



AGENDA
Regular Council Meeting

December 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 December 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: 3rd Quarter Reporting**

8

RECOMMENDATION

THAT the Ontario Clean Water Agency 3rd quarter reporting presentation be received.

| | | |
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| 5.2 | St. Marys Youth Council re: 2020 Priorities | 31 |
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RECOMMENDATION

THAT the delegation from the St. Marys Youth Council regarding 2020 priorities be received.

6. ACCEPTANCE OF MINUTES

| | | |
|-----|-------------------------------------|----|
| 6.1 | Special Council - November 19, 2019 | 32 |
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RECOMMENDATION

THAT the November 19, 2019 special Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

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| 6.2 | Regular Council - November 26, 2019 | 41 |
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RECOMMENDATION

THAT the November 26, 2019 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

None

8. STAFF REPORTS

8.1 Building and Development

| | | |
|-------|---------------------------------------|----|
| 8.1.1 | DEV 64-2019 Town Garden Modifications | 52 |
|-------|---------------------------------------|----|

RECOMMENDATION

THAT DEV 64-2019 Town Garden Modifications be received for information.

8.2 Public Works

8.2.1 PW 80-2019 Mill Dam Repairs Tender Award 61

RECOMMENDATION

THAT PW 80-2019 Mill Dam Repairs Tender Award be received; and,

THAT the tender for the Mill Dam Repairs be awarded to McLean Taylor Construction Ltd. for the bid price of \$279,711.95, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 80-2019 Mill Dam Repairs Tender Award report with the variance funded from the OCIF grant fund; and,

THAT Council approve By-Law 112-2019 and authorize the Mayor and the Clerk to sign the associated agreement.

8.2.2 PW 81-2019 Water and Sewer Policies 64

RECOMMENDATION

THAT Report PW 81-2019, Water and Sewer Policies be received; and

THAT Policy PW4301, being a policy regarding Frozen Water Services within the Town of St. Marys be approved; and,

THAT Policy PW4302, being a policy regarding Utility Repair and Restoration within the Town of St. Marys be approved; and,

THAT Policy PW4304, being a policy regarding Sewer Blockages within the Town of St. Marys be approved.

8.3 Administration

8.3.1 CAO 66-2019 December Monthly Report (Collaboration of Departments) 77

RECOMMENDATION

THAT CAO 66-2019 December Monthly Report (Collaboration of Departments) be received for information.

| | | |
|--------------|--|-----------|
| 8.3.2 | CAO 67-2019 Kin Canada Week Proclamation for 2020 | 80 |
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RECOMMENDATION

THAT CAO 67-2019 Kin Canada Week Proclamation for 2020 report be received; and

THAT Council proclaim the week of February 16 to 22, 2020 as Kin Canada Week in the Town of St. Marys.

| | | |
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| 8.3.3 | CAO 68-2019 Allocation of Provincial One-Time Modernization Grant | 82 |
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RECOMMENDATION

THAT CAO 68-2019 Allocation of Provincial One-Time Modernization report be received; and

THAT Council approved the grant allocations as presented in CAO 68-2019 report.

9. COUNCILLOR REPORTS

RECOMMENDATION

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 be received; and

THAT the Minute Item 10.2, 2020 Budget, from the November 27, 2019 Community Policing Advisory Committee minutes be raised for discussion.

9.1 Operational and Board Reports

| | | |
|--------------|--|-----------|
| 9.1.1 | Bluewater Recycling Association - Coun. Craigmile | 88 |
|--------------|--|-----------|

November 21, 2019 Highlights

| | | |
|--------------|--|------------|
| 9.1.2 | Library Board - Coun. Craigmile, Edney, Pridham (interim) | 107 |
|--------------|--|------------|

November 14, 2019 Draft Minutes

November 25, 2019 Draft Minutes

| | |
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| 9.1.3 | Municipal Shared Services Committee - Coun. Craigmile (interim), Coun. Luna |
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| 9.1.4 | Perth District Health Unit - Coun. Luna | 114 |
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October 16, 2019 Minutes

| | | |
|-------|--|-----|
| 9.1.5 | Spruce Lodge Board - Coun. Luna, Pridham | 118 |
| | October 16, 2019 Minutes | |
| 9.1.6 | Upper Thames River Conservation Authority | 121 |
| | October 22, 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 | 127 |
| | October 25, 2019 Minutes | |
| 9.2.4 | Committee of Adjustment | |
| 9.2.5 | Community Policing Advisory Committee - Coun. Winter, Coun. Edney (interim) | 131 |
| | October 16, 2019 Minutes | |
| | November 27, 2019 Minutes *Minute Item 10.2 to be raised for discussion | |
| | RECOMMENDATION | |
| | THAT the Community Policing Advisory Committee accept the Police Service 2020 budget and forward to Council with a recommendation for approval. | |
| 9.2.6 | Green Committee - Coun. Craigmile | 146 |
| | November 20, 2019 Minutes | |
| 9.2.7 | Heritage Advisory Committee - Coun. Pridham | 150 |
| | November 21, 2019 Minutes | |
| 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 | 156 |
| | November 28, 2019 Minutes | |
| 9.2.12 | Senior Services Advisory Committee - Coun. Winter | |
| | Upcoming Meeting December 10, 2019 | |
| 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 111-2019 and 112-2019 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

- | | | |
|------|--|-----|
| 12.1 | By-Law 111-2019 Site Plan Control | 159 |
| | *As recommended by Council at November 12, 2019 regular Council meeting | |
| 12.2 | By-Law 112-2019 Authorize an Agreement with McLean Taylor Construction Ltd. | 166 |

13. UPCOMING MEETINGS

January 7, 2020 - 9:00 am, Special Meeting of Council (budget), Council Chambers

January 14, 2020 - 6:00 pm, Regular Council, Council Chambers

January 21, 2020 - 9:00 am, Special Meeting of Council (budget), Council Chambers

January 28, 2020 - 6:00 pm, Regular Council, Council Chambers

14. CLOSED SESSION

RECOMMENDATION

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

14.1 Minutes CLOSED SESSION

14.2 Verbal Update from the CAO regarding Perth District Health Unit Merger and Request to Purchase Land

15. RISE AND REPORT

16. CONFIRMATORY BY-LAW

167

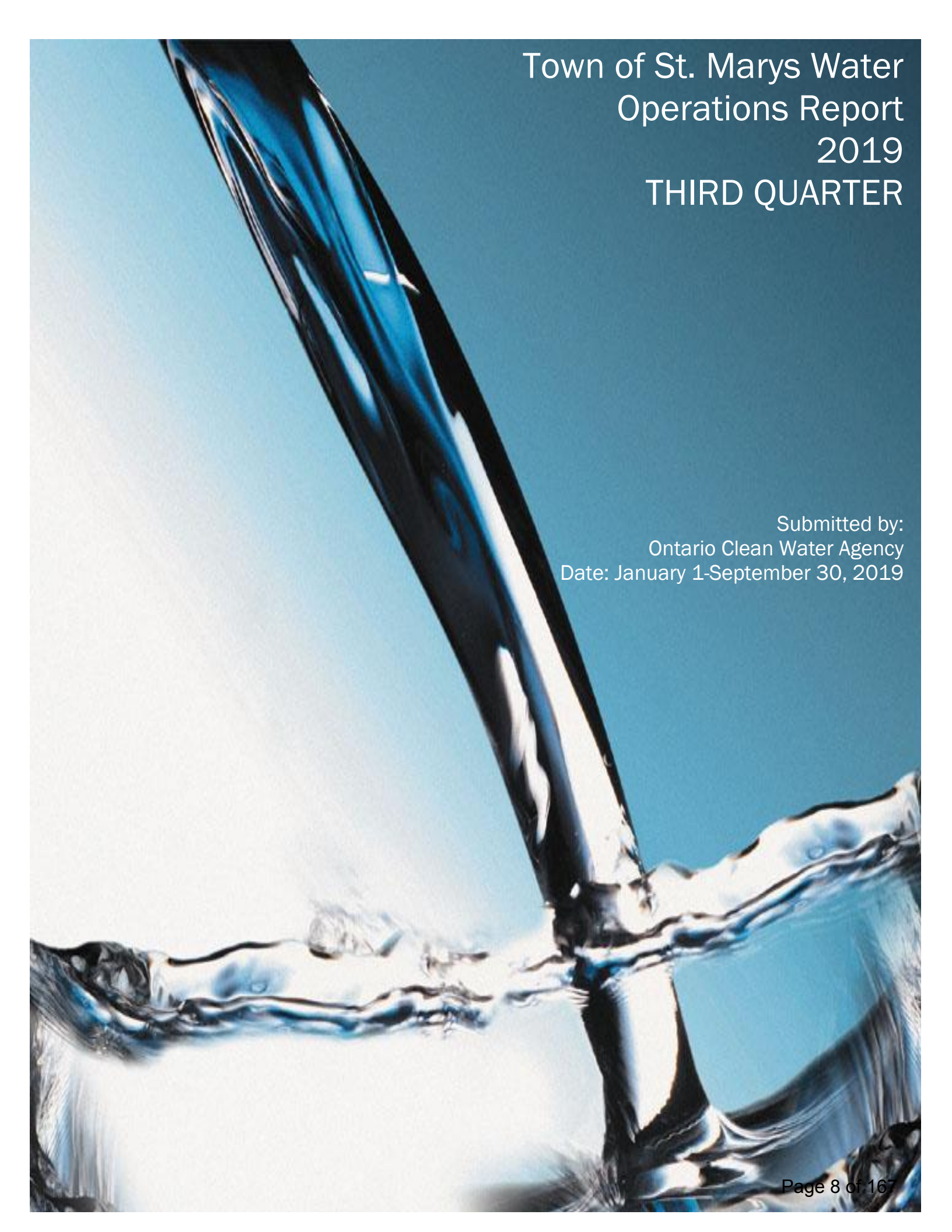
RECOMMENDATION

THAT By-Law 113-2019, being a by-law to confirm the proceedings of December 10, 2019 regular Council meeting be read a first, second and third time; and be finally passed by Council 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 THIRD QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1-September 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) Served: Separated Town of St. Marys
Population Served: 7,200

Capacity Information – Well No. 1

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

Capacity Information – Well No. 2A

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

Capacity Information – Well No. 3

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

Capacity Information – Ground Level Reservoir

Total Design Capacity: 1,600 m³

Capacity Information – Elevated Tower (37.9 m)

Total Design Capacity: 1,820 m³

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

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|------|---------|--------|--------|--------|--------|--------|---------|---------|--------|--------|--------|--------|
| 2019 | 101,858 | 84,672 | 92,745 | 91,445 | 90,808 | 93,813 | 113,032 | 101,930 | 87,478 | | | |
| 2018 | 84,094 | 73,088 | 84,362 | 82,201 | 92,563 | 90,579 | 98,089 | 91,666 | 84,883 | 83,406 | 79,936 | 82,693 |

Operational Description

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

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

FIRST QUARTER

January

- 02: Well 3 – Issues calibrating turbidimeter. Cleaned meter; all ok.
- 03: Booster Station – Generator maintenance by 3rd party
- 07: Well 1 – Replaced chlorine injection hoses
- 09: Well 3 – Installed new pressure gauge on chlorine booster pump line
- 09: Well 3 – Repaired chlorine regulator with maintenance kit
- 10: Well 3 – Issues with turbidity meter that shut down the well. Recalibrated 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

THIRD QUARTER

July

02: Tower – Leak testing performed on propane tank for generator
 03: Well 1 – Cubberly Plumbing onsite to repair backflow preventer
 04: Well 1 – Installed re-build kit for #2 regulator
 08: Reservoir – Investigate noise complaint due to running fans
 08: Booster Station – Georgian Bay Fire & Safety onsite investigating nuisance low fuel alarm
 14: Tower – Loss of communication
 18: Tower – New equipment installed for communication issues
 18: Well 2A – Replaced chlorine injector, site glass and rotometer diaphragm
 22: Well 2A – Replaced broken valve on chlorine injector

August

07: Well 2A – Georgian Bay Fire & Safety onsite to replace alarm system keypad
 12: Sommers Generator on site to replace relay on generator
 14: Well 3 – Replaced UV bulbs due to multiple alarms
 21: Well 2A – Replaced pump for measuring well levels
 30: Well 3 – Replaced ballast on UV system

September

All facilities – Town wide power failure
 28: Well 1 - Doors Open St. Marys event

| PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 46 | 37 | 39 | 37 | 42 | 46 | 46 | 38 | 42 | | | | 373 |

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 |
| Service Repair – Hole in copper line 107 Ontario St. N. | July 11, 2019 |
| Service Repair – Replaced line and installed new curbstop (Weber damaged) 155 Station St. | July 19, 2019 |
| Service Repair – Old galvanized plumbing replaced 89 Wellington St. N. | July 24, 2019 |
| Water main Repair – 6" case water main repair Egan Ave. (James St. N. to King St. N.) | August 8, 2019 |
| Scheduled 6" gate valve replacement Elgin St. E. between Brock St. and Huron St. | September 24, 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

THIRD QUARTER

July

01: Booster Station – Receive a call for Genset running alarm
06: Well 2 – Received a call for power failure alarm
07: Well 2 – Received a call for a low chlorine alarm
11: Received a call for emergency locate, Waterloo St. S.
11: Received a call for a service leak, Ontario St.
14: Well 2 & 3 – Received a call for a low chlorine alarm & Tower communication failure
16: Well 1 – Received a call for a low chlorine alarm
17: Well 1 & 2 - Received a call for power failure alarm
18: Well 2 – Received a call for a low chlorine alarm– ordered a new chlorine site glass current one was cracked

August

04: Received a call for dirty water, 374 Elizabeth St.
06: Well 3 – Received a call for power failure alarm
10: Well 3 – Received a call for ballast failure alarm (new ballast ordered)
22: Well 3 – Received a call for ballast failure alarm
31: Well 1 – Received a call for a UV alarm

September

12: Received a call for an emergency locate, Maxwell St.
14: Well 3 – Received a power failure alarm
16: Received a call for an emergency locate, Thomas St.
17: Well 2 – Received a call for a chlorine gas leak
21: Received a call for a water service leak, Southvale St. – will wait until Monday to repair to save overtime costs
22: Received a call for a water service repair, Southvale St. – leak worsened need to repair

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 18, 2019
Risk Assessment – March 13, 2018
Accreditation Status – Full Scope Entire Accreditation Expires November 3, 2020

REGULATORY INSPECTIONS:

The last MECP Inspection occurred on June 2, 2019.

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

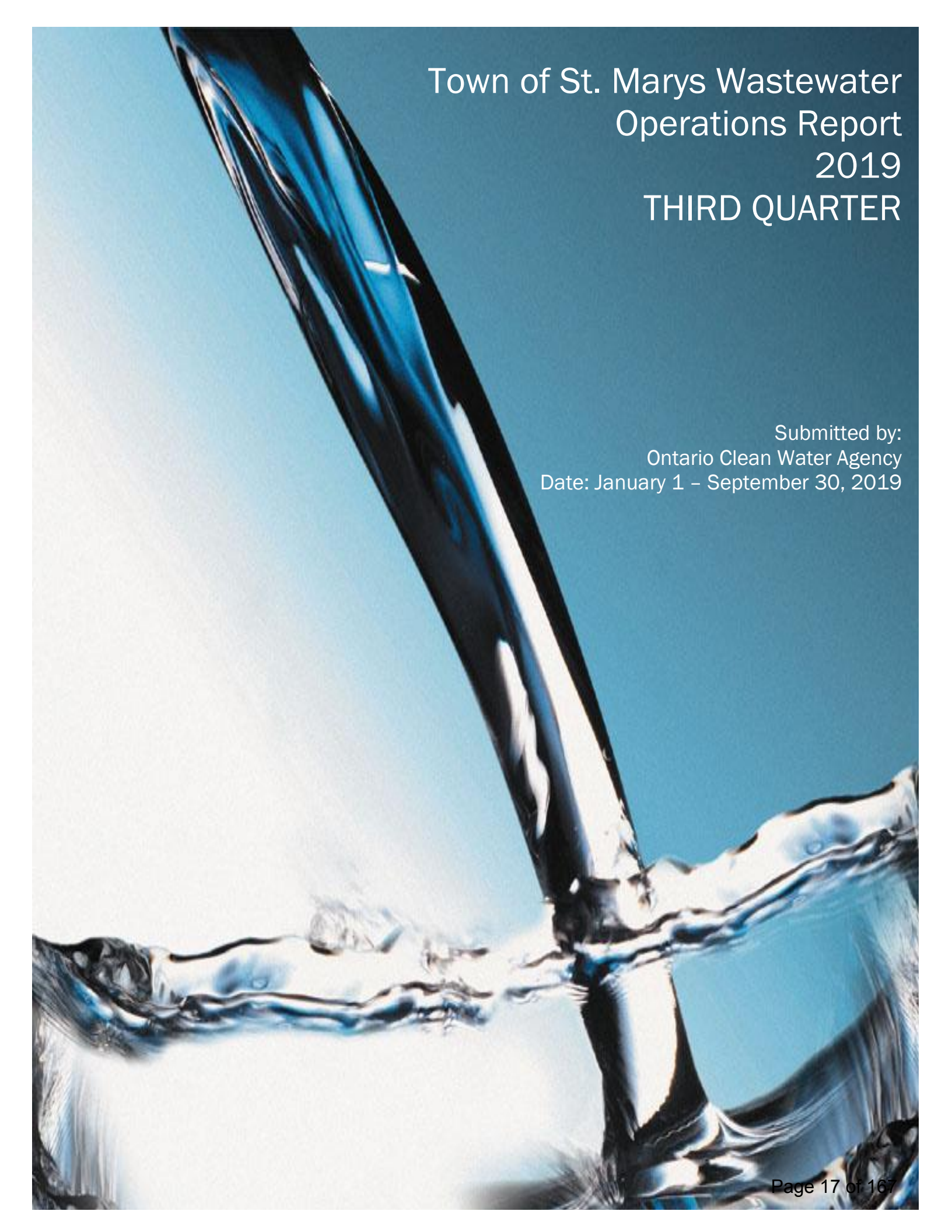
**Ontario Clean Water Agency
Performance Assessment Report Water**

From: 01/01/2019 to 30/09/2019

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

| | 01/2019 | 02/2019 | 03/2019 | 04/2019 | 05/2019 | 06/2019 | 07/2019 | 08/2019 | 09/2019 | <--Total--> | <--Avg--> | <--Max--> | <--Min--> |
|---|----------|----------|----------|----------|----------|----------|-----------|----------|----------|-------------|-----------|-----------|-----------|
| Flows: | | | | | | | | | | | | | |
| Raw Flow: Monthly Total - Well #1 (m³) | 35121.02 | 24498.51 | 31251.77 | 21449.47 | 17590.14 | 37456.36 | 48929.88 | 32763.85 | 26747.63 | 275808.63 | | | |
| Raw Flow: Monthly Total - Well #2 (m³) | 42054.18 | 30943.47 | 38342.69 | 29461.51 | 39384.07 | 30602.83 | 29059.79 | 39397.07 | 40890.79 | 320136.4 | | | |
| Raw Flow: Monthly Total - Well #3 (m³) | 24682.8 | 29230.12 | 23150.82 | 40534.11 | 33834.42 | 25753.36 | 35042.78 | 29769.33 | 19839.67 | 261837.41 | | | |
| Raw Flow: Monthly Avg - Well #1 (m³/d) | 1463.38 | 1065.15 | 1488.18 | 1191.64 | 925.8 | 1783.64 | 1881.92 | 1424.52 | 1485.98 | | 1412.24 | | |
| Raw Flow: Monthly Avg - Well #2 (m³/d) | 1752.26 | 1473.5 | 1420.1 | 1402.93 | 1712.35 | 1610.68 | 1320.9 | 1641.54 | 1572.72 | | 1545.22 | | |
| Raw Flow: Monthly Avg - Well #3 (m³/d) | 1073.17 | 1538.43 | 1218.46 | 1762.35 | 1409.77 | 1287.67 | 1347.8 | 1240.39 | 1044.19 | | 1324.69 | | |
| Raw Flow: Monthly Max - Well #1 (m³/d) | 3240.17 | 3005.58 | 3055.11 | 3145.3 | 1955.9 | 3367.04 | 3691.54 | 3397.37 | 3108.15 | | | 3691.54 | |
| Raw Flow: Monthly Max - Well #2 (m³/d) | 3345.44 | 3294.27 | 2917.66 | 3143.81 | 2861.06 | 3000.38 | 3546.18 | 3443.54 | 2888.47 | | | 3546.18 | |
| Raw Flow: Monthly Max - Well #3 (m³/d) | 2717.22 | 3289.18 | 3019.82 | 3199.73 | 2743.89 | 2886.12 | 2983.53 | 2969.75 | 2925.58 | | | 3289.18 | |
| Raw Flow: Monthly Total - Total Raw Flow (m³) | 101858 | 84672.1 | 92745.28 | 91445.09 | 90808.63 | 93812.55 | 113032.45 | 101930.3 | 87478.09 | 857782.44 | | | |
| Raw Flow: Monthly Avg - Total Raw Flow (m³/d) | 4288.81 | 4077.08 | 4126.74 | 4356.92 | 4047.92 | 4681.99 | 4550.62 | 4306.45 | 4102.89 | | 3146.23 | | |
| Raw Flow: Monthly Max - Total Raw Flow (m³/d) | 4547.5 | 3915.95 | 3468.94 | 4005.94 | 4101.85 | 4359.47 | 4899.19 | 4160.55 | 3722.14 | | | 4899.19 | |
| Turbidity: | | | | | | | | | | | | | |
| Raw: Max Turbidity - Well #1 (NTU) | 0.34 | 0.17 | 0.25 | 0.23 | 0.35 | 0.21 | 0.61 | 0.37 | 0.23 | | | 0.61 | |
| Raw: Max Turbidity - Well #2 (NTU) | 0.33 | 0.16 | 0.36 | 0.19 | 0.29 | 0.17 | 0.3 | 0.32 | 0.32 | | | 0.36 | |
| Raw: Max Turbidity - Well #3 (NTU) | 0.26 | 0.18 | 0.56 | 0.17 | 0.27 | 0.21 | 0.68 | 0.32 | 0.22 | | | 0.68 | |
| Chemical Parameters: | | | | | | | | | | | | | |
| Treated: Max Nitrite - Treated Water #1 (mg/L) | < 0.003 | | | < 0.003 | | | < 0.003 | | | | | < 0.003 | |
| Treated: Max Nitrite - Treated Water #2 (mg/L) | < 0.003 | | | < 0.003 | | | < 0.003 | | | | | < 0.003 | |
| Treated: Max Nitrite - Treated Water #3 (mg/L) | < 0.003 | | | < 0.003 | | | < 0.003 | | | | | < 0.003 | |
| Treated: Max Nitrate - Treated Water #1 (mg/L) | 2.8 | | | 3.72 | | | 2.73 | | | | | 3.72 | |
| Treated: Max Nitrate - Treated Water #2 (mg/L) | 1.03 | | | 1.4 | | | 1.4 | | | | | 1.4 | |
| Treated: Max Nitrate - Treated Water #3 (mg/L) | 0.903 | | | 0.834 | | | 1.22 | | | | | 1.22 | |
| Distribution: Max THM - Distribution System (µg/l) | 22 | | | 17 | | | 14 | | | | | 22 | |
| Chlorine Residuals: | | | | | | | | | | | | | |
| Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L) | 0.94 | 0.92 | 0.96 | 0.99 | 1.01 | 0.94 | 1.08 | 0.98 | 0.92 | | | | 0.92 |
| Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L) | 0.86 | 0.8 | 0.91 | 0.77 | 0.83 | 0.86 | 0.88 | 1.02 | 0.97 | | | | 0.77 |
| Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L) | 1.06 | 1.06 | 1.03 | 0.9 | 0.99 | 0.85 | 1.04 | 0.96 | 0.97 | | | | 0.85 |
| Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L) | 1.38 | 1.41 | 1.39 | 1.37 | 1.4 | 1.63 | 1.56 | 1.5 | 1.49 | | | 1.63 | |
| Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L) | 1.34 | 1.34 | 1.33 | 1.45 | 1.3 | 1.39 | 1.47 | 1.4 | 1.39 | | | 1.47 | |
| Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L) | 1.47 | 1.46 | 1.41 | 1.36 | 1.4 | 1.43 | 1.49 | 1.54 | 1.5 | | | 1.54 | |
| Bacti Samples Collected: | | | | | | | | | | | | | |
| Raw Bacti: # of samples - Well #1 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Raw Bacti: # of samples - Well #2 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Raw Bacti: # of samples - Well #3 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Treated Bacti: # of samples - Treated Water #1 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Treated Bacti: # of samples - Treated Water #2 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Treated Bacti: # of samples - Treated Water #3 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Dist Bacti: # of samples - Distribution System | 20 | 16 | 18 | 20 | 16 | 16 | 28 | 24 | 24 | 182 | | | |
| Treated Bacti: # of TC exceedances - Treated Water #1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of TC exceedances - Treated Water #2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of TC exceedances - Treated Water #3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of EC exceedances - Treated Water #1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of EC exceedances - Treated Water #2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of EC exceedances - Treated Water #3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Dist Bacti: # of TC exceedances - Distribution System | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Dist Bacti: # of EC exceedances - Distribution System | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |



Town of St. Marys Wastewater Operations Report 2019 THIRD QUARTER

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

Capacity Information

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

Operational Description

Treatment Process

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

Inlet Works:

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

Anoxic Tanks:

Sewage is split between two circular tanks with submersible mixers.

Aeration Tanks:

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

Phosphorus Removal:

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

Secondary Clarifiers:

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

Disinfection and Discharge:

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

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

Sludge Handling:

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

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

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

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

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

FIRST QUARTER

January

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

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

29: Annual fire extinguisher testing

February

21: Replaced seals in boiler re-circulation pump

March

06: Replaced seal on RAS pump #5

11: Repairs to waterline in old RAS building

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

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

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.

THIRD QUARTER

July

02: Repairs to anoxic tank mixer bracket

02: Repaired main entrance light

04: Broken pipe in aeration tank cell #2, emptied tank and repaired with repair clamp

09: Robinson St. pumping station – Replaced check valve on pump #1

15: RAS Building – Replaced backflow preventer

25: Robinson St. pumping station – Replaced gate valves and Y connection

25: Issues with Rotating Drum Thickener (RDT), flushed lines and returned to service

30: Replaced doors in WAS building and repaired the doors for the screen room

31: Repairs to the final effluent pump piping

August

01: Fit and installed new coupling for aeration pump motor

08: Repaired leaking water line in RAS building

09: Replaced broken fence around WPCP

12: SCADA group and OCWA Electrician troubleshooting communication failures – replaced UPS which resolved the issues

13: Troubleshooting raw sewage building intake fan duct work – unit not working

15: Hauled Lystek to farmers fields

19: Installed gas detection system in digester building

27: Troubleshooting faulty KOH level indicator – replaced unit

September

03: Installed new heater in WAS building

04: Replaced intensity sensor in UV bank

09: Replaced faulty UPS in WAS building

12: Performed jar testing on polymer for Lystek system to ensure proper dosing

17: Replaced faulty disconnect on sludge storage ventilation

17: Installed new blade on Lystek reactor

27: Building odour control unit enclosure to protect it from the elements

| PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 37 | 35 | 30 | 40 | 35 | 49 | 30 | 39 | 29 | | | | 324 |

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

THIRD QUARTER

August

12: WPCP – Received a call for a generator running alarm

19: Emily St. pumping station – Received a call for a high level alarm

24: WPCP – Received a call for a power outage

COMPLAINTS & CONCERNS:

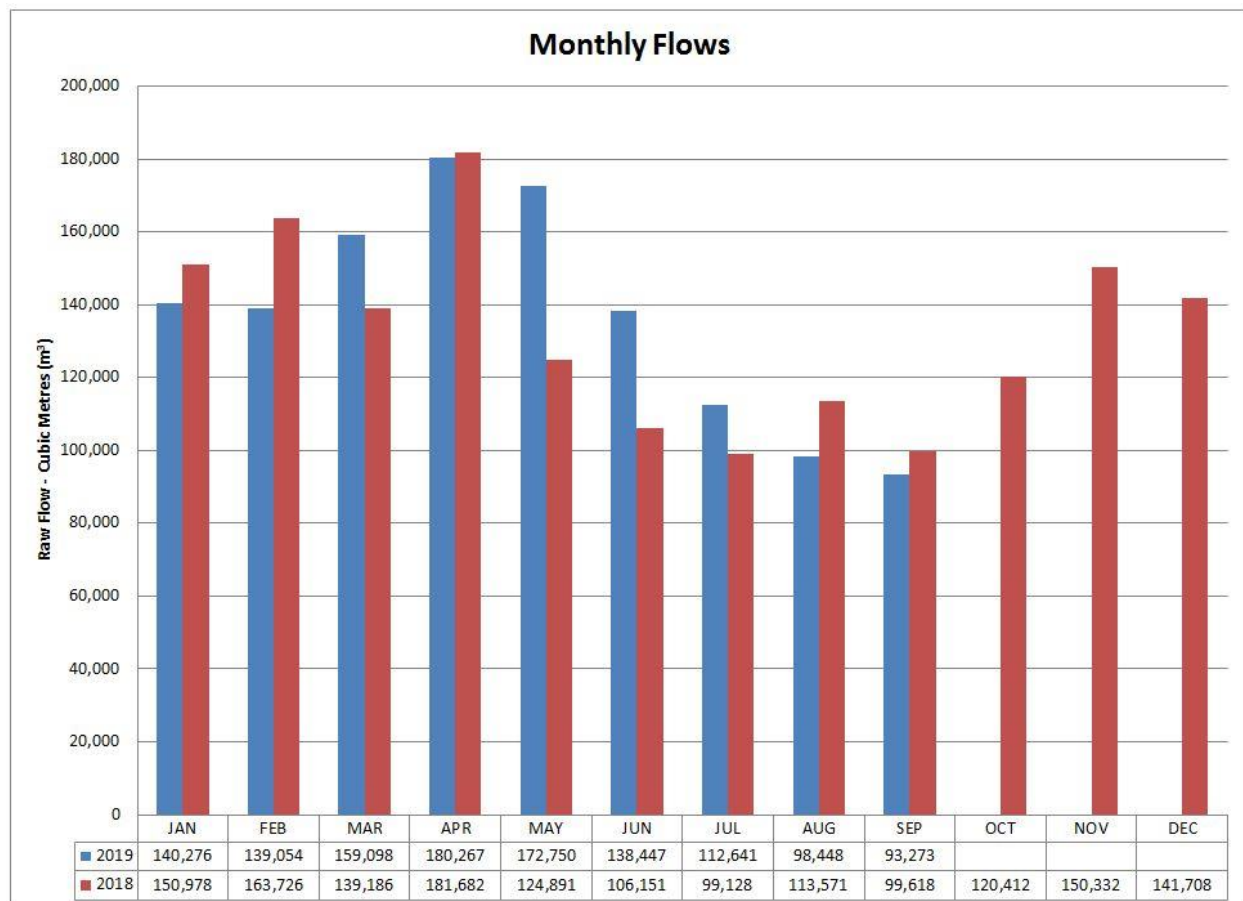
There have been no complaints or concerns reported to date.

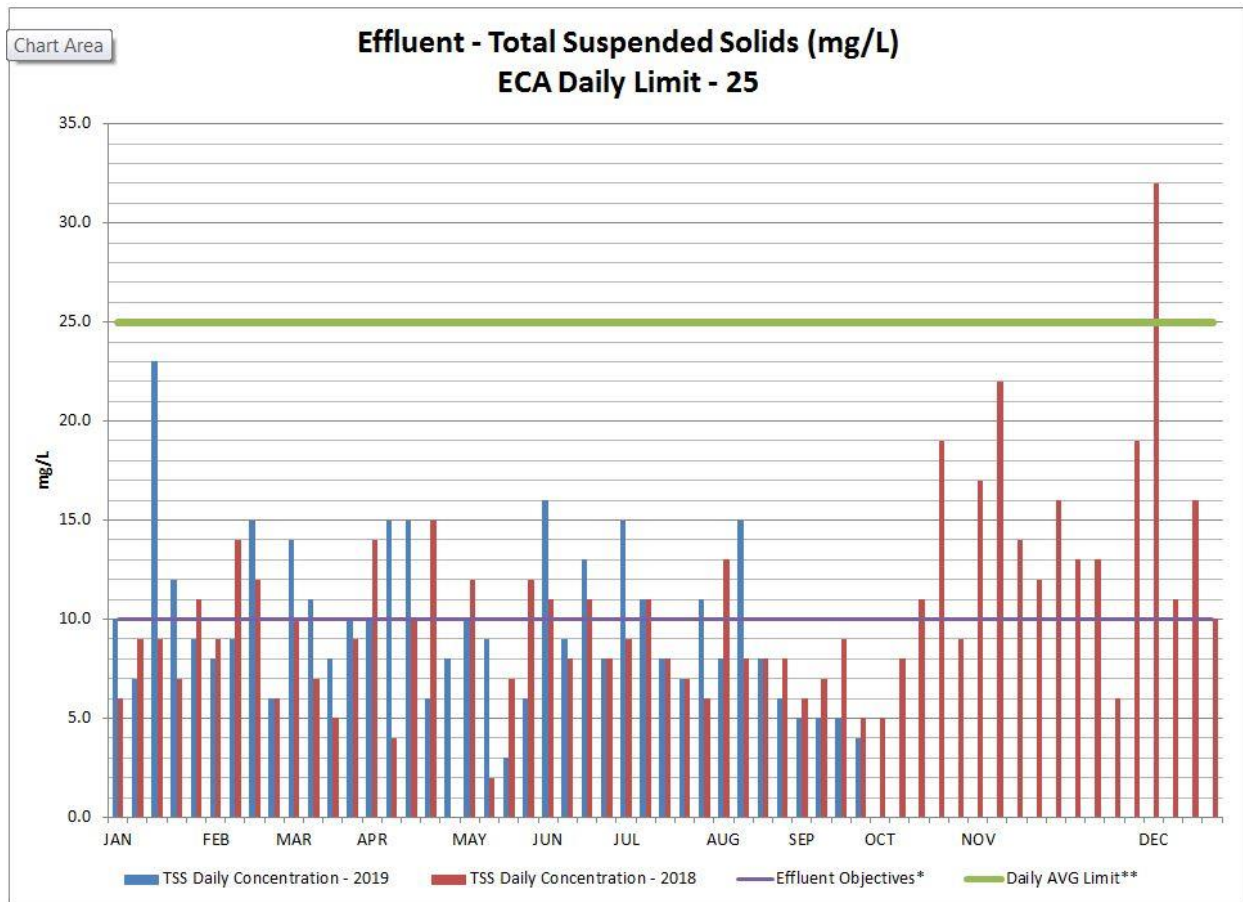
REGULATORY INSPECTIONS:

The last MECP Inspection occurred on December 7, 2017.

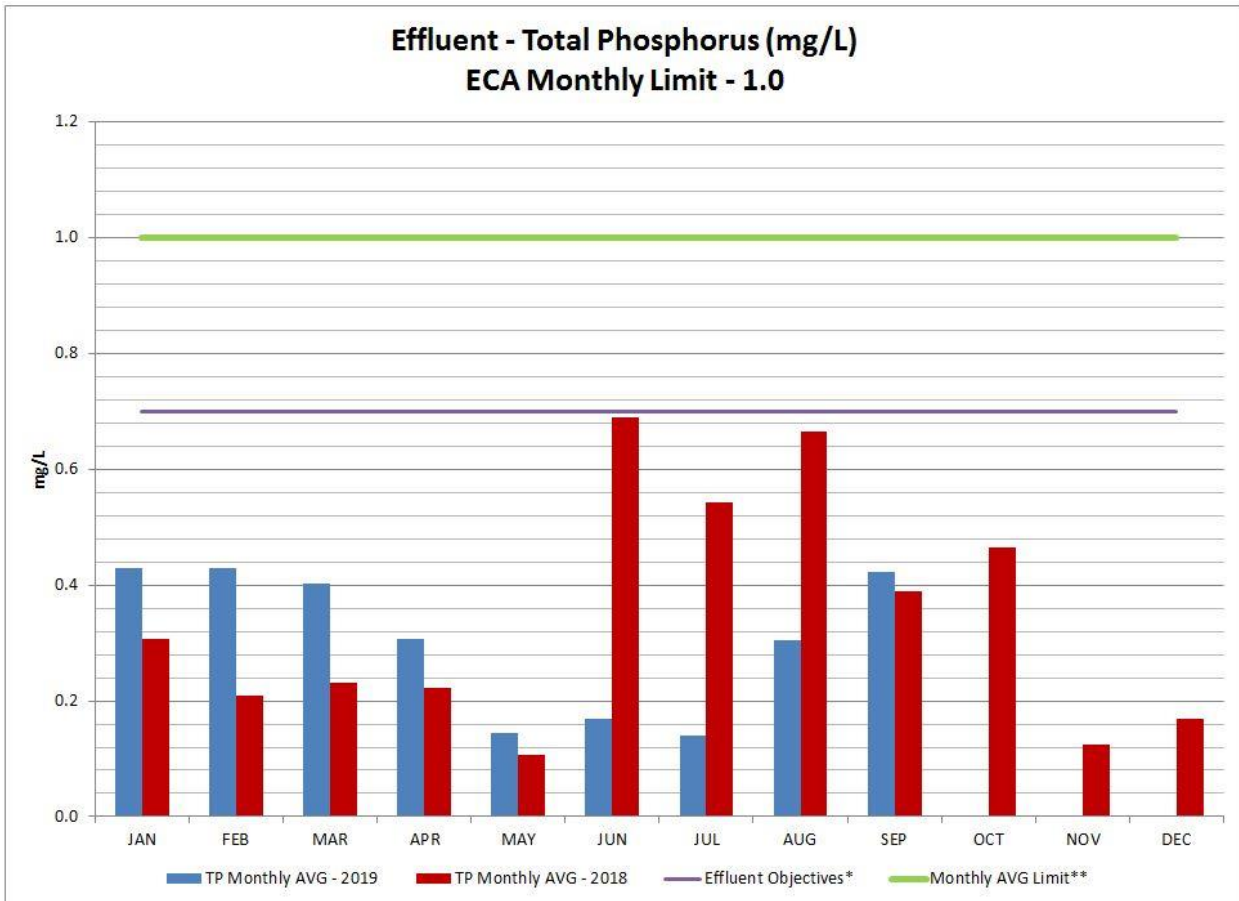
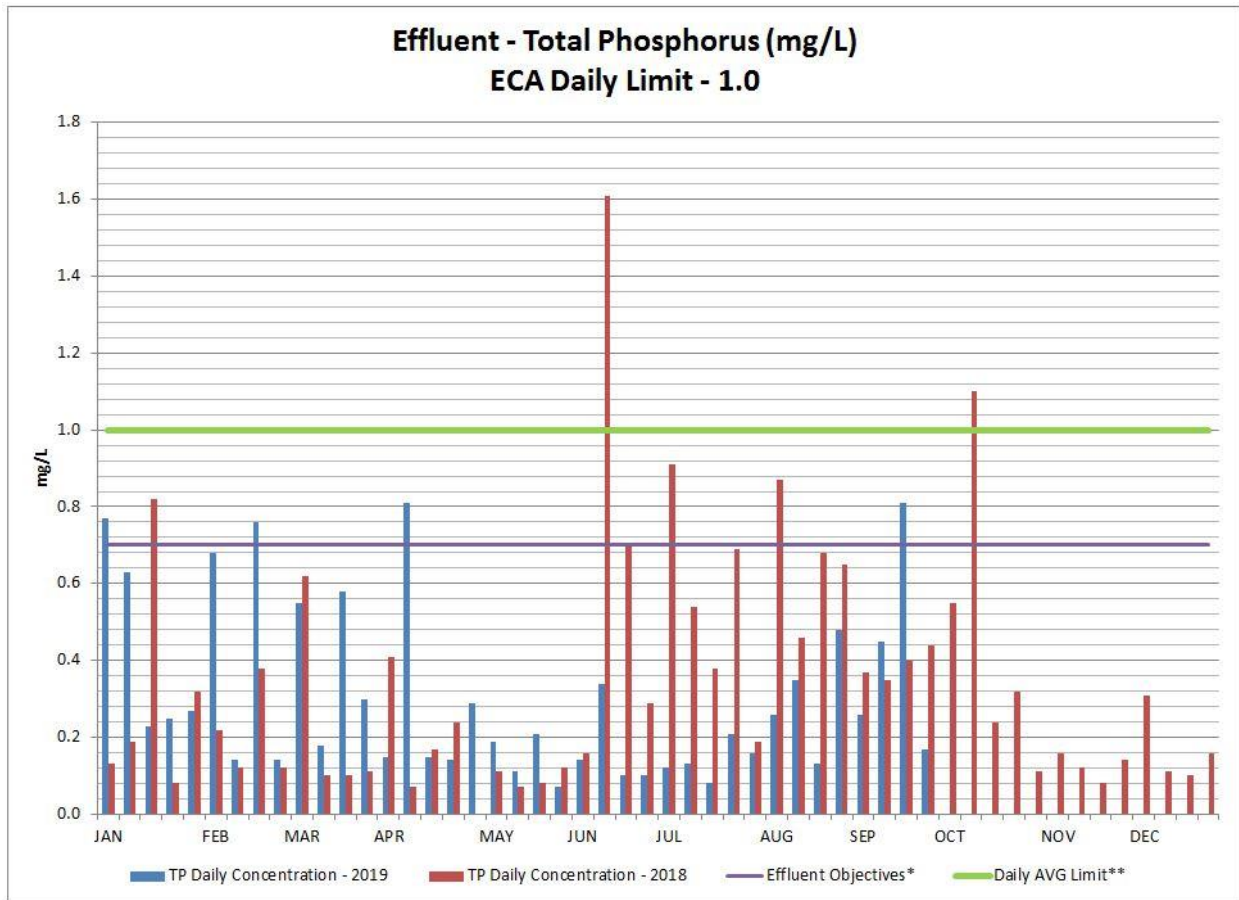
PERFORMANCE ASSESSMENT REPORT:

The average daily flow in 2019 for the January to September reporting period is 4,521.08 m³/day.

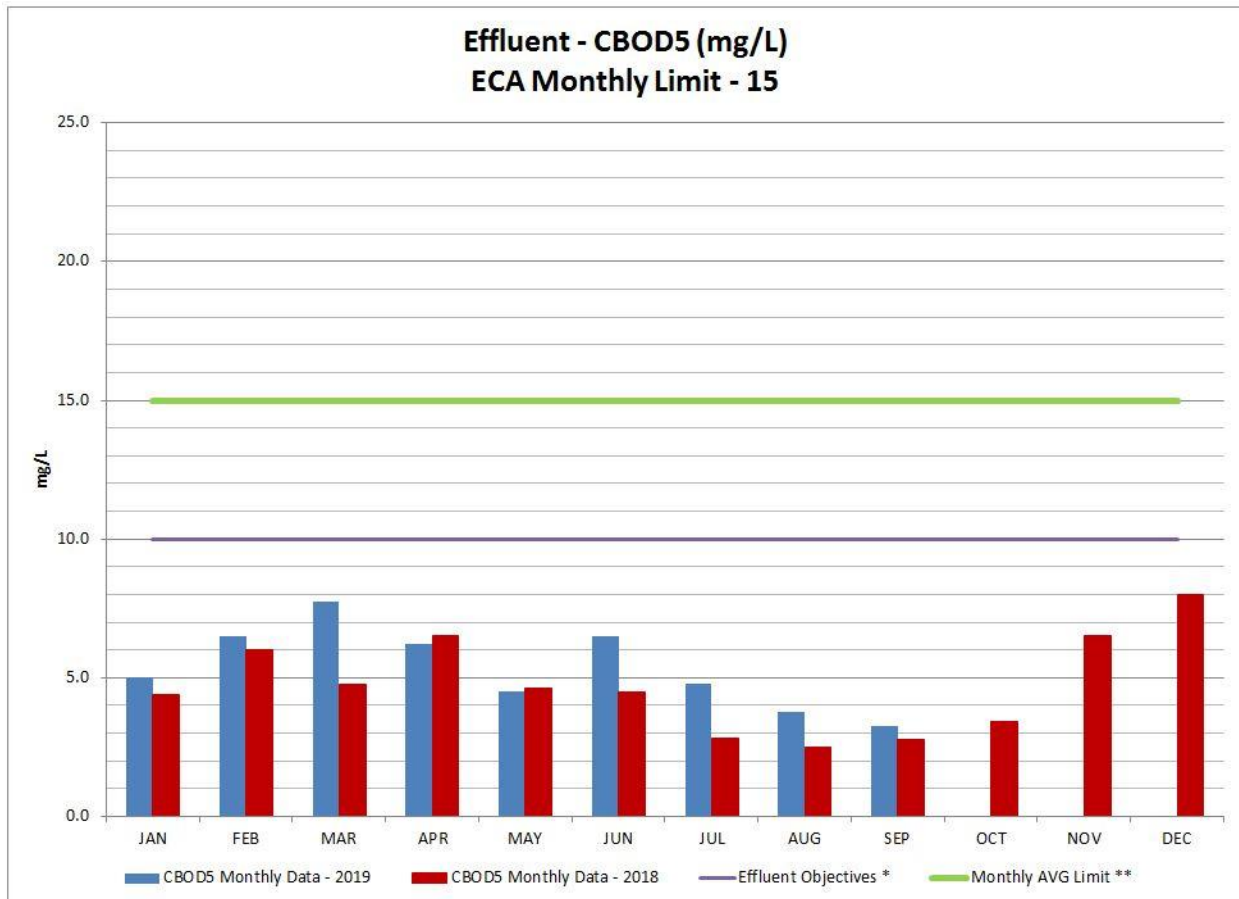
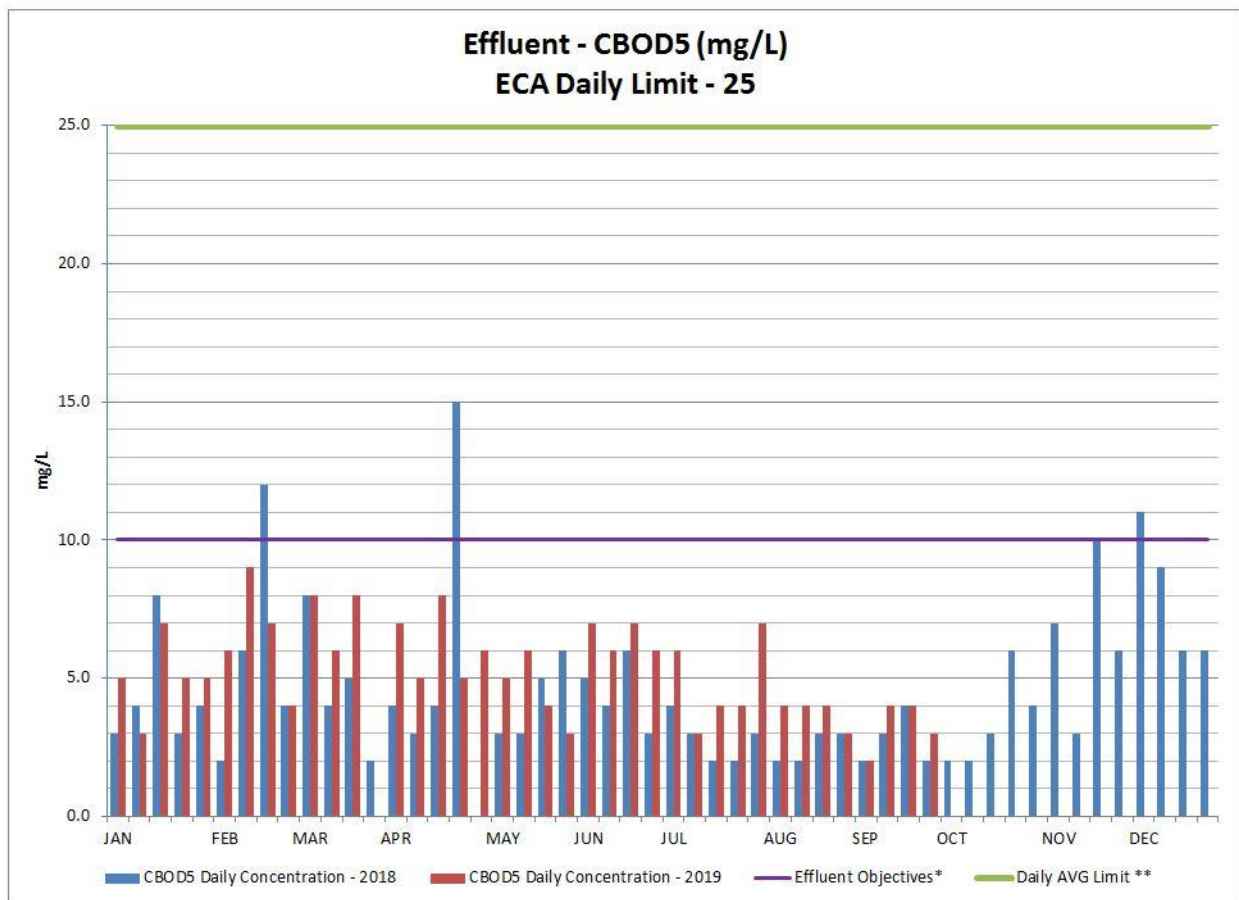




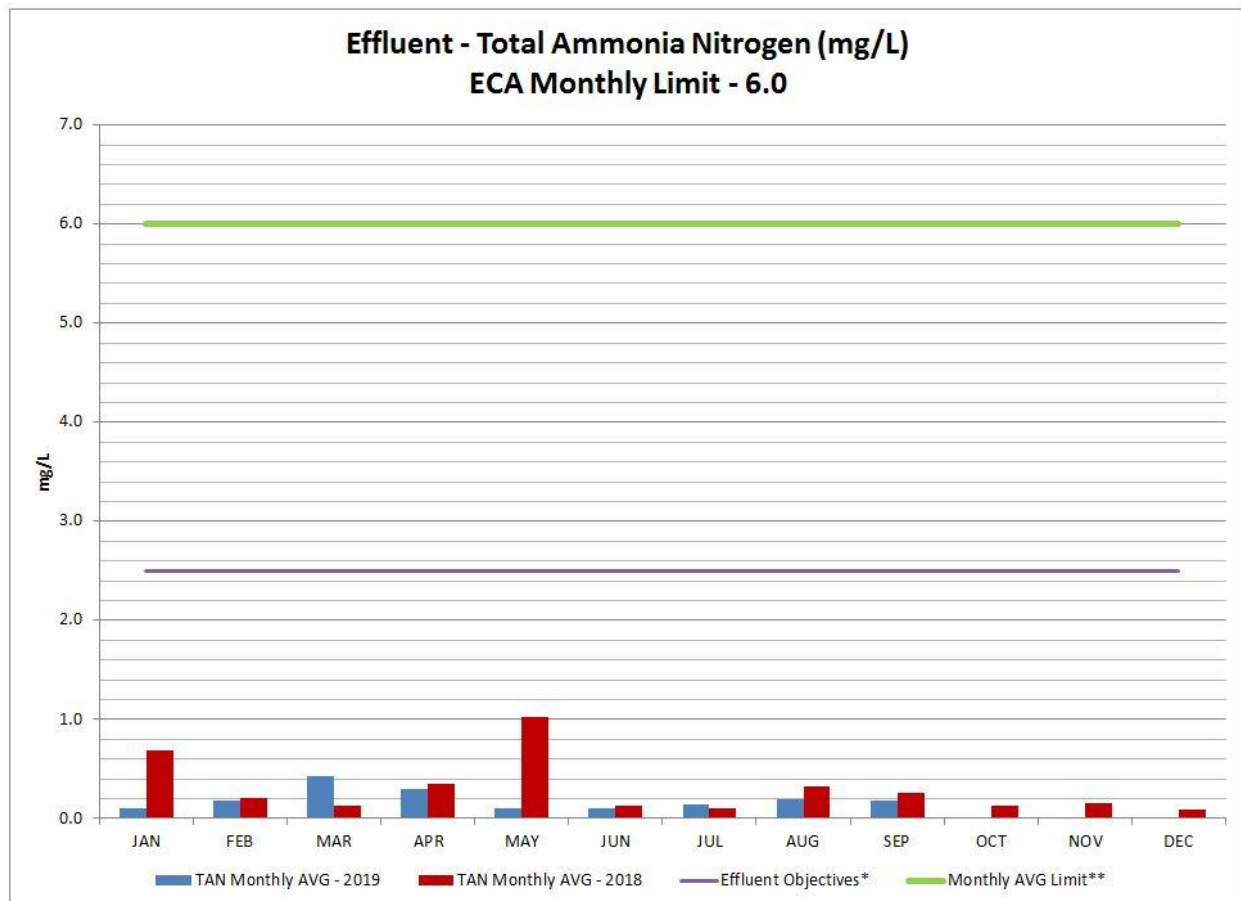
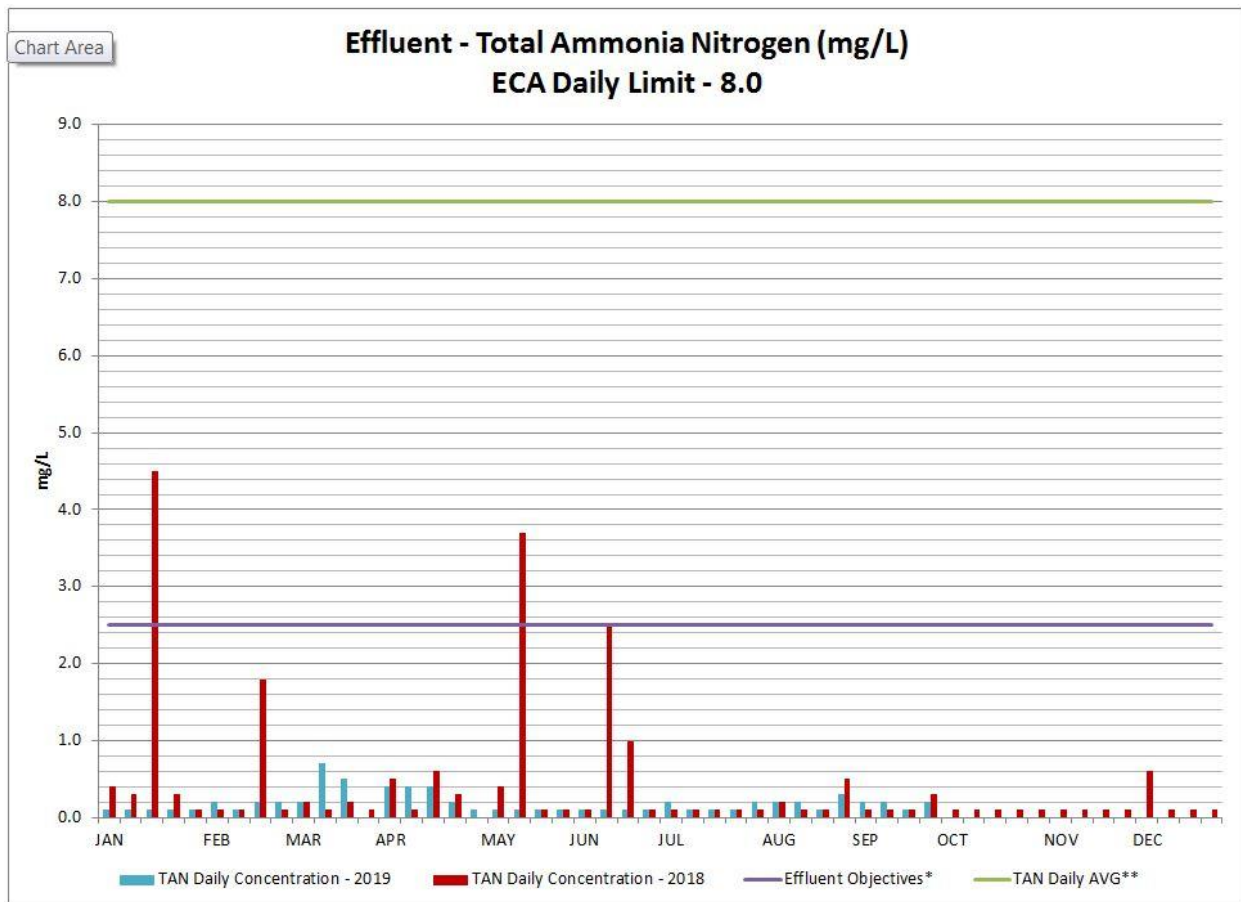
The monthly average for total suspended solids is in compliance for the third quarter.



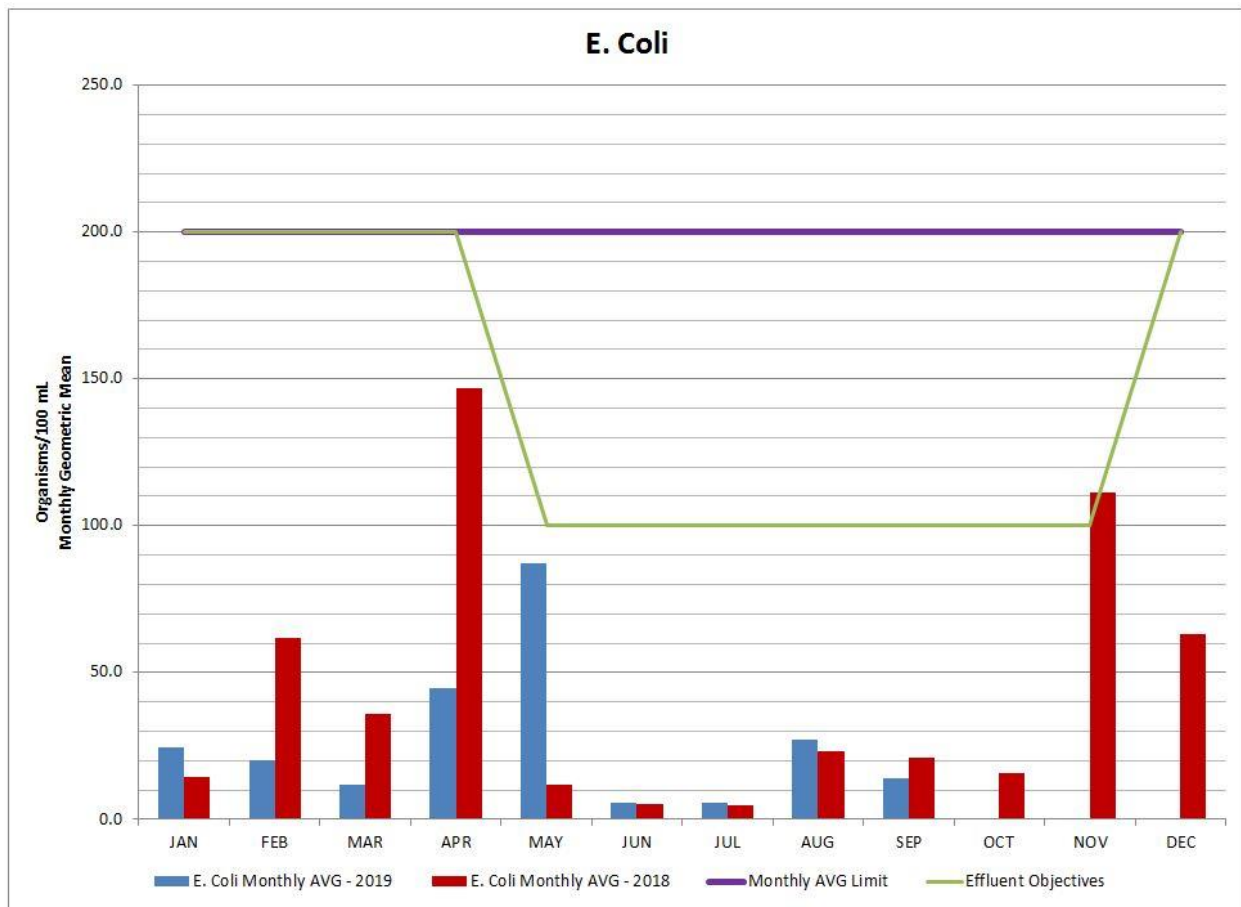
The monthly average for total phosphorus is in compliance for the third quarter.



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



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



The monthly geometric mean is in compliance for the third 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 30/09/2019

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

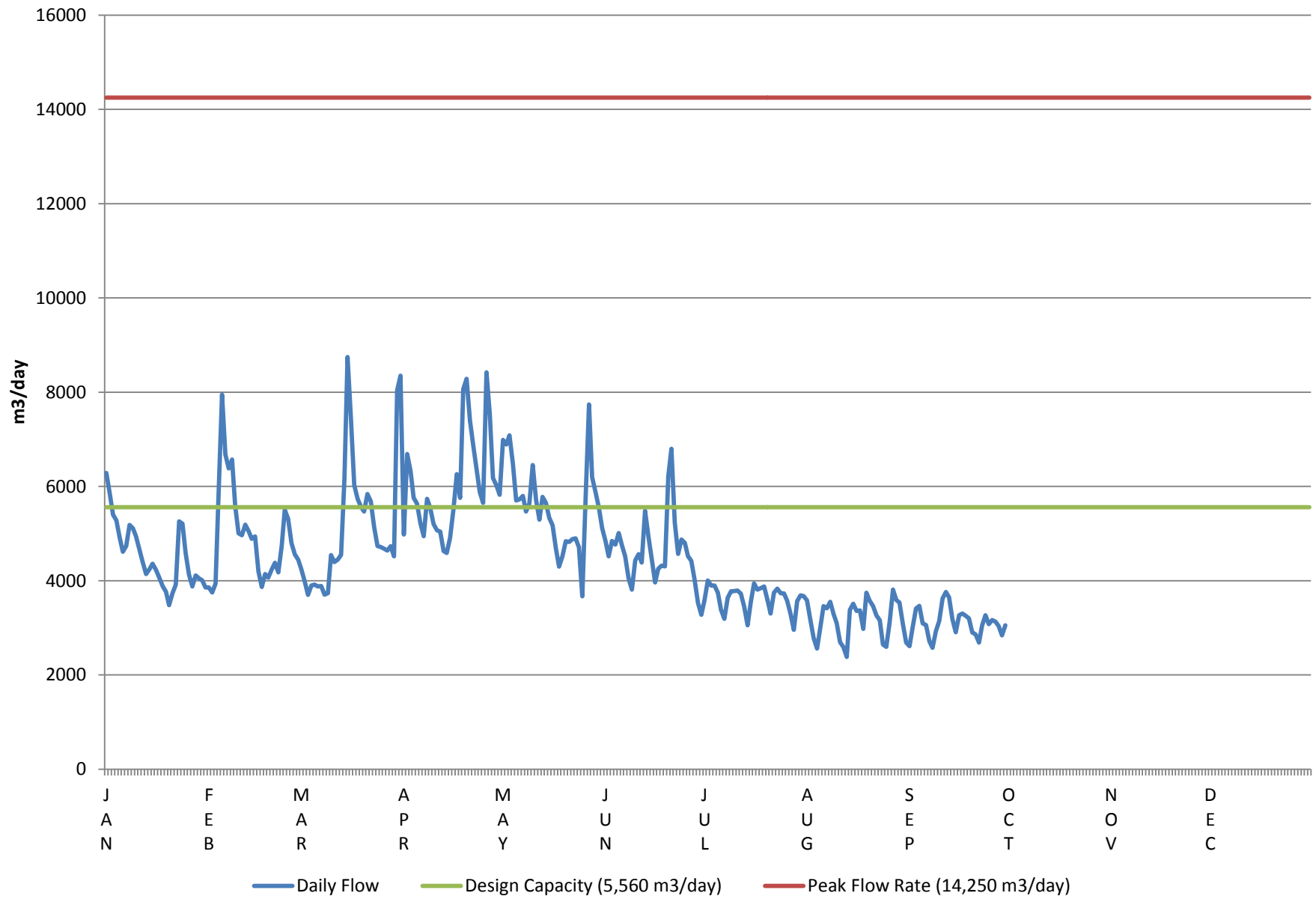
Works: [110001275]

| | 01/2019 | 02/2019 | 03/2019 | 04/2019 | 05/2019 | 06/2019 | 07/2019 | 08/2019 | 09/2019 | <--Total--> | <--Avg--> | <--Max--> | <--Criteria--> |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|-----------|-----------|----------------|
| Flows: | | | | | | | | | | | | | |
| Raw Flow: Total - Raw Sewage (m³) | 140276.00 | 139054.00 | 159098.00 | 180267.00 | 172750.00 | 138447.00 | 112641.00 | 98448.00 | 93273.00 | 1234254.00 | | | |
| Raw Flow: Avg - Raw Sewage (m³/d) | 4525.03 | 4966.21 | 5132.19 | 6008.90 | 5572.58 | 4614.90 | 3633.58 | 3175.74 | 3109.10 | | 4526.47 | | |
| Raw Flow: Max - Raw Sewage (m³/d) | 6286.00 | 7949.00 | 8748.00 | 8419.00 | 7738.00 | 6797.00 | 4004.00 | 3810.00 | 3760.00 | | | 8748.00 | |
| Eff. Flow: Total - Final Effluent (m³) | 121510.00 | 109860.00 | 120867.00 | 140633.00 | 156091.00 | 147369.00 | 147140.00 | 154736.00 | 140258.00 | 1238464.00 | | | |
| Eff. Flow: Avg - Final Effluent (m³/d) | 3919.68 | 3923.57 | 3898.94 | 4687.77 | 5035.19 | 4912.30 | 4746.45 | 4991.48 | 4675.27 | | 4532.29 | | |
| Eff. Flow: Max - Final Effluent (m³/d) | 5340.00 | 5663.00 | 7148.00 | 5923.00 | 8792.00 | 6900.00 | 5667.00 | 5568.00 | 5669.00 | | | 8792.00 | |
| Carbonaceous Biochemical Oxygen Demand: CBOD: | | | | | | | | | | | | | |
| Eff: Avg cBOD5 - Final Effluent (mg/L) | 5.000 | 6.500 | 7.750 | 6.200 | 4.500 | 6.500 | 4.800 | 3.750 | 3.250 | | 5.361 | 7.750 | |
| Eff: # of samples of cBOD5 - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: cBOD5 - Final Effluent (kg/d) | 19.598 | 25.503 | 30.217 | 29.064 | 22.658 | 31.930 | 22.783 | 18.718 | 15.195 | | 23.963 | 31.930 | |
| Biochemical Oxygen Demand: BOD5: | | | | | | | | | | | | | |
| Raw: Avg BOD5 - Raw Sewage (mg/L) | 291.600 | 376.500 | 193.750 | 217.800 | 184.500 | 284.500 | 332.800 | 310.500 | 461.750 | | 294.856 | 461.750 | |
| Raw: # of samples of BOD5 - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg BOD5 - Final Effluent (mg/L) | 5.400 | | | | | | | | | | 5.400 | 5.400 | 15.0 |
| Loading: BOD5 - Final Effluent (kg/d) | 21.166 | | | | | | | | | | 21.166 | 21.166 | |
| Percent Removal: BOD5 - Raw Sewage (mg/L) | 98.148 | | | | | | | | | | | 98.148 | |
| Total Suspended Solids: TSS: | | | | | | | | | | | | | |
| Raw: Avg TSS - Raw Sewage (mg/L) | 238.000 | 343.000 | 204.000 | 188.600 | 184.000 | 247.250 | 251.800 | 210.500 | 321.000 | | 243.128 | 343.000 | |
| Raw: # of samples of TSS - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg TSS - Final Effluent (mg/L) | 12.200 | 9.500 | 10.750 | 10.800 | 7.000 | 11.500 | 10.400 | 9.250 | 4.750 | | 9.572 | 12.200 | 15.0 |
| Eff: # of samples of TSS - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: TSS - Final Effluent (kg/d) | 47.820 | 37.274 | 41.914 | 50.628 | 35.246 | 56.491 | 49.363 | 46.171 | 22.208 | | 43.013 | 56.491 | |
| Percent Removal: TSS - Raw Sewage (mg/L) | 94.874 | 97.230 | 94.730 | 94.274 | 96.196 | 95.349 | 95.870 | 95.606 | 98.520 | | | 98.520 | |
| Total Phosphorus: TP: | | | | | | | | | | | | | |
| Raw: Avg TP - Raw Sewage (mg/L) | 3.260 | 4.230 | 3.968 | 2.578 | 2.498 | 2.995 | 3.718 | 4.310 | 4.853 | | 3.601 | 4.853 | |
| Raw: # of samples of TP - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg TP - Final Effluent (mg/L) | 0.430 | 0.430 | 0.403 | 0.308 | 0.145 | 0.170 | 0.140 | 0.305 | 0.423 | | 0.306 | 0.430 | 1.0 |
| Eff: # of samples of TP - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: TP - Final Effluent (kg/d) | 1.685 | 1.687 | 1.569 | 1.444 | 0.730 | 0.835 | 0.665 | 1.522 | 1.975 | | 1.346 | 1.975 | |
| Percent Removal: TP - Raw Sewage (mg/L) | 86.810 | 89.835 | 89.855 | 88.053 | 94.194 | 94.324 | 96.235 | 92.923 | 91.293 | | | 96.235 | |
| Nitrogen Series: | | | | | | | | | | | | | |
| Raw: Avg TKN - Raw Sewage (mg/L) | 25.980 | 23.125 | 18.000 | 17.400 | 17.800 | 19.750 | 30.280 | 31.975 | 34.700 | | 24.334 | 34.700 | |
| Raw: # of samples of TKN - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg TAN - Final Effluent (mg/L) | < 0.100 | < 0.175 | 0.425 | < 0.300 | < 0.100 | < 0.100 | 0.140 | 0.200 | < 0.175 | | < 0.191 | 0.425 | |
| Eff: # of samples of TAN - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: TAN - Final Effluent (kg/d) | < 0.392 | < 0.687 | 1.657 | < 1.406 | < 0.504 | < 0.491 | 0.665 | 0.998 | < 0.818 | | < 0.846 | 1.657 | |
| Eff: Avg NO3-N - Final Effluent (mg/L) | 7.192 | | | | | | | | | | 7.192 | 7.192 | |
| Eff: # of samples of NO3-N - Final Effluent (mg/L) | 5 | | | | | | | | | 5 | | | |
| Eff: Avg NO2-N - Final Effluent (mg/L) | 0.160 | | | | | | | | | | 0.160 | 0.160 | |
| Eff: # of samples of NO2-N - Final Effluent (mg/L) | 5 | | | | | | | | | 5 | | | |
| Disinfection: | | | | | | | | | | | | | |
| Eff: GMD E. Coli - Final Effluent (cfu/100mL) | 24.387 | 20.040 | 11.887 | 44.549 | 87.418 | 6.701 | 5.553 | 27.356 | 14.114 | | 26.890 | 87.418 | 200.0 |
| Eff: # of samples of E. Coli - Final Effluent (cfu/100mL) | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 39 | | | |

APPENDIX B

FLOW REPORT

2019 Flows





St. Marys Town Council Meeting

December 10th

St. Marys Youth Council Delegation

Delegation led by Co-Chairs of the Youth Council – Sam Truax and Aivery Neal

Our proposed focus for projects in 2020 will focus around four key areas:

1. Youth Drug use and awareness

- For this project we are partnering with the Student Union from DCVI and also the Perth District Health Unit

2. Youth Mental Health

- We will be looking to apply for grants to help with this project and are currently targeting the Stratford Perth Community Foundation and the United Way, Youth led Initiative grant

3. Youth Events

- Currently we run our Christmas Toy Drive at the PRC and it will take place again on December 14th. For this event we partner with Canadian Tire and all the toys / money raised goes to the Salvation Army. Last year we raised 118 toys for families in need.
- We are also looking to start Youth Dances as a social activity for youth in the community.

4. Partnering on the Perth 4 Youth project

- As this project revolves around Youth we will be having an active say in how the project moves forward and the discussing the best way to engage Youth.



MINUTES
Special Meeting of Council

November 19, 2019
9:00 am
Town Hall, Council Chambers

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

Council Regrets: Mayor Strathdee

Staff Present: Brent Kittmer, CAO / Clerk
 Richard Anderson, Director of Emergency Services / Fire Chief
 Grant Brouwer, Director of Building and Development
 Stephanie Ische, Director of Community Services
 Jed Kelly, Director of Public Works
 Lisa Lawrence, Director of Human Resources
 Trisha McKibbin, Director of Corporate Services
 André Morin, Director of Finance / Treasurer
 Matthew Corbett, Library CEO
 Lisa Lawrence, Director of Human Resources
 Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2019-11-19-01

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the November 19, 2019 special meeting of Council agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. STAFF REPORTS

5.1 FIN 24-2019 2020 Pre-Budget Approvals

Brent Kittmer provided an overview of today's proceedings.

André Morin spoke to FIN 24-2019 report and responded to questions from Council.

Council deliberated on each pre-budget approval item and considered a resolution for each.

Resolution 2019-11-19-

THAT FIN 24-2019 2020 Pre-Budget Approvals report be received.

Resolution 2019-11-19-02

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council give pre-budget approval to Capital Budget Item #1, *Exterior Overhead Doors at the MOC.*

CARRIED

Resolution 2019-11-19-03

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT Council give pre-budget approval to Capital Budget item #2, *Wash Bay Wall Cladding.*

CARRIED

Resolution 2019-11-19-04

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT Council give pre-budget approval to Capital Budget item #3, *Interlocking Brick Replacement.*

CARRIED

Resolution 2019-11-19-05

Moved By Councillor Winter

Seconded By

THAT Council give pre-budget approval to Capital Budget item #4,
Ceramic Tile Replacement - Lind Sportsplex.

DEFEATED (No seconder)

Resolution 2019-11-19-06

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Council give pre-budget approval to Capital Budget item #5, *Church Street Stair Repairs.*

CARRIED

Resolution 2019-11-19-07

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT Council give pre-budget approval to Capital Budget item #6,
Balcony and Retaining wall Reparging - Lind Sportsplex.

CARRIED

Resolution 2019-11-19-08

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council give pre-budget approval to Capital Budget item #7, *Lind Park Retaining Wall Pointing.*

CARRIED

B. Kittmer explained to Council that the new aerial ladder truck was not spec'd with a foam pump and that this is a critical item for the truck. B. Kittmer further explained that the pump would need to be single sourced directly from the truck supplier. There was consensus from Council that the pump be single sourced.

Resolution 2019-11-19-09

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT Council give pre-budget approval to Capital Budget item #8, *Foam Pump*; and

THAT Council direct staff to single source the Foam Pump pre-budget approval item.

CARRIED

Resolution 2019-11-19-10

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT Council give pre-budget approval to Capital Budget item #9, *J40-Sweeper*.

CARRIED

Resolution 2019-11-19-11

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Council give pre-budget approval to Capital Budget item #10, *IT Security Audit*; and

THAT Council direct staff to single source the IT security pre-budget approval item.

CARRIED

Resolution 2019-11-19-12

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT Council give pre-budget approval to Capital Budget item #11, *Egan Avenue Reconstruction*.

CARRIED

Resolution 2019-11-19-13

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT Council give pre-budget approval to Capital Budget item #12,
Church Street South Railing.

CARRIED

Resolution 2019-11-19-14

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT Council give pre-budget approval to Capital Budget item #13,
Church Street Bridge.

CARRIED

Resolution 2019-11-19-15

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT Council give pre-budget approval to Capital Budget item #14, *Dam Repairs.*

CARRIED

Council requested that staff review the stipulations placed on funding that was previously received for Mill Race Island improvements and determine if this funding could be directed to the dam repairs or future capital work on the mill race.

Resolution 2019-11-19-16

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council give pre-budget approval to Capital Budget item #15,
Sanitary Inflow and Infiltration Program.

CARRIED

Council took a brief recess at 10:27 am.

Mayor Luna called the meeting back to order at 10:35 am.

5.2 CAO 61-2019 Strategic Plan Annual Report and 2020 Council Priorities Review

Brent Kittmer spoke to CAO 61-2019 report and responded to questions from Council.

Council was of the consensus that the following list is comprised of priorities for this term of Council:

Pillar #1 Infrastructure

Progressive Infrastructure Plan:

- Complete a review of Town owned assets (heritage, buildings, and land) to determine what the Town should retain, and what the Town should complete strategic divestment of.
- Develop a financing strategy for the firehall.
- Complete the necessary engineering and design work for the Waterloo and Elizabeth Street reconstruction projects to resolve residents' concerns regarding drainage and traffic, and present a report to Council outlining how this project fits in with the Town's asset management plan.
- Complete a road needs study, and develop a comprehensive capital plan for capital road maintenance and construction. As a part of this strategy, report on the Town's ability to strategically deploy mill and pave, or other techniques, to the Town's primary gateway roads in an effort to support the Town's attraction and tourism strategies.
- Achieve measureable success on the Town's review of pedestrian crossing facilities and the Town's sidewalk network. As a part of this review, include in the report a preliminary investment strategy to implement the key recommendations of the review.
- Begin works towards developing a climate change strategy for the Town.

Pillar #2 Communication and Events

Pillar #4 Culture

Events

- Reimagine the Town's inventory of corporate events from a portfolio that is primarily tailored to the current/former resident's experience, to offerings that will expand the Town's tourism catchment area to attract new visitors to Town. This can include major events, as well as more frequent smaller events so that there is a wide breadth in the offerings in an effort to cater to and attract as diverse a range of visitors as possible.

Pillar #3 Balanced Growth

Youth Attraction and Retention:

- Continue to progress the tactics identified in the Perth 4 Youth youth based strategic plan, and be a leader of its implementation in the region including working towards the “Youth Friendly” designation.

Sustainable Growth

- Research and report back on the recommendations contained in the Director of Finance’s fiscal health report, with a view to monitoring the Town’s sustainability in regards to growth keeping up with major costs like inflation and annual increases to the cost of living.

Business Retention and Expansion:

- Achieve measureable progress on the Town’s serviced land strategy.
- Take an active hands-on role in supporting the downtown businesses and the local BIA, with a view to treating the BIA as a partner rather than an external board. Work as a facilitator to bring cohesion to the Association, with a goal to aligning the Downton business community around a common vision and path forward.
- In an effort to support downtown business, research, review, and report back on business licensing. Within the report, discuss the prevalence of businesses operating out of their homes, how these individuals comply with the Town’s zoning by-law, if/how these businesses compete with the downtown, and how the Town can license them.

Pillar #5 Economic Development and Tourism

- Leverage an improved BIA in the Town’s tourism strategy. Actively market the downtown, its unique businesses, and BIA events as a tactic to draw visitors from outside of the Town’s borders.
- Review and identify what makes the community of St. Marys unique. Leverage the Town’s unique shining stars to develop a tourism campaign to draw visitors from the outside to come and experience St. Marys.

Pillar #6: Housing

Attainable Housing:

- Continue develop new initiatives to encourage the development of attainable housing.
- Achieve measureable progress on existing tactics an initiatives that are underway, in particular: offering surplus Town owned lands for the development of attainable housing, report back on Widder Street East secondary access requirements.
- Develop a performance measurement tool should be developed by staff to measure the Town's effectiveness in this area, with regular reports to Council (for example, amend the Building and Development monthly report to reflect permits issued by type)
- Complete a review of the zoning by-law to ensure that the Town's current standard for parking requirements is relevant as the Town moves forward to encourage more affordable and higher density housing developments.

General – Corporate/Strategic/Operational

- Focus on developing the Town's profile outside of the Town's borders. Actively seek out external partnerships, seats on boards, etc to put St. Marys in a position of a municipal leader.
- Complete an assessment and evaluation of the police services contract, with a view to ensuring that service levels meet the community's needs and to the best possible service is provided to the community in a cost effective manner.

Brent Kittmer provided a recap of the next steps for the priorities review and stated that a future report back to Council will be coming outlining the work plan and timelines for Council's priorities.

Resolution 2019-11-19-17

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT CAO 61-2019 Strategic Plan Annual Report and 2020 Council Priorities Review be received for information and discussion.

CARRIED

6. UPCOMING BUDGET MEETINGS

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

7. BY-LAWS

Resolution 2019-11-19-18

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT By-law 100-2019, being a by-law to confirm the proceedings of the November 19, 2019 special Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Acting Mayor and Clerk.

CARRIED

8. ADJOURNMENT

Resolution 2019-11-19-19

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT this special meeting of Council adjourn at 11:47 am.

CARRIED

Marg Luna, Mayor

Brent Kittmer, CAO / Clerk



MINUTES Regular Council

November 26, 2019
6:00pm
Town Hall, Council Chambers

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

Council Regrets: Mayor Strathdee

Staff Present: Brent Kittmer, CAO / Clerk
Andy Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
Stephanie Ische, Director of Community Services
Trisha McKibbin, Director of Corporate Services
André Morin, Director of Finance / Treasurer, Acting CAO
Jeff Wolfe, Asset Management / Engineering Specialist
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Mayor Luna asked that two emergent items be added to the Closed Session agenda including the Library CEO Position and Council Remuneration.

Resolution 2019-11-26-01

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT the November 26, 2019 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent inquired about the taxi licensing process, and asked if there is an annual performance review for cab companies and how long a company's license is valid for.

Jenna McCartney highlighted the basic process in which staff review and process tax licensing for owners and drivers on the initial intake as well as on an annual basis. Ms. McCartney stated that the by-law does not permit staff to evaluate a company's approach to customer service.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - November 12, 2019

Councillor Winter stated that minute item 13 should be revised to remove the comment that "Councillor Winter stated he will attend." and be replaced with "Councillor Winter stated he will check his availability."

Resolution 2019-11-26-02

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the November 12, 2019 regular Council meeting minutes be approved as amended by Council, and signed and sealed by the Mayor and Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Township of Ramara re: Conservation Authorities Exit Clause

Resolution 2019-11-26-03

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT the correspondence from the Township of Ramara regarding Conservation Authorities Exit Clause be received.

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 62-2019 November Monthly Report (Building and Development)

Grant Brouwer spoke to DEV 62-2019 report and responded to questions from Council.

Resolution 2019-11-26-04

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT DEV 62-2019 November Monthly Report (Building and Development) be received for information.

CARRIED

8.2 Community Services

8.2.1 DCS 36-2019 November Monthly Report (Community Services)

Stephanie Ische spoke to DCS 36-2019 report and responded to questions from Council.

Resolution 2019-11-26-05

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT DCS 36-2019 November Monthly Report (Community Services) be received for information.

CARRIED

8.2.2 DCS 35-2019 Recreation and Leisure Advisory Committee Recommended Changes to Ice Allocation Policy

Stephanie Ische spoke to DCS 35-2019 report and responded to questions from Council.

Resolution 2019-11-26-06

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DCS 35-2019 Recreation and Leisure Advisory Committee Recommended Changes to Ice Allocation Policy be received; and

THAT the amended Ice Allocation policy be approved and this operating change take effect for the 2020-2021 ice season to allow for consultation with affected user groups.

CARRIED

8.3 Corporate Services

8.3.1 COR 34-2019 November Monthly Report (Corporate Services)

Trisha McKibbin spoke to COR 34-2019 report and responded to questions from Council.

Resolution 2019-11-26-07

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT COR 34-2019 November Monthly Report (Corporate Services) be received for information.

CARRIED

8.4 Finance

8.4.1 FIN 23-2019 November Monthly Report (Finance)

Andre Morin spoke to FIN 23-2019 report and responded to questions from Council.

Resolution 2019-11-26-08

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT FIN 23-2019 November Monthly Report (Finance) be received for information.

CARRIED

8.4.2 FIN 22-2019 Revised Consolidated Fee By-law

Andre Morin spoke to FIN 22-2019 report and responded to questions from Council.

Resolution 2019-11-26-09

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT FIN 22-2019 Revised Consolidated Fee By-law report be received; and

THAT By-law 108-2019 being a Fees By-law be approved.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 21-2019 November Monthly Report (Emergency Services)

Fire Chief Anderson spoke to FD 21-2019 report and responded to questions from Council.

Resolution 2019-11-26-10

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT FD 21-2019 November Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Human Resources

8.6.1 HR 11-2019 November Monthly Report (Human Resources)

Lisa Lawrence spoke to HR 11-2019 report and responded to questions from Council.

Resolution 2019-11-26-11

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT HR 11-2019 November Monthly Report (Human Resources) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 75-2019 November Monthly Report (Public Works)

Jed Kelly spoke to PW 75-2019 report and responded to questions from Council.

Resolution 2019-11-26-12

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT PW 75-219 November Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption

Jeff Wolfe spoke to PW 76-2019 report and responded to questions from Council.

Resolution 2019-11-26-13

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption be received; and

THAT Council enact Bylaw 102-2019 to approve the Northridge Subdivision Agreement Amendment included as Attachment 2 in report PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption; and

THAT Council enact Bylaw 103-2019 to approve Final acceptance and assumption of Stage 1, Stage 2 and Stage 3 infrastructure constructed and installed within the Northridge Subdivision, as outlined in the development agreement; and

THAT Council enact By-law 104-2019 to open, establish and assume Edison Street as public highway.

CARRIED

8.7.3 PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption

Jeff Wolfe spoke to PW 77-2019 report and responded to questions from Council.

Resolution 2019-11-26-14

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption be received; and

THAT Council enact By-law 105-2019 to approve the Diamondridge Subdivision Agreement Amendment included as Attachment 2 in report PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption; and

THAT Council enact By-law 106-2019 to approve Final acceptance and assumption of Stage 3 infrastructure constructed and installed within the Diamondridge Subdivision, as outlined in the subdivision agreement; and

THAT Council enact By-law 107-2019 to open, establish and assume Tracy Street and Diamondridge Court as described in Registered Plan 44M-48 as public highway.

CARRIED

8.7.4 PW 78-2019 One Tonne Truck Procurement Options

Jed Kelly spoke to PW 78-2019 report and responded to questions from Council.

Resolution 2019-11-26-15

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT PW 78-2019 One Tonne Truck Procurement Options report be received; and

THAT Council direct staff to implement Option 2; and

THAT Council redirect the award of RFT-PW-05-2019 to St. Marys Ford in the amount of \$84,637 inclusive of HST for the proposed recertified unit including the 7 year extended warranty; and

THAT Council award the procurement of a front mount snow plow to Nes-Tech Equipment Sales in the amount of \$13,841 inclusive of HST.

CARRIED

8.8 CAO and Clerks

8.8.1 CAO 62-2019 November Monthly Report (CAO and Clerks)

Brent Kittmer spoke to CAO 62-2019 report and responded to questions from Council.

Resolution 2019-11-26-16

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT CAO 62-2019 November Monthly Report (CAO and Clerks) be received for information.

CARRIED

8.8.2 CAO 63-2019 Community Safety and Well-Being Plan Update

Brent Kittmer spoke to CAO 63-2019 report and responded to questions from Council.

Resolution 2019-11-26-17

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT CAO 63-2019 Community Safety and Well-Being Plan Update report be received; and

THAT Council approve the partnership between the City of Stratford, Municipality of North Perth, Municipality of West Perth, Township of Perth South and Township of Perth East for the development of a joint Community Safety and Well-Being Plan; and

THAT the Town's equal-portion of the cost for the joint Plan be funded from the Town's municipal modernization and efficiency funding.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Councillor Hainer requested that By-law 101 be lifted from the proposed recommendation.

- 11.2 By-Law 102-2019 Amend Development Agreement with 2231872 Ontario Inc. for Northridge Subdivision**
- 11.3 By-Law 103-2019 Assumption of Stage 1, 2 and 3 Works from Northridge Subdivision**
- 11.4 By-Law 104-2019 Open, Establish and Assume Edison Street as Public Highway**
- 11.5 By-Law 105-2019 Amend Subdivision Agreement with Meadowridge Properties Ltd for Diamondridge Subdivision**
- 11.6 By-Law 106-2019 Assumption of Stage 3 Works of Diamondridge Subdivision**
- 11.7 By-Law 107-2019 Open, Establish and Assume Tracey Street and Diamondridge Court as Public Highway**
- 11.8 By-Law 108-2019 Fees**

Resolution 2019-11-26-18

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT By-Laws 102-2019, 103-2019, 104-2019, 105-2019, 106-2019, 107-2019 and 108-2019, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

11.1 By-Law 101-2019 Waste Management By-law

Council discussed the proposed amendments to the Waste Management By-law and asked questions of staff.

Resolution 2019-11-26-19

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT By-Law 101-2019 Section 2.5(1) be amended from 7:00 pm to 9:00 pm.

WITHDRAWN

Resolution 2019-11-26-20

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT By-Law 101-2019 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

12. UPCOMING MEETINGS

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

Council took a brief recess 7:39 pm.

Mayor Luna called the meeting back to order at 7:45 pm.

13. CLOSED SESSION

Resolution 2019-11-26-21

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Council move into a session that is closed to the public at 7:46 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

13.1 Minutes CLOSED SESSION

13.2 CAO 65-2019 CONFIDENTIAL Labour Relations and Employee Negotiations

13.3 CAO 64-2019 CONFIDENTIAL Service Delivery Review Update

13.4 Library CEO Position

13.5 Council Remuneration

14. RISE AND REPORT

Acting Mayor Luna reported that a closed session was held where four matters were considered with staff being given direction on each matter. There is nothing further to report at this time.

Resolution 2019-11-26-22

Moved By Councillor Hainer

Seconded By Councillor Winter

THAT Council rise from a closed session at 9:07 pm.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2019-11-26-23

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT By-law 109-2019, being a by-law to confirm the proceedings of November 26, 2019 regular Council meeting be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

16. ADJOURNMENT

Resolution 2019-11-26-24

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourn at 9:08 pm.

CARRIED

Marg Luna, Acting Mayor

Brent Kittmer, CAO / Clerk

INFORMATION REPORT

To: Acting Mayor Luna and Members of Council

Prepared by: Ray Cousineau, Facilities Supervisor

Date of Meeting: 10 December 2019

Subject: **DEV 64-2019 Town Garden Modifications**

INFORMATION

To inform Town Council of the projected modifications staff would like to implement for the 2020 season and receive approval on the new plan.

RECOMMENDATION

THAT DEV 64-2019 Town Garden Modifications be received for information.

BACKGROUND

The Town currently has 93 hanging baskets, 35 urns, 18 bridge boxes, 18 annual gardens and 26 perennial beds. The Beatification Committee recently turned over the 18 bridge boxes, Centennial Garden (perennial) and Eastward Garden (perennial) to the Town to maintain.

The Town has contracted St. Marys Landscaping to water, plant and weed our flower beds, hanging baskets, bridge boxes and urns. In 2018, the Town incurred the following costs related to the Town flower beds:

| | |
|---|---------------------|
| • Planting & Maintenance of the gardens | \$30, 954.80 |
| • Watering of the Annual Gardens | \$17, 678.85 |
| • Hanging Baskets | \$ 5, 813.00 |
| • Purchase of the annual flowers | \$ 5, 277.00 |
| • Purchase of the bridge box flowers | \$ 3,051.00 |
| • Hanging and removal of flower baskets | \$ 805.13 |
| • BIA donates towards annual flowers | \$ -4,500.00 |
| Total cost of flowers in 2018 | \$59, 079.78 |

During Council's review of budgets, service levels, and revenue generating opportunities, staff brought forward a number of ideas to reduce the Town's annual cost of flowers as this is not an essential service. Through the review, Council provided the following direction to staff:

Council direction to keep the core service level and functions of the flower beautification program the same, with staff being provided direction to review the existing program for efficiencies that can be made within these boundaries. Staff was provided direction to work with the BIA to review opportunities for the BIA to assist in funding the costs of the program.

REPORT

Town staff would like to modify the amount of flowerbeds and flowers we are currently planting and maintaining. Staff have drawn up 3 lists, one identifies the flowers and beds that will remain the same. The second list identifies annual beds that will be changed to annual and perennial flowers or have less annual flowers. The third list identifies flower beds that will be eliminated with little to no perceived impact.

1. Remaining the Same:

- All hanging baskets downtown
- All urns
- Quarry fence and deck flower beds
- Town Hall plaza planter and Queen Street flower beds
- All perennial flower beds not listed below

2. Modified Flower Beds (reducing the number of plantings in each bed as we had too many causing overcrowding):

- MOC address stone
- Town Entrance beds
- VIA Sign bed (corner of James St and Queen St)
- Bridge Boxes –(Victoria Bridge) there will be the same amount of boxes (18), but the flowers will be purchased under our purchasing bylaw and planted at the same time as the other annual beds. Currently, the boxes are being sent away and the flowers are growing for 2 months in the boxes in green houses before being placed on the bridge.
- Train Station Planter Boxes – all 3 boxes will be removed and replaced with 2 urns
- Museum Sign (Tracy St)
- Cadzow Sign (Church St S and Park St)
- Cenotaph flower beds
- Cemetery Cremation Garden (just inside the cemetery Cain St entrance) & Memorial Gravestone Garden (in cemetery beside Chapel)

3. Eliminated Flower Beds

- Cemetery – all entrance beds (4) will be removed and grass installed. Charles Street entrance 2 beds & Cain Street entrance 2 beds.
- Library – Church Street bed will be removed and grass installed
- Meadowridge Entrance beds – removal of both flower beds and grass installed. Bushes will remain
- Stoneridge Drive Entrance bed – removed and install grass. Bushes will be removed as well.
- Pyramid Recreation Center splash pad surround flower bed – this flower bed will be removed and concrete will be installed between the sidewalk and the splash pad wall.

SUMMARY & IMPLICATIONS

Staff has removed 9 flower beds from the maintenance list with 6 of those also removed from the annual flower purchase & planting list.

Staff has also had 2 flower beds given back to be added into the maintenance list and 18 flower boxes handed back to be added into the annual flower purchase & planting list.

Staff request that Council review the modifications of the Town gardens.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

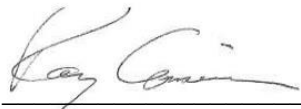
Jed Kelly-Director of Public Works
Matthew Corbett – CEO Library
St Marys Landscaping

ATTACHMENTS

1. Pictures of Cemetery Entrance Beds
2. Picture of Library Annual flower bed
3. Picture of Via flower beds

REVIEWED BY

Recommended by the Department

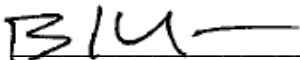


Ray Cousineau
Facilities Supervisor



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk













PROCUREMENT AWARD

To: Mayor Stratthdee and Members of Council

Prepared by: Jeff Wolfe, Asset Management and Engineer Specialist

Date of Meeting: 10 December 2019

Subject: **PW 80-2019 Mill Dam Repairs Tender Award**

PROJECT DETAILS

The Town's 2019 Capital Plan included a project to make repairs to the Mill Dam. The Town wished to complete the work without lowering the level of Rice Lake so a trial project was completed in the summer of 2019 to ensure that the scope of work could be completed without lowering the water levels. The trial was successful so a tender was prepared and released for the repair work to be completed in the summer of 2020. The 2020 Capital Plan included the project again, with an updated construction estimate prior to tendering. Council provided 2020 pre-budget approval to this project on November 19.

RECOMMENDATION

THAT PW 80-2019 Mill Dam Repairs Tender Award be received; and,

THAT the tender for the Mill Dam Repairs be awarded to McLean Taylor Construction Ltd. for the bid price of \$279,711.95, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 80-2019 Mill Dam Repairs Tender Award report with the variance funded from the OCIF grant fund; and,

THAT Council approve By-Law 112-2019 and authorize the Mayor and the Clerk to sign the associated agreement.

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, November 26, 2019 |
| Number of Bids Received: | Two (2) |
| Successful Proponent: | McLean Taylor Construction Ltd. |
| Approved Project Budget: | \$233,000.00 |
| Cost Result – Successful Bid (Inclusive of HST): | \$279,711.95 |
| Cost Result – Successful Bid (Inc. Net of HST rebate): | \$251,889.28 |
| Other Costs (Engineering, Permit) | \$33,000.00 |
| Project Over-budget | \$51,889.28 |

The bid document submitted by McLean Taylor Construction Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project McLean Taylor Construction Ltd.

FINANCIAL IMPLICATIONS

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

| | |
|---|----------------------|
| Mill Dam Repairs Capital Project 01-9372 (budgeted) | \$ 233,000.00 |
| Tender over-budget | \$ 51,889.28 |
| Total | \$ 284,889.28 |
| Transfer from OCIF grant fund | \$ 51,889.28 |

The project will incur a variance of \$51,889.28 from the 2020 Capital Budget. The variance will be transferred from the OCIF grant fund.

STRATEGIC PLAN

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

- **Pillar #4 Infrastructure**

- Priority: **Developing a comprehensive and progressive infrastructure plan** - St Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance
- Tactic(s):
 - Identify immediate needs in the community
 - When reviewing priorities of needs for maintenance investments in “discretionary” Town assets, the following Town icons will be considered of most importance: historic Town Hall, historic Water Tower; mill race dam and spillway; Carnegie Library, museum, Water Street bridge, Church Street Bridge, Grand Trunk trail and Sarnia Bridge, and Junction Station.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

ATTACHMENTS

1. Bid Summary

REVIEWED BY

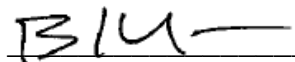
Recommended by the Department


Jeff Wolfe

Asset Management / Engineering Specialist


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
CAO / Clerk

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-PW-18-2019

TITLE: Surface Repairs To Dam

MOC

NOV 23/19

2:30 PM

| NO | VENDOR | AMOUNT | DATE | TIME |
|----|--|----------------|-----------|---------|
| 1 | Carlington Construction Inc. | | | |
| 2 | Clearwater Structures Inc. and Municipal Sewer | | | |
| 3 | Construction Demathieu & Bard (CDB) Inc. | | | |
| 4 | Facca Inc | | | |
| 5 | GVCA | | | |
| 6 | HC Matcon Inc | | | |
| 7 | Huinink Infrastructure Ltd. | | | |
| 8 | JARLIAN CONSTRUCTION INC. | | | |
| 9 | Kelso Coatings | | | |
| 10 | LABE | | | |
| 11 | Looby Builders (Dublin) Limited | | | |
| 12 | McLean Taylor Construction Limited | \$279,711.95 | Nov 26/19 | 2:15 PM |
| 13 | MTM-2 contracting Inc. | | | |
| 14 | National Structures Inc | \$670,395.60 | Nov 26/19 | 1:45 PM |
| 15 | Sierra Bridge Inc. | | | |
| 16 | Toronto Construction Association | | | |
| 17 | WCA | | | |
| 18 | Xterra Construction Inc. | | | |
| 19 | Opened By: | Recorded By: | | |
| 20 | | | | |
| 21 | Jeff Wolfe | Jo-Anne Lounds | | |
| 22 | | | | |



FORMAL REPORT

| | |
|-------------------------|---|
| To: | Acting Mayor Luna and Members of Council |
| Prepared by: | Dave Blake, Environmental Services Supervisor |
| Date of Meeting: | 10 December 2019 |
| Subject: | PW 81-2019 Water and Sewer Policies |

PURPOSE

This report presents Council with three (3) Water and / or Sewer policies for consideration. The Policies, if approved would provide staff and property owners with a clear understanding of expectations and requirements when dealing with utility service issues detailed within the policies.

RECOMMENDATION

THAT Report PW 81-2019, Water and Sewer Policies be received; and

THAT Policy PW4301, being a policy regarding Frozen Water Services within the Town of St. Marys be approved; and,

THAT Policy PW4302, being a policy regarding Utility Repair and Restoration within the Town of St. Marys be approved; and,

THAT Policy PW4304, being a policy regarding Sewer Blockages within the Town of St. Marys be approved.

BACKGROUND

In October 2014, Council approved By-Law 46-2014 which governs water, wastewater and stormwater within the Town of St. Marys. The by-law was a comprehensive review of all systems and significantly enhanced the direction, guidance and requirements moving forward in the Town.

Over the years since the by-law was enacted, persistent issues or concerns have been identified where policy direction is recommended to better provide staff and the general public with information on processes, practices, etc.

On September 17, 2019, Staff presented the Strategic Priorities Committee (SPC) with three (3) policies for discussion. The policies were in relation to Frozen Water Services, Sewer Blockages and Utility Repair and Restoration.

The following Resolution was carried at the SPC meeting:

Resolution 2019-09-17-04

Moved By: Councillor Luna

Seconded By: Councillor Craigmile

THAT Report PW 56-2019, Water and Sewer Policies be received for discussion; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council adopt the amended Water and Sewer policies regarding “Frozen Water Service”, “Sewer Blockage” and “Water Repair and Restoration”.

Since that time, staff have amended the policies based on discussion and comments received through SPC. This report provides Council with the amended policies for consideration.

REPORT

Over the last several years, several ongoing issues or concerns have been identified by staff where policy guidance would be preferred. Following the September 17, 2019 SPC meeting, staff have reviewed the proposed policies and updated their contents based on initial feedback or comments received from SPC.

Frozen Water Service Policy:

Originally adopted several years ago, several years of cold weather through the winter months have identified a need to enhance the existing Frozen Water Service Policy. The policy as presented provides some enhanced guidance to staff with regards to dealing with frozen water services, payment for service restoration and dealing with difficult locations.

During review of the proposed policy at SPC, one clause referred to situations where neighbouring properties refused permission to allow a temporary water connection and the Town’s ability to connect regardless. Through further review, there is no clear or concise requirement that would permit the Town powers to install a temporary connection in these instances, and as such that condition has been removed. The policy now states that alternative options shall be investigated.

Attachment No. 1 presents the Frozen Water Service Policy for consideration.

Utility Repair and Restoration Policy:

Every year, the Town of St. Marys will repair between 10 and 15 utility services where property damage can be encountered. Emergency repairs can result in damage completed to driveways, landscaping, etc. The majority of times, staff are able to provide an acceptable solution to property owners to repair any damage created. However, sometimes expectations or efforts are not deemed sufficient, and unpleasant confrontations can be encountered by staff. This policy has been drafted to provide staff and the general public a clear understanding of the expectations and requirements around utility repairs and restorations.

During review of the proposed policy at SPC, several comments were received for this policy and have subsequently been incorporated into the policy. The key amendments to the policy are as follows:

- Policy name updated to “Utility Repair and Restoration Policy” to reflect restoration requirements regardless of water or sewer works;
- Definition and Description updated to include not only water, but also sewer;
- Two (2) Options for consideration by staff and property owner being, Restoration and Repair (Option 1) and Cash Settlement (Option 2);
- Included provisions for interlocking brick surfaces;
- Included an upset limit clause for Cash Settlement Option; and,
- Provided authority to the Director of Public Works to determine the scope of damages to be repaired.

Attachment No. 2 presents the Utility Repair and Restoration Policy for consideration.

Sewer Blockage Policy:

The St. Marys sewer system is relatively young. With the majority of the system having been installed in the early 1970's, many sewer issues have not been encountered. However, as the system ages, build-ups can accumulate and increased number of issues can be expected. The draft policy is built off of the current best practices administered by the Town but would also help provide guidance to staff and the general public on matters related to maintenance of services, invoice payments, etc.

There were no significant amendments to this policy from the SPC discussion aside from minor clerical efforts.

Attachment No. 3 presents the Sewer Blockage Policy for consideration.

FINANCIAL IMPLICATIONS

None at this time.

The policies presented for consideration generally follow best practices currently followed by Town staff. Their subsequent approval and implementation would provide staff with clear policy direction to better navigate applicable situations in the future.

SUMMARY

The purpose of this report has been to present Council with policies for consideration in relation to frozen services, utility repairs and restoration and sewer blockages. Based on the information herein, as well as the attached policies, staff recommend that the policies be approved to provide not only staff, but the general public with clarity and understanding related to these matters moving forward.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

ATTACHMENTS

Attachment No. 1 – Policy PW4301, Frozen Water Service Policy
Attachment No. 2 – Policy PW4302, Utility Repair and Restoration Policy
Attachment No. 3 – Policy PW4304, Sewer Blockage Policy

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

Frozen Water Service Policy

[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]

Policy Statement

The Town of St. Marys is committed to providing safe and reliable drinking water to its customers and is responsible for the operation, maintenance and repair of the drinking water system under its operating authority, which includes all municipally owned water service piping and shut off valves within the municipal right-of-way under normal and frozen service conditions.

The Town of St. Marys shall take reasonable steps as detailed within this policy to restore the supply of water interrupted as a result of freezing as quickly as possible.

The property owner shall be responsible for the maintenance and repair of the drinking water services located on their property including the water shut off inside the home or building under both normal and abnormal conditions, including frozen water service conditions.

The service shut off valve (curb stop) is generally installed at property line for the sole benefit of the property.

Scope

This policy applies to properties within the Town of St. Marys in the event of a frozen water service.

Purpose

The purpose of this policy is to describe the general processes and responsibilities for the restoration of drinking water supply to properties where that supply has been interrupted as a result of the water service pipe freezing and to prevent future occurrences at properties previously affected.

This policy also describes the responsibilities of the Town of St. Marys, Drinking Water system Operating Authority, and property owners under normal conditions and under abnormal conditions such as frozen water services.

Definition and Description

A water service is defined as the piping connecting a property or building to a municipal water main. A typical water service consists of a municipally owned piping and privately owned piping (*Section 3.3.1 and 3.3.2 of By-Law 46 of 2014*). The pipe from the watermain connection to the property line is owned by the Town of St. Marys. The service shut off valve (curb stop) which is typically located at the property line is considered part of the municipally owned piping. All piping located on private property, excepting the municipally owned water meter, is owned by the property owner.

Responsibilities

When water services are determined to have frozen on private property, the property owner will be responsible for all costs associated with the thawing or temporary connection. When water services are determined to have frozen on municipal property. The Town will be responsible for the costs

associated with thawing the municipal service line. The Town will not be responsible for any costs incurred by the homeowner to investigate a frozen service line on the private side of the connection.

In order for a property owner to have services provided by the Town, such as thawing services, or temporary connections, the property owner must notify the Town or Operating Authority regarding a potential frozen service. The Operating Authority shall investigate and determine course of action.

The Town of St. Marys maintains a list of all property addresses that have a history of water lines freezing in previous years (since 2013). The Manager of Water and Wastewater, or their designate will send a notice to each of these property owners, when the possibility of frozen services is anticipated. The notice will advise the property owner to run a constant stream of cold water from a single tap in the building. The stream of water is to be approximately the size of a pencil (0.5 cm in diameter). It is the property owner's responsibility to ensure that the running water is done in accordance with the guidelines set out in the notice. The Town of St. Marys assumes no responsibility for damages caused as a result of the running water.

All residents who will be leaving their properties vacant for the winter months are advised to have their water services temporarily shut off by the Operating Authority and pay the applicable fees. Any resident who will be leaving their properties vacant for an extended period of time during the winter months are advised to have someone check in on the house daily during cold weather in case of frozen water services.

When property owners are advised through a notice from the Manager of Water and Wastewater, or their designate, to run their cold water tap to avoid freezing, they will be billed based on an estimate (base rate plus estimated consumption) based on prior consumption history for the property. If the property owner does not receive a letter from the Manager of Water and Wastewater, or their designate, but decides on their own to let the water run to prevent freezing, they will be responsible for all consumption during that time period. The Town will adjust consumption usage during this time up to a maximum of 200 cubic meters over a billing cycle (one month). Usage over and above 200 cubic metres will be the responsibility of the property owner.

If the Operating Authority, or the Manager of Water and Wastewater has advised a property owner to let their water run and the property owner chooses not to do so, the property owner will be responsible for covering all costs incurred should the water service freeze, even if the frozen section occurs in pipes that are on municipal property (as defined herein). See Table 1 for cost allocations.

If deemed practical by the Operating Authority, or the Town, attempts may be made to thaw the frozen pipes as quickly as possible. Thawing attempts will be done in the order which the calls were received, however priority will be given to schools, daycares, health care facilities, residents that have special needs and properties that cannot be hooked to a temporary connection.

Residents whom attempt to thaw frozen pipes on their own or hire a licensed plumber to attempt to thaw frozen pipes, and are not willing to notify or wait for the Town to attempt to thaw frozen pipes or provide a solution, will be responsible for all associated costs even if the frozen pipe is found on municipal property.

The Town is not responsible for any damages resulting from pipe thawing attempts of individuals or contractors, returning property (which needed to be disturbed for thawing practices) back to normal, or any damages suffered due to delays in thawing water pipes.

If the Operating Authority and / or a licensed plumber retained by the Town are unable to thaw the frozen water pipes, or if thawing attempts are deemed impractical, the Town shall arrange for the installation of a temporary connection from the neighbouring property.

In the event that a neighbouring property is unwilling to allow a temporary connection to supply water to a property experiencing a frozen water service the Town or their designate shall investigate alternative options for returning water supply.

When a temporary connection is installed to continue to provide water during a frozen water service event, both parties (property with frozen service and neighbouring supply property) will be billed based on an estimate of water usage based on prior historical consumption for each property. Property owners will see an adjustment on the actual bill.

All temporary connections must continually run to prevent freezing. If services were provided by the Town to temporarily restore water supply and that temporary connection freezes, the property owner will be responsible for all costs incurred to restore a temporary service to the property. See Table 1 for cost allocations.

The Operating Authority will take a water meter reading from both parties before installing a temporary connection and when uninstalling a temporary connection in order to ensure a more accurate estimate and adjustment.

When water pipes are frozen, sanitary sewer charges shall be calculated in accordance with the Town's Fee By-law.. The cubic metre rate shall be based on the adjusted amount to be billed for water consumption.

Property owners whom receive notification from the Manager of Water and Wastewater Services, or their designate to run a constant stream of water will also be notified when they should stop running their water once the risk of frozen water services is no longer anticipated.

The Town may in certain circumstances recommend all residents on the municipal water system to run their tap according to this policy. Every attempt will be made to contact the residents through social media, Town website, etc. Similar notice would be given once residents could discontinue running their taps.

Communication

To lessen the impact of service disruptions during utility emergencies, it is important that customers have access to timely and reliable information that describes how they can protect their properties. The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was approved on December 10, 2019.

Table 1 – Cost Allocations

| First Occurrence / Not on Frozen Service List | Responsibility / Payment |
|---|--|
| Plumber thaws internal / private piping / service | Property Owner |
| Plumber thaws public service | Town of St. Marys |
| Plumber changes internal plumbing to facilitate thaw attempt | Property Owner |
| Town thaws external service | Town of St. Marys |
| Excavation at curb-stop to thaw service outside of building: Curb stop to Building | Property Owner – 50% Town of St. Marys – 50% |
| Temporary Connection – Sub Feeding from neighbouring source | Town of St. Marys No Charge to recipient No Charge to Supplier, credit applied to bill for usage |
| Frozen water meter | Property Owner |

| Second Occurrence / Received Run Water Notice | Responsibility / Payment |
|---|---|
| Plumber thaws internal piping / service | Property Owner |
| Plumber thaws external service | Property Owner |
| Plumber changes internal plumbing to facilitate thaw attempt | Property Owner |
| Town thaws external service | Property Owner |
| Excavation at curb-stop to thaw service outside of building: Curb stop to Building | Property Owner |
| Temporary Connection – Sub Feeding from neighbouring source | Property Owner No Charge to Supplier, credit applied to bill for usage |
| Frozen water meter | Property Owner |

| Temporary Service Connection Freezes | Responsibility / Payment |
|---|--------------------------|
| Plumber disconnects and thaws temporary supply piping | Property Owner |

Utility Repair and Restoration Policy

[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]

Policy Statement

The Town of St. Marys is committed to providing safe and reliable water and sewer services to its customers and is responsible for the operation, maintenance and repair of the utility services under its operating authority, which includes all municipally owned water and sewer service piping and shut off valves.

The Town of St. Marys shall take reasonable steps as detailed within this policy to restore service and property as a result of necessary utility repairs.

The property owner shall be responsible for the maintenance and repair of the utility services and property located on private property including the water shut off inside the home or building.

The curb stop generally located at the property line is in place primarily for the benefit of the property.

The sewer clean out, generally located on private property is in place primarily for the benefit of the property.

Scope

This policy applies to properties within the Town of St. Marys in the event that a necessary utility service repair was required.

Purpose

The purpose of this policy is to identify the responsibilities for the distribution of costs and repairs between the Town of St. Marys and property owners when a necessary utility service repair was required.

Definition and Description

A water service is defined as the piping connecting a property or building to a municipal water main. A typical water service consists of a municipally owned piping and privately owned piping. The pipe from the watermain connection to the property line is owned by the Town of St. Marys. The service shut off valve (curb stop) which is typically located at the property line is considered part of the municipally owned piping. All piping located on private property, excepting the municipally owned water meter, is owned by the property owner.

A sewer service (sanitary or storm) is defined as the piping connecting a property or building to a municipal sewer main. A typical sewer service consists of municipally owned piping and privately owned piping. The pipe from the sewer main to the property line is owned by the Town of St. Marys. All piping located on private property is owned by the property owner. For further clarity, any external sewer clean out which is typically located just on private property is considered part of the private plumbing system.

Responsibilities

If a utility repair has been determined to be necessary (i.e. water leak), the Town of St. Marys or their designate shall assess responsibility for the repair. This determination shall be completed by determining the location of the issue in relation to the property line.

As an example, operating the curb stop (property line valve). If the flow of water stops, it shall be assumed that the leak is located on the private side of the connection and shall be the property owner's responsibility. If the leak continues, it shall be assumed that the leak is located on public property, and shall be the responsibility of the Town.

Should an issue be determined to be the responsibility of the property owner, the property owner shall be fully responsible for retaining the services of a licensed plumber to facilitate the repairs, as required. The property owner shall also be fully responsible for restoration related to the repair (i.e. driveways, landscaping, etc.)

Should the issue be determined to be the responsibility of the Town, the Town or their designate shall be responsible for completing the repairs as required. For clarity, the Town shall also be responsible for restoration of property damaged as a result of the repair.

There are two means for restoring the damaged property.

Option 1: Restoration & Repair

Restoration shall be completed to return the property to its pre-repair condition. The Town shall replace damaged portions only and property owners shall not be entitled to full surface feature replacements such as driveways or landscaping. For further clarity regarding restoration, please refer to Table 1:

Table 1:

| Feature for Restoration | Required Restoration |
|---|---|
| Gravel Driveway | Replace gravel removed with new gravel, pack and level |
| Asphalt Driveway | Saw cut asphalt driveway to square up restoration location Install asphalt driveway patch |
| Concrete Driveway | Saw cut along existing expansion joints in driveway. Remove and replace any damaged panels. Minor spalling of concrete shall not be considered damaged for means of replacement. Finish to match existing. |
| Stamped Concrete Driveway Or coloured driveway | Saw cut along existing expansion joints in driveway. Remove and replace any damaged panels. Minor spalling of concrete shall not be considered damaged for means of replacement. Town shall make efforts to match finished driveway, but shall not be required to replace more than damaged sections. |
| Interlocking Brick | Remove interlocking brick in the excavation area. Re-install interlocking brick when repair is |

| | |
|--|---|
| | complete. If any bricks are damaged during the repair, the Town shall make efforts to match the existing brick design, but shall not be required to replace more than the damaged sections. |
| Landscaping (i.e. grass, gardens, etc.) | Replacement activities to be coordinated with property owner on level of restoration required. As a minimum, topsoil shall be replaced, leveled, graded and grass seed applied. |

The Town will procure general unit rates per material from local distributors at the beginning of each calendar year, for any restoration in that calendar year.

In all cases, the Town shall make efforts to match the existing property, but is not expected to ensure a perfect match.

The Director of Public Works shall have the authority to determine the scope of damages to be repaired.

Option 2: Cash Settlement

The Town may provide a cash settlement to the property owner, so that the property owner can privately restore the damaged property as a result of the utility service repair.

The cash settlement shall be determined based on unit rates per square foot of damaged property per material up to an upset limit (as per the unit rates outlined in Option 1).

The cash settlement shall not exceed the upset limit in which the town would incur to restore the property through Option 1 of this Policy.

Note: If the service valves (curb stop) or sewer clean out is paved over, the Town may have to dig up a portion of the driveway. In such circumstances, the Town will only patch the excavation area and will not replace or match the driveway.

Communication

To lessen the impact of service disruptions during utility emergencies, it is important that customers have access to timely and reliable information that describes how they can protect their properties. The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was approved on December 10, 2019

Sewer Blockage Policy

[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]

Policy Statement

The Town of St. Marys is committed to providing safe and reliable sewer services to its customers and is responsible for the operation, maintenance and repair of the sewer collection system(s) under its operating authority, which includes all municipally owned sanitary and stormwater service piping.

The Town of St. Marys shall take reasonable steps as detailed within this policy to restore service and property as a result of necessary utility repairs.

The property owner shall be responsible for the maintenance and repair of the sewer service(s) and property located on their property including any external clean out.

The external clean out, generally located on private property is in place primarily for the benefit of the property.

Scope

This policy applies to properties within the Town of St. Marys in the event that a utility sewer blockage was experienced, and / or a sewer service repair was necessary.

Purpose

The purpose of this policy is to identify the responsibilities for the distribution of costs and repairs between the Town of St. Marys and property owners when a sewer utility service blockage is experienced, and / or a repair was required.

Definition and Description

A sewer service (sanitary or storm) is defined as the piping connecting a property or building to a municipal sewer main. A typical sewer service consists of municipally owned piping and privately owned piping. The pipe from the sewer main to the property line is owned by the Town of St. Marys. All piping located on private property is owned by the property owner. For further clarity, any external sewer clean out which is typically located just on private property is considered part of the private plumbing system.

Responsibilities

If a sewer blockage has occurred, a licensed plumber shall be retained by the property owner to investigate the matter, and restore services to the property. The Town of St. Marys or their designate shall assess responsibility for the costs. This determination shall be by completing a camera inspection of the service to confirm where the blockage was experienced, and if there are any underlying issues that may have caused the blockage. During the camera inspection, once the blockage or defect has been identified, if any, the blockage shall be located by the camera operator to determine responsibility in relation to public or private property.

Should a blockage be determined to be the responsibility of the property owner, the property owner shall be fully responsible for retaining the services of a licensed plumber to facilitate the repairs, as required. The property owner shall also be fully responsible for restoration related to the repair (i.e. driveways, landscaping, etc.). Furthermore, the property owner shall be responsible for the cost of the camera inspection, to be invoiced by the Town.

Should the blockage be determined to be the responsibility of the Town, the Town or their designate shall be responsible for completing the repairs as required. For clarity, the Town shall also be responsible for restoration of property damaged as a result of the repair.

Restoration shall be completed to return the property to its pre-repair condition. The Town shall replace damaged portions only and property owners shall not be entitled to full surface feature replacements such as driveways or landscaping. For further clarity regarding restoration, refer to the Utility Repair and Restoration Policy.

Furthermore, should the blockage be determined to be the Town's responsibility, the Town shall retain the cost of the camera inspection. In the event that the issue is determined to be in close proximity to the public / private divide, and an accurate determination cannot be made regarding responsibility, a cost sharing agreement shall be entered into between the Town and the property owner whereas each party shall be responsible for their respective share, as determined by the Town.

If the sewer service is suspected or determined to be blocked by roots, the source of the roots shall be investigated by the Town.

If it is established that the roots are most likely from a town owned tree (i.e. boulevard tree), the Town will pay the plumber's most recent invoice for root cutting in the service up to a maximum of \$250.00. Furthermore, the Town will assume responsibility for the root cutting in the sewer service on an ongoing basis moving forward.

If the service plugs from roots twice (2 times) in any 12 month period, the boulevard tree shall be removed at the Town's expense.

If the roots are established to be from a tree other than a boulevard tree, the property owner shall be fully responsible for the clearing of the service.

If the roots could be from either a town owned tree or a private tree, but a determination cannot be established, the Town will take responsibility for the service and;

- a) Pay 50% of the plumber's most recent invoice for root cutting, up to a maximum of \$125.00.
- b) Assume responsibility for the root cutting in the sewer service moving forward and shall invoice the property owner 50% of the cost;
- c) If the service plugs from roots twice (2 times) in any 12 month period following the initial issue, the boulevard tree shall be removed at the Town's expense;
- d) After removal of the tree, the property owner shall be fully responsible for the cleaning of the service.

Notwithstanding all of the above, should the Town decide, at its sole discretion, that it wishes to retain the boulevard tree, the Town can set up a frequent root cutting program to make sure that the service remains open.

In the event that a structural issue is identified during a camera inspection (i.e. offset pipe, pipe back fall, etc.) and the defect spans the public / private divide, a cost sharing Agreement shall be entered between the Town and the property owner for each party's representative share of the repairs and / or restoration. Notwithstanding the above, should the Town decide, at its sole discretion, that it wishes to defer repairs, the Town can set up a frequent maintenance program to ensure that the service remains open.

Communication

To lessen the impact of service disruptions during utility emergencies, it is important that customers have access to timely and reliable information that describes how they can protect their properties. The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was approved on December 10, 2019.

MONTHLY REPORT

| | |
|-------------------------|---|
| To: | Acting Mayor Luna and Members of Council |
| From: | Administration |
| Date of Meeting: | 10 December 2019 |
| Subject: | CAO 66-2019 December Monthly Report (Collaboration of Departments) |

RECOMMENDATION

THAT CAO 66-2019 December Monthly Report (Collaboration of Departments) be received for information.

DEPARTMENTAL HIGHLIGHTS

➔ This report is presented to Council in place of full monthly reports from each department head. This has been the typical approach for the December meeting for a few years as the last monthly reports by staff were presented to Council only two weeks ago. The updates below represent key updates from each department that have occurred since the last monthly report.

Administration

- The CAO and Director of Finance has had multiple conference calls regarding the PDHU / Huron County Health Unit merger. The key issue at this point in time is the transfer of the Huron County Health Unit building to the new regional health unit. It appears as this transfer will not occur until into 2020, meaning that transition agreements and leases will be necessary.
- CPAC met on November 27 and considered a request from the PDHU for the Town to support a sharps disposal location, and a needle exchange program in St. Marys. CPAC has recommended Council support this program/
- CPAC considered the proposed 2020 Policing Budget. The current budget represents a \$37,896 or 3.76% increase over the total 2019 budget. The police have noted that 2019 budget is a carry through of 2018 estimates, in effect making the 2020 budget a 3.76% increase over 2018 estimates. The Town has until January 26, 2020 to either accept the budget or refer it to dispute resolution. CPAC is recommending the budget be accepted.

Building and Development

- Meeting for 151 Water St N.
- Fire Hall tender

Community Services

- Home Support Services hosted their annual Christmas lunch with 200 in attendance. It was hosted two weeks earlier due to the conflicts with facility rentals.

- EarlyON programming is being developed and staff are excited to take on this new partnership and to see how we can bring the community together
- Price increases for room rentals have been rolled out to rental groups
- There are 8 large Christmas parties booked this year along with a number of smaller family Christmas parties, this is an increase in rentals from 2018
- The team is continuing to work through a number of core service tasks

Corporate Services

- The \$65 for 65 year fundraising campaign at the Museum has had a 49% response rate and has exceeded revenue goal by \$1,000 as of November 27, with donations still continuing to be received.
- A quarter page, colour ad was in the Friday, November 22 edition of the London Free Press promoting the Downtown Merchants Sunday afternoon Christmas event and WinterLights. Through the month of December there will be radio ads promoting shopping, dining and the WinterLights program.
- St. Marys was promoted in the Stratford Tourism Window from November 4 to 12th highlighting the Downtown Merchants Christmas event, WinterLights, the Museum and PRC free skates and swims.
- IT department has been auditing land lines to all Town sites to find operational savings

Emergency Services / Fire

- On pace for 139 emergency responses.
- Completed all training at the Training House (donated by Veterinary Purchasing). House is set to be demolished on the 2nd of December.
- St. Marys annual exercise will be held on the 17th of December 2019.
- Fire department will conduct a Recruit Process starting in the New Year due to resignations and retirements.

Finance

- Procurement policy will not come forward to Council until 2020; we will bring draft changes to SMT in January

Human Resources

- Attended a special meeting of the Library Board to discuss recommended timelines, coordinate and guide the recruitment and selection process for the upcoming CEO vacancy.
- Currently working with the current CEO and the Library Board chair to create a transition plan that is reflective of current priorities while being based on the larger Business Continuity Plan. Key components of this plan include ensuring legislative compliance with the Library Act, service delivery consistency for patrons and a stable workplace atmosphere for staff while the CEO position is vacant.

Public Works

- Southvale Rd & Meadowridge Drive – Tree Removals
 - Tree removals required to improve street light function schedule Mid-December
 - Will be completed as weather permits in coming months
 - Door to Door notifications to be delivered before start
 - Removals reduced to 9 from 13, attempting heavy pruning to improve illumination level
- St. George St. N


- Base coat asphalt completed
- Will require replacements in areas due to water issues during installation
- Sidewalk & topcoat asphalt to be completed in 2020
- No Winter Maintenance Signage
 - Signage installations complete
 - Signs installed at areas where network transitions to no winter maintenance
 - Reduced areas in conjunction with existing staffing and elimination of winter contracted service appears to be functioning well.
- T60 – One Tone Truck Replacement
 - Recertified unit received from St. Marys Ford
 - Plow to be fitted Dec 10th, expect in service date Dec 15th
 - Existing unit listed on GovDeals.ca Auction
 - 5K bid value received at time of report
 - Auction Ending Dec 15th

SPENDING AND VARIANCE ANALYSIS

None to report at this time.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

| | |
|-------------------------|--|
| To: | Acting Mayor Luna and Members of Council |
| Prepared by: | Jenna McCartney, Deputy Clerk |
| Date of Meeting: | 10 December 2019 |
| Subject: | CAO 67-2019 Kin Canada Week Proclamation for 2020 |

PURPOSE

To seek Council's approval to proclaim the week of February 16 to 22, 2020 as Kin Canada Week in the Town of St. Marys.

RECOMMENDATION

THAT CAO 67-2019 Kin Canada Week Proclamation for 2020 report be received; and

THAT Council proclaim the week of February 16 to 22, 2020 as Kin Canada Week in the Town of St. Marys.

REPORT

Kin Canada has been a vibrant, responsible, all-Canadian association of service clubs devoted to the concept of servicing its communities throughout Canada since its founding in Hamilton, Ontario, on February 20, 1920.

Kin Canada has been dedicated to meeting the needs of our community and has diligently sought the development and completion of timely, relevant programs to meet the needs and challenges of our ever-evolving society.

St. Marys is home to the Kinsmen Club of St. Marys and the Kinette Club of St. Marys. The Clubs continue to give back to the community on an on-going basis.

A representative of the Kinsmen Club of St. Marys has asked for Council to consider proclaiming the week of February 16 to 22, 2020 as Kin Canada Week in the Town of St. Marys and to proudly raise the Kin Canada flag on February 20, 2020.

FINANCIAL IMPLICATIONS

None.

SUMMARY

The Kinsmen Club of St. Marys and the Kinette Club of St. Marys are proud to celebrate 100 years of Kin Canada. As such they Clubs are asking Council to proclaim the week of February 16 to 22, 2020 as Kin Canada Week in the Town of St. Marys.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

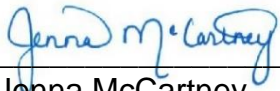
None.

ATTACHMENTS

None.

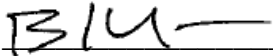
REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|--|
| To: | Acting Mayor Luna and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 10 December 2019 |
| Subject: | CAO 68-2019 Allocation of Provincial One-Time Modernization Grant |

PURPOSE

The purpose of this report is for Council to consider proposed uses of the one-time Provincial Modernization Grant. The Province has recommended that municipalities either spend or allocate the funds prior to the end of 2019. Once Council has agreed to the allocations, a report will be provided to the Province.

RECOMMENDATION

THAT CAO 68-2019 Allocation of Provincial One-Time Modernization report be received; and

THAT Council approved the grant allocations as presented in CAO 68-2019 report.

BACKGROUND

As Council is aware, the Province is making funding available to municipalities for the purposes of modernization and finding long term cost reductions. In March, the Town received approximately \$672,000 from the Province for this purpose. During an education session with the local Ministry of Municipal Affairs and Housing (MMAH) representative, local municipalities were told that this funding is unconditional, but also that the Province highly recommends the funds be used to modernize service delivery, become more efficient, and reduce long term costs. The common assumption in the municipal field is that this funding is being provided to municipalities so that they can prepare for Provincial funding cuts in 2020 and beyond.

During the education session with the Province, the CAO learned that the Province prefers that this funding be either spent or allocated in 2019. Although there is no formal mechanism to report back to the Province, it is expected that the Town will provide an update to the local MMAH office on how the funds were spent.

The purpose of this report is for Council to consider proposed uses of the one-time Provincial Modernization Grant.

REPORT

Attached to this report is a chart which summarizes: Council's current approved allocations of the grant monies, recommendations from staff for further allocations, and other projects for Council to consider and prioritize to allocate the balance of the funding.

The chart is organized into three main categories:

1. **Council Approved Expenditures:** Totaling \$153,000, these are projects where Council has approved an expenditure be funded by the grant's funds through a resolution, or through the August/September service delivery review.
2. **Staff Recommended Allocations:** The overall goal of each of these proposals is to provide a solution that either modernizes service delivery, makes service delivery more efficient, and/or reduces long term costs.

This category is ordered by priority from top to bottom with top priority given to the Phase 2 service delivery review project Council has directed, then to proposals that will have the largest monetary impact, then to proposals considered during the service delivery review that Council had an interest in and that have one-time startup costs, then to new proposals that will reduce long term costs (ordered with largest savings first).

3. **Recommendations for Prioritization:** If Council agrees to all of the allocations in Category 1 and Category 2, there will be a balance of approximately \$28,000 to allocate. The Category 3 projects represent a number of suggestions for Council to consider where the remaining \$28,000 balance will find a portion of the project. As Council considers these projects, staff is seeking direction on which should be considered the top priority after evaluating each proposal against the following question "Does this project modernize service delivery, makes service delivery more efficient, and/or reduce long term costs?"

FINANCIAL IMPLICATIONS

The Town received a one-time Provincial Modernization Grant of \$672,000 in March 2019 to implement initiatives to modernize services, become more efficient, and/or reduce long term costs. Each of the initiatives recommended for approval has been designed to accomplish one or more of these goals.

SUMMARY

Staff is seeking Council's review, discussion, and approval of the allocations of the Provincial Modernization Grant. Once approved, an update will be sent to the local MMAH office to report on how the Town used the funds.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

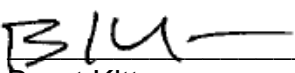
Senior Management Team

ATTACHMENTS

1. Summary of Approved and Allocated Expenditures of the Provincial Modernization Grant

REVIEWED BY

Recommended by the CAO


Brent Kittmer
CAO / Clerk

TOWN OF ST. MARYS - SUMMARY OF APPROVED AND ALLOCATED EXPENDITURES OF THE PROVINCIAL MODERNIZATION GRANT

1. Council Approved Expenditures of the Provincial Modernization Funding

| Project/Proposal | Allocation | How Does this Modernize Services Town or Reduce Long Term Costs? |
|---|------------------|---|
| Convert the existing disinfection system for the pool located at the Pyramid Recreation Centre from salt to chlorine/UV. It is proposed to fund this capital project from the Provincial Modernization Grant. | \$42,000 | The salt disinfection system is highly corrosive, and leads to early wear down of mechanical equipment. The Town has been incurring increased operations and maintenance costs for the pool as a result. This conversion will eliminate costs for the Town, and it is expected to result in reduced long terms costs of approximately \$30,000 per year. |
| In 2017 and 2018 the Town examined ways to improve policing services delivered to the Town. After a thorough review the Town decided to change service providers from the OPP to the Stratford Police Service. Overall, the change to the Stratford Police Service represented a savings of \$147,683 compared to the 2017 OPP contract costs. To make this switch, the Town incurred one-time start up costs in the order of \$340,000 to procure necessary capital equipment for the police service. These one time costs were funded through an internal loan from the Tax Stabilization reserve. If the payback of Tax Stabilization reserve is discontinued or refunded through the Provincial Modernization grant, a portion of the contract savings can be realized in the annual budget. | \$60,000 | The modernization funds from the Province will be used to pay back the remainder of the internal loan. By taking this approach, the contract savings from changing policing providers can be realized in the annual budget. Savings will be approximately \$12,000 per year for the 2020 and 2021, and approximately \$5,000 thereafter. |
| In reviewing the 10 Year trend, the Town has identified that if its deductible had been \$5,000 higher, the annual premium would have been reduced for a net savings of \$1,950 per year. To properly manage risk, the Town's reserve for insurance needs to be increased by \$30,000. | \$30,000 | This change allows the Town to self-insure for claims under \$20,000 and will result in a net annual savings of \$1,950 based on historical claim information. With continued risk management efforts, in years where there are no claims over the Town's deductible, savings can be up to \$5,600 per year. |
| The Town sends out 2 property tax bills per year (payable in 4 installments). The bills are printed on specialized paper and mailed. The Municipal Act allows property tax bills to be delivered electronically if the owner elects to do so. A campaign to begin email tax bills can result in saving the cost of supplies and postage. To make this change, there are one-time start-up costs in the order of \$1,000 proposed to be funded from the Provincial Modernization grant. | \$1,000 | This change will reduce the Town's long term costs, with annual savings estimated at \$1,500 in 2020 and \$3,500 per year in 2021 and after. |
| Under the amended Police Services Act, the Province is requiring municipalities to adopt a Community Safety Wellbeing Plan by January 1, 2021. This is a significant undertaking, and the Municipalities located in the geographic County of Perth have agreed to partner to deliver a joint plan. To do this, each municipality will be contributing \$20,000 to hire a consultant to complete the work. For St. Marys, it's contribution will be funded from the Provincial Modernization Grant. | \$20,000 | The partnership approach will allow the local municipalities to pool their resources, and gain an economy of scale in a collaborative project rather than having to deliver this project individually. Individually, each municipality would have had to hire a contract staffer for at least a year to complete the project, likely at a cost of \$60,000 - \$80,000. Using the Provincial Modernization grant to collaborate to hire a consultant will result in savings in the range of \$40,000 - \$60,000. |
| TOTAL EXPENDITURES APPROVED | \$153,000 | |

2. Staff Recommended Allocations of the Provincial Modernization Funding

| Project/Proposal | Allocation | How Does this Modernize Services Town or Reduce Long Term Costs? |
|--|------------|---|
| <p>In March 2019 Town Council instructed the CAO to complete a service delivery review to better position the Town to reduce long term expenditures. This project was split into two phases with a line by line budget review being the outcome of Phase 1, and a review of the Town's service delivery structure being the outcome of Phase 2. The line by line review of the budget was completed in September 2019 and resulted in upwards of \$300,000 in positive budget changes.</p> <p>In Phase 2 of this project Council has charged the CAO with a review of "HOW" the Town delivers services. The Phase 2 project is the subject of a grant application under the Province's new intake. It is proposed to allocate a portion of the Provincial Modernization Grant to implementing the key recommendations found during that review. Implementation will occur sometime in 2020, and implementation costs are not known at this time.</p> | \$200,000 | <p>At this point in time the estimated annual savings are not known. These will be quantified once this project is completed.</p> <p>In the event that the Town grant application is not approved it is proposed to use a portion of this allocation to complete the study with the balance being directed to funding implementation of the key recommendations.</p> |
| <p>Currently landfill cover is place and removed daily with landfill compactor. This is an inefficient way to place cover on the landfill, and results in excess soil within the landfill cell. This excess fill takes up precious landfill capacity, which costs \$35 per m3 for construction, and could be additional space for solid waste placement , sale cost \$46.20 per m3 at .56tn placement ratio.</p> <p>This service change was considered by Council in the 2019 Service delivery review, with a request for further information back. Based on Staff's review, this capital purchase will result in significant long term cost deferrals, and more importantly, extend the life of the landfill.</p> <p>It is proposed to obtain a bulldozer using the Provincial Modernization grant. This will allow operators to more accurately strip daily cover.</p> | \$185,000 | <p>Town staff have completed a business case analysis. Potential additional space created through reduction of landfill cover results in an additional 3 years of landfill capacity over a 20 year life cycle, which has an equivalent value in today's dollars of \$1,064,000. If a dozer is added into landfill operations in 2020 and continuing over the next 40 years, this should translate into 6-8 years of additional landfill operation effectively creating a 46-48 year site and a total of \$2,000,000 in cost deferrals.</p> <p>Annual Operational costs are expected to be similar to existing contracted services included in 2020 budget. ROI is approximately 7.7 years including purchase and operational costs.</p> |
| <p>Currently the Town staffs a canteen at its recreation centre. To provide a high level of service, the canteen is staffed when programming takes place, however there are times when this is not necessarily at peak hours of the facility.</p> <p>Staff propose to augment the operational hours of the canteen to have it be staffed during the peak hours of the facility, and not staff the canteen outside of those hours. None peak times will be served though the deployment of a stocked vending machine.</p> <p>This service change was approved by Council in the 2019 Service delivery review and it is proposed to use the Provincial Modernization grant to fund the capital start-up costs of this transition so that there is no tax levy impact of the transition.</p> | \$8,500 | <p>This project reduces staffing costs to deliver canteen services, while maintaining a comparable level of service. The estimated savings are \$4,500 per year.</p> |

| | | |
|---|----------|---|
| <p>Currently the Town staffs a Guest Services desk where patrons can register for recreation activities, book rooms, ice and pool.</p> <p>Staff propose adding a number of IT components to create greater efficiencies and modernize services that are provided at this desk. These components include a point of sale system, new booking software to replace Max called Active Net. This new software has the capability to modernize these services provided by the Guest Services.</p> <p>This service change was approved by Council in the 2019 Service delivery review and it is proposed to use the Provincial Modernization grant to fund the capital start-up costs of this transition so that there is no tax levy impact of the transition.</p> | \$39,000 | <p>This project reduces staff time and creates efficiency at the desk by adding IT that will modernize the services offered to residents. This will include features such as swipe in for pool operations, automatic door openers and self check-in. Cost savings are still be reviewed.</p> |
| <p>The Towns workstations currently allow the majority of users to customize and install any software they choose. This can lead to tampered settings, un-approved software licensing, and malware.</p> <p>Installing a Deep Freeze software on everyone's computer in corporation puts them in a frozen state. This allows users to continue using their machines as they would, however on reboot, they return to their original state. This will assist with license compliancy, altered settings, malware, rebuild times.</p> <p>It is proposed to fund the capital software purchase from the Provincial Modernization grant.</p> | \$10,000 | <p>This project is a proactive preventative maintenance measure which reduces staffing time in IT services by preventing and reducing the amount of time spent on rebuilding computers. This will free up internal capacity for IT services, making the Town less reliant on contracted services. Staff spend approximately 28 hours a month on rebuilding computers which would equate to 336 hours a year in staff time.</p> |
| <p>Currently both the MOC and the library are lighted with fluorescent lighting. Staff are proposing to replace 229 lighting fixtures at both the MOC and Library to LED light fixtures.</p> <p>It is proposed to fund the capital purchase from the Provincial Modernization grant.</p> | \$37,000 | <p>This project will result in a reduction of long term costs by reducing hydro consumption through more efficient light controls. It is projected that the monthly savings of \$954.69 per month, or approximately \$11,450 per year.</p> <p>This project would result in an ROI of 3.2 years when only considering energy savings.</p> |
| <p>Presently the Town provides keys to user groups when they are in a dressing room at the PRC. This can result in broken keys in the locks, and increases annual maintenance costs.</p> <p>Staff have been reviewing alternative systems used by other arenas. Staff are proposing to change the 10 dressing room door locks to thumb turns on both sides with a lock box cover on the hallway side. This eliminates dressing room keys altogether, and user groups are then required to supply their own locks to lock their rooms as they wish. Through this proposal the Town eliminates a maintenance costs, and can develop a revenue stream by selling locks.</p> <p>It is proposed to use the Provincial Modernization grant to fund the capital start-up costs of this transition.</p> | \$5,000 | <p>Current costs are up to \$2,050 annually on door lock maintenance (increasing with age). This project will result in a reduction of long term costs, with an ROI of 2.44 years. These numbers do not include maintenance costs to the existing locks that would shorten the ROI.</p> |
| <p>A large part of creating quality ice is to control the humidity in the arena environment by maintaining less than 50% relative humidity. This is done through providing "dry air" using a large dehumidification unit, which currently supplies dry air to both arenas once one of the rink calls for dry air, an adequate but inefficient method.</p> <p>Staff are proposing to install independent damper controls in the supply ductwork. Through this change we would in fact improve the quality of ice, as well as reduce long term energy costs through more efficient operation. A motorized control damper would be installed using the existing dehumidification unit and wall sensors. No additional technological costs would be incurred.</p> <p>It is proposed to fund the capital purchase from the Provincial Modernization grant.</p> | \$6,400 | <p>This project will result in a reduction of long term costs through permanent utility savings by separating supply air to only the rink requiring it. A significant reduction in unit run time, especially when only one ice pad is in at the beginning and end of seasons, will result in better quality of product as well as less energy consumption.</p> <p>A conservative ROI according to contractor servicing HVAC equipment is less than 2 years.</p> |

| | | |
|---|---------------------|--|
| TOTAL EXPENDITURES RECOMMENDED FOR ALLOCATION | \$490,900 | |
| TOTAL EXPENDITURES APPROVED OR RECOMMENDED TO BE ALLOCATED | \$643,900.00 | |
| TOTAL PROVINCIAL MODERNIZATION GRANT RECEIVED | \$671,990.00 | |
| BALANCE TO BE APPROVED OR ALLOCATED | \$28,090.00 | |

3. Allocations of the Provincial Modernization Funding for Council Prioritization

(Do they modernize service delivery, make services more efficient, and/or reduce long term costs?)

| Project/Proposal | Allocation | How Does this Modernize Services Town or Reduce Long Term Costs? |
|--|------------|--|
| <p>Currently the Town hires a contract service to provide crossing guard duties at a number of intersections. Through changes in the Highway Traffic Act, the Town can now introduce automated crossings.</p> <p>Staff are recommending Type C PXO without overhead markers that can be purchased direct from manufacturer and installed by staff. The cost of each location is \$25,000. At this point in time, a new crossing could be considered for James St North at Egan Ave.</p> <p>The risk of this location is that the crossing is typically used by primary aged children. If this change is made, then it would be recommended that a crossing guard be deployed for a period of time for training purposes. One advantage of having a PXO at this location is that the PXO will provide 24/7 priority crossing for pedestrians. The close proximity of the park is a natural draw in the area and a 24/7 crossing would provide a safer condition that what exists today.</p> | \$25,000 | <p>This project will reduce long term costs if/when a crossing guard is eliminated at this position. This would result in the reduction of \$13,000 in contract costs as the Town staff crossing guard at this location could be redeployed elsewhere.</p> |
| <p>Teddy's Field currently has 24 metal halide light fixtures on 6 wooden poles. These lights are end of life and are required to be replaced. Staff are proposing to replace the existing 6 poles with concrete poles and install 2 concrete poles in the outfield to help eliminate any shadowing that is occurring. The bulb technology would be changed from metal halide to LEDs .</p> <p>It is proposed to fund a portion of the capital purchase from the Provincial Modernization grant.</p> | \$100,000 | <p>This project reduces the amount of electricity used at Teddy's Field by the approximately 83% resulting cost savings for 2020 would be \$530.51. ROI would be 188.6 years. In addition, LED bulbs have a longer service life than the current metal halide bulbs. This means that there will be a longer term reduction in costs as the bulbs will need to be replaced less frequently.</p> <p>Although the ROI does not necessarily dictate and investment in this project, the lights at Teddy's field are end of life and are scheduled for replacement. Using the one-time grant avoids spending capital reserve funds on this project.</p> |
| <p>Currently the Town provides Tourism information on the municipal website, print publications (brochures), social media and at the Town Hall and Guest Services service counters. The Town Hall service counter, located in the downtown, is open Mon-Friday from 8:30am to 4:30pm.</p> <p>Staff propose purchasing two interactive Tourism Kiosks, one for Downtown and the other for the PRC in order to increase the level of tourism services and information offered to 24 hours a day, 365 days of the year. The Tourism Kiosk can consolidate all tourism information (brochures, social media, website) into one medium and location for visitors.</p> <p>It is proposed to fund the capital purchase from the Provincial Modernization grant.</p> | \$100,000 | <p>Tourism Kiosks will increase the service level delivery of tourism information without increasing staff hours or time. An electronic Tourism Kiosk enables the Town to provide information and tourism service without needing to open the Town Hall service counter or provide additional staff at the PRC.</p> <p>Tourism Kiosks modernizes the delivery of Tourism Information to visitors, increases the accessibility to information and promotes the Town as a modern and service friendly community.</p> |
| <p>The Tennis Courts currently have 16 metal halide light fixtures on 8 poles. Replacing just the fixtures with LED light fixtures will cut electricity usage by approximately 1/2.</p> <p>It is proposed to fund the capital purchase from the Provincial Modernization grant.</p> | \$25,000 | <p>This project reduces the cost of electricity used at Tennis Courts by the approximately 74% resulting cost savings of \$488.06/year.</p> <p>The estimated ROI for this project is 51.2 years.</p> |

**Board of Directors Meeting Highlights
Held on November 21, 2019 at 8:30 AM
at the Material Recovery Facility Board Room**



2020 Budget

The recycling industry continues to be challenged by multiple forces at the same time creating conditions that are very difficult to steer though. The changes initiated by China in 2018 continue to affect our operation in 2019 and they are expected to have a significant impact in 2020 as well.

In 2019, the per share cost will rise to \$63.75. Co-collection and automated rates are based on the CPI rate of 1.7% as published by Statistic Canada for September. Commodity revenue for 2020 is based on current tonnages and the current prices. Prices have crashed this year as a result of oversupply worldwide. Grants are based on this year's award and an expected increase next year based on the program experience across the Province.

| | 2019 Budget | 2019 Projection | 2020 Budget | \$ Diff. | % |
|--------------------------------------|-------------------|--------------------|-------------------|----------------|--------------|
| Sales | | | | | |
| Commodity Revenue | 1,417,000 | 1,363,000 | 1,306,000 | -57,000 | -4.2% |
| Grants | 2,218,000 | 2,413,000 | 2,621,000 | 208,000 | 8.6% |
| Municipal Levy | 3,754,000 | 3,729,000 | 4,338,000 | 609,000 | 16.3% |
| Co-Collection Revenue | 3,419,000 | 3,444,000 | 3,635,000 | 191,000 | 5.5% |
| Containerized Services | 1,268,000 | 1,425,000 | 1,454,000 | 29,000 | 2.0% |
| Other | 499,000 | 944,000 | 821,000 | -123,000 | -13.0% |
| Total Sales | 12,575,000 | 13,318,000 | 14,175,000 | 857,000 | 6.4% |
| Total Cost of Goods Sold | 1,552,000 | 1,864,000 | 2,004,000 | 140,000 | 7.5% |
| Gross Profit | 11,023,000 | 11,454,000 | 12,171,000 | 717,000 | 6.3% |
| Operating Expenses | | | | | |
| <i>Total Administration Expenses</i> | 791,000 | 911,000 | 955,000 | 44,000 | 4.8% |
| <i>Total Collection Expenses</i> | 5,603,000 | 5,959,000 | 6,114,000 | 156,000 | 2.6% |
| <i>Total Processing Expenses</i> | 2,313,700 | 2,516,000 | 2,460,000 | -56,000 | -2.2% |
| Total Operating Expenses | 8,707,700 | 9,385,000 | 9,529,000 | 144,000 | 1.5% |
| Operating Income | 2,315,300 | 2,069,000 | 2,642,000 | 573,000 | 27.7% |
| Total Nonoperating Expense | 2,490,000 | 2,509,000 | 2,613,000 | 104,000 | 4.1% |
| Net Change in Cash Position | -174,700 | -440,000 | 29,000 | 479,000 | -107% |
| Share Charge | \$56.60 | \$56.60 | \$63.75 | \$7.15 | 12.63% |

Expenses in most categories are projected to be in line with the cost of living with the exceptions of a few key areas. In order to continue to attract the right talent with our skilled workforce, our wages and benefits remain under pressure from our competitors who are only too willing to offer sign in bonuses to steal our people. The China pressure for quality at low prices remains for the foreseeable future as a result of the commodity oversupply they have created in the market place. Energy prices are on the rise again, but we are spared that increase because natural gas prices have remained low but the new federal carbon tax is eating away at this advantage. Repairs and maintenance in the fleet area are climbing as equipment ages and reached its out of warranty life span. While the cost of living over the last decade was around 20%, the cost of our vehicles more than doubled during that same period. Insurance for our industry has dried up causing rates to double in one year. Finally, we know that EPR is coming to relieve some pressure, but it is still 3-6 year away. Those are years of uncertainty that make the waters rougher to navigate in the short term than they need to be.

Recycle Coach Among Select Innovators In Recycling Technology

Recycle Coach has been recognized as an innovator in the recycling technology, materials usage, and product development space by the U.S. Environmental Protection Agency (EPA). Recycle Coach has been selected to appear in the 2019 America Recycles Innovation Fair in Washington, DC.



Creighton Hooper, President of Recycle Coach said of this accomplishment, “It’s a privilege for Recycle Coach to appear alongside other innovative companies at the Fair and contribute to the recycling conversation. It also speaks to the efficacy and value of simplifying recycling education into engaging, simple, and fun lessons.”

The 2019 America Recycles Innovation Fair is the EPA’s first event showcasing innovators in the recycling industry. The Fair is a continuation of the EPA’s efforts to elevate its role in the national conversation surrounding recycling, facilitating connections and spurring market development.

Exhibitors were evaluated and selected by the EPA based on the following criteria: impact, scalability, financial feasibility, and life-cycle approach.

Taking On the Takeout Container

A new collapsible lunchbox has been introduced that makes takeout easier to transport as well as being better for the environment than the single-use equivalent. The MolaBox patent-pending design is easy to use and can eliminate every single piece of waste related to takeout food including cutlery. MolaBox is made using recycled materials and has a slimline design that’s easy to carry around. The collapsible container has a leakproof multipurpose lid and comes with a bag to help carry the MolaBox around. MolaBox also includes a reusable fork and spoon and a divider to make it easy to transport different food items in the same container.



Waste Disposal Planning Action

In the spring of 2017 the City of London (City) contacted the municipalities within the service area of the Bluewater Recycling Association (BRA) regarding two major waste management projects initiated by the City:

1. An Environmental Assessment (EA) as part of a long-term Residual Waste Disposal Strategy. The EA as prescribed by the Ministry of the Environment, Conservation & Parks (MECP), is looking at expansion of the City's existing W12A Landfill.
2. A long term resource recovery strategy that includes a focus on new, emerging and next generation energy recovery and/or waste conversion technologies that typically benefit from having a larger service area to attract materials for processing (i.e., beyond existing recycling and waste diversion programs).

The Association was supportive of both projects. London included our member municipalities within the service area for the proposed expansion of the W12A Landfill and included some waste from these municipalities in the design capacity. Complete details of the EA for the landfill expansion process can be found at getinvolved.London.ca/WhyWasteDisposal.

The City has also undertaken several initiatives in the last two years with respect to new, emerging and next generation energy recovery and/or waste conversion technologies. The three most recent initiatives are:

1. Implementation of a Hefty® EnergyBag® Pilot Project for flexible plastic packaging started in October 2019 (details can be found at <https://pub-london.escribemeetings.com/Meeting.aspx?Id=1c365273-ca2d-4a08-be65-6758308ba8ae&Agenda=Merged&lang=English&Item=10>)
2. Signing an agreement with the University of Western Ontario in May 2019 with respect to a \$3.5 million research project on the “Thermochemical Conversion of: Biomass and Waste to Bioindustrial Resources” (details can be found at <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=61160>).
3. Helping to establish the Resource Recovery Partnership (details can be found at <https://resourcerecoverypartnership.ca/>)

The City of London is preparing a request for proposals (RFP) for organic processing capacity. It will be released in early 2020. The scope of work, terms and conditions, and the quantity of organics to be managed has not been finalized. Subject to final London Council multi-year budget approval, organics processing capacity for London will be required by late 2021. The members of the Association will also be included in this initiative to provide options when and where needed.

"Improving Ontario's Blue Box"

The government of Ontario is moving forward with the next steps in transitioning the Blue Box program to full producer responsibility. The process of the development of a new regulation that will define how the producer-run Blue Box system will work has started.

As you are aware, on August 15, 2019, Minister Yurek took the first step in transitioning the Blue Box program to full producer responsibility by directing Stewardship Ontario to develop a plan outlining how the existing municipally-run program will continue until producers take over full operation between 2023 and 2025.

As the next stage in this transition process is the development of a regulation under the Resource Recovery and Circular Economy Act as well as any regulatory amendments necessary to end municipalities' obligation to provide Blue Box services.

The ministry knows that there is strong interest in the Blue Box from a broad cross-section of producers, waste management industries, municipalities and non-profit organizations. Input from all these sectors will be key to ensuring that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents.

The ministry has established three working groups representing a broad collection of stakeholders interested in the new producer-led Blue Box system to inform the work on the regulations: producers; municipalities; waste management and packaging manufacturers.

The working groups will also inform the development of a policy paper to be released in spring 2020 for public consultation on the Environmental Registry, which will outline the key elements and proposed approach for a producer responsibility regulation under Resource Recovery and Circular Economy Act. This will include maintaining a convenient and accessible collection system, identifying a standardized list of materials to be collected (including considering how best to deal with single use plastics), and setting targets or other performance targets. You will also be engaged at that time to provide initial feedback on the new Blue Box system and an overview of the paper.

Based on feedback from this policy paper, a draft regulation will be prepared and consulted on later in the year. The goal is to finalize the regulation early in 2021.

The first group of Blue Box programs will transfer responsibility of their programs to producers starting January 1, 2023. By December 31, 2025, producers will be fully responsible for providing Blue Box services province-wide.

The transitioned Blue Box program will continue to be convenient and accessible for the people of Ontario. As you can see, transitioning the Blue Box program to producer responsibility will be a multi-stage process that will involve many opportunities for input.

Ontario Working to Establish An Official Day of Action on Litter

Ontario is protecting what matters most and keeping our neighbourhoods, parks, and waterways clean and free of litter and waste by working to establish the province's first official day focused on the clean-up of litter on May 12, 2020.

Jeff Yurek, Minister of the Environment, Conservation and Parks, and Andrea Khanjin, Parliamentary Assistant, were at Innisfil Beach Park to announce the date for the first annual Day of Action on Litter, as part of Waste Reduction Week.

Reducing litter and waste in our communities, encouraging meaningful local environmental actions, and keeping the province clean and beautiful are key commitments in our Made-in-Ontario Environment Plan.

QUICK FACTS

- Ontario generates nearly a tonne of waste per person each year.
- It is estimated that every 1,000 tonnes of waste diverted from landfill generates seven full-time jobs, \$360,000 in wages and more than \$700,000 in gross domestic product.
- More than 80 per cent of litter collected during volunteer clean-ups along the shorelines of the Great Lakes is plastic.

Ontario Government Announces New Digital Waste Reporting System

We are modernizing government so that it works more efficiently and effectively for the people of Ontario by ensuring we have the right rules and regulations in place and supported by effective enforcement.

We are also following through on the commitments from the Made-in-Ontario Environment Plan to ensure waste is properly stored, transported, recycled, recovered and disposed.

The Ministry of the Environment, Conservation and Parks is proposing to change the mandate of the Resource Productivity and Recovery Authority (the Authority) to include digital reporting services through its registry for a wider range of waste and resource recovery programs. Combining digital services would save businesses time and money as there would be a larger group of users sharing common program costs and benefiting from the Authority's modern registry. The proposed changes will also ensure that ministry resources are focused on risk-based program compliance and enforcement activities, so that polluters are held accountable.

The proposed change in mandate for the Authority will require an amendment to the Resource Recovery and Circular Economy Act, the Environmental Protection Act and the Waste Diversion Transition Act.

The Authority is a non-Crown and not-for-profit corporation that currently oversees resource recovery and waste reduction programs, including a waste reporting registry for Ontario. Changes would allow the Authority to take on digital reporting services for a wider range of programs, as needed. At this time, the ministry is proposing to transition the reporting service for Ontario's Hazardous Waste program.

By moving towards a modern digital service, Ontario would be eliminating the administrative burden of processing over 450,000 paper documents for the hazardous waste program. This would support businesses by making it easier to submit all program reports electronically, saving time and money.

Can I Refill Your Drink?

Scottish distillery Dunnet Bay has announced the introduction of a fully recyclable pouch for its Rock Rose gin brand. Rock Rose is well known in the market for its collectable hand signed ceramic bottles that are popular with drinkers. Shoppers are encouraged to keep their previously bought bottles and order 70cl pouches to refill their bottles. The pouch weighs 65 grams compared to 700 grams for a bottle. The pouches have been designed to fit through letterboxes. There is a significant saving of £4 over the price of ordering a new ceramic bottle. The pouches can be returned to Dunnet Bay via a freepost postal recycling scheme. A four layer laminate pouch has been designed to lock in all the freshness of the gin, with an easy-to-use plastic spout closure. The refill solution will be recycled by TerraCycle. Dunnet Bay are also offering in-store refills at their distillery retail outlet.



Refillable Packages On-The-Go

Algramo has already been featured in the Innovation Zone with their in-store refillable vending machines in their home market of Santiago, Chile. Now it's expanding to include a mobile refill unit. Customers bring a reusable plastic bottle back to a vending machine that travels around offering refills. An RFID code on the bottle gives discounts on future purchases to lock in consumers and create a habit of refillable behaviour. Brands aren't paying for added packaging, which reflects in the detergent being sold for up to 30% less than in store.

Consumers also get an additional 11% discount every time they return the pack. The cashless system also reduces risk of robbery. There are plans to extend the Unilever endorsed trial to the US market in due course as well as a pilot with Nestlé to sell pet food refills.



Bringing Convenience to Refillable Packaging

Retailer Carrefour is testing a refill station for detergent in an outlet in Dubai. The 'Green Home' Zero-Waste refill station has been initiated in collaboration with Planet Pure and is part of the retailer's ongoing efforts to reduce single-use plastic. The business has calculated that if a shopper was to refill a 154 g bottle 10 times over a year, this would prevent the purchase of the equivalent of around 55 grams of single use plastic and therefore reduce their plastic waste by 70%. Customers have the option to buy reusable bottles and fill them with detergent instead of buying new bottles. An RFID chip is embedded into the label of the reusable bottles so that the station unit can ensure that the right product is dispensed. Following the pilot test, it is hoped the refill station will be rolled out to additional stores in UAE in due course.



Reducing Packaging in Personal Care

The Body Shop now has some 3,000 stores in more than 60 countries. Like all retailers, it is under pressure to reduce the amount of packaging in the business. The cosmetics, skin care and perfume retailer has announced a new initiative that sees a refillable shower gel system installed in its busiest UK store. The new concept store in central London is an attempt to return to its roots. The chain had previously scrapped a similar refillable scheme two



decades ago due to lack of shopper demand and confusion on how it worked. Times are different now and it is felt the new initiative could have real traction in the market. The Body Shop's trial refill station will initially just be for shower gel. The Bond Street store will also include a water station for shoppers to refill their beverage bottles. Aspects of the pilot are likely to be rolled out to stores in Europe and North America if successful.

Yukon Recyclers Don't Want Your Glass Jars Anymore

Starting Nov. 30, Yukon recycling depots will no longer accept glass jars, containers, and other non-refundable glass. (CBC)

Get ready to pitch all those empty pickle and jam jars right into the garbage, Yukoners — local recycling depots don't want them.

The depots say they simply have no use for all the glass. Right now, a lot of it ends up crushed and sent to the landfill, and that puts a strain on the processors handling all the material.



So, they're putting a lid on it. Starting Nov. 30, Whitehorse processing facilities and rural depots will no longer accept glass jars, containers, and other non-refundable glass. They will however continue to accept refundable glass — beer, juice and liquor bottles.

Yukon does not have a glass recycling facility, and has never shipped the material out of the territory because of the cost.

Still, the local depots have long accepted all kinds of glass and crushed it up to be sold to local businesses or used in construction — for example, on walking paths or in sand-blasting material.



Some glass collected by the depots has been crushed and used on walking paths or sold as construction material, but the depots say it's not a viable business. That was a pretty small market, though.

Glass beverage bottles are also OK — some refillable beer bottles are used locally or sent south for refilling. Other drink bottles are crushed and used as landfill cover.

The Recycling Partnership Announces First US Circular Economy Roadmap

The new “Bridge to Circularity” report calls for \$500M in investments by 2025 to transform the U.S. recycling system.

The Recycling Partnership has announced its first-ever roadmap aimed at addressing systemic issues in the U.S. recycling system and catalyzing the transition toward a circular economy for packaging. The report, “The Bridge to Circularity: Putting the ‘New Plastics Economy’ into Practice in the U.S.,” is inspired and endorsed by the Ellen MacArthur Foundation, which has a New Plastics Economy Global Commitment to unite more than 400 businesses, governments and other organizations behind a common vision to target and address plastic waste and pollution at its source.

According to the report, no single solution exists to transition to a circular economy, which is an economic system aimed at eliminating waste by keeping materials in use and regenerating natural systems. To build a bridge between the current system and an optimized circular system, The Recycling Partnership is calling for a set of concrete actions based on three distinct issues it says are currently undermining the U.S. recycling industry:

- The speed of packaging innovation has outpaced the capabilities of the U.S. recycling infrastructure. Most plastic packaging is either not being collected for recycling or is not currently recyclable. To meet the New Plastics Economy Global Commitment target that 100 percent of plastic packaging will be reusable, recyclable or compostable by 2025, the Recycling Partnership says brands, organizations and governments must align packaging with the realities of the current recycling system while also investing to advance the system.
 - Solution: “Pathway to recyclability.” The Recycling Partnership is initiating a more granular process detailing how to move a package from technically recyclable to commonly accepted for recycling with partners such as Sustainable Packaging Coalition (SPC) and the Association of Plastic Recyclers (APR). Collaboratives are also being launched with the goal of optimizing the system for multiple materials and packaging formats, including but not exclusive to plastics.
- As it stands, the U.S. recycling system cannot deliver the supply of recycled materials demanded by the Global Commitment. The report uses the case study of polyethylene terephthalate (PET) bottle recycling and finds an annual gap of over 1 billion pounds between the current U.S. supply and projected demand for recycled PET (RPET) in bottles, and that is just one packaging material type among many. The Recycling Partnership says it will be impossible for many companies to meet their ambitious recycled content commitments without significant interventions in the recycling system.
 - Solution: “Unlocking supply.” The Recycling Partnership will launch an industry-wide \$250 million residential recycling intervention to capture more than 340 million pounds of post-consumer plastics, in addition to over 2 billion pounds of other packaging materials. The report identifies specific strategies to put the capital to immediate use to benefit U.S. communities.
- Intractable, underlying challenges create a difficult environment in which to develop a sustainably funded and responsive future recycling system. Bold innovation, supported by transformative policy, is critical to tackling the extensive issues within the current system, the report says.

- Solution: “Recycling 2.0.” This new initiative calls for \$250 million over five years to design and implement the recycling system of the future by advancing technology, building more robust data systems and enhancing consumer participation. In addition, in early 2020, a new policy proposal will be launched to address the unique challenges in the U.S. packaging system with the goal of achieving a sustainably funded recycling system for all materials.

“Our current recycling system is fundamentally underfunded and incapable of delivering a circular economy without dramatic evolution. With this report, we are providing the clear roadmap to create a new and improved recycling system of the future,” says Keefe Harrison, CEO of The Recycling Partnership. “We’re providing actionable solutions to help current and future partners build a sustainable and effective recycling system in the U.S.

“To make this a reality, we’re calling for \$500 million to fund these new initiatives. This will be the first step toward fully optimizing our nation’s recycling capabilities and ultimately building the bridge to a circular economy.”

Indonesia Accused Of Diverting Rejected Containers

Activists are claiming that officials in Indonesia have re-directed illegal waste consignments from the US to other Asian countries instead of sending them back as promised.

An Indonesian NGO, Nexus for Health, Environment and Development Foundation (Nexus3), says it has identified 70 containers using information from a trusted source, of which 58 came from the US. It alleges 25 of the containers were shipped by Cosco, 20 by Hyundai and 13 by Maersk.

They were apparently deemed illegal by the Indonesian authorities because they contained large amounts of plastic and hazardous wastes in what was supposed to be paper scrap. They were part of a wider haul of illegal containers which the Indonesian government said on 20 September would all be returned to the relevant exporting countries.

The watchdog group Basel Action Network (BAN) claims that of the 58 US containers identified by Nexus3, only 12 went back. It says it has traced the final destination of the others to India (38), South Korea (3) and Thailand, Vietnam, Mexico, the Netherlands and Canada (one each).



Simcoe County Council On The Hunt For New Garbage Collector



Simcoe County solid waste manager Rob McCullough is ready to look for a new garbage collector. Waste Connections is the company collecting garbage throughout Simcoe County at the moment — and starting this summer, encountered difficulties meeting targets due to a driver shortage.

The county said about six per cent, or 9,000 stops, are being inconvenienced by collection delays per week. To maintain its service expectations, the county has used other contractors to catch up on the weekly waste collection, but those companies are no longer available for the job.

Eagle Vision Unveils CartSeeker for Automated Curbside Collection

Eagle Vision Systems is unveiling CartSeeker™ a new solution for automated curbside collection.

Developed and tested with the City of Guelph, CartSeeker uses advances artificial intelligence (AI) Vision recognition to identify a curbside waste cart, pick it up, dump it, and replace it back on the curb without the need for drivers to manipulate a joystick. Benefits of the solution for municipalities and waste management contractors include decreased cycle time, reduced training time and increased focus on safety.

“This is one of those fortunate scenarios whereby its easier and simpler for the operators plus you get a cost decrease and increased safety at the same time.” says Jan d’Ailly, VP Business Development at Eagle Vision “We expect waste collection contractors to save up to 8% on the operating costs through the use of CartSeeker,”.

As operators are no longer required to manipulate the joystick to enable cart collection, drivers’ attention and time can be focused on their surrounding environment – other vehicles, people and obstacles – to improve overall safety performance within the waste management fleet.

WSIB Sanctions More Driver Inc. Fleets

The Workplace Safety and Insurance Board has sanctioned dozens more Ontario-based fleets for using Driver Inc. to avoid paying premiums.

Driver Inc. is a controversial business model that classifies fleet employees as independent contractors. The drivers are incorporated and receive their pay without any source deductions.

In September, the WSIB conducted risk-based audits of two trucking companies, each of which has had corrective debit adjustments of over \$200,000.

The WSIB uses data-driven approaches to identify Driver Inc. companies and other non-compliance in the sector. To assist in the detection of noncompliance, the WSIB has a hotline available for drivers to report companies forcing them into the Driver Inc. scheme. The number is: 1-888-745-3237

Now that the election is over, we need the CRA, the ESDC and the federal government to do their part as well. It is estimated that the federal government loses at least \$1 billion in tax revenue to Driver Inc. practices in the trucking industry.

Injury Rates For Waste Workers Increase, Although Data Shows Some Reasons For Optimism

The waste and recycling industry had an increased rate of nonfatal workplace injuries and illnesses per 100 FTE workers, according to United States Bureau of Labor Statistics (BLS) data.

The United States Bureau of Labor Statistics (BLS) released its 2018 Employer-Reported Injury and Illness Report Nov. 7.

There were approximately 2.8 million nonfatal workplace injuries and illnesses reported by private industry employers in 2018, which occurred at a rate of 2.8 cases per 100 full-time equivalent (FTE) workers. This represents no change from 2017. While the injury rates were static overall, the data specific to the waste and recycling sectors showed the industry still has major safety challenges.

The waste and recycling industry had an increased rate of nonfatal workplace injuries and illnesses per 100 FTE workers. Year over year, the rate for general waste collection workers increased from 5.0 to 5.5. Solid waste collections saw the same year over year change. On a positive note, material recovery facility workers saw a significant injury rate decrease from 9.8 to 4.9 per 100 employees. Similarly, injury rates for solid waste landfill workers decreased from 5.3 to 3.9 per 100 employees.

In a release announcing the BLS data, NWRA announced it is committed to working with its members to make sure waste workers come home safely each day. Thirty states have passed Slow Down to Get Around laws that help to protect drivers and helpers when collecting refuse, and the association is working to expand the adoption of these laws.

NWRA is also leading the effort to reducing injuries and fatalities in the industry through its engagement with other associations. In particular, the NWRA notes that its alliance with the Occupational Safety and Health Administration (OSHA) and its partnership with the Environmental Research and Education Foundation (EREF), where the agencies are requesting proposals to provide a baseline analysis for what is occurring in the industry, are instrumental in the push for safer operations.



How Anaerobic Digesters Are Helping Process Organics While Sustaining US Farms

Vanguard Renewables builds anaerobic digesters on farms in the U.S. to help solve organics disposal challenges.

Building anaerobic digesters (AD) in the United States to help solve food waste disposal challenges, produce renewable energy and reduce carbon emissions seemed like a no-brainer when John Hanselman and Kevin Chase, co-founders of Vanguard Renewables, began researching this technology in 2014.

But according to Hanselman, it was apparent more government support and source separation needed to happen for the systems to be successful in the U.S.

“Germany has 9,000 systems installed,” Hanselman says. “The U.S., at that point, had about 200. You dispose of food waste and animal waste and you make renewable natural gas. We asked, ‘Why hasn’t this happened?’ It doesn’t make any sense. It became obvious that it’s actually an incredibly complex series of interactions to make the digesters work.”

He adds, “The digester projects work beautifully in Germany because they have federal subsidies and tax credits” to support the installations.

In 2014, the Massachusetts Department of Environmental Protection banned businesses and institutions from disposing more than 1 ton of organics per week. Then, Vermont passed a law requiring large food waste generators to divert organics from landfill by 2020. Connecticut and New York have also passed laws requiring food waste generators to separate and recycle organics.

In addition, the U.S. Environmental Protection Agency, the U.S. Department of Agriculture and other state agencies started providing special funding for AD projects that help divert food waste from landfills.

“Small farm food waste co-digestion wasn’t something a lot of people had done in the U.S.,” says Hanselman, who has 30 years of experience in renewable energy. “We started the whole process thinking we were a renewable energy company. What we really found out was we’re a farm-based food recycler. Renewable energy is one of our byproducts, but the real business is working with waste haulers, food waste generators and our farm partners to build a really functional interaction between all three parties, which don’t necessarily coincide.”

The first step to entering a new market was for Hanselman and Chase to figure out how much food waste was available and how many digesters could be supported. Vanguard estimated there were between 2,500 to 3,000 tons of accessible food waste per day generated in Massachusetts that could support seven digesters. The next step was to identify farms that were located near food waste generators and hauling partners.

Jordan Dairy Farms, a sixth-generation family farm founded in 1885 in Rutland, was the first farm in the state to partner with Vanguard on an AD project. Operated by brothers Randy and Brian Jordan, the 950-acre dairy farm had survived over the years despite a sharp decline in dairy prices. Prior to the AD project, the farm struggled to pay its \$2,400 monthly electric bill.

“They realize dairy farmers are struggling to make ends meet,” Randy Jordan says. “There are days that are just really blue with challenges with weather or income. Vanguard Renewables, the digester, diverting food waste—all of this coming to life— has been a positive for us. It’s become critical to us.”

Vanguard built a 500,000-gallon AD on the farm in 2016. The digester processes 9,125 tons of manure and 20,000 tons of food waste per year into heat and renewable energy, which powers the digester, the farm and provides energy via metering credits to area businesses, including Worcester-based Polar Beverages. The farm also uses the “leftover liquid” from the AD process as odorless organic fertilizer for crops, which also results in cost savings for the farm. Jordan says he recently partnered with Vanguard to build a second digester.

Vanguard Renewables leases the land from the farm and owns and operates the digester, which can be operated remotely or on-site by a manual operator. Vanguard has built five digesters in Massachusetts, which have the capacity to process 500 tons per day.

“Our farmers are a little reluctant at first to allow us to build these machines on their property. In the beginning, we built a lot of bridges,” Hanselman says. “We had to learn what the farmer cares about, what the food waste generator cares about and what the hauler cares about. The most rewarding part of what we’re doing is being able to help out family farms.”

Vanguard also offers competitive pricing compared with composting facilities and landfills, Hanselman says.

Jeff Helgerson, owner of Jeff D Helgerson Excavating Inc., an excavating and hauling company based in Charlton, Massachusetts, says his company hauls nonhazardous industrial waste, including restaurant wastewater, to all five of the digesters in the state.

“Most wastewater treatment plants accepted [this waste] 15 years ago, but over the years, that created problems with sewer lines, and treatment plants started to refuse it,” Helgerson says. “We’re constantly trying to find different places to bring the waste.”

Helgerson started hauling the waste to Vanguard’s AD at Jordan Dairy Farms. Helgerson also hauls waste from local breweries to the digester daily, delivering roughly 9,000 gallons per load.

Helgerson says he gets six cents per gallon for hauling waste to area wastewater treatment plants and 11 cents per gallon for bringing it to the digesters, which makes AD the attractive choice. As an added benefit of AD, he says customers like to know their waste is going to produce renewable energy that comes along with the process.

Helgerson says he sees business picking up as more food waste generators are faced with disposal challenges. He adds that ADs may be “more of a trend” with wastewater treatment plants becoming more selective of incoming material.

Building AD systems on a small scale in Massachusetts has led to opportunities in other states that have passed organics-to-landfill bans. Vanguard has started construction of a new AD project on its sixth farm in Vermont and is in the process of permitting three farms in New York.

Hanselman says he expects the trend of organics-to-landfill bans to continue across the country, leading to company growth.

Today, there’s also a trend of Americans wanting to know where their food comes from. The demand for transparency is moving into the waste industry, which “has been critical to all of our sales,” Hanselman says.

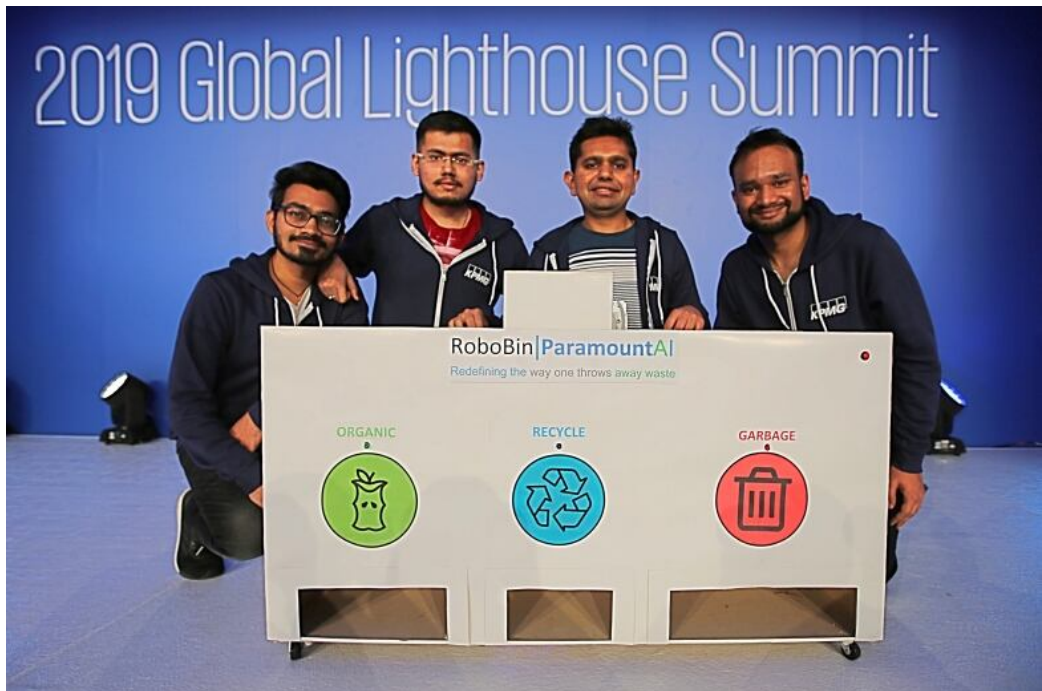
To this end, Hanselman says Vanguard is working with national food manufacturers on AD projects on a national scale.

Garbage Or Recycling? U Of T Students Invent 'RoboBin' To Make The Decision For You

You're standing in front of a public waste bin holding a takeaway cup, puzzled by the three options in front of you: garbage, recycling or organic. Sometimes it's a tough decision, but could it be easier with help from artificial intelligence (AI)?

Five University of Toronto masters students think so, and so to combat

bin confusion — which they say leads to a quarter of Toronto's recycling becoming contaminated — they invented RoboBin.



Paramount AI's RoboBin won first place in KPMG's second annual Ideation Challenge, a worldwide competition to develop solutions to problems facing businesses using AI. The U of T team beat out 600 other applicants from 65 universities across nine countries in May.

The AI-powered waste management system uses photos to help sort out what waste is what. They uploaded over 35,000 images of waste into the system in order to train it to identify characteristics of garbage, recyclables and organics.

The user places a piece of waste into RoboBin, they push a button, and the system uses AI to scan the item before mechanically moving it into the correct bin.

The team says they will incorporate feedback from the images to improve and increase the machine's accuracy.

Paramount AI says the machine not only helps to combat climate change, it also counters the economic consequences of improper recycling.

In 2018, then general manager of waste management services for the City of Toronto Jim McKay told CBC Toronto he estimated that each percentage point decrease in contamination could lower recycling costs in the city by \$600,000 to \$1 million a year.

The team says their company kept this information in mind when creating their prototype and they say they are confident their invention could help with those savings. Many Canadians are recycling wrong, and it's costing us millions

Find A Way To Recycle Appliances By December 2020, Quebec Tells Manufacturers

Quebec will invest \$90 million to fund the program, which will prevent manufacturers from passing the recycling costs along to consumers.



Manufacturers that produce appliances identified as sources of greenhouse gas emissions will be obliged as of Dec. 5, 2020, to establish a system that will see those products recovered and recycled once they can no longer be used.

Quebec Environment Minister Benoit Charette made the announcement on Monday in Montreal.

“This measure will allow emissions to be reduced by 200,000 tonnes a year, the equivalent of 60,000 cars,” said Charette.

Carbon dioxide and methane are the gases most commonly associated with climate warming. However the hydrofluorocarbons present in many appliances such as refrigerators are much more potent greenhouse gases.

Quebec will invest \$90 million from 2020-2031 to fund the program, to prevent manufacturers from passing the recycling costs along to consumers.

Other household appliances targeted by the regulation include freezers, air conditioners, washers and dryers, electric ranges and dishwashers.

EREF Releases Analysis On National Landfill Tipping Fees

Municipal solid waste (MSW) landfill tipping fees in the U.S. continue to rise, with fees increasing from 2018 to 2019 by \$2.74, or 5.2 percent, according to new research from the Environmental Research & Education Foundation (EREF).

The EREF Data & Policy Program's recently released 2019 Landfill Tip Fee Data report found the national average MSW tip fee is now \$55.36 per ton.

EREF says it maintains a database of MSW landfills across the U.S. from which it draws samples for analysis of tipping fees. The organization says for its most recent report, landfill owners were contacted and asked to provide gate rate information for MSW disposal, supplemented by current website information on fees.

The report is a culmination of data obtained from 392 landfills categorized as large, medium or small based on accepted tonnage. Of the landfills providing gate rate information, approximately:

- 15 percent were large, accepting more than 390,000 tons per year;
- 44 percent were medium, accepting between 390,000 and 65,000 tons per year; and
- 41 percent were small, accepting less than 65,000 tons per year.

The small landfills reported an average of 26,150 tons per year, while medium landfills and large landfills accepted 163,010 tons per year and 831,480 tons per year, respectively.

The overall national average tip fee increased from \$52.62 per ton in 2018 to \$55.36 per ton in 2019. EREF also compiled data by geographic region and found the Pacific region of the U.S. (which includes Alaska, Arizona, California, Hawaii, Idaho, Oregon and Washington) has the highest tipping fee in the nation at an average of \$73.03 per ton. This rose by \$4.50 per ton compared with 2018 rates.

The South Central region (which includes Arkansas, Louisiana, New Mexico, Oklahoma and Texas) has the lowest tipping fee at an average of \$40.92 per ton, which is \$5.31 higher than in 2018.

The Mountains/Plains region of the U.S. (which includes Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming) saw the largest annual increase in its tipping fees, raising \$5.94, or 13.3 percent, from 2018 to an average of \$50.71 this year.

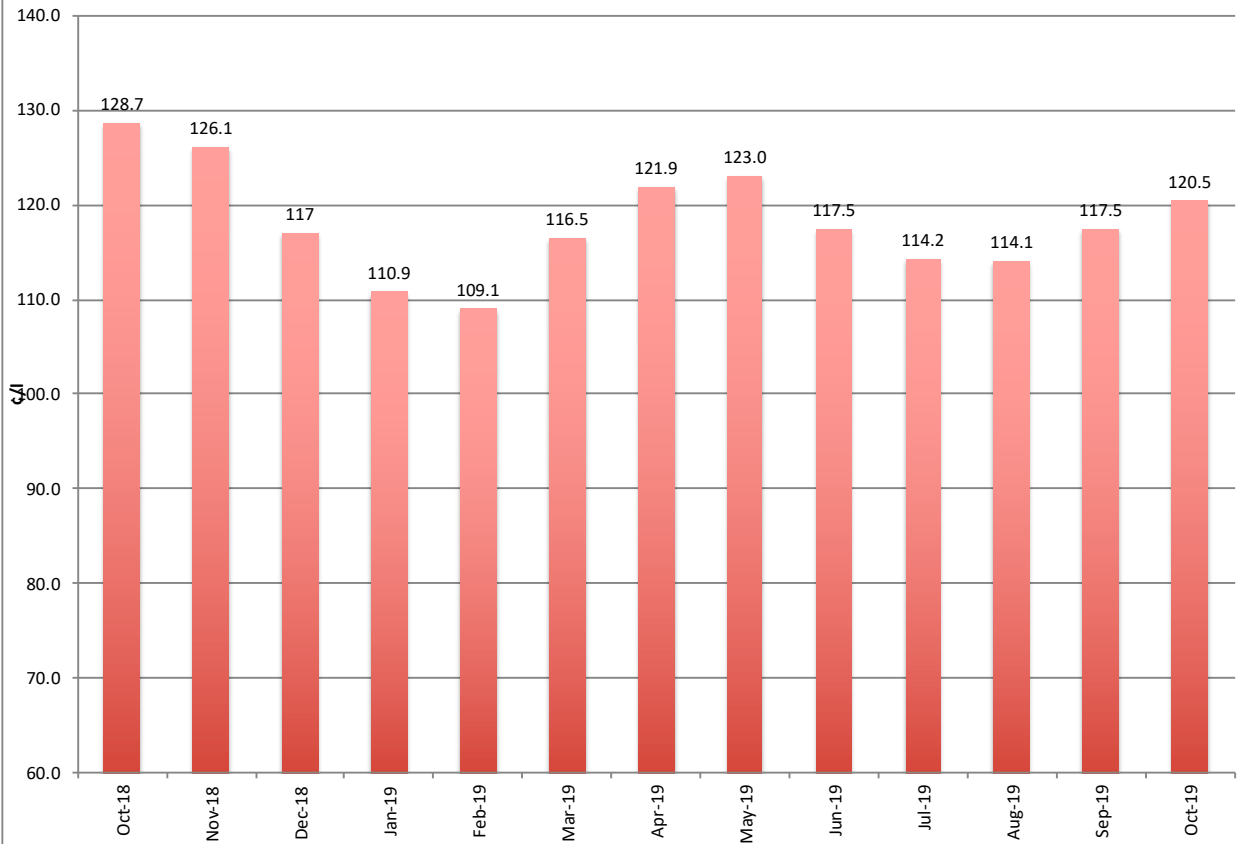
Compared with 2018, average regional tip fees increased in all regions except for the Northeast, where tip fees decreased by 2.8 percent (-\$1.91), in part due to the closure of landfills that previously had high tip fees due to limited remaining capacity, EREF says.

Four-year trends in average tip fees show a continued increase in the national average MSW tip fee with an average year-over-year increase of 3.5 percent from 2016 through 2018. Tip fees in the Northeast and Pacific remain notably higher than the rest of the U.S., with the Pacific region having the highest tip fees for the second year in a row. The Mountains/Plains region surpassed the Midwest for the third highest regional tip fees in 2019. The Southeast and South Central continued to be the least expensive regions for MSW landfill disposal.

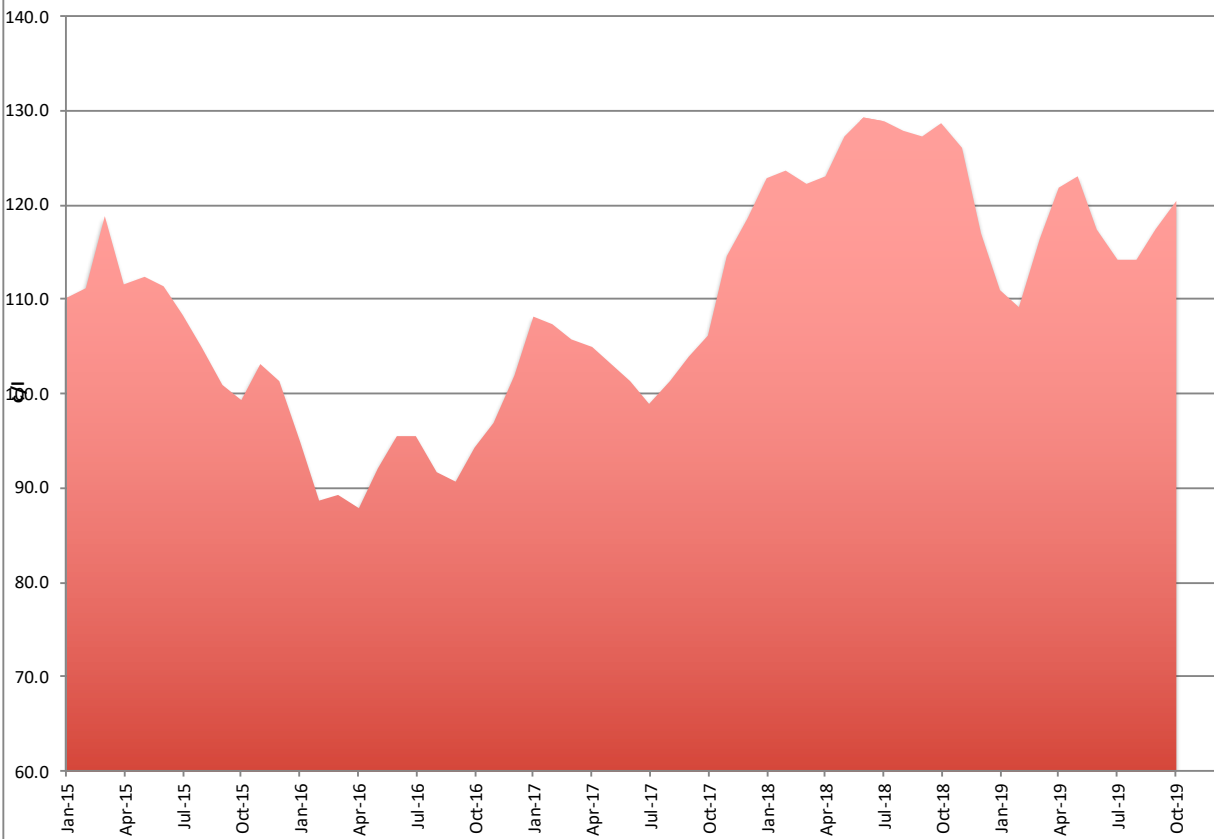
On a state-basis, MSW landfill tipping fees vary substantially. Average state tipping fees range from \$29.82 (Kentucky, Southeast region) to \$154.92 (Alaska, Pacific region) per ton of MSW. A tip fee is not provided for Connecticut, Massachusetts and Vermont, as facilities or tip fees for MSW could not be identified.

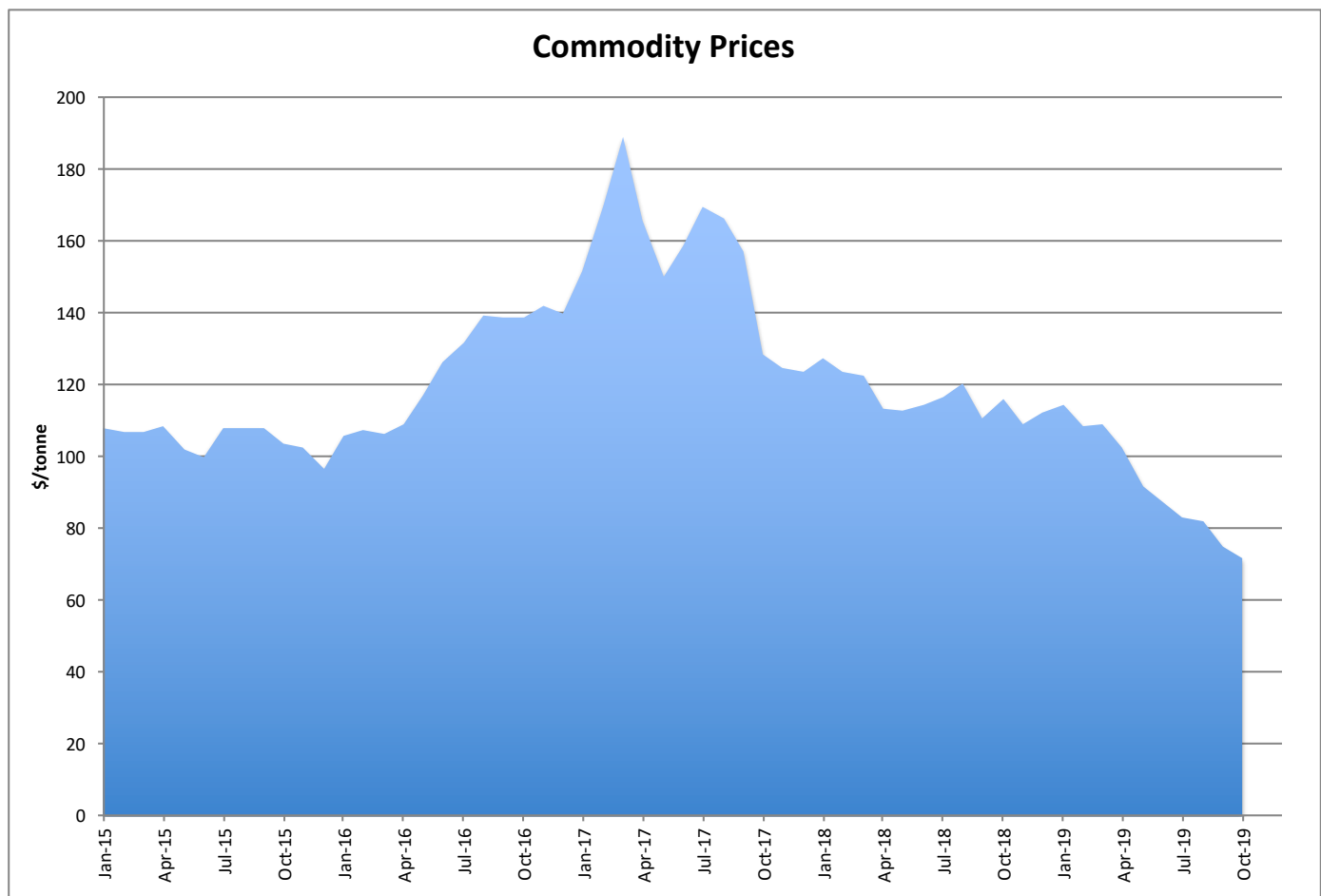
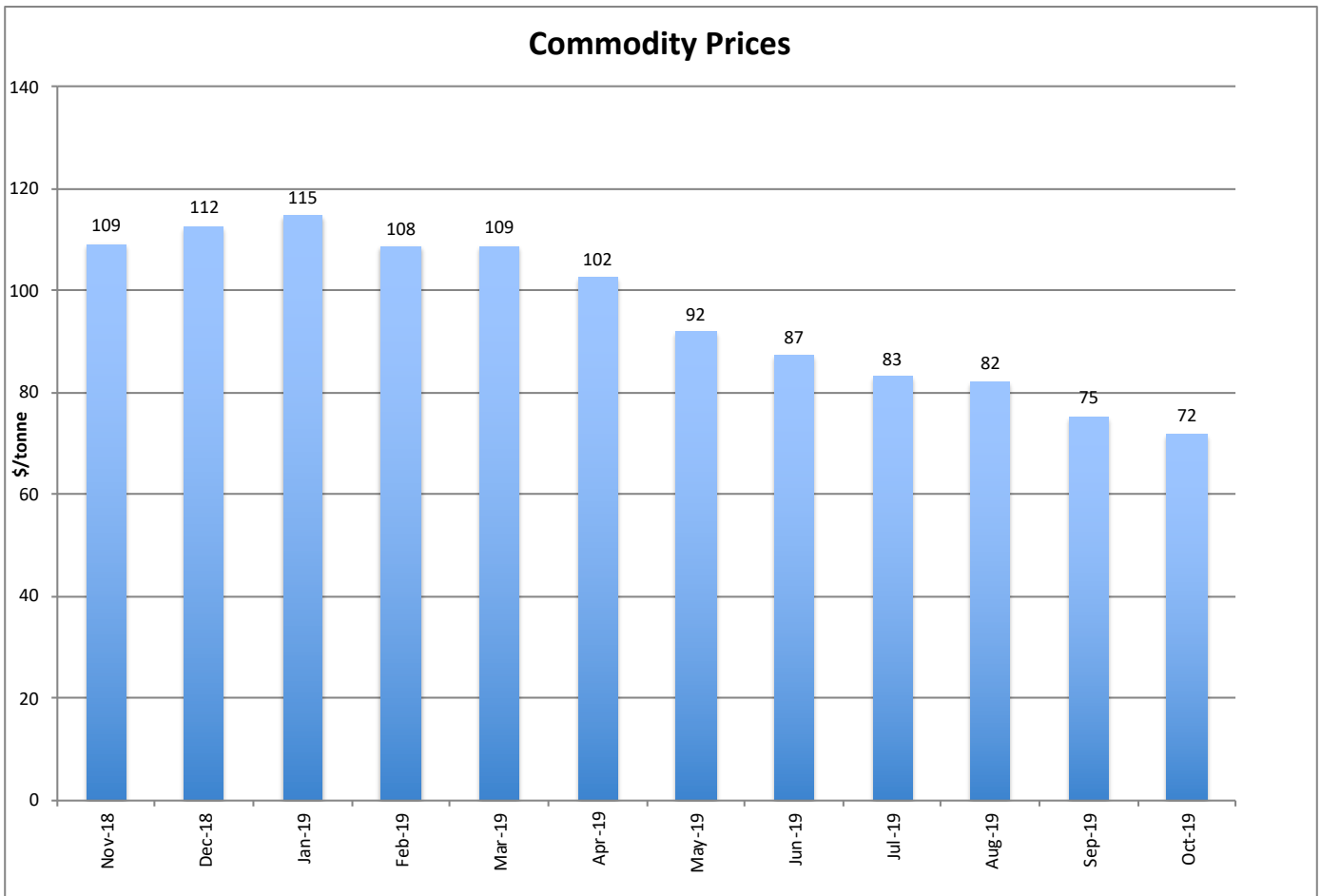
The average MSW landfill tip fee was \$59.93 per ton for states with WTE in 2019. In states without WTE, the average MSW tip fee was \$53.58 per ton. For the full report, visit EREF's website.

Diesel Price (Retail incl. Tax)



Diesel Price (Retail incl. Tax)







Minutes

Library Board

November 14, 2019

6:45 pm

St. Marys Public Library

15 Church Street North, St. Marys

| | |
|----------------|---|
| Member Present | Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins |
| Member Absent | Councillor Pridham, Melinda Zurbrigg, Reg Quinton, Joyce Vivian |
| Staff Present | Matthew Corbett, CEO, Rebecca Webb, Staff Liaison |

1. CALL TO ORDER

Meeting was called to order at 6:51pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That the November 14th, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

There was a question raised about the presentation of funding years.

Moved By Councillor Edney

Seconded By Barbara Tuer

That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.

Carried

5.1 Acceptance of Minutes

5.2 CEO Report

5.4 Adult Learning Update

5.3 Financial Report

6. CORRESPONDENCE

6.1 Leave of Absence and Interim Appointment

Councillor Fern Pridham will join the Board on an interim basis for Mayor Al Strathdee.

Moved By Lynda Hodgins

Seconded By Councillor Craigmile

That the Board receive the correspondence from the Town of St. Marys regarding a leave of absence and interim appointment to the Library Board.

Carried

7. BOARD TRAINING

CEO M. Corbett gave the Board an overview of the current situation with publishers and their proposed restrictions on e-book and audiobook purchasing and how they will affect public libraries.

8. DISCUSSION ITEMS

8.1 Board Meeting Schedule 2020

Moved By Lynda Hodgins

Seconded By Barbara Tuer

That the Board Schedule for 2020 be approved as presented.

Carried

8.2 Policy Updates

Moved By Lynda Hodgins

Seconded By Barbara Tuer

THAT the Policy Committee Report be received as information; and

THAT the policy FN-04 Intellectual Freedom Policy, OP-09 Programming Policy, OP-03 Unattended Children Policy, OP-07 Children's and Teens' Services Policy, and OP-01 Collection Development Policy be approved as recommended by the Policy Committee of the Board; and

THAT the remove the stand alone Local History Policy from the list of approved policies of the Library Board.

Carried

8.3 December Meeting Cancellation

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That St. Marys Public Library Board cancel its December 2019 meeting.

Carried

8.4 Budget Finalization

Moved By Councillor Craigmile
Seconded By Councillor Edney

That the Budget Finalization document be received as information.

Carried

8.5 Strategic Plan Report

CEO M. Corbett gave an overview of the Strategic Plan Report and the Board discussed the idea of doing a strategic plan using ministry funding.

After discussion, the Board directed CEO M. Corbett to pursue and explore the possibility of getting a small update to the Space and Service needs study from Stephen Abram and to investigate whether it is possible to use the potential funds to help with the Board / Town committee and also to put money aside each year to ultimately assist with strategic planning when the Board is ready.

Moved By Lynda Hodgins
Seconded By Barbara Tuer

That the Board receive the Strategic Plan Report as information.

Carried

Moved By Lynda Hodgins
Seconded By Councillor Edney

That we move forward with pursuing the strategic planning and service review as discussed and directed.

Defeated

9. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library earned \$4,762.33 at the 2019 Fall Book Sale. The Friends of the Library are sponsoring two Library staff members to attend OLA Superconference for training. Adult Learning will present at the Newcomers' coffee meet and greet in January and Library staff will present in February.

10. ROUNDTABLE DISCUSSION

Board Member L. Hodgins attended a SOLS meeting in St. Thomas and gave highlights from that meeting.

The EarlyON contract was awarded to the Town recreation department. The recreation department will be hiring an RECE employee to execute programming throughout the community.

Adult Learning had a site visit from the ministry. A "pre-audit" took place and the evaluator was very impressed with the progress at Adult Learning.

11. UPCOMING MEETINGS

The date of the next regular Board Meeting will be January 2nd, 2019 at 6:45pm.

12. ADJOURNMENT

Moved By Councillor Craigmile

Seconded By Barbara Tuer

That the November 14th, 2019 regular meeting of the St. Marys Library Board be adjourned.

Carried

Chair

Board Secretary



Minutes

Library Board

November 25, 2019

5:30 pm

St. Marys Public Library

15 Church Street North, St. Marys

| | |
|----------------|--|
| Member Present | Councillor Craigmile, Barbara Tuer, Cole Atlin, Lynda Hodgins, Reg Quinton, Joyce Vivian, Councillor Pridham |
| Member Absent | Mayor Strathdee, Councillor Edney, Melinda Zurbrigg |
| Staff Present | Matthew Corbett, CEO, Rebecca Webb, Staff Liaison |

1. CALL TO ORDER

Moved By Lynda Hodgins

Seconded By Joyce Vivian

That the November 25th, 2019 special meeting be approved as presented.

Carried

2. AMENDMENTS AND APPROVAL OF AGENDA

3. GUESTS AND DELEGATIONS

Welcome L. Lawrence, Director of Human Resources for the Town of St. Marys.

4. DISCUSSION ITEMS

4.1 Recruitment Process and Timeline

CEO Matthew Corbett informed the Board of his resignation with his last day being on December 17th, 2019.

Director of Human Resources Lisa Lawrence presented a timeline to the Board for the recruitment process.

The Board gave direction to the personnel committee to pursue the recruitment of a new CEO as discussed.

Moved By Reg Quinton

Seconded By Lynda Hodgins

That the recruitment timeline be accepted as information.

Carried

5. UPCOMING MEETINGS

A special meeting of the St. Marys Public Library Board be scheduled for December 12th, 2019 at 3:00pm.

6. ADJOURNMENT

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That the November 25th, 2019 special meeting of the Library Board be adjourned.

Carried

Chair

Board Secretary

PERTH DISTRICT HEALTH UNIT BOARD

October 16, 2019

The Board of Health of the Perth District Health Unit met on the above date at 9:45 am at the Perth District Health Unit, Multipurpose Room.

Members present: Todd Kasenberg; Marg Luna; Paul Robinson; Kathy Vassilakos; and Bob Wilhelm

Member regrets: Bonnie Henderson and Anna Michener

Members absent: Daryl Herlick

Staff present: Julie Pauli, Business Administrator; Tracy Allan-Koester, Director of Community Health and Irene Louwagie (Recorder)

Staff regrets: Dr. Miriam Klassen, Medical Officer of Health and Donna Taylor, Director of Health Protection

Kathy Vassilakos, Chair presiding.

Agenda Approval

Moved by: Bob Wilhelm

Seconded by: Marg Luna

**That the agenda for today's meeting be adopted as amended.
Carried.**

Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Moved by: Bob Wilhelm

Seconded by: Paul Robinson

That the minutes of the previous meeting dated September 18, 2019 be adopted as presented. Carried.

Closed Meeting

No Closed meeting.

Business Arising

a. Transition Team Update

Julie Pauli, Business Administrator presented minutes from the Transition Team meeting from October 2, 2019.

Moved by: Marg Luna

Seconded by: Bob Wilhelm

That the Board request that the Ministry of Health extend the appointment of Paul Robinson and Anna Michener as Provincial Representatives.

Carried.

Moved by: Bob Wilhelm
Seconded by: Paul Robinson

The Board recommends that with the recent changes from the Province, the Perth District Health Unit will not participate in any Tri-Board meetings with Huron County and Grey Bruce Health Units until further direction is given from the Province. Carried.

New Business:

a. Baby Friendly Initiative (BFI) Training

Heather Kane, Public Health Nurse presented training to Board members on Baby Friendly Initiative (BFI).

b. Comparison of Mileage Rates

Julie Pauli, Business Administrator presented a written report entitled "Comparison of Mileage Rates".

Moved by: Todd Kasenberg
Seconded by: Bob Wilhelm

That the Board retain the current mileage rate of 49¢ per kilometer until March 31, 2020 pending further review in 6 month's time. Carried.

c. Staff Report – Vaping Products

Tracy Allan-Koester, Director of Community Health presented at Staff Report entitled Vaping Products.

Moved by: Todd Kasenberg
Seconded by: Bob Wilhelm

That the Board direct staff to write a letter to lower tiered municipalities recommending bylaws to control the promotion and marketing of vaping products and to support current and future efforts enhance controls on the availability, promotion and access of vaping products by all levels of government.

Moved by: Marg Luna
Seconded by: Todd Kasenberg

The Board gave direction to staff to write a letter to federal Minister of Health and political party leaders to request an urgent interim order be put in place to have vaping products under similar levels of restrictions as tobacco products currently are, including promotional restrictions, bans on flavours, and report requirements. Carried.

d. Board Luncheon

The Board Staff Luncheon will be held on Wednesday, December 18, 2019 at 12:00 noon at River Gardens Retirement Residence.

- e. Report of the Finance & Personnel Committee dated October 16, 2019.

Moved by: Bob Wilhelm
Seconded by: Todd Kasenberg

That the report from the Finance & Personnel Committee dated October 16, 2019 be adopted. Carried.

Business Administrator Report

- a. Account Transactions – September 2019

Julie Pauli, Business Administrator presented the accounts for the period ending September 2019.

Moved by: Bob Wilhelm
Seconded by: Paul Robinson

That the accounts totaling \$792,409.32 for September 2019 be adopted as presented. Carried.

- b. Financial Report – September 30, 2019

Julie Pauli, Business Administrator, presented the financial report for the period ending September 30, 2019.

Moved by: Paul Robinson
Seconded by: Marg Luna

That the Financial Report for September 30, 2019 be adopted as presented. Carried.

MOH Report

A written report for October 16, 2019 was circulated which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates.

Staff updates:

- full-time Dental Educator / Assistant hired effective October 16, 2019

Moved by: Bob Wilhelm
Seconded by: Todd Kasenberg

That the Board receive the October 16, 2019 Medical Officer of Health report. Carried.

Correspondence

- a. Township of Laird re Proposed Changes to Public Health in Ontario
- b. Town of St. Marys re Municipal Board Member Appointments
- c. Sudbury re North East Public Health Transformation Initiative
- d. Simcoe Muskoka re Vaping and Flavoured E-Cigarettes Restrictions
- e. HKPR re Immunization for School Children – Seamless Immunization Registry

- f. County of Lambton re Provincial Plans for the Modernization of Public Health Service Delivery
- g. KFL&A re Removal of Regulation 268 of the Smoke-Free Ontario Act
- h. Windsor-Essex re Completion of Consumption and Treatment Services Application and Site Location
- i. Windsor-Essex re COMOH – Alcohol Choice & Convenience
- j. Windsor-Essex re Changes to Provincial Autism Supports
- k. Windsor-Essex re Public Mental Health – Parity of Esteem Position Statement
- l. Windsor-Essex re Funding Cancelled for Leave the Pack Behind
- m. Peterborough re Addressing the Opioid Emergency in Ontario
- n. Ministry of Health re Update on Public Health and Emergency Health Services Modernization

Moved by: Bob Wilhelm

Seconded by: Marg Luna

That the Board receive all correspondence for information purposes.

Carried.

Next Meeting

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, November 27, 2019 at 9:30 am in the Multipurpose Room.

Adjournment

Moved by: Paul Robinson

Seconded by: Marg Luna

That we now adjourn.

Carried.

Meeting adjourned at 10:55 am.

Public Announcements

- the office of Kenny & Robinson Professional Corporation has moved to 556 Huron Street

Respectfully submitted,

Kathy Vassilakos, Chair

SPRUCE LODGE
Board of Management Meeting
October 16th, 2019

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets:

Guests:

Chairperson Councillor Rhonda Ehgoetz brought the meeting to order.

Moved by Councillor Ingram
Seconded by Councillor Aitcheson

That the agenda for October 16th, 2019 be approved as amended.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Vassilakos
Seconded by Councillor Luna

That the minutes of September 18th, 2019 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Vassilakos
Seconded by Councillor Ingram

That the September 2019 accounts in the amounts of \$216,668.31 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the financial report for the 8 month period ending August 31st, 2019 for review and discussion.

Moved by Councillor Aitcheson
Seconded by Councillor Pridham

To accept the Spruce Lodge Revenue and Expenses for the 8 month period ending August 31st, 2019 as presented.

CARRIED

Administrator's Report:

2020 Budget:

A proposed 2020 budget has to be submitted by November 12th, 2019. A finance committee meeting will be co-ordinated prior to the board meeting.

For operations, we are proposing status quo for staffing hours. An Environmental Services review took place that questioned our practices on weekends. A new Environmental Services

SPRUCE LODGE - Continued
Board of Management Meeting
October 16th, 2019

Supervisor has been hired and is looking in detail at all routines to redistribute hours. We are proposing a 1.5% increase in wages. The Ministry has exempted municipal homes from the 1% increase cap.

We are unsure what to expect from government as the increase for this year was 1%, where historically it has been 2.4 %. Up to this point municipal contribution have been 8% with a 3% increase annually.

We are anticipating to build in approximately \$68,000 from the municipalities.

Capital expenditures are estimated at \$105,000 for next year and \$140,000 the following year. A capital reserve study is being proposed. Capital could be phased in over the next 4 or 5 years, but if the roof needs to be replaced, we may need to ask for funds.

Will there be grant opportunities? It was suggested to investigate the Stratford Perth Community Foundation. Fundraising was also suggested. The Administrator will check with other municipal homes. Municipalities could be asked to match dollars raised by the Foundation.

The finance committee will meet on November 11th at 2 p.m. to review the budget presentation.

Annual Fire Evacuation Drill:

The annual fire evacuation drill will take place on November 29, 2019.

Annual Ministry Inspections:

There have been no Ministry inspections in the past month.

Volunteer Appreciation Event:

The Spruce Lodge annual volunteer appreciation event will take place in the Griffith Auditorium tomorrow evening.

VON Stroke Recovery Program:

The VON signed an agreement to run a stroke recovery group therapy program in the Woodland Towers activity room and the therapy pool. They are donating some big equipment to the activity room, and the entire space needs to be refurbished. Dollars will come from an entirely different budget.

Retaining Walls:

There are two (2) retaining walls that need to be replaced located by the spruce trees at Spruce Lodge, and in the garden area by Woodland Towers and the Elderly Persons Centre space. One will be funded by Home Assistance and the other by Spruce Lodge.

Moved by Councillor Ingram
Seconded by Councillor Pridham

To enter closed session at 6:14 p.m. to discuss collective bargaining.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

To enter open session at 6:25 p.m.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

October 16th, 2019

HPNHSS:

The HPNHSS meeting took place at at Knollcrest in Milverton on September 20th, 2019. The next meeting will take place March 30th, 2020.

Moved by Councillor Ingram

Seconded by Councillor Vassilakos

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Dress Down Days:

☺ *For September 2019, the lucky charitable receipt winner isChristine Johnstone!*

Other Business:

Moved by Councillor Luna

| |
|---------------------------------------|
| That the meeting be adjourned. |
|---------------------------------------|

CARRIED

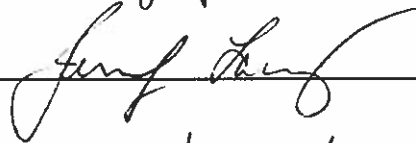
Date & Time of Next Meeting:

Wednesday, November 20th, 2019 at 5:30 p.m.

Councillor Ehgoetz
Chairperson



Jennifer Facey
Secretary



Date

Nov 20/19

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, OCTOBER 22, 2019

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

1. Approval of Agenda

Acting Chair Alan Dale congratulated N.Manning on the extension of her appointment, representing Middlesex Centre for the balance of the term. Congratulations were extended to Board member B.Petrie on his marriage.

N.Manning moved – seconded by M.Blosh:-

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

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
September 24, 2019

Typos were found and have been sent to staff for correction. Under item one, Approval of the Agenda, the Board asked the minutes clarify it was S.Levin who would be absent from the October meeting.

P.Mitchell moved – seconded by J.Reffle:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated September 24, 2019 as amended.”

CARRIED.

4. Business Arising from the Minutes

There was no business arising from the Minutes.

5. Business for Approval

(a) 2020 Draft Municipal Levy
(Report attached)

I.Wilcox presented the report, adding that the full draft budget will be presented at the November meeting. The Board discussed the level of funding for new Targets work to be included in the 2020 Draft Budget. Some members felt that deferring the final phase-in of Targets funding completely would put politics ahead of science, send the message that it is not important work, and risk losing momentum. Some members felt that due to the current political climate, the ongoing uncertainty around the changes to the Conservation Authorities Act, and the requests to defer Targets funding at past Annual General Meetings, the final phase-in year of Targets funding should be deferred. Also, that a year deferral of the final year of Targets implementation would impact the work already being done, and would be in the best interest of the UTRCA. It was felt by some that including a percentage of the original Targets funding increase in the Draft Budget still gives the Board the ability to debate and discuss before final approval in February, while eliminating any increase removes it completely from discussion.

There was discussion on balancing political pressures and fiscal responsibilities with environmental responsibility, the responsibility to future generations, and climate crisis pressures.

M.Blosh moved – seconded by A.Hopkins:-

“RESOLVED that the Board of Directors move forward, putting 50% of the proposed Targets funding into the 2020 draft budget.”

DEFEATED.

A.Westman moved – seconded by M.Blosh:-

“RESOLVED that the Board of Directors move forward, putting 25% of the proposed Targets funding into the 2020 draft budget.”

CARRIED.

As directed by the Board, the levy notice will be sent out within the week with an accompanying message stating clearly this is a draft budget and the Board and staff are looking for Municipal feedback. In addition, the message will also convey the struggle the board went through in making this decision.

(b) Finance & Audit Committee Report
(Report attached)

A.Dale presented the Finance and Audit Committee report. Questions and concerns around the controls in place to regulate and monitor the proposed borrowing were raised. Staff outlined the controls in place, highlighting that all large unusual financial transactions are brought to the attention of the Finance & Audit Committee, and shown in the quarterly financial reports that are presented to the Board. Staff clarified that the purpose of the line of credit would be for situations when the UTRCA is waiting on large sums of money from a funder but the work must continue in the interim. It was noted that there is currently a borrowing resolution in the section A.11 of the Administrative By-Laws. The Board discussed alternatives to the line of credit, but felt that this was the most financially responsible option.

After discussion on reporting borrowing activities to the Board, it was suggested that a statement be added to the yearly statutory declaration to confirm the borrowing is at x amount.

N.Manning moved – seconded by P.Mitchell:-

“RESOLVED that any two of the Chair, Vice Chair and General Manager are authorized on behalf of the Authority to:

1. Establish credit services and/or borrow sums of money,
2. Sign, execute and endorse all such documents as may be required to evidence such indebtedness,
3. To apply for and obtain letters of credit and to execute agreements in connection therewith, to pledge and/or mortgage any moneys on deposit and/or any bonds, or receivables or other property of the Authority to secure payment of any indebtedness, liability or obligation whether now due or to become due upon the credit of the Authority, to provide any promissory notes or other certifications of indebtedness as may be required by the lender.”

CARRIED.

6. Closed Session – In Camera

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

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

CARRIED.

Progress Reported

(a) House Rental Program
(Report attached)

H.McDermid moved – seconded by T.Jackson:-

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

CARRIED.

7. Business for Information

(a) Rental House Rates
(Report attached)

N.Manning moved – seconded by H.McDermid:-

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

CARRIED.

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

Staff clarified the report shows the time from when the complete applications are received to when the permit is issued. The completion of the application is typically the most time consuming part of the process.

A.Hopkins moved – seconded by J.Reffle:-

“RESOLVED that the Board of Directors receive

the report as presented.”

CARRIED.

- (c) Wildwood Dam Operations Update
(Report attached)

I.Wilcox informed the Board he has forwarded the content of the report in front of the Board to MPP Pettapiece, encouraging him to contact the UTRCA if he has questions.

P.Mitchell moved – seconded by J.Salter:-

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

CARRIED.

8. October For Your Information
(FYI attached)

The October FYI was presented for the Member’s information. I.Wilcox highlighted and expanded on the article relating to the conclusion of the 2019 Species at Risk program field season, noting that under Bill 108 and the changes to the Conservation Authorities Act, this program is at risk of getting cut. A suggestion was made that staff look into transferring this program to another organization to ensure the work would continue should the program be cut.

9. Other Business

I.Wilcox advised the Board the meeting scheduled for this week between the UTRCA and the Minister and staff of the Ministry of the Environment, Conservation and Parks has been canceled. The meeting will be re-scheduled sometime within the next month. There were no other Bill 108 related updates to report.

The main focus of the November Board of Directors meeting will be the draft budget and a tour for Board members set to follow the meeting. Information regarding the tour will be circulated as soon as possible.

A.Hopkins reported that she represented the Board of Directors at the Furtney Memorial Forest Dedication service at Fanshawe Conservation Area. M.Schadenberg reported that he represented the Board of Directors at the Woodstock Memorial Forest dedication service held at Pittock Conservation Area.

M.Schadenberg reported that he attended an open house at Hodges Pond and will inform the Board about future open houses and events at Hodges Pond.

10. Adjournment

There being no further business, the meeting was adjourned at 11:18 am on a motion by N.Manning.



Ian Wilcox
General Manager
Att.



Canadian Baseball Hall of Fame & Museum

P.O. Box 1838

St. Marys, Ontario, Canada, N4X 1C2

T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234

Email: baseball@baseballhalloffame.ca

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

MINUTES

CBHFM Board of Directors Meeting – 12:00pm, Friday October 25, 2019

386 Church St. S., St. Marys, ON

Present: Adam Stephens (Chair), Jeremy Diamond (Vice-Chair), Jordan Schofield (Treasurer), Rob Fai, Liam Scott, Scott Smith, Julie Docker-Johnson, Mike Wilner

Ex-Officio: Rob Edney

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

Regrets/Absences Libby Walker, Derek Aucoin, Jody Hamade, Ex-Officio: Al Strathdee (Mayor)

Call to Order:

- Adam Stephens (Chair), called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Scott Smith; **Seconded** by Julie Docker-Johnson:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting October 25, 2019.

Carried.

Approval of Minutes from September 27, 2019

Moved by Julie Docker-Johnson; **Seconded** by Jordan Schofield:

THAT the CBHFM Board of Directors approves the minutes of the board meeting held on September 27, 2019 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes September 27, 2019 :

- None

NEW BUSINESS

- None

Committee Reports:

a. Management

- None.

b. Finance:

- The Hall of Fame finances are in good shape financially. Museum revenue increased over 2017.
- Donations increased in 2019 due to a couple large first time donations.
- 2019 site revenue/expenses finalized with Town in December

Moved by Jordan Schofield; **Seconded** by Mike Wilner:

THAT the CBHFM Board of Directors approves the removal of Tammy Adkin from the Banking Authority list.

Carried.

c. Resource Development

- Toronto Blue Jays Curve Ball Gala is April 8 and have been in touch with Jays Care

Foundation Robert Witchel about attending.

d. Outreach

- Jeremy reported his recent contact with an individual potentially offering a gift in kind to work on our website/social media strategy making it a more robust plan.
- Discussed possible artifact photo donation and what could be done with it once donated (in house displays, travel show, online).

e. Nominating

- Scott Smith spoke about board nominee, Holly LaPierre and the advantages of having a Maritime representative on the board. He also highlighted Holly's recognitions for all of her volunteer work and different roles with Baseball Canada and she has extensive network of baseball contacts across the country.

Moved by Scott Smith; **Seconded by** Jeremy Scott:

THAT the CBHFM Board of Directors elect Holly LaPierre to the Board of Directors.

Carried.

f. Governance

- No report

g. Museum

- No report

h. Pavilion Project

- We are proposing that The Town of St. Marys partner with us on a grant request for a Federal and Provincial grant called Investing in Canada Infrastructure Program for Community Culture and Recreation. The partnership would be a 50/50 split of the \$170,000.00 portion of the cost for the pavilion project.
- The application has been prepared and it will go to The Town of St. Marys early next week.
- Adam noted that Ex-officio Al Strathdee (Mayor) is on a temporary leave of absence for health reasons.

Operations Report

Events/Induction

- Nominations for induction are due by December 1st. The process is running as normal.
- October 25 is our World Series watch party at the museum.
- The St. Marys Rotary Club recently honoured Dick McPherson with an event at the Hall of Fame

Site

- The site is currently being closed down for the winter and will be completed by Nov. 1
- Volunteers Doug Goudy and Rod Betteridge will be presented with a thank you gift

Museum

- The Doors Open Ontario event on September 28 was well attended by 150 people
- November 9-10 is the Canadian Baseball History Conference at Museum London which includes a tour of the Hall of Fame
- The Museum is now closed for the season. There are currently 4 tours scheduled in November
- Museum operations for the year were discussed and if needed the museum committee will bring recommendations to the Board for approval.
- The Jack Graney award process starts November 5 and the James Tip O'Neill award process begins November 15. Results will be brought forward for Board approval during November meeting.

Baseball News

- None

In Camera

- None

Motion to Terminate – 12:53 pm by Julie Docker-Johnson

Next CBHFM 2019 Board Meeting dates:
386 Church Street S., St. Marys at 12 pm ET
November 22, December 20, 2019



MINUTES
Community Policing Advisory Committee

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

Committee Members Present: Councillor Winter
Mayor Strathdee
Doug Diplock
Paul Dunseith
Jacqueline Hibbert

Stratford Police Services Present: Chief Greg Skinner
Deputy Chief Gerald Foster
Community Resources Officer Keating

Staff Present: Brent Kittmer, Secretary
Jenna McCartney, Deputy Clerk
Jed Kelly, Director of Public Works
Jeff Wolfe, Asset Management, Engineering Specialist
Morgan Dykstra, Public Works Coordinator

1. CALL TO ORDER

Chair Winter called the meeting to order at 9:13 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. ADDITIONS TO THE AGENDA

Moved By Paul Dunseith
Seconded By Doug Diplock

THAT the October 16, 2019 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Community Policing Advisory Committee - October 16, 2019

1

It was stated that within minute item 7.3, Deputy Chief Foster's name was misspelled.

Moved By Jacqui Hibbert

Seconded By Doug Diplock

THAT the September 18, 2019 Community Policing Advisory Committee be approved as amended by the Committee, and signed by the Chair and the Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

None.

6. DELEGATIONS

None.

7. REPORTS

7.1 MONTHLY POLICING REPORT

Deputy Chief Foster spoke to the September 2019 monthly policing report.

In response to questions raised by committee members, Deputy Chief Foster and Chief Skinner provided the following points of clarification:

- The occurrence of sexual assault did occur within the family
- Staff within the police service are rotated through various positions within the service to provide everyone the opportunity for a robust training model
- Auxiliary Force is seeking 10 members for the force and will conduct comprehensive training prior to deployment

Moved By Paul Dunseith

Seconded By Doug Diplock

THAT the September 2019 monthly policing report be received for information.

CARRIED

7.2 MONTHLY CRIME STOPPERS REPORT

Chief Skinner spoke to the September 2019 monthly Crime Stoppers report.

Moved By Paul Dunseith
Seconded By Doug Diplock

THAT the September 2019 monthly Crime Stoppers report be received for information.

CARRIED

7.3 PW 67-2019 Queen Street Speed Limit Reduction to 40 km/h

Jed Kelly spoke to PW 67-2019 report and responded to questions from the Committee.

The Committee noted that the following staff report also dealt with the topic of speed limit reductions and agreed to consider all recommendations related to speed changes at the same time.

Moved By Mayor Strathdee
Seconded By Councillor Winter

THAT PW 67-2019 Queen Street Speed Limit Reduction to 40 km/h be received.

CARRIED

7.4 PW 68-2019 Establishing Designated Speed Reduction Areas

Jed Kelly spoke to PW 68-2019 report and responded to questions from the Committee.

The Committee came to a consensus that it was their goal to provide for a safe road network for all of the Town, and agreed that a preferred course of action would be to consider a comprehensive approach rather than choose road by road.

The Committee discussed the merits of a Vision Zero approach in St. Marys and determined that this may be the preferred comprehensive approach to move the matter of road and pedestrian safety forward.

Moved By Doug Diplock
Seconded By Paul Dunseith

THAT the Community Policing Advisory Committee recommends to Council:

THAT Council investigate a Vision Zero approach in St. Marys; and

THAT Council direct the Community Policing Advisory Committee to research the key aspects of the approach that would be applicable to the Town.

CARRIED

Moved By Mayor Strathdee
Seconded By Doug Diplock

THAT PW 68-2019 Establishing Designated Speed Reduction Areas be received.

CARRIED

8. CORRESPONDENCE

None.

9. OTHER BUSINESS

9.1 P. Dunseith - Designated Police Parking

The Committee discussed the process of transitioning parking space from the side of the building to the front.

10. UPCOMING MEETINGS

Chair Winter reviewed the upcoming meeting as presented on the agenda.

11. ADJOURNMENT

Moved By Mayor Strathdee
Seconded By Doug Diplock

THAT this meeting of the Community Policing Advisory Committee be adjourned at 10:11 am.

CARRIED

Chair Winter

Brent Kittmer, CAO / Clerk, Secretary



MINUTES
Community Policing Advisory Committee

November 27, 2019
9:00am
Council Chambers, Town Hall

Committee Members Present: Councillor Winter
Councillor Edney (interim)
Doug Diplock
Paul Dunseith
Jacqueline Hibbert

Stratford Police Services Present: Chief Greg Skinner

Committee Members Present: Mayor Strathdee

Staff Present: Brent Kittmer, Secretary
Jenna McCartney, Deputy Clerk
Jed Kelly, Director of Public Works
Morgan Dykstra, Public Works Coordinator

1. CALL TO ORDER

Chair Winter called the meeting to order at 9:04 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. ADDITIONS TO THE AGENDA

Moved By Doug Diplock

Seconded By Jacqui Hibbert

THAT the November 27, 2019 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Moved By Doug Diplock
Seconded By Paul Dunseith

THAT the October 16, 2019 Community Policing Advisory Committee minutes be approved by the Committee, and signed by the Chair and the Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Vision Zero Approach

Jed Kelly provided an update on the research regarding the vision zero approach and stated that a report back would be available in the New Year.

6. CORRESPONDENCE

6.1 Town of St. Marys re: Interim Appointment to Community Policing Advisory Committee

Moved By Councillor Edney
Seconded By Doug Diplock

THAT the correspondence from the Town of St. Marys regarding an interim appointment to the Community Policing Advisory Committee be received.

CARRIED

6.2 City of Sarnia re: Theft of Copper and Other Metal Products

Chief Skinner advised the committee that to date the police have not received any reports of local issues regarding the theft of copper and metal products.

Moved By Jacqui Hibbert
Seconded By Councillor Edney

THAT the correspondence from the City of Sarnia regarding theft of copper and other metal products be received.

CARRIED

7. DELEGATIONS

7.1 Perth District Health Unit re: Community Sharps Kiosk Initiative

Jacqui Tam and Martha Leduc of Perth District Health Unit spoke to the community sharps kiosk initiative and responded to questions from the

Committee. The Health Unit has identified the Town of St. Marys as a significant gap in this service provision, and is seeking a space with 24/7 access for a needle drop off box and is seeking a location to implement a local sexual education clinic and needle exchange program

The Committee discussed locations throughout St. Marys that could house a community sharps drop box and possibly offer a location in a municipal facility for a sexual health clinic to be made available to the public.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the Community Policing Advisory Committee recommends to Council:

THAT the Town of St. Marys supports the Perth District Health Unit initiative for community sharps drop box and staff investigate a potential location for a sexual health clinic.

CARRIED

8. REPORTS

8.1 POLICE MONTHLY STATISTICS

Chief Skinner provided an update on the opioid strategy situation in Perth County.

Chief Skinner spoke to the October 2019 monthly policing report and responded to questions from the Committee.

Chief Skinner clarified that the hit and runs noted in the monthly report are generally located in parking lots and are not occurring on Town streets.

In response to the question regarding the sexual assault that resulted in no charges, Chief Skinner stated that a review of all sexual assaults resulting in no charges laid is conducted on a quarterly basis to ensure best practices are achieved.

In response to the question regarding K9 training, Chief Skinner stated there is annual K9 training offered through London and Waterloo police services and that the event attended in Michigan is a once-per-year event most K9 units attends

The Committee asked if the e-ticket statistics include Part 3 offenses. This will be confirmed by Chief Skinner.

Chief Skinner provided an update on the proposed auxiliary program. The police service is creating ten auxiliary positions, has received applications, and hopes to have it started for March.

In response to the question regarding volunteer police check reimbursement, Brent Kittmer stated that a report back to Council is pending regarding the policy on full reimbursement of the fee for any volunteer residing in the geographic area of St. Marys.

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the October 2019 monthly policing report be received for information.

CARRIED

8.2 MONTHLY CRIME STOPPERS REPORT

Chief Skinner spoke to the October 2019 monthly crime stoppers report.

Moved By Councillor Edney

Seconded By Jacqui Hibbert

THAT the October 2019 monthly Crime Stoppers report be received for information.

CARRIED

9. OTHER BUSINESS

9.1 Neighbourhood Watch

In response to Chair Winter's inquiry about the relevance of a neighbourhood watch program in St. Marys, Chief Skinner stated he is unaware of the current status of the program in St. Marys.

Brent Kittmer provided an update to the committee that this initiative had been considered by the PSB during the last term of Council and it was determined that there was no longer a central organization or service club that organized or provided support to these situations. The former PSB decided against pursuing this initiative on the understanding the Town did not have the internal resources to administer the program.

9.2 2020 Budget

Brent Kittmer spoke to the 2020 police service budget and explained the process that has been prescribed to the Committee regarding the review of the budget.

Chief Skinner stated that the budget has not been approved by the Police Services Board at this time. Chief Skinner explained the budget line by line. Key points of note in the budget include:

- Various line items have been decreased to offset and increased fuel usage.
- The Police are regularly switching out vehicles with the Stratford fleet to stabilize wear and tear more equally
- IT service model is being reviewed to determine if cost savings can be found, or more likely, enhanced service
- Training dollars have been reduced.
- The basis to compare the overall approximate \$37,000 increase is against the 2018 estimates because the 2018 estimates were carried forward into 2019.

In response to an inquiry of how this budget compares to the last OPP budget, Mr. Kittmer stated the last OPP budget in 2017 was \$1.051 million and the proposed budget of \$1.045M received from the Stratford Police is still under that 2017 OPP value.

In response to an inquiry of why certain line items are not listed on the draft 2020 budget, Chief Skinner stated that the numbers were small enough to be absorbed by the Stratford Police Service budget line for policing in Stratford and the difference was used to offset the unanticipated increase to the fuel usage.

In response to an inquiry about the existence of reserves, Mr. Kittmer stated that the Town has created a policing reserve in which any operating surplus can be directed to, and alternatively in the event of a deficit, the reserve can be accessed.

In response to an inquiry about relocation options for the police office in St. Marys, Mr. Kittmer stated that terms of reference must be approved by the Committee to move forward with the one year review process. The conversation related to location options will be held during the one year review.

Moved By Doug Diplock
Seconded By Jacqui Hibbert

THAT the Community Policing Advisory Committee accept the Police Service 2020 budget and forward to Council with a recommendation for approval.

CARRIED

10. UPCOMING MEETINGS

Chair Winter reviewed the upcoming meetings as presented on the agenda.

11. ADJOURNMENT

Moved By Councillor Edney
Seconded By Doug Diplock

THAT this meeting of the Community Policing Advisory Committee be adjourned at 10:50 am.

CARRIED

Chair Winter

Brent Kittmer, CAO / Clerk, Secretary

TO: Chair Winter and Members of CPAC

FROM: Brent Kittmer, CAO/Clerk

DEPARTMENT: Administration

DATE: November 27, 2019

SUBJECT: **2020 Draft Operating and 5-Year Capital Budget – Policing**

CPAC,

Attached to this memo is the 2020 draft operating budget submission from the Stratford Police Service. Also included is a draft 5-year capital plan for the Town to consider. Within the service agreement with the City of Stratford, there are prescriptive steps related to the annual budget review and dispute of the budget. The key sections of the agreement are Sections 14 – 19:

12. For every year in which this Agreement is in effect, the City shall provide the Town with a detailed Cost Estimate showing the projected cost of providing the Contracted Services for that year.

13. The Cost Estimate for 2018 is attached hereto as Schedule “E” to this Agreement.

14. For every Subsequent Year, the City shall provide the Cost Estimate to the Town not later than November 1 of the preceding year. The Cost Estimate for a Subsequent Year shall be in the same form as Schedule E, and shall include the following:

(a) Estimated Full-time Personnel Costs – the total Estimated Personnel Costs for the Subsequent Year, together with a detailed breakdown thereof;

(b) Part-time Personnel Costs – the total Part Time Salaries and Wages, Part-time Benefits, and Payable EAP;

(c) Estimated Capital Costs – the total estimated Capital Costs for the Subsequent Year, together with a detailed breakdown thereof;

(d) Estimated Special Services Costs – the total estimated Special Service Costs for the Subsequent Year, together with a detailed breakdown thereof;

(e) The Total Estimated Reconcilable Cost, which shall be the total of the Estimated Full-Time Personnel Costs, Estimated Capital Costs and Estimated Special Services Costs;

(f) Operating Costs & Support Costs – the total Operating Costs and Support Costs for the Subsequent Year, together with a detailed breakdown thereof;

(g) Total Estimated Annual Cost, which shall be the total of the Total Estimated Reconcilable Cost and the Operating and Support Costs; and,

(h) Monthly cost, which shall be the Total Estimated Annual Cost divided by twelve.

15. The Cost Estimate shall include, where applicable, a concise explanation of any projected cost increases compared to the previous year.

16. Within sixty (60) days of receiving the Cost Estimate, the Town shall either provide the City with written confirmation that the Cost Estimate is accepted, or shall initiate the Dispute Resolution process set out below. If the Town does not respond to the Cost Estimate within sixty (60) days of receiving it, then it shall be deemed to have accepted the Cost Estimate.

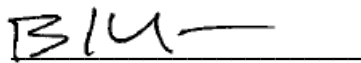
18. In the event that the Town disputes the Cost Estimate, the Town shall nevertheless pay the Monthly Cost to the City and the payments made under the disputed Cost Estimate may be retroactively adjusted as a result of the dispute resolution.

19. Once every five years during which this Agreement is in effect, the City shall provide the Town with a detailed projection of the Capital Costs under this Agreement for the following five years, broken down by year, to assist the Town in budgeting appropriately. The five-year cost projection shall be updated as often as required to remain accurate, and in any event not less than once per year. The City shall use best efforts to ensure the five-year cost projection remains up to date.

Within the CPAC terms of reference Council has delegated specific duties to CPAC regarding the annual budget review. These include:

- Reviewing the annual policing budget submission and recommending to Council to adopt or dispute the annual budget. This includes working with the contract police service provider to resolve any budget concerns prior to making a recommendation to Council to proceed with formal dispute resolution.

OUTCOME: From the budget review, staff is seeking either a recommendation from CPAC to Council to accept the budget, or a recommendation to Council to initiate dispute resolution regarding the 2020 estimates.



Brent Kittmer
CAO/Clerk

2020 Policing Budget – 2019 and 2020 Cost Estimates Compared

Personnel Costs

| Description | 2019 | 2020 |
|---|------------------|------------------|
| F.T. Salaries & Wages (Reconcilable) | \$697,678 | \$684,690 |
| F.T. Benefits (Reconcilable) | \$172,695 | \$185,199 |
| PREMIUMS (OT, Shif Diff, Acting, On Call, Coaching) | | \$28,205 |
| Part Time Salaries & Wages (Fixed) | \$10,200 | \$17,225 |
| P.T. Benefits (Fixed) | \$1,020 | \$1,723 |
| Payroll EAP (Fixed) | \$2,000 | \$1,350 |
| TOTAL | \$883,593 | \$918,392 |

Support Costs (Fixed)

| Description | 2019 | 2020 |
|---|--------------------|-----------------|
| Clothing | \$2,830 | \$2,150 |
| Petty Cash | \$50 | |
| Office Supplies And Paper | \$624 | \$800 |
| Identification Supplies | \$425 | \$425 |
| Photocopier Expense | \$303 | \$500 |
| Postage | \$80 | \$80 |
| Printing | \$1,000 | |
| Meals and Meeting Costs - Meeting Costs | \$430 | |
| Prisoner Meals – Meals | \$253 | \$253 |
| Publications & Subscriptions | \$210 | |
| Radio System Maintenance | \$1,450 | \$1,450 |
| Conferences | \$2,159 | |
| Contracted Services | \$5,000 | \$14,520 |
| Courier/Freight | \$130 | \$130 |
| Legal | \$2,500 | \$2,500 |
| Maintenance Contracts | \$3,543 | \$3,543 |
| Training (Mileage, Expenses, Supplies) | \$8,080 | \$5,500 |
| RADIO Services – Other | \$200.00 | \$200 |
| Communications Revenue (Record Checks) | (\$4,000) | (\$4,000) |
| Equipment Purchases | \$1,150 | \$1,150 |
| Materials - Community Services | \$600 | \$500 |
| Equipment Purchases - Pride Capital | \$10,000 | \$8,700 |
| Total Insurance | \$6,488 | |
| Total Bell DSL IP Radio | \$10,250 | \$10,250 |
| TOTAL | \$53,754.00 | \$48,651 |

Special Services Costs (Reconcilable)

| Description | 2019 | 2020 |
|--|---------------|---------------|
| Cost of Special Services Procured from Other Providers | \$0.00 | 0.00 |
| TOTAL | \$0.00 | \$0.00 |

Operating Costs (Fixed)

| Description | Amount | 2020 |
|---|-----------------|-----------------|
| Uniforms | \$1,750 | \$1,750 |
| Vehicle – Fuel | \$9,300 | \$14,960 |
| Vehicle Repairs (labour, parts, licences) | \$3,642 | \$3,700 |
| Telephone – Basic | \$3,700 | \$3,700 |
| Materials - Law Enforcement | \$2,375 | \$2,375 |
| Materials – Containment | \$1,400 | \$2,000 |
| Materials - CISO Projects / Investigations | \$3,050 | \$3,050 |
| General Fund-Police Dept - Specialized Projects | \$525 | \$525 |
| Transfer To Reserves | \$1,000 | |
| Canine Unit | \$850 | \$720 |
| Transfer To Reserves | \$200 | |
| PRIDE Services – Other | \$12,100 | \$14,093 |
| Police Radio Materials | \$825 | \$825 |
| TOTAL | \$40,717 | \$47,698 |

| | | |
|--|--------------------|---------------------|
| Total Estimated Annual Cost = Total Personnel, Support, and Operating Costs | \$978,064 | \$1,014,740 |
| 3% Assumption of Liability Payment | <u>\$29,341.92</u> | <u>\$30,562</u> |
| Total | \$1,007,405.90 | \$1,045,302 |
| Increase over 2019 | - | \$37,896.10 (3.76%) |
| Monthly Cost | \$83,950.49 | \$87,108.50 |

Town of St. Marys Policing Contract – 5 Year Capital Plan

| Year | Item | Details | Cost Estimate |
|------|---|--|------------------------|
| 2020 | Conducted Energy Weapon (TASER) Replacement | Phase One of the replacement of existing inventory of CEWs that are end of life Dec 2020. | \$4,500 |
| 2021 | Conducted Energy Weapon (TASER) Replacement | Phase Two of the CEW replacement | \$4,500 |
| | | NOTE: There is an optional purchase plan from TASER/Axon that would lower the up front cost and spread the cost over five years. The SPS is currently assessing this option. It is expected to be less upfront than what is listed above. | |
| 2021 | Cruiser Replacement | Replacement of St Marys cruisers. This will depend on final number of kilometers and overall condition of both vehicles. Possible that one cruiser could be replaced in 2021 and the second in 2022. Cost breakdown: \$49,000 vehicle, \$6,000 Re and Re, \$800 wrap and graphics. Total \$55,800 each. Note that the trade in value | \$111,600 |
| 2021 | Mobile Computer Replacement | Replacement of in car Mobile Computer terminals. Estimated at \$6,000 each. | \$12,000 |
| 2021 | Digital Evidence Management | Software solution to manage, distribute, and store the service's many forms of digital evidence | Uncertain at this time |
| 2022 | NG911 | Shared cost of deployment for NG911 solution. Cost estimate provided is based on one of two vendors who have agreed to provide a costing at this point. Cost is for initial shared cost of set up and equipment. There would be a shared annual operational cost. Estimated St Marys cost annually is \$350.00 | \$5,000 |
| | | Note: Costs are not well understood at this point. What we do anticipate is technology based costs related to services and equipment. There could be staffing costs relating to review, handling, and redaction of images received through NG911 | |
| 2023 | Cruiser Replacement | Replacement of St Marys cruisers. This will depend on final number of kilometers and overall condition of both vehicles. Possible that one cruiser could be replaced in 2023 and the second in 2024 | \$114,000 |
| 2024 | As above | | |



Minutes

Green Committee

November 20, 2019

5:30 pm

Municipal Operations Centre
408 James Street South, St. Marys

| | |
|----------------|--|
| Member Present | Lynette Geddes, Chair Katherine Moffat, Vice-Chair Councillor Craigmile Fred Stam David Vermeire |
| Member Absent | John Stevens |
| Staff Present | Jed Kelly, Director of Public Works Morgan Dykstra, Committee Secretary |

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 PM.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution: GC-2019-09-01

Moved By Katherine Moffat

Seconded By Fred Stam

THAT the November 20, 2019 regular Green Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Resolution: GC-2019-09-02

Moved By Councillor Craigmile

Seconded By Fred Stam

THAT the October 16, 2019 regular Green Committee minutes be approved and signed by the Chair and Committee Secretary.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. REPORTS

7.1 PW 74-2019 Developing an Active Transportation Master Plan

J.Kelly and M. Dykstra spoke to the report, and acknowledged that the report and associated presentation are for information will help guide future discussions.

The Committee discussed the following topics that relate to an active transportation master plan:

- Viability of bicycle lanes in the Downtown Core
- Accessibility standards on sidewalks and trails
- How the active transportation master plan contributes to the Town's asset management plan
- Identification of existing needs: Grand Trunk Trail staircase, trails in new developments, trail connections at the Quarry and The Canadian Baseball Hall of Fame and Museum, trail pedestrian crossovers
- Wayfinding signage on the trail system

The Committee discussed the proposed project methodology. Staff will continue to create a trail inventory for the Committee to examine. At the next meeting the Committee will begin designing the public consultation component of Phase 2.

Resolution: GC-2019-09-03

Moved By David Vermeire

Seconded By Councillor Craigmile

THAT PW 74-2019 Developing an Active Transportation Master Plan Report be received for information.

Carried

8. OTHER BUSINESS

The Committee re-discussed the option of a creating a recognition program for waste diversion and recycling initiatives in Town.

At the June 19, 2019 meeting, the Committee passed a resolution for staff to begin investigating adopting a recognition program. Staff will report back to the Committee in early 2020.

9. UPCOMING MEETINGS

The Committee reviewed the 2020 meeting schedule.

10. ADJOURNMENT

Resolution: GC-2019-09-04

Moved By Councillor Craigmile

Seconded By Fred Stam

THAT this meeting of the Green Committee adjourn at 7:09 PM.

Carried

Lynette Geddes, Chair

Morgan Dykstra, Committee Secretary



MINUTES

Heritage Advisory Committee

November 21, 2019

6:15 p.m.

Town Hall Council Chambers

175 Queen Street East, St. Marys

Members Present: Barbara Tuer
Clive Slade
Janis Fread
Paul King
Michael Bolton
Stephen Habermehl
Michelle Stemmler
Councillor Fern Pridham

Members Absent: Al Strathdee
Dan Schneider
Sherri Winter-Gropp

Staff Present: Trisha McKibbin
Brent Kittmer
Jeff Wolfe

1. CALL TO ORDER

The Chair called the meeting to order at 6:15 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Clive Slade

Seconded By Mike Bolton

THAT the November 21, 2019 meeting agenda of the Heritage Committee be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 Letter from Dena and Larry McNutt

The Committee reviewed the letter from the McNutt's. Paul King discussed the conversation that he has had with Dena McNutt regarding the requirements of their insurance company if they were to designate their property. The insurance company wants assurances from the municipality that if the house was destroyed by fire that it would not have to be rebuilt in stone. Staff will reach out to the McNutt's regarding insurance and the process of designation.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Moved By Michelle Stemmler

Seconded By Councillor Pridham

THAT the Minutes of the October 15, 2019 Heritage Committee meeting be approved.

CARRIED

7. BUSINESS ARISING FROM MINUTES

None.

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

8.1.1 Heritage Permits

8.1.1.1 6 Water Street South

Moved By Janis Fread

Seconded By Clive Slade

THAT DEV 63-2019 Heritage permit application - 6 Water St. S. be received; and

THAT the Heritage Committee support the heritage permit application.

8.1.2 Sign Applications

Committee members inquired about the status of the Buck or Two Sign. A complaint form was submitted by a Committee member on September 25 and the Committee inquired when the sign would be removed.

The Committee also discussed a number of signs that have been installed in the downtown without businesses or owners completing a sign application or receiving a sign permit. The Committee thought a congratulatory letter sent to Bungalow from the Town with a reminder about the process for signage would be beneficial. The letter is to be an educational moment instead of punitive.

The Committee asked for a report from the Building & Planning Department containing information on the process for non-compliant signs and how the current non-compliant or permitted signs are being dealt with.

8.1.3 Heritage Grant Applications

8.1.3.1 6 Water Street South

Moved By Mike Bolton

Seconded By Michelle Stemmler

THAT the Heritage grant application for 6 Water Street South for the replacement of the east door and north window be approved as submitted.

CARRIED

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Heritage Permits

None.

8.2.2 Municipal Register, Part 1 Staff Report

8.2.2.1 PW 79-2019 Church St. Bridge Project – Heritage Advisory Committee

Jeff Wolfe spoke to PW 79-2019 Church St. Bridge Project Report. Staff described the repairs that will occur to the decking and parapet walls:

- It is unlikely that the stone can be reused from the parapet walls. Staff are attempting to source local stone for the replacement stone.
- The hand rail will be replaced and relocated to the side of the decking and will have a 4 inch opening instead of 5 inch opening.
- Street lights - will try to offset lights to the west to prevent being hit by wing of snow plow. The replacement poles and the use of LED lights will match height and diameter of current poles.

Moved By Michelle Stemmler

Seconded By Barb Tuer

THAT PW 29-2019 Church St. Bridge Project – Heritage Advisory Committee be received for information.

THAT the Heritage Committee recommends the approval of the permit for the reconstruction of the Church St. Bridge deck and parapet walls using St. Marys limestone for the parapet walls; and

That if St. Marys limestone cannot be used, staff will return to the Committee with alternative materials for review and recommendation.

CARRIED

8.2.3 McDonald House & Junction Station Update

CAO Brent Kittmer provided an update to the Committee on the sale of the McDonald House and Junction Station. Staff explained that the sales process began in 2016 when Council gave direction to staff to sell the property. While there was interest in the McDonald House earlier in 2019 the sale was not completed. The zoning of the property has been changed and is ready to be sold.

The sale process opened in July, 2019 with the request for proposal (RFP) written very broadly to attract a wide range of interested parties. When the RFP closed in August the McDonald House had two submissions and the Junction Station had three submissions. These submissions were reviewed by Council and one submission for each site has been selected. These two proponents had to submit a detailed business plan in September for the property. The Town has had meetings with both applicants and final submissions are to be made in January. Information will be shared with the Committee as it becomes available.

8.3 Municipal Register, Part 2 - List of Significant properties

Councillor Pridham provided the Committee with an update on a meeting that took place on November 21 between Town staff and local real estate agents. Included in the staff presentation was information on heritage designations, heritage permits and where the Municipal Register, including the List of Significant Properties, can be accessed on the Town's website.

8.4 Properties of interest or at risk (not necessarily designated)

Nothing to report at this time.

8.5 CHO Report

Paul King confirmed with Committee members that they have received the latest email edition of CHO News.

Staff also reported that they had been in contact with the staff liaison and a committee member of the newly established Ingersoll Heritage Committee. Staff shared with them the Community Heritage Ontario website, and additional heritage resources. They were also invited to attend a future meeting of the St. Marys Heritage Committee.

8.6 Homeowner/Property owner letters

No suggestions at this time.

9. COUNCIL REPORT

Council Pridham provided an update to the Committee that Council had recently approved a \$50,000 pilot project to incentivize affordable housing. Included in the pilot project are three key programs, one of which includes the reinstatement of the 40% portion (Program B) of the Heritage Tax Rebate Program.

10. OTHER BUSINESS

10.1 Driftscape App Update

Staff provided an update on the project and showed a video clip of the current content of the App. The content building is taking longer than anticipated and will be shared with the Committee for a soft launch when complete.

11. UPCOMING MEETINGS

December 9, 2019 - 6:15pm at Museum - Committee members are reminded that this is a potluck meeting.

12. ADJOURNMENT

Moved By Janis Fread

Seconded By Michelle Stemmler

THAT the meeting of the Heritage Committee adjourn at 7:23 p.m.

CARRIED

Chair

Committee Secretary



Minutes

Recreation & Leisure Advisory Committee

November 28, 2019

5:30 pm

Pyramid Recreation Centre, 317 James Street S. St. Marys

| | |
|----------------|--|
| Member Present | Candice Harris, Mike Morning, Scott Crawford, Councillor Pridham |
| Member Absent | Chelsea Coghlin-Fewster, Darcy Drummond |
| Staff Present | Stephanie Ische, Staff Liaison, Grant Brouwer, Staff Liaison, Andrea Slade, Ciaran Brennan |

1. CALL TO ORDER

Meeting called to order at 5.31pm by Chair Fern Pridham

2. DECLARATION OF PECUNIARY INTEREST

none

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved: Mike Morning

Seconded: Scott Crawford

THAT the November 28, 2019 Recreation and Leisure Advisory Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

none

5. ACCEPTANCE OF MINUTES

Moved: Scott Crawford

Seconded: Mike Morning

THAT the October 24, 2019 Recreation and Leisure Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and Director of Community Services.

Carried

6. BUSINESS ARISING FROM MINUTES

none

7. REPORTS

7.1 DCS 37 2019 Early ON Information Report

Ciaran outlined the municipality's recent submission for the EarlyON RFP. The municipality was successful and was officially awarded the contract for St. Marys and Perth South on October 8th 2019. The municipality will take on the project from January 1st on a two year contract.

8. OTHER BUSINESS

8.1 8.1. Verbal update on Aquatics program

Andrea Slade gave an update about core service changes that affect the Aquatics Department including program changes, fee updates and implementation dates.

9. UPCOMING MEETINGS

10. ADJOURNMENT

Moved: Candice Harris

Seconded: Mike Morning

THAT the Recreation and Leisure Advisory Committee adjourn at 6.00p.m.

Carried

Chair

Committee Secretary

BY-LAW 111-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to designate a Site Plan Control Area within the Town of St. Marys pursuant to Section 41 of the Planning Act, R.S.O 1990, c.P.13, as amended.

WHEREAS: The Council of the Corporation of the Town of St. Marys deems it desirable to designate a site plan control area;

AND WHEREAS: Pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, by-laws may be passed by Councils of municipalities to designate the whole or any part of a municipality as a site plan control area;

AND WHEREAS: The Town's Official Plan has designated all of the lands within the corporate limits of the Town of St. Marys as a site plan control area;

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

1.0 INTERPRETATION

1) For the purpose of this By-Law:

"Applicant" means the Owner of the property that is the subject of a site plan application or the person who is authorized in writing by the Owner to file a Site Plan Application. Authorization is provided through declaration on the application form, which has been provided by the Town;

"Council" means the municipal council of the Corporation of the Town of St. Marys;

"Development" means development as defined in Section 41 of the *Planning Act*, as amended and includes:

- a) the construction, erection or placing of one or more buildings or structures on land; or,
- b) the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof; or,
- c) the laying out and establishment of:
 - i) a commercial parking lot; or,
 - ii) sites for the location of three or more trailers as defined in subsection 164 (4) of the *Municipal Act*, 2001; or,
 - iii) sites for the location of three or more mobile homes as defined in subsection 46 (1) of the *Planning Act*; or,

- iv) sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of the *Planning Act*, R.S.O. 1990, c.P.3.

"Owner" means a person(s), corporation(s) or partnership who is the registered Owner of the relevant property, as recorded in the local registry office;

"*Planning Act*" means the *Planning Act*, R.S.O. 1990, c.P.13 as amended from time to time;

"Site Plan Application" means an application for approval of plans and drawings for a development under Section 41 of the *Planning Act*;

"Town" means the Corporation of the Town of St. Marys.

- 2) References to zones in this by-law are references to zones or classes of zones established under the Zoning By-law for the Town of St. Marys.

2.0 DEVELOPMENT SUBJECT TO SITE PLAN CONTROL

1) Designation of Site Plan Control Area

The whole of the Town of St. Marys is hereby designated as a site plan control area.

2) Classes of Site Plan Applications

All Development is subject to a Full Site Plan Application in accordance with Section 2.2.3 unless exempted in accordance with Section 2.(2)a) or considered a Minor Site Plan Application in accordance with Section 2.(2)b) of this by-law.

a) Exemptions from Site Plan Control

Notwithstanding Section 2.(1) of this by-law, approval of a Site Plan Application shall not be required for:

- i. Development in the form of a residential building or structure containing no more than two separate dwelling units which are constructed, erected or placed for the purpose of a single-detached dwelling, semi-detached dwelling, duplex dwelling, or converted dwelling;
- ii. Development in the form of a building or structure accessory to residential buildings and structures mentioned in clause 2.(2)a)i) above;
- iii. Development of buildings or structures used for agricultural, farm related or residential purposes in agricultural zones but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments;
- iv. Development on land used for licensed mineral aggregate resource operations;

- v. Development in the form of a temporary building or structure that will be erected and used for a maximum of six consecutive months provided the temporary building or structure is incidental to and necessary for the construction work in progress and the existing Development has neither been finished nor abandoned; or,
- vi. any addition or alteration to an existing building or structure (existing as of the date of passing of this By-law) that does not increase the gross floor area of the existing building or structure by the lesser of 25 square metres or ten percent (10%).

b) Minor Site Plan Application

A Minor Site Plan Application is used for less complex Development proposals and is subject to a streamlined version of the standard site plan approval/review process for Full Site Plan Applications. The streamlined process may involve the Town requiring only certain plans and/or studies and does not require Council approval unless authorization is required to enter into a site plan agreement (or amending agreement). The Minor Site Plan Application process shall apply to:

- i. additions to existing buildings not exceeding the lessor of 100 square metres or 20 percent of the existing floor area;
- ii. Development in the form of expansion of an existing approved parking lot where the expansion does not exceed the lessor of 25 percent of the existing parking area or 10 parking spaces;
- iii. Development requiring only minor amendments to an existing site plan agreement (such as minor changes to an approved landscape plan or building elevation plan);
- iv. Development in the form of temporary buildings that do not qualify for exemption from Site Plan Control in accordance with Section 2.(2) or,
- v. Development in the form of garden centres or outdoor sales and display areas in parking lots.

c) Full Site Plan Application

A Full Site Plan Application is subject to the standard site plan approval/review process which includes, but is not limited to: submission of a completed Site Plan Application form with all required plans and studies; Town circulation of the Site Plan Application to Town departments and external agencies; and Council consideration of a staff report and site plan agreement (or amending agreement).

3.0 ADMINISTRATION

1) Pre-consultation Meeting

Every Applicant shall consult with the Town before submitting plans and drawings for approval under subsection 41(4) of the *Planning Act* and Section 3.2 of this By-law.

2) Approval of Plans or Drawings

In order for a Site Plan Application to be considered under this by-law, the Applicant must submit the following to the Town:

- a) a completed Site Plan Application, in the form approved by the Chief Building Official;
- b) the required fees;
- c) the plans referred to in paragraph 1 of subsection 41(4) of the *Planning Act* showing the location of all buildings and structures (including ground mounted signage) to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works referred to in paragraph 41(7)(a) of the *Planning Act* and Section 3.3(a) herein;
- d) where required, the drawings referred to in paragraph 2 of subsection 41(4) of the *Planning Act* showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display,
 - i) the massing and conceptual design of the proposed building;
 - ii) the relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
 - iii) the provision of interior walkways, stairs and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings; and,
 - iv) facilities designed to have regard for accessibility for persons with disabilities.

3) Conditions to Approval of Plans/Drawings

As a condition to the approval of the plans and drawings referred to in Section 3.2 herein and subsection 41(4) of the *Planning Act*, the Town may require the Owner to:

- a) provide to the satisfaction of and at no expense to the Town any or all of the following:
 - i) subject to the provisions of subsections 41(7)(a), (8) and (9) of the *Planning Act*, widenings of highways that abut on the land;

- ii) subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic design signs;
 - iii) off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - iv) walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
 - v) facilities designed to have regard for accessibility for persons with disabilities;
 - vi) facilities for the lighting, including floodlights, of the land or of any buildings or structures thereon;
 - vii) walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
 - viii) vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
 - ix) easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land;
 - x) grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
- b) maintain to the satisfaction of the Town and at the sole risk and expense of the Owner the facilities or works mentioned in paragraphs 2, 3, 4, 5, 6, 7, 8 and 9 of clause 41(7)(a) of the *Planning Act* and shown on the plans and drawings, approved in accordance with Section 41 of the *Planning Act*, including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
 - c) enter into one or more agreements with the Town dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 3.3(a) or (e) of this by-law and the maintenance thereof as mentioned in Section 3.3(b) of this by-law or with the provision and approval of the plans and drawings referred to in Section 3.2 herein;
 - d) enter into one or more agreements with the Town ensuring that Development proceeds in accordance with the plans and drawings as approved;
 - e) subject to the provision of subsection 41(9.1) of the *Planning Act*, convey part of the land to the Town to the satisfaction of and at no expense to the Town for a public transit right of way.

4) **Registration of Agreements**

Any agreement entered into under Section 3.3(c) and (d) herein may be registered against the land to which it applies and the Town is entitled to enforce the

provisions thereof against the Owner and, subject to the provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent Owners of the land.

4.0 ENFORCEMENT

1) Development without Approved Plans

Every person who, without having plans or drawings approved in accordance with Section 41 of the *Planning Act*, undertakes any Development in the site plan control area designated by this bylaw is guilty of contravening Section 41 of the *Planning Act*.

2) Failure to Provide or Maintain Facilities, etc.

Every person who undertakes any Development in the site plan control area designated by this bylaw without providing or maintaining any of the facilities, works or matters that are mentioned in Clause 41(7)(a) of the *Planning Act* and that are required by the Town under that clause as a condition to the approval of plans or drawings in accordance with Section 41 is guilty of contravening Section 41 of the *Planning Act*.

3) Failure to Enter into Agreement

Every person who undertakes any Development in the site plan control area designated by this bylaw without entering into one or more agreements with the Town that deal with or ensure the provision or maintenance of any of the facilities, works or matters and that the person is required by the Town to enter into under that subsection as a condition to the approval of plans and drawings in accordance with Section 41 is guilty of contravening Section 41 of the *Planning Act*.

4) Penalty upon Conviction

Every person who is convicted of an offence under Section 41 of the *Planning Act* is liable to fine or penalty prescribed by section 67 of the *Planning Act*.

5.0 DELEGATION

1) Delegation to Chief Building Official

Subject to Section 5.2 of this by-law, Council's powers under Section 41 of the *Planning Act*, are hereby delegated to the Chief Building Official for the purposes of an Exemption from Site Plan Control or Minor Site Plan Application.

2) Exercise of Power

Any exemption from site plan control or Minor Site Plan Application may be referred to Council by the Chief Building Official if, during the processing of the application it is determined by the Chief Building Official that the possible impacts of the application warrant consideration by Council.

6.0 GENERAL PROVISIONS

1) Other Applicable Laws

This By-law does not supersede the laws of Canada, the laws of the Province of Ontario, nor any other laws of the Town, and in the event of a conflict between this By-law and the aforesaid laws, said laws shall apply.

7.0 SHORT TITLE

This By-law may be referred to as the “Site Plan Control By-law”.

8.0 REPEAL

By-law 19 of 2011 is hereby repealed in its entirety.

9.0 ENACTMENT

This By-law shall come into force and effect on the 1st day of January, 2020.

Read a first, second and third time and finally passed this 10th day of December, 2019.

Acting Mayor Luna

Brent Kittmer, CAO / Clerk

BY-LAW 112-2019

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 to the Mill Dam located at Rice Lake (the "Project") and a tender was submitted by McLean Taylor Construction Ltd. which was subsequently approved by Council on December 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 Agreement between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd., attached hereto as Appendix "A", is hereby authorized and approved.
 2. That the Mayor and CAO / Clerk are hereby authorized to execute the Agreement on behalf 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 10th day of November, 2019.

Acting Mayor Luna

Brent Kittmer, CAO / Clerk

BY-LAW 113-2019

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 December 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 10th day of December, 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 10th day of December, 2019.

Acting Mayor Luna

Brent Kittmer, CAO / Clerk