in the 10-year capital budget and monitors the project for more specific cost estimates as the project proceeds.	Long-term 7-10 years
No Change	The Town should estimate the cost to replace the current inventory of radios in 2026 based on the current replacement value (\$20,000).	Long-term 7-10 years
	Emergency Management Program	
Medium	The Town considers a model for emergency management, removing the role and responsibilities for emergency management from the Fire Department.	1-3 years
	Role of Fire Chief as Community Emergency Management Coordinator	
Medium	The Town consider alternative opportunities to fulfill the CEMC role such as a part-time position or appointing a person that would not be directly involved in a critical emergency incident.	1-3 years

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jo-Anne Lounds, Procurement and Risk Management Coordinator
Date of Meeting:	14 May 2019
Subject:	FIN 08-2019 Award of General Insurance RFP-FIN-01-2019

PROJECT DETAILS

Frank Cowan Company (Cowan) has been the Town's choice of insurer for many years. Coverage includes a General Liability Policy which protects the Town from liability exposure up to a maximum amount of \$15,000,000. In addition there is an Umbrella Liability Policy with additional coverage of \$5,000,000 which sits on top of the Commercial General Liability policy combining for a limit of \$20,000,000. The general fleet policy provides full automotive coverage for all Town vehicles and carries a \$15,000,000 limit. Furthermore, coverage for facilities, buildings and contents total \$92,637,930 is provided under the property policy. Finally, members of Council are provided a 24-hour coverage accidental death and dismemberment coverage.

The primary advantage of Cowan is that they offer value added services, provided at no cost. The Town has been increasingly taking advantage of these services including training, sample documentation, seminars, contract, policy and procedure reviews.

To ensure the Town was receiving the best value for its purchase of insurance and risk management services a request for proposal was issued. The level of coverage and deductibles as requested in the RFP document are unchanged from the prior year with the exception of the addition of Cyber Insurance with \$2,000,000.00 of coverage and a \$15,000.00 deductible.

RECOMMENDATION

THAT FIN 08-2019 Award of General Insurance RFP FIN 01-2019 be received;

THAT the procurement for General Insurance and Risk Management Services be awarded to Frank Cowan Company for the procured price of \$214,061.84, inclusive of retail sales taxes; and,

THAT By-Law 56-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, April 16, 2019
Number of Bids Received:	3
Successful Proponent:	Frank Cowan Company
2019 Annual Operating Budget:	\$255,000.00
Cost Result – Successful Bid (HST not applicable):	\$214,061.84
Under-budget	\$40,938.16

Scoring of Bids

Category	Max Score	Marsh	Cowan	BFL
Coverage and Completeness of Submission	30	23.5	26.5	28
Experience, Financial Stability and Reference	10	10	10	10
Risk Management Services	22	16	21.5	17.5
Claims Services	8	4	8	6
Price	30	26	30	28
Total	100	79.5	96	89.5

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

FINANCIAL IMPLICATIONS

In 2018 Frank Cowan Company offered a renewal premium of \$220,831 being a 2% increase over the expiring program from 2017. The bid amount above is less than the 2018 renewal premium.

STRATEGIC PLAN


☒ Not applicable to this report.

OTHERS CONSULTED

None

REVIEWED BY

Recommended by the Department

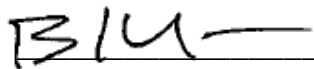

Jo-Anne Lounds

Procurement and Risk Management Specialist


Jim Brown

Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Ray Cousineau, Facilities Supervisor
Date of Meeting:	14 May 2019
Subject:	DEV 27-2019 Design and Construction Administration of the Fire Hall Administration

PROJECT DETAILS

In 2020 the Town intends to renovate and modernize the current fire hall. Within the scope of work, the Town is looking at rotating the truck bays from their North South configuration to a West East configuration. The project will add a truck bay, change and shower areas, office space and storage areas to the existing building. The truck bays are to be able to house 6 trucks. The existing building is approximately 4100 square feet and with the addition it will become 8400 square feet. The Town's intent is to re-use as much of the existing infrastructure as possible. This renovation will encompass expected future growth of the fire department. The intent is to relocate the Fire station during construction but features of the station (ie dispatch, Chief's office) may still be located on the property during the project.

The above noted RFP was issued to procure the services of a professional firm who will provide architectural design and construction administration services. To deliver the project as cost efficiently as possible, two internal design teams were developed to create a preferred design concept to hand over to the design firm.

RECOMMENDATION

THAT DEV 27-2019 Design and Construction Administration of the Fire Hall Administration be received; and,

THAT the procurement for Design and Construction Administration of the Fire Hall Administration be awarded to Masri O Inc. Architects for the procured price of \$112,824.85, inclusive of all taxes and contingencies; and,

THAT By-Law 54-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	2019-04-16
Number of Bids Received:	One (1)
Successful Proponent:	Masri O Architects
Approved Project Budget:	\$120,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$112,824.85
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$101,602.28
Project Over-budget	\$0.00

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

FINANCIAL IMPLICATIONS

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

01-9158-6990	\$120,000.00
Total	\$120,000.00

Cost Breakdown:

Masri O Inc. Architects	\$101, 602.28
Designated Substance Survey	\$ 3,872.99
Geotechnical Investigation	\$ 5,596.80
Contingency	\$ 8,927.23
Total 2019 Project Cost	\$ 120,000.00

The project will not incur a variance from the 2019 Capital budget.

STRATEGIC PLAN

- ☒ This project is supported by the following pillars and tactics of the Strategic Plan:

Pillar #1: Infrastructure

Strategy: Developing a comprehensive and progressive infrastructure plan

- 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

OTHERS CONSULTED

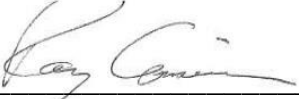
Brent Kittmer- CAO /Clerk
Jim Brown – Treasurer
Ray Cousineau – Manager of Facilities

ATTACHMENTS

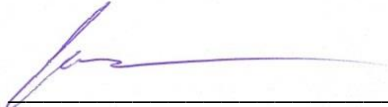
1. Bid Summary

REVIEWED BY

Recommended by the Department

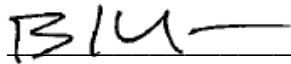


Ray Cousineau
Facilities Supervisor



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Doug LaPointe, Pyramid Recreation Centre Operations Supervisor
Date of Meeting:	14 May 2019
Subject:	DEV 29-2019 Pool Water Disinfectant System Replacement

PURPOSE

The purpose of this report is to present to Council a recommendation from the Recreation and Leisure Advisory Committee to upgrade the existing pool water disinfectant system using the preferred solution, due to the current system being at the end of its useful life. The current Salt Chlorine-Generation System would be replaced with a better alternative method to help secure the long term sustainability of the Aquatics Centre.

RECOMMENDATION

THAT DEV 29-2019 Pool Water Disinfectant System be received; and

THAT Council approves an Ultra-Violet disinfection system supported by liquid chlorine to be installed during the annual maintenance shutdown in September 2019, to replace the current Salt Chlorine-Generation System;

THAT Council approves a 2019 Capital budget amendment to increase the funding for the project from \$6,000.00 to \$42,000.00; and

THAT the project be funded from the Town's 2019 provincial allocation for service delivery improvements.

BACKGROUND

In 2018 council adopted two plans which were very significant in leading staff forward, one being the Recreation and Leisure Master Plan (RLMP), and the other being the Pyramid Recreation Centre Business Plan. In both cases, it is made very clear that fiscal responsibility and operational efficiencies are top priorities for the facility as a whole.

The Strategic Plan, Recreation and Leisure Master Plan, and the PRC Business Plan each call on the Town to provide cost efficient recreation services and to implement proactive maintenance practices. Staff have been tasked with reviewing all operational processes in order to evaluate how best to operate and maintain the facility as well as its operating systems.

Overall, the Aquatics Centre has experienced very steady usage, offering a variety of programming, which generates revenue for the Town (please see the attached documentation summarizing these figures). However, the Aquatics Centre is cited in the RLMP as an area requiring a high degree of focus to ensure it is well maintained and costs are controlled. This strategy is important to ensure that the pool's operating costs do not become an unsustainable burden to the tax base, and to avoid further discussion on its viability or closure altogether.

REPORT

The Aquatics Centre is a Class “A” pool under the Ontario government’s Public Health Regulations governing public swimming pools in Ontario. The purpose of the salt chlorine-generation system is to maintain a concentration of chlorine in the water between 0.5 parts per million and 10 parts per million as required by law. This concentration level of chlorine in the water is required by law to be in all public swimming pools during all times we are open to the public, no matter what disinfection method is used. The Centre was originally constructed to utilize a liquid chlorine supply system, with equipment designed and installed for this liquid chlorine application. The decision to use a salt chlorine-generation system was implemented after capital equipment for the liquid chlorine system was installed (such as the filtration system, pumps and seals, motors, heat exchangers, HVAC equipment and piping).

The pool has been operated as a salt chlorine-generation system since opening in 2008, using the best available salt chlorine-generation technology available in 2008: five Lectranator Pool Pilot Professional salt cells, operating together to generate the necessary amount of chlorine which is injected into the water supply. During the initial operating conditions upon opening, the salt cells met the minimum requirement of being a standard automated system.

However, a salt chlorine-generation system can be best described as slower to respond to peaks in usage than what is ideal, with delays in its ability to ensure minimum health requirements are met, therefore staff are trained and take measures to compensate. During times of heavy bather loads, it was necessary to occasionally add additional liquid chlorine to ensure a safe concentration continued to be maintained. This practice is not permitted to occur manually while swimmers are in the water, and is not acceptable to be continuous normal operating practice. To do this, operations staff would either add liquid chlorine prior to the pool opening or after closing, either in anticipation of increased usage, or reacting afterwards.

Over time, the frequency of the need to add liquid chlorine, and amount of chemical required, has increased due to the salt chlorine-generation system becoming less efficient due to age. Also, the cost to operate and maintain the salt chlorine-generation system has increased, due to more frequent breakdowns and replacement of parts (such as monitoring equipment and the salt cells themselves). On average, a minimum of two salt cells per year need to be replaced, at a cost of over \$3,000 per cell due to the technology used. This cost is in addition to all other mechanical components of the system also aging and requiring more frequent replacement. Replacement timelines are accelerated by the presence of salt which creates a more corrosive environment. This results in a higher cost to operate and maintain all aspects of the pool water system that are exposed to the water (such as pumps, seals, heat exchangers, HVAC etc). These costs have continued to climb as the facility ages, as components continuously need to be more frequently repaired or replaced.

With the current salt chlorine-generation system having been installed when the Centre was built eleven years ago, the efficiency of the system has decreased, the cost to operate and maintain it has increased over time, and it has now approached the end of its reliable life. Staff took the steps of evaluating current practices against industry norms and compared the current salt chlorine-generation system to other alternatives that are now available.

Through this review, it became quickly apparent that there are numerous options to move forward with, and that the current system utilizes the most outdated and the most expensive technology available. The Lectranator system originally installed in 2008 was installed in many facilities across Ontario in that era, including but not limited to: Ottawa, Cambridge, Peterborough, Hamilton, Sarnia and Leamington. Since then, as the units have begun to fail, most facilities either removed them, or by-passed it to treat their pool with traditional liquid chlorine. Only one other facility, located in Dundas Ontario, continues to use the Lectranator system. Through research for this report staff have learned that the facility experiences elevated operating costs to maintain the salt chlorine-generation system when compared to the other pools that Dundas operates which use liquid chlorine.

In researching this report, staff contacted other facilities which have converted back to liquid chlorine who indicate their results have been positive with reduced operating costs; while no reduction in usage numbers have been observed. Of note, St. Marys is the smallest community of any that have used a salt system.

Public Consultation Process

Understanding that the proposed change from a salt chlorine-generation system may impact pool users and the community, staff undertook a public consultation process. In March 2019 staff hosted five public information sessions, with one open house at the Aquatics Centre entrance, and four meetings with a slide show presentation. In all sessions, members of the public were encouraged to ask questions and engage in conversation with staff.

There was also an online survey generated to coincide with the public information sessions, to allow members of the public to provide input aside from attending one of the public information sessions. The survey was met initially with the perception that it was biased towards elimination of salt due to the formatting of questions. This was not the intent from the Town, but instead was an attempt at including information within the survey questions to address common misconceptions about what salt chlorine-generation systems are, and their side effects. For example, one question read, "Are you aware there is chlorine in a salt water pool?" due to the often-cited misstatement by the public that a salt system is chlorine-free, which is incorrect.

In response to public feedback about the survey, it was revised with different questions, and updated to include an additional field to leave comments. There was no further feedback regarding the revised survey, with responses from both remaining on file. Please see attached for survey response data and comments.

The following summarizes the Public Consultation Feedback participation:

1. Online survey went live at 10:30am March 18th – 120 responses received
2. Public Presentation Monday March 18, at 10:15am - 23 attended
3. Revised Online Survey went live approximately 12:00pm March 19th – 228 responses received
4. Public Presentation Tuesday March 19, at 6:00pm - 7 attended
5. Public Presentation Thursday March 21 @ 10:15 am - 16 attended
6. Public Open House Thursday March 21 @ 5:00 pm - 30 people present,
7. Public Presentation Thursday March 28 @ 6:00 pm - 0 attended

The general response received from the public has been to ensure the pool remains open, remain well maintained, and that a continued focus on bather comfort remains a top priority. There was some concern brought forward during the information sessions that if the salt was removed from the water, it could have a negative impact on attendance. It was also suggested however, if a salt chlorine-generation system is deemed too expensive to operate and maintain it is imperative to look at all options, traditional and innovative, in order to ensure a positive bather experience continues.

Another common comment received during the consultation process is that a pool that uses salt as the chlorine-generation system has health advantages compared to a liquid chlorine pool. In 2015, staff reached out to the Perth County Health Unit to evaluate this, and the Health Unit posed the question to Public Health Ontario. Their response is attached, and points out that to date, no research had been done in this area, but there is potential for concern overall in an indoor pool environment due to disinfection by-products, regardless of disinfection type. Further to this, the same report speaks to a connection between negative health impacts such as asthma to the presence of chloramines, while also raising a concern of trihalomethanes being linked to certain types of cancer, regardless of what method of disinfection occurs. The Perth County Health Unit summarized their

report stating that good maintenance is the key factor in managing the indoor pool environment, and that this has been observed during inspections by the health inspector.

Technical Analysis of Current Salt Chlorine-Generation System Options

Following the public consultation process, staff reached out to an independent Aquatics Project Manager to recommend options and specifications for systems best designed for the St. Marys aquatic centre. The options put forth ranged from a more modern commercial salt generation system, to a system using liquid chlorine in combination with ultra violet technology for disinfection. Also included were options that, while they could conceivably meet the minimum requirements for providing safe water, they are inferior in scope and ability and could lead to higher operating costs as a whole.

Of note, it was recommended that we discontinue the use of the Lectranator System, due to it utilizing the most antiquated technology and being the most costly and inefficient to operate and maintain.

Methods Used To Disinfect Public Pool Water

Category 1: On Site Chlorine-Generation Systems

A chlorine-generation system uses a method to generate chlorine gas on site which is then injected into the pool water supply in a controlled manner to maintain a targeted concentration. This type of system relies on a process which automatically combines pool water with measured amounts of salt to generate chlorine. There are two types of complicated processes: one entails a diluted brine solution that allows for the injection of muriatic acid into a production tank to regulate pH without any chance of wasting chemical, and a reduction in acid use compared with stored hypochlorite (liquid chlorine). The second process involves the combination of salt crystals and electricity combining to create chlorine gas, such as the system in place now, albeit using a more modern upgrade.

The primary concerns for chlorine-generation systems are the cost of the equipment, as well as continued concern for the overall system due to the presence of salt. There also remains the need for additional liquid chlorine to be added to the pool in response to heavy bather loads due to the slow response of the system. The primary benefits of this type of system are that it is truly commercial in nature and a more efficient method of chlorine supply when running optimally. According to bathers, the salt water also provides a positive bather experience which helps to sustain revenue and usage.

Category 2: Stored-Chlorine Supply Systems

A stored-chlorine system uses a method where liquid chlorine is delivered on site to be injected into the pool water supply in a controlled manner to maintain a targeted concentration. The easiest and most common method to obtain and maintain the correct water chemistry is through a liquid based system. As such, the majority of facilities use liquid chlorine as their base sanitizing agent. This liquid is delivered into the pool piping loop by way of a bulk tank and feeder pumps, all controlled by a chemical controller to monitor the water chemistry levels including chlorine, pH, and temperature. Chemical controllers have been installed in commercial applications with much reliability and success and are the recommended equipment in this case. This equipment is able to monitor and maintain acceptable water chemistry related to all factors required including chlorine concentration, pH, alkalinity, total dissolved solids, and temperature. A concern with this type of system is the hazards to staff associated with the storage of liquid chlorine. This is managed by following industry-recognized best safety practices. Hazards of chlorine by-products associated with an imbalanced pool due to lack of care and maintenance can be managed by following good operating practices, again according to industry best practices. Another type of stored-chlorine system is an erosion style feeder. These provide a safe alternative to using liquid systems considering the safety of the pool operators and storage of liquid chlorine on site.

Erosion systems use granular chlorine or chlorine pucks and are self-contained units. The design includes a feeder housing used to contain the chlorine pucks which slowly erode into a high

concentration of brine which is then injected into the pool water system loop. Typically these systems are compact and controlled by their own power supply along with input from a chemical controller. The unit automatically delivers chlorine to the system in measured amounts to control the overall pool water chemistry. The primary concern with these units include clogging and reduced water flow, as the erosion system at times can create a slurry substance that coats the internal components. Another concern is there are multiple manufacturers of this type of product and each has proprietary characteristics which can cause future issues if mixing of brands occur, and this factor can drive the product price up considering the exclusive nature a facility can be bound to. Lastly, water consumption may increase as this type of system can require more fresh water to be introduced in cases where the supply is hard water, which is the case in this situation.

Category 3: Ultra-Violet System with Liquid Chlorine to Support

An ultra-violet system disinfects the pool water supply by sterilizing the bacteria in the water stream as it passes over an ultra-violet light. This prevents any bacteria from multiplying, eliminating any production of chloramines in the water. A supply of stored chlorine is used to maintain the minimum concentration of chlorine in the water to meet health regulations, but at a greatly reduced amount compared to a traditional liquid supply system. This reduction in chlorine needed, ultimately leads to even lower operating costs and leaves us with the least amount of corrosive chemicals compared to all other options. This leads to the greatest protection of all equipment and longer life expectancy of all pumps, seals, heat exchangers and HVAC equipment. Also, with the ultra violet light sterilizing all bacteria as it passes over the light, the elimination of chloramines in the air cannot be overstated. Chloramines are the by-product as a result of bacteria being killed by chlorine, resulting in a gaseous odour which can be noticed in the Centre and can cause air quality issues leading to negative effects such as eye irritation. With the ultra-violet light killing the bacteria instead, this by-product is eliminated.

FINANCIAL IMPLICATIONS

Staff and the independent aquatics project manager have reviewed the potential costs of the systems above. Below are the results for comparison:

Capital Conversion Costs:

	High Cost	Low Cost	Median Cost
Salt	\$ 35,000.00	\$ 25,000.00	\$ 30,000.00
Chlorine	\$ 12,000.00	\$ 5,000.00	\$ 8,500.00
UV	\$ 30,000.00	\$ 15,000.00	\$ 22,500.00

Annual Operating Costs:

	High Cost	Low Cost	Median Cost
Salt	\$ 35,000.00	\$ 30,000.00	\$ 32,500.00
Chlorine	\$ 15,000.00	\$ 12,000.00	\$ 13,500.00
UV	\$ 10,000.00	\$ 8,000.00	\$ 9,000.00

The 2019 capital budget includes a \$6,000 place holder to complete a conversion of the salt chlorine-generation system to a liquid chlorine disinfection system. The capital costs shown above are higher than this initial amount. The reason is the current Lectranator system has a chemical controller which could be utilized through the eventual capital upgrade, however it was recommended by the

independent project manager that this unit be replaced due signs of aging and subsequent risk to sudden breakdown, causing a disruption in operations. The controller needs to be operational at all times the pool is open to the public, and was not budgeted for during the initial evaluation of current practices due to being presently fully operational.

For this reason, the approved budget amount presented in the 2019 capital budget does not properly reflect the actual cost it would be to switch to a traditional liquid chlorine supply system. Currently, Council has an approved Capital Budget of \$6,000.00 to replace our current system, with the addition of the UV as well as the chemical controller being end of life, staff are recommending an increase to the current budget of \$36,000.00 for a total budget of \$42,000.00

SUMMARY

With the current salt chlorine-generation system having been installed when the Centre was built eleven years ago, the efficiency of the system has decreased, the cost to operate and maintain it has increased over time, and it has now approached the end of its reliable life. Staff took the steps of evaluating current practices against industry norms and is recommending a move away from a salt chlorine-generation system.

However, the public feedback that if the salt was removed from the water a drop in attendance would be experienced is concerning. This feedback weighed into staff's evaluation of alternatives and was a primary factor Staff considered when exploring further options. The goal was to enhance the bather experience in a way that optimizes available technology while also considering operating costs and protecting all components of the system.

The recommendation from staff is to convert to an ultra violet (U.V.) system as the primary method for disinfection of the pool water, with a liquid chlorine supply system used to supplement. This would eliminate salt from the system, while also reducing the amount of liquid chlorine required removing forward, thus taking significant steps to protect a very expensive asset from the corrosive effects of salt and chlorine. The use of U.V. technology would also greatly reduce the amount of chlorine needed to maintain the same water chemistry required by Health Regulations, resulting in less corrosion and lower overall operating costs. Although this includes a higher upfront cost of U.V. equipment, the payback is directly related to the significant reduction in chlorine consumption and lower maintenance costs.

The ultra-violet system is seen as the most optimal system which when used with a lower amount of liquid chlorine compared to traditional systems, balances an enhanced bather experience with the most efficient, cost effective method of water treatment for the pool. This combination helps to establish a long term plan to protect the Town's investment. Also, the ongoing positive bather experience at the Centre with this method will continue to provide a reliable revenue stream and favourable reputation over the next decade. In essence, it is Staff's opinion that this strategy would achieve the best of both worlds.

As tasked by Council, the Recreation and Leisure Advisory Committee reviewed this proposed change in technology. At their April 25, 2019 meeting the committee made the following recommendation to Council:

Moved by Candice Harris, seconded by Mike Morning

THAT DEV 22-2019 Switching from Salt Chlorine-Generation to Liquid Chlorine Supply be received; and

THAT the Recreation and Leisure Advisory Committee recommends to Council:

THAT Council approves option #4a, as presented in the staff report DEV 22-2019, switching from Salt chlorine-generation to liquid chlorine supply, using a chlorine controller to supply liquid chlorine with an additional Ultra Violet System to be installed during the annual

maintenance shut down in September 2019, to replace the current Salt Chlorine-Generation System.

STRATEGIC PLAN

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

- Pillar #4 Culture and Recreation:
 - Outcome: Repurposing the Pyramid Recreation Centre
 - Tactic: Continue the improvements. Begin developing a long-term planning approach to infrastructure. Initialize new fiscal policies and disciplines focused on building strategic fund balances to meet needs in future.

OTHERS CONSULTED

- Bob Prince, A.Sc.T., Lic. Arch.Tech. OAA, LEED®AP BD+
- Jamie Lopes, CPO, CPI, NSPFI

ATTACHMENTS

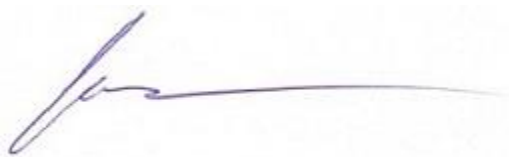
- 1-Report from Aquatic Design and Engineering_April_10_2019,
- 2-Health Inspector Report -Salt Water Pools_March_2015,
- 3-Information Report - February 2015,
- 4-Information Report Accessibility Advisory Committee - May 2015,
- 5-Pyramid Recreation Centre Pool and SPA Social Media Feedback April 2019,
- 6-Pyramid Recreation Centre Pool Survey (Original) April 2019,
- 7-Pyramid Recreation Centre Pool Survey (REVISED) April 2019, and
- 8-Comments via email_gbrouwer_May 03 2019

REVIEWED BY

Recommended by the Department

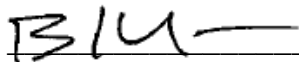


Doug LaPointe
Supervisor of Operations - PRC



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk



AQUATIC DESIGN & ENGINEERING

Pool, Waterpark, & Natatorium Systems Design

A division of
DEI & Associates Inc.

55 Northland Rd, Waterloo, ON N2V 1Y8 T: (519) 725-3555 F: (519) 725-2515 E: dei@deiassociates.ca W: www.deiassociates.ca

April 10, 2019

Town of St. Mary's
175 Queen Street, East
PO Box 998
St. Mary's, ON N4X 1B6

Attn: Grant Brouwer
Director, Building and Development

RE: Pyramid Center, salt chlorination system.

In follow up to our site meeting on March 29, 2019 and ongoing discussions with your present chlorine generating equipment the following outlines your present equipment along with industry standards and high end equipment.

The Pyramid Center was constructed approximately 10 years ago (2009). The original project design did not take into consideration the use of a chlorine generation system. Originally traditional liquid chlorine for sanitization and acid for pH balance were incorporated into the design parameters, with the conversion to chlorine generation implemented near the very end of the project.

Present chlorine generation equipment

In the current state, the pool and spa are using a Lectranator / Autopilot chlorine generation system. This unit converts salt into chlorine on demand, based on the water quality analysis from the chemical controller (CAT-4000). The chlorine generation is achieved by the electrolysis process, where the salt crystal is passed over an electrical charge converting it to hypochlorous acid. Hypochlorous acid (HClO) is a weak carbonic acid that forms when chlorine dissolves in water and its partials dissociates, forming hypochlorite (ClO⁻). HClO and ClO⁻ are oxidizers, and are the primary disinfection agents of chlorine solution in your pool and spa.

The Lectranator systems were installed in many facilities across Ontario at the time of this facility's construction. Since then as the units have begun to fail more facilities are either removing their chlorine generation equipment or by-passing them and treating their system with traditional liquid chlorine.

Over the course of the past 10 years technology has dramatically increased for the on-demand chlorine generation industry. There are several manufacturers in the market place today that are geared specifically towards the commercial installation. Chlor-King being one of the leading manufacturers, where their units can provide chlorine on demand to multiple pools from a single chlorine generation system.



AQUATIC DESIGN & ENGINEERING

Pool, Waterpark, & Natatorium Systems Design

A division of
DEI & Associates Inc.

55 Northland Rd, Waterloo, ON N2V 1Y8 T: (519) 725-3555 F: (519) 725-2515 E: dei@deiassociates.ca W: www.deiassociates.ca

Industry Standards

Within the aquatic industry there are many products installed to aid facilities in maintaining a proper disinfection level within their pool(s). Chemical controllers, Ultra-Violet light systems, regenerative media filters, etc. These, along with other components can provide a more effective means to maintain proper water chemistry and a healthier pool environment. Requirements set out within the Ontario Building Code and more so the Ontario Health Regulations outline the requirements for proper sanitation and disinfection levels. A residual of chlorine must be present in all pool/spa systems to effectively maintain acceptable disinfection levels. The easiest and most common method to obtain and maintain these requirements is through a liquid based system. As such, the majority of facilities use liquid chlorine as their base sanitizing agent. This liquid is delivered into the pool piping loop by way of a bulk tank and dosing pumps, all controlled by a chemical controller to monitor the water chemistry levels.





Erosion feeds

Erosion style feeders provide a safe alternate to using liquid systems. Erosion system use a granular chlorine or pucks chlorine and are self-contained units. A feeder housing is used to contain the pucks which slowly erode into a high concentration of brine which is injected into the pool system loop. Accu-Tab provides a complete skid mounted self-contained unit which is controlled by its own power base along with input from the pool chemical controller.

The Accu-Tab unit automatically delivers chlorine to the system in measured amounts to control the overall pool water chemistry. These systems come with a pH control unit as well.

Concern with these units is clogging as the erosion system at times can create a slurry that coats the internals. Each manufacturer has proprietary chlorine pucks or granular chlorine which can cause future issues if mixing of brands occur.





AQUATIC DESIGN & ENGINEERING

Pool, Waterpark, & Natatorium Systems Design

A division of
DEI & Associates Inc.

55 Northland Rd, Waterloo, ON N2V 1Y8 T: (519) 725-3555 F: (519) 725-2515 E: dei@deiassociates.ca W: www.deiassociates.ca

High End Equipment

ChlorKing® NEX-GEN system is specifically for commercial swimming pool applications. Ranging in generation sizes up to 80 lbs per day. Similar to the erosion feeder the units are skid mounted and controlled by their own power system with input from the chemical controller.

NEXGEN salt water chlorine generator systems rely on a process that automatically combines pool water with measured amounts of salt to generate chlorine. This results in a diluted solution that allows for the injection of muriatic acid into the production tank to lower pH to 7.5 without any chance of gassing off and a 50% reduction in muriatic acid use than with stored hypochlorite.

Concern is the upfront cost to these units. They are a little over priced for the Canadian market due to Canadian regulations and regulatory compliance licensing fees.





AQUATIC DESIGN & ENGINEERING

Pool, Waterpark, & Natatorium Systems Design

A division of
DEI & Associates Inc.

55 Northland Rd, Waterloo, ON N2V 1Y8 T: (519) 725-3555 F: (519) 725-2515 E: dei@deiassociates.ca W: www.deiassociates.ca

Hayward Saline C-11 series

The Saline C 11.0 NSF certified commercial chlorine generators are designed to produce up to 11lbs of chlorine per day. Their compact designs are comprised of a single clear vessel and power supply, eliminating the need for daisy chaining multiple cells. This more-efficient design lowers installation costs and consumes less space. Designed specifically for commercial applications, pool operators/managers can now offer the benefits of a salt-chlorinated pool while lowering their sanitization costs by up to 60%.

Concern is that these units began as a residential unit and have increased in size to support the commercial market place. Without proper maintenance these units can fail quickly resulting in lower levels on chlorine residual in the pool system.





AQUATIC DESIGN & ENGINEERING

Pool, Waterpark, & Natatorium Systems Design

A division of
DEI & Associates Inc.

55 Northland Rd, Waterloo, ON N2V 1Y8 T: (519) 725-3555 F: (519) 725-2515 E: dei@deiassociates.ca W: www.deiassociates.ca

Conclusion

Traditional liquid chlorine and acid have been the base line for the industry for many years. Technology has developed and new products have entered the market. Codes and Regulations are slowly being modified to accept these new technologies; however these changes are a slow process and are always playing catch-up to technology advancements.

Where Nex-Gen and Accu-Tab systems have been installed in Ontario, they have been a great success and have reduced the burden on operators to maintain the systems over liquid chlorine. Regardless of water treatment methods, operator input is still required to maintain proper disinfection levels within the pool system(s).

With enhanced controls on these units, systems can become fully automated and alert operations when an alarm condition occurs to provide quick response to bring the pool(s) back into required regulatory compliance. Regulations still require manual testing of the pool water to ensure compliance.

Additional information and costs associated with these units have been provided separately along with product specifications and cut-sheet. If further clarification on information is required please do not hesitate to contact our office.

Sincerely,

Jamie Lopes, Senior Project Manager – Recreation Division
19090 St. Mary's chlorine generation summary.docx



Perth District Health Unit

653 West Gore Street
Stratford, Ontario N5A 1L4
519-271-7600 Fax 519-271-2195
www.pdhu.on.ca

March 2, 2015

Ms. Jenna McCartney
Town of St. Marys – Town Hall
P.O. Box 998
St. Marys, ON
N4X 1B6

Dear Ms. McCartney:

This is in response to your inquiry about benefits of a salt water pool for persons with respiratory disease compared to a chlorinated pool.

We asked Public Health Ontario to research your question for us. Their key findings were as follows:

- **Production of disinfection by-products is a potential concern in indoor environments regardless of disinfection type.**
- **Disinfection type has not been studied as a factor in health outcome studies (including asthma).**
- **No primary research could be found specific to salt water pools and asthma symptoms.**

To be clear, in Ontario, pools are approved to use liquid chlorine or salt, among other methods. In both cases chlorine is the disinfecting chemical.

When disinfecting chemicals interact with organic matter (generated by bathers) in the pool water, the result is a complicated mixture of Disinfection By-Products (DBP). Two classes of DBPs have been studied for their association with potential health effects: chloramines, which are associated with irritation, allergy and asthma; and Trihalomethanes, which are associated with bladder cancer and liver cancer.

In one study that tested for chloramines air testing was done for chloramine levels in indoor pool environments in Switzerland. In the pools tested there were no significant differences in the amount of chloramine based on the disinfection type used including electrolysis of salt and liquid chlorine.

No information could be found in primary literature that specifically addressed benefits of saltwater pools. In researching this issue, an article was found on salt therapy, where individuals are exposed to aerosolized salt from a salt aerosol generator. This treatment has been shown to be of clinical benefit for individuals with asthma. However, the levels of inhaled aerosol salt from a saltwater pool would not be nearly as high as the concentrations used in this study to achieve a therapeutic benefit.

...2

Good maintenance goes a long way in controlling the production of chloramines in any pool. The pool at the Pyramid Centre has a long history of good maintenance thus decreasing the potential for chloramine production. We would expect this good maintenance to continue whichever method of disinfection you choose.

Should you require any further assistance please feel free to call me at 519-271-7600, extension 318.

Sincerely

A handwritten signature in blue ink, appearing to read 'Dan Singleton', followed by a long horizontal flourish.

Dan Singleton, CPHI(C)
Public Health Inspector

DS/db
Encl



INFORMATION REPORT

Town of St. Marys

Report To:	COTW Day 1
Date of Meeting:	2 February 2015
Department:	Sport and Leisure
Status:	Open Meeting
Subject:	Salt water pool maintenance costs

PURPOSE:

To discuss with council the viability of converting from salt operations to chlorinate operations as part of the operating budget deliberations.

BACKGROUND:

The Pyramid Aquatics facility is a salt water pool. Many people find benefits to swimming in a salt water pool verses a chlorine pool, however the maintenance costs are high and wear and tear of a salt water pool on the current equipment needs to be investigated. When the pool was built, the original vision was it would be a chlorine based pool. Once it became a salt water pool all warranties became void on all pool equipment.

INFORMATION FOR COUNCIL:

There are many pros and cons to having a salt water pool. Many people may mistakenly think that there is no chlorine in salt water pools; however, the salt generator actually converts salt into chlorine, which is what sanitizes the pool. We currently do use chlorine in our pool following a pool foul, which is an often occurrence (we had 8 in 2014). This method is required to eliminate the harmful material in the water by dosing it with high amounts of chlorine to sanitize the water quickly and efficiently.

PROS OF SALT WATER

1. One benefit to a salt water pool is they tend to be much more comfortable for swimmers, much like a mild saline solution. The salt content in salt water pools is proportionately the same as that in human tears. So you can safely open your eyes even while underwater. The small amount of salt in the water can also make the skin feel softer and smoother.
2. The water found in salt water pools are considered to be effective and gentle to the skin of the body due to the low chlorine content. This is good for people who have sensitive skin as well as those who have water allergies since swimming in this salt water pools will not damage their skin.

CONS OF SALT WATER

1. Salt water pools are more expensive systems, both to install and maintain over time. Since salt is naturally corrosive to metals, any dissolved solid will create abrasion. A salt system should never been installed in a swimming pool that has metal equipment. All pool equipment must be washed down, if and when, pool water is splashed on it. If this is not done, the salt will corrode the equipment.
2. The chlorine created from a salt chlorination system also has a very high pH balance, which means more acid will be required to add to the swimming pool water to keep the pH properly balanced.

The water chemistry still has to be properly balanced regularly (every two hours as per current pool regulations) to make sure that the chlorine produced is doing its job properly.

3. Salt chlorination cells have to be inspected once every 90 days and cleaned as needed to keep them functioning properly. The cell itself typically lasts about 2-3 years and can be expensive to replace (the current price to replace is \$2500 per cell). We have 5 salt cells.
4. Backwash or wastewater that comes from a salt water swimming pool is known to kill plants and dissolve beneficial soil nutrients. As a result, this type of pool has been linked to crop damage in some areas in Australia and even in the US. Because of this there are American towns and localities that prohibit the use of salt water swimming pools. This has not yet happened in Canada.
5. Salt water pools are more complex and if you have a sanitation problem with a typical swimming pool, the answer is often to add more chlorine (or some other chemical). With modern electronic salt water systems, any problems that crop up are more likely to require the help of an experienced technician.
6. Another downside of a salt system is the electric consumption that it is using. Since it is using chlorine generator, it consumes higher amounts of electricity than your standard chlorine system.
7. The salt itself attacks the grout in the pool and on the deck softening it and breaking it down over time. This has been a problem for us and we have already had to re-grout the pool (\$20,900 cost). This includes the pool tank and deck.

Overall, with all the pros and cons in mind, salt chlorination systems can be a good choice for those that like the increased comfort of swimming in salt water as compared to the additional costs of installation and maintenance over time. Another factor to consider is the cost savings of not having to purchase buckets of chlorine over time. We will have to purchase chlorine on a regular basis if we move to chlorine based pool.

IMPLICATIONS:

Since the opening of the pool we have spent money each year on a variety of maintenance related items. We have been told by experts in the industry that the related costs, provided below, are expenses we are experiencing due to using salt. We cannot prove these are related 100% to the salt but the experts believe it is. The following includes a list of items replaced each year only due to salt, other maintenance work has been performed but it has been regular maintenance that would be completed for any pool.

- In 2009 total costs \$8510.95
 - Heat exchanger in the spa completely replaced as the unit was not bonded properly. There are heat exchangers that are made for salt, however this type of unit was not installed and the lack of proper bonding accelerated the deterioration of the unit. Cost \$3666.61
 - Recirculation pump for salt system on spa seal leaking – replaced 3 times – rusting out of galvanized pipes to heat exchanger caused crud to puncture seal, causing leak. Cost \$426.98
 - Heat exchanger bonding – exchangers need to be bonded to reduce effects of saltwater on the internal metal – Heat exchangers for the pool and spa were not bonded (grounded) when installed. So heat changers were bonded. Cost \$643.43

-
- Replace booster pump pool –\$1382.86
 - Replace booster pump spa –\$2721.07 (twice)
 - In 2010 total costs \$4864.14
 - Flow Switch – \$547.71
 - Filter valve parts spa – \$530.84
 - Sensors –\$584.01
 - Rewire new spa pump – \$160
 - New Pump spa – \$1375.99
 - Booster pump (on salt system) \$618.81
 - Repair booster pump – \$1016.78
 - In 2011 total costs \$29,007.19
 - Spa seal replacement –\$337.87
 - Salt system power boards –\$3136.04
 - Spa pump repair –\$300.80
 - 2 salt cells –\$4268.61
 - Tube assembly salt system –\$63.87
 - Re-grouting of Pool –\$20,900
 - In 2012 total costs \$12,852.85
 - 2 Salt Cells – \$5022.86
 - Sensors – \$1268
 - Flow Switch – \$506.69
 - Repair upper lateral in sand filter spa – \$1535.66
 - PPM Probe replacement – \$635.17 (would need in chlorine pool as well)
 - New Circulation pump pool – \$1620.14
 - New spa pump – \$313
 - Cell Cleaner – \$351.47
 - Wire new pump - \$1600
 - In 2013 total costs \$11,518.39
 - Replace sand filter spa – \$3203.24
 - 2 Salt Cells – \$5206.95
 - Spa pump repair – \$590.70
 - New Salt cell – \$2517.50
 - In 2014 total costs \$15,388.57
 - Logic board and 2 cells – \$6734.99
 - Spa booster pump repairs – \$411.05
 - New pool controller – \$5399.04
 - Repair cell and new cell – \$2676.26
 - Service call – \$167.23

It is impossible to predict the impact of the deterioration of the pool. We can only base the above costs on expert opinion based on their review and repairs of the equipment to date. The total maintenance costs to date based on current operations since opening is \$82,142.09.

Should it be determined that the pool should be converted from salt to chlorine the cost to do this is \$12,000. However, should the pool be converted there is no guarantee that the affects from the salt will not manifest in future years.

If the pool was converted to a chlorine pool there is a chemical on the market that allows patrons to have the “feel” of salt water without the damaging properties of running a salt system. This chemical is added

occasionally throughout the year and is only lost from backwashing, splash-out, leaks or draining. Cost to implement the solution was not available at the time of this report. Although the estimate should be available for budget deliberations.

Users of the pool were polled to find out if salt is the preference in a swimming pool. Of the 67 pool patrons surveyed the following the results were compiled:

1. Does the salt water pool encourage you to swim in St. Marys
 - a. Yes 51
 - b. No 16
2. Would you choose salt over chlorine
 - a. Yes 61
 - b. No 6

OTHERS CONSULTED:

Ray Cousineau, Andrea Slade, Acapulco Pools, SP&S (Salt water pools), Westminster Mechanical, and Pool Users

Respectfully submitted,

Stephanie Ische
Recreation & Facilities

Kevin McIlwain
CAO/Clerk



INFORMATION REPORT

Town of St. Marys

Report To:	COTW Days 1&2 Combined
Date of Meeting:	12 May 2015
Department:	Corporate Services
Status:	Open Meeting
Subject:	Salt water report motion from Accessibility Advisory Committee

PURPOSE:

To update the Committee of the Whole regarding a motion made by the Accessibility Advisory Committee (AAC).

BACKGROUND:

At the inaugural meeting of the AAC on February 9, 2015, the committee asked staff to investigate a correlation between health risks and the use operation of a salt water pool versus a chlorinated pool.

At the meeting of the AAC on April 13, 2015, the information was presented and the following motion was made:

Motion for budget to Council

Moved by: L. Hainer

Seconded by: C. Vink-Broadfoot

That the Committee accepts the report as information and forward to Council for information.

CARRIED

INFORMATION FOR COUNCIL:

A representative from Perth District Health Unit was contacted regarding this topic and that person forwarded the inquiry to Public Health Ontario. Their key findings were as follows:

- Production of disinfection by-products is a potential concern in indoor environments regardless of disinfection type.
- Disinfection type has not been studied as a factor in health outcome studies (including asthma).
- No primary research could be found specific to salt water pools and asthma symptoms.

When disinfecting chemicals interact with organic matter (generated by bathers) in the pool water, the result is a complicated mixture of Disinfection By-Products (DBP). Two classes of DBPs have been studied for their association with potential health effects: chloramines, which are associated with irritation, allergy and asthma; and Trihalomethanes, which are associated with bladder cancer and liver cancer.

No information could be found in primary literature that specifically addressed benefits of saltwater pools. In researching this issue, an article was found on salt therapy, where individuals are exposed to aerosolized salt from a salt aerosol generator. This treatment has been shown to be of clinical benefit for individuals with asthma. However, the levels of inhaled aerosol salt from a saltwater pool would not be nearly as high as the concentrations used in this study to achieve a therapeutic benefit.

OTHERS CONSULTED:

Town of St. Marys Accessibility Advisory Committee

Respectfully submitted,

Jenna McCartney

Corporate Project Coordinator (Staff Liaison to
Accessibility Advisory Committee)

Bruce Grant

Interim CAO/Clerk

Question One

Pyramid Recreation Centre Pool and Spa Survey (Original)		
How often do you or an immediate member of your family use the pool?		
Answer Choices	Responses	
Every day	4.17%	5
More than once a week	24.17%	29
Once a week	24.17%	29
2-3 times a month	19.17%	23
Less than once a month	19.17%	23
Never	9.17%	11
	Answered	120
	Skipped	0

Question Two

Pyramid Recreation Centre Pool and Spa Survey (Original)		
Do you think there is chlorine in a salt water pool?		
Answer Choices	Responses	
Yes	69.17%	83
No	14.17%	17
I'm not sure	16.67%	20
	Answered	120
	Skipped	0

Question Three

Pyramid Recreation Centre Pool and Spa Survey (Original)		
Are you or an immediate family member allergic to chlorine?		
Answer Choices	Responses	
Yes	27.50%	33
No	72.50%	87
	Answered	120
	Skipped	0

Question Four

Pyramid Recreation Centre Pool and Spa Survey (Original)		
If yes, do you or your immediate family member experience a reaction when using the pool at the Pyramid Recreation Centre?		
Answer Choices	Responses	
Yes	11.65%	12
No	88.35%	91
	Answered	103
	Skipped	17

Question Five

Pyramid Recreation Centre Pool and Spa Survey (Original)		
What do you think the main benefits of salt water pools are? (Check all that apply)		
Answer Choices	Responses	
Cost savings	20.83%	25
Environmentally friendly	57.50%	69
Better for my health	74.17%	89
More effective as a disinfectant than liquid chlorine	17.50%	21
Other (please specify)	0.00%	0
	Answered	120
	Skipped	0

Question Six

Pyramid Recreation Centre Pool and Spa Survey (Original)		
According to the Health Protection and Promotion Act, every operator of a public pool must maintain a chlorine level in the range of 0.5 to 10 parts per million. To achieve this level of safety for our bathers, Pyramid Recreation Centre staff have to manually add liquid chlorine to the salt water pool. Do you notice the chlorine?		
Answer Choices	Responses	
Yes	39.50%	47
No	60.50%	72
	Answered	119
	Skipped	1

Question Seven

Pyramid Recreation Centre Pool and Spa Survey (Original)		
A salt water pool is still a chlorine pool. The parts per million of chlorine in the water is the same for a salt pool as a pool treated with liquid chlorine. The main benefit of a salt water pool is bather comfort, as the salt provides a soft water feel. If the pool were to switch to liquid chlorine, would you visit:		
Answer Choices	Responses	
More often	1.67%	2
Less often	41.67%	50
Same amount	56.67%	68
	Answered	120
	Skipped	0

Question Eight

Pyramid Recreation Centre Pool and Spa Survey (Original)		
Salt water pools cause pool equipment, infrastructure and heater to erode at a higher rate, adding downtime and expenses. Would you be willing to pay 50 per cent more to keep the pool at the Pyramid Recreation Centre running on a salt system?		
Answer Choices	Responses	
Yes	43.22%	51
No	56.78%	67
	Answered	118
	Skipped	2

Question Nine

Pyramid Recreation Centre Pool and Spa Survey (Original)		
According to the Perth District Health Unit: "No information could be found in primary literature that specifically addressed benefits of saltwater pools." Do you think a salt water pool is healthier than a liquid chlorine pool?		
Answer Choices	Responses	
Yes	57.50%	69
No	42.50%	51
	Answered	120
	Skipped	0

Question Ten

Pyramid Recreation Centre Pool and Spa Survey (Original)	
If yes, what are the health benefits?	
Answered	67
Skipped	53

	Response Date	Responses
1	Apr 03 2019 11:29 AM	-not as hard on the skin, much gentler on eyes, we use it, which if it wasn't salt we would use it much less and wouldn't get the benefits of exercise by swimming.
2	Apr 03 2019 11:25 AM	no stinging eyes
3	Apr 03 2019 10:07 AM	Chlorine is more toxic than salt! Is there no material that can withstand the salt in the system? Why would/was equipment, infrastructure, and heater used in a salt water pool if it can not withstand the salt erosion? Surely this doesn't make sense. We need to seek out materials that can withstand the salt erosion. If salt water turns to some chemical levels as liquid chlorine, why is the erosion level any different?
4	Mar 26 2019 04:15 PM	1. Skin irritation 2. Eye contact Note: What temperature do you have to keep the water and air? We do not want it to develop into a pool like Spruce Lodge. It is smelly and very humid where diseases live. 2. Now that the change rooms are so much cleaner than in previous years, please keep it that way. 3. At the meeting, there was no mention of speaking this matter with Goderich which was an example that the committee used when making plans to build the indoor pool. Why? Please note: If we could see the rec committee and Council using the pool - then they could have a knowledgeable opinion.
5	Mar 19 2019 11:11 AM	respiratory health, gut health, health of hair, nails, eyes, reduced instances of asthma in children
6	Mar 19 2019 11:11 AM	better for skin and eyes.
7	Mar 19 2019 10:44 AM	m
8	Mar 19 2019 10:37 AM	It is less aggravating to skin, a medical fact confirmed by my physician. As a former Public Health employee, I must say that your 'quote' from public health is provided out of context with the obvious intention of influencing the answer to question 9 in the negative. This survey is very poorly designed. We know the

Pyramid Recreation Centre Pool Survey (Original)

		outcome you want. Where has the 50% increase figure come from? Is it fact - exactly 50% - or a figured pulled out of the air intended to get a negative response?
9	Mar 19 2019 09:17 AM	better for the skin!
1 0	Mar 19 2019 09:06 AM	Less harsh on skin and eyes.
1 1	Mar 19 2019 08:56 AM	Healthy skin, no issues with respiratory irritation
1 2	Mar 19 2019 08:36 AM	eye irritation
1 3	Mar 19 2019 08:25 AM	If outdoors, indoors due to the poor ventilation not sure, better on skin
1 4	Mar 19 2019 07:52 AM	This survey is extremely biased and reads add a PSA, not a survey.
1 5	Mar 19 2019 06:38 AM	This pool never should have been put in in the first place
1 6	Mar 18 2019 11:03 PM	Easier on your eyes and skin
1 7	Mar 18 2019 10:45 PM	Less irritation. Less chlorine gas in the air
1 8	Mar 18 2019 10:22 PM	Chlorine dries out skin more
1 9	Mar 18 2019 10:15 PM	Skin care
2 0	Mar 18 2019 10:13 PM	No chemicals
2 1	Mar 18 2019	Reduced skin reaction

Pyramid Recreation Centre Pool Survey (Original)

	09:55 PM	
2 2	Mar 18 2019 09:52 PM	Better for your skin, anti stress properties, better on joints, less irritation to skin, lungs and eyes
2 3	Mar 18 2019 09:42 PM	While not "allergic", I notice a significant difference when swimming in and breathing while swimming in a salt water pool compared to a chlorinated pool. In addition, I do not have the same problems with my skin, and certainly notice a huge difference with it not eating through my swimsuits. Really, the cost of an extra swimsuit or two every year would compare to the additional cost of increased fees to swim in a salt water pool at the rec centre. Also, with our son who will be three this year and has sensitive skin issues, I am significantly more concerned about him being exposed to chlorine when he does swimming lessons and swims for recreation.
2 4	Mar 18 2019 08:53 PM	Easier on the skin
2 5	Mar 18 2019 08:33 PM	Better for your skin
2 6	Mar 18 2019 08:13 PM	less redness to eyes, less skin irritate, easier to breath the air, easier on bathing suit material
2 7	Mar 18 2019 07:53 PM	I have respiratory issues so less chlorine is better
2 8	Mar 18 2019 07:05 PM	gB did this survey.
2 9	Mar 18 2019 06:56 PM	Chlorine is a chemical we are breathing in. Salt is better for ppl with asthma.
3 0	Mar 18 2019 06:43 PM	None
3 1	Mar 18 2019 06:20 PM	The chlorine is often delivered differently, most days the air in the pool is better than most public pools, you also don't leave after showering still smelling of chlorine
3 2	Mar 18 2019 06:14 PM	Not as drying to the skin
3 3	Mar 18 2019	Salt (sodium chloride) converts to chlorine. It's no different. It just costs the town more in repairs because salt does soooo much more damage. If you really

Pyramid Recreation Centre Pool Survey (Original)

	05:27 PM	want to make a wise change, check out UV filtration. It's an expense initially, but FAR healthier and safer. As it is, I cannot even enter any part of the PRC because of the chlorine stentch from the pool. I get violently sick after just one exposure.
3 4	Mar 18 2019 04:55 PM	Less skin irritation, less hair damage
3 5	Mar 18 2019 04:10 PM	Less chlorine smell. Softer on my skin.
3 6	Mar 18 2019 03:31 PM	better for your skin. i dont smell the chlorine as much as a normal chlorinated pool.
3 7	Mar 18 2019 03:29 PM	You didn't provide an 'unknown' option. I don't know, but I am unsure if it's a no.
3 8	Mar 18 2019 03:01 PM	Easier on the skin & lungs.
3 9	Mar 18 2019 03:01 PM	Better for skin, eyes
4 0	Mar 18 2019 02:47 PM	Osmosis, less chemicals absorbed into skin, healthier skin
4 1	Mar 18 2019 02:34 PM	Healthier
4 2	Mar 18 2019 02:26 PM	Softer water for your skin.
4 3	Mar 18 2019 02:13 PM	My skin
4 4	Mar 18 2019 01:56 PM	The smell of a chlorine pool is not very pleasant and skin problems.
4 5	Mar 18 2019 01:49 PM	Public pools may have to keep the levels at a certain based on refs. but that level is usually offensively high and makes swimming unenjoyable. Which means less activity, which means less health benefits due to more inactivity.
4	Mar 18 2019	Better for your skin maybe

Pyramid Recreation Centre Pool Survey (Original)

6	01:33 PM	
4 7	Mar 18 2019 01:12 PM	My family get a less of a reaction
4 8	Mar 18 2019 01:04 PM	Gentler on more mature users skin and breathing the air is easier on the lungs.
4 9	Mar 18 2019 12:59 PM	I was under the standing there would be less chlorine in the water.
5 0	Mar 18 2019 12:58 PM	Better skin, less abrasive to lungs
5 1	Mar 18 2019 12:49 PM	I have a salt water pool at home and the cost to operate per year is less. It doesn't damage bathing suits or hurt your eyes like chlorine does.
5 2	Mar 18 2019 12:48 PM	Skin healthier, Swim suits last longer
5 3	Mar 18 2019 12:47 PM	The effects of the chlorine seems less. More comfort swimming and less harmful to skin and eyes. The water also feels warmer.
5 4	Mar 18 2019 12:41 PM	better for myself and for my family
5 5	Mar 18 2019 12:41 PM	N/a
5 6	Mar 18 2019 12:28 PM	Better for skin and eyes
5 7	Mar 18 2019 12:21 PM	Less irritation to skin, eyes and lungs
5 8	Mar 18 2019 12:12 PM	Safer on little kids eyes and skin
5 9	Mar 18 2019 11:58 AM	Why didnt the town do the proper research when building this pool?

Pyramid Recreation Centre Pool Survey (Original)

6 0	Mar 18 2019 11:58 AM	More natural chemical
6 1	Mar 18 2019 11:57 AM	Na
6 2	Mar 18 2019 11:55 AM	I have personally found that my children's skin and eyes react more after swimming in a Chlorine only pool. We swim at the prc at least 4 times a month, and the fact their eyes/skin are less irritated keeps me coming back.
6 3	Mar 18 2019 11:53 AM	Some scents affect my lungs; so I have to use my inhaler
6 4	Mar 18 2019 11:27 AM	Less skin irritation, better air quality.
6 5	Mar 18 2019 11:23 AM	Better skin and hair
6 6	Mar 18 2019 11:00 AM	?
6 7	Mar 18 2019 10:34 AM	Less drying out of skin

Question Eleven

Pyramid Recreation Centre Pool and Spa Survey (Original)

Due to the corrosive nature of salt water and the outdated nature of the salt system currently in place at the Pyramid Recreation Centre, the continued use of the current salt water system would increase pool-related costs by 35 to 45 per cent. That translates to nearly \$80,000 in added costs over the expected life span of the equipment needed to keep the pool safely chlorinated with a salt water system. There are three options:

Refurbish the existing system

Pros: The cost of the salt, the life expectancy of the system, and the repairs and maintenance costs are all known. Bather comfort.

Cons: Liquid chlorine will still need to be added to keep the pool safe for bathers. The life expectancy of the system is low and the cost to maintain it and deal with the corrosion it causes is high.

Replace the old salt water system with a next-generation salt system to generate chlorine

Pros: Installing a next-generation salt system would cost less than refurbishing and operating the old system. The new system would also be more reliable and have less down time due to repairs. Bather comfort.

Cons: As with the existing system, the corrosive nature of the salt will lead to much higher operating and maintenance costs.

Convert the old salt water system to a liquid chlorine system

Pros: Very small conversion cost. Liquid chlorine can be stored in a tank and automatically added to ensure the water is safe for public use. Significant cost savings related to how the chlorine is introduced into the water and the loss of the corrosive nature of salt water.

Cons: Bather comfort due to the lack of the soft water feel of salt water.

Which option do you feel is best?

Answer Choices	Responses	
Option 1 (refurbish)	6.78%	8
Option 2 (replace with new salt system)	52.54%	62
Option 3 (convert to liquid chlorine)	40.68%	48
	Answered	118
	Skipped	2

Question One

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
How often do you or an immediate member of your family use the pool?		
Answer Choices	Responses	
Every day	2.19%	5
More than once a week	31.58%	72
Once a week	22.81%	52
2-3 times a month	14.04%	32
Less than once a month	21.05%	48
Never	8.33%	19
	Answered	228
	Skipped	0

Question Two

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
Do you think there is chlorine in a salt water pool?		
Answer Choices	Responses	
Yes	77.63%	177
No	10.96%	25
I'm not sure	11.40%	26
	Answered	228
	Skipped	0

Question Three

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
Are you or an immediate family member allergic to chlorine?		
Answer Choices	Responses	
Yes	15.35%	35
No	84.65%	193
	Answered	228
	Skipped	0

Question Four

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
If yes, do you or your immediate family member experience a reaction when using the pool at the Pyramid Recreation Centre?		
Answer Choices	Responses	
Yes	13.90%	26
No	86.10%	161
	Answered	187
	Skipped	41

Question Five

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
What do you think the main benefits of salt water pools are? (Check all that apply)		
Answer Choices	Responses	
Cost savings	17.98%	41
Environmentally friendly	47.37%	108
Better for my health	69.74%	159
More effective as a disinfectant than liquid chlorine	14.47%	33
Other (please specify)	28.07%	64
	Answered	228
	Skipped	0

Question Six

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
When you swim at the PRC pool, do you notice the chlorine?		
Answer Choices	Responses	
Yes	46.64%	104
No	53.36%	119
	Answered	223
	Skipped	5

Question Seven

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
If the pool were to switch to liquid chlorine, would you visit:		
Answer Choices	Responses	
More often	0.00%	0
Less often	33.77%	77
Same amount	66.23%	151
	Answered	228
	Skipped	0

Question Eight

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
Would you be willing to pay a higher admission fee to keep the pool at the Pyramid Recreation Centre running on a salt system?		
Answer Choices	Responses	
Yes	54.02%	121
No	45.98%	103
	Answered	224
	Skipped	4

Question Nine

Pyramid Recreation Centre Pool and Spa Survey (REVISED)		
The Town is considering three options for the salt system for the pool: 1. Refurbish the existing system at a cost of \$20,0002. Replace the old salt water system with a next-generation salt system to generate chlorine at a cost \$12,0003. Convert the old salt water system to a liquid chlorine system at a cost of \$6,000 (plus an annual savings of approximately \$12,500 in maintenance and operation costs)Which option do you feel is best?		
Answer Choices	Responses	
Option 1 (refurbish)	9.21%	21
Option 2 (replace with new salt system)	56.58%	129
Option 3 (convert to liquid chlorine)	34.21%	78
	Answered	228
	Skipped	0

Question Ten

Pyramid Recreation Centre Pool and Spa Survey (REVISED)	
Do you have any additional comments about the issue?	
Answered	99
Skipped	129

	Response Date	Responses
1	Apr 03 2019 10:53 AM	<p>Given the problems with the spa, as described by staff, I don't think it makes sense to repair it. Whoever designed the facility and put the spa so far away from the mechanical room certainly failed to do a "failure analysis". Spa's (Hot tubs), are high maintenance at the best of times and should have the shortest possible piping. Preferable as straight and accessible as possible - as well as easy access to pumps, filters, etc...</p> <p>So now you have a spa that's not worth pouring endless amounts of money into. As for salt vs chlorine? Salt is preferable but the cost must be such that the pool can be kept open.</p>
2	Apr 03 2019 10:44 AM	Considering the potential for a mega impact on air quality, health of customers and staff, management and storage of chlorine product, a liquid chlorine system is not an option.
3	Apr 03 2019 10:33 AM	I do not want to stop aquafit.
4	Apr 03 2019 10:32 AM	I appreciate the Town putting forward info to citizens and actively seeking their input and preferences. Many other municipalities do not like this approach.
5	Apr 03 2019 10:23 AM	Use cost savings to fix the showers!
6	Apr 03 2019 10:17 AM	I have swam in many pools, some salt and chlorine and some chlorine only. Chlorine only is not as 'nice' but is good enough for me.
7	Apr 03 2019 09:51 AM	<p>- Suggest you change out of town residents an extra \$1 per aquafit or lane swim visit.</p> <p>- Fundraise for Option 2</p>

Pyramid Recreation Centre Pool Survey (REVISED)

		- ex. raffles, dance, estate donations, etc...
8	Apr 03 2019 09:11 AM	Hopefully the new chlorine system could be "less smelly" as in the past at chlorine pools.
9	Apr 03 2019 08:57 AM	There is an issue with water quality. Often had a rash when using Stratford YMCA pool. Also, had trouble breathing several times after water had been treated after fouling.
10	Apr 03 2019 08:52 AM	Cost effectiveness is very important
11	Apr 03 2019 08:43 AM	I drive to St. Marys for salt water pool to exercise. Stratford's pools have an awful chlorine strong smell in them and the Y Pool is dark and outdated. Because of my joints, I had 2 surgeries in 5 years, and also my rehab event as well as it did because I could go to that pool.
12	Apr 03 2019 08:36 AM	no
13	Mar 31 2019 01:48 PM	Keep the salt water system as it will be less be less chemical odour while using the pool than actual chlorine
14	Mar 29 2019 03:38 PM	My wife is a young senior and uses the pool three or four times a week. She enjoys swimming and Aquafit as low impact forms of exercise and hopes to use the pool for many years to come. She has sensitive, thin skin and has had rashes on her upper arms associated with dry winter air AND irritation from the newly introduced chlorine to the sanitation system. Twice in the past two years, she has required intravenous antibiotics for serious infections associated with breaks in her skin, likely aggravated by the chlorine component of the pool system. Switching away from a salt water system likely will increase the frequency of these infections and decrease or eliminate her use of the pool. Chlorine gas is 2.5 times heavier than air so the smell of chlorine will hang over the surface of the water and not rise to the upper ceiling. Switching away from the current system will likely increase respiratory symptoms in sensitive individuals. I realize a by product of the salt sanitation system is the creation of sodium and chlorine but I can't believe that the concentration of residual chlorine is as intense as in a chlorine disinfection system. If converting the current system to a new salt system does NOT introduce more residual chlorine to the pool environment, I have no concern about savings some money. I am opposed to the introduction of a chlorine system.
15	Mar 29 2019 03:36 PM	I often went 3 , sometimes 4 times per week. Of late I have had some health issues which may be somewhat explained by the fact that chlorine is being used to substitute for non functioning equipment in the salt water system. I know from my own experience that my skin is less itchy with the salt water system

		<p>I do notice the smell of chlorine when entering the pool area however it is not offensive to me. I have swum in indoor chlorine pools over the years and have found the smell to much stronger then at our pool. This may be due to larger space and ceiling height of our pool or it may be the result of disintegration of salt water being different than using liquid chlorine.</p>
16	Mar 29 2019 03:22 PM	<p>My wife is a young senior and uses the pool three or four times a week. She enjoys swimming and Aquafit as low impact forms of exercise and hopes to use the pool for many years to come. She has sensitive, thinning skin and has had rashes on her upper arms associated with dry winter air AND irritation from the newly introduced chlorine to the sanitation system. Twice in the past two years, she has required intravenous antibiotics for serious infections associated with breaks in her skin, likely aggravated by the chlorine component of the pool system. Switching away from a salt water system likely will increase the frequency of these infections and decrease or eliminate her use of the pool. Chlorine gas is 2.5 times heavier than air so the smell of chlorine will hang over the surface of the water and not rise to the upper ceiling. Switching away from the current system will likely increase respiratory symptoms in sensitive individuals. I realize a by product of the salt sanitation system is the creation of sodium and chlorine but I can't believe that the concentration of residual chlorine is as intense as in a chlorine disinfection system. If converting the current system to a new salt system does NOT introduce more residual chlorine to the pool environment, I have no concern about savings some money. I am opposed to the introduction of a chlorine system.</p>
17	Mar 29 2019 02:42 PM	<p>It makes financial sense to switch to the chlorine system. The salt has already caused enough problems and damage to this beautiful facility</p>
18	Mar 28 2019 05:59 PM	<p>Occasionally I can smell the chlorine, not always- see question 7.</p> <p>I feel this survey is biased toward switching the pool to chlorine and getting rid of the spa. This facility is a godsend for the physical health for many from a large surrounding area. The salt is a big attraction for many.</p> <p>Have you considered applying for grants (eg Trillium) or service clubs, or fund-raising?</p> <p>Like Stratford, any amount is ok for ice rinks but not pools. I am very grateful St. Marys had the vision to build this. Please don't diminish it by switching to chlorine.</p>
19	Mar 28 2019 12:25 PM	<p>The salt water pool is a gem. Please do not change it. I will come less once the liquid chlorine is introduced</p>
20	Mar 27 2019 08:45 PM	<p>already expensive enough. Also trying to relax in the hottub with a life guard 5 feet from you is hard</p>

Pyramid Recreation Centre Pool Survey (REVISED)

21	Mar 27 2019 08:39 PM	My children are learning to swim and I love that the salt water doesn't hurt their eyes. They also notice and complain about the smell of liquid chlorine when at other indoor pools (at hotels).
22	Mar 27 2019 07:34 PM	I have phoned several times to inquire if the hot tub was operating. I would visit more often if the hot tub was regularly available. The salt water has been wonderful and I would not use the pool at all if it is changed to chlorine.
23	Mar 27 2019 11:45 AM	If a subset of pool users feel strongly about keeping the pool as a salt water pool, then they should be given an opportunity and timeline to donate / fundraise the additional costs to upgrade and maintain the pool as a salt water pool.
24	Mar 26 2019 11:21 PM	I hate the window - it's why we don't swim there. On display for the hockey world
25	Mar 26 2019 10:30 PM	The old chlorine pool systems are horrible. If you go back to that system I'll never return. I don't see why need to ask about patron's knowledge about pool chemistry. Measure of intelligence? Understand this hillbilly, switch back to the old chlorine system and you'll see the return on investment - no patrons.
26	Mar 26 2019 12:41 PM	I was surprised to see the effect of salt on the pool. I had always been told salt was the cheaper/safer option, even by a pool sales person.
27	Mar 26 2019 10:45 AM	Generally salt water pools are less expensive to build and maintain. I don't understand how switching to a liquid chlorine system would be cost effective? Your survey is skewed to a more expensive liquid chlorine system.
28	Mar 25 2019 07:39 PM	Some of these questions could be answered beyond a "yes or no"
29	Mar 25 2019 03:22 PM	I never go swimming at the PRC I miss the cadzow pool I hate the quarry I miss outdoor swimming pool
30	Mar 25 2019 11:28 AM	Switch to chlorine and use savings to fix the hot tub. Put a cover on hot tub at night so heater doesn't have to work as hard. If hot tub is removed, maybe use space for some deck chairs for parents??
31	Mar 25 2019 11:17 AM	Fix and replace items as they break so you are not bringing it to the public with only 1 salt cell of 5 working.
32	Mar 25	The pool is a disappointment for this thriving community. I would rather money be

Pyramid Recreation Centre Pool Survey (REVISED)

	2019 10:14 AM	put in to expanding it so that the size of appropriate to host swim meets, as initially proposed. Not fixing this situation is a huge revenue loss to the PRC and the community. For the obscene amount of taxes this community pays there should be a proper sized pool that will benefit the community activities and also generate revenue. In addition, there should be additional chairs and table set up in the downstairs viewing area along the back wall. Families are parking themselves at 8:30 in the morning and staying all morning, making it impossible for others to enjoy the space.
33	Mar 25 2019 10:04 AM	N/A
34	Mar 25 2019 10:01 AM	I know of friends that bring there kids specifically to St marys FOR the salt water pool over chlorine.
35	Mar 25 2019 09:56 AM	So if we convert will the price drop for our use since we are saving so much in a year!??
36	Mar 25 2019 09:25 AM	No
37	Mar 25 2019 09:17 AM	Great presentation on the negatives of salt. We should have had this information available when we built the pool (I'm sure it was). Conversion sounds like the best idea, but we wasted all that money on maintenance over the years and now the cost of conversion on top of the cost of salt water in the first place.
38	Mar 24 2019 04:47 PM	The salt water pool is one of the reasons I drive to St Marys to swimm. I believe and hope every pool in the area will eventually move to a salt water system.
39	Mar 24 2019 03:58 PM	After reading the information on salt water vs chlorine I don't really see it as a difficult choice. It appears replace current system with chlorine is the logical decision.
40	Mar 24 2019 12:40 PM	My preference is for the system that is most cost effective long-term in order to keep the pool viable for many, many years. My son had a chlorine allergy and is affected regardless of the system. We have found ways to alleviate his symptoms and he continues to swim regularly in any and all pools!
41	Mar 23 2019 01:55 PM	I come to St. Marys to swim even though I have a membership at the YMCA in Stratford. The main reason I go to St. Marys is the salt water. Though I don't make it out as often now, for a while I was there 1-2 times per week.
42	Mar 23	The salt system is the main reason I drive 30min to use the pool instead of

Pyramid Recreation Centre Pool Survey (REVISED)

	2019 12:25 PM	choosing closer options.
43	Mar 23 2019 08:09 AM	There is no question, in the interest of the tax payer and the community, you spend the least amount to provide the intended service. Salt water pools are a luxury item. That they cost more is not news and rather surprised it was put in in the first place. A rather expensive lesson, one I hope (sorry for the pun) sunk in.
44	Mar 23 2019 07:50 AM	The pyramid centre was a big mistake that the town knew full well it was making
45	Mar 22 2019 07:57 PM	No
46	Mar 22 2019 07:45 PM	Chlorine is fine believe and defend the science
47	Mar 22 2019 07:05 PM	A salt water pool is marketable to increase revenues. Partnerships with physiotherapists, retirement homes, schools should be investigated. A salt water pool draws people to St Marys, day visitors and permanent residents. Does the county provide funds to support the PRC? Do we need a two tier fee system?
48	Mar 22 2019 06:56 PM	The pool should be extended so more revenue can be generated with swim meets. Possibly add diving boards. Spa needs to be fixed as well.
49	Mar 22 2019 05:27 PM	My family and I cannot even enter the PRC (for any length of time) because of the smell from the pool. My #1 recommendation: close it down completely! Isn't the quarry good enough?? How much/often is the PRC pool used--by St Marysites? I know people from Stratford and elsewhere come to use it. The cost of running it, maintenance, and repair are pathetic. 2) If you HAVE to have a year-round pool, please consider a UV filtration system. It's cost effective, and actually healthy and safe. There's an initial cost upfront, but maintenance is minimal. You'd be saving big time in the long run.
50	Mar 22 2019 04:05 PM	If the salt is more costly to maintain, then I don't see the point in keeping it.
51	Mar 22 2019 03:14 PM	Choosing #3 cause as a tax payer whose lived here for 95% of my life Ive never thought the pool was a good idea so the cheapest option is better for us people who never use it! (Which seems like a lot of us!!)
52	Mar 22 2019	The main reason we don't use the pool as much as we would like to is the temperature. It is so cold that my 2 year old is blue after about 30mins. And she's

Pyramid Recreation Centre Pool Survey (REVISED)

	10:21 AM	playing, not floating around. The change rooms are also cold and the shower temperatures aren't consistent. We go to Spruce lodge more often, but it's warmer than it needs to be for our use. The Aquatic Centre in London is warmer. The Y in Stratford is warmer. The pool in New Hamburg is warmer- and we pay extra because aren't local. Some days the PRC water is fine, other times I feel like I should be asking for a refund. Especially in the winter.
53	Mar 22 2019 05:12 AM	It is important to invest in recreation infrastructure. It is also important to not always take the cheapest option available. As well, the pool should be considered a significant recreation and healthy lifestyle option for an aging population. Swimmer comfort should not be underestimated. The town should budget accordingly for maintenance and replacement so these expenses are not a surprise.
54	Mar 21 2019 07:58 PM	The salt system being used was our initial draw to use the pool
55	Mar 21 2019 05:40 PM	We have been swimming since 2011. We enjoy the pool just the way it is and would like it to remain that way.
56	Mar 21 2019 04:56 PM	Keep the pool and whitl pool ooen
57	Mar 21 2019 04:01 PM	Maybe there are other cost saving measures to consider before changing to the lower cost liquid Chlorine, such as different user fees for those not on the St. Marys tax roll changing some of the lane times to encourage more users.
58	Mar 21 2019 12:31 PM	I truly hope to keep the system that is better on our bodies. Using liquid chlorine would make it just like any other pool.
59	Mar 21 2019 11:28 AM	no to chlorine.
60	Mar 21 2019 09:45 AM	The PDF of information about the salt water vs chlorine and seeing the cost differences and the length of life for the equipment was very useful in makin my decision. Prior to knowing that information, my decision would have been different. I also think they should close the spa permanently.
61	Mar 21 2019 08:04 AM	The questions were definitely slanted towards a change to chlorine and while subtle, evident. I train for triathlons and have asthma and a change to chlorine would be a challenge. I also suspect that the chlorine levels have been higher lately due to the failing equipment and this has not gone unnoticed. There should also be a tiered payment system for those that pay into our taxes and those that come to use the pool from the outside. This would also help to increase revenues for operations as salt water equipment has a more intense maintenance requirement.

Pyramid Recreation Centre Pool Survey (REVISED)

62	Mar 21 2019 07:54 AM	Survey is great but based on my experience with the town, regardless of survey results they are just going to do what they want anyways.
63	Mar 21 2019 07:54 AM	Survey is great but based on my experience with the town, regardless of survey results they are just going to do what they want anyways.
64	Mar 20 2019 10:25 PM	I would suggest a properly sized salt system be purchased and the salt and chlorine levels be maintained and set near the lower acceptable limits. New salt systems run on much lower PPM salt content, this will dramatically decrease the corrosion that has been seem in the past. Do not judge current salt water systems on the previous models. Chlorine systems are not as good as they are being made out to be, and do pose their own hazards as well.
65	Mar 20 2019 10:12 PM	Fix the hot tub, really miss it. Stopped coming more often because no hot tub. It helps muscles relax
66	Mar 20 2019 08:52 PM	Chlorine makes our eyes burn, our skin itch, or bodies smell and our family cant swim for more then 30 minutes without needing to get out and end the day. I believe if you switch to chlorine system you will loose alot of families and babies.
67	Mar 20 2019 07:56 PM	Please consider the number of people coming from different towns/municipalities especially coming for the salt water pool. There are quite a few people who can't tolerate a chlorine pool f.e. asthma, skin reactions. With a chlorine pool people may attend f.e. Aquafit classes less frequently because of mentioned issues.
68	Mar 20 2019 07:24 PM	no
69	Mar 20 2019 07:23 PM	Salt systems are used all over the world, from salt packaging plants to pickling plants. The proper stainless steel grade would hold up better, going cheap in the building phase always costs more in the end! Also when the PRC was being built, the community donated money to the project with the promess of having a salt water system..
70	Mar 20 2019 06:28 PM	We do enjoy the salt pool but honestly, we have been to pools on a chlorine system and enjoyed them. Our biggest concern is the temperature of this pool. It is far too cold; specially for young children. Our kids do not enjoy the swimming lessons as much because of pool temperature.
71	Mar 20 2019 05:51 PM	We love using the pool and the fee are very low. We would be willing to pay more if it means keeping everything is good working order
72	Mar 20 2019 03:36 PM	What bothers me with this is..... If there aren't that many benefits to salt water why did we put it in, in the first place??? If there was research to say equipment doesn't last as long etc etc then why??? If you are now saying the only benefit is that it

Pyramid Recreation Centre Pool Survey (REVISED)

		feels better on our skin then again I ask why did we put salt water in the pool to begin with. It makes no sense and now ppl will be in an up roar because when this pool was first put in that was the attraction. " A salt water pool" no wonder ppl are confused
73	Mar 20 2019 01:30 PM	Comms team testing comments field.
74	Mar 20 2019 11:34 AM	Be fiscally responsible when making this decision. Find ways to encourage greater use of the pool. This survey, even repaired, is leading and builds distrust among the community. Add more options and remove the questions about chlorine knowledge.
75	Mar 20 2019 10:58 AM	Although salt water pools have chlorine, clearly a large number of people who find they cannot swim in a liquid clorinated pools find our salt water pool much healthier for their skin. This means more users, and happier and healthy patrons. They shouldn't be shut out of key service by short sighted cost savings.
76	Mar 20 2019 10:23 AM	The public will pay for whatever system is used, as they want a pool for their health etc
77	Mar 20 2019 07:25 AM	My concern with switching over to non-salt is the level of chlorine in the pool and fumes in the air. This makes other indoor pools unbearable to swim in. If the pool was able to avoid this(good ventilation, different quantity???) then I would not be a posed to it but I do like the boyancy of the salt, helps with therapy
78	Mar 20 2019 06:51 AM	Test test.
79	Mar 19 2019 11:09 PM	Fantastic pool and staff, I originally chose the pool because of salt water over chlorine, but I understand that it is more cost effective to switch to chlorine. I think that the great set up, fantastic programs and staff are still a great incentive for people to use the pyramid center over other facilities
80	Mar 19 2019 10:02 PM	No
81	Mar 19 2019 09:24 PM	no
82	Mar 19 2019 09:17 PM	When we moved to the area, the salt water pool at the rec centre was a huge benefit. It would be very disappointing to have it switched to chlorine now. If it really comes down to the cost to replace the system with a proper salt water system, it seems a better way to spend this time would be to brainstorm for fundraising ideas rather than trying to convince people the cheaper chlorine option is the better

		option. Surely a town like St. Marys could come together to get this done.
83	Mar 19 2019 09:01 PM	My family spends many hours at the pool each month. We all are sensitive to chlorine and find the St Marys pool very enjoyable to swim in. No tears after swimming from the children is the reason visit so often. If the pool is turned into a regular chlorine fed pool I imagine we will be visiting less. I find my children's eyes especially get very sore after swimming for example at the ymca in Stratford or a pool at a hotel. I think if money is the issue the spa should be removed and the money saved should be put towards maintaining the salt system. I would also be willing to pay more as it is one of the only things available in town as an activity on weekends.
84	Mar 19 2019 08:32 PM	love the hot tub
85	Mar 19 2019 08:32 PM	The reasons we visit so infrequently are the limited swim times and how cold the pool is.
86	Mar 19 2019 06:26 PM	No
87	Mar 19 2019 05:44 PM	Possible savings will be offset by reduced attendance. I could not visit a chlorine only pool up to four days a week. The pool is a gem in a gem of a town - well worth a salt water upgrade. I found your displays/presentation very slanted to the liquid chlorine solution which is not what the users want!! We have swam in liquid chlorine pools and know the difference in the experience!!
88	Mar 19 2019 05:32 PM	I feel this should have been the system the town should have used in the first place. Research and would/could have saved money.
89	Mar 19 2019 05:32 PM	Hot tub is essential for optimum health benefits. Please consider the operation will be in effect for future use. Thanks
90	Mar 19 2019 04:53 PM	The survey is biased and was even more so which means you cannot combine the results and understand what we want you to understand. Salt water pools are better for everything. All I have read says there is an initial cost to salt systems which is more than covered by the high cost of operating a chlorine pool. Why would you implement such a solution? It is entirely illogical and so against everything everyone who uses the pool is trying to tell you. Your public information lies - there is NOT the same amount of chlorine in a salt water pool as in a chlorine only pool. Apparently whoever did the report also lied about the cost of salt cells. I also would ask that anyone who is against the pool should be expected to try it once at least before opening their mouths any further on the topic. Is this a ploy to close the Pyramid Centre by undermining its successes? The salt water pool brings so many people to St Marys and a little more effort could easily turn this into

Pyramid Recreation Centre Pool Survey (REVISED)

		a major benefit for the whole town.
91	Mar 19 2019 03:43 PM	Health for me and my family is my primary concern. Our experience in all other chlorinated pools vs the PRC is rash, burning eyes. and in occasional severe cases respiratory problems and nausea. Our experience at the PRC is always free of those problems, clearly due to the lower health impact from Salt chlorination. Many of my friends using the PRC have similar experiences. Reverting to liquid chlorination will definitely mean fewer users, and less enjoyable time as I frequently have to leave a chlorinated pool much sooner than I would at the PRC now.
92	Mar 19 2019 01:47 PM	No
93	Mar 19 2019 01:43 PM	I really don't care about salt vs liquid chlorine. I'm just glad we have an indoor pool :) The saltwater does seem to be an attraction for many out of town users though so ensure lost revenue is considered in Option 3.
94	Mar 19 2019 01:39 PM	<p>You neglected to say in your notes that the chemicals used for a chlorine pool are hazardous to store and handle. Over the long term there could be health risks. Chlorine pools smell bad.</p> <p>I hope this is not a case of a decision for a change to chlorine having already been made, and this survey is simply paying lip service to the notion that public input will actually have a voice. One of the factors in my decision to move here was the salt water pool. I have arthritis and daily aqua-fit is beneficial to keep me mobile. In the salt water my swimsuits last much longer than in a chlorinated pool. My hair, skin and eyes greatly benefit too.</p> <p>I appreciate the higher cost but going to a new saltwater chlorination system that relies on the latest technology but in my opinion this is the way to go. To simply replace parts or refurbish what is already there is probably throwing good money after bad.</p> <p>I am prepared to pay more to have a nw saltwater system.</p>
95	Mar 19 2019 01:39 PM	No
96	Mar 19 2019 01:36 PM	<p>The original survey that I filled out yesterday was extremely biased and showed me that the decision to switch to chlorine was essentially already made, and I was shocked at how it was worded and seemed more about informing people of their misunderstanding than it did about collecting legitimate feedback.</p> <p>It frustrated me that when the decision to put the salt water pool in was being made,</p>

		<p>the town went on and on about the health benefits of salt water over chlorine and we went ahead with it. Now, with the original survey, we essentially were told there are no health benefits and that we are silly to think that there are and that there is no chlorine in the pool. The fact that the pool is not that old and there are issues is ridiculous. It should have been done right in the beginning. There absolutely are health benefits to salt water pools and to say otherwise because you don't want to put out the money is ridiculous. Pay the money and do it right!</p> <p>I react to chlorine as do my children but we don't react as negatively to the salt water pool in St. Marys as we do to chlorine only pools in the area. Yes I am aware that there is some liquid chlorine in our pool, which is unavoidable but the benefits of the salt water are what keeps us coming.</p> <p>I also believe that keeping the salt water pool should not increase the cost to use the pool. You are already having issues with people using the pool, if you increase the cost less people will come. If you were to offer monthly memberships, I think more families would use the pool more often.</p>
97	Mar 19 2019 01:31 PM	Have always found the key attraction to our pool is salt water. Have an outdoor salt water pool but lovely to have the option of an indoor in the winter months. Chlorine is extremely irritating in public pools and I am aware salt water pools contain a small amount of chlorine. I know many people who will not go to the pool if it is no longer salt water. Please fix the system!
98	Mar 19 2019 01:21 PM	No
99	Mar 19 2019 01:14 PM	Take names of everyone whining about chlorine and remind them why things cost so much if it ends up remaining salt.

*Comments on the pool/spa question
that I didn't feel were addressed adequately by the
survey.*

Let me first qualify my comments by saying that I have been using Pyramid pool and spa facility for 10 years. I was initially taken there for rehab therapy for a pretty debilitating motor cycle accident. Though there is no comparative study to prove it; it was/is felt that I wouldn't have recovered as fast, nor perhaps to the same extent as I would have without it, and I myself believe that. Two years later I had another invasive surgery from which I used the pool & spa to recover. I use the spa (and sauna) in tandem with whatever exercise program I am using in the pool (usually lane swim). Whenever I am at the pool and the spa is functional I try to use it. I met many others there doing similar things. I have continued to use them both on an ongoing basis to maintain my mobility and activity levels, and have recommended them to others as a therapeutic tool for their situations.

Therefore, as to the future of the spa, I would definitely discourage the choice of abandoning it altogether. AS to how to fix it; anyone who has been self employed always looks for the most cost effective approach. The cheapest is preferred but not if it ends up costing more in the end to rectify a quick fix that doesn't work. From the information session , I gathered that the flood grouting might work, or it might not and no contractor was willing to guarantee that it would work.

However , if it CAN be done, with the difference in price for excavation, would it not be worth the try? There is the possibility that it would seal the leak permanently.

If an excavation is necessary, I agree it has to be done in conjunction with a regular maintenance shutdown to minimize downtime. Hopefully it would show a definite cause of the leak and a confident fix.

AS to the operational costs of the spa they would have to be analyzed independently of the pool. I understand that water for the spa is separate and distinct from the pool water, I don't remember if they said it was softened prior to filling or not. I also understand that the problems the spa has are separate and distinct from the pool, as in the nature of that particular beast. Everything evolves and I'm sure there will be more cost efficient solutions for operating costs of spas.

One further thought on closing the spa. If it is abandoned what will be done with that space? Will it just be left as is with the gaping depression or will it be excavated and removed and the shallow pool expanded or made into deck space? That is a cost of abandoning that could be directed toward the "fix", if there is just going to be a shutdown and excavation anyway.

Now on to the bigger issue of the pool itself:-

I am not allergic to chlorine as far as I know, but I must say that as for user comfort this facility is noticeably better than others that I have used. I can't quantify that, or pinpoint the reason, but that is my perception. People from various other communities whom I have met at the PRC, have told me the reason they travel here to use this facility, is that " It is WAY nicer/better than ..." whatever facilities they had been using.

Perusing the maintenance costs the HVAC being by far the highest, it is my understanding that this is what keeps the chlorine gas, etc at a level that is not so irritating to users & staff. I guess I didn't quite catch why it is that the maintenance cost of the HVAC would be reduced by switching to the liquid chlorination from salt. Items in contact with the salt are self explanatory. Other deteriorations I assume are the result of high humidity in general, and maybe in conjunction with chlorine /chlorine gas?

The present system we are told is "antiquated" therefore there is basically only one choice and that is between an upgraded salt system, and liquid chlorination. Liquid chlorination being the fastest and cheapest. From what I gleaned an upgraded salination system would reduce some of the operational costs from what they have been to an unknown level, but never to the level of chlorination?

Bottom line:- If at all possible; I'd like to see an improved salination system, if it can bring costs to a more affordable level, and I'd like to see the spa kept with the least invasive surgery & operational costs, also cut where possible.

Dave Ford ddford@quadro.net.

Grant Brouwer

From: Al Strathdee
Sent: March 19, 2019 6:27 AM
To: Douglas LaPointe; Grant Brouwer
Subject: Fwd: Re: Pool meeting

fyi

Al Strathdee Mayor Town of St. Marys

----- Forwarded message -----

From: Derek Fadelles <dfadelles@rogers.com>

Date: Mar. 18, 2019 9:10 p.m.

Subject: Re: Pool meeting

To: Al Strathdee <astrathdee@town.stmarys.on.ca>

Cc:

Good afternoon, Mr. Mayor:

I have just returned from the meeting concerning the PRC swimming pool operation and I'm not overly happy with everything.

I listened, intently, to the talk regarding an alleged corrosion problem and a possible switch to straight chlorine. As a person with considerable knowledge of pools and pool maintenance, I had much difficulty with some of the numbers presented regarding operating costs. In the presentation, we were told residential salt cells, priced at \$2700 apiece, are used in series. One salt cell would retail at full list price for \$1400 to a residential customer! Who came up with these numbers and is that contributing to unnecessarily higher costs of the facility? Who determined that the salt in the pool is contributing to corrosion in the building? If you don't, first, identify the problem, it is unlikely to come with an optimal solution! My main comment would be, what if we switch the pool over to straight chlorine and the corrosion continues? Then what?

Quite often salt is blamed for corrosion in pools. We hear it all the time. In most cases it is primarily caused by chloramine in the air (this was discussed at the meeting so that's not new and they do have an understanding of this) After all, primarily the salt in the pool can escape via splashing (as well as on swimmers and their towels) Salt can't evaporate, water does, the salt for the most part stays just where it was put, in the pool. This is why, over time, you don't have to add very much salt.

I have ideas as to where to look for potential cost savings(capital and operating), corrosion prevention, etc., and a good starting point would be to see the mechanical room.

I live in this town, pay taxes in this town and, most importantly, use this pool 5 days a week! I want it to be the best that it can be! The town has been divided on this pool for a long time. Let's work together to provide a safe and cost-effective pool environment.

I would welcome the opportunity to meet with the current committee and having meaningful discussion about this matter. I am viewing this as a resident trying to help his town, not as an industry person trying to make money (and to preclude the latter if anyone has been exploiting the town).

Regards
Derek

Sent from my iPhone

On Mar 18, 2019, at 3:52 PM, Al Strathdee <astrathdee@town.stmarys.on.ca> wrote:

Hi Derek.

The attachment didn't come through. Please resend

my email address is astrathdee@town.stmarys.on.ca

thank you

Al Strathdee Mayor Town of St. Marys

On Mar. 18, 2019 3:30 p.m., Derek <Dsfadelle@rogers.com> wrote:
See attached

Origin: <http://www.townofstmarys.com/en/town-services/Mayor-and-Council.aspx>

This email was sent to you by Derek <Dsfadelle@rogers.com> through <http://www.townofstmarys.com/>.

Grant Brouwer

From: Bev Templeman <bevttemp@hotmail.com>
Sent: March 19, 2019 12:27 PM
To: Grant Brouwer
Subject: Pool changes

Page 200 of 327

Please considerI really need the pool at the PRC to stay as it is. I drive for 1/2 hour each way to your pool 3 times a week for the use of the pool. It provides my knees and legs the necessary exercises to keep me mobile and healthy. I love your pool because it does NOT have a chlorine smell, make my body itch and rash, cause my eyes to burn. I also love the hot tub but if that can't be fixed , I can live without it. When I come to St Marys for the pool, I also frequently shop the town for groceries and other items and will stop for lunch at one of your restaurants. I know of many people who drive a distance to use your non-chlorine pool for themselves and their children. As a senior, I really have enjoyed my pool time and aquafit exercises. The friendships and socializing have also become part of my visits to the PRC. Thanks for considering the effect this change could have on many people. I will not come if it changes to chlorine .Grant

1:48 PM

11

Grant Brouwer

Grant Brouwer

From: BARBARA TUER <tuer-sipos@rogers.com>
Sent: March 19, 2019 8:16 PM
To: Al Strathdee; Grant Brouwer
Subject: Re: Pool Survey and Swimmer Feedback

Thanks Al - are the costs \$600,000 per year? What would the annual savings be to switch to an all chlorine pool? What would the difference be between an all chlorine pool and an upgraded salt water system?

Regards,
Barb

On Tuesday, March 19, 2019, 05:56:50 p.m. EDT, Al Strathdee <astrathdee@town.stmarys.on.ca> wrote:

Barb. Thank you for your comments. They are helpful. Please see the link below to the recreation masterplan we completed. This should help answer many of your questions.

<http://www.townofstmarys.com/en/town-services/RLSMP.aspx>

My understanding is the current operational costs for the pool are \$600k.

We understand your comments with regards to the survey and appreciate your input.

Thank you again for your email.

AL

Al Strathdee Mayor Town of St. Marys

On Mar. 19, 2019 4:54 p.m., BARBARA TUER <tuer-sipos@rogers.com> wrote:
Hi Grant,

None of the open house times are particularly convenient for those who work, so I will let you know my thoughts with this email.

1. I tried to take the survey but it was down. I note from Facebook comments that folks were unhappy that there wasn't a general "comment" section, so I am hoping that perhaps the survey is being changed to allow for more feedback.
2. It was hard to really determine the relative costs of the two systems for the pool, as the total annual operating costs were not disclosed. I couldn't tell if \$80,000.00 over the lifetime was a lot or not, as I don't know what to compare that with. I also wonder about the costs of maintaining the pool as opposed to other recreational facilities, such as the ice rinks. Also, was the \$80,000.00 figure for the current salt water system, or for the newer, more efficient system?

1:48 PM

3. While I have adjusted to not having the hot tub, it is a beautiful feature of the pool and it would be a shame to lose it. I know that it is particularly enjoyed by the seniors who are faithful attendees of the Aquafit sessions. Again, it is hard to know if the cost of maintaining the hot tub, which did seem high, was the usual cost, or because of the slow leak. I would strongly support trying to fix the leak with the low cost option to see if it would work. I would also support completely replacing the hot tub if absolutely necessary, because it is such a great feature of the facility.

4. Our pool is a huge asset to our town which has perhaps been under marketed. Having said that, I have witnessed its increasing popularity. When I started swimming regularly two years ago in the early mornings, there would be some mornings when I was the only person in the pool. Now there are usually at least six to eight people in the pool from 6:30 to 7:00. I believe that many swimmers come from Stratford because it is such a great pool. Again, it would be a shame to lose swimmers by changing the salt water system. While "comfort to swimmers" may seem a small "positive" to non-swimmers, it is a big positive for us. One of my fellow swimmers said today that he really hoped that the pool didn't change to chlorine only, as it was by far the nicest pool to swim in that he had ever used. I understand that salt is corrosive, but I also wonder how our pool would fare without a salt system, given the naturally hard water in the town. I would support replacing the current salt water system with the newer more efficient system.

5. I wonder if the town would consider raising the fees for swimming to help cover some of the costs of maintenance. The current pairing of the pool with Y has been a real bargain for me, but I hope that it hasn't meant lost revenue for the pool. Could the town apply for grants to replace the salt water system or the hot tub? Is it possible to consider fundraising for the pool? I don't know if those are options or not, but with an aging population I think a comfortable, well-maintained pool is always going to be of benefit to this community.

If you want any more feedback from me, I would be happy to provide it!

Regards,

Barb

Grant Brouwer

From: BARBARA TUER <tuer-sipos@rogers.com>
Sent: March 20, 2019 12:11 PM
To: Grant Brouwer
Cc: Al Strathdee; Fern Pridham
Subject: Aquatic Centre

Page 203 of 327

Hi Grant,

I have now received more information about the choices facing the town with respect to the pool. I have also considered the information provided in the posters at the pool, including the information from the Health Unit that there is no health benefit of a salt water pool over a chlorine pool. Although I would personally prefer a salt water pool, my primary concern is that the pool remain open and available to all. Accordingly, if the town deems it necessary to change the pool to a chlorine only system, I would support that decision.

Regards,
Barb Tuer

1:49 PM

11

Grant Brouwer

Grant Brouwer

From: Krys Klassen <k_klassen@live.com>
Sent: March 21, 2019 5:46 PM
To: Grant Brouwer
Subject: Salt Water Pools in Canada

Hi Grant

Thanks for the time today.

This directory seems to indicate there are a great number of salt water pools around.

<https://www.swimia.com/salt-water-pool-canada/>

I suspect there is a support group somewhere on how to best maintain them.

A lot of the costs in the research done to date are not because of salt.
I hope your report is very clear about that.

1. Some are basic maintenance costs that would have been necessary regardless
2. Some are because the design was changed from chlorine to salt without understanding the impact
3. Some of the 'conversion savings' do not agree with the information I have been able to find on the internet
4. Where is the reduction of users you can expect as a result of the switch included in the conversion cost?

Let me know if/when fundraising needs to happen

Thanks

Krysannde Klassen
1B 189 Elizabeth Street
St Marys ON
N4X0B5

1:49 PM

12

Grant Brouwer

Grant Brouwer

From: Joan Sandwith <jesandwith@gmail.com>
Sent: April 11, 2019 3:48 PM
To: Grant Brouwer, Fern Pridham
Cc: Cindy Kimber, Kathryn Graham
Subject: Re: FW: Survey confusion

Sorry for the delay in responding. I have had an injury, had an overnight in the hospital and am confined to the house for the time being. I will be unable to attend the meeting about the pool, which I believe is tonight. I answered the first survey. No one has answered my question as to whether my responses to and comments on that survey are being included in the overall results. In case they are not, please note that I am against the plan to stop using salt in the pool and I would pay more per visit to the pool if that's what's required to keep this a salt pool.

Thank you for sending the letter from Public Health. It is a very responsible, clear summary of the research done to March, 2015 on the use of pool disinfectants. Your query to Public Health was **very specific to benefits of a salt water pool for persons with respiratory disease** compared to chlorinated pools. That is not how the conclusions reached by Public Health were characterized in your first survey nor how staff speak to the issues related to salt in the pool. Their comments are about the population in general and speak to all possible effects of chlorine, including eye and skin irritations. They've declared that there are no benefits to a salt pool or detriments to an all-chlorine pool. That is not the question you asked Public Health. You have not presented any data on other health effects to the population in general.

It should be noted that, according to Statistics Canada, the percentage of people with asthma in Ontario in 2016 and 2017, in all age groups, was less than 9%. The Conference Board of Canada reports that less than 10% of all Canadians in any age group have any type of respiratory disease and Ontario and B.C. have the lowest rates, under 9%.

You would better serve this debate if your communications made clear that the data you collected from Public Health speak to a specific health problem that affects such a small proportion of the population. The information as you've characterized it is misleading.

Please be aware that the pool users I know are of the view that the decision to eliminate salt in the pool was made long before the decision to survey citizens. It's unfortunate but true that there is this level of distrust of the process.

I regret that I cannot attend the meetings on this matter. I'd like to see clearer data presented to Council and citizens.

Yours truly,

Joan Sandwith

1:49 PM

16

Grant Brouwer

On Fri, Mar 29, 2019 at 10:04 AM Grant Brouwer <gbrouwer@town.stmarys.on.ca> wrote:

Hello Joan,

Sorry for the delay with my response as there was a mix up on my end.

I have read through your email and I have the following response.

As part of the public consultation process regarding the pool (salt vs. chlorine) staff initiated a survey to help gather comments from the user groups of the pool. The original survey went live on Monday, March 18 at 10:30 a.m. and was posted on Facebook on March 18 at 10:55 a.m., after some negative feedback of the survey being bias, staff updated the survey. The revised survey went live on Tuesday, March 19 at about noon. We added a comment about the revised survey to the original Facebook post that day and then posted an entirely new post at 12:58 p.m. on March 20 regarding the revised survey. There have only been two surveys. All of the data that we have collected from both surveys, emails, posts from social media will be collected, compiled and added to our staff report that will be presented to the Recreation and Leisure Advisory committee and eventually Council. Here is a link to the information page on the town's website that has all of the updated information. <http://www.townofstmarys.com/en/recreation-and-culture/Aquatics-Centre.aspx?mid=100405>

As far as your comments regarding the letter from the Perth District Health Unit (PDHU), I have attached the letter that the town received from PDHU on March 02, 2015.

If you have any other questions, please feel free to contact me.

From: Fern Pridham <fermpridham@gmail.com>
Sent: Thursday, March 21, 2019 9:13:55 PM
To: Fern Pridham
Subject: Survey confusion

From: Joan Sandwith <jesandwith@gmail.com>
Date: March 21, 2019 at 6:45:21 PM EDT
To: Fern Pridham <fermpridham@gmail.com>
Cc: Cindy Kimber <kimbercindy@gmail.com>, Carol <cmiller@quadro.net>, Kathryn Graham <kgraham@uwyo.ca>
Subject: Survey confusion

Hi Fern,

When I filled out the on-line survey on Tuesday I understood it to be the revised survey. It was very biased and had some unsubstantiated questions such as respondents' willingness to pay 50% more per pool visit. Was that number a factual increase and there are figures to back it up? Or was it put there to influence the answer to the next question?

There was also an out of context, undated, unattributed quote from 'Public Health' to the effect that chlorine causes no health problems. Please take my comments in the context of my 25 years of HR management in the municipal sector, including Public Health departments in the Region of Halton, City of Toronto and Wellington-Dufferin-Guelph. Public Health does not make these kinds of proclamations. I spoke to Stephanie Ische at the PRC this afternoon and asked her about this (and other questions about the Tuesday survey I completed). She said that it was the Perth District Public Health Unit who said this a year ago and went on to explain to me that that's the PDPHU that oversees this pool, which it is. However she didn't appear to understand how Public Health fits into this picture. Public Health Inspectors' inspect pools, spas, restaurants, beaches, clinics, etc. They don't offer medical advice. The PDPHU's MOH could possibly have offered this medical opinion but we've no way of knowing because this 'quote' is unattributed.

This is a long route to my point, which is that staff doesn't have a good understanding of the many issues related to the pool. I'm not intending to single Stephanie out. Clearly the person who wrote the survey, who I understand is the Communications manager, doesn't either. The survey I filled out on Tuesday was shamefully biased. Clearly there's been recognition of that, given the one (two?) revisions.

Next point and questions - the paper survey I picked up this afternoon is much shorter and drastically different than the one I did on-line on Tuesday. Most of the really incendiary questions are gone. Is this Survey Number 3? Stephanie thought there'd only been one revision. It looks to me like there have been two. Can you clarify?

What's happened to the responses to the previous survey(s)? Have they been scrapped? I want my comments on that survey to go to Council. Should I be filling out the new survey to have my voice heard?

In my last e-mail I told you that Tuesday's survey eroded trust between staff and the community; a comment I've seen on FB. Having to revise the survey once (twice?) says that more clearly than I can.

You asked if you could share my e-mail with Council. Please do!

Thanks Fern.

Joan

Grant Brouwer

From: Grant Brouwer
Sent: May 1, 2019 2:20 PM
To: Diane Giancola
Subject: RE: Pool and Spa
Attachments: rec advisory committee meeting revised agenda with survey results.pdf

Hello Diane,

Thank you for the time to contact me.

Unfortunately, the survey has closed as we needed the information from the survey for our report to the Recreation and Leisure Advisory Committee. We presented our report to the Committee on Thursday, April 28 (attached).

In answer to your questions:

1-we do not track the number of spa users, but if you have a look at our report, it gives the number of pool users as well as the survey results on the spa,
2-yes the spa does use salt water, however, the pipes are plastic and are not susceptible to corrosion.

I will add your comments to my final report to Council. This report will be presented to Council on Tuesday, May 14, 2019.

Thank you

gb

Grant Brouwer, Director of Building and Development (CBO)
Town of St. Marys – Municipal Operations Centre
408 James Street South, St. Marys, ON
T: 519-284-2340 x 215
C: 519-521-0577
gbrouwer@town.stmarys.on.ca

TownofStMarys.com | Join our e-mail list.

From: Diane Giancola [mailto:dianegiancola@outlook.com]
Sent: May 1, 2019 5:15 AM
To: Grant Brouwer <gbrouwer@town.stmarys.on.ca>
Subject: Pool and Spa

Hello Grant,

I'm a new resident of St. Marys. I just found out about the Pool/Spa survey and I'm sorry I missed the deadline for input on this very important topic.

First, I hope you can answer a few questions about the spa...

- 1) Do you know approximately how many people were using the spa on a monthly basis when it was operational?
- 2) Does the spa use salt water? If so, is the leak in the spa pipes is due to salt corrosion?

I'm not sure if it's too late to add comments to your final report but...

Personally, I enjoy the health benefits of a spa and I would like to see the PRC spa in operation again. Although, I prefer salt water to chlorine, I would support converting the pool water (and spa water, if applicable) to chlorine so the significant cost savings can be applied to the repair and ongoing maintenance of the spa. It appears the excavation option would be the best solution for lasting and long-term results.

Your beautiful Aquatics Centre was one of the many reasons I chose to retire in this town. I hope there is enough support to retain these excellent facilities.

.....
Diane Giancola
189 Elizabeth St
St Marys, ON N4X0B5
416 570-0401

Grant Brouwer

From: Grant Brouwer
Sent: May 1, 2019 2:18 PM
To: Bruce Andrews
Subject: RE: Second Aquatic Centre Survey
Attachments: rec advisory committee meeting revised agenda with survey results.pdf

Hello Bruce,

Thank you for the time to contact me.
Unfortunately, the survey has closed as we needed the information from the survey for our report to the Recreation and Leisure Advisory Committee. We presented our report to the Committee on Thursday, April 28 (attached). If you still wish to provide me with comments about the pool/spa, I can still take comments via email, that I can include in my final report to Council. This report will be presented to Council on Tuesday, May 14, 2019.

Thank you
gb

Grant Brouwer, Director of Building and Development (CBO) Town of St. Marys – Municipal Operations Centre
408 James Street South, St. Marys, ON
T: 519-284-2340 x 215
C: 519-521-0577
gbrouwer@town.stmarys.on.ca

TownofStMarys.com | Join our e-mail list.

-----Original Message-----

From: noreply@town.stmarys.on.ca [mailto:noreply@town.stmarys.on.ca] On Behalf Of Bruce Andrews
Sent: April 26, 2019 11:52 PM
To: Grant Brouwer <gbrouwer@town.stmarys.on.ca>
1:55 PM

Subject: Second Aquatic Centre Survey

Hi Grant. Communication from the town indicates that a second questionnaire can be taken. Would you show me how I can access it as the "take this online survey" link shows the survey link to be closed. Perhaps my wife and I have already completed the second survey which we did in late March. We both have the strong desire to maintain the salt water system in some form as my wife has had increasingly sensitive skin reactions to the pool's water in the past few months as more chlorine has been added to substitute for the failed salt cells. Thanks for your reply. Bruce

Origin: <http://www.townofstmarys.com/Modules/contact/search.aspx?s=1Gm3i0Fx27Tbgd6kv9UKGgeQuAleQuAl>

This email was sent to you by Bruce Andrews<bruceandrews@rogers.com> through <http://www.townofstmarys.com/>.

<p><u>Jerry Loeffler</u> First off. I do appreciate the hard work going into the information regarding the pool and spa. As to the pool weather it's salt or not if it's looked after properly people wouldn't have a problem if it's cheaper to run it one way or another would be good. As to the spa. Pay to fix it or pay to remove it. I say keep it. As to the cost of it. I think all the hours and info boards cost could have been put towards the cost of fixing all the problems. Instead of putting money into something that could have been decided and moved on already.</p>
<p><u>Bonnie Mitchell</u> It makes no difference to me if the pool is a salt water pool or a chlorine pool. I just want the pool to remain open. I have been going to Aquafit since the pool opened and i tried the hot tub once, and, have never been in it since. The funds saved by not having a hot tub could be put into good use on other things for the pool. The staff at the Aquatic Centre are second to none, they do a Wonderful Job. We have ladies and men coming to Aquafit, from. Kirkton, Woodham, Lucan, Stratford, Nairn, and even a group of ladies come from Exeter. These people only say good things about our pool & drive from a fair distance to use it and on weekends, spring break & summer they bring their children or grandchildren to St. Marys to use our pool. St. Marys is very well know for Our Beautiful Pool and the ones using it usualy go shopping & lunch or coffee afterwards, so it makes a good drawing card for business to our stores downtown. The water is a perfect temperature, once you are in it and working out or swimming, you soon warm up and that is the way it should be.</p>
<p>Victoria Ross</p>
<p><u>Victoria Ross</u> Nice job BonnieI agree with you on most of thiswe need to get everyone to contribute what they think .</p>
<p><u>Jerry Loeffler</u> it doesn't take much to run a spa if your on top of it. It easier than a pool. I had a spa.</p>
<p><u>Bonnie Mitchell</u> Jerry Loeffler Please do not single me out on this survey, it asks for our own personal opinion</p>
<p><u>Jerry Loeffler</u> Bonnie Mitchell I apologize I didn't mean nothing by it I'm sorry.</p>
<p><u>Bonnie Mitchell</u> Jerry Loeffler Thank you Jerry very much, appreciate it</p>
<p><u>Paul Richardson</u> Bromine is way to go. It's a bit more expensive than chlorine, but far kinder to the skin and eyes. Salt generates chlorine in your pool, and can get pretty strong too. It also corrodes the metal, which leads to equipment failure. I do not believe this pool and spa were designed for salt, that was added after most of the construction was complete. Fix this and move on.</p>
<p><u>Doug Loucks</u> I strongly support repairing the spa and keeping it going. It has therapeutic benefits for those who use it. It is the only spa available in town for the many residents who cannot afford their own. Please fix it as soon as possible.</p>
<p><u>Victoria Ross</u> I use the pool for a variety of activities. I prefer salt water pools...I have been using both types for years. The hot tub should be repaired or the space reconfigured to enlarge the children's area. The temperature is ok when I am lane swimming, but I seldom pause. As soon as I stop I am cold. The same is true for aquafit . I am always cold as soon as the cardiovascular is done...I also double time alot to stay warm. Cool down and strength segments leave me very cold. When I bring my Grandchildren .</p>

..their lips are purple 20 minutes in and their teeth chatter. Also, the children's side is even colder and when the water features are on it becomes even colder. Mostly, we leave because the kids are freezing. Please note that we do not encounter this at the London south pool or the Y.

Troyer Duo I myself have attempted to do Aquafit but only 1 out of the 6 times I went were my teeth not chattering--- 5 out of 6 times I was still freezing cold AFTER the workout, after I moved the entire time and NEEDED to get in the hot tub afterwards.

Victoria Ross Troyer Duo ...many aquafit ppl headed for the hot tub after their sessionlovely combination....especially for those with physical issues. The sauna is ok, but it is not moist heat.

Katrina Bastien

Katrina Bastien The pool is soo cold I love swimming and my kids do too but I have to force myself to take them because I know how cold I'll be. We're never in for as long as we'd like to be either due to the kids being cold.

Nathan Einwechter While I appreciate the opportunity to voice our opinion via survey - the design of this survey is not with that in mind at all. A majority of the questions are prefaced with biased details and it, overall, comes across as an argumentative tool as opposed to an information gathering tool. Unfortunately, nothing about the result of a survey formed in this way is usable in any way that is meaningful.

Melissa Desjardins I have done the survey but wanted to leave some more input. we would visit the pool and spa every Sunday, with the spa breaking we stopped coming as a family and just my daughter and I enjoyed the morning swim once a week. The pool has been much cooler lately, which makes us swim less time (daughter is one). We now have made the switch to a different pool 10 minutes further of a drive(instead of 30 minutes we drive 40 minutes) for a cheaper, warm pool. Although your pool schedule is AMAZING we have not enjoyed the pool sadly 😞

Town of St. Marys Thank you for taking the time to share your thoughts. We will be sharing all this information with the staff at the PRC.

Heather Christine I will fill out the survey, but wanted to share that the hot tub/spa was one of the main reasons we would visit the pool. I also know that my parents who are in their 70s often went to the pool specifically for the hot tub. We have now switched our swimming to New Hamburg. My opinion is that there needs to be a hot tub at the pool in St Marys. It's ridiculous to even think about getting rid of it all together.

Alison Beckett Question: are those not diving platforms at the end of the pool ? Why are you not allowed to dive off of them ? I've been to many many pools with my family and we've always enjoyed diving platforms like a diving board. That's part of the " swimming " experience.

Alison Beckett Town of St. Marys I posted on the pools posting and they responded to me they are platforms for the swim team only. I will search out pools that have diving boards my family can enjoy. Thanks for your response.

<u>Katrina Bastien</u> Kirton Woodham pool is fantastic and has a diving board. Its outdoor though. Ever since they tore out Cadzow that's where I've been taking my kids.
<u>Alison Beckett</u> Katrina Bastien thank you for the suggestion. I will keep that in mind for the summer. My hubby and boy love to dive off boards.
<u>Town of St. Marys</u> Currently, the swim team uses the diving blocks and they are also used for lessons. Staff at the PRC are looking into regulations on whether they are classified as diving boards and if they need to be roped off for the jumping area during public swims. Thanks for the good question!
<u>Jean Mansfield</u> Salt water is better I believe ,we have saltwater at trailer park I love it
<u>Becky Einwechter</u> WOW! The survey is MUCH different today then the one I did last night!
<u>Chris Dreyer</u> Salt water pools have the same amount of active chlorine as a chlorine pool as per health regulations. The chlorine in a salt water pool is generated by electrolysis and has the added benefit of oxidizing chloramines (used chlorine and what you smell) automatically instead of requiring the addition of an oxidizer (shock). This gives the appearance of a "chlorine-free" pool due to the lower levels of irritating chloramines. The most expensive part of a salt water pool operation is the electrolytic cell that converts salt to usable chlorine. https://en.wikipedia.org/wiki/Salt_water_chlorination
<u>Karen McLarnon</u> The survey is not working here is what I think keep the spa fix it it's good therapy and people use it well children swim salt water is best
<u>Town of St. Marys</u> Hi Karen, Thank you for your feedback. We'd like to get your thoughts in the survey format as well if possible as it goes into more specific details. Are you able to private message us the error you encountered so we can fix the issue?
<u>Melissa Dubeau</u> The reason why I choose the prc is because of the salt pool. My girls and I have very sensitive skin. I say the family change room could be bigger with actual shower stalls.
<u>Becky Einwechter</u> And warmer! 😊 Nothing like sitting in a wet bathing suit in a freezing cold change room trying to get your kids changed as quickly as possible while they are complaining because they are freezing!
<u>Jerry Loeffler</u> As a family that both parents work. The public swim schedule sucks. There is nothing scheduled for after school. After supper. That I see. Times like 3 to 5 would work for a lot of families or after supper 7 to 9. Even the public skate sucks The building was built for the community. And it blows me away that you spent money on looking into the problem with the spa. And didn't fix it right away. The pool has had problems from day one. Last time our family was there the chlorine smell was over whelming. Didn't stay long at all. I will try and make it to one of the meeting
<u>Heather Christine</u> Jerry Loeffler I think the mid week swim times are the way they are due to swimming lessons.

<u>Jerry Loeffler</u> Heather Christine but I do believe it could be different. The time after school is perfect to have kids hang out with friends in a controlled environment instead of on the streets bored. And with both schools being so close. Just my opinion i could go on and on. What I have seen
<u>Alison Beckett</u> Jerry Loeffler we were there on Friday for swim and the chlorine was in my opinion way too high. My hubby noticed it as well.
<u>Becky Einwechter</u> Is it not currently salt water? They are wanting to switch to chlorine.
<u>Jerry Loeffler</u> Alison Beckett yes but you still have to use chlorine. The way I understand. You don't need to use as much
<u>Katelyn Bender</u> Becky Einwechter salt water is chlorine water - it's just that the salt (NaCL –sodium Chloride) goes through an atomizer to break out the chlorine ion vs liquid chlorine on its own. When people complain of the smell of chlorine it's actually that the pool needs more chlorine added to balance it. Basically you smell "old chlorine" that's still in the water but not doing its job anymore. So more "new" chlorine needs to be added to sanitize the pool properly and remove the smell by allowing the water to retain the "old chlorine". Its stabilizer has worn off so it "floats away" causing the smell - new liquid chloride added adds more stabilizer to keep that in the water. If you were ask a pool chemical specialist they can explain free chlorine vs combined chlorine vs total chlorine but I defined it in a nut shell.
<u>Lauren Alain Eedy</u> Keep the salt water! It's so much better for you (despite what the clearly biased survey says) 🙋🏻
<u>Nikky Langille</u> If you turn the poll into chlorine. I know many people who wont swim anymore (due to the harsh effects of chlorine) I myself and my family is one of them. Also, repair the spa, it's a very nice addition to the pool.
<u>Jessica Pickel</u> The town was told how expensive this would be and how unreasonable an indoor pool was compared to fixing cadzow.....and went forward with it anyways. Pony up the cash....
<u>Jerry Loeffler</u> Jessica Pickel the price they have on what they did at cadzow could have put in a new pool and then some.
<u>Sheila Robinson</u> -Kruse I have a hard time breathing after swimming an hour in the pool as it is now. If it goes all chlorine I don't know if I'll go there.
<u>Lori Black</u> Thanks for including an evening presentation
<u>Linda O'Connor</u> I can't imagine the cost of the changeover... keep the salt water! Never could figure out why the hot tub wasn't repaired ages ago.
<u>Francine Faith</u> what about switching to bromine. We have bromine in our outdoor pool. It is a lot nicer than chlorine.
<u>Katelyn Bender</u> Francine Faith the only benefit of bromine is that it is more stable in higher temperatures of water. It may not smell as strong as chlorine but it's harder to get off your skin.

<u>Francine Faith</u> Katelyn Bender oh ok. I know it does not irritate our eyes or skin and there is no smell.
<u>Jacquelyn Berg</u> I have completed the survey. As stated in another comment here, I feel there should have been as space to leave notes/more input though.
<u>Town of St. Marys</u> Please feel free to leave a comment here if you have more to say. We will be sharing all comments with staff at the PRC.
<u>Kitty O'Hearn</u> https://naturallysavvy.com/.../salt-water-pools-system.../
<u>Sylvia Harvey</u> Very informative! Thank you Kitty! <3
<u>Emily Scott</u> I love the pool. My daughter always found it too cold when she was younger but now at almost 5 she can tolerate it, her teeth still chatter but she doesn't complain about the temp. Closing the hot tub altogether is a bad idea.
<u>Julie Jeffrey</u> Is the question of closing the pool on the table? Or is it just whether or not to change it to chlorine?
<u>Town of St. Marys</u> Council will be looking at the possibility of closing the spa but any issues regarding the pool are simply concerning salt water system vs. liquid chlorine system.
<u>Karrie Foesenek</u> Dont close the pool!!
<u>Jerry Loeffler</u> First off. I do appreciate the hard work going into the information regarding the pool and spa. As to the pool weather it's salt or not if it's looked after properly people wouldn't have a problem if it's cheaper to run it one way or another would be good. As to the spa. Pay to fix it or pay to remove it. I say keep it. As to the cost of it. I think all the hours and info boards cost could have been put towards the cost of fixing all the problems. Instead of putting money into something that could have been decided and moved on already.
<u>Chantal Lynch</u> A couple of the questions need to be revisited. If I don't use the pool, and you asked if I did, how can I comment on if I notice the chlorine smell while using it?
<u>Town of St. Marys</u> Hi Chantal, Thank you for the feedback. We've revised the survey so that respondents are not required to answer question 6 (whether or not they notice chlorine while swimming at the pool).
<u>Linda O'Connor</u> I can't bring up the survey monkey... it's showing blank page
<u>Town of St. Marys</u> Hi Linda, Thank you for the feedback. We've checked the survey and it is currently live. Please visit Guest Services at the Pyramid Centre for a print copy of the survey. Alternatively, you may try the following suggestions on Survey Monkey's troubleshooting page: https://help.surveymonkey.com/.../We-are-having...
<u>Ruth Dyer Glendon</u> Survey monkey blank for me too

Town of St. Marys Hi Ruth, Thank you for the feedback. We've checked the survey and it is currently live. Please visit Guest Services at the Pyramid Centre for a print copy of the survey. Alternatively, you may try the following suggestions on Survey Monkey's troubleshooting page: <https://help.surveymonkey.com/.../We-are-having...>

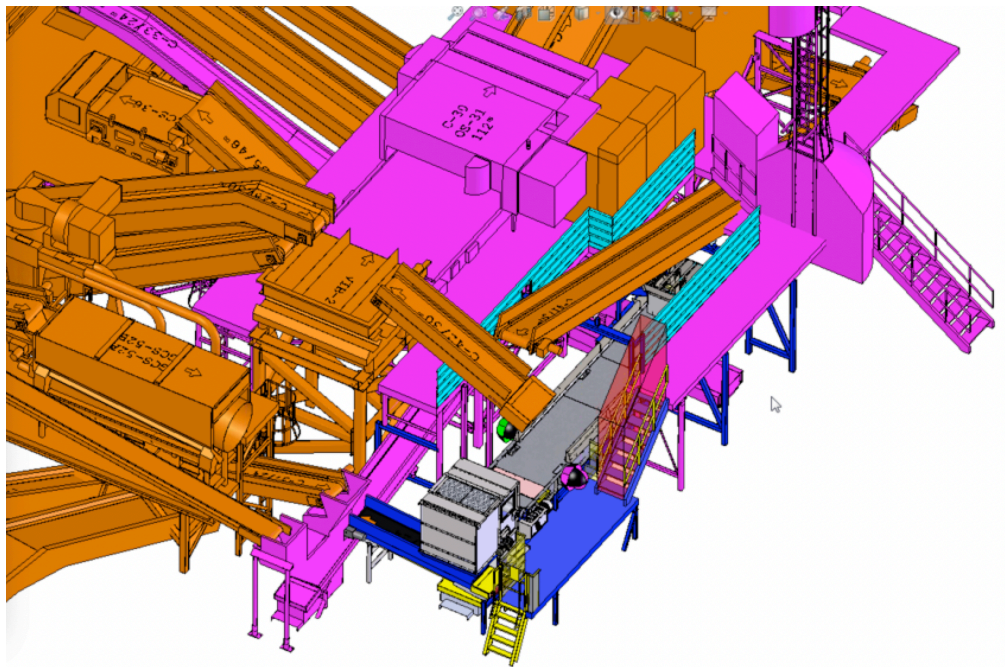
**Board of Directors Meeting Highlights
Held on April 18, 2019 at 5:00 AM
at the Material Recovery Facility Board Room**



Association Ready for Another Upgrade in Material Recovery Facility

For about 10 days in May, the Association will upgrade its processing facility with the addition of a fourth optical sorter and some additional peripheral equipment to continue to improve its quality standards and recovery in light of recent changes in the industry. Collection will be uninterrupted during the shutdown so the changes will be seamless to our customers.

**Stratford Chooses
Association for Blue Box
Recyclable Materials
Processing**



The City currently has a contract with Bluewater Recycling Association for the processing of blue box materials that expires at the end of April 2019. Three processing contractors expressed an interest in responding to the RFP. Our fee submitted for the processing of recycled materials was \$185 per tonne an increase of \$95 per tonne.

In addition to the increased fee, there will also be an elimination of certain materials that are difficult to process and are of little value in the commodity market; Cartons, Aluminum Foil, Aerosol Containers, Paint Cans, Beverage Cups, Small Items (anything below a certain size, 75mm (3 inches).

China To Cut 'Waste' Imports To Zero In 2020

China aims to cut "solid waste" imports to zero by next year as it seeks to reduce pollution and encourage recyclers to manage the increasing volumes of domestic trash. "Solid waste" imports to China already have been decreasing. According to MEE reports, China imported about 22.6 million metric tons of solid waste in 2018, which is down 47 percent compared with 2017 import levels.

Trash is one of China's biggest challenges as the nation faces a solid waste treatment backlog of about 60 to 70 billion metric tonnes. China has also launched a scheme to create "waste-free cities" and is building "comprehensive recycling bases" across the country.

Assessing Domestic Capacity to Consume Fibres from Ontario Blue Box Program

These recent changes in export market conditions prompted the CIF to request ReMM to conduct a study on the available domestic capacity for Ontario’s fibre, and identify the challenges and opportunities for Ontario municipalities to access existing or new fibre capacity.

With the closure of North American newsprint mills during the past fifteen years, there has been a high dependency on the Chinese newsprint mills to consume North American curbside fibre. However, with the recent Chinese export restrictions, North American end markets have indicated that they will begin using higher amounts of curbside fibre in their mills. Chinese owned companies are also actively investing in North American mill capacity to recycle domestic fibre and produce pulp and paper products to export to China.

ReMM identified three primary North American end market sectors that generally consume Ontario’s curbside fibre:

		
Molded Fibre Producers	Cellulose Insulators	Containerboard Mills

Containerboard mills provide the largest market for Ontario’s curbside fibre while the cellulose industry and the molded fibre industries provide smaller niche markets for Ontario’s fibre as summarized in Table 1.

The research findings also suggest that there are approximately 2.5 million tonnes of new processing capacity scheduled to be developed within the next three years. The reader is, however, cautioned that commitment to development of this additional capacity will be subject to continued favourable market conditions

The following table summarizes the reported capacity as well as the forecasted future capacity at mills that may impact the domestic markets for fibre collected in Ontario’s Blue Box Program:

Table 1: Current and Future Capacity for Ontario’s Curbside Fibre

End Market	END PRODUCT	ANNUAL CAPACITY (MT)
Molded Fibre	Fast food trays, egg cartons	87,900
Cellulose Insulation	Cellulose Insulation	89,800
Containerboard	Linerboard, medium, boxboard	5,742,038
Future Capacity		2,487,000
Total		8,441,160

The quality restrictions imposed by China continued throughout 2018 and are expected to remain in place for 2019. Other countries (e.g. Taiwan, Indonesia) also imposed quality restrictions to prevent North American low-quality fibre materials from entering their countries.

However, in January 2019, the Chinese government approved a larger volume (5.5 million tonnes) of recovered paper fibre to be imported in early 2019 compared to 2018 (2.5 million tonnes). This could suggest higher OCC and recovered fibre imports into China in 2019. While there are additional permits increasing the amount of foreign fibre into China, the quality restrictions remain in force.

Lessons Learned and Future Considerations

The key lessons learned for Ontario municipalities are:

1. To minimize dependency on export markets as additional North American capacity is implemented. It is also important to determine whether the financial benefits of exporting fibre outweigh the potential costs of downgrades and/or rejections.
2. To work with collection and MRF processors to focus on producing fibre that meets the quality specifications defined by domestic and export end markets.
3. There is sufficient domestic capacity but end markets often have contracts or long-term relationships in place so Ontario municipalities may need to displace existing suppliers by either accepting a lower price or producing higher quality fibre.
4. Consider China's National Sword and Blue Sky initiatives as an exercise to determine the benchmark quality and value of your material and develop an appropriate action plan.
5. Consider the value of long term relationships vs spot market pricing.
6. While fibre markets continue to rebound, there continues to be pressure from all end markets for MRF's to produce material that complies with specifications, contains minimal contamination and allows end markets to maximize their yield. Therefore, moving forward, Ontario municipalities should consider:
7. Investing in innovative technology upgrades to produce higher quality fibre.
8. Evaluating the feasibility of a centralized clean-up system for Ontario's curbside fibre to ease the burden on individual municipalities.
9. Focusing on approaches to access domestic end markets.
10. Staying informed about challenges and opportunities related to fibre end markets.

Federal Grants To Boost LFG Collection At Calgary, Regina, And Waterloo Landfills



The federal government recently provided grants to three municipal landfills in an effort to reduce methane emissions from all three. The money for the operational improvements at the landfills come from the federal government's Low Carbon Economy Fund.

The \$2 billion Low Carbon Economy Fund (LCEF) is a part of the Pan-Canadian Framework on Clean Growth and Climate Change (the Framework). The Fund supports the Framework by leveraging investments in projects that will generate clean growth, reduce greenhouse gas emissions and help meet or exceed Canada's Paris Agreement commitments.

The Federal Government has committed up to \$5.9 million to help Calgary's Waste & Recycling Services reduce greenhouse gas emissions by expanding its landfill gas collection systems. The East Calgary Waste Management Facility will install new wells to collect landfill gas, distribution piping for wells, and mechanical and electrical upgrades to expand the volume of landfill gas collected.

LFG, which consists of methane and carbon dioxide (with trace amounts of other gases) gas is created as landfill waste decomposes in anaerobic conditions. The city's vertical extraction wells then collect and convert the gas to CO₂ by burning it off by a flare rather than seeping out into the atmosphere.

Martin Ortiz, performance operations leader for waste and recycling services, said methane is around 25 times more harmful to the environment than CO₂. He said the project will help reduce Calgary's greenhouse gas emissions by more than 630,000 tonnes of CO₂ over the lifetime of the system.

The City of Regina municipal landfill is to receive \$1.3 million in federal funding to pay for and expansion of its landfill gas (LFG) collection system. Greg Kuntz, Regina's manager of environmental services, said the money will be used to drill 30 new wells into the old landfill site.

The project is expected to reduce greenhouse gas emissions by up to 30 per percent. The goal of the project is to remove 30,000 tonnes of methane gas, the equivalent of taking 8,000 vehicles off the road a year.

The LFG to energy system was installed at the Regina Landfill in 2017 at a cost of approximately \$5 million. The City of Regina and SaskPower entered into a 20-year power purchase agreement at the time operations began. SaskPower handles the sales of electricity produced by the facility. The facility generates approximately \$1 million in revenue for the City annually.

The federal government is investing up to \$1.5 million, subject to a formal funding agreement, to help the Region of Waterloo increase gas collection efficiency at the Waterloo Landfill facility.

This investment will help expand the Region's existing landfill gas capture system, which prevents greenhouse gases like methane from being released into the air, and instead uses them to generate renewable energy. The new project will increase gas collection efficiency, further reduce carbon pollution, and increase the generation of renewable electricity at the Waterloo Landfill facility.

Capturing of additional landfill gas will result in additional gas flows and improved quality, which helps increase renewable electricity generation in the Region of Waterloo.



The Waterloo landfill opened in 1972. It consists of 71 hectares of dedicated landfill space which has a maximum capacity of 15 million tonnes of waste. The landfill is expected to reach capacity near 2030. The Region of Waterloo has already started researching future waste management options through its Waste Master Plan process.

Region of Durham To Expand Capacity of Covanta WTE Facility



Durham Regional Council recently voted to pursue an amendment to the existing Environmental Certificate of Approval (ECA) for the York Durham Energy Centre (DYEC), also commonly referred to as the Covanta incinerator after the company that designed, built, and operates it. An application for an amendment to the ECA will be sought from the Ontario Ministry of the Environment, Conservation and Parks (MOECP) to allow an increase in the annual feedstock of municipal waste to increase to 160,000 tonnes from the current 140,000 tonnes.

According to documents presented to Region Durham Council, the existing Waste-to-Energy facility would be able to accommodate the increased tonnage of waste with no requirement for physical expansion. A staff report presented to Council stated: "This interim solution could meet the waste management needs of Durham residents for an additional three to five years."

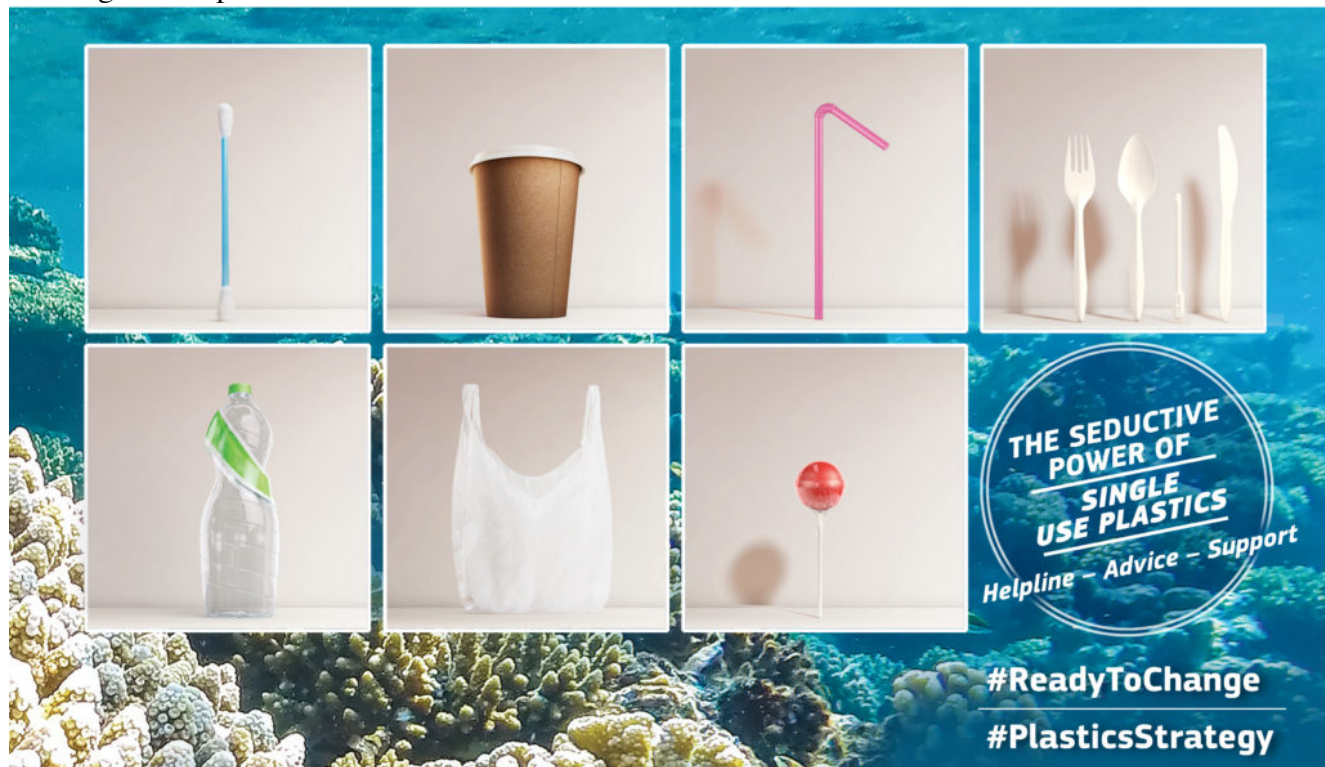
The staff report noted that increasing the capacity would save an estimated \$1.3 million in the first year and an additional \$2.1 million in future years, because of increased revenues from electricity and metals, as well as avoiding the cost for disposing of bypass waste to landfill.

If the province approves a 20,000 tonnes a year increase at the DYEC, Durham would get 15,000 tonnes of the extra capacity, while York Region would get the remaining 5,000 tonnes.

Europe Ban Of Single Use Plastics And Extends Extended Producer Responsibility Programs

The European Parliament recently agreed on the ambitious measures proposed by the European Commission to ban selected single-use products made of plastic as well as introduce extended producer responsibility (EPR) for new products.

The new rules are an attempt to lesson marine pollution by plastic and abandoned fishing gear and oxo-degradable plastics.



Once the rules are in place, cotton bud sticks, cutlery, plates, straws, stirrers, sticks for balloons that are made of plastic will be banned in the European Union (EU).

The new rules also ban cups, food and beverage containers made of expanded polystyrene and on all products made of oxo-degradable plastic. Oxo-degradable plastics are made of petroleum-based polymers(usually polyethylene (PE)) that contain additives (usually metal salts), which accelerate their degradation when exposed to heat and/or light. The argument for banning oxo-degradable plastics is that they are similar to conventional plastic materials but have artificial additives. They do not actually biodegrade but merely fragment into small pieces and potentially harm the environment and endanger recycling and composting operations.

While often confused with biodegradable plastics, oxo-degradables are a category unto themselves. They are neither a bioplastic nor a biodegradable plastic, but rather a conventional plastic mixed with an additive in order to imitate biodegradation.

Producers of cigarettes with filters (the filters are not biodegradable) will help cover the costs of waste management and clean-up. Producers of plastic fishing gear will be required to cover the costs of waste collection from port reception facilities and its transport and treatment. They will also cover the costs of awareness-raising measures. Producers will also be given incentives to develop less polluting alternatives for these products.

Single-use drinks containers made with plastic will only be allowed on the market if their caps and lids remain attached. Also, the diversion target for plastic bottles was set at 90% by 2025. One method to achieve the high diversion rate is deposit refund schemes. The rules on Single-Use Plastics items and fishing gear, addressing the ten most found items on EU beaches place the EU at the forefront of the global fight against marine litter. They are part of the EU Plastics Strategy – the most comprehensive strategy in the world adopting a material-specific lifecycle approach with the vision and objectives to have all plastic packaging placed on the EU market as reusable or recyclable by 2030. The Single-Use Plastics Directive adopted by the European Parliament today is an essential element of the Commission’s Circular Economy Action Plan as it stimulates the production and use of sustainable alternatives that avoid marine litter.

Vice-President Jyrki Katainen, responsible for jobs, growth, investment and competitiveness, added: “Once implemented, the new rules will not only prevent plastic pollution, but also make the European Union the world leader in a more sustainable plastic policy. The European Parliament has played an essential role in laying the foundation for this transformation and in giving a chance to the industry to innovate, thus driving forward our circular economy.”

A ban on selected single-use products made of plastic for which alternatives exist on the market: cotton bud sticks, cutlery, plates, straws, stirrers, sticks for balloons, as well as cups, food and beverage containers made of expanded polystyrene and on all products made of oxo-degradable plastic.

Measures to reduce consumption of food containers and beverage cups made of plastic and specific marking and labelling of certain products.

Extended Producer Responsibility schemes covering the cost to clean-up litter, applied to products such as tobacco filters and fishing gear.

A 90% separate collection target for plastic bottles by 2029 (77% by 2025) and the introduction of design requirements to connect caps to bottles, as well as target to incorporate 25% of recycled plastic in PET bottles as from 2025 and 30% in all plastic bottles as from 2030.

Marine waste on European beaches

Single-use plastic items



Single-use plastic items account for 50 percent of marine litter

Source: European Commission | Data for 2016

©DW

Commercialization Of A Recycling Technology For Polyesters

Eastman Chemical Company (NYSE:EMN), headquartered in Tennessee, recently announced its intention to pursue the launch of an innovative advanced circular recycling technology that uses polyester waste which cannot be recycled by current mechanical methods, and as a result, often ends up in landfills. Using the process of methanolysis, Eastman's advanced circular recycling technology breaks down polyester-based products into their polymer building blocks. These building blocks can then be reintroduced to the production of new polyester-based polymers, delivering a true circular solution.

Polyester is a manmade polymer that is a plastic. Polyester fabric is a synthetic fabric woven with threads made from polyester fibers. Polyester fibers are the product of a chemical reaction between coal, petroleum, air, and water. Not only is polyester derived from non-renewable

resources, but the process of extraction from fossil fuels yields a high carbon footprint and significant byproducts. Once it has reached the end of its product life and disposed of in a landfill, polyester fabric takes decades to break down.

Methanolysis is a chemical process in which the polyester waste is mixed with methanol under pressure and higher temperatures. The resulting chemical reaction results in high-quality polyesters.

Eastman was one of the pioneers in developing methanolysis technology at commercial scale and has more than three decades of expertise in this innovative recycling process. Eastman's experience with methanolysis makes it uniquely qualified to be a leader in delivering this solution at commercial scale. Advanced circular recycling technology can be an especially impactful solution, as low-quality polyester waste that would typically be diverted to landfills can instead be recycled into high-quality polyesters suitable for use in a variety of end markets, including food contact applications.

Eastman is currently executing an engineering feasibility study on the design and construction of a commercial scale methanolysis facility to meet the demands of our customers and has engaged in initial discussions with potential partners across the value chain on the development of such a facility. The goal is to be operating a full-scale, advanced circular recycling facility within 24 to 36 months.

Eastman is a global specialty materials company that produces a broad range of products. Eastman employs approximately 14,500 people around the world and serves customers in more than 100 countries. The company had 2018 revenues of approximately \$10 billion and is headquartered in Kingsport, Tennessee, USA.



British Columbians And Nova Scotians Are Canada's Best Recyclers

Nova Scotia might have the country's highest diversion rate as a province (44%) but British Columbians recycle more as individuals.

An analysis of the latest data from Statistics Canada shows that the average British Columbian diverted 377 kilograms of waste in 2016. That's 60 kilograms more than the average Nova Scotian and twice as much as people living in Saskatchewan. The average Canadian diverted 263 kilograms of waste, the equivalent of about one heavy (50 pound) suitcase a month.

The "waste" includes used paper, plastic, glass, metals, textiles, organics (food scraps), electronics, tires, white goods such as fridges and appliances, and construction, renovation and demolition materials like wood, drywall, doors, windows and wiring.

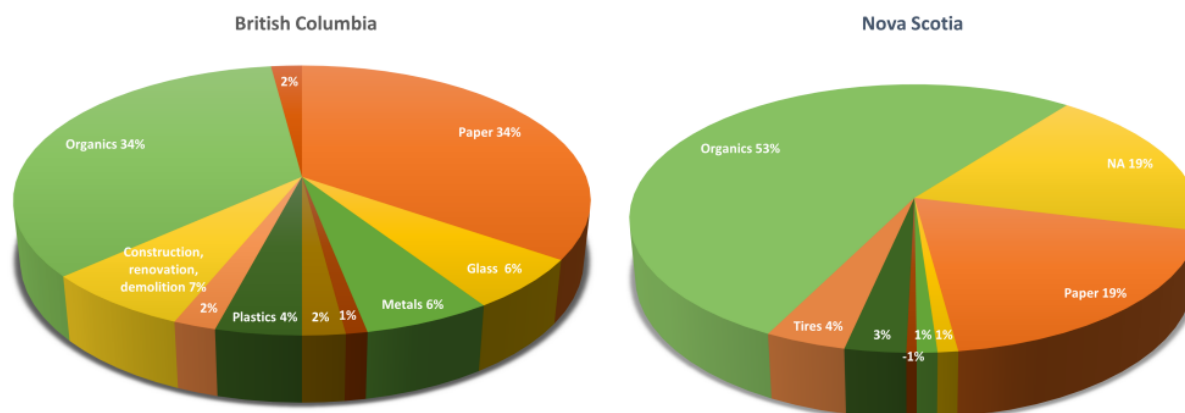
There are some interesting differences between Canada's two waste diversion leaders. Nova Scotia's population is quite concentrated within a relatively small area compared to British Columbia, which would seem to give the waste diversion advantage to Nova Scotia. BC's recycling results, on the other hand, are spread more broadly and thus less reliant on major tonnage diversion coming from just one or two material streams.

For example, while paper and organics are the major material streams diverted in each province, there's a marked difference in their relative contribution to the provincial total. In British Columbia, paper recycling and organics diversion represent about one-third of the total each. But in Nova Scotia, organics recovery alone is responsible for over half (53%) of the province's resulting diversion. Without that substantial diversion of organics, Nova Scotia would slip down the provincial rankings.

The data thus indicate opportunities for improvement as well: for BC to boost its organics diversion (it's currently ranked third behind Nova Scotia and New Brunswick in organics diversion per person) and for Nova Scotia to focus more attention on collecting materials other than organics (for example, it's ranked sixth out of the eight reporting provinces in diverting paper).

Of course, better data, particularly on the industrial, commercial and institutional (IC & I) side would help. We believe that the diversion of paper in Nova Scotia is significantly higher than the Statistics Canada numbers indicate.

What Canada's two best recycling provinces are diverting from waste



A Turning Point or More of the Same? Ontario's Fiscal Choices in Budget 2019

As the Ford government approaches its first full budget, it must decide how to confront the \$13.6 billion deficit it faces, as well as the stock of public debt forecasted to reach \$346 billion this year. There is nothing new about Ontario's difficult fiscal circumstances—the province has been running budget deficits for over a full decade. The question to be answered in this year's budget is whether the new government will employ a similar fiscal strategy as its predecessors or, instead, chart a new path that can help bring fiscal sustainability and prosperity to Ontario.



Why have recent deficit elimination efforts been unsuccessful? In recent years, the provincial government has employed a passive and slow approach to deficit reduction. The strategy has consistently been to slightly moderate spending growth while hoping for revenue growth (partly from tax increases) to grow quickly enough to shrink the deficit over time.

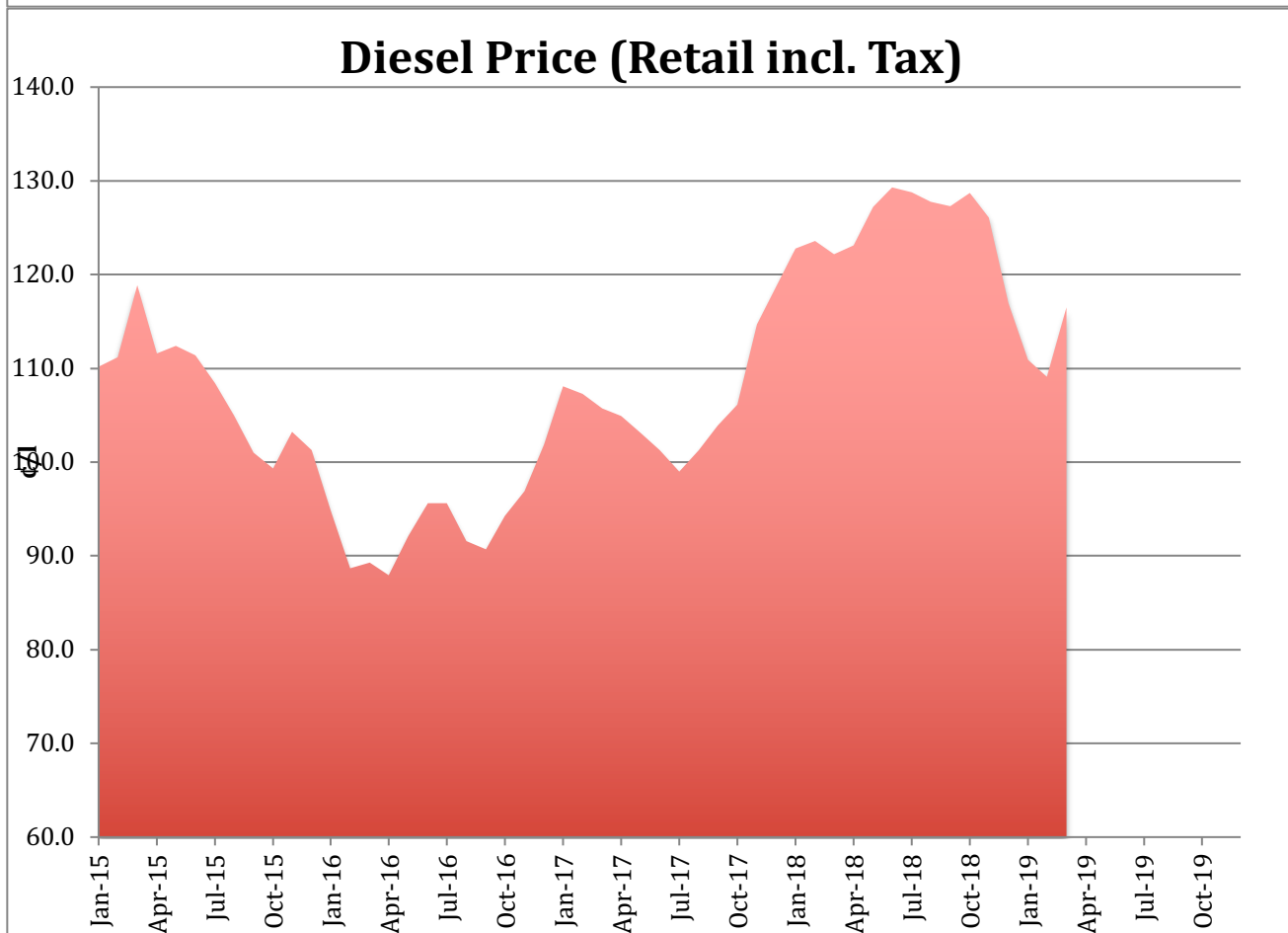
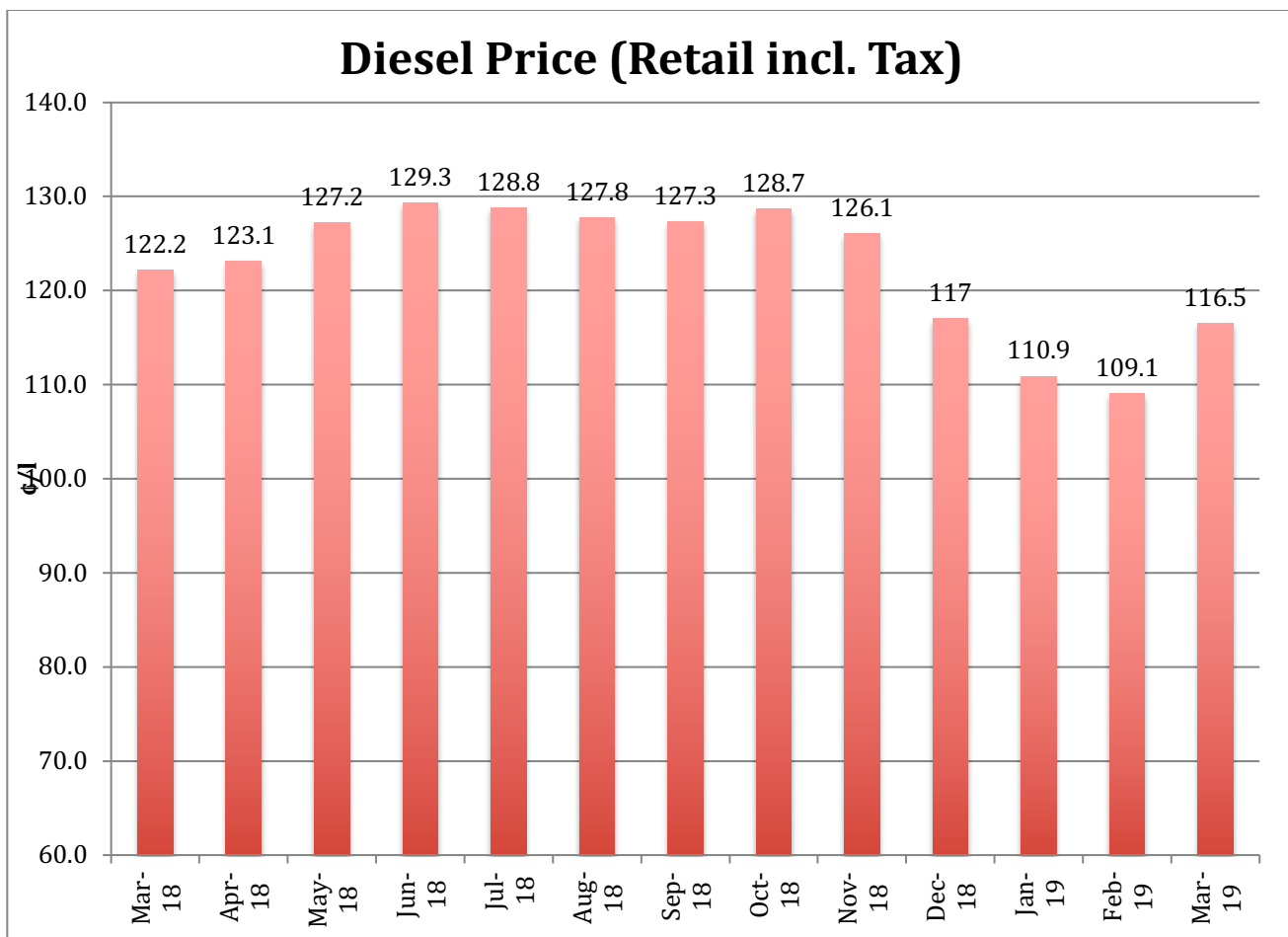
This approach has not been successful. Ontario has remained in a deficit position for the past decade. Public debt has climbed rapidly and the provincial economy has been undermined by elevated tax rates. As the 2019/20 budget approaches, the new government must decide whether to take a similar approach to its predecessors, or take a fundamentally different approach to deficit reduction and tax relief such as has been employed successfully in other jurisdictions across Canada in recent history.

In the 1990s, governments of all political stripes across the country were able to eliminate large deficits by moving decisively on spending—reforming and reducing expenditures in nominal terms to eliminate the deficit over a 2–3 year period, while creating the fiscal room for substantial and badly needed tax relief. We calculate the extent of spending restraint or reductions that would be needed over the next two years for Ontario to return to a balanced budget, while also considering what would be needed to create fiscal room for substantial tax relief.

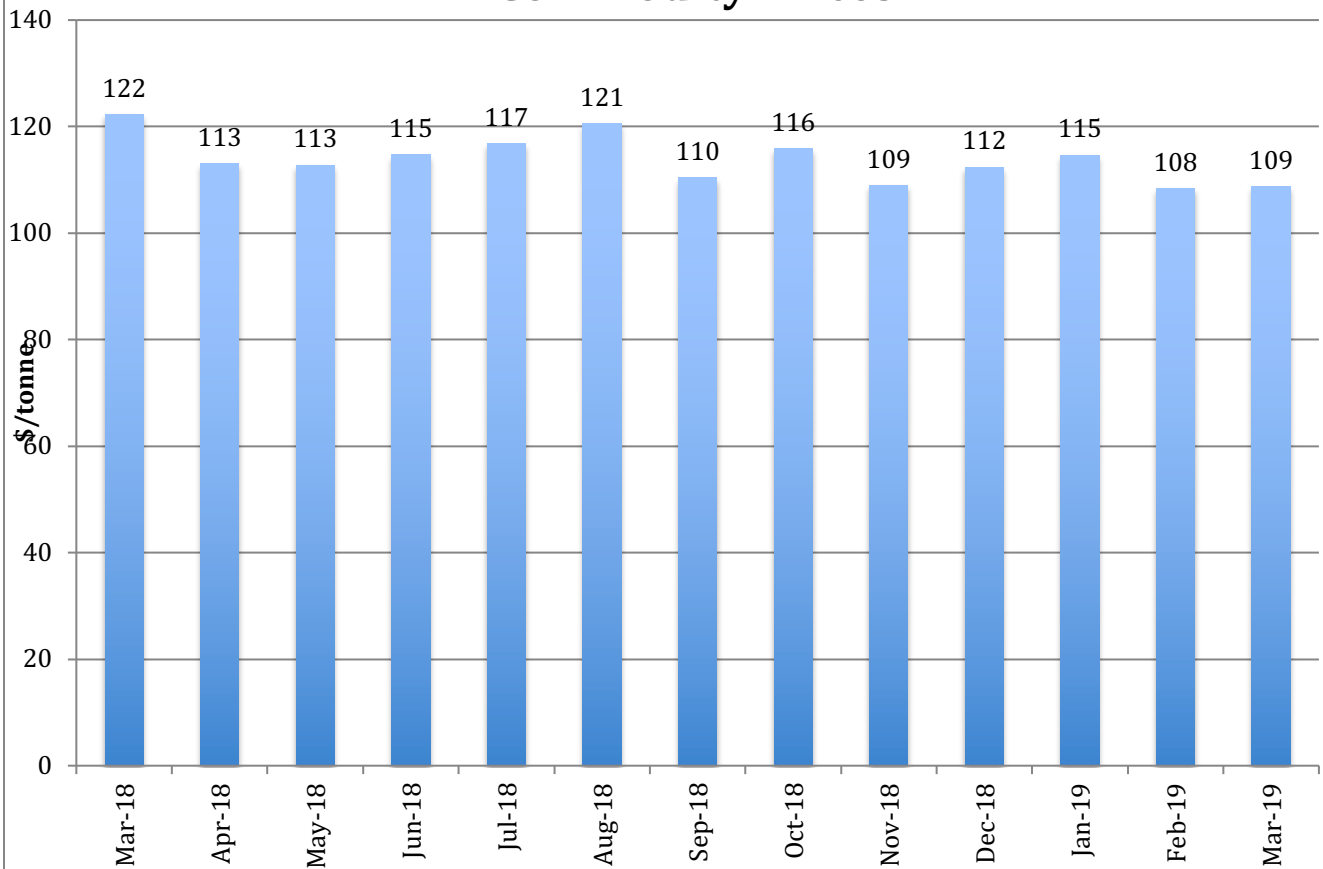
We find that achieving a balanced budget over the next two years without any tax relief is a singularly unambitious objective. It could, in fact, essentially be achieved by holding nominal spending flat over the next two years.

Achieving a balanced budget on this timeline while introducing tax relief would require a more ambitious approach to expenditure reduction. For instance, to reach a balanced budget while moving to a single-rate personal income tax and corporate income tax rate of 10 percent (such as prevailed in Alberta from the mid-1990s until 2015), Ontario would need to reduce nominal program spending by 7.8 percent over the next two years. To go further still and build one of the most pro-growth tax regimes in North America by adopting a single-rate personal and corporate income tax of 8 percent, an aggregate program spending reduction of 9.8 percent would be necessary.

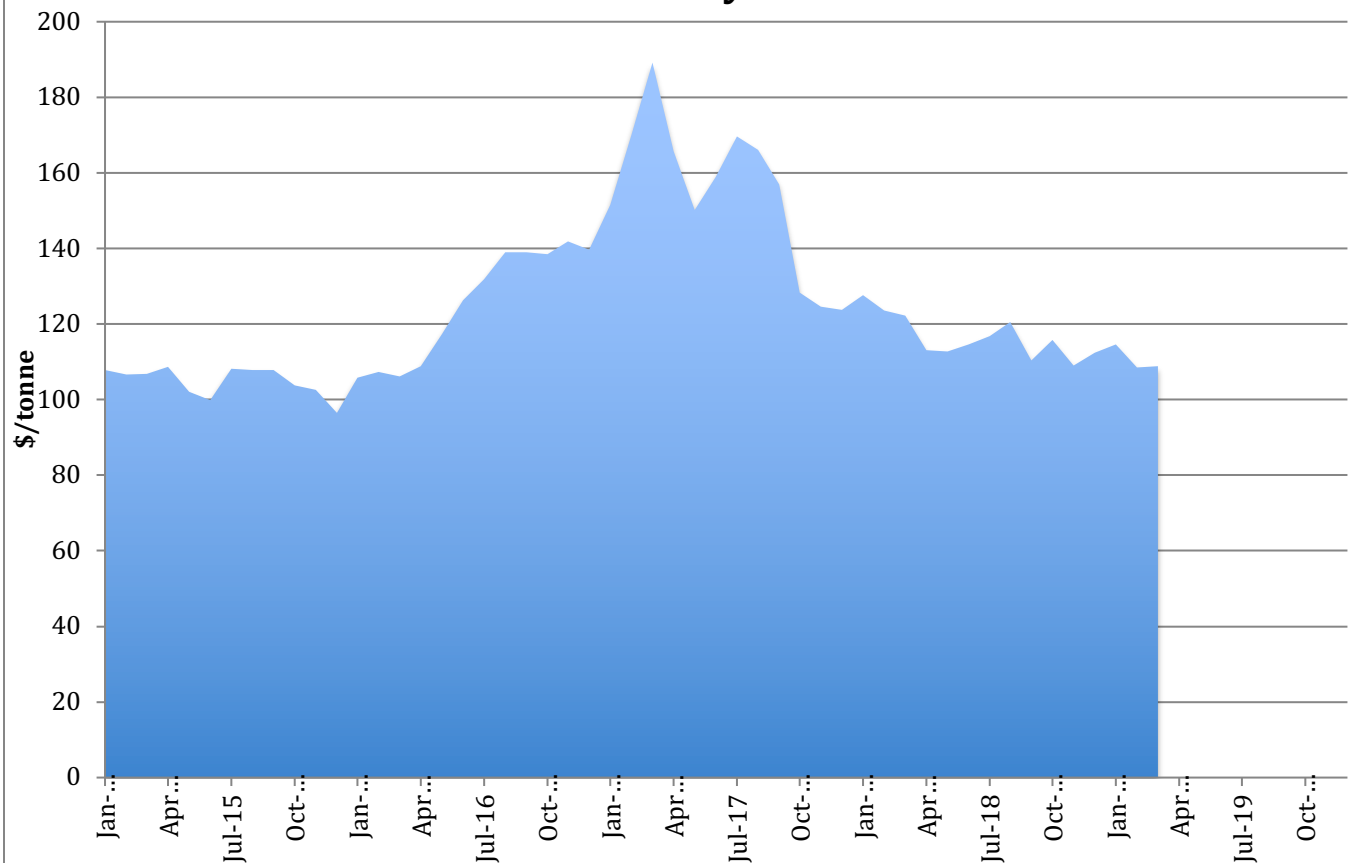
Any of these approaches would mean substantially less debt for Ontario taxpayers compared to a slow approach to deficit reduction such as has prevailed in recent years. Indeed, we show that the most ambitious approach to deficit reduction described above would result in \$14.8 billion less new operating debt for Ontarians over the next two years alone, while also lightening the tax burden on businesses and residents. This would mean a smaller debt burden and lower debt interest payments for Ontarians today, as well as future generations.



Commodity Prices



Commodity Prices





Minutes of a Regular Meeting of the St. Marys Public Library Board

Meeting Location: Adult Learning Centre

Meeting Date: March 7, 2019

Meeting Time: 6:45pm

Meeting Attendance:

Present: Board Chair, C. Atlin, J. Craigmille, R. Edney, L. Hodgins, A. Strathdee, B. Tuer, J. Vivian, M. Zurbrigg

Staff Present: CEO M. Corbett, Library Services Coordinator R. Webb

Regrets:

1. Call to order

Meeting was called to order at 6:46pm by Board Chair C. Atlin.

2. Approval of the agenda

Motion:

That the February 7th, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

Moved by: R. Edney

Seconded by: L. Hodgins

Result: Carried

3. Declarations of Conflict and/or Pecuniary interest

None declared.

4. Welcome guests or delegations

The Board welcomes Y. Thompson and C. Sproat, Adult Learning Coordinators.

5. Consent agenda

Motion:

That Consent Agenda items 5.1 to 5.5. inclusive be adopted by the Board.

Moved by: J. Cragmille

Seconded by: R. Edney

Result: Carried

5.1. Minutes of the February 7th, 2019 Regular Library Board meeting

Motion:

That the minutes of the February 7th, 2019 Regular Library Board Meeting be approved.

5.2. Staff Training

Motion:

The Staff Training reports be received



5.3. CEO Report

Motion:

The CEO Report be received.

5.4. Library Statistics

Motion:

That the Library statistics report be approved.

5.5. Financial Report

Motion:

That the Library Financial report be approved.

6. Correspondence to the Board

6.1. ADM Memo to EO Network, February 12th 2019

6.2. Adult Learning site visit—Ministry Consultant letter

6.3. SOLS Correspondence Letter

6.4. Library Board resignation letter

The posting for Library Board Applicants is now open, closing March 15, 2019.

6.5. The importance of Public Libraries

7. Discussion items

7.1. Adult Learning

C. Sproat and Y. Thompson, Adult Learning Programs of Perth Coordinators gave a presentation to the Board detailing what the Adult Learning Program is and what they do in the community.

7.2. Library/Adult Learning operational budget update

Feb 19, CEO presented Library Boards Budget. Positive conversation, some questions but overall good. They may ask for some cuts.

7.3. Finance Committee of the Board update

\$5000 as a permanent budget increase to contracted services to potentially move to another company for public computer services. This would be in place of the \$20,000 increase for Strategic planning.

Motion:

THAT the Library Board accept the recommendation of the Committee to remove the funding for the Strategic Plan from the Budget in the amount of \$20,000 should Council request reductions to the Library Budget, and add \$5000 to the contracted services line.



Seconded by: B. Tuer

Result: Carried

7.4. Strategic Planning—Accomplishments for the coming term

CEO M. Corbett, shared a presentation created by Library staff to highlight the issues with Library space and the lack thereof. It was suggested that the presentation be polished and shared to a wider scope.

Motion:

THAT the Board acknowledges that the Library does not meet with the needs of the community or the space requirements of the Library and recommend that the CEO collect information for moving forward.

Moved by: L. Hodgins

Seconded by: B. Tuer

Result: Carried

8. Friends of the Library report

Funding requests are being brought forward to the FOL in March. The FOL's Newcomers' coffee hour is flourishing.

9. Round table discussion

10. Date of next meeting

April 11, 2019, meeting will start at 7:00pm

11. Adjournment

Motion:

That the March 7th, 2019 regular meeting of the St. Marys Library Board be adjourned.

Moved by: R. Edney

Seconded by: J. Craigmille

Result: Carried

Cole Atlin, Chair

Matthew Corbett, Secretary



Minutes of a Regular Meeting of the St. Marys Public Library Board

Meeting Location: St. Marys Public Library

Meeting Date: April 11, 2019

Meeting Time: 6:45pm

Meeting Attendance:

Present: Board Chair, C. Atlin, J. Craigmille, R. Edney, L. Hodgins, , B. Tuer, J. Vivian, M. Zurbrigg

Staff Present: CEO M. Corbett, Library Services Coordinator R. Webb

Regrets: R. Quinton, A. Strathdee

1. Call to order

Meeting was called to order at 6:46pm by Board Chair C. Atlin.

2. Approval of the agenda

Motion:

That the April 11th, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented with agenda item 7.7. New Board member appointment.

Moved by: J. Craigmille

Seconded by: R. Edney

Result: Carried

3. Declarations of Conflict and/or 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.

Discussion about statistics.

Moved by: B. Tuer

Seconded by: M. Zurbrigg

Result: Carried

5.1. Minutes of the March 7th, 2019 Regular Library Board meeting

Motion:

That the minutes of the March 7th, 2019 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. Correspondence to the Board

None to report.

7. Discussion items

7.1. Adult Learning—Agreement Signed

2019 / 2020 business plan for fiscal year.

7.2. Staffing update

A Summer Reading Coordinator has been hired to run the Summer Reading Program and a Summer Assistant has also been hired. An Adult Learning Instructor has been hired and the first week of instructor led training has been completed.

7.3. PCIN Report—CollectionHQ

PCIN is exploring the possibility of using a collection management tool to ensure that collection funds are being spent in an optimal way.

7.4. Library Printer report

CEO M. Corbett updated the Board on the current state of public printing abilities in the Library. Corbett is in conversation with other Town departments to explore the potential for Town IT to take-over the public computer service in the Library and replace the current service provider.

7.5. Bequeath from the Estate of Adam John O'Drowsky

Motion:

THAT the Bequeath from the Estate of Adam John O'Drowsky is deposited into the Trust Reserve.

Moved by: L. Hodgins

Seconded by: J. Vivian

Result: Carried



7.6. Discussion Item

Motion:

That the St. Marys Public Library Board move into a session that is closed to the public at 7:29pm in accordance with the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(b) labour relations or employee negotiations.

Moved by: R. Edney

Seconded by: B. Tuer

Result: Carried

Motion:

That the St. Marys Public Library Board move out of a session that is closed to the public at 7:50pm in accordance with the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(b) labour relations or employee negotiations.

Moved by: R. Edney

Seconded by: L. Hodgins

Result: Carried

7.7. New Board Member Appointment

Motion

That R. Quinton be appointed to the following committees: Building, Finance, Friends of the Library.

Moved by: L. Hodgins

Seconded by: J. Cragmille

Result: Carried

8. Friends of the Library report

J. Vivian gave the Friends of the Library report.

9. Round table discussion

Board Member M. Zurbrigg informed the board that she is starting new employment and may be late to Board meetings going forward.

Mention of the possibility of memorial donations to the Library through the funeral home for FOL.

Initial survey feedback was discussed.

10. Date of next meeting—Thursday, May 2nd, 2019

Vice Chair, B. Tuer will chair the meeting.



11. Adjournment

Motion:

That the April 11th, 2019 regular meeting of the St. Marys Library Board be adjourned.

Moved by: M. Zurbrigg

Seconded by: J. Craigmille

Result: Carried

Cole Atlin, Chair

Matthew Corbett, Secretary

PERTH DISTRICT HEALTH UNIT BOARD

February 20, 2019

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: Daryl Herlick; Todd Kasenberg; Marg Luna; Anna Michener; Paul Robinson; Kathy Vassilakos; and Bob Wilhelm

Member regrets: Bonnie Henderson

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Tracy Allan-Koester, Director of Community Health; and Irene Louwagie (Recorder)

Staff regrets: Donna Taylor, Director of Health Protection

Kathy Vassilakos, Chair presiding.

Agenda Approval

Moved by: Bob Wilhelm

Seconded by: Todd Kasenberg

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: Anna Michener

Seconded by: Marg Luna

That the minutes of the previous meeting dated January 16, 2019 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 work of the Transition Team.

b. Board Orientation

Orientation for new Board members will be held on Wednesday, March 20, 2019 following the regular Board meeting.

New Business

a. Ontario Public Health Standards – Program Standards at PDHU

Annette Hoyles, Public Health Manager (Acting) presented the 2018 Ontario Public Health Standards on Health Equity, Mental Health Promotion and School Health.

- b. Board Policy 11-10 Banking and Investments
- c. Board Policy 11-20 Insurance
- d. Board Policy 11-30 Budget Preparation and Approval
- e. Board Policy 11-40 Approval of Accounts
- f. Board Policy 11-50 Assets Financial Reports
- g. Board Policy 11-60 Purchasing
- h. Board Procedure 11-70 Purchasing (procedure)
- i. Board Policy 11-90- Donations to the Health Unit

Moved by: Bob Wilhelm

Seconded by: Anna Michener

That the following board policies and procedures be approved:

Board Policy 11-10 Banking and Investments ~ as presented

Board Policy 11-20 Insurance ~ as presented

Board Policy 11-30 Budget Preparation and Approval ~ as presented

Board Policy 11-40 Approval of Accounts ~ as presented

Board Policy 11-50 Assets Financial Reports ~ as presented

Board Policy 11-60 Purchasing ~ as amended

Board Procedure 11-70 Purchasing (procedure) ~ as presented

Board Policy 11-90- Donations to the Health Unit ~ as presented

Carried.

Business Administrator Report

- a. Account Transactions

Julie Pauli, Business Administrator presented the accounts for the period ending December 31, 2018 and January 31, 2019.

Moved by: Anna Michener

Seconded by: Bob Wilhelm

That the accounts totaling \$514,100.64 for December 31, 2018 and \$583,580.40 for January 31, 2019 be adopted as presented.

Carried.

- b. Financial Report

Julie Pauli, Business Administrator presented the financial report for the period ending January 31, 2019

Moved by: Marg Luna

Seconded by: Paul Robinson

That the Financial Report for January 31, 2019 be adopted as presented.

Carried.

- c. Listowel Hub

Julie Pauli, Business Administrator presented information on the Listowel Hub.

Moved by: Daryl Herlick

Seconded by: Bob Wilhelm

That the Board authorize the Medical Officer of Health to sign the letter of intent to be a tenant of the Listowel Hub.

Carried.

Medical Officer of Health Report

Dr. Miriam Klassen, Medical Officer of Health presented a written report for February 20, 2019 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.

Staff Updates:

- two casual Administrative Assistants effective January 28 and 29, 2019
- temporary full-time Public Health Nurse extended to December 31, 2019

Moved by: Marg Luna

Seconded by: Daryl Herlick

**That the Medical Officer of Health report be adopted as presented.
Carried.**

Correspondence

- a. alPHa 2019 Winter Symposium
- b. alPHa 2019 Annual Conference
The 2019 Annual Conference will be held on June 9-11, 2019 in Kingston, Ontario. The Board gave direction to staff on alPHa distinguished service awards.
- c. Grey Bruce re Strengthening the Smoke-Free Ontario Act (2017)
- d. Grey Bruce re Sustainable Infrastructure and Financial Supports for Local Drug Strategies
- e. Grey Bruce re Regulatory Framework for Cannabis Storefronts in Ontario – attached
- f. Grey Bruce re Provincial Legislation for Cannabis and the Amended Smoke-Free Ontario Act, 2017
- g. Grey Bruce re Oral Health Program
- h. Grey Bruce re Cannabis Retail Locations
- i. alPHa re Budget 2019
- j. alPHa re Bill 66, Restoring Ontario's Competitiveness Act, 2018
- k. alPHa re Alcohol Choice & Convenience and a Provincial Alcohol Strategy

Moved by: Marg Luna

Seconded by: Anna Michener

**That the Board send a letter of support regarding a provincial alcohol strategy and copy Boards of Health and the provincial government.
Carried.**

- l. Southwestern re Regulatory Framework for Cannabis Storefronts in Ontario
- m. Simcoe Muskoka re Support of a Provincial Oral health Program for Seniors
- n. Durham re Cannabis Use in Public Places
- o. HKPR re Support for Provincial Oral Health program for Low-Income Adults and Seniors

Moved by: Todd Kasenberg

Seconded by: Anna Michener

**That the Board send a letter of support regarding oral health program for low-income adults and seniors and copy Boards of Health and the provincial government.
Carried.**

Moved by: Bob Wilhelm
Seconded by: Marg Luna

That the Board receive the remainder correspondence items for information purposes. **Carried.**

Next Meeting

The next meeting of the Perth District Health Unit Board will be held on Wednesday, March 20, 2019 at 9:30 am in the Multipurpose Room.

Adjournment

Moved by: Daryl Herlick
Seconded by: Bob Wilhelm

That we now adjourn.

Carried.

Meeting adjourned at 10:50 am.

Public Announcements

- School Travel Plans (Kathy Vassilakos)

Education Session

Shannon Edmonstone, Nutritionist and Natalee Ridgeway, Public Health Dietitian presented an Education Session on Canada Food Guide.

Attendance: Daryl Herlick; Todd Kasenberg; Marg Luna; Anna Michener; Paul Robinson; and Kathy Vassilakos.

Respectfully submitted,

Kathy Vassilakos, Chair

PERTH DISTRICT HEALTH UNIT BOARD

March 20, 2019

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: Bonnie Henderson; Daryl Herlick; Todd Kasenberg; Anna Michener; Paul Robinson; Al Strathdee; Kathy Vassilakos; and Bob Wilhelm

Member regrets: Marg Luna

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Donna Taylor, Director of Health Protection
Tracy Allan-Koester, Director of Community Health; and Irene Louwagie (Recorder)

Kathy Vassilakos, Chair presiding.

Agenda Approval

Moved by: Bob Wilhelm
Seconded by: Paul Robinson

**That the agenda for today's meeting be adopted as amended.
Carried.**

Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Moved by: Anna Michener
Seconded by: Todd Kasenberg

**That the minutes of the previous meeting dated February 20, 2019 be adopted as presented.
Carried.**

Closed Meeting

None.

Business Arising

- a. Transition Team Update
- b. Dr. Miriam Klassen, Medical Officer of Health presented minutes from the Transition Team meeting dated February 6 and March 6, 2019 and updated members on the work of the Transition Team.

Moved by: Daryl Herlick
Seconded by: Bonnie Henderson

That the Board direct staff to bank over time hours related to amalgamation work, and further that staff bring back a policy regarding process for use of the funds. The Board approves any overtime hours worked, related to amalgamation to be paid out by March 31, 2019. Carried.

New Business

- a. Ontario Public Health Standards – Program Standards at PDHU
Jacqui Tam, Public Health Manager (Acting) presented the 2018 Ontario Public Health Standards on Clinical Services.
- b. Emergency Response Preparedness Report and Board Training
Dale Lyttle, Senior Public Health Inspector presented the Emergency Response Preparedness Report and Board Training.
- c. Staff Report – Vision Screening
Tracy Allan-Koester, Director of Community Health presented a staff report on vision screening for information purposes.
- d. Board Policy 1-20 Role of the Board of Health
- e. Board Policy 1-30 Acts, Regulations and Bylaws
- f. Board Policy 1-40 Standing Rules for Board of Health Meetings, Minutes and Reports
- g. Board Policy 1-50 Board of Health Members

Moved by: Todd Kasenberg
Seconded by: Bob Wilhelm

That the following Board policies and procedures be approved as presented:
Board Policy 1-20 Role of the Board of Health
Board Policy 1-30 Acts, Regulations and Bylaws
Board Policy 1-40 Standing Rules for Board of Health Meetings, Minutes & Reports
Board Policy 1-50 Board of Health Members
Carried.

Business Administrator Report

- a. Account Transactions
Julie Pauli, Business Administrator presented the accounts for the period ending February 28, 2019.

Moved by: Bob Wilhelm
Seconded by: Anna Michener

That the accounts totaling \$782,480.98 February 28, 2019 be adopted as presented.
Carried.

- b. Financial Report
Julie Pauli, Business Administrator presented the financial report for the period ending February 28, 2019

Moved by: Paul Robinson
Seconded by: Bob Wilhelm

That the Financial Report for February 28, 2019 be adopted as presented.
Carried.

- c. Annual Service Plan
Julie Pauli, Business Administrator presented the Annual Service Plan.

Moved by: Anna Michener
Seconded by: Paul Robinson

**That the Board Chair be authorized to sign the 2019 Annual Service Plan.
Carried.**

Medical Officer of Health Report

Dr. Miriam Klassen, Medical Officer of Health presented a written report for March 20, 2019 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.

Staff Updates:

- temporary full-time Public Health Nurse from March 19 to December 31, 2019
- part-time Parent Resource Visitor status changed to full-time effective April 1 to December 31, 2019

Moved by: Bob Wilhelm
Seconded by: Todd Kasenberg

**That the Medical Officer of Health report be adopted as presented.
Carried.**

Correspondence

- a. alPHa re Bill S-228, Child Protection Act

Moved by: Bonnie Henderson
Seconded by: Anna Michener

**That the Board send a letter of support regarding Bill S-228 Child Protection Act and copy the Prime Minister of Canada, Minister of Health, Chief Public Health Officer of Canada, Chief Medical Officer of Health and alPHa.
Carried.**

- b. Simcoe Muskoka re Public and Environmental Health Implications of Bill 66, Restoring Ontario's Competitiveness Act, 2018
- c. Windsor-Essex re Mandatory Food Literacy Curricula in Ontario Schools
- d. Windsor-Essex re Smoke-Free Ontario Act, 2017 and Cannabis Legislation
- e. Windsor-Essex re Universal Healthy School Food Program
- f. Windsor-Essex re Ontario's Basic Income Pilot
- g. Windsor-Essex re Funding for Healthy Babies Healthy Children Program
- h. alPHa re 2019 Annual General Meeting & Conference
- i. Peterborough re Oral Health Program for Low Income Adults and Seniors
- j. North Bay Parry Sound re Food Insecurity
- k. alPHa Winter Symposium
- l. Renfrew re Smoke-Free Ontario 2017

Moved by: Todd Kasenberg
Seconded by: Bob Wilhelm

**That the Board send a letter of support regarding Strengthening the Smoke-Free Ontario Act, 2017 to address the promotion of vaping and copy Ontario Boards of Health, MPP, Chief Medical Officer of Health, Premier of Ontario, alPHa and local municipalities.
Carried.**

- m. Renfrew re Oral Health Program for Low Income Adults and Seniors
- n. MOHLTC re Health Care System
- o. alPHa re Improving Healthcare and Ending Hallway Medicine
- p. Toronto re Expanding Opioid Substitution Treatment with managed Opioid Programs

Moved by: Bob Wilhelm
Seconded by: Todd Kasenberg

That the Board receive remainder correspondence items for information purposes. Carried.

Next Meeting

The next meeting of the Perth District Health Unit Board will be held on Wednesday, April 17, 2019 at 9:30 am in the Multipurpose Room.

Adjournment

Moved by: Bonnie Henderson
Seconded by: Todd Kasenberg

That we now adjourn.

Carried.

Meeting adjourned at 11:27 am.

Public Announcements

- none

Respectfully submitted,

Kathy Vassilakos, Chair

SPRUCE LODGE
Board of Management Meeting
February 20th, 2019

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets:

Guests: *Julie Bree, Sandy Erb, Janine Hamilton, Rob Campbell, Christine Johnstone*

Chairperson Councillor Ehgoetz brought the meeting to order. Councillor Ehgoetz welcomed the Managers.

Moved by Councillor Vassilakos

Seconded by Councillor Ingram

That the agenda for February 20th, 2019 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Ingram

Seconded by Councillor Luna

That the minutes of January 16th, 2019 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Annual Manager Reports:

The Managers presented their annual reports outlining goals and accomplishments for their respective departments as follows:

Strategic Plan: presented by Peter Bolland, Administrator

Strategic pillars have been developed in an attempt to come up with a plan that is more memorable and sustainable for staff to identify strategic priorities. The pillars include "People First", "Quality", and "Partnerships". The goals have been influenced by staff and resident surveys.

Environmental Services: presented by Rob Campbell, Environmental Services Manager

Business Office: presented by David Schlitt, Business Manager

Support Services: presented by Janine Hamilton, Support Services Manager

Life Enrichment: presented by Julie Bree, Life Enrichment Manager

Nutrition Services: presented by Sandy Erb, Nutrition Services Manager

Resident Services: presented by Christine Johnstone, Director of Resident Care

Moved by Councillor Vassilakos

Seconded by Councillor Pridham

That the Annual Manager reports be approved as presented.

CARRIED

SPRUCE LODGE - Continued
Board of Management Meeting
February 20th, 2019

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Ingram

That the January 2019 accounts in the amounts of \$257,344.61 be ratified.
CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Revenue and Expenses for the 12 month period ending December 31, 2018 for review and discussion. Summary of the Reserve Funds position was presented for information.

Moved by Councillor Vassilakos
Seconded by Councillor Luna

To accept the Spruce Lodge Revenue and Expenses for the 12 month period ending December 31, 2018 as presented.
CARRIED

Administrator's Report:

Budget

The 2019 budget was approved by the Municipal Shared Services Committee.

Arrears:

The resident who was \$9,000.00 in arrears has settled their outstanding balance.

Regarding the resident on ODSP, we have started collecting funds before the resident has an opportunity to draw from the funds.

There is another situation with a pair of brothers. A meeting has been scheduled.

Moved by Councillor Ingram
Seconded by Councillor Aitcheson

To enter closed session at 6:40 p.m. to discuss personnel
CARRIED

Councillor Luna declared a conflict of interest and left the meeting.

Moved by Councillor Vassilakos
Seconded by Councillor Aitcheson

To enter open session at 6:41 p.m.
CARRIED

Research and Development:

Spruce Lodge will be participating in an Advantage Ontario conference May 7, 2019.

Community Support Services (CSS) Update:

A meeting took place with the CSS network. There is speculation that the government may look at a different model for service.

One lead agency will be selected to allocate funds or there will be a lead agency with smaller agencies or hospitals.

SPRUCE LODGE - Continued

Board of Management Meeting

February 20th, 2019

Currently we have shared data records. Seniors should only have to tell their story once when dealing with many agencies.

Shared services are currently co-ordinated through ONE Care who is looking to be the lead agency with plans to continue to work with the smaller agencies.

Shared websites, linked software for care planning, and common charges to clients, and a virtual organization for billing are being proposed. We are not interested in shared billing.

Further information to be shared with the Board next month.

Partnerships:

Regarding oxygen supply, Spruce Lodge does not wish to sign with a preferred vendor. We have met Ontario Home Health, and are going to meet with Horizon Pro Health who is partly owned by hospital.

Ritz Villa has been awarded 128 beds to rebuild.

Moved by Councillor Luna
Seconded by Councillor Ingram

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Dress Down Days:

☺ *For January 2019, the lucky charitable receipt winner is...Kristina Gerber!*

Other Business:

Moved by Councillor Vassilakos

That the meeting be adjourned.

CARRIED

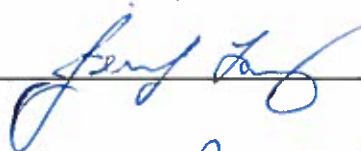
Date & Time of Next Meeting:

Wednesday, March 20th, 2019 at 5:30 p.m.

Councillor Ehgoetz
Chairperson



Jennifer Facey
Secretary



Date

Mar 20/19

SPRUCE LODGE
Board of Management Meeting
March 20th, 2019

Present: *Peter Bolland, David Schlitt, and Jennifer Smith*
Councillors: *Jim Aitcheson, Danielle Ingram, Fern Pridham, Kathy Vassilakos*
Regrets: *Marg Luna, Rhonda Ehgoetz, Jennifer Facey*
Guests: *Drew Campbell, Zehr Insurance*

Co-Chairperson Councillor Vassilakos brought the meeting to order.

Moved by Councillor Aitcheson
Seconded by Councillor Ingram

That the agenda for March 20th, 2019 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Pridham
Seconded by Councillor Aitcheson

That the minutes of February 20th, 2019 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Ingram

That the February 2019 accounts in the amounts of \$300,398.51 to be ratified.

CARRIED

Insurance Presentation:

Drew Campbell from Zehr Insurance joined the meeting to present the Spruce Lodge, and Home Assistance Corporation 2019/2020 insurance policy breakdown. for. The program cost breakdown was presented with a proposed 7% increase.

Changes in coverage include a change in blanket coverage to \$27,000,000 plus extensions.

Cyber premiums have been excluded from the premium quote.

Cyber protections are becoming more of an issue with each passing year, with data encryption coverage required for the first time. Spruce Lodge has contacted Computer Country to consider what our needs should be. Note that computer protection is separate from cyber liability.

A question was raised about differing deductibles. Higher deductibles result in breaks on the premiums.

“Supportive Independent living program” indicates not insured? What does that mean? Drew will investigate as this may relate to Cowan’s use of the terms.

No additional recommendations were made. Business interruption coverage is being offered, or coverage can be increased to actual loss sustained. Drew will provide a quote.

SPRUCE LODGE - Continued

Board of Management Meeting

March 20th, 2019

Flood and earthquake are not included due to mandatory high deductibles. We have no exposure to earthquakes. Drew will provide a quote.

Computer violation covers IT labour costs to restore data programs caused by hackers. Drew will also provide a quote.

The Board was reminded that there is a Group Home and Auto insurance plan for employees, should we opt to consider this. It is an optional program for employers with at least 100 employees. There is no minimum number of participant required. The Administrator and Business Manager will discuss further. The Administrator will circulate responses from Drew, pending approval and clarifications.

Financial Report:

The draft audited financial statements for the year ended December 31st, 2018 were presented for review. The sick bank currently has coverage at 84%.

There is a surplus of \$39,158.00 at the end of 2018. These funds can either be transferred to Municipal capital reserves, or the contingency reserve. If moved into the capital reserve, the funds must remain there. Contingency reserve allows us to move these funds at a later date, if decided upon.

Moved by Councillor Pridham
Seconded by Councillor Aitcheson

To move \$38,000 of the 2018 year end surplus into the contingency reserve.

CARRIED

Administrator's Report:

Moved by Councillor Pridham
Seconded by Councillor Aitcheson

To enter closed session at 6:07 p.m. to discuss matters related to personnel.

CARRIED

Moved by Councillor Vassilakos
Seconded by Councillor Aitcheson

To enter open session at 6:28 p.m.

CARRIED

CSS Update:

The Administrator distributed the People Health Care Act, Bill 74 decision item for discussion. While related implications are too early to know, we do know that we will be reporting to, and a part of an Ontario Health team (OHT), but that it is not clear at this point how this new team will be lead. We also know however that when part of the OHT we will be competing for the same health care dollar as the funding agency. Local organizations have already positioned themselves to be the local OHT lead and meetings are being organized to discuss related implications.

The Board reviewed the report and related recommendations and instructed the Administrator to share with each partner municipal clerk for circulation to the respective councils and to municipal leadership.

SPRUCE LODGE - Continued

Board of Management Meeting

March 20th, 2019

Quality Improvement Plan:

In addition to the Quality Improvement Plan for 2019-20 distributed last month the Administrator distributed the Strategic Plan for 2019-2021 for information. .

Moved by Councillor Ingram
Seconded by Councillor Pridham

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Other Business:

Moved by Councilor Aitcheson
Seconded by Councilor Pridham

**To sign the compliance declaration, Schedule E, related to the Long Term Care Service
Accountability Agreement for the period January 1, 2018 to December 31, 2019**

CARRIED

Moved by Councilor Ingram
That the meeting be adjourned.
CARRIED

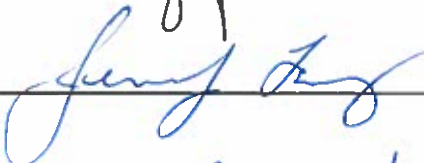
Date & Time of Next Meeting:

Wednesday, April 17th, 2019 at 5:30 p.m.

Councillor Ehgoetz
Chairperson



Jennifer Facey
Secretary



Date Apr 17/19

PERTH LTC Homes	# beds	beds/1000 pop (10km)	beds/1000 pop (15km)	beds/1000 pop (25km)
Listowel (51 beds)				
• Caressent Care	51	53	108	159
Milverton (78 beds)				
• Knollcrest*+	78	220	158	91
Mitchell (131 beds)				
• Mitchell NH**	48	208	158	254
• Ritz Villa**	83			
St Marys (123 beds)				
• Kingway Lodge	63	184	134	121
• Wildwood Care Center	60			
Stratford (323 beds)				
• Greenwood Court*	45	106	143	179
• Hillside Manor	90			
• People Care Center	60			
• Spruce Lodge*	128			

706 Total beds in Perth county (LHIN target 80-110 beds/1000)

324 for profit (46%)

382 not for profit (54%) (provincially this is 41% of beds with 67% of 1st choice demand)

251 * Category A (meets new design standards)

128 ** approved for redevelopment (Ritz)

324 pending redevelopment application

LTC Waiting list, Perth County

December 2018 data

LTC Home	# beds	# clients waiting	1 st choice	# bed offers	Avg-days waited	% occupancy
Caressant Care	51	4	3	5	11	97.41%
Knolcrest Lodge	76	51	34	0	0	100%
Mitchell NH	48	12	1	1	44	99.52%
Ritz Villa	83	22	5	2	17	98.83%
Kingsway Lodge	63	34	20	2	51	99.52%
Wildwood Care Cent	60	40	19	0	0	99.52%
Greenwood Court	45	186	100	3	342	99.07%
Hillside Manor	90	2	0	7	5	95.76%
People Care	60	3	3	0	0	n/a
Spruce Lodge	128	221	137	4	286	98.49%
Perth Total	706	575	322	24		

- Avg. days waited to get into a LTC home in the SW LHIN **152** days
- Perth County population over age 75 years projected to increase by approx. 43% by 2027

LHIN data Jan 15,2019



Date: March 20, 2019

To: Board of Directors, Spruce Lodge

From: Peter L. Bolland, Administrator

Re: The People's Health Care Act , Bill 74, and related advocacy priorities
(*information and decision item*)

Background:

As the Board is aware, the provincial government is embarking on the next iteration of health integration for the province of Ontario, with its new legislation; the People's Health Care Act, Bill 74. This newest iteration intended once again to make health care more accessible and seamless, follows the previous Liberal governments attempts to better integrate health care through their Local Health Integration Networks, which followed the previous PC government's Community Care Access Centers also intended to improve patient access and flow, which followed the previous NDP government's Multi-Service Agencies. The intent of Bill 74 is to redesign the entire system around the patient, and to improve the patient experience. Presented below are some early highlights, followed by some advocacy recommendations for consideration. Attached is information related to the Perth County LTC situation.

The People's Health Care Act, vision and highlights:

- The province to consolidate 20 health care agencies under a single agency known as Ontario Health. (eg. Health Quality Ontario, Cancer Care Ontario, e-health Ontario, Health Force Ontario, 14 Local Health Integration Networks, etc.)
- The mandate of the new Ontario Health agency will be to improve access to health care services and to improve the patient experience, and this single agency will have the official mandate of promoting health service integration and providing a central point of accountability and oversight for the health care system. They anticipate 5 regional offices in the Province.
- The hope is that patients will be better informed about their health, better informed about their service provider and better aware about when and how they will receive service.
- Plans are to use a variety of digital technologies to modernize the system, such that among other things transition points between service providers will be improved, and people will be able to access their own health record on-line, and book their own appointments on-line. etc.
- The provinces commitment is for service providers to be digitally inter connected, such that they will be able to access the patient record before visiting, thereby knowing the patients story, and patients will not have to continuously tell their story to different providers.

- Ontario Health will sanction 30-50 Ontario Health Teams across the province to carry out service delivery, each responsible for 50,000- 500,000 residents. Note that these catchment sizes will vary depending on their region, or the priority population they intend to serve.
- These Ontario health Teams will be comprised of local health service providers (including LTC & CSS, etc) and they will focus on local needs, with the objective of ensuring patients experience easy transitions from one health service provider to another, as well as helping patients and their caregivers access their digital health record 24/7.
- Ontario Health Teams will receive one funding allocation for all health providers in their catchment area, and any remaining funds at year end will roll forward into the next year budget, such that year end allocations will no longer be available for one-time needs.
- The legislation also provides the Minister (not the OHT's) with the authority to force the integration of the health care system through integration orders to health service providers funded through the province. The Minister would also be able to force health providers to use the Agency for supply chain management and procurement.

Becoming an Ontario Health Team:

Health Service providers may apply to become an Ontario Health Team in the coming weeks, albeit Ontario Health Teams will need to be currently involved with 3 or more of the following Ontario health funded services: hospital care, primary care, mental health and addictions, home or community services, long term care or palliative care. There is expected to be an Expressions of Interest document released this month for early adopters and there will be a continuous application process. At this point it has yet to be determined whether the lead can be more than one organization covering off the three service areas, as its possible these organizations may have to merge in order to be considered a lead. Groups local to Huron and Perth have been positioning themselves to be the lead, and Huron Perth already has a network of Community Support Services that have been attempting in recent years to accomplish seamless transitions in much the same way as is being proposed. In addition the HPHCA has in the past few years forged a working partnership with two LTC homes in Perth County.

Recommendations:

With this next legislative iteration moving the health system toward even further integration, the following are identified as advocacy priorities as they relate to the programs and services offered on the Spruce Lodge campus of care, albeit a few recommendations relate to advocacy issues not necessarily affected by the Ontario Health transformation.

1. With the new funding scheme of the People's Health Care Act to roll year-end surplus funds into the next year, its recommended that government establish a fund for in-year community support services capital allocations, formerly dependent on year-end surplus fund re-allocations.
2. That municipalities be encouraged to become actively involved with the new Ontario Health teams in coming up with health care solutions for their communities.

3. That municipalities consider a shared needs analysis of the rapidly growing seniors community across Perth County, including but not necessarily limited to consideration of current and upcoming needs for the different age strata of seniors; young old (60-69), middle old (70 – 79 years) older old (80 plus years)
4. That municipalities encourage their staff, to actively network with their municipal peers providing the same or similar senior's services in the region, to complement and or to collaborate with each other, with the end goal to improve the service offering to local seniors.
5. In advance of the proposed new 30,000 LTC beds over ten years, that these be spread across the province, including to rural Ontario, and that there be a comprehensive health human resources strategy to attract, train, recruit and retain staff to the these new homes, in advance of their development.
6. That rural Ontario LTC operators be incented by the Province to develop LTC homes that are right sized to their communities, and given the anticipated lack of scale, that intergovernmental priority be given to support the development of affordable campuses of care.
7. That municipalities investigate plans for LTC bed redevelopment across Perth County, and determine perceived plans or barriers, if any, for their required redevelopment by 2025.
8. That municipalities support the not for profit consumer preference by offering discounted redevelopment charges to not for profit operators.
9. That municipalities commit to maintaining the existing LTC bed supply and where possible advocate to expand the supply of LTC beds and/or community support services.
10. That there be investments into affordable housing and support services in Perth County, to address the concern of hallway healthcare and to help seniors remain part of their communities at a fraction of the cost of ALC beds or LTC beds. (eg. ALC is +\$730/day, LTC is +\$115/day and supportive housing is +\$55/day.)
11. That there be an increased investment in LTC resident care staff to address increased acuity and the associated staffing requirements, by advocating for a 4 hour minimum level of resident care staffing per resident day.
12. That municipalities advocate to the province to expand community support service funding and service levels to reduce the demand for 30,000 new LTC beds in 10 years.

Conclusion:

It is hoped that these recommendations will be considered as municipalities plan to meet the future needs of their communities and that Perth County will remain adequately resourced and able to meet the needs of its growing Seniors population, now exceeding 20% of the population in parts of the County, as compared to the provincial average of 18%.

- we continue to advocate to the Province for a long term capacity plan for LTC and Community Support Services. (ie. 20-30 years)
- That legislative amendments be made to keep couples together on a campus of care by enabling priority admission to the LTC home on the campus, as their needs change.
- That the province move toward risk based oversight and reduce the regulatory burden on well performing LTC homes, so they can focus on coaching and collaborating with operators and staff to provide the best and safest care.
- With the changing profile of LTC residents, that there be an increased investment into alternative models of care that recognize the basic emotional and social needs of seniors; particularly those with dementia and mental health challenges.
- That the funding model recognizes outcomes, such that it reflects resident needs and doesn't decrease funding as outcomes improve.

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, MARCH 26, 2019

Members Present:	M.Blosh	H.McDermid
	A.Dale	B.Petrie
	D.Edmiston	J.Reffle
	A.Hopkins	M.Ryan
	T.Jackson	J.Salter
	S.Levin	M.Schadenberg
	P.Mitchell	A.Westman
	A.Murray	

Regrets:

D.Shepherd

Solicitor:

G.Inglis

Staff:	T.Annett	A.Shivas
	D.Charles	M.Snowsell
	C.Harrington	C.Tasker
	T.Hollingsworth	B.Verscheure
	C.Ramsey	K.Winfield

1. Approval of Agenda

S.Levin welcomed Mayor Al Strathdee of St. Marys and Mayor Bob Wilhelm of Perth South.

B.Petrie moved – seconded by A.Murray:-

“RESOLVED that the UTRCA Board of Directors
move item 6a) MTO Land Purchase from Closed Session
to the first item in ‘Business for Information’.”

CARRIED.

M.Blosh moved – seconded by A.Hopkins:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as amended.”

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting
February 21, 2019

There was a suggestion to change the total for the ‘Number of Members’ column in the Weighted Vote Summary table to reflect the number of Municipalities, not the number of Members in 2020.

M.Blosh moved – seconded by A.Murray:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated February 21, 2019 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

(a) Responses to St. Marys and Perth South’s Delegation at the 2019 AGM
(Report attached)

i) UTRCA Budget and Municipal Appointments Background Presentation
(Report attached)

ii) Five Year Levy and Spending Data Report to Finance & Audit Committee
(Report attached)

iii) Letter from St. Marys, March 12, 2019
(Report attached)

I.Wilcox introduced his presentation and noted the presentation and letter from MPP Pettapiece will be included in the minutes. Staff and the Chair are drafting a response to the letter dated March 12, 2019 from the Town of St. Marys. Staff and the Chair are also drafting a response letter to MPP Pettapiece, which highlights and corrects inaccuracies contained in the original letter, and requests a public correction of those errors.

I.Wilcox noted that there is a history attached to the representation piece and staff will report back in April or May on this concern. If any changes are made to representation, all Members who have shared representation would be given the option to appoint separate members. There was a discussion around increased membership.

There was discussion around the 2019 and 2020 Municipal transfer payments.

Some members commented that although the budget was presented to the Board members in advance of the Annual General Meeting, new members were unaware of the overall financial status of the organization.

T.Jackson brought a point of order to the attention of the Board. He noted the amended budget motion he put forward at the Annual General Meeting was not voted on using the weighted vote, which he felt it should have been. He added that in order to follow proper process he believed the second budget motion, which was voted on using the weighted vote, should be rescinded and expunged from the minutes. Following a discussion, the Board asked G.Inglis to provide a legal opinion on this point of order.

T.Jackson moved – seconded by H.McDermid:-

“RESOLVED that the Board of Directors rescind and expunge the second budget motion.

DEFFERED.

B.Petrie moved – seconded by A.Hopkins:-

“RESOLVED that the Board of Directors defer any further decision until a legal opinion is obtained”

CARRIED.

There was a suggestion to create a cutoff date for Municipal feedback prior to the Annual General Meeting. Staff will look into inviting Municipalities to speak to Budget concerns at the January meeting and will work to improve communications with Municipalities earlier in the Budget process.

The Board asked staff to provide information regarding the capital deficit and the Investment Policy for April’s discussion.

5. Business for Approval

There was no business for approval.

6. Closed Session – In Camera

*Moved to Business for Information

7. Business for Information

*MTO Land Purchase

A.Shivas updated the Board on the successful purchase of land previously owned by the Ministry of Transportation adjacent to the UTRCA owned Lowthian Flats.

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

A typo in the date of Permit 209-19 was found, staff will correct the error.

T.Jackson moved – seconded by A.Murray:-

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

CARRIED.

- (b) Dingman Screening Area Update
(Report attached)

T.Annett spoke to the report and confirmed that the industry now has a better understanding of the process and is more comfortable than they were at the time of the delegation.

J.Salter moved – seconded by M.Blosh:-

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

CARRIED.

- (c) 2018 Health and Safety Summary
(Report attached)

C.Ramsey gave a history of Health and Safety at the UTRCA and an overview of the Occupational Health and Safety Act. In 2019 the focus will be on preventing strains in the workplace. Staff clarified that all UTRCA staff members and volunteers are required to participate in Health and Safety training.

A.Murray moved – seconded by D.Edmiston:-

“RESOLVED that the recommendation be amended to recommend receipt of the report, not approval.

CARRIED.

J.Reffle moved – seconded by B.Petrie:-

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

CARRIED.

(d) Fanshawe Pioneer Village Update
(Report attached)

I.Wilcox gave the background and history of the relationship between UTRCA and the Fanshawe Pioneer Village. In the past, the Executive Director has been an employee of the UTRCA, and as a result the General Manager and the Vice-Chair sat on the Board of Directors. I.Wilcox announced that Dawn Miskelly has been hired as the new Executive Director of the Fanshawe Pioneer Village and that position is no longer an employee of the UTRCA. A report will be brought to the Board later this year on suggested governance changes regarding UTRCA representation on the Fanshawe Pioneer Village Board of Directors. Staff will talk to D.Miskelly regarding the possible continuation of quarterly reporting to the Board.

(e) HR Update

M.Viglianti will be sending information to the Board regarding the workplace anti-harassment training that all staff members are required to receive.

(f) Water & Information Management Presentation

C.Tasker gave an orientation presentation on the Water & Information Management Unit at the UTRCA. The presentation will be posted on the Member's website.

8. Other Business

I.Wilcox reminded the Board that there is a thirty day Levy appeal window for Municipalities to appeal the apportionment of the Levy, which begins the day they receive the Levy notice in the mail.

I.Wilcox informed the Board that this year's St. Marys Land Owner Workshop was very successful and had the largest attendance on record for this event. T.Jackson suggested the Board visit the farm of Mr. Breen, one of the landowners featured at the workshop.

S.Levin reminded members to direct any questions they may have for staff through I.Wilcox or the Acting General Manager.

S.Levin informed the Board that the backcountry camping experience at Wildwood was one of three finalists for the Southwest Ontario Tourism Corporation's 2018 Innovation Award.

It was suggested that the Health and Safety report be removed from the Administrative By-Law's list of Annual Meeting agenda items.

A Members tour of the Watershed was suggested.

D.Edmiston suggested organizing a large draw to raise money to take the burden off the levy.

9. Adjournment

There being no further business, the meeting was adjourned at 11:38 am on a motion A.Hopkins.

A handwritten signature in cursive script, appearing to read 'Ian Wilcox', written in dark ink.

Ian Wilcox
General Manager
Att.



**Minutes
Accessibility Advisory Committee**

April 15, 2019

3:00pm

Pyramid Recreation Centre, Meeting Room D

Members Present: Marti Lindsay, Chair
Councillor Hainer
Beverley Grant
Cameron Stanger
Donna Kurchak
Marie Ballantyne
Mary Smith

Staff Present: Jenna McCartney, Staff Liaison
Kelly Deeks – Johnson, Economic Development Manager

1. CALL TO ORDER

Chair Lindsay called the meeting to order at 3:04pm.

The members took a moment to introduce themselves.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Marie Ballantyne

Seconded By Donna Kurchak

THAT the April 15, 2019 Accessibility Advisory Committee meeting agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Councillor Hainer

Seconded By Mary Smith

THAT the January 21, 2019 Accessibility Advisory Committee meeting minutes be approved and signed by the Chair and the Secretary.

Carried

5. REPORTS

5.1 2019 Capital Project Review

Jenna McCartney spoke to the 2019 Capital Project Review report and responded to questions from the Committee.

Councillor Hainer asked the Committee to consider setting aside this agenda item briefly to accommodate the staff member presenting the following agenda item's schedule.

The Committee agreed and the Chair Lindsay identified that the Committee would return to this agenda item following the conclusion of agenda item 5.2.

A detailed line by line of the 2019 capital project list was undertaken to ensure the Committee members understood the depth of each project.

The Committee debated the merits of reviewing a number of capital projects.

Staff were asked to look into the condition of the River Walkway sidewalk along the Thames River. Staff were asked to provide the design standards that the Town is using for sidewalk reconstruction.

Moved By Beverley Grant

Seconded By Marie Ballantyne

THAT staff report 2019 Capital Project Review be received; and

THAT the Committee recommend to Council:

THAT staff be directed to provide project detail on the following 2019 capital projects as it relates to accessibility:

A) Fire Hall renovation

B) Library Circulation desk

C) Cadzow pathways

D) Lind Sportsplex bathroom renovation

E) Cenotaph pathway (if solid concrete is not the material to be used in the project)

Carried

5.2 COR 10-2019 Signage & Wayfinding Strategy

Kelly Deeks - Johnson spoke to COR 10-2019 report and responded to questions from the Committee.

The Committee reviewed the three colour schemes presented within the Strategy. The Committee was of the consensus that it was difficult to come to a final recommendation on a specific colour scheme without reviewing mock up signs due to the misrepresentation of colour as printed in a number of agendas.

Moved By Mary Smith

Seconded By Councillor Hainer

THAT COR 10-2019 Signage & Wayfinding Report be received for discussion; and

THAT the Accessibility Advisory Committee recommends the following to staff related to the accessibility features of the Signage & Wayfinding Strategy:

- a) That the colour schemes be viewed in an actual sample by Council to ensure that a bold enough colour contrast is evident between the three sign background colours in any of the three options.
- b) That staff consider including pictographs within the signage as an alternative format for communication.

Carried

6. OTHER BUSINESS

6.1 Wlldwood Conservation Authority - Docking Update

Councillor Hainer provided information to the Committee regarding the Upper Thames River Conservation Authority accessible projects slated for 2019. The Conservation Authority has been making strides to provide accessible customer service to their users in many areas. Councillor Hainer will update the Committee as more projects unfold.

7. UPCOMING MEETINGS

Chair Lindsay reviewed the upcoming meeting as presented on the agenda. It was identified that a meeting may be called prior to the next regular scheduled meeting due to the report back from staff on 2019 capital projects.

8. ADJOURNMENT

Moved By Marie Ballantyne

Seconded By Cameron Stanger

THAT the regular meeting of the Accessibility Advisory Committee adjourn at 4:47pm.

Carried

Chair Lindsay

Jenna McCartney, Committee Secretary

St. Marys Business Improvement Area (BIA) Annual General Meeting

Date: Monday, March 5, 2018

Location: Stonetown Coffee Co., 5 Water St. South, St. Marys, ON

Time: 6 p.m.

Board Attendance: Carey Pope, Cindy Taylor, Cathie Szmon, Sue Griffiths, Julie Docker-Johnson

Also in Attendance: Maggie Richardson, Casey and Mary Van Den Berg, Cal Ptashnik and Larry O'Hearn, Heather Parkinson, Aimee Rankin, Bruce Barnes, Town of St. Marys Economic Development Manager Kelly Deeks, Mayor Al Strathdee, John Stevens, BIA Ambassador Volunteer Lead

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

Agenda Items

1.0 Call Annual General Meeting to Order and Welcome- Julie

Called to order at 6:15pm

2.0. Declaration of Conflicts of Interest

None

3.0 Highlights of 2017- Julie

Julie spoke to the various programs organized and promoted by the BIA in 2017. These included the restarted BIA Ambassador program, Event cards, joining the Stratford Tourism Alliance, the Bring Your Own Picnic event during Heritage Festival, Giving Day, Christmas Open House and the creation of the Strategic Plan.

4.0 Strategic Plan Highlights- Julie

Notably, the board and membership worked to create a vision and mission for the Strategic Plan. The portion highlighted in pink on the budget reflects the Strategic Plan for the BIA.

5.0 Discussion of 2018 Proposed Budget and Approval- Cathie

This year the board decided to lay out the budget in percentages. The \$45,000 on the budget is the town levy. The board has discussed the creation of associate memberships to allow for people outside of the BIA boundaries to participate. This item will be strategized in the coming year. More

funds are being added to ambassador appreciation as it will become a yearly event. As well, more funds will go to the Bring Your Own Picnic this year. The BIA also hopes to set up social media training for businesses. The BIA is now part of the Stratford Tourism Alliance.

Motion: THAT the 2018 budget be approved.

Motion: Cathie

Second: Cindy

Carried.

6.0 Questions and Answers- Cindy

Before opening the floor to questions, Cindy presented on the available committees for BIA members to join. She noted committees make their own meeting times. The committee ideas go to the board for plans and costs to be reviewed and then approved. The various committees are:

- BYOP (Bring Your Own Picnic)
- Christmas Committee
- Giving Day
- Governance Committee- Chair Chantal Lynch, Member Cathie Szmon
- Ambassador Committee- Chair Cathie Szmon, Member John Stevens
- Budget Committee- Chair Cathie Szmon

In 2019, there will be a new BIA board and members are asked to consider running. The board is composed of for 4 members and one council representative.

Cal Ptashnik asked if the surplus budget money could be put into something permanent. Cindy noted the Town is working on securing funds for an art project and the BIA could be part of this project. John Stevens asked if the BIA could partner with another small community in a mentoring role. Carey Pope noted the BIA belongs to the Ontario BIA Association and this allows for information to be exchanged between communities. Julie also noted OMAFRA could help the BIA network with other communities.

7.0 2019 BIA Board Members- Julie

This item was covered in agenda item 6.0 by Cindy.

8.0 Committee Sign-Ups

This item was covered in agenda item 6.0 by Cindy.

9.0 Adjournment

Motion: Cathie

Second: Cindy

Adjourned at 6:57pm.

2018 BIA Board Meeting Dates

January 8	February 15	March 5	April 9
May 14	June 11	July 9	August 13
September 10	October 8	November 12	December 10

BIA Board: Julie Docker-Johnson (Chair), Sue Griffiths, Councillor Carey Pope, Cathie Szmon (Treasurer), Cindy Taylor

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, March 11, 2019

Location: Town Hall, Council Chambers, 2rd floor, 175 Queen Street East, St. Marys, ON

Time: 6:30 p.m.

General Members in Attendance: Carey Pope, Wendy Albrecht, Laura Pieroni, Maggie Richardson, Chris Campbell, Barb Nicholson, Brian Lynch, Leanne Riddell, Scott McLauchlan, Julie Docker-Johnson, Bruce Barnes, Councillor Rob Edney

Board members in attendance: Chantal Lynch, Lanny Hoare, Emily Lagace, Mary Van Den Berge, Councillor Winter

Absent: Amie Rankin

BIA Staff in Attendance: Recording Secretary, Esther DeYoung

Staff in Attendance: Kelly Deeks, Manager of Economic Development, Trisha McKibbin, Corporate Services Manager, Andrea Macko, Events Coordinator

Agenda Items

1.0 Call to order and confirmation of Quorum

Called to order at 6:31pm

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 Additions to the Agenda (to be added in Section 9.0 Other Business)

- Time of BIA meeting
- Ambassador group
- Digital Mainstreet
- Email list

4.0 Approval of Agenda

Moved by: Mary

Seconded by: Emily

5.0 Approval of Meeting Minutes from the February 11, 2019 Meeting

Moved by: Mary

Seconded by: Emily

THAT the Meeting Minutes from the February 11, 2019 BIA Board Meeting are approved.

Carried

6.0 Delegations

None

7.0 New Business

7.1 2019 Event Update- Andrea Macko, Town of St.Marys Events Coordinator

Andrea Macko provided an overview of the year's coming events including the "20 on the Trestle" anniversary event, the Heritage Festival, Doors Open, and WinterLights at Milt Dunnell Field. The BIA was asked to submit its events by mid-April 2019 to be included in the event calendar.

-20 On the Trestle events were discussed and will include activities on the trestle such as fitness classes, concerts, picnics, fun things for the family. The planned launch date is May 18, the Saturday morning of Victoria Day weekend. The BIA can contribute an idea/promotion to the events. The 20 on the Trestle will have a dedicated page on the Town of St.Marys and be featured on social media. Sponsorship opportunities are available.

The Heritage Festival is slated for July 12 and 13. The opening concert will take place at Cadzow Park. There will be a street fair and street dance. This year is the 24th year of the Heritage Festival. The evolution of the Heritage Festival was discussed. Next year marks the 25th year.

Doors Open will be Saturday, September 28, 10am-4pm. Members will receive more information as the date approaches.

WinterLights at Milt Dunnell Field will be lit following the Santa Claus parade. The Town is looking to add events and programming this year.

7.2 Storage Containers

This discussion carried over from previous meeting stemming from correspondence received from Brenda Reid.

Motion by: Emily

Seconded by: Mary

THAT the Town of St.Marys look into details surrounding the container issue to determine whether or not it is appropriate to change the zoning in our Heritage District to prevent further issue.

Carried.

7.3 Visitors Guide

Maggie Richardson from the St.Marys Independent stated she needs a write up from the BIA for the annual Visitors Guide by April 15.

8.0 Project & Committees

8.1 Treasurer's Report

Nothing to report.

8.2 Public Art Update- Trisha McKibbin

Trisha gave some background on the project. The project would use the Main Street Revitalization Grant the Town received. The project will put out a Request for Proposals. Trisha responded to questions from the board. Lanny stated he will meet with the subcommittee members on behalf of the BIA and report back at the next regular BIA meeting. Concillor Winter will report to Council that there's concern about administering the program and he will report back to the BIA next meeting.

8.3 Committee Reports

Nothing to report from Blossoms & Benches Committee. The Budget Committee will present the budget at the next meeting. The Marketing Committee is looking for members.

9.0 Other Business

-Chantal will meet with John Stevens and Kelly Deeks on March 12 to discuss the Downtown Ambassadors Committee and will report at a future meeting.

-A Digital Mainstreet Grant is offered by OBIAA. A \$2,500 grant is available to each BIA member. There is also an opportunity for the BIA to receive \$10,000 for a trainer to come to St.Marys to assist businesses with social media. Discussion ensued on the possibility of surveying members to see if they would use the grant. The grant website can be found here: <https://digitalmainstreet.ca/>

Motion by: Mary Seconded by: Emily

THAT BIA Board meetings will now start at 6:00pm.

Carried

10.0 Agenda Items for Future Meetings & Date of Next Board Meeting

Digital Mainstreet Grant
Public Art
Budget
Event cards for BIA

11.0 Adjournment

Motion by: Emily

Seconded By: Tony

Meeting Adjourned at 7:34pm

2019 BIA Board Meeting Dates

January 14	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, Economic Development Manager

For Information: Brent Kittmer (CAO/Clerk)



Canadian Baseball Hall of Fame & Museum

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

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

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

MINUTES

**CBHFM Board of Directors Meeting – 12 pm, Friday March 22, 2019
Canadian Baseball Hall of Fame & Museum 386 Church St. S., St. Marys, ON**

Present: Adam Stephens(Chair), Jeremy Diamond (vice-chair), Tammy Adkin (secretary), Bob Stephens, Scott Smith, Tony Little, Julie Docker-Johnson, Jordan Schofield, Harry Gundy, Mike Wilner
Ex-Officio: Al Strathdee (Mayor) Rob Edney (Council Rep)

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

Regrets/Absences: Liam Scott, Jody Hamade, Rob Fai, Libby Walker

Call to Order:

- Adam Stephens called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- Add discussion about Tip O'Neill Award Presentation to Outreach Committee Report

Approval of Agenda:

Moved by Tammy Adkin; **Seconded** by Bob Stephens:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting March 22, 2019.

Carried.

Approval of Minutes from February 22, 2019:

Moved by Bob Stephens; **Seconded** by Julie Docker-Johnson:

THAT the CBHFM Board of Directors approves the minutes of the board meeting that was held on February 22, 2019 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes of February 22, 2019:

- None

New Business:

- None

Committee Reports:

a. Management

- None

b. Finance:

- None

c. Resource Development

- Jeremy Diamond & Scott Smith report having a successful meeting with BMO and will continue their talks with them
- Jeremy Diamond & Scott Smith are meeting with CIBC next week
- Plans are going ahead with Leftfield Brewery as a sponsor and partner for a Thursday night Induction event, and Induction weekend events
- Julie Docker-Johnson reports obtaining wine with Hall of Fame labels from Peele Island Winery for the opening night event

d. Outreach

- Jeremy Diamond and Mike Wilner report that a membership e-blast was done on Mar. 20, 2019. It is suggested that an e-blast schedule be drawn up
- Stephen Brunt from Sportsnet will be doing a piece on the new museum opening
- In mid-April, Canada Post is introducing a new stamp featuring the 2003 inductees the Vancouver's Asahi baseball team
- Based on past experiences with Tip O'Neill Award presentations, Tammy Adkin proposes the Tip O'Neill Award be presented to James Paxton during a home game in NYC and during a Yankees-Jays game in Toronto. The delegation visit to New York benefits the Hall in terms of relationship building with the Yankees, while a presentation in Toronto benefits the Hall in terms of Canadian media coverage. After discussion, Adam Stephens directs Scott Crawford to engage in discussions with the NY Yankees and the Blue Jays about this approach.

e. Nominating

- Adam Stephens refers to the February 22 minutes package which contains a memo from the Nominations Sub-Committee supporting Derek Aucoin's Board of Directors application

Moved by Mike Wilner; **Seconded** by Bob Stephens;
THAT the CBHFM Board of Directors elect Derek Aucoin to the Board of Directors
Carried.

f. Governance

- Discussions about Selection Committee process were discussed and Tony Little will review the process and bring forward recommendations for improvements

g. Museum Renovations

- Tammy Adkin reports content is being reviewed
- A walk-thru is scheduled for Adam Stephens, Scott Crawford and Tammy Adkin on Apr 3, 2019
- An art exhibition is being installed in the visitor lounge
- Installation of shelving in the archive room will begin in mid-April
- The review of items on the accession list continues
- Adam Stephens acknowledges Tammy's work reviewing the new museum content

Operations Report

Museum Opening Event

- The Museum grand opening is scheduled for Thursday, April 25 from 5 – 7 pm. It will be a cocktail reception for 80-100 people, including inductees, past board chairs, donors and
- Fergie Jenkins will attend and speak at the reception

Induction

- Scott Crawford reported program ad sales are in process
- Golf team responses are slower than in previous years

New Business

- None

In Camera

- None

Motion to Terminate – 1:00 pm by Julie Docker Johnson

Next CBHFM Board Meeting dates:
386 Church Street S., St. Marys at 12 pm ET April 26, 2019



MINUTES
Committee of Adjustment

April 17, 2019

6:00pm

Boardroom, Municipal Operations Centre

Present: William Galloway (Chair)
Dr. James Loucks
Paul King
Stephen Glover

Absent: Steve Cousins

Staff Present: Mark Stone, Planner
Jenna McCartney, Deputy Secretary - Treasurer

Applicant: Trevor O'Neill (Applicant's Agent)

1. CALL TO ORDER

Chair Galloway called the meeting to order at 6:05 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Paul King

Seconded By Jim Loucks

THAT the April 17, 2019 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Dr. Loucks stated that the applicant's name is Geoff rather than Jeff.

Moved By Stephen Glover

Seconded By Paul King

THAT the April 3, 2019 Committee of Adjustment minutes be approved as amended and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

5.1 Mark Stone provided an overview of Consent to Sever Application B02-2019 and Minor Variance Application A01-2019 for 219 Queen Street East as outlined in the staff report.

Mr. Stone identified that an existing easement was identified after distribution of the agenda. The easement provides a right of way for part of the subject lands (Lot 18 on RP 225) over part of the property immediately north of the proposed retained lands.

Trevor O'Neill, speaking as the applicant's agent, addressed the right of way. Mr. O'Neill stated the right of way was intended to provide Lot 18 with access to Peel Street and parking. However, the applicant did not identify the right of way in the applications as the easement does not apply to the subject lands.

The Committee discussed the right of way as a possible condition of the consent to sever.

Mr. O'Neill further identified that it is the owner's intent to retain any trees between the subject lands and the properties to the north and southwest.

Bill Galloway asked if there were any other options for parking for the proposed Queen Street East property.

Mr. O'Neill stated that due to the grades at the rear of the proposed Queen Street East property, there are no other options for parking.

Mr. Stone stated that the Public Works department have reviewed the tandem parking proposed for the Queen Street East lot and did not raise concerns.

The Committee and Mr. Stone further discussed the right of way as a condition for the consent to sever.

Chair Galloway asked if there were any questions or comments from the public.

Heather Burge, 213 Queen Street East, asked if development on the proposed Queen Street East property would increase drainage to her property to the west.

M. O'Neill stated that the applicant will submit a grading plan at the time of seeking a building permit and the drainage must follow the approved plan.

Ms. Burge inquired about the opportunity for her to put up fencing or cedars along the property line to close a gap.

Mr. Stone stated that Ms. Burge can put up fencing or cedars on her property without seeking the applicant's permission, subject to Town requirements/regulations.

Ms. Burge inquired about the height of the proposed development.

Mr. O'Neill stated that the height of the development is not known at this time.

Chair Galloway stated that the Zoning By-law restricts the height of development within St. Marys.

Ms. Burge inquired about the placement of windows in the proposed development and whether the windows would be opposite hers.

Mr. O'Neill stated that the Ontario Building Code dictates the placement of windows.

Joan Smith, owner of Tim Hortons at 201 Queen Street East, acknowledged that there can be drive-thru traffic that queues along Peel Street North at times throughout the day. Ms. Smith asked if it was possible for Peel Street North to be reconstructed as a three lane highway to accommodate traffic.

Mr. Stone noted that the Town has taken this factor into consideration when reviewing the application and does not feel that it was a concern given the nature of the proposed land uses. Mr. Stone indicated that he would forward the inquiry about possible improvements to Peel Street North along to Public Works for follow up.

Chair Galloway asked if there were further questions.

None were presented.

The Committee reviewed the staff recommendations.

Moved By Jim Loucks

Seconded By Stephen Glover

THAT the Application for Consent to sever by Group 40 Holdings Inc. (Application No. B02-2019) affecting a parcel of land described as 219 Queen Street East, Registered Plan 225, Lot 18 and Part of Lot 17 N/S Queen in the Town of St. Marys for the purpose of severing a lot into two lots be APPROVED as the severance proposal conforms to the policies of the Official Plan, subject to the following conditions:

- 1) That the Certificate of the Official must be issued by the Secretary-Treasurer for Committee of Adjustment within a period of one year from the date of the mailing of the Notice of Decision;
- 2) Pay 5 per cent of the value of the land as cash-in-lieu-of parkland pursuant to Section 51 of the Planning Act;
- 3) Confirmation from the Town's Treasury Department that their financial requirements have been met;
- 4) The Committee be provided with a description that is consistent with the application and equal to that required for registration of a deed/transfer or other conveyance of interest in land under the provisions of the Registry Act or Land Titles Act;
- 5) Confirmation be received from the solicitor that the Certificate of the Official will be scanned and attached to the electronic registration of the Transfer;
- 6) To make payment to the Town for one boulevard hardwood tree for each lot as per the Town's tree planting policy; and,
- 7) That the Secretary-Treasurer for Committee of Adjustment be provided with written confirmation from the Town Engineering and Public Works Department that the requirements summarized in the April 17, 2019 staff report have been addressed to the satisfaction of the Town Engineering and Public Works Department.

CARRIED

Moved By Jim Loucks

Seconded By Stephen Glover

THAT the Application for Minor Variance by Group 40 Holdings Inc. (Application No. A01-2019) affecting a parcel of land described as 219 Queen Street East, Registered Plan 225, Lot 18 and Part of Lot 17 N/S Queen in the Town of St. Marys to permit:

- minimum lot area of 349 square metres (Severed Lot) and 581 square metres (Retained Lot) whereas Section 10.3.1 of Zoning By-law No. Z1-1997, as amended, requires 666 square metres,
- minimum lot frontage of 15.2 metres (Severed & Retained Lots) whereas Section 10.3.2 of Zoning By-law No. Z1-1997, as amended, requires 18 metres,

- minimum lot depth of 22.8 metres (Severed Lot) and 30 metres (Retained Lot) whereas Section 10.3.3 of Zoning By-law No. Z1-1997, as amended, requires 37 metres,
- minimum rear yard of 4.3 metres (Severed Lot) whereas Section 10.3.7 of Zoning By-law No. Z1-1997, as amended, requires 7.5 metres,
- tandem parking for a duplex dwelling (Severed Lot) whereas Section 5.21.5 of Zoning By-law No. Z1-1997, as amended, does not permit tandem parking for a duplex dwelling,

be **APPROVED** as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit: a minimum lot area of 349 square metres (Severed Lot) and 581 square metres (Retained Lot); minimum lot frontage of 15.2 metres (Severed & Retained Lots); minimum lot depth of 22.8 metres (Severed Lot) and 30 metres (Retained Lot); minimum rear yard of 4.3 metres (Severed Lot); and, tandem parking for a duplex dwelling (Severed Lot).
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.

CARRIED

6. UPCOMING MEETINGS

Staff will contact the Committee upon receipt of an application.

7. ADJOURNMENT

Moved By Jim Loucks

Seconded By Paul King

THAT this meeting of Committee of Adjustment be adjourned at 6:55 pm.

CARRIED

William Galloway, Chair

Jenna McCartney, Deputy Secretary - Treasurer



MINUTES
Community Policing Advisory Committee

April 17, 2019
9:00am
Council Chambers, Town Hall

Committee Members Present: Councillor Winter
Councillor Craigmile
Doug Diplock
Jacqueline Hibbert
Paul Dunseith

Committee Member Regrets Mayor Strathdee

Stratford Police Services Present: Chief Greg Skinner
Community Resources Officer Keating

Staff Present: Jenna McCartney, Secretary

1. CALL TO ORDER

Chair Winter called the meeting to order at 9:03 am.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. ADDITIONS TO THE AGENDA

Doug Diplock asked that one item be added under Other Business; 1. High Incidence / High Enforcement Areas.

Chief Skinner asked that two items be added under Other Business; 1. Ontario Cannabis Legalization Implementation Fund, and 2. Bicycle Patrol.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the April 17, 2019 Community Policing Advisory Committee agenda be accepted as amended.

CARRIED

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the minutes of the March 20, 2019 Community Policing Advisory Committee meeting be approved and signed by the Chair and Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Stratford Police Services Board Meeting

All members and the Secretary will be present at the Stratford Police Services Board meeting on May 15, 2019.

5.2 Minutes of Stratford PSB and Perth South CPAC

Chair Winter confirmed that the minutes of Stratford Police Services Board meetings and Perth South Community Policing Advisory Committee will be posted on their respective websites for public review.

5.3 Recommendation to Council Regarding Speed Limit Reduction

Chair Winter updated the Committee on the proceedings at Council.

Paul Dunseith asked if the police or the Town would be able to qualify whether the number of Highway Traffic Act infractions laid is comparative to the traffic volume in the area. Chief Skinner confirmed that the Stratford Police Service would be able to qualify if the rate of traffic incidents is typical for the traffic volume.

Jacqui Hibbert suggested that all parties wait an additional six months to determine if there is a need to reduce the speed limit along Queen Street.

The Committee was of the consensus that it await the pending staff report.

6. DELEGATIONS

Chair Winter reported that there was a photograph taken of the Chair and the Community Resource Officer for the Town's website.

7. REPORTS

7.1 Stratford Police Service Monthly Operating Report - March 2019

The Crime Stoppers March report was provided to the Committee at the beginning of the meeting. No further discussion on the matter occurred.

Chief Skinner provided an overview of the March operations report.

In response to Chair Winter's inquiry about training, Chief Skinner stated that the police receive regular intervals of training related to supporting persons with mental health complexities.

In response to Paul Dunseith's inquiry about statistics, Chief Skinner stated that the police will break out the nature of proactive charges in the future (ie: HTA charges vs. others)

Chief Skinner stated that the sexual assault report noted in the monthly statistics originated from a nursing home and the complaint was deemed unfounded. No further action on this matter.

Chief Skinner acknowledged that the police check and media release numbers are reflective of Perth South, not St. Marys. Correct data was verbally shared with the Committee.

8. CORRESPONDENCE

None.

9. OTHER BUSINESS

9.1 Areas of High Incidence and High Enforcement

In response to the concerns addressed by the Committee about a specific apartment building in St. Marys, Chief Skinner stated that the police and Stratford Social Services have engaged in conversation about the situation. Stratford Social Services have acknowledged recent placement issues and will put additional checks in place in the future to reduce the occurrence. Both parties are actively looking for solutions to improve the situation, and Stratford Social Services is planning for investments in additional security technology for the building.

In response to the concerns addressed by Doug Diplock about high incidence and high enforcement areas, Chief Skinner stated that a number of factors contribute to the development of high enforcement areas including community engagement, criminal incident analysis and consultation with the Committee.

In response to Doug Diplock's inquiry about the areas of high incidence for Highway Traffic Act infractions, Community Resource Officer Nick Keating stated that all arterial entries to Town are being monitored by the police.

9.2 Cannabis Legalization Implementation Fund

Chief Skinner stated that the provincial government will provide St. Marys with Cannabis Legalization Implementation funding in installments. There are a number of programs with which the municipality may decide to direct the use of the funds.

Chief Skinner stated that the police are seeking consent from the Town to develop a plan that identifies a strategy for responsible use of cannabis.

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the Community Policing Advisory Committee approve request of the Stratford Police Service to work towards developing a plan in cooperation with other stakeholders for implementing programs related to the use of cannabis legalization implementation funds.

CARRIED

9.3 Bicycle Patrol

Chief Skinner stated that the Stratford Police Service is seeking approval from the Committee to draft a proposal for a seasonal bicycle patrol.

The Committee was of the consensus that a bicycle patrol in St. Marys would be ideal.

Moved By Doug Diplock

Seconded By Jacqui Hibbert

THAT the Community Policing Advisory Committee approve the request from Stratford Police Service to develop a plan for implementing a bicycle patrol within the Town of St. Marys and to report back to the Committee at a future date.

CARRIED

10. UPCOMING MEETINGS

Chair Winter reviewed the upcoming meetings as presented on the agenda.

11. ADJOURNMENT

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT this meeting of the Community Policing Advisory Committee be adjourned at 10:09 am.

CARRIED

Chair Winter

Brent Kittmer, CAO / Clerk, Secretary



Minutes

Green Committee

April 17, 2019

5:30 pm

Municipal Operations Centre
408 James Street South, St. Marys

Member Present

Lynette Geddes, Chair
Katherine Moffat, Vice-Chair
Councillor Craigmile
Fred Stam
David Vermeire

Member Absent

John Stevens

Staff Present

Jed Kelly, Director of Public Works
Dave Blake, Environmental Services Supervisor
Morgan Dykstra, Committee Secretary

1. CALL TO ORDER

The meeting was called to order at 5:33 PM

2. DECLARATION OF PECUNIARY INTEREST

None received.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution: GC-2019-04-01

Moved By K. Moffatt

Seconded By F. Stam

THAT the April 17, 2019 regular Green Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

None received.

5. ACCEPTNCE OF MINUTES

Resolution: GC-2019-04-02

Moved By D. Vermeire

Seconded By Councillor Craigmile

THAT the March 20, 2019 regular Green Committee minutes be approved and signed by the Chair and Committee Secretary.

Carried

6. BUSINESS ARISING FROM MINUTES

Chair Geddes spoke to inviting Ron Aitken to the Sparling Bush Walking Tour, Ron re-directed Chair Geddes to speak with Bruce Symons for the tour.

M. Dykstra invited Bruce Symons to the tour, he will meet the Green Committee at the Waterloo Street entrance of Sparling Bush at 6:20 pm.

7. CORRESPONDENCE

7.1 John Stevens re: Notes re: St. Marys Green Expo

Resolution: GC-2019-04-03

Moved By F. Stam

Seconded By Councillor Craigmile

THAT the Correspondence from Member J. Stevens regarding the current status of hosting a Green Expo be received.

Carried

8. REPORTS

8.1 PW 23-2019 TEXTILE RECYCLING

D. Blake introduced himself as the Environmental Services Supervisor for the Town of St. Marys. D. Blake spoke to the report and answered questions.

D. Blake clarified that Diabetes Canada works in partnership with Value Village in Stratford. All the proceeds from textiles that Value Village can sell are returned to Diabetes Canada.

The Committee noted that the existing textile recycling bins throughout Town are usually full, the installation of a bin at the St. Marys Landfill Site will be beneficial. Furthermore, the Town should investigate if a container should be placed at another location, for example, the Elgin Street or Jones Street parking lots. If the Town pursues another site, staff should consult with the Salvation Army.

The Committee agreed that if textile recycling bins are placed on Town property that Diabetes Canada should empty the bins regularly to prevent the containers from overflowing. There is more of a concern for the more public locations where there is no oversight.

When installed, the Town, in conjunction with Diabetes Canada should provide an information piece outlining what materials are acceptable.

Resolution: GC-2019-04-04

Moved By D. Vermeire

Seconded By F. Stam

THAT Report PW 23-2019, Textile Recycling be received; and

THAT staff consult with the Salvation Army regarding the option of having a second textile recycling bin in the downtown area; and

THAT the Green Committee recommends to Council that a textile recycling program at the St. Marys Landfill Site be adopted in partnership with Diabetes Canada

Carried

9. OTHER BUSINESS

9.1 Bluewater Recycling Association

Councillor Craigmile asked the Committee if it would be acceptable to see if Bluewater Recycling Association (BRA) will attend the Farmer's Market and provide a demonstration of acceptable and unacceptable materials for recycling.

The Committee agreed that having BRA attend a Farmer's Market is desirable. The Committee also inquired if BRA has new bin stickers for the curbside recycling receptacles. Councillor Craigmile will look into both items.

10. UPCOMING MEETINGS

April 17, 2019 – 6:20 pm, Green Committee walking tour of Sparling Bush, Waterloo Street entrance of Sparling Bush (weather dependent)

May 22, 2019 – 5:30 pm, Green Committee, Municipal Operations Centre

11. ADJOURNMENT

Resolution: GC-2019-04-05

Moved By K. Moffat

Seconded By D. Vermeire

THAT this meeting of the Green Committee adjourn at 6:05 pm.

Carried

Chair

Committee Secretary



MINUTES

Heritage Advisory Committee

April 8, 2019

6:15 p.m.

St. Marys Museum

177 Church Street South, St. Marys

Members Present: Clive Slade
Stephen Habermehl
Janis Fread
Dan Schneider
Paul King
Barbara Tuer
Michael Bolton
Michelle Stemmler
Councillor Fern Pridham

Members Absent: Mayor Al Strathdee
Sherri Winter-Gropp

Staff Present: Trisha McKibbin
Jason Silcox

1. CALL TO ORDER

The Chair called the meeting to order at 6:15pm.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Dan Schneider

Seconded By Paul King

THAT the April 8, 2019 meeting agenda of the Heritage Committee be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 Notice of Public Hearing - 219 Queen Street E.

Moved By Mike Bolton

Seconded By Michelle Stemmler

THAT the Notice of Public Hearing - 219 Queen Street East be received as information.

CARRIED

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Section 8.6 of the March 9, 2019 minutes should be corrected to reflect that the mailing address should be 254 Water St. S., not 104 Water St. S.

Moved By Paul King

Seconded By Clive Slade

THAT the Minutes of the March 9, 2019 Heritage Committee be approved as amended.

CARRIED

7. BUSINESS ARISING FROM MINUTES

7.1 Terms of Reference

The Committee reviewed the updated Heritage Committee Terms of Reference document and made the following recommendations.

- remove the word "alteration" from the second bullet under Mandate.

- add the word "alteration" to the third bullet under Mandate.

- Add the word "alteration" prior to the word demolition under item #10

Moved By Michelle Stemmler

Seconded By Janis Fread

THAT the amended Terms of Reference for the St. Marys Heritage Committee be forwarded to Council for adoption.

CARRIED

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

8.1.1 Heritage Permits

None.

8.1.2 Sign Applications

Jason Silcox spoke to the Sign Application for 163 Queen Street East and answered questions from the Committee. Staff also informed the Committee that there may be signage applications presented at May's meeting for Royal LePage, the Barber Shop and 114 Queen Street East.

Moved By Dan Schneider

Seconded By Michelle Stemmler

THAT DEV 24-2019 Sign Permit Application – 163 Queen St E be received; and

THAT the Heritage Committee support the façade sign permit.

CARRIED

8.1.3 Heritage Grant Applications

None.

8.1.4 Education and Promotion of Transom Restoration

The Committee discussed the restoration of transom windows through the relocation of business signage and the positive impact this has had on individual building facades and the streetscape as a whole. Discussion on possible public education included:

- the importance for the Committee to know in advance what buildings have potential for improvement.
- that Jason Silcox's early conversation with property owners considering renovation/alteration is critical.
- the use of photographs (before & after) to celebrate successful projects is recommended.

- articles could be published in the paper recognizing successful project. Mary Smith's weekly article is also an opportunity to promote and educate restoration projects.
- historic photographs of buildings can accompanying Paul King's welcome letters that are sent on behalf of the Committee to new owner's of heritage properties.
- It was recommended that at the end of May's meeting the Committee takes a tour of downtown and looks specifically at which buildings require façade improvements.

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Heritage Permits

None.

8.2.2 Municipal Register, Part 1 Staff Report - April

Trisha McKibbin provided the Committee with a verbal update on the status of Town capital projects.

8.2.3 Ontario Provincial Register

Town staff continue to compile designation documents to send to the Ontario Trust.

8.3 Municipal Register, Part 2 - List of Significant properties

The Committee discussed the Municipal Register, specifically the list of significant properties (non-designated). Staff explained how the list is managed by the Town and the committee discussed how the committee will review it on an annual basis.

The Committee discussed expanding the heritage grant program to all designated buildings in the municipality.

The Committee will review the process of how the municipal register came to be at the May meeting.

Staff provided the Committee with an update on the 2019 budget. Funding in the 2019 budget has been allocated to the Designated Heritage Property grant and the Façade Improvement grant. Council did not allocate funding in 2019 to the Heritage Property Tax Rebate Program.

8.4 Properties of interest or at risk (not necessarily designated)

No suggestions at this time.

8.5 CHO Report

Paul King provided an update to the Committee. The Ontario Heritage Conference is being held in Goderich & Bluewater from May 30-June 1, 2019. Registration is still open for the conference. One topic to be discussed at the conference is self guided tour apps, specifically Driftscape (pilot project at conference) which enables tour content beyond heritage to be included.

CHO news came out last week and Committee members were encouraged to check their junk mail folder for the electronic copy of the newsletter. Paul King will follow up with CHO to confirm that all Committee email addresses are correct and that electronic copies of the newsletter are being distributed to members.

8.6 Homeowner/Property owner letters

The Committee suggested sending a letter to the new owners of 114 Queen St. East.

9. COUNCIL REPORT

Councillor Pridham provided the Committee with a Council update. The municipal budget has been finalized and the public meeting for the budget is being held at tomorrow's (April 9) Council meeting.

10. OTHER BUSINESS

10.1 Signage & Wayfinding Strategy

The Committee reviewed the Signage and Wayfinding Strategy document as well as the Signage & Wayfinding Recommendations document. There was consensus from the committee that there were no concerns with the content of the documents.

Moved By Clive Slade

Seconded By Janis Fread

THAT the Heritage Committee has no concerns regarding the heritage implications of the family of signs and colour pallets proposed in the Signage and Wayfinding Strategy Recommendations document.

CARRIED

10.2 Doors Open St. Marys Update

Staff provided the Committee with an update on Doors Open and what sites have been confirmed to participate. The Committee was encouraged to review the Doors Open website. Doors Open St. Marys is scheduled for Saturday, September 28, 2019.

11. UPCOMING MEETINGS

Monday, May 13, 2019, 6:15 pm at the St. Marys Museum

12. ADJOURNMENT

Moved By Dan Schneider

Seconded By Michelle Stemmler

THAT the meeting of the Heritage Committee adjourn at 10:42 a.m.

CARRIED

Chair

Committee Secretary



Minutes

Museum Board

April 10, 2019

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present Douglas Craig, Douglas Fread, Scott Crawford, Councillor
 Hainer
Member Absent Krissy Nickle
Staff Present Amy Cubberley, Curator and Archivist
 Trisha McKibbin, Director of Corporate Services

1. CALL TO ORDER

In the chair, Doug Fread called the meeting to order at 6:32pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Scott Crawford

Seconded by Councillor Hainer

THAT the April 10, 2019 Museum Advisory Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Councillor Hainer

Seconded By Scott Crawford

THAT the minutes of the February 13, 2019 meeting of the St. Marys Museum Advisory Committee be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

Staff reported that Council has appointed Peter McAsh to fill the vacancy on the Committee.

7. REPORTS

7.1 Strategic Plan

Staff spoke to MUS 03-2019 Museum Strategic Plan

Moved By Councillor Hainer

Seconded By Scott Crawford

THAT MUS-03-2019 be received as information and;

THAT all Committee members send feedback to the Curator/Archivist by April 24, 2018 and;

THAT the Curator and Archivist prepare a second draft of the Museum Strategic Plan for the May 8, 2019 meeting.

Carried

7.2 Museum Monthly Report

Staff spoke to MUS-02-2019 Museum April Report

Moved By Councillor Hainer

Seconded By Scott Crawford

THAT MUS-02-2019 be received as information

Carried

7.3 Council Report

Councilor Hainer spoke to the 2019 municipal budget process.

8. OTHER BUSINESS

8.1 Museum Month Proclamation Request

Moved By Scott Crawford

Seconded By Douglas Craig

THAT the St. Marys Museum Advisory Committee submit a letter to Council in support of a proclamation that May is Museum Month in St. Marys.

Carried

9. UPCOMING MEETINGS

Wednesday, May 8, 2019 at 6:30pm at the St. Marys Museum

10. ADJOURNMENT

Moved By Councillor Hainer

Seconded By Douglas Craig

THAT the St. Marys Museum Advisory Committee adjourn at 7:42p.m.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley



MINUTES
Planning Advisory Committee

May 6, 2019

6:00 pm

Boardroom, Municipal Operations Centre

Members Present: Chair Van Galen
William Galloway
Councillor Hainer
Councillor Pridham
Susan McMaster

Staff Present: Mark Stone, Planner
Jenna McCartney, Deputy Clerk

Others Present: Rob Taylor, Applicant
Barb Rosser, Planner / Applicant's Agent
Larry Otten, Builder

1. CALL TO ORDER

Chair Van Galen called the meeting to order at 6:00 pm.

2. DECLARATION OF PECUNIARY INTEREST

Councillor Pridham declared pecuniary interest related to agenda item 5.1.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Hainer

Seconded By Susan McMaster

THAT the May 6, 2019 Planning Advisory Committee agenda be approved as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By William Galloway

Seconded By Councillor Hainer

THAT the January 21, 2019 Planning Advisory Committee minutes be approved and signed by the Chair and the Secretary - Treasurer.

Carried

5. REPORTS

5.1 Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Inc. (Phase 2), Part Lots 21 and 22, Concession 18, Town of St. Marys

Mark Stone provided an overview to the application for a zoning by-law amendment of Part Lots 21 and 22, Concession 18, Town of St. Marys.

Chair Van Galen asked if the applicant wished to speak to the application.

Barb Rosser, speaking as the applicant's agent, addressed the Committee and reiterated that the application is not uncommon and cited similar development in the Diamondridge Subdivision and the uptake of buyers was well received.

Having declared a pecuniary interest, Councillor Pridham departed the meeting at 6:09 pm.

Susan McMaster stated that the builder, Mr. Otten, has referred to "near accessible" units and inquired why the units were not fully accessible.

Larry Otten stated that he would take requests into consideration on a one to one basis from clients. Mr. Otten stated that the "near accessible" units take many accessible features into consideration including wider doorways and hallways. Mr. Otten stated that one block was already sold out and clients appear to be satisfied with the "near accessible" units.

Councillor Hainer asked which block has been pre-sold.

Larry Otten stated it is block 17.

Councillor Hainer stated that this model fits nicely with the area. Councillor Hainer inquired if a secondary point of access would be considered to maintain accessible egress.

Larry Otten stated that his experience of units built in Goderich is that there is enough room to accommodate age in place opportunities.

Councillor Hainer, to be more specific, asked if egress in the backyard would be accessible.

Larry Otten stated that block 21 will offer basement walkout opportunities. Some of the blocks will be constructed into existing elevations and therefore, accessible egress through the rear of the unit may be challenging. Mr. Otten continued by stating that affordability is relative to the demographic of interested parties. In Mr. Otten's experience, he believes the type of stock being built in St. Marys is bringing in a new demographic of resident to St. Marys. Upwards of 2/3rds of the new home purchasers are coming from out of town.

Councillor Hainer asked that the builder focus on all ages groups when building the units.

Chair Van Galen asked the Planner if there are any affordability issues from a Town perspective.

Mr. Stone stated that the application is bringing forward a mix of housing which is a key Provincial and Town policy objective. As to affordability, the Town is consistently updating the definition of affordable in St. Marys and the provision of affordable housing is being considered on a Town-wide basis through the ongoing Official Plan review.

Chair Van Galen asked if there were further questions from the Committee.

Nothing was presented.

Moved By William Galloway

Seconded By Councillor Hainer

THAT the Planning Advisory Committee receive this report and endorse, in principle, the Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Ltd. (Phase 2); and,

THAT Planning Advisory Committee recommend to St. Marys Town Council that it proceed with a public meeting to consider the Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Ltd. (Phase 2).

Carried

6. UPCOMING MEETINGS

Chair Van Galen reviewed the upcoming meeting as presented on the agenda.

Staff stated that confirmation of the proposed meeting will be provided as soon as possible.

7. ADJOURNMENT

Moved By William Galloway

Seconded By Councillor Hainer

THAT this meeting of the Planning Advisory Committee be adjourned at 6:24 pm.

Carried

Don Van Galen, Chair

Grant Brouwer, Secretary - Treasurer



Minutes

Recreation & Leisure Advisory Committee

April 25, 2019

6:00 pm

Pyramid Recreation Centre

317 James Street South, St. Marys

Member Present Candice Harris, Chelsea Coghlin-Fewster, Darcy Drummond,
Mike Morning, Councillor Pridham

Member Absent Scott Crawford

Staff Members Present: Stephanie Ische, Grant Brouwer, Doug LaPointe, Andrea
Slade

1. CALL TO ORDER

Chair Pridham called the meeting to order at 6:00 pm.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved by Mike Morning, seconded by Chelsea Coghlin-Fewster

THAT the April 25, 2019 Recreation and Leisure Advisory Committee agenda be
accepted as presented.

Carried

4. DELEGATIONS

5. ACCEPTANCE OF MINUTES

Moved by Mike Morning, seconded by Candice Harris

THAT the February 28, 2019 Recreation and Leisure Advisory Committee meeting minutes be approved and signed and sealed by the Chair and Director of Community Services.

Carried

6. BUSINESS ARISING FROM MINUTES

None

7. REPORTS

7.1 DEV 25-2019 Spa Repair Update

Doug LaPointe presented the spa repair update, committee received information and moved forward with a motion.

Moved by Darcy Drummond, seconded by Mike Morning

THAT DEV 25-2019 Spa Repair Update be received; and

THAT a decision on the spa leak repair be deferred no later than September 2019 during the Aquatics Centre annual maintenance shutdown, to allow further research of possible solutions to repair a leak in the 6" drain pipe.

Carried

7.2 DEV 22-2019 Switching from Salt Chlorine-Generation to Liquid Chlorine Supply.

Committee received the Switching from Salt Chlorine-Generation to Liquid Chlorine Supply. Staff answered questions from the committee regarding the staff report. Questions regarding air quality, reducing chloramines and the life expectancy of the Ultra Violet system were discussed.

Moved by Candice Harris, seconded by Mike Morning

THAT DEV 22-2019 Switching from Salt Chlorine-Generation to Liquid Chlorine Supply be received; and

THAT the Recreation and Leisure Advisory Committee recommends to Council:

THAT Council approves option #4a, as presented in the staff report DEV 22-2019, switching from Salt chlorine-generation to liquid chlorine supply, using a chlorine controller to supply liquid chlorine with an additional Ultra

Violet System to be installed during the annual maintenance shut down in September 2019, to replace the current Salt Chlorine-Generation System.

Carried

8. OTHER BUSINESS

None

9. UPCOMING MEETINGS

10. ADJOURNMENT

Moved by Darcy Drummond, seconded by Chelsea Coghlin-Fewster

THAT this Recreation and Leisure Advisory Committee adjourn at 7:01 p.m.

Carried

Chair

Committee Secretary



MINUTES

Senior Services Advisory Committee

April 29, 2019

3:30 pm

Pyramid Recreation Centre - Meeting Room B
317 James Street South, St. Marys

Member Present	Candice Harris
	Donna Kurchak
	Donna Simmons
	Joyce Vivian
	Councillor Winter
	Richard Lyons
Member Absent	Marie Ballantyne
	Owen O'Brien
Staff Present	Jenny Mikita

1. CALL TO ORDER

Meeting called to order at 3:30pm by Chair Rick Lyons.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Candice Harris

THAT the Senior Services Advisory Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Councillor Winter noted that forth should be noted as fourth in the March and January minutes.

Moved By Donna Simmons

Seconded By Candice Harris

That the Senior Services Advisory Committee minutes dated March 25th are approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Senior Services Fundraising Account

Staff updated the committee that the Senior Service Fundraising Account has been closed, with all funds deposited in the Friendship Centre accounts.

5.2 Proposed Changes to Healthcare

Senior Services staff have been participating in various webinar's and various meetings with the Ministry of Health and area health service providers. Staff informed the group that providers in the region of Huron and Perth will be working collaboratively to submit a self-assessment to the Ministry to become an Ontario Health Team. Deadline for the self-assessment is May 15, 2019. St. Marys Home Support Services will be participating in the self-assessment exercise.

6. REPORTS

6.1 April Program Report

Staff presented the April program report.

7. OTHER BUSINESS

7.1 2019 Price Increase

Staff updated the committee of the proposed fee changes approved through the 2019 Fees Bylaw. Staff asked the committee to keep an ear to the ground and pass on any feedback regarding the changes in fees.

8. TOWN OF STMARYS UPDATES

8.1 Aquatics Centre Update

Staff updated the group on the proposed changes to the Aquatics facility. Recreation and Leisure Committee member Candice Harris answered questions. Committee members were directed to the April 25, 2019

Recreation and Leisure Committee agenda package for further information.
Moving forward the agenda will include a Recreation and Leisure Committee update.

8.2 Town Council Updates

Councillor Winter updated the group on various municipal projects

9. UPCOMING MEETINGS

Date: Monday May 27, 2019

Time: 3:30pm

Location: Meeting Room A & B

10. ADJOURNMENT

Moved By Donna Simmons

Seconded By Candice Harris

THAT this regular meeting of the Senior Services Advisory Committee adjourn at 4:30pm.

Chair

Committee Secretary



Minutes

Youth Centre Advisory Committee

April 24, 2019

6:30 pm

Pyramid Recreation Centre

Member Present Angela Baffes, Pamela Zabel, Sheila Kruse, Stephanie Lee,
Councillor Edney
Staff Present Ciaran Brennan

1. CALL TO ORDER

Meeting called to order 6.34pm by Chair S.Lee

2. DECLARATION OF PECUNIARY INTEREST

none

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved: Pam

Seconded: Sheila

THAT the agenda for the Youth Centre Advisory Committee on April 24th be accepted as presented

Carried

4. ACCEPTANCE OF MINUTES

Moved: Sheila

Seconded: Angela

THAT the minutes of the Youth Centre Advisory Committee meeting on March 20th 2019 be accepted as presented

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Committee to review Terms of Reference

Moved: S.Lee

Seconded: R.Edney

That the Youth Centre Advisory Committee recommend to Council:

THAT the Youth Centre Advisory Committee Terms of Reference be changed from four member to four to six members

Carried

Moved: P.Zabel

Seconded: S.Lee

THAT the Youth Centre Advisory Committee recommends to Council:

THAT the Youth Centre Advisory Committee Mandate in the Terms of Reference be changed so that the Committee focus solely on youth centre or broaden to matters related to youth initiatives. (Like Perth 4 Youth project)

Carried

6. REPORTS

6.1 Ciaran to talk about upcoming Youth Centre 2019 projects

Ciaran spoke to upcoming project the youth centre is currently working towards. These included Staff training, a parental survey and a movie showing for the youth centre

7. UPCOMING MEETINGS

May 22nd at 6.30pm

8. ADJOURNMENT

Moved: S.Kruse

Seconded: P.Zabel

THAT the meeting be adjourned at 7.28 pm

Carried

Chair

Committee Secretary



Minutes

Youth Council

April 3, 2019

4:00 pm

1. CALL TO ORDER

As per parliamentary procedure and protocol those in attendance waited 30minutes. No quorum was met so those in attendance left.

Chair

Committee Secretary



Minutes

Youth Council

April 17, 2019

4:00 pm

Attendance: Sam Truax, Aivery Neal, Bevan Bearss, Hayden MacDonald, Lauren Partridge, Allison Kennedy-Edney, Councillor Edney

Staff: Ciaran Brennan

1. CALL TO ORDER

Meeting called to order at 4.03pm by Chair Sam Truax

2. DECLARATION OF PECUNIARY INTEREST

none

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved: Ally

Seconded: Bevan

THAT the agenda for the Youth Council Meeting on April 17th be accepted as presented

Carried

4. ACCEPTANCE OF MINUTES

Quorum was not met on April 3 meeting.

5. BUSINESS ARISING FROM MINUTES

5.1 Youth Council to continue discussion about working Perth Health Unit

The Youth Council talked about this project and decided with everything else they have been asked to participate in that they would defer this project until September 2019

5.2 Youth Council are going to do a scavenger hunt for the Grand Trunk trail

Youth talked about making this a 2hour event where all families can participate. Bevan and Ally and going to work on the event planning and report back for the April 1st Youth Council meeting.

6. REPORTS

6.1 Councilor R. Edney to report back about youth council planned activity day

R. Edney spoke to the Youth Council about their leadership day out. It was also discussed the Youth Council could participate in the Spark Youth Leadership Conference that is on May 29 or May 30 in Canada's Wonderland

7. OTHER BUSINESS

7.1 Youth Council invited to Wilmot Youth Action Council event on May 4th

The Youth Council agreed to go to this event

7.2 Youth Council have been invited to participate in and help organize a Canadian Tire Jumpstart event/day

The Youth Council came to a consensus that they want to participate in this event and will come back with ideas for events for the April 1st meeting.

8. UPCOMING MEETINGS

The Chair noted that the upcoming meeting will be May 1, 2019.

9. ADJOURNMENT

Moved: Lauren

Seconded: Ally

THAT the Youth Council meeting on April 3rd be adjourned at 5 pm

Carried

Chair

Committee Secretary

2019 BIA Budget
Schedule "A" to By-Law 53-2019

	ITEM	BUDGET 2019
Revenues		
	BIA Levy	\$ 45,000.00
	HST Rebate	\$ 3,268.00
	SUBTOTAL:	\$ 48,268.00
Expenses		
A	MEMBER SUPPORT & ENGAGEMENT	
	Membership	
	Member Recognition	\$ 500.00
	Member Welcome	\$ 500.00
	Networking Socials	\$ 1,000.00
	Training & Education	\$ 3,000.00
	Organizational Capacity	
	OBIAA Membership	\$ 220.00
		\$
		\$
	SUBTOTAL Member Support and Engagement:	\$ 5,220.00
	% OF TOTAL BUDGET:	10.84%
B	IMPROVING PUBLIC SPACE & BEAUTIFICATION	\$ 10,000.00
	Flower Baskets & Hardware	\$ 4,500.00
	Christmas Light Maintenance	\$ 500.00
	Lions Club Flag Replacement	\$ 200.00
	Benches	\$ 2,500.00
	Miscellaneous	\$ 500.00
	Plants & Pots	\$ 2,500.00
	SUBTOTAL Improving Public Space and Beautification:	\$ 20,700.00
	% OF TOTAL BUDGET:	42.97%
C	BRINGING PEOPLE DOWNTOWN	
	Ambassador Program	\$ 500.00
	Marketing & Promotion	
	Social Media	\$ 1,200.00
	Events	\$ 6,645.00
	Event Sponsorship to Town	\$ 1,600.00
	Santa Claus parade – Sponsorship to Kinsman	\$ 1,000.00
	Partnerships	
	Stratford Tourism Alliance (STA) Membership	\$ 400.00

	Canada Blooms	\$ 250.00
	SUBTOTAL Bringing People Downtown:	\$ 11,595.00
	% OF TOTAL BUDGET:	24.07%
D	RUNNING THE ST. MARYS BIA	
	Admin Support	\$ 5,000.00
	Annual General Meeting	\$ 55.00
	Audit	\$ 1,000.00
	Email/Quadro	\$ 600.00
	Bank Fees	\$ 50.00
	GST/HST	\$ 3,300.00
	Office Supplies	\$ 350.00
	Miscellaneous	\$ 300.00
	SUBTOTAL Running the BIA:	\$ 10,655.00
	% OF TOTAL BUDGET:	22.12%
	GRAND TOTAL EXPENSE:	\$ 48,170.00
E	OTHER – Reserve Fund	
Revenues	Remaining in Bank January 2019	\$ 54,395.02
Expenses	Streetscape Plan	\$ 20,000.00
	Proposed project(s)	\$ 20,000.00
	Public Art	\$ 10,000.00
	Constitution	\$ 1,000.00
	SUBTOTAL:	\$ 51,000.00

BY-LAW 53-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to establish the 2019 St. Marys Business Improvement Area (BIA) Levy.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 8, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;
- AND WHEREAS:** Business Improvement Areas (BIA), herein referred to as the “St. Marys Business Improvement Area”, allows local business people and property owners to join together and with the support of the municipality, to organize, finance and carry out physical improvement and promote economic development within their district;
- AND WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 208 provides that the municipality shall annually raise the amount required for the purposes of a board of management, and may establish a special charge for the amount to be raised;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts:
- 1.** That Schedule “A” St. Marys Business Improvement Area 2019 Annual Budget attached hereto forms part of this by-law.
 - 2.** That for the purposes of the Board of Management of the St. Marys Business Improvement Area the sum of \$45,000 is raised for 2019 by applying the rate of .0029262075 against the commercial current value assessment within the designated area.
 - 3.** That the minimum levy shall be \$100.00 and the maximum levy shall be \$761.25 for single unit and \$971.25 for multi-properties within the Improvement Area.
 - 4.** This By-law shall be deemed to have come into force and take effect on January 1, 2019.

Read a first, second and third time and finally passed this 14th day of May, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 54-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and Masri O Inc. Architects and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the design and construction administration of the Fire Hall renovation (the "Project") and a proposal was submitted by Masri O Inc. Architects which was subsequently approved by Council on May 14, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Masri O Inc. Architects (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Masri O Inc. Architects.
 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, second and third time and finally passed this 14th day of May, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 55-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and 1200 Degrees Darch Fire and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys released a RFP for one 75' aerial ladder truck (the "Project") and a proposal was submitted by 1200 Degrees Darch Fire which was subsequently approved by Council on May 14, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with 1200 Degrees Darch Fire (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and 1200 Degrees Darch Fire.
 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, second and third time and finally passed this 14th day of May, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 56-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and Frank Cowan Company and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the general insurance needs of the municipality (the “Service”) and a proposal was submitted by Frank Cowan Company which was subsequently approved by Council on May 14, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Frank Cowan Company (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Frank Cowan Company.
 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, second and third time and finally passed this 14th day of May, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 57-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and The Corporation of the City of Stratford (the “City”) and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys purchases Fire Dispatch Services from The Corporation of the City of Stratford (the “Service”);
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with The Corporation of the City of Stratford (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Service;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and The Corporation of the City of Stratford.
 - 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, second and third time and finally passed this 14th day of May, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 58-2019

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 May 14, 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;

NOW 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 14th day of May, 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, second and third time and finally passed this 14th day of May, 2019.

Mayor Al Stratheed

Brent Kittmer, CAO / Clerk