



## **AGENDA**

### **Regular Council Meeting**

March 24, 2020

6:00 pm

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

**Pages**

#### **1. COVID-19 SCREENING**

All persons wishing to attend the meeting will be asked to complete a questionnaire prior to entering Council Chambers.

Answering yes to any of the following questions will result in refusal of access to the building:

1. Do you have any of the following symptoms: fever / feverish, new or existing cough, or difficulty breathing?
2. Have you traveled internationally within the last 14 days (outside Canada) OR attended a gathering of more than 50 people in the last 14 days?
3. Have you had close contact with a confirmed or probable COVID-19 case?
4. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?

#### **2. CALL TO ORDER**

#### **3. EMERGENT AMENDMENT TO PROCEDURE BY-LAW**

9

Please refer to the attached Information Sheet from the Province for background on proposed by-law 36-2020.

#### **RECOMMENDATION**

**THAT** By-Law 36-2020, being a by-law to amend By-Law 20 of 2016, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**4. DECLARATIONS OF PECUNIARY INTEREST**

**5. AMENDMENTS AND APPROVAL OF AGENDA**

**RECOMMENDATION**

**THAT** the March 24, 2020 regular Council meeting agenda be accepted as presented.

**6. 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)

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

**7.1 Ontario Clean Water Agency re: Water and Wastewater Reporting 14**

Q4 Water Report, Q4 Wastewater Report (attached)

2019 Annual for Water and Wastewater (found in PW 25-2020 Staff Report)

\*FYI Council - Delegation will attend by teleconference

**8. ACCEPTANCE OF MINUTES**

**8.1 Regular Council - March 10, 2020 39**

**RECOMMENDATION**

**THAT** the March 10, 2020 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**8.2 Special Council - March 14, 2020 54**

**RECOMMENDATION**

**THAT** the March 14, 2020 special Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

## **9. CORRESPONDENCE**

- 9.1 Ministry of Environment, Conservation and Parks re: Provincial Day of Action on Litter 59**

### **RECOMMENDATION**

**THAT** the correspondence from the Minister of the Environment, Conservation and Parks regarding the provincial day of action on litter be received.

- 9.2 Kristine Fink re: Latex Allergy 61**

### **RECOMMENDATION**

**THAT** the correspondence from Kristine Fink regarding latex allergies be received.

## **10. STAFF REPORTS**

- 10.1 Building and Development Services**

- 10.1.1 DEV 12-2020 Site Plan Agreement and Holding Symbol Removal (Z03-2019), 100 Water Street South (McLean Taylor Construction Limited) 63**

### **RECOMMENDATION**

**THAT** DEV 12-2020 report regarding the Applications for Site Plan Approval and Holding Symbol Removal for 100 Water Street South be received; and

**THAT** Council approve By-Law 33-2020 to authorize the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and McLean Taylor Construction Limited; and

**THAT** Council enact Zoning By-law Z135-2020 to remove the Holding “-H” symbols from the property known as 100 Water Street South.

10.1.2	<b>DEV 16-2020 - Application for Part Lot Control      Lot 32, Registered Plan 44M-70      Meadowridge Subdivision (Phase 2), Town of St. Marys</b>	80
	<b>RECOMMENDATION</b> <p><b>THAT</b> DEV 16-2020 regarding the Application for Part Lot Control for Lot 32 of the Meadowridge subdivision (Phase 2) be received; and,</p> <p><b>THAT</b> Council approve By-law 32-2020 affecting Lot 32, Registered Plan No. 44M-70 for a one-year period, ending March 24, 2021.</p>	
10.2	<b>Corporate Services</b>	
10.2.1	<b>COR 05-2020 Intent to Designate 345 Wellington Street S.</b>	85
	<b>RECOMMENDATION</b> <p><b>THAT</b> Council proceed to designate the property at 345 Wellington Street South as a place of architectural and historical value in accordance with Section 29, Part IV of the <i>Ontario Heritage Act</i>, and</p> <p><b>THAT</b> a Notice of Intention to designate the property at 345 Wellington Street South be published and also sent to the owners of the property and to the Ontario Heritage Trust.</p>	
10.3	<b>Finance</b>	
10.3.1	<b>FIN 10-2020 Finance Annual Reports</b>	93
	<b>RECOMMENDATION</b> <p><b>THAT</b> FIN 10-2020 Finance Annual Reports report be received for information.</p>	



## **10.4 Public Works**

### **10.4.1 PW 04-2020 Concrete Contract Renewal 99**

#### **RECOMMENDATION**

**THAT** PW 04-2020 Concrete Contract Renewal report be received; and,

**THAT** Council approve a one year contract extension with 465929 Ontario Ltd. O/A Nicholson Concrete for the Town's various concrete sidewalk and curb works in 2020; and,

**THAT** By-Law 34-2020 authorizing the Mayor and Clerk to sign the associated agreement be approved.

### **10.4.2 PW 08-2020 Asphalt Patch Contract Renewal 101**

#### **RECOMMENDATION**

**THAT** PW 08-2020 Asphalt Patch Contract Renewal report be received; and,

**THAT** Council approve a one year contract extension with Fraser Asphalt Paving Inc. for the Town's various asphalt patch works in 2020.

### **10.4.3 PW 22-2020 Award for RFP-PW-01-2020 Vacuum Street Sweeper 103**

#### **RECOMMENDATION**

**THAT** PW 22-2020 Award for RFP-PW-01-2020 Vacuum Street Sweeper report be received; and,

**THAT** the procurement for one (1) Vacuum Street Sweeper be awarded to Cubex Ltd. for the procured price of \$316,355.43 inclusive of all taxes and contingencies; and,

**THAT** Council approve By-Law 35-2020 and authorize to send a Purchase Order.

**RECOMMENDATION**

**THAT** Council receive report PW 25-2020, Water System Summary Report for 2019 as information; and,

**THAT** Council acknowledge receipt of the 2019 annual summary report for the Town of St. Marys Water Supply and Distribution System.

**10.5 CAO and Clerks****10.5.1 CAO 20-2020 Pandemic Response and Business Continuity Update****RECOMMENDATION**

**THAT** CAO 20-2020 Pandemic Response and Business Continuity Update report be received; and

**THAT**, in the event that Council is unable to meet to award a procurement, or in the event a procurement is time sensitive, that the following alternative procurement award approaches be approved:

- Consistent with the procurement by-law, the Director of Finance and/or CAO are authorized to approve up to a \$50,000 sole source, if the budget allocation has been approved in the 2020 budget.
- For purchases in excess of \$50,000, the CAO will have the authority to approve bids/tenders/RFPs when total quoted price is within 10% of allocated budget, provided the method of procurement has followed the purchasing policy.

**11. CONSENT AGENDA****RECOMMENDATION**

**THAT** agenda items 11.1 to 11.8 be received for information; and

**THAT** agenda item 11.6 be raised for consideration.

**11.1 COR 04-2020 March Monthly Report (Corporate Services)****11.2 DCS 07-2020 March Monthly Report (Community Services)**

11.3	DCS 09-2020 Agreement with Huron Perth Lakers AAA Minor Hockey Association	164
11.4	DEV 18-2020 Building and Development Monthly Report (Building and Development)	166
11.5	FIN 09-2020 - March Monthly Report (Finance)	169
11.6	HR-03-2020 March Monthly Report (Human Resources)	171
	<b>RECOMMENDATION</b> <b>THAT</b> Council approves hiring a total of four firefighters which brings the total firefighter complement up to 16 instead of the regular complement of 15.	
11.7	PW 26-2020 March Monthly Report (Public Works)	174
11.8	PW 24-2020 Wastewater Annual Report for 2019	178

## 12. NEW BUSINESS

### 12.1 Notice of Motion - Scattering Garden

Received from Councillor Winter on March 10, 2020 regular Council agenda

#### **RECOMMENDATION**

**THAT** Council direct staff to investigate the feasibility of installing a scattering garden at the cemetery.

## 13. EMERGENT OR UNFINISHED BUSINESS

## 14. NOTICES OF MOTION

## 15. BY-LAWS

#### **RECOMMENDATION**

**THAT** By-Laws 32-2020, 33-2020, 34-2020, 35-2020 and Z135-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

15.1	By-Law 32-2020 Part Lot Control Exemption Lot 32 44M-70 Plan Meadowridge (Otten)	205
15.2	By-Law 33-2020 Site Plan Agreement with McLean Taylor Construction Ltd.	206
15.3	By-Law 34-2020 Authorize an Agreement with 465929 Ontario Inc. (Nicholson Concrete) and Amend By-Law 41-2018	207
15.4	By-Law 35-2020 Authorize an Agreement with Cubex Ltd.	208
15.5	Z135-2020 Removal of Holding Symbol - 100 Water Street South	209

## 16. UPCOMING MEETINGS

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

## 17. CONFIRMATORY BY-LAW 211

### RECOMMENDATION

THAT By-Law 37-2020, being a by-law to confirm the proceedings of March 19, 2020 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.

## 18. ADJOURNMENT

### RECOMMENDATION

THAT this regular meeting of Council adjourn at \_\_\_\_\_ pm.



# Providing Flexibility For Municipalities To Hold Local Meetings During Emergencies

March 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the *Municipal Act, 2001*. This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter.

The user is solely responsible for any use or application of this document.

## What do these changes to the Municipal Act do?

The province is providing municipalities with the tools they need to ensure local decision making by municipal councils is not affected by existing quorum requirements during emergency situations, such as the one Ontario and its municipalities are currently facing.

These changes to the Municipal Act allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum during emergencies declared by the Province or a local Head of Council.

These provisions are optional, and municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure by-laws. Municipalities may wish to review their procedure by-laws to determine whether to provide for electronic participation in meetings, and whether to take advantage of the new provisions based on their local needs and circumstances.

## What types of emergencies does this apply to?

These changes apply in the event of an emergency being declared by the Premier, Cabinet or the municipal Head of Council under the Emergency Management and Civil Protection Act. Once the emergency has ended, regular meeting rules apply.

## How can a municipality use these changes?

These changes allow a municipality, should it choose to, to hold a special meeting during an emergency for the purposes of amending the procedure by-law to allow for electronic participation. During this special meeting, members participating electronically may be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure by-laws to:

- allow the use of electronic participation at meetings,
- state whether members can participate in both open meeting and closed meetings; and
- state whether members participating electronically count towards quorum

It is up to municipalities to determine whether to use these provisions, the method of electronic participation and the extent to which members can participate electronically.

## What technology should a municipality use for electronic meetings?

Municipalities, and their boards and committees can choose the technology best suited to their local circumstances to enable electronic participation of their members in decision making, as well as ensuring meetings can be open to the public.

Municipalities may want to engage with peers who have electronic participation in place on their best practices as they revise their procedure by-laws. Some municipalities may choose to use teleconferences while others may use video conferencing.

## Do open meeting requirements still apply?

The Municipal Act specifies requirements for open meetings to ensure that most municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the Municipal Act when municipal meetings can be conducted in closed session.

Meetings held under these new provisions would still be required to follow existing meeting rules including providing of notice of meetings to the public, maintaining meeting minutes, and subject to certain exceptions, that meetings continue to be open to the public.

## Which local boards are covered by this proposal?

Local boards subject to the meeting rules in the Municipal Act include municipal service boards, transportation commissions, boards of health, planning boards, and many other local boards and bodies.

Some local boards will not be covered, for example, police services, library and school boards have different rules about their meetings, which are found in other legislation. A municipality is best positioned to determine whether a local entity is considered a local board and if in doubt, can seek independent legal advice regarding the status of any local entities and whether these new provisions would apply to them.

## What else can a municipality do to plan for an emergency?

Municipal councils, committees, and boards have the ability to delegate certain actions to staff, especially during an emergency, to ensure operational continuity in the event that they cannot meet. Municipalities can also consult with their Community Emergency Management Coordinator, the Medical Officer of Health of their local public health unit and seek legal advice to ensure the appropriate meeting procedures and delegations are in place to address emergency situations.

## Select References

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide 2018: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

## Key Concepts

**Optional Use** – these provisions are optional. With these changes in place, municipalities continue to locally determine the contents of procedure by-laws. Municipalities may wish to review the procedure by-laws to determine whether to provide for electronic participation in meetings, and whether to take advantage of the new provisions if they meet local needs.

**Time Limited** – Counting electronic participants for quorum purposes and allowing electronic participation in closed meetings are only available during emergencies. Once the emergency has ended, regular meeting rules will apply.

**Special Meetings** – These new provisions would allow municipalities to hold a special meeting with electronic participation in order to amend an applicable procedure by-law if amendments to the local procedure by-law have not been made prior to the declaration of an emergency.

## Ministry Contacts

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**  
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**  
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**  
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**  
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**  
Telephone: 519-873-4020 or 1-800-265-4736

## Additional Resources

For information about the 2019 Novel Coronavirus (COVID-19) municipalities may wish to contact their local public health agencies or visit [www.ontario.ca/coronavirus](http://www.ontario.ca/coronavirus) for up-to-date information on cases, and how Ontario is working to protect the health and well-being of all Ontarians.



**BY-LAW 36-2020**

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

**Being a By-law to amend by-law 20 of 2016, to establish a policy to govern the calling, place and proceedings of the Council and Committees.**

**WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 238(2), requires a municipality to establish by by-law the governance of calling, placing and the proceedings of meetings;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to enact a by-law to amend by-law 20 of 2016 upon recent changes to legislation through the *Municipal Emergency Act, 2020*;

**THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts:

**1.** That section 9.1 be amended to add the following:

“i. Despite section 9.1, in a situation whereby a state of emergency has been declared under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, as amended, a member of Council or a member of a committee of Council who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

ii. A member of Council, or a committee of Council can participate electronically in a meeting that is closed to the public.”

**2.** That section 9.2 be amended to add the following:

“i. Despite section 9.2, in a situation whereby a state of emergency has been declared under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, as amended, a member of Council or a member of a committee of Council who is participating electronically in a meeting may vote.”

**3.** This by-law comes into force on the final passing thereof.

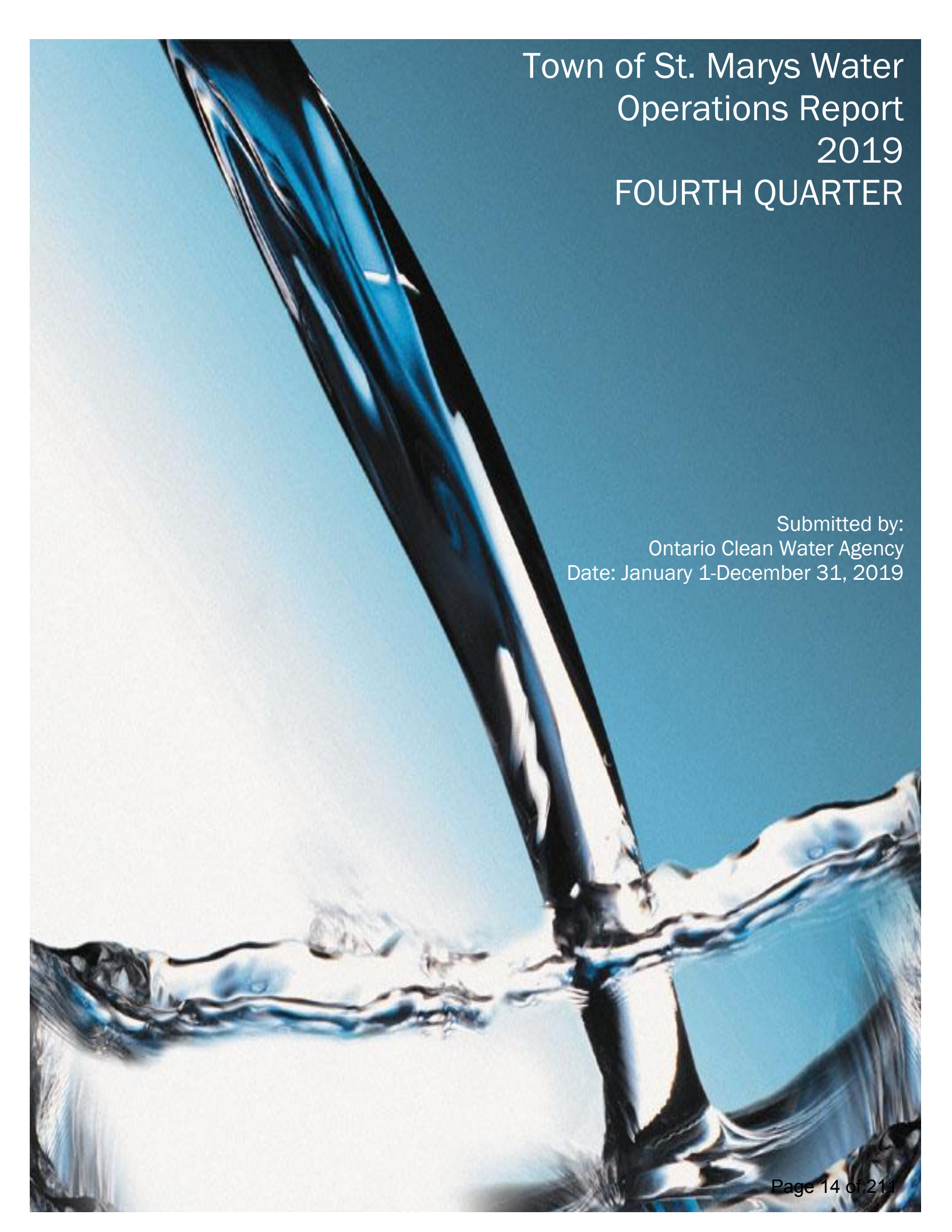
**Read a first, second and third time and finally passed this 24<sup>th</sup> day of March, 2020.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk



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

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

### **Facility Description**

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

### **Service Information**

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

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

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

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

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

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

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2018 Data): 372,245.72 (m<sup>3</sup>/year)  
Average Day Flow (2018 Data): 1,402.93 (m<sup>3</sup>/day)  
Maximum Day Flow (2018 Data): 4,021.32 (m<sup>3</sup>/day)

### **Capacity Information – Ground Level Reservoir**

Total Design Capacity: 1,600 m<sup>3</sup>

### **Capacity Information – Elevated Tower (37.9 m)**

Total Design Capacity: 1,820 m<sup>3</sup>

### **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	92,661	92,862	93,805
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 3<sup>rd</sup> party
- 07: Well 1 – Replaced chlorine injection hoses
- 09: Well 3 – Installed new pressure gauge on chlorine booster pump line
- 09: Well 3 – Repaired chlorine regulator with maintenance kit
- 10: Well 3 – Issues with turbidity meter that shut down the well. Recalibrated and all ok.
- 14: Well 1 – Installed UV reactor cooling fan
- 16: Booster Station – Testing pump with industry
- 19: Well 1 – Replaced faulty electrical disconnect to UV panel
- 25: Well 2 – Replaced 1 ½” ball valve on drain for UV chamber
- 28: Well 1 – Repaired leaking water line on chlorinator
- 30: Well 1 – Replaced chlorine lines from cylinders to rotameter

#### **February**

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

#### **March**

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

### **SECOND QUARTER**

#### **April**

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

#### **May**

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

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

### June

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

## **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

## **FOURTH QUARTER**

### October

- 04: Well 1 – Replaced faulty cooling fan on VFD
- 09: Well 1 – Replace faulty exhaust fan motor in chlorine room

### November

- 04: Well 1 – Communication failures
- 05: Well 1 – Repairs to alarm system in parts rooms
- 05: Booster – Rebuilt pressure reducing valves
- 06: Tower – Communication failures
- 12: All wells – Bi-annual inspection of UV systems
- 13: Well 3 – Replaced PRV valves
- 18: Booster – Scheduled preventive maintenance to booster pump motor and pump
- 28: Booster – Installed new seals for 4” and 8” pressure reducing valve
- 29: Booster – Troubleshooting booster pump repairs to booster pump

### December

- 01: Well 3 – Communication failures
- 20: Well 2A – Repairs to the backflow

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	47	41	39	500

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
Scheduled hydrant repair (replaced riser) – 38 Enterprise Drive	October 4, 2019
Emergency valve repair (new valve stem) – Warner St. and Jones St. intersection	October 9, 2019
Emergency mainstop repair - 573 Queen St. E	October 17, 2019



New watermain commissioning – St. George St. N.	October 30 & 31, 2019
Emergency watermain repair 8" watermain – Queen Street E and St. George St. N	November 5, 2019
Emergency service repair – 238 Water St. S.	November 6, 2019
353 Queen St. E. – emergency service repair	December 13, 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

### **FOURTH QUARTER**

#### **October**

- 03: Well 2 – Received an alarm, well not running no SCADA issues
- 07: Well 2 – Low UV alarm
- 12: Well 3 – Power failure alarm
- 17: Received a call for a water service leak, 573 Queen St. – replaced service saddle
- 23: Well 3 – Received a turbidity alarm

#### **November**

- 01: Well 3 – Received a call for a power failure which caused a UV alarm
- 02: Received a no water complaint, 75 William St.
- 06: Water Tower – Received a call for a high level alarm
- 11: Well 3 – Received a turbidity alarm

#### **December**

- 01: Well 3 – Received a loss of communications alarm
- 16: Well 1 – Received a low chlorine alarm

### **COMPLAINTS & CONCERNS:**

There have been no complaints or concerns reported to date.



**DWQMS UPDATE:**

Management Review – August 13, 2019

Internal Audit – June 9, 2019

External Audit – October 18, 2019

Risk Assessment – September 30, 2019,

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.

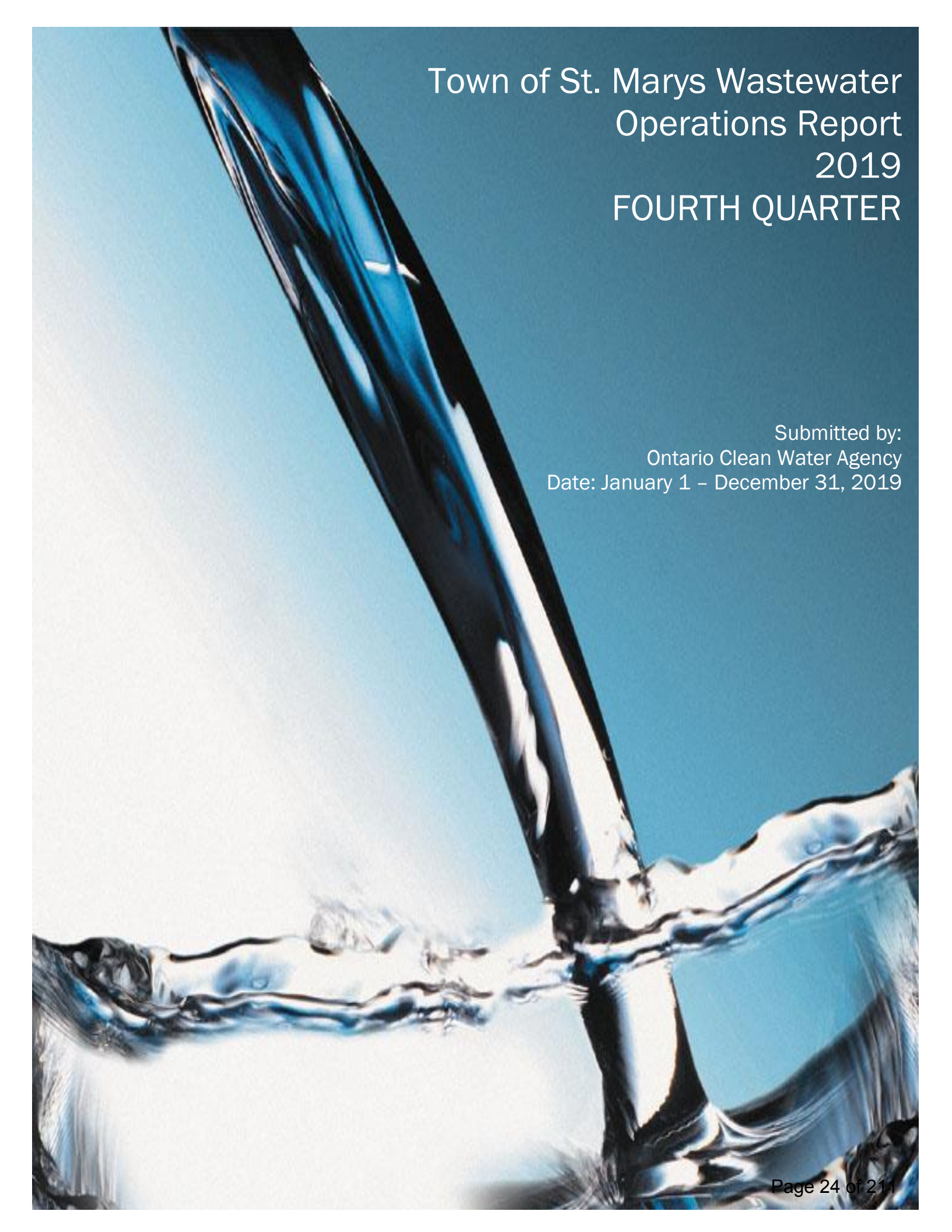
# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**

Ontario Clean Water Agency  
Performance Assessment Report Water

Facility: 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	10/2019	11/2019	12/2019	<-Total-->	<-Avg-->	<-Max-->	<-Min-->
<b>Flows:</b>																
Raw Flow: Monthly Total - Well #1 (m³)	35,121.02	24,498.51	31,251.77	21,449.47	17,590.14	37,456.36	48,929.88	32,763.85	26,747.63	41,128.38	16,078.17	35,444.68	368,459.86			
Raw Flow: Monthly Total - Well #2 (m³)	42,054.18	30,943.47	38,342.69	29,461.51	39,384.07	30,602.83	29,059.79	39,397.07	40,890.79	33,049.44	40,924.98	25,847.48	419,958.30			
Raw Flow: Monthly Total - Well #3 (m³)	24,682.80	29,230.12	23,150.82	40,534.11	33,834.42	25,753.36	35,042.78	29,769.33	19,839.67	18,484.06	35,858.99	32,512.88	348,693.34			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1,463.38	1,065.15	1,488.18	1,191.64	925.80	1,783.64	1,881.92	1,424.52	1,485.98	1,581.86	1,071.88	1,363.26		1,393.93		
Raw Flow: Monthly Avg - Well #2 (m³/d)	1,752.26	1,473.50	1,420.10	1,402.93	1,712.35	1,610.68	1,320.90	1,641.54	1,572.72	1,436.93	1,461.61	1,230.83		1,503.03		
Raw Flow: Monthly Avg - Well #3 (m³/d)	1,073.17	1,538.43	1,218.46	1,762.35	1,409.77	1,287.67	1,347.80	1,240.39	1,044.19	840.18	1,494.12	1,413.60		1,305.84		
Raw Flow: Monthly Max - Well #1 (m³/d)	3,240.17	3,005.58	3,055.11	3,145.30	1,955.90	3,367.04	3,691.54	3,397.37	3,108.15	2,876.19	3,187.98	3,170.49			3,691.54	
Raw Flow: Monthly Max - Well #2 (m³/d)	3,345.44	3,294.27	2,917.66	3,143.81	2,861.06	3,000.38	3,546.18	3,443.54	2,888.47	2,954.45	2,980.58	2,769.00			3,546.18	
Raw Flow: Monthly Max - Well #3 (m³/d)	2,717.22	3,289.18	3,019.82	3,199.73	2,743.89	2,886.12	2,983.53	2,969.75	2,925.58	2,569.49	3,312.94	3,061.82			3,312.94	
Raw Flow: Monthly Total - Total Raw Flow (m³)	101,858.00	84,672.10	92,745.28	91,445.09	90,808.63	93,812.55	113,032.45	101,930.25	87,478.09	92,661.88	92,862.14	93,805.04	1,137,111.50			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	4,288.81	4,077.08	4,126.74	4,356.92	4,047.92	4,681.99	4,550.62	4,306.45	4,102.89	3,858.97	4,027.61	4,007.69		3,113.49		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	4,547.50	3,915.95	3,468.94	4,005.94	4,101.85	4,359.47	4,899.19	4,160.55	3,722.14	3,729.03	4,408.54	3,741.27			4,899.19	
<b>Turbidity:</b>																
Raw: Max Turbidity - Well #1 (NTU)	0.34	0.17	0.25	0.23	0.35	0.21	0.61	0.37	0.23	0.44	0.21	0.45			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	0.38	0.24	0.42			0.42	
Raw: Max Turbidity - Well #3 (NTU)	0.26	0.18	0.56	0.17	0.27	0.21	0.68	0.32	0.22	0.46	0.16	0.46			0.68	
<b>Chemical Parameters:</b>																
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003					< 0.003	
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003					< 0.003	
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.8			3.72			2.73			0.754					3.72	
Treated: Max Nitrate - Treated Water #2 (mg/L)	1.03			1.4			1.4			0.722					1.4	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.903			0.834			1.22			0.682					1.22	
Distribution: Max THM - Distribution System (µg/l)	22			17			14			11					22	
<b>Chlorine Residuals:</b>																
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.94	0.92	0.96	0.99	1.01	0.94	1.08	0.98	0.92	1.06	1	1.01				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	0.87	0.87	0.86				0.77
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.06	1.06	1.03	0.9	0.99	0.85	1.04	0.96	0.97	1	1.03	1.05				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	1.52	1.41	1.42			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	1.59	1.5	1.48			1.59	
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	1.6	1.46	1.42			1.6	
Dist: Min Free Cl2 Resid - Distribution System (mg/L)	0.51	0.53	0.66	0.6	0.53	0.45	0.43	0.41	0.43	0.39	0.62	0.62				0.39
Dist: Max Free Cl2 Resid - Distribution System (mg/L)	1.25	1.28	1.18	1.09	1.24	1.22	1.42	1.19	1.27	1.38	1.39	1.21			1.42	
<b>Bacti Samples Collected:</b>																
Raw Bacti: # of samples - Well #1	5	4	4	5	4	4	5	4	4	5	4	5	53			
Raw Bacti: # of samples - Well #2	5	4	4	5	4	4	5	4	4	5	4	5	53			
Raw Bacti: # of samples - Well #3	5	4	4	5	4	4	5	4	4	5	4	5	53			
Treated Bacti: # of samples - Treated Water #1	5	4	4	5	4	4	5	4	4	5	4	5	53			
Treated Bacti: # of samples - Treated Water #2	5	4	4	5	4	4	5	4	4	5	4	5	53			
Treated Bacti: # of samples - Treated Water #3	5	4	4	5	4	4	5	4	4	5	4	5	53			
Dist Bacti: # of samples - Distribution System	20	16	18	20	16	16	28	24	24	20	16	20	238			
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0			



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

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

### **Facility Description**

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

### **Service Information**

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

### **Capacity Information**

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

### **Operational Description**

#### **Treatment Process**

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

#### **Inlet Works:**

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

#### **Anoxic Tanks:**

Sewage is split between two circular tanks with submersible mixers.

#### **Aeration Tanks:**

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

#### **Phosphorus Removal:**

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

#### **Secondary Clarifiers:**

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

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

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

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

#### Sludge Handling:

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

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

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

There have been no compliance or exceedance issues to date.

#### **OCCUPATIONAL HEALTH & SAFETY:**

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

#### **GENERAL MAINTENANCE AND PLANT ACTIVITIES:**

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

#### **FIRST QUARTER**

##### January

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

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

29: Annual fire extinguisher testing

##### February

21: Replaced seals in boiler re-circulation pump

##### March

06: Replaced seal on RAS pump #5

11: Repairs to waterline in old RAS building

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

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

#### **SECOND QUARTER**

##### April

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

03: Hauled activated sludge seed to Maple Leaf Foods

03: Repaired aeration tank air lines

09: Cleaned drain lines in Lystek building

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

15: Installed bar screen piping

20: Haulers onsite to haul Lyste-gro

26: Installed auto greaser on Netzsch sludge pump

##### May

01: Installation of HMI for the drum thickener

01: Annual backflow inspections

09: Replaced cracked ball valve to alum pump

14: Annual servicing of boilers

29: Annual maintenance on Neuros blower

## June

- 10: Re-installed raw sewage pump #2
- 10: Replaced wires to the thickened WAS pump
- 11: Annual calibration of lab equipment and flow meters
- 16: Installed new cable on winch for anoxic tank mixer
- 25: Discovered hole in the check valve in the force main at Robinson St. Pump Station.

## 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 enclosure for odour control unit to protect it from the elements

## FOURTH QUARTER

### October

- 04: Building odour control unit enclosure to protect from the elements

### November

- 01: Replaced solenoid valve for waste pump
- 04: Replaced batteries in alarm panel
- 04: Repaired emergency exit light
- 13: Repairs to Lystek bldg. unit heaters
- 18: High foam issues - vacuumed out of chamber

### December

- 17: Supernate well for new pumps and miltronics training
- 24: High foam issues - vacuumed out of chamber



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	30	30	39	423

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

##### **FOURTH QUARTER**

###### **November**

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

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

#### **COMPLAINTS & CONCERNS:**

There have been no complaints or concerns reported to date.

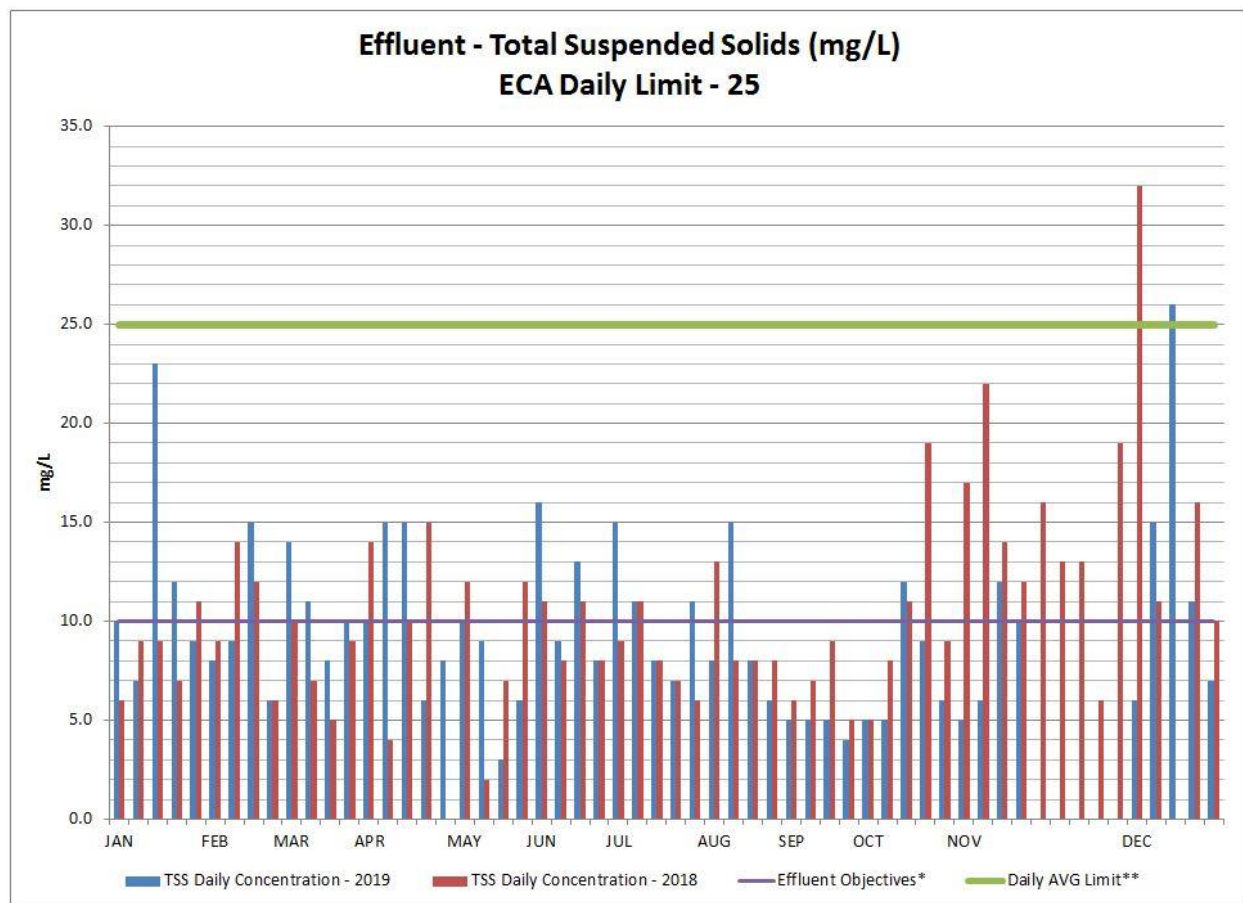
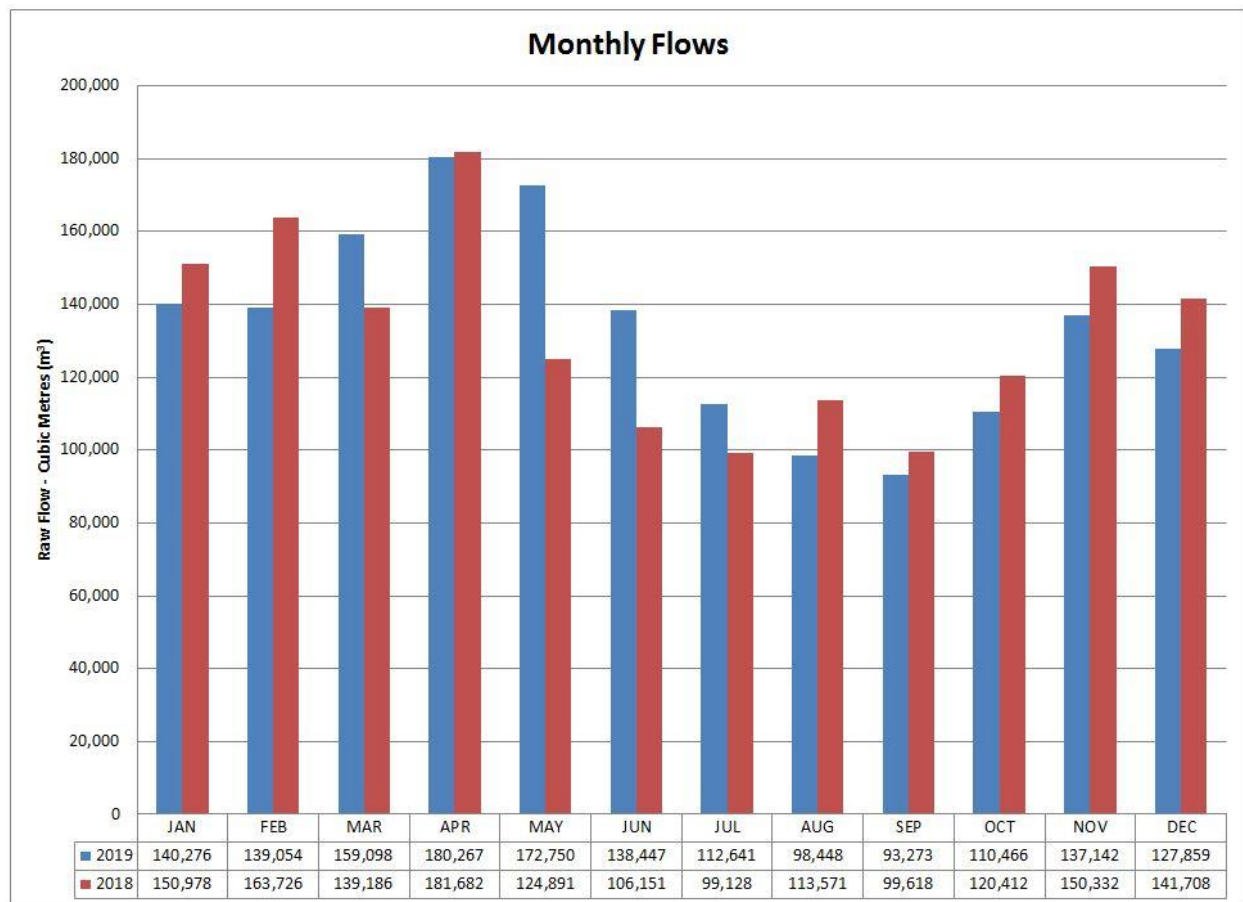
#### **REGULATORY INSPECTIONS:**

The last MECP Inspection occurred on December 7, 2017.

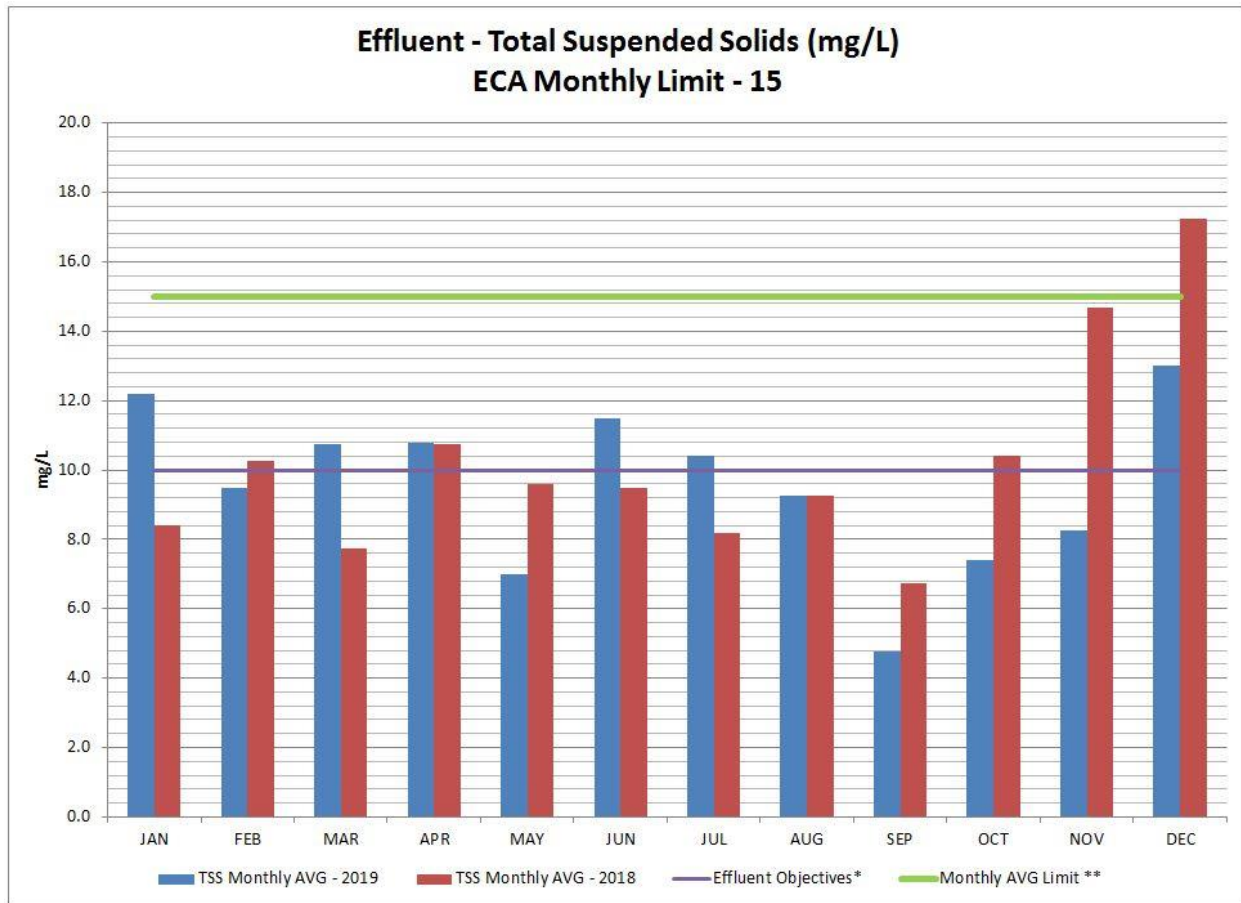
#### **PERFORMANCE ASSESSMENT REPORT:**

The average daily flow in 2019 for the January to December reporting period is 4,410.19 m<sup>3</sup>/day.

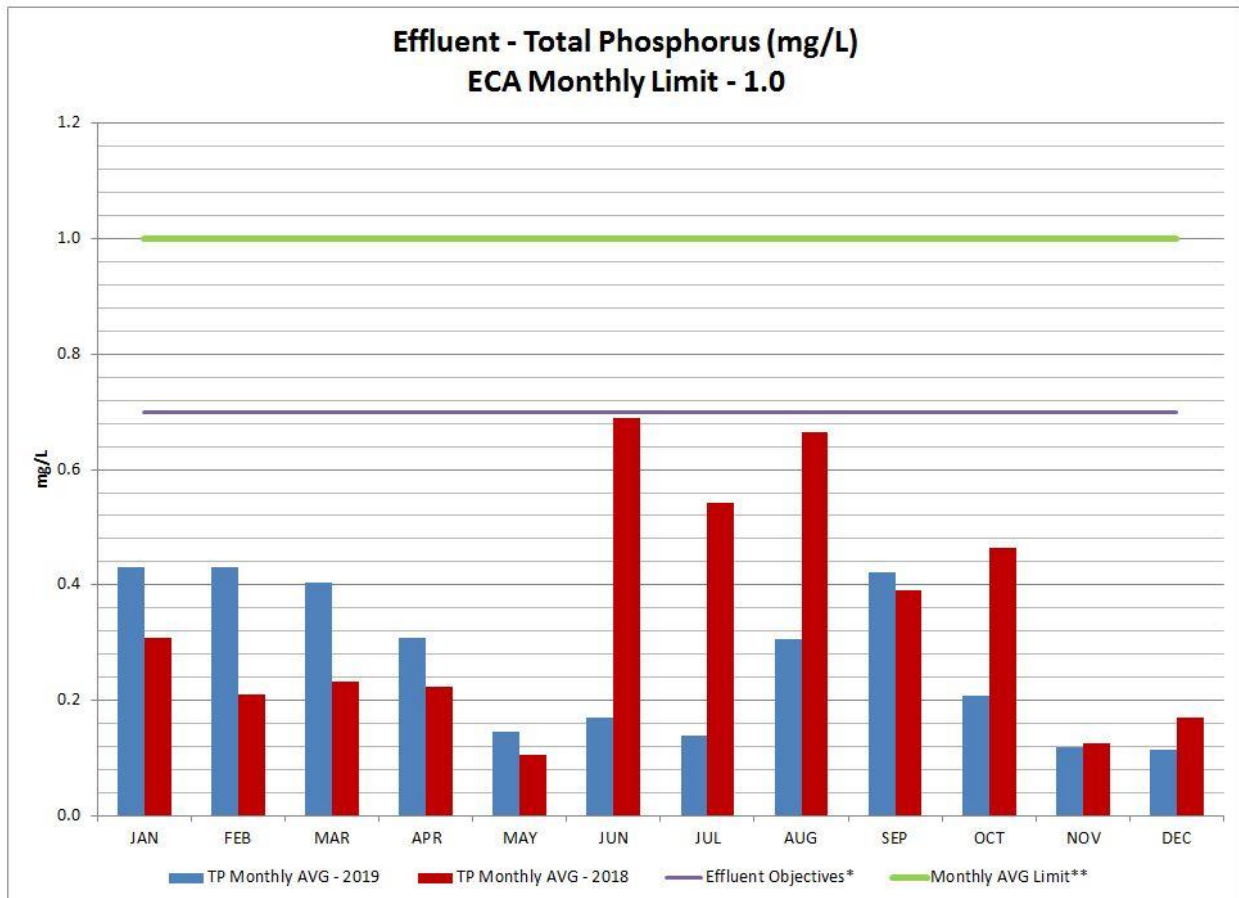
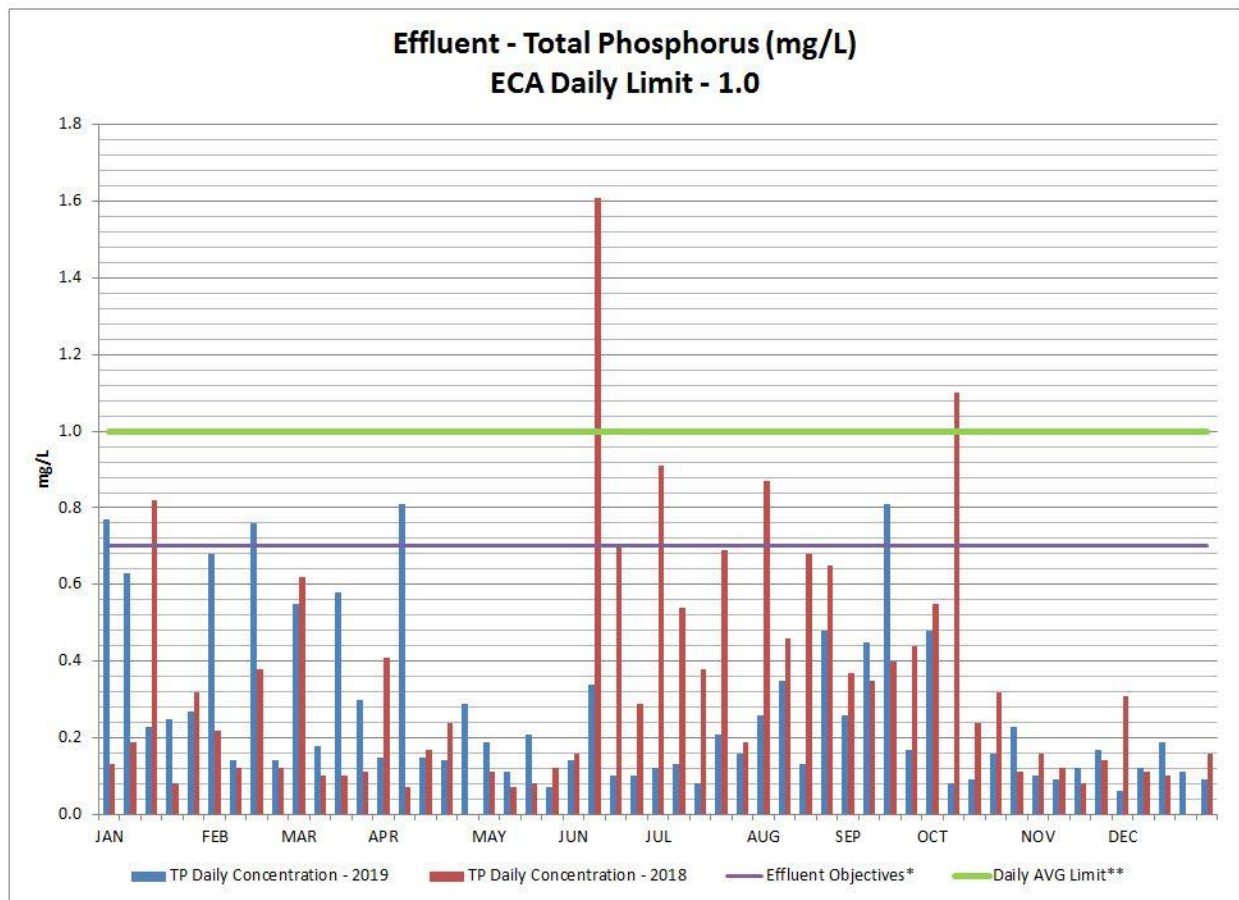




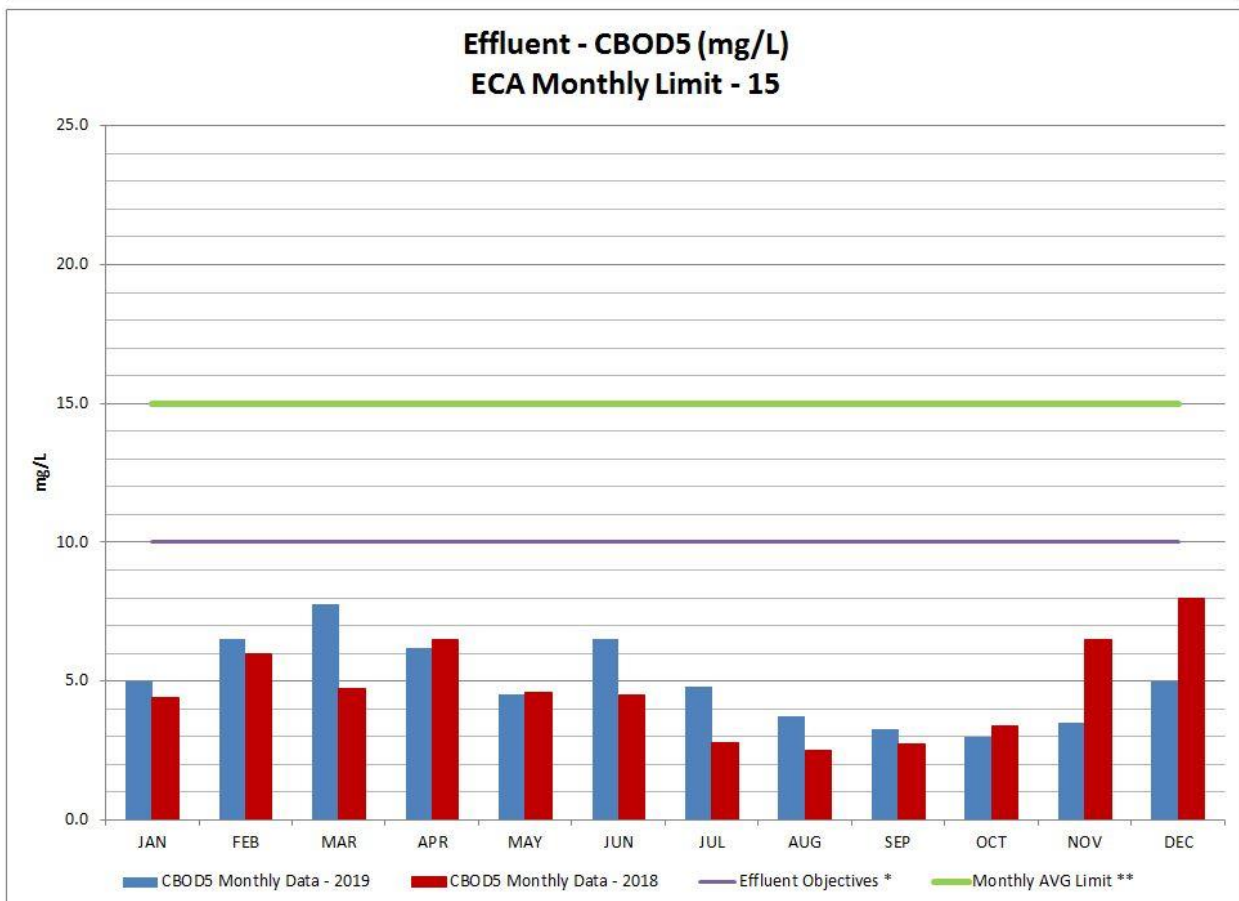
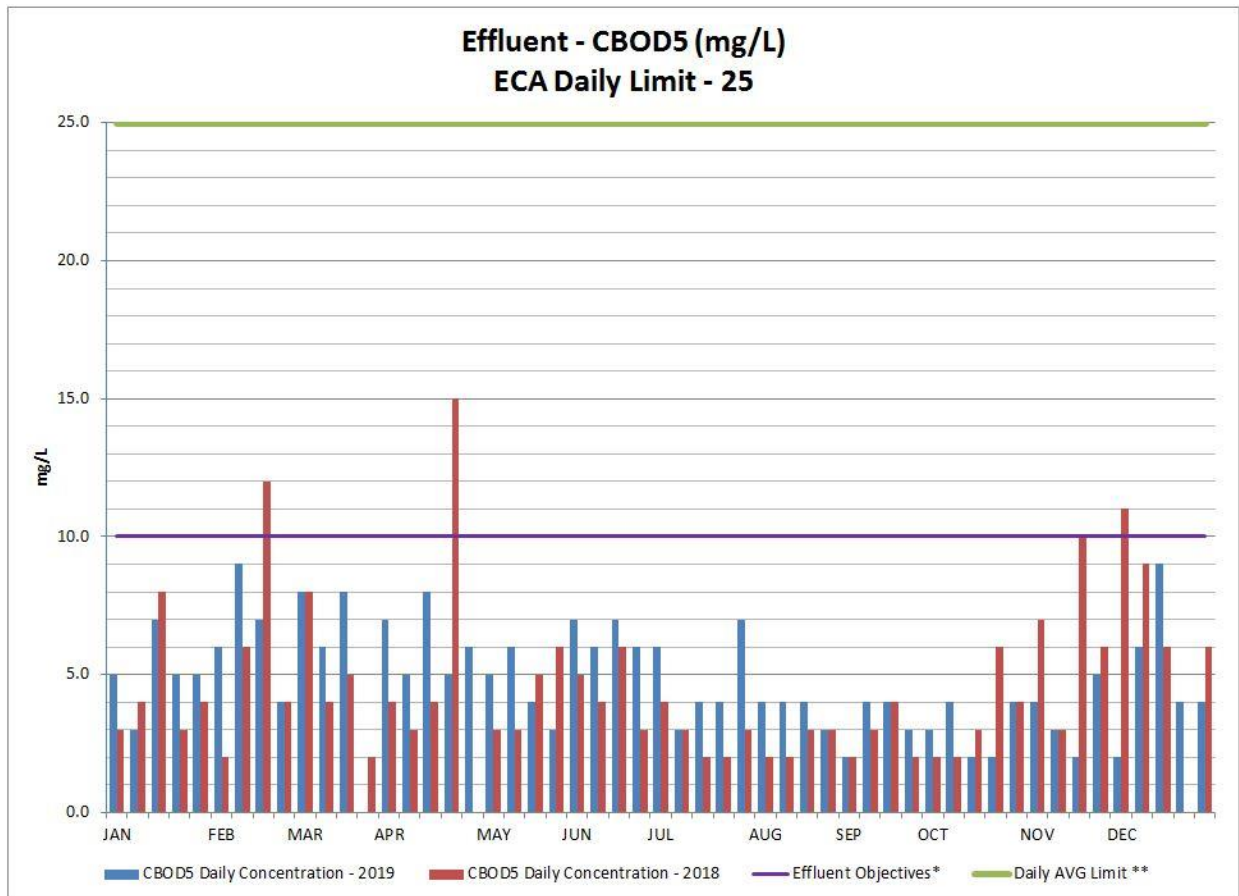
There was one non-compliance on December 17, 2019. The daily limit for Total Suspended Solids is 25 mg/l and the result was 26 mg/l. We are relating this to a local industrial loading within the Town of St. Marys. This has affected the microbial activity and causing lots of foam on the aeration tanks. This is also causing higher than normal solids in the effluent. In order to rectify the foam operations has been closely monitoring the dissolved oxygen. We have also had a vac truck in to take the foam out of the chamber. The Town of St. Marys has been in communication with the local industry to make them aware of the situation. The Town of St. Marys has a by-law that is enforced with the local industries.



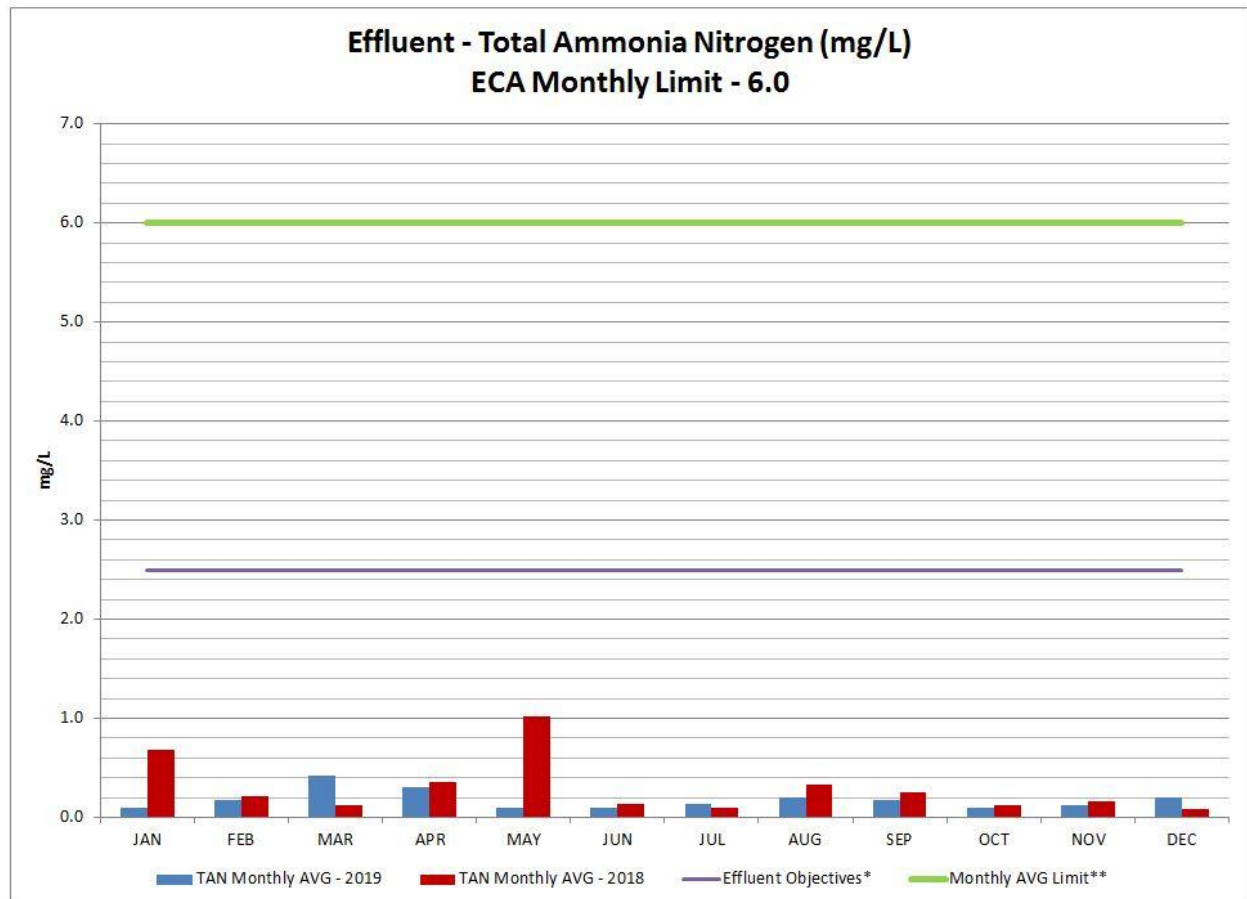
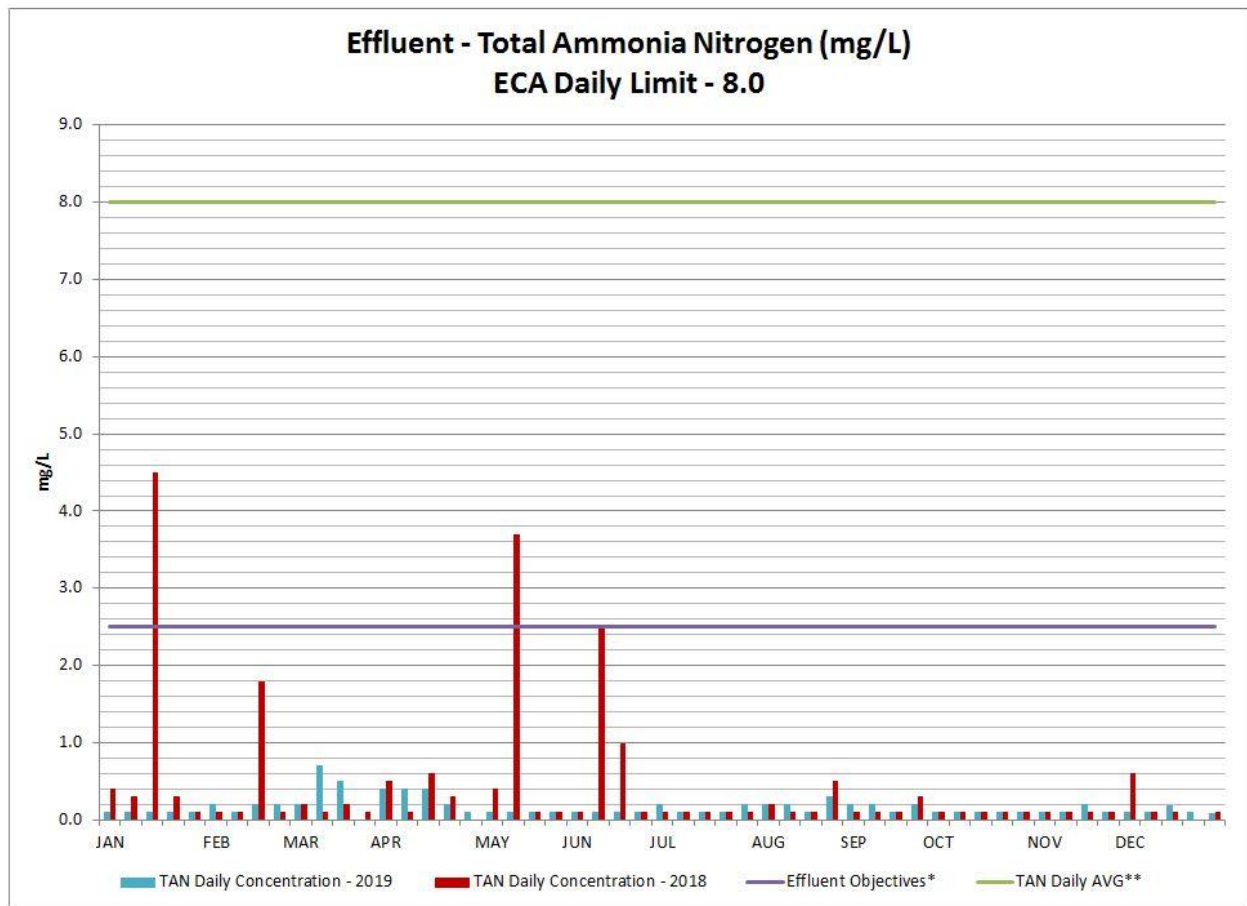
The monthly average for total suspended solids is in compliance for the fourth quarter.



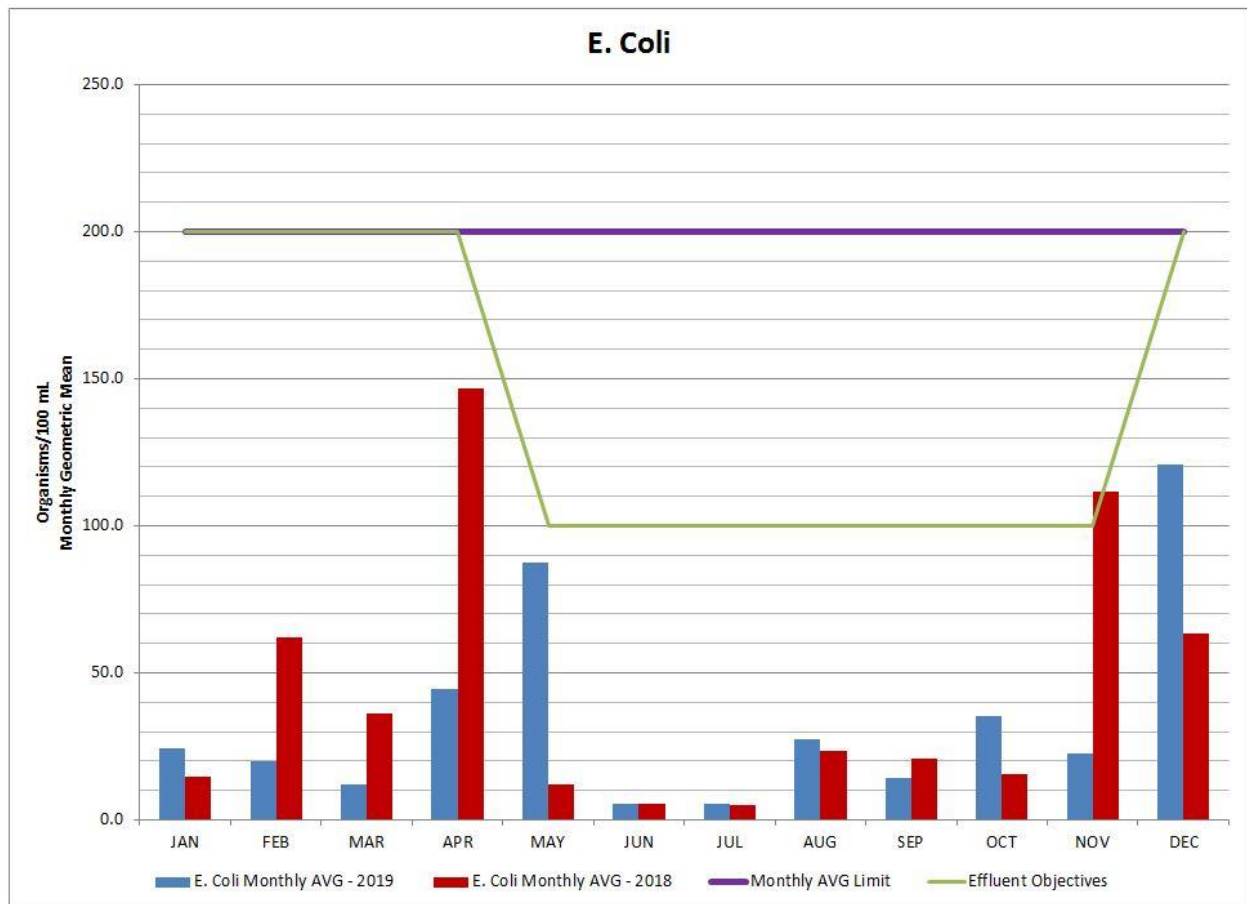
The monthly average for total phosphorus is in compliance for the fourth quarter.



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



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



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

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

See attached.

#### **APPENDIX B – FLOW REPORT:**

See attached.

# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**

Ontario Clean Water Agency  
Performance Assessment Report Wastewater/Lagoon

From: 01/01/2019 to 31/12/2019

Facility: ST MARYS WASTEWATER TREATMENT FACILITY  
Works: 110001275

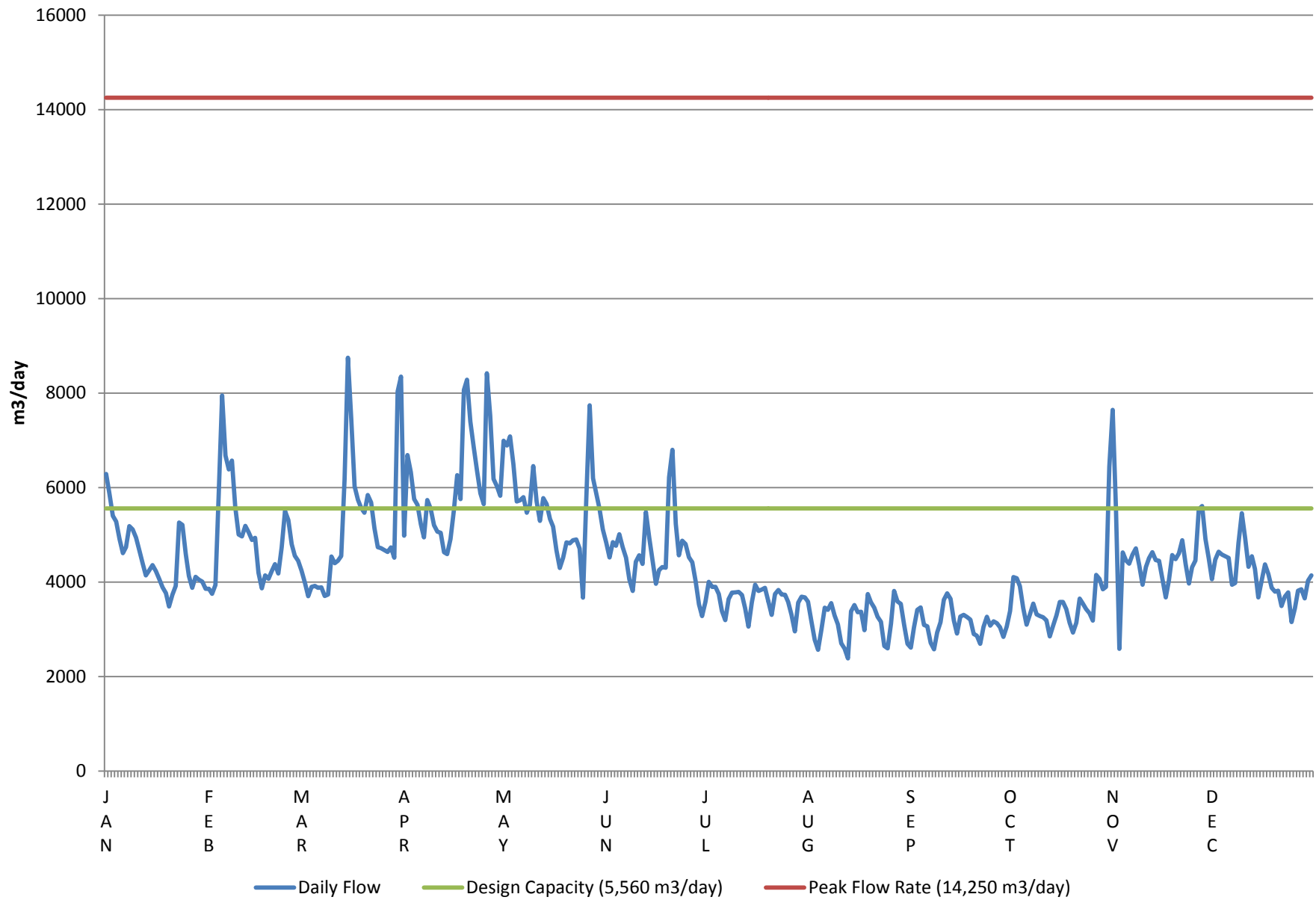
	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	<-Total-->	<-Avg-->	<-Max-->	<-Criteria-->
<b>Flows:</b>																
Raw Flow: Total - Raw Sewage (m³)	140276.00	139054.00	159098.00	180267.00	172750.00	138447.00	112641.00	98448.00	93273.00	110466.00	137142.00	127859.00	1609721.00			
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	3563.42	4571.40	4124.48		4416.46		
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	6446.00	7644.00	5456.00			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	157385.00	158179.00	136615.00	1690643.00			
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	5076.94	5272.63	4406.94		4628.93		
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	7054.00	7157.00	5831.00			8792.00	
<b>Carbonaceous Biochemical Oxygen Demand: CBOD:</b>																
Eff: Avg cBOD5 - Final Effluent (mg/L)	5.000	6.500	7.750	6.200	4.500	6.500	4.800	3.750	< 3.250	< 3.000	3.500	5.000		< 4.979	7.750	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: cBOD5 - Final Effluent (kg/d)	19.598	25.503	30.217	29.064	22.658	31.930	22.783	18.718	< 15.195	< 15.231	18.454	22.035		< 22.616	31.930	
<b>Biochemical Oxygen Demand: BOD5:</b>																
Raw: Avg BOD5 - Raw Sewage (mg/L)	291.600	376.500	193.750	217.800	184.500	284.500	332.800	310.500	461.750	421.200	572.500	436.200		340.300	572.500	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
<b>Total Suspended Solids: TSS:</b>																
Raw: Avg TSS - Raw Sewage (mg/L)	238.000	343.000	204.000	188.600	184.000	247.250	251.800	210.500	321.000	348.200	827.000	540.200		325.296	827.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
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	7.400	8.250	13.000		9.567	13.000	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TSS - Final Effluent (kg/d)	47.820	37.274	41.914	50.628	35.246	56.491	49.363	46.171	22.208	37.569	43.499	57.290		43.789	57.290	
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	97.875	99.002	97.593			99.002	
<b>Total Phosphorus: TP:</b>																
Raw: Avg TP - Raw Sewage (mg/L)	3.260	4.230	3.968	2.578	2.498	2.995	3.718	4.310	4.853	4.886	10.898	8.600		4.733	10.898	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
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	0.208	0.120	0.114		0.266	0.430	1.0
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TP - Final Effluent (kg/d)	1.685	1.687	1.569	1.444	0.730	0.835	0.665	1.522	1.975	1.056	0.633	0.502		1.192	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	95.743	98.899	98.674			98.899	
<b>Nitrogen Series:</b>																
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	32.920	47.075	45.340		28.695	47.075	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
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	< 0.100	< 0.125	< 0.200		< 0.178	0.425	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TAN - Final Effluent (kg/d)	< 0.392	< 0.687	1.657	< 1.406	< 0.504	< 0.491	0.665	0.998	< 0.818	< 0.508	< 0.659	< 0.881		< 0.805	1.657	
Eff: Avg NO3-N - Final Effluent (mg/L)	7.192													7.192	7.192	
<b>Disinfection:</b>																
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	35.482	22.516	121.008		35.084	121.008	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	5	4	4	5	4	4	5	4	5	53			



# **APPENDIX B**

## **FLOW REPORT**

## 2019 Flows





## **MINUTES Regular Council**

March 10, 2020  
6:00pm  
Town Hall, Council Chambers

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

Council Absent: Councillor Edney

Staff Present: Brent Kittmer, CAO / Clerk  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Jenna McCartney, Deputy Clerk

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

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

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

None.

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

The following items will be added to the agenda.

10.1 - Ontario Transfer Agreement for Municipal Modernization Program

10.2 Fire Hall meeting with the Township of Perth South

**Resolution 2020-03-10-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the March 10, 2020 regular Council meeting agenda be accepted as amended.

**CARRIED**

#### **4. PUBLIC INPUT PERIOD**

Chantal Lynch, property owner of 144 Queen Street East, addressed Council regarding the information shared at previous Business Improvement Area (BIA) meetings regarding the upcoming Heritage Festival / Homecoming 2020 event.

Ms. Lynch provided a summary of the proposed parking plan for Queen Street to occur on Friday, July 3, 2020 and inquired if the street dance could be relocated to an alternative location so that parking will not be eliminated on Queen Street on a Friday at the beginning of summer as it may deter patrons from visiting the downtown merchants.

Mayor Strathdee thanked Ms. Lynch for her comments and noted that Council representatives to the BIA and the Homecoming Committee would share her concerns with the planning committee.

Frank Doyle of St. Marys Independent inquired if there is a current outstanding debt for the Pyramid Recreation Centre.

Mayor Strathdee stated that there is a debenture that is outstanding for the construction of the facility.

Mr. Doyle inquired about the optics of spending an additional \$3 million on the facility as has recently been proposed by staff and approved by Council

Mayor Strathdee stated that a reserve fund for the facility was never created and as the building is over ten years old, there are a number of capital updates that are required in an effort to prevent deterioration of the facility.

Mr. Doyle inquired whether the concept of volunteer of the year has been abandoned by Council.

Mayor Strathdee stated that it had not been abandoned and that this initiative remained one of his priorities for the term.

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

##### **5.1 Evan's Touch the Truck re: 2020 Event Plans**

Jamie Martin and Ashley Agar as the event organizers of Evan's Touch the Truck presented a delegation to Council regarding the 2020 event plans.

Council deliberated on the requests from the event organizers.

Councillor Hainer put motion 2020-03-10-02 on the table for consideration.

**Resolution 2020-03-10-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council provide an exemption to the Sign By-law to the organizers of Evan's Touch the Truck for the purpose of permitting event promotion signs to be placed on municipal property beginning one week in advance of the event.

During deliberations of motion 2020-03-10-02 Mayor Strathdee passed the gavel to Deputy Mayor Craigmile.

Deputy Mayor Craigmile assumed the role of Chair.

Mayor Strathdee put motion 2020-03-10-03 on the table for the purpose of tabling motion 2020-03-10-02.

**Resolution 2020-03-10-03**

**Moved By** Mayor Strathdee

**Seconded By** Councillor Luna

**THAT** Council table motion 2020-03-10-02 until such time as staff can report back on the delegation and requests received from the Evan's Touch the Truck organizers.

**CARRIED**

**Resolution 2020-03-10-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council provide an exemption to the Sign By-law to the organizers of Evan's Touch the Truck for the purpose of permitting event promotion signs to be placed on municipal property beginning one week in advance of the event.

**TABLED**

Deputy Mayor Craigmile passed the gavel back to Mayor Strathdee.

Mayor Strathdee assumed the role of Chair.

Council deliberated the request to permit up to ten food trucks in Milt Dunnell Field during the event.

**Resolution 2020-03-10-04**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council approve in principle to permit up to 10 food trucks for the Evan's Touch the Truck event assuming local businesses be approached first.

**CARRIED**

**Resolution 2020-03-10-05**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** the delegation from the Evan's Touch the Truck organizers be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Special Council - February 18, 2020**

**Resolution 2020-03-10-06**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the February 18, 2020 special Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Regular Council - February 25, 2020**

**Resolution 2020-03-10-07**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** the February 25, 2020 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 OSUM re: 2020 Conference & Trade Show and Executive Committee Nominations**

**Resolution 2020-03-10-08**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** the correspondence from OSUM regarding the 2020 Conference & Trade Show and Executive Committee Nominations be received.

**CARRIED**

**7.2 Ministry of Municipal Affairs and Housing re: Provincial Policy Statement 2020**

**Resolution 2020-03-10-09**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** the correspondence from the Ministry of Municipal Affairs and Housing regarding the Provincial Policy Statement 2020 be received.

**CARRIED**

**7.3 Henry Monteith re: Official Plan Review**

**Resolution 2020-03-10-10**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** the correspondence from Henry Monteith regarding the Official Plan Review be received; and

**THAT** the correspondence referencing growth rate and residential development be forwarded to the Town Planner for consideration during the Official Plan review process.

**CARRIED**

**7.4 Paul King re: Official Plan Review**

**Resolution 2020-03-10-11**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** the correspondence from Paul King regarding the Official Plan review be received; and

**THAT** the correspondence be forwarded to the Town Planner for consideration during the Official Plan review process.

**CARRIED**

**7.5 Paul King re: Proposed Resolutions Related to Official Plan Review from Community for Compatible Development**

**Resolution 2020-03-10-12**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** the correspondence from Paul King regarding the suggested resolutions for the Official Plan review from the Community for Compatible Development be received; and

**THAT** the correspondence be forwarded to the Town Planner for consideration during the Official Plan review process.

**CARRIED**

**7.6 Piecemakers Quilt Show Proclamation**

**Resolution 2020-03-10-13**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** the correspondence from the Stonetowne and Huron Perth Quilt Guilds regarding the biannual Piecemakers Quilt Show be received; and

**THAT** Council proclaim April 19 - 25, 2020 as Quilt Week in the Town of St. Marys.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Building and Development Services**

**8.1.1 DEV 14-2020 Town of St. Marys Sign By-Law as it Applies to Murals**

Brent Kittmer presented DEV 14-2020 report and responded to questions from Council.



**Resolution 2020-03-10-14**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** DEV 14-2020 Town of St. Marys Sign By-law as it Applies to Murals report be received for information.

**CARRIED**

**8.2 Community Services**

**8.2.1 DCS 04-2020 Inflatable Waterpark Management Contract**

Stephanie Ische presented DCS 04-2020 report and responded to questions from Council.

**Resolution 2020-03-10-15**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** DCS 04-2020 Inflatable Waterpark Management Contract report be received; and

**THAT** Council approve By-Law 27-2020 authorizing the Mayor and the Clerk to execute the associated agreement with PT Watersports Inc. o/a Funsplash Sports Park – St. Marys.

**CARRIED**

**8.3 Finance**

**8.3.1 FIN 08-2020 Adoption of 2020 Budget**

André Morin presented FIN 08-2020 report and responded to questions from Council.

**Resolution 2020-03-10-16**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** FIN 08-2020 Adoption of 2020 Budget report be received; and

**THAT** the 2020 Operating and Capital budget, representing a total 2020 tax levy of \$12,624,654, be approved;

**THAT** approve By-law 25-2020; and

**THAT** Council direct staff to apply to the Minister of Finance to adopt the Large Industrial tax class for 2020.

**CARRIED**

#### **8.4 Public Works**

##### **8.4.1 PW 16-2020 Water Street South Culvert Easement Agreement**

Jed Kelly presented PW 16-2020 report and responded to questions from Council.

###### **Resolution 2020-03-10-17**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** PW 16-2020 Water Street South Culvert Easement Agreement report be received; and

**THAT** Council approve By-law 28-2020 and authorize the Mayor and Clerk to execute the easement agreement with St. Marys Cement Inc. (Canada) for the Water Street South culvert.

**CARRIED**

##### **8.4.2 PW 17-2020 Egan Ave Reconstruction Tender Award**

Jed Kelly presented PW 17-2020 report and responded to questions from Council.

###### **Resolution 2020-03-10-18**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** PW 17-2020 Egan Ave Reconstruction Tender Award report be received; and,

**THAT** the tender for the reconstruction of Egan Ave. be awarded to Cope Construction & Contracting Inc. for the bid price of \$1,774,028.75, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 17-2020 Egan Ave Reconstruction Tender Award report; and,

**THAT** Council approve By-Law 26-2020 and authorize the Mayor and the Clerk to sign the associated agreement.

**CARRIED**

#### **8.4.3 PW 18-2020 Develop a Green Initiative Recognition Program**

Jed Kelly presented PW 18-2020 report and responded to questions from Council.

##### **Resolution 2020-03-10-19**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** PW 18-2020 Develop a Green Initiative Recognition Program report be received; and

**THAT** Council authorize the Green Committee to investigate creating a Green Initiative Recognition Program; and

**THAT** Council task the Green Committee with the creation of a Green Initiative Recognition Program framework for Council's consideration.

**CARRIED**

#### **8.5 CAO and Clerks**

##### **8.5.1 CAO 18-2020 World Autism Awareness Day Proclamation**

Jenna McCartney presented CAO 18-2020 report and responded to questions from Council.

##### **Resolution 2020-03-10-20**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** CAO 18-2020 World Autism Awareness Day Proclamation report be received; and

**THAT** Council proclaim Thursday, April 2, 2020 as World Autism Awareness Day in the Town of St. Marys.

**CARRIED**

##### **8.5.2 CAO 17-2020 Kinsmen Club of St. Marys Summerfest: Designation as Event of Municipal Significance and Noise By-law Exemption**

Jenna McCartney presented CAO 17-2020 report and responded to questions from Council.

**Resolution 2020-03-10-21**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** CAO 17-2020 Kinsmen Club of St. Marys Summerfest Designation as Event of Municipal Significance and Noise By-law Exemption report be received; and

**THAT** Council declares Summerfest to be a municipally significant event in the Town of St. Marys from Thursday, July 23, 2020 through to Saturday, July 25, 2020; and

**THAT** Council grant an exemption to the Noise By-law, under Section 6, to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00 am on July 24, 2020, 1:00 am on July 25, 2020 and to 1:00 am on July 26, 2020 subject to the condition of notifying all property owners within a 150m radius; and

**THAT** Council grant exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys between Monday, July 20, 2020 and Monday, July 27, 2020 for the purpose of setting up, running and taking down for Summerfest; and

**THAT** Council grant an exemption of the Parks By-law, under Section 1 (a), (b), (k), and (l) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 20, 2020 and July 27, 2020; and

**THAT** Council grant an exemption of the Traffic and Parking By-law, under Section 3.1.3 (q) and 3.1(6) to the applicant Kinsmen Club of St. Marys at Milt Dunnell Park between July 20, 2020 and July 27, 2020.

**CARRIED**

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

Each Councillor reported on the minutes of recent Committee and Board meetings.

**Resolution 2020-03-10-22**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

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

**CARRIED**

**Resolution 2020-03-10-23**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** By-law 95-2018 be amended to remove Councillor Craigmile from the Green Committee as Council representative and replaced with Councillor Pridham.

**CARRIED**

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

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

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

**9.1.4 Huron Perth Public Health - Coun. Luna**

**9.1.5 Spruce Lodge Board - Coun. Luna, Pridham**

**9.1.6 Upper Thames River Conservation Authority**

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

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

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

**9.2.3 CBHFM - Coun. Edney**

**9.2.4 Committee of Adjustment**

**9.2.5 Community Policing Advisory Committee - Coun. Winter,  
Mayor Strathdee**

**9.2.6 Green Committee - Coun. Craigmile**

**9.2.7 Heritage Advisory Committee - Coun. Pridham**

**9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun.  
Luna**

**9.2.9 Museum Advisory Committee - Coun. Hainer**

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

**9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham**

**9.2.12 Senior Services Advisory Committee - Coun. Winter**

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

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

**9.2.15 Youth Council - Coun. Edney**

**Resolution 2020-03-10-24**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** Council accept the recommendation from the Youth Council to appoint the following as members of the Youth Council effective immediately:

- Paytien Truax
- Izzy Edwards
- Saelyn Firby
- Jessica Hammond
- Elissa Gammon
- Carlee McCutcheon
- Megan Richardson; and

**THAT** Council amend By-law 95-2018 as such.

**CARRIED**

**Resolution 2020-03-10-25**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** Council accept the recommendation from the Youth Council to rescind the appointment of the following members of the Youth Council effective immediately:

- Hazel Taylor
- Julia Onclin
- Hayden MacDonald
- Bevan Bearrs; and

**THAT** Council amend By-law 95-2018 as such.

**CARRIED**

## **10. EMERGENT OR UNFINISHED BUSINESS**

### **10.1 Transfer Payment Agreement with Minister of Municipal Affairs and Housing re: Municipal Modernization Program**

Brent Kittmer spoke to the emergent item regarding the transfer payment agreement with the Province by way of the Minister of Municipal Affairs and Housing, the need to have the agreement approved and returned to the Province by March 20, and responded to questions from Council.

**Resolution 2020-03-10-26**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** Council approve By-law 30-2020, being a by-law to authorize a transfer payment agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing.

**CARRIED**

### **10.2 Fire Hall Presentation to Perth South**

Mayor Strathdee provided an update on the recent meeting with Perth South, St. Marys municipal staff and Mayor Strathdee regarding the fire hall presentation.

## **11. NOTICES OF MOTION**

### **11.1 Councillor Winter - Scattering Garden at the Cemetery**

Councillor Winter provided a brief summary of the notice of motion and stated that he would speak fully to the motion at the next regular Council meeting on March 24, 2020.

**Resolution**

**THAT** Council direct staff to investigate the feasibility of installing a scattering garden at the cemetery.

**12. BY-LAWS**

**Resolution 2020-03-10-27**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** By-Laws 24-2020, 25-2020, 26-2020, 27-2020, 28-2020 and 30-2020 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**

**12.1 By-Law 24-2020 Amend By-Law 95-2018**

**12.2 By-Law 25-2020 Tax Levy**

**12.3 By-Law 26-2020 Authorize an Agreement with Cope Construction & Contracting Inc.**

**12.4 By-Law 27-2020 Authorize an Agreement with PT Watersports Inc. o/a Funsplash Sports Park - St. Marys**

**12.5 By-Law 28-2020 Authorize an Easement Agreement with St. Marys Cement Inc. (Canada)**

**12.6 By-Law 30-2020 Authorize an Agreement with the Minister of Municipal Affairs and Housing**

**13. UPCOMING MEETINGS**

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

**14. CONFIRMATORY BY-LAW**

**Resolution 2020-03-10-28**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** By-Law 29-2020, being a by-law to confirm the proceedings of March 10, 2020 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.

**CARRIED**

**15. ADJOURNMENT**



**Resolution 2020-03-10-29**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourn at 8:45 pm.

**CARRIED**

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Al Stratthdee, Mayor

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Brent Kittmer, CAO / Clerk



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

March 14, 2020  
10:00 am  
Town Hall, Council Chambers

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Luna  
Councillor Hainer (arrived at 10:07am)  
Councillor Pridham  
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk  
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  
Brett O'Reilly, Communication and Event Manager  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATION OF PECUNIARY INTEREST**

None.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution 2020-03-14-01**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** the March 14, 2020 special meeting of Council agenda be accepted as presented.

**CARRIED**

#### **4. SPECIAL MATTERS OF COUNCIL**

Mayor Strathdee stated that COVID-19 is an evolving situation and that the Town has responded by invoking the emergency control group as provided for in the Town's Emergency Response Plan.

As the situation is very fluid, Council will not meet every time a decision needs to be made, and the Mayor clarified that the Emergency Response Plan provides a number of executive authorities to the CAO/Clerk in these situations. This will be discussed further by the CAO / Clerk.

##### **4.1 Report From Emergency Control Group March 13, 2020 Meeting**

Brent Kittmer explained the steps necessary to invoke the Town's emergency plan. As of yesterday afternoon at 2:00 pm the emergency control group was called to order. Mr Kittmer explained the steps followed regarding decisions to be made regarding the emergency. As the Town has invoked its emergency plan, the CAO / Clerk is has delegated authority to take actions deemed necessary in the circumstances to ensure safety of the public and continuity of operations.

Mr. Kittmer explained that the Huron Perth Public Health (HPPH) is the lead agency for this emergency and as such, the Town will take direction and communication from HPPH.

Councillor Hainer joined at 10:07 am.

Mr. Kittmer distributed the most up to date information from the HPPH.

As of 8:00 am, all lower tiers of Perth County including the County of Perth have called together their emergency control groups in their municipalities.

Mr. Kittmer reviewed the minutes of the March 13, 2020 emergency control group meeting and the key decisions made.

Council discussed the options available regarding ice at the Pyramid Recreation Centre. Taking into consideration the recommendations from HPPH, staff recommend to remove the ice.

Council was of the consensus to remove the ice at the Pyramid Recreation Centre effective immediately.

Council discussed the options available regarding the rental of the Via Station to the Station Gallery.

Council was of the consensus to close the Via Station immediately recognizing that the VIA service will continue, but is subject to change. The public is able to purchase tickets upon boarding the train.

Council discussed the options available regarding the rental of Town Hall to the Community Players.

Council was of the consensus to permit rehearsals to continue however, there will be no performance available for an indefinite period.

Council discussed the options available regarding council committee meetings.

Council was of the consensus to continue with the council committee meeting schedule if the meetings are essential. If the council committee meetings can be postponed, they should be.

Council committee meetings will be redirected to Town Hall or the Municipal Operations Centre.

#### **4.2 Review and Adoption of Town of St. Marys Pandemic Plan**

Mr. Kittmer reviewed the draft Pandemic Plan and responded to questions from Council. Mr. Kittmer clarified for Council that by adopting the plan they would be vesting further executive decision making authority in the CAO/Clerk for pandemic response operations.

##### **Resolution 2020-03-14-02**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** the draft Town of St. Marys Pandemic Plan be adopted by Council.

**CARRIED**

#### **5. CLOSED SESSION**

##### **Resolution 2020-03-14-03**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** Council move into a session that is closed to the public at 10:44 am as authorized under the *Municipal Act*, Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees

**CARRIED**

## **5.1 Employee Relations Strategies During COVID-19 Pandemic**

## **5.2 Quarantine Policy and Travel Policy**

### **6. RISE AND REPORT**

Mayor Strathdee reported that a closed session was held where two matters were discussed with staff being given direction. There is nothing further to report at this time.

#### **Resolution 2020-03-14-04**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** Council rise from closed session at 11:46 am.

**CARRIED**

### **7. NEXT MEETING**

No future meeting planned at this time.

### **8. CONFIRMING BY-LAW**

#### **Resolution 2020-03-14-05**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** By-Law 31-2020, being a by-law to confirm the proceedings of March 14, 2020 special Council meeting be read a first, second and third time; and be finally passed by Council, signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **9. ADJOURNMENT**

#### **Resolution 2020-03-14-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

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

**CARRIED**

---

Al Strathdee, Mayor



From: "Minister, MECP (MECP)" <>  
Date: Mar. 11, 2020 10:42 a.m.  
Subject: Provincial Day of Action on Litter  
To: Al Strathdee <[astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca)>  
Cc:

[EXTERNAL]

Attn: Municipal Council of the Town of St. Marys

Good morning Mayor Strathdee,

As you may know, the *Provincial Day of Action on Litter Act, 2019* was proclaimed December 2019 and established the second Tuesday of May each year as the Provincial Day of Action on Litter.

This year, we invite all of you to join the province in our first official Day of Action on May 12, 2020. We will be inviting everyone across the province to come together to clean up our communities and generate awareness on the impact of litter and waste.

We see an important role for the Town of St. Marys in making a difference in our communities. Meaningful action starts close to home, so we are looking for your help to encourage local community engagement and leadership in litter management.

In the coming weeks, a communications toolkit will be provided to you, and a dedicated ontario.ca webpage will be made available to provide further details to the public.

In the meantime, our ministry officials will be reaching out to discuss our vision and have prepared an information sheet below with more information.

We look forward to working with you and the Town of St. Marys.

Thank you,

Jeff Yurek  
Minister of the Environment, Conservation and Parks

Andrea Khanjin  
Parliamentary Assistant to the Minister of the Environment, Conservation and Parks

{See over}

## Provincial Day of Action on Litter Information Sheet: Municipal Participation

### About the Day of Action on Litter:

Ontarians generate nearly a tonne of waste per person every year. It is estimated that almost 10,000 tonnes of plastic debris enter the Great Lakes annually. We all have a role to play in keeping our neighbourhoods, parks and waterways clean and free of litter.

Our vision is to work together across the province to contribute to a clean and beautiful province by preventing, reducing, diverting and acting on waste during the Provincial Day of Action on Litter. This year, on May 12<sup>th</sup>, we want to inspire all Ontarians to take action and ownership over the waste created, to contribute to a cleaner, greener Ontario for today and for future generations.

### We are seeking municipality participation by:

- ☐ organizing a municipal-led cleanup event.
- ☐ identifying a pick-up location for your community members to obtain cleanup supplies.
- ☐ providing permits as needed to the public who want to do their own cleanup.
- ☐ identifying drop-off locations for collected litter.

### Other ways municipalities can participate:

- ☐ promote through your social media accounts
- ☐ post cleanups on your website and events calendar
- ☐ advertise on community centre digital screens
- ☐ post information on library boards

The Ministry of the Environment, Conservation and Parks will be reaching out to discuss these opportunities further. [Please complete this form](#) by March 20, 2020 to identify a contact in your municipality that ministry staff can connect with regarding the Day of Action on Litter.

We look forward to working with you and we will be reaching out very soon.

If you have any questions, please reach out to [ActONLitter@ontario.ca](mailto:ActONLitter@ontario.ca) or Tea Pesheva at (289) 962-3912.



From: Kristine Fink <[kristine@donhamilton.com](mailto:kristine@donhamilton.com)>  
Date: Mar. 14, 2020 6:19 p.m.  
Subject: To the Mayor and town council  
To: Al Strathdee <[astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca)>  
Cc:

[EXTERNAL]

Please see attached document.

I have a loved one who has an anaphylactic latex allergy. I had no idea that having balloons outside could cause such a severe reaction for people. After posting to my personal FB page, I have found that there are others in our town with the same allergy. Royal LePage Don Hamilton Real Estate St.Marys Brokerage will officially be latex balloon free and I ask that town council consider making a ban of latex balloons at town functions.

Thank you for your consideration.

Kristine Fink



## Why Are Latex Balloons Dangerous?

Latex balloons are one of the most dangerous and life-threatening items for people with latex allergy. Latex balloons are coated in powder that helps latex proteins become airborne, inhaled and can cause a severe allergic reaction. Latex proteins are smaller than pollen so the body cannot filter them out before they reach the lungs. The level of latex proteins in balloons is extremely high compared to other latex products. Due to this, many hospitals and schools now ban latex balloons.

- **Latex protein levels in powder-free latex gloves are approximately 5 parts per mL**
- **Latex protein levels in a single latex balloon are approximately 4700 parts per mL!**

(Yunginger JW, et al. J Allergy Clin Immunol. 1994)

**What is latex allergy?** Latex allergy is a serious, progressive, potentially life-threatening allergic condition. People with latex allergy can be diagnosed with allergic contact dermatitis (Type IV latex allergy) or the more severe, immediate hypersensitivity (Type I), or both Type IV and Type I. People can be exposed by direct contact, inhalation, or indirect contact. Each exposure can advance a latex allergy to make the person more seriously reactive. Even if a balloon is not touched it can cause a severe allergic reaction. Latex allergy is incurable.

**What are the symptoms of a latex reaction?** Reactions and symptoms can range from mild to life-threatening. They can include, but are not limited to any of the following:

- Skin/Eyes: Redness, swelling, rash, itching, hives, lesions
- Throat: Hoarse, difficulty swallowing, swelling
- Lungs: Coughing, wheezing, difficulty breathing, chest tightness
- Gut: nausea, vomiting, diarrhea
- Anaphylactic Shock: low blood pressure, obstructed breathing, heart failure and death

**Who is at risk?** Up to 6% of the general population have a latex allergy (CDC). Latex allergy is caused by repeated exposure to natural rubber latex. Those most at risk are people with any allergy (esp. bananas, avocado, kiwi, chestnuts); asthma; eczema; spina bifida; a history of multiple surgeries; occupational exposure (healthcare, food service, military); and the elderly.

**PLEASE HELP KEEP US SAFE FROM LATEX BALLOON EXPOSURE!** By the time a latex allergic person can see a balloon, they may have already been exposed to a potentially life-threatening level of airborne latex proteins. Please do not release balloons and choose latex free alternatives for decorating and events.

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>DEV 12-2020 Site Plan Agreement and Holding Symbol Removal (Z03-2019), 100 Water Street South (McLean Taylor Construction Limited)</b>

### PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to Applications for Site Plan Approval and the removal of holding symbols from the zoning applying to 100 Water Street South.

### RECOMMENDATIONS

**THAT** DEV 12-2020 report regarding the Applications for Site Plan Approval and Holding Symbol Removal for 100 Water Street South be received; and

**THAT** Council approve By-Law 33-2020 to authorize the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and McLean Taylor Construction Limited; and

**THAT** Council enact Zoning By-law Z135-2020 to remove the Holding “-H” symbols from the property known as 100 Water Street South.

### BACKGROUND

The subject property is located on the west side of Water Street South, between Park Street to the south and Elgin Street East to the north. The irregularly shaped property is approximately 0.44 hectares in size, with 84.7 metres of frontage along Water Street South.

The Site Plan Application is required to facilitate the development of the property for an office building with parking area providing 29 parking spaces, including two accessible spaces. A copy of the proposed site plan is provided as Attachment 1.

The subject property is zoned “Central Commercial Zone One – C1-H”, “Flood Plain - Central Commercial Zone One – FP(C1-H)” and “Central Commercial Zone One – C1-1-H” in the Town of St. Marys Zoning By-law Z1-1997, as amended. The “-H” holding symbols can only be removed by by-law once Council is satisfied that a site plan agreement is entered into to ensure that development takes a form compatible with adjacent land uses.

### REPORT

The Site Plan Application was reviewed by relevant Town staff and a site plan agreement has been prepared to ensure the development is completed and maintained in accordance with the proposed plans and other Town requirements. The owner has agreed to the terms and conditions of the site plan agreement (copy attached to this report).

The owners also submitted an Application to the Town requesting the removal of the holding symbols. The removal of the holding symbols from the lands affected by the By-law would have the effect of permitting development in accordance with the applicable zone provisions.

## **FINANCIAL IMPLICATIONS**

N/A

## **SUMMARY**

It is recommended that Council authorize the Mayor and Clerk to enter into the proposed site plan agreement with the owner of the subject property, and that Council pass a by-law to remove the holding symbols from the property as requested.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

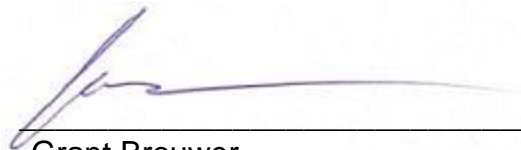
- 1) Proposed site plan
- 2) Site plan agreement

## **REVIEWED BY**

### **Recommended by the Department**



Mark Stone  
Planner



Grant Brouwer  
Director, Building and Development

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



**NOTES**

1. ALL DIMENSIONS ARE TO BE CHECKED ON SITE.
2. THE SHOWN ARE TO BE CHECKED ON SITE.
3. THE SHOWN ARE TO BE CHECKED ON SITE.
4. THE SHOWN ARE TO BE CHECKED ON SITE.
5. THE SHOWN ARE TO BE CHECKED ON SITE.

**LEGEND**

1. 100mm DEEP DRAIN

2. 100mm DEEP DRAIN

3. 100mm DEEP DRAIN

4. 100mm DEEP DRAIN

5. 100mm DEEP DRAIN

REVISIONS		No.	DATE	NAME	DESCRIPTION
1	14/06/2018	1	14/06/2018	14/06/2018	14/06/2018
2	14/06/2018	2	14/06/2018	14/06/2018	14/06/2018
3	14/06/2018	3	14/06/2018	14/06/2018	14/06/2018
4	14/06/2018	4	14/06/2018	14/06/2018	14/06/2018
5	14/06/2018	5	14/06/2018	14/06/2018	14/06/2018

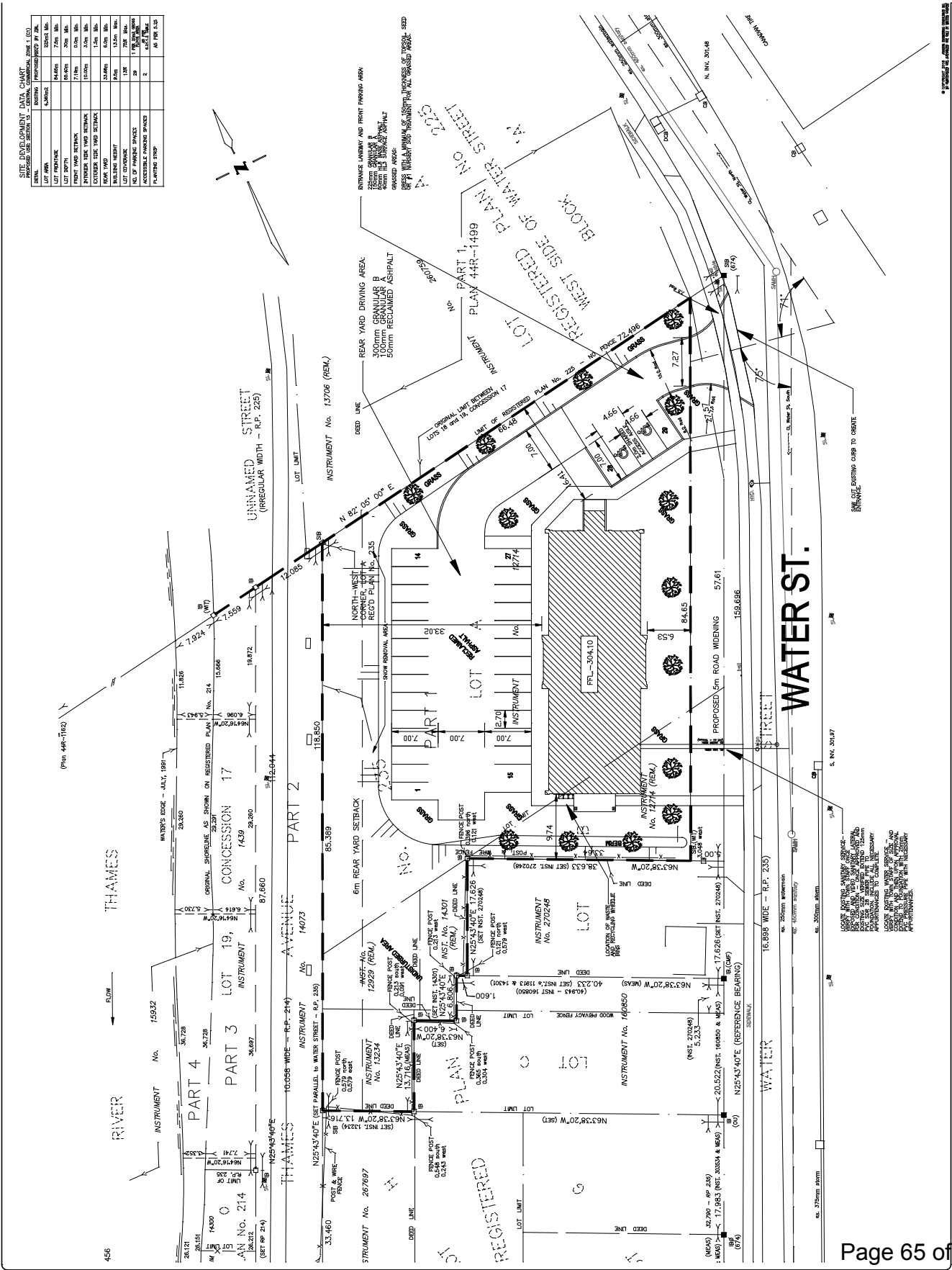
**JOHNSON**  
**ENGINEERING**  
**CONSULTANTS**  
STRUCTURAL - CIVIL - MUNICIPAL  
100 WATER STREET S. ST. MARYS, ONTARIO M9H 1P1  
PHONE (416) 264-2580 FAX (416) 264-3601  
WWW.JOHNSON-ENGINEERING.COM

**McLEAN TAYLOR**  
**McLEAN TAYLOR CONSTRUCTION LIMITED**  
BOX 190, 25 WATER STREET N. ST. MARYS, ONTARIO M9H 1P1  
PHONE (416) 264-2580 FAX (416) 264-3601  
WWW.MCLEAN-TAYLOR.COM

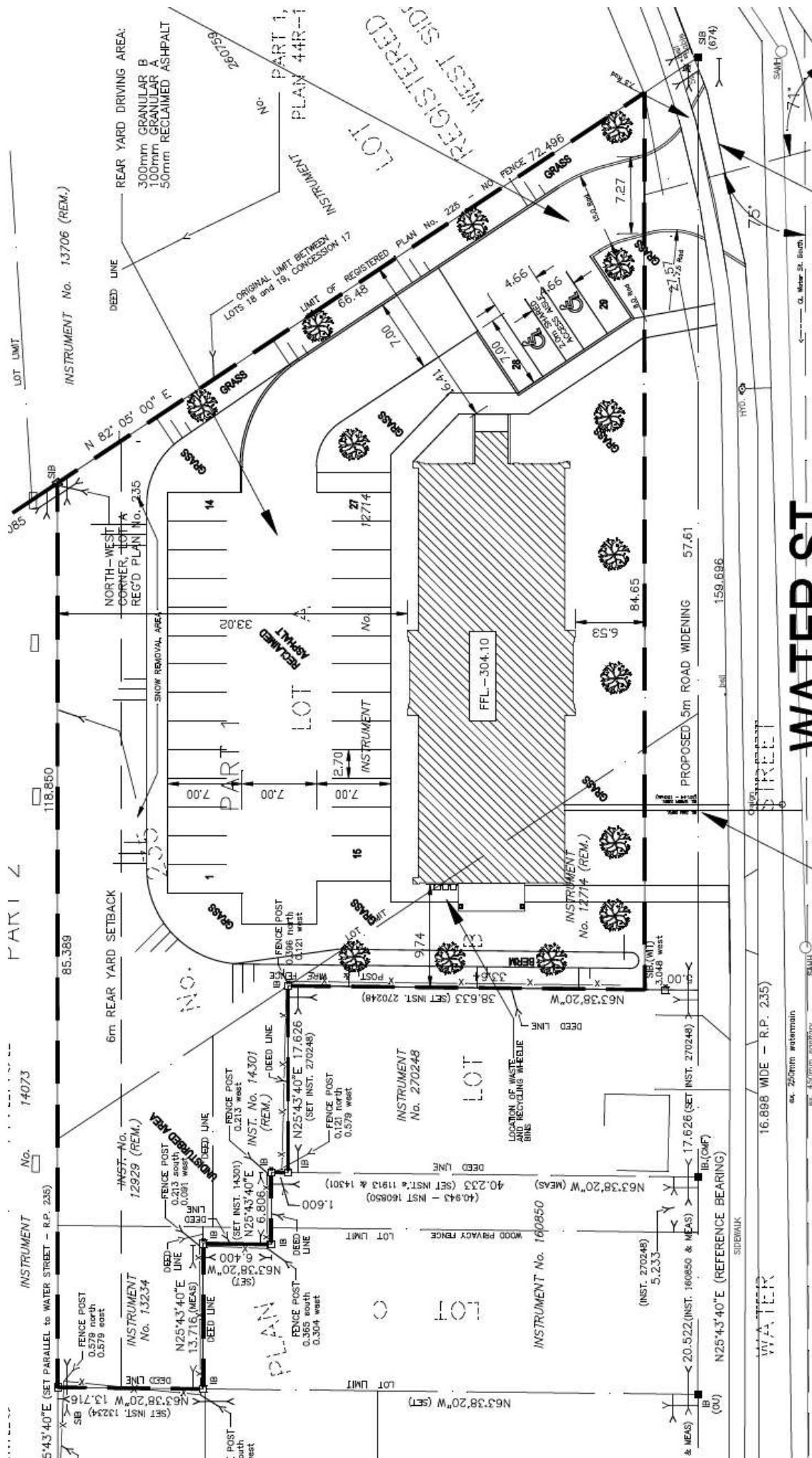
**NEW OFFICE BUILDING**  
100 WATER STREET S.

**SITE PLAN**

**APPROVED**  
1200  
DECEMBER 2018  
B. D. JOHNSON  
B. D. JOHNSON P. ENG.  
FILE # 20180113  
APPROVED FOR CONSTRUCTION







**AGREEMENT MADE UNDER SECTION 41 OF THE PLANNING ACT, R.S.O. 1990**

THIS AGREEMENT made this 13<sup>th</sup> day of March, 2020.

BETWEEN:

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

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

**McLEAN TAYLOR CONSTRUCTION LIMITED**

(Hereinafter called the “Owner”)

OF THE SECOND PART

**WHEREAS** the Owner is the owner of the lands described as Part Lot A, West side Water St. Plan 235 St. Marys, Part Lot C, West side Water St. Plan 235 St. Marys, Part Lot D, West side Water St. Plan 235 St. Marys, being Part 1 44R2539 Save and Except Part 1 44R2749; St. Marys, hereto being PIN 53242-0083 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

**AND WHEREAS** the Town has imposed the provisions of Section 41 of the Planning Act, R.S.O. 1990 in respect to the land;

**AND WHEREAS** this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings referred to in Subsection 4 of Section 41 of the Planning Act, R.S.O. 1990;

**AND WHEREAS** this Agreement shall be registered against “the lands” to this Agreement 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, in accordance with Subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE WITNESSETH** that for the sum of TWO DOLLARS (\$2.00) paid to the Town by the Owner (receipt whereof is hereby acknowledged), and in consideration of the Town approving the plans and drawings for the development of “the lands”, the Owner covenants and agrees with the Town to provide, to the satisfaction of and at no expense to the Town, the following:

1. The Owner Agrees:
  - (a) that all buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on the Site Plan attached hereto as part of Schedule “A”;
  - (b) that if required utility services including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances, as shown on the drawings attached hereto as part of Schedule “A”, shall be maintained by the Owner at its expense on an ongoing basis;
  - (c) that, if required, all utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances shall be installed under the authority and supervision of the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The proponent shall be responsible for any and all costs associated with the required utility services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule “A”;
  - (d) that all necessary provisions for any service connections on the Lands shall be made to the satisfaction of the Town;
  - (e) that access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as Schedule “A”;
  - (f) that the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the



sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as part of Schedule “A”;

- (g) that landscaping shall be provided in accordance with the drawings attached hereto as part of Schedule “A”. All landscape materials shall be maintained by the Owner on an ongoing basis;
- (h) that during construction, the Owner shall provide protection for any existing trees with temporary fencing to the extent of the drip line;
- (i) that erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- (j) that final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule “A”;
- (k) that if the proposed grading creates water runoff and subsequent ice build up on the Town’s trail, the Owner shall modify grading to accommodate a swale and soak away pit along the westerly property line of the Lands, to the satisfaction of the Town;
- (l) that all lighting facilities to be used and/or provided shall be as shown on the drawings attached hereto as part of Schedule “A” and shall be of a type, location, height, intensity and design to ensure illumination shall not glare onto any adjacent or abutting properties and further to this shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;
- (m) that all hydro cables be located underground on the Lands;
- (n) that snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule “A”;
- (o) that the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
- (p) that any and all development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;

- (q) that all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.
2. Schedule "A" consists of the following drawings:
    - (a) Site Plan (C01) prepared by Johnson Engineering Consultants dated December 2018 and revised on February 14, 2020;
    - (b) Grading Plan (C02) prepared by Johnson Engineering Consultants dated December 2018 and revised on February 14, 2020;
    - (c) Sediment and Erosion Control Plan (C03) prepared by Johnson Engineering Consultants dated December 2018 and revised on February 14, 2020; and,
    - (d) Tree Preservation and Compensation Plan (C04) prepared by Johnson Engineering Consultants dated December 2018 and revised on February 14, 2020.
  3. Schedule "A", as described in paragraph 2 above and attached hereto shall form part of this Agreement.
  4. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc.
  5. Entrances to the buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the owner.
  6. The owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
  7. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the owner at his own expense. The owner acknowledges that he has the responsibility to correct or clean muddied streets

used for access during construction. If the owner fails to complete said work, then the provision of paragraph 10 of this Agreement shall apply.

8. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.
9. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
10. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith in the case of any emergency, shall at its sole discretion have the right to rectify such failure to comply to its satisfaction and recover the expense incurred by the Town in a like manner as municipal taxes.
11. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Fifteen Thousand Dollars (\$15,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect or engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

Furthermore, the Owner agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) for landscaping as outlined in this Agreement and as shown on the drawings attached hereto as Schedule "A". The security

deposit shall be refunded without interest or penalty when the Owner's landscape architect or engineer provides a certificate to the Town that the landscaping, for which the deposit covered, has been completed in accordance with this agreement.

12. If any notice is required to be given by the Town to the Owner in respect to this Agreement, such notice shall be sent by registered mail, registered courier or delivered personally by the Town employee or its agent to:

McLean Taylor Construction Limited  
25 Water Street N, Box 190  
St. Marys, ON  
N4X 1B1  
Attn: Kyle McCutcheon

or to such other addresses of which the Owner has notified the Town in writing, and any such notice mailed, sent or delivered shall be deemed good and sufficient notice under the terms of this Agreement.

13. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.
14. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions and understandings herein contained on the part of the Owner shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.
15. Execution of this Agreement shall be deemed to be authorization by all parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.
16. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to

be a waiver of the performance of the same or any other obligation hereunder at any later time.

17. The parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.
18. The parties hereto acknowledge and agree that this agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.
19. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses, damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this agreement.
20. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

**IN WITNESS WHEREOF** the Owner has hereunto set its hand and seal and the Town has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

**McLEAN TAYLOR CONSTRUCTION LIMITED**

**Per:** \_\_\_\_\_  
Kyle McCutcheon, Senior Manager

**(I have authority to bind the Corporation.)**

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

**Per:** \_\_\_\_\_  
Mayor: Al Strathdee

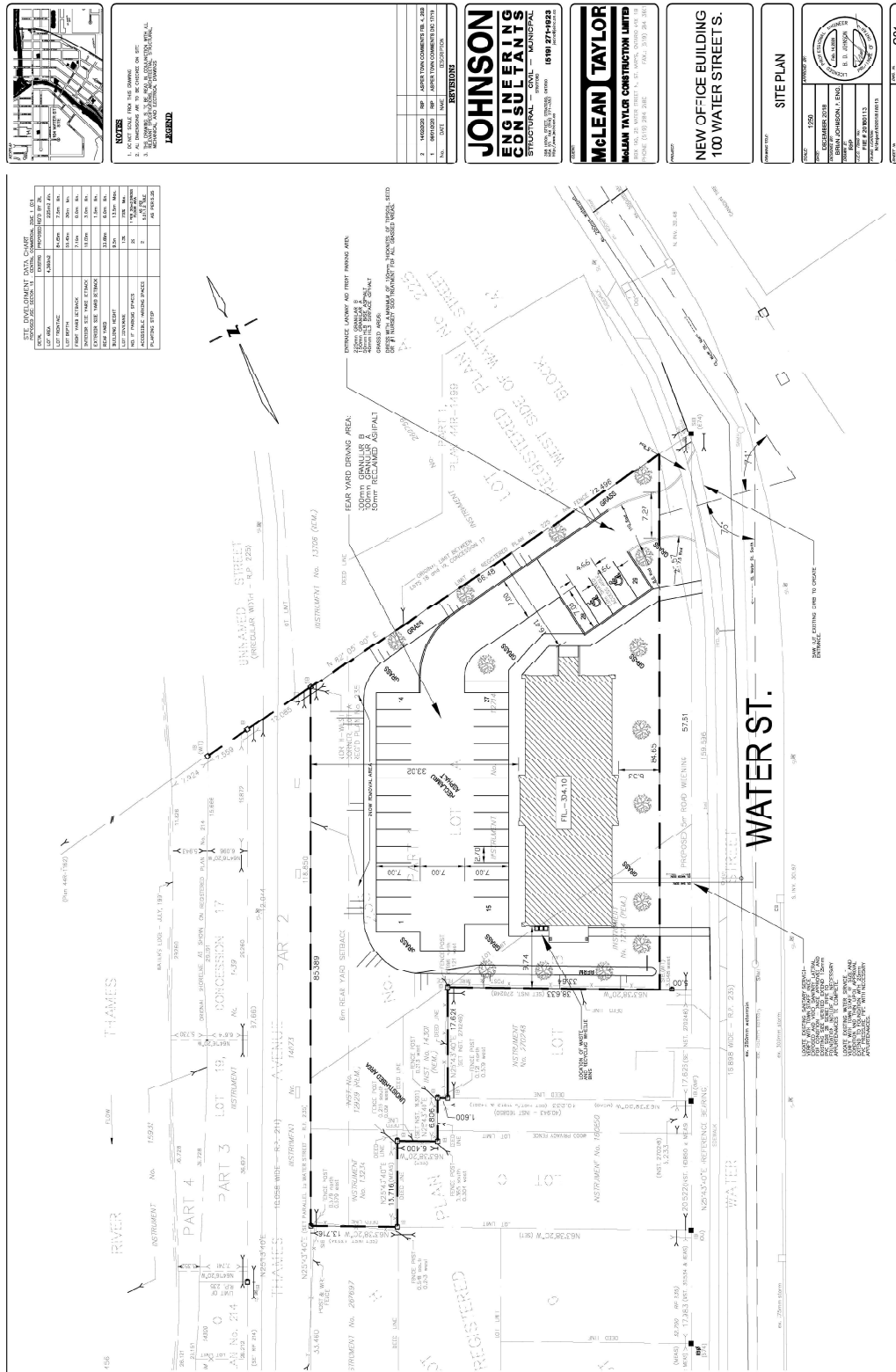
**Per:** \_\_\_\_\_  
CAO/Clerk: Brent Kittmer

**(We have the authority to bind the Corporation.)**

NOTES TO SPA

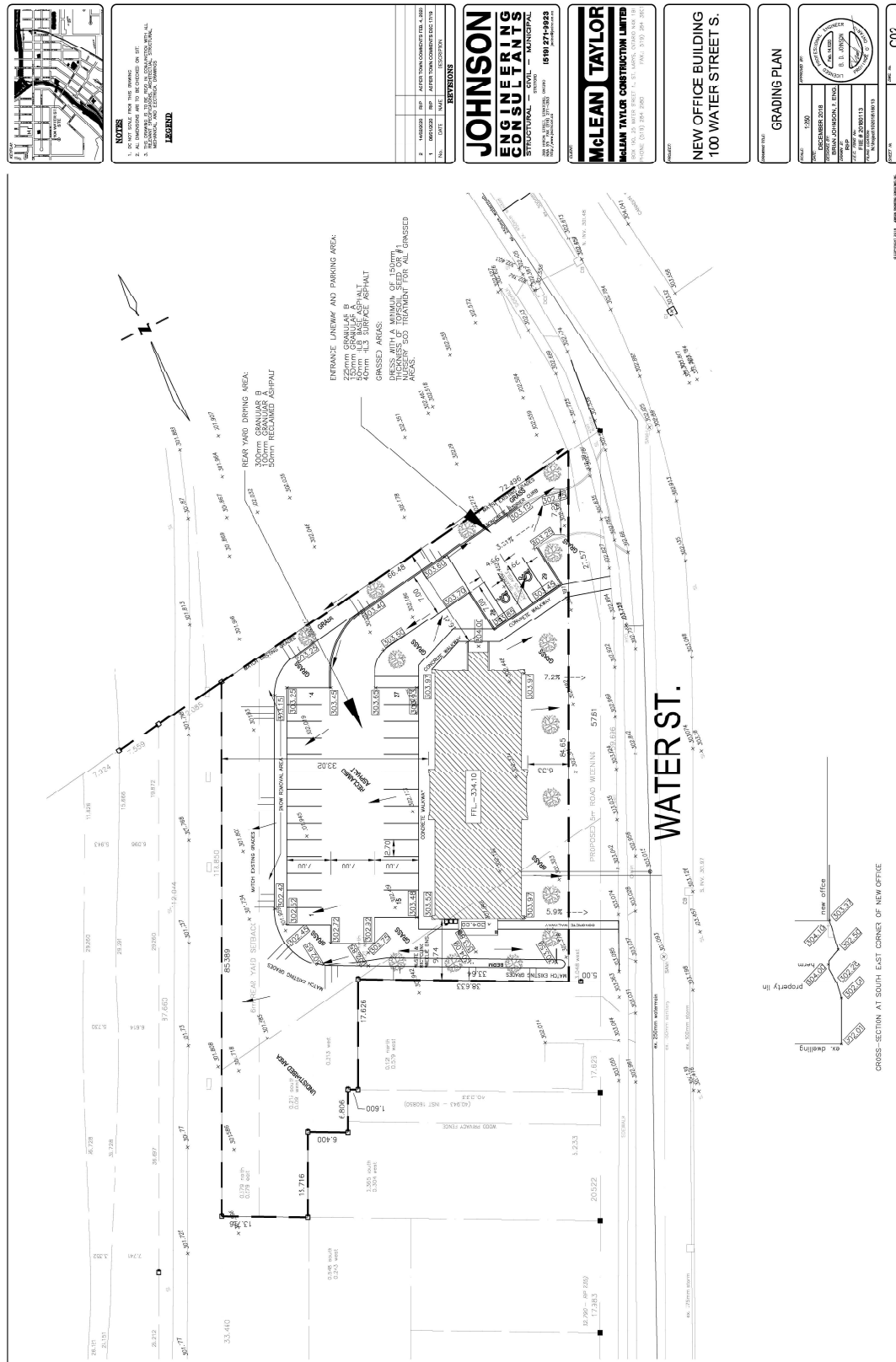
1. It is the Owner's responsibility to fulfill the obligations contained in this Site Plan Agreement. It is also the Owner's responsibility to submit a request for the refund of deposits in writing when all of the work has been completed to the standards of this Site Plan Agreement.
2. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc., 1887 Erie Street, PO Box 397, Stratford ON N5A 6T5, 519-273-4703.
3. Any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The owner shall apply for a separate sign permit.

Schedule "A" – Drawings

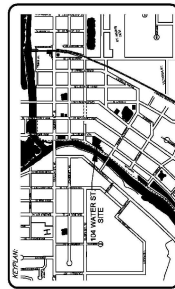




### Schedule "A" - Drawings



### Schedule "A" - Drawings



## NOTES

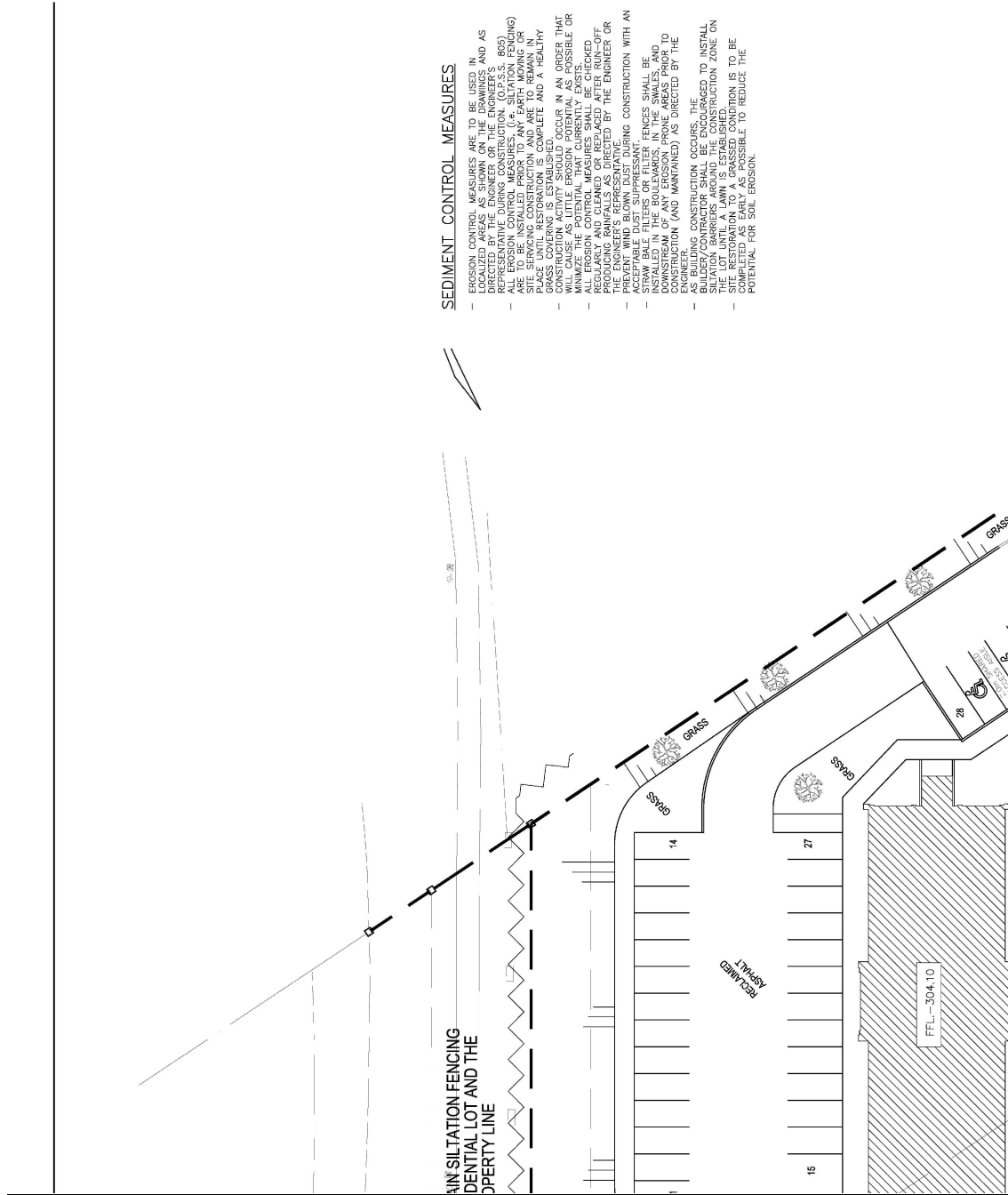
1. DO NOT SCALE FROM THIS DRAWING
2. ALL DIMENSIONS ARE TO BE CHECKED ON SITE
3. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT SPECIFICATIONS, ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS

### **LEGEND**

No.	DATE	NAME	DESCRIPTION
1	08/01/2020	RHP	AS PER TOWN COMMENTS DEC 17/19
2	14/02/2020	RHP	AS PER TOWN COMMENTS FEB. 4, 2020

**JOHNSON**  
**ENGINEERING**  
**CONSULTANTS**  
**STRUCTURAL – CIVIL – MUNICIPAL**  
STEWARTON  
306 HUDSON STREET, STEWARTON, ONTARIO  
L0R 1A0  
Tel: (519) 271-5333  
Fax: (519) 271-5333  
http://www.johnson.ca  
joh@johnson.ca

*CLIENT:* **McLEAN TAYLOR**



[illegible]



# FORMAL REPORT

**To:** Mayor Stratthdee and Members of Council

**Prepared by:** Mark Stone, Planner

**Date of Meeting:** 24 March 2020

**Subject:** **DEV 16-2020 - Application for Part Lot Control  
Lot 32, Registered Plan 44M-70  
Meadowridge Subdivision (Phase 2), Town of St. Marys**

## PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to the Application for Part Lot Control for Lot 32 of the Meadowridge subdivision (Phase 2).

## RECOMMENDATION

**THAT** DEV 16-2020 regarding the Application for Part Lot Control for Lot 32 of the Meadowridge subdivision (Phase 2) be received; and,

**THAT** Council approve By-law 32-2020 affecting Lot 32, Registered Plan No. 44M-70 for a one-year period, ending March 24, 2021.

## BACKGROUND

Part lot control is a power used by public authorities to prohibit a property owner from conveying a part of a lot from a registered plan of subdivision without approval from the appropriate authority. Section 50(7) of the *Planning Act* provides Council with the authority to exempt or suspend part lot control on parcel(s) of land to allow for further land division by passing a by-law which is registered on title. Exemptions from part lot control are typically requested for semi-detached and townhouse lots due to the difficulty in building common walls between dwelling units precisely along property lines. An exemption from part lot control allows for lot lines to be fixed along the common walls of built foundations/walls.

Council has approved policies for the implementation of exemption from part lot control under certain circumstances, including the creation of parcels for townhouse dwellings. Each by-law must include a lapse date to ensure part lot control is re-instated on the property.

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

## REPORT

The Application for Part Lot Control was received by the Town from Larry Otten Contracting Inc. and deemed complete. Larry Otten Contracting is seeking to subdivide Lot 32 for the purposes of building six townhouse units along common party walls.

Lot 32 is designated Residential in the Official Plan and zoned “Residential Zone Five (R5-10)” according to the Town’s Zoning By-law which permits townhouse dwellings.

Provincial and local policies were considered and implemented through the registration of the plan of subdivision and approval of zoning. An exemption to part lot control allows for orderly and appropriate development of this plan of subdivision. The request is consistent with Council’s procedures and part lot control implementation guidelines.

## **FINANCIAL IMPLICATIONS**

None

## **SUMMARY**

An exemption from part lot control does not involve a public process under the *Planning Act* and as such, public notification is not required.

As the subject application meets the requirements for part lot control exemption and constitutes good planning, it is recommended that Council approve By-law 32-2020 to exempt part lot control for Lot 32 of Registered Plan 44M-70, for a period of one year.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

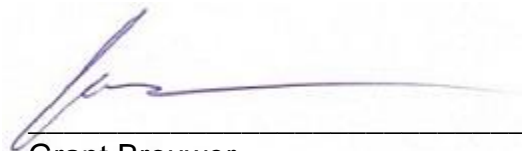
- 1) General Location Map
- 2) Registered Plan 44M-70
- 3) Draft R-plan

## **REVIEWED BY**

### **Recommended by the Department**



Mark Stone  
Planner



Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**

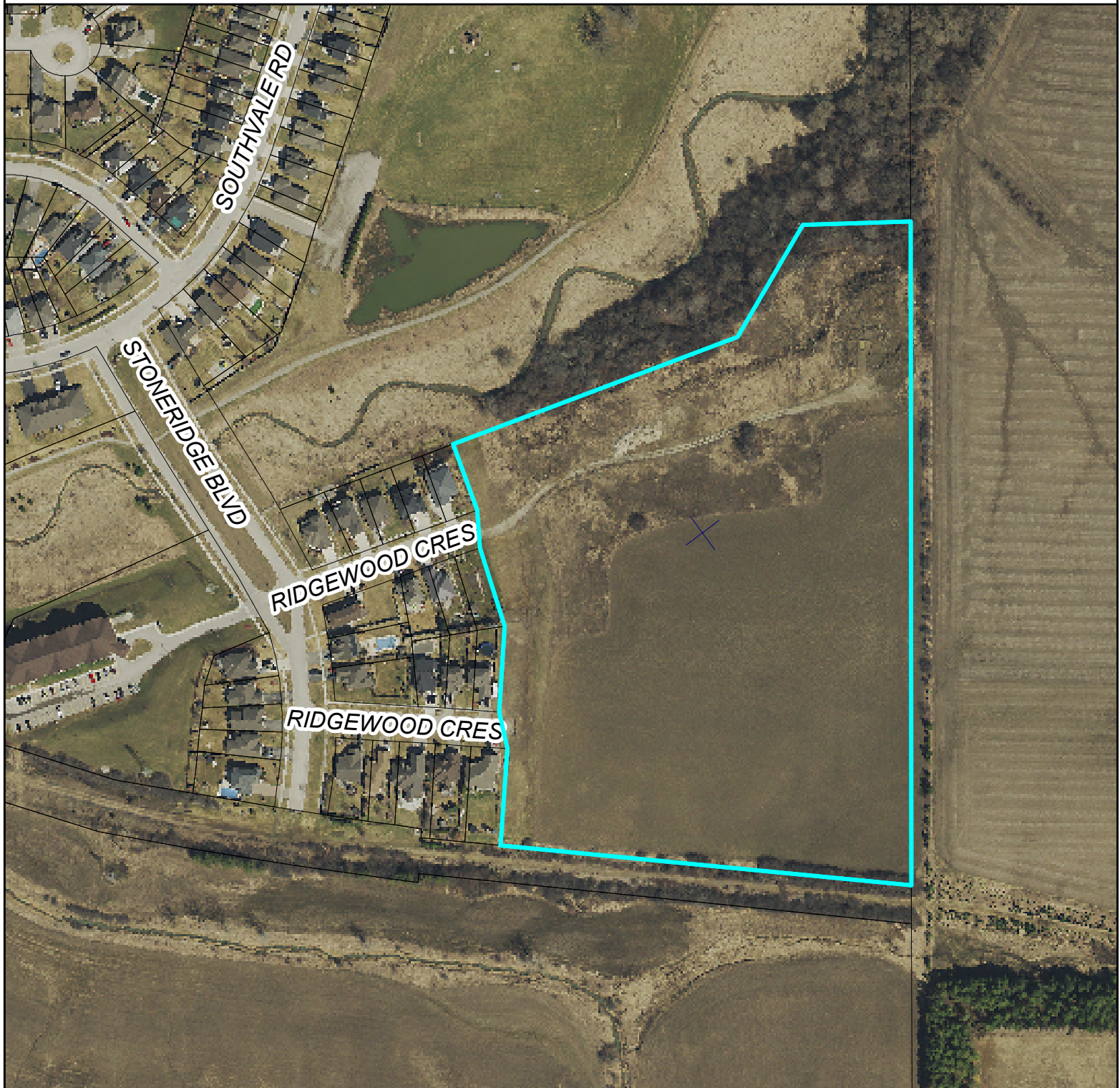


Brent Kittmer  
CAO / Clerk



TOWN OF ST. MARYS  
Part of Lots 21 and 22, Concession 18

ATTACHMENT 1



 Subject Lands

PHOTO DATE: April 2015



Meters  
0 50 100  
Feet  
0 100 200

Page 82 of 211

**PLAN 44M-70**

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF PERTH (No. 44) AT 10:53, 06:00 ON THE 27<sup>TH</sup> DAY OF NOVEMBER, 2018 AND ENTERED IN THE REGISTERS FOR P.L.N. 53252-0576 (L7) AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. 161636711

*Robert Townsend*  
LAND TITLES DIVISION OF PERTH (No. 44)

THIS PLAN COMPLETES ALL OF THE LAND SHOWN AS P.L.N. 53252-0576 (L7)

**PLAN OF SUBDIVISION**  
**LOTS 21 AND 22**  
**CONCESSION 18**  
(GEOMETRIC TOWNSHIP OF BLANSHARD)  
**TOWN OF ST. MARYS**  
**COUNTY OF PERTH**

SCALE 1:7500

**MTE OLS LTD.**  
**ONARIO LAND SURVEYORS**

**METRIC:**  
ALL DIMENSIONS ARE SHOWN ON THIS PLAN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**LEGEND:**  
D DEDICATED PLANTED MONUMENT  
S SURVEYED STAKE  
B BOUNDARY MARK  
M MONUMENT  
W WATER  
R RAILROAD  
C CROWN LAND  
O OIL  
P PAVEMENT  
L LOT  
C CONVEYANCE  
A AREA  
S SURFACE  
T TOWN  
C COUNTY  
P PROVINCE  
C CANADA

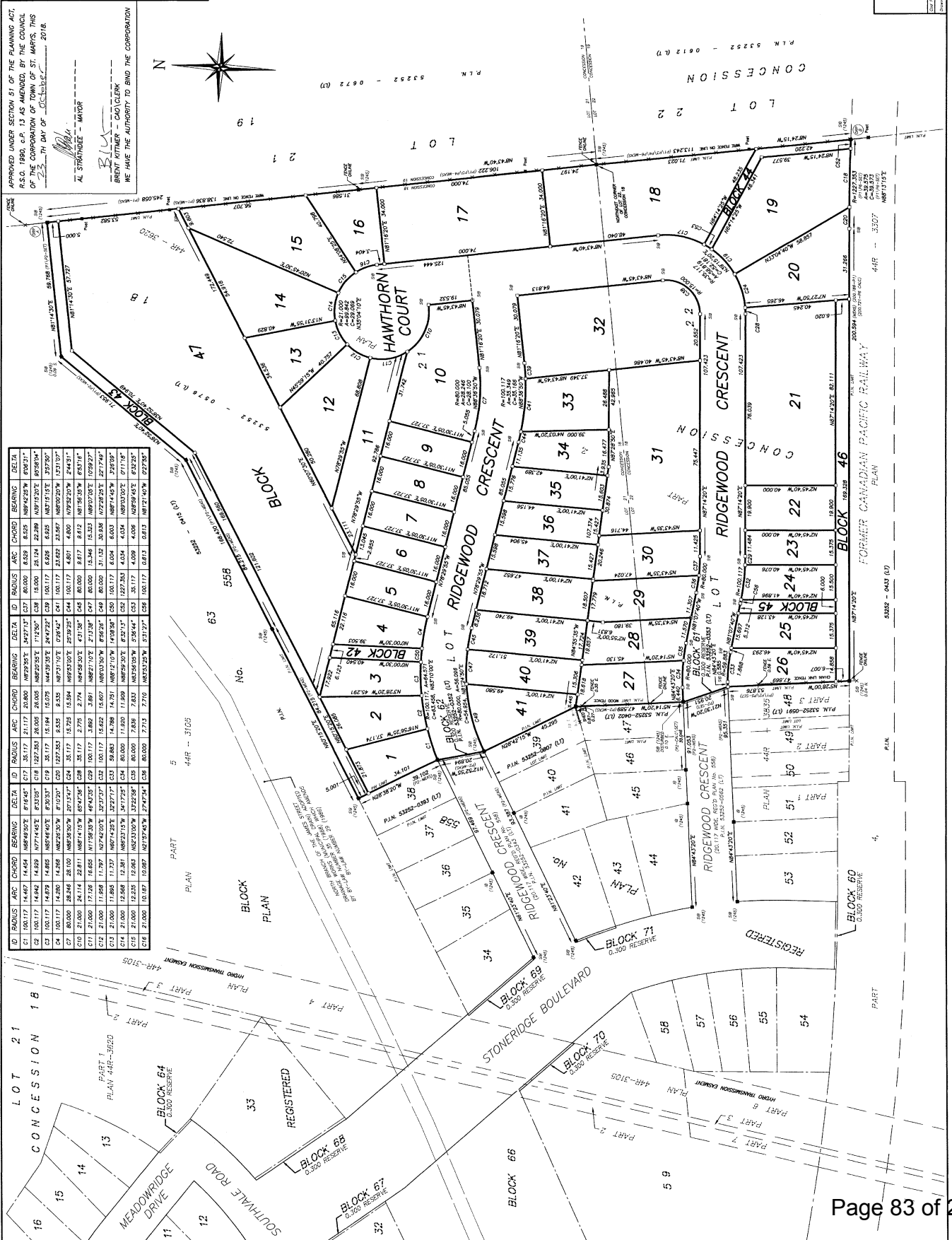
**NOTES:**  
1. THE PLAN IS BASED ON THE DATA PROVIDED BY THE SURVEYOR AND THE DATA IS NOT GUARANTEED BY THE SURVEYOR.  
2. THE PLAN IS BASED ON THE DATA PROVIDED BY THE SURVEYOR AND THE DATA IS NOT GUARANTEED BY THE SURVEYOR.  
3. THE PLAN IS BASED ON THE DATA PROVIDED BY THE SURVEYOR AND THE DATA IS NOT GUARANTEED BY THE SURVEYOR.  
4. THE PLAN IS BASED ON THE DATA PROVIDED BY THE SURVEYOR AND THE DATA IS NOT GUARANTEED BY THE SURVEYOR.  
5. THE PLAN IS BASED ON THE DATA PROVIDED BY THE SURVEYOR AND THE DATA IS NOT GUARANTEED BY THE SURVEYOR.

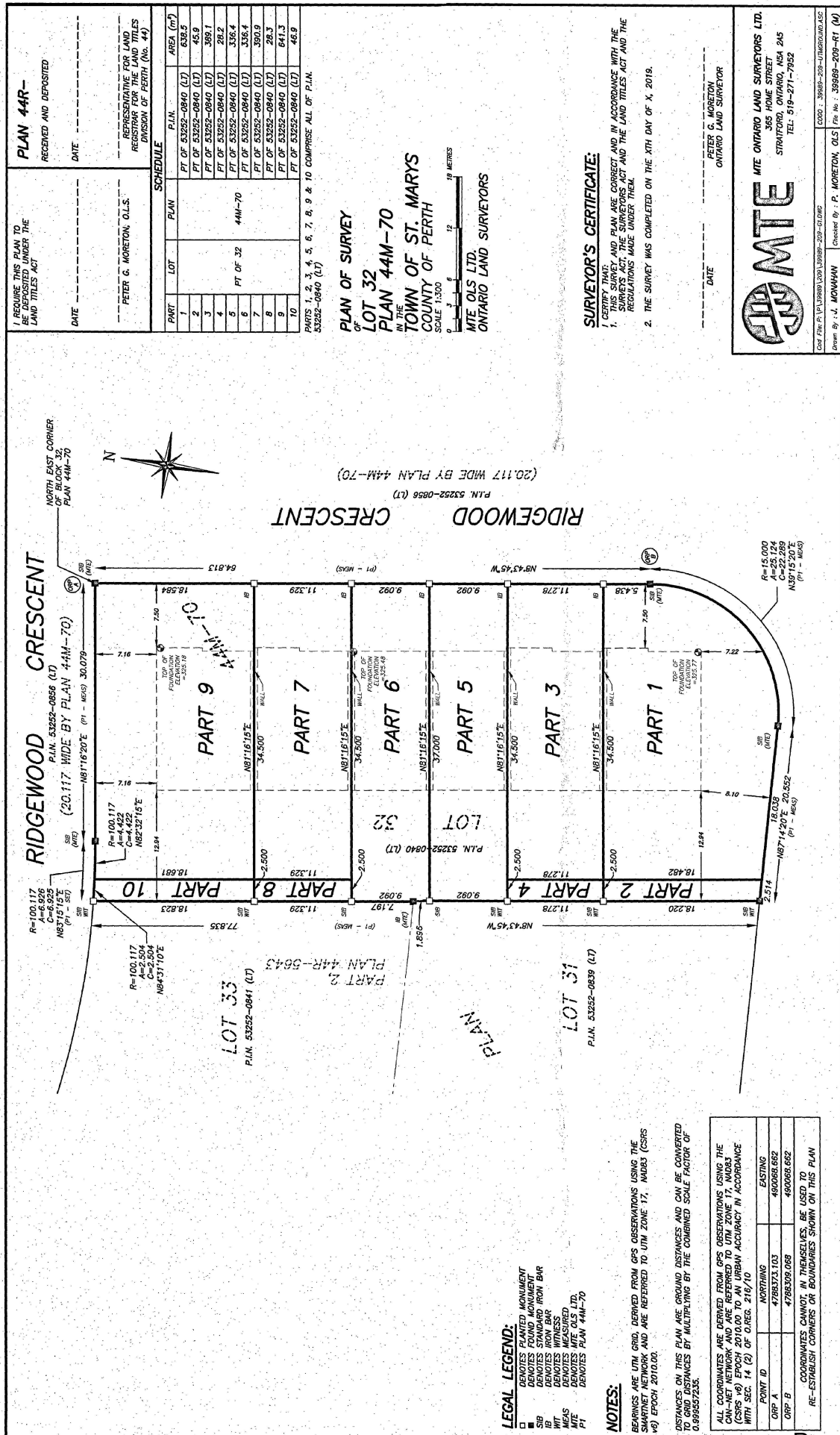
**OWNER'S CERTIFICATE:**  
THIS IS TO CERTIFY THAT:  
1. LOTS 1 TO 41, BOTH INCLUSIVE, BLOCKS 42, 43, 44, 45, 46 AND 47, AND THE STRIPS OF LAND BETWEEN THEM, ARE SHOWN ON THIS PLAN AS BEING OWNED BY THE SURVEYOR AND THE DATA IS NOT GUARANTEED BY THE SURVEYOR.  
2. THE STRIPS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF ST. MARYS AS PUBLIC HIGHWAY.  
DATED THE 16<sup>TH</sup> DAY OF NOVEMBER, 2018  
MEADOWSIDE PROPERTIES LTD.

**SURVEYOR'S CERTIFICATE:**  
I, THE SURVEYOR, HAVE EXAMINED THE PLAN AND THE DATA AND I AM Satisfied THAT THE DATA IS CORRECT AND THAT THE PLAN IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE LAND TITLES ACT AND THE LAND TITLES REGULATION.  
THE SURVEY WAS COMPLETED ON THE 27TH DAY OF NOVEMBER, 2018.  
I HAVE THE AUTHORITY TO SIGN THIS CERTIFICATE.  
ROBERT TOWNSEND  
ONARIO LAND SURVEYOR

**ATTACHMENT 2**

**MTE OLS LTD.**  
ONARIO LAND SURVEYORS  
3800 HOME STREET  
SUITE 100  
WILLOWDALE, ONTARIO M2H 3G4  
TEL: (416) 271-7822 FAX: (416) 271-3845  
www.mteols.com







## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Trisha McKibbin, Director of Corporate Services
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>COR 05-2020 Intent to Designate 345 Wellington Street S.</b>

### PURPOSE

This report presents information to Council regarding the proposed designation of 345 Wellington Street South under Part IV of the *Ontario Heritage Act*.

### RECOMMENDATION

**THAT** Council proceed to designate the property at 345 Wellington Street South as a place of architectural and historical value in accordance with Section 29, Part IV of the *Ontario Heritage Act*, and

**THAT** a Notice of Intention to designate the property at 345 Wellington Street South be published and also sent to the owners of the property and to the Ontario Heritage Trust.

### BACKGROUND

On the recommendation of the Heritage Committee, the municipality has designated 47 properties under Part IV of the *Ontario Heritage Act* and maintains records of other architecturally significant properties that may be considered for future designation. The property at 345 Wellington Street South is being recommended for designation at this time with support from its current owners.

### REPORT

Staff and Museum volunteers have conducted thorough research on the property, its original owner and its cultural heritage value and recommends 345 Wellington Street South property for designation.

Heritage Designation of this property will:

- recognize this property's value to its neighbourhood and the community at large;
- protect its cultural heritage value;
- encourage good stewardship and conservation;
- promote knowledge and appreciation of the history of this property and of the community as a whole.

Staff have met with the owners of the property and have reviewed the *Statements to Identify and Describe a Property for Designation* document, the process for designation as well as the heritage permit process for future alterations to the property. They are familiar with the designation process, having previously owned a designated property, and have no concerns with the content of the Statement document or the designation process.

## FINANCIAL IMPLICATIONS

Cost of publication of Notice of Intention to Designate; legal costs to register designation and designation plaque - estimate: \$700 - \$1,000. These costs fall within the 2020 budget for the Heritage Committee.

## SUMMARY

With support from the current owners, the property at 345 Wellington Street South is recommended for designation under Part IV of the *Ontario Heritage Act*.

If approved by Council, a Notice of Intention to designate the property at 345 Wellington Street South will be published and also sent to the owners of the property and to the Ontario Heritage Trust. If no objections are filed with the municipality within 30 days of publication of the Notice of Intention the next step is for a designating bylaw to be for consideration by Council

## STRATEGIC PLAN

- ☑ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4 Culture & Recreation:
    - Outcome: Protecting St. Marys' unique heritage assets while planning for growth and key sectors will require an integrated approach.

## OTHERS CONSULTED

Heritage Advisory Committee

## ATTACHMENTS

1. Statements to Identify and Describe a Property for Designation – 345 Wellington Street South
2. Notice of Intention to Designate to be published in the local newspapers and sent to the owner of the property and to the Ontario Heritage Trust.

## REVIEWED BY

### Recommended by the Department



Trisha McKibbin  
Director of Corporate Communications

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk



## **STATEMENTS TO IDENTIFY AND DESCRIBE A PROPERTY FOR DESIGNATION**

345 Wellington Street South, Lot 34, East Side  
St. Marys, Ontario



*345 Wellington Street South, March 2020*

**Prepared by Heritage St. Marys  
for St. Marys Town Council  
March 2020**

### Identification of Property:

The house at 345 Wellington Street South (Lot 34, East Side Wellington Street South) is a one and a half storey house, built in 1864/1865 by stonemason James Elliott, using stone from his quarry and lime from his kiln.

### Statement of Cultural Heritage Value:

#### Historic Value or Associative Value

St. Marys is built in two river valleys, on an outcrop of limestone. Four years after it was founded in 1841, William Smith visited the village, while researching his *Canadian Gazetteer* (Toronto, 1846), and found a saw mill and grist mill and “an excellent limestone quarry close to the village.” A quarry attracts stone cutters and masons, and in the late 1840s and early 1850s Scottish, Irish, and English stone masons started settling in the area.

One of the most prominent of these was James Elliott. Born in Yarrow, Selkirkshire, Scotland on August 26, 1828, he emigrated to Upper Canada and settled in Blanshard Township in 1845. He married Jane Moore of Beverley Township in 1851. By the early 1850s, he moved to St. Marys and one of his earliest projects was the 1856 construction of a main sewer for Queen and Water Streets for which he was paid £1 19s.

James Elliott bought Lots 11 and 12, East Side, Thames Avenue in August 1857. Today, this land is in the extreme northwest corner of the fishing quarry. James purchased Wellington Street, East Side, Lot 34, (345 Wellington Street South) on May 30, 1864.



*Elliott Quarry, East Side, Water Street, ca. 1905*

Throughout the 1860s, 1870s, and 1880s, Elliott continued to increase his holdings, to quarry, and to ship stone from what became known as his “lower quarry” (closer to the Thames and on the site of today’s fishing quarry west of Water Street) and his “upper quarry” (east of Water Street at the northerly end of today’s swimming quarry).

In addition to operating his quarries, Elliott provided stone for local construction and shipped it by rail throughout southwestern Ontario. In June 1897, Elliott purchased a stone crusher which crushed 10 to 14 tons of stone per hour and so was able to fill large orders for road material from neighbouring towns. In 1901, Elliott had orders for over 100 carloads of stone, with 60 carloads shipped to Alvinston for bridge work, 30 carloads shipped to Sarnia and an undisclosed number shipped to Stratford.

James Elliott was also a builder – what was called in his native Scotland, a master mason. According to an obituary for Ida Mae Elliott, the granddaughter of James Elliott, James Elliott constructed the limestone, two-storey section of 252 Queen Street East. (St. Marys Journal Argus, February 9, 1966.) In 1871, and to the plans of Robert Barbour, James Elliott was responsible for the stone work in the Garnett House (directly opposite the Public Library on Church Street.) Three years later, he was awarded the contract for the brick and stone work for the original St. Marys Collegiate building. (St. Marys Argus, April 30, 1874.)

In 1879, he erected the St. Marys Opera House using stone from his quarry and lime from his kiln. The Opera House was designed by Silas Weekes, a local architect and member of the Independent Order of Odd Fellows. The cost of the stonework for the St. Marys Opera House was \$5,163.50.

By the late 1880s, the St. Marys assessment records indicate that Elliott owned about four acres of quarry land, assessed at \$1700. The St. Marys Argus, August 20, 1891, announced: “James Elliott has struck a bed of 14-inch stone in his upper quarry. Some of it was shipped to Middlemiss to be put in a bridge being built in that neighborhood. It is said to be the best stone ever shipped from St. Marys.”

Probably the last building constructed by James Elliott stands at 179 Tracy Street, a red brick house, built in 1899 to the plans of local architect, J.A. Humphris.

In 1905 James Elliott sold his quarries to the Thames Quarry Company, owned by John Bonis. James Elliott died in April 10, 1907, predeceased by his wife, Jane, in 1902 and his step-son, John Elliott, (himself a stone mason and builder) in 1903.

## **Design or Physical Value**

The house is situated on the lot with the front entrance facing west on the east side of Wellington Street South. It has a traditional symmetrical façade – windows on either side of central door with small dormer centred in the roofline over the door. The windows have been replaced but retain the original openings and placement.

The roof is a saddle back style, with centre ridge board running north to south and a front or west façade centre gable section, moderate pitch, running back to just below the centre of the north/south roof ridge board. The two limestone single flue chimneys are gable wall style on the north and south ends of the building. The limestone in the chimneys has been parged over for pointing purposes. The roofing material has been replaced by modern asphalt shingle.

The masonry walls are limestone, rough cut rubble, with full coursed patterns on the north, west and south walls and irregular coursed on the east façade all in a quarry faced finish. All four corners are quoined using small blocks of square cut ashlar in a tooled finish. The lintels are single block, square cut ashlar, full coursed, dressed finish, while the basement lintels are double coursed in size. The sills are single block, square cut ashlar, half coursed tool finish.





*345 Wellington Street South, Winter 1982/1983*

### **Contextual Value**

The Elliot house is one of the remaining stonemasons' houses located in visual proximity to a quarry. While several other limestone homes built and lived in by stonemasons still stand in St. Marys, their original, adjacent quarries have been filled in and are now either the sites of other homes or floodplain.

### **Description of Heritage Attributes**

Character-defining elements that make this property worthy of designation include:

- Site of residence, located adjacent to original quarries owned by James Elliott.
- Saddleback style roof with small central gable on the front façade.
- Large, single-block lintels and sills.
- All four corners of the house are quoined using small blocks of square-cut ashlar in a tooled finish.
- The two limestone, single flue chimneys on the north and south ends of the building. The chimneys' stones have been parged over for pointing purposes.
- Masonry walls are limestone, rough cut rubble, with full coursed patterns on the north, west and south walls and irregular coursed on the east façade all in a quarry-faced finish.

### **Designated Features**

This designation includes all original exterior features described above, part of the 19th century house.



*345 Wellington Street South, March 2020 (West and South Facades)*

### **Background Documentation (Sources Consulted)**

In the collection in the R. Lorne Eedy Archives of the St. Marys Museum:

- Municipal assessment rolls.
- Abstracts of property transactions, Perth County Registry Office, on microfilm
- Canadian census records, on microfilm.
- Cemetery records, prepared by the Ontario Genealogical Society, Perth County Branch.
- Reference and research material on James Elliott compiled by Ken Telfer in the Stonemasons of St. Marys fonds
- Limestone Houses, inventory project, researched and photographed by William Kilborn, for the St. Marys Museum, 2000.
- Historic photographs from the image collection of the St. Marys Museum.

Published material consulted includes:

- Early St. Marys, L. W. Wilson and L. R. Pfaff, 1979, and Historic St. Marys, Larry Pfaff, 1998, provide a useful summary of the activities of James Elliott and the importance of limestone to St. Marys.
- James Elliott's Upper Quarry, 1884, Larry Pfaff, St. Marys Journal Argus.
- Articles from the St. Marys Argus, the St. Marys Journal and the St. Marys Journal Argus.

More detailed information about this property and additional photographs are available in the archives and reference areas of the St. Marys Museum.



## NOTICE OF INTENTION TO DESIGNATE A PLACE OF CULTURAL AND HISTORICAL VALUE

Notice is hereby given that the Council of the Separated Town of St. Marys intends to designate as a place of cultural and historical value the following property in accordance with the Ontario Heritage Act, Section 29, Part IV:

### **345 Wellington Street South (Lot 34, East Side)**

The house at 345 Wellington Street South (Lot 34, East Side Wellington Street South) is a one and a half storey house, built in 1864/1865 by stonemason James Elliott, using stone from his quarry and lime from his kiln.

James Elliott bought Lots 11 and 12, East Side, Thames Avenue in August 1857. Today, this land is in the extreme northwest corner of the fishing quarry. James purchased Wellington Street, East Side, Lot 34, (345 Wellington Street South) on May 30, 1864. In addition to operating his quarries, Elliott provided stone for local construction and shipped it by rail throughout southwestern Ontario.

James Elliott was also a builder – what was called in his native Scotland, a master mason. James Elliott constructed the limestone, two-storey section of 252 Queen Street East, was responsible for the stone work in the Garnett House, in 1874 was awarded the contract for the brick and stone work for the original St. Marys Collegiate building, and in 1879 erected the St. Marys Opera House using stone from his quarry and lime from his kiln.

The Elliott house is one of the remaining stonemasons' houses located in visual proximity to a quarry. While several other limestone homes built and lived in by stonemasons still stand in St. Marys, their original, adjacent quarries have been filled in and are now either the sites of other homes or floodplain.

Detailed reasons for designation of this property can be seen or obtained from the Clerk's office, St. Marys Town Hall, Box 998, St. Marys, ON N4X 1B6 during normal office hours (9 a.m. to 4:30 p.m. Monday to Friday).

Any person who objects to this intended designation must within 30 days of the publication of this notice serve on the CAO/Clerk a notice of objection in writing, setting out the reason for the objection and all relevant facts. The Ontario Heritage Act provides that where a notice of objection has been served, the Council shall refer the matter to the Conservation Review Board for a hearing.

Dated at St. Marys, Ontario, this 1<sup>st</sup> day of April, 2020.

Signed: Brent Kittmer, CAO / Clerk



# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Finance / Treasurer
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>FIN 10-2020 Finance Annual Reports</b>

## INFORMATION

To provide Council with the following annual financial reports:

- Council Remuneration
- Investments
- Development Charges

## RECOMMENDATION

THAT FIN 10-2020 Finance Annual Reports report be received for information.

## BACKGROUND

### Council Remuneration:

Under *section 284* of the *Municipal Act, 2001*, “the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized *statement* on remuneration and expenses paid in the previous year...”

### Investments:

Under *section 8* of the *Municipal Act Regulation 438/97*, “if a municipality has an investment in a security prescribed under this Part, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.”

### Development Charges:

The Town of St. Marys’ most recent Development Charges by-law, By-law 99-2017, was passed on November 28, 2017 and will remain in effect until November 22, 2022 (unless amended or repealed beforehand). *Section 43* of the *Development Charges Act* states: “The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33.”

## REPORT

### Council Remuneration:

In accordance with *Section 284* of the *Municipal Act, 2001*, the attached report provides a summary for the year ended 2019 of the remuneration and expenses made to or on behalf of members of Council from public funds.

### Investments:

Attached is a summary of the 2019 Investments held in accordance with *regulation 438/97 of the Municipal Act, 2001*. Simple average rate of return in 2019 was 2.52%.

The Town does not currently have a required formal investment policy, a draft policy has been utilized which is consistent with the regulation. As such:

The Treasurer, in his opinion, believe all investments are consistent with the eligibility and guidelines of *Regulation 438/97 of the Municipal Act, 2001*. However, this opinion is qualified, as the Town has not adopted a statement of the municipality's investment policies and goals.

In order to rectify the qualified opinion, the Treasurer intends to bring forward a report and draft Invest Policy Statement to Council for recommendation within 30 days of this report.

### Development Charges:

In accordance with the *Section 43 of the Development Charges Act*, the Treasurer has attached a development charges report for the year ended 2019.

## **SUMMARY & IMPLICATIONS**

The Treasurer has provided attached reports for the year ended 2019 for Council remuneration, Investments, and Development Charges. These reports will be posted online following Council's receipt of this report.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

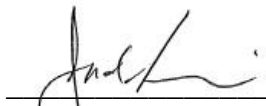
None

## **ATTACHMENTS**

2019 Council Remuneration Report  
2019 Investment Report  
2019 Development Charges Report

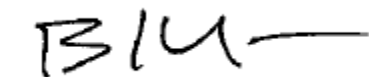
## **REVIEWED BY**

### **Recommended by the Department**



André Morin  
Director of Finance / Treasurer

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

Town of St. Marys  
Council Remuneration  
Year Ending 2019

Name	Annual Remuneration		Reimbursement of Expenses			2019
	Salary	Spruce Lodge	Cell Phones	Mileage	Conferences	Totals
Mayor A. Strathdee	26,524.84		*	72.32	1,704.33	28,301.49
Councilor L. Hainer	15,046.98		650.00			15,696.98
Councilor J. Craigmile	15,046.98		*	309.08		15,356.06
Councilor M. Luna	17,872.92	688.52	650.00	281.60		19,493.04
Councilor R. Edney	15,046.98		650.00	111.36	30.00	15,838.34
Councilor F. Pridham	15,046.98	793.80	650.00	36.85	30.00	16,557.63
Councilor T. Winter	15,046.98			46.40		15,093.38
<b>TOTAL</b>	<b>119,632.66</b>	<b>1,482.32</b>	<b>2,600.00</b>	<b>857.61</b>	<b>1,764.33</b>	<b>126,336.92</b>

**Note:** \* Town cell phone

**Town of St. Marys**  
Investment Schedule  
Year ended December 31, 2019

INVESTMENT TYPE	Fund: Acct #	<30> Cemetery	<01> Operating	<51> PUC	<54> DC's	Total
<b>RBC Securities:</b>						
Opening Balance	645-15001-1-1-7			1,556,565.91	308,532.81	1,865,098.72
Opening Balance	588-24573-1-9		3,163,979.58			3,163,979.58
Opening Balance	588-24642-1-3	527,417.08				527,417.08
		527,417.08	3,163,979.58	1,556,565.91	308,532.81	5,556,495.38
2019 Transactions:						
Transfer from (to) Town						
Donation			1,688.20			1,688.20
Net Investment Income Earned		12,508.24	82,392.32	39,668.12	6,013.82	140,582.50
December 31, 2019 Balance	645-15001-1-1-7		<b>1,688.20</b>	<b>1,596,234.03</b>	<b>314,546.63</b>	<b>1,912,468.86</b>
December 31, 2019 Balance	588-24573-1-9		<b>3,246,371.90</b>			<b>3,246,371.90</b>
December 31, 2019 Balance	588-24642-1-3	<b>539,925.32</b>				<b>539,925.32</b>
<b>Total - December 31, 2019</b>		<b>539,925.32</b>	<b>3,248,060.10</b>	<b>1,596,234.03</b>	<b>314,546.63</b>	<b>5,698,766.08</b>
<b>One Fund:</b>						
Opening Balances:						
One Fund - Money Market	281-80				88,506.07	88,506.07
One Fund - Money Market	282-60		39,721.75			39,721.75
One Fund - Bond	281-80				605,341.66	605,341.66
One Fund - Bond	284-20			1,638,266.17		1,638,266.17
One Fund - High Interest Savings	49028461317		2,063,301.98			2,063,301.98
		0.00	2,103,023.73	1,638,266.17	693,847.73	4,435,137.63
2019 Transactions:						
Transfer from (to) Town						0.00
Net Investment Income Earned			51,037.90	42,795.09	17,297.28	111,130.27
Total One Fund		<b>0.00</b>	<b>2,154,061.63</b>	<b>1,681,061.26</b>	<b>711,145.01</b>	<b>4,546,267.90</b>
One Fund - Money Market	281-80				89,990.55	89,990.55
One Fund - Money Market	282-60		40,388.04			40,388.04
One Fund - Bond	281-80				621,154.47	621,154.47
One Fund - Bond	284-20			1,681,061.26		1,681,061.26
One Fund - High Interest Savings	49028461317		2,113,673.59			2,113,673.59
<b>Total - December 31, 2019</b>			<b>2,154,061.63</b>	<b>1,681,061.26</b>	<b>711,145.02</b>	<b>4,546,267.91</b>
<b>TOTAL INVESTMENTS</b>		<b>539,925.32</b>	<b>5,402,121.73</b>	<b>3,277,295.29</b>	<b>1,025,691.65</b>	<b>10,245,033.99</b>

AVERAGE RETURN ON INVESTMENTS FOR THE YEAR

2.52%

**Town of St. Marys**  
**Annual Treasurer's Statement of Development Charge Reserve Funds**  
**December 31, 2019**

Description	Services to which the Development Charge Relates										Total
	Non-Discounted Services					Discounted Services					
	Services Related to a Highway	Water Services	Wastewater Services	Police Services	Fire Protection Services	Recreation Services	Library Services	Administration	Child Care	Waste Diversion	
Opening Balance, January 1, 2019	765,053.48	-377,685.81	387,191.92	-39,978.62	34,663.57	253,664.59	67,915.76	120,410.27	-35,831.52	359.83	1,175,763.47
Plus:											
Development Charge Collections	70,379.43	52,492.05	208,463.45	3,928.63	18,848.61		49,357.49	9,988.46	4,095.76	376.11	417,929.99
Accrued Interest	16,217.30	-6,312.61	11,562.77	-699.80	1,038.77	4,924.10	2,276.49	2,531.28	-616.05	14.29	30,936.54
Repayment of Monies Borrowed from Fund and Associated Interest <sup>1</sup>											0.00
Sub-Total	86,596.73	46,179.44	220,026.22	3,228.83	19,887.38	4,924.10	51,633.98	12,519.74	3,479.71	390.40	448,866.53
Less:											
Amount Transferred to Capital (or Other) Funds <sup>2</sup>		133,500.00					10,000.00	4,934.00			148,434.00
Amounts Refunded											0.00
Amounts Loaned to Other D.C. Service Category for Interim Financing Credits	534,107.97	-465,006.37		-36,749.79					-32,351.81		0.00
Sub-Total	534,107.97	-331,506.37	0.00	-36,749.79	0.00	0.00	10,000.00	4,934.00	-32,351.81	0.00	148,434.00
Closing Balance, December 31, 2019	317,542.24	0.00	607,218.14	0.00	54,550.95	258,588.69	109,549.74	127,996.01	0.00	750.23	1,476,196.00

<sup>1</sup> Source of funds used to repay the D.C. reserve fund

<sup>2</sup> The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Town of St. Marys  
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions  
December 31, 2019

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period			Post D.C. Forecast Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<b>Water Services</b>											
01-9435 Water Reservior	\$456,139	\$133,500					\$320,639				
<b>Sub-Total - Water</b>	<b>\$456,139</b>	<b>\$133,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,639</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Library Services</b>											
01-9740 Collection	\$55,445	\$10,000					\$44,845				\$600
<b>Sub-Total - Wastewater</b>	<b>\$55,445</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,845</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600</b>

Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions									
Operating Fund Transactions	Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period		Source	Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest		Principal	Interest	Source
<b>Administration</b>									
01-8100 Official Plan		\$4,934					\$19,864		Operating
<b>Sub-Total - Services Related to Police</b>	<b>\$0</b>	<b>\$4,934</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$19,864</b>	<b>\$0</b>	

**\$148,434**



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>PW 04-2020 Concrete Contract Renewal</b>

## PURPOSE

This report presents information related to extending the 2019 contract with Nicholson Concrete for concrete sidewalk and curb and gutter work on various streets in Town.

## RECOMMENDATION

**THAT** PW 04-2020 Concrete Contract Renewal report be received; and,

**THAT** Council approve a one year contract extension with 465929 Ontario Ltd. O/A Nicholson Concrete for the Town's various concrete sidewalk and curb works in 2020; and,

**THAT** By-Law 34-2020 authorizing the Mayor and Clerk to sign the associated agreement be approved.

## BACKGROUND

The Town released RFP-PW-23-2018 for the construction, replacement and repairs of concrete sidewalk, and curb and gutter on various streets in 2018. The contract was awarded to the low bid, 465929 Ontario Ltd. (Operating as Nicholson Concrete). The contract included a 1 year renewal clause for 2019 which was agreed to for the 2019 construction season.

## REPORT

The Town owns roughly 78km of concrete curb and gutter and 46km of sidewalk that it maintains on a regular basis. These maintenance activities include panel grinding, padding and replacement required to maintain the Town's existing level of service for sidewalks and roads. The Town also typically carries out capital works each year that require longer lengths of new or replacement concrete sidewalk or curb and gutter.

Nicholson Concrete was awarded the concrete work contract for 2018 and 2019. There were several projects that the Town and Nicholson were working on in 2019 that carried over into 2020 (ie. Museum pathway and Cadzow pathways). Town staff have a good working relationship with Nicholson Concrete and Nicholson's performance has been good to date.

Staff wish to extend the contract into 2020 before going to tender again in 2021. If Council is agreeable to this approach, Nicholson have confirmed that they would be willing to hold their original unit rate pricing from 2018. This would result in staff time savings associated with the tendering process as well as project management time associated with the carry over projects. This approach would also guarantee another year of very competitive unit rates.

## FINANCIAL IMPLICATIONS

Capital projects included in the approved 2020 budget that would utilize this contract include:

Annual Sidewalk/Concrete Program -	\$93,000
Flats Sidewalk Link –	\$25,000
Cadzow Pathways (2019 Carry over) –	\$30,000
Museum Walkway (2019 Carry over) -	\$ 9,000

## SUMMARY

The Town requires a contractor to complete concrete sidewalk and curb work on various Town projects in 2020. Staff are recommending to extend the 2019 contract with Nicholson Concrete into 2020 at the original contract unit rates.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Nicholson Concrete  
André Morin - Treasurer

## ATTACHMENTS

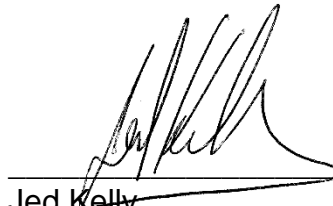
None

## 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





# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>PW 08-2020 Asphalt Patch Contract Renewal</b>

## PURPOSE

This report presents information related to extending the 2019 contract with Fraser Paving for asphalt patch work on various streets in Town.

## RECOMMENDATION

**THAT** PW 08-2020 Asphalt Patch Contract Renewal report be received; and,

**THAT** Council approve a one year contract extension with Fraser Asphalt Paving Inc. for the Town's various asphalt patch works in 2020.

## BACKGROUND

The Town released RFT-PW-08-2018 for the repair of asphalt on various streets in 2018. The contract was awarded to the low bid, Fraser Asphalt Paving Inc. The contract included a 1 year renewal clause for 2019 which was agreed to for the 2019 construction season.

## REPORT

The Town owns roughly 40km of centerline asphalt roadway that it maintains on a regular basis. These preventative maintenance activities include crack sealing, surface treatment, and asphalt patching to maintain the Town's existing levels of service for roads.

Fraser Paving was awarded the asphalt patch work contract for 2018 and 2019. Town staff have a good working relationship with Fraser Paving and Fraser Paving's performance has been good to date.

Staff wish to extend the contract into 2020 before going to tender again in 2021. If Council is agreeable to this approach, Fraser Paving have confirmed that they would be willing to hold their original unit rate pricing from 2018. This would result in staff time savings associated with the tendering process as well as project management time associated with the carry over projects. This approach would also guarantee another year of very competitive unit rates.

## FINANCIAL IMPLICATIONS

This contract is included in the operating budgets for roads, water and wastewater. Water and wastewater budgets cover restoration costs associated with digs for those utilities where the roads budget covers asphalt patches associated with small areas of badly degraded asphalt not caused by utility cuts. The approved 2020 operating budget includes \$32,000 for these works.

## SUMMARY

The Town requires a contractor to complete asphalt patch work on various Town roads in 2020. Staff are recommending to extend the 2019 contract with Fraser Paving into 2020 at the original contract unit rates.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Fraser Paving  
André Morin - Treasurer

## ATTACHMENTS

None

## REVIEWED BY

### Recommended by the Department

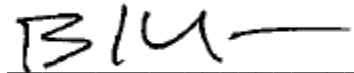


Jeff Wolfe  
Asset Management / Engineering Specialist



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

# PROCUREMENT AWARD

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>PW 22-2020 Award for RFP-PW-01-2020 Vacuum Street Sweeper</b>

## PROJECT DETAILS

The Town currently owns a broom sweeper which has exceeded its equipment life-cycle and is incurring significant maintenance costs. During peak periods the unit is often in a state of disrepair which causes operational challenges. As part of the 2016 Capital Budget some rehabilitation works were undertaken to extend the useful life of the unit for an additional four years in an effort to increase the Equipment Reserve to support the purchase of a new unit. During the 2020 Capital Budget deliberation Council pre-approved the purchase of a vacuum street sweeper. The capital purchase aligns with the 2016 procurement plan, funds are readily available from the Equipment Reserve.

As Public Works fleet technology continues to advance staff are continually looking to adopt improvements to optimize operator staff hours with the intent to create slight capacity to absorb growth of the municipality. A vacuum model street sweeper could provide this optimization as a result of less maintenance periods, fewer return trips for water refills and, larger hopper to reduce dumping of waste material. Newer units also have a higher transport speed which should translate into several hundred hours saved over the life cycle of the unit.

Staff completed a total cost life cycle analysis before designing specifications to be included in the RFP. This revealed the vacuum models have reduced operational costs largely due to less moving parts and reduction in broom replacement costs.

Understanding that a new street sweeper is a significant and a long-term equipment investment staff designed the Request for Proposal to include a more hands-on evaluation approach by Public Work operators. Early on staff identified several key elements that would be required for success in the Town's applications. These included an out front cab design, turning radius, waste hopper capacity and additional out-front swing arm. Additionally the evaluation considered the overall cost of the unit, ability to meet the standard specifications, support logistics network (ability to procure reports, mechanics etc.), references of existing users, and finally an emphasis was given to a demonstration evaluation.

Providing the Town's operators an opportunity to demo the units allows a better decision-making process, the operators can determine which unit fits their needs (ability to see, collection ability, maneuverability, testing on hills etc.). The same operators tested each unit, and completed demonstration forms rating each unit's capacity to collect debris, dump material, maneuverability, visibility, and broom usability (the third arm broom).

All of the following were considered while finalizing the procurement evaluation.

## RECOMMENDATION

**THAT** PW 22-2020 Award for RFP-PW-01-2020 Vacuum Street Sweeper report be received; and,

**THAT** the procurement for one (1) Vacuum Street Sweeper be awarded to Cubex Ltd. for the procured price of \$316,355.43 inclusive of all taxes and contingencies; and,

**THAT** Council approve By-Law 35-2020 and authorize to send a Purchase Order.

## 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, February 4, 2020
Number of Bids Received:	Three (3)
Successful Proponent:	Cubex Ltd.
Approved Project Budget:	\$310,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$316,355.43
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$284,887.86
Project Under – budget (w/ HST Rebate)	\$25,112.14

Two of the bids were found to be complete and meet specification, while a third bid proposed a model that did not meet the specifications provided in the Request for Proposal and was therefore not evaluated.

The procurement document submitted by Cubex 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 to Cubex Ltd. The Cubex Ltd. proposal is for a Ravo 5-ISeries. After speaking with Cubex Ltd. representatives they confirmed the earliest delivery date to be June 2020.

## FINANCIAL IMPLICATIONS

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

Equipment Reserve (2020 Budgeted)	\$310,000.00
Replacement Cost Net of HST	<b>\$284,887.86</b>

The project will incur a positive variance of \$25,112.14 net of the HST rebate, additionally the disposal of the existing unit it expected to receive approximately \$5,000 at auction.

## STRATEGIC PLAN

☒ Not applicable to this report.

## **OTHERS CONSULTED**

André Morin, Director of Finance / Treasurer  
Todd Thibodeau, Supervisor of Public Works  
Morgan Dykstra, Public Works Coordinator  
Public Works Operators

## **ATTACHMENTS**

1. Proposal Evaluation
2. Ravo 5-LSeries Brochure

## **REVIEWED BY**

### **Recommended by the Department**



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



**Request for Proposal - Bid Summary**  
*RFP-PW-01-2020 - Vacuum Street Sweeper*

Proponent	Proponent Submissions for Evaluation				Total
	Proposed Cost	Section 1: Specification	Section 2: Costing	Section 3: Demonstration, References & Support Logistics Network	
Cubex Ltd.	316355	30	21.3	41	92
NexGen Municipal Inc.	269178	30	25	22	76.8
Joe Johnson Equipment	291780	Incomplete	Incomplete	Incomplete	Incomplete





**RAVO**  
FAYAT GROUP

# RAVO 5 iSeries





# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>PW 25-2020 Water System Summary Report for 2019</b>

## PURPOSE

This report advises Council as to the completion of the annual summary report for the drinking water system within the Town of St. Marys in compliance with Ontario Regulation 170/03 and the Safe Drinking Water Act, 2002. This report also enables Council to acknowledge receipt of the annual summary report.

## RECOMMENDATION

**THAT** Council receive report PW 25-2020, Water System Summary Report for 2019 as information; and,

**THAT** Council acknowledge receipt of the 2019 annual summary report for the Town of St. Marys Water Supply and Distribution System.

## BACKGROUND

As of June 2003, municipalities throughout Ontario have been required to comply with Ontario Regulation 170/03 made under the *Safe Drinking Water Act*, 2002. This Act stemmed from the recommendations made by Commissioner O'Connor after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking water systems. Ontario Regulation 170/03 specified drinking water testing for microbiological parameters, chemical parameters, use of licensed laboratories, treatment requirements and reporting requirements.

## REPORT

The purpose of this report is to advise Council as to the completion of the 2019 Annual Summary Report for the Drinking Water System for the Town of St. Marys. By completing the Annual Summary Report and having it acknowledged by Council prior to March 31<sup>st</sup>, the Town of St. Marys will be in compliance with the reporting requirements set forth in Ontario Regulation 170/03, regarding the Annual Summary Report.

The 2019 Annual Summary Report contains summary information in accordance with Ministry Regulations, and includes summary and statistical data relevant to water quality, flow rates and water quantity. Comparative data and other pertinent information are also provided for Council's insight as the registered "owner" of the Drinking Water System.

A copy of the 2019 Annual Summary Report is attached to this report for reference.



## FINANCIAL IMPLICATIONS

There are no financial implications related to the completion of the Annual Summary Report. Staff resources required to complete this work was allocated in the annual Operating budget.

## SUMMARY

The Annual Summary Report on the drinking water system has been completed in accordance with Ontario Regulation 170/03, Schedule 22 and the *Safe Drinking Water Act*, 2002. The Summary Report is being presented to Council in advance of the March 31<sup>st</sup> deadline, and by acknowledging receipt of the report, Council will ensure compliance objectives are satisfied with regards to Schedule 22 of Ontario Regulation 170/03.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

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

## ATTACHMENTS

1. 2019 Annual Summary Report on the Drinking Water System

## 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



THE CORPORATION OF THE TOWN OF ST. MARYS

# 2019 SUMMARY REPORT FOR THE DRINKING WATER SYSTEM

MUNICIPAL DRINKING WATER SYSTEM NO. 220000521



Report Prepared for the:

***Reporting Period of January 1, 2019 through December 31, 2019***

Report Prepared By:

*Renee Hornick, Senior Operations Manager*

*Ontario Clean Water Agency on behalf of the Town of St. Marys*

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Table 1 – Flow Rate Summaries

Table 2 – Annual Flow Report

Table 3 – Chlorine Gas Summary and Flow – Well No. 1

Table 4 – Chlorine Gas Summary and Flow – Well No. 2A

Table 5 – Chlorine Gas Summary and Flow – Well No. 3

**APPENDICIES:**

Appendix A: 2019 Annual Drinking Water Report

## **1.0 INTRODUCTION**

The delivery of potable drinking water in Ontario is regulated by the Ministry of the Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act (SDWA, 2002). Ontario Regulation (O.Reg.) 170/03 came into effect on June 1, 2003 which detailed requirements for owners and operators of municipal drinking water systems. Schedule 22 of O. Reg. 170/03 prescribes the need for all owners of a licensed drinking water system to produce annual Summary Reports.

The Summary Report for the reporting period must be provided to members of the Municipal Council no later than March 31 of the following year.

### **1.1 BACKGROUND / OVERVIEW**

The raw source water supply for the Town of St. Marys is drawn from three drilled wells, referred to as Production Wells No. 1, 2A and 3. All three wells are collectively referred to as the St. Marys Well Supply under water works number #220000521.

The St. Marys Drinking Water System operates under a Municipal Drinking Water Licence (No. 056-101, issued April 20, 2017), Drinking Water Works Permit (No. 056-201, issued April 20, 2017) and a Permit to Take Water (PTTW) (No. 5303-AASQEC, issued June 29, 2016).

### **1.2 LEGISLATED REQUIREMENTS**

Municipalities throughout Ontario have been required to comply with Ontario Regulation (O.Reg.) 170/03 made under the Safe Drinking Water Act (SDWA, 2002) since June of 2003. This act was enacted following the recommendations made by Commissioner O'Connor after the Walkerton Inquiry.

The Safe Drinking Water Act's purpose is to protect human health through the control and regulation of drinking-water systems. O.Reg. 170/03 specifies drinking water testing for microbiological parameters, chemical parameters, use of licensed laboratories, treatment requirements and reporting requirements.

Summary Reports for Municipalities, as stated in "Schedule 22" of O.Reg. 170/03 requires Annual Reports be submitted to the owners of Large Municipal Residential Systems and Small Municipal Systems. The Summary Reports are required to be submitted to members of Council no later than March 31 of each year. The Summary Report must list the requirements of the SDWA, 2002, the regulations, the system's approval as well as any order that the system failed to meet at any time during the reporting period covered, including the duration of the failure, and the measures taken to correct the failure, if any.

The annual Summary Report for Council is one requirement under O.Reg.170/03. In addition, an annual report for the Ministry of Environment, Conservation and Parks (MECP) Drinking Water Information System is also required and must be made available to the Public. Both the annual and Summary Reports for the Town of St. Marys are available at the Municipal Operations Center, and on the Town of St. Marys official website.

### 1.3 ANNUAL REPORTING REQUIREMENTS

For the Town of St. Marys Drinking Water System, the MECP requires four different reports as detailed in the following table:

Drinking Water System Annual Reporting Requirements			
Report Name	Description	Legislation or Regulation	Submitted to:
Summary Report for Municipalities (Schedule 22)	<ul style="list-style-type: none"> <li>Summary well information</li> <li>Description of any failure to meet requirements of an Act, regulations or the system's approval</li> </ul>	O. Reg. 170/03, Schedule 22	Council and available for inspection by the public @ MOC & Website
Annual Report (Section 11)	<ul style="list-style-type: none"> <li>Description of system</li> <li>Water quality test results</li> <li>Adverse test results and corrective action</li> <li>Major expenses to repair, replace or install equipment</li> </ul>	O. Reg. 170/03, Schedule 11	Posted on the Town of St. Marys Website & MOC
Water Taking Report	<ul style="list-style-type: none"> <li>Electronic submission of water taking data</li> </ul>	O. Reg. 387/04	Ministry of Environment, Conservation and Parks
Industrial and Commercial water usage report	<ul style="list-style-type: none"> <li>Electronic submission of water usage data for industrial and commercial users</li> </ul>	O. Reg. 450/07	Ministry of Environment, Conservation and Parks

Table A: Town of St. Marys Drinking Water System Annual Reports

The annual Summary Report is required to list the requirements of the Act (SDWA, 2002), the requirements of the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report. In addition, for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure. (O.Reg. 170/03 s 22 (2)).

The report is also required to include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flow rates; and,
- A comparison of the summary referred to in Paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

## **2.0 DESCRIPTION OF WATER WORKS**

### **2.1 OVERVIEW**

The Corporation of the Town of St. Marys is the owner of a “Large, Municipal, Drinking Water System” supplied by a ground water source with is operated by Ontario Clean Water Agency (OCWA). The system provides potable water to approximately 3,000 residential, industrial, institutional and commercial users. A total of three (3) bedrock wells are connected to the water distribution system, each equipped with pumping, disinfection and monitoring components. The Ministry of Environment, Conservation and Parks (MECP) has classified all three wells as “GUDI” (Groundwater Under the Direct Influence of Surface Water) with effective in-situ filtration. The remainder of the system consists of a booster pump station (used only during a fire emergency) reservoir pumping station and one elevated water storage tank facility for system pressure regulation.

### **2.2 MUNICIPAL WELLS**

The drinking water system for the Town of St. Marys is serviced by three bedrock groundwater wells. The wells are identified as Well No. 1, Well No. 2A and Well No. 3, respectively.

#### **2.2.1 WELL NO. 1**

According to Well Record #5001709, Production Well # 1 (“PW1” – identified as Well No. 1) was drilled on March 1, 1971 by International Water Supply Ltd. Well No. 1 is located south of the Trout Creek watercourse and east of St. George Street within the Town of St. Marys, Ontario. Well No. 1 is located within the 100 year flood plain of Trout Creek.

The Well Record indicates that a steel casing was installed and cemented within the borehole annulus to a depth of approximately 12.3 metres below ground surface. Below the 12.3 m steel casing, the borehole was left open within the limestone bedrock. In 2005, a Pumphouse was constructed around Well No. 1, at which time the well was extended to an elevation approximately 2 metres above the 100 year flood plain of Trout Creek.

A Hydrogeological Investigation entitled “*Town of St. Marys, Ontario, Perth County – Hydrogeologic Investigation, 2001-2002*”, prepared by International Water Consultants Ltd. and International Water Supply Ltd., dated July 19, 2002 (referred to herein as “Hydrogeologic Investigation”) was prepared for the Town of St. Marys.



The Hydrogeologic Investigation indicated that Production Well # 1 (Well No. 1) is periodically under the influence of surface water, and has partially effective in-situ filtration. A final technical evaluation of the Hydrogeologic Investigation and the Peer Review was conducted by the MECP and it was concluded that Well No. 1 is groundwater under the direct influence ("GUDI") of surface water with effective in-situ filtration.

### **Well No. 1 Component Appurtenances**

The following is a summary of the appurtenances for Well No. 1:

- A 406 millimetre (mm) diameter, 45.5 m deep drilled groundwater production well is located east of the intersection of Timms Lane and St. George Street, immediately south of Trout Creek (NAD83: UTM Zone 17: 0489966 m East, 4789866 m North). The well is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to-waste functionality. It is rated at a maximum flow of 3,600 litres per minute (L/min), with a 200 mm discharge line connected to the well pump header in the Pumphouse described below;
- A well Pumphouse, housing Well No. 1 and the following disinfection and control facilities, including:
  - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves, and raw water and treated water sampling tap;
  - A 100 mm line to waste;
  - A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system
- A disinfection facility located approximately 20 m north of the well Pumphouse (inside former reservoir building), housing disinfection and control facilities including:
  - One (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm<sup>2</sup> of 254 nm wavelength complete with well pump shutdown on lamp failure;
  - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one dual cylinder scale, one chlorine booster pump, and duplex automatic switchover regulator;
  - 78 m of 600 mm diameter watermain, followed by 26 m of 300 mm diameter watermain to provide chlorine contact prior to first customer;

### **2.2.2 WELL NO. 2A**

According to the Well Record (A011221), Production Well #2A (PW2A, Identified as Well No. 2A) was drilled on September 29, 2005 by International Water Supply Ltd. Well No. 2A is located to the south of the Trout Creek watercourse and west of the Wellington Street Right-of-Way (ROW) within the 100 year flood plain of Trout Creek. As such, the casing for Well No. 2A has been significantly extended above the grade of the surrounding land to account for possible flooding issues.

According to information presented on the Well Record, the well is 365 mm in diameter and was drilled to a depth of approximately 46 metres. The Well Record indicates that a steel casing was installed and sealed with bentonite and sand cement grout within the borehole annulus to a depth of approximately 18 metres below grade. Below the 18 metres in depth, the borehole was left open within the limestone bedrock. Well No. 2A is classified as a GUDI well.

### **Well No. 2A Component Appurtenances**

The following is a summary of the appurtenances for Well No. 2A:

- A 305 mm diameter, 44.5 m deep drilled groundwater production well located between the Wellington and Water Street Right-of-Ways (ROWs), north of the Queen Street ROW and immediately south of the Trout Creek watercourse (NAD 83: UTM Zone 17: 0488390 m East, 4789710 m North). Well No. 2A is equipped with a line-shaft type vertical turbine well pump, rated at 3,636 L/min at 89.2 m Total Dynamic Head (TDH), with a 200 mm discharge line connected to the well pump header in the Pumphouse described below.
- A well Pumphouse, housing disinfection and control facilities including:
  - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves, and raw and treated water sampling tap;
  - A 100 mm line to waste;
  - A gas chlorination disinfection system, consisting of one dual cylinder scale, one chlorine booster pump, one chlorine regulator, rated at 22.7 kg/day with feed line discharging into the common well pump header in the Pumphouse, and one continuous chlorine residual analyzer;
  - One ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm<sup>2</sup> of 254 nm wavelength complete with pump shutdown on lamp failure;
  - A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system.
  - 79 metres of 600 mm diameter watermain to provide chlorine contact time prior to the first customer.

### **2.2.3 WELL NO. 3**

According to Well Record #5003118, Production Well # 3 (PW3, identified as Well No. 3) was drilled on June 10, 1984 by International Water Supply Ltd. This well is located within approximately 50 metres of the western bank of the Thames River, located to the east of Thomas Street and to the north and south of Westover Street and Park Street respectively. The well is within the confines of Pumphouse #3. According to the information presented within the Engineer's Report, the well is 406 mm in diameter and was drilled to a depth of approximately 47.4 m. The Well Record indicates that a steel casing was installed and sealed with grout within the borehole annulus to a depth of approximately 12.3 metres below grade, below which the borehole was left open within the limestone bedrock.

The Hydrogeologic Investigation concluded that Well No. 3 is not considered to be a GUDI well, and is receiving effective in-situ filtration. The author of the Hydrogeologic Investigation did indicate that this conclusion is tempered by a lack of particle count data during significant precipitation events and more elevated total coliforms in 2002. The Peer Review that was conducted assessed Well No. 3 to be a GUDI well with effective in-situ filtration. It is inferred that the Peer Review reclassification of Well No. 3 to a GUDI well was based on a lack of particle count data during significant precipitation events.

#### **Well No. 3 Component Appurtenances**

A 406 mm diameter, 47.4m deep drilled groundwater production well located on the southeast side of Thomas Street, southwest of Park Street, adjacent to the Thames River (NAD 83: UTM Zone 17: 0488010 East, 4789040 North). Well No. 3 is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to-waste functionality. Well No. 3 is rated at a maximum flow of 3,636 L/min at 89.2 TDH, with a 200 mm discharge line connected to the well pump header in the Pumphouse described below;

- A well Pumphouse, housing disinfection and control facilities including:
  - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves and raw water and treated water sampling taps;
  - A 200 mm discharge to waste line with pressure relief valve and orifice plate for flow measurement;
  - One (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm<sup>2</sup> of 254 nm wavelength complete with well pump shut down on lamp failure;
  - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one (1) dual cylinder scale, one (1) chlorine booster pump and duplex automatic switchover regulator;

- A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder main supplying the distribution system.
- 171 m of 400 mm diameter watermain, followed by 40 m of 300 mm diameter watermain to provide chlorine contact prior to first customer.

## **2.3 ELEVATED WATER STORAGE FACILITY**

The St. Marys elevated water storage facility is located on the Southern side of the Victoria Street ROW, approximately 250 m west of James Street South in the Town of St. Marys, Ontario. It has a storage capacity of 1,820 cubic meters (m<sup>3</sup>) and was constructed in 1986 and put into service in 1987. The static water head from the ground level to the overflow is 37.9 m. The facility includes a valve chamber, yard piping and tele-metering control system.

## **2.4 RESERVOIR PUMPING STATION**

A ground level reservoir and booster pumping station was completed in 2019 to add an additional 1,600 m<sup>3</sup> of water storage to the system. The reservoir is located next to the existing Well #1.

## **2.5 JAMES STREET BOOSTER STATION**

The James Street Booster Station provides additional system pressure to the south industrial lands when private fire systems are activated. It has a rated capacity of 154L/s at 52 m TDH. This facility serves industrial lands within the southeast area of the Town.

## **2.6 DISTRIBUTION SYSTEM**

The distribution system has been constructed with a combination of materials including ductile iron (main material), cast iron, small amounts of asbestos cement piping, and more recently, polyvinyl chloride (PVC) pipe. There are approximately 2,780 residential connections, 33 industrial / institutional connections and 187 commercial connections on the system which serves approximately 7,200 individuals.

### 3.0 ANNUAL DATA SUMMARY FOR 2019

#### 3.1 FLOW DATA

The Town of St. Marys utilizes continuous monitoring equipment at each Pumphouse for flow measurements. The flow measuring devices are monitored by the Supervisory Control and Data Acquisition (SCADA) System and include remote system monitoring and data storage. In addition, these units are calibrated in accordance with the manufacturer's specifications at a minimum of once per year. Operations staff monitors the SCADA flow trends and review the flow and volume data for compliance with system approvals every 72 hours (as required by O.Reg. 170/03).

##### 3.1.1 DAILY FLOW RATES

In accordance with Permit to Take Water (PTTW) No. 5303-AASQEC, Section 3.0, the Town of St. Marys drinking water system did not exceed the rated capacity for the maximum flow rates into the treatment system, trains or stages set out at 60 Litres per second (L/sec) for 2019.

##### 3.1.2 DAILY WATER TAKING

In accordance with PTTW No. 5303-AASQEC, Condition 3.2, Table A, the Town of St. Marys Drinking Water System shall not be operated to exceed the rated capacity of 5,184 cubic metres per day (m<sup>3</sup>/day) per well. The maximum total combined taking from any combination of Well No 1, 2A and 3 shall not exceed 10,368 m<sup>3</sup>/day. The quantity of water which was supplied both combined and individually during the 2019 reporting period remained below the terms and conditions of the PTTW provision.

	Well #1	Well #2A	Well #3	Total
Maximum Daily Flow allowed (m <sup>3</sup> /day)	5184.0	5184.0	5184.0	
Maximum Daily Flow (m <sup>3</sup> )	3,691.54	3,546.18	3,312.94	
% of Daily Volume	71.2%	68.4%	63.9%	
Annual Average (m <sup>3</sup> )	1,393.93	1,503.03	1,305.84	
% of Maximum Allowed	27%	29%	25%	
Total Annual Flow for 2019 (m <sup>3</sup> )	368,459.86	419,958.3	348,693.34	1,106,989.17
Total Annual Flow for 2018 (m <sup>3</sup> )	298,249.50	397,745.90	368,824.40	1,064,819.75
Total Annual Flow for 2017 (m <sup>3</sup> )	400,530.82	409,278.80	181,068.52	990,878.14

The maximum combined daily volume for the calendar year of 2019 was 4,899.19 m<sup>3</sup>/day in July. This represents approximately 47.3% of the maximum combined allowable usage (10,368 m<sup>3</sup>/day for the Town of St. Marys.

A summary representation of the maximum and average daily and combined flows per well may be referenced in Table 1 for the 2019 calendar year.

## **3.2 REGULATORY SAMPLE RESULTS SUMMARY**

The Town of St. Marys is required to complete mandatory water sampling and testing throughout the course of a year as required by O.Reg. 170/03. Sample requirements consist of both chemical and microbiological parameters in addition to distribution checks. The frequencies at which the samples and distribution checks are completed are set by the MECP.

### **3.2.1 MICROBIOLOGICAL TESTING**

Microbiological testing is conducted under Schedule 10 of O.Reg. 170/03. The following is a summary of testing completed during the 2018 reporting period. A copy of the Annual Report may be referenced in Appendix A.

OCWA collected 156 raw water samples in 2019 and of those 156 samples, E. Coli was reported to range from 0 – 1 Colony Forming Unit (CFUs) per 100 ml. Total Coliform was reported to range from 0 – 7 cfu/100ml. Raw water samples are collected by OCWA to assess source water quality and results indicated above are for water which had not be subjected to disinfection applications.

OCWA also collected 156 treated samples in 2019. Of those samples collected and analyzed, E. Coli and Total Coliforms were not reported in any of the treated samples. OCWA also obtains treated water samples for Heterotrophic Plate Count (HPC) analysis. Results reported in 2019 indicated a range from 0 – 10 cfu/100ml. HPC analysis is an indicator test completed by SGS London Laboratories for water quality purposes, and is not utilized for water safety.

In addition, OCWA also collected 234 distribution samples in 2019. Of those samples collected and analyzed, E. Coli and Total Coliforms were not reported in any of the distribution samples. OCWA also obtains distribution water samples for Heterotrophic Plate Count (HPC) analysis. Results reported in 2019 indicated a range from less than 0 – 1,320 cfu/1ml.

A summary review of microbiological testing for the 2019 calendar year may be referenced in Appendix A in the Annual Report.

### 3.3 ADVERSE TEST RESULTS

In accordance with Schedule 16 of O.Reg. 170/03, all required notifications of adverse water quality incidents were provided to the Spills Action Centre (SAC) and to the Medical Officer of Health (MOH). In 2018, there were no adverse test results/incidents.

#### 3.3.1 SODIUM

Sodium in the Town of St. Marys water supply is naturally occurring and is mostly attributed to the nature of the deep bedrock wells. The levels of sodium in the water are of interest because at higher levels it can impart a salty taste to the water and persons on sodium reduced diets need to know the sodium levels in the drinking water so that they can monitor their sodium intake. Specifically, the *Technical Support Document for Ontario Drinking Water – Standards, Objectives and Guidelines*, Ministry of the Environment and Climate Change, June 2003, indicates the following regarding sodium:

“The aesthetic objective for sodium in drinking water is 200 mg/L at which it can be detected by a salty taste. Sodium is not toxic. Consumption of sodium in excess of 10 grams per day (g/day) by normal adults does not result in any apparent adverse health effects. In addition, the average intake of sodium from water is only a small fraction of that consumed in a normal diet. A maximum acceptable concentration for sodium in drinking water has, therefore, not been specified. Persons suffering from hypertension or congestive heart disease may require a sodium restricted diet, in which case, the intake of sodium from drinking water could become significant. It is therefore recommended that the measurement of sodium levels be included in routine monitoring programs of water supplies. The local Medical Officers of Health should be notified when the sodium concentration exceeds 20 mg/L, so that this information may be passed on by local physicians. Softening using a domestic water softener increases the sodium level in drinking water and may contribute to a significant percentage to the daily sodium intake for a consumer on a sodium restricted diet. It is recommended that a separate unsoftened supply be retained for cooking and drinking purposes.”

Sodium is a principal chemical in bodily fluids, and it is not considered harmful at normal levels of intake from combined food and drinking water sources. However, increased intake of sodium in drinking water may be problematic for people with hypertension, heart disease or kidney problems that require them to follow a low sodium diet. Residents of the Town of St. Marys on sodium restricted diets may want to discuss concerns related to sodium intake from drinking water with their doctor.

The latest available analytical results for sodium were conducted in January 2019. The results indicated that sodium concentrations ranged from 31.5 mg/L to 61.1 mg/L and are consistent with recent historical sampling.



### **3.4 DISINFECTION CHEMICALS**

The Town of St. Marys employs a two stage primary disinfection process consisting of UV light (UV reactor's 254nm – equivalent UV pass through dose of at least 20 mJ/cm<sup>2</sup>) combined with chemical disinfection so as to provide an overall 4.0 log inactivation of viruses.

Chlorine gas is released from a liquid chlorine cylinder by a pressure reducing and flow control valve operating at a pressure less than atmospheric. The gas is led to an injector in the water supply pipe where highly pressurized water is passed through a venture orifice creating a vacuum that draws the chlorine into the water stream. Adequate mixing and contact time is provided after injection to ensure complete disinfection of remaining pathogens. Secondary disinfection introduces and maintains chlorine residual in the drinking water distribution system. Given the operational benefits of secondary disinfection, operators should strive to maintain a chlorine residual throughout the system to control regrowth and to provide an indication of system integrity. Overall, a chlorine residual in the distribution system provides three main benefits:

1. It can limit the growth of biofilm within the distribution system and its associated taste and odour problems (LeChevallier, 1998; White, 1999).
2. It may provide some protection in the event of microbial contamination in the distribution system, depending on the magnitude of the event and the susceptibility of the containing microorganisms to chlorine.
3. Most importantly, a rapid drop in disinfectant residual may provide an immediate indication of treatment process malfunction or a break in the integrity of the distribution system (LeChevallier, 1998; Health Canada, 2002).

Chlorine gas usage and rates are monitored throughout the course of the year so as to provide information regarding the use and quantity being used within the treatment and distribution system.

A summary of chlorine gas (Cl<sub>2</sub>) used during both the primary and secondary processes for Well No. 1, 2A and 3 may be referenced in Tables 3, 4 and 5, respectively. In addition, average water level and monthly precipitation data are included. Also detailed in the tables is the approximate volume (cubic metres) of water which is being produced per kg of chlorine within the treatment and distribution system.



## 4.0 SYSTEM FAILURES AND CORRECTIONS

Every year, the MECP conducts a full system inspection for the water system for the Town of St. Marys. At such time, the MECP conducts on-site inspections of the various components of the municipal water system as well as reviewing all system documents and records for the previous year to verify that the Town of St. Marys and OCWA are operating the water system in compliance to MECP regulations.

### 4.1 SUMMARY OF NON-COMPLIANCE ITEMS

Schedule 22 of Ontario Regulation 170/03 requires that all non-compliance with applicable legislation be discussed in the Summary Report. The MECP carried out their annual system inspection on June 3, 2019.

There was one (1) non-conformance items during this inspection period. The non-compliance item was noted as follows:

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

Action(s) Required:

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

From the ***Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines:***

*“Heterotrophic plate count (HPC) results give an indication of overall water quality in drinking water systems. HPC results should be used as a tool for monitoring the overall quality of the water, both immediately post-treatment and in the distribution system. HPC results are not an indicator of water safety and, as such, should not be used as an indicator of potential adverse human health effects. Sudden increases in HPC above normal baseline levels can indicate a change in raw water quality or a problem such as bacterial regrowth in the distribution system or plumbing. Steady increases in HPC over time indicate a gradual decline in raw water quality or in the condition of the system. Additionally, increases in disinfected systems can indicate a problem with drinking water treatment.”*

There are no further requirements as the owner and operating authority have ensured that this requirement has been met since January 2019. The overall inspection rating received was 95.55%.

## 5.0 COMMUNITY LEAD TESTING PROGRAM

In 2007, the MECP amended the Drinking Water Systems Regulation (O.Reg. 170/03) made under the Safe Drinking Water Act, 2002 and introduced the new Community Lead Testing Program (Schedule 15.1 of the Regulation).

Under this program, all municipal and non-municipal drinking water systems are required to collect additional samples from private residences, non-residential buildings as well as the distribution system to check for lead in the drinking water.

Under the community Lead Testing Program, samples are collected during the period from December 15 to April 15 (under winter conditions) and June 15 to October 15 (under summer conditions). Following the community Lead Testing Program completed in 2009, the Town of St. Marys applied, and was granted regulatory relief for reduced sampling requirements for the community Lead Testing Program.

By obtaining regulatory relief regarding the community Lead Testing Program, the sample frequency was reduced to two consecutive periods (“winter” and “summer”) of semi-annual testing, completed once every three years.

2012 marked the return of the community lead testing program for the Town of St. Marys, with sample rounds being completed in both the “Winter” and “Summer” periods, under reduced sampling requirements. The community lead testing program was a voluntary program for residents within the Town, however enough residents participated in the program to successfully meet the Town’s sampling requirements.

Both sampling rounds in 2012 reported that no more than 10 percent (%) of plumbing samples exceeded the MECP standard of 10 µg/L. As such, given the positive results observed during two consecutive sample rounds, the Town of St. Marys is now exempt from future plumbing sample requirements. Future lead monitoring within the drinking water system will be completed according to O.Reg. 170/03, Section 15.1-5 (10).



# **TABLE 1**

## **Flow Rate Summaries**

Ontario Clean Water Agency  
Performance Assessment Report Water  
January - December 2019

Facility: 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	10/2019	11/2019	12/2019	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
<b>Flows:</b>																
Raw Flow: Monthly Total - Well #1 (m³)	35,121.02	24,498.51	31,251.77	21,449.47	17,590.14	37,456.36	48,929.88	32,763.85	26,747.63	41,128.38	16,078.17	35,444.68	368,459.86			
Raw Flow: Monthly Total - Well #2 (m³)	42,054.18	30,943.47	38,342.69	29,461.51	39,384.07	30,602.83	29,059.79	39,397.07	40,890.79	33,049.44	40,924.98	25,847.48	419,958.30			
Raw Flow: Monthly Total - Well #3 (m³)	24,682.80	29,230.12	23,150.82	40,534.11	33,834.42	25,753.36	35,042.78	29,769.33	19,839.67	18,484.06	35,858.99	32,512.88	348,693.34			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1,463.38	1,065.15	1,488.18	1,191.64	925.80	1,783.64	1,881.92	1,424.52	1,485.98	1,581.86	1,071.88	1,363.26		1,393.93		
Raw Flow: Monthly Avg - Well #2 (m³/d)	1,752.26	1,473.50	1,420.10	1,402.93	1,712.35	1,610.68	1,320.90	1,641.54	1,572.72	1,436.93	1,461.61	1,230.83		1,503.03		
Raw Flow: Monthly Avg - Well #3 (m³/d)	1,073.17	1,538.43	1,218.46	1,762.35	1,409.77	1,287.67	1,347.80	1,240.39	1,044.19	840.18	1,494.12	1,413.60		1,305.84		
Raw Flow: Monthly Max - Well #1 (m³/d)	3,240.17	3,005.58	3,055.11	3,145.30	1,955.90	3,367.04	3,691.54	3,397.37	3,108.15	2,876.19	3,187.98	3,170.49			3,691.54	
Raw Flow: Monthly Max - Well #2 (m³/d)	3,345.44	3,294.27	2,917.66	3,143.81	2,861.06	3,000.38	3,546.18	3,443.54	2,888.47	2,954.45	2,980.58	2,769.00			3,546.18	
Raw Flow: Monthly Max - Well #3 (m³/d)	2,717.22	3,289.18	3,019.82	3,199.73	2,743.89	2,886.12	2,983.53	2,969.75	2,925.58	2,569.49	3,312.94	3,061.82			3,312.94	
Raw Flow: Monthly Total - Total Raw Flow (m³)	101,858.00	84,672.10	92,745.28	91,445.09	90,808.63	93,812.55	113,032.45	101,930.25	76,200.23	89,745.74	79,550.15	91,188.70	1,106,989.17			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	3,285.74	3,024.00	2,991.78	3,048.17	2,929.31	3,127.09	3,646.21	3,288.07	2,930.78	2,991.52	3,059.62	3,039.62		3,113.49		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	4,547.50	3,915.95	3,468.94	4,005.94	4,101.85	4,359.47	4,899.19	4,160.55	3,722.14	3,729.03	4,408.54	3,741.27			4,899.19	
<b>Turbidity:</b>																
Raw: Max Turbidity - Well #1 (NTU)	0.34	0.17	0.25	0.23	0.35	0.21	0.61	0.37	0.23	0.44	0.21	0.45			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	0.38	0.24	0.42			0.42	
Raw: Max Turbidity - Well #3 (NTU)	0.26	0.18	0.56	0.17	0.27	0.21	0.68	0.32	0.22	0.46	0.16	0.46			0.68	
<b>Chemical Parameters:</b>																
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003		< 0.003			< 0.003			< 0.003					< 0.003		
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003		< 0.003			< 0.003			< 0.003					< 0.003		
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003		< 0.003			< 0.003			< 0.003					< 0.003		
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.8		3.72			2.73				0.754					3.72	
Treated: Max Nitrate - Treated Water #2 (mg/L)	1.03			1.4			1.4			0.722					1.4	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.903			0.834			1.22			0.682					1.22	
Distribution: Max THM - Distribution System (µg/l)	22			17			14			11					22	
<b>Chlorine Residuals:</b>																
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.94	0.92	0.96	0.99	1.01	0.94	1.08	0.98	0.92	1.06	1	1.01				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	0.87	0.87	0.86				0.77
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.06	1.06	1.03	0.9	0.99	0.85	1.04	0.96	0.97	1	1.03	1.05				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	1.52	1.41	1.42			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	1.59	1.5	1.48			1.59	
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	1.6	1.46	1.42			1.6	
Dist: Min Free Cl2 Resid - Distribution System (mg/L)	0.51	0.53	0.66	0.6	0.53	0.45	0.43	0.41	0.43	0.39	0.62	0.62				0.39
Dist: Max Free Cl2 Resid - Distribution System (mg/L)	1.25	1.28	1.18	1.09	1.24	1.22	1.42	1.19	1.27	1.38	1.39	1.21			1.42	
<b>Bacti Samples Collected:</b>																
Raw Bacti: # of samples - Well #1	5	4	4	5	4	4	5	4	4	5	4	5	53			
Raw Bacti: # of samples - Well #2	5	4	4	5	4	4	5	4	4	5	4	5	53			
Raw Bacti: # of samples - Well #3	5	4	4	5	4	4	5	4	4	5	4	5	53			
Treated Bacti: # of samples - Treated Water #1	5	4	4	5	4	4	5	4	4	5	4	5	53			
Treated Bacti: # of samples - Treated Water #2	5	4	4	5	4	4	5	4	4	5	4	5	53			
Treated Bacti: # of samples - Treated Water #3	5	4	4	5	4	4	5	4	4	5	4	5	53			
Dist Bacti: # of samples - Distribution System	20	16	18	20	16	16	28	24	24	20	16	20	238			
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0			
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0			



# **TABLE 2**

## **Annual Flow Report**

Ontario Clean Water Agency  
St. Marys Well Supply  
JANUARY - DECEMBER 2019

Facility Works # 220000521

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	Total	Avg	Max	Min
Well #1 / Flow - m³/d																
Max	3240.17	3005.58	3055.11	3,145.30	1,955.90	3,367.04	3,691.54	3,397.37	3,108.15	2,876.19	3,187.98	3,170.49			3691.54	
Mean	1132.94	874.95	1008.12	714.98	567.42	1,248.55	1,578.38	1,056.90	891.59	1,326.72	535.94	1,143.38		1,006.66		
Min	0	0	0	0	0	0	0	0	0	0	0	0				0
Total	35121.02	24498.51	31251.77	21,449.47	17,590.14	37,456.36	48,929.88	32,763.85	26,747.63	41,128.38	16,078.17	35,444.68	368,459.86			
Well #1 / Flush to Waste: Total - m³/d																
Max	84.47	72.37	71.05	71.36	71.56	70.14	49.62	44.76	67.84	72.06	1622	76.07			1622	
Mean	29.825	23.863	22.784	21.75	20.442	28.255	22.293	16.649	15.734	24.444	67.471	29.714		26.891		
Min	0	0	0	0	0	0	0	0	0	0	0	0				0
Total	924.58	668.16	706.31	652.49	633.71	847.66	691.07	516.11	472.01	757.76	2,024.13	921.12	9,815.11			
Well #2 / Flow - m³/d																
Max	3,345.44	3,294.27	2,917.66	3,143.81	2,861.06	3,000.38	3,546.18	3,443.54	2,888.47	2,954.45	2980.58	2769			3,546.18	
Mean	1,356.59	1,105.12	1,236.86	982.05	1,270.45	1,020.09	937.41	1,270.87	1,363.03	1,066.11	1,364.17	833.79		1,150.55		
Min	0	0	0	0	0	0	0	0	0	0	0	0				0
Total	42,054.18	30,943.47	38,342.69	29,461.51	39,384.07	30,602.83	29,059.79	39,397.07	40,890.79	33,049.44	40924.98	25847.48	419,958.30			
Well #2 / Flush to Waste: Total - m³/d																
Max	50.46	33.25	40.4	65.81	65.82	64.9	48.49	32.18	20.13	45.49	62.76	53.16			65.82	
Mean	16.737	14.055	16.33	22.505	30.971	23.523	12.723	10.841	10.412	15.043	32.508	19.647		18.775		
Min	0	0	0	0	0	0	0	0	0	0	0	0				0
Total	518.86	393.53	506.22	675.15	960.1	705.7	394.41	336.08	312.36	466.32	975.23	609.05	6,853.01			
Well #3 / Flow - m³/d																
Max	2,717.22	3,289.18	3,019.82	3,199.73	2,743.89	2,886.12	2,983.53	2,969.75	2,925.58	2,569.49	3,312.94	3,061.82			3,312.94	
Mean	796.22	1,043.93	746.80	1,351.14	1,091.43	858.45	1,130.41	960.30	661.32	596.26	1,195.30	1,048.80		956.70		
Min	0	0	0	0	0	0	0	0	0	0	0	0				0
Total	24,682.80	29,230.12	23,150.82	40,534.11	33,834.42	25,753.36	35,042.78	29,769.33	19,839.67	18,484.06	35,858.99	32,512.88	348,693.34			
Well #3 / Flush to Waste: Total - m³/d																
Max	28.24	18.12	45.43	55.74	76.97	73.78	51.49	48.42	28.3	28.25	27.19	25.13			76.97	
Mean	9.484	6.636	11.762	18.961	22.535	17.88	18.272	13.588	10.706	8.035	9.642	8.36		13.026		
Min	0	0	0	0	0	0	0	0	0	0	0	0				0
Total	293.99	185.8	364.63	568.82	698.6	536.4	566.44	421.23	321.18	249.1	289.27	259.16	4,754.62			

# **TABLE 3**

## **Chlorine Gas Summary and Flow Well #1**

**TABLE 3**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1**  
**JANUARY 1 - DECEMBER 31, 2019**

PAGE 1 OF 3

Month	Total Flow (Treated) (m <sup>3</sup> )	Cl <sub>2</sub> Used (Kgs)	m3 produced per kg/Cl <sub>2</sub>	Avg. Cl <sub>2</sub> Feed Rate (kg/day)	Avg. Cl <sub>2</sub> Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	35,121.02	39.90	880.23	7.34	1.16	51.0	57.3	80.1
February	24,498.51	27.22	900.02	7.7	1.13	48.2	55.5	52.9
March	31,251.77	51.26	609.67	7.6	1.16	46.5	53.0	72.5
April	21,449.47	28.58	750.51	7.6	1.18	39.0	46.1	106.0
May	17,590.14	49.00	358.98	7.7	1.19	40.3	48.3	113.5
June	37,456.36	42.00	891.82	7.8	1.27	42.0	50.5	68.4
July	48,929.88	86.00	568.95	8.2	1.27	50.8	55.5	54.2
August	32,763.85	47.00	697.10	7.3	1.24	52.4	59.4	115.4
September	26,747.63	72.00	371.49	7.4	1.27	51.0	61.9	82.4
October	41,128.38	41.00	1003.13	7.7	1.32	56.1	66.2	47.4
November	16,078.17	26.00	618.39	7.6	1.25	51.0	58.6	74.4
December	35,444.68	55.00	644.45	7.8	1.23	50.3	57.1	42.5
<b>Minimum</b>	<b>16,078.17</b>	<b>26.00</b>	<b>358.98</b>	<b>7.3</b>	<b>1.13</b>	<b>39.00</b>	<b>46.10</b>	<b>42.50</b>
<b>Maximum</b>	<b>48,929.88</b>	<b>86.00</b>	<b>1003.13</b>	<b>8.2</b>	<b>1.32</b>	<b>56.10</b>	<b>66.20</b>	<b>115.40</b>
<b>Average</b>	<b>30,704.99</b>	<b>47.08</b>	<b>691.23</b>	<b>8</b>	<b>1.22</b>	<b>48.22</b>	<b>55.78</b>	<b>75.81</b>
<b>Totals</b>	<b>368,459.86</b>	<b>564.96</b>						<b>1,060</b>

NOTES:

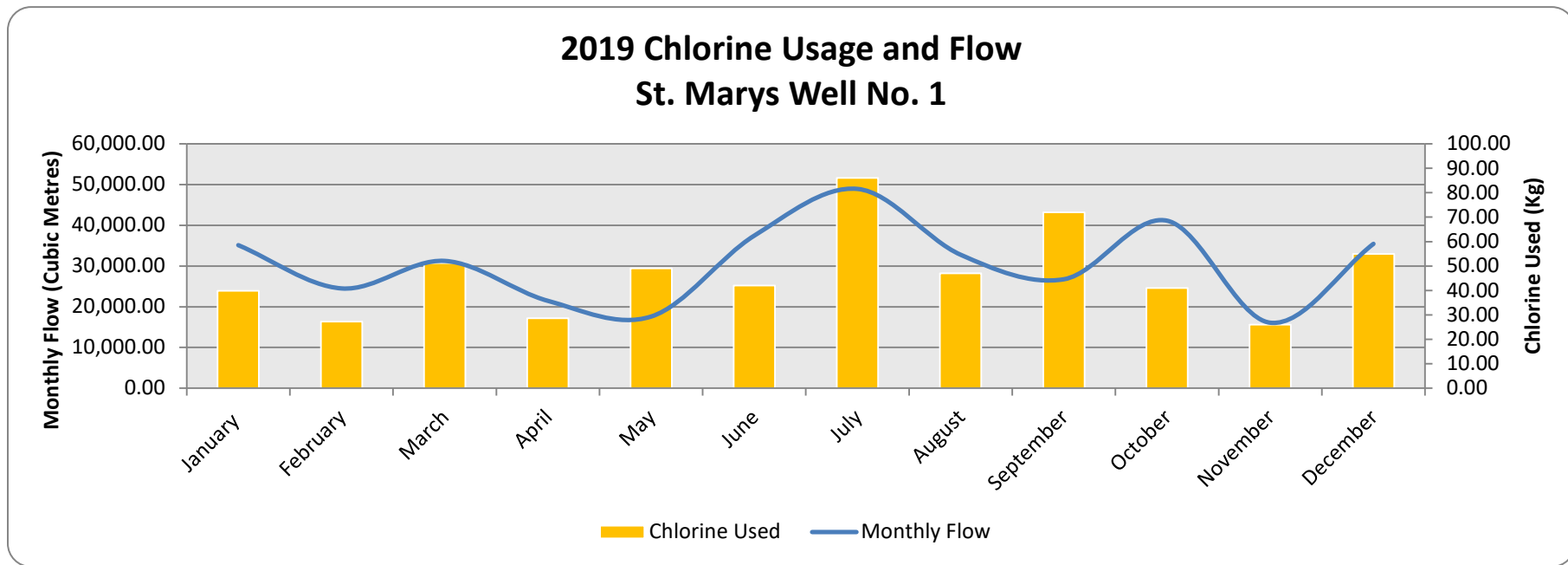
- m<sup>3</sup> - Cubic Metres
- Cl<sub>2</sub> - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre



**TABLE 3**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1**  
**WELL NO. 1 - CHLORINE GAS USAGE AND FLOW**

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	35,121.02	24,498.51	31,251.77	21,449.47	17,590.14	37,456.36	48,929.88	32,763.85	26,747.63	41,128.38	16,078.17	35,444.68
Cl <sub>2</sub> Used	46.7	41.22	52.1	43.04	17.21	19.5	17.2	29.45	42.6	46.21	23	55

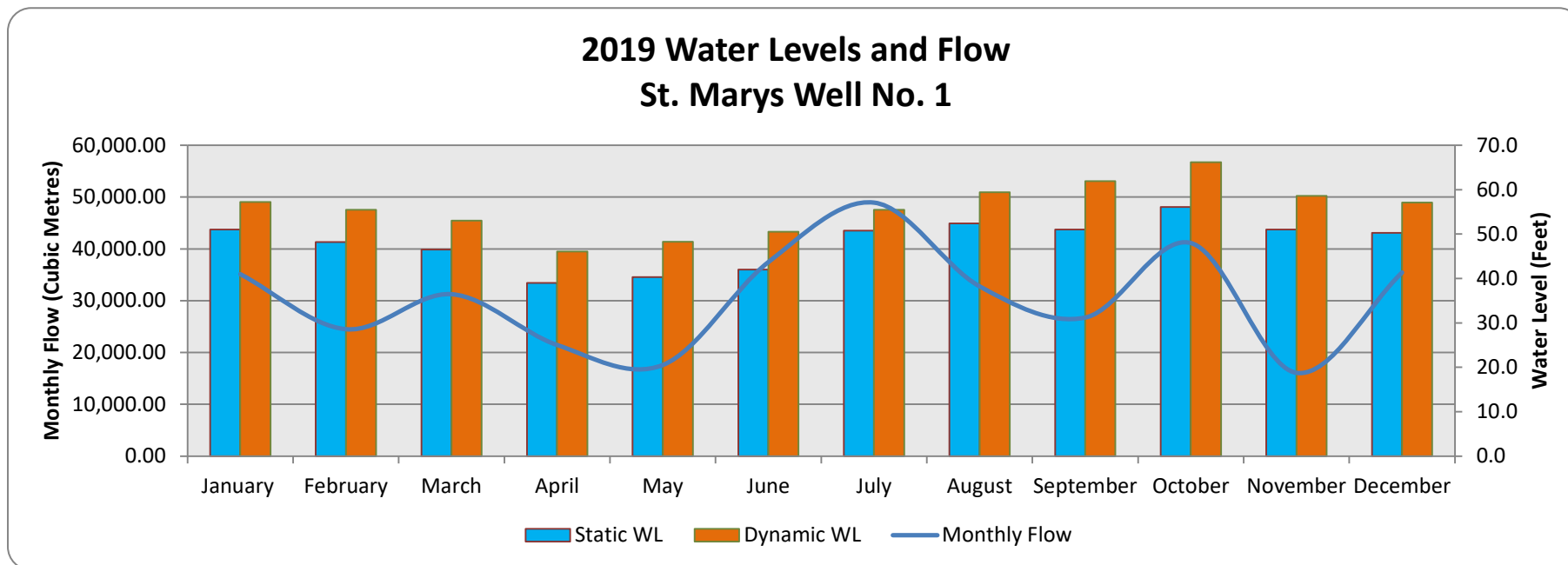


**NOTES:**  
**Monthly Flow** - Total flow volume from the well as recorded by the flow meter  
**Chlorine Used** - Total amount (Kg) of Chlorine used during each month at the well

**TABLE 3**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1**  
**WELL NO. 1 - WATER LEVELS AND FLOW**

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	35,121.02	24,498.51	31,251.77	21,449.47	17,590.14	37,456.36	48,929.88	32,763.85	26,747.63	41,128.38	16,078.17	35,444.68
Static Level	51.0	48.2	46.5	39.0	40.3	42.0	50.8	52.4	51.0	56.1	51.1	50.3
Dynamic Level	57.3	55.5	53.0	46.1	48.3	50.5	55.5	59.4	61.9	66.1	58.6	57.1



**NOTES:**

- Monthly Flow** - Total flow volume from the well as recorded by the flow meter
- Static Level** - Groundwater Level when pump is not running
- Dynamic Level** - Groundwater Level when the pump is running

# **TABLE 4**

## **Chlorine Gas Summary and Flow Well #2A**

**TABLE 4**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A**  
**JANUARY 1 - DECEMBER 31, 2019**

PAGE 1 OF 3

Month	Total Flow (Treated) (m <sup>3</sup> )	Cl <sub>2</sub> Used (Kgs)	m <sup>3</sup> produced per Kg/cl2	Avg. Cl <sub>2</sub> Feed Rate (kg/day)	Avg. Cl <sub>2</sub> Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	42,054.2	69.40	605.97	7.03	1.18	48.8	56.3	80.1
February	30,943.5	58.10	532.59	7.26	1.22	50.0	54.6	52.9
March	38,342.7	54.43	704.44	7.26	1.22	50.7	55.1	72.5
April	29,461.5	54.00	545.58	7.26	1.2	43.5	49.7	106.0
May	39,384.1	50.80	775.28	7.26	1.29	40.5	47.5	113.5
June	30,602.8	45.80	668.18	7.35	1.24	42.8	51.7	68.4
July	29,059.8	57.20	508.04	7.76	1.25	51.9	57.4	54.2
August	39,397.1	69.90	563.62	7.35	1.26	52.8	52.6	115.4
September	40,890.8	63.50	643.95	7.48	1.26	50.0	57.0	82.4
October	33,049.4	61.69	535.73	7.26	1.28	52.1	58.0	47.4
November	40,925.0	64.40	635.48	7.71	1.3	48.1	54.2	74.4
December	25,847.5	49.90	517.99	7.7	1.24	47.3	52.0	42.5
<b>Minimum</b>	<b>25,847.48</b>	<b>45.80</b>	<b>508.04</b>	<b>7.0</b>	<b>1.18</b>	<b>41</b>	<b>48</b>	<b>42.50</b>
<b>Maximum</b>	<b>42,054.18</b>	<b>69.90</b>	<b>775.28</b>	<b>7.8</b>	<b>1.3</b>	<b>53</b>	<b>58</b>	<b>115.40</b>
<b>Average</b>	<b>34,996.53</b>	<b>58.26</b>	<b>603.07</b>	<b>7.4</b>	<b>1.25</b>	<b>48</b>	<b>54</b>	<b>75.81</b>
<b>Totals</b>	<b>419,958.30</b>	<b>699.12</b>						<b>1,060</b>

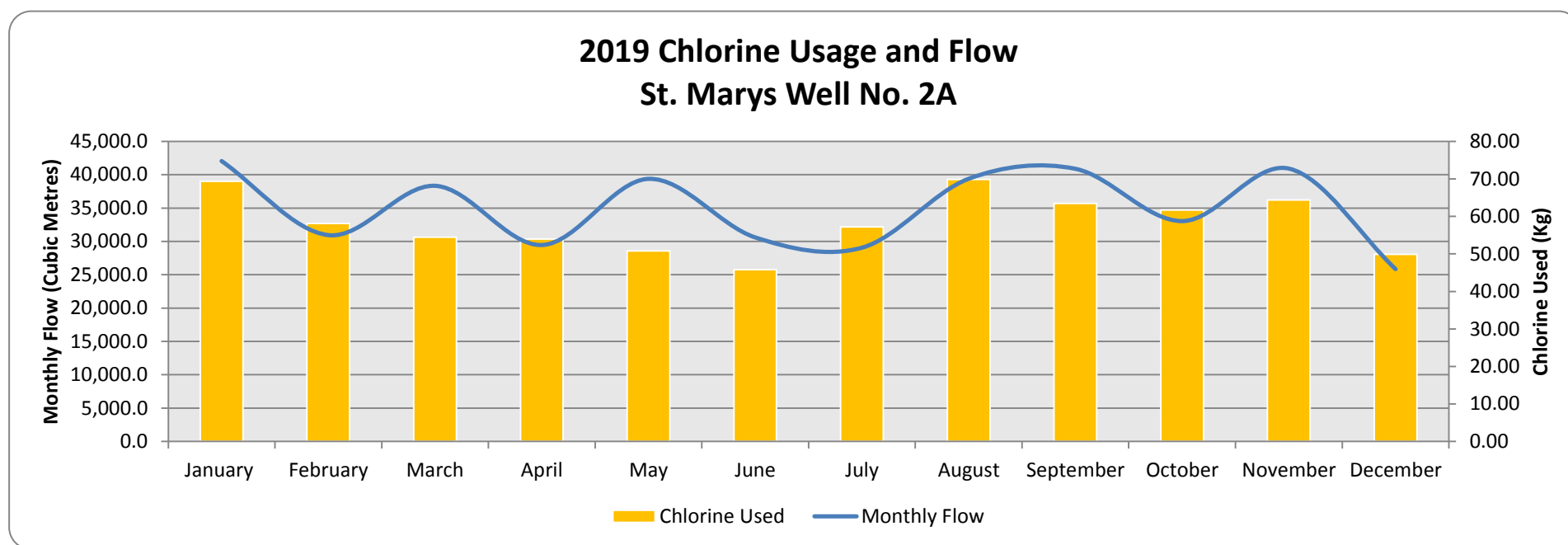
NOTES:

- m<sup>3</sup> - Cubic Metres
- Cl<sub>2</sub> - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre

**TABLE 4**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A**  
**WELL NO. 2A - CHLORINE GAS USAGE AND FLOW**

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
<b>Monthly Flow</b>	42,054.18	30,943.47	38,342.69	29,461.61	39,384.07	30,602.83	29,059.79	39,397.07	40,890.79	33,049.44	40,924.98	25,847.48
<b>Cl<sub>2</sub> Used</b>	69.4	58.1	54.43	54	50.8	45.8	57.2	69.9	63.5	61.69	64.4	49.9



**NOTES:**

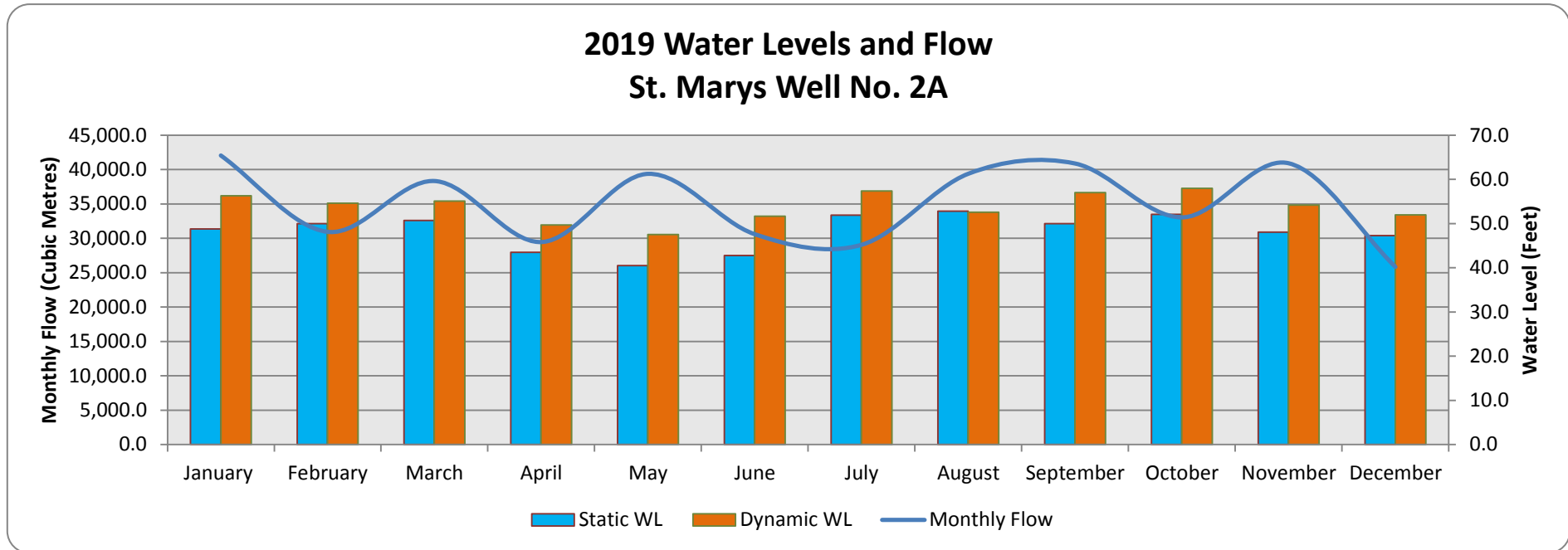
**Monthly Flow** - Total flow volume from the well as recorded by the flow meter

**Chlorine Used** - Total amount (Kg) of Chlorine used during each month at the well

**TABLE 4**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A**  
**WELL NO. 2A - WATER LEVELS AND FLOW**

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	42,054.18	30,943.47	38,342.69	29,461.51	39,384.07	30,602.83	29,059.79	39,397.07	40,890.79	33,049.44	40,924.98	25,847.48
Static Level	48.8	50.0	50.7	43.5	40.5	42.8	51.9	52.8	50.0	52.1	48.1	47.3
Dynamic Level	56.3	54.6	55.1	49.7	47.5	51.0	57.4	52.6	57.0	58.0	54.2	52.0



**NOTES:**

**Monthly Flow** - Total flow volume from the well as recorded by the flow meter

**Static Level** - Groundwater Level when pump is not running

**Dynamic Level** - Groundwater Level when the pump is running

# **TABLE 5**

## **Chlorine Gas Summary and Flow Well #3**



**TABLE 5**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3**  
**JANUARY 1 - DECEMBER 31, 2019**

PAGE 1 OF 3

Month	Total Flow (Treated) (m <sup>3</sup> )	Cl <sub>2</sub> Used (Kgs)	m <sup>3</sup> produced per Kg/cl2	Avg. Cl <sub>2</sub> Feed Rate (kg/day)	Avg. Cl <sub>2</sub> Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	24,682.80	43	574.02	6.4	1.4	43.90	51.40	80.10
February	29,230.12	43	679.77	6.3	1.4	47.60	54.20	52.90
March	23,150.82	33	701.54	6.3	1.30	48.90	62.60	72.50
April	40,534.11	58	698.86	6.5	1.2	43.90	57.10	106.00
May	33,834.42	38	890.38	6.5	1.22	37.40	44.00	113.50
June	25,753.36	38	677.72	6.7	1.32	35.90	48.50	68.40
July	35,042.78	47	745.59	6.7	1.35	44.60	50.30	54.20
August	29,769.33	49	607.54	6.4	1.37	49.80	53.80	115.40
September	19,839.67	28	708.56	6.3	1.30	48.90	56.70	82.40
October	18,484.06	33	560.12	6.3	1.33	51.80	59.00	47.40
November	35,858.99	34	1054.68	6.2	1.24	47.40	59.80	74.40
December	32,512.88	49	663.53	6.2	1.27	48.70	52.00	42.50
<b>Minimum</b>	<b>18,484.06</b>	<b>28.00</b>	<b>560.12</b>	<b>6.20</b>	<b>1.17</b>	<b>35.90</b>	<b>44.00</b>	<b>42.50</b>
<b>Maximum</b>	<b>40,534.11</b>	<b>58.00</b>	<b>1054.68</b>	<b>6.70</b>	<b>1.4</b>	<b>51.80</b>	<b>62.60</b>	<b>115.40</b>
<b>Average</b>	<b>29,057.78</b>	<b>41.08</b>	<b>713.53</b>	<b>6.40</b>	<b>1.30</b>	<b>45.73</b>	<b>54.12</b>	<b>75.81</b>
<b>Totals</b>	<b>348,693.34</b>	<b>493.00</b>						<b>1,060</b>

NOTES:

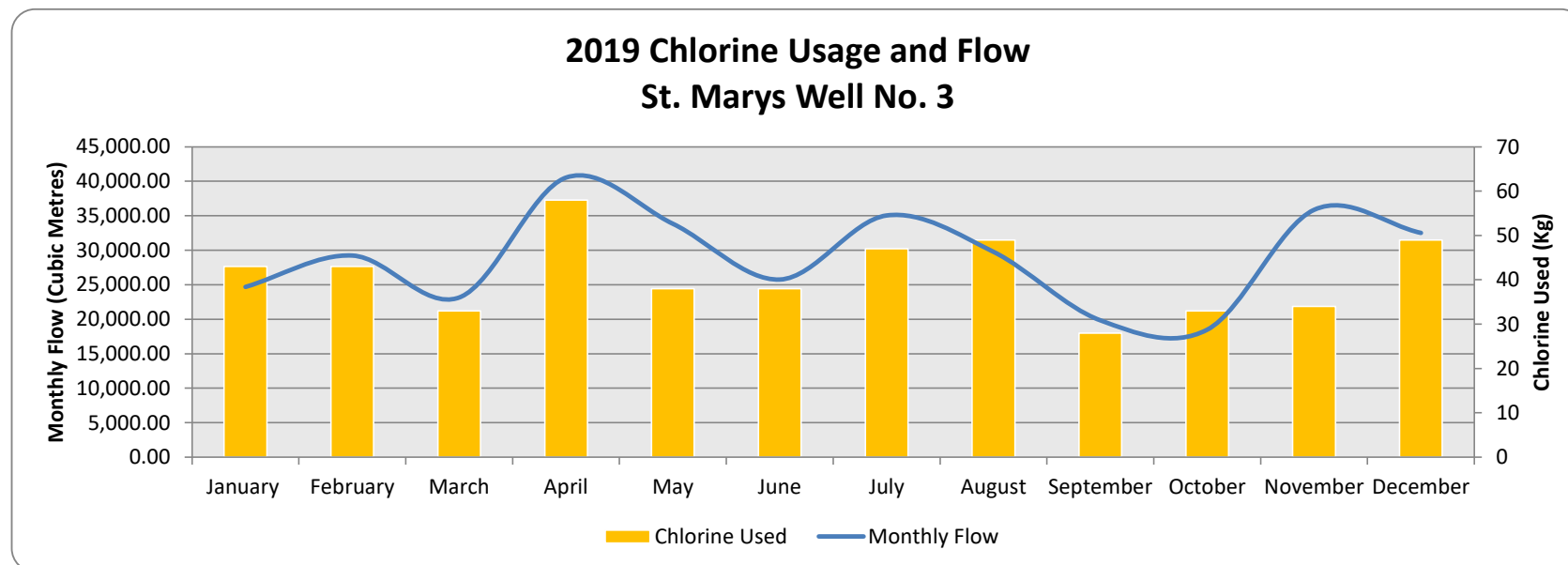
- m<sup>3</sup> - Cubic Metres
- Cl<sub>2</sub> - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre



**TABLE 5**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3**  
**WELL NO. 3 - CHLORINE GAS USAGE AND FLOW**

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	24,682.80	29,230.12	23,150.82	40,534.11	33,834.42	25,753.36	35,042.78	29,769.33	19,839.67	18,484.06	35,858.99	32,512.88
Cl <sub>2</sub> Used	43	43	33	58	38	38	47	49	28	33	34	49

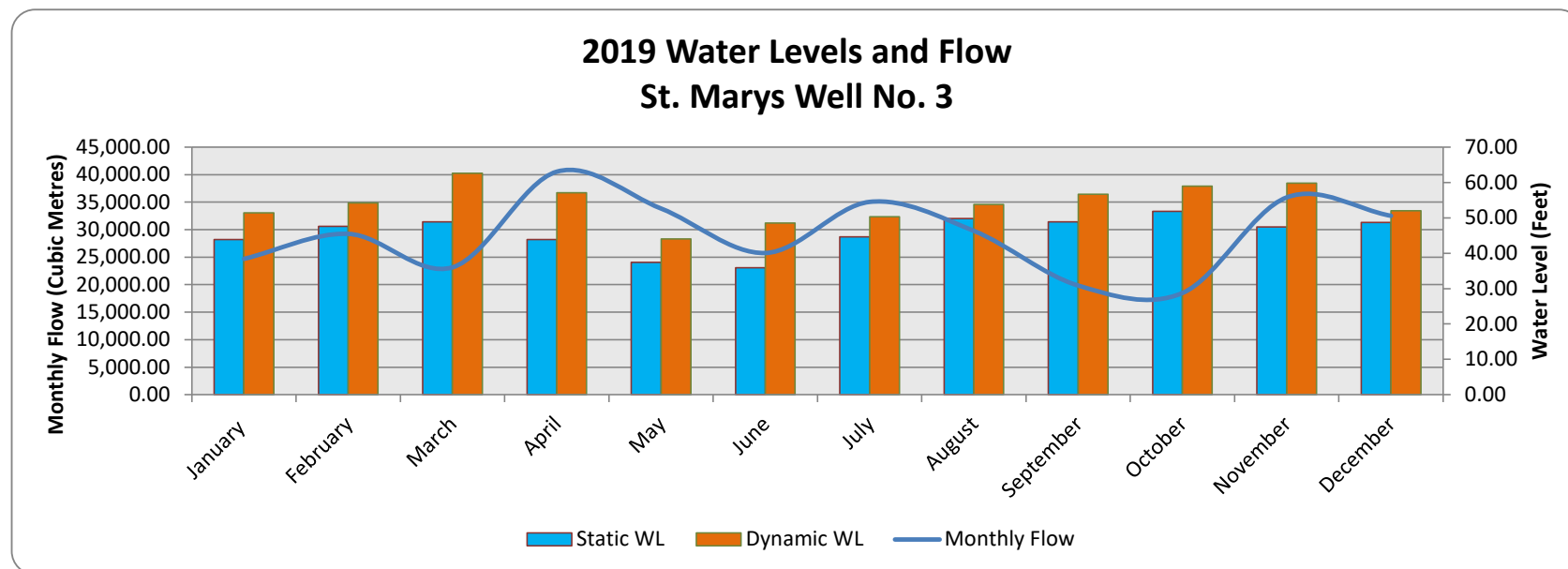


**NOTES:**  
**Monthly Flow** - Total flow volume from the well as recorded by the flow meter  
**Chlorine Used** - Total amount (Kg) of Chlorine used during each month at the well

**TABLE 5**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3**  
**WELL NO. 3 - WATER LEVELS AND FLOW**

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	24,682.80	29,230.12	23,150.82	40,534.11	33,834.42	25,753.36	35,042.78	29,769.33	19,839.67	18,484.06	35,858.99	32,512.88
Static Level	43.9	47.6	48.9	43.9	37.4	35.9	44.6	49.8	46.0	51.8	47.4	48.7
Dynamic Level	51.4	54.2	62.6	57.1	44.0	48.5	50.3	53.8	56.7	59.0	59.8	52.0



**NOTES:**

- Monthly Flow** - Total flow volume from the well as recorded by the flow meter
- Static Level** - Groundwater Level when pump is not running
- Dynamic Level** - Groundwater Level when the pump is running



# **APPENDIX A 2019**

## **Annual Drinking Water Report**

**2019 ANNUAL REPORT – TOWN OF ST. MARYS**

<b>Drinking-Water System Number:</b>	<b>220000521</b>
<b>Drinking-Water System Name:</b>	St. Marys Water Supply System
<b>Drinking-Water System Owner:</b>	The Corporation of the Town of St. Marys
<b>Drinking-Water System Category:</b>	Large, Municipal, Residential
<b>Period being reported:</b>	January 1, 2019 to December 31, 2019

<b>Does your Drinking-Water System serve more than 10,000 people?</b> No  <b>Is your annual report available to the public at no charge on a web site on the Internet?</b> Yes  <b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b> <b>Municipal Operations Center,</b> <b>408 James Street South</b> <b>www.townofstmarys.com</b>	<b>Number of Designated Facilities served:</b> n/a  <b>Did you provide a copy of your annual report to all Designated Facilities you serve?</b> n/a  <b>Number of Interested Authorities you report to:</b> n/a  <b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?</b> n/a
--	--

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:  
n/a

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? n/a

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Public Request
- Public access/notice via other method - Municipal office

**Drinking-Water System**

Each of the pump houses #1, 2A and 3 house a vertical turbine pump, each rated at 60 L/s capacity. These draw ground water from each of the three wells. Water passes air release valves, a backflow check valve, pressure gauges, primary UV light disinfection, flow meter, the chlorine gas injection point, actuator control valve and then into the contact chamber piping located underground.

**Booster Station**

This provides additional system pressure for industrial properties within the southeast area of the town during fire emergencies.

**Reservoir**

A ground level reservoir and booster pumping station was completed in 2019 to add an additional 1,600 m<sup>3</sup> of water storage to the system. The reservoir is located next to the existing Well #1.

**Water Tower**

The water tower is for system pressure regulation and has a storage capacity of 1,820 m<sup>3</sup>.

### Water Treatment Chemicals

Chlorine gas for disinfection

### Expenses to install, repair or replace equipment

Well #1 – UV panel repairs - \$300.00  
 Well #3 – UV sensor repair & calibration - \$900.00  
 Chlorine regulator repair parts - \$1300.00  
 Well #3 - Ballast replacement - \$3700.00  
 Well #1 – SCADA computer – \$3000.00  
 Well #1 – Chlorine fan repairs - \$400.00  
 Well #1 – Cooling fan replacement - \$400.00  
 Booster pump maintenance - \$6500.00  
 Service contract for UV systems – all wells - \$2600.00  
 Hydrant accessories - \$2550.00  
 Distribution valve repairs –\$5,000  
 Distribution parts –\$7,500  
 Emergency Generator (Portable) Upgrades: \$25,000  
 Water Tower Generator Replacement: \$15,000  
 St. George Street North Watermain Replacement: \$120,000

### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03

	Number of Samples	Range of E.Coli or Fecal Results (min -max) cfu/100ml	Range of Total Coliform Results (min –max) cfu/100ml	Number of HPC Samples	Range of HPC Results (min –max) cfu/1mL spread plate
Well #1 - Raw	53	0 - 0	0 - 7	-	-
Well #2A - Raw	53	0 - 0	0 - 0	-	-
Well #3 - Raw	53	0 - 0	0 - 2	-	-
Well #1 - Treated	53	0 - 0	0 - 0	53	0 - <10
Well #2A - Treated	53	0 - 0	0 - 0	53	0 - <10
Well #3 - Treated	53	0 - 0	0 - 0	53	0 - <10
Distribution	234	0 - 0	0 - 0	80	0 - 1320

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results min - max	Unit of Measure
Turbidity	8760*	Well 1 0.21 – 2.00 Well 2A 0.08 – 1.06 Well 3 0.02 – 2.00	NTU
Chlorine - Treated	8760*	Well 1 0.23– 1.59 Well 2A 0.43 – 2.00 Well 3 0.57 – 2.24	mg/L
Chlorine - Distribution	504	0.39 – 1.65	mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A	N/A

\*- continuous monitoring

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre.

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
No adverse for 2019 reporting period					

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result
UV Transmittance % - TW1	1/07/2019	94.6
UV Transmittance % - TW1	4/02/2019	95.1
UV Transmittance % - TW1	7/09/2019	94.2
UV Transmittance % - TW1	10/15/2019	95.3
UV Transmittance % - TW2A	1/07/2019	94.1
UV Transmittance % - TW2A	4/02/2019	94.3
UV Transmittance % - TW2A	7/09/2019	93.0
UV Transmittance % - TW2A	10/15/2019	92.9
UV Transmittance % - TW3	1/07/2019	95.1
UV Transmittance % - TW3	4/02/2019	95.5
UV Transmittance % - TW3	7/09/2019	96.4
UV Transmittance % - TW3	10/15/2019	95.7

#### Schedule 24 - Inorganic parameters

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW1	1/07/2019	0.17	6.0	No	No
Antimony: Sb (ug/L) - TW2A	1/07/2019	0.13	6.0	No	No
Antimony: Sb (ug/L) - TW3	1/07/2019	0.14	6.0	No	No
Arsenic: As (ug/L) - TW1	1/07/2019	0.3	10.0	No	No
Arsenic: As (ug/L) - TW2A	1/07/2019	0.3	10.0	No	No
Arsenic: As (ug/L) - TW3	1/07/2019	<MDL 0.2	10.0	No	No
Barium: Ba (ug/L) - TW1	1/07/2019	231	1000	No	No
Barium: Ba (ug/L) - TW2A	1/07/2019	93	1000	No	No
Barium: Ba (ug/L) - TW3	1/07/2019	103	1000	No	No
Boron: B (ug/L) - TW1	1/07/2019	55	5000	No	No
Boron: B (ug/L) - TW2A	1/07/2019	52	5000	No	No
Boron: B (ug/L) - TW3	1/07/2019	45	5000	No	No

Cadmium: Cd (ug/L) - TW1	1/07/2019	0.109	5.0	No	No
Cadmium: Cd (ug/L) - TW2A	1/07/2019	0.031	5.0	No	No
Cadmium: Cd (ug/L) - TW3	1/07/2019	0.033	5.0	No	No
Chromium: Cr (ug/L) - TW1	1/07/2019	0.12	50	No	No
Chromium: Cr (ug/L) - TW2A	1/07/2019	0.10	50	No	No
Chromium: Cr (ug/L) - TW3	1/07/2019	0.08	50	No	No
Mercury: Hg (ug/L) - TW1	1/07/2019	<MDL 0.01	1.0	No	No
Mercury: Hg (ug/L) - TW2A	1/07/2019	<MDL 0.01	1.0	No	No
Mercury: Hg (ug/L) - TW3	1/07/2019	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW1	1/07/2019	0.70	50.0	No	No
Selenium: Se (ug/L) - TW2A	1/07/2019	0.61	50.0	No	No
Selenium: Se (ug/L) - TW3	1/07/2019	0.51	50.0	No	No
Uranium: U (ug/L) - TW1	1/07/2019	1.8	20.0	No	No
Uranium: U (ug/L) - TW2A	1/07/2019	1.86	20.0	No	No
Uranium: U (ug/L) - TW3	1/07/2019	2.86	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW1	1/07/2019	0.95	1.5	No	No
Fluoride (mg/L) - TW2A	1/07/2019	1.07	1.5	No	No
Fluoride (mg/L) - TW3	1/07/2019	0.84	1.5	No	No
Nitrite (mg/L) - TW1	1/07/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	4/02/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	7/09/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	10/07/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	1/07/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	4/02/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	7/09/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	10/07/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	1/07/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	4/02/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	7/09/2019	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	10/07/2019	0.009	1.0	No	No
Nitrate (mg/L) - TW1	1/07/2019	2.80	10.0	No	No

Nitrate (mg/L) - TW1	4/02/2019	3.72	10.0	No	No
Nitrate (mg/L) - TW1	7/09/2019	2.73	10.0	No	No
Nitrate (mg/L) - TW1	10/07/2019	0.754	10.0	No	No
Nitrate (mg/L) - TW2A	1/07/2019	1.03	10.0	No	No
Nitrate (mg/L) - TW2A	4/02/2019	1.40	10.0	No	No
Nitrate (mg/L) - TW2A	7/09/2019	1.40	10.0	No	No
Nitrate (mg/L) - TW2A	10/07/2019	0.722	10.0	No	No
Nitrate (mg/L) - TW3	1/07/2019	0.903	10.0	No	No
Nitrate (mg/L) - TW3	4/02/2019	0.834	10.0	No	No
Nitrate (mg/L) - TW3	7/09/2019	1.22	10.0	No	No
Nitrate (mg/L) - TW3	10/07/2019	0.682	10.0	No	No
Sodium: Na (mg/L) - TW1	1/07/2019	31.5	20*	Yes*	Yes
Sodium: Na (mg/L) - TW2A	1/07/2019	48.8	20*	Yes*	Yes
Sodium: Na (mg/L) - TW3	1/07/2019	61.1	20*	Yes*	Yes

\*Adverse for Sodium last reported on January 26, 2015 – adverse report required every 5 years

**Summary of lead testing under Schedule 15.1 during this reporting period**

Location Type	Date Sampled	Number of Samples	pH Range	Range of Alkalinity (min – max) mg/L	Range of Lead Results (min – max) ug/L	Number of Exceedances
Distribution	April and September	6	7.55 – 7.79	250 – 295	0.22 – 1.18	0

**Schedule 23 – Organic parameters**

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW1	1/07/2019	<MDL 0.02	5.00	No	No
Alachlor (ug/L) - TW2A	1/07/2019	<MDL 0.02	5.00	No	No
Alachlor (ug/L) - TW3	1/07/2019	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW1	1/07/2019	0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW2A	1/07/2019	<MDL 0.01	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW3	1/07/2019	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW1	1/07/2019	<MDL 0.05	20.00	No	No



Azinphos-methyl (ug/L) - TW2A	1/07/2019	<MDL 0.05	20.00	No	No
Azinphos-methyl (ug/L) - TW3	1/07/2019	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW1	1/07/2019	<MDL 0.32	1.00	No	No
Benzene (ug/L) - TW2A	1/07/2019	<MDL 0.32	1.00	No	No
Benzene (ug/L) - TW3	1/07/2019	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW1	1/07/2019	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (ug/L) - TW2A	1/07/2019	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (ug/L) - TW3	1/07/2019	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW1	1/07/2019	<MDL 0.33	5.00	No	No
Bromoxynil (ug/L) - TW2A	1/07/2019	<MDL 0.33	5.00	No	No
Bromoxynil (ug/L) - TW3	1/07/2019	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW1	1/07/2019	<MDL 0.05	90.00	No	No
Carbaryl (ug/L) - TW2A	1/07/2019	<MDL 0.05	90.00	No	No
Carbaryl (ug/L) - TW3	1/07/2019	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW1	1/07/2019	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW2A	1/07/2019	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW3	1/07/2019	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW1	1/07/2019	<MDL 0.16	5.00	No	No
Carbon Tetrachloride (ug/L) - TW2A	1/07/2019	<MDL 0.16	5.00	No	No
Carbon Tetrachloride (ug/L) - TW3	1/07/2019	<MDL 0.16	5.00	No	No
Chlorpyrifos (ug/L) - TW1	1/07/2019	<MDL 0.02	90.00	No	No
Chlorpyrifos (ug/L) - TW2A	1/07/2019	<MDL 0.02	90.00	No	No
Chlorpyrifos (ug/L) - TW3	1/07/2019	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW1	1/07/2019	<MDL 0.02	20.00	No	No
Diazinon (ug/L) - TW2A	1/07/2019	<MDL 0.02	20.00	No	No
Diazinon (ug/L) - TW3	1/07/2019	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW1	1/07/2019	<MDL 0.20	120.00	No	No
Dicamba (ug/L) - TW2A	1/07/2019	<MDL 0.20	120.00	No	No
Dicamba (ug/L) - TW3	1/07/2019	<MDL 0.20	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW1	1/07/2019	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW2A	1/07/2019	<MDL 0.41	200.00	No	No

1,2-Dichlorobenzene (ug/L) – TW3	1/07/2019	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) – TW1	1/07/2019	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (ug/L) – TW2A	1/07/2019	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (ug/L) – TW3	1/07/2019	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) – TW1	1/07/2019	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (ug/L) – TW2A	1/07/2019	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (ug/L) – TW3	1/07/2019	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) – TW1	1/07/2019	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (ug/L) – TW2A	1/07/2019	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (ug/L) – TW3	1/07/2019	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) – TW1	1/07/2019	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) – TW2A	1/07/2019	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) – TW3	1/07/2019	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) – TW1	1/07/2019	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (ug/L) – TW2A	1/07/2019	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (ug/L) – TW3	1/07/2019	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) – TW1	1/07/2019	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) – TW2A	1/07/2019	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) – TW3	1/07/2019	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) – TW1	1/07/2019	<MDL 0.40	9.00	No	No
Diclofop-methyl (ug/L) – TW2A	1/07/2019	<MDL 0.40	9.00	No	No
Diclofop-methyl (ug/L) – TW3	1/07/2019	<MDL 0.40	9.00	No	No
Dimethoate (ug/L) – TW1	1/07/2019	<MDL 0.03	20.00	No	No
Dimethoate (ug/L) – TW2A	1/07/2019	<MDL 0.03	20.00	No	No
Dimethoate (ug/L) – TW3	1/07/2019	<MDL 0.03	20.00	No	No
Diquat (ug/L) – TW1	1/07/2019	<MDL 1	70.00	No	No
Diquat (ug/L) – TW2A	1/07/2019	<MDL 1	70.00	No	No
Diquat (ug/L) – TW3	1/07/2019	<MDL 1	70.00	No	No

Diuron (ug/L) – TW1	1/07/2019	<MDL 0.03	150.00	No	No
Diuron (ug/L) – TW2A	1/07/2019	<MDL 0.03	150.00	No	No
Diuron (ug/L) – TW3	1/07/2019	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) – TW1	1/07/2019	<MDL 1	280.00	No	No
Glyphosate (ug/L) – TW2A	1/07/2019	<MDL 1	280.00	No	No
Glyphosate (ug/L) – TW3	1/07/2019	<MDL 1	280.00	No	No
Malathion (ug/L) – TW1	1/07/2019	<MDL 0.02	190.00	No	No
Malathion (ug/L) – TW2A	1/07/2019	<MDL 0.02	190.00	No	No
Malathion (ug/L) – TW3	1/07/2019	<MDL 0.02	190.00	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) – TW1	1/07/2019	<MDL 0.00012	0.10	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) – TW2A	1/07/2019	<MDL 0.00012	0.10	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) – TW3	1/07/2019	<MDL 0.00012	0.10	No	No
Metolachlor (ug/L) – TW1	1/07/2019	<MDL 0.01	50.00	No	No
Metolachlor (ug/L) – TW2A	1/07/2019	<MDL 0.01	50.00	No	No
Metolachlor (ug/L) – TW3	1/07/2019	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) – TW1	1/07/2019	<MDL 0.02	80.00	No	No
Metribuzin (ug/L) – TW2A	1/07/2019	<MDL 0.02	80.00	No	No
Metribuzin (ug/L) – TW3	1/07/2019	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) – TW1	1/07/2019	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) – TW2A	1/07/2019	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) – TW3	1/07/2019	<MDL 0.3	80.00	No	No
Paraquat (ug/L) – TW1	1/07/2019	<MDL 1	10.00	No	No
Paraquat (ug/L) – TW2A	1/07/2019	<MDL 1	10.00	No	No
Paraquat (ug/L) – TW3	1/07/2019	<MDL 1	10.00	No	No
PCB (ug/L) – TW1	1/07/2019	<MDL 0.04	3.00	No	No
PCB (ug/L) – TW2A	1/07/2019	<MDL 0.04	3.00	No	No
PCB (ug/L) – TW3	1/07/2019	<MDL 0.04	3.00	No	No

Pentachlorophenol (ug/L) – TW1	1/07/2019	<MDL 0.15	60.00	No	No
Pentachlorophenol (ug/L) – TW2A	1/07/2019	<MDL 0.15	60.00	No	No
Pentachlorophenol (ug/L) – TW3	1/07/2019	<MDL 0.15	60.00	No	No
Phorate (ug/L) – TW1	1/07/2019	<MDL 0.01	2.00	No	No
Phorate (ug/L) – TW2A	1/07/2019	<MDL 0.01	2.00	No	No
Phorate (ug/L) – TW3	1/07/2019	<MDL 0.01	2.00	No	No
Picloram (ug/L) – TW1	1/07/2019	<MDL 1	190.00	No	No
Picloram (ug/L) – TW2A	1/07/2019	<MDL 1	190.00	No	No
Picloram (ug/L) – TW3	1/07/2019	<MDL 1	190.00	No	No
Prometryne (ug/L) – TW1	1/07/2019	<MDL 0.03	1.00	No	No
Prometryne (ug/L) – TW2A	1/07/2019	<MDL 0.03	1.00	No	No
Prometryne (ug/L) – TW3	1/07/2019	<MDL 0.03	1.00	No	No
Simazine (ug/L) – TW1	1/07/2019	<MDL 0.01	10.00	No	No
Simazine (ug/L) – TW2A	1/07/2019	<MDL 0.01	10.00	No	No
Simazine (ug/L) – TW3	1/07/2019	<MDL 0.01	10.00	No	No
Terbufos (ug/L) – TW1	1/07/2019	<MDL 0.01	1.00	No	No
Terbufos (ug/L) – TW2A	1/07/2019	<MDL 0.01	1.00	No	No
Terbufos (ug/L) – TW3	1/07/2019	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) – TW1	1/07/2019	<MDL 0.35	10.00	No	No
Tetrachloroethylene (ug/L) – TW2A	1/07/2019	<MDL 0.35	10.00	No	No
Tetrachloroethylene (ug/L) – TW3	1/07/2019	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) – TW1	1/07/2019	<MDL 0.20	100.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) – TW2A	1/07/2019	<MDL 0.20	100.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) – TW3	1/07/2019	<MDL 0.20	100.00	No	No
Triallate (ug/L) – TW1	1/07/2019	<MDL 0.01	230.00	No	No
Triallate (ug/L) – TW2A	1/07/2019	<MDL 0.01	230.00	No	No
Triallate (ug/L) – TW3	1/07/2019	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) – TW1	1/07/2019	<MDL 0.44	5.00	No	No
Trichloroethylene (ug/L) – TW2A	1/07/2019	<MDL 0.44	5.00	No	No
Trichloroethylene (ug/L) – TW3	1/07/2019	<MDL 0.44	5.00	No	No

2,4,6-Trichlorophenol (ug/L) – TW1	1/07/2019	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (ug/L) – TW2A	1/07/2019	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (ug/L) – TW3	1/07/2019	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) – TW1	1/07/2019	<MDL 0.02	45.00	No	No
Trifluralin (ug/L) – TW2A	1/07/2019	<MDL 0.02	45.00	No	No
Trifluralin (ug/L) – TW3	1/07/2019	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) – TW1	1/07/2019	<MDL 0.17	1.00	No	No
Vinyl Chloride (ug/L) – TW2A	1/07/2019	<MDL 0.17	1.00	No	No
Vinyl Chloride (ug/L) – TW3	1/07/2019	<MDL 0.17	1.00	No	No
Trihalomethanes – farthest point in the distribution system (ug/L)	Running average	16.0	100	No	No
HAA's – Haloacetic Acids	Running average	5.3	80*	No	No

\*The MAC for HAA Total (based on a running annual average of quarterly results) comes into effect on January 1, 2020. (80 mg/l)

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards. n/a

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>CAO 20-2020 Pandemic Response and Business Continuity Update</b>

## PURPOSE

The purpose of this report is to provide Council with an update on the Town's actions to date in response to the COVID-19 pandemic and to provide an update on business continuity activities as of the morning of March 20, 2020.

Through this report staff are recommending that Council approve alternative procurement approaches to help ensure business continuity in the event that Council is unable to meet and approve procurement awards.

## RECOMMENDATION

**THAT** CAO 20-2020 Pandemic Response and Business Continuity Update report be received; and

**THAT**, in the event that Council is unable to meet to award a procurement, or in the event a procurement is time sensitive, that the following alternative procurement award approaches be approved:

- Consistent with the procurement by-law, the Director of Finance and/or CAO are authorized to approve up to a \$50,000 sole source, if the budget allocation has been approved in the 2020 budget.
- For purchases in excess of \$50,000, the CAO will have the authority to approve bids/tenders/RFPs when total quoted price is within 10% of allocated budget, provided the method of procurement has followed the purchasing policy.

## BACKGROUND

The following is a high level recap of the Town's actions to date related to COVID-19 pandemic response and business continuity:

- Council has adopted a pandemic plan, the Emergency Control Group has convened three meetings, and regular meetings are scheduled each week. We continue to have regular calls with HPPH and the Provincial Emergency Operations Centre and adjust our actions based on the most up to date information provided.
- A state of emergency was declared by Mayor Strathdee on March 19. A state of emergency is important to declare for the following reasons:
  - Under a Declared Emergency, duly registered volunteers are covered under WSIB; this includes all volunteers from Service Groups, Worship Groups, Salvation Army, Victim Services and just residents that want to help!

- Under a Declared Emergency, staff and elected officials are protected from personal liability from decisions made during or as a result of the emergency.
  - A Declared Emergency status may position a municipality in a more favorable light if any funds are available from the Federal Government or from the Province after the emergency. It may also be advantageous to private citizens seeking reimbursement under the *Disaster Recovery Assistance for Ontarians Program*, or from insurance companies.
  - It shows that the municipality is taking this situation seriously; this is an international human health situation, a truly unprecedented event in our time.
- There is some public confusion about what a state of emergency means, and at the time of writing this report Communications staff are intending to issue an FAQ style communique to answer the common questions received.
  - All municipal facilities have been closed for public access, and the most up to date information about how services are being provided is being posted and updated on the Town website. At this point in time we have not formally closed Town parks and playgrounds. Following the advice of the Health Unit, we will be posting all parks and playgrounds with signage that reminds patrons of the need for social distancing and indicates that the park is not cleaned and sanitized.
  - The Mayor has cancelled all non-essential committee meetings and asked that Council meetings continue. The decision for Planning and Committee of Adjustment meetings to proceed will be made on a case by case basis. The *Municipal Act, 2001* and the *City of Toronto Act, 2006*, have been amended to provide that, during municipal or provincial emergencies, members of councils, local boards and committees who participate electronically in open and closed meetings, may be counted for the purposes of quorum. As of writing this report, the plan is to host Council meetings in Chambers and make conference options available.
  - Corporately, the current approach is to prefer to keep people reporting to work rather than working from home. Reporting to work is good for mental health as it helps people stay in a routine, rather than being isolated at home. This comes with a natural criticism of “is this approach contrary to social distancing”? The HPPH was clear that people should feel safe in the workplace as long as everyone is being responsible with self-monitoring and proper hand hygiene. At this point, corporately we have taken as many proactive steps as we can and have implemented policies to make the work place safe so that people feel comfortable reporting to work.
  - Staff who are affected by closures have been provided all information related to the closure, the plan forward, their eligibilities and entitlements, and their last day of work was March 20.
  - We have identified a gap in the community regarding our vulnerable population. Community Services staff have been checking in by phone with some of our residents who participate in the social visitation program. We’ve identified through conversation that there are a number of people who don’t have supports to get them groceries and medications. Community Services is working on a Community Support and Wellness program that will, in the short term, address these gaps. Longer term, once the community moves on from this initial shock phase and adjusts to the new normal, we are planning for the public to expect some level of “new normal” municipal services and social programs to exist. Staff are currently evaluating how various recreation/leisure/social programs can be delivered virtually. As these programs are developed these programs will be added to the Community Support and Wellbeing plan.

## REPORT

In regards to business continuity, staff continue to move forward capital projects and other budgeted work in so far as we can until the Province directs that construction sites are to shut down. A continuity gap that staff have identified is a situation where a time sensitive tender or procurement needs to be awarded, but Council cannot meet due to quorum issues.

To close this gap, staff are requesting that Council consider delegating some authority to the CAO to award procurements only when Council cannot reasonably meet to make the award. The recommended approach for procurements unrelated to the COVID emergency, but to assist with continuity for delivering budget approved projects is:

- Follow procurement policy when practical
- If time-sensitive, Director of Finance or CAO can approval up to \$50,000 sole source, if proper budget allocated and proper rationale form completed (*this is consistent with existing provisions in the Procurement By-Law*)
- Purchases over \$50,000 must follow procurement policy; CAO will have the authority to approve bids/tenders/RFPs whereby total quoted price is within 10% of allocated budget

Now that an emergency has been declared, certain provisions of the Procurement By-law are enacted is a purchase relates to responding to the COVID emergency. Section 9 of the by-law provides:

## **9. EMERGENCY PURCHASES AND SOLE SOURCE PURCHASES**

9.1 Notwithstanding any other requirement of this by law, circumstances may arise where competitive tendering is undesirable and a proposed procurement excluded from the requirement to obtain competitive bids, or where direct negotiations are appropriate, provided that such measures are not taken for the purpose of avoiding competition, discriminating against any supplier, or circumventing any requirement of this by-law. Such circumstances include the following:

(a) When an emergency has been declared, a purchase of goods and/or services may be made by the Departmental Head, or his delegate, in which case the goods, services or construction shall be acquired by the most expedient and economical means. In all such cases, an information report to Council shall be prepared by the appropriate Departmental Head setting out the nature of the emergency and the necessity of the action taken as a result.

For procurement relating to the COVID emergency (not budgeted) the Director of Finance and the CAO will be enforcing the following interpretation:

- Up to \$5,000 – Department Head approval, no competition required
- \$5,001 to \$15,000 – Department Head and Director of Finance approval required, no competition required
- \$15,001 and above – CAO approval required, no competition required

## **FINANCIAL IMPLICATIONS**

The Director of Finance has established a system to track the costs we are incurring as a result of the pandemic response. Finance will be creating forecasts so that we understand our total cost potential if the pandemic response extends over a long period of time.

## **SUMMARY**

Staff will continue to update Council and the public as the Town's pandemic response and business continuity plans evolve. At this point in time, the approach is to be flexible and to be responsive to changing conditions.

As noted, staff are recommending that Council approve the alternative procurement approaches contained in this report. This course of action will ensure that there is business continuity in the event that Council is unable to meet and approve procurement awards.



## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Andre Morin, Director of Finance/Treasurer

## **ATTACHMENTS**

None

## **REVIEWED BY**

### **Recommended by the CAO**

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

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Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Corporate Services

**Date of Meeting:** 24 March 2020

**Subject:** COR 04-2020 March Monthly Report (Corporate Services)

## RECOMMENDATION

THAT COR 04-2020 March Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Culture/Heritage

- Public Art Committee
  - The Committee will be bringing forward the Public Art Policy to Council in June.
  - The Committee is also planning an education event with the focus of the event being the Town formally recognizing world renowned artist Kent Monkman, who was born in St. Marys. A formal request for this event will be coming forward to Council.

### Museum

- Attendance
  - Overall February attendance up approximately 10% over past 8 year average.
  - Museum tour attendance up four times above past 7 year average.
- Students/Volunteer
  - Volunteers logged 53 on-site hours in February.
  - Grant applications submitted for Canada Summer Jobs student position and Young Canada Works Building Careers in Heritage internship.
  - Working to recruit University of Toronto Masters of Museum Studies student for 12-week summer placement.
  - Staff welcomed a high school co-op student on February 18. This student will be volunteering approximately 15 hours/week until mid-June.
- Most popular Facebook post: February 14 Farm Friday post with 2,900 views and 91 reactions, comments and shares.
- “Come into my Kitchen” seminar led by Amy Cubberley and Janis Fread on February 13 and February 19. Both were near capacity.
- Small exhibit about the 1936 Olympics opened in early March.
- Spend your Saturday in St. Marys held on Saturday, March 7 in partnership with the St. Marys Farmers’ Market. The Museum was opened by volunteers from 11:00-3:00 and attendance exceeded expectations. The Museum and Farmers’ Market management plan to run the same event during the April market.

### Corporate Communications

- PRC Strategic Business Plan

- Fall/winter program feedback survey closed on March 6, 2020; staff to analyze results.
- Continuing to assist with various projects including updating PRC Facebook, lobby television screens, etc.
- Updates to Recreation & Leisure section of website to increase usability.
- Issues Management
  - Worked closely with the Stratford Police Service, Avon Maitland District School Board and internal staff to communicate information about incident at Little Falls Public School.
  - Collaborated with Tourism and Economic Development Manager to share updates about VIA service cancellations.
  - Participating in weekly conference calls about Covid-19 to stay abreast of any emerging communications needs.
- Media Relations
  - Distributed one service disruption, one public notices and 8 media releases. Topics included the Fire Hall renovation, the PRC spa decommissioning and International Women's Day.
  - There were 30 stories/mentions in local media (28 in the St. Marys Independent, two in the Stratford Beacon Herald) between February 20 and March 11. 8 of those stories were the direct result of media releases by the Town.
- Social Media
  - The Town's Facebook page currently has 4,491 followers (276 new since February 10). The most popular post was about the arrest of a man accused in the stabbing incident at Little Falls Public School (15,207 users).
  - The Town's Twitter page currently has 2,007 followers (23 new since February 13). The most popular tweet was about Family Day activities (3,247 users).
  - The PRC's Facebook page currently has 2,588 followers (23 new since February 13). The most popular post was about Family Day activities (3,211 users).
- Website
  - 8,788 users and 74,778 page views since February 10. Top visited pages include Library (21,852), Home (7,493), and Aquatics Centre (2,888).
- Publications
  - Spring/Summer 2020 Town of St. Marys Recreation & Leisure Program Guide is complete and is available in print and online. Unlike prior editions, print copies were not distributed in St. Marys Independent, but a limited print run (1,500) is available at Town facilities.
- Advertising
  - St. Marys Independent: Camp PRC
  - Stratford Beacon Herald: Camp PRC
  - Stratford Beacon Herald "Summer Fun Guide": Camp PRC
  - Stratford Summer Music Guide: Music-based events in St. Marys
- Event promotions
  - Homecoming + Heritage:
    - Continuing to work with Homecoming committee on logistics, etc.
    - Meeting with prospective sponsors
    - Attended March BIA meeting to further discuss the weekend's schedule and parking restrictions
    - Created event microsite within [www.townofstmarys.com](http://www.townofstmarys.com)
    - Created press release announcing weekend's schedule, committee members, sources for information, etc.
- Other:

- Attended Festivals and Events Ontario day-long pre-conference workshop on packaging and selling corporate sponsorships
- Working with DCVI co-op student on Homecoming and other events
- Successfully applied for Celebrate Canada grant for Canada Day party at Milt Dunnell Field.

### **Tourism & Tourism Marketing**

- Registered the Quarry with Attractions Ontario <https://attractionsontario.ca/>. Attractions Ontario is the authority on attractions & trip motivators in Ontario, the voice of the industry and the source for consumers to discover Ontario's destination experiences.
- Working to improve and enhance the Town's profile online through various Ontario tourism websites. Adding photographs where possible and editing information.
- Co-ordinating with FunSplash on promotion for the Quarry regionally and broadly.
- Working on content for the 2020 Visitors Guide with a distribution target of May 1.
- Met with RTO4 to discuss opportunities for 2020 in St. Marys and included the Communications and Events Manager in the discussion. Highlights included how to measure tourism success, data collection and opportunities for the annual heritage festival.

### **Economic Development**

- Attended the 2020 Economic Developers Council of Ontario annual conference in Toronto on behalf of the Town of St. Marys.
- Exploring opportunities to utilize vacant spaces in our downtown such as advertising in the windows, pop-up spaces and potential future businesses.

### **VIA Services**

	Boarding	Arriving	% Printed
January	319	279	67.4
February	178	186	75.7

- Six days of cancelled train service in the month of February due to track closure in Canada.
- Staff remained on shift for the first two days of closure to manage any customer inquiries.

### **Information Technology**

- 21 tickets closed
- Created laptop sign-out program for better utilization of computers/resources
- Moved offsite server mirror to new location
- Assisted Festival Hydro with Fibre Break
- Upgraded Keystone to latest build
- Moved Fire Hall communications to MOC
- Setup enhanced network monitoring and notification system
- Reviewed and modified town email distribution lists

## **SPENDING AND VARIANCE ANALYSIS**

None at this time.

## **REVIEWED BY**

### **Recommended by the Department**



Trisha McKibbin  
Director of Corporate Services

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>24 March 2020</b>
<b>Subject:</b>	<b>DCS 07-2020 March Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 07-2020 March Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

Community Services RLMP, Business Plan and Core Services Implementation:

- Met with the YMCA to discuss the current partnership and evaluated the fee structure. The YMCA fees are increasing, therefore revenue increasing for the PRC. Agreement has been made to stop the YMCA passes at the quarry due to the increase of fees.
- The St. Marys Ringette have won their bid to host the Ontario Championships here in St. Marys and in Dorchester for this upcoming season 2021. This event will have a large draw and positive impacts for the community.
- Staff have received a number of requests this summer from local business owners wanting to rent the Quarry for a day to provide a “Free Swim” for patrons. As based on the core services review the fee that would need to be set to allow for this kind of service is too high so we do not provide this service. Staff have suggested alternative options for example: groups buying a number of passes and handing them out to people, or suggesting they sponsor a SUP/or some kind of equipment and we will put their logo on it.

Aquatics:

- 4549 swimmers through the pool in February
- 332 enrolled in early spring swimming lessons
- Staff have worked on a mock summer schedule to anticipate hiring needs for the quarry this summer, posting is out, interviews are being arranged
- Aquatics Compliment (private swimming lessons): Thanks for working with me on this! It is very helpful to have a place that helps with a family like mine with so many dynamics.

Child Care:

- The Child Care Centre has been very busy preparing for the summer camp programs. The Centre will offer three different camps, “Get Ready for Kindergarten Camp”, “Kindie Camp” and “School age Camp”. The school age staff have been planning fun field trips in the community and many fun activities to keep the children busy this summer.

- One of the Infant staff has taken some initiative and started a new network group with other Infant & Toddler teachers from Child Care centres around Southwestern Ontario. The idea is to network with others working in the same age group sharing programming ideas and suggestions.
- Two staff attended Mental Health First Aid training and will share their new knowledge with all the Child Care staff at an upcoming staff meeting.
- Staff are very impressed by how well parents are accepting the strike days and finding alternate care for their children. Parents have been grateful for the reimbursement.
- Staff are still struggling to find supply staff that are willing to work for our lower wage. It is becoming a concern with summer quickly approaching and many staff holidays needing to be covered.

#### EarlyON:

- The new Breastfeeding buddies program started
- Staff have started bringing in guest speakers to the Baby Time program on Wednesdays
- Staff are currently in discussion with Wildwood Conservation Area and Stratford Social Services about delivering programming in Wildwood for the Summer.
- Baby Connections is starting in April; it is a 4 week registered program focusing on infant literacy.

#### Recreation:

- Youth Recreation:
  - Staff are preparing for our March Break Camp and have started advertising for our Summer 2020 Camps
  - The Kitchen Camps and Tennis Camps will be running again this Summer
- Adult Recreation:
  - Have met with Men's Soccer and they are interested in partnering to run a winter recreation soccer night
  - Looking to offer youth and adult learn to skate programs through St. Marys Skate Club in order to help the club financially.

#### Youth Services:

- Youth Centre:
  - Staff have been approached by older youth asking for space to use for their enjoyment after school. Currently while they are allowed in the Youth Centre they would prefer to use a space more age appropriate for them so they are not mixing with younger grades. Staff are working with them to develop various options, example: pop up youth space for this age bracket.
  - Our Red Cross courses are proving very popular, to date over 80 youth have participated in our Stay Safe and Babysitting program

#### Senior Services:

#### Home Support Services:

- The Ontario Government recently announced their plan to modernize the delivery of home and community care in Ontario. In summary the regulations propose reorganizing services under

two categories "home care services" and "community care services." "Home care services" would include professional services, personal support services as well as homemaking services. "Community care services" would include the current list of community support services and maintain the personal support services, homemaking services, security checks and reassurance services by CSS outlined in Ontario Regulation 386/99. LHIN's will be re-branded to Home and Community Care Support Services organizations and will focus on the functions of care coordination for home care and placements into long - term care. LHIN's will be under the oversight of a single Board (separate from the Ontario Health Board) with a separate CEO. LHIN's will maintain the same regional identifiers as existing LHIN's i.e South West. The functions of planning, funding, performance monitoring and integration of the health system will eventually move to Ontario Health.

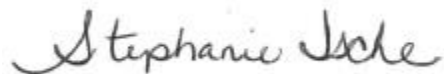
- Home Support Services received a Notice of Amendment informing the Municipality that the Home Support Service MSAA will be extended to June 30, 2020 with minimal amendments to reflect legislative changes and simplify the anticipated transition of the MSAA to Ontario Health from the LHIN. Home Support Services has prepared the 2020-2021 budgets for the LHIN which is pending submission with direction from the LHIN. The 20/21 LHIN budget incorporated the changes that Home Support Services made through the 2019 Core Services Review. Staff consulted with the departments LHIN Financial Analysts prior to completing the Municipal budget submission. Staff have consulted again with the LHIN Financial Analyst to inquire if there is an opportunity to amend the 2020 first quarter budget and was directed to report a financial variance during the reporting process.

#### Friendship Centre:

- The Friendship Centre is scheduled to host a St. Patrick Day Lunch, Scrapbooking Garage Sale, and the Spring Scrap-a-thon in April.
- Senior Services has not received any communication from the Ministry of Seniors Affairs pertaining to year-end reporting or the 2020/2021 budget process. Staff reached out to the Ministry rep and was informed that the information will flow shortly.
- New dance programs such as Ballroom and Line dancing have seen successful uptake. Ballroom dancing is currently at capacity.

## REVIEWED BY

### Recommended by the Department



Stephanie Ische  
Director of Community Services

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Stephanie Ische, Director of Community Services
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>DCS 09-2020 Agreement with Huron Perth Lakers AAA Minor Hockey Association</b>

## INFORMATION

This report provides information to Council on an agreement with Huron Perth Lakers.

## RECOMMENDATION

**THAT** DCS 09-2020 Agreement with Huron Perth Lakers AAA Minor Hockey Association report be received for information.

## BACKGROUND

The Town established an ice allocation procedure in 2011, as approved by Council, shortly after the addition of the second ice pad. The procedure was put in place to create clarity and to address the supply and demand of ice required by groups.

Following the development of the Recreation and Leisure Master Plan, there was a recommendation to look at ways to maximize revenue opportunities by encouraging greater use of available ice, particularly during shoulder and weekend use.

At the November 26, 2019 Council meeting, Council approved changes to the ice allocation procedure. This new policy sets the foundation for the development of clear and uniform procedures for determining ice allocations.

## REPORT

On January 20, 2020, staff met with users groups to review the new ice allocation policy. One of the most significant changes to the new policy is that it gives the Town the right to set a balanced schedule for all ice users allowing staff to schedule ice as needed.

The Huron Perth Lakers have approached the Town for more ice times. At this time, the group is looking for a minimum of 6 hours per week for the 2020 season (two 3-hour blocks during the week). As based on the new policy staff have the ability to move users around to accommodate this new partnership with Huron Perth Lakers. However, by doing this it may affect all ice users in some way, as staff will need to move the groups around to accommodate this addition. The process for moving ice users around will be based on historical usage (total hours currently booked). If a group refuses ice time their time will be offered to other ice users. Groups requiring additional ice will have to wait until the end of the ice allocation to pick up open times that are available.

It is important to note by making this move we will sell at a minimum an additional 6 hours per week (an increase of \$960 a week).



A second group, the Silver Knights has now also come forward looking for additional ice time and are looking to make St. Marys their home base. This group is looking for an additional 4 hours of ice time. They will be offered the time slots left open following the meeting with all current ice users.

## **SUMMARY & IMPLICATIONS**

Next steps, staff will be meeting with each ice user individually to roll out the ice schedule for the next season. While the policy was presented to ice users in January at the allocation meeting this is still a very new process and some groups may not understand the need for them to move. You may hear some feedback from user groups however, staff will continue to follow this new procedure and work through challenges as they arise.

## **STRATEGIC PLAN**

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Recreation and Leisure Master Plan primarily as it relates to the sale of additional ice.

### **Recommendation #32**

To maximize revenue opportunities by making efficient use of the Town's ice pads by encouraging greater use of available ice , primarily during the shoulder and weekend hours. Other strategies may include, but not limited to, promoting drop-in skating programs during available prime time hours on the weekend and co-ordinating blackout periods with the user groups to ensure that it does not negatively impact playing schedules.

## **OTHERS CONSULTED**

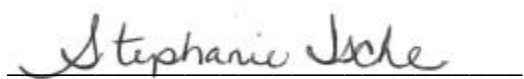
Ice Users

## **ATTACHMENTS**

None

## **REVIEWED BY**

### **Recommended by the Department**



Stephanie Ische  
Director of Community Services

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Building and Development

**Date of Meeting:** 24 March 2020

**Subject:** DEV 18-2020 Building and Development Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV 18-2020 Building and Development Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building

- Total of 7 permits were issued in February 2020 compared to 7 the previous year.
- There were two dwelling units issued this month compared to 1 the previous year.
- The total construction values were \$624,000 compared to \$442,100 the previous year.
- The total permit fees were \$4,921.38 compared to \$6,133.12 the previous year.
- A total of 33 appointments were provided by the Building Department for this time period.
- There were no Heritage permits issued for this period.

Monthly Dwelling Unit Break Down						
Month	Dwelling Units	Accessory Apartments	Accessory Inquiries	Total Dwelling units for the month		
February	2	0	0	2		
Types Of Dwelling Units						
	Single Family	Semi Detached	TownHouse	Apartment	Accessory Apartment	
February		2				

### Planning

- Preliminary review of Official Plan and Zoning By-law Amendment Applications for 665 James Street North by Planning Advisory Committee on February 18, 2020 – Applications referred back to staff for further review before reporting back to PAC
- Minor Variance application for St. Andrew Street North lot, and Minor Variance and Consent applications for 120 and 124 Church Street South considered by Committee of Adjustment on March 18, 2020
- Open houses for Official Plan review project and Community Improvement Plans review and update project to be held in late March

## **Facilities-Operational**

- Asset Management Plan – working on this document
- Contract Cleaners – received pricing from another company to perform cleaning duties

## **Facilities-Capital**

- 20 Year Capital Plan – working on document
- Fire Hall Design Project – award of project to K&L Construction
- Cadzow walkways – waiting on contractor for installation date
- Town Hall Stairs & Lind Retaining Wall– Acquired firm pricing and working on scheduling for these projects
- Cemetery Washroom Project – drawings of layout are being designed
- Museum walkway – waiting on contractor for installation date
- Library Wall – RFQ written, finishing revisions then posting
- MOC Shop Exterior Over Head Doors – RFQ closed on Feb 24<sup>th</sup>. Contract awarded to Easy Lift Doors
- MOC Wash Bay Wall Cladding – currently have 2 prices, awaiting 3<sup>d</sup> price
- Lind Sportsplex retaining wall & balcony parging – received firm pricing and working on schedule for repairs
- Lind Sportsplex exterior steel window replacement – 3 quotes are required. One quote received, waiting on 2 other quotes.

## **PRC Operations**


- RO system repairs completed using refurbished parts and replaced main pump
- Power supply monitoring at main power source into building is ongoing to determine source of power issues in facility. We are going through light bulbs and ballasts more frequently than we should be, plus other issues.
- Seeing an increased amount of vandalism and damage in public areas of the facility, such as graffiti, damage to the elevator, damage to vending machines, etc. Working with other supervisors and staff to monitor.
- Updated facility staff on disinfectant protocol for public area cleaning and disinfecting.

## **SPENDING AND VARIANCE ANALYSIS**

As per budget

## **REVIEWED BY**

### **Recommended by the Department**



Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

As of February 28, 2020														
Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	Annual permit fees
2020														
PV	\$950,000	\$624,000											\$1,574,000	\$9,778
PN (DU)	7 3	7 2											14 5	
2019														
PV	\$110,000	\$442,100	\$1,259,500	2,313,500.00	\$2,374,500	\$2,178,800	\$954,000	\$1,364,600	\$1,151,050	\$2,367,950	\$1,485,000	\$750,000	\$16,751,000	\$116,952
PN (DU)	7 0	7 1	9 2	14 6	13 11	17 8	11 2	12 3	15 3	15 9	12 4	4 4	136 53	
2018														
PV	\$700,000	\$233,500	\$1,332,500	4,721,000.00	\$4,461,001	\$1,887,100	\$1,984,300	\$644,100	\$2,737,450	\$2,220,500	\$1,561,200	\$393,000	\$22,875,651	\$151,296
PN (DU)	7 2	4 0	15 6	15 7	23 5	23 4	22 5	13 1	21 5	14 14	11 3	4 1	172 53	
2017														
PV	\$2,370,100	\$128,350	\$95,380	\$1,204,050	\$1,898,500	\$2,925,138	\$4,725,400	\$1,900,600	\$1,365,800	\$775,000	\$1,377,401	\$60,000	\$18,825,719	\$150,015
PN (DU)	11 4	7 0	4 0	18 4	29 6	22 5	21 3	21 7	16 3	8 2	7 2	4 0	168 36	
2016														
PV	\$161,000	\$336,000	\$867,600	\$760,201	\$1,809,000	\$1,511,000	\$1,227,000	\$644,501	\$764,400	\$1,433,300	\$2,215,000	\$2,515,000	\$14,244,002	\$114,897
PN (DU)	4 0	3 1	8 2	13 1	12 7	11 1	13 6	15 1	15 2	15 3	7 3	4 11	120 38	
2015														
PV	\$10,500	\$105,502	\$1,741,100	\$784,660	\$1,581,261	\$1,263,000	\$1,518,000	\$807,168	\$997,301	\$592,900	\$597,000	\$597,100	\$10,595,492	\$128,416
PN (DU)	2 0	8 1	8 7	11 3	21 5	18 3	8 7	10 4	10 3	13 2	6 2	5 3	120 40	
2014														
PV	\$475,000	\$44,500	\$895,000	\$1,792,000	\$1,544,500	\$2,053,650	\$1,049,500	\$1,004,900	\$1,226,750	\$1,199,001	\$534,200	\$1,449,000	\$13,268,001	\$140,304
PN (DU)	5 2	6 0	4 2	9 2	13 2	13 2	12 8	14 4	13 5	11 5	5 2	10 9	115 43	
2013														
PV	\$18,000	\$48,500	\$936,500	\$1,072,500	\$749,220	\$2,223,500	\$964,200	\$663,500	\$804,200	\$1,158,000	\$426,500	\$1,697,500	\$10,762,120	\$108,411
PN (DU)	2 0	2 1	5 4	10 2	11 3	8 8	10 4	9 2	8 2	11 5	4 1	8 8	93 40	
2012														
PV	\$518,300	\$25,000	\$610,000	\$522,802	\$784,150	\$3,288,988	\$1,523,500	\$2,586,000	\$659,500	\$736,000	\$700,300	\$477,900	\$12,432,440	\$152,225
PN (DU)	8 2	1 0	5 2	13 1	9 3	15 6	11 6	19 0	7 1	6 3	9 3	4 2	107 29	
2011														
PV	\$127,400	\$0	\$1,020,300	\$1,800,000	\$1,171,150	\$2,662,200	\$2,517,490	\$446,500	\$62,500	\$1,359,000	\$805,600	\$25,801	\$11,997,941	\$178,641
PN (DU)	5 1	0 0	9 4	14 8	13 4	19 2	18 6	6 1	3 0	11 5	9 3	4 0	111 34	
2010														
PV	\$65,000	\$75,000	\$1,582,000	\$603,800	\$323,700	\$302,300	\$1,570,000	\$4,069,000	\$1,014,300	\$2,226,260	\$1,085,200	\$553,500	\$13,470,060	\$154,284
PN (DU)	3 0	5 0	7 6	11 3	7 2	16 1	12 4	12 32	10 1	14 7	11 4	3 1	111 61	
2009														
PV	\$232,500	\$113,450	\$25,100	\$339,500	\$6,197,200	\$792,900	\$611,900	\$7,790,250	\$705,160	\$932,539	\$409,000	\$399,600	\$18,549,099	\$139,164
PN (DU)	7 1	6 0	3 1	7 8	12 3	17 1	21 2	14 4	16 2	14 5	7 2	9 1	124 30	
Monthly average														
PV	\$478,150	\$181,325	\$942,271	\$1,446,728	\$2,081,289	\$1,917,143	\$1,695,026	\$1,992,829	\$1,004,401	\$1,363,677	\$1,017,855	\$810,764	\$13,778,794	\$128,699
PN (DU)	5.7 1.3	4.7 0.5	7.0 3.3	12.3 4.1	14.8 4.6	16.7 3.7	14.5 4.8	13.2 5.4	12.2 2.5	12.0 5.5	8.0 2.6	5.4 3.6	115.9 38.5	



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>24 March 2020</b>
<b>Subject:</b>	<b>FIN 09-2020 - March Monthly Report (Finance)</b>

## RECOMMENDATION

THAT FIN 09-2020 March Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### 2020 Budget

The 2020 Budget was passed on March 10, 2020. Finance staff will import that budget into our accounting system and set up all relevant accounts.

### Department Strategic Projects:

- Preparation work for 2021 Budget process is beginning
- Preparing for the 2020 MPAC assessment update – attending a meeting at MPAC's head office and a webinar, preparing timelines in order to develop a communication strategy
- Met with 2 investment brokers to discuss draft investment policy statement

### Finance

- Reconciled 12 bank accounts for the month of February
- Mailed out Childcare arrear notices for February
- Setup new Capital accounts for 2020 budget
- Issued 273 cheques and EFT's in February
- Continued reconciling Account preparation for year end 2019
- Met with Recreation staff to discuss Finance implications for upcoming Quarry season

### Procurement and Risk Management

- Schedule E Monthly Report completed for the month of January for MTO Parking Tickets
- Sent 3 Parking Ticket under the Provincial Offence to Court filed in the County of Perth
- 26 Parking Tickets issued in the month of February
- Mailed out AR past due statements
- RFP-PW-01-2020 Supply and Delivery of One Vacuum Street Sweeper closed February 4, 2020
- RFQ-DEV-01-2020 Provisions for Replacement of the Exterior Overhead Wash Bay Doors at the MOC shop closed February 25, 2020
- RFT-PW-02-2020 Egan Avenue Reconstruction closed February 25, 2020
- RFQ-COM-01-2020 Delivery of Fresh & Prepared Food Related Items was uploaded February 13, 2020 to Bids & Tenders
- 75 Dog Tags and 2 Cat Tags have been sold to date (177 Dog Tags sold in 2019)

**Property Tax:**

- One remaining property with tax arrears over three years
- Monthly penalty & interest applied to outstanding property tax accounts after February 28<sup>th</sup> installment
- Fuel billing and internal allocations processed
- Monthly building permit information sent to MPAC
- 1<sup>st</sup> instalment of the 2020 interim tax bill was due February 28, 2020

**SPENDING AND VARIANCE ANALYSIS**

n/a

**REVIEWED BY****Recommended by the Department**

André Morin  
Director of Finance/Treasurer

**Recommended by the CAO**

Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Human Resources

**Date of Meeting:** 24 March 2020

**Subject:** HR-03-2020 March Monthly Report (Human Resources)

## RECOMMENDATION

THAT HR-03-2020 March Monthly Report (Human Resources) be received for information; and

THAT Council approves hiring a total of four firefighters which brings the total firefighter complement up to 16 instead of the regular complement of 15.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for two contract Airflow Infiltration Administrators, Youth & Child Recreation Programmer, Lifeguards, Canteen Attendant, Seasonal Labourer, seasonal Museum Assistants and a Library CEO.
- Completed the recruitment process for a part-time, year round Museum Assistant.
- On-boarding a new full time Lifeguard.
- Adult Learning contracts were renewed for an additional year.
- Completed the interview and the physical evaluation components of the firefighter recruitment. This process has put the fire department in the fortunate situation of having four qualified candidates for three vacant positions. Staff would recommend adding one additional firefighter to the complement and hiring all four candidates for the following reasons:
  - With the high level of training that firefighters need it can be difficult to find good candidates who fit into the department's culture and already possess their NFPA qualifications. When this happens, it saves the department significant amounts of time and money on sourcing and paying for training.
  - An additional soft savings would be seen in the Fire Chief and Human Resources' time spent in the recruitment process.
  - Due to the gradual nature of the fire fighter remuneration, it takes two years before a firefighter makes top rate. It is likely that within that two-year period, the staffing level would drop back down to the original approved complement of 15 through natural attrition. Therefore, there would not be a significant impact to the budget.

### Staff Engagement/Training

- Released the third edition of the STEAM Employee Newsletter to all staff.
- Conducted corporate orientation and electronic timesheet training for new staff.
- Trained the Public Works staff on the electronic timesheets.

- Sent out a refresher email reminding staff about the Town's Employee Assistance Program to encourage usage.
- Engaging staff, through the STEAM Committee on topics for the upcoming All Staff meetings.

## HR Systems

- Created a new, formalized On-boarding program as a way to help successfully transition new employees into their new roles within the Town
- In conjunction with the new on-Boarding program, a new Mentor program is being researched and drafted. The goals of this program will be two-fold:
  - As a resource to help new employees (mentees) settle in and navigate their first few months in their new role
  - As a way to encourage current staff (mentors) to develop and strengthen leadership, communication and interpersonal skills.
- Reviewed the Business Continuity Plan with the Senior Management Team. Over the next few weeks, Human Resources will be meeting with each department head to go over the plan in detail to ensure it is meeting the Town's needs should vacancies arise.

## Health and Safety

- Attended two COVID-19 webinars and prepared an educational document that was emailed to all staff as well as a more detailed information document, which was sent to the Senior Leadership Team.

## Payroll and Benefits

- Issued the 2019 Cost of Employment statements.
- Completed and filed the WSIB & Health Care Spending Account (HCSA) Year End.
- Commenced planning and preparations of the 2021 Payroll Budget sheets.

## Library Services

- Completion of the Annual Survey is currently underway.
- Provincial Park Passes have been received for the upcoming season. They will be available from April 1-Nov 30, 2020. These day passes will have a one-week loan period and will be available on a first come first serve basis, no holds or renewals.
- Successfully hosted a "Frozen 2" party on Feb 29, 2020, which was at maximum capacity for attendance.
- Generated various lists from the new software CollectionHQ, which have helped weed and curate the circulating collection to make it more relevant to patrons.

## Adult Learning

- Facilitated a Money Matters course in St. Marys from March 16-21, 2020. This program focused on teaching financial literacy skills.
- With the fiscal year end just a few weeks away, staff met with the Adult Learning Coordinator and the Director of Finance/Treasurer to review the budget. It was decided that there were funds available to refresh the waiting area and make it more comfortable and welcoming to learners. The Centre received a fresh coat of paint and the addition of two new chairs and a table. Additional strategies were also discussed to ensure the appropriate use of funds received through the Ministry grant.



## SPENDING AND VARIANCE ANALYSIS

None to report.

### REVIEWED BY

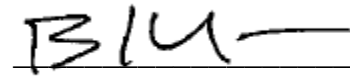
#### Recommended by the Department



Lisa Lawrence

Director of Human Resources, Acting Library CEO

#### Recommended by the CAO



Brent Kittmer

CAO / Clerk

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Public Works

**Date of Meeting:** 24 March 2020

**Subject:** PW 26-2020 March Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 26-2020 March Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee – March 25, 2020
  - Begin researching and discussing types of recognition programs
- Continue advancing the Industrial Land Servicing Strategy Report
  - Staff report to SPC in March
- Collect and analyze data for Pedestrian Facility Review
  - Staff report to SPC in March
- Continue researching Vision Zero program
  - Staff report to SPC in April
- Collect and analyze data for Active Transportation Master Plan
  - Data in the Pedestrian Facility Review will help inform the development of the Master Plan for non-trail areas
  - Provide information to the Green Committee in April
  - Begin developing a public input campaign after meeting with the Green Committee
- Spring Newsletter
  - Drafting information for a spring newsletter – information regarding parking, PXO, sod repairs, forestry inquiries, and update to various parks programs will be included

### Environmental Services (Water & Wastewater)

- One watermain break
- Run tap notices were not issued this winter as the risk of freezing did not occur
  - Compared to 45 notices were issued in 2019 and taps ran for approximately 60 days
- Continue developing Inflow and Infiltration Program (inspection forms, processes, etc.)
- Failure of one of the three main pumps at the WWTP
  - Pump sent to be rebuilt & facility is currently managing with remaining two pumps

### Solid Waste Collection, Management & Landfill

- Second Draft of the EA submitted on February 7, 2020
  - Awaiting Provincial comment

## **Public Works Operations (Roads & Sidewalks)**

- Winter Maintenance Period (October 1 to April 30)
  - Snow removal activities as needed (snow plow, salt and sand, snow hauling)
  - All sod repairs will be completed at the end of April or May
- Fleet Maintenance
  - Annual safety inspections
  - Snow removal attachments will stay attached until April
- First Aid Training
- Spring Clean Up – Ongoing
  - Spring activities will begin as time permits
  - Check storm drains and culverts for debris
  - Pothole patching with cold mix
  - General cleanup activities
- Electronic Timesheet Submission
  - Phased roll out to staff
  - Expect full department integration by May
  - Provides internal efficiencies

## **Parks, Trails, Tree Management & Cemetery**

- Repair and maintenance of parks amenities (garbage cans, benches, and picnic tables)
- Preparing for 2020 parks season and changes as a result of the 2019 Service Delivery Review
  - New picnic table rental program, establishing number of amenities at each park, portable toilets, turf maintenance areas
  - Deployment of amenities and dog bags will occur in late April
  - Parks booking requests are beginning
- Sparling Bush
  - Organizing the implementation of the Sparling Bush Plan for 2020
  - Working with UTRCA to develop a planting and invasive tarping work plan
- Cemetery (February 15 to March 10)
  - 1 cremation burial
  - 2 traditional burial no vault

## **Engineering, Asset Management & Capital**

- RFP-PW-01-2020 Vacuum Sweeper
  - Report to Council March 24
- RFT-PW-03-2020 Bulldozer
  - Tender prepared - waiting to trial a bulldozer at another municipality
- Egan Ave Reconstruction
  - Tender awarded March 10, 2020
- Rogers will be cutting into the road and sidewalk at Queen St. and Water St. to improve internet connections in the downtown area
  - Cable requires replacement to improve speeds for local businesses and residents
- Church Street Railings – will begin restorations now that the weather is more amenable

## **SPENDING AND VARIANCE ANALYSIS**

- Emergency roof replacement on the administration building at the WWTP
  - Significant internal leaks and ongoing patch efforts were no longer deemed to be suitable
  - 5yr low cost option selection in anticipation of pending upgrades


## REVIEWED BY

### Recommended by the Department



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

## Green Committee Strategic Priorities Status (March 2020)

Priority	Item	Status
<b>Forestry Management</b>	Revise tree species list	Complete
	Engagement and education opportunities	Ongoing (Active Transportation Master Plan)
	Tree donation policy	Council – March 24/2020
	Seedlings transplant area	
<b>Naturalization</b>	Public Engagement re: naturalization	The Town has an existing natural area (Sparling Bush) that has experienced issues with encroachment and invasive species, the Committee has created a plan to rehabilitate the Bush and will review those outcomes before establishing a formal naturalization policy
	Recommend areas for naturalization	
	Recommend policies to establish natural areas and how to maintain areas	
<b>Active Transportation Master Plan</b>	Review existing active transportation network	Review of Bench Program – February 2020 Sidewalk Assessment to SPC – Mar 17/2020 Creation of trail hierarchy and consideration of amenities – April 2020
	Seek public feedback re: active transportation network	Spring 2020
	Recommend an Active Transportation Master Plan	2020-2021
<b>Waste Reduction &amp; Diversion</b> (Following the Waste Reduction and Diversion Assessment)	Review Solid Waste Management By-law	Complete
	Textile recycling program	RFP in spring 2019 deemed incomplete; re-issue RFP in spring/summer 2020
	Mattress and box spring diversion	Green Committee recommended (June 2019) Incorporated in Solid Waste Management By-law (Fall 2019) Develop policy and review other municipal programs (Spring/summer 2020)
	All other recommendations from WRDA	Will depend on the EA approvals for the expansion of the Landfill



# INFORMATION REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	24 March 2020
<b>Subject:</b>	<b>PW 24-2020 Wastewater Annual Report for 2019</b>

## INFORMATION

To update Council regarding the recent completion of the 2019 Annual Wastewater Treatment Plant report and to summarize key aspects within the report for Council.

## RECOMMENDATION

**THAT** Report PW 24-2020, Wastewater Annual Report for 2019 be received for information.

## BACKGROUND

The Town is required to prepare and submit an annual report to the Ministry of Environment, Conservation and Parks (MECP) prior to March 31<sup>st</sup> of each year for the previous year's facility operation. Each year this report is prepared by Ontario Clean Water Agency (OCWA) and submitted to the MECP on the Town's behalf.

## REPORT

In 2019, the St. Marys Wastewater Treatment Plant (WWTP) provided effective wastewater treatment. The following is a summary of information presented within the annual report:

- The Annual Average daily flow was 4,416 m<sup>3</sup>/day, or 79% of the plant's design rated capacity of 5,560m<sup>3</sup>/day.
- The total flow treated at the plant in 2019 was 1,609,721 m<sup>3</sup> compared to 1,591,589 m<sup>3</sup> the previous year.
- Flows treated by the WWTP were relatively stable when compared to prior years.
- 2,643 m<sup>3</sup> of Biosolids were hauled from the facility and applied to agricultural lands or to storage in 2019 compared to 2,679 m<sup>3</sup> the previous year.
- Biosolids analysis continues to show that the Town is able to maintain requirements under its Canadian Food Inspection Agency (CFIA) fertilizer registration.
- There were no primary or secondary bypass events which took place in 2019.
- There were no formal odour complaints with regards to plant operations received in 2019.
  - The Town is aware of odour issues associated with the WWTP that can occur from time to time and the Town has identified an odour control system replacement as part of a future upgrade at the facility.
- Operational difficulties were encountered in 2019 due to incoming effluent loadings.

- ECA Discharge limits were met at the facility in 2019 with the exception of the following:
  - December 17, 2019, the daily limit for Total Suspended Solids (TSS) is 25 mg/L and the result was 26 mg/L.
- No spills were encountered at the facility in 2019.

## SUMMARY & IMPLICATIONS

There are no implications related to the submission and review of the 2019 Annual Report for the Wastewater Treatment Plant. Staff time allocated for the preparation and review of the report was allocated for as part of the 2019 annual budget.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys  
 Renee Hornick, Operations Manager – Ontario Clean Water Agency

## ATTACHMENTS

1. 2019 Summary Report for the Wastewater Treatment Plant

## 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



# **2019 WASTEWATER SUMMARY REPORT**

## **TOWN OF ST. MARYS WASTEWATER TREATMENT AND COLLECTION**

### **JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**



**ENVIRONMENTAL SERVICES**  
408 JAMES STREET SOUTH, P.O. BOX 998, ST. MARYS, ON N4X 1B6



## **FACILITY FACTS**

**Facility:** *Anoxic/Oxic Biological Nutrient Removal (A/O BNR)  
System with Integrated Sludge Management*

**ECA:** 4934-AH9S98 (issued February 24, 2017)

### **Design Capacity:**

Average Daily Flow: 5,560 m<sup>3</sup>/day

Peak Daily Flow: 14,250 m<sup>3</sup>/day

### **Facility Classification**

Treatment Plant: Wastewater Treatment 3 [WWT3] (Revised Sept. 7, 2017)

Collection System: Wastewater Collection 2 [WWC2]

Receiving Water: Thames River – North Branch

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<b>APPENDIX B</b>	<b>WMS REPORT</b>
<b>APPENDIX C</b>	<b>LIMITED OPERATIONAL FLEXIBILITY (LOF)</b>

## 1.0 SYSTEM OVERVIEW

The St. Marys Wastewater Treatment Plant completed a Sludge Management Upgrade in 2010. The upgrade included conversion of the existing extended aeration activated sludge type system to an anoxic/oxic biological nutrient removal system with integrated sludge management. The system consists of the following:

### Raw Sewage Conveyance:

Raw sewage typically flows by gravity throughout the system to the wastewater treatment plant. Where gravity flow is not possible due to elevation restrictions, raw sewage flows by gravity to each of the three pump stations that service the Town of St. Marys and from there is pumped to the wastewater treatment plant. The three pump stations are located as follows:

- Emily Street Pump Station consisting of 2, 30 HP pumps controlled by floats with high level float alarm.
- Robinson Street Pump Station consisting of 2, 7.5 HP pumps controlled by milltronics with high level float alarm and an emergency back-up generator.
- Queen Street Pump Station consisting of 2, 10 HP pumps controlled by milltronics with high level float alarm and an emergency back-up generator.



Robinson Street Pumping Station

### Inlet Works:

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

### Anoxic Tanks:

Sewage is split between two round 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. In 2015 there was a 150 HP turbo blower installed to provide a minimum 2,506 m<sup>3</sup> of air/hour to replace one of the centrifugal blowers.



Neuros Blower



Aeration Tank

## Secondary Clarifiers:

Sewage is split in to four centre feed round clarifiers, two of which are presently in operation. During high flow conditions the other two clarifiers are put into service. Return activated sludge collected here can be transferred from the clarifiers to the aeration or waste activated equalization tanks which are the holding tanks for the sludge thickening process.



Secondary Clarifier

### Disinfection and Discharge:

Effluent passes through two ultraviolet lamp arrays 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 the outfall on the bank of the Thames River.

### Biosolids Handling

Waste activated sludge is pumped from the WASEQ tanks (waste activated sludge equalization) into two sludge storage tanks that were previously used as digesters. Supernate is taken off the top of the storage tanks to thicken the sludge. The sludge from these storage tanks is then dosed with polymer and then processed through the centrifuge. The dewatered sludge produced by the centrifuge is then run through the Lystek process. The Biosolids are then mixed with potassium hydroxide in a heated mixing tank and processed.

Product from the mixing tank is pumped to a mixed storage tank equipped with an activated carbon odour control system. Biosolids are loaded to the tanker from an overhead hose. The loading area is equipped with curbing and graded to catch basins tied into the Works.



Lystek Process



Lystek Chemical Feed System

### Phosphorus Removal:

One phosphorus removal system capable of processing internal recycle streams consisting of one polymerized aluminum sulphate feed system consisting of two chemical feed pumps discharging into the channel of the outlet of the aeration tanks.

### Standby Power

The wastewater treatment plant has an automatic standby generator which will operate the plant when there is a power failure. This allows for manual running of the plant when power outages occur.

## **2.0 SUMMARY OF MONITORING DATA**

The St. Marys Wastewater Treatment Plant was monitored as per the Environmental Compliance Approval #4934-AH9S98 issued February 24, 2017.

Detailed monitoring data is supplied in Appendix A.



## 2.1 Wastewater Monitoring

The raw wastewater is monitored for BOD<sub>5</sub>, total suspended solids, total phosphorus, total ammonia nitrogen, alkalinity and total kjeldahl nitrogen weekly by composite sample. E-coli is monitored weekly by a grab sample. Dissolved oxygen, PH and temperature are monitored daily Monday to Friday. The plant was designed based on typical raw water characteristics.

Effluent is sampled on a weekly basis and tested for CBOD<sub>5</sub>, suspended solids, total phosphorus and total ammonia nitrogen as a composite sample. A grab sample is taken weekly and tested for E. coli. Unionized ammonia is calculated weekly. These parameters specified in the ECA were analyzed by SGS Lakefield; which is an accredited laboratory in Ontario. In-house tests are conducted by licensed operators for monitoring purposes using Standard Methods and the data generated from these tests is used to determine the treatment efficiency while maintaining process control; these include pH, temperature and DO which is mandatory Monday to Friday as well as phosphorus, ammonia, total suspended solids and settling tests. These tests will help the operators to meet the effluent objectives and limits by adjusting processes.

To ensure *“the effluent from the works is free from floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters”* staff visually inspect the process tanks on a daily basis to ensure this is being met. In the event of high foam situations in the aeration tank a vacuum truck is called in to clean the tanks to prevent any solids from entering the receiving streams.

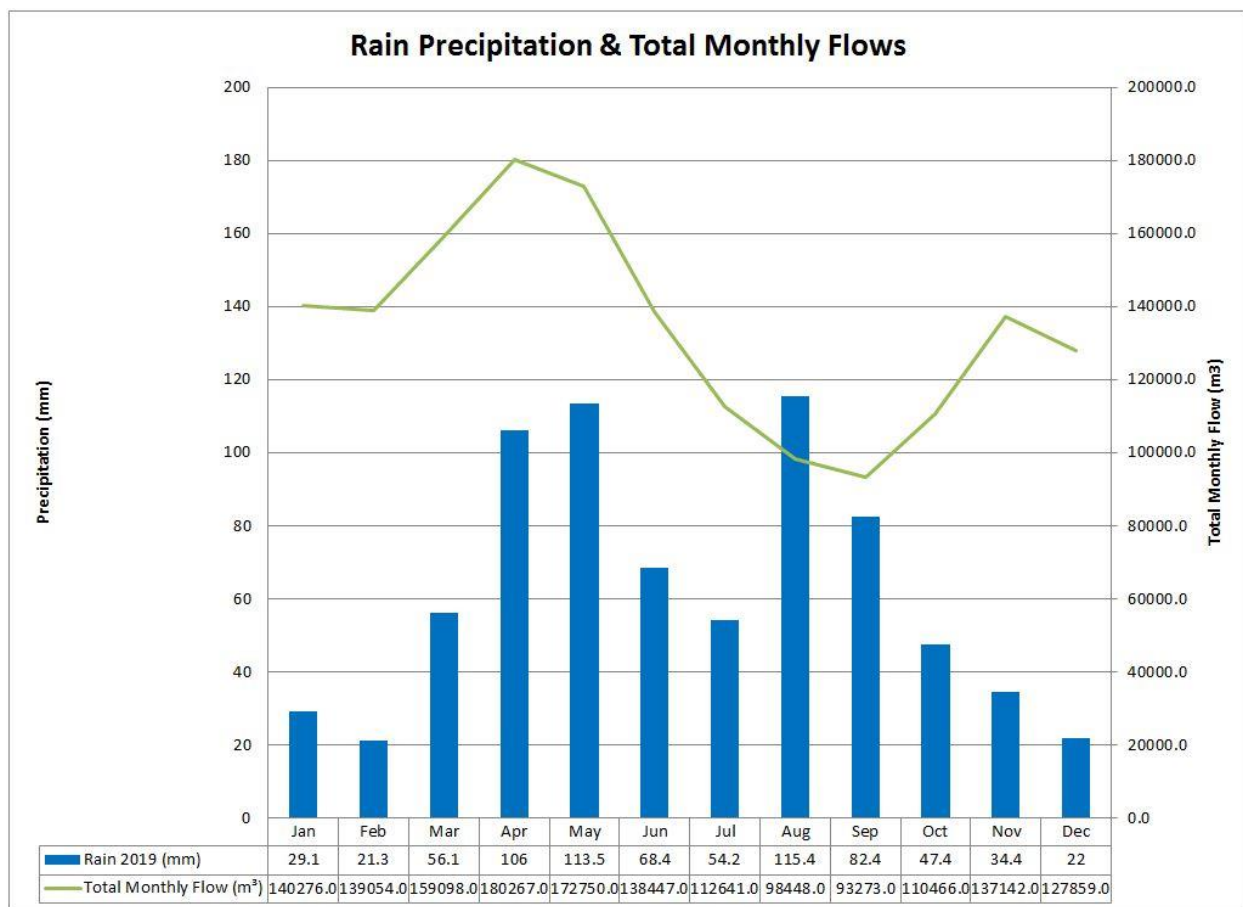
Refer to **Appendix A** for more detailed monthly results.

There was a Ministry of Environment, Conservation and Parks Inspection on November 29, 2017. There were no non-compliances for the reporting period.

The total flow treated at the treatment plant was 1,609,721 m<sup>3</sup>. The average daily flow for raw wastewater was 4,416.46 m<sup>3</sup>/d. This represents 78.7% of the design capacity of 5,560 m<sup>3</sup>/d. The maximum daily flow was 8,748 m<sup>3</sup> which occurred on March 15, 2019. This was related to heavy rains.

There were 55 days where the rated capacity of 5,560 m<sup>3</sup>/day was exceeded, these occurred in the months of January, February, March, April, May, June and November and were all related to wet weather conditions. The peak flow rate of 14,250 m<sup>3</sup> was not exceeded in 2019.

According to the Stratford weather station in 2019, there was a total of 750.2 mm of rain and 904.5 mm in 2018. Total snow in 2019 was 159.5 mm and 155.5 mm in 2018.



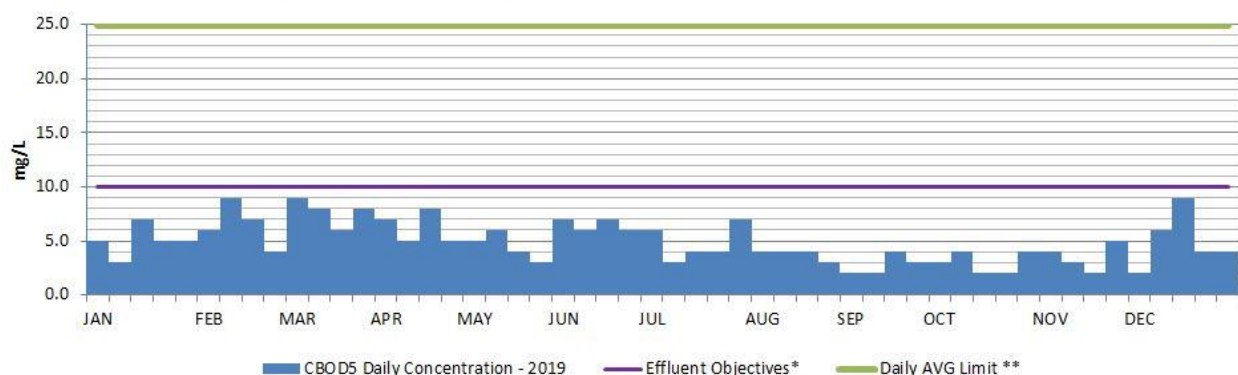
### Carbonaceous Biological Oxygen Demand (CBOD) / Biological Oxygen Demand (BOD)

The Wastewater Treatment Plant (WWTP) is designed to handle a soluble BOD of 100 mg/L and a total BOD of 300 mg/L. The annual average raw sewage BOD<sub>5</sub> concentration to the plant was 340.3 mg/L with a maximum daily concentration of 842 mg/L. The annual average final effluent CBOD<sub>5</sub> concentration was 4.9 mg/L with a maximum daily concentration of 9 mg/L.

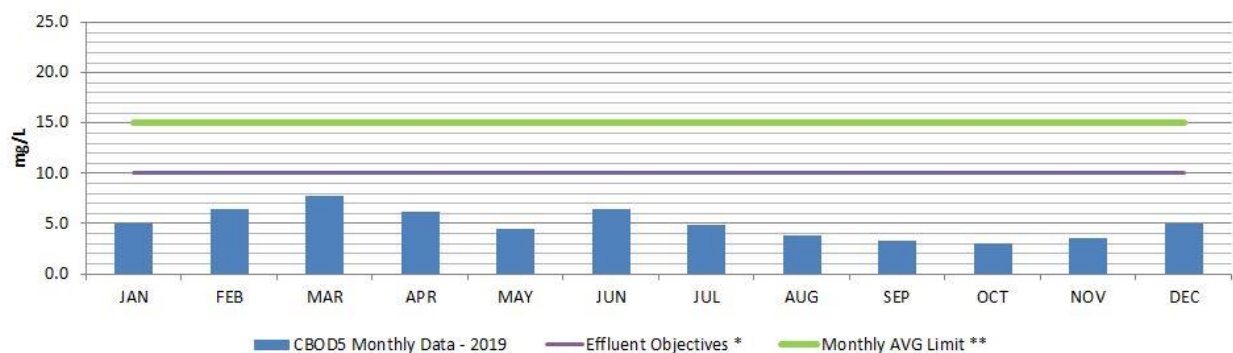
The daily and monthly objectives and limits were met for the 2019 reporting period. Efforts made to meet the objectives and limits include sampling the collection system to ensure we are receiving raw sewage that will not negatively affect the microbial activity. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

If there was a heavy loading on the plant the air blowers are programmed to automatically compensate by increasing the amount of air into the aeration tanks. The dissolved oxygen levels are monitored on-line as well as by the operators to ensure adequate dissolved oxygen is supply at all times.

#### Effluent - CBOD5 (mg/L) ECA Daily Limit - 25



#### Effluent - CBOD5 (mg/L) ECA Monthly Limit - 15





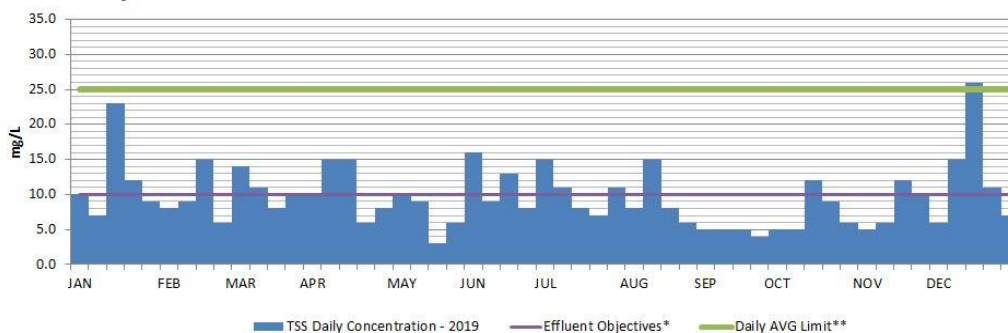
## Total Suspended Solids (TSS)

The annual average raw sewage TSS concentration to the plant was 325 mg/L, with a maximum daily concentration of 2030 mg/L. The annual average final effluent TSS concentration was 9.6 mg/L with a maximum concentration of 26 mg/L.

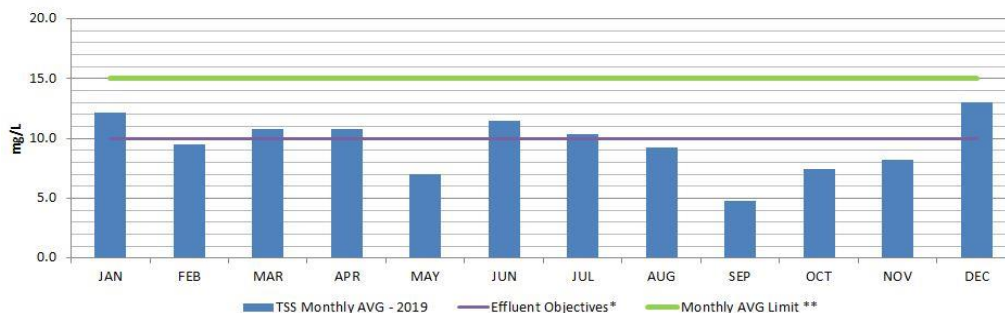
December 17, 2019 - the daily limit for TSS is 25 mg/L and the result was 26 mg/L. We are relating this to a local industrial loading. This affected the microbial activity and caused lots of foam on the aeration tanks which caused higher than normal solids in the effluent. In order to rectify the foam operations closely monitored the dissolved oxygen. We have also had a vac truck in to take the foam out of the chamber. The Town of St. Marys was in communication with the local industry to make them aware of the situation.

Efforts are made by the operators to maintain the solids below the objectives by monitoring the process closely and making adjustments as required. There were instances that the daily and monthly results did not meet the objectives. Staff sample the effluent in-house to closely monitor and if required adjust the chemical dosages in attempts to remain below the objectives. Periodically the tanks and chambers are cleaned out to eliminate any foam or scum build-up that could cause high solids in the effluent. There is also the ability to change the return activated sludge flows which can assist in lowering the suspended solids in the effluent. The depths in the clarifiers are monitored and flows changed according to the levels of sludge. Frequent microbial assessments are also completed to monitor the effluent quality. Frequent sampling of industries is done by OCWA. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

**Effluent - Total Suspended Solids (mg/L)**  
**ECA Daily Limit - 25**



**Effluent - Total Suspended Solids (mg/L)**  
**ECA Monthly Limit - 15**



## Total Phosphorus (TP)

The annual average raw sewage total phosphorus (TP) concentration to the plant was 4.7 mg/L with a maximum daily concentration of 19.8 mg/L. The annual average final effluent TP concentration was 0.26 mg/L with the maximum being 0.81 mg/L. There were no non-compliances to report for 2019.

The daily objectives were not consistently met for the 2019 reporting period. Efforts made to meet the objectives and limits include sampling the collection system to ensure we are receiving raw sewage that will not negatively affect the microbial activity. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014. If there was a heavy loading on the plant the air blowers are programmed to automatically compensate by increasing the amount of air into the aeration tanks. Staff monitors the effluent for total phosphorus levels in-house and make the required aluminum sulphate and process adjustments as required.

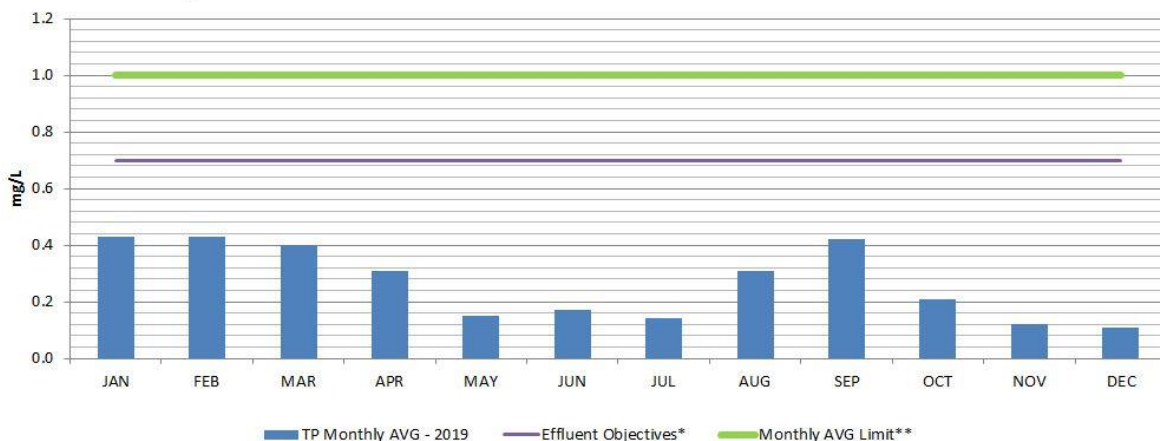
### Effluent - Total Phosphorus (mg/L)

ECA Daily Limit - 1.0



### Effluent - Total Phosphorus (mg/L)

ECA Monthly Limit - 1.0



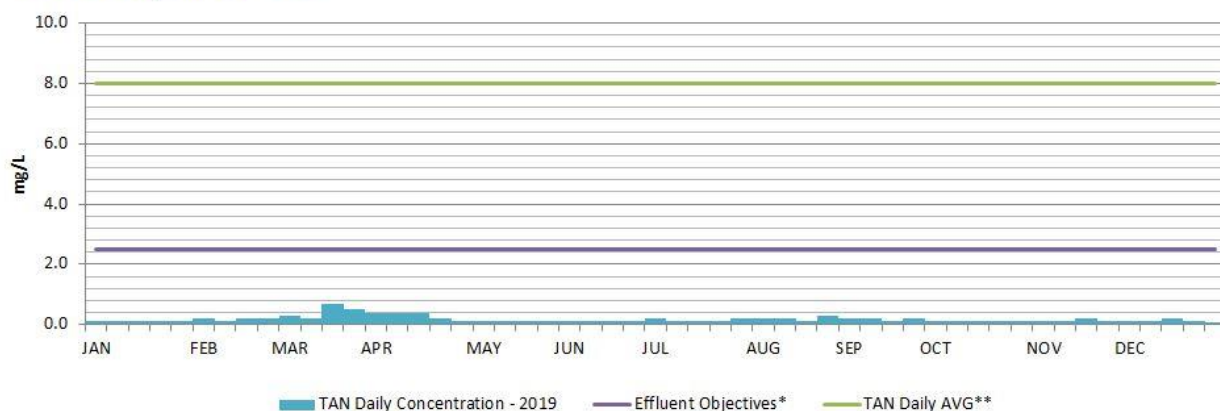
### Total Ammonia Nitrogen (TAN)

The annual average raw sewage TAN concentration to the plant was 17.6 mg/L with a maximum daily concentration of 27.5 mg/L. The annual final effluent TAN concentration was 0.18 mg/L with a maximum daily concentration of 0.7 mg/L.

The daily and monthly limits were met for the 2019 reporting period. Efforts made to meet the objectives and limits include sampling the collection system to ensure we are receiving raw sewage that will not negatively affect the microbial activity. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014. If there was a heavy loading on the plant the air blowers are programmed to automatically compensate by increasing the amount of air into the aeration tanks. Staff monitors the effluent for total ammonia nitrogen levels in-house and make the required aluminum sulphate and process adjustments as required.

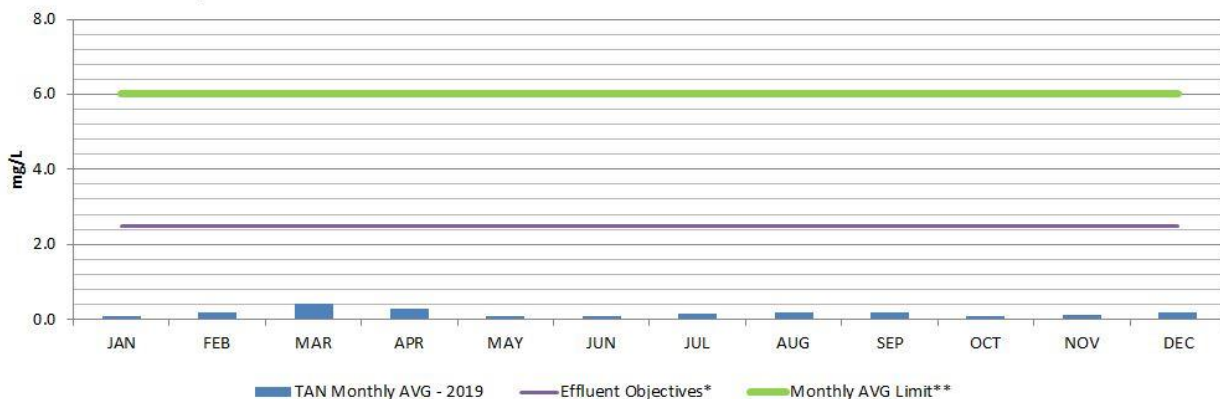
#### Effluent - Total Ammonia Nitrogen (mg/L)

ECA Daily Limit - 8.0



#### Effluent - Total Ammonia Nitrogen (mg/L)

ECA Monthly Limit - 6.0

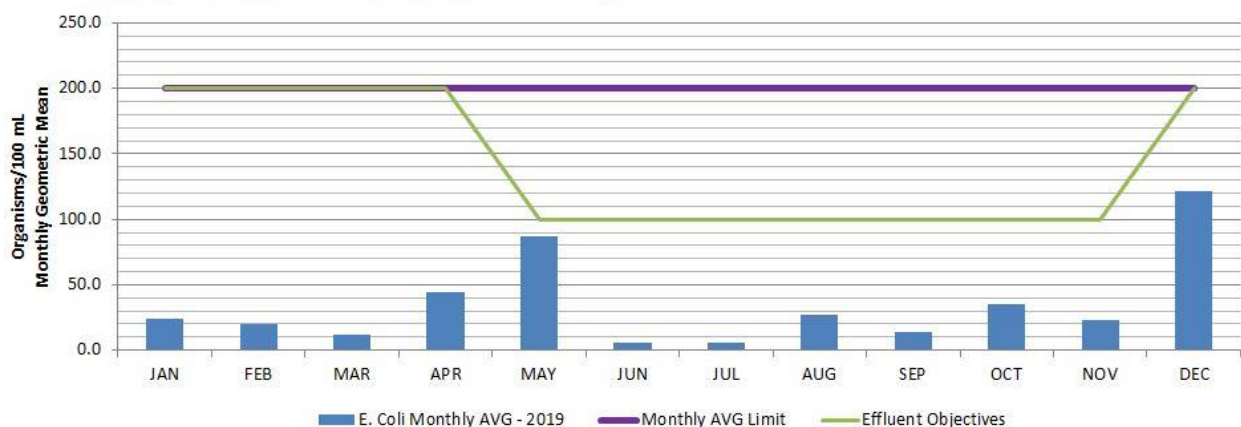


### Escherichia coli (E.Coli)

E. Coli geometric mean density limits and objectives were met during the 2019 reporting period. Samples were taken on a weekly basis and sent to SGS Laboratories for analyzing. In order to maintain compliance operators completed monthly preventative maintenance on the UV system which consists of replacing bulbs and ballasts as required and cleaning UV bulbs and the channels. Daily checks on the units to ensure they are working properly are also completed during daily rounds.

#### Effluent - E. Coli

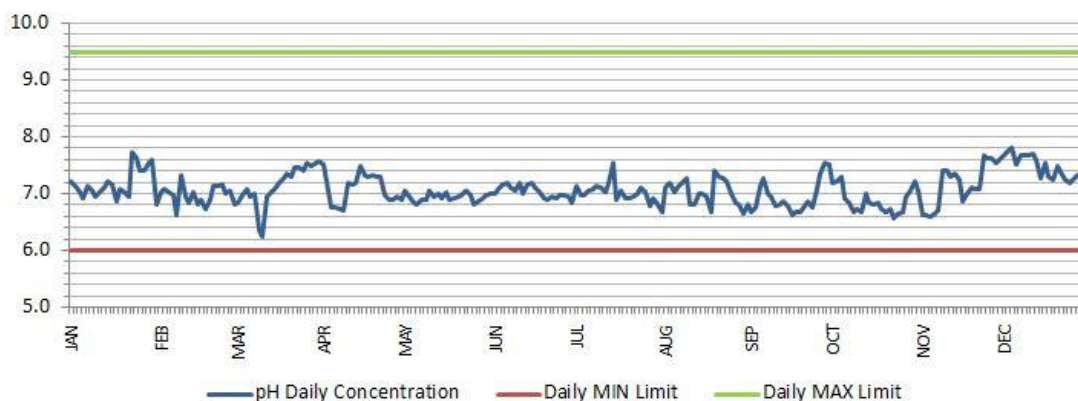
ECA Monthly Limit - 200 organisms per 100 mL



### pH (a figure expressing the acidity or alkalinity)

The limits and objectives for pH were met during the 2019 reporting period. Staff monitored the pH on a daily basis to ensure these limits were met. Efforts are made by the operators to maintain the pH below the objectives by monitoring the process closely and making adjustments to the aluminum sulphate dosage if required. The pH is also monitored in the collection system. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

#### pH Concentration - Daily



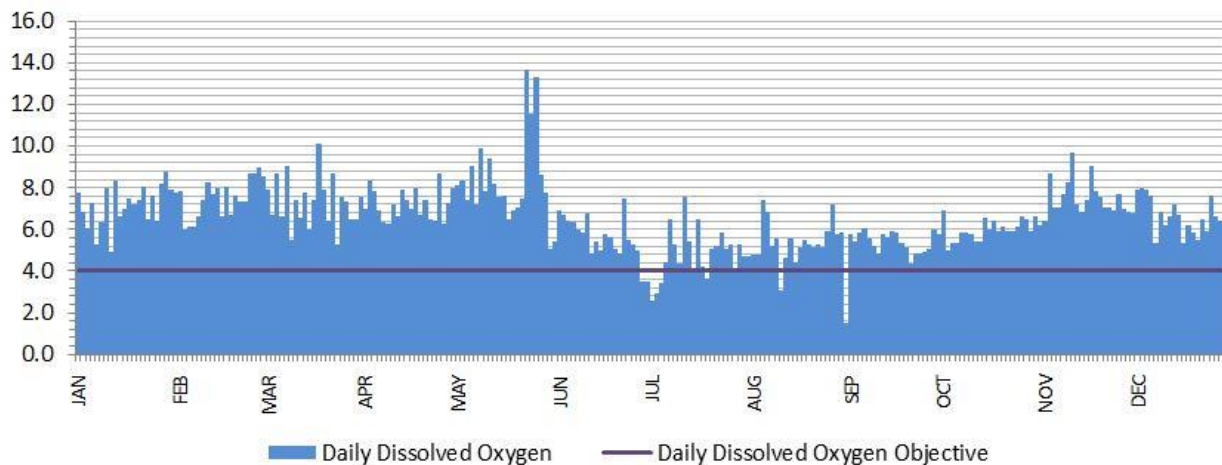
### Dissolved Oxygen (D.O.)

There were a few days in 2019 that the daily objectives of 4.0 were not met.

There is an automated air blower that is programmed to automatically compensate by increasing the amount of air into the aeration tanks. Staff monitors the effluent for DO levels in-house and make the required process adjustments as required. At times the loadings on the plant have caused the daily objectives of 4.0 mg/l to not be met. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

The Town of St. Marys has a by-law that is enforced with the local industries.

### Dissolved Oxygen - Daily



## 3.0 EFFLUENT QUALITY ASSURANCE

In order to attempt to meet the design objectives; effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. The operators monitor the basins by performing tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests, Mixed Liquor Suspended Solids (MLSS). As well, monitoring of the aluminum sulfate dosages and wasting volumes are completed. Data collected from these tests provide valuable information to the operator to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Periodically the tanks are cleaned out to eliminate any foam or scum build-up that could cause high solids in the effluent.

All in-house monitoring equipment is calibrated based on the manufacturer's recommendations.

Annually a facility sampling schedule calendar is prepared and reviewed with operational staff; the sampling schedule calendar identifies sample collection dates to meet regulatory requirements of the ECA.

#### 4.0 MAINTENANCE ACTIVITIES [PLANNED / UNPLANNED]

Regular scheduled monthly preventative maintenance is assigned and monitored using the Workplace Management System (WMS) program. The Work Management System (WMS) provides the framework of how OCWA manages and plans work such as maintenance and operational activities, and is the framework which is supported within our CMMS. (Computerized Maintenance Management System)

A method to prioritize maintenance requests is required to ensure that the top priority work is being pursued at all times. A method has been developed that balances risk, safety, environmental, customer, operations, financial and urgency factors and can be used by maintenance request initiators, maintenance planners and workers to ensure that the right work is being completed at the right time.

The result of this maintenance work prioritization is a plan for which resources can be prepared and allocated in an efficient manner.

OCWA's WMS uses data to support how work orders are scheduled. Work orders are prioritized according to the following three classifications:

1. **Emergency work** usually involves safety hazards, environmental concerns or major interruption of service. Repairs are generally initiated without waiting for work orders to be processed.
2. **Routine/Preventive maintenance work** does not require prioritizing, as it is always scheduled.
3. **Breakdown/Corrective maintenance work** is prioritized, planned and scheduled into the regular preventive maintenance program.

The preventive maintenance requirement is built into the regular work schedule and corrective maintenance work requests are added to the schedule according to the priority and workload of staff and availability of outside contractors. The following are the number of work orders generated and completed in 2019. For a summary of the maintenance performed please see Appendix B – WMS reports.

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	30	30	39	423



## 5.0 FUTURE ALTERATIONS

The Town of St. Marys, in collaboration with Ontario Clean Water Agency continue to investigate potential future alterations for the facility. Future alterations are being governed by a long term capital needs projection which covers a 20-year planning period. Planned future alterations or upgrades in the next few years consist of, but are not limited to:

- Construction of a new Grit Removal, Odour Control and Administration Building;
- Environmental Assessment for Capacity Expansion, as required

## 6.0 CALIBRATION AND MAINTENANCE PROCEDURES

In 2019 calibrations were completed by Pierce Services and Solutions Inc. for the flow meters at the facility. Pierce Services also calibrated all hand held and laboratory equipment. The backflow preventers were done by Curney Mechanical. Kone Cranes did the inspection of all lifting equipment/devices. Hetek Solutions Inc. calibrated all gas monitoring equipment and replaced faulty sensors as required. Sommers did the inspection of the emergency generators. Mobile Fire and Safety completed the inspection of all fire extinguishers. In-house meters for pH and dissolved oxygen are calibrated by OCWA operators as per manufacturer's instructions. Other annual maintenance items include annual boiler inspections and UV inspection and maintenance by H2Flow.

Other maintenance that occurred in 2019 include: rehabilitated and lined supernatant wetwell, replacement of plug valves and sluice gate valve in the overflow chamber, replacement of gas detection system in digester building, UV sensor replacement, WAS building heater replacement, re-build of Queen Street Pump Station pump #2, UPS replacement in WAS building, servicing of boilers, drum thickener HMI replacement, building door repairs for the screens room and WAS building, repairs to odour control unit, TSS sensor replacement, chamber clean-out, aeration tank piping repairs, dewatering auger repairs, raw sewage pump #2 repairs, Neuros blower annual maintenance, digester recirculation pump repairs, sludge storage tank hatch replacement, centrifuge polymer pump repairs and UV bulb and ballast replacements.

## 7.0 BIOSOLIDS

In the summer of 2016, Lystek International Inc. entered into a five (5) year agreement with the Town for marketing and management of the LysteGro fertilizer produced from the facility. Biosolids produced at the St. Marys WWTP are from the Lystek System which results in a federally registered fertilizer product with the Canadian Food Inspection Agency (CFIA). As such, the material is applied as a fertilizer, where the rate of application is based on soil characteristics and crop requirements.

In 2019 a total of 2,643 m<sup>3</sup> of LysteGro product was hauled from St. Marys WWTP either to on-farm storage, or directly to field site. All material was applied using a tanker mounted injection system designed to ensure all material is applied below the soil surface, while causing minimal disturbance, reducing any nuisance odours and maximizing retention of ammonia-N.

The 2019 application season was a success for the St. Marys material which was marketed effectively and applied responsibly as a fertilizer. All hauling and application of material was

completed according to best practices in terms of nutrient management and in an economical fashion.

It is estimated that approximately 2,700 cubic metres will be produced in 2020. All biosolids sample analysis was carried out by SGS Lakefield Research Ltd.

## 8.0 BY-PASS, SPILLS OR ABNORMAL DISCHARGE

There were no abnormal discharge events for 2019.

There were no formal odour complaints in 2019 however, the Town of St. Marys is aware of odour issues associated with the WWTP and has taken steps to help alleviate those concerns. Steps taken in 2019 include the replacement of the activated carbon odour control unit for the Lystek process, including new absorptive media, repairs to the activated carbon unit for the headworks and sludge storage facility and the installation of a vent pipe, complete with carbon media filter on the newly rehabilitated supernatant wetwell.

## 9.0 NOTICE OF MODIFICATIONS

Limited operational flexibility allows for the sewage works under the current ECA to do certain modifications to the sewage works in accordance with the Terms and Conditions of the ECA.

There were no LOF's completed in 2019 although the Supernatant Well was being rehabilitated and lined to prevent future corrosion. This work was commissioned in January of 2020 and the Notice of Modification to Sewage Works form reflects this date. A copy of this notice can be found in **Appendix C** of this report.

## 10.0 REMOVAL RATES

Removal rates were as follows: CBOD<sub>5</sub> (99%), TSS (99%) and Total Phosphorus (99%) showing that overall removal processes have been effective.

*\*Objectives – The owner shall use best effort to operate the works with in the objectives*

*\*\*Limits – The owner shall operate and maintain the works such that the concentrations of the parameters are not exceeded in the effluent*

REPORT PREPARED BY:  
**Renee Hornick**  
Senior Operations Manager  
Ontario Clean Water Agency

REPORT REVIEWED BY:  
**Dave Blake, C.E.T.**  
Environmental Services Supervisor  
Town of St. Marys



## **APPENDIX A**

### **MONITORING DATA**

Ontario Clean Water Agency  
Performance Assessment Report Wastewater - St. Marys Wastewater Treatment Plant  
January - December 2019

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	<--Total-->	<--Avg.-->	<--Max.-->	<--Criteria-->
<b>Flows:</b>																
Raw Flow: Total - Raw Sewage (m³)	140,276.0	139,054.0	159,098.0	180,267.0	172,750.0	138,447.0	112,641.0	98,448.0	93,273.0	110,466.0	137,142.0	127,859.0	1,609,721.0			
Raw Flow: Avg - Raw Sewage (m³/d)	4,525.0	4,966.2	5,132.2	6,008.9	5,572.6	4,614.9	3,633.6	3,175.7	3,109.1	3,563.4	4,571.4	4,124.5		4,416.5		
Raw Flow: Max - Raw Sewage (m³/d)	6,286.0	7,949.0	8,748.0	8,419.0	7,738.0	6,797.0	4,004.0	3,810.0	3,760.0	6,446.0	7,644.0	5,456.0			8,748.0	
Eff. Flow: Total - Final Effluent (m³)	121,510.0	109,860.0	120,867.0	140,633.0	156,091.0	147,369.0	147,140.0	154,736.0	140,258.0	157,385.0	158,179.0	136,615.0	1,690,643.0			
Eff. Flow: Avg - Final Effluent (m³/d)	3,919.7	3,923.6	3,898.9	4,687.8	5,035.2	4,912.3	4,746.5	4,991.5	4,675.3	5,076.9	5,272.6	4,406.9		4,628.9		
Eff. Flow: Max - Final Effluent (m³/d)	5,340.0	5,663.0	7,148.0	5,923.0	8,792.0	6,900.0	5,667.0	5,568.0	5,669.0	7,054.0	7,157.0	5,831.0			8,792.0	
<b>Carbonaceous Biochemical Oxygen Demand: CBOD:</b>																
Eff: Avg cBOD5 - Final Effluent (mg/L)	5	6.5	7.75	6.2	4.5	6.5	4.8	3.75	< 3.25	< 3	3.5	5		< 4.98	7.75	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: cBOD5 - Final Effluent (kg/d)	19.60	25.50	30.22	29.06	22.66	31.93	22.78	18.72	< 15.20	< 15.23	18.45	22.04		< 22.62	31.93	
<b>Biochemical Oxygen Demand: BOD5:</b>																
Raw: Avg BOD5 - Raw Sewage (mg/L)	291.6	376.5	193.75	217.8	184.5	284.5	332.8	310.5	461.75	421.2	572.5	436.2		340.30	572.5	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
<b>Total Suspended Solids: TSS:</b>																
Raw: Avg TSS - Raw Sewage (mg/L)	238	343	204	188.6	184	247.25	251.8	210.5	321	348.2	827	540.2		325.30	827	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TSS - Final Effluent (mg/L)	12.2	9.5	10.75	10.8	7	11.5	10.4	9.25	4.75	7.4	8.25	13		9.567	13	15
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TSS - Final Effluent (kg/d)	47.82	37.27	41.91	50.63	35.25	56.49	49.36	46.17	22.21	37.57	43.50	57.29		43.789	57.29	
Percent Removal: TSS - Raw Sewage (mg/L)	94.87	97.23	94.73	94.27	96.20	95.35	95.87	95.61	98.52	97.88	99.00	97.59			99.00	
<b>Total Phosphorus: TP:</b>																
Raw: Avg TP - Raw Sewage (mg/L)	3.26	4.23	3.968	2.578	2.498	2.995	3.718	4.31	4.853	4.886	10.898	8.6		4.733	10.898	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TP - Final Effluent (mg/L)	0.43	0.43	0.403	0.308	0.145	0.17	0.14	0.305	0.423	0.208	0.12	0.114		0.266	0.43	1
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TP - Final Effluent (kg/d)	1.69	1.69	1.57	1.44	0.73	0.84	0.67	1.52	1.98	1.06	0.63	0.50		1.19	1.98	
Percent Removal: TP - Raw Sewage (mg/L)	86.8	89.8	89.9	88.1	94.2	94.3	96.2	92.9	91.3	95.7	98.9	98.7			98.9	
<b>Nitrogen Series:</b>																
Raw: Avg TKN - Raw Sewage (mg/L)	26.0	23.1	18.0	17.4	17.8	19.8	30.3	32.0	34.7	32.9	47.1	45.3		28.7	47.1	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.1	< 0.175	0.425	< 0.3	< 0.1	< 0.1	0.14	0.2	< 0.175	< 0.1	< 0.125	< 0.2		< 0.18	0.43	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TAN - Final Effluent (kg/d)	< 0.392	< 0.687	1.657	< 1.406	< 0.504	< 0.491	0.665	0.998	< 0.818	< 0.508	< 0.659	< 0.881		< 0.81	1.66	
<b>Disinfection:</b>																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	24.39	20.04	11.89	44.55	87.42	6.70	5.55	27.36	14.11	35.48	22.52	121.01		35.08	121	200
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	5	4	4	5	4	4	5	4	5	53			
<b>Final Effluent / Dissolved Oxygen: DO - mg/L</b>																
Max In-house	8.76	8.94	10.14	8.69	13.66	7.47	7.56	7.42	6.05	6.92	9.68	8			13.66	
Mean In-house	7.162	7.504	7.308	7.198	8.36	5.579	4.812	5.229	5.403	5.985	7.497	6.634		6.55		
Min In-house	4.94	6	5.31	6.29	5.07	3.5	2.55	1.49	4.32	5.01	6.39	5.37				1.49
<b>Final Effluent / pH - ---</b>																
Max In-house	7.74	7.32	7.58	7.51	7.06	7.19	7.53	7.4	7.55	7.29	7.69	7.81			7.81	
Mean In-house	7.18	6.98	7.15	7.09	6.94	7.03	7.01	7.02	6.95	6.88	7.16	7.48		7.07		
Min In-house	6.8	6.63	6.25	6.71	6.8	6.83	6.67	6.65	6.61	6.58	6.59	7.19				6.25
<b>Final Effluent / Temperature - °C</b>																
Max In-house	17.3	16.6	17.9	18	18.1	23.5	24.3	23	21.3	21.5	18.9	19.9			24.3	
Mean In-house	13	11	13	13	15	18	21	21	20	18	16	14		16		
Min In-house	7.8	8.3	7.8	8.5	11.1	14.2	18.6	19.5	16.7	14.3	11.3	11.7				7.8

## **APPENDIX B**

### **WMS REPORT**

Work Order List		
Work Order	Description of Work	Location Description
<a href="#">1218940</a>	Sludge Loading Pump Inspection 5520	5520-WWSM-P-SH-DGST
<a href="#">1421480</a>	New Supernate Well Construction	5520-WWSM
<a href="#">1500251</a>	TSS Sensor Issues	5520-WWSM
<a href="#">1500848</a>	TSS Sensor Replacement 5520 WWSM	5520-WWSM-P-PC
<a href="#">1506192</a>	Filter Air 01 Carbon Sludge Insp/Service (1y) 5520	5520-WWSM-P-ST-AERA
<a href="#">1506426</a>	Daily O&M Activities Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1506431</a>	TPM Insp/Maint Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1506436</a>	Daily O&M Activities Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1506441</a>	TPM Insp/Maint Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1506446</a>	Daily O&M Activities Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1506451</a>	TPM Insp/Maint Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1506729</a>	UV Light Bank 02 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1506736</a>	UV Light Bank 01 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1506743</a>	Engine Diesel St. Marys WWTP Insp/Test (1m) 5520	5520-WWSM-F-PG
<a href="#">1506762</a>	Engine Diesel St. Marys WWTP Insp/Service (1y) 5520	5520-WWSM-F-PG
<a href="#">1506856</a>	Engine Diesel Robinson St Insp/Service (1y) 5520	5520-SPRB
<a href="#">1507279</a>	OG15 Facility OHSA Inspection (1m) 5520	5520-WWSM
<a href="#">1507533</a>	Sampling and Testing (1m) 5520	5520-WWSM
<a href="#">1535770</a>	Aeration Recirc Pump PM 5520	5520-WWSM-P-PI
<a href="#">1535931</a>	Sampling Calendar Review (1y) 5520	5520-WWSM
<a href="#">1536627</a>	ESA CSS INSPECTIONS 5520	5520-WWSM
<a href="#">1537206</a>	Replacement Bulbs for UV System - 5520- WWSM	5520-WWSM-P-DI
<a href="#">1544602</a>	Sampler 01 Raw Influent Service (1y) 1221	5520-WWSM-P-PC
<a href="#">1544722</a>	Blower Centrifugal 02 Aeration Insp/Service (1y) 5520	5520-WWSM-P-ST-AERA
<a href="#">1544730</a>	Blower Centrifugal 03 Aeration Insp/Service (1y) 5520	5520-WWSM-P-ST-AERA
<a href="#">1544742</a>	Alarm Dialer Testing (1m) 5520	5520-WWSM-P-PC
<a href="#">1544747</a>	Alarm Dialer 01 Queen PS Testing (1m) 5520	5520-SPQN
<a href="#">1544752</a>	Alarm Dialer 01 Robinson PS Testing (1m) 5520	5520-SPRB
<a href="#">1545005</a>	PH Probe Insp/Calib (1m) 5520	5520-WWSM
<a href="#">1545010</a>	Daily O&M Activities Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1545015</a>	TPM Insp/Maint Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1545020</a>	Daily O&M Activities Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1545025</a>	TPM Insp/Maint Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1545030</a>	Daily O&M Activities Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1545035</a>	TPM Insp/Maint Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1545040</a>	TPM Insp/Maint St Marys WWTP (1m) 5520	5520-WWSM
<a href="#">1545295</a>	Tank Clarifier 01 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1545305</a>	Tank Clarifier 03 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1545315</a>	Tank Clarifier 04 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1545325</a>	Uv Light Bank 02 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1545332</a>	Uv Light Bank 01 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1545339</a>	Engine Diesel St. Mary's WWTP Insp/Test (1m) 5520	5520-WWSM-F-PG
<a href="#">1545358</a>	Pump Cent 01 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1545368</a>	Pump Cent 02 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1545378</a>	Pump Cent 03 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-PIPE
<a href="#">1545388</a>	Pump Rot Lobe Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1545394</a>	Engine Diesel Robinson St PS Insp/Test (1m) 5520	5520-SPRB
<a href="#">1545662</a>	Blower Cent Turbo Insp/Service (1m/3m/1y) 5520	5520-WWSM-P-ST-AERA
<a href="#">1545763</a>	OG15 Facility OHSA Inspection (1m) 5520	5520-WWSM
<a href="#">1546178</a>	Sampling and Testing (1m) 5520	5520-WWSM
<a href="#">1546363</a>	Alarm Dialer 01 Emily St. PS Testing (1m) 5520	5520-SPEM
<a href="#">1573826</a>	Tank Clarifier Inspection/Maintenance (1m) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1584485</a>	Repair Water Supply Line to Steam Boiler Preheat Tank	5520-WWSM-P-PI
<a href="#">1584557</a>	RawSewage Bldg - H2S Sensor replacement - 5520 -WWSM	5520-WWSM
<a href="#">1584591</a>	Replace Belts on Sludge Storage Odor Control Cnit	5520-WWSM-F-HV
<a href="#">1584665</a>	Replaced Lines on Industrial Samplers	5520-WWSM-P
<a href="#">1585389</a>	Constructed Mixer for Poly	5520-WWSM-P-SH
<a href="#">1585741</a>	Robinson St Plug Install	5520-SPRB
<a href="#">1586577</a>	02 sensor replacement Wetwell - 5520 WWSM	5520-WWSM
<a href="#">1587511</a>	New Water Lines Blower Building	5520-WWSM-F
<a href="#">1592557</a>	Lifting Device Route (1y) 5520	5520-WWSM
<a href="#">1592638</a>	Alarm Dialer Testing (1m) 5520	5520-WWSM-P-PC

<a href="#">1592643</a>	Alarm Dialer 01 Queen PS Testing (1m) 5520	5520-SPQN
<a href="#">1592648</a>	Alarm Dialer 01 Robinson PS Testing (1m) 5520	5520-SPRB
<a href="#">1592653</a>	Pump Cent Sludge Loading Insp/Service (1y) 5520	5520-WWSM-P-SH-DGST
<a href="#">1592882</a>	PH Probe Insp/Calib (1m) 5520	5520-WWSM
<a href="#">1592887</a>	Daily O&M Activities Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1592892</a>	TPM Insp/Maint Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1592897</a>	Daily O&M Activities Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1592902</a>	TPM Insp/Maint Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1592907</a>	Daily O&M Activities Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1592912</a>	TPM Insp/Maint Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1592917</a>	TPM Insp/Maint St Marys WWTP (1m) 5520	5520-WWSM
<a href="#">1593155</a>	Tank Clarifier 01 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1593165</a>	Tank Clarifier 03 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1593175</a>	Tank Clarifier 04 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1593185</a>	Uv Light Bank 02 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1593192</a>	Uv Light Bank 01 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1593199</a>	Engine Diesel St. Mary's WWTP Insp/Test (1m) 5520	5520-WWSM-F-PG
<a href="#">1593218</a>	Pump Cent 01 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1593228</a>	Pump Cent 02 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1593238</a>	Pump Cent 03 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-PIPE
<a href="#">1593248</a>	Pump Rot Lobe Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1593254</a>	Engine Diesel Robinson St PS Insp/Test (1m) 5520	5520-SPRB
<a href="#">1593511</a>	Blower Cent Turbo Insp/Service (1m/3m/1y) 5520	5520-WWSM-P-ST-AERA
<a href="#">1593896</a>	Sampling and Testing (1m) 5520	5520-WWSM
<a href="#">1594024</a>	Alarm Dialer 01 Emily St. PS Testing (1m) 5520	5520-SPEM
<a href="#">1612741</a>	Tank Clarifier 02 Inspection/Maintenance (1m) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1622868</a>	Raw Sewage Pump#2 Repairs 5520	5520-WWSM-P-HW
<a href="#">1623108</a>	HMI screen issues	5520-WWSM
<a href="#">1623686</a>	#4 RAS Pump - Pressure Sensor	5520-WWSM-P-PC
<a href="#">1624078</a>	Trouble Shot Pump #2 Overload Issues 5520	5520-SPQN
<a href="#">1624400</a>	Pump #1 Ground Fault	5520-WWSM-P-HW
<a href="#">1624413</a>	Communication Fail @ WPCP (Devicenet in CP11)	5520-WWSM-F
<a href="#">1624664</a>	Drum Thickener Injection Issues	5520-WWSM
<a href="#">1630285</a>	Alarm Dialer Testing (1m) 5520	5520-WWSM-P-PC
<a href="#">1630290</a>	Alarm Dialer 01 Queen PS Testing (1m) 5520	5520-SPQN
<a href="#">1630295</a>	Alarm Dialer 01 Robinson PS Testing (1m) 5520	5520-SPRB
<a href="#">1630300</a>	Sampler 01 Auto Effluent Insp/Service (1y) 5520	5520-WWSM-P-PC
<a href="#">1630508</a>	PH Probe Insp/Calib (1m) 5520	5520-WWSM
<a href="#">1630513</a>	Daily O&M Activities Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1630518</a>	TPM Insp/Maint Emily Pumping Station (1m) 5520	5520-SPEM
<a href="#">1630523</a>	Daily O&M Activities Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1630528</a>	TPM Insp/Maint Queen Pumping Station (1m) 5520	5520-SPQN
<a href="#">1630533</a>	Daily O&M Activities Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1630538</a>	TPM Insp/Maint Robinson Pumping Station (1m) 5520	5520-SPRB
<a href="#">1630543</a>	TPM Insp/Maint St Marys WWTP (1m) 5520	5520-WWSM
<a href="#">1630766</a>	Tank Clarifier 01 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1630776</a>	Tank Clarifier 03 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1630786</a>	Tank Clarifier 04 Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1630796</a>	Uv Light Bank 02 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1630803</a>	Uv Light Bank 01 Effluent Insp/Clean/Service (1m/1y) 5520	5520-WWSM-P-DI
<a href="#">1630810</a>	Engine Diesel St. Marys WWTP Insp/Test (1m) 5520	5520-WWSM-F-PG
<a href="#">1630829</a>	Pump Cent 01 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1630839</a>	Pump Cent 02 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1630849</a>	Pump Cent 03 Return Sludge Insp/Service (1m/1y) 5520	5520-WWSM-P-ST-PIPE
<a href="#">1630859</a>	Pump Rot Lobe Insp/Service (1m/1y) 5520	5520-WWSM-P-TT
<a href="#">1630865</a>	Engine Diesel Robinson St PS Insp/Test (1m) 5520	5520-SPRB
<a href="#">1631135</a>	Blower Cent Turbo Insp/Service (1m/3m/1y) 5520	5520-WWSM-P-ST-AERA
<a href="#">1631244</a>	OG15 Facility OSHA Inspection (1m) 5520	5520-WWSM
<a href="#">1631507</a>	Sampling and Testing (1m) 5520	5520-WWSM
<a href="#">1631648</a>	Alarm Dialer 01 Emily St. PS Testing (1m) 5520	5520-SPEM
<a href="#">1651941</a>	Tank Clarifier 02 Inspection/Maintenance (1m) 5520	5520-WWSM-P-ST-CLAR
<a href="#">1652501</a>	Engine Diesel Queen St PS Insp/Test (1m) 5520	5520-SPQN
<a href="#">1662109</a>	Detroit cleaning	5520-WWSM-P-HW

## **APPENDIX C**

### **NOTICE OF MODIFICATIONS**



## Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 - Environmental Compliance Approval (ECA) with Limited Operational Flexibility		
<i>(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)</i>		
ECA Number 4934-AH9S98	Issuance Date (mm/dd/yyyy) 02/24/17	Notice number (if applicable)
ECA Owner Town of St. Marys	Municipality Town of St. Marys	

Part 2 - Description of the modifications as part of the Limited Operational Flexibility
<i>(Attach a detailed description of the sewage works)</i>
See attached page.
Description shall include: 1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.) 2. Confirmation that the anticipated environmental effects are negligible. 3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 - Declaration by Professional Engineer	
I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design: 1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario; 2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA; 3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations. I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate	
Name (Print) Ryan DeVries	PEO License Number 100183886
Signature 	Date (mm/dd/yyyy) 01/16/2020
Name of Employer B. M. Ross and Associates Limited	

Part 4 - Declaration by Owner	
I hereby declare that: 1. I am authorized by the Owner to complete this Declaration; 2. The Owner consents to the modification; and 3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA. 4. The Owner has fulfilled all applicable requirements of the <i>Environmental Assessment Act</i> . I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate	
Name of Owner Representative (Print) DAVE BLAKE	Owner representative's title (Print) ENVIRONMENTAL SERVICES SUPERVISOR
Owner Representative's Signature 	Date (mm/dd/yyyy) 01/20/20

## Notes for Notice of Modification

### St. Marys WPCP Supernatant Wetwell – Page 25, Part 2

The existing supernatant wetwell structure has been rehabilitated and lined to prevent future corrosion. Process piping and pumps within the wetwell were replaced, with slightly larger pumps (15 L/s at 9.5 m TDH) to accommodate proposed future flow from a future new inlet works building. This work proceeded under the LOF clause in the existing ECA for the following reasons:

- The existing supernatant wetwell is not currently described in the existing ECA under “Works” and does not appear to currently have a defined rated capacity.
- Although existing pumps have been replaced with larger, the existing rated capacity of the Plant is not changed. The inflow to the supernatant wetwell is not anticipated to change until the new inlet works is constructed. The new inlet works will require an amendment to the existing ECA.
- The rehabilitation of the supernatant wetwell occurred within the existing WPCP site limits.
- Point of discharge is unchanged.

In addition to the above work, 5 existing 150mm dia. plug valves were replaced, as well as the Plant’s 750mm square sluice gate valve in the overflow chamber adjacent to the main inlet pumping station. Refer to the drawings dated January 15, 2020 for an indication of the location of these valves.

The descriptions in the existing ECA are still accurate and no revisions are required based on the work completed and described above.



**BY-LAW 32-2020**

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

**Being a by-law to exempt from Part Lot Control  
Lot 32, Registered Plan No. 44M-70 in the Town of St. Marys**

**WHEREAS:** Section 50(7) of the Planning Act, R.S.O. 1990, provides that the Council of a local municipality may, by By-law, provide that the Part Lot Control provisions contained in Section 50(5) of the Planning Act, R.S.O. 1990, do not apply to the lands designated in the By-law;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient and in the public interest that Lot 32, Registered Plan No. 44M-70 in the Town of St. Marys, in the County of Perth, be exempted from the Part Lot Control provisions of the Planning Act.

**THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:

1. Lot 32 in Registered Plan 44M-70 in the Town of St. Marys, in the County of Perth is hereby exempted from Part Lot Control pursuant to Section 50(7) of the Planning Act, R.S.O. 1990 which land is zoned to permit, among other things, townhouse dwellings in conformity with By-law No. Z1-1997 as amended (the Town of St. Marys' Comprehensive Zoning By-law).
2. This by-law comes into force on the final passing thereof.
3. Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
4. This By-law shall be in effect for one (1) year from the date of adoption of this By-law. Furthermore, this By-law may be repealed, extended, or may be amended to delete part of the lands described herein by the Council of The Corporation of the Town of St. Marys.
5. This By-law shall be registered in the Registry Office for the County of Perth, pursuant to Section 50(28) of the Planning Act, R.S.O. 1990.
6. That a copy of the registry is attached hereto and designated as Schedule "A" to this By-law.

**Read a first, second and third time and finally passed this 24<sup>th</sup> day of March, 2020.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 33-2020**

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

**Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd.**

**WHEREAS:** McLean Taylor Construction Ltd. intends to develop, under site plan agreement, the lands legally described as Part Lot A, West side Water St. Plan 235 St. Marys, Part Lot C, West side Water St. Plan 235 St. Marys, Park Lot D, West side Water St. Plan 235 St. Marys, being Part 1 44R2539 Save and Except Part 1 44R2749; Town of St. Marys and having the municipal address of 100 Water Street South;

**AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with McLean Taylor Construction Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;

**THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:

- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd.
- 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
- 3.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** 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 24<sup>th</sup> day of March, 2020.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 34-2020**

**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 465929 Ontario Ltd. (Nicholson Concrete) and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the construction, replacement and repairs of sidewalk, curb and gutter on various streets within the Town of St. Marys (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by 465929 Ontario Ltd. which was subsequently approved by Council on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an amending agreement with 465929 Ontario Ltd. for the purpose of extending the period of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and 465929 Ontario Ltd.
  - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
  - 3.** This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 24<sup>th</sup> day of March, 2020.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 35-2020**

**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 Cubex Ltd. and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the procurement of a vacuum street sweeper (the "Project");
- AND WHEREAS:** A proposal for the Project was submitted by Cubex Ltd. which was subsequently approved by Council on March 24, 2020;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an amending agreement with Cubex Ltd. for the purpose of extending the period of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Cubex Ltd.
  - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
  - 3.** This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 24<sup>th</sup> day of March, 2020.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

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

**BY-LAW NO. Z135-2020**

Being a By-law pursuant to the provisions of Section 36 of the Planning Act to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys”, to remove holding symbols affecting lands located on 100 Water Street South in the Town of St. Marys.

**WHEREAS** the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:**

1. The area shown in red outline on the attached map, Schedule “A”, and described as 100 Water Street South in the Town of St. Marys shall be removed from the:
  - (a) “Central Commercial Zone One – C1-H” of By-law No. Z1-1997 and placed in the “Central Commercial Zone One – C1”, of By-law No. Z1-1997, as amended;
  - (b) “Flood Plain - Central Commercial Zone One – FP(C1-H)” of By-law No. Z1-1997 and placed in the “Flood Plain - Central Commercial Zone One – FP(C1)” of By-law No. Z1-1997, as amended; and,
  - (c) “Central Commercial Zone One – C1-1-H” of By-law No. Z1-1997 and placed in the “Central Commercial Zone One – C1-1” of By-law No. Z1-1997, as amended.
2. The zoning of these lands shall be shown as “C1”, “FP(C1)” and “C1-1” on Key Map 13 of Schedule “A” to By-law No. Z1-1997, as amended.
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
6. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

**Read a first, second and third time and finally passed this 24<sup>th</sup> day of March, 2020.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**THIS IS                    SCHEDULE “A”**

**TO                    BY-LAW NO. Z135-2020**

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

**PASSED THIS 24TH DAY OF MARCH, 2020**

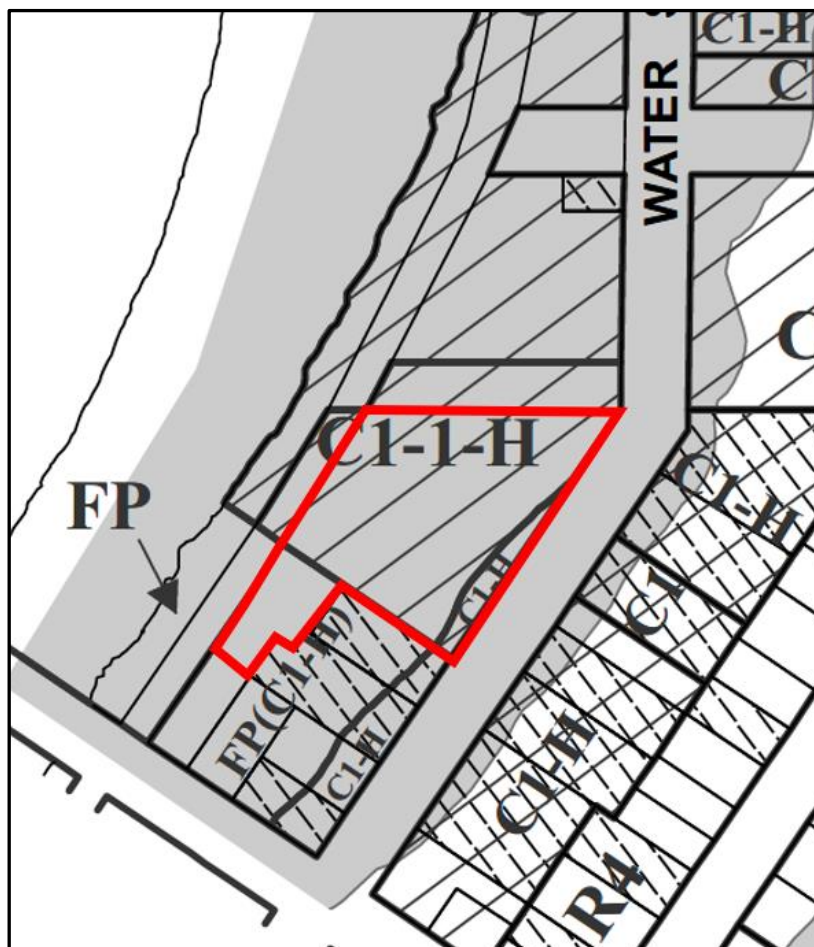
\_\_\_\_\_  
Al Strathdee, Mayor

\_\_\_\_\_  
Brent Kittmer, CAO-Clerk

**AREA AFFECTED BY THIS BY-LAW**



Remove from the “Central Commercial Zone One – C1-H”, “Flood Plain - Central Commercial Zone One – FP(C1-H)” and “Central Commercial Zone One – C1-1-H” of By-law No. Z1-1997, and placed in the “Central Commercial Zone One – C1”, “Flood Plain - Central Commercial Zone One – FP(C1)” and “Central Commercial Zone One – C1-1” of By-law No. Z1-1997, as amended.



**BY-LAW 37-2020**

**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 March 24, 2020.**

**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 24<sup>th</sup> day of March, 2020 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 24<sup>th</sup> day of March, 2020.**

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Mayor Al Stratheed

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Brent Kittmer, CAO / Clerk