



AGENDA
Regular Council Meeting

May 28, 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 28, 2019 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

- 5.1 **Ontario Clean Water Agency re: Q1 Reporting**

10

RECOMMENDATION

THAT the delegation from Ontario Clean Water Agency regarding Q1 reporting of Water and Wastewater be received.

5.2 Public Meeting for Z02-2019 Zoning By-law Amendment Application from Meadowridge Properties Ltd.

Meadowridge Phase II

*See Agenda Item 8.2.2 for Staff Report.

RECOMMENDATION

THAT the May 28, 2019 regular Council meeting be adjourned at _____ pm to hold a statutory public meeting as required under the *Planning Act*, and

THAT a Public Meeting to consider a planning application for Meadowridge Phase II be opened at _____ pm.

RECOMMENDATION

THAT this Public Meeting be adjourned at _____ pm; and

THAT the May 28, 2019 regular Council meeting reconvene at _____ pm.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - May 14, 2019 30

RECOMMENDATION

THAT the May 14, 2019 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

6.2 Special Meeting of Council - May 18, 2019 44

RECOMMENDATION

THAT the May 18, 2019 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 Parachute re: Safe Kids Week June 3 to 9, 2019 47

RECOMMENDATION

THAT the correspondence from Parachute Canada regarding Safe Kids Week 2019 be received; and

THAT Council hereby proclaim June 3 to June 9, 2019 as Parachute Safe Kids Week in the Town of St. Marys.

7.2 Minister of the Environment, Conservation and Parks re: UTRCA 48

RECOMMENDATION

THAT the correspondence from the Minister of the Environment, Conservation and Parks regarding the Upper Thames River Conservation Authority be received.

8. STAFF REPORTS

8.1 Public Works

8.1.1 PW 30-2019 May Monthly Report Public Works 49

RECOMMENDATION

THAT PW 30-2019 May Monthly Report (Public Works) be received for information.

8.1.2	PW 28-2019 Drinking Water Quality Management Standard (Endorsement)	52
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RECOMMENDATION

THAT PW 28-2019 Drinking Water Quality Management Standard (DWQMS) Endorsement be received; and

THAT Council endorse the current Operational Plan and commits to continuing to provide safe drinking water for residents of the Town of St. Marys in accordance with applicable standards and regulations; and,

THAT Council authorize the Mayor and Clerk to sign the Commitment and Endorsement Section of the Operational Plan.

8.1.3	PW 29-2019 Traffic, Parking and Boulevard Maintenance By-law Amendment	159
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RECOMMENDATION

THAT PW 29-2019 Traffic, Parking and Boulevard Maintenance By-Law Amendment be received;

THAT Council approve the proposed changes to By-law 58 of 2018; and

THAT By-law 59-2019, being a by-law to amend By-law 58 of 2018, be approved.

8.2 Building and Development Services

8.2.1	DEV 38-2019 June Monthly Report (Building and Development)	164
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RECOMMENDATION

THAT DEV 38-2019 June Monthly Report (Building and Development) be received for information.

- 8.2.2 DEV 39-2019 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**

166

RECOMMENDATION

THAT DEV 39-2019 Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Ltd. (Phase 2) be received;

THAT Council approve the Zoning By-law Amendment Application for Meadowridge Properties Ltd. provided no significant concerns are raised by the public or members of Council at the statutory public meeting; and,

THAT Council enact Zoning By-law Z133-2019 for Meadowridge Properties Ltd.

8.3 Administration and Human Resources

- 8.3.1 CAO 40-2019 May Monthly Report (Administration and Human Resources)**

187

RECOMMENDATION

THAT CAO 40-2019 May Monthly Report (Administration and Human Resources) be received for information.

8.3.2 CAO 41-2019 Noise By-law Exemption from Army, Navy & Air Force St. Marys

190

RECOMMENDATION

THAT CAO 41-2019 Noise By-law Exemption from Army, Navy & Air Force St. Marys be received; and

THAT Council provide an exemption to the Noise By-law subject to the condition of notifying all property owners within a 150m radius on the following dates for the Army, Navy & Air Force St. Marys Unit 265:

Saturday, June 15, 2019 from 11:00pm until 11:59pm

Friday, July 12, 2019 from 11:00pm until 2:00am next day

Saturday, July 13, 2019 from 11:00pm until 2:00am next day

Saturday, August 10, 2019 from 11:00pm until 11:59pm

Saturday, September 14, 2019 from 11:00pm until 11:59pm

8.4 Corporate Services

8.4.1 COR 17-2019 May Monthly Report (Corporate Services)

192

RECOMMENDATION

THAT COR 17-2019 May Monthly Report (Corporate Services) be received for information.

8.5 Finance

8.5.1	FIN 08-2019 May Monthly Report (Finance)	197
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RECOMMENDATION

THAT FIN 08-2019 May Monthly Report (Finance) be received for information.

8.6 Fire and Emergency Services

8.6.1	FD 12-2019 May Monthly Report (Emergency Services)	201
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RECOMMENDATION

THAT FD 12-2019 May Monthly Report (Emergency Services) be received for information.

8.7 Community Services

8.7.1	DCS 12-2019 May Monthly Report (Community Services)	203
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RECOMMENDATION

THAT DCS 12-2019 May Monthly Report (Community Services) be received for information.

8.7.2	DCS 15-2019 June is Seniors Month	209
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RECOMMENDATION

THAT DCS 15-2019 “June is Seniors Month” received; and

THAT Council proclaim the month of June as seniors month in the Town of St. Marys

RECOMMENDATION

THAT DCS 16-2019 “June is Recreation and Parks Month” be received; and

THAT Council proclaim the month of recreation and parks month in the Town of St. Marys.

9. EMERGENT OR UNFINISHED BUSINESS**10. NOTICES OF MOTION****11. BY-LAWS****RECOMMENDATION**

THAT By-Law 59-2019 and By-law Z133-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.1 By-Law 59-2019 To Amend By-law 58-2018, Traffic, Parking and Boulevard Maintenance 215

11.2 Z133-2019 Zoning By-Law Amendment for Meadowridge Phase II 217

12. UPCOMING MEETINGS

June 11, 2019 - 6:00 pm, Regular Council, Council Chambers

June 18, 2019 - 9:00 am, Strategic Priorities Committee, Council Chambers

June 25, 2019 - 6:00 pm, Regular Council, Council Chambers

13. CLOSED SESSION**RECOMMENDATION**

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

13.1 Minutes of April 23, 2019 CLOSED SESSION

13.2 CAO 42-2019 CONFIDENTIAL Request to Purchase Town Owned Lands (Jones Street Road Allowance)

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____pm.

15. CONFIRMATORY BY-LAW

219

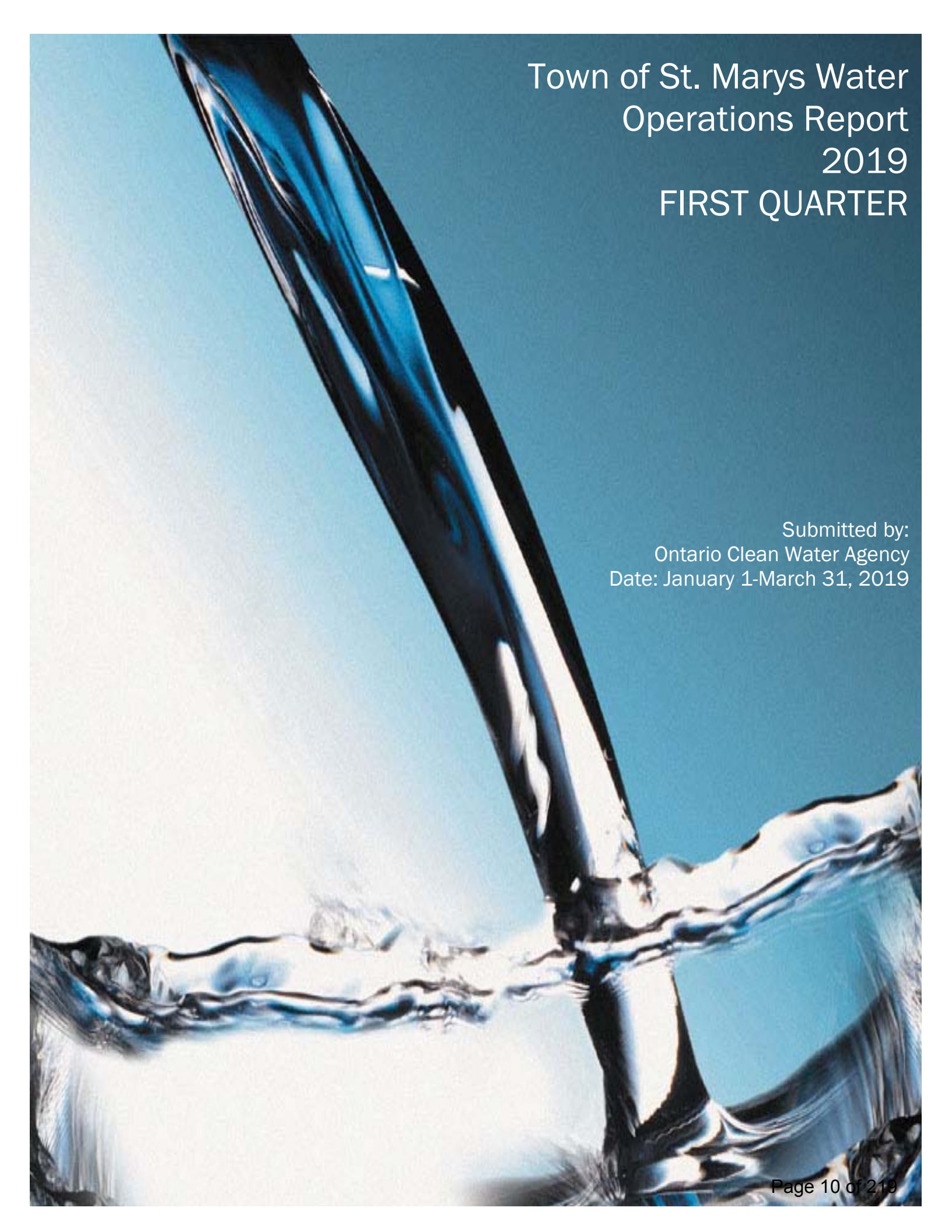
RECOMMENDATION

THAT By-Law 60-2019, being a by-law to confirm the proceedings of May 28, 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.



Town of St. Marys Water Operations Report 2019 FIRST QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1-March 31, 2019

Facility Description

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

Service Information

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

Capacity Information – Well No. 1

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2018 Data): 297,356.75 (m³/year)
Average Day Flow (2018 Data): 1,162.9 (m³/day)
Maximum Day Flow (2018 Data): 3,152.82 (m³/day)

Capacity Information – Well No. 2A

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2018 Data): 396,361.52 (m³/year)
Average Day Flow (2018 Data): 1,428.33 (m³/day)
Maximum Day Flow (2018 Data): 3,196.76 (m³/day)

Capacity Information – Well No. 3

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2018 Data): 372,245.72 (m³/year)
Average Day Flow (2018 Data): 1,402.93 (m³/day)
Maximum Day Flow (2018 Data): 4,021.32 (m³/day)

Flow Comparisons (Total monthly flows of Wells 1, 2A and 3 - m3):

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019	98,399	68,708	87,155									
2018	84,094	73,088	84,362	82,201	92,563	90,579	98,089	91,666	84,883	83,406	79,936	82,693

Operational Description

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

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

FIRST QUARTER**January**

- 02: Well 3 – Issues calibrating turbidimeter. Cleaned meter; all ok.
- 03: Booster Station – Generator maintenance by 3rd party
- 07: Well 1 – Replaced chlorine injection hoses
- 09: Well 3 – Installed new pressure gauge on chlorine booster pump line
- 09: Well 3 – Repaired chlorine regulator with maintenance kit
- 10: Well 3 – Issues with turbidity meter that shut down the well. Recalibrated; all ok.
- 14: Well 1 – Installed UV reactor cooling fan
- 16: Booster Station – Testing pump with industry
- 19: Well 1 – Replaced faulty electrical disconnect to UV panel
- 25: Well 2 – Replaced 1 ½” ball valve on drain for UV chamber
- 28: Well 1 – Repaired leaking water line on chlorinator
- 30: Well 1 – Replaced chlorine lines from cylinders to rotameter

February

- 09: Well 2 – Communication issues
- 09: Well 3 – Communication issues
- 19: Well 2 – Communication issues
- 20: Well 1 – Installed new computer. Old computer damaged by water leak.
- 20: Well 3 – Communication errors
- 26: Well 3 – PLC/HMI showing fatal error – well shut down until repaired
- 27: Well 1 – Installed new packing on well pump
- 27: Well 3 – SCADA group on site troubleshooting touch screen on PLC. All ok.

March

- 11: Well 3 – Communication errors
- 12: Well 3 – Chlorine line came apart causing a low chlorine residual. The line was repaired. All ok.
- 17: Well 3 – Installed new injector for chlorine system
- 18: Water Tower – Generator inspection

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
46	37	39										122

All work orders were completed on schedule.

DISTRIBUTION WORK:

Location	Date
Emergency repair on 4" ductile watermain at Queen St. and Ann St.	February 11, 2019
Replaced copper lines on service at 22 Millson Crescent	February 19, 2019
Emergency repair on 6" ductile watermain at 78 Ontario St. N.	February 20, 2019
Replaced copper lines on service at 39 Robinson St.	February 25, 2019

ALARMS / CALL-INS:

FIRST QUARTER

January

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

22: Booster Station – Received a call for a booster station alarm caused by a burst pipe at Shur-Gain

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

February

02: Received a call for a water leak investigation at 155 Wellington St. S.

03: Received a call for a frozen water service repair at 459 Jones St. E.

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

20: Water Tower – Received a call for a burglary alarm

21: Well 3 – Received a call for a communication failure

24: Water Tower – Received a call for a security alarm

24: Well 1 – Received a call for a communication loss

March

03: Received a call for a water meter leak at 43 Widder St. E.

17: Well 2 – Received a call for a UV failure alarm

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

COMPLAINTS & CONCERNS:

There have been no complaints or concerns reported to date.

DWQMS UPDATE:

Management Review – August 13, 2019

Internal Audit – June 9, 2019

External Audit – October 26, 2018

Risk Assessment – March 13, 2018

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

REGULATORY INSPECTIONS:

The last MECP Inspection occurred on June 14, 2018 with a rating of 95.54%.

1. A standby generator was installed for the James Street South Booster Pumping Station; however a Director Notification form was not completed as required.
Inspection Risk Rating: 0.00%
2. A standby generator was installed for the James Street South Booster Pumping Station; however a Form 3 was not completed prior to the startup of the equipment. The project was completed on January 10, 2018; however the Form 3 was not completed until June 22, 2018.
Inspection Risk Rating: 0.00%
3. There was one incident during the inspection review period where primary treatment was not met and improperly disinfected water was directed to the distribution system for a very short period of time.
Inspection Risk Rating: 3.92%
4. There were changes made to the distribution system and the map was not updated within 12 months as required.
Inspection Risk Rating: 0.54%

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

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

Report extracted 05/14/2019 10:16

From: 01/01/2019 to 31/03/2019

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

	01/2019	02/2019	03/2019	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
Flows:							
Raw Flow: Monthly Total - Well #1 (m³)	35121.02	24498.51	31251.77	90871.3			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1463.38	1065.15	1488.18		1338.9		
Raw Flow: Monthly Max - Well #1 (m³/d)	3240.17	3005.58	3055.11			3240.17	
Raw Flow: Monthly Total - Well #2 (m³)	42054.18	30943.47	38342.69	111340.34			
Raw Flow: Monthly Avg - Well #2 (m³/d)	1752.26	1473.5	1420.1		1548.62		
Raw Flow: Monthly Max - Well #2 (m³/d)	3345.44	3294.27	2917.66			3345.44	
Raw Flow: Monthly Total - Well #3 (m³)	24682.8	29230.12	23150.82	77063.74			
Raw Flow: Monthly Avg - Well #3 (m³/d)	1073.17	1538.43	1218.46		1276.69		
Raw Flow: Monthly Max - Well #3 (m³/d)	2717.22	3289.18	3019.82			3289.18	
Raw Flow: Monthly Total - Total Raw Flow (m³)	98398.67	68707.77	87154.82	254261.26			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	3279.96	2987.29	3005.34		3090.86		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	4547.5	3915.95	3468.94			4547.5	
Turbidity:							
Raw: Max Turbidity - Well #1 (NTU)	0.34	0.17	0.25			0.34	
Raw: Max Turbidity - Well #2 (NTU)	0.33	0.16	0.36			0.36	
Raw: Max Turbidity - Well #3 (NTU)	0.26	0.18	0.56			0.56	
Chemical Parameters:							
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.8					2.8	
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #2 (mg/L)	1.03					1.03	
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.903					0.903	
Distribution: Max THM - Distribution System (µg/l)	22					22	
Chlorine Residuals:							
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.94	0.92	0.96				0.92
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.38	1.41	1.39			1.41	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.86	0.8	0.91				0.8
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.34	1.34	1.33			1.34	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.06	1.06	1.03				1.03
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.47	1.46	1.41			1.47	
Bacti Samples Collected:							
Raw Bacti: # of samples - Well #1	5	4	4	13			
Raw Bacti: # of samples - Well #2	5	4	4	13			
Raw Bacti: # of samples - Well #3	5	4	4	13			
Treated Bacti: # of samples - Treated Water #1	5	4	4	13			
Treated Bacti: # of samples - Treated Water #2	5	4	4	13			
Treated Bacti: # of samples - Treated Water #3	5	4	4	13			
Dist Bacti: # of samples - Distribution System	20	16	18	54			
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0			



Town of St. Marys Wastewater Operations Report 2019 FIRST QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – March 31, 2019

Facility Description

Facility Name:	St. Marys Wastewater Treatment Plant & Collection System
Senior Operations Manager:	Renee Hornick (519) 274-0997
Business Development Manager:	Jackie Muller (519) 643-8660
Facility Type:	Municipal
Classification:	Class 3 Wastewater Treatment & Class 2 Collection System
Title Holder:	The Corporation of the Town of St. Marys

Service Information

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

Capacity Information

Total Design Capacity:	5,560 (m ³ /day)
Total Annual Flow (2018 Data):	1,591,589.53 (m ³ /year)
Average Day Flow (2018 Data):	4,373.87 (m ³ /day)
Average Daily Capacity (2018 Data):	79%
Maximum Day Flow (2018 Data):	18,093.50 (m ³ /day)

Operational Description

Treatment Process

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

Inlet Works:

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

Anoxic Tanks:

Sewage is split between two circular tanks with submersible mixers.

Aeration Tanks:

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

Phosphorus Removal:

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

Secondary Clarifiers:

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

Disinfection and Discharge:

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

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

Sludge Handling:

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

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

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

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

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

FIRST QUARTER

January

04: Installed splash guard for Lystek reactor to eliminate false high level alarms

04: Installed new impeller, mechanical seal and shaft in drum thickener polymer feed pump

29: Annual fire extinguisher testing

February

21: Replaced seals in boiler re-circulation pump

March

06: Replaced seal on RAS pump #5

11: Repairs to waterline in old RAS building

17: Sludge storage tank overflow due to frozen floating roof on the tank

26: Enviro-Can onsite to install auger and gear box for Muffin monster

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
37	35	30										102

All work orders were completed on schedule.

ALARMS / CALL-INS:

FIRST QUARTER

JANUARY

31: WPCP – Received a call for a generator running alarm/blower failure

MARCH

08: WPCP – Received a call for a blower failure

31: Robinson St. PS – Received a call for a high level alarm

COMPLAINTS & CONCERNS:

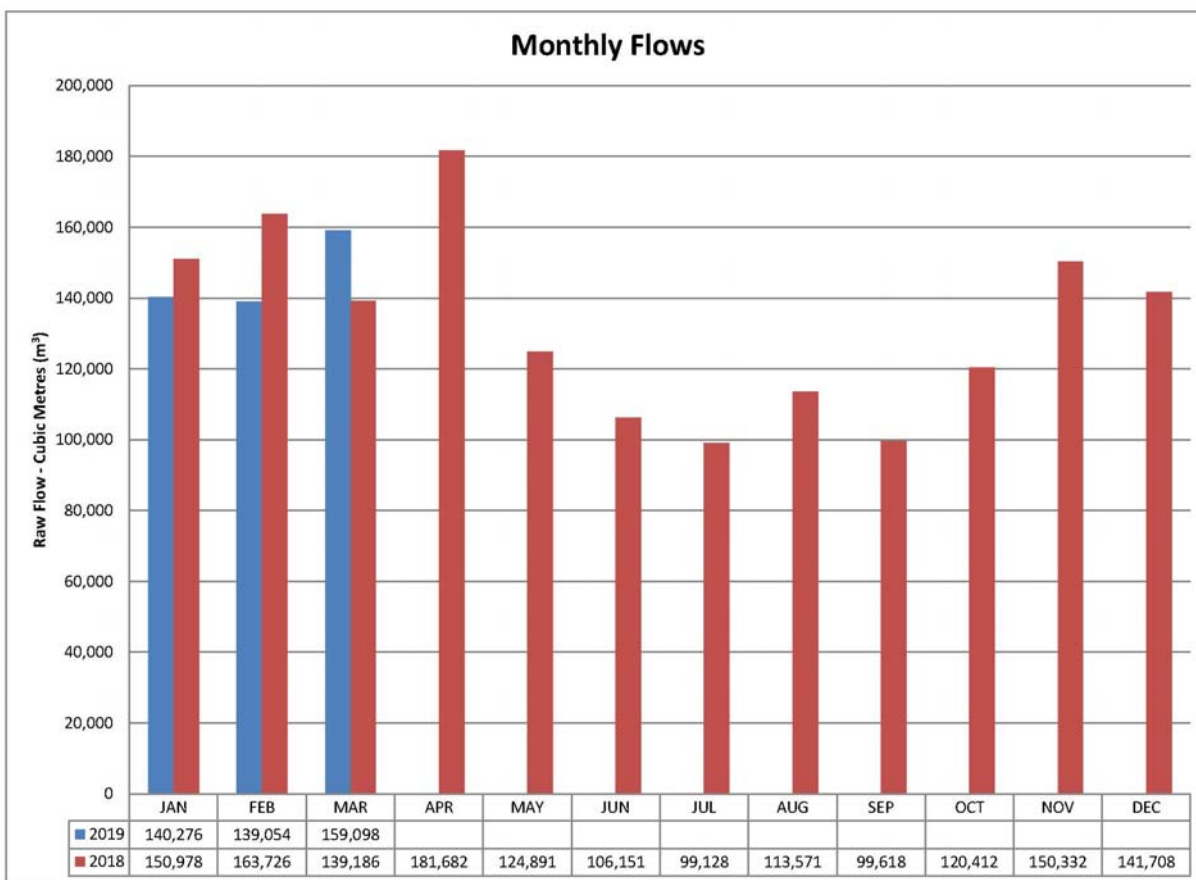
There have been no complaints or concerns reported to date.

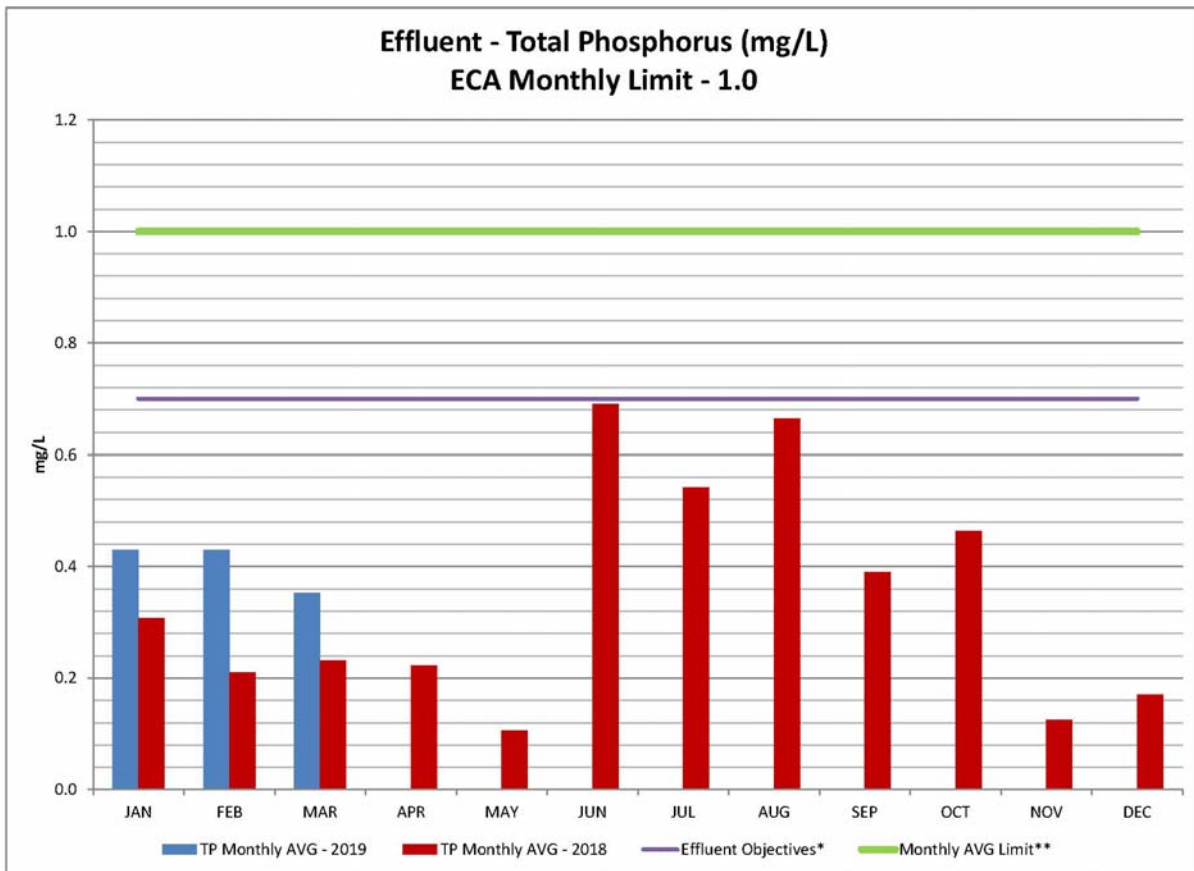
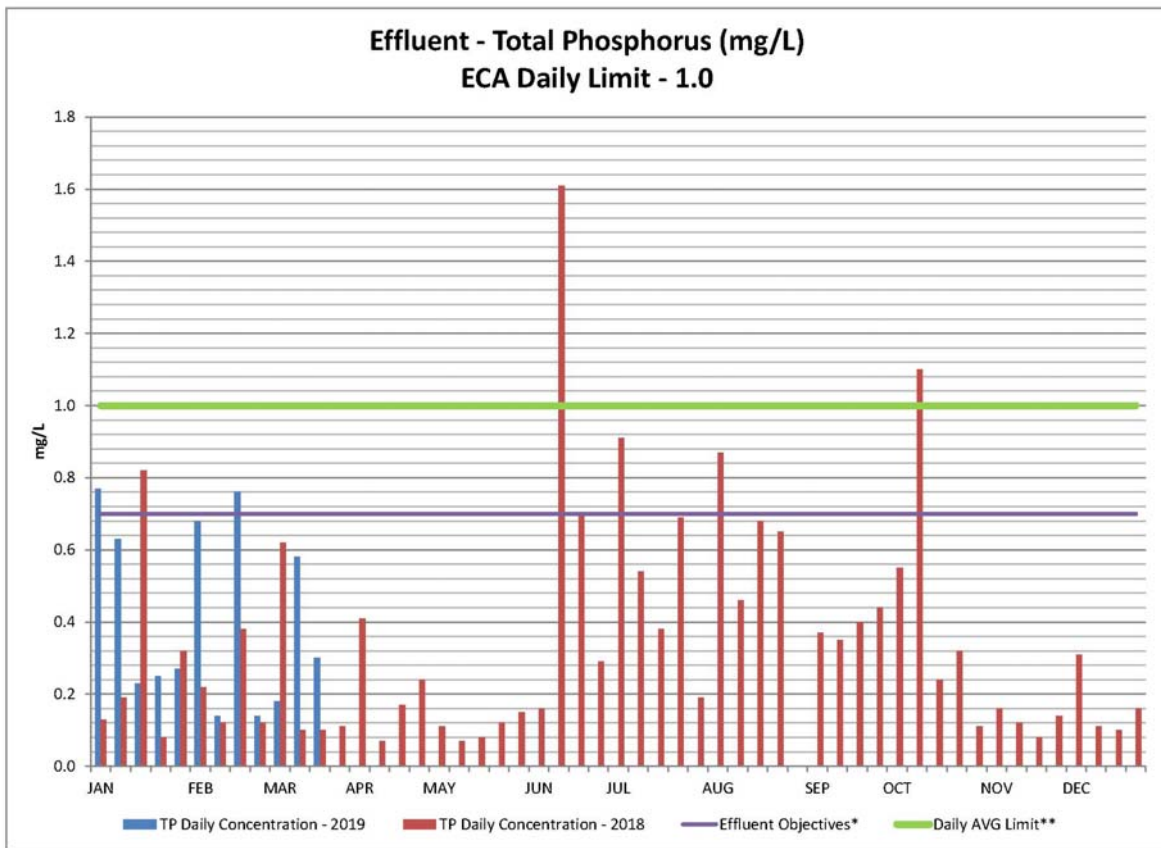
REGULATORY INSPECTIONS:

The last MECP Inspection occurred on December 7, 2017.

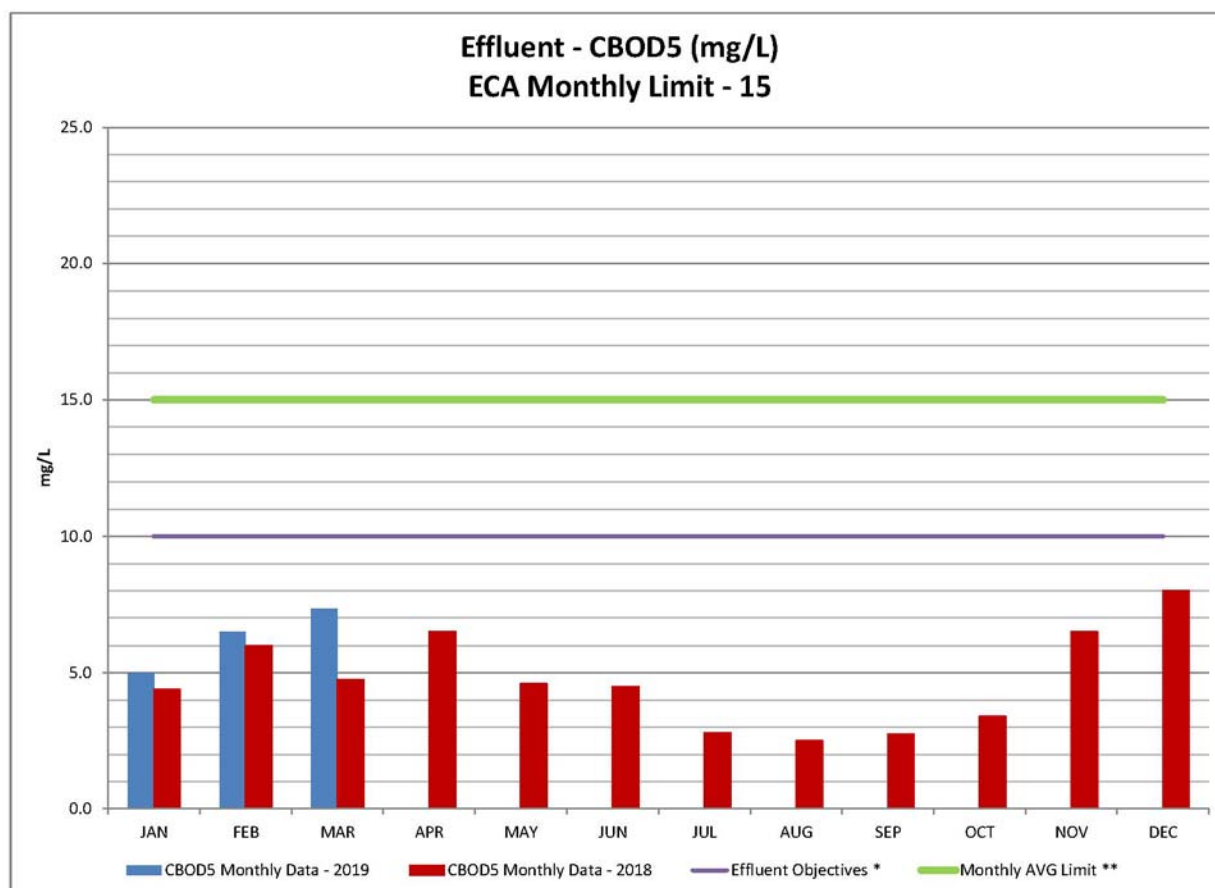
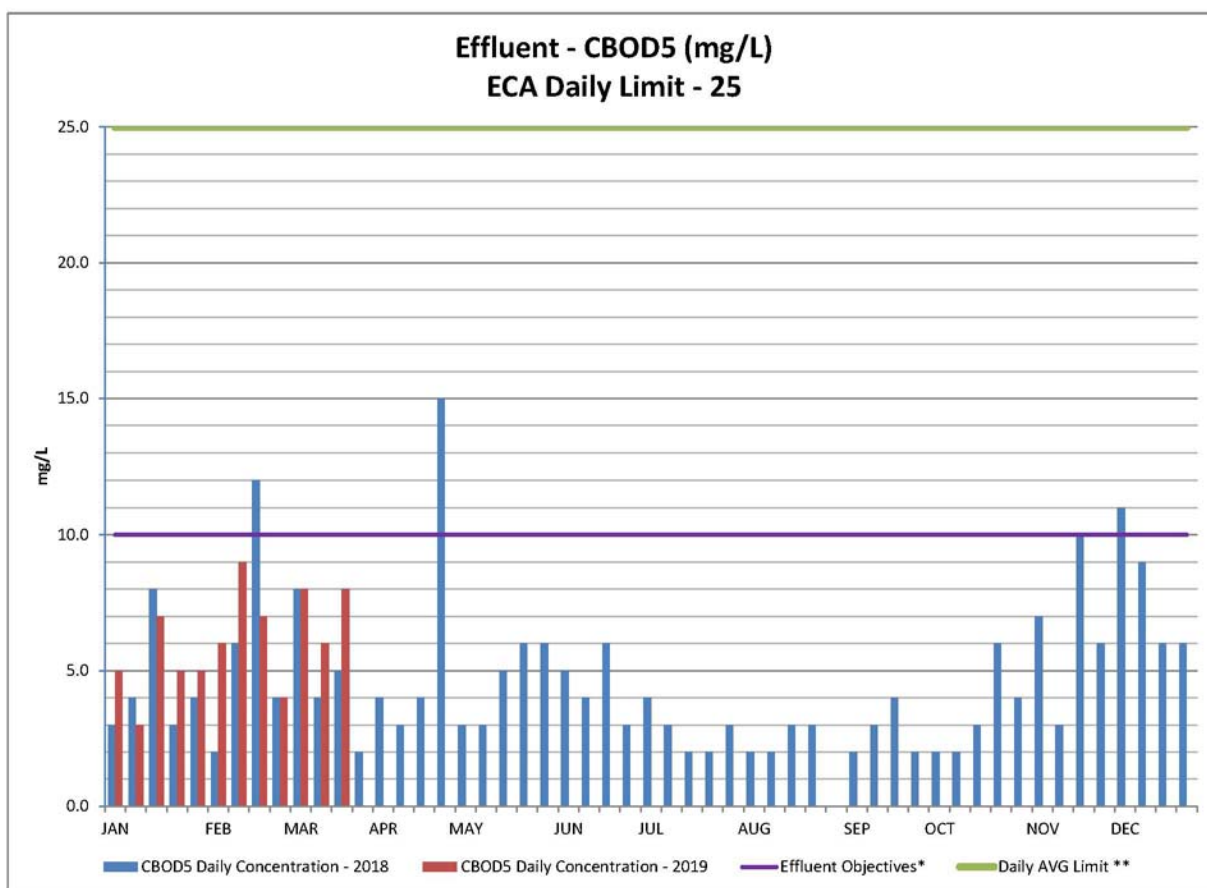
PERFORMANCE ASSESSMENT REPORT:

The average daily flow in 2019 for the January to March reporting period is 4,874.48 m³/day.

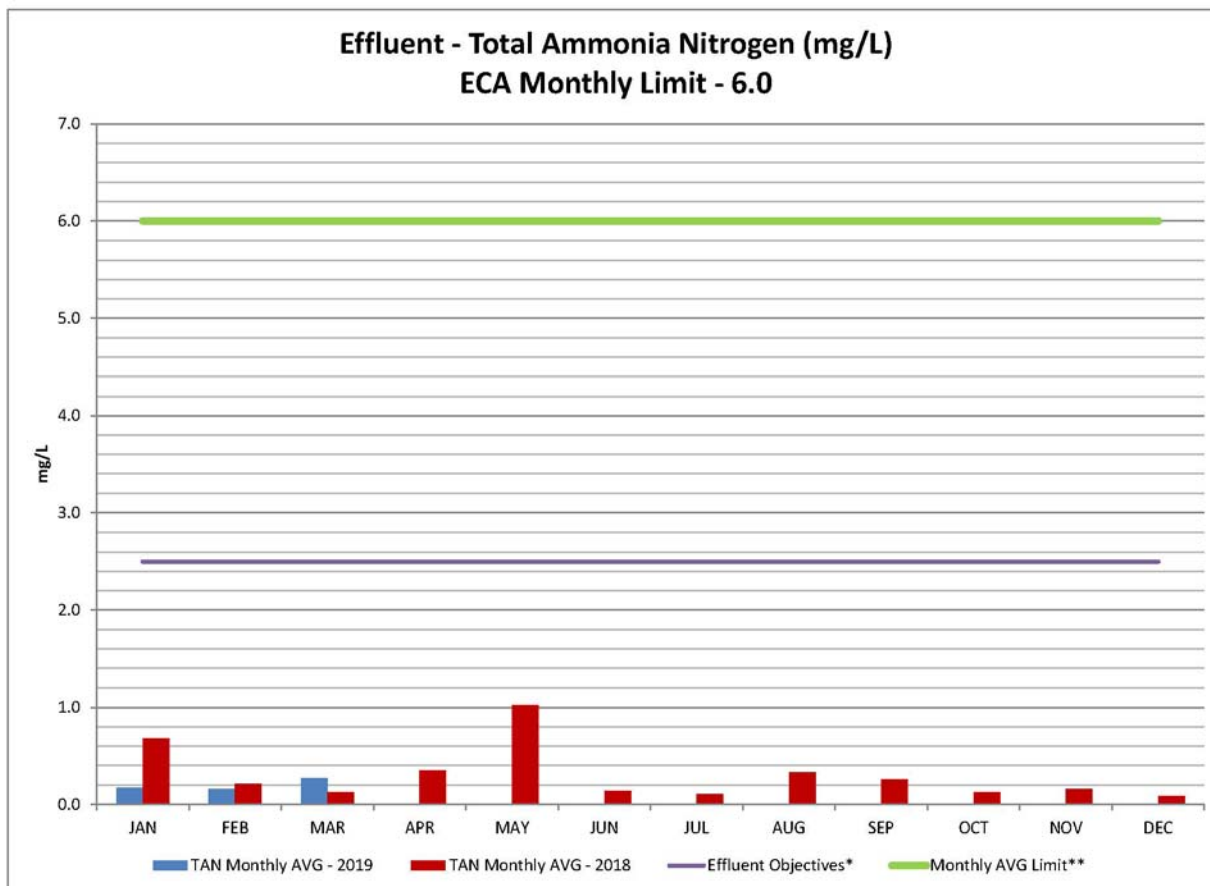
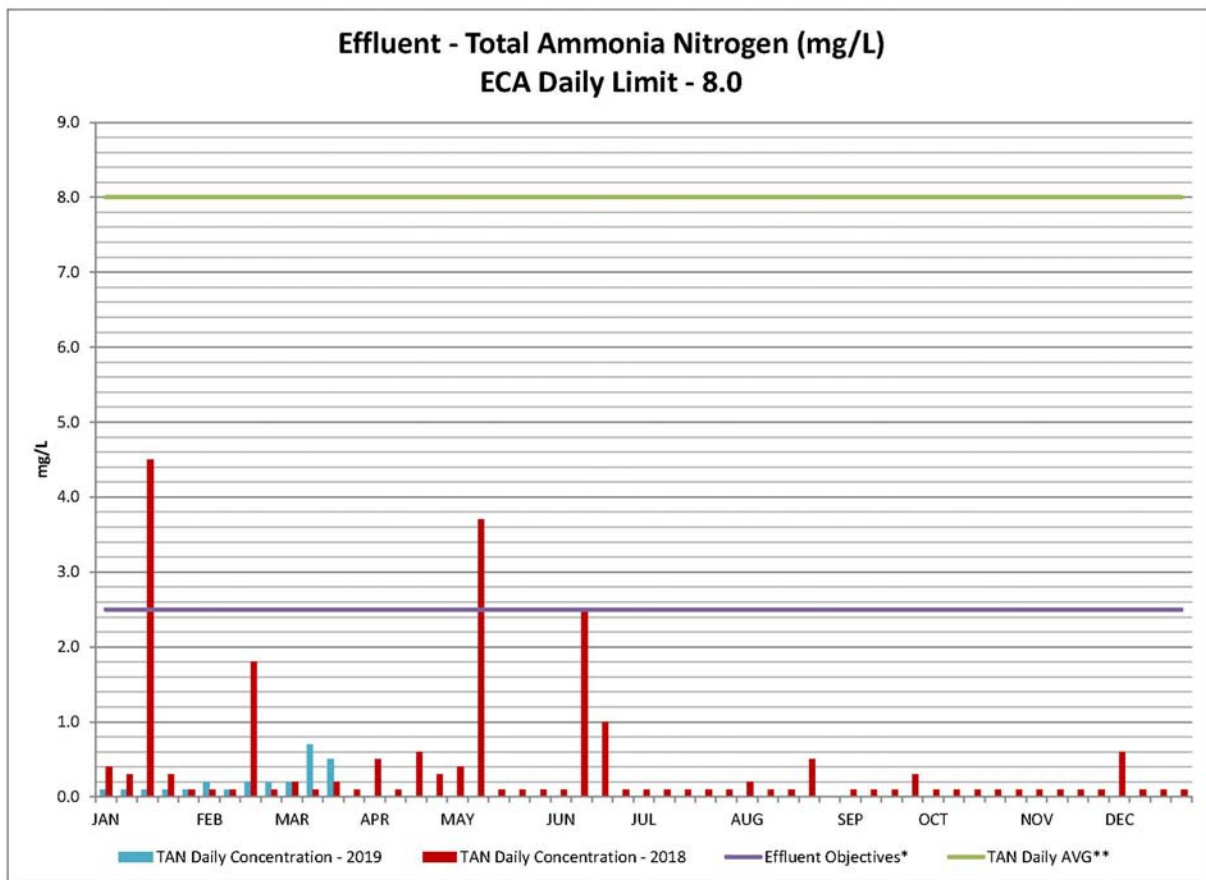




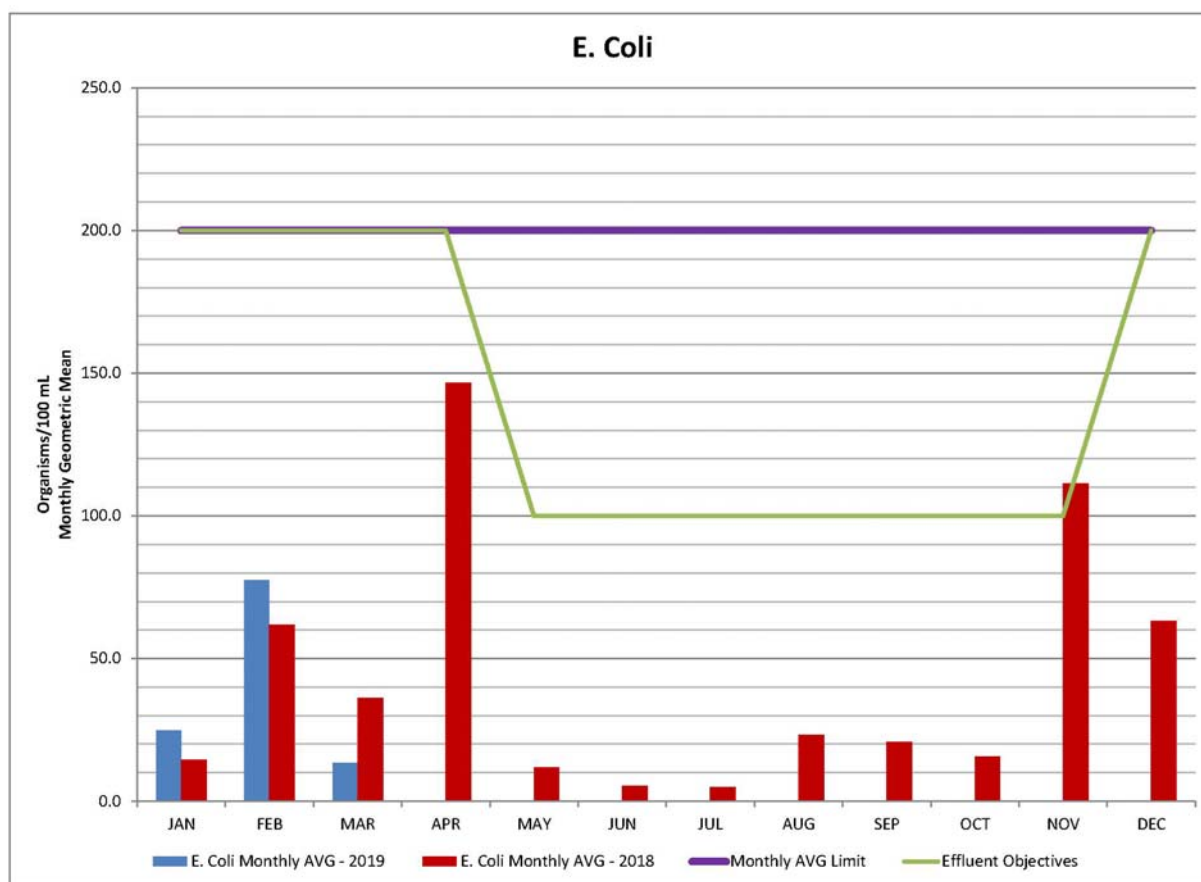
The monthly average for total phosphorus is in compliance for the first quarter.



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



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



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

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX B – FLOW REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

**Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon**

January - March 2019

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

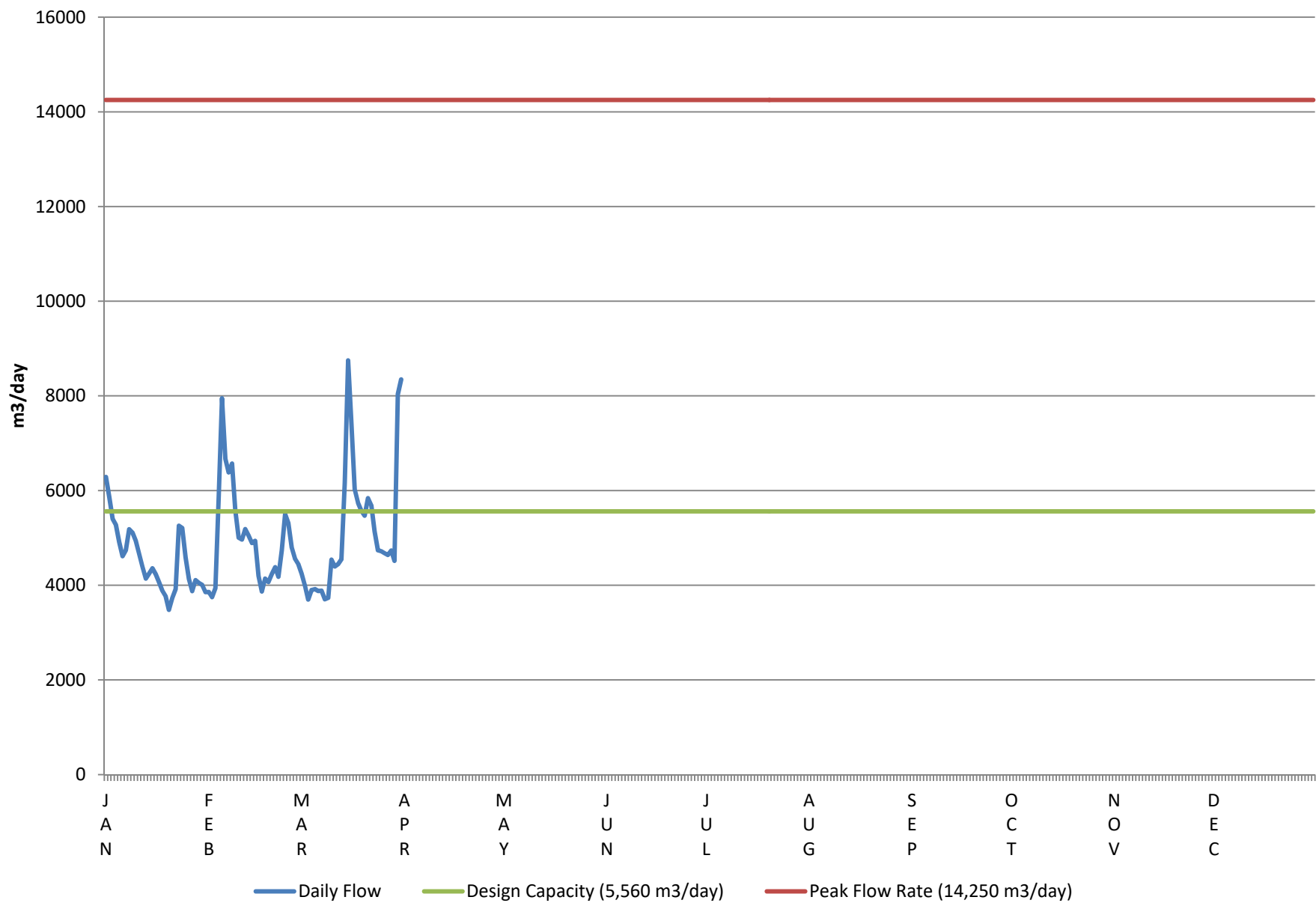
Works: [110001275]

	01/2019	02/2019	03/2019	<--Total-->	<--Avg.-->	<--Max.-->	<--Criteria-->
Flows:							
Raw Flow: Total - Raw Sewage (m³)	140276.00	139054.00	159098.00	438428.00			
Raw Flow: Avg - Raw Sewage (m³/d)	4525.03	4966.21	5132.19		4874.48		
Raw Flow: Max - Raw Sewage (m³/d)	6286.00	7949.00	8748.00			8748.00	
Eff. Flow: Total - Final Effluent (m³)	121510.00	109860.00	120867.00	352237.00			
Eff. Flow: Avg - Final Effluent (m³/d)	3919.68	3923.57	3898.94		3914.06		
Eff. Flow: Max - Final Effluent (m³/d)	5340.00	5663.00	7148.00			7148.00	
Carbonaceous Biochemical Oxygen Demand: CBOD:							
Eff: Avg cBOD5 - Final Effluent (mg/L)	5.000	6.500	7.750		6.417	7.750	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	13			
Loading: cBOD5 - Final Effluent (kg/d)	19.598	25.503	30.217		25.106	30.217	
Biochemical Oxygen Demand: BOD5:							
Raw: Avg BOD5 - Raw Sewage (mg/L)	291.600	376.500	193.750		287.283	376.500	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg BOD5 - Final Effluent (mg/L)	5.400				5.400	5.400	15.0
Loading: BOD5 - Final Effluent (kg/d)	21.166				21.166	21.166	
Percent Removal: BOD5 - Raw Sewage (mg/L)	98.148					98.148	
Total Suspended Solids: TSS:							
Raw: Avg TSS - Raw Sewage (mg/L)	238.000	343.000	204.000		261.667	343.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg TSS - Final Effluent (mg/L)	12.200	9.500	10.750		10.817	12.200	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	13			
Loading: TSS - Final Effluent (kg/d)	47.820	37.274	41.914		42.336	47.820	
Percent Removal: TSS - Raw Sewage (mg/L)	94.874	97.230	94.730			97.230	
Total Phosphorus: TP:							
Raw: Avg TP - Raw Sewage (mg/L)	3.260	4.230	3.968		3.819	4.230	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg TP - Final Effluent (mg/L)	0.430	0.430	0.403		0.421	0.430	1.0
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	13			
Loading: TP - Final Effluent (kg/d)	1.685	1.687	1.569		1.647	1.687	
Percent Removal: TP - Raw Sewage (mg/L)	86.810	89.835	89.855			89.855	
Nitrogen Series:							
Raw: Avg TKN - Raw Sewage (mg/L)	25.980	23.125	18.000		22.368	25.980	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.100	< 0.175	0.425		< 0.233	0.425	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	13			
Loading: TAN - Final Effluent (kg/d)	< 0.392	< 0.687	1.657		< 0.912	1.657	
Eff: Avg NO3-N - Final Effluent (mg/L)	7.192				7.192	7.192	
Eff: # of samples of NO3-N - Final Effluent (mg/L)	5			5			
Eff: Avg NO2-N - Final Effluent (mg/L)	0.160				0.160	0.160	
Eff: # of samples of NO2-N - Final Effluent (mg/L)	5			5			
Disinfection:							
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	24.387	20.040	11.887		18.771	24.387	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	13			

APPENDIX B

FLOW REPORT

2019 Flows





MINUTES Regular Council

May 14, 2019

6:00pm

Town Hall, Council Chambers

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

Council Regrets: Councillor Edney

Staff Present: Brent Kittmer, CAO / Clerk
Grant Brouwer, Director of Building and Development
Jim Brown, Director of Finance / Treasurer
Matthew Corbett, Library CEO
Trisha McKibbin, Director of Corporate Services
Stephanie Ische, Director of Community Services
Kelly Deeks – Johnson, Economic Development Manager
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

To accommodate a number of consultants in attendance at tonight's meeting, Mayor Strathdee asked Council to consider moving agenda items 8.5.1 and 8.5.2 to follow 8.1.1.

Resolution 2019-05-14-01

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT the May 14, 2019 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

Cindy Kimber of 189 Elizabeth Street stated that she was drawn to the town for the salt water pool. Ms. Kimber understands Council is faced with financial constraints. During public consultation a UV option was not presented. Ms. Kimber inquired if staff have considered the impact to bather experience should the Town install the UV system.

Mayor Strathdee stated that the question will be answered during the staff report.

Doug Loucks of 188 Elizabeth Street stated he is in favour of UV system as long as bather experience is maintained. Mr. Loucks asked when Council will be considering a report on the spa.

Councillor Pridham stated that the Recreation and Leisure Advisory Committee has reviewed the report and further investigation will occur during the annual maintenance shutdown of the Aquatic Centre.

Linda Harris of 270 Queen Street West stated she has utilized the Sprucelodge pool in Stratford. Ms. Harris has concerns about a strong smell from the chlorine and stinging eyes. Ms. Harris suggested that the Town needs to find the right balance of chlorine to eliminate bather's reactions to chlorine.

Ms. Harris suggested that Council consider out of town user rates to ensure people are paying for the privilege that the Aquatic Centre provides. Ms. Harris stated that she reaps many benefits from the spa.

Finally, Ms. Harris asked if there will be fundraising opportunities for fire hall project.

Mayor Strathdee stated that a public fundraising drive has not been initiated although some service clubs have been discussing opportunities.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Wayfinding & Signage Strategy

Trisha McKibbin introduced Amy Purvis and Sean Kelly from Stempski Kelly Associates Inc. to speak about the Wayfinding & Signage Strategy.

Mr. Kelly spoke to the Wayfinding & Signage Strategy and responded to questions from Council.

Resolution 2019-05-14-02

Moved By Councillor Pridham

Seconded By Councillor Luna

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

CARRIED

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

Chantal Lynch and Mary VanDenBerge presented the 2019 BIA budget and responded to questions from Council.

Resolution 2019-05-14-03

Moved By Councillor Winter

Seconded By Councillor Craigmile

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.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Strategic Priorities Committee - April 16, 2019

Resolution 2019-05-14-04

Moved By Councillor Luna

Seconded By Councillor Craigmile

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.

CARRIED

Resolution 2019-05-14-05

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT Council adopt the 2018 Strategic Plan Scorecard.

CARRIED

Resolution 2019-05-14-06

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT Council adopt the 2019 Culture and Tourism Strategy.

CARRIED

6.2 Regular Council - April 23, 2019

Resolution 2019-05-14-07

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

7. CORRESPONDENCE

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

Resolution 2019-05-14-08

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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.

CARRIED

7.2 Amanda McKay re: Push Button Light

Resolution 2019-05-14-09

Moved By Councillor Craigmile

Seconded By Councillor Luna

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.

CARRIED

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

Resolution 2019-05-14-10

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

CARRIED

8. STAFF REPORTS

8.1 Corporate Services

8.1.1 COR 14-2019 Signage and Wayfinding Strategy

Trisha McKibbin and Kelly Deeks - Johnson spoke to COR 14-2019 report and responded to questions from Council.

Resolution 2019-05-14-11

Moved By Councillor Winter

Seconded By Councillor Hainer

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 #2 for the colour palette as presented in the Signage and Wayfinding Strategy Recommendations document as the Town of St. Marys wayfinding sign design.

CARRIED

8.5 Building and Development Services

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

Grant Brouwer spoke to DEV 27-2019 report and responded to questions from Council.

Resolution 2019-05-14-12

Moved By Councillor Pridham

Seconded By Councillor Luna

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.

CARRIED

8.5.2 DEV 29-2019 Pool Water Disinfectant System Replacement

Grant Brouwer introduced Jamie Lopes to Council and stated that Mr. Lopes would provide institutional knowledge about the use of salt as a sanitization agent for the Aquatic Centre pool as he was employed by the company that completed the initial construction of the Aquatic Centre.

Jamie Lopes, Senior Project Manager with Aquatic Engineering & Design provided Council with his background knowledge of the Aquatic Centre sanitization system.

Mr. Brouwer spoke to DEV 29-2019 report and responded to questions from Council.

Councillor Pridham provided a review of the Recreation & Leisure Advisory Committee's review of the disinfectant system.

Councillor Hainer requested a recorded vote for resolution 2019-05-14-13.

Resolution 2019-05-14-13

Moved By Councillor Hainer

Seconded By Councillor Luna

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.

Support (6): Mayor Strathdee, Councillor Craigmile, Councillor Luna, Councillor Hainer, Councillor Pridham, and Councillor Winter

CARRIED

Council took a brief recess at 7:47 pm.

Mayor Strathdee called the meeting back to order at 8:01 pm.

8.1 Corporate Services

8.1.2 COR 15-2019 Homecoming 2020 – Loan Request

Trisha McKibbin spoke to COR 15-2019 report and responded to questions from Council.

Resolution 2019-05-14-14

Moved By Councillor Hainer

Seconded By Councillor Luna

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.

CARRIED

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

Jenna McCartney spoke to CAO 36-2019 report and responded to questions from Council.

Resolution 2019-05-14-15

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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.

CARRIED

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

Brent Kittmer spoke to CAO 37-2019 report and responded to questions from Council.

Resolution 2019-05-14-16

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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.

CARRIED

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

Jenna McCartney spoke to CAO 38-2019 report and responded to questions from Council.

Resolution 2019-05-14-17

Moved By Councillor Winter

Seconded By Councillor Craigmile

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.

CARRIED

8.3 Fire and Emergency Services

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

In Fire Chief Anderson's absence, Brent Kittmer spoke to FD 10-2019 report and responded to questions from Council.

Resolution 2019-05-14-18

Moved By Councillor Hainer

Seconded By Councillor Winter

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.

CARRIED

8.3.2 FD 11-2019 St. Marys Fire Master Plan

Brent Kittmer spoke to FD 11-2019 report and responded to questions from Council.

Resolution 2019-05-14-19

Moved By Councillor Luna

Seconded By Councillor Pridham

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.

CARRIED

8.4 Finance

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

Jim Brown spoke to FIN 08-2019 report and responded to questions from Council.

Resolution 2019-05-14-20

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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.

CARRIED

9. COUNCILLOR REPORTS

Each Councillor provided a report on their recent Committee and Board meetings attended.

Resolution 2019-05-14-21

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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; and

THAT agenda item 9.2.10 be raised for discussion.

CARRIED

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

9.1.2 Library Board - Coun. Craigmile, Edney, Mayor Strathdee

**9.1.3 Municipal Shared Services Committee - Mayor Strathdee,
Coun. Luna**

9.1.4 Perth District Health Unit - Coun. Luna

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

9.1.6 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

Resolution 2019-05-14-22

Moved By Councillor Luna

Seconded By Councillor Craigmile

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)

CARRIED

- 9.2.2 Business Improvement Area - Coun. Winter**
- 9.2.3 CBHFM - Coun. Edney**
- 9.2.4 Committee of Adjustment**
- 9.2.5 Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee**
- 9.2.6 Green Committee - Coun. Craigmile**
- 9.2.7 Heritage Advisory Committee - Coun. Pridham**
- 9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun. Luna**
- 9.2.9 Museum Board - Coun. Hainer**
- 9.2.10 Planning Advisory Committee - Coun. Hainer, Pridham**

Resolution 2019-05-14-23

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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.

CARRIED

- 9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham**
- 9.2.12 Senior Services Advisory Committee - Coun. Winter**
- 9.2.13 St. Marys Lincolns Board - Coun. Craigmile**
- 9.2.14 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter**
- 9.2.15 Youth Centre Advisory Committee - Coun. Edney**
- 9.2.16 Youth Council - Coun. Edney**

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2019-05-14-24

Moved By Councillor Winter

Seconded By Councillor Luna

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.

CARRIED

12.1 By-Law 53-2019 BIA Levy 2019

12.2 By-Law 54-2019 Authorize an Agreement with Masri O Inc. Architects

12.3 By-Law 55-2019 Authorize an Agreement with 1200 Degrees Darch Fire

12.4 By-Law 56-2019 Authorize an Agreement with Frank Cowan Company

12.5 By-Law 57-2019 Authorize an Agreement with The Corporation of the City of Stratford

13. UPCOMING MEETINGS

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda and reminded Council of the May 18, 2019 Special Meeting of Council on the Trestle at 10:30 am.

14. CLOSED SESSION

None.

15. CONFIRMATORY BY-LAW

Resolution 2019-05-14-25

Moved By Councillor Pridham

Seconded By Councillor Luna

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.

CARRIED

16. ADJOURNMENT

Resolution 2019-05-14-26

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT this regular meeting of Council adjourn at 9:02 p.m.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Special Meeting of Council

May 18, 2019
10:30 am
Grand Trunk Trail on the Trestle

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

Staff Present: Brent Kittmer, CAO / Clerk
Andrea Macko, Events Coordinator

1. PROCESSION LED BY BAGPIPER

The bagpiper led the procession from the Grand Trunk Trail at the Wellington Street North connection to the Grand Trunk Trail at the Trestle beginning at 10:30 am.

2. CALL TO ORDER

Mayor Strathdee called the meeting to order at 10:40 am.

3. DECLARATION OF PECUNIARY INTEREST

None declared.

4. 20th ANNIVERSARY CEREMONY OF TRAIL AND TRESTLE DEDICATION

Mayor Strathdee welcomed those in attendance and provided a brief history of the rail in St. Marys. Mayor Strathdee thanked the volunteers that contributed to the project twenty years ago.

Mayor Strathdee introduced John Nater, Member of Parliament.

John Nater, MP, congratulated St. Marys on their efforts of building and maintaining the Trestle for the past 20 years and thanked the community and volunteers for their hard work.

5. PROCLAMATION OF TRESTLE

Resolution 2019-05-18-01

Moved By Councillor Hainer

Seconded By Councillor Luna

Be It Resolved

THAT this special meeting of St. Marys Town Council is being held on the Grand Trunk Trail to celebrate the 20th anniversary of its grand opening and its continued importance to our recreational offerings;

THAT many volunteers came together to fundraise for and build the trail over 20 years ago – this volunteer spirit is central to what makes St. Marys the wonderful community it is and we thank them;

THAT as a result of their dedication, we have a trail that allows residents and visitors of all ages to be physically active in a natural setting that is unparalleled in its beauty; and

THAT the 20-plus free activities offered during this celebration will also reflect our town's volunteerism, our natural beauty, and our accessibility to nature and recreation.

CARRIED

Mayor Strathdee invited Council to provide comments.

Councillor Pridham commended the community on their sense of pride and thanked the volunteers for the service.

6. ADJOURNMENT

Resolution 2019-05-18-02

Moved By Councillor Winter

Seconded By Councillor Edney

THAT this special meeting of Council adjourn at 10:46 am.

CARRIED

Al Strathee, Mayor

Brent Kittmer, CAO / Clerk



May 15, 2019

Dear Mayor Al Strathdee,

On behalf of Parachute, Canada's national charity dedicated to injury prevention, I am writing to you today regarding an official public proclamation recognizing Parachute Safe Kids Week June 3 to 9, 2019.

In Safe Kids Week's 23rd year, we will focus on the topic of preventing harm from children's falls in the home and at play. The week will draw attention to predictable and preventable fall-related injuries in children, and the need to address key hazards for children that cause serious injuries from falls.

Falls are the leading cause of injury to Canadian children. Falling is a normal part of children's development, as they walk, climb, run, jump, play and explore their environment. While most falls do not result in serious injury, each year more than 140,000 children are seen in emergency departments for fall-related injuries. Most of these injuries to children under 5 occur in the home. This week will highlight the evidence-based solutions and injury prevention strategies.

I am requesting that Parachute's Safe Kids Week 2019 be publicly proclaimed in your jurisdiction in order to bring attention and awareness about preventing harmful child falls in the home and at play in your community.

I have enclosed a sample proclamation with suggested text for Parachute Safe Kids Week 2019. I look forward to following up with your office shortly.

Thank you in advance for your consideration and support of child and youth safety.

Sincerely,

Pamela Fuselli
Interim CEO

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416.314.6790



MAY 15 2019

357-2019-812

His Worship Al Strathdee

Mayor

Town of St. Marys

Email: astrathdee@town.stmarys.on.ca

Dear Mayor Strathdee:

Thank you for your additional letter regarding the Upper Thames River Conservation Authority (UTRCA) and your concerns about the growth of the UTRCA and the fairness of representation of small municipalities in the UTRCA.

Regarding the representation of your municipality in the UTRCA, an Order-in-Council (OIC 105/93) was issued at the UTRCA's request that designated groups of municipalities be considered as one municipality for appointing members to the UTRCA. The Town of St. Marys was grouped with two other townships under that OIC for the appointment of one member. Discussion about altering municipal member representation on the UTRCA should be undertaken with the UTRCA.

As you may be aware, we are proposing to amend the *Conservation Authorities Act*. Amendments are being proposed which, if passed, would clearly define the core mandatory programs and services to be provided by conservation authorities and to increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services. Our government is also reviewing how to increase transparency and accountability in conservation authority governance and operations. I invite you to take the opportunity to review our proposal and submit comments at <https://ero.ontario.ca/notice/013-5018#proposal-details>. Comments will be accepted until May 20, 2019.

I appreciated hearing from you again about your experiences with your Conservation Authority and look forward to any additional comments you may provide.

Thank you for writing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rod Phillips".

Rod Phillips
Minister

c: Mr. Randy Pettapiece, MPP
Perth-Wellington

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 28 May 2019

Subject: PW 30-2019 May Monthly Report Public Works

RECOMMENDATION

THAT PW 30-2019 May Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Environmental Services (Water, Wastewater, & Solid Waste Management)

- Reservoir Construction
 - Project construction substantially complete
 - OCWA Operators training completed with new facility operation
 - Minor commissioning issues pending final in service
- Waste Water Treatment Plant
 - SuperNat Well Capital Works Tender issued
- Water Tower
 - Replacement generator selected and ordered
 - TSSA extension required for old unit to allow for installation time
 - Old unit to be sold as surplus on GovDeals auction

Solid Waste Collection, Management & Landfill

- Landfill Environmental Assessment & Expansion
 - Works for final EA Submission ongoing
- Landfill
 - Ongoing trespassing concerns
 - Working with Stratford police
 - Staff consideration of cashless facility based on frequency

General Public Works Operations – Roads & Sidewalks

- Traffic By-Law
 - Completed traffic by-law amendment
 - To be presented at Council May 28th
- Spring Sod repairs from winter operations
 - Ongoing pending top soil availability (weather)
 - Completed rolling of some sections to level abutting edges of turf
- Catch Basin Cleaning
 - Contractor confirmed to be completed in late May early June

- Line Painting
 - Contractor confirmed
 - Completion date dependent on weather
 - Experiencing delays due to weather
- Tim Hortons traffic management
 - Peel St Entrance
 - “Do Not Block” Sidewalk signage installed
 - Queen St. Exit
 - Cedar hedge removed for sight lines
 - Restoration pending locates

Parks, Trails, Cemetery & Tree Management

- Cemetery Operations May 1st to May 15th
 - 1 Traditional Burials
 - 4 Cremation Burials
 - First quarter of reduced cemetery hours completed, no complaints received
- Sparling Bush markers – Pending
 - Staff located property boundary bars
 - Notification to abutting property owners pending
 - Installation late May 2019
- Green Committee
 - Staff completed tree species list to be reviewed May 22nd
- Chainsaw & Chipper training
 - PW & Parks operators completed chain saw recertification
 - Includes classroom and field operations
- Stumper attachment received
 - Operator training completed
 - First 3 stumps removed with complete turf restorations immediately afterwards
 - Initial observations, service delivery is improved with better results using internal staffing

Engineering, Asset Management & Capital

- St. George St North reconstruction
 - Tender Awarded
 - Awaiting notification of Contractor start date
- Egan Ave reconstruction
 - Initial design meeting with engineering ongoing
- Quadro Fiber installation
 - Works ongoing
 - Minimal complaints regarding installations & traffic control issues
 - Restoration appears to be completed in timely fashion to date
- Development of Strategic Asset Management Plan
 - To be presented to SPC May 21st
- Finalizing concrete and asphalt repair list
 - 2019 contract prioritizes Cenotaph, Church St. PED crossing alignment, Water St. PED button post to be completed immediately
- Closed Joint Fleet Tender
 - One Tone Truck replacement , projecting to be with capital budget

SPENDING AND VARIANCE ANALYSIS

General Public Works Operations – Roads & Sidewalks

- Vactor Truck – R10
 - Replacement main vac cover plate required
 - Rebuild of front hydraulic ram for hose reel
 - Rear Axle seal required
 - Works Ongoing, as to be expected give service life to date
 - Unit Critical to Water & Waste water operations.
- Street light contracted services - Street light conductor locates
 - Engaged Festival Hydro to locate town owned street light conductor for locates
 - Poor or non-existing mapping, manual locate required
 - Undetermined when or if street light conductor was historically located
 - Discovered while determining fiber running lines in ROW

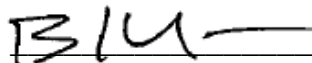
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	28 May 2019
Subject:	PW 28-2019 Drinking Water Quality Management Standard (Endorsement)

PURPOSE

This report presents information to Council regarding the current revision of the Drinking Water Quality Management System Operational Plan, and the requirement for a commitment and endorsement by Top Management, and the Owner for the St. Marys water supply system.

RECOMMENDATION

THAT PW 28-2019 Drinking Water Quality Management Standard (DWQMS) Endorsement be received; and

THAT Council endorse the current Operational Plan and commits to continuing to provide safe drinking water for residents of the Town of St. Marys in accordance with applicable standards and regulations; and,

THAT Council authorize the Mayor and Clerk to sign the Commitment and Endorsement Section of the Operational Plan.

BACKGROUND

The Drinking Water Quality Management Standard (DWQMS) is a quality management approach to drinking water systems in Ontario. There are 21 elements that make up the DWQMS which is based on a plan-do-check-improve approach to quality management. One primary responsibility of the DWQMS is endorsing a proactive and preventative approach to water quality within the drinking water system. **Element No. 3 – Commitment and Endorsement**, requires that the Operational Plan be endorsed, in writing by top management, and the Owner.

The most recent DWQMS Commitment and Endorsement was completed on January 26, 2016. Since that time, the DWQMS Operational Plan has undergone minor revisions to continually improve the Operational Plan as well as incorporate additional requirements from the MECP. Similarly, Top Management for the Town of St. Marys has undergone various changes since the last commitment and endorsement was completed as well as Council.

This report provides information to Council regarding the DWQMS for the Town of St. Marys, as well as a Staff Recommendation for an updated commitment and endorsement by Top Management and the Owner.

REPORT

The Safe Drinking Water Act, 2002 (SDWA) requires Owners and Operating Authorities of municipal residential drinking water systems to have an accredited Operating Authority. In order for an Operating

Authority to become accredited, they must establish and maintain a Quality Management System which is defined and described within the Drinking Water Quality Management Standard for Ontario.

Ontario Clean Water Agency (OCWA) has received Full Scope Accreditation for the St. Marys drinking water system. The Operational Plan which makes up a portion of the QMS for the drinking water system undergoes periodic revisions as a result of internal and external auditing, and continual improvement processes. The most recent DWQMS Commitment and Endorsement was completed on January 26, 2016.

In April, 2017 the Ministry of the Environment and Climate Change published revisions to the Drinking Water Quality Management Standard. The revised Standard, referred to as Version 2.0, was developed in partnership with the water sector, and incorporates feedback from stakeholders and stakeholder groups representing large, small and rural municipalities across the province.

Some of the key changes to the DWQMS consist of, but are not limited to: improved flexibility regarding timelines, clarified requirements based on different system types, consideration for climate change and enhancements to continual improvement requirements. In addition to some of the prescribed changes to the Operational Plan, the update also incorporates the new water storage reservoir and booster pumping station recently added by the Town to the Drinking Water System.

The Operational Plan supports the overall goal of both the Town, and Operating Authority (OCWA) to provide safe, cost-effective drinking water through sustained cooperation. Through the Operational Plan, the Operating Authority shall be responsible for developing, implementing, maintaining and continually improving the QMS with respect to the operation and maintenance of the St. Marys Water Supply and Distribution system.

FINANCIAL IMPLICATIONS

There are no financial implications related to Commitment and Endorsement of the Operational Plan.

SUMMARY

Based on the information detailed herein, Staff recommends an updated Commitment and Endorsement of the DWQMS Operational Plan by Top Management and Council. Since the last commitment and endorsement, the DWQMS Operational Plan has undergone minor revisions for continual improvement and has been updated to incorporate additional requirements from the MECP. Similarly, Top Management for the Town of St. Marys has undergone various changes since the last commitment and endorsement was completed as well as Council.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jed Kelly, Director of Public Works

Renee Hornick, Operations Manager, Ontario Clean Water Agency


ATTACHMENTS

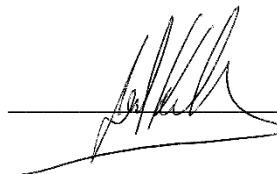
Attachment No. 1 – DWQMS Guide, Ministry of Environment, Conservation and Parks

Attachment No. 2 – Operational Plan for St. Marys Water System, Ontario Clean Water Agency

REVIEWED BY

Recommended by the Department

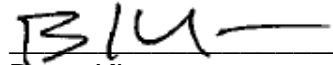




Dave Blake, C.E.T.
Environmental Services Supervisor

Jed Kelly
Director of Public Works

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

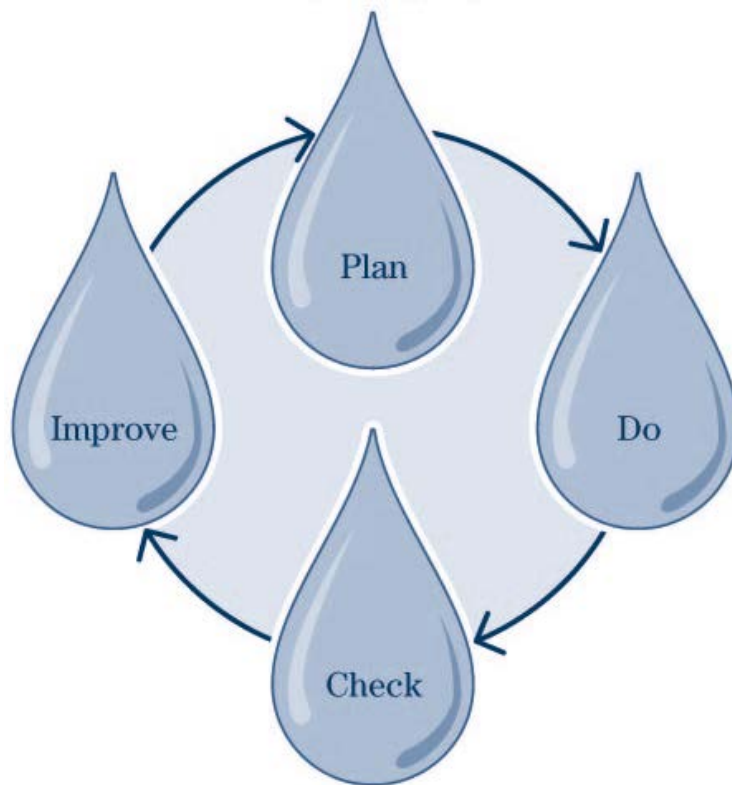
Drinking Water Quality Management Standard

Final – Version 2.0

February 2017

ontario.ca/environment





A copy of this document can be obtained from:

Safe Drinking Water Branch

40 St. Clair Ave W., 2nd Floor

Toronto, ON, M4V 1M2

Email: MDWLP@ontario.ca

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Introduction

Ontario has established a strong regulatory framework for drinking water systems in the province. This framework under the *Safe Drinking Water Act, 2002* (SDWA or Act) and related regulations focuses on compliance-based results which are verified through the Ministry of the Environment and Climate Change's compliance and abatement programs.

The Drinking Water Quality Management Standard (DWQMS or this Standard) is the Quality Management Standard approved under s. 21 of the SDWA, and complements this legislative and regulatory framework by endorsing a proactive and preventive approach to assuring drinking water quality. This approach includes consideration of elements that are fundamental to ensuring the long-term sustainability of a Drinking Water System including: Management processes employed within the system; the maintenance of infrastructure used to supply drinking water; and, identification of potential risks and risk mitigation strategies for items such as system security, water treatment, and the impacts of climate change.

The SDWA requires Owners and Operating Authorities of Municipal Residential Drinking Water Systems to have an accredited Operating Authority. In order to become accredited, an Operating Authority must establish and maintain a Quality Management System (QMS). Minimum requirements for the QMS are specified in this Standard, the DWQMS. Operating Authorities will be accredited by a third party accreditation body against the requirements of this Standard.

Operational Plan

The DWQMS requires an Operating Authority to document a Quality Management System for each Subject System that it operates in an Operational Plan which must be accepted by the Ministry of the Environment and Climate Change. The term Subject System is used in the DWQMS to refer to either a Municipal Residential Drinking Water System or an Operational Subsystem, as applicable in the circumstances.

Where an Operating Authority is operating multiple Subject Systems for a single Owner, the Operating Authority may choose to develop QMS components that are common for

all Drinking Water Systems. The Operational Plan for the Subject System would contain these common components or would reference separate documents that would be available to users of the Operational Plan. The common QMS components would need to be implemented both at the Subject System level and at the corporate level, and corporate roles, responsibilities and authorities would need to be documented for each level.

Roles, Responsibilities and Authorities

The DWQMS requires that roles, responsibilities and authorities be defined. Where the Owner and Operating Authority are the same entity, the Operational Plan should identify a specific person, persons or group of people within the entity and their respective Owner and/or Operating Authority roles, responsibilities and authorities. If the same person, persons or group of people are assigned both Owner and Operating Authority roles, responsibilities and authorities, then the requirement to communicate the QMS between Top Management and the Owner is met by the person, persons or group of people in possession of the information to be communicated.

In cases where the Owner has not assigned Operating Authority roles, responsibilities and authorities to a specific person, persons or group of people within the entity, the Owner will assume all of the roles, responsibilities and authorities of the Operating Authority. If the Owner is not the same entity as the Operating Authority, s.14 of the SDWA specifies that the Owner and the Operating Authority shall enter into an agreement that identifies, among other things, their respective responsibilities. Section 11 of the SDWA provides further information on the duties of Owners and Operating Authorities.

Director's Direction

The Director's Directions: Minimum Requirements for Operational Plans, issued under s.15 of the SDWA (Director's Directions), provides further direction respecting the minimum content of Operational Plans as well as rules respecting document retention, public disclosure of information and other requirements that the Director considers necessary for the purposes of the Act and its regulations. The Director's Directions may be amended, revoked or replaced by the Director under s.15(3) of the Act and the amendment, revocation or replacement is effective when notice is given on the

Environmental Bill of Rights Registry in accordance with s.15(6). The current version of the Director's Directions is available at www.ontario.ca/drinkingwater.

Guidance Document

The Ministry of the Environment and Climate Change has prepared a comprehensive guidance document entitled 'Implementing Quality Management: a Guide for Ontario's Drinking Water Systems' that outlines QMS and DWQMS concepts and provides guidance on the development, implementation, maintenance and continual improvement of a Subject System's Quality Management System. A copy of this document, as it may be amended from time to time, and additional guidance material is available at www.ontario.ca/drinkingwater.

Drinking Water Quality Management Standard

Scope

This Standard specifies minimum requirements for the Quality Management System of an Operating Authority for a Subject System:

- a) to facilitate the Operating Authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and
- b) to enhance Consumer protection through the effective application and continual improvement of the Quality Management System.

Terms and Definitions

In the DWQMS these terms have the following meaning:

Audit – a systematic and documented verification process that involves objectively obtaining and evaluating documents and processes to determine whether a Quality Management System conforms to the requirements of this Standard.

Calendar Year – A period of one year beginning and ending with the dates conventionally accepted as marking the beginning and end of a year (January 1st to December 31st).

Consumer – the drinking water end user.

Corrective Action – action to eliminate the cause of a detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation.

Critical Control Limit – the point at which a Critical Control Point response procedure is initiated.

Critical Control Point – an essential step or point in the Subject System at which control can be applied by the Operating Authority to prevent or eliminate a Drinking Water Health Hazard or to reduce it to an acceptable level.

Document – has the same meaning as “document” defined in s. 2(1) of the Act.

Director – means the director appointed for the purposes of s.15 of the Act.

Distribution System – has the same meaning as “distribution system” defined in s. 2(1) of the Act.

Drinking Water Health Hazard – has the same meaning as “drinking water health hazard” defined in s. 2(1) of the Act.

Drinking Water Quality Management Standard (DWQMS or this Standard) - has the same meaning as Quality Management Standard for Drinking Water Systems approved under s. 21 of the Act.

Drinking Water System – has the same meaning as “drinking water system” defined in s. 2(1) of the Act.

Environmental Bill of Rights Registry – has the same meaning as “Registry” defined in s.2(1) of the Act.

Municipal Drinking Water System – has the same meaning as “municipal drinking water system” defined in s. 2(1) of the Act.

Municipal Residential Drinking Water System – has the same meaning as “large municipal residential system” or “small municipal residential system” defined in s. 1(1) of O. Reg. 170/03.

Operating Authority – means, in respect of a Subject System, the person or entity that is given responsibility by the Owner for the operation, management, maintenance or alteration of the Subject System.

Operational Plan – means, in respect of a Subject System, the Operational Plan required by the Director's Direction.

Operational Subsystem – means a part of a Municipal Residential Drinking Water System operated by a single Operating Authority and designated by the Owner as being an Operational Subsystem.

Owner – has the same meaning as “owner” defined in s. 2(1) of the Act.

Preventive Action – action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation.

Primary Disinfection – has the same meaning as “primary disinfection” defined in s. 1(1) of O. Reg. 170/03.

Public – Subject System Consumers and stakeholders.

Quality Management System (QMS) – a system to:

- a) establish policy and objectives, and to achieve those objectives, and
- b) direct and control an organization with regard to quality.

Quality Management System Policy – means the policy described in Element 2 developed for the Subject System or Subject Systems.

Record – a document stating results achieved or providing proof of activities performed.

Secondary Disinfection – has the same meaning as “secondary disinfection” defined in s. 1(1) of O. Reg. 170/03.

Subject System – means:

- a) a Municipal Residential Drinking Water System where the system is operated by one Operating Authority, or
- b) an Operational Subsystem where two or more parts of a Municipal Residential Drinking Water System are operated by different Operating Authorities.

Supplier – an organization or person that provides a product or service that affects drinking water quality.

Top Management – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems.

Treatment System – has the same meaning as “treatment system” defined in s. 2(1) of the Act.

PLAN and DO Elements of the Quality Management Standard

1. Quality Management System

PLAN – The Operational Plan shall document a Quality Management System that meets the requirements of this Standard.

DO – The Operating Authority shall establish and maintain the Quality Management System in accordance with the requirements of this Standard and the policies and procedures documented in the Operational Plan.

2. Quality Management System Policy

PLAN – The Operational Plan shall document a Quality Management System Policy that provides the foundation for the Quality Management System, and:

- a) includes a commitment to the maintenance and continual improvement of the Quality Management System,
- b) includes a commitment to the Consumer to provide safe drinking water,
- c) includes a commitment to comply with applicable legislation and regulations, and
- d) is in a form that can be communicated to all Operating Authority personnel, the Owner and the Public.

DO – The Operating Authority shall establish and maintain a Quality Management System that is consistent with the Quality Management System Policy.

3. Commitment and Endorsement

PLAN – The Operational Plan shall contain a written endorsement of its contents by Top Management and the Owner.

DO – Top Management shall provide evidence of its commitment to an effective Quality Management System by:

- a) ensuring that a Quality Management System is in place that meets the requirements of this Standard,
- b) ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements,
- c) communicating the Quality Management System according to the procedure for communications,
- d) determining, obtaining or providing the resources needed to maintain and continually improve the Quality Management System.

4. Quality Management System Representative

PLAN – The Operational Plan shall identify a Quality Management System representative.

DO – Top Management shall appoint and authorize a Quality Management System representative who, irrespective of other responsibilities, shall:

- a) administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained,
- b) report to Top Management on the performance of the Quality Management System and any need for improvement,
- c) ensure that current versions of documents required by the Quality Management System are being used at all times,
- d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the Subject System, and
- e) promote awareness of the Quality Management System throughout the Operating Authority.

5. Document and Records Control

PLAN – The Operational Plan shall document a procedure for Document and Records control that describes how:

- a) Documents required by the Quality Management System are:
 - i. kept current, legible and readily identifiable
 - ii. retrievable
 - iii. stored, protected, retained and disposed of, and
- b) Records required by the Quality Management System are:
 - i. kept legible, and readily identifiable
 - ii. retrievable
 - iii. stored, protected, retained and disposed of.

DO – The Operating Authority shall implement and conform to the procedure for Document and Records control and shall ensure that the Quality Management System documentation for the Subject System includes:

- a) the Operational Plan and its associated policies and procedures,
- b) Documents and Records determined by the Operating Authority as being needed to ensure the effective planning, operation and control of its operations, and
- c) the results of internal and external Audits and management reviews.

6. Drinking Water System

PLAN – The Operational Plan shall document, as applicable:

- a) for the Subject System:
 - i. the name of the Owner and Operating Authority,
 - ii. if the system includes equipment that provides Primary Disinfection and/or Secondary Disinfection:
 - A. a description of the system including all applicable Treatment System processes and Distribution System components,
 - B. a Treatment System process flow chart,
 - C. a description of the water source, including:
 - I. general characteristics of the raw water supply,
 - II. common event-driven fluctuations, and
 - III. any resulting operational challenges and threats.
 - iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection:
 - A. a description of the system including all Distribution System components, and
 - B. a description of any procedures that are in place to maintain disinfection residuals.
- b) if the Subject System is an Operational Subsystem, a summary description of the Municipal Residential Drinking Water System it is a part of including the name of the Operating Authority(ies) for the other Operational Subsystems.
- c) if the Subject System is connected to one or more other Drinking Water Systems owned by different Owners, a summary description of those systems which:
 - i. indicates whether the Subject System obtains water from or supplies water to those systems,
 - ii. names the Owner and Operating Authority(ies) of those systems, and
 - iii. identifies which, if any, of those systems that the Subject System obtains water from are relied upon to ensure the provision of safe drinking water.

DO – The Operating Authority shall ensure that the description of the Drinking Water System is kept current.

7. Risk Assessment

PLAN – The Operational Plan shall document a risk assessment process that:

- a) Considers potential hazardous events and associated hazards, as identified in the Ministry of the Environment and Climate Change document titled Potential Hazardous Events for Municipal Residential Drinking Water Systems, dated February 2017 as it may be amended. A copy of this document is available at www.ontario.ca/drinkingwater.
- b) identifies additional potential hazardous events and associated hazards,
- c) assesses the risks associated with the occurrence of hazardous events,
- d) ranks the hazardous events according to the associated risk,
- e) identifies control measures to address the potential hazards and hazardous events,
- f) identifies Critical Control Points,
- g) identifies a method to verify, at least once every calendar year, the currency of the information and the validity of the assumptions used in the risk assessment,
- h) ensures that the risks are assessed at least once every thirty-six months, and
- i) considers the reliability and redundancy of equipment.

DO – The Operating Authority shall perform a risk assessment consistent with the documented process.

8. Risk Assessment Outcomes

PLAN – The Operational Plan shall document:

- a) the identified potential hazardous events and associated hazards,
- b) the assessed risks associated with the occurrence of hazardous events,
- c) the ranked hazardous events,
- d) the identified control measures to address the potential hazards and hazardous events,
- e) the identified Critical Control Points and their respective Critical Control Limits,
- f) procedures and/or processes to monitor the Critical Control Limits,
- g) procedures to respond to deviations from the Critical Control Limits, and
- h) procedures for reporting and recording deviations from the Critical Control Limits.

DO – The Operating Authority shall implement and conform to the procedures.

9. Organizational Structure, Roles, Responsibilities and Authorities

PLAN – The Operational Plan shall:

- a) describe the organizational structure of the Operating Authority including respective roles, responsibilities and authorities,
- b) delineate corporate oversight roles, responsibilities and authorities in the case where the Operating Authority operates multiple Subject Systems,
- c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the Management Review described in Element 20,
- d) identify the person, persons or group of people, having Top Management responsibilities required by this Standard, along with their responsibilities, and
- e) identify the Owner of the Subject System.

DO – The Operating Authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to Operating Authority personnel and the Owner.

10. Competencies

PLAN – The Operational Plan shall document:

- a) competencies required for personnel performing duties directly affecting drinking water quality,
- b) activities to develop and/or maintain competencies for personnel performing duties directly affecting drinking water quality, and
- c) activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.

DO – The Operating Authority shall undertake activities to:

- a) meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities, and
- b) ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water, and shall maintain records of these activities.

11. Personnel Coverage

PLAN – The Operational Plan shall document a procedure to ensure that sufficient personnel meeting identified competencies are available for duties that directly affect drinking water quality.

DO – The Operating Authority shall implement and conform to the procedure.

12. Communications

PLAN – The Operational Plan shall document a procedure for communications that describes how the relevant aspects of the Quality Management System are communicated between Top Management and:

- a) the Owner,
- b) Operating Authority personnel,
- c) Suppliers that have been identified as essential under Plan (a) of Element 13 of this Standard, and
- d) the Public.

DO – The Operating Authority shall implement and conform to the procedure.

13. Essential Supplies and Services

PLAN – The Operational Plan shall:

- a) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, and
- b) include a procedure by which the Operating Authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality.

DO – The Operating Authority shall implement and conform to the procedure.

14. Review and Provision of Infrastructure

PLAN – The Operational Plan shall document a procedure for reviewing the adequacy of the infrastructure necessary to operate and maintain the Subject System that:

- a) Considers the outcomes of the risk assessment documented under Element 8, and
- b) Ensures that the adequacy of the infrastructure necessary to operate and maintain the Subject System is reviewed at least once every Calendar Year.

DO – The Operating Authority shall implement and conform to the procedure and communicate the findings of the review to the Owner.

15. Infrastructure Maintenance, Rehabilitation and Renewal

PLAN – The Operational Plan shall document:

- a) a summary of the Operating Authority's infrastructure maintenance, rehabilitation and renewal programs for the Subject System, and
- b) a long term forecast of major infrastructure maintenance, rehabilitation and renewal activities.

DO – The Operating Authority shall:

- a) keep the summary of the infrastructure maintenance, rehabilitation and renewal programs current,
- b) ensure that the long term forecast is reviewed at least once every Calendar Year,
- c) communicate the programs to the Owner, and
- d) monitor the effectiveness of the maintenance program.

16. Sampling, Testing and Monitoring

PLAN – The Operational Plan shall document:

- a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the Subject System,
- b) a description of relevant sampling, testing or monitoring activities, if any, that take place upstream of the Subject System, and
- c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable.

DO – The Operating Authority shall implement and conform to the procedures.

17. Measurement and Recording Equipment Calibration and Maintenance

PLAN – The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.

DO – The Operating Authority shall implement and conform to the procedure.

18. Emergency Management

PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes:

- a) a list of potential emergency situations or service interruptions,
- b) processes for emergency response and recovery,
- c) emergency response training and testing requirements,
- d) Owner and Operating Authority responsibilities during emergency situations,
- e) references to municipal emergency planning measures as appropriate, and
- f) an emergency communication protocol and an up-to-date list of emergency contacts.

DO – The Operating Authority shall implement and conform to the procedure.

CHECK Elements of the Quality Management Standard

19. Internal Audits

PLAN – The Operational Plan shall document a procedure for internal Audits that:

- a) evaluates conformity of the Quality Management System with the requirements of this Standard,
- b) identifies internal Audit criteria, frequency, scope, methodology and record-keeping requirements,
- c) considers previous internal and external Audit results, and
- d) describes how Quality Management System Corrective Actions are identified and initiated.

DO – The Operating Authority shall implement and conform to the procedure and shall ensure that internal Audits are conducted at least once every Calendar Year.

20. Management Review

PLAN – The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of:

- a) incidents of regulatory non-compliance,
- b) incidents of adverse drinking water tests,
- c) deviations from Critical Control Point limits and response actions,
- d) the effectiveness of the risk assessment process,
- e) internal and third-party Audit results,
- f) results of emergency response testing,
- g) operational performance,
- h) raw water supply and drinking water quality trends,
- i) follow-up on action items from previous management reviews,
- j) the status of management action items identified between reviews,
- k) changes that could affect the Quality Management System,
- l) Consumer feedback,
- m) the resources needed to maintain the Quality Management System,
- n) the results of the infrastructure review,
- o) Operational Plan currency, content and updates, and
- p) staff suggestions.

DO – Top Management shall implement and conform to the procedure and shall:

- a) ensure that a management review is conducted at least once every Calendar Year,
- b) consider the results of the management review and identify deficiencies and actions items to address the deficiencies,
- c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation, and
- d) report the results of the management review, the identified deficiencies, decisions and action items to the Owner.

IMPROVE Element of the Quality Management Standard

21. Continual Improvement

PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by:

- a) reviewing and considering applicable best management practices, including any published by the Ministry of the Environment and Climate Change and available on www.ontario.ca/drinkingwater, at least once every thirty-six months;
- b) documenting a process for identification and management of Quality Management System Corrective Actions that includes:
 - i. investigating the cause(s) of an identified non-conformity,
 - ii. documenting the action(s) that will be taken to correct the non-conformity and prevent the non-conformity from re-occurring, and
 - iii. reviewing the action(s) taken to correct the non-conformity, verifying that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity.
- c) documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the Quality Management System that includes:
 - i. reviewing potential non-conformities that are identified to determine if preventive actions may be necessary,
 - ii. documenting the outcome of the review, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and
 - iii. reviewing the action(s) taken to prevent a non-conformity, verifying that they are implemented and are effective in preventing the occurrence of the non-conformity.


DO – The Operating Authority shall strive to continually improve the effectiveness of its Quality Management System by implementing and conforming to the procedure.

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Reviewed by: QEMS Representative

Approved by: Operations Management

OP-01	OCWA's Quality & Environmental Management System (QEMS)
OP-02	Quality & Environmental Management System Policy
OP-03	Commitment & Endorsement of OCWA's QEMS & Operational Plan
OP-03A	Signed Commitment and Endorsement
OP-04	Quality Management System Representative
OP-05	Document and Records Control
OP-05A	Document and Records Control Locations
OP-06	Drinking Water System
OP-07	Risk Assessment
OP-08	Risk Assessment Outcomes
OP-08A	Summary of Risk Assessment Outcomes
OP-09	Organizational Structure, Roles, Responsibilities & Authorities
OP-09A	Organizational Structure
OP-10	Competencies
OP-11	Personnel Coverage
OP-12	Communications
OP-13	Essential Supplies and Services
OP-14	Review and Provision of Infrastructure
OP-15	Infrastructure Maintenance, Rehabilitation and Renewal
OP-16	Sampling, Testing and Monitoring
OP-17	Measurement and Recording Equipment Calibration and Maintenance
OP-18	Emergency Management
OP-19	Internal QEMS Audits
OP-20	Management Review
OP-21	Continual Improvement
Schedule "C"	MECP's Director's Directions <i>Minimum Requirements for Operational Plans</i>

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-01 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose

To document OCWA's Quality & Environmental Management System (QEMS). This Operational Plan defines and documents the QEMS for the St. Marys Water Supply and Distribution System operated by the Ontario Clean Water Agency (OCWA). It sets out the OCWA's policies and procedures with respect to quality and environmental management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

2. Definitions

Drinking Water Quality Management Standard (DWQMS) – means the quality management standard approved by the Minister in accordance with section 21 of the SDWA.

Operational Plan – means the operational plan required by the Director's Direction.

Quality & Environmental Management System (QEMS) – a system to:

- a) Establish policy and objectives, and to achieve those objectives; and
- b) Direct and control an organization with regard to quality.

3. Procedure

3.1 The St. Marys Water Supply and Distribution System is owned by the Town of St. Marys. OCWA is the contracted Operating Authority for the St. Marys Water Supply and Distribution System.


3.2 OCWA's Quality & Environmental Management System (QEMS) is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of water/wastewater facilities;
2. Understanding and controlling the risks associated with the facility's activities and processes;
3. Achieving continual improvement of the QEMS and the facility's performance.

3.3 The Operational Plan for the facility listed above fulfils the requirements of the MOECC's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.


4. Related Documents

MOECC's Drinking Water Quality Management Standard
 All QEMS Procedures and Documents referenced in this Operational Plan

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-01 Rev Date: 2018-12-04 Rev No: 0 Pages: 2 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)		
Reviewed by: QEMS Representative		Approved by: Operations Management

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-01 was originally set out in the Main body of OCWA's Operational Plan; last revision, Rev. 6 2017-05-18

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-02 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To document a QEMS Policy that provides the foundation for OCWA's Quality & Environmental Management System.

2. Definitions

Quality Management System Policy – means the policy described in Element 2 developed for the Subject System or Subject Systems

3. Procedure

- 3.1 The Ontario Clean Water Agency, its Board of Directors, Officers and entire staff are committed to the principles and objectives set out in our QEMS Policy.

OCWA's Policy is to:


- Deliver safe, reliable and cost-effective clean water services that protect public health and the environment.
- Comply with applicable legislation and regulations.
- Promote client, consumer and stakeholder confidence through service excellence, effective communications and reporting.
- Train staff on their QEMS responsibilities.
- Maintain and continually improve the QEMS.

Originally issued as Environmental Policy on June 8, 1995

Last revised, approved by OCWA's Board of Directors on April 6, 2016

(This policy is annually reviewed)

- 3.2 Our Board of Directors, Officers and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality & Environmental Management System (QEMS).
- 3.3 OCWA's QEMS Policy is readily communicated and available to all OCWA personnel, the Owner and the public through OCWA's intranet and public websites. A hardcopy of the QEMS Policy is posted as specified in the OP-05 Document and Records Control procedure.
- 3.4 Essential suppliers and service providers are advised of OCWA's QEMS Policy as per the OP-13 Essential Supplies and Services procedure.

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-02 Rev Date: 2018-12-04 Rev No: 0 Pages: 2 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.5 Corporate Compliance coordinates the annual review and approval of the QEMS Policy by the Board of Directors and communicates the approval to all OCWA employees via an electronic communication.


3.6 The current version of the policy indicates the date of the last revision and that the policy is annually reviewed. Electronic and hard-copy documents that include the QEMS Policy will only be required to be updated in years when the Policy has been revised. A complete review/revision history of the QEMS Policy (documenting the annual policy review and/or revision approval date) is maintained on OCWA's intranet.

4. Related Documents

Current QEMS Policy (Posted on OCWA's intranet and internet)
 QEMS Policy Revision History (Posted on OCWA's intranet)
 OP-05 Document and Records Control
 OP-13 Essential Supplies and Services

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Section 3.4, 3.5 and 3.6 were added to the information originally set out in the main body of OCWA's Operational Plan (last revision, Rev. 6, 2017-05-18). The full revision history for the QEMS policy is available on OCWA's intranet.

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-03 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 2
COMMITMENT AND ENDORSEMENT		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose

To document the endorsement of the Operational Plan for the St. Marys Water Supply and Distribution System by the Town of St. Marys and OCWA Top Management and to set out when re-endorsement would be required.

2. Definitions

Top Management – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems

3. Procedure

3.1 The Operational Plan is provided to OCWA Top Management and to the Owner for endorsement. The signed written endorsement is presented in Appendix OP-03A. At a minimum, two members of Top Management must endorse the Operational Plan; however, the Operational Plan is made available to all members of Top Management in the specified document control location (refer to OP-05 Document and Records Control). Endorsement by OCWA's Top Management is represented by Senior Operations Manager and the Safety, Process and Compliance Manager.


3.2 Any major revision of the operational plan will be re-endorsed by OCWA Top Management and the Owner. Major revisions include:

1. A revision to OCWA's QEMS Policy;
2. A change to both representatives of the facility's Top Management and/or both of the Owner's representatives that endorsed the Operational Plan;
3. A modification to the drinking water system processes/components that would require a change to the description in OP-06 Drinking Water System;
4. The addition of a drinking water subsystem owned by the same Owner to this operational plan.

Any other changes would be considered a minor change and would not require the Operational Plan to be re-endorsed.


4. Related Documents

OP-03A Signed Commitment and Endorsement
 OP-05 Document and Records Control
 OP-06 Drinking Water System

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-03 Rev Date: 2018-12-04 Rev No: 0 Pages: 2 of 2
COMMITMENT AND ENDORSEMENT		
Reviewed by: QEMS Representative	Approved by: Operations Management	

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-03 was originally set out in the main body of OCWA's Operational Plan (last revision Rev. 6, 2017-05-18).

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Drinking Water System	QEMS Doc: OP-03A Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 1
SIGNED COMMITMENT AND ENDORSEMENT		

This Operational Plan sets out the framework for OCWA's Quality & Environmental Management System (QEMS) that is specific and relevant to your drinking water system(s) and supports the overall goal of OCWA and the Town of St. Marys to provide safe, cost-effective drinking water through sustained cooperation. OCWA will be responsible for developing, implementing, maintaining and continually improving its QEMS with respect to the operation and maintenance of the St. Marys Drinking Water System and will do so in a manner that ensures compliance with applicable legislative and regulatory requirements.

Through the endorsement of this Operational Plan, the Owner commits to work with OCWA to facilitate this goal.

OCWA Top Management Endorsement

Owner Endorsement

Renee Hornick Digitally signed by Renee Hornick
 Date: 2019.04.17 11:09:28 -04'00'

Renee Hornick
 Senior Operations Manager, St. Marys

Date


The endorsement is a motion from Council accepting the Operational Plan with revisions. Motion has been added to the Operational Plan.

Cindy Sigurdson Digitally signed by Cindy Sigurdson
 DN: cn=Cindy Sigurdson, o=OCWA, ou=OCWA,
 email=csigurdson@ocwa.com, c=CA
 Date: 2019.04.17 11:02:01 -04'00'

Cindy Sigurdson
 Safety, Process and Compliance
 Manager – Southwest Region

Date

The endorsement above is based on the Operational Plan that was current as of the revision date of this document (OP-03A).

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-04 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 1
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To identify and describe the specific roles and responsibilities of the QEMS Representative(s) for the St. Marys Water Supply and Distribution System.

2. Definitions

None

3. Procedure

3.1 The role of QEMS Representative for the St. Marys Water Supply and Distribution System is the Senior Operations Manager (SOM). The Safety, Process and Compliance Manager (SPCM) or Process and Compliance Technician (PCT) will act as an alternate QEMS Representative when required.

3.2 The QEMS Representative is responsible for:


- Administering the QEMS for the St. Marys Water Supply and Distribution System by ensuring that processes and procedures needed for the facility's QEMS are established and maintained;
- Reporting to Top Management on the facility's QEMS performance and identifying opportunities for improvement;
- Ensuring that current versions of documents related to the QEMS are in use;
- Promoting awareness of the QEMS to all operations personnel; and
- In conjunction with Top Management, ensuring that operations personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system.

4. Related Documents

None

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-04 was originally set out in the main body of OCWA's Operational Plan (Rev. 6, 2017-05-18).

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-05 Rev Date: 2018-12-04 Rev No: 6 Pages: 1 of 4
DOCUMENT AND RECORDS CONTROL		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To describe how OCWA's QEMS documents are kept current and how QEMS documents and records are kept legible, readily identifiable, retrievable, stored, protected, retained and disposed of. Applies to QEMS Documents and QEMS records pertaining to the St. Marys Water Supply and Distribution System as identified in this procedure.

2. Definitions

Document – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QEMS Document – any document required by OCWA's QEMS as identified in this procedure

QEMS Record – any record required by OCWA's QEMS as identified in this procedure

Controlled – managed as per the conditions of this procedure

Retention Period – length of time that a document or record must be kept; starts from the date of issue for QEMS records or from the point of time when a QEMS document is replaced by a new or amended document


3. Procedure

- 3.1 Documents and records required by OCWA's QEMS and their locations are listed in Appendix OP-05A Document and Records Control Locations.
- 3.2 Internally developed QEMS documents and QEMS records (whenever possible) are generated electronically to ensure legibility and are identified through a header/title and issue date. Handwritten records must be legible and permanently rendered in ink or non-erasable marker.
- 3.3 Controls for the Operational Plan include the use of authorized approval, alpha-numeric procedure code, issue date, page numbers on every page, revision number and revision history.

Authorized personnel for review and approval of this Operational Plan are:

Review	QEMS Representative, Senior Operations Manager
Approval	SPC Manager

- 3.4 The QEMS Representative is responsible for ensuring that current versions of QEMS documents are being used at all times. Current QEMS documents and records are

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-05 Rev Date: 2018-12-04 Rev No: 6 Pages: 2 of 4
DOCUMENT AND RECORDS CONTROL		
Reviewed by: QEMS Representative	Approved by: Operations Management	

readily accessible to operations personnel and to internal and external auditors/inspectors at established document control locations. The currency of internal documents is ensured by comparing the date on the document to that of the master hardcopy and/or electronic copy residing in the designated document control location(s) specified in Appendix OP-05A.

Document control locations are established in areas that provide adequate protection to prevent unauthorized use/access, damage, deterioration or loss of QEMS documents and records. Copies of QEMS documents and records located outside of designated control locations are considered uncontrolled.

- 3.5 Access to OCWA's computer network infrastructure is restricted through use of individually-assigned usernames and passwords and local area servers. Network security is maintained by OCWA's Information Technology department through a number of established mechanisms and practices such as daily back-up of files stored on servers, password expiry, limitations on login attempts and policies outlining specific conditions of use.


Access to facility QEMS records contained within internal electronic databases and applications (e.g., OPEX, PDM, WMS) is administered by designated application managers/trustees, requires the permission of Operations Management and is restricted through use of usernames and passwords. Records are protected by means of regular network back-ups of electronic files stored on servers and/or within databases.

SCADA records are maintained as per Appendix OP-05A and are accessible to all staff when required. SCADA records are stored on the SCADA computer at the St. Marys WPCP.

- 3.6 Any employee of the drinking water system may request, in writing to the QEMS Representative, a revision be made to improve an existing internal QEMS document or the preparation of a new document. Written requests should indicate the reason for the requested change. The need for new or updated documents may also be identified through the Management Review or system audits.

The QEMS Representative communicates any changes made to QEMS documents to relevant operations personnel and coordinates related training (as required). Changes to corporately controlled QEMS documents are communicated and distributed to facility QEMS Representatives by OCWA's Corporate Compliance Group through e-mails, memos ,regional hub/cluster or facility-level training sessions.


- 3.7 When a QEMS document is superseded, the hardcopy of the document is promptly removed from its location and forwarded to the QEMS Representative for disposal or retention (as appropriate).
- 3.8 The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding.

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-05 Rev Date: 2018-12-04 Rev No: 6 Pages: 3 of 4
DOCUMENT AND RECORDS CONTROL		
Reviewed by: QEMS Representative		Approved by: Operations Management

- 3.9 QEMS documents and records are retained in accordance with applicable regulations and legal instruments. Relevant regulatory and corporate minimum retention periods are as follows:

Type of Document/Record	Minimum Retention Time	Requirement Reference
DWQMS Operational Plan	10 years	Director's Direction under SDWA
Internal QEMS Audit Results	10 years	OCWA Requirement
External QEMS Audit Results	10 years	OCWA Requirement
Management Review Documentation	10 years	OCWA Requirement
Documents/records required to demonstrate conformance with the DWQMS (specifically all the documents/records listed in Table 1)	3 years*if no specified legislative requirement below*	OCWA Requirement
Log Books or other record-keeping mechanisms	5 years	O. Reg. 128/04
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, sampling records), microbiological sampling and chain of custody	2 years	O. Reg. 170/03
Schedule 23 & 24 and THM, HAA, nitrates, nitrites and lead program sampling and testing, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium test results and related corrective action records/reports, 60 month fluoride test results (if the system doesn't fluoridate), Engineering Reports	15 years	O. Reg. 170/03
Lead samples, correction action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR) 15 years (SMR)	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03

- 3.10 The Operational Plan is reviewed for currency by the QEMS Representative during internal/external audit and Management Review processes. Other QEMS-related documents are reviewed as per the frequencies set out in this Operational Plan or as significant changes (e.g., changes in regulatory requirements, corporate policy or

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-05 Rev Date: 2018-12-04 Rev No: 6 Pages: 4 of 4
DOCUMENT AND RECORDS CONTROL		
Reviewed by: QEMS Representative	Approved by: Operations Management	


operational processes and/or equipment, etc.) occur. QEMS documents and records are reviewed for evidence of control during each internal system audit as per OP-19 Internal QEMS Audits.

4. Related Documents

OP-05A Document and Records Control Locations
 OP-19 Internal QEMS Audits
 OP-20 Management Review Minutes

5. Revision History

Date	Revision #	Reason for Revision
2014-01-01	0	Procedure issued
2014-07-23	1	Table 1 added internal & external Audit Findings Tracking Sheet, Operational Plan and Procedures Revision tracking worksheet
2015-05-04	2	Revised Table 2: expanded document list
2016-04-18	3	Revised Table 2: updated document list
2016-06-15	4	Added the position of Operations Manager
2017-05-18	5	Changed Operations Manager position to Senior Operations, updated Table 1: Designated Document Control Location; removed reference to PDC
2018-12-04	6	Revised procedure template issued to meet DWQMS 2.0

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 1 of 9</p>
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To document the following for the St. Marys Water Supply and Distribution System

- The name of the Owner and Operating Authority; and
- Provide a description of the system, including all applicable water sources, treatment system processes and distribution system components.

2. Definitions

Distribution System - means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system.

Primary Disinfection - means a process or series of processes intended to remove or inactivate human pathogens such as viruses, bacteria and protozoa in water.

Secondary Disinfection - means a process or series of processes intended to provide and maintain a disinfectant residual in a drinking water system's distribution system, and in plumbing connected to the distribution system, for the purposes of:

- (a) protecting water from microbiological re-contamination;
- (b) reducing bacterial regrowth;
- (c) controlling biofilm formation;
- (d) serving as an indicator of distribution system integrity; and

includes the use of disinfectant residuals from primary disinfection to provide and maintain a disinfectant residual in a drinking water system's distribution system for the purposes described in clauses (a) to (d).


Treatment System - means any part of a drinking water system that is used in relation to the treatment of water and includes,

- (a) any thing that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing,
- (b) any thing related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the system, and
- (c) a well or intake that serves as the source or entry point of raw water supply for the system;

3. Procedure

3.1 Drinking Water System Overview

The St. Marys Water Supply and Distribution System is a "Large Municipal Drinking Water System" supplied by a ground water source. The system provides potable water to approximately 2,700 residential, industrial, institutional and commercial users. A total of three (3) deep bedrock wells are connected to the water distribution system, each well is equipped with pumping, treating and monitoring components. The Ministry of

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 2 of 9</p>
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative	Approved by: Operations Management	

Environment, Conservation and Parks has classified all three wells as GUDI with effective in-situ filtration. The remainder of the system consists of a booster pump station (used only during a fire emergency), one elevated water storage tank facility and one in-ground reservoir for system pressure regulation. Process schematics for each pump house are included.

3.2 Source Water

The Town of St. Marys water supply is obtained from three groundwater wells referred to as Well No. 1, Well No. 2A and Well No. 3. The overburden in the St. Marys area is characterized by extensive areas of sandy to clayey silt till units with sand and gravel deposits of more limited extent common along creek and river valleys. Overburden thickness ranges from approximately 25 m to only a thin layer. Areas of thin overburden (>10 m) occur primarily along portions of the North Thames River and Trout Creek.


All three of the town's wells are constructed in the bedrock aquifer. The bedrock consists of two formations, the Dundee Formation and the older, underlying Lucas Formation of the Detroit River Group. Previous flow velocity logging indicated two main producing zones consisting of upper and lower bedding enlargement zones.

The chemistry of the water makes it highly suitable as a source for drinking water. The water temperature is relatively consistent, the hydraulic conductivity is average, turbidity and pH is considered normal for ground water systems. Higher than normal, naturally occurring fluoride and sodium levels are present, but do not require filtration. Hardness ranges from 25-30 grains, while lead concentrations are lower than average.

Historical bacteriological results from Well No. 1 (2015 - 2018) show E-Coli and Total Coliform detection rates of 0 - 2 cfu/100mL and 0 - 30 cfu/100mL respectively. Although Total Coliform detection rates are relatively frequent, the Total Coliform counts are generally low. Both turbidity and particle counts remain low, even during significant precipitation events. The generally good historic treated bacterial results with no E-Coli detections and Total Coliform detection rate, combined with low particle counts, indicates that effective filtration is occurring. Well No. 1 shows the poorest bacterial quality, while Well 2A and 3, show much better bacterial quality with very few Total Coliform events.

Operational Challenges

Operational challenges in the future may include deterioration of infrastructure and costs associated to replace aging lines and equipment. Asset management will help identify

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 3 of 9</p>
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative	Approved by: Operations Management	

management requirements and financial planning issues in the short term & aid planning for long term sustainability. The Town currently meters all water to customers and a back flow prevention program is in place.

There are no critical upstream or downstream processes relied upon within the system to ensure the provision of safe drinking water.

Monitoring

Water flow rates throughout the plant are monitored by electronic flow meters while online analyzers continuously monitor chlorine residuals, turbidity and UV intensity. All online analyzers are programmed with predetermined alarm set-points. The drinking-water system is continuously monitored at all times. Data from the meters and monitors is continuously uploaded to a Supervisory Control and Data Acquisition (SCADA) system, which allows operators to monitor and control the treatment processes within the plant. These computers contain specialized software and various types of measuring and monitoring equipment that provide a constant status of the drinking-water system to the certified operators who maintain it. The SCADA system is programmed to automatically respond to process adjustments and alarms. Coverage is assured through a telecommunications system that notifies the on-call operator of any condition within the drinking-water system that requires attention.

Chemical Addition and Barriers to Microbial Pathogens

Primary disinfection is achieved by an ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength. The addition of chlorine gas after primary disinfection prevents bacterial re-growth and reduces the risk of accidental contamination. Each pump house is equipped with chlorine contact chambers buried outside, which provide sufficient contact time for disinfection. Monitoring is conducted on a routine basis, measuring free chlorine residual to ensure effective secondary disinfection in the distribution system.


Threats

The potential for contamination of the source water supply in St. Marys is minimized due to the fact that the intakes are deep in the bedrock. Potential threats are monitored by daily checks and sampling of the system.

3.3 Treatment System Description and Process Flow Charts

Well No. 1 Component Appurtenances

Well No. 1 consists of a 406 mm diameter, 45.5 m deep drilled groundwater production well. Well No. 1 is located just east of the intersection of Timms Lane and St. George Street, immediately south of Trout Creek (NAD83: UTM Zone 17: 0489966.00m E, 4789866.00 m N). Well No. 1 is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to-waste functionality and is rated at a

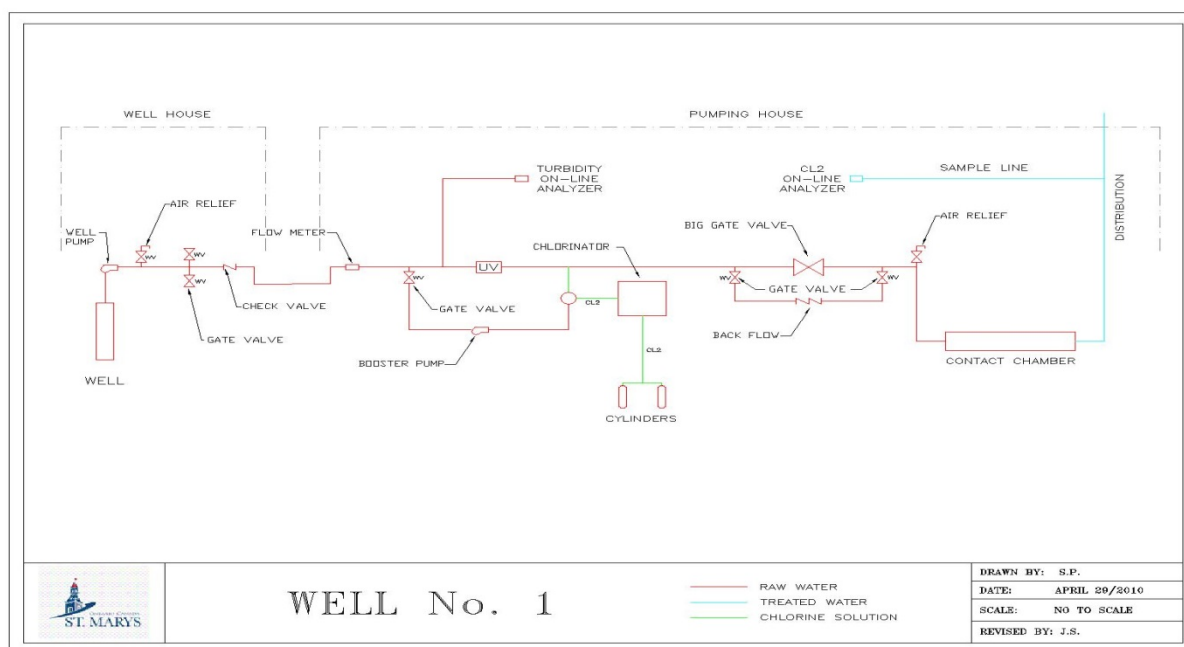
 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 4 of 9
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative	Approved by: Operations Management	

maximum flow of 3600 L/min. with a 200 mm discharge line connected to the well pump header in the pump house.

The treatment facility is located approximately 20 m north of the well pump house (inside the former reservoir building). The treatment facility houses treatment and control components including:

- one (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength c/w well pump shutdown on lamp failure.
- gas chlorination disinfection system, rated at 24 kg/day, consisting of one (1) dual cylinder scale, one (1) chlorine booster pump, and duplex automatic switchover regulator.
- 78m of 600mm diameter water main, followed by 26m of 300mm diameter water main to provide chlorine contact prior to first customer.

The schematic drawing for Well No. 1



Well No. 2 Component Appurtenances

Well No. 2 consists of a 305 mm diameter, 44.5 m deep drilled groundwater production well. Well No 2 is located between Wellington and Water Street, north of Queen Street and immediately south of Trout Creek (NAD83: UTM Zone 17: 0488390.00m E,

DRINKING WATER SYSTEM

Reviewed by: QEMS Representative

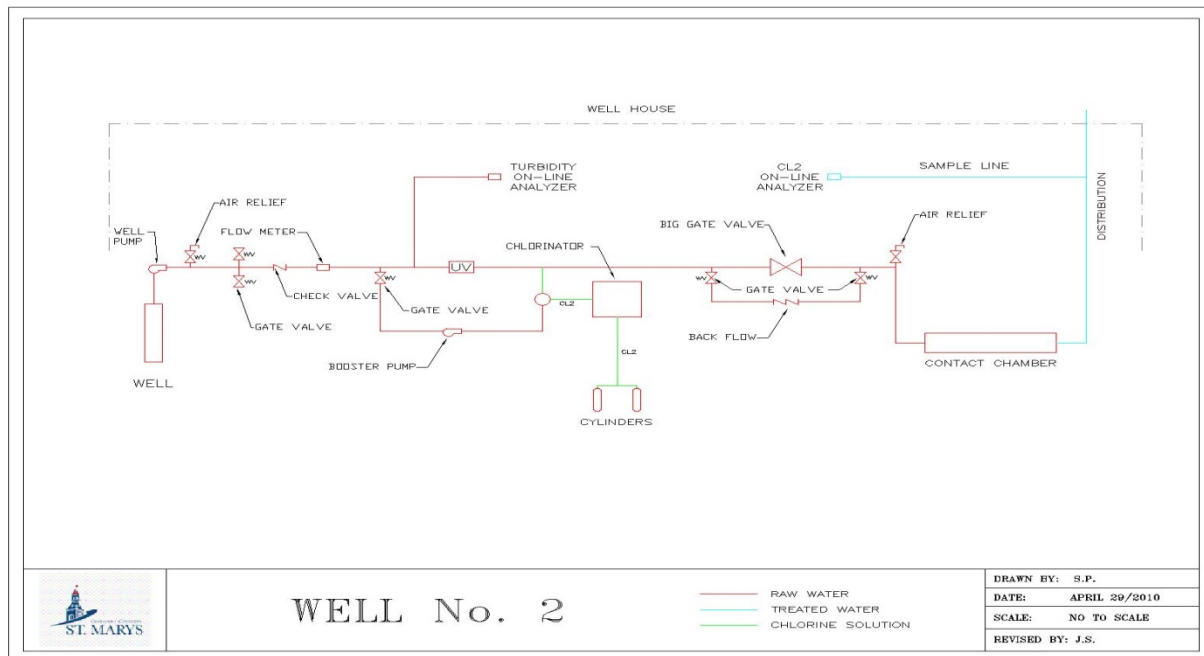
Approved by: Operations Management


4789710.00 m N). Well No 2 is equipped with a line-shaft type vertical turbine well pump and is rated at 3636 L/min at 89.2m TDH, with a 200 mm discharge line connected to the well pump header in the pump house.

The treatment facility houses treatment and control components including:

- a 200 mm diameter pump header from the well, with check valve, air relief valve raw water flow meter, shutoff valves, and raw and treated water sampling tap.
- a gas chlorination disinfection system, consisting of one (1) dual cylinder scale,, one (1) chlorine booster pump, one (1) chlorine regulator, rated at 22.7 kg/d with feed line discharging into the common well pump header in the pump house, one (1) continuous chlorine residual analyzer.
- one (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength c/w well pump shutdown on lamp failure.
- a 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system.

The schematic drawing for Well No. 2




	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 6 of 9</p>
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative	Approved by: Operations Management	

Well No. 3 Component Appurtenances

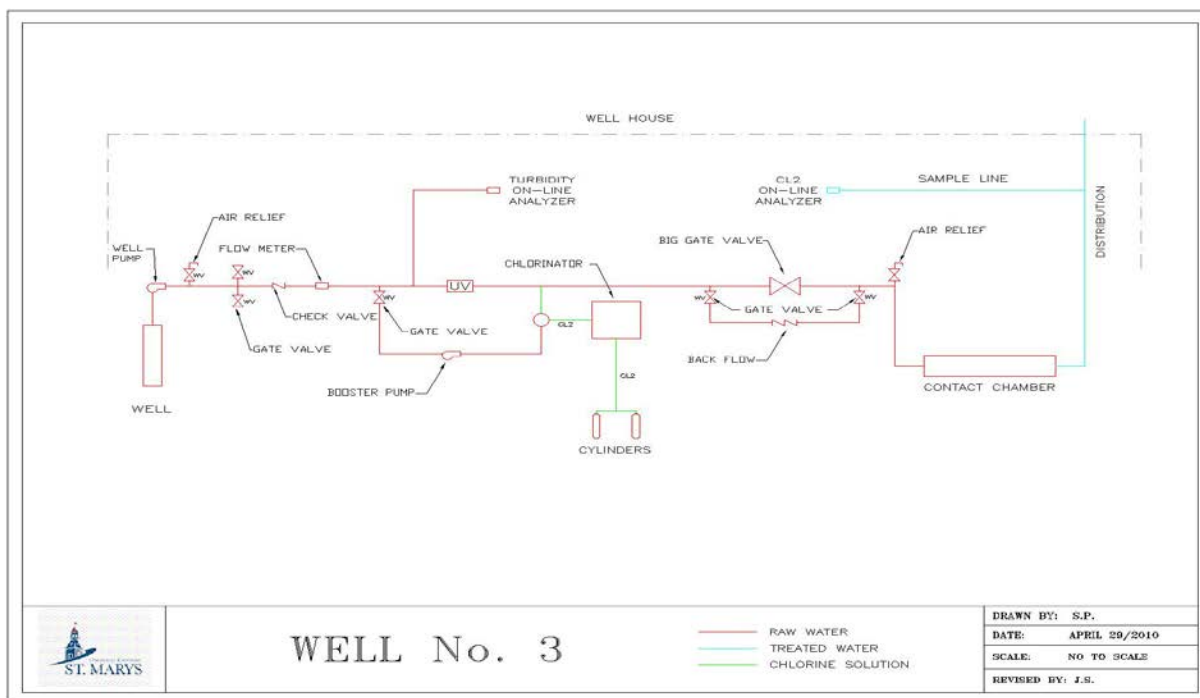
Well No. 3 consists of a 406 mm diameter, 47.4 m deep drilled groundwater production well. Well No 3 is located on the southeast side of Thomas Street, south west of Park Street, adjacent to the Thames River (NAD83:UTM Zone 17: 0488010.00m E, 4789040.00 m N). Well No. 3 is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to waste functionality and is rated at a maximum flow of 3636 L/min at 89.2m TDH, with a 200 mm discharge line connected to the well pump header in the pump house.

The treatment facility houses treatment and control components including:

- a 200 mm diameter pump header from the well, with check valve, air relief valve raw water flow meter, shutoff valves, and raw and treated water sampling tap.
- one (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength c/w well pump shutdown on lamp failure.
- gas chlorination disinfection system, rated at 24 kg/day, consisting of one (1) dual cylinder scale, one (1) chlorine booster pump, and duplex automatic switchover regulator.
- 171 m of 400 mm diameter water main, followed by 40 m of 300 mm diameter water main to provide chlorine contact prior to first customer.

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 7 of 9
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative	Approved by: Operations Management	

The schematic drawing for Well No. 3



Elevated Water Storage Facility

The St. Marys elevated water storage facility is located on the southern side of Victoria Street approximately 250m west of James Street. It has a storage capacity of 1820 m³, was constructed in 1986 and put into service in 1987. The static water head from the ground level to the overflow is 37.9 m. The facility includes a valve chamber, yard piping and a SCADA control system.

Reservoir

A ground level reservoir and booster pumping station was completed in 2019 to add an additional 1,600m³ of water storage to the system. The ground level reservoir is located next to existing Well 1 on the east side of St. George St. N., north of Queen St. E.

James Street Booster Station

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

DRINKING WATER SYSTEM

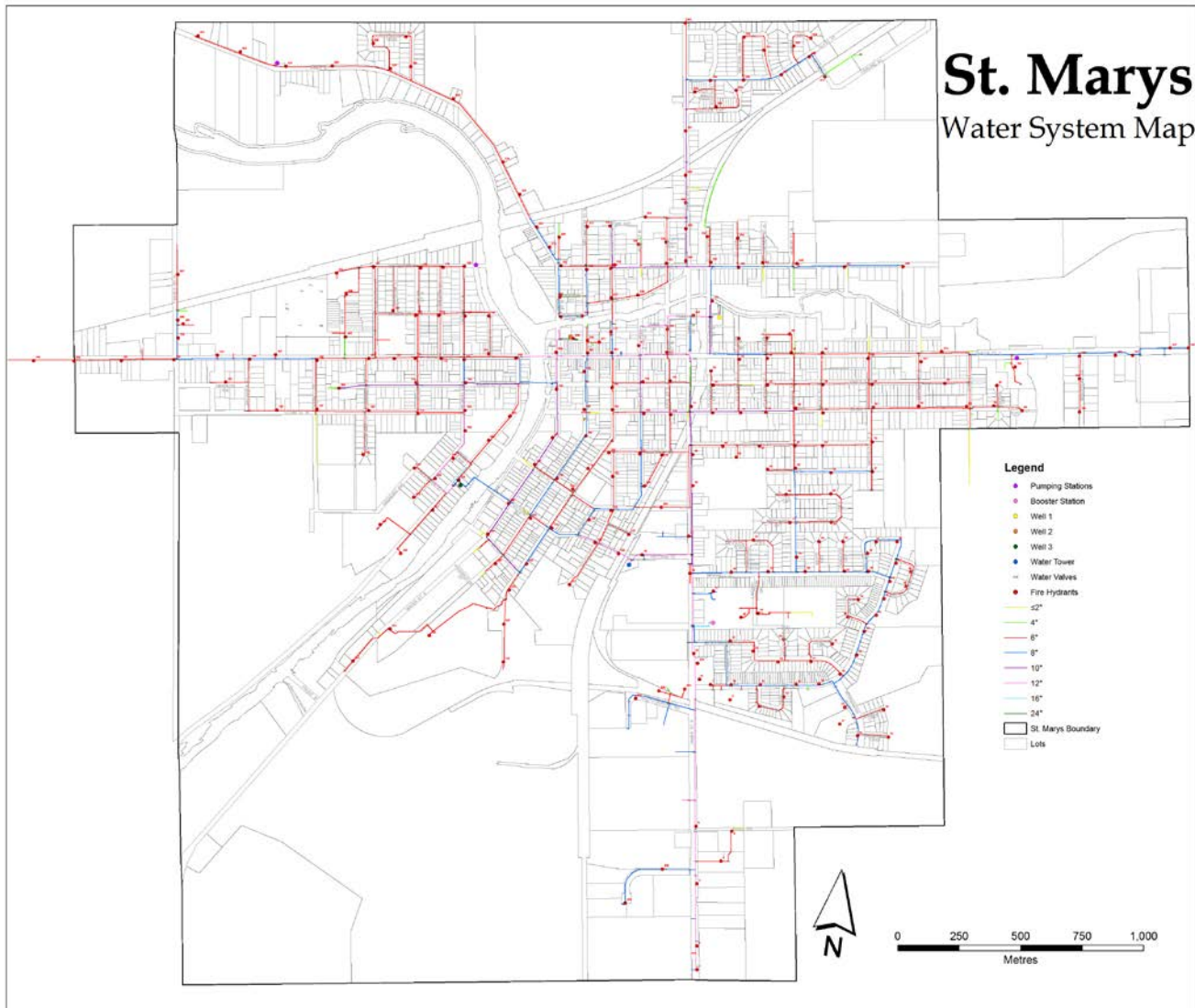
Reviewed by: QEMS Representative


Approved by: Operations Management

3.4 Description of the Distribution System Components

The distribution system has been constructed with a combination of materials including ductile iron (main material), cast iron, small amounts of asbestos cement piping, and more recently, polyvinyl chloride ("PVC") pipe. There are approximately 2,500 residential connections, approximately 33 industrial / institutional connections, and approximately 187 commercial connections on the system which serves approximately 6800 individuals. Typically the system pressure ranges from 40 – 55 psi.

3.5 Distribution System Components Flow Chart




	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2019-04-04 Rev No: 1 Pages: 9 of 9</p>
DRINKING WATER SYSTEM		
Reviewed by: QEMS Representative		Approved by: Operations Management

4. Related Documents

Rounds Sheets
Sampling Schedule
Distribution System Maps

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-06 was originally set out in the Main body of OCWA's Operational Plan last revision 6 dated 2017-05-18.
2019-04-04	1	Added reference regarding the reservoir

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-07 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 4</p>
RISK ASSESSMENT		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To document the process for conducting a risk assessment to identify and assess potential hazardous events and associated hazards that could affect drinking water safety.

2. Definitions

Consequence – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

Control Measure – includes any processes, physical steps or other practices that have been put in place at a drinking water system to prevent or reduce a hazard before it occurs

Critical Control Point (CCP) – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

Drinking Water Health Hazard – means, in respect of a drinking water system,

- a) a condition of the system or a condition associated with the system's waters, including anything found in the waters,
 - i. that adversely affects, or is likely to adversely affect, the health of the users of the system,
 - ii. that deters or hinders, or is likely to deter or hinder, the prevention or suppression of disease, or
 - iii. that endangers or is likely to endanger public health,
- b) a prescribed condition of the drinking water system, or
- c) a prescribed condition associated with the system's waters or the presence of a prescribed thing in the waters


Hazardous Event – an incident or situation that can lead to the presence of a hazard

Hazard – a biological, chemical, physical or radiological agent that has the potential to cause harm

Likelihood – the probability of a hazard or hazardous event occurring

3. Procedure

- 3.1 Operations Management ensures that operations personnel are assigned to conduct a risk assessment at least once every thirty-six months. At a minimum, the Risk Assessment Team must include the QEMS Representative, at least one Operator for the system and at least one member of Operations Management.
- 3.2 The QEMS Representative is responsible for coordinating the risk assessment and ensuring that documents and records related to the risk assessment activities are maintained.

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RISK ASSESSMENT		
Reviewed by: QEMS Representative		Approved by: Operations Management

3.3 The Risk Assessment Team performs the risk assessment as follows:

3.3.1 OP-07 Risk Assessment and OP-08 Risk Assessment Outcomes are reviewed.

3.3.2 For each of the system's activities/process steps, potential hazardous events and associated hazards (possible outcomes) that could impact the system's ability to deliver safe drinking water are identified. At a minimum, potential hazardous events and associated hazard as identified in the most current version of the Ministry of the Environment, Conservation & Parks (MECP) document titled "Potential Hazardous Events for Municipal Residential Drinking Water Systems" (as applicable to the system type) must be considered.

3.3.3 For each of the hazardous events, control measures currently in place at the system to eliminate the hazard or prevent it from becoming a threat to public health are specified. Control measures may include alarms, monitoring procedures, SOPs/contingency plans, preventive maintenance activities, backup equipment, engineering controls, etc.

3.3.4 To ensure that potential drinking water health hazards are addressed and minimum treatment requirements as regulated by SDWA O. Reg. 170/03 and the MECP's "Procedure for Disinfection of Drinking Water in Ontario" are met, OCWA has established mandatory Critical Control Points (CCPs).


As a minimum, the following must be included as CCPs (as applicable):

- Equipment or processes required to achieve primary disinfection (e.g., chemical and/or UV disinfection system)
- Equipment or processes necessary for maintaining secondary disinfection in the distribution system

3.3.5 Additional CCPs for the system are determined by evaluating and ranking the hazardous events for the remaining activities/process steps (i.e., those not included as OCWA's minimum CCPs).

3.3.6 Taking into consideration existing control measures (including the reliability and redundancy of equipment), each hazardous event is assigned a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:

Value	Likelihood of Hazardous Event Occurring
1	Rare – Estimated to occur every 50 years or more (usually no documented occurrence at site)
2	Unlikely – Estimated to occur in the range of 10 – 49 years
3	Possible – Estimated to occur in the range of 1 – 9 years

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4	Likely – Occurs monthly to annually
5	Certain – Occurs monthly or more frequently

Value	Consequence of Hazardous Event Occurring
1	Insignificant – Little or no disruption to normal operations, no impact on public health
2	Minor – Significant modification to normal operations but manageable, no impact on public health
3	Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	Catastrophic – Complete failure of system, water unsuitable for consumption

The likelihood and consequence values are multiplied to determine the risk value (ranking) of each hazardous event. Hazardous events with a ranking of 12 or greater are considered high risk.


3.3.7 Hazardous events and rankings are reviewed and any activity/process step is identified as an additional CCP if all of the following criteria are met:

- ✓ The associated hazardous event has a ranking of 12 or greater;
- ✓ The associated hazardous event can be controlled through control measure(s);
- ✓ Operation of the control measures can be monitored and corrective actions can be applied in a timely fashion;
- ✓ Specific control limits can be established for the control measure(s); and
- ✓ Failure of the control measures would lead to immediate notification of Medical Officer of Health (MOH) or MECP or both.

3.4 The outcomes of the risk assessment are documented as per OP-08 Risk Assessment Outcomes.

3.5 At least once every calendar year, the QEMS Representative facilitates the verification of the currency of the information and the validity of the assumptions used in the risk assessment in preparation for the Management Review (OP-20). When performing this review, the following may be considered:

- Process/equipment changes
- Reliability and redundancy of equipment
- Emergency situations/service interruptions
- CCP deviations
- Audit/inspection results

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RISK ASSESSMENT		
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4. Related Documents

OP-08 Risk Assessment Outcomes
 OP-20 Management Review
 MECP's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"
 MECP's "Procedure for Disinfection of Drinking Water in Ontario"

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes Rev. 6, 2018-03-13.

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Table 1: Risk Assessment Table

Note: Processes referred to in section 3.3.4 of OP-07 Risk Assessment must be identified as mandatory Critical Control Points (CCPs) as applicable. Mandatory CCPs are not required to be ranked.

Activity/ Process Step	MOECC Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Source Water	2	Chemical spill Agricultural run-off	Potential chemical contamination of aquifer	-monitoring microbiological, chemical and turbidity testing -Shut down a well/multiple well supply -operator observation -SOP-Reporting Spill & other Discharges -SOP-Reporting Adverse Water Quality -SOP-Provision of Alternate Water Source -Contingency Plan - Unsafe Water -Contingency Plan - Loss of Service -Contingency Plan - Spill Response	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	3				3	2	6	
	5				1	2	2	
	9				2	1	2	
Source Water	2	Contamination of abandoned wells	Potential chemical contamination of aquifer	-Shut down a well/multiple well supply -weekly sampling -SOP-Reporting Spill & other Discharges -SOP-Reporting Adverse Water Quality -SOP-Provision of Alternate Water Source -Contingency Plan - Unsafe Water -Contingency Plan - Loss of Service -Contingency Plan - Spill Response	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	5				2	4	8	
Source Water	1	Flooding (bacteriological contamination)	Loss of source water	Shut down a well/multiple well supply Weekly sampling Elevated well casings above 100 year flood lines SOP-Reporting Spill & other Discharges SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan - Unsafe Water	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	3				1	3	3	
	4				2	2	4	
	9				1	3	3	

OPERATIONAL PLAN

St. Marys Water Supply and Distribution System

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SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	MOECC Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				Contingency Plan - Loss of Service Contingency Plan - Spill Response				
Source Water	2	Well pump failure	-Loss of source water	Shut down a well/multiple well supply Well Inspection & Maintenance Plan SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan - Unsafe Water Contingency Plan - Loss of Service	4	1	4	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No <i>No control available for Hazard Reference #s 2 & 7 therefore not a CCP</i>
	7				2	2	4	
Source Water	2	Declining water levels	-Loss of source water	multiple well supply daily monitoring of well levels SOP-Provision of Alternate Water Source Contingency Plan - Loss of Service	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No <i>No control available for Hazard Reference # 4 therefore not a CCP</i>
Process Water	10	Equipment or mechanical failure	-Loss of primary disinfection -Loss of secondary disinfection	on-line monitoring and controls with auto pump lock-out SCADA alarms regular schedule maintenance (WMS) back-up equipment/multiple well supply SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan – Unsafe Water Contingency Plan-Loss of Service	3	3	9	<input checked="" type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input type="checkbox"/> No

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	MOECC Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Distribution System	7	Pressure loss in system	Contamination of the system	SCADA alarms multiple well supply SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan – Unsafe Water Contingency Plan-Loss of Service	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	8				2	3	6	
Distribution System	7	Aging infrastructure	Loss of service of water Increased risk of contamination	Main replacement and management plan SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan – Unsafe Water Contingency Plan - Loss of Service	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No <i>No control available for Hazard Reference #'s 7 & 8 therefore not a CCP</i>
	8				2	3	6	
	7	Water tower out of service	Loss of service of water	Alarms in place/SCADA monitoring SOP-Draining the Water Tower-Direct Pressure SOP-Low Distribution System Pressure SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan – Unsafe Water Contingency Plan-Loss of Service	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	8				2	3	6	
	7	Frozen Watermains	Loss of service of water	SOP-Low Distribution System Pressure SOP-Reporting Adverse Water Quality SOP-Provision of Alternate Water Source Contingency Plan – Unsafe Water Contingency Plan-Loss of Service	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	8				1	2	2	

OPERATIONAL PLAN

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SUMMARY OF RISK ASSESSMENT OUTCOMES

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Activity/ Process Step	MOECC Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Control Systems	2	SCADA or equipment failure	Loss of SCADA Loss of pumps, water pressure and supply	UPS Power and Generator Back-up Back-up computers SOP-Generator Operation SOP-Provision of An Alternate Water Source SOP-Reporting Adverse Water Quality SOP Low Distribution System Pressure Contingency Plan – Unsafe Water Contingency Plan – Loss of Service	3	2	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	6				1	3	3	
Control Systems	3	Power Failure	-Loss of pumps, water pressure and supply	UPS power and generator backup Alarms Back-up computer at Well #1 where there is a generator SOP Generator Operation SOP-Provision of An Alternate Water Source SOP-Reporting Adverse Water Quality SOP Low Distribution System Pressure Contingency Plan – Unsafe Water Contingency Plan – Loss of Service	3	2	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
	4				3	2	6	
	6				1	2	2	
Facility Security	6	Vandalism	-Equipment out of service due to damage -Potential contamination	Facility locks, alarms Daily checks Multiple well supply SOP-Reporting Adverse Water Quality SOP-Provision of An Alternate Water Source Contingency Plan – Unsafe Water Contingency Plan – Loss of Service Contingency Plan – Spill Response Contingency Plan – Security Breach	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No

OPERATIONAL PLAN

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SUMMARY OF RISK ASSESSMENT OUTCOMES

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Activity/ Process Step	MOECC Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Facility Security	6	Terrorism	-Damage to equipment -Potential contamination	Locks & Fenced Compound Area Routine Facility Checks Contingency - Security Breach Contingency Plan - Unsafe Water SOP Reporting Adverse Water Quality	1	4	4	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No

Table 2: Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
UV System	UV System Failure / Equipment Failure All Wells: 40 mJ / cm ² for 10 minutes	- SCADA alarms - Automatic equipment shut-down - Back-up equipment/well supply - Regular scheduled maintenance	- SOP Primary Disinfection – UV System Failure - SOP-Reporting Adverse Water Quality - Contingency Plan – Unsafe Water - Contingency Plan – Loss of Service - Alarms to On Call certified operator for response; response documented in facility logbook
CT	For Maximum Flow Rate of 60 L/s CT Well # 1 FRC >0.52mg/L CT Well # 2 FRC >0.56mg/L CT Well # 3 FRC >0.52mg/L	- SCADA alarms - Automatic equipment shut-down	- SOP Primary Disinfection – Low Chlorine Residual - SOP-Reporting Adverse Water Quality - Alarms to On Call certified operator for response; response documented in facility logbook
Free Chlorine Residual	<u>Low/High Chlorine Alarms:</u> Well # 1 = 0.52 mg/L/3.50 mg/l Well # 2 = 0.56 mg/L/3.50 mg/l Well # 3 = 0.52 mg/L/3.50 mg/l	- SCADA alarms - Automatic equipment shut-down - Grab sampling using pocket colourimeter	- SOP Primary Disinfection – Low Chlorine Residual - SOP Secondary Disinfection - SOP-Reporting Adverse Water Quality - Alarms to On Call certified operator for response; response documented in facility logbook

Note: Standard Operating Procedures (SOPs) referenced in Tables 1 and 2 are controlled as per OP-05 Document and Records Control.

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Table 3: Record of Annual Review/36-Month Risk Assessment

The Drinking Water Quality Management Standard (DWQMS) requires that the currency of the information and the validity of the assumptions used in the risk assessment be verified at least once every calendar year. In addition, the risk assessment must be conducted at least once every thirty-six months.

Date of Activity	Type of Activity	Participants	Summary of Results
01-Apr-14	Initial Risk assessment	Marcel Misuraca, Renee Hornick	Initial risk assessment conducted; See Appendix B Summary of Risk Assessment Outcomes Rev. 0 Apr.01, 2014
25-Mar-15	Annual Risk Assessment Review	Rod Dupuis, Renee Hornick, Deb Thomson	Annual Risk Assessment Review conducted: See Appendix B Summary of Risk Assessment Outcomes Rev. 2, Mar. 25, 2015
24-Mar-16	Annual Risk Assessment Review	Renee Hornick, Marcel Misuraca, Darren Eicher	Annual Risk Assessment Review conducted: No changes required at this time to Tables 1 & 2, Table 3 revised to document Annual Risk Assessment Review; see Appendix B Summary of Risk Assessment Outcomes Rev. 4, Mar. 31,2016
13-Mar-17	Annual Risk Assessment Review 36 Month Risk Assessment	Darren Eicher, Calvin Thomson, Calvin Penney, Deb Thomson, Renee Hornick	Annual Risk Assessment Review conducted. 36 Month Risk Assessment completed; additions of Control Measures for Table 1 for Water Tower out of service, SCADA or equipment failure, Power Failure and Table 2 CT – Monitoring Procedures.
13-Mar-18	Annual Risk Assessment Review	Adam McClure, Renee Hornick	Annual Risk Assessment Review conducted: see Appendix B Summary of Risk Assessments Outcomes Rev. 6, May 13, 2018

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Table 4: Potential Hazardous Event/Hazard Reference Numbers (based on MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" dated February 2017)

If the hazardous event/hazard is not applicable to this drinking water system (DWS), it will be noted in the first column of this table.

System Type (indicate all that apply to this DWS)		Reference Number	Description of Hazardous Event/Hazard
X	All Systems	1	Long Term Impacts of Climate Change
X	All Systems	2	Water supply shortfall
X	All Systems	3	Extreme weather events (e.g., tornado, ice storm)
X	All Systems	4	Sustained extreme temperatures (e.g., heat wave, deep freeze)
X	All Systems	5	Chemical spill impacting source water
X	All Systems	6	Terrorist and vandalism actions
X	Distribution Systems	7	Sustained pressure loss
X	Distribution Systems	8	Backflow
X	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)
X	Treatment Systems	10	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
X	Treatment Systems and Distribution Systems providing secondary disinfection	11	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment)
N/A	Treatment Systems using Surface Water	12	Algal blooms



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SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Revision History

Date	Revision #	Reason for Revision
2014-04-01	0	Initial risk assessment conducted
2014-07-23	1	Corporate Contingency Plans identified as existing control measures
2015-03-25	2	Risk Assessment review conducted; added existing SOP's & CP's to Table 1 control measures
2015-10-02	3	Revised Table 2 per External Audit OFI's; added additional information per Critical Control Limits
2016-03-31	4	Annual Risk Assessment Review completed; Table 3 revised documenting this activity
2017-03-23	5	Revised per Annual and 36 month Risk Assessments completed; Revisions to Table 1 & 2
2018-01-20	6	Annual Risk Assessment Review completed; added Declining Water Levels and Frozen Watermains
2018-12-04	7	Added table 4 to reference MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems";

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-09 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 6
ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose

To document the following for the St. Marys Water Supply and Distribution System:

- Owner;
- Organizational structure of the Operating Authority;
- QEMS roles, responsibilities and authorities of staff, Top Management and individuals/groups that provide corporate oversight; and
- Responsibilities for conducting the Management Review

2. Definitions

Operations Management – refers to the Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Senior Leadership Team (SLT) – members include President and CEO, Executive Vice President and General Counsel, Vice Presidents of OCWA's business units and Regional Hub Managers

Top Management – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems

Operations Personnel – Employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

3. Procedure

3.1 Organizational Structure

The St. Marys Water Supply and Distribution System is owned by the Corporation of the Town of St. Marys and is represented by Council.
The organizational structure of OCWA, the Operating Authority, is outlined in appendix OP-09A: Organizational Structure.

3.2 Top Management

Top Management for the St. Marys Water Supply and Distribution System consists of:

- Operations Management – St. Marys Cluster
- Regional Hub Manager – Southwest Region
- Safety, Process & Compliance Manager – Southwest Region

Irrespective of other duties (see Table 9-2 below), Top Management's responsibilities and authorities include:

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Reviewed by: QEMS Representative	Approved by: Operations Management	

- Endorsing the Operational Plan as per the Commitment and Endorsement procedure (OP-03);
- Ensuring that the QEMS meets the requirements of the DWQMS;
- Ensuring staff are aware of the applicable legislative and regulatory requirements;
- Communicating the QEMS according to the Communications procedure (OP-12);
- Providing resources needed to maintain and continually improve the QEMS;
- Appointing and authorizing a QEMS Representative (OP-04); and
- Undertaking Management Reviews as per the Management Review procedure (OP-20).

Note: Specific responsibilities of the individual members of Top Management are identified in the referenced procedures.

3.3 Corporate Oversight

Roles, responsibilities and authorities for individuals/groups providing corporate oversight of OCWA's QEMS are summarized in Table 9-1 below.

Table 9-1: Corporate QEMS Roles, Responsibilities and Authorities

Role	Responsibilities and Authorities
Board of Directors	<ul style="list-style-type: none"> • Set the Agency's strategic direction, monitor overall performance and ensure appropriate systems and controls are in place in accordance with the Agency's governing documents • Review and approve the QEMS Policy
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> • Establish the Agency's organizational structure and governing documents and ensure resources are in place to support strategic initiatives • Monitor and report on OCWA's operational and business performance to the Board of Directors • Review the QEMS Policy and recommend its approval to the Board • Approve corporate QEMS programs and procedures
Corporate Compliance	<ul style="list-style-type: none"> • Manage the QEMS Policy and corporate QEMS programs and procedures • Provide support for the local implementation of the QEMS • Monitor and report on QEMS performance and any need for improvement to SLT • Consult with the MOECC and other regulators and provide compliance support/guidance on applicable legislative, regulatory and policy requirements • Manage contract with OCWA's DWQMS accreditation body

3.4 Regional Hub Roles, Responsibilities and Authorities

QEMS roles, responsibilities and authorities of Regional Hub personnel are summarized in Table 9-2 below. This information is kept current as per the Document

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: QEMS Representative

Approved by: Operations Management

and Records Control procedure (OP-05) and is communicated to staff as per the Communications procedure (OP-12).

Additional duties of employees are detailed in their job specifications and in the various QEMS programs and procedures that form, or are referenced in, this Operational Plan.

Table 9-2: QEMS Roles, Responsibilities and Authorities for the St. Marys Cluster

Role	Responsibilities and Authorities
All Operations Personnel	<ul style="list-style-type: none"> Perform duties in compliance with applicable legislative and regulatory requirements Be familiar with the QEMS Policy and work in accordance with QEMS programs and procedures Maintain operator certification (as required) Attend/participate in training relevant to their duties under the QEMS Document all operational activities Identify potential hazards at their facility that could affect the environmental and/or public health and report to Operations Management Report and act on all operational incidents Recommend changes to improve the QEMS
Regional Hub Manager (Top Management)	<ul style="list-style-type: none"> Oversee the administration and delivery of contractual water/wastewater services on a Regional Hub level Fulfill role of Top Management Ensure corporate QEMS programs and procedures are implemented consistently throughout the Regional Hub Manages the planning of training programs for Regional Hub Report to VP of Operations/SLT on the regional performance of the QEMS and any need for Agency-wide improvement
Operations Management (Top Management and QEMS Rep)	<ul style="list-style-type: none"> Manage the day-to-day operations and maintenance of his/her assigned facilities and supervise facility operational staff Fulfill role of Top Management Ensure corporate and site-specific QEMS programs and procedures are implemented at his/her assigned facilities Determine necessary action and assign resources in response to operational issues Report to the Regional Hub Manager on facility operational performance Ensure operational training is provided for the cluster (in consultation with the SPC Manager as required) Act as Overall Responsible Operator (ORO) when required. Refer to SOP- Operator In Charge & Operator In Overall Responsibility. Implement, monitor and support corporate programs relating to environmental compliance and support management by evaluating and implementing process control systems at his/her assigned facilities

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: QEMS Representative

Approved by: Operations Management

Role	Responsibilities and Authorities
	<ul style="list-style-type: none"> Fulfill role of QEMS Representative (OP-04) Monitor, evaluate and report on compliance/quality status of his/her assigned facilities Implement facility-specific QEMS programs and procedures consistently at his/her assigned facilities Participate in audits and inspections and assist in developing, implementing and monitoring action items to respond to findings Report to the SPC Manager on QEMS implementation and identify the need for additional/improved processes and procedures at the regional/cluster/facility level (in consultation with the Operations Management as required) Communicates to Owners on facility compliance and DWQMS accreditation as directed Deliver/participate in/coordinate training including applicable legislative and regulatory requirements and the QEMS May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to SOP: Operator In Charge & Operator In Overall Responsibility.
Safety, Process & Compliance (SPC) Manager (Top Management)	<ul style="list-style-type: none"> Supervise facility compliance staff and provide technical and program support to the Regional Hub related to process control and compliant operations Fulfill role of Top Management Ensure corporate/regional QEMS programs and procedures are implemented consistently throughout the Regional Hub Assist in the development of site-specific operational procedures as required Ensure training on applicable legislative and regulatory requirements and the QEMS is provided for the Regional Hub (in consultation with Operations Management as required) Monitor and report to the Regional Hub Manager and Operations Management on the compliance status and QEMS performance within his/her Regional Hub and any need for improvement Act as alternate QEMS Representative (when required)
Senior Operator/Mechanic	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management Prepare and/or coordinate operational staff work assignments and follow up to ensure completion Assist management in providing recommendations for annual capital forecasts and gathering information for operational reports as required Assist in the preparation of facility manuals and documenting operating processes and procedures for staff Act for management during vacations or periodic absences. Perform duties of Operator/Mechanic as required May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to SOP: Operator In Charge &

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES


Reviewed by: QEMS Representative

Approved by: Operations Management

Role	Responsibilities and Authorities
	Operator In Overall Responsibility.
Operator/ Mechanic	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management or designate Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating procedures Collect samples and perform laboratory tests and equipment calibrations as required Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned Participate in facility inspections and audits May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to SOP: Operator In Charge & Operator In Overall Responsibility
Operational and Maintenance (O&M) Team Lead	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management Oversee maintenance activities on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals and established operating procedures Prepare and/or coordinate staff work assignments and follow up to ensure completion Act for management during vacations or periodic absences. Develop and provide O&M reports to management and recommend changes in operating procedures/processes to improve facility operations Assist with facility operations including monitoring facility processes, reviewing process data and trouble-shooting Assist management in developing annual O&M budgets and provide recommendations relating to potential O&M expenditures May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to SOP: Operator In Charge & Operator In Overall Responsibility.
Administrative Assistant	<ul style="list-style-type: none"> Support the administrative functions of the regional hub/cluster/facility including coordinating delivery of training as directed Assist with entering operational data (including operational training records, process data and maintenance records) into the appropriate database as directed

4. Related Documents

OP-03 Commitment and Endorsement
OP-04 QEMS Representative
OP-05 Document and Records Control
OP-09A Organizational Structure

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-09 Rev Date: 2018-12-04 Rev No: 0 Pages: 6 of 6
ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES		
Reviewed by: QEMS Representative		Approved by: Operations Management

OP-12 Communications
 OP-20 Management Review

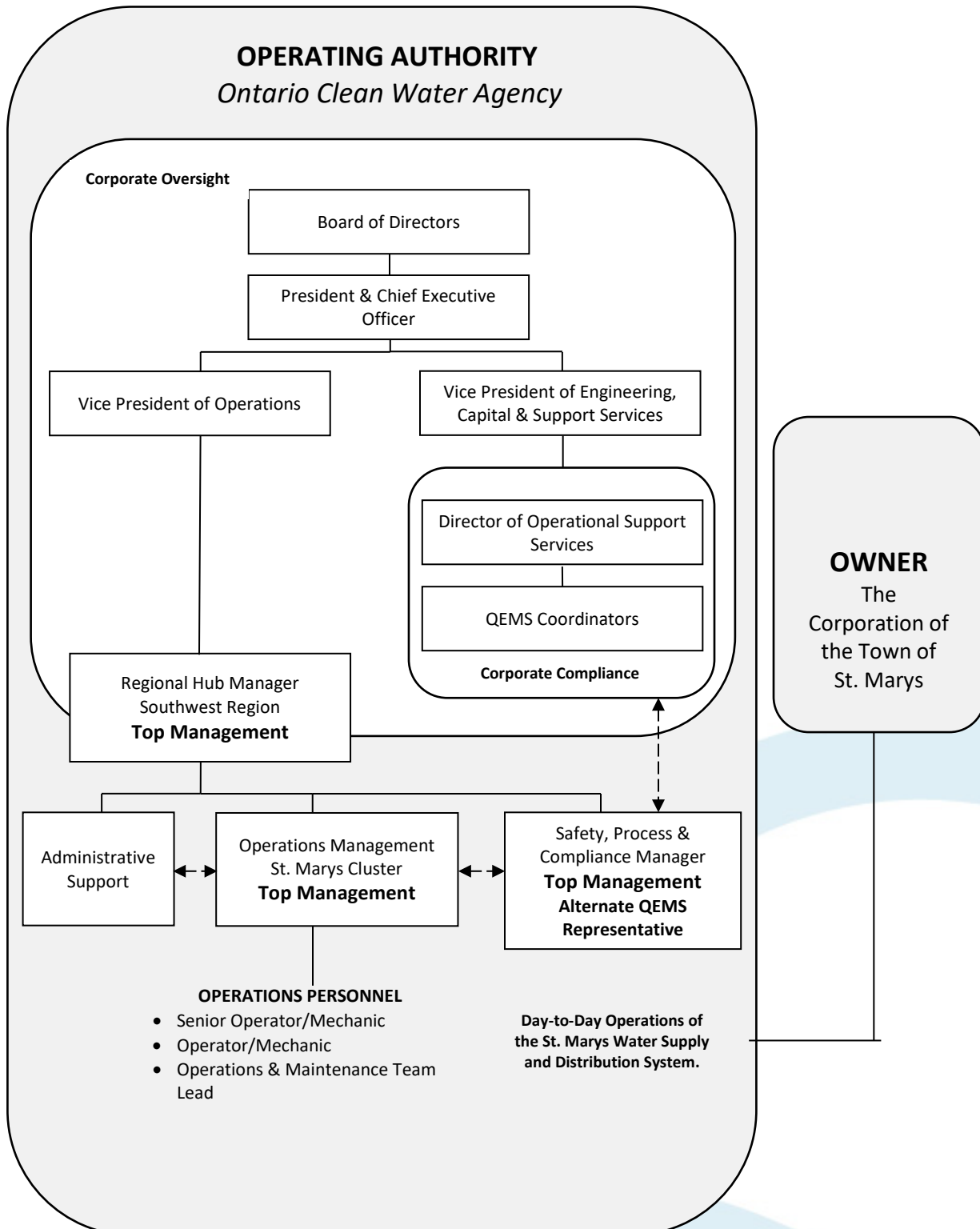
5. Revision History


Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-09 was originally set out in the main body of OCWA's Operational Plan Rev. 6, 2017-05-18

ORGANIZATIONAL STRUCTURE

Reviewed by: QEMS Representative

Approved by: Operations Management



	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	<p>QEMS Doc.: OP-09A Rev Date: 2018-12-04 Rev No: 7 Pages: 2 of 2</p>
ORGANIZATIONAL STRUCTURE		
Reviewed by: QEMS Representative		Approved by: Operations Management

Revision History

Date	Revision #	Reason for Revision
2018-12-04	7	Appendix issued - Organizational Chart previously contained as Appendix C of the Operational Plan. (Appendix C Rev.6 , 2017-05-18) Revised Operations Personnel identified to include only those positions applicable to this system

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water and Distribution System	QEMS Proc.: OP-10 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 5
COMPETENCIES		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To document a procedure that describes:

- the competencies required for personnel performing duties directly affecting drinking water quality;
- the activities to develop and/or maintain those competencies; and
- the activities to ensure personnel are aware of the relevance of their duties and how they affect safe drinking water.

2. Definitions

Competence – the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities

Operations Management – refers to the General Manager and/or Senior Operations Manager that directly oversees a facility's operations

Operations Personnel – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

Top Management – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the Owner respecting the subject system or subject systems

3. Procedure

3.1 The following table presents the minimum competencies required by operations personnel.


Position	Required Minimum Competencies
Operations Management	<ul style="list-style-type: none"> • Valid operator certification; minimum Class 2 WD if required to act as ORO • Experience and/or training in managing/supervising drinking water system operations, maintenance, financial planning and administration • Training and/or experience related to drinking water system processes, principles and technologies • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems

COMPETENCIES

Reviewed by: QEMS Representative

Approved by: Operations Management

Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager	<ul style="list-style-type: none"> Valid operator certification; minimum OIT or minimum Class 1 WD if required to act as OIC and minimum Class 2 WD if required to act ORO Experience in providing technical support and leading/managing programs related to process control and compliant operations Experience and/or training in conducting compliance audits, and management system audits Experience and/or training in preparing and presenting informational and training material Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Senior Operator/Mechanic	<ul style="list-style-type: none"> Valid operator certification; minimum Class 1 WD or minimum Class 2 WD if required to act as ORO Experience leading/directing operations personnel, and providing technical guidance to resolve operational issues Training and experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Operator/Mechanic	<ul style="list-style-type: none"> Valid operator certification; minimum OIT or minimum Class 1 WD if required to act as OIC and minimum Class 2 WD if required to act ORO Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Process & Compliance Technician	<ul style="list-style-type: none"> Valid operator certification; minimum OIT or minimum Class 1 WD if required to act as OIC and minimum Class 2 WD if required to act ORO Experience and/or training in resolving/addressing compliance issues for drinking water systems Experience and/or training in monitoring, assessing and reporting on facility performance against legal requirements and corporate goals Experience and/or training in preparing and presenting informational and training material Experience in conducting management system audits or internal auditor education/training Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems

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COMPETENCIES		
Reviewed by: QEMS Representative		Approved by: Operations Management

Position	Required Minimum Competencies
O&M Team Lead	<ul style="list-style-type: none"> Valid operator certification; minimum OIT or minimum Class 1 WD if required to act as OIC and minimum Class 2 WD if required to act ORO Experience and/or training in managing and planning multiple projects, assessing priorities and effectively coordinating operation and maintenance programs Training and/or experience related to operations and maintenance of drinking water system processes, principles and technologies Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems

3.2 The following table presents the minimum competencies required by staff that provide administrative support to operations personnel.

Position	Required Minimum Competencies
Administrative Assistant	<ul style="list-style-type: none"> Experience and/or training related to procurement and business administration practices Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers

3.3 OCWA's recruiting and hiring practices follow those of the Ontario Public Service (OPS). As part of the OPS, minimum competencies, which include education, skills, knowledge and experience requirements, are established when designing the job description for a particular position. As part of the recruitment process, competencies are then evaluated against the job description. Based on this evaluation, the hiring manager selects and assigns personnel for specific duties.

3.4 OCWA's Operational Training Program aims to:

- Develop the skills and increase the knowledge of staff and management;
- Provide staff with information and access to resources that can assist them in performing their duties; and
- Assist OCWA certified operators in meeting the legislative and regulatory requirements with respect to training.

3.5 The Program consists of Director Approved, continuing education and on-the-job training and is delivered using a combination of methods (e.g., traditional classroom courses, e-learning/webinars and custom/program-based courses/sessions). A formal evaluation process is in place for all sessions under the Operational Training Program and is a critical part of the Program's continual improvement.

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COMPETENCIES		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- 3.6 Awareness of OCWA's QEMS is promoted during the orientation of new staff, at facility/cluster/regional hub level training sessions and meetings and through OCWA's Environmental Compliance 101 (EC 101) course. All new staff are required to complete the EC 101 course within their first year of joining OCWA or as soon as feasibly possible due to course availability and staffing requirements. The purpose of the EC 101 course is to ensure staff are aware of applicable legislative and regulatory requirements, to promote awareness of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.
- 3.7 Staff are also required to complete the mandatory environmental and health and safety compliance training listed in OCWA's Mandatory Compliance Training Requirements document, based on their position and/or the duties they perform. This list is available on OCWA's intranet.
- 3.8 Operations personnel also receive site-specific training/instruction on relevant operational and emergency response procedures to ensure effective operational control of processes and equipment which may impact the safety and quality of drinking water.
- 3.9 As part of OCWA's annual Performance Planning and Review (PPR) process, employee performance is evaluated against their job expectations. Professional development opportunities and training needs (which could include formalized courses as well as site-specific on-the-job training or job shadowing/mentoring) are identified as part of this process (and on an ongoing basis). In addition to this process, OCWA employees may at any time request training from either internal or external providers by obtaining approval from their Manager.
- 3.10 Certified drinking water operators are responsible for completing the required number of training hours in order to renew their certificates based on the highest class of drinking water subsystem they operate. They are also responsible for completing mandatory courses required by *Safe Drinking Water Act* (SDWA) O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts. The Operations Management takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the requirements.
- 3.11 It is the responsibility of operations personnel to ensure Operations Management are aware of any change to the status/classification of their drinking water operator certificate(s), the validity of their driver's licence (required to hold at a minimum a Class G license which is initially verified upon hire) and/or the validity of any other required certificates/qualifications.
- 3.12 Individual OCWA employee training records are maintained and tracked using a computerized system, the Training Summary database, which is administrated by OCWA's Training Department. Training records maintained at the facility are controlled as per OP-05 Document and Records Control.


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COMPETENCIES		
Reviewed by: QEMS Representative	Approved by: Operations Management	

4. Related Documents

OCWA's Training Resources (OCWA Intranet)
 OCWA's Mandatory Compliance Training list (OCWA intranet)
 Performance Planning and Review Database
 OP-5 Document and Records Control
 OCWA Training Summary Database

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-10 was originally set out in the main body of OCWA's Operational Plan Rev. 6, 2017-05-18

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-11 Rev Date: 2018-12-04 Rev No: 6 Pages: 1 of 3
PERSONNEL COVERAGE		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality at the St. Marys Water Supply and Distribution System.

2. Definitions

Competency – an integrated set of requisite skills and knowledge that enables an individual to effectively perform the activities of a given occupation *

Essential Services – services that are necessary to enable the employer to prevent,

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of machinery, equipment or premises,
- (c) serious environmental damage, or
- (d) disruption of the administration of the courts or of legislative drafting.

(Crown Employees Collective Bargaining Act, 1993)

3. Procedure

3.1 Operations Management ensures that personnel meeting the competencies identified in OP-10 Competencies are available for duties that directly affect drinking water quality.

3.2 The St. Marys Water Supply and Distribution System System is staffed by OCWA personnel as follows:


24/7 coverage between 7:30 a.m. to 4:00 p.m. Monday to Friday with On Call coverage after hours, on weekends and statutory holidays

3.3 Operations personnel are assigned to act as and fulfill the duties of Overall Responsible Operator (ORO) and Operator-in-Charge (OIC) in accordance with SDWA O. Reg. 128/04.

The Team Lead is the designated overall responsible operator (ORO). When the Team Lead is unavailable, the Senior Operations Manager or appropriately qualified staff are designated as the ORO and recorded as such in the facility logbook. Refer to SOP: Operator In Charge & Operator In Overall Responsibility when the ORO is Absent or Unable to Act.

The designated OIC for each shift is recorded in the facility logbook.

* Based on the 2005 National Occupational Guidelines for Canadian Water and Wastewater Operators and International Board of Standards for Training, Performance and Instruction

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PERSONNEL COVERAGE		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- 3.4 Operations Management assigns an on-call operator for the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays). The on-call shift change is end of business day on Thursday. The on-call schedule is maintained by Operations Management and consists of a 1-week rotation set at minimum on a quarterly basis and posted in the administration office.
- 3.5 Operators conduct a physical inspection of the facilities at least three times during the week and are on-call during the weekends and Statutory Holidays. Details of the inspection are recorded in the facility logbook and daily round sheets.
- 3.6 The SCADA system auto dialer is programmed to contact a contracted call-centre operator whenever there is an alarm condition. The call-centre operator contacts the on-call operator through a call list and supplies the operator with the details of the alarm to determine the appropriate response. If the nature of the alarm requires additional staff, the on-call operator can request assistance from any of the other certified operators. The on-call operator records details of the call-in in the facility logbook and in the WMS Call-Back Report.
- 3.7 The Operations Management is responsible for approving vacation time for their staff in a manner which ensures sufficient personnel are available for the performance of normal operating duties and during scheduled training and unexpected illness or emergencies.
- 3.8 The Operations Management is responsible for approving vacation time for their staff in a manner which ensures sufficient personnel are available for the performance of normal operating duties and during scheduled training and unexpected illness or emergencies.
- 3.9 OCWA's operations personnel are represented by the Ontario Public Service Employees Union (OPSEU). In the event of a labour disruption, Operations Management, together with the union, identifies operations personnel to provide "essential services" required to operate the facility so that the quality of drinking water is not compromised in any way.
- 3.10 A contingency plan for Critical Shortage of Staff is included in the Facility Emergency Plan. This plan provides direction in the event that there is a severe shortage of operations personnel due to sickness (e.g., pandemic flu) or other unusual situations.

4. Related Documents

OP-10 Competencies
 Facility Logbook
 On-Call Schedule
 Call-Back Reports
 Vacation Schedule
 Critical Shortage of Staff Contingency Plan (Facility Emergency Plan)



OPERATIONAL PLAN

St. Marys Water Supply and Distribution System

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PERSONNEL COVERAGE


Reviewed by: QEMS Representative

Approved by: Operations Management

SOP – Operator In Charge & Operator In Overall Responsibility

5. Revision History

Date	Revision #	Reason for Revision
2013-06-07	0	Procedure issued
2014-07-23	1	Revised 5.2 & 5.3 to clarify operator coverage; revised header the position that review & approves procedure
2014-09-12	2	Revised 5.4 to identify correct On Call shift change day
2015-10-02	3	Revised 3.0 Responsibilities adding Operations Manager position
2016-06-13	4	Revised Senior Operations & Operations Manager's responsibilities
2018-05-07	5	Revised OCWA position titles per recent re-organization
2018-12-04	6	Procedure put into new template format to meet DWQMS 2.0

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-12 Rev Date: 2018-12-04 Rev No: 5 Pages: 1 of 3
COMMUNICATIONS		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To describe the procedure for facility level internal and external QEMS-related communications between Top Management and:

- OCWA staff;
- the Owner;
- essential suppliers and service providers (as identified in OP-13); and
- the public.

2. Definitions

Operations Management – refers to the Senior Operations Manager that directly oversees a facility's operations.

Operations Personnel – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality.

3. Procedure


3.1 Operations Management and the QEMS Representative are responsible for identifying and coordinating any site-specific communications in relation to the status or development of the facilities QEMS.

3.2 Internal and external communication responsibilities and reporting requirements for emergency situations are set out under OCWA's Emergency Management Program (i.e., Facility Emergency Plan and OCWA's Emergency Response Plan). Refer to OP-18 Emergency Management for more information.

3.3 Communication with OCWA staff:

3.3.1 Within the first year of hire, upon scheduling & course availability, all staff are required to complete the Environmental Compliance 101 (EC101) course. The objective of the EC 101 course is to ensure that staff are aware of applicable legislative and regulatory requirements and of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.

3.3.2 Operations Management are responsible for ensuring operations personnel receive site-specific training on the Operational Plan, the organizational structure for the facility including the roles and responsibilities and authorities (outlined in OP-09 Organizational Structure, Roles, Responsibilities and Authorities), QEMS Procedures and other related operating instructions and procedures as part of the orientation process and on an on-going basis as required.

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COMMUNICATIONS		
Reviewed by: QEMS Representative		Approved by: Operations Management

3.3.3 The SPC Manager is responsible for ensuring training is provided for the Regional Hub (in consultation with Operations Management as required) on applicable legislative and regulatory requirements and the QEMS.

3.3.4 The QEMS Representative assists Operations Management and/or the SPC Manager in the coordination/delivery of training as required.

3.3.5 Revisions to the QEMS and associated documentation are communicated as per OP-05 Document and Records Control.

3.3.6 The QEMS Policy is available to all OCWA personnel through OCWA's intranet and as outlined in 3.6.2 of this procedure.

3.3.7 Operations personnel are responsible for identifying potential hazards at the facility that could affect the environmental and/or public health, and communicating these to Operations Management. They may also recommend changes be made to improve the facility's QEMS by making a request to the QEMS Representative (as per OP-05).

3.3.8 The QEMS Representative is responsible for ensuring that the Operations Management and the Safety, Process and Compliance Manager are informed regarding the compliance/quality status of the facility and QEMS implementation and any need for improved processes/procedures at the cluster/facility level.


3.3.9 The SPC Manager reports to the Regional Hub Manager on the compliance status, the QEMS performance and effectiveness, any need for improvement and on issues that may have Agency-wide significance. Operations Management reports to the Regional Hub Manager on facility operational performance.

3.4 Communication with the Owner:

3.4.1 The Operations Management ensures that the Owner is provided with QEMS updates and that they are kept informed of the status of the facility's operational and compliance performance during regularly scheduled meetings and/or through electronic and/or verbal communications. The QEMS Representative/ PCT assists in the coordination of these meetings and with communicating the updates as directed.

3.4.2 The continuing suitability, adequacy and effectiveness of OCWA's QEMS are communicated to the Owner as part of the Management Review process (refer to OP-20 Management Review).

3.5 Communications with Essential Suppliers and Service Providers:

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COMMUNICATIONS		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.5.1 Communication requirements to ensure essential suppliers and service providers understand the relevant OCWA QEMS policies, procedures and expectations are described in OP-13 Essential Supplies and Services.

3.6 Communication with the Public:


- 3.6.1 Media enquiries must be directed to the facility's designated media spokesperson as identified in the Facility Emergency Plan. The media spokesperson coordinates with local and corporate personnel (as appropriate) and the Owner in responding to media enquiries.
- 3.6.2 OCWA's QEMS and QEMS Policy are communicated to the public through OCWA's public website. The QEMS Policy is also posted at St. Marys WPCP Operating Authority Office.
- 3.6.3 Facility tours of interested parties must be approved in advance by the Operations Management.
- 3.6.4 All complaints, whether received from the consumer, the community or other interested parties, are documented in the OPEX database. As appropriate, the Operations Management ensures that the Owner is informed of the complaint and/or an action is developed to address the issue in a timely manner. The QEMS Representative ensures that consumer feedback is included for discussion at the Management Review.

4. Related Documents

OP-05 Document and Records Control
 OP-09 Organizational Structure, Roles, Responsibilities and Authorities
 OP-13 Essential Supplies and Services
 OP-18 Emergency Management
 OP-20 Management Review
 Facility Emergency Plan
 Emergency Response Plan
 OPEX Incident Reports

5. Revision History

Date	Revision #	Reason for Revision
2013-06-13	0	Procedure issued
2014-07-23	1	Revised header to identify position responsible for review & approval
2015-10-02	2	Revised Section 3.0 Responsibilities adding Operations Manager
2016-06-13	3	Revised responsibilities of Operations Manager
2016-06-16	4	Revised management titles per hub restructure; revised section 5.5 media spokespersons; revised section 5.6 correcting locations of QEMS posting & complaint records
2018-12-04	5	Procedure was revised into a new template format per DWQMS 2.0

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN St. Marys Water Supply and Distribution</p>	QEMS Proc.: OP-13 Rev Date: 2018-12-04 Rev No: 7 Pages: 1 of 2
ESSENTIAL SUPPLIES AND SERVICES		
Reviewed by: QEMS Representative	Approved by: Operations Manager	

1. Purpose

To describe OCWA's procedures for procurement and for ensuring the quality of essential supplies and services.

2. Definitions

Essential Supplies and Services – supplies and services deemed to be critical to the delivery of safe drinking water

3. Procedure

- 3.1 Essential supplies and services for the St. Marys Water Supply and Distribution are contained in the Facility Emergency Plan. The list is reviewed and updated at least once every calendar year by the QEMS Representative.
- 3.2 Purchasing is conducted in accordance with OCWA's Corporate Procurement and Administration policies, procedures and guidelines, which are adopted from those of the Ontario Public Service.

Purchases of capital equipment are subject to formal approval by the facility's owner.

- 3.3 As part of the corporate procurement process, potential suppliers/service providers are informed of relevant aspects of OCWA's QEMS through the tendering process and through specific terms and conditions set out in our agreements and purchase orders. Essential suppliers and service providers (including those contracted locally) are sent a letter that provides an overview of the relevant aspects of the QEMS.
- 3.4 Contractors are selected based on their qualifications and ability to meet the facility's needs without compromising operational performance and compliance with applicable legislation and regulations.

Contracted personnel including suppliers may be requested or required to participate in additional relevant training/orientation activities to ensure conformance with facility procedures and to become familiar with OCWA workplaces.

If necessary, appropriate control measures are implemented while contracted work is being carried out and communicated to all relevant parties to minimize the risk to the integrity of the drinking water system and the environment.

- 3.5 All third-party drinking water testing services are provided by accredited and licensed laboratories. The Ministry of the Environment, Conservation and Parks (MECP) has agreement with The Canadian Association for Laboratory Accreditation (CALA) for accreditation of laboratories testing drinking water. The QEMS Representative is responsible for notifying the MECP of any change to the drinking water testing services being utilized.

ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: QEMS Representative

Approved by: Operations Manager


- 3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, etc.) are conducted by operations personnel in accordance with equipment manuals and/or procedures (Refer to OP-17 Measurement Recording Equipment Calibration and Maintenance).
- 3.7 External calibration activities (e.g. flow meters) are conducted by qualified third-party providers. Qualifications of the service provider are verified during the procurement process. The service provider is responsible for providing a record/certificate of all calibrations conducted.
- 3.8 Chemicals purchased for use in the drinking water treatment process must meet AWWA Standards and be ANSI/NSF certified as per the Municipal Drinking Water Licence (MDWL).
- 3.9 The facility orders and receives ongoing deliveries of chemicals to satisfy current short-term needs based on processing volumes and storage capacities. Incoming chemical orders are verified by reviewing the manifest or invoice in order to confirm that the product received is the product ordered.
- 3.10 Process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in drinking water systems prior to their installation.

4. Related Documents

Emergency Contact/Essential Supplies and Services List
OP-17 Measurement Recording Equipment Calibration and Maintenance
ANSI/NSF Documentation
AWWA Standards
MDWL
Calibration records

5. Revision History

Date	Revision #	Reason for Revision
2013-06-07	0	Procedure issued
2013-09-19	1	Section 5.1 – changed to say contacts found in FEP instead of Table 1
2014-07-23	2	Revised procedure header to identify a position that reviews & approves
2015-05-04	3	Revised 5.7 & 5.8 to identify NSF/ANSI Standards 60 & 61
2015-10-02	4	Revised Section 3.0 Responsibilities adding Operations Manager position
2016-06-13	5	Revised position responsible for procedure approval
2017-05-18	6	Changed Operations Manager to Senior Operations Manager

	<p style="text-align: center;">OPERATIONAL PLAN St. Marys Water and Distribution System</p>	<p>QEMS Proc.: OP-14 Rev Date: 2018-12-04 Rev No: 0 Pages: 1 of 2</p>
REVIEW AND PROVISION OF INFRASTRUCTURE		
Reviewed by: QEMS Representative	Approved by: Operations Manager	

1. Purpose

To describe OCWA's procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the St. Marys Water and Distribution System.

2. Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

3. Procedure

3.1 At least once every calendar year, Operations Management in conjunction with operations personnel, O&M Team Lead, conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. Operations personnel assist with identifying the need for infrastructure repairs, replacements or alterations and with prioritizing each identified item. Documents and records that are reviewed may include:


- Maintenance records
- Call-Back reports
- Adverse Water Quality Incidents (AWQIs) or other incidents
- Health & Safety Inspections
- MECP Inspection Reports
- Equipment Manuals

3.2 The outcomes of the risk assessment documented as per OP-08 are considered as part of this review.

3.3 The output of the review is a 6 year rolling Capital and Major Maintenance Recommendations Report to assist the Owner and OCWA with planning infrastructure needs for the short and long-term. This report is submitted, at least once every calendar year by Operations Management, to the Owner for review and approval. Together with the Owner, Operations Management determines and documents timelines and responsibilities for implementation of priority items.

3.4 The final approved Capital and Major Maintenance Recommendations Report forms the long term forecast for any major infrastructure maintenance, rehabilitation and renewal activities as per OP-15.

3.5 Operations Management ensures that results of this review are considered during the Management Review process (OP-20).


 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-14 Rev Date: 2018-12-04 Rev No: 0 Pages: 2 of 2
REVIEW AND PROVISION OF INFRASTRUCTURE		
Reviewed by: QEMS Representative		Approved by: Operations Manager

4. Related Documents

Capital and Major Maintenance Recommendations Report & Acknowledgement/Approval from the owner
 OP-08 Risk Assessment Outcomes
 OP-15 Infrastructure Maintenance, Rehabilitation and Renewal
 OP-20 Management Review
 Management Review Minutes

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	0	Procedure issued – Information within OP-15 was originally set out in the Main body of OCWA's Operational Plan (last revision 5 dated 2017-05-18).

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-15 Rev Date: 2019-04-04 Rev No: 1 Pages: 1 of 3
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the St. Marys Water Supply and Distribution System.

Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure elements with new elements.

2. Procedure

2.1 OCWA, under contract with the Owner, maintains a computerized Work Management System (WMS) to manage maintenance, rehabilitation and renewal of infrastructure for which it is operationally responsible. The major components of the WMS consist of planned maintenance, unplanned maintenance, rehabilitation, renewal and program monitoring and reporting.

2.1.1 Planned Maintenance


Routine planned maintenance activities include: pump inspection, analyzer verifications, flow meter calibrations, valve inspection, hydrant flushing and weekly inspections of the facilities.

Example:

- Inspect, verify and/or calibrate process control equipment to ensure proper operation of water distribution systems, pumps, and all other equipment installed at the facilities.
- Check of water tower, reservoir and well houses to ensure everything is in order.
- Carry out a routine maintenance program including greasing and oiling as specified in the lubrication schedule.
- Perform day-to-day maintenance duties to equipment including checking machinery and electrical equipment when required.
- Maintain an inventory of all equipment and tools
- Maintain accurate records of work conducted, activities, and achievements.

Planned maintenance activities are scheduled in the WMS that allows the user to:

- Enter detailed asset information;
- Generate and process work orders;

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-15 Rev Date: 2019-04-04 Rev No: 1 Pages: 2 of 3</p>
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- Access maintenance and inspection procedures;
- Plan preventive maintenance and inspection work;
- Plan, schedule and document all asset related tasks and activities; and
- Access maintenance records and asset histories.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a daily, weekly, monthly, quarterly and annual schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the Senior Operations Manager, O&M team lead and admin. Work orders are completed and electronically entered into WMS by the person responsible for completing the task. Records of these activities are maintained as per OP-05 Document and Records Control.


The Operations Management maintains the inventory of equipment in WMS and ensures that appropriate maintenance plans are in place. Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements. Equipment Operation and Maintenance (O&M) manuals are accessible to operations personnel at the locations specified in OP-05 Document and Records Control.

2.1.2 Unplanned Maintenance

Unplanned maintenance is conducted as required. All unplanned maintenance activities are authorized by the Operations Management. Unplanned maintenance activities are recorded on corrective work orders and are entered into WMS by the person responsible for completing the unplanned maintenance activity.

2.1.3 Rehabilitation and Renewal

Rehabilitation and renewal activities including capital upgrades (major infrastructure maintenance) are determined at least once every calendar year in consultation with Operations Management and the Owner. A list of required replacement or desired new equipment is compiled and prioritized by Operations Management in conjunction with operations personnel and is presented to the Owner for review and comment. All major expenditures require the approval of the Owner. In addition to the short-term facility needs (i.e. current year), the Capital and Major Maintenance Recommendations Report also provides a long-term rolling 6-year list of major maintenance recommendations. (Refer to OP-14 Review and Provision of Infrastructure).

	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-15 Rev Date: 2019-04-04 Rev No: 1 Pages: 3 of 3
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: QEMS Representative	Approved by: Operations Management	

2.1.4 Program Monitoring and Reporting

Maintenance needs for the facility are determined through review of manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements and are communicated by means of work orders. Additionally, Operations Management and operations personnel and the O&M Team Lead conduct a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. (Refer to OP-14 Review and Provision of Infrastructure).

To assist in monitoring the effectiveness of the program quarterly operations reports are prepared and presented to the client; the quarterly operations reports identify maintenance activities both planned and unplanned and a summary of the status of facility work orders. Additionally Operations Management and Owner Representatives schedule and meet on multiple occasions throughout the year to monitor and report on rehabilitation, renewal and maintenance activities and progress; the Operating Authority and Owner strive to meet quarterly.


2.2 OCWA's infrastructure maintenance, rehabilitation and renewal program is initially communicated to the Owner through the operating agreement. OCWA's program is communicated to the Owner on an on-going basis, at a minimum of at least once every calendar year through submission of the Capital and Major Maintenance Recommendations Report and through the results of the Management Review.

3. Related Documents

Minutes of Management Review
 Capital and Major Maintenance Recommendations Report & Acknowledgement/Approval from the Owner
 OP-05 Document and Records Control
 OP-14 Review and Provision of Infrastructure

4. Revision History

Date	Revision #	Reason for Revision
2018-10-26	0	Procedure issued – Information within OP-15 was originally set out in the Main body of OCWA's Operational Plan Rev. 5, 2017-05-18
2019-04-04	1	Added reference to the reservoir

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water and Distribution System	QEMS Proc.: OP-16 Rev Date: 2019-04-04 Rev No: 7 Pages: 1 of 3
SAMPLING, TESTING AND MONITORING		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To describe the procedure for sampling, testing and monitoring for process control and finished drinking water quality.

2. Definitions

Challenging Conditions – any existing characteristic of the water source or event-driven fluctuations that impact the operational process as identified and listed under OP-06 Drinking Water System

3. Procedure

3.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03, the facility's Municipal Drinking Water License (MDWL)

3.2 Sampling requirements for the facility are defined in the facility's sampling schedule calendar which is available to operations personnel, at the location(s) noted in OP-05 Document and Records Control. The sampling schedule is maintained by the Senior Operations Manager or designate and is updated as required.


3.3 Samples that are required to be tested by an accredited and licensed laboratory, are collected, handled and submitted according to the directions provided by the licensed laboratory that conducts the analysis. The laboratory used for this facility is listed in the Essential Supplies and Services List (within the Facility Emergency Plan (FEP)).

Electronic reports received from the laboratory are maintained as per OP-05 Document and Records Control. Analytical results from laboratory reports are uploaded into OCWA's Process Data Management system (PDM).

3.4 Continuous monitoring equipment is used to sample and test for water turbidity, treated water free chlorine residual, treated water UV intensity, reservoir levels. Test results from continuous monitoring equipment are captured by the SCADA system and are reviewed by a certified operator in accordance with the requirements of SDWA O. Reg. 170/03. Miltonic's equipment and pressure switches are in place to monitor tower levels, reservoir levels and system pressures; equipment alarm system is in place to notify the On-Call phone.

3.5 Adverse water quality incidents are responded to and reported as per SOP for Reporting Adverse Water Quality (Under SDWA O. Reg. 170/03) located within the FEP.

3.6 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty and are as follows:

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water and Distribution System	QEMS Proc.: OP-16 Rev Date: 2019-04-04 Rev No: 7 Pages: 2 of 3
SAMPLING, TESTING AND MONITORING		
Reviewed by: QEMS Representative		Approved by: Operations Management

Operational Parameter	Location	Frequency
Turbidity	Well #1, Well #2A and Well #3	Grab minimum monthly
Free chlorine	Well #1, Well #2A, Well #3, reservoir	Daily grab (Mon-Fri excluding Holidays)
UV Intensity	Well #1, Well #2A and Well #3	Daily readings (Mon-Fri excluding Holidays)
Free chlorine	Distribution system	Grabs twice per week

In-house samples are analyzed following approved laboratory procedures. The sampling results are recorded on facility round sheet(s). The results are entered into PDM. Any required operational process adjustments are recorded in the facility log book.


- 3.7 The greatest operational challenge identified to date for this system is to protect source water and the recharge areas. The potential for contamination of the source water supply is minimized due to the fact that the intakes are deep in the bedrock and well recharge areas are outside the town boundaries and therefore no additional sampling requirements have been identified for this system to date.
- 3.8 There are no relevant upstream sampling, testing and monitoring activities that take place for this system.
- 3.9 Sampling, testing and monitoring results are readily accessible to the Owner through the St. Marys WPCP office.

At a minimum, Owners are provided with an annual summary of sampling, testing and monitoring results through the SDWA O. Reg. 170/03 Section 11 Annual Report, the Schedule 22 Municipal Summary Report and through the Management Review process outlined in OP-20 Management Review.

In addition, updates regarding sampling, testing and monitoring activities are provided as per the operating agreement with the Town of St. Marys.

4. Related Documents


Facility Logbook
 OP-05 Document and Records Control
 OP-06 Drinking Water System
 OP-20 Management Review
 Laboratory Analysis Reports
 Laboratory Chain of Custody Forms
 Annual Report (O. Reg. 170 Section 11)
 Municipal Summary Report (O. Reg. 170 Schedule 22)
 Process Data Management System (PDM)
 Facility Emergency Plan (FEP) Binder

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water and Distribution System	QEMS Proc.: OP-16 Rev Date: 2019-04-04 Rev No: 7 Pages: 3 of 3
SAMPLING, TESTING AND MONITORING		
Reviewed by: QEMS Representative	Approved by: Operations Management	

SOP - Reporting Adverse Water Quality (SOP section of FEP Binder)
 Operational Check Sheets/Data Collection Sheet
 Sampling Schedule
 St. Marys Distribution Chlorine Residuals Sheet

5. Revision History

Date	Revision #	Reason for Revision
2014-06-07	0	Procedure issued
2014-07-23	1	Revised header to identify the position that reviews & approves;
2015-05-15	2	Revised 5.1 and 5.5
2015-10-02	3	Revised 5.1 to address external audit OFI to clarify why no additional sampling is required per system most challenging conditions.
2016-06-14	4	Revised to note the responsibilities of the Operations Manager
2017-05-18	5	Revised identify General & Senior Operations Manager positions
2018-12-04	6	Revised in new template format to meet DWQMS 2.0
2019-04-04	7	Revised to include reference to the reservoir

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	<p>QEMS Proc.: OP-17 Rev Date: 2018-12-04 Rev No: 4 Pages: 1 of 2</p>
MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose


To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment at the St. Marys Water Supply and Distribution System.

2. Definitions

None

3. Procedure

- 3.1 All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider (refer to OP-13 Essential Supplies and Services).
- 3.2 The Operations Management & Team Lead establish and maintain a list of measurement and recording devices and associated calibration and/or verification schedules using the automated Work Management System (WMS). When a new device is installed, it is added to the WMS system by the WMS Primary/admin. The new device is tagged with a unique identification number and the maintenance schedule is set up. Work orders are then automatically generated as per the schedule (refer to OP-15 Infrastructure Maintenance, Rehabilitation and Renewal).
- 3.3 Details regarding the results of the calibration and/or verification are recorded within each individual work order generated by the WMS.
- 3.4 Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS.
- 3.5 Standards, reagents and/or chemicals that may be utilized during calibration and/or verification and/or maintenance activities are verified before use to ensure they are not expired. Any expired standards, reagents and/or chemicals are appropriately disposed of and are replaced with new standards, reagents and/or chemicals as applicable.
- 3.6 Any measurement device which does not meet its specified performance requirements during calibration and/or verification must be removed from service (if practical) until repaired, replaced or successfully calibrated. The failure must be reported to the Operations Management as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the malfunctioning device. Any actions taken as a result of the failure are recorded in the facility logbook. The Operations Management or designate ensures that any notifications required by applicable legislation are completed and documented within the specified time period.

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-17 Rev Date: 2018-12-04 Rev No: 4 Pages: 2 of 2
MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE		
Reviewed by: QEMS Representative		Approved by: Operations Management


3.7 Calibration and maintenance records and maintenance/equipment manuals are maintained as per OP-05 Document and Records Control.

4. Related Documents

Facility Logbook
 WMS Records
 Calibration/Maintenance Records
 Maintenance/Equipment Manuals
 OP-05 Document and Records Control
 OP-13 Essential Supplies and Services
 OP-15 Infrastructure Maintenance, Rehabilitation and Renewal

5. Revision History

Date	Revision #	Reason for Revision
07-06-13	0	Procedure issued
23-07-14	1	Revised header to identify the position that reviews & approves procedure
15-06-16	2	Revised position for procedure approval to Operations Manager's
18-05-17	3	Changed Operations Manager position to Senior Operations Manager
18-05-18	4	Revised Procedure template issued to meet DWQMS 2.0

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-18 Rev Date: 2018-12-04 Rev No: 4 Pages: 1 of 4
EMERGENCY MANAGEMENT		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To describe the procedure for maintaining a state of emergency preparedness at the facility level under OCWA's Emergency Management Program.

2. Definitions

Emergency Response Plan (ERP) – a corporate-level emergency preparedness plan for responding to and supporting serious (Level 3) operations emergencies

Facility Emergency Plan (FEP) – a facility-level emergency preparedness plan for responding to and recovering from operations emergencies

Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

3. Procedure


3.1 The Facility Emergency Plan (FEP) is the corporate standard for emergency management at OCWA-operated facilities. The FEP supports the facility-level response to and recovery from Level 1, 2 and 3 events related to water and wastewater operations and directly links to the corporate-level Emergency Response Plan (ERP) for management of Level 3 events that require corporate support. Operations Management is responsible for establishing a site-specific FEP that meets the corporate standard for this drinking water system.

3.2 OCWA recognizes three levels of events:

Level 1 is an event that can be handled entirely by plant staff and regular contractors. The event and the actions taken to resolve it (and to prevent a reoccurrence, if possible) are then included in regular reporting (both internally and externally). Examples may include response to an operational alarm, first aid incident, small on-site spill, or a process upset that can be easily brought under control.

Level 2 is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects. If the event reaches this level, the instructions indicate the need to contact the Safety, Process and Compliance Manager/Regional Hub Manager.

Level 3 is an actual or potential situation that will likely require significant additional resources and/or threatens continued operations. It may require corporate-level support including activation of the OCWA Action Group and opening of an Emergency Operations Centre (EOC) as described in the corporate ERP. Level 3 events usually involve intervention from outside organizations (client, emergency responders, Ministry

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-18 Rev Date: 2018-12-04 Rev No: 4 Pages: 2 of 4
EMERGENCY MANAGEMENT		
Reviewed by: QEMS Representative		Approved by: Operations Management

of the Environment, Conservation and Parks (MECP), media, etc.). Examples may include:

- Disruption of service/inability to meet demand;
- Critical injury including loss of life;
- Breach of security that is a threat to public health;
- Intense media attention;
- Community emergency affecting water supply/treatment;
- Declared pandemic; or
- Catastrophic failure that could impact public health or the environment or cause significant property damage.

3.3 Potential emergency situations or service interruptions identified for the St. Marys Water and Distribution System include:

- Unsafe Water
- Spill Response
- Critical Injury
- Critical Shortage of Staff
- Loss of Service
- Security Breach


3.4 The processes for responding to and recovering from each potential emergency situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related standard operating procedures (SOPs) are contained within the FEP.

3.5 OCWA's training requirements related to the FEP are as follows:

Training Topic	Training Provider	Type of Training	Frequency	Required For
Establishing and maintaining a FEP that meets the corporate standard	Safety, Process and Compliance Manager and/or Corporate Compliance (as required)	On-the-Job Practical	Upon hire and when changes are made to the corporate standard*	PCTs (or others identified by the Operations Management)
Contents of the site-specific FEP	Facility Level (coordinated by QEMS Representative)	On-the-Job Practical	Upon hire and when changes to the FEP are made*	All operations personnel with responsibilities for responding to an emergency

*Note: Changes to the corporate standard or site-specific FEP may only require the change to be communicated to Operations for implementation. Therefore, not all changes will require training.

3.6 At least one CP must be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The reviews and tests are recorded on the FEP-01 Contingency Plan Review/Test Summary Form. This record includes the


 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-18 Rev Date: 2018-12-04 Rev No: 4 Pages: 3 of 4
EMERGENCY MANAGEMENT		
Reviewed by: QEMS Representative	Approved by: Operations Management	

outcomes of the review/test, and identifies any opportunities for improvement and actions taken. A scheduled test of a CP may be regarded as a review of that particular CP as long as the outcomes are evaluated using the FEP-01 form. A CP-related response to an actual event may also be considered a review or a test. A review of the incident including lessons learned should be recorded on FEP-01 following the resolution of the actual event, along with any opportunities for improvement/actions identified.

- 3.7 Revisions to the CPs, SOPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.). Results of the emergency response testing and any opportunities for improvement/actions identified are considered during the Management Review (OP-20).
- 3.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in the FEP. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the Owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the Owner and the operating authority in the event an emergency occurs is included in the service agreement with the Owner (as required by the *Safe Drinking Water Act*).
- 3.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendices section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.
- 3.10 An emergency contact list in conjunction with the essential supplies and services list is contained within the FEP and is reviewed/updated at least once per calendar year. An emergency communications protocol is contained within the FEP. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.


4. Related Documents

Facility Emergency Plan
 Corporate Emergency Response Plan
 FEP-01 Contingency Plan Review/Test Summary Form
 Municipal Emergency Response Plan (as applicable)
 Emergency Contact List/Essential Supplies & Services List (Contacts section of FEP)
 OP-20 Management Review

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-18 Rev Date: 2018-12-04 Rev No: 4 Pages: 4 of 4
<p align="center">EMERGENCY MANAGEMENT</p>		
Reviewed by: QEMS Representative		Approved by: Operations Management

5. Revision History

Date	Revision #	Reason for Revision
2013-07-06	0	Procedure issued
2014-07-23	1	New Corporate procedure template implemented
2014-06-14	2	Revised section 5.2 per hub re-structure
2017-05-18	3	Changed Operations Manager position to Senior Operations Manager
2018-12-04	4	Procedure put into new template format to meet DWQMS 2.0

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water Supply and Distribution System	QEMS Proc.: OP-19 Rev Date: 2018-04-18 Rev No: 5 Pages: 1 of 5
INTERNAL QEMS AUDITS		
Reviewed by: QEMS Representative	Approved by: Operations Management	

1. Purpose

To describe the procedure for conducting internal audits at the facility level that evaluate the conformance of OCWA's Quality & Environmental Management System (QEMS) to the requirements of the Drinking Water Quality Management Standard (DWQMS).

This procedure applies to Internal QEMS Audits conducted at the St. Marys Water Supply and Distribution System for the purpose of meeting the DWQMS requirements for internal audits.

Note: This procedure does not apply to internal compliance audits conducted in accordance with OCWA's Internal Audit Program.

2. Definitions

Audit Team – one or more Internal Auditors conducting an audit

Internal Auditor – an individual selected to conduct an Internal QEMS Audit

Internal QEMS Audit – a systematic and documented internal verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the DWQMS

Lead Auditor – Internal Auditor responsible for leading an Audit Team

Non-conformance – non-fulfillment of a DWQMS requirement

Objective Evidence – verifiable information, records or statements of facts. Audit evidence is typically based on interviews, examination of documents, observations of activities and conditions, reviewing results of measurements and tests or other means. Information gathered through interviews should be verified by acquiring supporting information from independent sources


Opportunity for Improvement (OFI) – an observation about the QEMS that may, in the opinion of the Internal Auditor, offer an opportunity to improve the effectiveness of the system or prevent future problems; implementation of an OFI is optional

3. Procedure

3.1 Audit Objectives, Scope and Criteria

3.1.1 In general, the objectives of an internal QEMS audit are:

- To evaluate conformance of the implemented QEMS to the requirements of the DWQMS;
- To identify non-conformances with the documented QEMS; and

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-19 Rev Date: 2018-04-18 Rev No: 5 Pages: 2 of 5
INTERNAL QEMS AUDITS		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- To assess the effectiveness of the QEMS and assist in its continual improvement.

3.1.2 The scope of an internal QEMS audit includes activities and processes related to the QEMS as documented in the Operational Plan.

3.1.3 The criteria covered by an internal QEMS audit include:

- Drinking Water Quality Management Standard (DWQMS)
- Current Operational Plan
- QEMS-related documents and records

3.1.4 The audit scope and criteria may be customized as necessary to focus on a particular process/critical control point and/or any elements of the DWQMS which may warrant specific attention. The results of previous internal and external audits are also considered.

3.2 Audit Frequency

3.2.1 Internal QEMS audits may be scheduled and conducted once every calendar year or may be separated into smaller audit sessions scheduled at various intervals throughout the calendar year. However, all elements of the DWQMS must be audited at least once every calendar year.

3.2.2 The QEMS Representative is responsible for maintaining the internal QEMS audit schedule. The audit schedule may be modified based on previous audit results.

3.3 Internal Auditor Qualifications

3.3.1 Internal QEMS audits shall only be conducted by persons approved by the QEMS Representative and having the following minimum qualifications:

- Internal auditor training or experience in conducting management system audits; and
- Familiarity with the DWQMS requirements.


3.3.2 Internal Auditors that do not meet the qualifications in 3.3.1 may form part of the Audit Team for training purposes, but cannot act as Lead Auditor.

3.3.3 Internal Auditors must remain objective and, where practical, be independent of the areas/activities being audited.

3.4 Audit Preparation

3.4.1 Together, the QEMS Representative and the Lead Auditor:

- Establish the audit objectives, scope and criteria;

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-19 Rev Date: 2018-04-18 Rev No: 5 Pages: 3 of 5
INTERNAL QEMS AUDITS		
Reviewed by: QEMS Representative		Approved by: Operations Management

- Confirm the audit logistics (locations, dates, expected time and duration of audit activities, any health and safety considerations, availability of key personnel, audit team assignments, etc.).

3.4.2 Each Internal Auditor is responsible for:


- Reviewing documentation to prepare for their audit assignments including:
 - the Operational Plan and related procedures;
 - results of previous internal and external QEMS audits;
 - the status and effectiveness of corrective and preventive actions implemented;
 - the results of the management review;
 - the status/consideration of OFIs identified in previous audits; and
 - other relevant documentation.
- Preparing work documents (e.g., checklists, forms, etc.) for reference purposes and for recording objective evidence collected during the audit

3.5 Conducting the Audit

- 3.5.1 Opening and closing meetings are not required, but may be conducted at the discretion of the QEMS Representative and the Lead Auditor taking into account expectations of Top Management.
- 3.5.2 The Audit Team gathers and records objective evidence by engaging in activities that may include conducting interviews with Operations Management and staff (in person, over the phone and/or through e-mail), observing operational activities and reviewing documents and records.
- 3.5.3 The Audit Team generates the audit findings by evaluating the objective evidence against the audit criteria (s. 3.1.3). In addition to indicating conformance or non-conformance, the audit findings may also lead to the identification of opportunities for improvement (OFIs). The Lead Auditor is responsible for resolving any differences of opinion among Audit Team members with respect to the audit findings and conclusions.

3.6 Reporting the Results

- 3.6.1 The Lead Auditor reviews the audit findings and conclusions with the QEMS Representative and Top Management. Other audit participants may also take part in this review as appropriate. This review may take place in person (e.g., during a closing meeting) or through other means (phone call, email, etc.). Any diverging opinions regarding the audit findings and conclusions should be discussed and, if possible, resolved. If not resolved, this should be noted by the Lead Auditor.

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-19 Rev Date: 2018-04-18 Rev No: 5 Pages: 4 of 5
INTERNAL QEMS AUDITS		
Reviewed by: QEMS Representative		Approved by: Operations Management

3.6.2 The Lead Auditor submits a report and/or completed work documents to the QEMS Representative. The submitted documentation must identify (at a minimum):

- Audit objectives, scope and criteria;
- Audit Team members and audit participants;
- Dates and locations where audit activities were conducted;
- Audit findings including:
 - Related objective evidence for each element;
 - Any non-conformance identified referencing the requirement that was not met; and
 - OFIs or other observations.
- Audit conclusions.

3.6.3 The QEMS Representative distributes the audit results to Top Management and others as appropriate.

3.6.4 The QEMS Representative ensures that results of internal QEMS audits are included as inputs to the Management Review as per OP-20 Management Review.

3.7 Corrective Actions and Opportunities for Improvement (OFIs)

3.7.1 Corrective actions are initiated when non-conformances are identified through internal QEMS audits and are documented and monitored as per OP-21 Continual Improvement.


3.7.2 OFIs are considered, and preventive actions initiated, documented and monitored as per OP-21 Continual Improvement.

3.8 Record-Keeping

3.8.1 Internal QEMS audit records are filed by the QEMS Representative and retained as per OP-05 Document and Records Control.


4. Related Documents

Internal Audit Records (checklists, forms, reports, etc.)
 OP-05 Document and Records Control
 OP-20 Management Review
 OP-21 Continual Improvement
 Internal Audit Findings Tracking Spreadsheet

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water Supply and Distribution System</p>	QEMS Proc.: OP-19 Rev Date: 2018-04-18 Rev No: 5 Pages: 5 of 5
<p align="center">INTERNAL QEMS AUDITS</p>		
Reviewed by: QEMS Representative		Approved by: Operations Management

5. Revision History

Date	Revision #	Reason for Revision
2013-06-07	0	Procedure issued
2014-07-23	1	Revised header to identify the position that reviews and approves
2015-05-04	2	New Corporate template implemented
2016-06-15	3	Revised Operations Manager role and responsibilities
2018-05-17	4	Revised Operations Manager to Senior Operations Manager position
2018-12-04	5	Revised Procedure template issued to meet DWQMS 2.0

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-20 Rev Date: 2018-12-04 Rev No: 5 Pages: 1 of 3
MANAGEMENT REVIEW		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To describe the procedure for conducting a Management Review of the Quality & Environmental Management System (QEMS) at the facility level.

2. Definitions

Management Review – a formal (documented) meeting conducted at least once every calendar year by Top Management to evaluate the continuing suitability, adequacy and effectiveness of OCWA's Quality & Environmental Management System (QEMS)


Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Top Management – a person, persons or group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems. OCWA has defined Top Management for the St. Marys Water and Distribution System as:

- Operations Management – St. Marys Cluster
- Regional Hub Manager – Southwest Region
- Safety, Process & Compliance (SPC) Manager – Southwest Region

3. Procedure

- 3.1 Top Management ensures that a Management Review is conducted at least once every calendar year.
- 3.2 At a minimum, the QEMS Representative, at least one member of Top Management and at least one facility operations representative must attend the Management Review meeting. Other members of Top Management or Operations staff who may participate though their attendance is optional.
- 3.3 Other staff may be invited to attend the Management Review meeting or to assist with presenting information or in reviewing the information presented, where they offer additional expertise regarding the subject matter.
- 3.4 The standing agenda for Management Review meetings is as follows:
 - a) Incidents of regulatory non-compliance;
 - b) Incidents of adverse drinking water tests;
 - c) Deviations from critical control limits and response actions;
 - d) The effectiveness of the risk assessment process;
 - e) Internal and third-party audit results (including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented);
 - f) Results of emergency response testing (including any OFIs identified);
 - g) Operational performance;


 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-20 Rev Date: 2018-12-04 Rev No: 5 Pages: 2 of 3
MANAGEMENT REVIEW		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- h) Raw water supply and drinking water quality trends;
- i) Follow-up on action items from previous Management Reviews;
- j) The status of management action items identified between reviews;
- k) Changes that could affect the QEMS;
- l) Consumer feedback;
- m) The resources needed to maintain the QEMS;
- n) The results of the infrastructure review;
- o) Operational Plan currency, content and updates;
- p) Staff suggestions; and
- q) Consideration of applicable Best Management Practices (BMPs).

- 3.5 In relation to standing agenda item q), applicable BMPs, if any, to address drinking water system risks discussed during other agenda items, are identified and documented in the Management Review minutes. Review and possible adoption of applicable BMPs are revisited during subsequent Management Reviews and are incorporated into preventive and/or corrective actions as per OP-21 as appropriate.
- 3.6 The QEMS Representative coordinates the Management Review and distributes the agenda with identified responsibilities to participants in advance of the Management Review meeting along with any related reference materials.
- 3.7 The Management Review participants review the data presented and make recommendations and/or initiate action to address identified deficiencies as appropriate as per OP-21.
- 3.8 The QEMS Representative ensures that minutes of and actions resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA Top Management, personnel and the Town of St. Marys Environmental Supervisor.
- 3.9 The QEMS Representative monitors the progress and documents the completion of actions resulting from the Management Review.


4. Related Documents

Management Review Reference Materials
 Minutes and actions resulting from the Management Review
 OP-21 Continual Improvement

	<p align="center">OPERATIONAL PLAN St. Marys Water and Distribution System</p>	<p>QEMS Proc.: OP-20 Rev Date: 2018-12-04 Rev No: 5 Pages: 3 of 3</p>
MANAGEMENT REVIEW		
Reviewed by: QEMS Representative	Approved by: Operations Management	

5. Revision History

Date	Revision #	Reason for Revision
2013-06-07	0	Procedure issued
2014-07-14	1	Revised header to identify position responsible for review & approval
2015-05-15	2	Revised 3.0 Responsibilities adding Operations Manager position
2016-06-16	3	Revised to remove reference of Operations manager position
2017-05-17	4	Changed Operations Manager position to Senior Operations Manager
2018-12-04	5	Revised into new template to meet DWQM 2.0

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-21 Rev Date: 2018-12-04 Rev No: 6 Pages: 1 of 3
CONTINUAL IMPROVEMENT		
Reviewed by: QEMS Representative		Approved by: Operations Management

1. Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the St. Marys Water and Distribution System.

2. Definitions

Continual Improvement - recurring activity to enhance performance (ISO 14001:2014)

Corrective Action – action to eliminate the cause of detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

Non-conformance – the non-fulfilment of a DWQMS requirement

Preventive Action – action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

3. Procedure

3.1 OCWA strives to continually improve the effectiveness of its QEMS for this drinking water system through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).


3.2 Corrective Actions

3.2.1 Non-conformances may be identified through an internal or external QEMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:

- an incident/emergency;
- community/Owner complaint;
- other reviews; and
- operational checks, inspections or audits.

3.2.2 The QEMS Representative in consultation with the SPC Manager investigates the need for a corrective action to eliminate the root cause so as to prevent the non-conformance from recurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.2.3 The QEMS Representative determines the corrective action needed based on this consultation. The Operations Management (or designate) assigns

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">St. Marys Water and Distribution System</p>	QEMS Proc.: OP-21 Rev Date: 2018-12-04 Rev No: 6 Pages: 2 of 3
CONTINUAL IMPROVEMENT		
Reviewed by: QEMS Representative		Approved by: Operations Management

responsibility and a target date for resolution.

3.2.4 The QEMS Representative ensures corrective actions are documented using Internal & External Audit Findings Tracking Spreadsheet(s), Implement Action Plan, Analysis & Action Plan. The QEMS Representative monitors the progress of corrective actions and provides status updates to Top Management.

3.2.5 The implementation and effectiveness of corrective actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management or designate initiates further corrective action and assigns resources as appropriate until the non-conformance is fully resolved.

3.3 Preventive Actions

3.3.1 Potential preventive actions may be identified through an internal or external QEMS audit as Opportunities For Improvement (OFIs), during the Management Review or through other means such as:


- staff/Owner suggestions;
- regulator observations;
- evaluation of incidents/emergency response/tests;
- the analysis of facility/Regional Hub or OCWA-wide data/trends;
- non-conformances identified at other drinking water systems; or
- a result of considering a BMP.

3.3.2 The QEMS Representative in consultation with the SPC Manager considers whether a preventive action is necessary. The review may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.3.3 If it is decided that a preventive action is necessary, the QEMS Representative determines the action to be taken based on this consultation and the Operations Management or designate assigns responsibility and a target date for implementation.

3.3.4 The implementation of preventive actions are tracked by the QEMS Rep. using Internal & External Audit Findings Tracking Spreadsheet, Implement Action Plan, Analysis & Action Plan.

3.3.5 The implementation and effectiveness of preventive actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management or designate may consider further preventive actions and assigns resources as appropriate.

 Ontario Clean Water Agency	OPERATIONAL PLAN St. Marys Water and Distribution System	QEMS Proc.: OP-21 Rev Date: 2018-12-04 Rev No: 6 Pages: 3 of 3
CONTINUAL IMPROVEMENT		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.4 The QEMS Rep. or designate monitor corrective/preventive actions on an ongoing basis and review the status and effectiveness of the actions during subsequent Management Review meetings.

3.5 Best Management Practices (BMPs)

3.5.1 The QEMS Representative or designate in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20) and in the corrective and preventive action processes described above.

3.5.2 BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or drinking water system performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by the Ministry of the Environment and Climate Change.

3.5.3 At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

4. Related Documents

OP-05 Document and Records Control
 OP-20 Management Review
 Internal Audit Records / Audit Findings Tracking Spreadsheet
 External Audit Records / Audit Findings Tracking Spreadsheet
 Management Review Meeting Minutes
 MECP / MOL / MOH / EC Analysis & Action Plans

5. Revision History

Date	Revision #	Reason for Revision
2018-12-04	6	Procedure issued – Some of the information within OP-21 was originally set out in the main body of OCWA's Operational Plan Rev. 6, 2017-05-18 and in QP-10 Internal Audit procedure Rev. 5, 2018-05-18

Schedule C – Director's Directions for Operational Plans (Subject System Description Form) Municipal Residential Drinking Water System

Fields marked with an asterisk (*) are mandatory.

Owner of Municipal Residential Drinking Water System *
The Corporation of the Town of St. Marys

Name of Municipal Residential Drinking Water System *
St. Marys Water Supply and Distribution System

Subject Systems

☒ Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in the below table.

	Name of Operational Subsystems(if Applicable)	Name of Operating Authority *	DWS Number(s) *
1	St Marys Water Supply & Distribution	Ontario Clean Water Agency	220000521

Provide the information outlined in the 'Contact Information' section for **each** Operational Subsystem.

Contact Information

Last Name *	First Name *	Middle Initial
Hornick	Renee	
Title *	Phone Number *	
Senior Operations Manager	519 274-0997	
Email Address *		
rhornick@ocwa.com		

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	28 May 2019
Subject:	PW 29-2019 Traffic, Parking and Boulevard Maintenance By-law Amendment

PURPOSE

To approve an amendment to By-law 58-2018, being a by-law to regulate traffic, parking and boulevard maintenance within the Town of St. Marys.

RECOMMENDATION

THAT PW 29-2019 Traffic, Parking and Boulevard Maintenance By-Law Amendment be received;

THAT Council approve the proposed changes to By-law 58 of 2018; and

THAT By-law 59-2019, being a by-law to amend By-law 58 of 2018, be approved.

BACKGROUND

The *Highway Traffic Act* (HTA) and Part III of the *Municipal Act* are the governing pieces of legislation that regulate traffic on roadways. The HTA delegates authority to municipalities to pass by-laws to regulate various traffic related matters on municipal roadways.

Throughout 2017 and early 2018 staff conducted a review of By-law 6 of 2014, the traffic by-law at the time. Upon review, staff identified a series of issues. First, certain parts of the original by-law did not conform to HTA or Minimum Maintenance regulations; the by-law also overlapped with existing by-laws. Furthermore, the schedules for parking, stop signs, and yield signs did not correspond to deployed signage. Also, By-law 6 of 2014 did not have a regulating authority for parking in public and municipal facility parking lots. Finally, the existing on-road allowance permit system was providing to be ineffective and difficult to maintain.

Staff brought forward two reports to the Strategic Priorities Committee (August 15, 2017 and February 20, 2018) to discuss possible resolutions to the problems mentioned above.

Key changes made during the revisions process include:

- Re-organize the by-law into three parts to improve readability, (1) Traffic, (2) Parking, and (3) Boulevard Maintenance
- Consolidation of existing by-laws that pertain to items in the new by-law
- Allow on-street parking between May 1 and October 31 with the exception of the downtown core and existing 'no parking' areas, while continuing to monitor for conflicts
- Regulate municipal parking lots and implement parking permits in public parking lots
- Heavy vehicle parking at the Pyramid Recreation Centre

- Boulevard maintenance standards to provide residents with guidelines to comply with Minimum Maintenance Standards for Municipal Highways O. Reg. 366/18: (MMS) – Section 16.2.

On June 12, 2018, Council approved By-law 58 of 2018. For more information regarding the changes made please see, **PW 32-2018 Traffic, Parking and Boulevard Maintenance By-law**, which includes a matrix indicating all changes. The By-law took effect on November 1, 2018.

REPORT

The 2017/2018 review process was extensive since By-law 6 of 2014 had not been reviewed since its implementation date. Staff anticipates that By-law 58-2018 will be a by-law that requires annual reviews to ensure the By-law is current.

For the 2019 update, staff have identified several items that need to be amended. Comments have been included to illustrate the reason for the amendment, addition or removal.

Section 2.0 Traffic

SECTION	BY-LAW 58-2018	AMENDMENT
Section 2.4 (2) No Stopping	No person shall Stop a Vehicle in an area that has been designated as a No Stopping area when a sign is on display.	No person shall Stop a Vehicle in an area that has been designated as a No Stopping area when a sign is on display except for mobility assisted transport services and the delivery of goods to local addresses.
	Comment: Resident concerns that “No Stopping” areas will inhibit their access to mobility assisted transport services (specifically on Park St.) or delivery of parcels. The department sees no issues allowing stopping under certain circumstances.	

Section 3.0 Parking

SECTION	BY-LAW 58-2018	AMENDMENT
Section 3.1(3) Parking Regulations and Restrictions	(h) Within three (3) metres of a point on the Curb or edge of the Roadway adjacent to any fire hydrant.	(h) Within three (3) metres of a point on the Curb or edge of the Roadway adjacent to any fire hydrant except within the areas identified in Schedule 11.
	Comment: Schedule 11 designates the Downtown area. Pavement markings currently permit parking within the areas restricted in Section 2 3.1(h). The statement has been amended so that current Downtown parking behaviours may be maintained.	
		(u) Except within the limits defined by pavement markings where pavement markings exist.
	Comment: Enforcement issue identified by the Stratford Police. Currently a person could park outside the lines of the marking and the police flagged that there needs to be a specific prohibition for them to enforce.	

By-law Schedules

SECTION	BY-LAW 58-2018	AMENDMENT
Schedule 3: Electronic Pedestrian Signal Cross Overs		(2) James Street South, between Elizabeth Street and Victoria Street
	Comment: Updated to reflect Council’s capital approval to install a Level II Type C pedestrian crossover on James Street South near St. Marys District Collegiate Vocational Institute (installation to occur in 2019) as per the recommendations set out in PW 01-2019	
Schedule 5: No Stopping Area		Maxwell Street – Southside of Maxwell Street from 70m westerly of Lindsay Atkinson Drive to 70m easterly of Lindsay Atkinson Drive from 8:00a.m. to 4:00 p.m., Monday to Friday, inclusive September to June.
	Comment: Updated to reflect Council’s resolution with regard to PW 18-2019 Report on Maxwell St. Pedestrian Facility Review. The restriction will give students crossing to Dunsford Crescent a better line of sight to see oncoming traffic as well as provide motorists with more visibility and time to stop in the event that a pedestrian attempted to cross when traffic was not clear.	
Schedule 10: No Parking	Church St. North – Eastside from Queen Street to 30 metres northerly to permit police services parking only	Queen Street East – Northside from Church Street to 30 metres easterly to permit police services parking only.
	Comment: request from Stratford Police to move police cruiser parking to Queen Street to enhance police visibility to provide additional traffic calming.	
	Egan Ave – Southside from Peel St. to Wellington St.	Egan Ave – Northside & Southside 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive September to June, from James St. North to Wellington Street North.
	Egan Ave- Southside between King & James St.	
	Egan Ave – Southside from Peel St. 50 metres easterly, from 8:00 a.m. to 4:00 p.m.	
	Comment: Overlap in original no parking entries, revised for better readability. Open up parking after school hours to accommodate other activities at local amenities and the park. Note: Staff expect revision post reconstruction & development commence.	
	Church Street South – Westside from Jones Street to Elizabeth Street	Removed.
Comment: Overlap in original no parking entries, captured in Church Street South – Westside from Queen Street to Elizabeth Street.		
	Maxwell Street – Southside of Maxwell Street from west curb line of Huron Street South to 85 metres westerly.	Maxwell Street – Southside of Maxwell Street from 70m westerly of Lindsay Atkinson Drive to 70m easterly of Lindsay Atkinson Drive from 8:00a.m. to 4:00 p.m., Monday to Friday, inclusive September to June

SECTION	BY-LAW 58-2018	AMENDMENT
	Comment: Updated to reflect Council's resolution with regard to PW 18-2019 Report on Maxwell St. Pedestrian Facility Review.	
	Rogers Ave – North and South side from Huron Street westerly to end at DCVI Parking Lot, from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive September to June.	Rogers Ave – North side from Huron Street westerly to end at DCVI Parking Lot, from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive September to June.
	Comment: Initially added to by-law to accommodate resident complaints regarding the street being an overflow parking lot for teachers at DCVI. Residents reported the additional no parking was too restrictive. Removal of the Southside restriction to maintain lane access during school hours, but also allow for some parking for residential use.	
	Station Street – Northside from Widder St. to Wellington St.	Removed.
	Station Street – Southside from Church St. to Widder St.	
	Comment: overlap in original no parking entries, captured in Station Street – Northside & Southside from Widder St. to Wellington St.	
	Although in the by-law, some sections have never been appropriately signed (for example, in front of the Legion).	
Schedule 13: Public Parking Lot	9. Water Street South, across from Baseball Hall of Fame Entrance (Seasonal use April 30 th to November 1)	Removed.
	Comment: Property has been sold, removed from municipal parking lot inventory	

SUMMARY

In 2018, the Town of St. Marys Council passed By-Law 58-2018 being a by-law that regulates traffic, parking and boulevard maintenance. The By-law was presented after an extensive review process; during this process, staff noted that a review should be completed on an annual basis to ensure the document is up to date and addresses resident concerns. The amendment presented addresses items missed during the original review, and issues identified since June of 2018.

FINANCIAL IMPLICATIONS

Nominal costs to purchase additional signage – most signs are in the Town's existing sign inventory

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #3 & 5: Balanced Growth & Economic Development, Business attraction, retention & expansion program.
 - Outcome: A key to growth is to ensure a vibrant and sustainable commercial sector. Economic development needs to rest on three pillars, beyond the traditional business attraction. It should also focus attention and resources to ensure both business retention and expansion.

- Tactic(s): Encourage existing businesses to optimize on their existing buildings/spaces.
- Pillar #6: Attainable & mixed-use housing:
 - Short Term Initiatives: identify in the Official Plan development areas that would be key growth areas among targeted demographics. Encourage businesses to convert second-storey spaces into rentals. Investigate the prospect of medium density housing in the downtown and surrounding areas.

OTHERS CONSULTED

Todd Thibodeau, Public Works Supervisor
Jeff Wolfe, Asset Management/Engineering Specialist
Jenna McCartney, Deputy Clerk

ATTACHMENTS


None.

REVIEWED BY

Recommended by the Department




Jed Kelly
Director of Public Works



Morgan Dykstra
Public Works Coordinator

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Building and Development

Date of Meeting: 28 May 2019

Subject: DEV 38-2019 June Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 38-2019 June Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Planning

- 256 Church Street South (DeBrabandere) - Minor Variance Application to permit 3 converted units in existing single detached dwelling considered by Committee of Adjustment on May 15
- Thames Crest Farms - Applications for Plan of Subdivision and Zoning By-law Amendment received and ready to be deemed complete.
- Meadowridge Properties Phase 2 - Application for Zoning By-law Amendment (maximum lot coverage for townhouses) endorsed by PAC on May 6 and public meeting scheduled for May 28

Building

- A total of 14 permits were issued in April 2019 compared to 15 the previous year.
- There was 6 new dwelling units this month compared to 7 the previous year.
- The total construction values were \$2,313,500 compared to \$4,721,000 the previous year.
- The total permit fees were \$13,348.44 compared to \$16,484.15.
- A total of 46 appointments were provided by the Building Department for this time period.
- There was one Heritage Permit issued for this period.

Facilities Operational

- Tender Documents – working on writing all potential tenders
- Parks facilities – all washrooms have been opened for the season.
- Soccer – Staff have relocated the soccer field from Southvale to Meadowridge Field and relocated the tyke fields from DCVI to Meadowridge. Staff have also shortened Watt Field at the request of Minor Soccer
- Tennis Courts –the net issue has been fixed. Courts are open for the season
- Little Falls Playground – Sofsurfaces performed a thorough clean of the rubber tile surface to eliminate staining.
- Baseball diamonds - open for the season. Having issues grading diamonds due to the amount of rain

- Cadzow – Splash pad ready to open on May 17. All fixtures have been reinstalled from warranty work.
- Playgrounds – staff have a third party inspector inspecting all Town owned playgrounds in St. Marys. Work to be completed by May 30.

Facilities Capital

- Capital Plan 20 year – working on document
- Water Tower Structural Upgrades – all back pointing of the stones has been completed. Front pointing work is underway.
- Library & Town Hall Window Replacement Project –Two emergency doors to be installed, one in the Library and the other at Town Hall leading from the balcony to the fire escape. Both have been ordered. Awaiting installation dates.
- Fire Hall – Design RFP for Fire Hall Renovation has closed, and been awarded.
- Library Circulation Desk – Accessibility Report is being written with Accessibility Advisory Committee input expected by the end of May.
- Accessibility Reports being written for Cadzow & Museum walkways, Cenotaph walkway, Lind and Cemetery Washroom Renovations and Fire Hall Design.
- Town Hall Service Desk – desk has been installed. Drywall work is being completed with painting and carpet install to follow.

PRC Operations


- Both ice pads have been removed for season until August and September; spring maintenance is beginning
- PRC Splash Pad preparations to open for season in May 17
- HVAC equipment switched from heating mode to cooling mode and all units tested for A/C operation ahead of warmer weather
- New Auto Scrubber purchased.

SPENDING AND VARIANCE ANALYSIS

Tennis Court Net Repair – the work came in over budget. The original work was estimated to be \$5000 to \$6000. Once contractor was on site it was decided the post holes would need to be wider due to issue with reaching 4 feet of depth. Without the additional width of the concrete in the post hole the post would pull in again under the tension of the net. The limestone under the tennis courts prevented the Contractor from reaching 4 feet of depth. Actual cost of the repairs \$13, 558.50 taxes included for a budget variance of \$7558.50. We are looking for other budget opportunities to help maintain our overall budget.

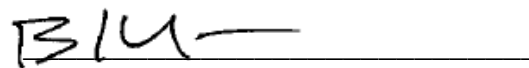
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	28 May 2019
Subject:	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

PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Ltd. (Phase 2).

RECOMMENDATION

THAT DEV 39-2019 Application for Zoning By-law Amendment (Z02-2019) by Meadowridge Properties Ltd. (Phase 2) be received;

THAT Council approve the Zoning By-law Amendment Application for Meadowridge Properties Ltd. provided no significant concerns are raised by the public or members of Council at the statutory public meeting; and,

THAT Council enact Zoning By-law Z133-2019 for Meadowridge Properties Ltd.

REPORT

The lands subject to this Application are approximately 7.3 hectares in size as shown on Attachment 2 of this report. The subject property is designated "Residential" and "Natural Heritage" in the Town Official Plan. The "Residential" designation permits a range of dwelling types and forms, including single detached, semi-detached, and street-front townhouse dwellings.

On November 27, 2018, Plan of Subdivision 44M-70 was registered to create 30 single-detached residential lots, 5 lots to accommodate 10 semi-detached units, 6 lots to accommodate 34 townhouse units, and 6 storm water management/walkway/open space blocks.

On July 24, 2018, the Town passed Zoning By-law No. Z128-2018 to rezone the Plan of Subdivision lands to "Residential Zone Three (R3)", "Residential Zone Three (R3-17)", "Residential Zone Five (R5-7)", "Residential Zone Five (R5-8)", "Residential Zone Five (R5-9)", "Residential Zone Five (R5-10)" and "Open Space Zone (OS-5)".

The purpose and intent of this proposed Zoning By-law Amendment Application (File Z02-2019) is to amend Sections 12.9.7 (R5-7 - Lots 21 and 31 of Plan 44M-70), 12.9.8 (Lots 17 and 18 of Plan 44M-70), 12.9.9 (Lot 10 of Plan 44M-70) and 12.9.10 (Lot 32 of Plan 44M-70) of the Zoning By-law to increase the permitted maximum lot coverage for row or townhouse dwellings as follows:

a) Lot Coverage, Maximum for Row or Townhouse Dwellings	40% (increase from 35% required by Section 12.4.10 of the R5 Zone)
b) Lot Coverage, Maximum for One Dwelling Unit of a Row or Townhouse Dwelling on One Lot	50% (increase from 40% required by Section 12.5.9 of the R5 Zone)

At the May 6, 2019 meeting, the Planning Advisory Committee considered an Information Report and passed a motion endorsing, in principle, the Application for Zoning By-law Amendment and recommended that Council proceed to a public meeting to consider the Application.

In support of this Application, the owner has submitted a Planning Justification Report (PJR) prepared by Barbara G. Rosser (refer to Attachment 3). Registered plan 44M-70 is included in the PJR with the townhouse lots subject to this Application indicated. The following is a summary of the discussion in the PJR:

- In general, maximum lot coverage percentages for residential development especially townhouse development were originally reflective of the tendency for townhouse development to be of two storey design thus requiring lower lot coverage to accommodate the resultant building footprint and often remaining under one ownership with rental of individual townhouse units so lot coverage was not a consideration especially relative to interior townhouse units.
- More recent townhouse development has evolved in the respect that units are more commonly intended for individual ownership and therefore subject to division subsequent to construction, and in some cases have become geared towards an aging population which requires one storey design with the ability to accommodate accessible elements.
- Coupled with the emphasis of provincial policy on avoiding undue land consumption, promoting efficient development and accommodating an appropriate range and mix of residential uses to meet long term needs, maximum lot coverage zoning regulations for townhouses in many areas have either been increased or been removed completely.
- Allowing for greater lot coverage allows for a desirable design from an energy efficiency perspective and offers near accessibility with limited stairs as a result of near-grade construction while being marketable and affordable to an older, retirement age demographic.
- Using Lot 17 as a whole by way of example, the actual difference in coverage maximum from 35 to 40 percent would amount to approximately 126 square metres. This is a marginal difference over the six units and would result in no measurable impact upon neighbouring land uses or upon an owner's enjoyment of an individual unit.

References to other municipal zoning by-laws are also provided in the PJR showing a number of examples where a maximum lot coverage requirement of 50 percent or more has been used. In some cases, there is no maximum lot coverage requirement, relying on other regulations such as yard setbacks.

COMMUNICATIONS

Notice of Public Meeting for the Zoning By-law Amendment Application was circulated by first class mail to all land owners within 120 metres of the subject lands, to those agencies as prescribed by Regulation and notification signage was also posted.

The following table provides a summary of comments received from Town Departments and agencies to date.

Department / Agency	Date	Summary of Comments
Upper Thames River Conservation Authority	April 30, 2019	<ul style="list-style-type: none"> No objection.

PLANNING ANALYSIS

The registered plan of subdivision will provide:

- 30 single detached units representing 40.5 per cent of the housing units;
- 10 semi-detached units representing 13.5 per cent of the housing units; and
- 34 townhouse units representing 46.0 per cent of the housing units.

The proposed development aligns with Provincial and Town policies that support efficient and compact development, and the provision of a mix of housing densities and prices. The proposed increased lot coverages will allow for this appropriate form of townhouse development, while maintaining sufficient space for on-site parking and amenity space in rear yards.

A copy of proposed Zoning By-law Z133-2019 is provided in the May 28, 2019 Council agenda.

FINANCIAL IMPLICATIONS

None known at this time.

SUMMARY

The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement and conforms to the Official Plan. It is recommended that Council approve the Zoning By-law Amendment if no significant concerns are raised by the public or members of Council at the statutory public meeting.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jason Silcox, Building Inspector

ATTACHMENTS

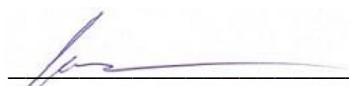
- 1) Application for Zoning By-law Amendment
- 2) General Location Map
- 3) Planning Justification Report

REVIEWED BY

Recommended by the Department

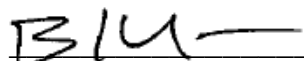


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk



Corporation
of the Town of St. Marys

- ☐ Application for Approval of a Official Plan Amendment
(Under Section 22(4) of the Planning Act)
- ☒ Application for Zoning By-law Amendment
(Under Section 34 or 39 of the Planning Act)
- ☐ Application to Remove a Holding Symbol
(Under Section 34 and 36 of the Planning Act)

Instructions

Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Town. An accurate scaled drawing of the subject land must be submitted.

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application See Section 13.0).

Please bear in mind that additional information may be required by the Town, local and provincial agencies in order to evaluate the proposed Amendment. The required information may include studies or reports to deal with such matters as impacts on: the environment; transportation network; water supply; sewage disposal; and storm water management.

In addition, the applicant may be required to submit a more detailed site plan in accordance with Section 41, of the Planning Act.

Completeness of the Application

The information in this form that must be provided by the applicant is indicated by black arrows (➔) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 198/96 made under the Planning Act. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the approval authority and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Approval Process

Upon receipt of an application, the required fee and other information (as required) Council will determine whether there is sufficient merit in processing the application further (i.e. circulation of notice and the holding of a public meeting as required by the Ontario Planning Act). The applicant is encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Official Plan Amendments and Zoning By-law Amendment are adopted by St. Marys Council. If no notice of appeal is received within twenty days, the Official Plan Amendment and/or Zoning By-law Amendment is in force.

For Help

To help you complete the application form, please consult the Building Department in the Town Hall. You can also call the Building Department at (519) 284-2340.

Please Print and Complete or (✓) Appropriate Box(es)

1.0 Application Information

➔ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)		
Name of Owner(s) Meadowridge Properties Inc.	Home Telephone No.	Business Telephone No. 519-284-2580
Address Box 190, St. Marys, ON (25 Water St. North)	Postal Code N4X 1B1	Fax No. 519-284-3602
1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)		
Name of Contact Person (and Firm) Barb Rosser (brosser@execulink.com)	Home Telephone No. 519 293-3210	Business Telephone No. 519 282-2560
Address Box 96 Ailsa Craig	Postal Code N0M 1A0	Fax No. 519 293-3945

➔ 2.0 Location and Size of the Subject Land

Street No.	Name of Street/Road	Registered Plan No. 44M-70	Lot(s)/Block(s) 10, 17, 18, 21, 31, 32
Reference Plan No.	Part Number(s)	Concession Number(s) 18, geographic Blanshard	Lot Number(s) part 21 and 22
Lot Frontage	Average Width	Average Depth	Lot Area

➔ 2.1 Is there a mortgage or charge in respect of the subject land? ☐ Yes ☒ No If yes, give the names and addresses of any mortgages or charges

➔ 2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No If yes, describe the easement or covenant and its effect.

➔ 2.3 When were the subject lands acquired by the current owner?
1988

➔ 3.0 Proposed and Current Land Use

➔ 3.1 What is the proposed use of the subject land?
street front townhouse development

➔ 3.2 What is the current use of the subject land?
vacant, under development

➔ 3.3 How is the subject land currently designated in the Official Plan?

Residential

➔ 3.4 How is the subject land currently zoned in the applicable Zoning By-law?

Lot 10 Residential Zone 5 (R5-9), Lot 17 and 18 Residential Zone 5 (R5-8), Lot 21 and 31 Residential Zone 5 (R5-7),

Lot 32 Residential Zone 5 (R5-10)

➤ 3.5 Provide the following details for all buildings, both existing or proposed. (Should be shown on the Site Plan submitted with this Application).

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
	N/A	In accordance with other applicable R5 regulations			
3.5.1 Front yard			3.5.5 Height		
3.5.2 Rear yard			3.5.6 Dimensions		
3.5.3 Side Yard			3.5.7 Gross Floor Area		
3.5.4 Side Yard			3.5.8 Date Constructed		

➤ 4.0 Official Plan Amendment (proceed to Section 5.0 if a Official Plan Amendment is not proposed)

4.1 Does the Proposed Official Plan Amendment:	Yes	No
4.1.1 Add a Land Use designation to the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Change a land use designation in the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Replace a policy in the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Delete a policy from the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Add a policy to the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>

If applicable, please provide the policy section number to be changed, and suggested policy wording on a separate page.

4.2 What is the purpose of the Official Plan Amendment and land uses that would be permitted by the proposed Official Plan Amendment?

4.3 Explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act (attach a separate page if necessary).

➤ 5.0 Zoning By-law Amendment (proceed to Section 6.0 if a Zoning By-law Amendment is not proposed)

5.1 Does the Proposed Zoning By-law Amendment:	Yes	No
5.1.1 Add a Zone Category to the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.2 Change a Zone Category in the Zoning By-law?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.3 Replace a zoning provision in the Zoning By-law?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.4 Delete a zoning provision from the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.5 Add a zoning provision to the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If applicable, please provide the provision section number to be changed, and suggested provision wording on a separate page.

To amend the provisions of Sections 12.9.7 (R5-7), 12.9.8 (R5-8), 12.9.9 (R5-9), 12.9.10 (R5-10) to permit Lot Coverage, Maximum 40% for Row or Townhouse Dwellings and Lot Coverage, Maximum 50% for One Dwelling Unit of a Row or Townhouse Dwelling on One Lot notwithstanding Sections 12.4.10 and 12.5.9

5.2 What is the purpose of the proposed Zoning By-law Amendment and what are the land uses proposed?

To accommodate the development of one storey townhouse dwellings under the applicable site-specific R5 zonings

6.0 Previous Industrial or Commercial Uses

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates. ☐ Yes ☒ No

6.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No

6.3 What information did you use to determine the answers to the above questions? previous geotechnical investigation submitted at draft plan appn

6.4 If Yes, to (6.1), (6.2) or (6.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed.
Is the previous use inventory attached? ☐ Yes ☐ No

➤ 7.0 Status of Other Applications under the Planning Act

Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, Zoning By-law Amendment or Zoning Order Amendment? ☐ Yes ☒ No If Yes, indicate the type of application, the file number and the status of the application.

➤ 8.0 Servicing

8.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	<input checked="" type="checkbox"/>		a) Public piped water system	<input checked="" type="checkbox"/>	
b) Public or private communal septic			b) Public or private communal well(s)		
c) Individual septic system(s)			c) Individual well(s)		
d) Other			d) Other		

Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers	✓		a) Arterial Road		
b) Ditches or swales			b) Collector Road		
c) Other			c) Local Road	✓	

➤ 9.0 Justification

9.1 Indicate how the proposed use(s)/ zone complies with the relevant portions of the Official Plan - or complete an Official Plan Amendment Application.

see justification letter

9.2 Indicate how the proposed use(s) will be compatible with the surrounding land uses.

see justification letter

10.0 Other Information

➤ 11.0 Application Drawing

Please submit an accurate, scaled drawing of the proposal showing the following information:

- The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- The uses of adjacent and abutting land;
- The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;
- The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands; and
- Scale and north arrow.

➤ 12.0 Affidavit or Sworn Declaration

I, Robert M. Taylor of the Town of St. Marys in the County/Region of Perth

make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the Town of St. Marys

in the County/Region of Perth

LISA MARIE LUYTEN, a Commissioner, etc,
County of Perth, for McLean Taylor Construction
Limited, Stone Town Construction Limited and
Meadowridge Properties Ltd. Expires June 22, 2019

[Signature]
Commissioner of Oaths

[Signature]
Robert M. Taylor, Applicant

I have the authority to bind the Corporation

➤ 13.0 Authorization of Owner for Agent to Make the Application

I (we), Robert M. Taylor of the Town of St. Marys in the County/Region of Perth

am the owner of the land that is the subject of this application for an Official Plan Amendment/Zoning By-law Amendment and I hereby

authorize Barb Rosser to act as my agent in the application.

April 8/19
Date

[Signature]
Signature of Owner

➤ 14.0 Acknowledgement

ACKNOWLEDGEMENT

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the St. Marys for legal counsel and other associated costs to represent the Corporation of the St. Marys in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the Town of St. Marys

in the County/Region of Perth

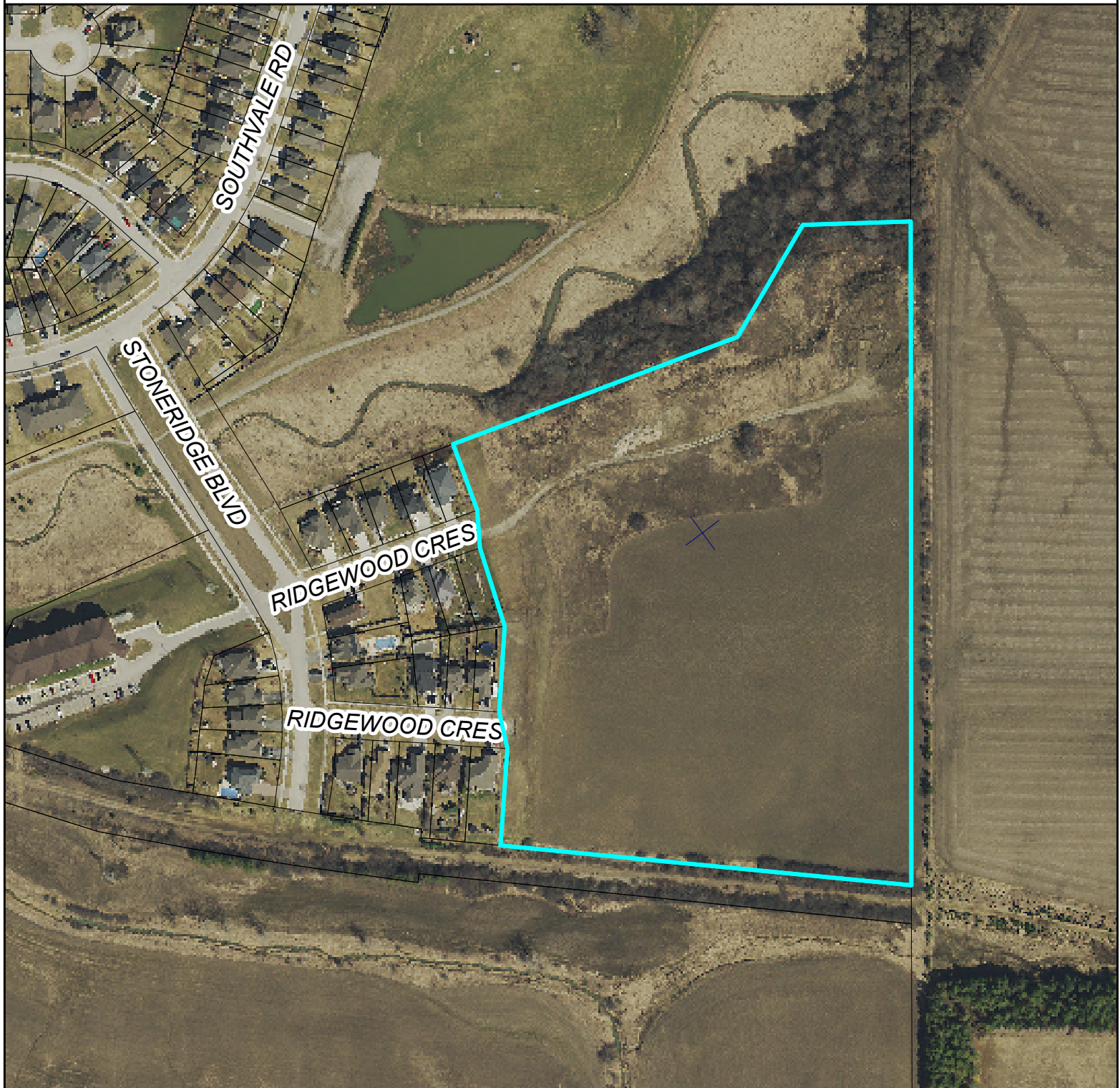
this 8 day of April, 2019

Town of St. Marys Official Plan Amendment and Zoning By-law Amendment Application (Rev. March, 2005)

[Signature]
Applicant
I have the authority to bind the Corporation

TOWN OF ST. MARYS
Part of Lots 21 and 22, Concession 18

ATTACHMENT 2



 Subject Lands

PHOTO DATE: April 2015



Meters
0 50 100
Feet
0 100 200

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Barbara G. Rosser, MCIP, RPP
Planning Consultant

4688 Elginfield Road, Box 96, Ailsa Craig, Ontario N0M1A0 Telephone: 519-293-3210 Facsimile: 519-293-3945
Email: brosser@execulink.com

8 April 2019

Mr. Grant Brouwer,
Director, Building and Development,
Town of St. Marys,
P.O. Box 998,
St. Marys, ON N4X 1B6

Dear Mr. Brouwer,

Subject: Application for Zoning By-law Amendment,
Lots 10, 17, 18, 21, 31, 32, Plan 44M-70, Town of St. Marys
Stoneridge Phase II
Applicant: Meadowridge Properties Limited

This letter is further to the above-noted proposal to amend St. Marys Zoning By-law No.Z1-1997, as amended, and is intended to address the requirements of Section 9.0 Justification of the application which has been the subject of recent discussion amongst you and other staff, the Town's planning consultant, and the intended purchaser/builder. As you know, the proposal is to amend the site-specific zoning provisions applicable to the lots noted in respect of Maximum Lot Coverage for Row or Townhouse Dwellings (35% to 40%) and for One Dwelling of a Row or Townhouse Dwelling on One Lot (40% to 50%).

Background

The lots to be rezoned are located within the Stoneridge Phase II plan of subdivision which was draft plan approved on 8 November 2016 (File No. STM 03-16) and final plan approved in late 2018. The Town's approvals were further to the primarily Residential designation of the property as per Schedule A – Land Use Plan to the Official Plan for the Town of St. Marys. The Stoneridge Phase II draft plan was rezoned by By-law No. Z128-2018 passed by Council on 24 July 2018. The final registered plan (44M-70) is included with this submission as an attachment with the specific lots indicated. The lots were all approved for townhouse development.

Under By-law No. Z128-2018, the following zonings were enacted relative to the lots in question:

- Lot 10 (3 units): R5-9
- Lots 17 and 18 (6 units each):: R5-8
- Lots 21 and 31 (6 units each): R5-7
- Lot 32 (6 units) R5-10

The Residential Zone 5 (R5) Zone of the St. Marys Zoning By-law is permissive of row or townhouse dwellings as well as other residential uses. The foregoing site-specific R5 zonings primarily addressed setback requirements and, otherwise, were reliant upon the overall Residential Zone 5 (R5) regulations of the zoning by-law including Maximum Lot Coverage relating to Row or Townhouse Dwellings and to One Dwelling of a Row or Townhouse Dwelling on One Lot (Sections 12.4.10 and 12.5.9 respectively). These regulations currently stipulate 35% maximum lot coverage for row or townhouse dwellings (40% proposed) and 40% for one dwelling of a row or townhouse dwelling on one lot (50% proposed). The distinction between the two provisions, i.e., 35% vs 40%, would be meant to accommodate the higher lot coverage which normally results when interior townhouse units are separated either as a result of the part lot control process or land severance to allow for freehold ownership of individual units and there are nil sideyard setbacks entailed.

The installation of full municipal services according to the Town's requirements commenced in the fall of 2018 within the subdivision and construction on the lots is

5. City of Waterloo Zoning By-law No. 2018-50, as amended:

Residential Six (R6) permissive of townhouse and freehold townhouse buildings: impervious coverage (maximum) N/A under Section 7.6 Table 7K (townhouse and freehold townhouse) thereof

None of the foregoing zoning by-law regulations distinguish between townhouse dwellings on a whole lot or one townhouse dwelling unit on one lot. The proposed amendment to the St. Marys zoning by-law to raise the Maximum Lot Coverage for Row or Townhouse Dwellings to 40% and for One Dwelling of a Row or Townhouse Dwelling on One Lot to 50% for the townhouse lots in Stoneridge Phase II would be consistent with trends elsewhere in respect townhouse development. .

Moreover, it would enable the development of a style of townhouse design which has been constructed by the intended builder in St. Marys already (Diamondridge subdivision) as well as other places (plans submitted as attachment to this report). It has proven to be a very desirable design from an energy efficiency perspective and offers near accessibility with limited stairs as a result of near-grade construction while being marketable and affordable to an older, retirement age demographic. Stoneridge Phase II, similar to Diamondridge, has excellent access to the Town's trail system which is a lifestyle factor for this demographic as well. Overall, the "bungalow" townhouses have attracted new residents to St. Marys because they respond to the needs of this age group. It is understood that the lot coverage issue did arise in one instance in Diamondridge relative to a townhouse lot but, overall, it did not due to the required depth of the townhouse lots adjacent to the railway line.

Using Lot 17 as a whole by way of example, the actual difference in coverage maximum from 35 to 40% would amount to approximately 126 square metres. This is a marginal difference over the six units and would result in no measurable impact upon neighbouring land uses or upon an owner's enjoyment of an individual unit.

Land Use Compatibility

The matter of land use compatibility was duly considered through public participation further to Planning Act requirements and St. Marys Official Plan policy at the time of the Town's draft plan approval of Stoneridge Phase II at which time all of the lots subject to this application were proposed for townhouse development and subsequently rezoned to permit townhouse development as proposed.

Conclusion

Based upon the foregoing information, context and discussion, it is my opinion that the proposed zoning by-law amendment to increase the R5 maximum lot coverage regulations is justified, would be representative of sound land use planning and would have no negative impact upon neighbouring uses or the development of the lots in question. Accordingly, it is my recommendation that the application should be favourably considered by the Town to allow the planned townhouse development of the lots in question to proceed in a manner that will meet the market and respond to a sector of the population seeking this type of development.

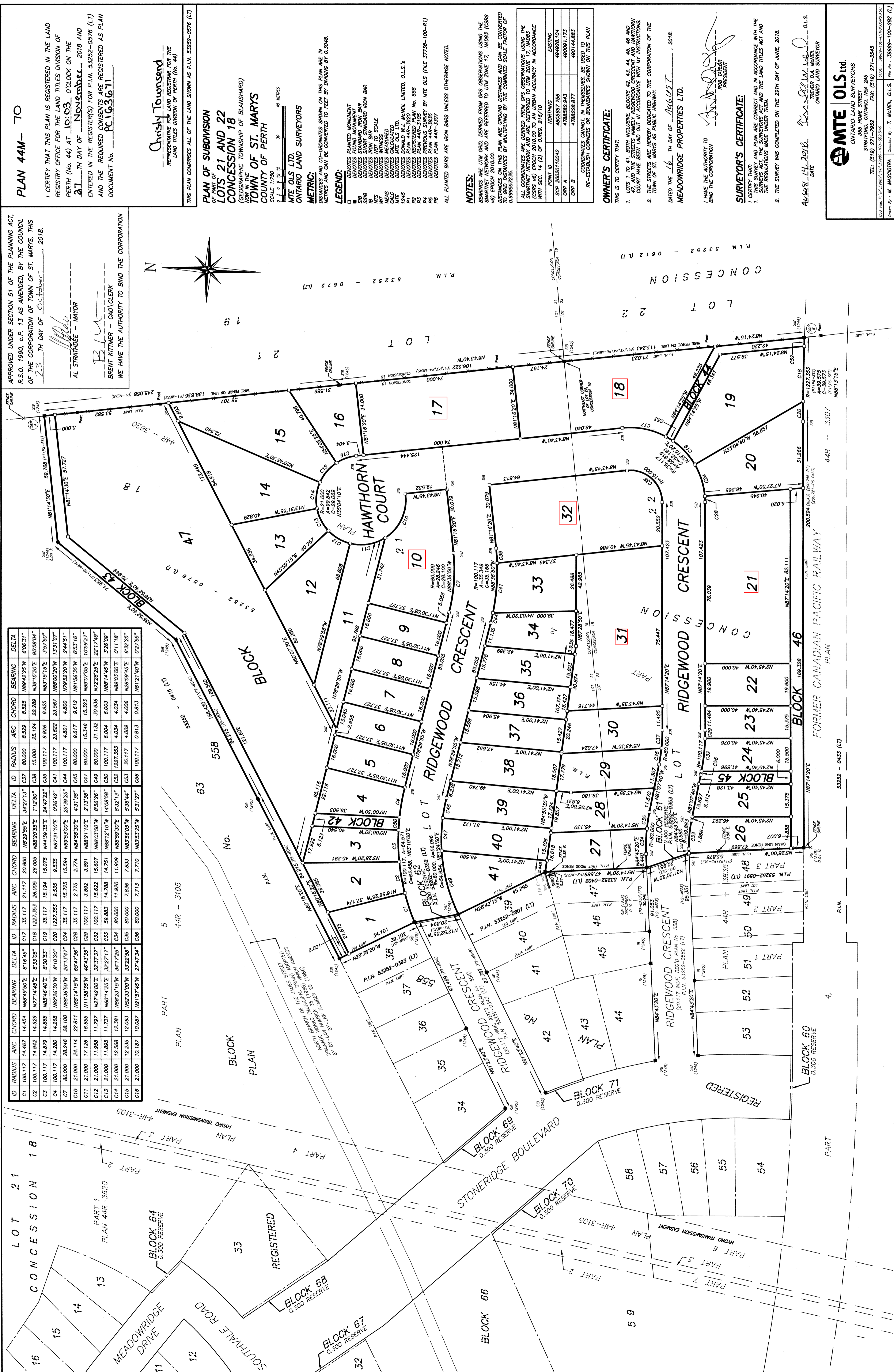
Please do not hesitate to contact me if you have questions or wish to discuss.

Regards,



Barbara G. Rosser, MCIP, RPP

Attachments: 3



APPROVED UNDER SECTION 51 OF THE PLANNING ACT,
R.S.O. 1990, c.P. 13 AS AMENDED, BY THE COUNCIL
OF THE CORPORATION OF TOWN OF ST. MARYS, THIS
23RD DAY OF OCTOBER, 2018.

[Signature]
AL STRATHDEE - MAYOR

[Signature]
BRENT KITIMER - CAO/CLERK

WE HAVE THE AUTHORITY TO BIND THE CORPORATION

	ID	RADIUS	ARC	CHORD	BEARING	DELTA	ID	RADIUS	ARC	CHORD	BEARING	DELTA	
	C1	100.117	14.467	14.454	N86°49'50"E	81°16'45"	C17	35.117	21.117	20.800	N82°29'55"E	34°27'13"	
	C2	100.117	14.942	14.929	N77°14'45"E	8°33'05"	C18	1227.353	26.005	26.005	N89°20'55"E	11°25'0"	
	C3	100.117	14.679	14.665	N85°46'40"E	8°30'33"	C19	35.117	15.194	15.075	N44°39'35"E	24°47'22"	
	C4	100.117	14.820	14.268	N82°26'30"W	8°10'20"	C20	1227.353	9.535	9.535	N87°31'10"E	0°26'42"	
	C5	80.000	28.246	28.100	N86°38'50"W	20°13'47"	C21	35.117	15.725	15.594	N69°53'00"E	2°39'25"	
	C6	21.000	24.114	22.811	N68°14'15"W	65°47'36"	C22	35.117	2.775	2.774	N84°58'30"E	4°31'36"	
	C7	21.000	71.026	16.655	N1°58'35"W	46°43'35"	C23	100.117	3.892	3.891	N88°21'10"E	2°13'36"	
	C8	21.000	11.658	11.797	N27°42'00"E	32°37'37"	C24	100.117	15.622	15.607	N68°03'50"W	8°56'26"	
	C9	21.000	11.689	11.737	N67°14'25"E	32°27'17"	C25	80.000	14.788	14.751	N89°12'10"W	14°08'58"	
	C10	21.000	12.558	12.581	N62°23'15"W	34°17'25"	C26	80.000	11.920	11.909	N88°58'30"E	8°32'13"	
	C11	21.000	10.887	10.987	N52°33'00"W	33°22'58"	C27	80.000	7.836	7.833	N83°56'05"W	5°36'44"	
	C12	21.000	10.887	10.987	N21°57'45"W	27°47'34"	C28	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C13	21.000	11.693	11.737	N67°14'25"E	32°27'17"	C29	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C14	21.000	12.558	12.581	N62°23'15"W	34°17'25"	C30	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C15	21.000	12.563	12.583	N52°33'00"W	33°22'58"	C31	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C16	21.000	10.187	10.087	N21°57'45"W	27°47'34"	C32	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C17	35.117	21.117	20.800	N82°29'55"E	34°27'13"	C33	35.117	15.194	15.075	N44°39'35"E	24°47'22"	
	C18	1227.353	26.005	26.005	N89°20'55"E	11°25'0"	C34	100.117	2.775	2.774	N84°58'30"E	4°31'36"	
	C19	35.117	15.194	15.075	N44°39'35"E	24°47'22"	C35	100.117	15.622	15.607	N68°03'50"W	8°56'26"	
	C20	1227.353	9.535	9.535	N87°31'10"E	0°26'42"	C36	100.117	3.892	3.891	N88°21'10"E	2°13'36"	
	C21	35.117	15.725	15.594	N69°53'00"E	2°39'25"	C37	100.117	15.622	15.607	N68°03'50"W	8°56'26"	
	C22	100.117	2.775	2.774	N84°58'30"E	4°31'36"	C38	80.000	100.117	6.004	6.003	N88°14'45"W	3°26'09"
	C23	100.117	3.892	3.891	N88°21'10"E	2°13'36"	C39	80.000	11.420	11.409	N68°03'00"E	0°11'18"	
	C24	100.117	15.622	15.607	N68°03'50"W	8°56'26"	C40	80.000	7.836	7.833	N83°56'05"W	5°36'44"	
	C25	80.000	100.117	6.004	6.003	N88°14'45"W	3°26'09"	C41	80.000	7.713	7.710	N83°53'25"W	5°31'27"
	C26	80.000	11.420	11.409	N68°03'00"E	0°11'18"	C42	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C27	80.000	7.836	7.833	N83°56'05"W	5°36'44"	C43	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C28	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C44	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C29	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C45	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C30	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C46	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C31	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C47	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C32	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C48	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C33	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C49	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C34	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C50	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C35	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C51	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C36	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C52	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C37	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C53	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C38	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C54	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C39	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C55	80.000	7.713	7.710	N83°53'25"W	5°31'27"	
	C40	80.000	7.713	7.710	N83°53'25"W	5°31'27"	C56	100.117	0.813	0.813	N89°12'40"W	0°27'55"	

[Signature]
Chris Townsend
REGISTERED PROFESSIONAL LAND SURVEYOR
LAND TITLES DIVISION OF PERTH (No. 44)

LOT GRADING SKETCH
OF
LOT 17
PLAN 44M-70

IN THE
TOWN OF ST MARYS
COUNTY OF PERTH

SCALE 1:300



MTE OLS LTD.
ONTARIO LAND SURVEYORS

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES:

UPON COMPLETION OF FOUNDATION WALLS THE BUILDER/CONTRACTOR MUST PROVIDE THE TOWN OF ST. MARYS BUILDING DEPARTMENT A COPY OF THE SURVEYOR'S REAL PROPERTY REPORT INCLUDING TOP OF FOUNDATION ELEVATION BEFORE PROCEEDING WITH FRAMING OF BUILDING.

UPON COMPLETION OF THE ON-SITE GRADING, A CERTIFICATE OF COMPLIANCE WILL BE REQUIRED FROM AN ENGINEER OR ONTARIO LAND SURVEYOR TO BE GIVEN TO THE TOWN OF ST. MARYS.

AS IN ANY SUBDIVISION, THE STORM SEWERS FROM TIME TO TIME WILL BECOME INUNDATED WITH WATER AND FLOODING WILL OCCUR. THEREFORE SUMP PUMPS ARE REQUIRED ON THE WEeping TILE SERVICE AND MUST EXTEND VERTICALLY WITHIN THE HOUSE TO AN ELEVATION ABOVE THE LOWEST EXTERIOR GROUND ELEVATION AT THE FOUNDATION BEFORE DROPPING AND EXITING THE HOME. BACKWATER VALVES ARE REQUIRED ON THE STORM SERVICES WHERE PROPER SUMP PUMP INSTALLATION HAS NOT BEEN PROVIDED AND ON SANITARY SERVICES. JOHNSON ENGINEERING CONSULTANTS DO NOT GUARANTEE THAT THE INCLUSION OF BACKWATER VALVES OR A SUMP PUMP WILL PREVENT THE FLOODING OF HOUSES UNDER ALL CIRCUMSTANCES.

NOTES:

- BEARINGS AND DISTANCES SHOWN HEREON WERE DERIVED FROM REGISTERED PLAN No. 44M-70.
- GRADE PLAN INFORMATION WAS DERIVED FROM THE SUBDIVISION LOT GRADING PLAN PREPARED BY JOHNSON ENGINEERING CONSULTANTS.
- LOT COVERAGE : 39.9 %.
- DEPTH OF ALL UNDERSIDE OF FOOTINGS MUST MAINTAIN A MINIMUM OF 1.219m (4'-0") OF FROST COVER BELOW FINISHED GRADE.

RIDGEWOOD CRESCENT

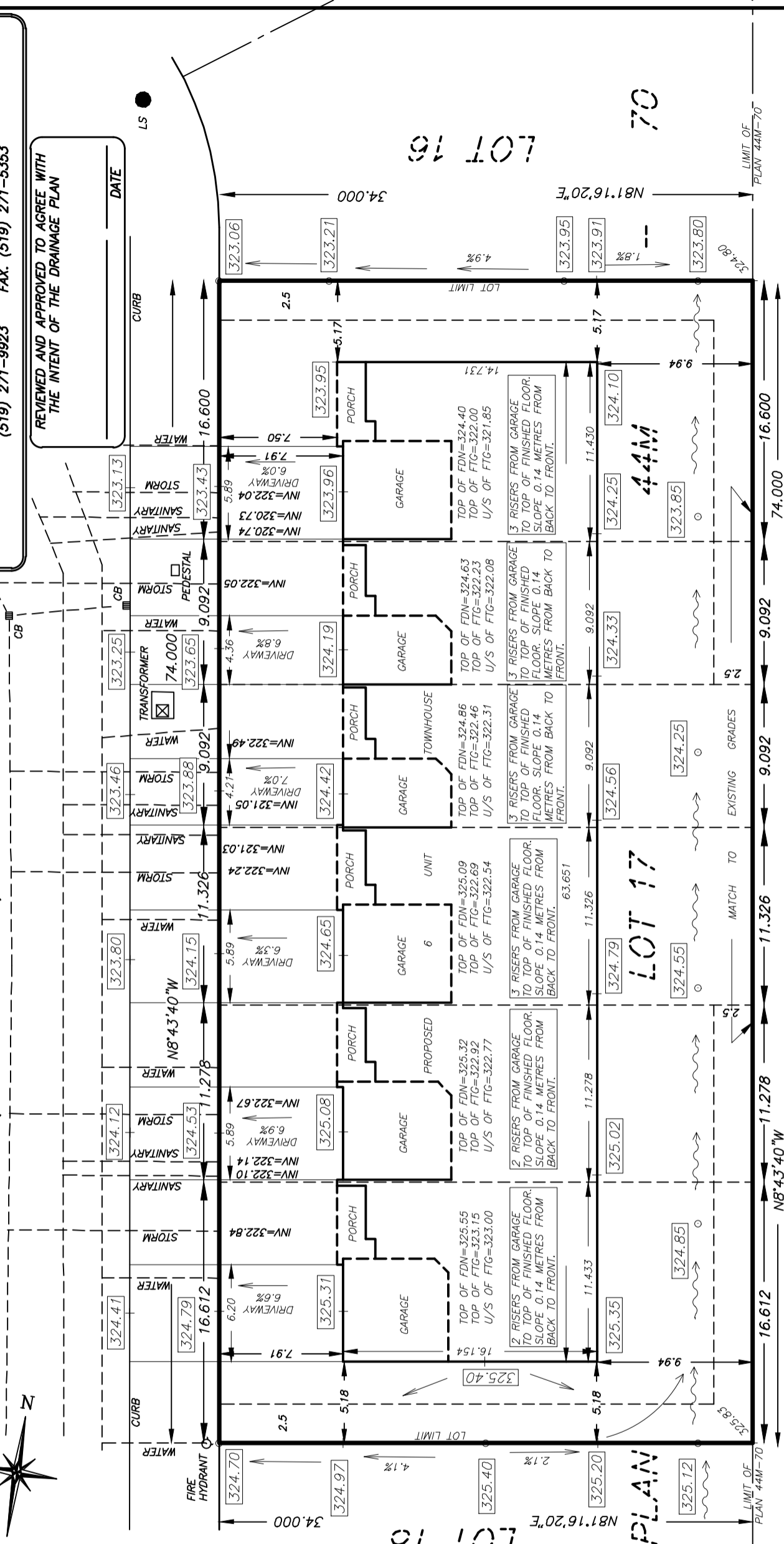
(20.117 WIDE, PLAN 44M-70)



REVIEWED AND APPROVED TO AGREE WITH THE INTENT OF THE DRAINAGE PLAN

DATE

GRADE AND SERVICE INFORMATION DERIVED FROM PLAN PREPARED BY:
JOHNSON ENGINEERING CONSULTANTS
368 HURON STREET, STRATFORD, ONTARIO N5A 5T5
(519) 271-9923 FAX: (519) 271-5353



CONSTRUCTION NOTES:

- EXTEND SERVICES TO PROPOSED HOUSE LOCATION PRIOR TO EXCAVATION OF THE FOUNDATION.
- ANY DISCREPANCIES IN ELEVATION OF STORM OR SANITARY CONNECTIONS MUST BE REPORTED TO THE DEVELOPER'S ENGINEER PRIOR TO BACKFILLING.
- BUILDING DIMENSIONS AND UNPROTECTED OPENING REQUIREMENTS SHOULD BE CONFIRMED WITH THE ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION.
- PREVENTATIVE BASEMENT FLOODING REQUIREMENTS SHOULD BE CONFIRMED WITH THE MUNICIPALITY WHEN OBTAINING THE BUILDING PERMIT.
- WEEPERS MUST EMPTY INTO A SUMP AND BE PUMPED.
- UTILITIES SHOULD BE LOCATED PRIOR TO EXCAVATING.

LEGEND:

- x 333.33 DENOTES EXISTING ELEVATION
- 333.33 DENOTES PROPOSED ELEVATION
- 333.33 DENOTES PROPOSED SURFACE DRAINAGE DIRECTION
- 333.33 DENOTES PROPOSED SWALE

CONCESSION 19

CAUTION:

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.
THIS SKETCH IS PREPARED FOR LARRY OTTEN CONSTRUCTION
DATE : MARCH 15, 2019



ONTARIO LAND SURVEYORS

365 HOME STREET

STRATFORD, ONTARIO, N5A 2A5

TEL: (519) 271-7952 FAX: (519) 271-3545

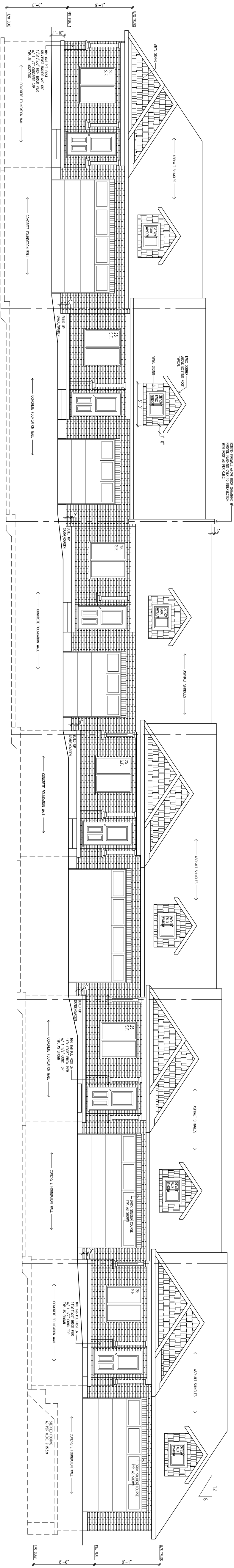
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Drawn By : B. SHRUBSALL

Checked By : D. REAUME

File No : 39989-200-G1 (S)

CONTRACTOR TO VERIFY DIMENSIONS PRIOR TO CONSTRUCTION - DESIGNER IS NOT LIABLE FOR ANY ERRORS OR OMISSIONS - DRAWINGS NOT TO BE SCALED



UNIT 'A-1'

UNIT 'C-1'

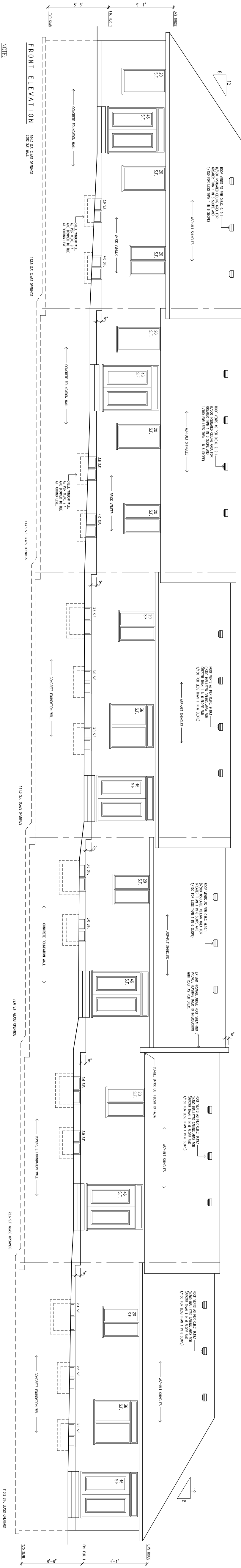
UNIT 'C-1'

UNIT 'A-1'

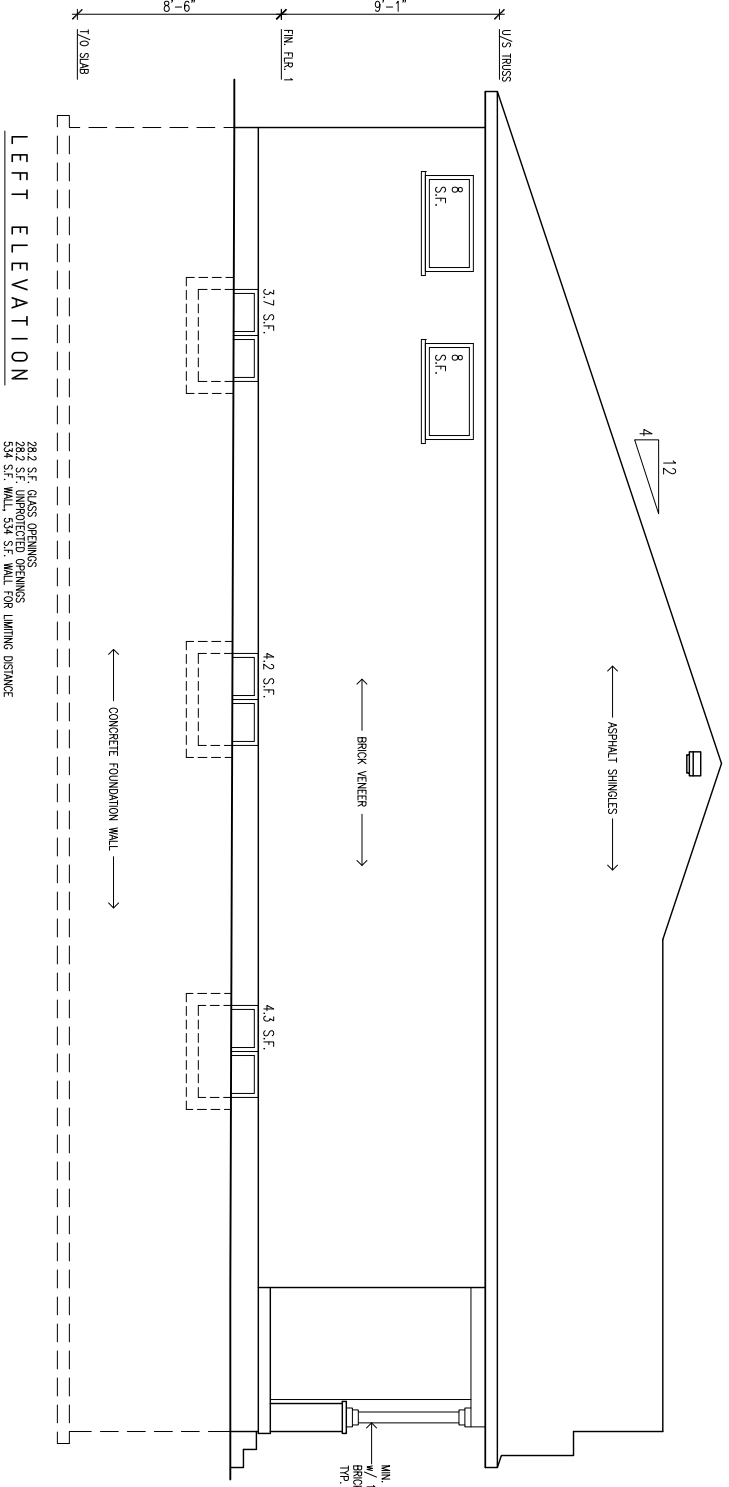
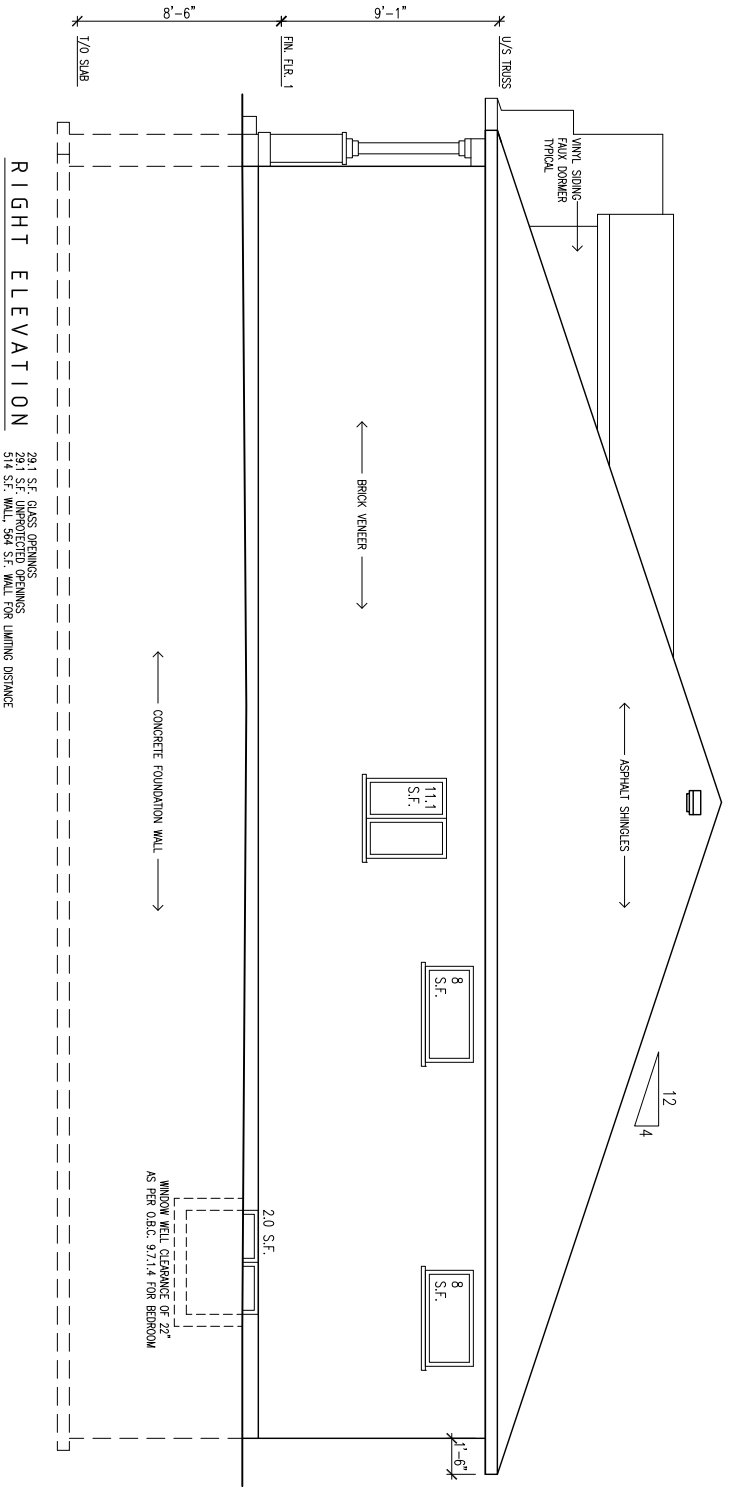
UNIT 'B-1' (MODIFIED)

UNIT 'B-1' (MODIFIED)

NOTE:
ALL NOTES AND DIMENSIONS ARE TYPICAL
FOR EACH UNIT UNLESS OTHERWISE NOTED.

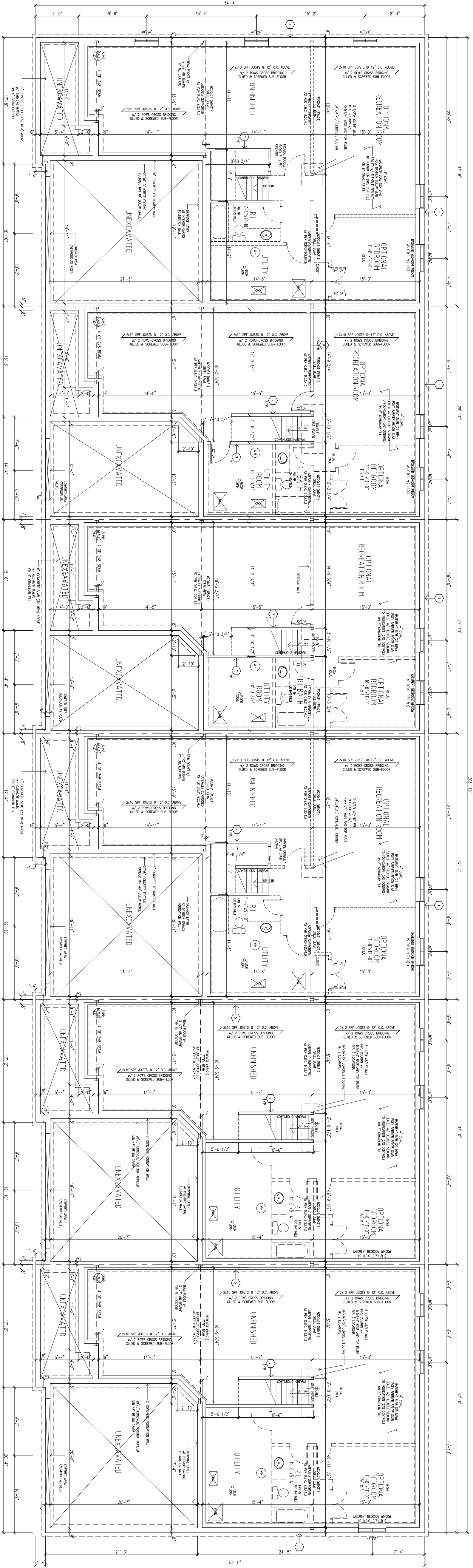


NOTE:
ALL NOTES AND DIMENSIONS ARE TYPICAL
FOR EACH UNIT UNLESS OTHERWISE NOTED.



<div><div><div>DESIGN</div><div></div></div><div></div></div>										TITLE: 6-UNIT - BLOCK '17' BUILDING ELEVATIONS																																																	
LARRY OTTEN CONTRACTING										PROJECT: TOWNHOUSE LOT 17 RIDGEWOOD CRESC. ST. MARYS, ONTARIO																																																	
DATE: 3/19/2019					DRAWN: JH					DATE: MAR. 21/19					DWG #: 18-2816					SHEET: A1					REV: PERMIT																																		
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CONTRACTOR TO VERIFY DIMENSIONS PRIOR TO CONSTRUCTION - DESIGNER IS NOT LIABLE FOR ANY ERRORS OR OMISSIONS - DRAWINGS NOT TO BE SCALED



BASEMENT FLOOR PLAN
UNIT 'A-1' (EXT.)

UNIT 'C-1'

UNIT 'C-1'

UNIT 'A-1'

UNIT 'B-1'

UNIT 'B-1' (EXT.)

LUNTEL SCHEDULE			
ROOF AND CEILING ONLY (2.5 #F9)			
INTERIOR WALLS EXTERIOR WALLS STRUCTURAL SHEATHING		LARGE OPENINGS	
LUNTEL	SPAN	SPAN	SPAN
2 OF 2x4	3'-0"	3'-0"	6'-7"
2 OF 2x6	4'-5"	5'-0"	9'-4"
2 OF 2x8	5'-4"	6'-2"	10'-9"
2 OF 2x10	6'-7"	7'-7"	17'-0"
2 OF 2x12	7'-8"	8'-10"	

NOTE: - LUNTELS ARE TO HAVE MIN. 1 1/2" BEARING E/S. ARE TO HAVE MIN. 3" BEARING E/S. - ALL LUNTELS ARE TO BE EXTERIOR WALLS ONLY AND TO HAVE MIN. 3 1/2" BEARING E/S. - ALL LUNTELS ARE ASSUMED TO HAVE NON-STRUCTURAL SHEATHING UNLESS NOTED. - LUNTEL SPANS BASED ON MAX. 4.9M JOIST SPAN AND MAX. 9.8M TRUSS SPAN. - LUNTEL JOISTS SHALL BE 2x4 OR 2x6 INTERMEDIATE SPANS. LUNTELS SHALL BE REDUCED BY 15% FOR JOIST SPAN EXCEEDING 4.9M AND 10% FOR TRUSS SPAN EXCEEDING 9.8M. - REFER TO LUNTEL NOTES IN TABLES A-12 TO A-19 AS PER O.B.C. DIV. B. 9.23.12. - LUNTEL SPANS ARE CALCULATED BASED ON A MAXIMUM FLOOR JOIST OR RAFTER SPAN OF 4.9 M AND A MAXIMUM ROOF TRUSS SPAN OF 9.8 M. LUNTEL SPANS MAY BE INCREASED BY 10% FOR JOIST OR RAFTER SPAN EXCEEDING 4.9 M AND 10% FOR TRUSS SPAN EXCEEDING 9.8 M. LUNTEL SPANS MAY BE INCREASED BY 10% FOR RAFTER AND JOIST SPANS ARE NOT MORE THAN 3.7 M AND ROOF TRUSSES ARE NOT MORE THAN 7.4 M (24'-3").

ROOF, CEILING AND 1 STOREY (2.5 #F9)			
INTERIOR WALLS EXTERIOR WALLS STRUCTURAL SHEATHING		LARGE OPENINGS	
LUNTEL	SPAN	SPAN	SPAN
2 OF 2x4	2'-5"	2'-5"	3'-2"
2 OF 2x6	3'-4"	3'-11"	4'-6"
2 OF 2x8	3'-11"	4'-9"	5'-6"
2 OF 2x10	4'-9"	5'-8"	6'-6"
2 OF 2x12	5'-5"	6'-5"	7'-5"

STEEL LUNTELS SUPPORTING MASONRY VENEER			
MINIMUM ANGLE		VENEER	
VERTICAL LEG	HORIZONTAL LEG THICKNESS	3 1/2" BRICK	4" STONE
3 1/2"	1/4"	8'-1"	7'-7"
4"	3 1/2"	8'-9"	8'-2"
5"	3 1/2"	10'-10"	10'-1"
5"	3 1/2"	3/8"	11'-5"
6"	3 1/2"	3/8"	12'-6"
6"	3 1/2"	1/2"	13'-4"
7"	4"	3/8"	14'-1"
7"	4"	1/2"	15'-0"
7"	4"	1/2"	13'-11"

STEEL LUNTELS TO HAVE FERN AND LEVEL BEARING AND NOT LESS THAN 5/8" BEARING E/S. STEEL LUNTELS SUPPORTING MASONRY SHALL BE PAINTED AND PROTECTED FROM CORROSION. STEEL LUNTELS AS PER O.B.C. DIV. B. 9.20.5.

CONVENTIONAL FRAMING RAFTERS AND TRUSSES OVERHANGING			
SPANS FOR ROOF RAFTERS (2.5 #F9)			
SPACING			
RAFTER SIZES	12"	16"	24"
2x4	7'-5"	6'-10"	6'-0"
2x6	11'-10"	10'-9"	9'-4"
2x8	15'-7"	14'-2"	11'-6"
2x10	19'-10"	17'-3"	14'-1"
2x12	23'-2"	20'-1"	16'-4"

ALL WOOD MEMBERS ARE SP No. 1&2 MINIMUM. WOOD MEMBERS SHALL BE KILN DRIED TO 19% MOISTURE CONTENT. WOOD MEMBERS SHALL BE PROTECTED FROM CORROSION. ALL MINIMUM LENGTHS DERIVED FROM CANADIAN WOOD COUNCIL SPAN CHARTS.

Sherry Hunt
BCMR 33789
BCMR 27106

PROJECT:
TOWNHOUSE
LOT 17 RIDGEWOOD CRESC.
ST. MARYS, ONTARIO

LARRY OTTEN CONTRACTING

519-276-1724
info@larryotten.ca

SCALE:
1/8" = 1'-0"

DRAWN:
JH

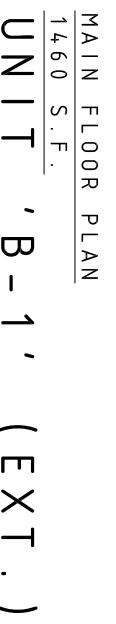
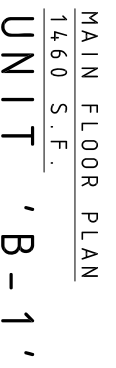
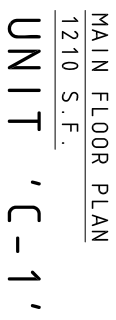
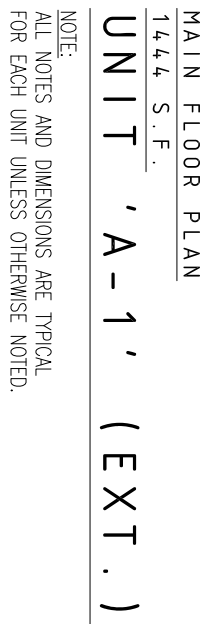
DATE:
MAR. 21/19

DWG. #
18-2816

SHEET
A2

REV.
PERMIT

TITLE:
6-UNIT - BLOCK '17'
BASEMENT FLOOR PLAN




ROOF, CEILING AND 1 STORY (2.5 hp)				
INTERIOR WALLS	EXTERIOR WALLS	EXTERIOR WALLS SHEDDING		
UNTEL	SPIN	SPIN	SPIN	
2 OF 2x4	2-5"	2-9"	3-2"	3-2"
2 OF 2x6	3-11"	3-11"	4-6"	4-6"
2 OF 2x8	3-11"	4-9"	5-6"	5-6"
2 OF 2x10	4-9"	5-6"	6-6"	6-6"
2 OF 2x12	5-5"	6-5"	7-5"	
ROOF, CEILING AND 2 STORY (2.5 hp)				
INTERIOR WALLS	EXTERIOR WALLS	EXTERIOR WALLS SHEDDING		
UNTEL	SPIN	SPIN	SPIN	
2 OF 2x4	2-9"	2-9"	3-0"	
2 OF 2x6	2-10"	3-6"	4-3"	
2 OF 2x8	3-5"	4-4"	5-0"	
2 OF 2x10	4-9"	5-3"	6-0"	
2 OF 2x12	4-9"	5-11"	6-10"	


CONVENTIONAL FRAMING RAFTERS AND TRUSS OVERLAPPING			
SPANS FOR ROOF RAFTERS (2.5 kPa)			
SPACING			
RAFTER SIZES	12"	16"	24"
2x4	7'-5"	6'-10"	6'-0"

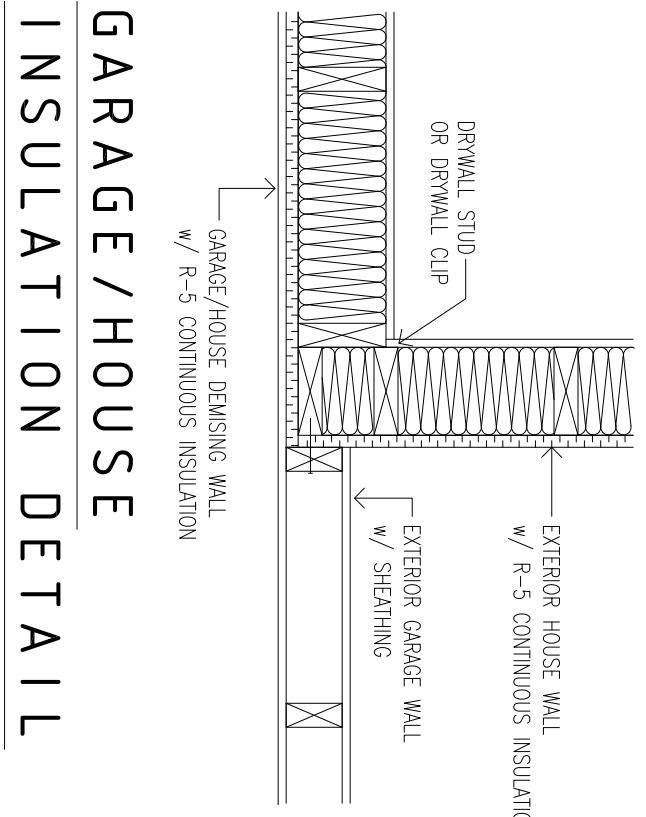
ALL WOOD MEMBERS ARE SPF No. 1&2 MINIMUM
MAXIMUM RAFTER LENGTH MAY BE REDUCED WITH COLLAR TIES AND STRUTS AS PER O.B.C. 9.23.13.7
ALL MAXIMUM LENGTHS DERIVED FROM CANADIAN WOOD COUNCIL SPAN CHARTS.

! Jeremy Hunt have reviewed and taken responsibility for the design activities. I am qualified, and am registered in the appropriate classes/ categories.

Jeremy Hunt



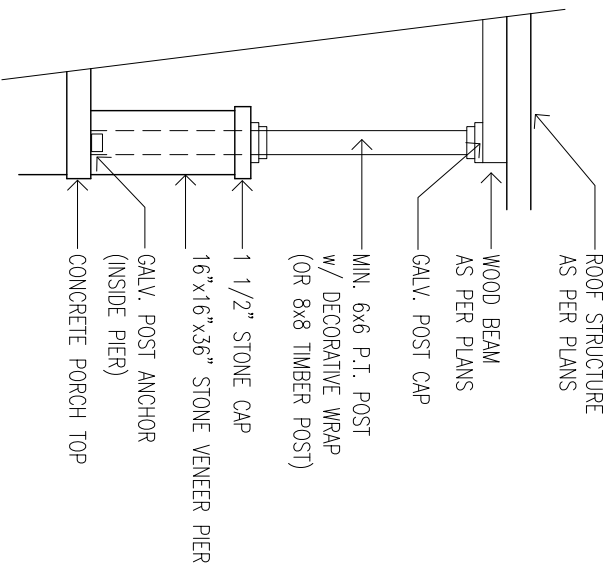
	LARRY OTTEN CONTRACTING			TITLE:		
	PROJECT: TOMHOUSE LOT 17 RIDGEWOOD CRESC. ST. MARYS, ONTARIO			6-UNIT - BLOCK '17', MAIN FLOOR PLAN GENERAL NOTES		
519-275-1324 info@lphotos.com	SCALE: 1/8" = 1'-0"	DRAWN: JH	DATE: MAR. 21/19	DWG. NO.: 18-2816	SHEET: A2	REV.: PERMIT



FIRE WALL SECTION

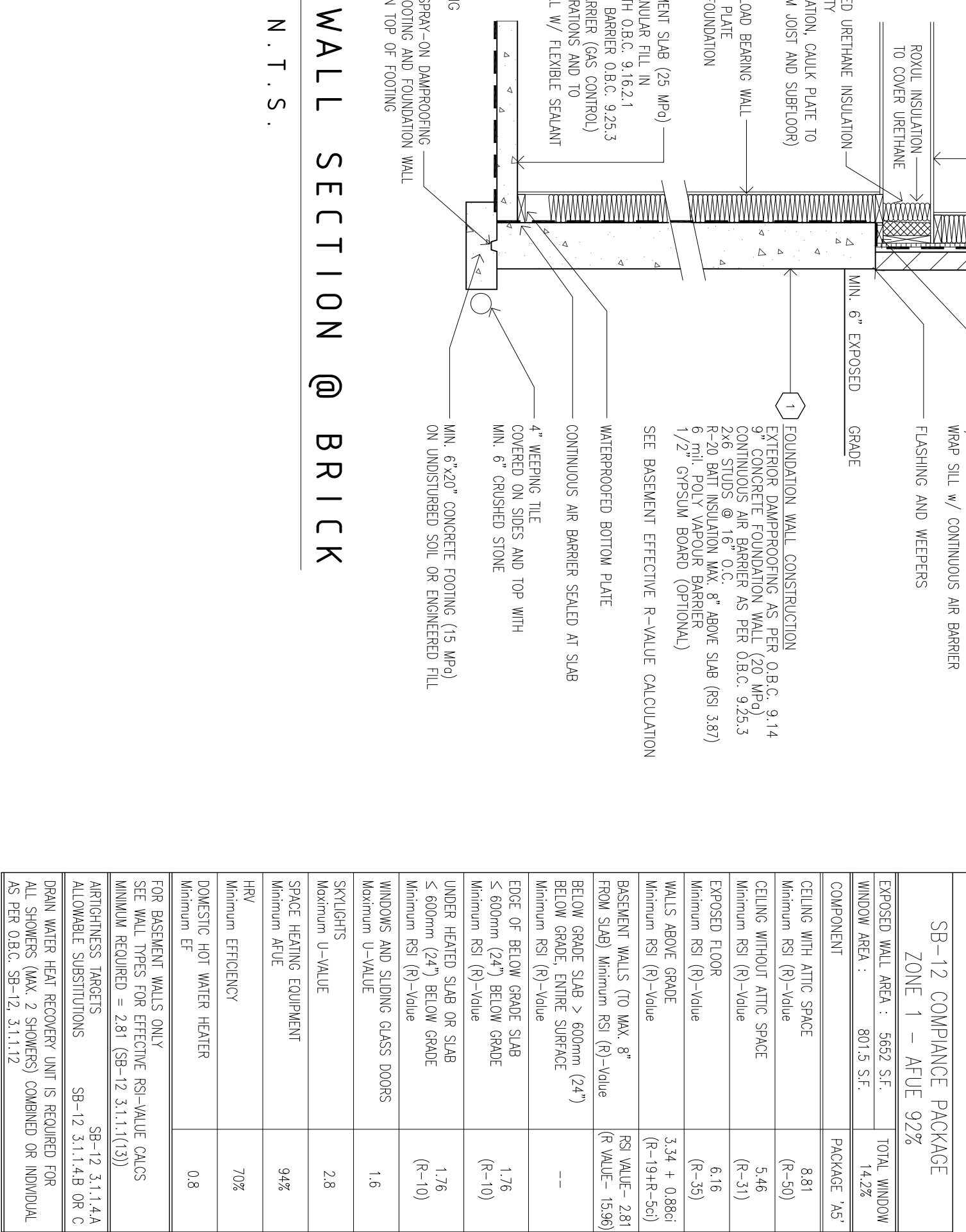
N.T.S.

N.T.S.



DEMISING WALL SECTION

N.T.S.



WALL SECTION @ BRICK

N.T.S.

1.	PERF. PROTECT INTERCONCRETE SMOKE ALARMS (S.A.)	
	INTERCONCRETE SMOKE ALARMS (S.A.)	
2.	REQUIREMENT OF HANDRAILS, CLOTHESBARS AND LAMINATES TO BE VERIFIED BY FINAL SURVEY PLAN AS SET OUT IN THE O.E.C. DIV. B, PARA 9.8 AND IS NOT THE RESPONSIBILITY OF THE ARCHITECT.	
	REQUIREMENT OF HANDRAILS, CLOTHESBARS AND LAMINATES TO BE VERIFIED BY FINAL SURVEY PLAN AS SET OUT IN THE O.E.C. DIV. B, PARA 9.8 AND IS NOT THE RESPONSIBILITY OF THE ARCHITECT.	
3.	GRADING TO BE DESIGNED BY A REGISTERED CIVIL ENGINEER AND SURVEYOR WHEN REQUIRED BY MUNICIPALITY.	
	GRADING TO BE DESIGNED BY A REGISTERED CIVIL ENGINEER AND SURVEYOR WHEN REQUIRED BY MUNICIPALITY.	
4.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
5.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
6.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
7.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
8.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
9.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
10.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
11.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.15	
12.	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	
	FOUNDATION WALL, EXTERIOR DRAINAGE LAYER AS PER O.E.C. 9.14.5 FOR PROTECTION TO MEET MINIMUM REQUIREMENTS AS SET OUT BY THE O.E.C. BIDDING SPECIFICATIONS AS PER O.E.C. 9.2.1.4 REQUIREMENT OF STRAPPING AS PER O.E.C. 9.2.1.4 REQUIREMENT TO PROTECT FLOOR JOISTS BE IN A MAX. SPACING OF 1'-0" FOR ALL JOISTS SUPPORTING TO CONCRETE SLAB.	

UNPROTECTED OPENING SCHEDULE		
SIDE/AREA	OPENINGS	% (MIN. DIST.)
LEFT / 534 S.F.	28.2 S.F.	5.3% (4'-0")
RIGHT / 564 S.F.	29.1 S.F.	5.2% (4'-0")

SB-12 COMPLIANCE PACKAGE	
ZONE 1 - AFUE 92%	
EXPPOSED WALL AREA :	5652 S.F.
WINDOW AREA :	801.5 S.F.
	TOTAL WINDOW
	14.2%
COMFORT	PACKAGE "A"

CEILING WITH ATTIC SPACE	8.61
Minimum RSI (R)-value	(R-50)
CEILING WITHOUT ATTIC SPACE	5.46
Minimum RSI (R)-value	(R-31)
EXPOSED FLOOR	6.16
Minimum RSI (R)-value	(R-35)
WALLS ABOVE GRADE	3.34 + 0.08c1
Minimum RSI (R)-value	(R-19+R-55)

FROM SLAB	Minimum RSI (R)-Value	(R VALUE-15.96)
BELOW GRADE SLAB > 600mm (24")		
BELOW GRADE, ENTIRE SURFACE	--	
Minimum RSI (R)-Value		
EDGE OF BELOW GRADE SLAB		1.76


Minimum RSI (R)-Value	(R-10)
UNDER HEATED SLAB OR SLAB ≤ 600mm (24") BELOW GRADE	1.76 (R-10)
Minimum RSI (R)-Value	
WINDOWS AND SLIDING GLASS DOORS	1.5

SKYLIGHTS	2.8
Maximum U-VALUE	
SPACE HEATING EQUIPMENT	94%
Minimum ARIUE	
HRI	70%
Minimum EFFICIENCY	
DOMESTIC HOT WATER HEATER	0.8
Minimum EF	

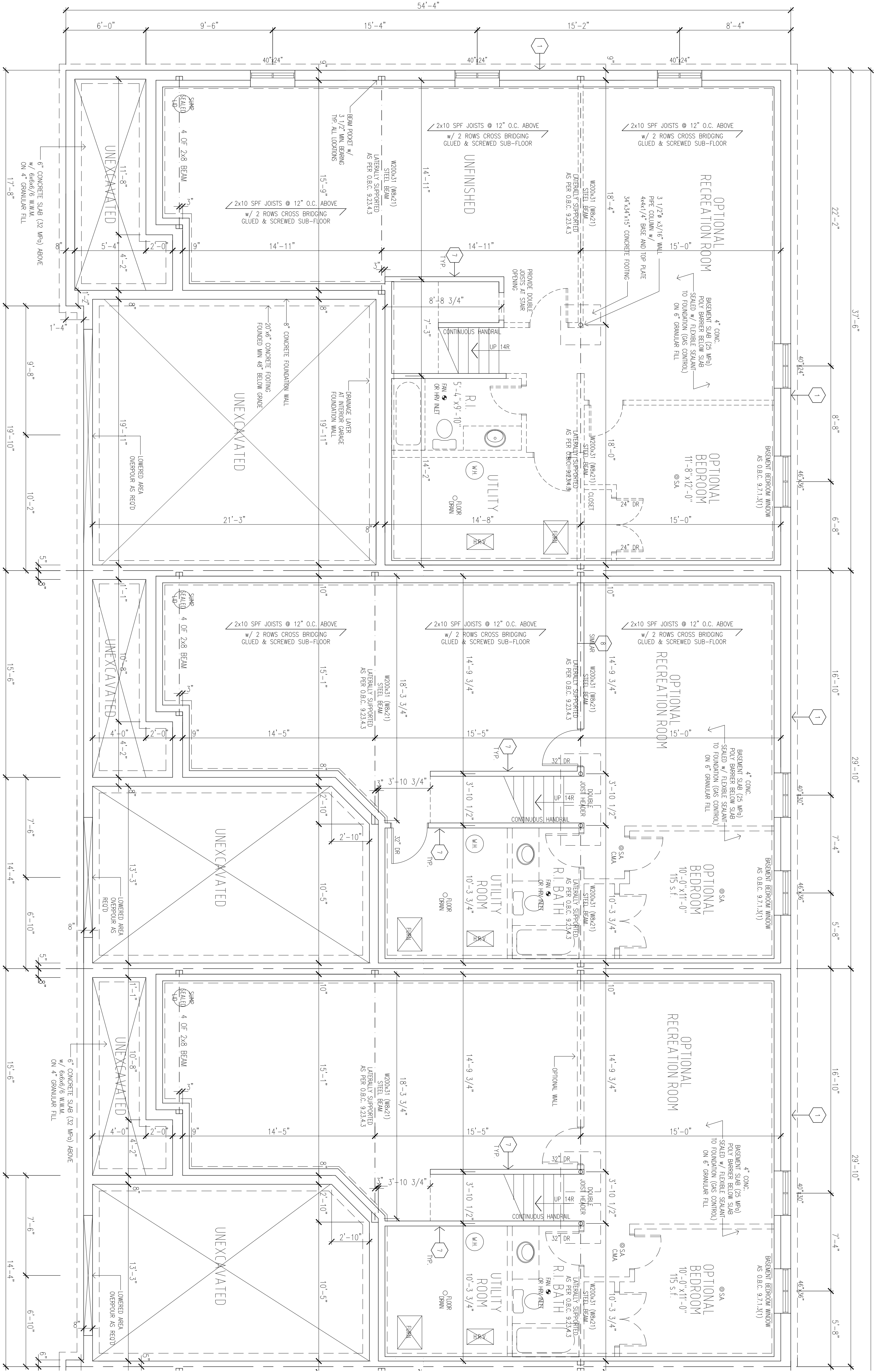
SEE WALL TYPES FOR EFFECTIVE RSI-VALUE CALC. MINIMUM REQUIRED = 2.81 (SB-12 3.1.1.1(3))	SB-12 3.1.1.4
ARTIFICIAL TARGETS	SB-12 3.1.1.4
ALLOWABLE SUBSTANCES	SB-12 3.1.1.4.B OR C
DRAIN WATER HEAT RECOVERY UNIT IS REQUIRED FOR ALL SHOWERS (MAX. 2 SHOWERS) COMBINED OR INDIVIDUAL AS PER O.B.C. SB-12 3.1.1.12	

AREA	
MAIN FLOOR AREA:	
LEFT END UNIT:	14.44 S.F.
INTERIOR UNIT:	12.10 S.F.
INTERIOR UNIT:	14.24 S.F.
INTERIOR UNIT:	12.10 S.F.
RIGHT END UNIT:	14.60 S.F.
TOTAL FLOOR AREA:	67.48 S.F.
BUILDING FOOTPRINT (incl. porches):	9152 S.F.

[illegible]

	LARRY OTTEN CONTRACTING		TITLE:	
	PROJECT: TOWNHOUSE LOT 17 RIDGEWOOD CRESC. ST. MARYS, ONTARIO		6-UNIT - BLOCK '17', WALL SECTIONS/DETAILS GENERAL NOTES	
SCALE:	DRAWN:	DATE:	DWG #	SHEET
N. T. S.	JH	MAR. 21/19	18-2816	A4
519-278-1324 info@lphotos.ca				REV. PERMIT

CONTRACTOR TO VERIFY DIMENSIONS PRIOR TO CONSTRUCTION - DESIGNER IS NOT LIABLE FOR ANY ERRORS OR OMISSIONS - DRAWINGS NOT TO BE SCALED



BASEMENT FLOOR PLAN
UNIT 'A-1' (EXT.)

UNIT 'C-1'

UNIT 'C-1'

NOTE:
ALL NOTES AND DIMENSIONS ARE TYPICAL
FOR EACH UNIT UNLESS OTHERWISE NOTED.

WALL TYPES

1. TYP. EXTERIOR FOUNDATION WALL (SEE NOTES)
EFFECTIVE RSI-VALUE = 2.88 (SB-2 3.11(13))
1/2" GYPSUM BOARD (OPT.)
AS CONTINUOUS AIR BARRIER (O.B.C. 9.23.3)
2x6 STUDS @ 16" O.C. IN TENSION
TO MAX. 8" ABOVE SLAB
(SEE MIN. EFFECTIVE R-VALUE IN NOTES)
EXTERIOR FOUNDATION (PER
FOUNDATION DESIGNER)
2. TYP. EXTERIOR BRICK WALL (RSI 3.34 + 0.88d)
1/2" GYPSUM BOARD
6 MIL POLY VAPOR BARRIER
2x6 STUDS @ 16" O.C. 9.23.10.2
W/ R-8 BATT INSULATION (OPT.)
CONCRETE FOUNDATION (PER
FOUNDATION DESIGNER)
FLOOR SLATE
BRICK VENEER (ON STONE)
3. TYP. EXTERIOR SLOING WALL (RSI 3.34 + 0.88d)
1/2" GYPSUM BOARD
6 MIL POLY VAPOR BARRIER
BRACING AS PER O.B.C. 9.23.10.2
W/ R-8 BATT INSULATION (OPT.)
AIR BARRIER AS PER O.B.C. 9.23.3
STRAPPING AS REQUIRED
VINYL SIDING
4. TYP. EXTERIOR GARAGE BRICK WALL
1/2" GYPSUM BOARD
6 MIL POLY VAPOR BARRIER (OPT.)
2x6 STUDS @ 16" O.C. 9.23.10.2
CONCRETE FOUNDATION (PER
FOUNDATION DESIGNER)
FLOOR SLATE
BRICK VENEER
5. BASEMENT CONCRETE DEMISING WALL
SB-3 95C - F.R.R. 2 HR. STC 51
1/2" GYPSUM BOARD
W/ 3/4" R.O.X. INSULATION
3/4" AIR SPACE
W/ 3/4" R.O.X. INSULATION
3/4" AIR SPACE
W/ 3/4" R.O.X. INSULATION
1/2" GYPSUM BOARD
6. DEMISING WALL
UD DESIGN U733 (STC 60-64)
1/2" GYPSUM BOARD
W/ 3/4" R.O.X. INSULATION
3/4" AIR SPACE
W/ 3/4" R.O.X. INSULATION
3/4" AIR SPACE
W/ 3/4" R.O.X. INSULATION
1/2" GYPSUM BOARD
7. TYP. INTERIOR WALL
1/2" GYPSUM BOARD
1/2" GYPSUM BOARD
8. TYP. PLUMBING WALL
1/2" GYPSUM BOARD
1/2" GYPSUM BOARD
9. TYP. GARAGE PARTITION WALL (RSI 3.34 + 0.88d)
(GAS PROOFED AS PER O.B.C. 9.10.9.6 (4))
1/2" GYPSUM BOARD
2x6 STUDS @ 16" O.C. 9.23.10.2
W/ R-8 BATT INSULATION
AIR BARRIER AS PER O.B.C. 9.23.3
1/2" GYPSUM BOARD

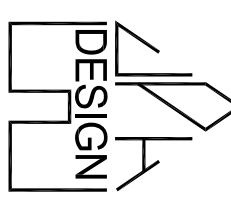
NOTE:
ALL EXTERIOR WALLS AND INTERIOR LOAD BEARING STUD WALLS
TO HAVE BRACING AS PER O.B.C. 9.23.10.2

BASEMENT EFFECTIVE (RSI)-VALUE (MINIMUM OF 2.81 (RSI))
2x6 STUDS w/ R-20 BATT. 2.88 (SB-12 3.11(13))
AR FILL 0.08
1/2" GYPSUM BOARD (OPT.) 0.12
1/2" GYPSUM BOARD (OPT.) 0.08
1/2" GYPSUM BOARD (OPT.) 0.08
TOTAL (w/o OPTS) 2.88

Unitary Data has been obtained and is the responsibility
of the design engineer. I am qualified and am
registered in the appropriate design categories.

Sherry Hunt
BCIN 33789

Sherry Hunt
BCIN 27106



DESIGN

PROJECT:
TOWNHOUSE
LOT 17 RIDGEWOOD CRESC.
ST. MARKS, ONTARIO

STATE:
1/4" = 1'-0"

DATE:
MAR. 21/19

DATE:
18-2816

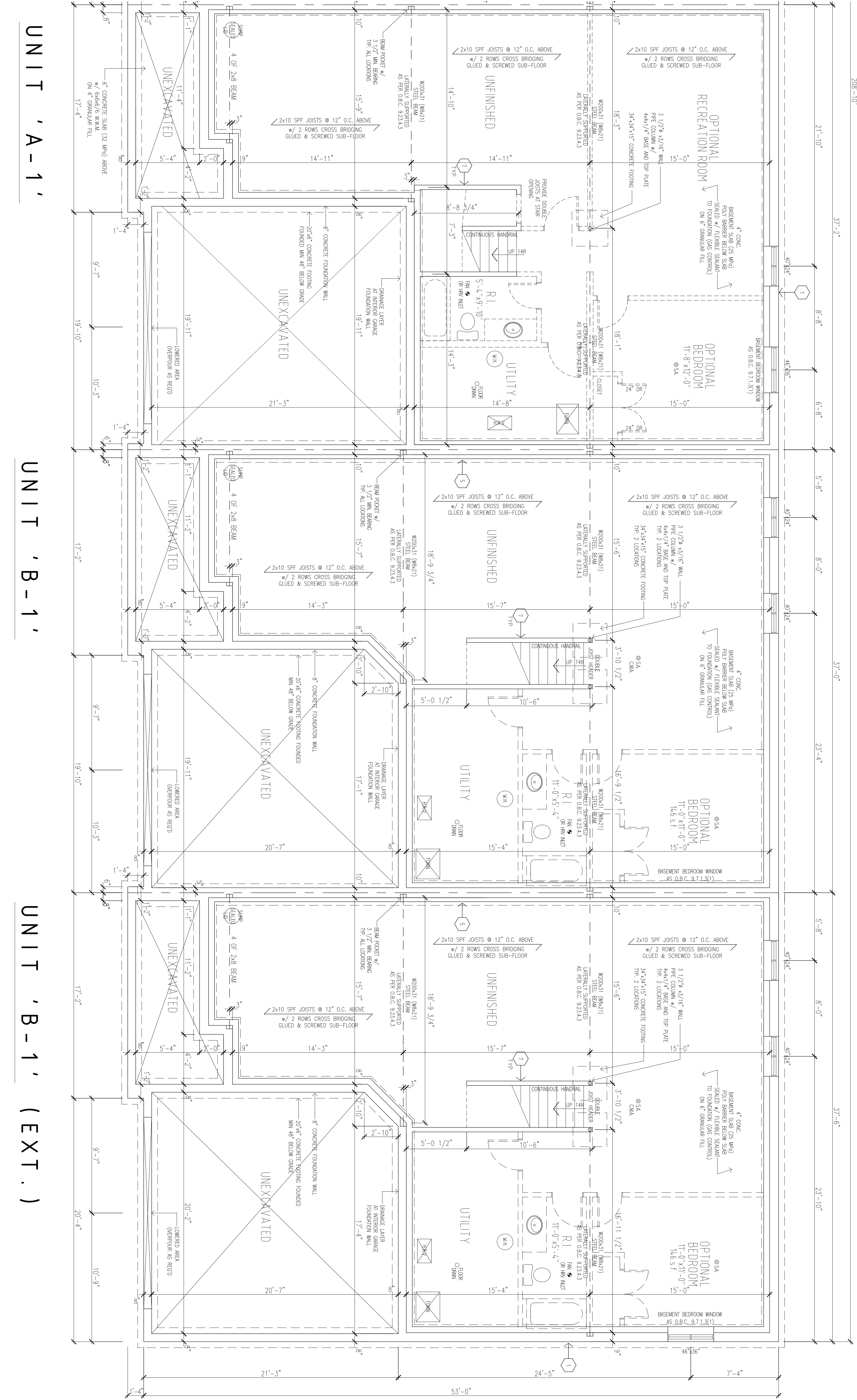
SHEET:
AS

PERMIT

LARRY OTTEN CONTRACTING

TITLE:
6-UNIT - BLOCK '17'
BASEMENT FLOOR
BLOW-UP PLAN

CONTRACTOR TO VERIFY DIMENSIONS PRIOR TO CONSTRUCTION - DESIGNER IS NOT LIABLE FOR ANY ERRORS OR OMISSIONS - DRAWINGS NOT TO BE SCALED



WALL TYPES	
	1/2" GYPSUM BOARD 6 MIL POLY VAPOR BARRIER BRICKING AS PER O.B.C. 9.23.10.2 2x6 STUDS @ 16" O.C. TO MAX 8" ABOVE SLAB (SEE MIN. EFFECTIVE R-VALUE IN NOTES) EXTERIOR DRAINAGE LAYER
	1/2" GYPSUM BOARD 6 MIL POLY VAPOR BARRIER BRICK VENEER OR STONE TYP. EXTERIOR BRICK WALL (RSJ 3x4 - 0.886c)
	1/2" GYPSUM BOARD 6 MIL POLY VAPOR BARRIER (OPT) BRICKING AS PER O.B.C. 9.23.10.2 2x6 STUDS @ 16" O.C. CONTINUOUS RIGID INSULATION (RS-6) AIR BARRIER AS PER O.B.C. 9.25.3 VINYL SIDING
	1/2" GYPSUM BOARD 6 MIL POLY VAPOR BARRIER (OPT) 7/16" OSB SHEATHING 7" AIR SPACE BRICK VENEER
	2x4 GYPSUM BOARD 2x6 STUDS @ 16" O.C. W/ 3/4" POLY INSULATION 2x6 STUDS @ 16" O.C. W/ 5/8" GIPS @ 24" O.C. 2x4 STUDS @ 16" O.C. 1/2" GYPSUM BOARD
	2x4 GYPSUM BOARD 2x6 STUDS @ 16" O.C. W/ 3/4" POLY INSULATION 2x6 STUDS @ 16" O.C. W/ 5/8" GIPS @ 24" O.C. 2x4 STUDS @ 16" O.C. 1/2" GYPSUM BOARD
	1/2" GYPSUM BOARD 2x6 STUDS @ 16" O.C. 1/2" GYPSUM BOARD
	1/2" GYPSUM BOARD 2x6 STUDS @ 16" O.C. 1/2" GYPSUM BOARD
	1/2" GYPSUM BOARD 6 MIL POLY VAPOR BARRIER W/ R-19 BATT INSULATION R-5 CONTINUOUS INSULATION GAS PROOFED 1/2" GYPSUM BOARD
	9 GAS PROOFED AS PER O.B.C. 9.10.5.6 (4)
NOTE: ALL EXTERIOR WALLS AND INTERIOR LOAD BEARING STUD WALLS TO HAVE BRACKS AS PER O.B.C. 9.23.10.2	
UNIT 'A-1' VALUE	
2x6 STUDS W/ R20 BATT: 2.88 (50-12 31.1(103))	
FOUNDATION WALL: 0.08	
1/2" GYPSUM BOARD (OPT): 0.02	
TOTAL (W/O GYPSUM): 2.98	
TOTAL (W/O GYPSUM): 2.88	

UNIT 'A-1'

UNIT 'B-1'

UNIT 'B-1' (EXT.)

PROJECT:

LARRY OTTEN CONTRACTING

DESIGN:

ST. MARKS, ONTARIO

DATE:

21/19

SHEET:

A6

PERMIT:

6-UNIT - BLOCK '17'

BASEMENT FLOOR

BLOW-UP PLAN

DATE:

21/19

SHEET:

A6

PERMIT:

DESIGN:

ST. MARKS, ONTARIO

DATE:

21/19

SHEET:

A6

PERMIT:

DESIGN:

ST. MARKS, ONTARIO

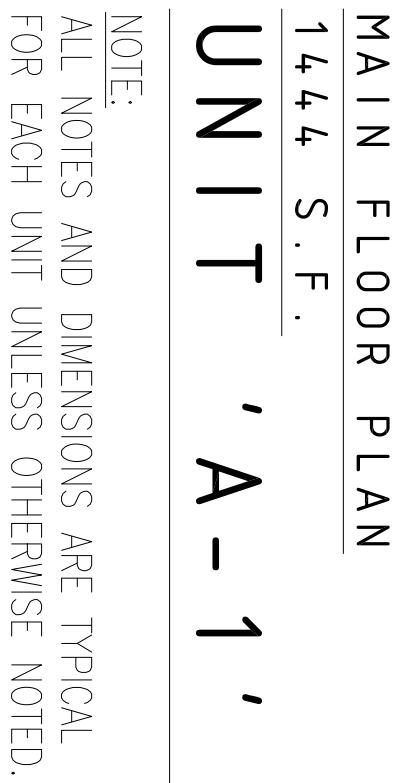
DATE:

21/19

SHEET:

A6

PERMIT:



MAIN FLOOR PLAN
1444 S. F.
UNIT 'A-

(EXT.)

MAIN FLOOR PLAN
1210 S.F.

UNIT 'C-1'

MAIN FLOOR PLAN
1210 S. F.

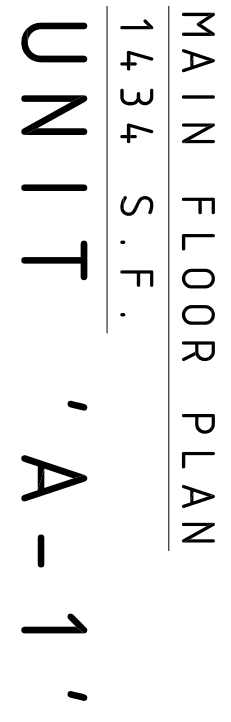
UNIT, C-1,

WALL TYPES

	<p>1/2" GYPSUM BOARD (OPT.)</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER (OR STONE)</p> <p>CONCRETE FOUNDATION (20" MIN. EXTERIOR DRAINAGE LATER)</p> <p>1</p> <p>EFFECTIVE RSI-VALUE = 2.88 (SEE NOTES)</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER (OR STONE)</p> <p>2</p> <p>TYP. EXTERIOR BRICK WALL (RSI 3.34 - 0.084)</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER (OPT.)</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER</p> <p>3</p> <p>TYP. EXTERIOR SIDING WALL (RSI 3.34 - 0.084)</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER</p> <p>4</p> <p>TYP. EXTERIOR GARAGE BRICK WALL</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>5</p> <p>BASEMENT CONCRETE DENISING WALL</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>6</p> <p>DENISING WALL</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>7</p> <p>TYP. INTERIOR WALL</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>8</p> <p>TYP. PLUMBING WALL</p>
	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>9</p> <p>TYP. GARAGE PARTITION WALL (RSI 3.34 - 0.084)</p>

NOTE: ALL EXTERIOR WALLS AND INTERIOR WALLS AND CEILING/TID WALLS TO HAVE BARRIERS AS PER DET. 923.02.

<p>RESISTANT EFFECTIVE (RSI)-VALUE (MINIMUM OF 2.81 (R-50))</p> <p>2x6 STUDS W/ R20 BATT (RSI-2.31 to 3.11 (R-13))</p> <p>FOUNDATION WALL: 0.08</p> <p>W/ AIR SPACE: 0.06</p> <p>1/2" RIGID INSULATION: 0.06</p> <p>1/2" GYPSUM BOARD (OPT.): 0.06</p> <p>1/2" AIR SPACE: 0.06</p> <p>1/2" GYPSUM BOARD: 0.06</p> <p>TOTAL (W/O OPSIUM): 2.88</p>	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER (OR STONE)</p> <p>CONCRETE FOUNDATION (20" MIN. EXTERIOR DRAINAGE LATER)</p> <p>1</p> <p>EFFECTIVE RSI-VALUE = 2.88 (SEE NOTES)</p>
<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER (OR STONE)</p> <p>2</p> <p>TYP. EXTERIOR BRICK WALL (RSI 3.34 - 0.084)</p>	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER (OR STONE)</p> <p>2</p> <p>TYP. EXTERIOR BRICK WALL (RSI 3.34 - 0.084)</p>
<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER (OPT.)</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER</p> <p>3</p> <p>TYP. EXTERIOR SIDING WALL (RSI 3.34 - 0.084)</p>	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 24" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>BRICK VENEER</p> <p>3</p> <p>TYP. EXTERIOR SIDING WALL (RSI 3.34 - 0.084)</p>
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<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>5</p> <p>BASEMENT CONCRETE DENISING WALL</p>	<p>1/2" GYPSUM BOARD</p> <p>6 MIL POLY VAPOR BARRIER</p> <p>2x6 STUD @ 16" O.C.</p> <p>1/2" RIGID INSULATION</p> <p>W/ 2x6 BATT INSULATION</p> <p>1/2" AIR SPACE</p> <p>CONCRETE FOUNDATION</p> <p>5</p> <p>BASEMENT CONCRETE DENISING WALL</p>
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MAIN FLOOR PLAN
1460 S. F.
UNIT 'B-1'

MAIN FLOOR PLAN
1460 S. F.
UNIT 'B'

- [illegible]

Jeremy Hunt
BCIN: 33136

Jeremy Hunt
BCIN: 27166

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration and Human Resources

Date of Meeting: 28 May 2019

Subject: CAO 40-2019 May Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 40-2019 May Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO and Clerks

Strategic Planning

- With Council's adoption of their updated strategic priorities the Strategic Plan will be amended and be brought forward to Council for review and adoption.

Intergovernmental Relations

- Transportation Grant Funding
 - No significant updates since last month. The County and the City are currently working on drafting local partnership agreements for review.
- FCM Municipalities for Climate Innovation Program
 - Contract staff member has begun the process of data collection to complete the Town's Energy Demand Management Plan for July 1, 2019.
 - Next will be the completion of a Community Greenhouse Gas Emissions Plan. This work will begin mid-2019 and be completed by the end of 2020.
- Conservation Authorities Act Review
 - Environmental Registry Office postings were reviewed, and comments were submitted by the CAO for the legislation review on May 16, 2019.
- HPHA
 - On May 15, 2019 the Mayor and CAO met with representative of the HPHA, the Board, and the local healthcare foundation to discuss the uncertainty in the health care field.
 - The HPHA continues to work through a strategy of lab technician attraction, and has submitted an application to the Province to become a voluntary Ontario Health Team. The Town is participating in this application in its capacity of a service provider of wellness programs.

Public and Community Engagement

- CAO and former BIA Chair Julie Docker were the key note speakers for an Ontario Business Improvement Area Association webinar on April 24th. The topic of the webinar was accessible downtowns, featuring the Town's 2016 Queen Street reconstruction project.
- Service Club meeting held on May 7, 2019 focusing on current budget pressures of the Town and how the group and the Town can collaborate.
- All Community Grant decisions have now been issued to applicants.
- The Ministry for Seniors and Accessibility have tentatively booked the CAO and the Deputy Clerk to be keynote speakers for a webinar on June 27, 2019. The focus of the webinar is orientation for accessibility advisory committee members, and will cover the Town's approach to reviewing capital projects and plans.

Policy Development

- Work in this area of the portfolio has currently been put on hold. The Deputy Clerk has been seconded on a part time basis to support the Director of Building and Development on planning files.

Land Sales

- 478 Water Street South: sale closed.
- 481 Water Street South (McDonald House):
 - The Town was provided notice on May 6, 2019 that Allen and Robin Kool would not be proceeding with the sale.
 - An expression of interest document has been prepared to determine interest in this property. The document will be posted in early June.
- Junction Station
 - Expression of interest document is completed, and has been vetted internally. The document will be posted in early June.
- Jones Street Road Allowance
 - Received a request to purchase, and internal due diligence completed. Closed session report appended to the May 28, 2019 agenda for Council's consideration.

Policing

- Six month review of police space needs completed by CPAC on May 15, 2019. The recommendation from the Chief of Police is that it is too early to determine the long term space needs of the police. At his suggestion, CPAC agreed to complete a fact based review after one year of operations.
- Members of CPAC attended the May 15, 2019 Stratford PSB meeting. The purpose was for introductions, and for the CPAC members to consider who they would like to appoint as a liaison to the PSB.

Human Resources

Recruitment

- Completed the recruitment process for Lifeguards (full and part time), Youth & Child Recreation Programmer, Early Learning Services Supply Staff, Museum Assistants, Library Clerk, Seasonal Labourer and Director of Finance/Treasurer.
- Currently recruiting for additional seasonal positions.

- The first DCVI student tour was successful. Twenty students attended and spent the morning learning about what happens behind the scenes at the PRC. Staff focused much of the conversations on the various positions and career paths within the Town and the benefits of working in St. Marys and especially promoted work in the municipal sector.

Staff Engagement/STEAM Initiatives

- Preparing for the annual Mayor/CAO BBQ to be held on June 27, 2019 at Cadzow Park.
- Developing an internal newsletter to be delivered internally to staff on a quarterly basis. The first edition to be delivered in June.
- Second annual staff step challenge is underway for the month of May as a way to encourage physical activity and staff engagement.

Training

- Electronic timesheet & employee self-serve training for new staff.

HR Systems

- Equitable Life enrolments form distribution/collection for Casual, Part-time staff & Volunteer Firefighter for the Employee Assistant Program (EAP) platform change.

Health and Safety

- Initiated a Mental Health Week awareness campaign for staff. During the week of May 6-10 staff received a daily email focusing on one aspect of mental health/mental illness with the last day highlighting the programs and help the Town and community has to offer.
- Ministry of Labour Ergonomic Initiative
 - The first round of identifying and prioritizing hazards has been completed.
 - Training for the MOC Joint Health and Safety Committee held on April 17, 2019.
 - Train-the-Trainer and Supervisor Responsibilities training held on May 22, 2019
 - Front line staff training still to be arranged.
 - Continuing work on the Musculoskeletal Prevention Policy.

Payroll


- Completed the clearing account reconciliations for Q1 of 2019.
- Wage grids updated to reflect the Cost of Living Adjustment increase.
- Update wages/salaries for Staff through Equitable Life for billing purposes
- 2020 Payroll budget spreadsheet exercise has begun

SPENDING AND VARIANCE ANALYSIS

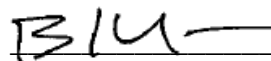
None to date.

REVIEWED BY

Recommended by the Department


 Lisa Lawrence
 Director of Human Resources

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Deputy Clerk
Date of Meeting:	28 May 2019
Subject:	CAO 41-2019 Noise By-law Exemption from Army, Navy & Air Force St. Marys

PURPOSE

To seek Council's approval to exempt the Army, Navy & Air Force St. Marys Unit 265 from the Noise By-law on a number of dates in 2019.

RECOMMENDATION

THAT CAO 41-2019 Noise By-law Exemption from Army, Navy & Air Force St. Marys be received; and

THAT Council provide an exemption to the Noise By-law subject to the condition of notifying all property owners within a 150m radius on the following dates for the Army, Navy & Air Force St. Marys Unit 265: Saturday, June 15, 2019 from 11:00pm until 11:59pm

Friday, July 12, 2019 from 11:00pm until 2:00am next day

Saturday, July 13, 2019 from 11:00pm until 2:00am next day

Saturday, August 10, 2019 from 11:00pm until 11:59pm

Saturday, September 14, 2019 from 11:00pm until 11:59pm

BACKGROUND

Historically, Army, Navy & Air Force St. Marys Unit 265 has asked for an exemption to the noise by-law for a number of events that occur between June and September. Thus far, the Town has approved the request.

REPORT

Army, Navy & Air Force St. Marys Unit 265 has sought an extension to their existing indoor liquor licence which would permit a temporary licenced area in the parking lot to the rear of the facility. As the events will exceed the permitted time for noise, the organization is seeking Council's exemption to the Noise By-law for the following dates and times:

- Saturday, June 15, 2019 from 11:00pm until 11:59pm
- Friday, July 12, 2019 from 11:00pm until 2:00am next day
- Saturday, July 13, 2019 from 11:00pm until 2:00am next day
- Saturday, August 10, 2019 from 11:00pm until 11:59pm
- Saturday, September 14, 2019 from 11:00pm until 11:59pm

Staff have been consulted about the implications of a proposed exemption to the Noise By-law and do not foresee any concerns. If Council decides to approve the exemption, Staff request that a condition be placed on the exemption that requires notice to all property owners within 150m radius of the site.

FINANCIAL IMPLICATIONS

None

SUMMARY

Army, Navy & Air Force St. Marys Unit 265 has sought an extension to their existing indoor liquor licence which would permit a temporary licenced area in the parking lot to the rear of the facility. Based on the proposed ending times of each event date an exemption to the Noise By-law would be required.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

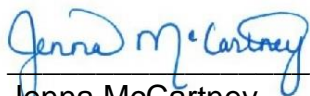
Grant Brouwer, Director of Building and Planning
Andy Anderson, Director of Emergency Services / Fire Chief

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	28 May 2019
Subject:	COR 17-2019 May Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 17-2019 May Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Culture

General

- Film Package including information and application forms is being finalized. Once completed the package will be available on the Town website.
- Doors Open will be held on Saturday, September 28. Participating sites, including photographs and information, have been updated on the Doors Open website. Final sites are being confirmed.

Heritage

- Staff is participating in the Ministry of Tourism, Culture and Sports information session and municipal Heritage Planners forums regarding Bill 108 and the proposed changes to the Ontario Heritage Act.
- Copies of Designation Bylaws, Notice of Intent to Designate and other relevant documents have been sent to the Ontario Trust for inclusion on the Ontario Heritage Act Register.
- The Heritage Committee has reviewed and made recommended edits to the Terms of Reference (TOR) for the Committee.

Strategic Planning

- With the adoption of the Culture and Tourism Strategy, staff are now drafting a Work Plan document to prioritize initiatives.
- Museum Strategic Plan - Draft of the St. Marys Museum Strategic Plan presented to the Museum Advisory Committee for adoption at the May 8 meeting. Staff are currently drafting a Business Plan for the Museum. Both documents will be presented at the August SPC meeting.

Museum

- Administrative
 - Volunteers logged 61 on-site hours in April.
 - Grant funding confirmed for YCW Curatorial Assistant and Archives Assistant positions, to start in May and for Canada Summer Jobs position, to start June 3.
 - Most popular Facebook Post in April: April 16 "Train Tuesday" with a reach of 4,196 and 287 reactions/comments/shares.
- Programming

- Volunteers led a seminar about stained glass to a sold out crowd on April 17. This is the second time this seminar was offered as it also sold out on March 21.
- Staff led seven Grade 3 field trips in April.
- Staff led outreach programs at Kingsway Lodge on April 9 and St. Marys VON on April 17.
- Staff and volunteer committee met to plan 2019-2020 Seminar Series with plans to expand to meet increased demand.
- May is Museum Month proclaimed by Council at April 23 meeting. Partnered with Canadian Baseball Hall of Fame to create Museum Month Passport. Working with Corporate Communications to promote.
- Research/Exhibits/Collections Management
 - Newspaper exhibit installed at the Legislative Assembly of Ontario on April 8. This exhibit will run until early August. The St. Marys Museum was selected to install an exhibit during the same months in 2017 and 10,000 people toured the Legislative Assembly of Ontario building during that time.
 - Research and exhibit planning underway for Heroes, to open on July 1. Staff have been meeting with the Fire Department in preparation for this exhibit.

Corporate Communications

- PRC Strategic Business Plan
 - Spring/summer program survey (www.townofstmarys.com/recsurvey) is ongoing.
 - Communications audit and communications survey sent to PRC staff for input.
- Media Relations
 - Distributed eight media releases, five service disruptions, and five public notices between April 15 and May 15. Topics included Earth Week, 20 on the Trestle, Museum Month, and Intra-Library Loans.
 - There were 25 stories/mentions in local media between April 15 and May 15 (23 in the St. Marys Independent and 2 in the Stratford Beacon Herald). Five of those stories were the direct result of media releases by the Town.
- Social Media
 - The Town's Facebook page currently has 4,222 followers (23 new since March 15). The most popular post was about the carbon tax rebate scam (reached 11,662 users).
 - The Town's Twitter page currently has 1,801 followers (22 new since March 15). The most popular tweet was about Baseball HOF re-opening (2,539 impressions).
 - The Pyramid Recreation Centre's Facebook page currently has 2,399 followers (19 new between April 10 and May 14, 2019). The most popular post was about the return of Baby & Me Aquafit (reached 3,145 users).
- Website
 - 9,313 users and 59,117 page views since April 15. Top visited pages include Home (7,504 page views), Library (4,482) and Job Opportunities (1,746).
 - Updated Police, Yard Waste, Garbage and Recycling, and Tax Rate pages; created Freedom of Information request fillable form.
- Publications
 - Adult Learning promotional postcard
- Advertising
 - Placed 1 ad for Stonetown Entertainers Concert in St. Marys Independent for two consecutive weeks (ad sponsored by Lyric Flowers) and 1 digital ad for Community Centre rentals on the Paul's Halls website.
 - Boosted 5 posts on Facebook: Summer Camp PRC (x2), Stonetown Entertainers Concert, Ball Hockey and Indoor Soccer.
- Public Engagement

- Library space survey (Closed on April 15, 2019).
- Event promotions
 - FM96 Small Town March Madness victory broadcast is Friday, May 31 at Cadzow Park from 5:30 to 9:30 a.m. The official announcement will be made on May 22.
 - Community involvement continues to grow for **20 on the Trestle**. There has been tremendous fundraising support and thanks to the generosity of Thames Crest Farms and its builder partners, we are holding a Nuit Blanche-style installation on the trail and trestle from 8-11 p.m. on Saturday, Aug. 10. www.townofstmarys.com/20onthetrestle.
 - Meeting with BIA to discuss the future look and feel of the **Heritage Festival**, after next year's partnership with Homecoming.
 - St. Marys Event Card printed (Town Councillors received a copy in their mailbox).
 - **Canada Day** at Cadzow Park planning is underway. The Town's Canadian Heritage grant application was successful.
 - Working with the Lions Club to create a family-friendly daytime winter event to offset **WinterLights** costs.

Tourism Marketing

- Advertising
 - St. Marys Visitors Guide 2019 ad placed. Contains Town ad with new tagline (stay in touch so you don't miss a single, beautiful moment) and direction to www.townofstmarys.com/stayintouch.
 - Similar ads to above (varying in size and format) placed in Stratford Summer Guide and Canadian Baseball Hall of Fame Induction Guide.
 - Banner ad placed in The Daytripper to take the place of the former BIA ad.
 - Ad highlighting Melodies at the Museum and the musical aspect of Heritage Festival placed in Stratford Music Festival Guide.
- Social Media
 - Town of St. Marys Instagram account (<https://www.instagram.com/townofstmarys/>) created. Already at 112 followers despite waiting for 20 on the Trestle to start actively using the account.
- Publications
 - St. Marys Stonetown: The Stories of the Stores reprinted.
 - Updated Quarry brochure printed and distributed.
 - St. Marys Event Card printed (Town Councillors received a copy in their mailbox).
- Website
 - "Stay in Touch" webpage (www.townofstmarys.com/stayintouch) created to help promote social media accounts and make it easier to have only one webpage to direct people to in ads.

Tourism

- The St. Marys Independent's 2019 Visitors Guide is now available. Town staff assisted with the development of the Guide.
- Wrote a letter of support for the Stratford Tourism Alliance to receive funding for a cycling project that would include St. Marys and Perth County.
- Grant funding confirmed for Canada Summer Jobs Tourism Assistant position, to start in June.
- Met with St. Marys Museum staff to discuss advertising and distribution of brochures with the goal to share resources and enhance our efforts through a more partnered approach.
- Attended a webinar on creating accessible tourism. The focus was on handling various accessibility requirements at visitor centres and overall customer service.

- Tourism brochures (Stories of Stores, tourism maps and Quarry brochure) distributed to Ontario Visitor Centres.
- Met with our new representative from VIA to discuss potential opportunities to partner with VIA on tourism initiatives for St. Marys.
- Opened an Instagram account with the help of the communications staff. The social media outlet will have a tourism and economic development focus. The launch of the account will happen around the opening of 20 on the Trestle.
- Attended the annual general meeting of the St. Marys B&B association and presented on tourism initiatives happening in St. Marys this year and discussed ways we can help to enhance their business.

Economic Development

- The Town and MP John Nater's office hosted the Federal Conservative Agriculture Critic, Luc Berthold, for a tour of Perth County Ingredients. Tour content included the history of the company, how it's evolved, the innovative technology they have invested in to enhance and grow the business and their future plans.
- Attended the "Teeny Tiny Summit" in Thorndale hosted by OMAFRA and Middlesex County. The title was "Big Ideas for Small Places" and focused on ideas relating to tourism to enhance economic development, engaging your Farmers Market, establishing your community assets and empowering your people to effect positive change in your community.
- Attended the Business after 5 event hosted at Downtown Pontiac GMC in St. Marys with the Stratford and area Chamber of Commerce.
- Town staff leading the Perth4Youth initiative met with the representative from OMAFRA to discuss the project group and determine a plan for meetings and collaboration for the future.
- Town staff met to review questions posed from VIA about the logistics for the electric car charging station.

VIA Services

	Boarding	Arriving	% Printed
January	286	262	75.9
February	253	242	69.2
March	280	306	74.3
April	277	277	74

- 19% more boarding than in Apr. 2018, 41% more than two years ago in April.
- 13% more arriving (than '18), 15% more than in '17.

Information Technology

- 24 ticket assigned, with 19 closed, including:
 - Modified shared email folder so authenticated staff can respond on behalf of the team account
 - Tested and documented file recovery process, from backup, by restoring historical files to the network
 - Added town laptop to Firewall's Accepted Device list for private network access and security
 - Upgraded memory on four computers (2 PRC/1 Library/1 Child Care)
- Non-ticket items:
 - Major update on Antivirus program and deployed to town computers.
 - The IT Network Administrator led three presentations at the All-Staff meetings on the importance of system security

- Disaster Recovery Preparedness testing using the regularly scheduled image (Backup and Restore Method) on Horizon Server
- Prepared schedule for fiber splicing for network redundancy May 22 and 23
- Researched fiber testing equipment to use in house, will speed up fiber repairs/outages
- Configuring and testing softphones for staff

SPENDING AND VARIANCE ANALYSIS

Nothing to report at this time.

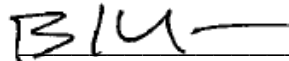
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Finance

Date of Meeting: 28 May 2019

Subject: FIN 08-2019 May Monthly Report (Finance)

RECOMMENDATION

THAT FIN 08-2019 May Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- The majority of the outstanding items to complete the 2018 financial statements were received in the past week including Spruce Lodge financials, Perth District Health Unit financials, Perth County EMS (no 2018 adjustment as surplus typically return to municipalities is being retained as 2018 reserve to offset 2019 Provincial funding reduction), POA \$12,712 and City of Stratford social service \$68,557.
- Processed 200+ payments in April. Cheques are decreasing and EFT's are increasing.
- Reconciled April Childcare payments, awaiting April's monthly additional funding from Stratford to complete process.
- Reconciled PRC deposits and imported into Keystone.
- Filed April's HST claim.
- Assisted HST auditor with backup. He will return in June to complete audit.
- Reconciled 12 Bank accounts for the month of April
- Setup monthly payments for Town's consolidated services.
- Issued several donation receipts for upcoming summer events.
- Attended Keystone semi-annual user group meeting.

Procurement and Risk Management

- 35 Parking Tickets were processed for the month of April.
- 5 Parking Infractions were sent to the POA to file Certificate Requesting Conviction in April.
- 10 Notice of Impending Conviction letters issued for parking infractions.
- Uploaded to Bids&tenders on April 15, 2019 RFT-PW-05-2019 Supply and Deliver Five 2019 or New ½ Ton Pickup Trucks, One 2019 or Newer ¾ Ton Pickup Truck and Four 2019 or Newer 1 Ton Pickup Truck and closed May 7, 2019.
- RFP-FIRE-01-2019 75' Aerial Fire Truck With Pump And Water Tank closed April 16/19 and awarded to Darch Fire Inc.
- RFP-FIN-1-2019 General Insurance and Risk Management closed April 16/19 and awarded to Frank Cowan Company Limited.
- Participated in the evaluation RFP-FIN-01-2019 after the submission closed.

- Applied Penalty to Recoverable and General Accounts April 2, 2019.

Property Taxation

- Calculated BIA 2019 tax rate.
- Transferred Festival Hydro water arrears to taxes.
- April building permit information sent to MPAC.
- Monthly penalty & interest applied to property tax accounts.
- Fuel billing and internal allocations processed for April.
- Added new waste bins and exchanges to tax roll.
- Entered 2019 tax rates into tax software and balanced to budget tax rates.
- April property sales provided to GIS.
- Switchboard for half of April due to renovations of Town Hall counter.
- May supplementary tax bills produced (86 tax bills, revenue of \$176,600 municipal).
- Second Interim property tax bills due May 31st.

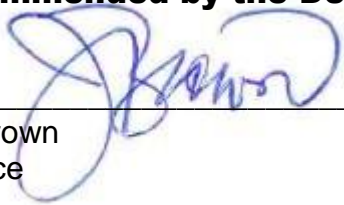
SPENDING AND VARIANCE ANALYSIS

May Capital Status Report Attached.

REVIEWED BY

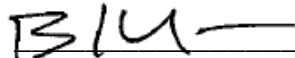
Recommended by the Department

Jim Brown
Finance



Recommended by the CAO

Brent Kittmer
CAO / Clerk



Town of St. Marys Capital Projects 2019 May 14, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
Corp	9002 - SERVICED INDUSTRIAL/COMMERCIAL LAND	-	-	50,000.00	(50,000)							
Corp	9050 - IT ANNUAL EQUIPMENT REPLACEMENT	-	-	15,000	(15,000)	X						
Corp	9056 - REPLACE NETWORK SWITCHES	-	-	191,000	(191,000)	X						
Corp	9057 - WIRELESS MESH NETWORK PRC	-	-	21,000	(21,000)	X						
Fac	9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	(12,500)	-	-	-							Funding received, project not yet underway
Fac	9120 - CAPITAL - FACILITIES (ENERGY UPGRADES)	5,779	5,779	-	5,779							
Fac	9158 - FIRE HALL DESIGN & COSTRUCT ADMIN	9,470	9,470	120,000	(110,530)	X	X	X				Report sent to Council
Fac	9159 - LIBRARY CIRCULATION DESK	-	-	25,000	(25,000)	X	X	X				Report sent to Accessibility Committee
Fac	9160 - LIBRARY WALL RECONSTRUCTION	-	-	25,000	(25,000)	X						
Fac	9161 - QUARRY TRAMPOLINE REPLACE	-	-	8,000	(8,000)	X	X	X				Pricing has been acquired, supplier chosen
Fac	9162 - QUARRY NEW INFLATABLE	-	-	15,000	(15,000)	X	X	X				pricing has been acquired
Fac	9163 - LIND BATHROOM RENOVATION	-	-	10,000	(10,000)	X						Report sent to Accessibility Committee
Fac	9164 - CEMETERY WASHROOM	-	-	10,000	(10,000)	X						Report sent to Accessibility Committee
Fac	9165 - MUSEUM SECURITY SYSTEM UPGRADE	-	-	8,000	(8,000)	X						Supplier Chosen
Fac	9166 - MUSEUM BARN WALKWAY	-	-	9,000	(9,000)	X			X			Report sent to Accessibility Committee
Fac	9167 - CADZOW PATHWAYS	-	-	35,000	(35,000)	X			X			Report sent to Accessibility Committee
Fac	9168 - LIQUID CHLORINE SYSTEM	-	-	6,000	(6,000)	X						
Fac	9169 - AUTO SCRUBBER	-	-	16,000	(16,000)	X						
Com Serv	9170 - RTAC 3 REPLACEMENT	-	-	45,000	(45,000)	X						
Com Serv	9171 - NEW PROJECTOR PRC	-	-	6,000	(6,000)	X						
PW	9172 - TINT PRC POOL WINDOWS	-	-	12,000	(12,000)	X						
PW	9173 - CENOTAPH WALKWAY	-	-	14,000	(14,000)	X			X			Report sent to Accessibility Committee
PW	9174 - JUNCTION STATION	-	-	6,000	(6,000)	X						
PW	9175 - PRC GENERATOR	-	-	25,000	(25,000)	X						
PW	9176 - CHILDCARE CTR OUTDOOR TURF	-	-	15,000	(15,000)	X	X	X	X			Pricing has been acquired, company chosen
FIRE	9211 - CAPITAL - FIRE MAJOR EQUIP	-	-	11,000	(11,000)							
FIRE	9214 - FIRE LADDER TRUCK	-	-	875,000	(875,000)							
PW	9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	-	-	85,000	(85,000)							
PW	9346 - SARINA GTT BRIDGE REPAIRS	-	-	15,000	(15,000)							
PW	9361 - J-50 WATER TANK ATTACHMENT	-	-	5,000	(5,000)	X	X	X	X	X	X	OEM Supplier - Completed and in service - Pending final Invoice
PW	9362 - T-40 DIRECTIONAL BLADE	-	-	10,000	(10,000)	X			X	X		OEM Supplier - Pending Delivery - Pending final Invoice
PW	9363 - T-60 DUMP TRUCK W PLOW	-	-	90,000	(90,000)	X	X	X	X			Awarded pending delivery
PW	9364 - ST. GEORGE ST. N. RECONSTRUCT	-	-	502,000	(502,000)	X	X	X	X			Awarded Awaiting verification of contractor start date
PW	9365 - WATER ST. S. CULVERT REPAIRS	-	-	287,000	(287,000)	X						Finalizing Design Works
PW	9366 - EGAN AVE RECONSTRUCTION	-	-	35,000	(35,000)	X	X	X	X	X		Design in Progress
PW	9367 - PEDESTRIAN CROSS OVER JAMES ST S	-	-	26,000	(26,000)	X						Finalizing Design works
PW	9368 - ASSET MGMT LEVELS OF SERVICE	-	-	17,000	(17,000)	X						
PW	9370 - MUNICIPAL TREE INVENTORY	-	-	7,500	(7,500)	X						
PW	9372 - DAM SPILLWAY REPAIRS	-	-	190,000	(190,000)	X						
PW	9373 - VICTORIA BRIDGE OUTLET REPAIRS	-	-	8,000	(8,000)	X						
PW	9374 - PARKS ST.DRAIN REPAIR	-	-	9,000	(9,000)	X						Design in Progress
PW	9375 - BROCK ST. SIDEWALK	-	-	48,000	(48,000)	X						Design in Progress
PW	9376 - WPCPSUPERNATE WELL REPAIRS	-	-	500,000	(500,000)	X	X	X				
PW	9378 - LANDFILL EA	-	-	204,000	(204,000)	X			X	X		
PW	9379 - LANDFILL EPA APPROVALS	-	-	200,000	(200,000)							Pending EA Completion
PW	9380 - WATER - VALVE REPAIRS	-	-	15,000	(15,000)	X						
PW	9381 - WATER - BOOSTER STN REHAB	-	-	20,000	(20,000)							
PW	9382 - JAMES ST. S. WM ALT.	-	-	70,000	(70,000)	X						
PW	9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	-	-	145,000	(145,000)	X						
PW	9395 - STUMP GRINDER	13,738	13,738	15,000	(1,262)	X	X	X	X	X	X	
PW	9414 - CAPITAL - SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)							

Town of St. Marys Capital Projects 2019 May 14, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
PW	9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	102,000	102,000	102,000	-							
LIB	9740 - CAPITAL - LIBRARY (MATERIALS)	13,917	13,917	58,000	(44,083)							
Prior Year Project Carryforward:												
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	149,424	149,424	-	149,424	X	X	X	X	X		Only emergency door installations to be completed
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	12,094	12,094	-	12,094							
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	8,623	8,623	-	8,623							
Fac	9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	8,090	8,090	-	8,090	X	X	X	X	X	X	project completed
Fac	9157 - OLD WATER TOWER STRUCTURAL UPGRADES	37,013	37,013	-	37,013	X	X	X	X	X		Only pointing and bracket repairs left to be completed
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	(3,209)	-	-	-							
PW	9435 - CAPITAL - ADD'L WATER STORAGE	408,525	408,525	-	408,525							
		752,964	768,672	4,261,500								

Prior Year Project Carryforward Cumulative Expense		Prior Year Expense	Total Expense *	Budgeted Expense	Variance Over (Under)
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	351,361	500,785	503,233	(2,448)
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	117,835	129,929	230,000	(100,071)
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	38,825	47,448	220,000	(172,552)
Fac	9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	8,090	15,000	(6,910)
Fac	9157 - OLD WATER TOWER STRUCTURAL UPGRADES	135,644	172,657	165,168	7,489
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	261,088	261,088	307,000	(45,912)
PW	9435 - CAPITAL - ADD'L WATER STORAGE	2,421,378	2,829,903	2,857,042	(27,139)

* Total Expense - 2019 year to date above plus 2018 expenditures



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 28 May 2019

Subject: FD 12-2019 May Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 12-2019 May Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of May (12 April – 17 May 2019) the Fire Department responded to 9 emergency responses most notably:

- Automatic Alarms – 4 (St. Marys) 2 malicious acts & 2 false alarm
- CO Alarms – 1 (St. Marys) 1 actual alarm
- MVC – 4 (Perth South)

Fire Chief Attended 1 Call alone (1 CO alarm actual)

Average attendance of firefighters per emergency call - 20

St. Marys Firefighters have responded to 48 calls for service (1 January – 17 May 2019) compared to 63 emergency responses last year (1 January – 17 May 2018)

During the month of May (12 April – 17 May 2019) Brian Leverton (Fire Prevention Officer) has completed the following:

- Complaint 0
- Requests 2
- Follow Up 2
- Safety Concerns 0
- Fire Drills 1 – Library (occupants cleared the building in 2.23 minutes)
- Request 2
- Routine 15
- Licensing 0
- Site visits 8 (request for clarification regarding Ontario Fire Code, lockbox installation location)

Public Education

Continuing lockbox location and installations for businesses and dwellings (26 in total)

Fire Chief and Deputy Fire Chief attended the Ontario Fire Marshal's Essential seminar (10 April 2019)

Three firefighters completed the Fire Service Instructors I course in Stratford (12-14 April 2019),

Firefighters conducted the Annual Door to Door campaign (17 April 2019). Firefighters hand delivered public education information to 1000 homes on the East end of St. Marys.

St. Marys Fire Department hosted the Perth County Mutual Aid meeting 25 April 2019. The event had 45 fire officers and firefighters from Perth County attend the meeting. A guest speaker (Brad Jezard of Festival Hydro) delivered a firefighter related electrical safety presentation.

Firefighters conducted the biennial Spring Scrap Metal pick up (27 April 2019) collecting over 60,000 lbs of steel.

Firefighters conducted the Annual Fire Department Breakfast (5 May 2019) serving 1125 St. Marys residents.

MSA completed the annual testing of our Self Contained Breathing Apparatus. 9 May 2019

SPENDING AND VARIANCE ANALYSIS

4 Windbreakers for recruits – Uniform Uniforms \$521.61

Fire Service Instructors I course - \$675

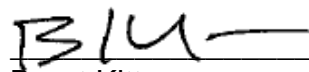
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	28 May 2019
Subject:	DCS 12-2019 May Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 12-2019 May Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services:

- Customer Service Development:
 - Policies and Procedures: Updating of the Aquatics manual, quarry canteen manual
 - The supervisor team continues to work on the core services review. This will be presented to Council in August.
- Legislative Requirements:
 - Ontario Health Update: The Senior Services staff have been participating in various webinar's and meetings with the Ministry of Health as well as area health service providers such as local Family Health Teams, Hospitals, Long Term Care Homes, Mental Health and Addictions Agencies, Midwifery Services, Palliative Care Provider and Primary Care Providers. Providers across Huron and Perth are collaborating to submit one application to become an Ontario Health Team. To date the group has completed and will be submitting a Self-Assessment. The Self- Assessment is step one in the three step process to determining if the collaboration will be successful. The Self-Assessment submission will be evaluated to determine if Huron and Perth group will be able to submit a Full Comprehensive Application.

Aquatics:

- The Town of St. Marys received 3rd place in the M. G. Griffiths Cup, awarded to the municipal affiliate with the largest lifesaving program in a community with a population of under 10, 000.
- 4290 swimmers in the month of April
- YMCA numbers for April: 257
- 462 registered for spring swimming lessons (423 group lessons, 28 private lessons)
- Held a National Lifeguard and Water Safety Instructor recertification
- Preparation for summer at the PRC and Quarry are underway, staff training dates are set.

Guest Services:

- Minor ball and soccer schedules in Max, agreements, insurance collected

- Working with the Events Coordinator for “20 on the Trestle”, arranging agreements and insurance for all upcoming events.
- Coordinating logistics for the Stars on Ice, St. Marys Healthcare Foundation Gala to be held on June 8.

Child Care:

- Hosted a wonderful Mothers’ Day Tea Party Friday May 10th at drop off. We had 95% of our mothers attend to share some juice and homemade muffins with their little ones. It was a celebration that was enjoyed by everyone.
- Hired 2 new supply teachers to help with coverage over the summer months
- Summer registration is almost complete with all 3 programs almost at full capacity. Only a few spots open on select days.
- Holy Name Warrior Will Fun Fair is taking place June 6th from 5:30 – 8:00 pm. The child care centre will have activities set up in our playground.
- Our high school co-op students from DCVI have set up a “community helpers” day on May 22 where fire, ambulance and police will be present to speak with the children and show them their vehicles.
- Adanac Images will be doing class and individual pictures at end of month.
- A challenge now is finding supply teachers that are available as staff have requested days off and we are finding it very difficult to provide coverage.

Recreation:

- Youth Recreation:
 - Staff are preparing for Camp PRC 2019 and have done themed weeks this year as well as a discounted price if parents book full weeks before May 31st. This is already proven popular with lots of parents commenting on it.
 - Soccer stars class comes to an end on May 14th. This class came about to help cater the new demand we found and offer an alternate day to ensure everyone had a chance to sign up.
- Adult Recreation:
 - Both our adult volleyball and badminton groups went very well and will be done again next year
 - Staff are scheduling new dates for Dodgeball Archery having successfully ran 3 standalone events. Because of this staff are also looking to run a 4 week summer league.

Youth Services:

- Youth Centre:
 - Staff are doing a re-model of the space to keep things new and exciting for youth
 - All new staff will be taking their High Five course (Principals of Healthy Child Development)
 - A parental satisfaction survey has gone out and staff are collecting all the data
 - There are currently 178 members of the centre. Based on the 2016 census gives us a rough penetration rate of 25.5% in the community.
 - Applied for a grant with Canadian Tire Jumpstart
 - Awarded \$4,000 from the Stratford Perth Community Foundation through a grant. This will allow us to run the Red Cross “Stay Safe” & Cyber Security courses for youth for

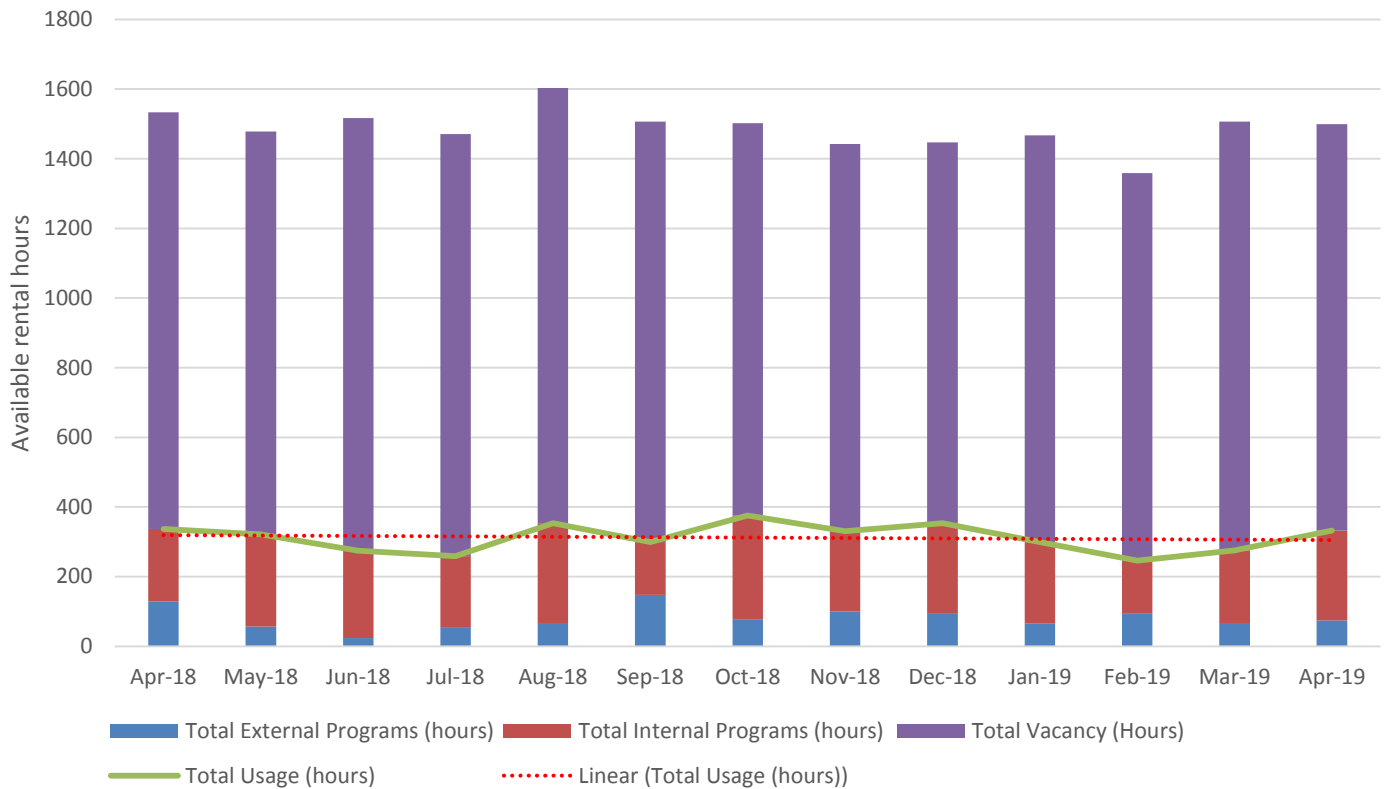
free or minimal costing. The course is designed to teach youth how to stay at home safely and good practices to put in place. The Cyber security not only talks about cyber bullying but how to stay safe while online and what to look out for.

- Perth 4 Youth:
 - Ciaran has arranged a meeting of the core group across Perth County to re-start and reinvigorate the project.
 - Ciaran is currently setting up youth leadership workshops to be held in the PRC with the London Training Centre.

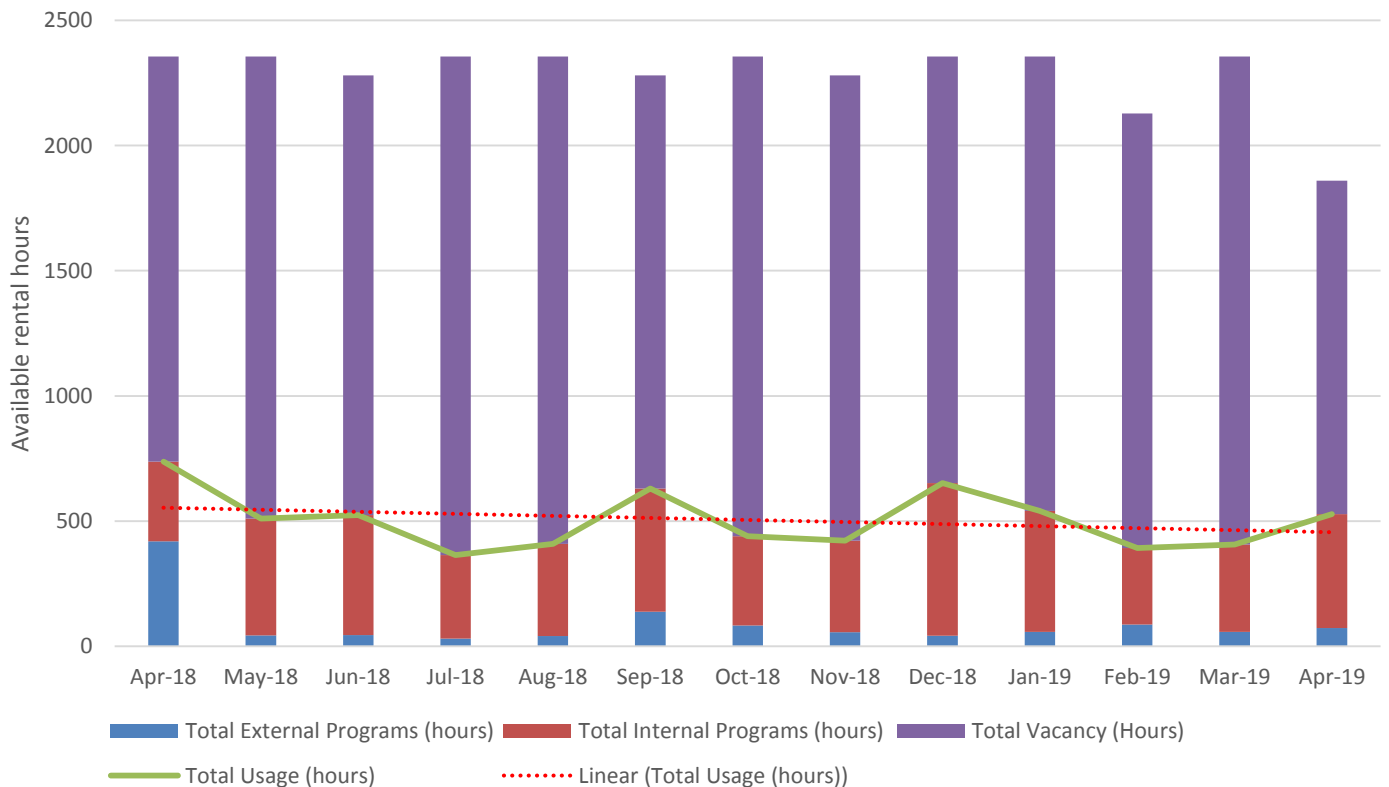
Senior Services:

- Home Support Services:
 - Easter Lunch was held on April 12th. This event attracted 120 diners and was the biggest Easter Lunch event in the past number of years. Grace Community Church supported the lunch providing 7 volunteers to this event.
 - Indoor walking which is facilitated by Senior Services and offered at DCVI daily Monday to Friday from 3:30pm to 10:00pm will end for the season at the end of May. This program will resume in September.
- Friendship Centre:
 - The Spring Scrap-a-thon was held on April 6th. 93 participants scrapbooked from 9 a.m. to 9 p.m. This event raised over \$4000 to support the Friendship Centre programs and services. The next event will be held again in September 2019 and is currently 80% sold.
 - The Spring Scrapbooking Garage Sale raised \$1000 with approximately 200 people attending. The event over all was a success however traffic flow was slower than at past events.
 - District 29 Senior Games will be hosting the following events in St. Marys; Carpet Bowling, Bocce Ball, Swimming, and Triathlon.
 - Shuffleboard at the LIND Sportsplex began on May 6.
 - Pepperama has seen steady growth over the past few months. 2018 monthly participant average was 96 players. 2019 monthly average is 120 players.

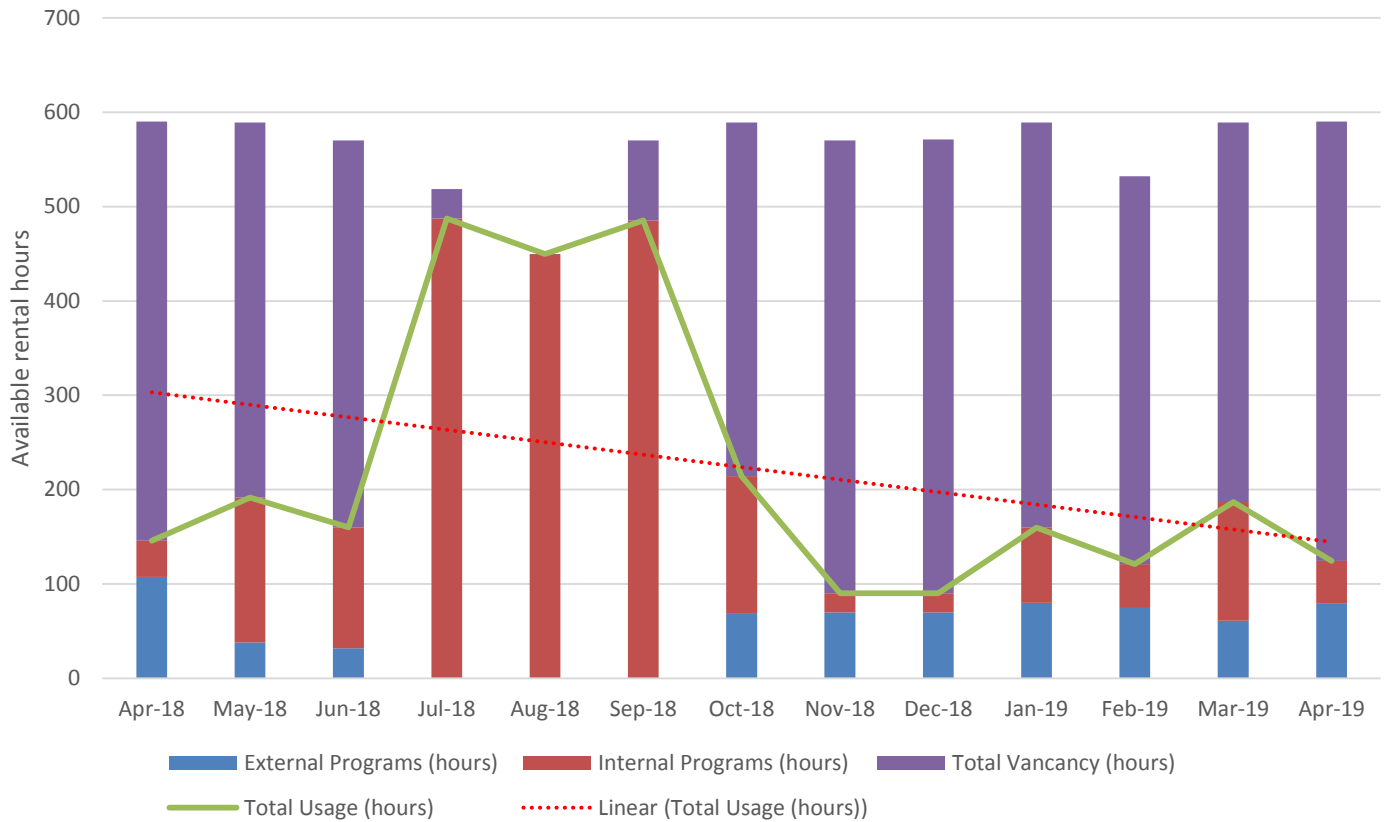
Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)



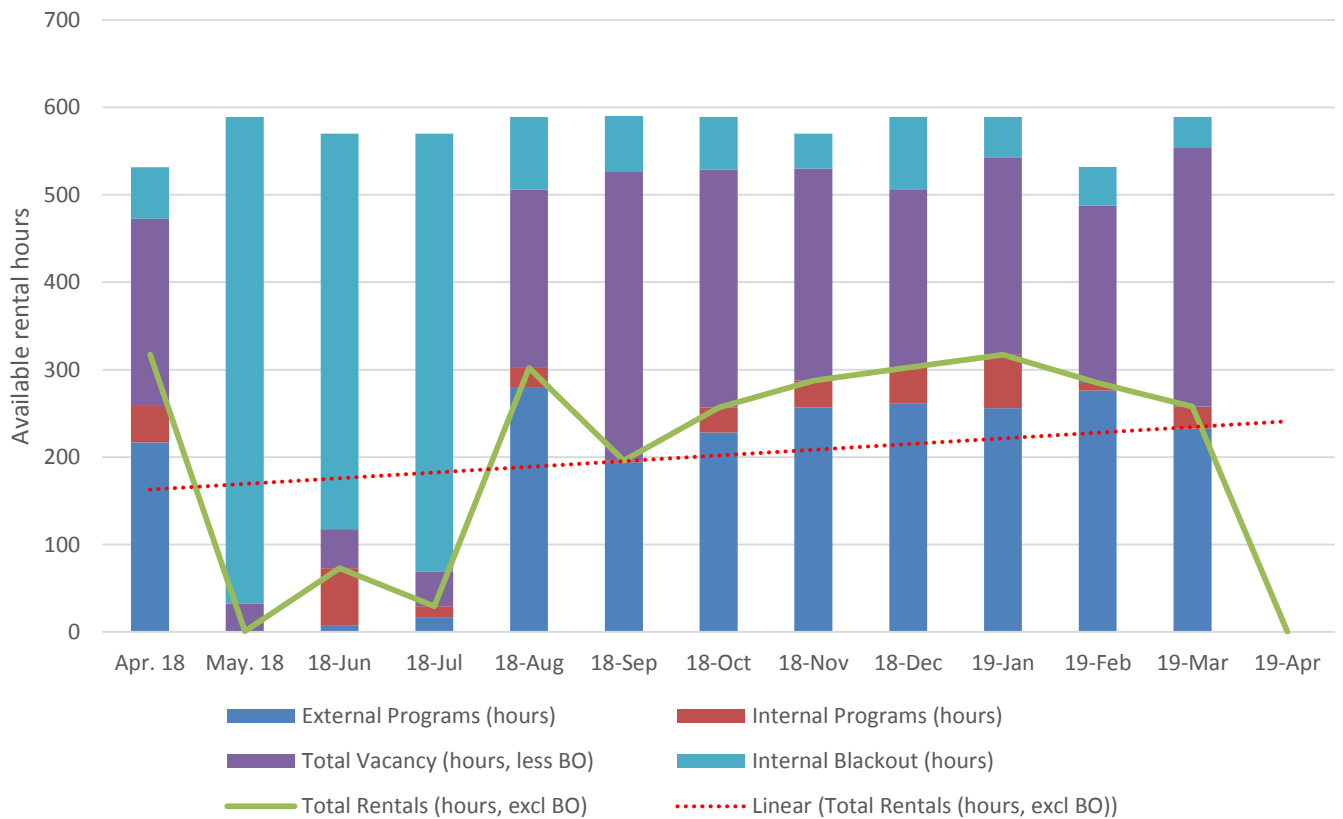
Friendship Centre Total Usage (Multi Purpose Room, Main hall, Meeting Rooms A, B & C)

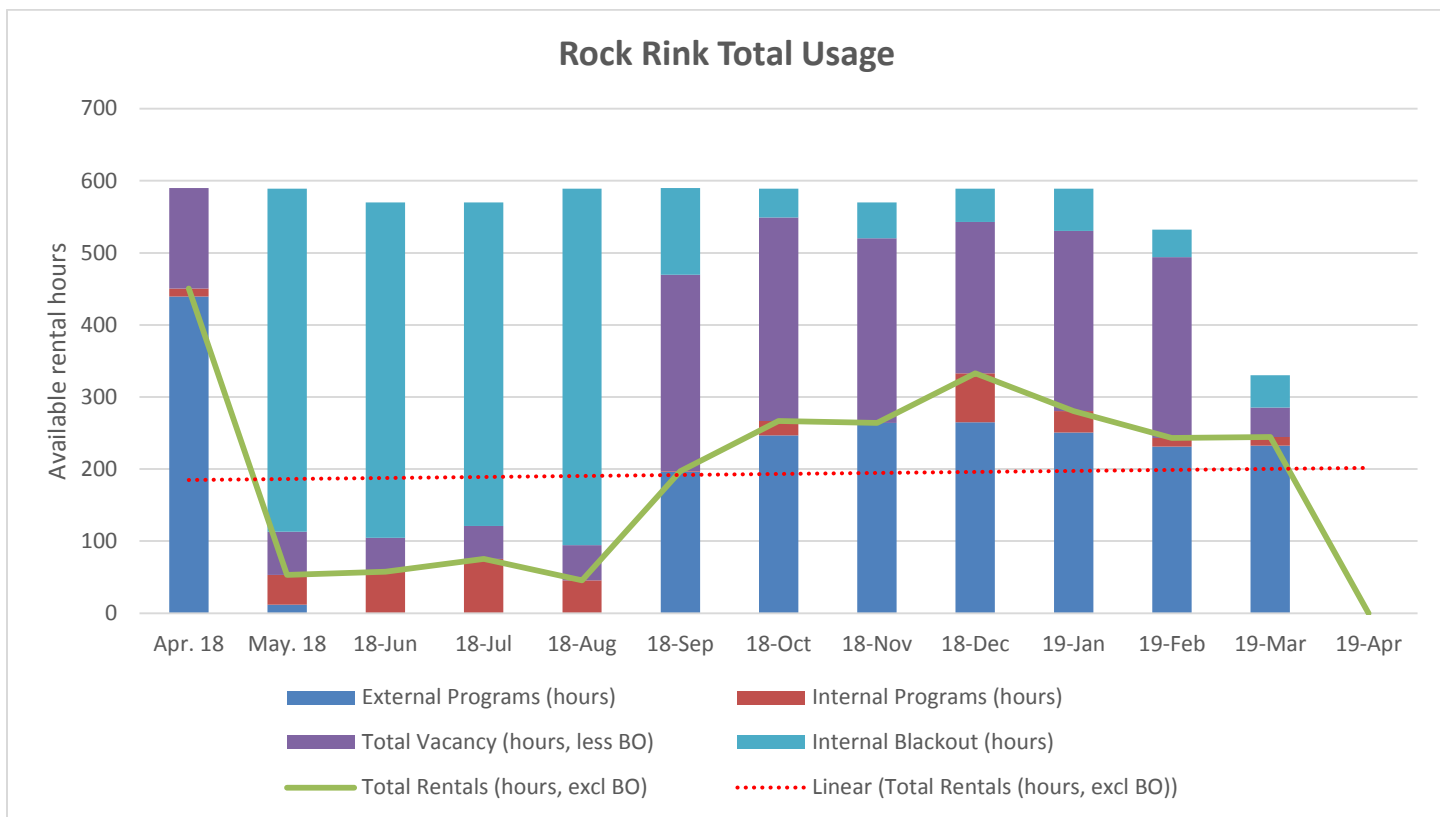


Endzone Room Total Usage



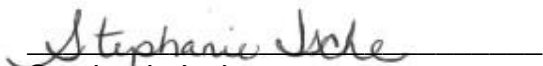
Blue Rink Total Usage



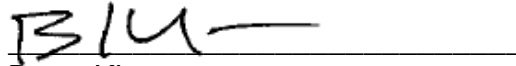


REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenny Mikita, Senior Services Supervisor
Date of Meeting:	28 May 2019
Subject:	DCS 15-2019 June is Seniors Month

PURPOSE

Annually, municipalities across Canada celebrate the contributions that seniors make to their communities. This report presents to Council information on the “June is Seniors Month” movement that offers an outlet to formally recognize the contributions that seniors make in our community.

RECOMMENDATION

THAT DCS 15-2019 “June is Seniors Month” received; and

THAT Council proclaim the month of June as seniors month in the Town of St. Marys

BACKGROUND

2019 will mark the 35th annual Seniors Month in Ontario, giving municipalities the opportunity to formally recognize the contributions that seniors make in their community. Proclaiming June as Seniors Month validates the support the Town has for its aging population.

REPORT

The Town of St. Marys is fortunate to have a growing and diverse population invested in the success of our community. With a population of over 7,200 residents our 50+ demographic accounts for 40% of total population as of 2016 Census. Our seniors add value as leaders, volunteers, and active participants providing wisdom, friendship and experience.

Throughout June, municipalities and community organizations are encouraged to hold Seniors Month events including award ceremonies, recognition events, socials and seniors’ information and active living fairs. The Friendship Centre will celebrate Seniors Month during the entire month of June and will host the annual Seniors Month BBQ on June 14.

In 2018 the Senior Services department was pleased to provide programs and services to over 400 members of the Friendship Centre and over 750 Home Support Services clients. 120 primarily senior volunteers gave over 15,000 hours to support these programs and services.

Attached to this report is a proposed proclamation which will be distributed through social media upon Council’s approval proclaiming June as Seniors Month in the Town of St. Marys.

FINANCIAL IMPLICATIONS

None

SUMMARY

Recognizing our senior population as a thriving part of the community validates the importance their contributions make in promoting a healthy and active community.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Recreation and Leisure Master Plan:
 - Outcome—to Facilitate engaging older adults and seniors to discuss opportunities to become an “Age Friendly Community” which may involve identifying gaps in programming and services, areas to improve recreation opportunities, and other relevant matters.

OTHERS CONSULTED

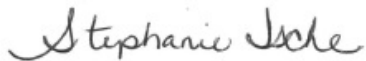
None

ATTACHMENTS

1. Draft Proclamation

REVIEWED BY

Recommended by the Department

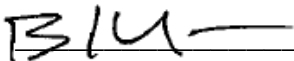


Stephanie Ische
Director of Community Services



Jenny Mikita
Senior Services Supervisor

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Seniors' Month Proclamation

Seniors' Month
June 1 – 30, 2019

WHEREAS Seniors' Month is an annual province-wide celebration;

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

I, Mayor Al Stratthdee, do hereby proclaim June 1-30, 2019

Seniors' Month in the Town of St. Marys and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Dated in the Mayor's Office on this the 28th day of May, 2019.

Mayor Al Stratthdee



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jenny Mikita, Senior Services Supervisor
Date of Meeting:	28 May 2019
Subject:	DCS 16-2019 June is Recreation and Parks Month

PURPOSE

Annually, municipalities across Ontario recognize the “June is Recreation and Parks Month” initiative. This movement promotes the benefits of recreation and parks for physical, social and environmental health. This report presents to Council information on the “June is Recreation and Parks Month” movements and offers an outlet for formally recognizing the value of recreation and parks in our communities.

RECOMMENDATION

THAT DCS 16-2019 “June is Recreation and Parks Month” be received; and

THAT Council proclaim the month of recreation and parks month in the Town of St. Marys.

BACKGROUND

Access to parks and recreation is a fundamental human need that helps foster personal health, strong communities, and social inclusion. June as Recreation and Parks Month celebrates Ontario’s spectacular parks and recreation services and raises awareness for the role they play as a pathway to individual, community, and environmental well-being. Proclaiming June as Recreation and Parks Month raises awareness to the importance that parks and recreation services play in healthy communities

REPORT

Recreation and leisure services play an important role in advancing a community’s health and well-being. The Town of St. Marys vision for Recreation and Leisure Services is that residents are active, engaged and healthy through recreation, sport and outdoor activities. Residents have access to beautiful green spaces, kilometers of trails and walkways, a variety of play spaces both structured and none structured, top notch sports and leisure facilities.

During the month of June recreation and parks facilities will become a mecca of activity throughout the Town of St. Marys. Trails will be used for walking, running and biking; recreation facilities will be used by all ages for a game of soccer, baseball, tennis, pickleball and swimming; green spaces and playgrounds will be filled with the sounds of play. Attached to this report is a proposed proclamation which will be distributed through social media upon Council’s approval proclaiming June as Recreation and Parks Month in the Town of St. Marys.

FINANCIAL IMPLICATIONS

None

SUMMARY

Recognizing the value of recreation and parks in our community promotes that the community is committed to enhancing the overall quality of life for all ages and abilities through structured and none structured play.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

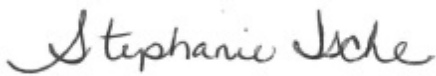
None

ATTACHMENTS

1. Draft Proclamation

REVIEWED BY

Recommended by the Department

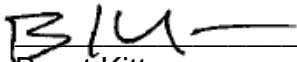


Stephanie Ische
Director of Community Services



Jenny Mikita
Senior Services Supervisor

Recommended by the CAO



Brent Kittmer
CAO / Clerk



MUNICIPAL PROCLAMATION: June is Recreation and Parks Month

WHEREAS, in the Town of St. Marys we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

WHEREAS, recreation enhances quality of life, balanced living and lifelong learning; helps people live happier and longer; develops skills and positive self-image in children and youth; develops creativity; and builds healthy bodies and positive lifestyles; and

WHEREAS, recreational participation builds family unity and social capital; strengthens volunteer and community development; enhances social interaction; creates community pride and vitality; and promotes sensitivity and understanding to cultural diversity; and

WHEREAS, parks, open space and trails provide active and passive outdoor recreation opportunities, help maintain clean air and water; and promotes stewardship of the natural environment; and

WHEREAS, recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have become ill or disabled, or disadvantaged, or who have demonstrated anti-social behavior; and

WHEREAS, the benefits provided by recreation programs, services and parks, and open space, reduce healthcare and social service costs; serve to boost the economy, economic renewal and sustainability; enhance property values; attract new business; increase tourism; and curb employee absenteeism; and

WHEREAS, all levels of government, the voluntary sector and private enterprise throughout the Province participate in the planning, development and operation of recreation and parks program, services and facilities;

NOW THEREFORE, be it resolved that the Province of Ontario does hereby proclaim that June, which witnesses the greening of Ontario and serves as a significant gateway to family activities, has been designated as Recreation and Parks Month, which will annually recognize and celebrate the benefits derived year round from quality public and private recreation and parks resources at the local, regional and provincial levels.

Therefore, the Town of St. Marys, in recognition of the benefits and values of Recreation and Parks, do hereby designate the month of **June as Recreation and Parks Month**.

Dated in the Mayor's Office on this the 28th day of May, 2019.

Mayor Al Strathdee

BY-LAW 59-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend By-law 58-2018, Traffic, Parking and Boulevard Maintenance By-law.

- WHEREAS:** Council for The Corporation of the Town of St. Marys passed By-law 58-2018 for the purpose of regulating traffic, parking and boulevard maintenance in the Town of St. Marys;
- AND WHEREAS:** Council for The Corporation of the Town of St. Marys deems it expedient to amend By-law 58-2018 at this time;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That Section 2.4(2) under Traffic be repealed and replaced with the following:
“No person shall Stop a Vehicle in an area that has been designated as a No Stopping area when a sign is on display except for mobility assisted transport services and the delivery of goods to local addresses.”.
 2. That Section 3.1(3)h) under Parking be repealed and replaced with the following:
“within three (3) metres of a point on the Curb or edge of the Roadway adjacent to any fire hydrant except within the areas identified on Schedule 11;”.
 3. That Section 3.1(3)u) be added to Parking:
“except within the limits defined by pavement markings where pavement markings exist.”
 4. That Schedule 3, Electronic Pedestrian Signal Cross Overs item #2 be added:
“James Street South, between Elizabeth Street and Victoria Street”
 5. That Schedule 5, No Stopping Area item #8 be added:
“Maxwell Street Southside of Maxwell Street from 70m westerly of Lindsay Atkinson Drive to 70m easterly of Lindsay Atkinson Drive from 8:00am to 4:00pm, Monday to Friday, inclusive September to June.”
 6. That Schedule 10, No Parking item #3 be repealed.
 7. That Schedule 10, No Parking item #43 a) be added:
“Queen Street East – Northside from Church Street to 30 metres easterly to permit police services parking only.”
 8. That Schedule 10, No Parking items #9, #10 and #11 be repealed.
 9. That Schedule 10, No Parking item #12 be repealed and replaced with the following:
“Egan Ave. – Northside & Southside, 8:00am to 4:00pm, Monday to Friday, inclusive September to June, from James Street North to Wellington Street North.”

- 10.** That Schedule 10, No Parking item #5 be repealed.
- 11.** That Schedule 10, No Parking item #31 be repealed and replaced with the following:
“Maxwell Street – Southside of Maxwell Street from 70m westerly of Lindsay Atkinson Drive to 70m easterly of Lindsay Atkinson Drive from 8:00am to 4:00pm, Monday to Friday, inclusive of September to June.”
- 12.** That Schedule 10, No Parking item #45 be amended to strike: “and South”.
- 13.** That Schedule 10, No Parking items #52 and #53 be repealed.
- 14.** That Schedule 13, Public Parking Lot items #9 and #9a be repealed.
- 15.** 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 28th day of May, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z133-2019

BEING a By-law pursuant to the provisions of Section 34 of the Planning Act, to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located on Part of Lots 21 and 22, Concession 18 in the Town.

WHEREAS the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:

1. That Section 12.9.7 of By-law No. Z1-1997 is hereby amended by renumbering subsection 12.9.7(c) as 12.9.7(d) and adding the following subsection:
 - (c) Notwithstanding the provisions of Section 12.4.10, the maximum lot coverage for row or townhouse dwellings shall be 40 percent on those lands zoned “R5-7”.
2. That Section 12.9.7 (d) of By-law No. Z1-1997 is hereby amended by replacing “and 12.5.5” with “, 12.5.5 and 12.5.9” and adding the following subsection:
 - (iii) Notwithstanding the provisions of Section 12.5.9, the maximum lot coverage for one dwelling unit of a row or townhouse dwelling on one lot shall be 50 percent on those lands zoned “R5-7”.
3. That Section 12.9.8 (b) of By-law No. Z1-1997 is hereby amended by replacing “and 12.4.6” with “, 12.4.6 and 12.4.10” and by adding the following subsection:
 - (iii) Lot coverage maximum for row or townhouse dwellings - 40 percent
4. That Section 12.9.8 (c) of By-law No. Z1-1997 is hereby amended by replacing “and 12.5.5” with “, 12.5.5 and 12.5.9” and adding the following subsection:
 - (iv) Lot coverage maximum for one dwelling unit of a row or townhouse dwelling on one lot - 50 percent
5. That Section 12.9.9 (b) of By-law No. Z1-1997 is hereby amended by replacing “and 12.4.6” with “, 12.4.6 and 12.4.10” and by adding the following subsection:
 - (iv) Lot coverage maximum for row or townhouse dwellings - 40 percent
6. That Section 12.9.9 (c) of By-law No. Z1-1997 is hereby amended by replacing “and 12.5.5” with “, 12.5.5 and 12.5.9” and adding the following subsection:
 - (v) Lot coverage maximum for one dwelling unit of a row or townhouse dwelling on one lot - 50 percent
7. That Section 12.9.10 of By-law No. Z1-1997 is hereby amended by renumbering subsection 12.9.10 (d) as 12.9.10 (e) and by adding the following subsection:
 - (d) Notwithstanding the provisions of Section 12.4.10, the maximum lot coverage for row or townhouse dwellings shall be 40 percent on those lands zoned “R5-10”.
8. That Section 12.9.10 (e) of By-law No. Z1-1997 is hereby amended by replacing “and 12.5.5” with “, 12.5.5 and 12.5.9” and adding the following subsection:
 - (iii) Lot coverage maximum for one dwelling unit of a row or townhouse dwelling on one lot - 50 percent.

9. All other provisions of By-law No. Z1-1997, as amended, shall apply.
10. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
11. This By-law shall come into force on the day it was passed pursuant to the *Planning Act*, and to the Regulations thereunder.

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 60-2019

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 28, 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 28th 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 28th day of May, 2019.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk