



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

September 10, 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 September 10, 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: 2nd Quarter Reporting**

9

**RECOMMENDATION**

**THAT** the Ontario Clean Water Agency 2nd quarter reporting presentation be received.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - August 27, 2019 30**

#### **RECOMMENDATION**

**THAT** the August 27, 2019 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

### **6.2 Strategic Priorities Committee - September 3, 2019 46**

#### **RECOMMENDATION**

**THAT** the September 3, 2019 Strategic Priorities Committee meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

## **7. CORRESPONDENCE**

### **7.1 Board of Health re: Municipal Board Members 49**

#### **RECOMMENDATION**

**THAT** the correspondence from the Huron County Health Unit and the Perth District Health Unit regarding the Municipal Board Member Appointments be received; and

**THAT** Council affirms the appointment of Councillor Luna to the merged health unit.

### **7.2 Tony Jackson re: Upper Thames River Conservation Authority Notice of Motion 50**

#### **RECOMMENDATION**

**THAT** the correspondence from Tony Jackson regarding the Upper Thames River Conservation Authority Notice of Motion be received; and

**THAT** Council maintains its support for Minister Yurek's request that conservation authorities not increase their fees or levies prior to the new legislation and regulations being published.

7.3	Randy Pettapiece MPP re: Conservation Authorities	53
-----	---	----

**RECOMMENDATION**

**THAT** the correspondence from Randy Pettapiece MPP regarding Conservation Authorities be received.

7.4	Minister of Infrastructure re: Investing in Canada Infrastructure Program - Community, Culture	55
-----	--	----

**RECOMMENDATION**

**THAT** the correspondence from the Minister of Infrastructure regarding the Investing in Canada Infrastructure Program be received.

7.5	Minister of Municipal Affairs and Housing re: More Homes, More Choice Act, 2019	57
-----	---	----

**RECOMMENDATION**

**THAT** the correspondence from the Minister of Municipal Affairs and Housing regarding *More Homes, More Choice Act, 2019*.

**8. STAFF REPORTS**

**8.1 Public Works**

8.1.1	PW 49-2019 Water System Inspection	59
-------	------------------------------------	----

**RECOMMENDATION**

**THAT** PW 49-2019 Water System Inspection report be received for information.

8.1.2	PW 50-2019 Acknowledgment of 100 Years of Support to the American Waterworks Association	87
-------	--	----

**RECOMMENDATION**

**THAT** Report PW 50-2019 Acknowledgement of 100 Years of Support to the American Water Works Association be received for information.

**RECOMMENDATION**

**THAT** PW 53-2019 Award: Queen Street West Storm Outlet Repairs be received; and,

**THAT** the procurement for Queen Street West Storm Outlet Repairs be awarded to McLean Taylor Construction Limited company for the procured price of \$19,562.56, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 53-2019 report; and,

**THAT** By-Law 79-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**8.1.4 PW 54-2019 Award for RFT-PW-15-2019 Water Street South Culvert Rehabilitation**

**RECOMMENDATION**

**THAT** PW 54-2019 Award for RFT-PW-15-2019 Water Street South Culvert Rehabilitation be received; and,

**THAT** the procurement for RFT-PW-15-2019 Water Street South Culvert Rehabilitations be awarded to McLean Taylor Construction Limited for the procured price of \$408,660.83, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 54-2019 Award for RFT-PW-15-2019 Water Street Culvert Rehabilitation report;

**THAT** Council authorize staff and B.M. Ross and Associates to negotiate with McLean Taylor Construction Limited to determine if there are aspects of the project where cost savings can be realized; and,

**THAT** By-Law 80-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.



## **8.2 Corporate Services**

### **8.2.1 COR 25-2019 Giving Tuesday Initiative**

97

#### **RECOMMENDATION**

**THAT** COR 25-2019 Giving Day Initiative be received;

**THAT** Council proclaim December 3, 2019 as Giving Tuesday in the Town of St. Marys.

## **9. COUNCILLOR REPORTS**

### **RECOMMENDATION**

**THAT** agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 be received.

### **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**

100

June 25, 2019 Minutes

### **9.2 Advisory and Ad-Hoc Committee Reports**

#### **9.2.1 Accessibility Advisory Committee - Coun. Hainer**

#### **9.2.2 Business Improvement Area - Coun. Winter**

#### **9.2.3 CBHFM - Coun. Edney**

106

June 28, 2019 Minutes

July 26, 2019 Minutes

#### **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 Advisory Committee - Coun. Hainer
- 9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer
- 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 Council - Coun. Edney

## 10. EMERGENT OR UNFINISHED BUSINESS

## 11. NOTICES OF MOTION

## 12. BY-LAWS

### RECOMMENDATION

**THAT** By-Laws 78-2019, 79-2019 and 80-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

- |      |  |     |
|------|--|-----|
| 12.1 | <b>By-Law 78-2019 Establish a Fire Department and Repeal By-Law 37-2001</b>                | 114 |
|      | *Staff Report presented on August 27, 2019. Returning for final approval by way of by-law. |     |
| 12.2 | <b>By-law 79-2019 Authorize an Agreement with McLean Taylor Construction Ltd.</b>          | 134 |

**13. UPCOMING MEETINGS**

September 17, 2019 - 9:00 am, Strategic Priorities Committee, Council Chambers

September 24, 2019 - 9:00 am, Strategic Priorities Committee, Council Chambers

September 24, 2019 - 6:00 pm, Regular Council, Council Chambers

October 1, 2019 - 9:00 am, Strategic Priorities Committee, Council Chambers (if needed)

**14. CLOSED SESSION**

**RECOMMENDATION**

**THAT** Council move into a session that is closed to the public at \_\_\_\_pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**14.1 Minutes CLOSED SESSION**

**14.2 COR 24-2019 CONFIDENTIAL BIA Board Vacancies**

**14.3 CAO 52-2019 CONFIDENTIAL Land Sale Agreement (478 Water Street South)**

**15. RISE AND REPORT**

**RECOMMENDATION**

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

**16. CONFIRMATORY BY-LAW**

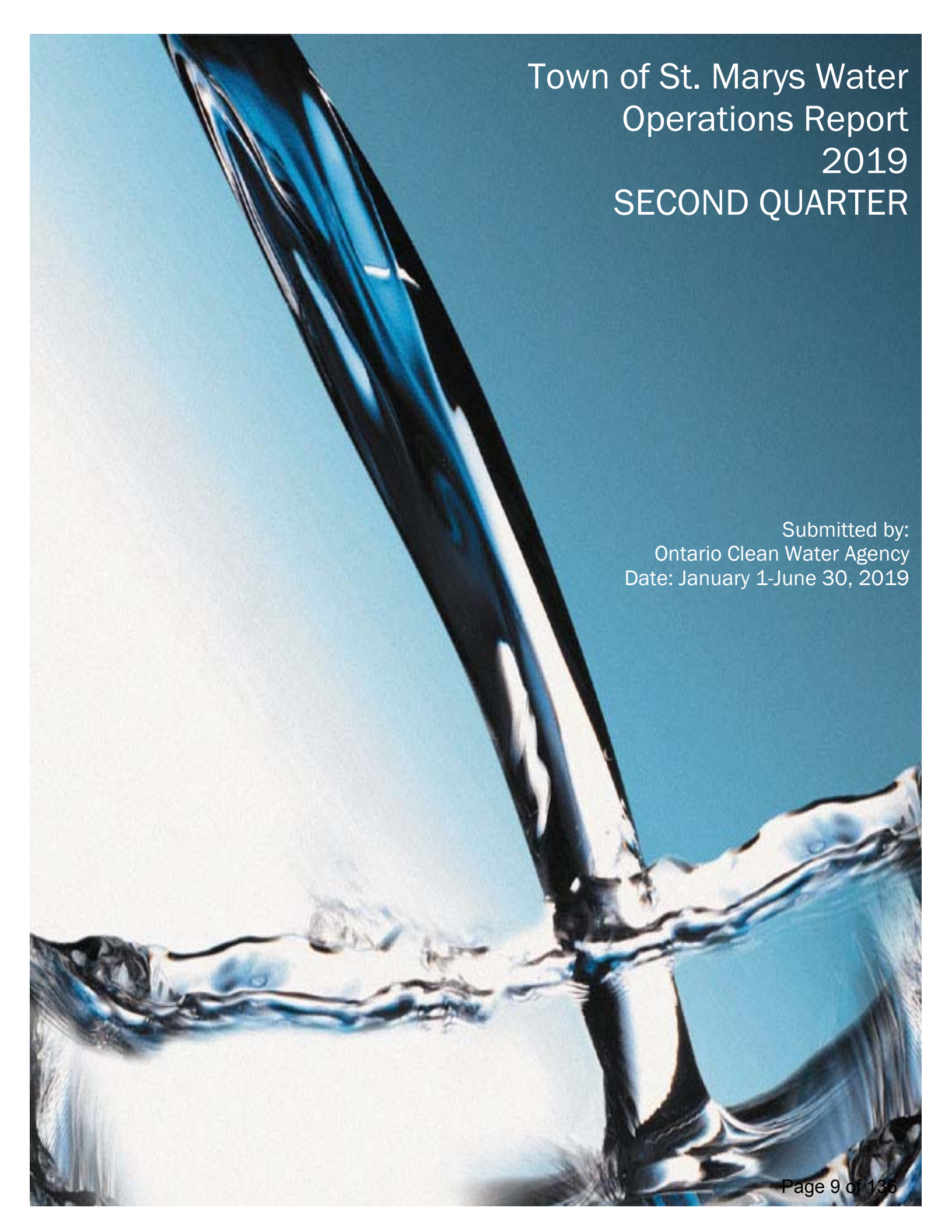
**RECOMMENDATION**

**THAT** By-Law 81-2019, being a by-law to confirm the proceedings of September 10, 2019 regular Council meeting be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**17. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council adjourn at \_\_\_\_\_ p.m.



# Town of St. Marys Water Operations Report 2019 SECOND QUARTER

Submitted by:  
Ontario Clean Water Agency  
Date: January 1-June 30, 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 (m<sup>3</sup>/day)  
Total Annual Flow (2018 Data): 297,356.75 (m<sup>3</sup>/year)  
Average Day Flow (2018 Data): 1,162.9 (m<sup>3</sup>/day)  
Maximum Day Flow (2018 Data): 3,152.82 (m<sup>3</sup>/day)

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

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

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

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2018 Data): 372,245.72 (m<sup>3</sup>/year)  
Average Day Flow (2018 Data): 1,402.93 (m<sup>3</sup>/day)  
Maximum Day Flow (2018 Data): 4,021.32 (m<sup>3</sup>/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
<b>2019</b>	98,399	68,708	87,155	91,445	84,438	79,726						
<b>2018</b>	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 3<sup>rd</sup> 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 and 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 low chlorine residual. The line was repaired. All ok.
- 17: Well 3 – Installed new injector for chlorine system
- 18: Water Tower – Generator inspection

### **SECOND QUARTER**

#### **April**

- 04: All Wells – Communication issues due to fibre line

#### **May**

- 06: All Wells – H2Flow performed bi-annual maintenance on UV systems
- 07: Reservoir – Began operation of the reservoir – pumping to the distribution system
- 07: Well 1 – New chlorine scales installed for chlorine system
- 08: Reservoir – Chlorination system causing air locks to be repaired
- 13: Well 1 – Replaced failing backflow preventers
- 15: Well 3 – Replaced faulty heater
- 15: Booster Station – Installed new air valve on distribution line in the building
- 17: Well 1 – New generator running for Well 1 and Reservoir

- 18: Reservoir – Air valves installed for the chlorination system  
 27: Well 3 – Replaced UV ballast  
 29: Reservoir – VFD over temperature alarm – Selectra onsite to investigate issue

#### June

- 02: All Wells – MECP (Ministry of Environment, Conservation and Parks) onsite for annual inspection  
 04: Reservoir – Installed by-pass line to eliminate any low chlorine issues within the line  
 11: All Wells - Annual calibrations of flow meters and analyzers

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
46	37	39	37	42	46							247

All work orders were completed on schedule.

#### DISTRIBUTION WORK:

Location	Date
Emergency repair on 4" ductile watermain Queen St. and Ann St.	February 11, 2019
Replaced copper lines on service 22 Millson Crescent	February 19, 2019
Emergency repair on 6" ductile watermain 78 Ontario St. N.	February 20, 2019
Replaced copper lines on service at 39 Robinson St.	February 25, 2019
Emergency repair to copper service and new curb stop installed 261 Widder St.	June 4, 2019
Emergency repair to copper service - Weber Contracting 217 James St. N.	June 6, 2019
Emergency repair to copper service - Weber Contracting 155 St. George St. N.	June 19, 2019
Emergency repair to copper service - Weber Contracting 341 Widder St. E.	June 19, 2019
Emergency repair to copper service and new curbstop installed 9 Robinson St.	June 19, 2019
Emergency repair to watermain 6" ductile 7 Ethel Court	June 19, 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

## **SECOND QUARTER**

### **April**

02: Well 3 – Received a call for a communication failure (due to fibre issues)

### **May**

03: Booster Station – Received a call for a Genset alarm

04: Booster Station – Received a call for a Genset alarm

08: Water Tower – Received a call for a high level alarm

09: Reservoir – Received a call for a noise complaint

15: Booster Station – Received a call for a Genset alarm

19: Booster Station – Received a call for a Genset alarm

21: Received a call for emergency water shut off at 25 Given Rd.

### **June**

02: Well 2 – Received a call for a low chlorine alarm

18: Booster Station – Received a call for a Booster Station alarm

19: Received a call for a water service leak at 9 Robinson St.

29: Booster Station – Received a call for a Genset running 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 2, 2019.

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

See attached.

# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**


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

From: 01/01/2019 to 30/06/2019

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
<b>Flows:</b>										
Raw Flow: Monthly Total - Well #1 (m³)	35121.02	24498.51	31251.77	21449.47	17590.14	37456.36	167367.27			
Raw Flow: Monthly Total - Well #2 (m³)	42054.18	30943.47	38342.69	29461.51	39384.07	30602.83	210788.75			
Raw Flow: Monthly Total - Well #3 (m³)	24682.8	29230.12	23150.82	40534.11	33834.42	25753.36	177185.63			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1463.38	1065.15	1488.18	1191.64	925.8	1783.64		1319.63		
Raw Flow: Monthly Avg - Well #2 (m³/d)	1752.26	1473.5	1420.1	1402.93	1712.35	1610.68		1561.97		
Raw Flow: Monthly Avg - Well #3 (m³/d)	1073.17	1538.43	1218.46	1762.35	1409.77	1287.67		1381.64		
Raw Flow: Monthly Max - Well #1 (m³/d)	3240.17	3005.58	3055.11	3145.3	1955.9	3367.04			3367.04	
Raw Flow: Monthly Max - Well #2 (m³/d)	3345.44	3294.27	2917.66	3143.81	2861.06	3000.38			3345.44	
Raw Flow: Monthly Max - Well #3 (m³/d)	2717.22	3289.18	3019.82	3199.73	2743.89	2886.12			3289.18	
Raw Flow: Monthly Total - Total Raw Flow (m³)	98398.67	68707.77	87154.82	91445.09	84437.92	79726.1	509870.37			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	3279.96	2987.29	3005.34	3048.17	2911.65	3189.04		3070.24		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	4547.5	3915.95	3468.94	4005.94	4101.85	4359.47			4547.5	
<b>Turbidity:</b>										
Raw: Max Turbidity - Well #1 (NTU)	0.34	0.17	0.25	0.23	0.35	0.21			0.35	
Raw: Max Turbidity - Well #2 (NTU)	0.33	0.16	0.36	0.19	0.29	0.17			0.36	
Raw: Max Turbidity - Well #3 (NTU)	0.26	0.18	0.56	0.17	0.27	0.21			0.56	
<b>Chemical Parameters:</b>										
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			< 0.003					< 0.003	
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003			< 0.003					< 0.003	
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.8			3.72					3.72	
Treated: Max Nitrate - Treated Water #2 (mg/L)	1.03			1.4					1.4	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.903			0.834					0.903	
Distribution: Max THM - Distribution System (µg/l)	22			17					22	
<b>Chlorine Residuals:</b>										
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.94	0.92	0.96	0.99	1.01	0.94				0.92
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.86	0.8	0.91	0.77	0.83	0.86				0.77
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.06	1.06	1.03	0.9	0.99	0.85				0.85
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.38	1.41	1.39	1.37	1.4	1.63			1.63	
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.34	1.34	1.33	1.45	1.3	1.39			1.45	
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.47	1.46	1.41	1.36	1.4	1.43			1.47	
<b>Bacti Samples Collected:</b>										
Raw Bacti: # of samples - Well #1	5	4	4	5	4	4	26			
Raw Bacti: # of samples - Well #2	5	4	4	5	4	4	26			
Raw Bacti: # of samples - Well #3	5	4	4	5	4	4	26			
Treated Bacti: # of samples - Treated Water #1	5	4	4	5	4	4	26			
Treated Bacti: # of samples - Treated Water #2	5	4	4	5	4	4	26			
Treated Bacti: # of samples - Treated Water #3	5	4	4	5	4	4	26			
Dist Bacti: # of samples - Distribution System	20	16	18	20	16	16	106			
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0			



# Town of St. Marys Wastewater Operations Report 2019 SECOND QUARTER

Submitted by:  
Ontario Clean Water Agency  
Date: January 1 – June 30, 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 <sup>3</sup> /day)
Total Annual Flow (2018 Data):	1,591,589.53 (m <sup>3</sup> /year)
Average Day Flow (2018 Data):	4,373.87 (m <sup>3</sup> /day)
Average Daily Capacity (2018 Data):	79%
Maximum Day Flow (2018 Data):	18,093.50 (m <sup>3</sup> /day)

### **Operational Description**

#### **Treatment Process**

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

#### **Inlet Works:**

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

#### **Anoxic Tanks:**

Sewage is split between two circular tanks with submersible mixers.

#### **Aeration Tanks:**

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

#### **Phosphorus Removal:**

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

#### **Secondary Clarifiers:**

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

#### **Disinfection and Discharge:**

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

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

#### Sludge Handling:

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

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

#### **COMPLIANCE AND EXCEEDANCES SUMMARY:**

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

#### **SECOND QUARTER**

##### **April**

02: D&D Electric onsite to investigate generator not running – issues resolved

03: Hauled activated sludge seed to Maple Leaf Foods

03: Repaired aeration tank air lines

09: Cleaned drain lines in Lystek building

15: Replaced faulty explosion proof solenoid valve on bar screen auger

15: Installed bar screen piping

20: Haulers onsite to haul Lyste-gro

26: Installed auto greaser on Netzsch sludge pump

##### **May**

01: Installation of HMI for the drum thickener

01: Annual backflow inspections

09: Replaced cracked ball valve to alum pump

14: Annual servicing of boilers



29: Annual maintenance on Neuros blower

**June**

10: Re-installed raw sewage pump #2

10: Replaced wires to the thickened WAS pump

11: Annual calibration of lab equipment and flow meters

16: Installed new cable on winch for anoxic tank mixer

25: Discovered hole in the check valve in the force main at Robinson St. Pump Station. Shut off valve until parts come in to replace.

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
37	35	30	40	35	49							226

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

**SECOND QUARTER**

**April**

14: 158 Wellington St. S. – Received a call for sewage backup in basement

23: WPCP – Received a call for a power outage alarm

**June**

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

**COMPLAINTS & CONCERNS:**

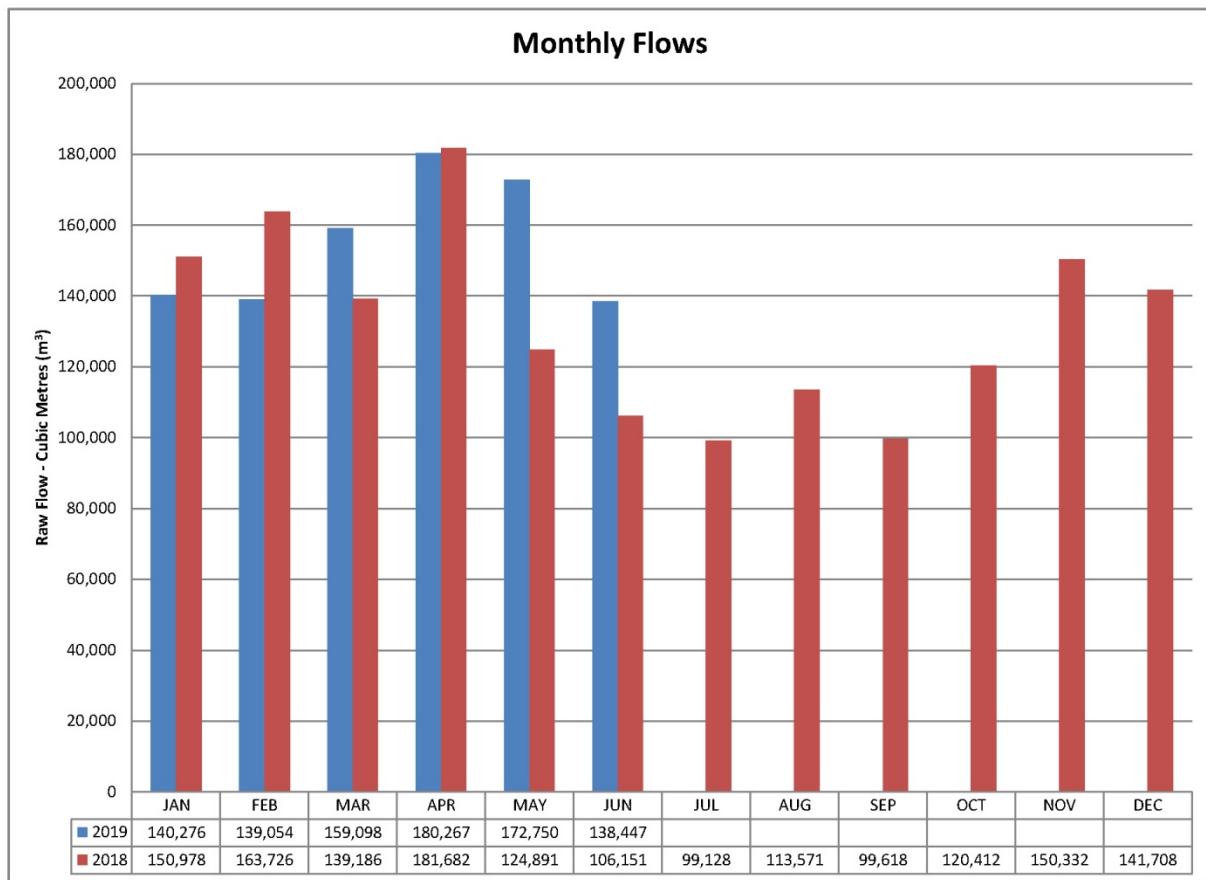
There have been no complaints or concerns reported to date.

**REGULATORY INSPECTIONS:**

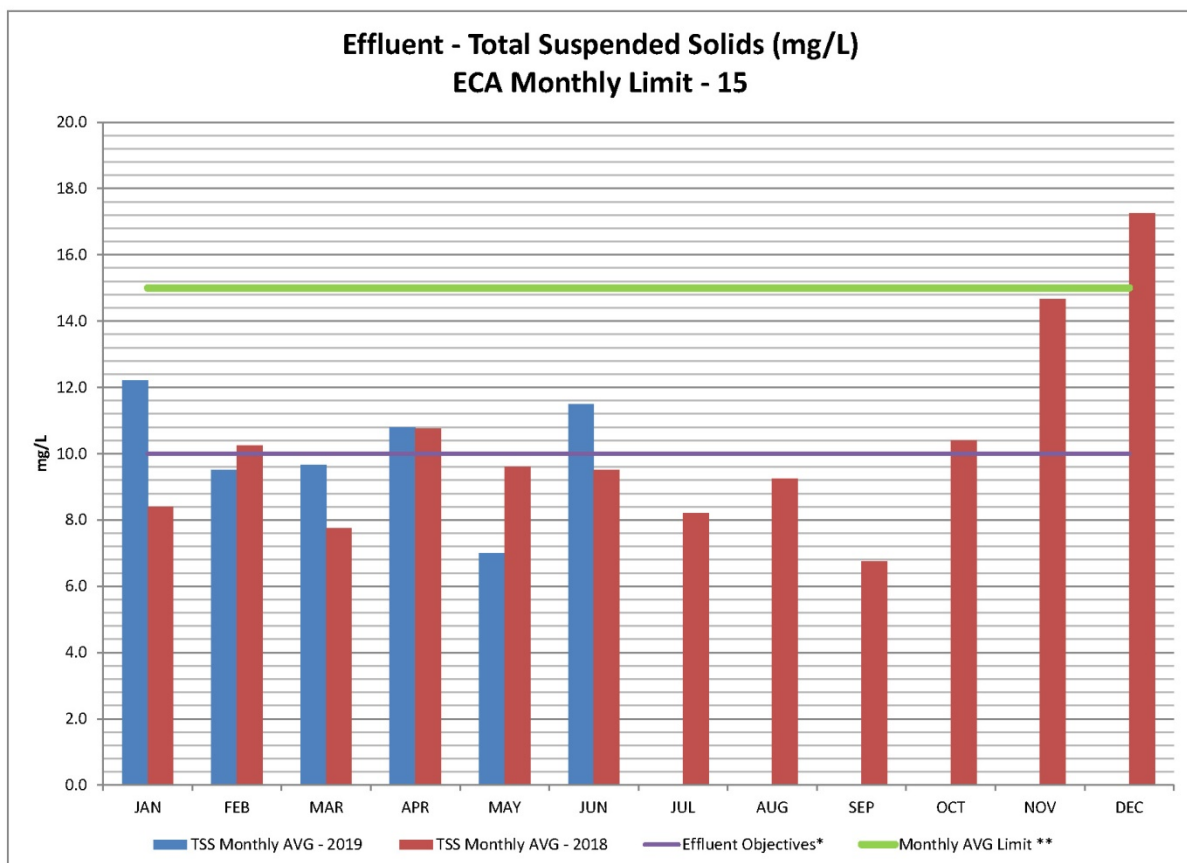
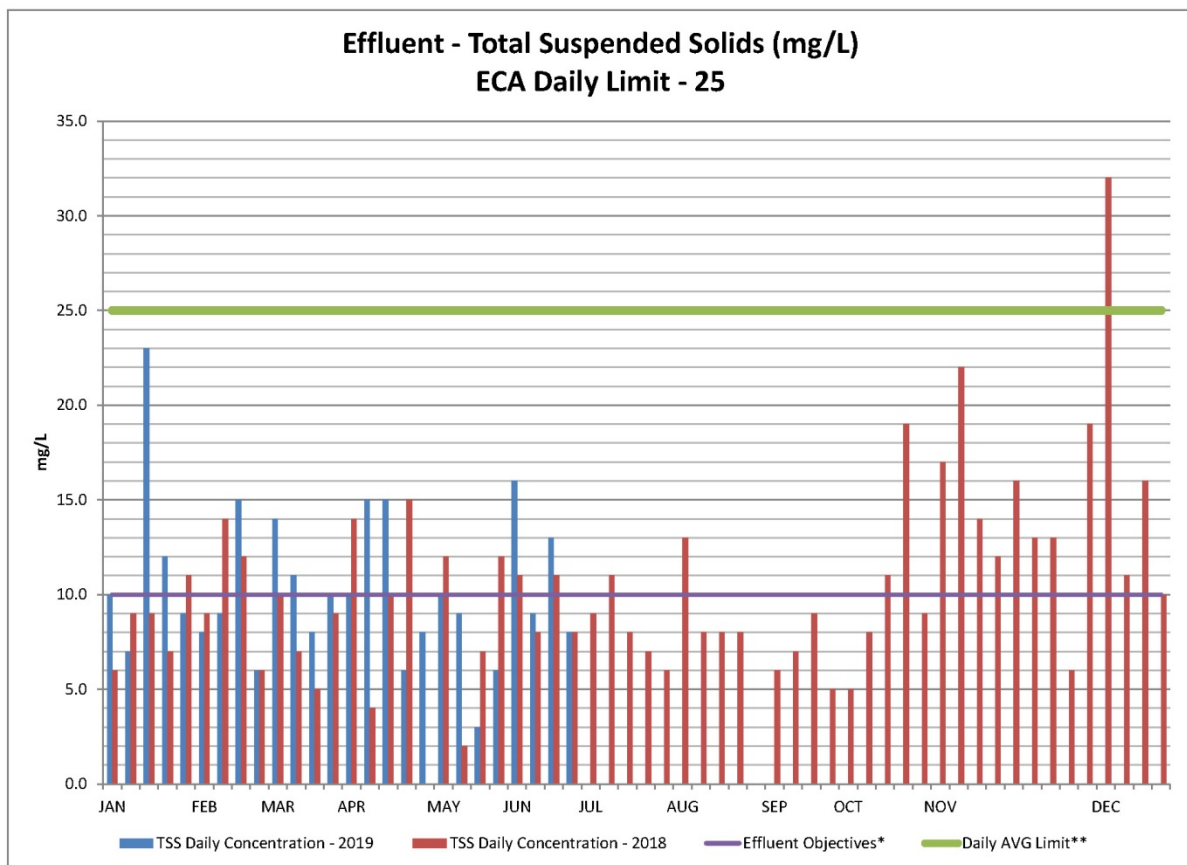
The last MECP Inspection occurred on December 7, 2017.

**PERFORMANCE ASSESSMENT REPORT:**

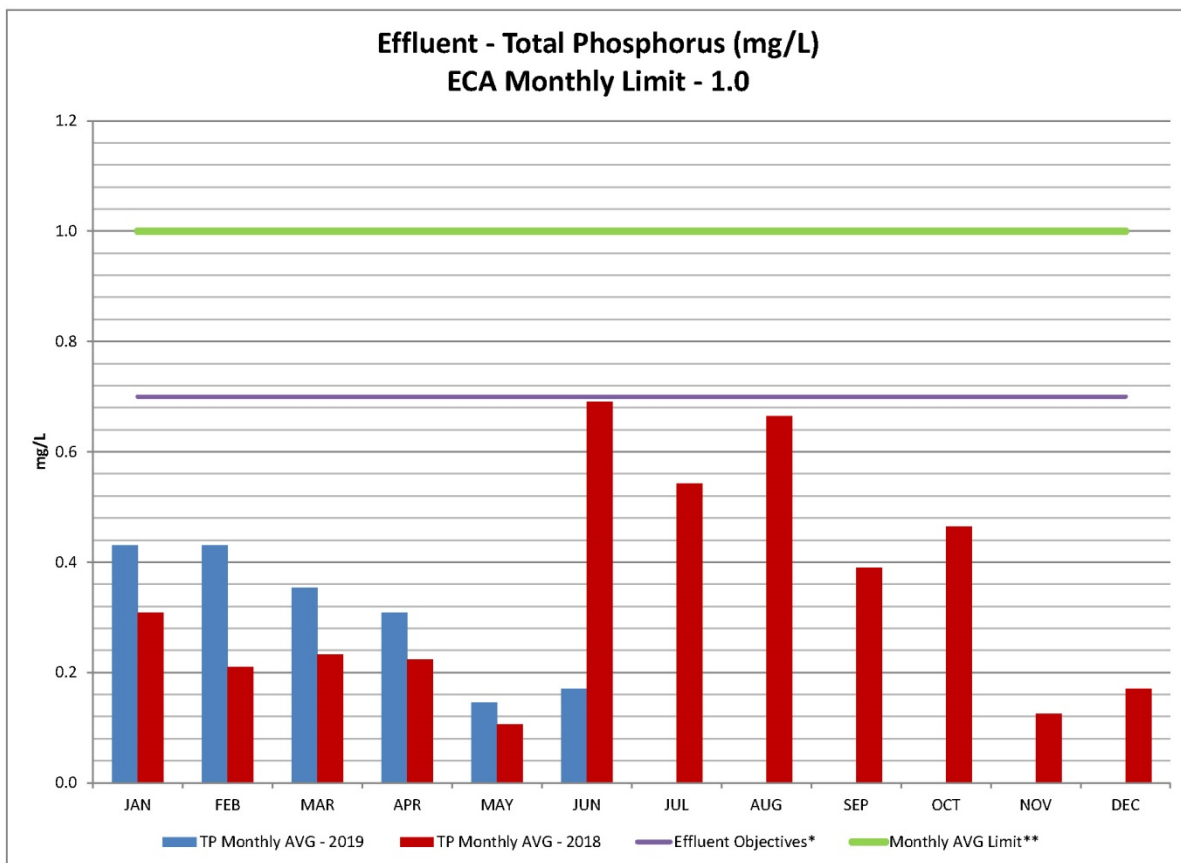
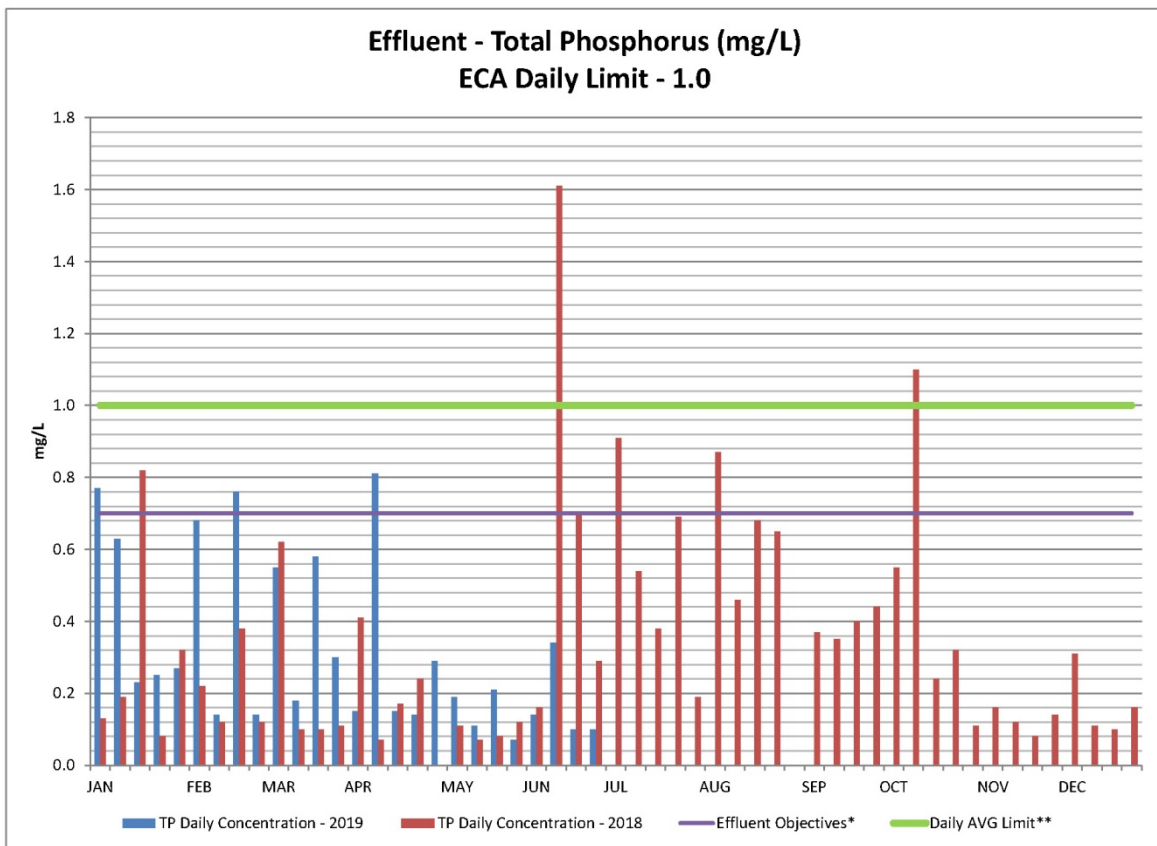
The average daily flow in 2019 for the January to June reporting period is 5,136.64 m<sup>3</sup>/day.



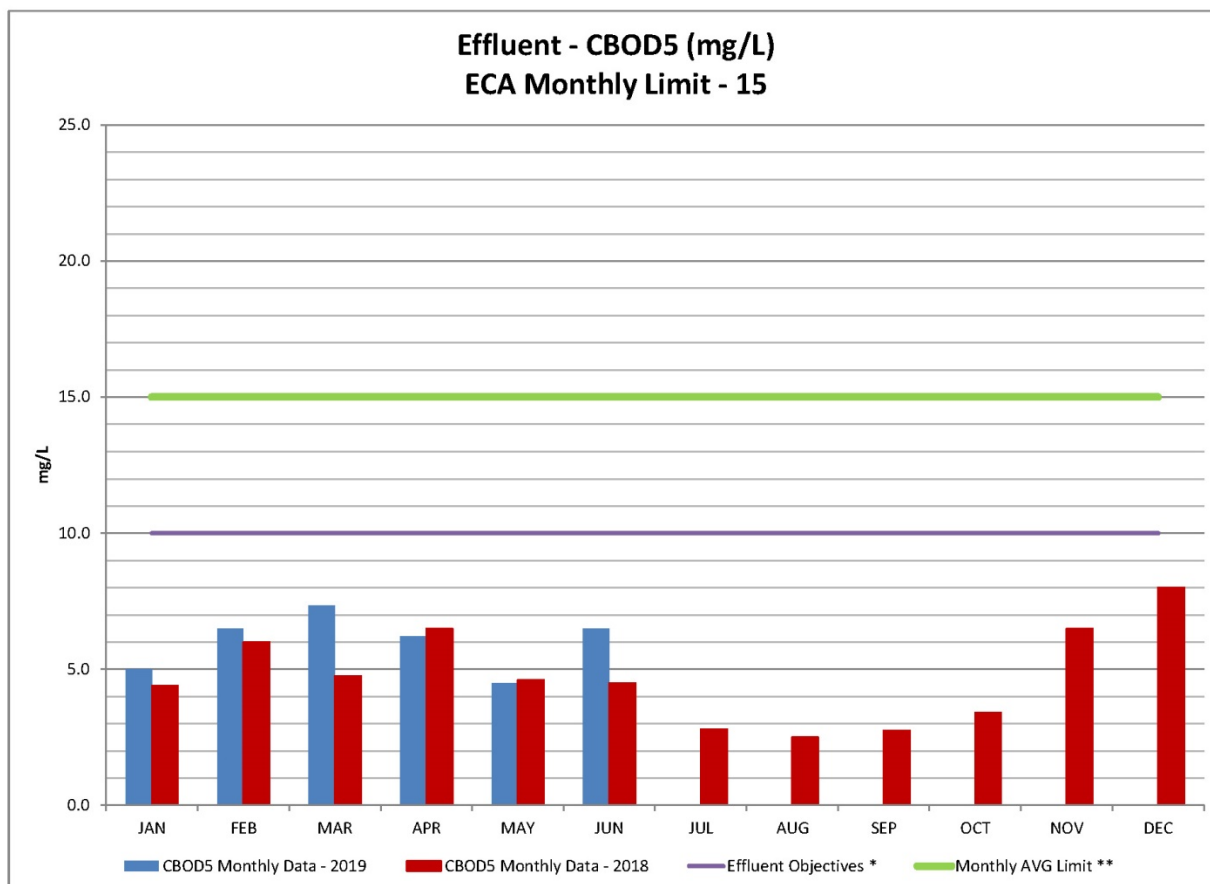
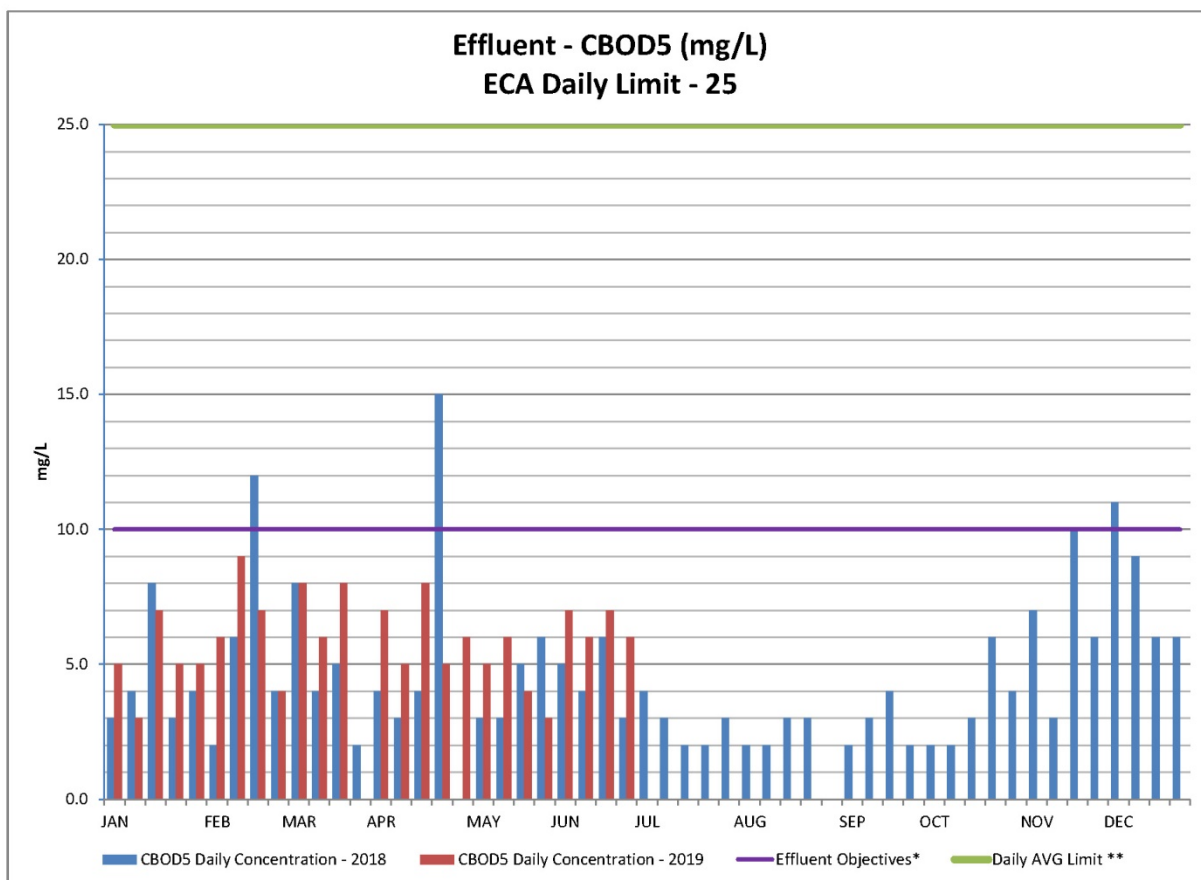




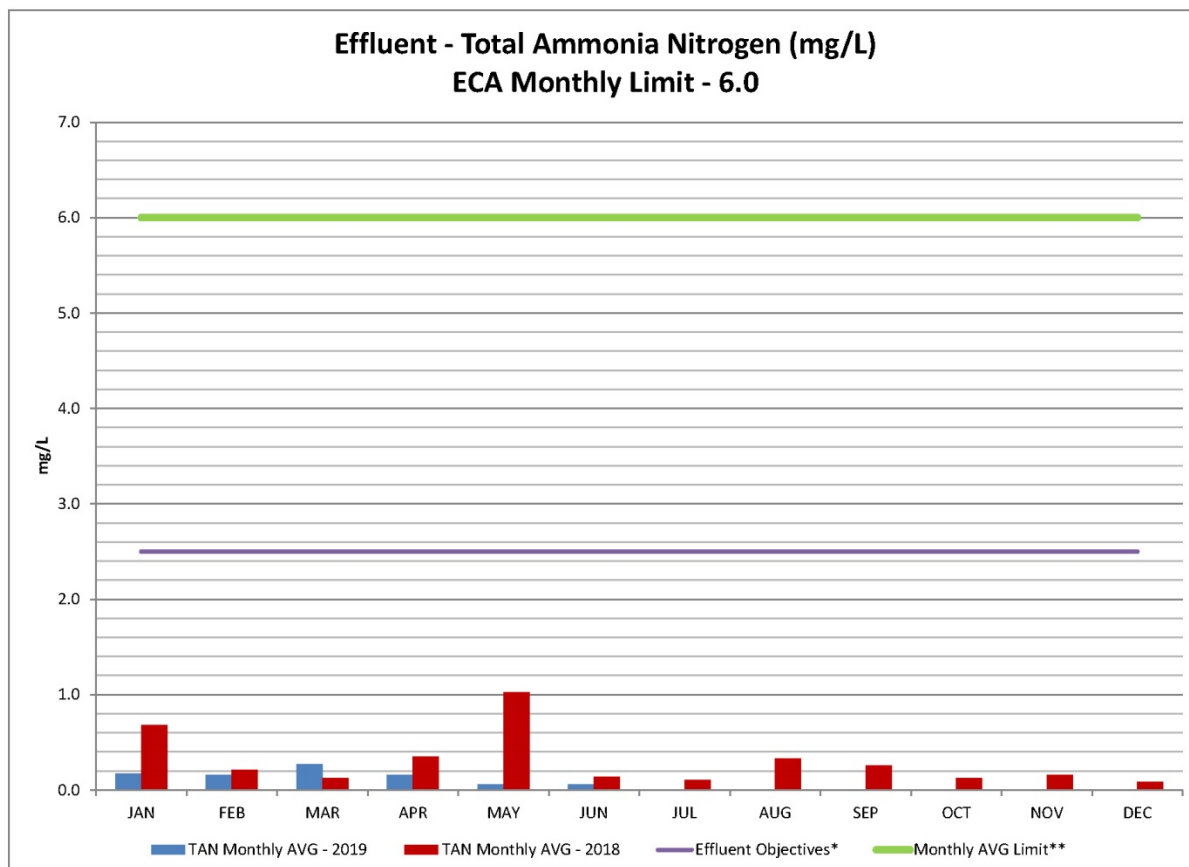
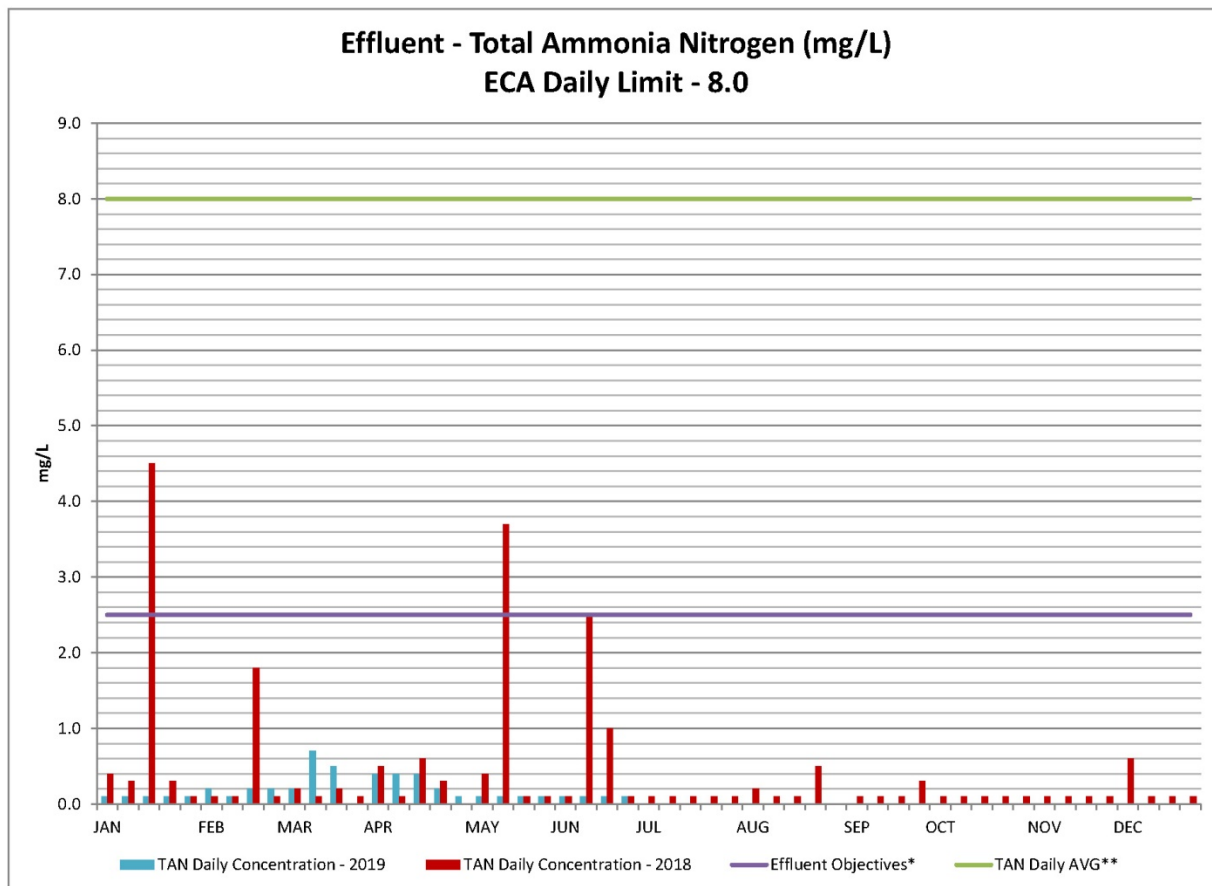
The monthly average for total suspended solids is in compliance for the second quarter.



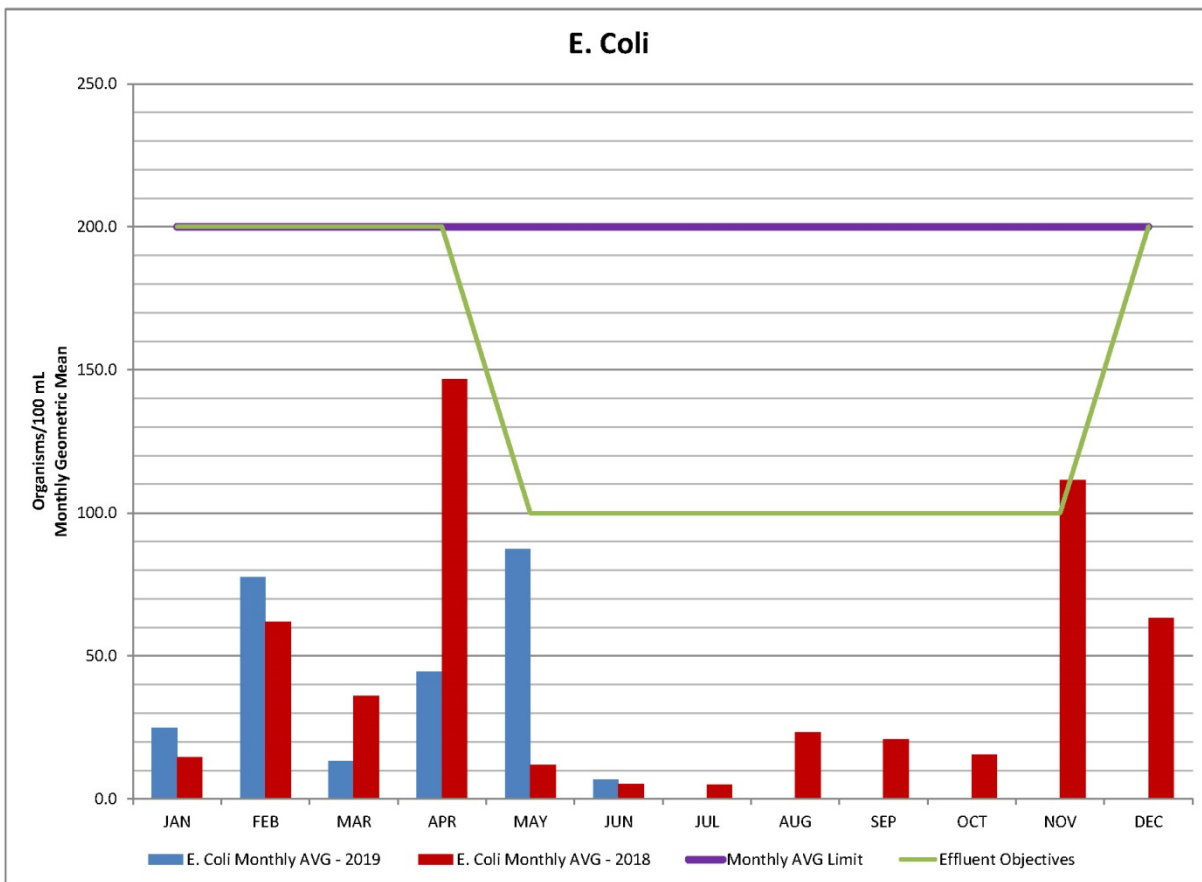
The monthly average for total phosphorus is in compliance for the second quarter.



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



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



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

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

See attached.

#### **APPENDIX B – FLOW REPORT:**

See attached.

# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**

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

From: 01/01/2019 to 30/06/2019

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

Works: [110001275]

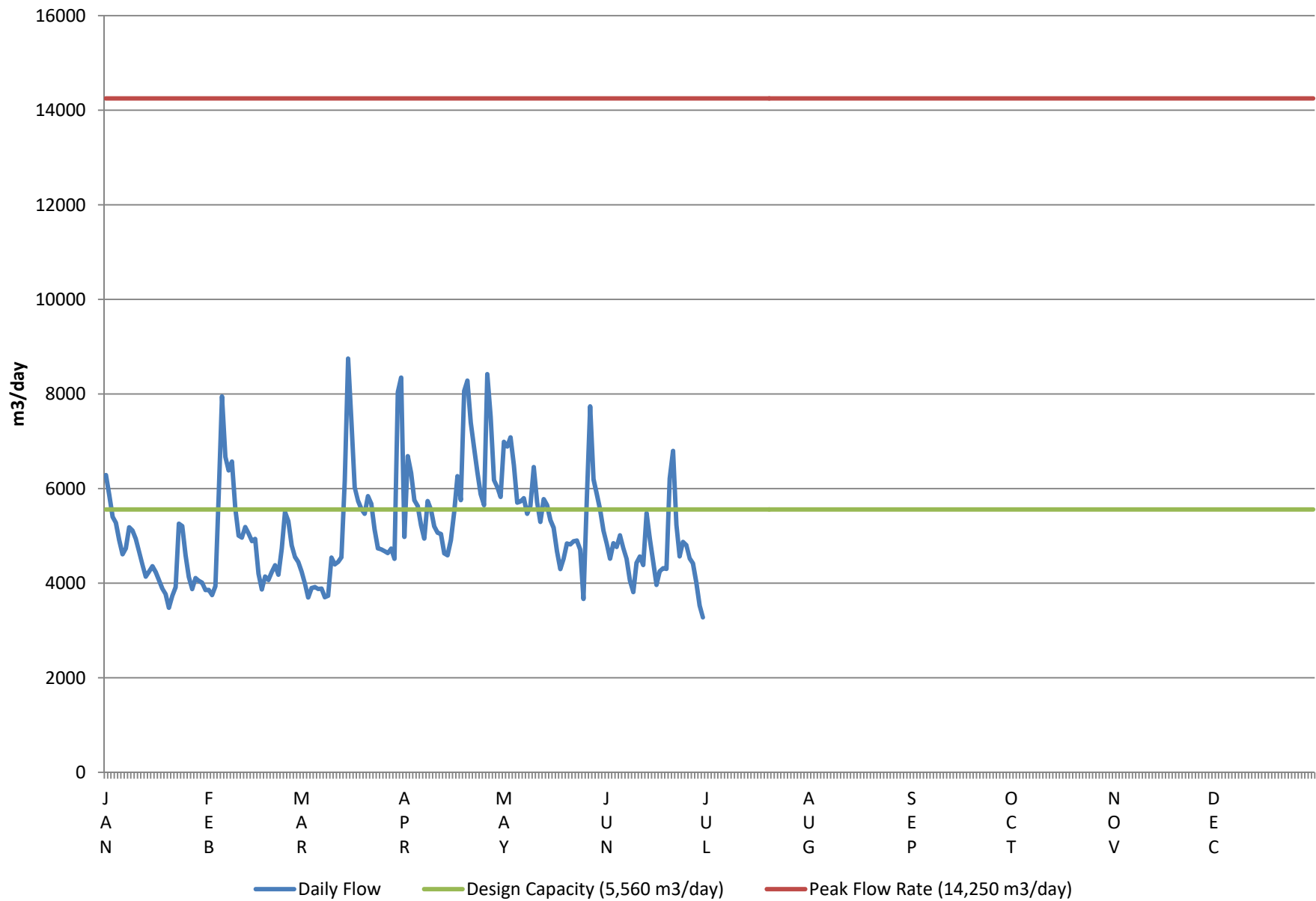
	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	<--Total-->	<--Avg.-->	<--Max.-->	<--Criteria-->
<b>Flows:</b>										
Raw Flow: Total - Raw Sewage (m³)	140276.00	139054.00	159098.00	180267.00	172750.00	138447.00	929892.00			
Raw Flow: Avg - Raw Sewage (m³/d)	4525.03	4966.21	5132.19	6008.90	5572.58	4614.90		5136.64		
Raw Flow: Max - Raw Sewage (m³/d)	6286.00	7949.00	8748.00	8419.00	7738.00	6797.00			8748.00	
Eff. Flow: Total - Final Effluent (m³)	121510.00	109860.00	120867.00	140633.00	156091.00	147369.00	796330.00			
Eff. Flow: Avg - Final Effluent (m³/d)	3919.68	3923.57	3898.94	4687.77	5035.19	4912.30		4396.24		
Eff. Flow: Max - Final Effluent (m³/d)	5340.00	5663.00	7148.00	5923.00	8792.00	6900.00			8792.00	
<b>Carbonaceous Biochemical Oxygen Demand: CBOD:</b>										
Eff: Avg cBOD5 - Final Effluent (mg/L)	5.000	6.500	7.750	6.200	4.500	6.500		6.075	7.750	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	5	4	4	26			
Loading: cBOD5 - Final Effluent (kg/d)	19.598	25.503	30.217	29.064	22.658	31.930		26.495	31.930	
<b>Biochemical Oxygen Demand: BOD5:</b>										
Raw: Avg BOD5 - Raw Sewage (mg/L)	291.600	376.500	193.750	217.800	184.500	284.500		258.108	376.500	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	26			
<b>Total Suspended Solids: TSS:</b>										
Raw: Avg TSS - Raw Sewage (mg/L)	238.000	343.000	204.000	188.600	184.000	247.250		234.142	343.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	26			
Eff: Avg TSS - Final Effluent (mg/L)	12.200	9.500	10.750	10.800	7.000	11.500		10.292	12.200	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	5	4	4	26			
Loading: TSS - Final Effluent (kg/d)	47.820	37.274	41.914	50.628	35.246	56.491		44.896	56.491	
Percent Removal: TSS - Raw Sewage (mg/L)	94.874	97.230	94.730	94.274	96.196	95.349			97.230	
<b>Total Phosphorus: TP:</b>										
Raw: Avg TP - Raw Sewage (mg/L)	3.260	4.230	3.968	2.578	2.498	2.995		3.255	4.230	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	26			
Eff: Avg TP - Final Effluent (mg/L)	0.430	0.430	0.403	0.308	0.145	0.170		0.314	0.430	1.0
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	5	4	4	26			
Loading: TP - Final Effluent (kg/d)	1.685	1.687	1.569	1.444	0.730	0.835		1.325	1.687	
Percent Removal: TP - Raw Sewage (mg/L)	86.810	89.835	89.855	88.053	94.194	94.324			94.324	
<b>Nitrogen Series:</b>										
Raw: Avg TKN - Raw Sewage (mg/L)	25.980	23.125	18.000	17.400	17.800	19.750		20.342	25.980	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	26			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.100	< 0.175	0.425	< 0.300	< 0.100	< 0.100		< 0.200	0.425	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	5	4	4	26			
Loading: TAN - Final Effluent (kg/d)	< 0.392	< 0.687	1.657	< 1.406	< 0.504	< 0.491		< 0.856	1.657	
<b>Disinfection:</b>										
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	24.387	20.040	11.887	44.549	87.418	6.701		32.497	87.418	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	5	4	4	26			

# **APPENDIX B**

## **FLOW REPORT**



## 2019 Flows





## **MINUTES Regular Council**

August 27, 2019

6:00pm

Town Hall, Council Chambers

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

Staff Present: Brent Kittmer, CAO / Clerk  
Richard Anderson, Director of Emergency Services / Fire Chief  
Lisa Lawrence, Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Morgan Dykstra, Public Works Coordinator  
Mark Stone, Planner  
Jeff Wolfe, Asset Management / Engineering Specialist  
Jenna McCartney, Deputy Clerk

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

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

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

Councillor Pridham declared a pecuniary interest for agenda item 8.1.2 - DEV 45-2019 Applications for Plan of Subdivision and Zoning By-law Amendment by Thames Crest Farms Limited.

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

**Resolution 2019-08-27-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the August 27, 2019 regular Council meeting agenda be accepted as presented.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None presented.

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

None.

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - July 23, 2019**

**Resolution 2019-08-27-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

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

**CARRIED**

**6.2 Special Meeting of Council - August 6, 2019**

**Resolution 2019-08-27-03**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** the August 6, 2019 special meeting of Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.3 Strategic Priorities Committee - August 13, 2019**

**Resolution 2019-08-27-04**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** the August 13, 2019 Strategic Priorities Committee meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

#### **6.4 Strategic Priorities Committee - August 20, 2019**

##### **Resolution 2019-08-27-05**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** the August 20, 2019 Strategic Priorities Committee meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

#### **7. CORRESPONDENCE**

##### **7.1 Ontario Museum Association re: Municipal Proclamation for May is Museum Month**

##### **Resolution 2019-08-27-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Ontario Museum Association regarding Municipal Proclamation for May is Museum Month be received.

**CARRIED**

##### **7.2 St. Marys Healthcare Foundation re: 2019 Recruitment and Retention Funding**

##### **Resolution 2019-08-27-07**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**THAT** the correspondence from St. Marys Healthcare Foundation regarding the 2019 recruitment and retention funding be received.

**CARRIED**

##### **7.3 Municipality of West Perth re: Perth County Municipal Association**

##### **Resolution 2019-08-27-08**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** the correspondence from the Municipality of West Perth regarding the Perth County Municipal Association be received; and

**THAT** the Town of St. Marys Council recommends that the Perth County Municipal Association continue due to its value in fostering a strong municipal partnership amongst the member municipalities.

**CARRIED**

**7.4 Ministry of Municipal Affairs and Housing re: Provincial Policy Statement Review**

**Resolution 2019-08-27-09**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Ministry of Municipal Affairs and Housing regarding the Provincial Policy Statement Review be received.

**CARRIED**

**7.5 Ministry of Agriculture, Food and Rural Affairs**

**Resolution 2019-08-27-10**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** the correspondence from the Ministry of Agriculture, Food and Rural Affairs regarding the revitalized Rural Economic Development (RED) program be received.

**CARRIED**

**7.6 Minister of Finance re: Ontario Cannabis Legalization Implementation Fund (OCLIF)**

**Resolution 2019-08-27-11**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the correspondence from the Minister of Finance regarding the Ontario Cannabis Legalization Implementation Fund (OCLIF) be received.

**CARRIED**

**7.7 Ministry of the Environment, Conservation and Parks re: Conservation Authorities Review**

**Resolution 2019-08-27-12**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** the correspondence from the Minister of the Environment, Conservation and Parks regarding a Conservation Authorities review be received; and

**THAT** Council for the Town of St. Marys supports Minister Yurek's request that conservation authorities not increase their fees or levies prior to the new legislation and regulations being published.

**CARRIED**

**7.8 Upper Thames River Conservation Authority re: 2020 Municipal Levy Outlook**

**Resolution 2019-08-27-13**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** the correspondence from the Upper Thames River Conservation Authority regarding the 2020 municipal levy outlook be received.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Building and Development Services**

**8.1.1 DEV 43-2019 August Monthly Report (Building and Development)**

In the absence of Grant Brouwer, Brent Kittmer and Mark Stone spoke to DEV 43-2019 report and responded to questions from Council.

**Resolution 2019-08-27-14**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** DEV 43-2019 August Monthly Report (Building and Development) be received for information.

**CARRIED**

**8.1.2 DEV 45-2019 Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z02-2019) by Thames Crest Farms Limited, Part Lots 15 and 16, Concession 17 and Part Lot 15, Thames Concession, Town of St. Marys**

Mark Stone spoke to DEV 45-2019 report and responded to questions from Council.

**Resolution 2019-08-27-15**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** DEV 45-2019 Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z02-2019) by Thames Crest Farms Limited be received;

**THAT** Council approve the Draft Plan of Subdivision (STM 01-2019) by Thames Crest Farms Limited as shown in Attachment 3 and subject to the conditions shown in Attachment 10 of Town Formal Report to Council DEV 45-2019;

**THAT** Council determine that no further public notice and/or public meeting is required for the Application for Zoning By-law Amendment (Z02-2019) in accordance with Section 34(17) of the Planning Act since a public meeting was held in accordance with the *Planning Act* and the modifications to the proposed By-law are minor in nature; and,

**THAT** Council enact Zoning By-law Z134-2019 for Thames Crest Farms Limited (Z02-2019).

**CARRIED**

**8.1.3 DEV 46-2019 Application for Part Lot Control Lot 33, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys**

Mark Stone spoke to DEV 46-2019 report and responded to questions from Council.

**Resolution 2019-08-27-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** DEV 46-2019 report regarding the Application for Part Lot Control for Lot 33 of the Meadowridge subdivision (Phase 2) be received; and,

**THAT** Council approve Part Lot Control By-law No. 74-2019 affecting Lot 33, Registered Plan No. 44M-70 for a one-year period, ending August 27, 2020.

**CARRIED**

**8.1.4 DEV 47-2019 - Application for Part Lot Control Lot 17, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys**

Councillor Pridham previously declared pecuniary interest on this agenda item and stated that she would not comment on lot development but would participate in discussions related to other aspects including infrastructure, parks, services, zoning and any interest in common with the electors generally.

Mark Stone spoke to DEV 47-2019 report and responded to questions from Council.

**Resolution 2019-08-27-17**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** DEV 47-2019 report regarding the Application for Part Lot Control for Lot 17 of the Meadowridge subdivision (Phase 2) be received; and,

**THAT** Council approve Part Lot Control By-law No. 75-2019 affecting Lot 17, Registered Plan No. 44M-70 for a one-year period, ending August 27, 2020.

**CARRIED**

**8.1.5 DEV 48-2019 – Development Agreement 256 Church Street South, Town of St. Marys**

Mark Stone spoke to DEV 48-2019 report and responded to questions from Council.



**Resolution 2019-08-27-18**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** DEV 48-2019 Development Agreement – 256 Church Street South be received;

**THAT** Council authorize the Mayor and the Clerk on behalf of the Town of St. Marys to enter into a Development Agreement between the Town of St. Marys and Marianne DeBrabandere; and

**THAT** Council approve By-law 76-2019 authorizing the Mayor and the Clerk to sign a development agreement.

**CARRIED**

**8.1.6 DEV 49-2019 Friendship Centre Walk-in Fridge and Freezer Repairs**

Brent Kittmer spoke to DEV 49-2019 report and responded to questions from Council.

**Resolution 2019-08-27-19**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** DEV 49-2019 Friendship Centre Walk-in Fridge and Freezer Repairs be received; and

**THAT** Council approve the unbudgeted amount of \$14,575.00 from the Reserve for Facility Repair and Maintenance for the purchase of a walk-in freezer and the walk-in fridge at the Friendship Centre.

**CARRIED**

**8.2 Corporate Services**

**8.2.1 COR 23-2019 August Monthly Report (Corporate Services)**

Trisha McKibbin spoke to COR 23-2019 report and responded to questions from Council.

**Resolution 2019-08-27-20**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** COR 23-2019 August Monthly Report (Corporate Services) be received for information.

**CARRIED**

### **8.3 Community Services**

#### **8.3.1 DCS 20-2019 August Monthly Report (Community Services)**

In the absence of Stephanie Ische, Brent Kittmer spoke to DCS 20-2019 report and responded to questions from Council.

**Resolution 2019-08-27-21**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** DCS 20-2019 Monthly Report (Community Services) be received for information.

**CARRIED**

### **8.4 Finance**

#### **8.4.1 FIN 14-2019 August Monthly Report (Finance)**

Andre Morin spoke to FIN 14-2019 report and responded to questions from Council.

**Resolution 2019-08-27-22**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** FIN 14-2019 August Monthly Report (Finance) be received for information; and

**THAT** the following 2020 budget meeting dates be set:

- 2020 Capital Pre-Budget Approvals – November 19, 2019
- Budget Meeting #1 – December 3, 2019
- Budget Meeting #2 – January 7, 2020
- Budget Meeting #3 – January 21, 2020
- Budget Meeting #4 – February 4, 2020
- Budget Meeting #5 – February 18, 2020

**CARRIED**

## **8.5 Fire and Emergency Services**

### **8.5.1 FD 17-2019 August Monthly Report (Emergency Services)**

Fire Chief Anderson spoke to FD 17-2019 report and responded to questions from Council.

**Resolution 2019-08-27-23**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** FD 17-2019 August Monthly Report (Emergency Services) be received for information.

**CARRIED**

### **8.5.2 FD 16-2019 By-law to Establish a Fire Department**

Fire Chief Anderson spoke to FD 16-2019 report and responded to questions from Council.

**Resolution 2019-08-27-24**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** FD 16-2019 Fire Department By-law report be received for discussion and direction to staff; and

**THAT** Council provides approval in principle a by-law to repeal and replace By-law 37-2001 - establish and regulate the Town of St. Marys Fire Department; and

**THAT** the final version of the bylaw be presented at a subsequent meeting for approval.

**CARRIED**

## **8.6 Public Works**

### **8.6.1 PW 48-2019 August Monthly Report (Public Works)**

In the absence of Jed Kelly, Morgan Dykstra spoke to PW 48-2019 report and responded to questions from Council.

**Resolution 2019-08-27-25**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** PW 48-2019 August Monthly Report (Public Works) be received for information.

**CARRIED**

**8.6.2 PW 46-2019 Sarnia Grand Trunk Trail Bridge (Trestle) Repairs**

Morgan Dykstra spoke to PW 46-2019 report and responded to questions from Council.

**Resolution 2019-08-27-26**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** PW 46-2019 Sarnia Grand Trunk Trail Bridge (Trestle) Repairs be received; and

**THAT** Council authorize the expanded scope of the Sarnia Grand Trunk Trail Bridge (Trestle) Repairs to include the replacement of the lampshades and ballasts with the variance to be funded from donations received from Trestle Fitness, the St. Marys Kinsmen Club, and Forman Electric; and

**THAT** Council authorize sole sourcing the contract to Forman Electric Ltd.

**CARRIED**

**8.7 Administration and Human Resources**

**8.7.1 CAO 49-2019 August Monthly Report (Administration and Human Resources)**

Brent Kittmer and Lisa Lawrence spoke to CAO 49-2019 report and responded to questions from Council.

**Resolution 2019-08-27-27**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**THAT** CAO 49-2019 August Monthly Report (Administration and Human Resources) be received for information.

**CARRIED**

Council took a brief recess at 7:55 pm.

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

## **9. COUNCILLOR REPORTS**

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

### **Resolution 2019-08-27-28**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received.

**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**

**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 Advisory Committee - Coun. Hainer**

**9.2.10 Planning Advisory Committee - Coun. Hainer, Craigmile**

**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**

**11.1 Councillor Hainer re: Provincial Legislation of 40 km/h Speed Limit**

Councillor Hainer spoke to the notice of motion.

**Resolution 2019-08-27-29**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** staff research and report on the new provincial rules regarding 40 km/h speed limits in urban areas; and

**THAT** staff research and report on adopting 60 km / h for the following:

- James Street South at Given Road to 80 km / h zone
- Water Street South at 585 Water Street South to 80 km / h zone

**THAT** the report be shared with Community Policing Advisory Committee for a recommendation back to Council on areas in St. Marys where a 40 km/h speed limit may be appropriate.

**Amendment:**

**Resolution 2019-08-27-30**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** the following be stricken from the main motion:

“on areas in St. Marys where a 40 km/h speed limit may be appropriate.”

**CARRIED**

**Resolution 2019-08-27-29**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** staff research and report on the new provincial rules regarding 40 km/h speed limits in urban areas; and

**THAT** staff research and report on adopting 60 km / h for the following:

- James Street South at Given Road to 80 km / h zone
- Water Street South at 585 Water Street South to 80 km / h zone

**THAT** the report be shared with Community Policing Advisory Committee for a recommendation back to Council.

**CARRIED**

## **12. BY-LAWS**

**Resolution 2019-08-27-31**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** By-Laws 72-2019, 74-2019, 75-2019, 76-2019 and Z134-2019 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 72-2019 Establish Boards and Committees of Council**

**12.2 By-Law 74-2019 Part Lot Control Exemption Lot 33 44M-70 Plan**

**12.3 By-Law 75-2019 Part Lot Control Exemption Lot 17 44M-70 Plan**

**12.4 By-Law 76-2019 Authorize a Development Agreement for 256 Church Street South**

**12.5 Z134-2019 Zoning By-law Amendment for Thames Crest Farms**

## **13. UPCOMING MEETINGS**

Craigmile provided his regrets for September 10 as did Mayor Strathdee.

Council took a brief recess at 8:28 pm.

Mayor Strathdee called the meeting back to order at 8:30 pm.

## **14. CLOSED SESSION**

**Resolution 2019-08-27-32**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** Council move into a session that is closed to the public at 8:30 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**14.1 Minutes CLOSED SESSION**

**14.2 CAO 50-2019 CONFIDENTIAL Museum Advisory Committee Vacancy**

**14.3 CAO 51-2019 CONFIDENTIAL Report Back on Land Sale process for Junction Station and McDonald House**

**15. RISE AND REPORT**

**Resolution 2019-08-27-33**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council rise from a closed session at 9:30 pm.

**CARRIED**

Mayor Strathdee reported that a closed session was held and two items were discussed. Council considered the matter related to the land sale process. Staff were provided direction and there is nothing further to report at this time. Council will now consider a resolution related to the Museum Advisory Committee vacancy.

**Resolution 2019-08-27-34**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** Council accept Douglas Craig's resignation from the Museum Advisory Committee with regrets; and

**THAT** Council appoint Mary Ellen Ballard to the Museum Advisory Committee

**CARRIED**

**15.1 By-law 73-2019 Amend By-law 95-2018, Appointment to Boards and Committees**

**Resolution 2019-08-27-35**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney



**THAT** By-law 73-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2019-08-27-36**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** By-Law 77-2019, being a by-law to confirm the proceedings of August 27, 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**

**17. ADJOURNMENT**

**Resolution 2019-08-27-37**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourn at 9:35 pm.

**CARRIED**

---

Al Stratthdee, Mayor

---

Brent Kittmer, CAO / Clerk



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

September 3, 2019  
9:00 am  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Hainer (arrived at 9:15 am)  
Councillor Luna  
Councillor Pridham  
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk  
Grant Brouwer, Director of Building and Development  
Matthew Corbett, Library CEO  
Jed Kelly, Director of Public Works  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Stephanie Ische, Director of Community Services  
Ciaran Brennan, Recreation Supervisor  
Doug LaPointe, PRC Operations Supervisor  
Jenny Mikita, Senior Services Supervisor  
Andrea Slade, Aquatics and Guest Services Supervisor  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2019-09-03-01**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Hainer

**THAT** the September 3, 2019 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

**4. CLOSED SESSION**

**Resolution 2019-09-03-02**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Craigmile

**THAT** the Strategic Priorities Committee move into a session that is closed to the public at 9:06 am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations or employee negotiations.

**CARRIED**

**4.1 CAO 48-2019 CONFIDENTIAL Corporate Review of Services, Budgets, and Efficiencies**

**4.1.1 Recreation and Leisure Services**

**5. RISE AND REPORT**

**Resolution 2019-09-03-03**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** the Strategic Priorities Committee rise from a closed session at 1:50 pm.

**CARRIED**

Chair Strathdee reported that a closed session was held and the matter of the corporate review of services, budgets, and efficiencies was continued but not completed. The Committee will reconvene on the matter at the September 24, 2019 meeting date.

**6. NEXT MEETING**

Chair Strathdee stated that the next meeting will be held on September 24, 2019.

**7. ADJOURNMENT**

**Resolution 2019-09-03-04**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Edney

**THAT** this meeting of the Strategic Priorities Committee adjourn at 1:51 pm.

**CARRIED**

---

Al Strathee, Mayor

---

Brent Kittmer, CAO / Clerk



Huron County  
Health Unit



Tuesday, August 13, 2019

Brent Kittmer, CAO  
Town of St Marys  
175 Queen St E  
PO Box 998  
St Marys, ON N4X 1B6

RE: Mid Term Appointments to Board of Health

Dear Mr Kittmer,

I am writing to you concerning the upcoming merger of Huron County Health Unit and Perth District Health Unit effective January 1, 2020 and its impact on the board structure, which is made up largely of municipal counsellors.

As of January 1, 2020, the combined Health Unit (Huron Perth Health Unit) will be comprised of 9 municipal members in total, broken down as follows:

- 4 members from Huron County
- 2 members from City of Stratford
- 2 members from Perth County
- 1 member from Town of St Marys

I understand this is a mid term appointment which may require appointments at council so I am asking that you please begin this process at your earliest opportunity so as to have members in place January 1, 2020.

Please also note the inaugural meeting of this new board will be Thursday January 2, 2020 time to be determined).

Thank-you,

Dr. Miriam Klassen  
Medical Officer of Health  
Perth District Health Unit

Dr. Maarten Bokhout  
Acting Medical Officer of Health  
Huron County Health Unit

**From:** tjsfinsnfeathers tjsfinsnfeathers [<mailto:tjsfinsnfeathers@sympatico.ca>]

**Sent:** August 29, 2019 8:12 AM

**To:** Brent Kittmer <[bkittmer@town.stmarys.on.ca](mailto:bkittmer@town.stmarys.on.ca)>; Al Strathdee <[astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca)>; mayor <[mayor@perthsouth.ca](mailto:mayor@perthsouth.ca)>; Rebecca Clothier <[rclothier@perthsouth.ca](mailto:rclothier@perthsouth.ca)>; Rhonda Ehgoetz <[ehgoetz\\_ehgoetz@hotmail.com](mailto:ehgoetz_ehgoetz@hotmail.com)>; Hugh McDermid <[deputymayor@pertheast.ca](mailto:deputymayor@pertheast.ca)>; Mayor Finch <[gfinch@southhuron.ca](mailto:gfinch@southhuron.ca)>; Tony Jackson <[tjsfinsnfeathers@sympatico.ca](mailto:tjsfinsnfeathers@sympatico.ca)>

**Subject:** Fwd: Draft Notice of Motion in Support of the UTRCA

Good Morning, at Tuesdays UTRCA BOD meeting much of the discussion focused on how Minister Yurek directed CA's to tighten up but general board discussion was sympathetic to Ians' concern for program impacts and staff reductions.

Ian did note that in the most recent letter sent to Conservation Ontario the Minister seems to be backtracking or softening and continued pressure was needed which the majority of the board supported and a motion was carried to have staff solicit support as well as have Directors approach their respective councils or whomever, to challenge the Minister. Conservation Ontario seems to be suggesting that CA's may wish to continue business as usual until further direction comes from the province. MOU's for non mandatory programs are to be established with individual Municipalities but without the Province being clear what are those non mandatory programs? According to Ian he believes he can argue all programs of the UTRCA are related and support what would be defined as mandatory programs. The last draft budget for 2020 presented to the Board showed the levy increase could be as high as 19.8%. There was to be a budget review process on Sept 6th however that has recently been cancelled. We were advised that Staff is waiting a short period for more direction before re issuing the draft budget for consideration. {Statement redacted}

The Mayor of Zorra, past UTRCA Director, Marcus Ryan worked with Zorra council member Paul Mitchell to have him present a resolution (to be passed by Zorra Council) for distribution in support of the UTRCA, to be used as a model. It appeared with the exception of a couple directors, almost all Directors were eager to receive a copy for presentation to their councils.

I did note during the meeting that both the Chair and the G.M. had sent letters to the Minister without any consultation of the UTRCA BOD and that it seemed out of step and did not seem to fit the Governance model. If such direction is the intent of the Administration and Chair why even have a BOD?

Secondly I cautioned them about putting the UTRCA charitable status at risk by appearing partisan in some of the discussions and exchanges.

So as the motion passed that Directors were to approach their councils I have forwarded to you to do as you wish.

Yours truly, Tony Jackson

UTRCA Municipal rep, South Huron, Perth South, St Marys

----- Original Message -----

From: Michelle Viglianti [vigliantim@thamesriver.on.ca](mailto:vigliantim@thamesriver.on.ca)

UTRCA Board,

(this message is sent on behalf of Ian Wilcox)

Attached is the Draft Notice of Motion in support of the UTRCA that Paul Mitchell (Zorra) presented at yesterday's meeting. If you are interested in preparing your own draft motion or would like support from the UTRCA in crafting messages for Council, please let me know.

Thanks

Ian

## Notice of Motion: Councillor Mitchell

Whereas the Township of Zorra is an environmentally conscious community.

And whereas the Township of Zorra is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA.

And whereas the board of directors determines the policies, priorities and budget of the UTRCA.

And whereas the UTRCA provides the Township of Zorra with expert advice on the environmental impact of land use planning proposals and that the Township of Zorra does not have staff with comparable expertise or experience.

And whereas the UTRCA provides programs to the residents of Zorra and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures.

Therefore, be it resolved, that the Township of Zorra supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be “wound down” at this time.

And that, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future.

And that this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.



From: "Pettapiece-co, Randy" <[randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org)>  
Date: Aug. 30, 2019 11:07 a.m.  
Subject: Conservation Authorities: Update  
To: "Rae, Matthew" <[matthew.rae@pc.ola.org](mailto:matthew.rae@pc.ola.org)>  
Cc: "Pettapiece, Randy" <[randy.pettapiece@pc.ola.org](mailto:randy.pettapiece@pc.ola.org)>, "Pettapiece-co, Randy" <[randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org)>

[EXTERNAL]

Dear Mayors and Councillors:

Enclosed, please find a letter from Minister Yurek to Ms. Kim Gavine, General Manager of Conservation Ontario, concerning his letter from Friday August 16<sup>th</sup>.

I continue to welcome your feedback and suggestions. Again, thank you to those who wrote me or submitted proposals through the official consultations earlier this year.

Sincerely,

Randy Pettapiece, MPP  
Perth-Wellington

--Original Letter--

Dear Ms. Kim Gavine,

On Friday August 16<sup>th</sup>, I sent a letter to conservation authorities and municipalities to reiterate our government's commitment to improve transparency and accountability for conservation authority activities, and to focus on the delivery of programs and services related to their core mandate. Response from municipal leaders was very positive at the Association of Municipalities of Ontario conference this past week.

The changes we are making through Bill 108, the *More Homes, More Choice Act*, to refocus conservation authorities to their core mandate is an opportunity to have them work in a more transparent and open way with municipalities so the public understands what is being paid for. Municipalities contribute a significant amount of money to conservation authorities' annual budgets. Municipal councils, like any level of government, are elected to serve the public and their communities which is why our government clearly specifies in Bill 108 that they have the option to enter into transparent and public funding agreements with conservation authorities for non-core services.

I strongly encourage conservation authorities to proactively formalize these arrangements with their municipal partners. Where agreements already exist, the *Conservation Authorities Act* and upcoming regulations will help streamline these relationships.

I further indicated that conservation authorities should not proceed with any increases to fees or levies while legislation and regulations are put in place unless they are supported by your partner municipalities for 2020 and beyond. Unfortunately, we've heard some conservation authorities with operating budgets of millions of dollars can't find even one per cent of efficiencies.

I appreciate the productive conversations with municipalities and stakeholders at the AMO conference, and I look forward to further discussion and engagement with municipalities, conservation authorities, Indigenous communities, and stakeholders that

are involved with the stewardship of our lands on upcoming regulations to ensure that we're moving conservation authorities towards those mandated programs. I encourage you to share this letter with your membership as a means to clarify how we will be moving forward.

Sincerely,

Jeff Yurek  
Minister of the Environment, Conservation and Parks

From: Minister of Infrastructure <[Minister.MOI@ontario.ca](mailto:Minister.MOI@ontario.ca)>

Date: Aug. 29, 2019 1:24 p.m.

Subject: A Message from the Minister of Infrastructure / Un message du Ministre de l'Infrastructure

To: Minister of Infrastructure <[Minister.MOI@ontario.ca](mailto:Minister.MOI@ontario.ca)>

Cc:

[EXTERNAL]

Dear Mayor/Chief/Sir or Madam:

As Minister of Infrastructure, I am proud our government is investing in predictable, secure infrastructure funding to address community needs, while reducing the administrative burden on municipal partners and local government.

That is why I am pleased to announce that the Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP) will launch on

**September 3, 2019.**

Municipalities, First Nations and off-reserve Indigenous communities, broader public sector and non-profit organizations are all eligible to apply.

To be eligible for funding, projects must be community-oriented, non-commercial and open to the public.

The province is anticipating extremely high demand for funding under this program. You are encouraged to review program guidelines carefully to ensure projects align with federal parameters and to submit project proposals that maximize federal and provincial dollars and achieve the best value for money.

You can find detailed information about the CCR stream as well as guidelines on the Transfer Payment Ontario (formerly Grants Ontario) website at:

[www.grants.gov.on.ca/GrantsPortal/en](http://www.grants.gov.on.ca/GrantsPortal/en), by clicking on Grant Opportunities.

The application deadline is **November 12, 2019 at 11:59 pm EST.**

Thank you for your support as we continue to fund and build better infrastructure for the people, and make smarter infrastructure investments for municipalities, Indigenous communities, broader public sector and non-profit organizations across Ontario.

I look forward to working with you to invest in infrastructure across our province and in your community.

Sincerely,

[original signed by]

The Honourable Laurie Scott  
Minister of Infrastructure

777 Bay Street  
5th floor  
Toronto, Ontario  
M7A 2E1

#### About Investing in Canada Infrastructure Program (ICIP)

The Investing in Canada Infrastructure Program (ICIP) is a 10-year federal-provincial infrastructure program that will invest up to \$30 billion in combined federal, provincial, municipal and other partner funding for infrastructure.

ICIP supports community, culture and recreation, green, public transit, and rural and northern infrastructure investments. It is bringing major infrastructure investments to communities across Ontario. It is growing our economy and ensuring Ontario is open for business and open for jobs.

To date, the province has nominated over 350 priority projects to the federal government for funding under ICIP's Rural and Northern and Transit infrastructure streams, and some projects have already received federal approval to begin construction. The province is also currently accepting applications for transit projects from 11 municipalities inside the Greater Toronto and Hamilton Area (GTHA) and continues to pursue expedited project approvals from the federal government.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



19-4093

Dear Head of Council:

Our government believes everyone deserves a place to call home. Inadequate supply and high housing costs have made housing unattainable for too many people in Ontario. We want to put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work.

That is why I am pleased to provide you with an update on the [More Homes, More Choice Act, 2019](#), which was passed by the Legislature on June 6, 2019.

### **In Effect Date**

Schedule 12 of the *More Homes, More Choice Act, 2019* makes changes to the *Planning Act*. All changes, except for those related to community benefits charges, came into force on September 3, 2019, as specified by proclamation. This includes changes to:

- Broaden the Local Planning Appeal Tribunal's jurisdiction over major land use planning matters (i.e., official plans and zoning by-laws) and give the Tribunal the authority to make a final decision on appeals of these matters based on the best planning outcome;
- Reduce timelines for municipalities to make planning decisions;
- Remove certain "third party" appeals;
- Authorize the Minister of Municipal Affairs and Housing to mandate the use of a community planning permit system in or around specific locations to promote intensification around transit;
- Require municipalities to authorize in their official plans and zoning by-laws additional residential units in both a primary dwelling and ancillary building or structure; and
- Promote the development of affordable housing near transit by focusing the use of inclusionary zoning.

### **Regulations**

To help implement the *Planning Act* changes, amendments to existing regulations under the Act also came into force at the same time as the related legislative provisions.

These regulations were filed on August 29, 2019 and include changes to:

- Set out transition rules for planning matters that are in process;
- Remove or update certain redundant or out-dated provisions and references;
- Remove the ability to appeal (except by the province) the implementing by-law when a municipality is required to establish a community planning permit system through a Minister's order; and

- Clarify that the new community benefits charge by-law will not apply in areas within a municipality where a community planning permit system is in effect.

A new regulation for additional residential units (ARUs) was also filed on August 29, 2019 and helps remove certain zoning barriers to the creation of additional residential units by establishing the following requirements and standards:

- One parking space for each ARU, which may be provided through tandem parking as defined;
- Where a municipal zoning by-law requires no parking spaces for the primary residential unit, no parking space would be required for the ARUs;
- Where a municipal zoning by-law is passed that sets a parking standard lower than a standard of one parking space for each ARU, the municipal zoning by-law parking standard would prevail;
- An ARU, where permitted in a zoning by-law, may be occupied by any person regardless of whether the primary residential unit is occupied by the owner of the property; and
- An ARU, where permitted in a zoning by-law, would be permitted without regard to the date of construction of the primary or ancillary building.

Our proposal for the new and amended regulations was posted on the [Environmental Registry of Ontario](#). All comments received were carefully considered.

You can view copies of the new and amending *Planning Act* regulations on Ontario's e-Laws:

- [New Ontario Regulation 299/19](#) – “Additional Residential Units”
- [Ontario Regulation 296/19](#) – amending Ontario Regulation 174/16 “Transitional Matters - General”
- [Ontario Regulation 297/19](#) – amending Ontario Regulation 543/06 “Official Plans and Plan Amendments”
- [Ontario Regulation 298/19](#) – amending Ontario Regulation 544/06 “Plans of Subdivision”
- [Ontario Regulation 301/19](#) – amending Ontario Regulation 173/16 “Community Planning Permits”
- [Ontario Regulation 300/19](#) – amending Ontario Regulation 232/18 “Inclusionary Zoning”

If you have any questions about the changes to the *Planning Act* and related regulations, please email [PlanningConsultation@ontario.ca](mailto:PlanningConsultation@ontario.ca).

Sincerely,



Steve Clark  
Minister

c: Chief Administrative Officer



# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	10 September 2019
<b>Subject:</b>	<b>PW 49-2019 Water System Inspection</b>

## INFORMATION

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

## RECOMMENDATION

THAT PW 49-2019 Water System Inspection report be received for information.

## BACKGROUND

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

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

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

## REPORT

On June 3, 2019, an inspector from the Safe Drinking Water Branch visited the Town of St. Marys to complete an inspection for the period of June 2018 through to June 2019. The Operating Authority and Town Staff attended the sites within the Town's water system with the inspector to explain the processes, and how the system functions. The Operating Authority, in collaboration with Town Staff provided the inspector with historical data from the system for the above mentioned inspection period for review as part of the inspection. Since that time, the inspector has completed their review of the data and have provided the Town with the Final Drinking Water System Inspection Report.

The results of the Report indicated that there was one (1) non-compliance with regulatory requirements during this inspection period. The non-compliance items were noted as follows:

- 1. All microbiological water quality monitoring requirements for distribution samples were not being met.**

The owner and operating authority did not take the required amount of samples to be tested for heterotrophic plate counts (HPC) for the month of December 2018. Four samples were required and only three samples were taken in the distribution system and tested for HPC.

*Inspection Risk Rating: 4.45%*

The overall Inspection Rating received was **95.55%**.

## **SUMMARY & IMPLICATIONS**

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

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Not Applicable

## **ATTACHMENTS**

Attachment No. 1 – St. Marys Drinking Water Inspection Report, 2019

## **REVIEWED BY**

### **Recommended by the Department**

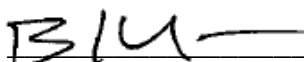


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



Ministry of the Environment,  
Conservation and Parks

Drinking Water and  
Environmental Compliance  
Division

733 Exeter Rd  
London ON N6E 1L3

Tel (519) 873-5000  
Fax (519) 873-5020

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

Division de la conformité en matière d'eau  
potable et d'environnement

733, rue Exeter  
London ON N6E 1L3

Tel (519) 873-5000  
Fax (519) 873-5020



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

---

July 29, 2019

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

Attention: Mr. Dave Blake, Supervisor of Environmental Services

Re: St. Marys Drinking Water System (Water Works #220000521)  
Inspection conducted on June 3, 2019

---

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

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

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

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

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

Yours truly,



Stephen Dunn  
Provincial Officer  
London District Office

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



**Ministry of the Environment, Conservation and Parks**

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

<b>Site Number:</b>	220000521
<b>Inspection Number:</b>	1-KZ6HU
<b>Date of Inspection:</b>	Jun 03, 2019
<b>Inspected By:</b>	Stephen Dunn

## OWNER INFORMATION:

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

## CONTACT INFORMATION

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

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

## INSPECTION DETAILS:

<b>Site Name:</b>	ST MARYS DRINKING WATER SYSTEM
<b>Site Address:</b>	55 ST.GEORGE ST. N, 22 WELLINGTON ST. N, 209 THOMAS ST. Street ST. MARY'S ON N4X 1B6
<b>County/District:</b>	ST. MARYS
<b>MECP District/Area Office:</b>	London District
<b>Health Unit:</b>	PERTH DISTRICT HEALTH UNIT
<b>Conservation Authority:</b>	
<b>MNR Office:</b>	
<b>Category:</b>	Large Municipal Residential
<b>Site Number:</b>	220000521
<b>Inspection Type:</b>	Announced
<b>Inspection Number:</b>	1-KZ6HU
<b>Date of Inspection:</b>	Jun 03, 2019
<b>Date of Previous Inspection:</b>	Jun 14, 2018

## COMPONENTS DESCRIPTION

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

<b>Site (Name):</b>	Main Reservoir	<b>Sub Type:</b>	Reservoir
<b>Type:</b>	Other		
<b>Comments:</b>	One (1) in-ground reservoir with a Phase 1 nominal storage volume of 1,600 m3, with an inlet diffuser and baffled walls.		

Two (2) high lift pumps each having a rated capacity of 75 L/s at a TDH of 63 m, complete with VFDs.  
Gas chlorination system rated at 44 kg/day consisting of one (1) dual cylinder scale, one (1) chlorine booster pump, and duplex automatic switchover regulator.  
All associated piping, valves, electrical and mechanical equipment, and instrumentation and operation control, including a back pressure valve at the inlet to the reservoir and a pressure relief valve in the HLP discharge header back into the reservoir

**Site (Name):** PRODUCTION WELL 1

**Type:** Source

**Sub Type:** GUDI

**Comments:**

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

The Hydrogeologic Investigation entitled "Town of St. Marys, Ontario, Perth County - Hydrogeologic Investigation, 2001-2002" ("Hydrogeologic Investigation") prepared by International Water Consultants Ltd. and International Water Supply Ltd. and dated July 19, 2002 indicated that Production Well #1 is periodically under the influence of surface water, and has partially effective in-situ filtration. According to the conclusions of the Peer Review document entitled "Town of St. Marys Water Supply System - GUDI Evaluation" ("Peer Review") prepared by Jagger Hims Limited on behalf of the Ministry of the Environment, and dated January 10, 2003, Well #1 is considered to be a GUDI well without effective filtration.

A final technical evaluation of the Hydrogeologic Investigation and the Peer Review was conducted by the Ministry of the Environment and it was concluded that Well #1 is groundwater under the direct influence ("GUDI") of surface water with effective in-situ filtration.

**Site (Name):** PUMPHOUSE 1

**Type:** Source

**Sub Type:** Pumphouse

**Comments:**

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

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

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

**Type:** Treated Water POE

**Sub Type:** Treatment Facility

**Comments:**

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

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

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

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

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

**Type:** Source

**Sub Type:** GUDI

**Comments:**

According to the Well Record (A011221), Production Well #2A ("PW2A") was drilled on September 29, 2005, by International Water Supply Ltd. This well is located to the south of Trout Creek, and east of Wellington Street within the 100 year flood plain of Trout Creek, and as such, the casing for this new well has been significantly extended above the grade of the land to account for possible flooding issues. According to the information presented on the well record and the current Drinking Water Works Permit ("DWWP") # 056-201, the well is 365 millimetres in diameter and was drilled to a depth of 46.0 metres. The well record indicates that a steel casing was installed and sealed with bentonite and sand cement grout within the borehole annulus to a depth of 18.0 metres below grade, below which the borehole was left open within the limestone bedrock.

This well has been classified as a GUDI well.

**Site (Name):** TREATMENT PLANT / PUMPHOUSE 2A

**Type:** Treated Water POE

**Sub Type:** Treatment Facility

**Comments:**

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

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

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

**Site (Name):** PRODUCTION WELL 3

**Type:** Source

**Sub Type:** GUDI

**Comments:**

According to Well Record #5003118, Production Well #3 ("PW3") was drilled on June 10, 1984, by International Water Supply Ltd. This well is located within approximately 50 metres of the western bank of the Thames River, east of Thomas Street and to the north and south of Westover Street and Park Street respectively. The well is within the confines of Pumphouse #3. According to the information presented within the Engineer's Report and Drinking Water Works Permit ("DWWP") # 056-201, the well is 406 millimetres in diameter and was drilled to a depth of 47.4 metres. The well record indicates that a steel casing was installed and sealed with grout within the borehole annulus to a depth of 12.3 metres below grade, below which the borehole was left open within the limestone bedrock.

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

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

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

**Type:** Treated Water POE

**Sub Type:** Treatment Facility

**Comments:**

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

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

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

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

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

**Type:** Other

**Sub Type:** Booster Station

**Comments:**

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

---

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

**Type:** Other

**Sub Type:** Reservoir

**Comments:**

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

---

**Site (Name):** DISTRIBUTION WATER

**Type:** Other

**Sub Type:** Other

**Comments:**

According to the Operating Authority, the St. Marys distribution system has been constructed with a combination of materials including ductile iron (main material), cast iron, small amounts of asbestos cement piping, and more recently, polyvinyl chloride ("PVC") pipe. There are approximately 2780 residential connections, 33 industrial / institutional connections, and 187 commercial connections on the system which serves approximately 7200 individuals.

---



## INSPECTION SUMMARY:

### Introduction

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

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

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

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

Provincial Officer Stephen Dunn conducted a physical inspection of the St. Marys Drinking Water System Water Works # 220000521 on June 3, 2019.

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

- 1/ Ministry of the Environment Drinking Water Works Permit # 056-201
- 2/ Ministry of the Environment Municipal Drinking Water Licence # 056-101
- 3/ Ministry of the Environment Permit to Take Water;

Other operational documents maintained by the owner/operating authority for the period June 1, 2018 through May 31, 2019 were also reviewed in conjunction with this compliance evaluation.

### Source

- The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.
- Measures were in place to protect the groundwater and/or GUDI source in accordance with any the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.

### Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.
- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

### Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.
- The owner/operating authority was in compliance with the requirement to prepare Form 3 and associated documents as required by their Drinking Water Works Permit during the inspection period.
- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.
- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.
- Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.

#### Treatment Process Monitoring

- Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.
- The secondary disinfectant residual was measured as required for the distribution system.
- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.
- All UV sensors were checked and calibrated as required.

#### Operations Manuals

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

### Operations Manuals

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

### Logbooks

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

### Security

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

### Certification and Training

- The overall responsible operator had been designated for each subsystem.
- Operators-in-charge had been designated for all subsystems which comprised the drinking water system.
- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.

### Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were not being met.**

The owner and operating authority did not take the required amount of samples to be tested for heterotrophic plate counts (HPC) for the month of December 2018. Four samples were required and only three samples were taken in the distribution system and tested for HPC.

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

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

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

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

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

Monitoring for inorganic parameters was last completed on January 7, 2019 and prior to that on January 9, 2018 and therefore the monitoring requirements for inorganics have been met.

All sample results show that the treated water is within acceptable limits for the parameters listed in Schedule 23 of O. Reg. 170/03.

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

Monitoring for organic parameters was last completed on January 9, 2018 and prior to that on January 11, 2017

### Water Quality Monitoring

and therefore the monitoring requirements for organics have been met.

All sample results show that the treated water is within acceptable limits for the parameters listed in Schedule 24 of O. Reg. 170/03.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

In accordance with O. Reg. 170/03, Schedule 13-6.1, the owner and operating authority of the St. Marys Drinking Water System shall ensure that a sample for haloacetic acids is collected and tested every three (3) months.

Haloacetic acid monitoring was completed on the following dates during the inspection period: April 10, 2018, July 4, 2018, October 2, 2018, Jan. 7, 2019 and April 2, 2019.

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

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

In accordance with O. Reg. 170/03, Schedule 13-6, the owner and operating authority of the St. Marys Drinking Water System shall ensure that a sample for trihalomethanes is collected and tested every three (3) months.

Trihalomethanes monitoring was completed on the following dates during the inspection period: April 10, 2018, July 4, 2018, October 2, 2018, Jan. 7, 2019 and April 2, 2019.

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

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

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

Nitrate and Nitrite monitoring was completed on the following dates during the inspection period: July 4, 2018, October 2, 2018, Jan. 7, 2019 and April 2, 2019.

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

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

In accordance with O. Reg. 170/03, Schedule 13-8, the owner and operating authority of the St. Marys Drinking Water System shall ensure that a sample from each treatment facility for sodium is collected and tested every 60 months. Sodium was last tested in the treated water on January 7, 2019, and the previous sample was collected on January 9, 2018 therefore this monitoring requirement for sodium has been met.

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

In accordance with O. Reg. 170/03, Schedule 13-9, the owner and operating authority of the St. Marys Drinking Water System shall ensure that a sample from each treatment facility for fluoride is collected and tested every 60 months. Fluoride was last tested in the treated water on January 7, 2019, and the previous sample was collected on January 19, 2018 therefore this monitoring requirement for fluoride has been met.

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

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

### Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

**Water Quality Assessment****Reporting & Corrective Actions**

- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

### 1. All microbiological water quality monitoring requirements for distribution samples were not being met.

The owner and operating authority did not take the required amount of samples to be tested for heterotrophic plate counts (HPC) for the month of December 2018. Four samples were required and only three samples were taken in the distribution system and tested for HPC.

#### Action(s) Required:

As per Schedule 10-2 of O. Reg. 170/03, the owner of the drinking water system and the operating authority for the system shall ensure that at least 25 per cent of the samples required to be taken under subsection (1) are tested for general bacteria population expressed as colony counts on a heterotrophic plate count.

There are no further requirements as the owner and operating authority have ensured that this requirement has been met since January 2019.

## **SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES**

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

**Not Applicable**

**SIGNATURES**

Inspected By:

Stephen Dunn

Signature: (Provincial Officer)

Reviewed &amp; Approved By:

Mark Smith

Signature: (Supervisor)

Review &amp; Approval Date:

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



---

**Key Reference and Guidance Material for Drinking Water Systems**

---

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or [waterforms@ontario.ca](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



PUBLICATION TITLE	PUBLICATION NUMBER
<b>FORMS:</b> Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à [waterforms@ontario.ca](mailto:waterforms@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable)

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

---

**Inspection Rating Record**

---

# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal

year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)



The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

**RISK = LIKELIHOOD × CONSEQUENCE**  
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

### Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

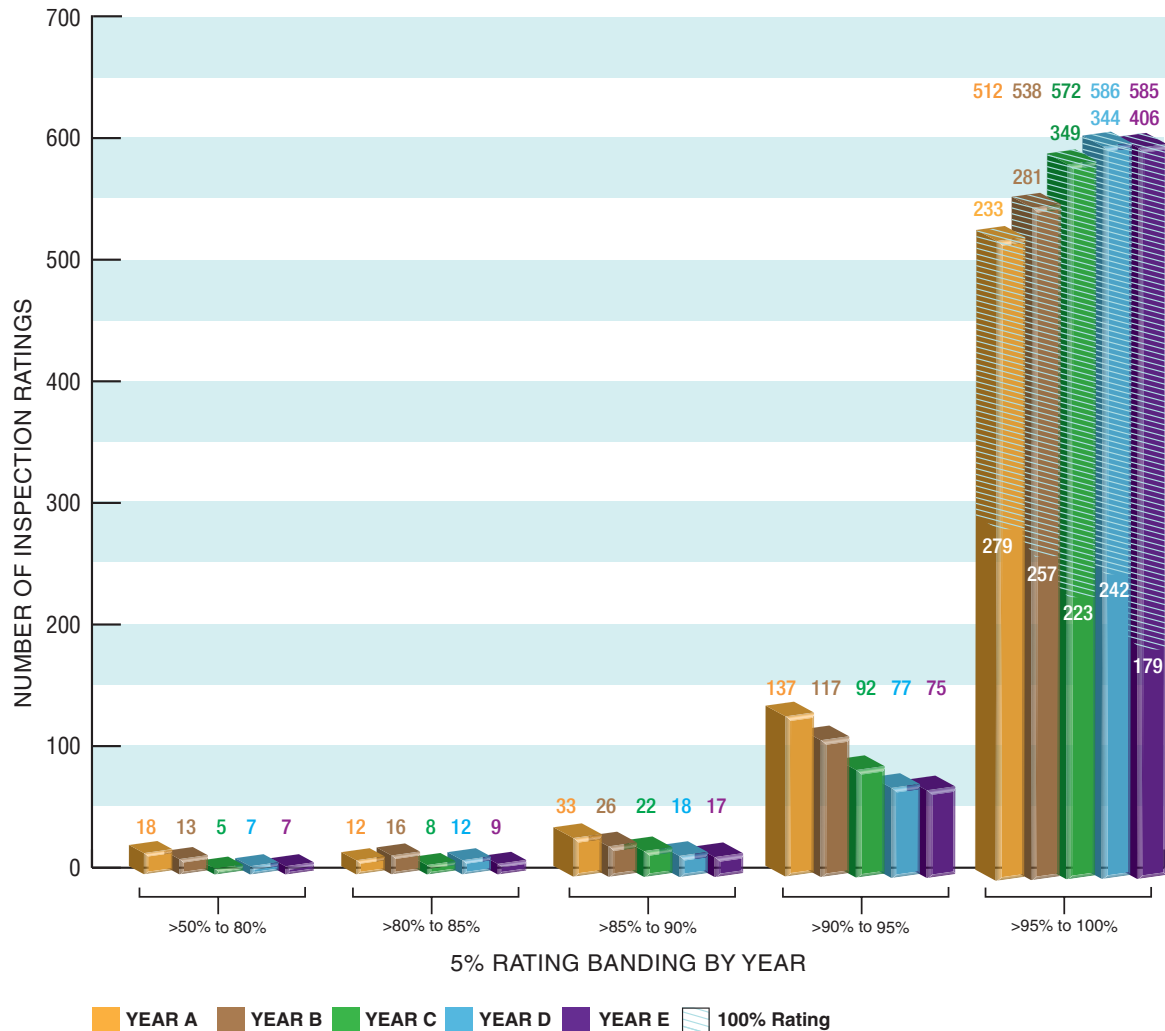
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



**Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2019-2020)**

**DWS Name:** ST MARYS DRINKING WATER SYSTEM  
**DWS Number:** 220000521  
**DWS Owner:** St. Marys, The Corporation Of The Separated Town Of  
**Municipal Location:** St. Marys

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** June 3, 2019  
**Ministry Office:** London District

**Maximum Question Rating:** 472

Inspection Module	Non-Compliance Rating
Source	0 / 14
Capacity Assessment	0 / 30
Treatment Processes	0 / 85
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	21 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 126
<b>TOTAL</b>	<b>21 / 472</b>

**Inspection Risk Rating** 4.45%

**FINAL INSPECTION RATING:** 95.55%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2019-2020)

<b>DWS Name:</b>	ST MARYS DRINKING WATER SYSTEM
<b>DWS Number:</b>	220000521
<b>DWS Owner:</b>	St. Marys, The Corporation Of The Separated Town Of
<b>Municipal Location:</b>	St. Marys
<b>Regulation:</b>	O.REG 170/03
<b>Category:</b>	Large Municipal Residential System
<b>Type Of Inspection:</b>	Focused
<b>Inspection Date:</b>	June 3, 2019
<b>Ministry Office:</b>	London District

Non-compliant Question(s)	Question Rating
<b>Water Quality Monitoring</b>	
Are all microbiological water quality monitoring requirements for distribution samples being met?	21
<b>TOTAL QUESTION RATING</b>	21

Maximum Question Rating: 472

Inspection Risk Rating	4.45%
------------------------	-------

<b>FINAL INSPECTION RATING:</b>	<b>95.55%</b>
---------------------------------	---------------



# INFORMATION REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	10 September 2019
<b>Subject:</b>	<b>PW 50-2019 Acknowledgment of 100 Years of Support to the American Waterworks Association</b>

## INFORMATION

This report presents information to Council regarding acknowledgement of 100 years of service to the water industry presented to the Town of St. Marys from the American Water Works Association (AWWA).

## RECOMMENDATION

**THAT** Report PW 50-2019 Acknowledgement of 100 Years of Support to the American Water Works Association be received for information.

## BACKGROUND

The American Water Works Association (AWWA) is an international, non-profit, scientific and educational society dedicated to providing total water solutions assuring the effective management of water. Founded in 1881, the Association is the largest organization of water supply professionals in the world.

AWWA also takes great pride in helping establish two preeminent organizations dedicated to safe water, the Water Research Foundation in 1966 and Water for People in 1991. AWWA unites the diverse water community to advance public health, safety, the economy and the environment.

(American Water Works Association (Copyright, 2019), About Us, Who We Are: <https://www.awwa.org/About-Us>).

## REPORT

In 2019, the AWWA presented the Town of St. Marys with 100 Years of Service to the Water Industry. This was presented for 100 years of support of the programs and goals of the American Water Works Association.

A plaque commemorating 100 Years of Support has been provided to the Town which will be placed in a prominent location within a town facility.

## SUMMARY & IMPLICATIONS

None.

## STRATEGIC PLAN

☒ Not applicable to this report.

## **OTHERS CONSULTED**

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

## **ATTACHMENTS**

None

## **REVIEWED BY**

### **Recommended by the Department**

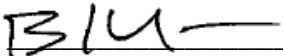


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# PROCUREMENT AWARD

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	10 September 2019
<b>Subject:</b>	<b>PW 53-2019 Award: Queen Street West Storm Outlet Repairs</b>

## PROJECT DETAILS

The project consists of repairs to the concrete storm outlet structure at the Thames River just north of the west abutment of the Victoria Bridge. The outlet is badly deteriorated, not repairing the structure could result in further undermining of the outlet structure and erosion along the Victoria Bridge abutment. The project was originally approved in the 2019 Capital Budget.

## RECOMMENDATION

**THAT** PW 53-2019 Award: Queen Street West Storm Outlet Repairs be received; and,

**THAT** the procurement for Queen Street West Storm Outlet Repairs be awarded to McLean Taylor Construction Limited company for the procured price of \$19,562.56, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 53-2019 report; and,

**THAT** By-Law 79-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A request for quotation email was sent out for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Tender Closing Date:	Friday, July 19, 2019
Number of Bids Received:	Two (2)
Successful Proponent:	McLean Taylor Construction Limited
Approved Project Budget:	\$8000.00
Cost Result – Successful Bid (Inclusive of HST):	\$19,562.56
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$17,616.69
Project Over-budget	\$11,562.56

Based on conversations with both Bidders, the submitted prices are appropriate for the scope of the work. The budget item was estimated low. The quotation submitted by McLean Taylor Construction Limited was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to McLean Taylor Construction Limited.

## FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Victoria Bridge Outlet Repair (01-9373-6990)	\$8,0000
Tender over-budget	\$11,562.56
Total	<b>\$19,562.56</b>
Transfer from Roads Reserve	<b>\$11,562.56</b>

The project will incur a variance of \$11,562.56 from the 2019 Capital Budget. The variance will be transferred from the Town's Road Reserve.

The repairs are more extensive than originally estimated from visual observations. Exploratory work revealed additional concrete removals would be required. Additionally, contractor shortages are expected to continue into the distant future with many booking contract years in advance of actual start dates and therefore, staff are recommending that Council proceeds with the project now rather than wait.

## STRATEGIC PLAN

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

- Pillar #1 Infrastructure :
  - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
  - Tactic(s): Identify immediate needs in the community.

## OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

## ATTACHMENTS


1. Bid Summary

## REVIEWED BY

### Recommended by the Department

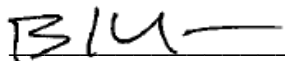
  
Jeff Wolfe

Asset Management & Engineer Specialist

  
Jed Kelly

Director of Public Works

**Recommended by the CAO**



---

Brent Kittmer  
CAO / Clerk



## ATTACHMENT NO. 1 – SUMMARY TABLE

Submission results for Queen Street West Storm Outlet Repairs.

Company Name	Costing (inc. HST)
McLeanTaylor Construction Limited	\$19,562.56
Texo Terra	\$20,034.30



## PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	2019 - September - 10
<b>Subject:</b>	<b>PW 54-2019 Award for RFT-PW-15-2019 Water Street South Culvert Rehabilitation</b>

### PROJECT DETAILS

Repair of the culvert barrel end, install diaphragm and reduce the diameter of the culvert at either end to eliminate the existing retaining walls.

As per the recommendations in the 2017 Bridge Inspection Report, the retaining walls are in poor condition and could collapse causing lane restrictions or road closure.

This repair approach is the lowest life cycle cost approach to maintaining the culvert. The Tender allows construction to occur up until October 31, 2020.

### RECOMMENDATION

**THAT** PW 54-2019 Award for RFT-PW-15-2019 Water Street South Culvert Rehabilitation be received; and,

**THAT** the procurement for RFT-PW-15-2019 Water Street South Culvert Rehabilitations be awarded to McLean Taylor Construction Limited for the procured price of \$408,660.83, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 54-2019 Award for RFT-PW-15-2019 Water Street Culver Rehabilitation report;

**THAT** Council authorize staff and B.M. Ross and Associates to negotiate with McLean Taylor Construction Limited to determine if there are aspects of the project where cost savings can be realized; and,

**THAT** By-Law 80-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

### PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, August 27, 2019
Number of Bids Received:	Two (2)
Successful Proponent:	McLean Taylor Construction Limited
Approved Project Budget:	\$287,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$408,660.83
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$368,011.74
Project Over-budget	\$121,660.83.00

The procurement document submitted by McLean Taylor Construction Limited was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. In an effort to contain costs, staff are recommending that Council authorize staff and the project engineer, B.M. Ross & Associates to negotiate with the Proponent to realize any potential cost-savings. As such, staff recommends award of the project to McLean Taylor Construction Limited.

## FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Water Street South Culver Repairs 01-9365-6990	\$287,000.00
Tender over-budget	\$121,660.83
Total	<b>\$408,660.83</b>
Transfer from Roads Reserve	<b>\$121,660.83</b>

The project will incur a variance of \$121,660.83 from the 2019 Capital Budget. The variance will be transferred from the Roads Reserve. The Roads Reserve is estimated to have a balance of \$1,250,000 at the end of the 2019 (exclusive of the \$121,660.83).

A second option is available, the Town could complete the repairs within the allocated budget of \$287,000 on the oversized culvert. However, reducing the scope of the project, the culvert will only have 30% of the original life cycle proposed (approximately 10 years). This option maintains the culvert at its current size – the oversized culvert is redundant as St. Marys Cement no longer uses the access under the culvert for its equipment.

The originally proposed scope has a lifecycle three times greater, at approximately 30 years. It is staff's opinion that completing the entire scope is more cost efficient in the long-term. When CPI is applied over the 30 year life-cycle period (with a reduced future replacement cost), it is better to spend the money and complete the project today.

## STRATEGIC PLAN

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

- Pillar #1 Infrastructure:

- Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
- Tactic(s): Identify immediate needs in the community.

## **OTHERS CONSULTED**

André Morin, Director of Finance / Treasurer

## **ATTACHMENTS**


1. Bid Summary

## **REVIEWED BY**

### **Recommended by the Department**

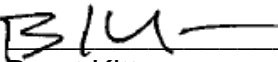
  
Jeff Wolfe

Asset Management & Engineer Specialist

  
Jed Kelly

Director of Public Works

### **Recommended by the CAO**

  
Brent Kittmer

CAO / Clerk



## ATTACHMENT NO. 1 – SUMMARY TABLE

Submission results for RFT-PW-15-2019 Water Street South Culvert Rehabilitation.

Company Name	Costing (inc. HST)
McLean Taylor Construction Limited	\$408,660.83
VanDriel Excavating Inc.	\$441,593.83



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Andrea Macko, Event Coordinator
<b>Date of Meeting:</b>	10 September 2019
<b>Subject:</b>	<b>COR 25-2019 Giving Tuesday Initiative</b>

## PURPOSE

The purpose of this report is to inform Council about the Giving Tuesday movement in Canada and specifically St. Marys. The report provides background information about Giving Tuesday and how the community will benefit from proclaiming December 3, 2019 as Giving Tuesday.

## RECOMMENDATION

**THAT** COR 25-2019 Giving Day Initiative be received;

**THAT** Council proclaim December 3, 2019 as Giving Tuesday in the Town of St. Marys.

## BACKGROUND

Giving Tuesday began as an annual global day of giving and volunteering in 2012 as an antidote to the perceived consumerism of Black Friday and Cyber Monday. In 2017, the St. Marys Business Improvement Area (BIA) joined this movement, as a means of giving back to the community, with the additional benefit of increasing store traffic.

In 2018, the initiative expanded into the community, with local schools, service clubs and businesses outside of the BIA boundaries, doubling participation to 40. In each of the two years St. Marys has participated in Giving Tuesday, our community has been highlighted in the organizing body's annual report as a success story.

## REPORT

Giving Tuesday is an excellent opportunity to promote and support St. Marys' existing generous nature, as one of over 6,500 participating organizations across Canada. One of the attractions of Giving Tuesday is that participants can decide how to participate: while raising money for a cause is popular, participants can also perform any kind of altruistic activity.

In 2019, the volunteer committee seeks to increase local awareness of Giving Tuesday. A public launch/information event has been scheduled for early October, and a Giving Tuesday flag will be flown at Town Hall during the week leading up to Giving Tuesday (November 27 to December 4, 2019) pending staff approval. The Committee will also have a social media campaign. The proclamation would proclaim Giving Tuesday as a town-wide initiative.

## FINANCIAL IMPLICATIONS

None.

## SUMMARY

Giving Tuesday is a global initiative, with more than 6,500 participants in Canada. Proclaiming December 3, 2019 as Giving Tuesday in St. Marys is an opportunity to promote our community's existing philanthropic nature while encouraging further generosity in a variety of forms.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #5 Economic Development:
    - Emphasize St. Marys' quality of life as a means of encouraging residential growth.

## OTHERS CONSULTED

Cindy Taylor, resident who first brought forward Giving Tuesday initiative and current committee member

Julie Docker-Johnson, Giving Tuesday committee member

## ATTACHMENTS

Giving Tuesday Proclamation

Request to Fly the Giving Tuesday Flag

## REVIEWED BY

### Recommended by the Department

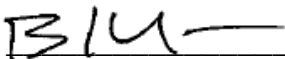


Andrea Macko  
Events Coordinator

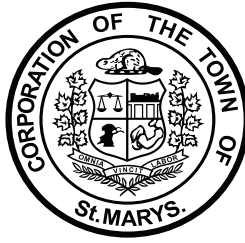


Trisha McKibbin  
Director of Corporate Services

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk



# PROCLAMATION

**WHEREAS** Giving Tuesday is established as an international day of giving on December 3, 2019; and

**WHEREAS** Giving Tuesday is a celebration of philanthropy and volunteerism where people give how they see fit; and

**WHEREAS** Giving Tuesday is a day where citizens work together to share commitments, rally for favourite causes, build a stronger community, consider others; and

**WHEREAS** it is fitting and proper on Giving Tuesday and on every day to recognize the impact of philanthropy, volunteerism, and community service in the Town of St. Marys; and

**WHEREAS** Giving Tuesday is an opportunity to encourage citizens to serve others throughout this holiday season and throughout the year.

**NOW, THEREFORE** The Council for the Corporation of the Town of St. Marys,  
**DO HEREBY PROCLAIM** December 3, 2019 as

## **“GIVING TUESDAY”**

in the Town of St. Marys, and encourage all citizens to join together to give back to the community in any way that is personally meaningful.

---

Al Strathdee, Mayor, Town of St. Marys

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, JUNE 25, 2019

Members Present:	M.Blosh A.Dale D.Edmiston A.Hopkins T.Jackson S.Levin - Chair N.Manning H.McDermid	P.Mitchell A.Murray B.Petrie J.Reffle J.Salter A.Westman
Regrets:	M.Schadenberg	
Solicitor:	G.Inglis	
Staff:	T.Annett E.Chandler D.Charles C.Harrington T.Hollingsworth S.Musclow C.Saracino	A.Shivas J.Skrypnik P.Switzer C.Tasker S.Taylor S.Viglianti M.Viglianti – Recorder I.Wilcox

1. Approval of Agenda

S.Levin suggested an amendment to the agenda, moving item 5b) down to business for information.

N.Manning moved – seconded by T.Jackson:-

“RESOLVED that agenda item 5b) Group Insurance Renewal be moved to 7e).”

CARRIED.

B.Petrie moved – seconded by T.Jackson:-

“RESOLVED that the UTRCA Board of Directors approve the agenda as amended.”

CARRIED.

2. Declaration of Conflicts of Interest



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

3. Minutes of the Previous Meeting  
May 28, 2019

T.Jackson moved – seconded by N.Manning:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated May 28, 2019 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Business for Approval

(a) 2020 Budget Concepts Memo  
(Report attached)

I.Wilcox presented the report and clarified the budget concepts approved at this meeting will give guidance to staff to develop the draft budget. The numbers presented are the worst case scenario. A Municipal Budget workshop will be held in September and a draft budget will be presented to the Board and Municipalities in October.

Through the summer Conservation Ontario will be working with senior Ministry staff to better define the list of Mandatory and Non-Mandatory programs.

Board members suggested presenting the draft Municipal Levy as best and worst case scenarios to Municipalities, including the second half of the Provincial transfer payment in the worst case scenario. Board members suggested moving the Organization Review/Restructuring planned for 2021 up to 2020, and for staff to develop an internal contingency plan with what is perceived as mandatory vs non mandatory programs. All this will be disclosed to the Municipalities.

Board Members asked staff to identify which Municipalities would be most affected by potential cuts to the Water and Erosion Control Infrastructure (WECD) program. There was a suggestion to ask the City of London to contact the current Minister of the Environment, Conservation and Parks to discuss the impact of the changes to the Conservation Authorities Act on the rate payers and the programs and services of the UTRCA.

B.Petrie moved – seconded by J.Salter:-

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

(discussed after closed session)

As requested by the Board, staff will include the approved budget concepts with the invitation to the 2020 Budget Workshop. Board members will be circulated the invitation before it is sent to the Municipalities.

(b) Group Insurance Renewal

Item moved to 7e).

(c) 20 Year Flood Control Capital Plan – Update  
(Report attached)

C.Tasker informed the Board that the full five million dollar WECI funding pot was approved for 2019. Staff noted no studies were approved for 2019, which is cause for some concern.

N.Manning moved – seconded by T.Jackson:-

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

6. Closed Session – In Camera

(a) Property Sale to South West Oxford

T.Jackson moved – seconded by A.Hopkins:-

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

CARRIED.

Progress Reported

N.Manning moved – seconded by A.Murray:-

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

CARRIED.

7. Business for Information

(a) Provincially Driven Changes to Conservation Authorities Act Bill 108  
(Report attached)

I.Wilcox explained the impacts of Bill 108 and the concern that an opt-out clause for ‘non-mandatory’ programs jeopardizes the watershed management model. Conservation Ontario has developed a list of what they believe comprises the ‘Mandatory Programs’ of Conservation Authorities. Staff will create a list specific to UTRCA programs and share it with Conservation Ontario.

S.Levin, A.Dale and I.Wilcox attended the Conservation Ontario meeting Monday June 24 where a majority of the day was spent discussing Bill 108.

Conservation Ontario has provided Client Centric Customer Service training as part of the effort to streamline planning processes and decrease turnaround times, which supports one of the Action Areas identified in the Provincial Government’s Made-In-Ontario Environment Plan.

B.Petrie moved – seconded by A.Hopkins:-

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

CARRIED.

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

There was a discussion around stream lining the permit process. Staff added that the new database being implemented will have the ability to show the type and number of permits in the queue. Conservation Ontario is also working on ways for Conservation Authorities to streamline the permit process.

B.Petrie moved – seconded by M.Blosh:-

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

CARRIED.

(c) Orientation Presentation – Conservation Areas

J.Howley, E.Chandler, S.Musclow, J.Skrypnik and P.Switzer gave an orientation presentation on the Conservation Areas Unit.

A. Westman informed the Board there will be an afternoon and evening of star gazing at Wildwood Conservation Area on August 3<sup>rd</sup>.

Some suggestions from Board members for possible crowd drawing events included reaching out to Renaissance festival organizers, and hosting a day of survivalist activities with a winner of the television series Alone.

Staff informed the Board they are still waiting for the appeal date for the Landlord Tenant Board Hearing. An update will be given when more information is received.

(d) Water Festival Update - Presentation

T. Hollingsworth introduced Linda Smith. L. Smith gave a presentation on the 2019 London Middlesex Children's Water Festival. In 2020 a new Water Festival will start in Perth County, in partnership with the Huron Perth Agricultural and Water Festival.

(e) Group Insurance Renewal  
(Report attached)

T. Jackson moved – seconded by P. Mitchell:-

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

CARRIED.

8. June For Your Information  
(FYI attached)

The June FYI was presented for the Member's information.

9. Other Business

T. Jackson asked that the Chair put the Fanshawe Cottage program year round occupancy issue back on the agenda for discussion in closed session before November.

I. Wilcox informed the Board of a petition created by the St. Marys Golf Course that may be brought to the Board's attention in the future.

S. Levin met with the Mayor of St. Marys and discussed the concerns raised at the February Annual General Meeting. S. Levin, T. Jackson, I. Wilcox and T. Annett will be presenting to the St. Marys council June 25<sup>th</sup>, 2019.

The Board was reminded the next meeting will be in August. If new information around Bill 108 is released before August, staff will be circulated via email to all Board members.

10. Adjournment

There being no further business, the meeting was adjourned at 11:56 am on a motion by N.Manning.



---

Ian Wilcox  
General Manager  
Att.



**Canadian Baseball Hall of Fame & Museum**

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

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

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

**MINUTES**

**CBHFM Board of Directors Meeting – 12 pm, Friday June 28, 2019**

**Canadian Baseball Hall of Fame & Museum 386 Church St. S., St. Marys, ON**

**Present:** Adam Stephens (Chair), Tammy Adkin (Secretary), Jordan Schofield (Treasurer), Jeremy Diamond (vice-chair), Scott Smith, Liam Scott, Jody Hamade, Mike Wilner, Libby Walker, Derek Aucoin, Harry Gundy, Rob Fai, Rob Edney (Council Rep) Ex-Officio: Al Strathdee (Mayor)

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

**Regrets/Absences:** Bob Stephens, Tony Little, Julie Docker-Johnson

**Call to Order:**

- Adam Stephens called the meeting to order

**Declaration of any conflict of interest:**

- None

**Additions to Agenda:**

- None

**Approval of Agenda:**

**Moved** by Tammy Adkin; **Seconded** by Scott Smith:

**THAT** the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting June 28, 2019.

**Carried.**

### **Approval of Minutes from May 24, 2019:**

**Moved** by Liam Scott; **Seconded** by Tammy Adkin:

**THAT** the CBHFM Board of Directors approves the minutes of the board meeting that was held on May 24, 2019 as circulated by email and distributed before the meeting.

**Carried.**

### **Business arising from the minutes May 24, 2019:**

- None

### **New Business:**

#### **Induction Debrief**

- First Pitch Event Thursday Evening - a general consensus that it was a great kickoff event at Left Field Brewery which was really well done. The food provided by Sportsnet Grill was a great addition.
- Celebrity Golf Tournament and Banquet on Friday – the event was well organized but the numbers were down. Tournaments are becoming harder to sell each year. Program at the dinner could be tightened up a bit, recognizing that it is a long day for the golfers. Q&A with inductees is always a highlight.
- Induction Day – press conference and private tour was a good opportunity for the Inductees and their families to tour the museum and that there is great opportunity to expand and improve the press conference in the future. Hazel Mae did an excellent job as emcee for the ceremony. Suggestion to procession inductees out of the tent after ceremony to ensure efficiency in post-ceremony activities, including official photographs and the autograph session.
- Museum Operations - people were thrilled with the changes and pleased with the freshness. Suggestion of flat rate admission fee on Induction day to reduce congestion at entrance.
- Adam suggests the Board should consider a retreat in November about induction weekend

#### **Pavilion Status**

- Adam would like to appoint a pavilion subcommittee and he has approached Libby Walker, Liam Scott and Jordan Schofield about participating in it along with Scott Crawford and himself.

**Moved** by Tammy Adkin ; **Seconded** by Harry Gundy:

**THAT** the CBHFM Board of Directors approves a pavilion subcommittee.

**Carried.**

- Interest in naming rights for 3<sup>rd</sup> field on the site with local business. \$50,000 over 10 years is appropriate amount. Adam made it clear that there would be no exclusivity and the company would pay for the sign, installation and upkeep of the sign. Jeremy will draft a donor agreement.

## **Committee Reports:**

### **a. Management**

- No report

### **b. Finance:**

- No report

### **c. Resource Development**

- Jeremy Diamond reports that Left Field Brewery event was a success. The Beachville Cream Ale partnership with Left Field Brewery worked well and their pitching machine during induction day was a success

### **d. Outreach**

- Jeremy acknowledges Stephen Brunt and Sportsnet on their great promotional piece about the new Hall of Fame that aired on June 14
- Social Media hits increased over 2018 induction
- Scott Smith provides August 14, 2019 as the date of the Jays Care Casino Night as we are to have a display promoting the Hall of Fame

### **e. Nominating**

- No report

### **f. Governance**

- No report

### **g. Museum Operations**

- Tammy speaks about the draft memorandum of understanding between the Canadian Baseball Hall of Fame and Museum (CBHFM) and the Centre for Canadian Baseball Research (CCBR), which was circulated. Andrew North agrees with the Draft. The draft reflects current practices and outlines the relationship between CBHFM and the CCBR
- Liam Scott asks if the release of liability for damage to property should be reciprocal
- Adam to draft an "Arbitration Clause"



**Moved** by Tammy Adkin; **Seconded** by Harry Gundy:

**THAT** the CBHFM Board of Directors approves the Memorandum of Understanding between Canadian Baseball Hall of Fame and Museum and the Centre for Canadian Baseball Research with the addition of a reciprocal release of liability clause and an arbitration clause.

**Carried.**

- The job posting for the part-time Curator is now posted and will be filled in July
- Feedback about the new museum is largely positive. We have received comments from visitors and volunteers expressing concern that there are less objects on display. Libby Walker will prepare a response indicating that objects in our care are used for purposes other than exhibition, such as research; and that there will be opportunities through special exhibitions, programming and outreach to showcase objects not currently on display.

### **Operations Report**

#### **Site**

- Ball tournaments are happening and the site is busy
- Rotary Field received upgrades in June

#### **Museum**

- There are 4 large tours scheduled in July
- Museum hours Tuesday to Sunday, plus holiday Mondays from 10am – 5pm until September 2.
- After Labour Day, Thursday to Sunday from 10am-5pm until Thanksgiving weekend. Then tours will be by pre-booked appointments over the winter
- Scott will attend Cooperstown Induction of Roy Halliday on the July 20th weekend

#### **In Camera**

- None

**Motion to Terminate – 1:15 pm** by Jeremy Diamond

#### **Next CBHFM Board Meeting dates:**

***386 Church Street S., St. Marys at 12 pm ET July 26, 2019***



**Canadian Baseball Hall of Fame & Museum**

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

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

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

**MINUTES**

**CBHFM Board of Directors Meeting – 12 pm, Friday July 26, 2019**

**Canadian Baseball Hall of Fame & Museum 386 Church St. S., St. Marys, ON**

**Present:** Tammy Adkin (Secretary), Jordan Schofield (Treasurer), Jeremy Diamond (vice-chair), Scott Smith, Liam Scott, Bob Stephens, Tony Little, Libby Walker, Harry Gundy, Rob Fai, Rob Edney (Council Rep) Ex-Officio: Al Strathdee (Mayor)

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

**Regrets/Absences:** Adam Stephens (Chair), Julie Docker-Johnson, Jody Hamade, Mike Wilner, Derek Aucoin

**Call to Order:**

- Tammy Adkin (Secretary) called the meeting to order

**Declaration of any conflict of interest:**

- None

**Additions to Agenda:**

- None

**Approval of Agenda:**

**Moved** by Bob Stephens; **Seconded** by Scott Smith:

**THAT** the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting July 26, 2019.

**Carried.**

**Approval of Minutes from June 28, 2019:**

**Moved** by Bob Stephens; **Seconded** by Jeremy Diamond:

**THAT** the CBHFM Board of Directors approves the minutes of the board meeting that was held on June 28, 2019 as circulated by email and distributed before the meeting.

**Carried.**

**Business arising from the minutes June 28, 2019:**

- None

**Committee Reports:**

**a. Management**

- No report

**b. Finance:**

- Jordan gave a high level update on year-to-date comparisons and current financial forecast
- Audited financial statements for 2018 will be presented at the August 23, 2019 Annual General Meeting

**c. Resource Development**

- Jeremy Diamond reports the sales of the Beachville Cream Ale from Left Field Brewery were successful and that Left Field Brewery is doing a second run of the Beachville Cream Ale with a portion of the proceeds coming to us.

**d. Outreach**

- Scott Smith reports that the August Jays Care Casino Night, at which we were to have a display, has been cancelled

**e. Nominating**

- No report

**f. Governance**

- Tony Little will present a report about the workings of the Selection Committee at his last board meeting on August 23, 2019

Tony reported that Jonah Keri, a Selection Committee member, has been arrested and charged with domestic violence offences. The Policy of Prevention of Harassment and Violence was reviewed highlighting that there will be “zero tolerance” for employees or volunteers suspected to have been engaged in harassing or violent behavior, and that disciplinary actions are an option.

- 

**Moved** by Tony Little ; **Seconded** by Harry Gundy:

**THAT** the CBHFM Board of Directors, in accordance with the Policy of Prevention of Harassment and Violence suspends Jonah Keri from the Selection Committee until further notice, and until the charges against him are resolved by the Courts.

**Carried.**

- Tammy recommends that, in the future, such items be included on the agenda and that the policy in question, be available to the board prior to the meeting
- Scott Crawford will circulate the Policy of Prevention of Harassment and Violence to the board members electronically

#### **g. Museum Operations**

- Tammy reports that amendments to the Memorandum of Understanding between the Canadian Baseball Hall of Fame and Museum (CBHFM) and the Centre for Canadian Baseball Research (CCBR) are being reviewed by the CCBR, and that the agreement is expected to be signed prior to the next Board meeting
- Libby reports that there were 15 applicants for the job posting for the part-time Curator and 5 candidates were interviewed. The 2 final candidates were given an assignment to complete. An offer of employment to the chosen candidate will be extended.

#### **Operations Report**

##### **Site**

- The site is busy with 7 weekend tournaments in a row this summer.
- The lights on Rotary Field were repaired this week; the field was damaged and has now been fixed
- Liam spoke about the Pavilion Project subcommittee having been formed and the 2 model proposal drawings submitted by BAaM. The goal is to make it open to many uses ie: shelter, food service, washrooms, rentals for outside events. One style has been chosen to move forward with for further study.
- High sewer costs due to the proposed location of the pavilion were identified, and should be taken into consideration when finalizing the plan.
- The pavilion is expected to be financed by donations and sponsorships.

**Museum**

- Scott reported on his successful trip to Cooperstown for the Induction of Roy Halladay.
- Pending Larry Walker's induction to Cooperstown in 2020, Scott suggested that the Board have more of a presence at Cooperstown next year
- James Paxton will be presented his Tip O'Neil award on August 9<sup>th</sup> at the Rogers Center, prior to the Blue Jays game vs. the New York Yankees.

**In Camera**

- None

**Motion to Terminate – 12:55 pm** by Bob Stephens

**Next CBHFM Board Meeting dates:**

***386 Church Street S., St. Marys at 12 pm ET August 23, 2019***

**BY-LAW 78-2019**

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

**Being a By-law to establish and regulate the Town of St. Marys Fire Department and to repeal By-law 37-2001**

- WHEREAS:** Section 2(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*, as amended (the "FPPA") requires that every municipality establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;
- AND WHEREAS:** Section 2(2) of the FPPA states that, in discharging its responsibilities under section 2(1), a municipality shall appoint a community fire safety officer or a community fire safety team or establish a fire department;
- AND WHEREAS:** Section 2(5) of the FPPA states that a municipality may, under such conditions as may be specified in the agreement, enter into an agreement to provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality and receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality;
- AND WHEREAS:** Section 5(0.1) of the FPPA states that a council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;
- AND WHEREAS:** Section 5(1) of the FPPA states that a fire department shall provide fire suppression services and may provide other fire protection services in a municipality;
- AND WHEREAS:** Section 6(1) of the FPPA states if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a Fire Chief for the Fire Department;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:

**1.0 DEFINITIONS**

In this by-law, unless the context otherwise requires:

- a. "Approved" means approved by the Council;
- b. "CAO" means the Chief Administrative Officer appointed by Council to act as the Chief Administrative Officer for the Corporation;

- c. "Captain" means an officer appointed by the Fire Chief, in command of an assigned Company of firefighters and/or equipment;
- d. "Company" means a complement of personnel operating one or more pieces of apparatus under the supervision of an Officer;
- e. "Confined Space" means any space that has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, and vaults) and is not designed for human occupancy;
- f. "Corporation" means The Corporation of the Town of St. Marys;
- g. "Council" means the Council of the Corporation;
- h. "Department" means the Town of St. Marys Fire Department;
- i. "Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief in the case of his absence or a vacancy in the office of the Fire Chief;
- j. "Fire Chief" means the one person appointed by Council to act as Fire Chief, or designate to act in accordance with the requirements of the *Fire Protection and Prevention Act*;
- k. "Fire Code" means the fire code established under Part IV of the *Fire Protection and Prevention Act*;
- l. "Chief Fire Prevention Officer" means an inspector appointed by the Fire Chief to apply the fire prevention policy and who is designated as an Assistant to the Fire Marshal under subsection 11 (1) (c) of the *Fire Protection and Prevention Act*;
- m. "FPPA" means the *Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4* as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto;
- n. "Fire Protection Services" means a range of programs designed to protect the lives and property for the inhabitants, of the fire department response area, from the adverse effects of fires, sudden medical emergencies, exposure to dangerous conditions created by man or nature, and includes fire prevention, public education, rescue, and suppression services;
- o. "Firefighter" means the Fire Chief, Officer, Chief Fire Prevention Officer or Firefighter and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services;
- p. "Lieutenant" means an entry level fire Officer position;
- q. "Limited Services" means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, private roadways, lanes and drives;
- r. "Mutual Aid" means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, or plan to be depleted, and where similar services can be provided based on Operational Services as outlined in Appendix 'C'. This does not include Automatic Aid;

- s. "Officer" means any Firefighter with rank of Lieutenant or higher;
  - t. "Standard Operating Guidelines" (SOGs) are used as guidelines for personnel to perform common tasks in a preferred manner to promote continuity and reproduction of the end results.
  - u. "Volunteer Firefighter" means a person who voluntarily acts as a firefighter for a nominal consideration or honorarium.
1. For the purposes of this By-law, the Fire Department shall be deemed to have responded to a call for assistance or service where:
    - i. Any one or more vehicles, equipment or personnel of the Fire Department are dispatched or otherwise respond to that call or incident; and
    - ii. In determining whether the Fire Department has responded for a second or subsequent time, the first or proceeding times must have occurred within twelve months.

## **2.0 ESTABLISHMENT**

1. The St. Marys Fire Department is hereby established for the Town of St. Marys.
2. The provisions of this by-law are subject to FPPA 1997 and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord authorized by the Corporation, applicable to the Department.

## **3.0 DEPARTMENT PERSONNEL**

1. The Fire Department shall be organized in accordance with the Organizational Chart Appendix 'B'. Job descriptions are available for each position and will be modified by the Fire Chief in conjunction with Human Resources as necessary.
2. The Fire Chief shall be appointed by By-law of the Council.
3. The Deputy Fire Chief shall be subject to and shall obey all orders of the Fire Chief and shall perform such duties as are assigned to him or her by the Fire Chief and shall act on behalf of the Fire Chief in case of vacancy in the office of the Fire Chief.
4. The Fire Chief may recommend to the CAO the appointment of any qualified person as a member of the department, subject to the Corporation's hiring policies.
5. Any person applying as a Volunteer Firefighter of the Fire Department is required to pass a medical examination prior to being appointed for firefighting duties. Costs affiliated with this examination shall be at the expense of the Corporation. In addition to the medical examination, Firefighters must successfully complete a St. Marys Fire Department Job Specific Physical Appraisal before being considered.
6. Should a physician indicate restrictions for a Volunteer Firefighter or Officer that render him/her unable to perform the essential physical duties of a Firefighter or Officer, and modified work cannot be identified, that Volunteer Firefighter or Officer may be offered a leave of absence until he/she is able to resume the essential duties of Firefighter or Officer or modified work has been identified by the Fire Chief.
7. If a Physician finds a Firefighter is physically unable to perform the essential duties and such condition is attributed to, and as a result of activities while serving on the



Fire Department, and such claim is approved by the Workplace Safety and Insurance Board, the provisions of the Workplace Safety and Insurance Act will apply, as well as any supplementary benefits that may be provided by the Corporation.

8. A person appointed as a member of the department for firefighting, shall be on probation for a period of two years. During this time the member shall take such special training and examination as may be required by the Fire Chief. Ongoing review of progress with regards to training and response will take place and will be documented. These reviews will take place according to the probation schedule as laid out in the Firefighter offer letter. Suggestions for improvement will be noted and communicated to the member.
9. If a probationary member appointed for firefighting or fire prevention duties fails any such examinations, or for any other justifiable reason during this period does not fill the department's expectations, the Fire Chief may recommend to Human Resources that the member be dismissed.
10. A person completing the probationary period will not be eligible to hold an Officer position.

#### **4.0 MISSION STATEMENT, VALUES, VISION AND GOALS**

1. The mission statement, values, visions and goals of the Fire Department, as approved by Council, shall be contained in Appendix 'A'
2. Nothing in this By-law will restrict the Fire Department to providing only core services or limit the provision of Fire Protection Services.

#### **5.0 OPERATIONAL SERVICES**

1. The operational services of the Fire Department are set out in Appendix "C" to this by-law and can be amended by the approval of Council.

#### **6.0 LEVELS OF SERVICE**

1. The Fire Department will provide all properties within the municipal boundaries of Corporation of the Town of St. Marys with an equal level of response, both in equipment and Firefighter personnel.
2. Limited Services may be provided by the Fire Department. Limited Services may also result from those conditions identified in Operational Services (Appendix 'C') such as; travel distance, trained personnel, water supply, environmental factors and structural integrity.
3. Due to the Fire Department's reliance upon Volunteer Firefighters, the topographic and geographic configuration of the Corporation, the level and amount of equipment at the department's disposal, and budgetary or other constraints, the services listed in Appendix 'C', although approved, may be provided as "Limited Services" as defined in this by-law.
4. Emergency responses to water ways accessed via private roads, private lanes or private driveways are subject to the following limitations;
  - a. Safe travel and environmental conditions

- b. If, in the opinion of the Fire Chief or his/her designate, unsafe environmental conditions exist, the Fire Chief or his/her designate shall have the discretion to determine if no services shall be provided. Fire Department vehicles shall not enter onto frozen bodies of water (i.e. lakes, rivers, streams) at any time.
- 5. Emergency Response to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
  - a. The ability of such road, lane or driveway to support and accommodate Fire Department equipment, vehicles and apparatus
  - b. The failure of the owner of the lands on which the road, laneway or driveway is located or the user of such road, lane or driveway to maintain such road, lane or driveway in a condition that is passable by Fire Department equipment, vehicles and apparatus.

## **7.0 DUTY**

- 1. Every member of the Fire Department shall make every effort to report for duty at the time prescribed by the emergency paging system and shall remain on duty until relieved by the Officer in charge.
- 2. Should a Volunteer Firefighter's attendance at fire occurrences and/or fire practices fall below 50% for a period of 3 months, a meeting with the Fire Chief will be required to explain the attendance rationale.
- 3. No member:
  - a. Shall enter any premises where alcoholic beverages are sold or consumed while in provided station wear, except in the performance of his departmental duties;
  - b. Shall be permitted to remain on duty if his/her ability is impaired by the use of an intoxicating substance;
  - c. Shall consume any intoxicating substance while on duty (Refer to the Corporation's Fit for Duty Policy HRS-P-008).

## **8.0 DISCIPLINE AND EFFICIENCY**

- 1. The Fire Chief will manage the performance and disciplinary requirements of the Fire Department as outlined in the Corporation's Performance Management Policy HRS-P-007.
- 2. The procedures for termination of employment prescribed in Part IX of the *Fire Protection and Prevention Act* shall apply to full time members of the Fire Department.

## **9.0 REMUNERATION**

- 1. The remuneration of all members of the department shall be as determined by the Council.

## **10.0 RESPONSIBILITIES AND AUTHORITY OF FIRE CHIEF**

1. The Fire Chief is responsible to the CAO for the proper administration and operation of the department.
2. The Fire Chief or designate shall exercise all powers and duties mandated by the FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be considered necessary for the proper administration and efficient operation of the Fire Department, including, but without limiting the generality of the foregoing:
  - a. The care and protection of all property belonging to the Fire Department
  - b. Arranging the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department
  - c. Arranging and implementing Mutual Aid and other negotiated fire protection and emergency service agreements within the Corporation's borders and/or within the municipal borders of adjoining municipalities
  - d. Determining and establishing the qualifications and criteria for employment or appointment and the duties of all Firefighters and staff of the Fire Department
  - e. Preparing, and upon approval by Council, implementing and maintaining core services and operational services (Appendix 'C') as identified in this by-law
  - f. Reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under FPPA
  - g. Keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the Office of the Fire Marshal
  - h. Keeping such other records as may be required by Council, the Corporation, the FPPA, or the *Freedom of Information and Protection of Privacy Act* (FIPPA)
  - i. Preparing and presenting monthly reports to Council and one (1) annual report of the Fire Department, to Council as well as additional reports as deemed necessary
  - j. Preparing the departmental budget and exercise control of the budget. The Fire Chief shall be responsible for preparing and presenting the annual estimates of the Fire Department to Council and for exercising control over the budget approved by Council for the Fire Department. The Fire Chief shall prepare the payroll of the department and initiate requisitions for materials and services and certify all accounts of the department.
  - k. Developing and publishing such written standard operating guidelines (SOG) as may be necessary for the care and protection of the department, its equipment, apparatus, personnel, and generally for the efficient operation of the department, provided that such SOGs do not conflict with the provisions of any by-laws and/or policies of the municipality

- I. Reviewing periodically the SOGs, of the department and may establish a Committee consisting of Officers as may be determined from time to time to assist in these duties.
3. The Fire Chief shall be responsible for the administration and enforcement of this By-law and all policies, rules and regulations made under this By-law and for the enforcement of any other By-Laws, policies, or SOGs of the Corporation respecting Fire Protection Services, and shall review periodically such By-Laws, including this By-Law, recommend to Council such amendments as the Fire Chief considers appropriate.
4. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his/her powers or duties in accordance with Section 6(6) of FPPA to an Officer. Further, the Fire Chief shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal By-laws respecting Fire Prevention.
5. The Fire Chief, or his delegate, will have authority over the following at fires and emergencies and the following general rules are established for fires and emergencies under the control of the Fire Chief, or his delegate:
  - a. To request any member of the Fire Department to suppress any fire by extinguishing it and may enter onto private property, if necessary to do so.
  - b. To guard the locality of the fire or emergency from entry or crowding by persons or vehicles the Fire Chief may place barriers or other markers across a street or public place or private property to indicate the area from which persons and vehicles are prohibited.
  - c. All firefighters will obey orders and directions given by the Fire Chief, a delegate, or any officer of the St. Marys Fire Department.
  - d. No person present at a fire or emergency shall refuse to leave the immediate vicinity of the fire or emergency if requested to do so by a member of the Fire Department.
  - e. No person or persons except members of the Fire Department, the Police or other authorized persons shall enter within the area marked off by barriers or other markers.
  - f. No person shall obstruct the Fire Chief or other member of the Fire Department in the performance of their duties at a fire or emergency.
6. The Fire Chief shall maintain the communication system of the department.
7. The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Corporation.

8. The Fire Chief shall make accommodations for administration facilities for the Deputy Fire Chief and Captains of the department.
9. The Fire Chief shall maintain personnel records.
10. The Fire Chief shall arrange for the provisions of medical services.
11. The Fire Chief shall research and report on the requirements for the provision of new buildings.
12. The Fire Chief shall provide liaison with the County Fire Co-ordinator.
13. The Fire Chief shall assist the County Fire Co-ordinator in the preparation of a County Emergency Fire Service Plan and Program.
14. The Fire Chief may utilize Fire Department personnel, from time to time, to assist in the performance of his/her duties and/or perform the role as required of a designate in such a manner as to include, but not be limited to, the following:
  - a. Provide administrative support and customer assistance for facilities and services provided by the Fire Department.
  - b. Assist in the development of overall budgetary allocations.
  - c. Acquire materials at the direction of the Fire Chief.
  - d. Carry out the general administration duties of the Fire Department as directed by the Fire Chief.
  - e. Liaise with other emergency response and safety agencies when necessary in the absence of or at the request of the Fire Chief.
  - f. Liaise with other departments within the Corporation as required.
  - g. Provide emergency communications, firefighting and emergency response duties and/or assist at emergency or life supporting incidents as required by the Fire Chief to prevent, control, and extinguish fires, and further prevent fire and life safety tragedy.
  - h. Conduct investigations of fires in concert with investigators of the Ontario Fire Marshal's Office and Police Services.
  - i. Perform specialized emergency and/or rescue response as outlined in Appendix 'C' (Operational Services).
15. The Fire Chief shall be responsible for training of the Fire Department and its members:
  - a. The Fire Chief is responsible, or may delegate in total, or in part, to conduct, facilitate and participate in training at the fire hall or other approved sites and keep clear and concise records of said training.
  - b. All training will be related to NFPA guidelines where applicable and possible.
  - c. All training will take into consideration the *Improving Health and Safety in the Fire Service* guidance material prepared by The Ontario Fire Service Health and Safety Advisory Committee (Ministry of Labour Section 21).

- d. All training will comply with the *Occupational Health and Safety Act* and applicable provincial legislation and regulations.
  - e. The NFPA, International Fire Service Training Association (Essentials of Firefighting), and other related industry training standards and reference materials may be used as reference guides for the Fire Department training as approved by the Fire Chief.
16. The Fire Chief or designate shall be empowered to authorize Fire Department members to:
- a. Pull down or demolish any building or structure to prevent the spread of fire, to determine the origin, cause or circumstances of any fire or explosion.
  - b. When unable to contact the property owner, to take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident.
  - c. The Corporation may recover expenses incurred by such necessary actions as outlined in (a) and (b) of this section.
17. In accordance with the hiring policies of the Corporations, the Fire Chief shall appoint, from within the department, officers in command of the personnel.
18. The Fire Chief shall report all fires to the Ontario Fire Marshal as required by the *Fire Protection and Prevention Act, 1997*, as amended by Fire Marshal Directives.

## **11.0 CORE SERVICES**

1. The Fire Chief, or his or her designate, is responsible for the management of all core services.

- a. Fire Suppression
- b. Fire Prevention
- c. Training

### **1) FIRE SUPPRESSION**

- a) The Division of Fire Suppression is composed of such number of companies as the Fire Chief may determine.
- b) The Fire Chief and his or her designates are responsible for carrying out, or having carried out, the following duties pertaining to the function of Fire Suppression:
  - i.) Prevent, control and extinguish fires.
  - ii.) Conduct investigations of fire in order to determine cause, origin, and, where appropriate, to request the Office of the Fire Marshal to conduct an investigation.
  - iii.) Perform rescue and salvage operations and render first aid.
  - iv.) Respond and assist at such emergencies as may be required.
  - v.) Conduct pre-firefighting operations planning.

- vi.) Perform apparatus maintenance and cleaning duties at the Fire Hall.
- c) A Captain is in command of the Company, to which he/she is assigned by the Fire Chief or Deputy Fire Chief and is responsible for the proper operation of that Company to the Fire Chief.
- d) Where the Fire Chief designates a member to act in the place of an Officer in the department, such member, when so acting, has all the powers and shall perform all the duties of the Officer replaced.

## **2) FIRE PREVENTION**

- a) The Chief Fire Prevention Officer is responsible for the following duties pertaining to the function of Fire Prevention, as outlined in the approved fire prevention policy (Appendix 'D').
  - i.) At a minimum, conduct fire prevention inspections of premises in accordance with the FPPA – complaint or request directive.
  - ii.) Ensure investigations completed are in accordance with the FPPA.
  - iii.) Review and approve fire safety plans as required by the Ontario Fire Code.
  - iv.) Enforce fire prevention by-laws of the Corporation.
  - v.) The Fire Code shall be enforced in accordance with the FPPA.
  - vi.) Provide fire prevention lectures.
  - vii.) Receive, process and review reports of fire prevention inspections conducted under Fire Suppression (Alarmed for Life/Fire Occurrences/TAPP-C).
  - viii.) Maintain a presence on the internet providing fire safety messages.
  - ix.) Distribution of fire and life safety information.
  - x.) Design and implement public education programs as required by the FPPA.
  - xi.) Provide Fire Extinguisher training.
  - xii.) Provide a residential smoke alarm program as required by the FPPA. Smoke alarms for residential occupancies shall be provided to those in need, or those that do not have any smoke alarm coverage upon review by the smoke alarm program. These may be provided on loan to the homeowner, at the discretion of Fire Department staff.
  - xiii.) A simplified risk assessment shall be maintained annually as required by the FPPA.
  - xiv.) Fire Loss statistics will be gathered, analysed and used in the development of future fire prevention/education programs.

## **3) TRAINING**

- a) The Fire Chief is responsible for fire suppression and rescue related Training, including but not limited to:
  - i.) Establish a Fire Department training program, complete with written records, and conduct training for all personnel of the department in fire administration, fire prevention and firefighting.
  - ii.) Schedule training sessions.
  - iii.) Develop lesson plans.
  - iv.) Administer training programs.
  - v.) Prepare and conduct examinations of members as required.
  - vi.) Review industry training standards and reference materials as reference guides for training purposes.
  - vii.) Ensure all training will comply with the *Occupational Health and Safety Act*, applicable provincial legislation, NFPA guidelines, and Ministry of Labour Section 21 guidelines whenever possible.

## **12.0 FIRE CALL RESPONSE**

1. The Fire Department shall not respond to a fire emergency outside the limits of the municipality with the exception of the following:
  - a. That, in the opinion of the Fire Chief threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality.
  - b. In a municipality that an agreement has been entered into to provide fire protection.
  - c. On property that an agreement has been entered into with any person or corporation to provide fire protection.
  - d. At the discretion of the Fire Chief, to a municipality authorized to participate in the county emergency fire service plan and program or any other organized plan or program on a reciprocal basis.
  - e. On those highways that are under the jurisdiction of the Ministry of Transportation or within the County where the County has established a rescue system.
  - f. On property beyond the municipal boundary where the Fire Chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command.
2. The Fire Department is authorized to participate in the County of Perth Mutual Aid and any other similar reciprocal plan or program.

## **13.0 REPEAL**

1. By-law 37-2001 is hereby repealed.

## **14.0 ENACTMENT**



1. This By-law shall come into force and effect immediately upon passing thereof

**Read a first, second and third time and finally passed this 27<sup>th</sup> day of August, 2019.**

---

Mayor Al Strathdee

---

Brent Kittmer, CAO / Clerk

## **APPENDIX ‘A’ to BY-LAW XX-2019**

### **MISSION, VISION, VALUES, and OBJECTIVES**

#### **Mission of the Fire Department:**

St. Marys Fire Department is a highly trained fire service, comprised of community ambassadors who have committed to serving the Town of St. Marys, focused on minimizing loss of life, property and the environment.

#### **Vision of the Fire Department:**

To provide the residents of the Town with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified, forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.

#### **Values of the Fire Department:**

We value our trust of each other and loyalty to our fellow firefighters. We have strong respect of one another, our equipment and our residents and visitors.

#### **Goals of the Fire Department:**

The goal of the Fire Department is to provide Fire Protection Services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to their municipality; second, to those municipalities requiring assistance through authorized emergency fire service plan and program (Mutual Aid) activities; and third, to those municipalities which are provided fire protection by the fire department via authorized agreement.

#### **Primary objectives of the Fire Department:**

In order to achieve the goals of the Fire Department, necessary funding must be in place and the following objectives met:

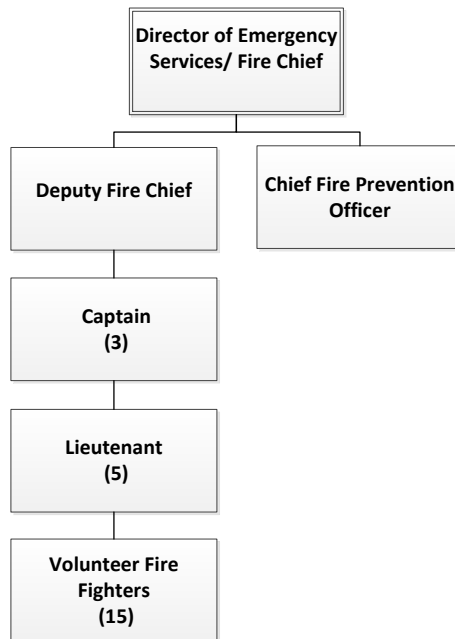
- a. Identify and review the fire services requirements of the Town.
- b. Provide an administrative process consistent with the needs of the department.
- c. Ensure that firefighting equipment and operating personnel are available within the municipality to provide response to a resident's call within a reasonable length of time.
- d. Provide departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
- e. Provide a maintenance program to ensure all fire protection apparatus, including all equipment, is ready to respond to emergency calls.

- f. Provide an effective fire prevention program to:
  - i. Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings.
  - ii. Reduce and/or eliminate fire hazards.
  - iii. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.
- g. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs.
- h. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
- i. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.
- j. Interact with other municipal departments respecting the aspects of fire on any given program.
- k. Ensure these objectives are not in conflict with any other municipal department.

## **APPENDIX 'B' to BY-LAW XX-2019**

### **ORGANIZATIONAL CHART**

The Town of St. Marys Fire Department will consist of the following officers and members as from time to time may be deemed necessary by the Council.



## **APPENDIX 'C' to BY-LAW XX-2019**

### **OPERATIONAL SERVICES**

Operational services of the St. Marys Fire Department shall be identified under three (3) main categories including;

- Fire suppression
- Other emergency responses
- Services requiring outside agencies

These operational services will be completed in accordance with department approved training, operational guidelines and applicable standards.

#### **Fire Suppression**

The Fire Department shall respond to pre-fire conditions, and fire conditions including, but not limited to;

Structures (commercial, residential, industrial, agricultural), vacant Vehicles (highway, off road, commercial, industrial, recreational), Chimneys (commercial, residential, industrial, and agricultural), Outdoor areas (agricultural, grass, brush, and trash bins)

These services shall be performed utilizing self-contained breathing apparatus, personal protective equipment, apparatus, and a wide array of hand tools and other technical equipment by personnel trained to the National Fire Protection Association (NFPA) Standard. Services will include, but not limited to, forced entry, ventilation, exposure protection, salvage and overhaul.

#### **1) Interior Suppression and Rescue**

Performed with sufficient trained staff and building integrity permit entry  
Performed with fire suppression support  
Performed when sufficient water supply and conditions permit  
Implemented to rescue trapped persons when the health and safety of firefighters is not placed in jeopardy

#### **2) Offensive Operations**

Performed with sufficient trained staff and building integrity permit entry  
Performed with fire suppression support  
Performed as water supply and conditions permit  
Implemented to rescue trapped persons when the health and safety of firefighters is not placed in jeopardy

#### **3) Defensive Operations**

Performed when there is insufficient trained staff and/or structural instability  
Performed as water supply permits  
Implemented to reduce loss to surrounding areas

#### **4) Factors Affecting the Effectiveness and Responses for Fire Suppression Operations**

Areas without Municipal Water Supply

Municipal water supply in some urban areas does not have adequate flow volumes to supply fire department pumping apparatus

In areas without municipal water supply or in areas supplying limited water flow, fire department will utilize the use of water tankers to augment the water supply or produce the water supply in its entirety

Response times may be affected due to travel distance, road conditions and weather conditions

Fire suppression operations will be determined by Incident Command by accessibility to fire location, trained staff, appropriate equipment available, structural integrity and water supply

#### **Other Emergency Response**

The Fire Department will respond as requested to provide assistance to Stratford Police and Ontario Provincial Police, when staffing allows. An agreement with Paramedics will be separate from an agreement with police services.

##### **1) Medical assistance**

Respond to request of medical assistance, within the scope of members training

##### **2) Motor Vehicle Accidents**

Respond at request of Paramedics, Police, or 911

Assist with duties such as, but not limited to; Extrication activities, Traffic control, Patient care, Paramedic assistance, Spill or debris clean up, Fire suppression stand by

##### **3) Vehicle Extrication**

Gain access to patients trapped in vehicles, for removal by Paramedics or other agencies

Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations

Personnel trained to the NFPA standards

##### **4) Remote Extrication**

To assist police and/or Paramedics in the search/extrication of patients from remote locations

Typical patients include; hikers, bikers, snow mobilers, skiers, horseback riders

Response may be limited by terrain and weather conditions

##### **5) Farm Accidents**

Respond to possibly remote areas, roll overs, entanglements, Confined Space, and silos

Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations  
Personnel trained to the NFPA standards

## **6) Industrial Accidents**

Responding to entanglements, Confined Space, electrical hazards, and chemical hazards

Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations

Personnel trained to the NFPA standards

Fire Department trained to awareness level of Hazardous Materials. Should additional resources be required, contractor will be utilized to perform activities

## **7) Rope Rescue**

Personnel are not trained to perform Rope Rescue using ropes, pulleys, tripods, and other relevant specialized equipment

Can include any of the following;

High Angle

Rescues over bluffs, escarpments, caves and structures

Personnel are not trained to the NFPA standards

Low Angle (steep slope)

Used to perform remote extrication such as vehicle accidents

Personnel are not trained to the NFPA standards

## **8) Confined Space**

Personnel are not trained to perform rescues from areas not designed for human occupancy and having restricted means of entry or exit

Rescue would include using hand tools, ropes, tripod, Tower 2, Confined Space supplied air system, and any other equipment required

Personnel are not trained to the NFPA standards

## **9) Water Rescue**

Shall be delivered in 4 methods dependant on the circumstances of the situation

Shall include search and rescue on water surface

Does not include recovery beyond depth of dive with full PPE

## **10) Static Water**

Shore based methods using ropes and throw lines

Rapid Deployment Craft (RDC) based rescues utilizing ropes, stokes basket and various other tools

Swift Water (rivers – water travelling in excess of 1 Knot)

Shore based methods using ropes and throw lines. Boat based go rescues utilizing ropes, stokes basket and various other tools

Ice Water

Shore based methods using ropes and throw lines

Go Rescue operations based on shore or secure ice shelf when able  
Surface Water  
Rapid Deployment Craft (RDC), using ropes and any equipment necessary to  
attempt to facilitate successful rescue

## **Services Requiring Outside Agencies**

### **1) Building Collapse**

County Coordinator will be contacted  
County Coordinator to arrange for Heavy Urban Search and Rescue team deployment  
St. Marys Fire Department shall provide support and assistance to the responding  
agency

### **2) Trench Rescue**

County Coordinator shall be contacted  
County Coordinator to arrange for Heavy Urban Search and Rescue team deployment  
St. Marys Fire Department shall provide support and assistance to the responding  
agency

### **3) Hazardous Materials**

Shall include all hazardous material and fire incidents involving propane storage  
Shall include all agricultural and industrial processes  
Shall include any mixture of substances, or substances on their own that Incident  
Command considers hazardous to firefighters or the public  
A contracted company to be contacted for assistance  
St. Marys Fire Department shall provide support and assistance to the responding  
agency

### **4) Electrical Hazards**

Includes responses involving any energized, or non-energized voltage equipment that  
has the capacity of re-energizing  
This includes response to downed or arcing power lines  
Hydro One or Festival Hydro to be contacted, depending on the location of the issue  
Police may be called to assist with traffic re-routing  
Fire Department will provide fire protection and assist responding agency

### **5) Carbon Monoxide**

St. Marys Fire Department will use air monitoring devices to determine presence and  
level of carbon monoxide  
Evacuation will be considered and conducted by St. Marys Fire Department  
depending on the significance of the readings  
Notification of outside agencies will be completed as required to respond, locate and  
repair the source of the leak

### **6) Natural Gas Leaks**

Union Gas shall be contacted  
Police may be contacted to assist with evacuation or traffic



St. Marys Fire Department shall assist with scene security, traffic control, evacuation activities, and extinguishment of secondary fires caused by leak

**BY-LAW 79-2019**

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

**Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd. and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys sought quotes for the repair to the concrete storm outlet structure at the Thames River just north of the west abutment of the Victoria Bridge (the “Project”) and a quote was submitted by McLean Taylor Construction Ltd. which was subsequently approved by Council on September 10, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with McLean Taylor Construction Ltd. (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd.
  2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 10<sup>th</sup> day of September, 2019.**

---

Mayor Al Stratthdee

---

Brent Kittmer, CAO / Clerk

**BY-LAW 80-2019**

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

**Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd. and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the repair of the culvert barrel end, installation of diaphragm and reduction of the diameter of the culver at either end to eliminate the existing retaining wall (the “Project”) and a tender was submitted by McLean Taylor Construction Ltd. which was subsequently approved by Council on September 10, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with McLean Taylor Construction Ltd. (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd.
  2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 10<sup>th</sup> day of September, 2019.**

---

Mayor Al Stratthdee

---

Brent Kittmer, CAO / Clerk

**BY-LAW 81-2019**

**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 September 10, 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 10<sup>th</sup> day of September, 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 10<sup>th</sup> day of September, 2019.**

---

Mayor Al Stratheed

---

Brent Kittmer, CAO / Clerk