



AGENDA

Regular Council Meeting

May 12, 2020

6:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the May 12, 2020 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

(Public input received by the Clerk's Department prior to 5:00 pm on the day of the meeting will be read aloud by the Mayor during this portion of the agenda. Submissions will be accepted via email at clerksoffice@town.stmarys.on.ca or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

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

- 5.1 **Ontario Clean Water Agency re: 1st Quarter Report**

8

RECOMMENDATION

THAT the delegation from Ontario Clean Water Agency regarding first quarter reporting of 2020 for water and wastewater be received.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - April 28, 2020 21

RECOMMENDATION

THAT the April 28, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 CN re: Vegetation Control 30

RECOMMENDATION

THAT the correspondence from CN regarding vegetation control be received.

7.2 Canada Post re: Service Delivery in St. Marys 33

RECOMMENDATION

THAT the correspondence from Canada Post regarding postal situation in St. Marys be received.

8. STAFF REPORTS

8.1 Public Works

8.1.1 PW 28-2020 Sodium in Drinking Water 35

RECOMMENDATION

THAT Report PW 28-2020 Sodium in Drinking Water be received; and

THAT Council direct staff to develop a policy related to sodium in drinking water that will detail notification requirements that will inform the public of ongoing sodium levels within the municipal water supply.

- 8.1.2 PW 29-2020 Lead in Drinking Water 41**
- RECOMMENDATION**
- THAT** Report PW 29-2020, Lead in Drinking Water be received; and
- THAT** Council direct staff to develop a formal policy related to lead in the drinking water system that details the process to be followed when lead services are identified, their replacements and the property notification process.
- 8.1.3 PW 30-2020 Results for Asphalt Resurfacing Tender 45**
- RECOMMENDATION**
- THAT** PW 30-2020 Results for Asphalt Resurfacing Tender report be received; and,
- THAT** Council authorizes the acceptance of asphalt pricing received through the County of Perth and authorize staff to proceed with the paving project up to the budgeted dollar value.
- 8.1.4 PW 31-2020 Church Street bridge Repairs Tender Award 48**
- RECOMMENDATION**
- THAT** PW 31-2020 Church Street Bridge Tender Award report be received; and,
- THAT** the tender for the Church Street Bridge Repairs project be awarded to McLean Taylor Construction Ltd. for the bid price of \$210,072.46, inclusive of all taxes and contingencies; and,
- THAT** Council approve By-Law 44-2020 and authorize the Mayor and the Clerk to sign the associated

8.1.5 PW 32-2020 Grand Trunk Trail Staircase Capital Project Update 53

RECOMMENDATION

THAT PW 32-2020 Grand Trunk Trail Staircase Capital Project Update report be received; and

THAT The Town's Capital Plan be amended to approve \$10,000 for design of the Grand Trunk Trail Staircase and to delay the construction phase of the project to 2021; and

THAT \$100,000 of the 2020 funding for the project be returned to the Town's capital reserve.

8.1.6 PW 33-2020 Concrete and Asphalt Grinding – Capital Project Request 55

RECOMMENDATION

THAT PW 33-2020 Concrete and Asphalt Grinding – Capital Project Request report be received; and

THAT Council approve an amendment to the 2020 Capital Plan to include funding of \$110,000 from reserves for processing of concrete and asphalt to refresh the Town's supply of granular "A" material.

8.2 CAO and Clerks

8.2.1 CAO 23-2020 National AccessAbility Week Proclamation 57

RECOMMENDATION

THAT CAO 23-2020 National AccessAbility Week Proclamation report be received; and

THAT Council proclaim the week of May 24 to 30 as National AccessAbility Week in the Town of St. Marys.

8.2.2 CAO 24-2020 COVID-19 Pandemic Response and Business Continuity Update (May 12, 2020) 59

RECOMMENDATION

THAT CAO 24-2020 COVID-19 Pandemic Response and Business Continuity Update (May 12, 2020) be received for information.

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

RECOMMENDATION

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

9.1.1	Bluewater Recycling Association - Coun. Craigmile	64
--------------	--	-----------

April 16, 2020 Highlights

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	72
--------------	---	-----------

February 19, 2020 Minutes

March 18, 2020 Minutes

9.1.6	Upper Thames River Conservation Authority	78
--------------	--	-----------

February 20, 2020 Minutes

9.2 Advisory and Ad-Hoc Committee Reports

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

9.2.2	Business Improvement Area - Coun. Winter	88
--------------	---	-----------

April 6, 2020 Minutes

9.2.3	CBHFM - Coun. Edney	92
--------------	----------------------------	-----------

March 27, 2020 Minutes

9.2.4	Committee of Adjustment	
--------------	--------------------------------	--

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

- 9.2.6 Green Committee - Coun. Craigmile
- 9.2.7 Heritage Advisory Committee - Coun. Pridham
- 9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun. Luna
- 9.2.9 Museum Advisory Committee - Coun. Hainer
- 9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer
- 9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham
- 9.2.12 Senior Services Advisory Committee - Coun. Winter
- 9.2.13 St. Marys Lincolns Board - Coun. Craigmile
- 9.2.14 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter
- 9.2.15 Youth Council - Coun. Edney

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Law 44-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

- 12.1 By-Law 44-2020 Authorize Agreement with McLean Taylor Construction Ltd.**

96

13. UPCOMING MEETINGS

May 19, 2020 - 9:00 am, Strategic Priorities Committee, Livestreamed through Town's YouTube channel

May 26, 2020 - 6:00 pm, Regular Council, Location TBD

14. CONFIRMATORY BY-LAW

97

RECOMMENDATION

THAT By-Law 45-2020, being a by-law to confirm the proceedings of May 12, 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.

15. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourn at _____ pm.

Facility Description

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

Service Information

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

Capacity Information – Well No. 1

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2019 Data): 368,489.86 (m³/year)
Average Day Flow (2019 Data): 1,393.93 (m³/day)
Maximum Day Flow (2019 Data): 3,691.54 (m³/day)

Capacity Information – Well No. 2A

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2019 Data): 419,958.30 (m³/year)
Average Day Flow (2019 Data): 1,503.03 (m³/day)
Maximum Day Flow (2019 Data): 3,546.18 (m³/day)

Capacity Information – Well No. 3

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2019 Data): 348,693.34 (m³/year)
Average Day Flow (2019 Data): 1,305.84 (m³/day)
Maximum Day Flow (2019 Data): 3,312.94 (m³/day)

Capacity Information – Ground Level Reservoir

Total Design Capacity: 1,600 m³

Capacity Information – Elevated Tower (37.9 m)

Total Design Capacity: 1,820 m³

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2020	97,779	84,805	95,150									
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

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:

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities. In addition to mandatory PPE worn by operational staff the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable
- The frequency of facility and vehicle cleaning and surface disinfection was increased.
- Staff re-organization was implemented to meet social distancing requirements where applicable
- Facility access to required contractors or delivery personal is closely monitor.

There have been no other 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

06: Well #2A – Annual maintenance of chlorine regulators
09: Well #1 – Reference sensor in for calibration
15: Well #1 – Replaced bulb in UV system
16: Booster Station – Testing with Shurgain
25: Well #1 – Chlorine gas leak, changed cylinder
28: Sommers on-site for annual generator testing

February

19: Well #2A – Pierce Services on-site to troubleshoot turbidity analyser issues
20: Well #2A – Installed temporary turbidity meter while waiting for new one
21: Tower – Communication failure
24: Well 3 – Communication failure
28: Well #2A – Installation of new mixing valve for eyewash

March

02: Booster Station – Generator failure, Sommers on-site to troubleshoot
02: Well 3 – Install new air valve on chamber at exit as per design line
04: Well #2A – Installed new thermostat in heater
16: Well 3 – Replace broken valve and section of pipe
16: Well #1 – Computer failed, SCADA group fixed program

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
53	42	39										134

All work orders were completed on schedule.

DISTRIBUTION WORK:

Location	Date
Service Repair, 214 Elgin Street (Planned/Emergency)	January 20, 2020
Water main Repair, 256 Jones Street East (Emergency)	January 20, 2020
Water main Repair Jones Street/Ontario Street (Emergency)	February 3, 2020
Water main Repair, 34 Cain Street (Emergency)	March 22, 2020

ALARMS / CALL-INS:**FIRST QUARTER****January**

05: Well 3 – Panel alarm
07: Reservoir – Door security alarm
20: 265 Jones St. E. – Watermain break
20: 214 Elgin St. E. – Possible service leak
25: Well 1 – Gas leak alarm

February

05: Well 3 – High turbidity alarm
24: Tower – Communication loss alarm

March

03: Well 3 – Turbidity alarm
15: Well 3 – Low Cl₂ alarm
20: 34 Cain Street, water turn on
20: Well 2 – Discharge valve override alarm, pump fault
21: Reservoir and Tower – Door security alarm
23: 34 Cain Street, watermain break
27: Well 2 – Turbidity analyzer alarm
29: Well 3 – Overhead door alarm
30: Tower – Door security alarm

COMPLAINTS & CONCERNS:

There have been no complaints or concerns reported to date.

DWQMS UPDATE:

Management Review – August 13, 2019
Internal Audit – June 13, 2019
External Audit – October 18, 2019
Annual Risk Assessment Review – March 11, 2020
36 Month Risk Assessment – March 11, 2020
Accreditation Status – Full Scope Entire Accreditation Expires November 3, 2020

REGULATORY INSPECTIONS:

The last MECP Inspection occurred on June 2, 2019.

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

Ontario Clean Water Agency
Performance Assessment Report Water

From: 01/01/2020 to 31/03/2020

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

	01/2020	02/2020	03/2020	<--Total-->	<--Avg-->	<--Max-->	<--Min-->	<--Criteria-->
Flows:								
Raw Flow: Monthly Total - Well #1 (m³)	19326.48	28586.67	33430.41	81343.56				
Raw Flow: Monthly Total - Well #2 (m³)	40545.06	28545.62	37824.74	106915.42				
Raw Flow: Monthly Total - Well #3 (m³)	37907.89	27672.84	23895.27	89476				
Raw Flow: Monthly Avg - Well #1 (m³/d)	623.43	985.75	1078.4		895.86			
Raw Flow: Monthly Avg - Well #2 (m³/d)	1307.91	984.33	1220.15		1170.8			
Raw Flow: Monthly Avg - Well #3 (m³/d)	1222.84	954.24	770.82		982.63			
Raw Flow: Monthly Max - Well #1 (m³/d)	2667.18	2667.05	3082.45			3082.45		
Raw Flow: Monthly Max - Well #2 (m³/d)	3082.44	2802.58	3037.44			3082.44		
Raw Flow: Monthly Max - Well #3 (m³/d)	3422.93	2918.94	2696.57			3422.93		
Raw Flow: Monthly Total - Total Raw Flow (m³)	97779.43	84805.13	95150.42	277734.98				
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	3154.18	2924.31	3069.37		3049.29			
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	4171.73	3650.08	3835.88			4171.73		
Turbidity:								
Raw: Max Turbidity - Well #1 (NTU)	0.28	0.55	0.38			0.55		
Raw: Max Turbidity - Well #2 (NTU)	0.33	0.28	0.18			0.33		
Raw: Max Turbidity - Well #3 (NTU)	0.22	0.26	0.19			0.26		
Chemical Parameters:								
Treated: Max Nitrite - Treated Water #1 (mg/L)	0.004					0.004		
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003					< 0.003		
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003					< 0.003		
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.46					2.46		
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.787					0.787		
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.546					0.546		
Distribution: Max THM - Distribution System (µg/l)	10					10		
Chlorine Residuals:								
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.91	0.88	1				0.88	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.97	0.92	0.91				0.91	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.01	0.93	1.03				0.93	
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.43	1.41	1.81			1.81		
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.33	1.45	1.47			1.47		
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.44	1.45	1.42			1.45		
Bacti Samples Collected:								
Raw Bacti: # of samples - Well #1	4	4	5	13				
Raw Bacti: # of samples - Well #2	4	4	5	13				
Raw Bacti: # of samples - Well #3	4	4	5	13				
Treated Bacti: # of samples - Treated Water #1	4	4	5	13				
Treated Bacti: # of samples - Treated Water #2	4	4	5	13				
Treated Bacti: # of samples - Treated Water #3	4	4	5	13				
Dist Bacti: # of samples - Distribution System	16	16	20	52				
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0				
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0				
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0				

Facility Description

Facility Name: St. Marys Wastewater Treatment Plant & Collection System
Regional Manager: Renee Hornick 519-274-0997
Business Development Manager: Jackie Muller 519-643-8660
Facility Type: Municipal
Classification: Class 3 WWT & Class 2 WWC
Environmental Compliance Approval: ECA #4934-AH9598 Issued February 24, 2017

Service Information

Population Served: 7,200

Capacity Information

Total Design Capacity: 5,560 m³/day

	Design Values	2016 Flow Data	2017 Flow Data	2018 Flow Data	2019 Flow Data	2020 Flow Data To Date
Average Daily Flow (m ³ /d)	5,560	3,986.99	4,228.26	4,373.87	4,416.46	5,322.58
% of Average Daily Design Flow	-	72%	76%	79%	80%	96%

	Design Flow (m ³ /d)	2020 Average Daily Flow (m ³ /d)	2020 % Capacity	2020 Maximum Daily Flow (m ³ /d)	2020 Design Peak Flow (m ³ /d)	2020 % Capacity
January	5,560	6,162.71	110	17,885	14,250	321
February	5,560	4,421.31	79	5,970	14,250	107
March	5,560	5,383.71	97	8,325	14,250	154
April	5,560				14,250	
May	5,560				14,250	
June	5,560				14,250	
July	5,560				14,250	
August	5,560				14,250	
September	5,560				14,250	
October	5,560				14,250	
November	5,560				14,250	
December	5,560				14,250	
Annual Average	5,560					

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.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: St. Marys Wastewater Treatment Plant & Collection System

ORG#: 5520

COMPLIANCE SUMMARY

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities. In addition to mandatory PPE worn by operational staff the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable
- The frequency of facility and vehicle cleaning and surface disinfection was increased.
- Staff re-organization was implemented to meet social distancing requirements where applicable
- Facility access to required contractors or delivery personal is closely monitor.

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

INSPECTIONS

The last MECP Inspection occurred on December 7, 2017.

GENERAL MAINTENANCE & PLANT ACTIVITIES

FIRST QUARTER

January

- 06: Fire extinguisher inspections.
- 07: Replaced tubing for auto samplers.
- 17: Replaced waterlines in TWAS building.
- 21: Hetek on-site to replace H2S sensor and O2 sensor.
- 27: Sommers generator bi-annual maintenance.

February

- 02: Queen Street PS – pulled pump #2 to remove rags; pump overloading.
- 10: Issues with raw sewage pump #2.
- 10: Check valve sent away to be prepared.
- 21: Raw sewage pump #1 ground fault, sent pump away for re-build.

March

- 04: Repaired leaky conduit that was damaging Lystek control panel.
- 13: Re-installed re-built raw sewage pump #1.
- 24: Took clarifier #2 out of service and replaced caulking around wire plate.
- 24: Repairs to RAS pump #2, out of service for repairs until March 25.
- 25: Replaced main water valve in the aeration basement potable waterline.
- 27: Troubleshoot centrifuge issues with supplier, all good.

ALARMS/CALL-INS

FIRST QUARTER

January

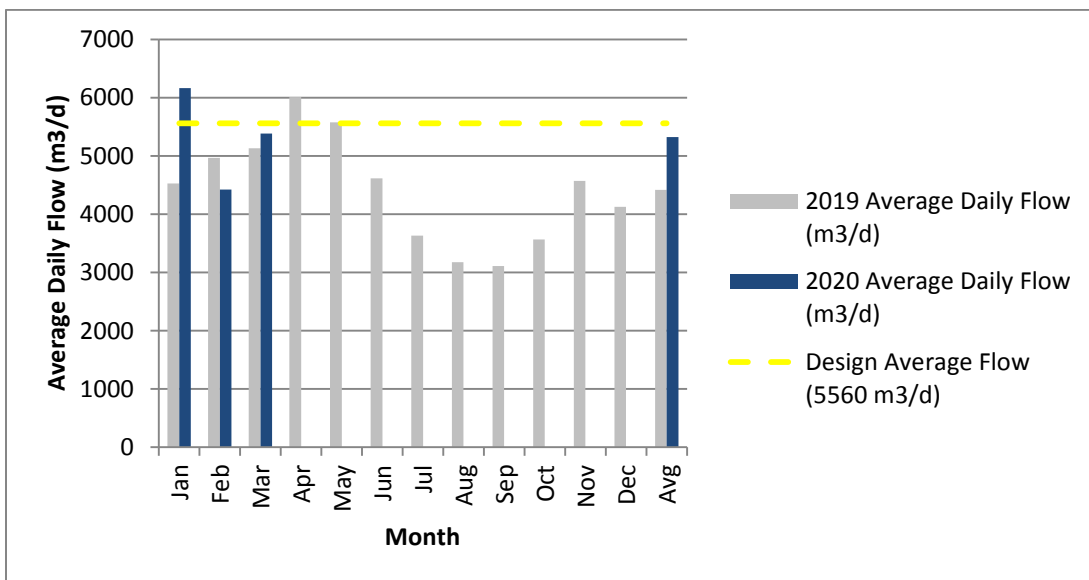
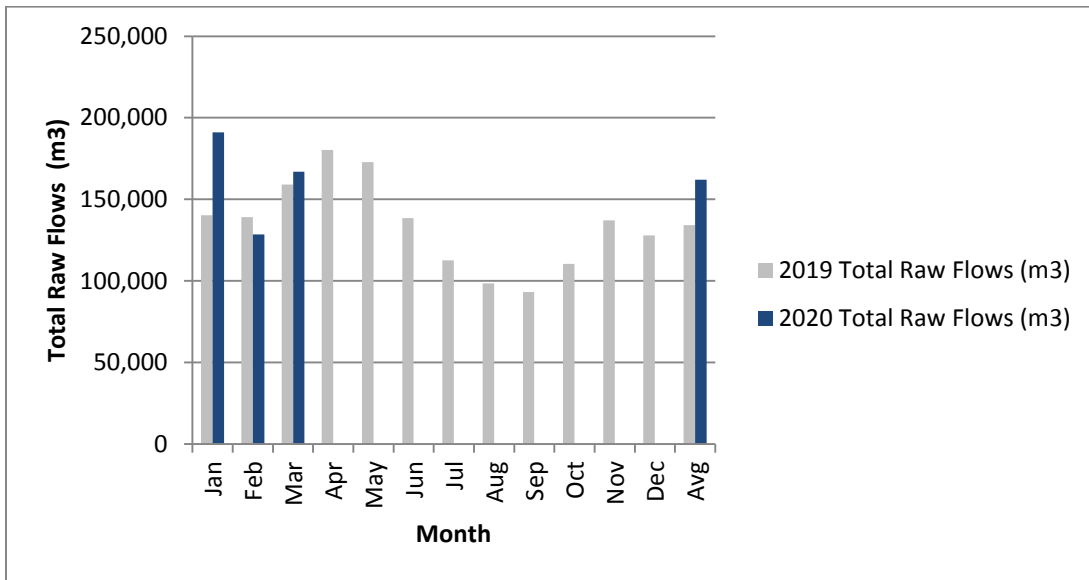
- 11: Robinson Street – High level alarm, made process adjustments at WPCP to accommodate high flows
- 12: WPCP – High level alarm
- 16: WPCP – Power outage

COMPLAINTS & CONCERNS

There have been no complaints or concerns reported to date.

PERFORMANCE ASSESSMENT REPORT

The average daily flow in 2020 for the January to March reporting period is 5,348.38 m³/day.



Raw sewage samples are collected on a monthly basis following the ECA requirements. The table below shows the raw sewage sample results for 2020. The ECA does not stipulate raw sewage compliance values.

Table 1. Raw Sewage sample results for 2020.

	BOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TKN (mg/L)
January	281.25	644.5	3.108	25.125
February	353.75	450	3.8	27.375
March	236.4	196.4	2.51	18.54
April				
May				
June				
July				
August				
September				
October				
November				
December				

The effluent is sampled on a weekly basis following the requirements of the ECA. The table below summarizes the monthly average results compared against the objectives and limits identified in the ECA. There were no objective or limit exceedances during the first quarter of 2020.

Table 2. Effluent sample results for 2020.

	CBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	***E. coli (cfu/100mL)	pH	Dissolved Oxygen Min. (mg/L)
January	3.25	9	0.063	0.325	146.87	6.93- 7.88	4.63
February	4	8.5	0.093	0.200	26.054	6.76- 7.68	4.65
March	3	9	0.094	0.220	38.968	6.89- 8.08	4.91
April							
May							
June							
July							
August							
September							
October							
November							
December							
Annual Average							
ECA Objective	10	10	0.7	2.5	200	6.0-8.5	4.0
ECA Limit	15	15	1.0	6.0	-	6.0-9.5	-

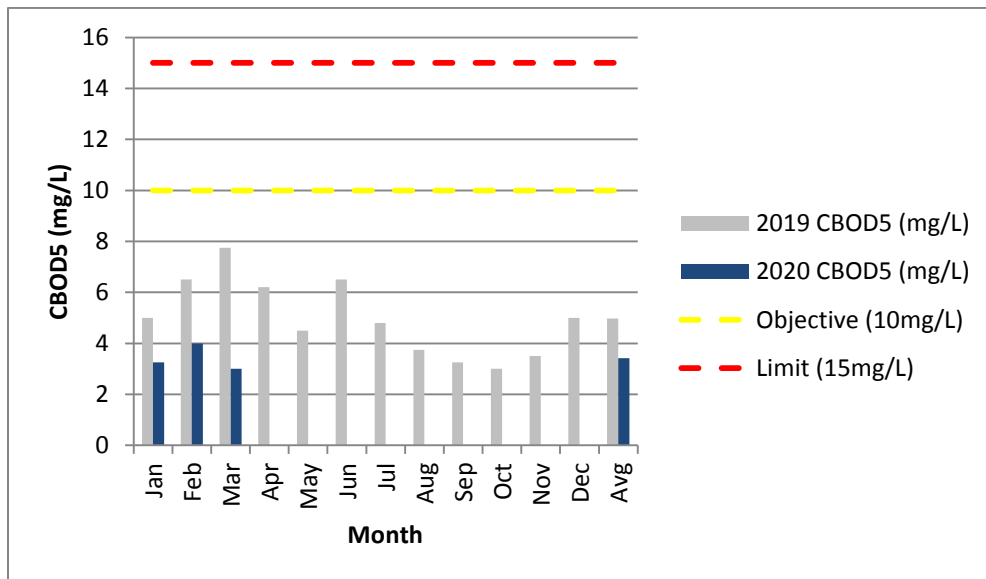
*Non-freezing months

**Freezing months

***Expressed as geometric mean density

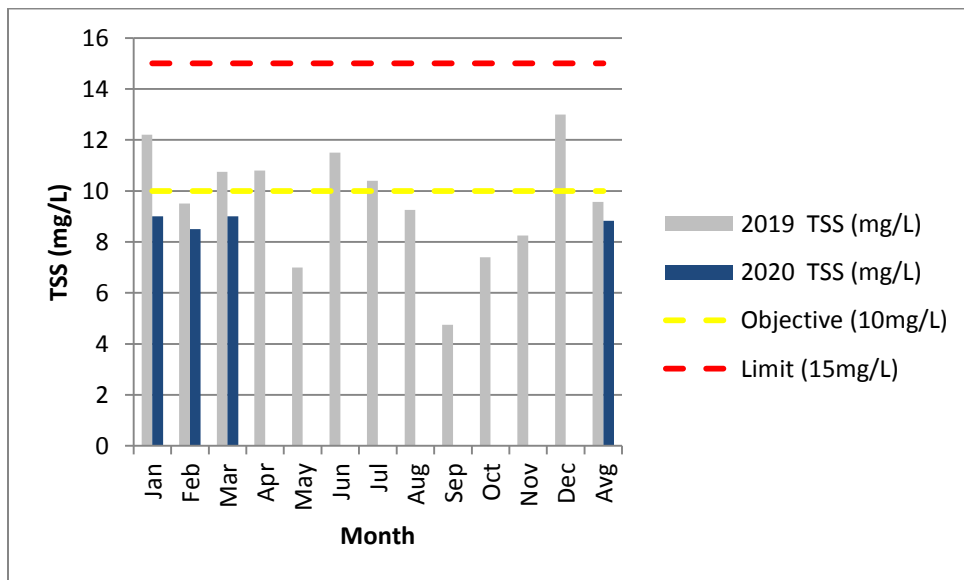
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) monthly average for January, February and March of 2020 was < 4 mg/L, meeting the effluent objective and limit identified in the ECA; see Chart 2 below.

Chart 2. Average Monthly Effluent CBOD5 results for 2020 compared to 2019.



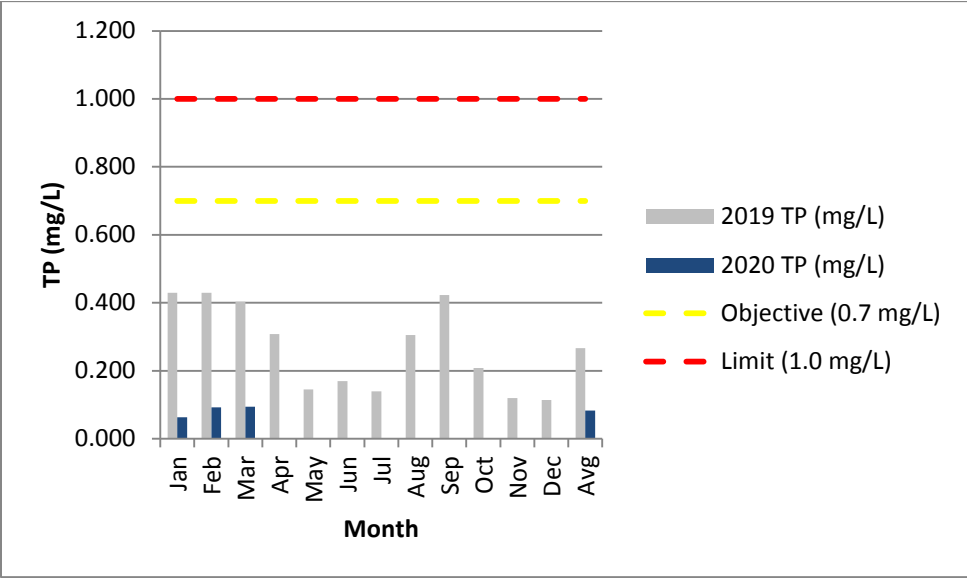
Effluent Total Suspended Solids (TSS) Monthly Average for January February and March was <9 TSS meeting the effluent objective and limit identified in the ECA; see Chart 3 below.

Chart 3. Average Monthly Effluent TSS results for 2020 compared to 2019.



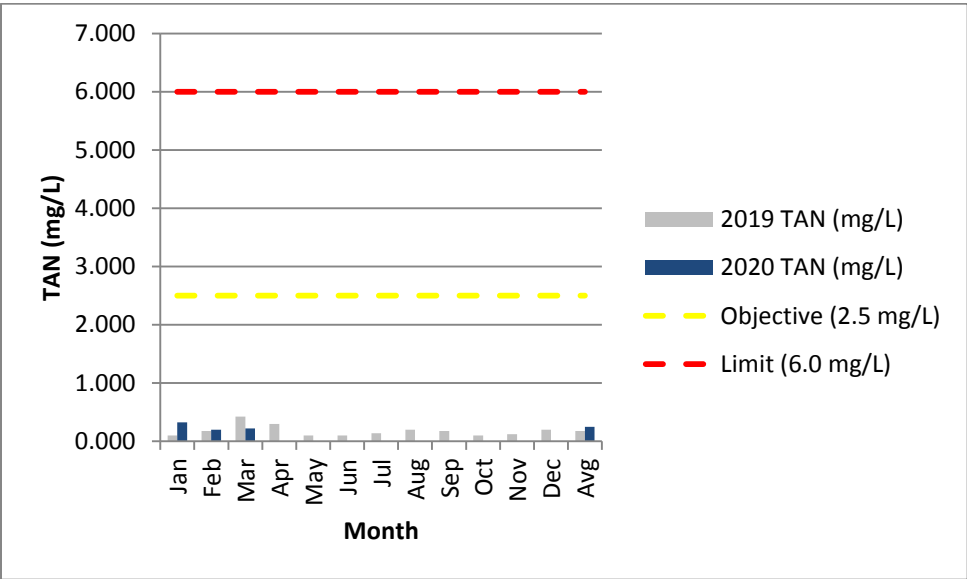
Effluent Total Phosphorus (TP) 2020 monthly averages for January (< 0.063 mg/L), February (< 0.093 mg/L) and March (< 0.094 mg/L) met the effluent objective and limit identified in the ECA; see Chart 4 below.

Chart 4. Average Monthly Effluent TP results for 2020 compared to 2019.



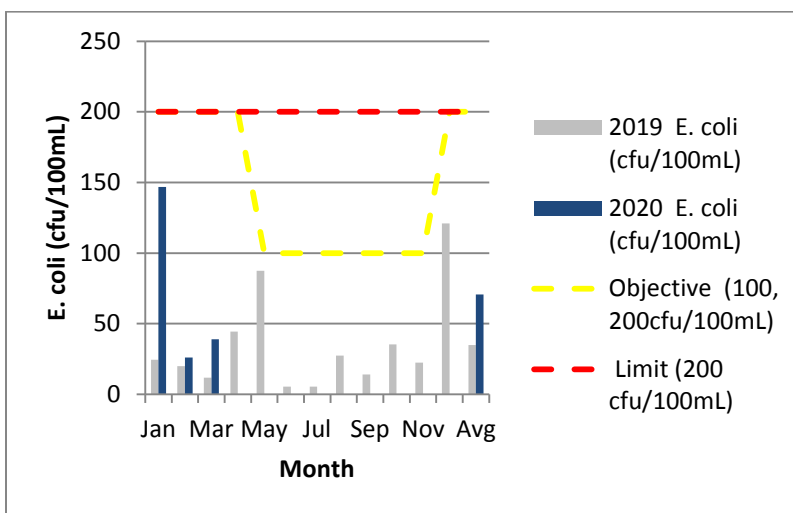
Effluent Total Ammonia Nitrogen (TAN) 2020 monthly average for January (0.325 mg/L), February (0.200 mg/L) and March (0.220 mg/L) met the objective and limit identified in the ECA; see Chart 5 below.

Chart 5. Average Monthly Effluent TAN results for 2020 compared to 2019.



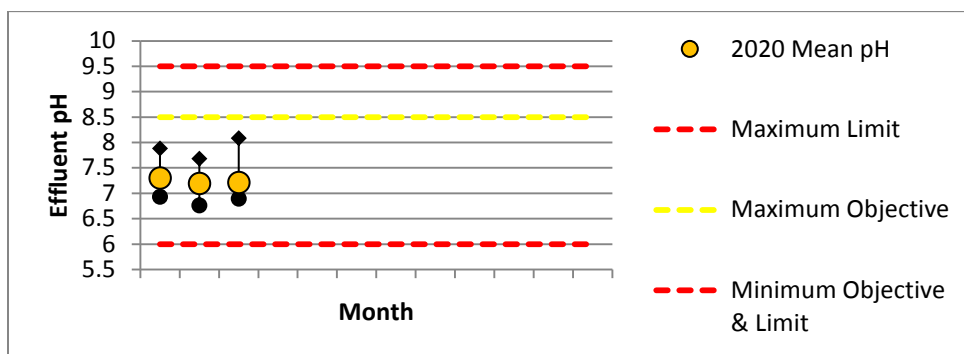
Effluent E. coli 2020 monthly Geometric Mean Density (GMD) for January (1.46.87), February (26.054) and March (38.968) met the objective and limit identified in the ECA; see Chart 6 below.

Chart 6. Effluent E. coli GMD results for 2020 compared to 2019.



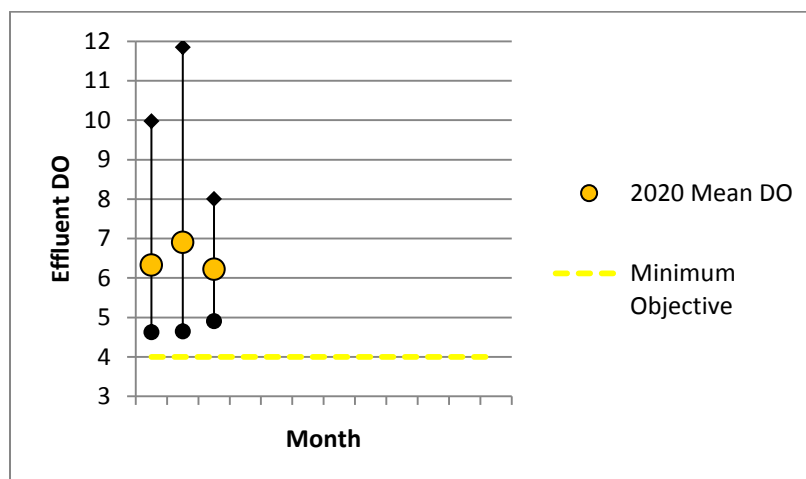
Effluent pH values for January (6.93-7.88), February (6.76-7.68) and March (6.89-8.08) met the objective and limit identified in the ECA; See Chart 7 below.

Chart 7. Final Effluent pH results for 2020.



Effluent Dissolved Oxygen (DO) values for January (minimum 4.63 mg/L), February (minimum 4.65 mg/L) and March (minimum 4.91 mg/L) met the objective identified in the ECA; see Chart 8 below.

Chart 8. Final Effluent DO minimum results for 2020.





MINUTES Regular Council

April 28, 2020

6:00pm

Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)
Councillor Craigmile (videoconference)
Councillor Edney (videoconference)
Councillor Luna (videoconference)
Councillor Hainer (videoconference)
Councillor Pridham (videoconference)
Councillor Winter (in-person)

Staff Present: **In-Person**
Brent Kittmer, CAO / Clerk
Jenna McCartney, Deputy Clerk

Conference Line

Richard Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Planning and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
Trisha McKibbin, Director of Corporate Services
André Morin, Director of Finance / Treasurer

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Winter declared a conflict of interest for the following agenda items:

- 7.1 - St. James Service Club 73 re: Request to Waive Clause 11 of the Site Plan Agreement
- 8.1.2 - DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73)
- 11.1 - By-Law 42-2020 Site Plan Agreement with St. James Service Club 73

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2020-04-28-01

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the April 28, 2020 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent submitted the following two questions prior to the 5:00 pm deadline for public comments.

1. What is the projected budget deficit amount for this year and are grants available to cover this amount?

André Morin stated that specific details regarding the budget can be found in the Finance Department's monthly report within the agenda package for this meeting. The total estimated net costs related to the pandemic is \$409,725 for the first 8 week planning period. This includes the \$300,000 proposed community and business support program. With respect to available grants, Mr. Morin stated that the Town is partnering with fellow municipalities and associations to lobby the Federal and Provincial governments for municipal financial assistance. More details will be presented at the May 26th regular Council meeting related to financial impacts and forecasting.

2. Who has the final say on when businesses etc. reopen, the Town or the Province? Can the Town over-rule the province if the Town thinks it is warranted?

Brent Kittmer stated that province's orders are paramount over the Town's. The Town has the authority to implement more restrictive measures related to Town properties and Town services if it so chooses.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - April 14, 2020

Resolution 2020-04-28-02

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the April 14, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Strategic Priorities Committee - April 21, 2020

Resolution 2020-04-28-03

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT the April 21, 2020 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 St. James Service Club 73 re: Request to Waive Clause 11 of the Site Plan Agreement

Having declared a conflict of interest, Councillor Winter removed himself from the video conference.

Resolution 2020-04-28-04

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the correspondence from St. James Service Club 73 regarding a request to waive clause 11 of the site plan agreement as presented in staff report DEV 23-2020 of the April 28, 2020 regular Council agenda be received; and

THAT Council consider the correspondence when deliberating on staff report DEV 23-2020 further in the agenda.

CARRIED

Councillor Winter returned to the video conference.

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 22-2020 April Monthly Report (Building & Development)

Grant Brouwer presented DEV 22-2020 report and responded to questions from Council.

Resolution 2020-04-28-05

Moved By Councillor Winter

Seconded By Councillor Luna

THAT DEV 22-2020 April Monthly Report (Building & Development) be received for information.

CARRIED

8.1.2 DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73)

Having declared a conflict of interest, Councillor Winter removed himself from the video conference.

Grant Brouwer presented DEV 23-2020 report and responded to questions from Council.

Resolution 2020-04-28-06

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73) report be received; and

THAT clause 11 of the Site Plan Agreement be amended to require \$10,000 in securities for performance of contract and damages, and to require \$5,000 for landscaping as outlined in the agreement; and

THAT the \$15,000 credit owed by the Town to St. Marys to the St. James Service Club 73 be retained by the Town until the end of the project as securities; and

THAT Council approve By-law 42-2020 authorizing the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and St. James Service Club 73.

CARRIED

Councillor Winter returned to the video conference.

8.2 Community Services

8.2.1 DCS 12-2020 April Monthly Report (Community Services)

Stephanie Ische presented DCS 12-2020 report and responded to questions from Council.

Resolution 2020-04-28-07

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT DCS 12-2020 April Monthly Report (Community Services) be received for information.

CARRIED

8.3 Corporate Services

8.3.1 COR 06-2020 April Monthly Report (Corporate Services)

Trisha McKibbin presented COR 06-2020 report and responded to questions from Council.

Resolution 2020-04-28-08

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT COR 06-2020 April Monthly Report (Corporate Services) be received for information.

CARRIED

8.4 Finance

8.4.1 FIN 13-2020 April Monthly Report (Finance)

André Morin presented FIN 13-2020 report and responded to questions from Council.

Resolution 2020-04-28-09

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT FIN 13-2020 April Monthly Report (Finance) be received for information.

CARRIED

8.4.2 FIN 14-2020 COVID-19 Financial Relief – April 28 Update

André Morin presented FIN 14-2020 report and responded to questions from Council.

Resolution 2020-04-28-10

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT FIN 14-2020 COVID-19 Financial Relief – April 28 Update report be received; and

THAT Council direct staff to create a COVID-19 Business Economic Support and Recovery Task Force with final terms of reference to be considered at the May 12, 2020 Council meeting; and

THAT Council extend waiving of penalty and interest on all town accounts, with the exception of property taxes, until July 31, 2020.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 03-2020 April Monthly Report (Emergency Services)

Chief Anderson presented FD 03-2020 report and responded to questions from Council.

Resolution 2020-04-28-11

Moved By Councillor Winter

Seconded By Councillor Edney

THAT FD 03-2020 April Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Human Resources

8.6.1 HR 04-2020 April Monthly Report (Human Resources)

Lisa Lawrence presented HR 04-2020 report and responded to questions from Council.

Resolution 2020-04-28-12

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT HR 04-2020 April Monthly Report (Human Resources) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 27-2020 April Monthly Report (Public Works)

Jed Kelly presented PW 27-2020 report and responded to questions from Council.

Resolution 2020-04-28-13

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT PW 27-2020 April Monthly Report (Public Works) be received for information.

CARRIED

8.8 CAO and Clerks

8.8.1 CAO 22-2020 April Monthly Report (CAO and Clerks)

Brent Kittmer and Jenna McCartney presented CAO 22-2020 report and responded to questions from Council.

Through the deliberation of the report Council considered several policy questions related to yard sales and the 2020 Community Grant Program.

Council was of the consensus that a ban on yard sales in St. Marys should be effective immediately and until further notice to support the response to the COVID 19 pandemic.

Council was of the consensus that funds be held for all grant recipients who have postponed or put their proposed programs on hold, and that staff report back on June 23 with additional information.

Resolution 2020-04-28-14

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Council approve the immediate release of \$7,265 in funds to the United Way Perth Huron related to the 2020 Community Grant program; and

THAT Council approve the immediate release of \$857 to GOALS (Giving Our Adolescents Living Skills) related to the 2020 Community Grant program as an acknowledgement of expenses incurred to date by the recipient; and

THAT Council approve the immediate release of \$3,700 to St. Marys Lincolns related to the 2020 Community Grant program as an acknowledgement of expenses incurred to date by the recipient; and

THAT Council approve the immediate release of \$2,900 to St. Marys Station Gallery related to the 2020 Community Grant program as an acknowledgement of expenses incurred to date by the recipient.

CARRIED

Resolution 2020-04-28-15

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT CAO 22-2020 April Monthly Report (CAO and Clerks) be received for information.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None

10. NOTICES OF MOTION

None

11. BY-LAWS

Having declared a conflict of interest, Councillor Winter removed himself from the video conference.

Resolution 2020-04-28-16

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT By-Law 42-2020 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

Councillor Winter returned to the video conference.

11.1 By-Law 42-2020 Site Plan Agreement with St. James Service Club 73

12. UPCOMING MEETINGS

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

13. CLOSED SESSION

None

14. CONFIRMATORY BY-LAW

Resolution 2020-04-28-17

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT By-Law 43-2020, being a by-law to confirm the proceedings of April 28, 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 2020-04-28-18

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT this regular meeting of Council adjourn at 8:04 pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



Luanne Patterson

Senior System Manager
Environmental Assessment

Directrice de l'analyse des systèmes
Évaluation environnementale

Box 8100
Montreal, Quebec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

5/4/2020

RE: CN RIGHT OF WAY VEGETATION CONTROL

Dear Mayor,

We are reaching out in order to advise you of our vegetation control activities in your area between May and October 2020. A regularly updated schedule will be available at www.cn.ca/vegetation.

If not managed properly, trees, brush or other vegetation can severely compromise public safety. Vegetation can impede the view motorists have of incoming trains, increase the risk of crossing accidents. Moreover, unwanted vegetation can damage the integrity of the railway, interfere with signals and switches, contribute to track side fires, compromise employee safety, reduce visibility for train crews at road crossings/train control signals and track side warning devices, to name a few of the potential risks. Our annual vegetation control program is designed to mitigate these risks by managing brush, weeds and other undesirable vegetation. In short, CN's vegetation control program is a critical contributor to safe operations; hence, these vegetation control measures assist in contributing to the overall safety of the communities through which we operate.

CN manages vegetation using both chemical and mechanical methods. CN is sensitive to concerns your community may have regarding chemical vegetation control. At CN, we are committed to environmental safety and sustainability

The track infrastructure is composed of two main sections, the ballast section typically ranging from 16-24 feet (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast to the CN property boundary).

The 16-24 feet ballast section and areas around signals and communications equipment that is critical for safe railway operations must be managed using chemical methods. Application in these safety critical areas is done using spray truck or spray train with downcast nozzles that spray a short distance above the ground surface with shrouded booms. The right of way section is primarily maintained using mechanical control methods such as mowing or brush cutting. Small areas within the right of way that contain noxious or invasive weeds may be chemically treated.



CN must use chemical control techniques on the ballast section throughout the network for safety reasons. When chemicals are applied to the ballast section via spray train or truck, as outlined in the photo below, additives called surfactants that make the chemical work better may be included to help manage the application.



CN has retained professional contractors qualified to undertake this work who are required to comply with laws and regulations applicable to CN. In addition, the contractors ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

Should your Town/City have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at www.cn.ca/vegetation before June 1, 2020 with the specific information and location. CN will make every effort to include those locations as part of our 2020 Vegetation Management Program. All notices sent after the above mentioned date will be included in the 2021 Vegetation Management Plan.

We look forward to collaborating with you and answering any questions you may have regarding our vegetation control activities in your community. In that respect, please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1-888-888-5909, or by email at contact@cn.ca.

Please also find our FAQ's regarding the program at the following address: www.cn.ca/vegetation.

Best regards,

Luanne Patterson
Senior Systems Manager, Environmental Assessment

From: "AUBIE, Michael"
Date: May 6, 2020 3:52 p.m.
Subject: RE: Update regarding Postal Situation in St Marys
To: Al Strathdee

Good afternoon Mayor Strathdee,

Let me start by introducing myself, I'm your Government Affairs contact here at Canada Post – please feel free to use me as a liaison on any Canada Post questions or concerns that may pop up. I work very closely with MP Nater's office on Canada Post matters, including the challenges we're all facing due to COVID-19.

I understand the frustrations being experienced, Canada Post is an essential part in the fight against COVID-19 – allowing Canadians to communicate and receive critical items during this challenge. As I'm sure you have witnessed first-hand, our employees are going above and beyond to help serve the communities where they live and work.

Canada Post has taken numerous steps to address the COVID-19 crisis, including providing more protective equipment to staff, physical barriers at retail counters, social distancing at the post offices, and in St. Mary's in particular, a security guard to help ensure the health and safety of both our employees and customers through social distancing.

I know it has been challenging to experience reduced hours, unfortunately this has occurred at many post offices across the country for a variety of reasons, including the need to open later and close earlier to ensure proper cleaning. Additionally, we have leave available for employees who are sick or need to care for loved ones. This is the responsible, and compassionate, thing to do as an employer. Our first priority is health and safety.

I understand why it feels that little is changing; however, I would like to share that significant work is happening in the background to help improve service for St. Mary's. When we realized the significant increase in volumes (which are now above the holiday peak volumes), local management brought in three additional temporary employees to help sort mail and scan parcels. This is extremely challenging while maintaining social distancing and protecting their health and safety, yet these employees went above and beyond to quickly learn about the role and community. Unfortunately, we can only maintain one retail counter in St. Mary's while respecting social distancing.

All said, I do have some good news that I would like to share today, thanks to the incredibly determined work of the local manager, Greg Hunter and his operations team. While we have already brought in three additional temporary staff to address the record volumes of parcels, we have a new retail counter employee starting on Monday, May 11. As a result, we will be able to extend hours to 11am-4:30pm.

Additionally, we are in the process of hiring an employee to temporarily deliver parcels locally. Once in place, this is help reduce the need to visit the local office. As you can appreciate, there are a number of steps involved before they can start, including security vetting and training. I don't have more details yet for timing, but I would be happy to share more once I have more information on my end.

Finally, I know you mentioned the difficulties some essential workers have had retrieving parcels. I've included below a link to our Letter of Authorization – this would allow a friend/neighbour/loved one to pick up a parcel on another person's behalf. [https://www.canadapost.ca/tools/pg/manual/22-053-126_\(09-10\)_d.pdf](https://www.canadapost.ca/tools/pg/manual/22-053-126_(09-10)_d.pdf)

This is a challenging time for all Canadians. I hope this information is helpful to you as you communicate with residents of St. Mary's. If you have future questions or concerns, please don't hesitate to contact me directly.

Cheers,
Michael

Michael J. Aubie
Manager, Government & Community Affairs
Canada Post Corporation
613-734-3369



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	12 May 2020
Subject:	PW 28-2020 Sodium in Drinking Water

PURPOSE

This report is presented to provide Council with information related to sodium in the Town's drinking water, current notification practices and options for further notification enhancements for consideration.

RECOMMENDATION

THAT Report PW 28-2020 Sodium in Drinking Water be received; and

THAT Council direct staff to develop a policy related to sodium in drinking water that will detail notification requirements that will inform the public of ongoing sodium levels within the municipal water supply.

BACKGROUND

The Safe Drinking Water Act, 2002 encompasses several stringent drinking water regulations aimed to safeguard drinking water systems and mitigate human health hazards. Ontario Regulation (O.Reg.) 170/03, Section 13-8 requires that the Owner of a Drinking Water System, and the Operating Authority for the system shall ensure that at least one water sample is taken every 60 months (5-years) and tested for sodium.

Sodium in the Town of St. Marys Water Supply is naturally occurring and is mostly attributed to the nature of the bedrock in the surrounding area. Sodium is an essential ion in bodily fluids, and it is not harmful at normal levels of intake from food or drinking water sources. The Canadian Drinking Water Quality Guideline for Sodium is an aesthetic objective of 200 mg/L, however under O. Reg. 170/03, health care providers are made aware of Sodium levels in excess of 20 mg/L so that it may be communicated to individuals on sodium restricted diets.

At a recent Council Meeting on March 24, 2020, several inquiries were made in regards to sodium in the Town's drinking water and current sampling and notification protocols utilized by the Town. This report provides a follow up to those inquiries, and considerations for Council in regards to sodium within the Town's drinking water.

REPORT

The Town currently conducts sampling for Sodium in accordance with Ontario Regulation 170/03 under the Safe Drinking Water Act, 2002. This requires that the Town test for sodium in the drinking water a minimum of once every 60-months (5-years). In the event that sodium levels exceed the provincial reporting standard of 20mg/L, an Adverse Water Quality Incident (AWQI) is completed and reported to the Ministry of Environment, Conservation and Parks (MECP) and the local Health Unit. AWQIs are detailed reporting requirements that completely document the initial results, reporting details related to

who reported the adverse result and who received the notification, follow up actions, and any verification sampling.

The most recent AWQI related to sodium in St. Marys was reported and submitted in January 2020.

As the Town obtains raw water from a bedrock aquifer, elevated sodium levels are routinely present, and have historically been reported to the MECP and local health unit in accordance with provincial requirements. As a result of this, the Town has also developed an information sheet related to sodium in drinking water which has been on the Town's website for several years. [Please refer to Attachment No. 1 for the updated copy of the Sodium Fact Sheet for use on the Town's website].

As sampling and reporting of Sodium in drinking water is a regulatory requirement, Staff recommends that the Town continue to sample and test for Sodium in accordance with provincial regulations and requirements. When an adverse water quality test is recorded, regulatory reporting requirements are currently followed to ensure notification to the MECP and the local health unit.

However, sodium results could be better advertised to the local public to ensure more access to the results. As such, Staff recommends that a Policy be developed in regard to notification requirements related to adverse sodium results for the water system to consist of:

1. Regulatory Report Requirement through AWQI (Mandatory);
2. Newspaper notification once every 60 months (5 years);
3. Media Release of AQWI when incurred; and,
4. Periodic use of social media to remind residents of recent results.

FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

Depending on direction from Council and any specific policy inclusions such as potential advertisement requirements or notices to be adopted, financial implications may be incurred in the future.

SUMMARY

Based on information detailed within this report, it is staff recommendation that all sampling and reporting of adverse water quality incidents continue to follow regulatory requirements as detailed within the Safe Drinking Water Act, 2002. Further, it is staff recommendation to adopt a formal policy related to Sodium in Drinking Water that will determine advertisement or notification requirements to ensure that the public is aware and knowledgeable about ongoing sodium levels within the municipal drinking water system.

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

Attachment No. 1 – Informational Paper – Sodium in Drinking Water, Town of St. Marys

REVIEWED BY

Recommended by the Department

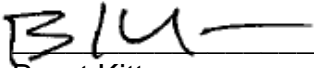


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



SODIUM IN DRINKING WATER

The Corporation of the Town of St. Marys – Environmental Services

The following information has been prepared to assist customers of the St. Marys Water Supply in understanding the composition of the water supplied by the Town regarding Sodium. For more information on water quality, please contact the Town of St. Marys at 519-284-2340 ext. 209. Additionally, you can contact the Huron Perth Health Unit at 1-888-221-2133 for health related issues and water intake.

BACKGROUND INFORMATION ON SODIUM:

Sodium is a mineral that can be found in a variety of foods and drinking water supplies. Sodium (Na) is one of the chemical elements found in table salt (known as sodium chloride). Sodium is not considered a toxic element. The human body needs sodium in order to maintain blood pressure, control fluid levels and for normal nerve and muscle function. Sodium occurs naturally in all foods, and sodium levels vary considerably for different types of food. Food processing can add significant amounts of sodium.

Analysis of sodium testing conducted over the past 20 years in St. Marys, has shown no measureable increase. As such, no direct correlation can be made between road salt usage / well intrusion and our elevated sodium levels. Naturally occurring sodium is common in our geographical area.

The amount of sodium present in water supplied by the Town of St. Marys is not a health concern for most people. A small percentage of the population may have been advised to follow severe sodium-restricted diets, such as patients with heart failure, kidney failure, or severe hypertension. Sodium levels in water may be something they need to consider.

GUIDELINES FOR CANADIAN DRINKING WATER QUALITY:

The Ontario Drinking Water Systems Regulation 170/03 under the Safe Drinking Water Act 2002 requires reporting to the local Medical Officer of Health when sodium levels in public drinking water supplies exceed 20 mg/L. At this point, the local Medical Officer of Health informs local physicians so that doctors may advise their patients accordingly, who are on sodium-restricted diets.

The aesthetic objective for sodium in drinking water is ≤ 200 mg/L. The taste of drinking water is generally considered offensive at sodium concentrations above the aesthetic objective. Therefore, our bodies provide a natural “built-in” restriction on the amount you will drink.

AVERAGE DAILY INTAKE:

Most people consume more sodium than they need. While the average daily intake of sodium for healthy adults is about 3,100mg, this is well above the 2,300mg that is considered the maximum amount an adult should consume in a day. The main source of sodium in most diets comes from processed foods, such as snack foods, fast foods, processed meats, soups, crackers, and condiments.

Sodium content of some common foods and beverages (approximate levels):

Approximate Sodium Levels of some Common Foods and Beverages			
Item	Sodium Level	Item	Sodium Level
Table Salt (1 tsp.)	2350 mg	Baked Beans (1 cup)	790 mg
Bagel, Plain	379 mg	Cheese, Processed (1 slice)	250 mg
Breakfast Cereal (1 cup)	300 mg	Lunch Meats (1 oz.)	350 mg
Tomato Juice, Processed (1 cup)	691 mg	Bottled Water (varies)	36 mg

(Reference: Canada Nutrient File, 2005)

SODIUM AND WATER SOFTENERS:

When water is softened at home, it is done by passing the water through a bed of ion-exchange media that replaces hardness minerals (calcium and magnesium) with sodium chloride (salt) or potassium (sodium chloride being the most common). While this reduces the hardness of your water, it can possibly add significant amounts of sodium at your tap. It is recommended that a separate, un-softened supply be used for drinking and cooking purposes. Further, softened water should not be given to infants and not be used in preparing infant beverages, including formula and juice.

SODIUM REMOVAL IN THE HOME:

Neither pitcher-type filtration units nor the boiling of water will remove sodium from the water. Some home owners, especially those sensitive to sodium, have chosen to use reverse osmosis or distillation devices to remove or reduce the sodium and other unwanted minerals from their water supply.

When purchasing a treatment device, look for one that has been certified by an organization accredited by the Standards Council of Canada (SCC). In addition, the treatment device should meet the NSF/ANSI Standard 62 on drinking water distillation systems or Standard 58 on reverse osmosis systems.

Always be wary of door-to-door sales people who try and sell you a water purification device. These people do not represent the town. If someone approaches you to do a free drinking water test, keep in mind that this could be a tactic to sell a very “over-priced” water purification device. While selling water treatment devices is not a crime, improper testing of drinking water can be. If you are interested in purchasing a water treatment device, many local, reputable companies can assist you.

SODIUM RESTRICTED DIETS:

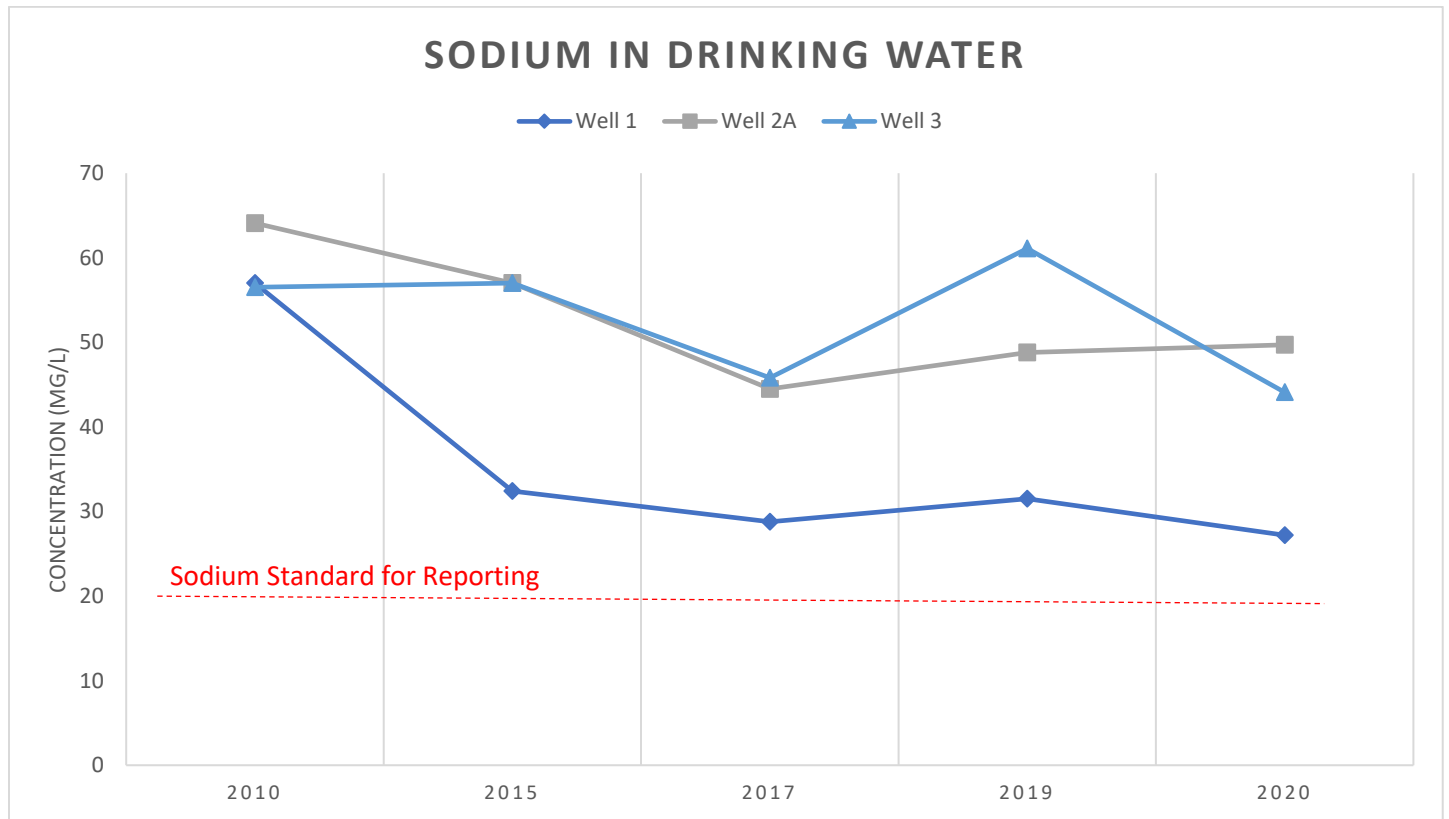
For healthy adults, sodium levels in drinking water does not pose a risk. Even for individuals on very strict sodium restricted diets of 500 mg/day, two litres of water would only account for a minor portion of their daily allotment of sodium.

If residents are concerned about the level of sodium in the Town’s water supply, and their overall daily sodium intake, please contact the Town at 519-284-2340 ext. 209 to further discuss sodium levels and water consumption.

HISTORICAL SODIUM LEVELS IN ST. MARYS:

Sodium levels are monitored across all three water supply wells for the Town of St. Marys and can have varying results. For this reason, the level of sodium that may be present within the municipal water supply could vary based on which well site is in operation.

The following is a graphical representation of sodium levels within the Town's drinking water from 2010 to 2020.



[Information Sources:](#)

Dietary Reference Intakes from Water, Potassium, Sodium, Chloride and Sulfate, The National Academies, 2004.
Canadian Nutrient File, Health Canada, 2005., Health Canada, Canadian Water Quality Association, U.S.E.P.A.

For more information on water quality within the Town of St. Marys, please contact the Environmental Services Supervisor for the Town at 519-284-2340 ext. 209



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	12 May 2020
Subject:	PW 29-2020 Lead in Drinking Water

PURPOSE

This report is presented to Council to provide information related to lead in drinking water, municipal sampling requirements and the Town's current Best Practice related to lead replacement within the distribution system. This report also provides options for Council's consideration in regards to enhancing the municipal lead program.

RECOMMENDATION

THAT Report PW 29-2020, Lead in Drinking Water be received; and

THAT Council direct staff to develop a formal policy related to lead in the drinking water system that details the process to be followed when lead services are identified, their replacements and the property notification process.

BACKGROUND

The Safe Drinking Water Act, 2002 encompasses several stringent drinking water regulations aimed to safeguard drinking water systems and mitigate human health hazards. Ontario Regulation (O.Reg.) 170/03, Schedule 15-1 requires that the Owner of a Drinking Water System, and the Operating Authority for the system sample and test for lead. The Maximum acceptable concentration (MAC) for lead in drinking water is 0.01mg/L or 10ug/L and applies to water at the point of consumption. This is because lead is only present as a result of corrosion of lead solder, lead containing brass fittings or lead pipes. Lead sources in water are generally found close to or in private plumbing or service connections to buildings.

In the event that the regulatory limit of 10 ug/L is exceeded, an Adverse Water Quality Incident (AWQI) is required to be completed and submitted to the Ministry of Environment, Conservation and Parks and the Local Health Unit.

In accordance with Regulation 170/03, the Town conducted community lead sampling programs in the late 2000's, with the last community sampling program being completed in 2012. Due to routine low lead levels reported within the community, the Town was eligible for reduced lead sampling, and following the 2012 program, was exempt from future plumbing sampling.

At a recent Council Meeting on March 24, 2020, several inquiries were made in regards to lead in the Town's drinking water and current sampling and notification protocols utilized by the Town. This report provides a follow up to those inquiries, and considerations for Council in regards to lead within the Town's drinking water.

REPORT

Section 1 – Lead Testing:

In the late 2000's there was a push to sample and test for lead throughout the distribution system and in homes across Ontario which was incorporated into Ontario Regulation 170/03 – Schedule 15.1 which the Town complied with. As permitted through the Regulation, as lead sampling programs progressed, depending on results received, Water Systems could qualify for reduced lead sampling, and potentially exemption from private plumbing sampling.

Based on historical results in the Town related to lead sampling, the Town qualified for this reduced lead sampling status in accordance with Schedule 15.1-5(10) of Ontario Regulation 170/03. The Town currently samples lead within the distribution system and is exempt from further private plumbing samples. The regulation requires the Town to sample lead within the distribution system every three years, with samples being collected twice per year within the sampling year, and the total number of samples being determined based on population. In an effort to safeguard against compliance issues related to lead testing requirements (i.e. missed sample), the Town currently collects samples twice per year, at three locations based on current population. This level of sampling is in excess of minimum requirements as per the Regulation.

The following table shows recent lead results for the St. Marys system:

Date	Lead Levels (ug/L)			
	Limit (ug/L)	Sample 1	Sample 2	Sample 3
April 2, 2020	10	0.39	0.31	0.25
September 13, 2020	10	0.71	0.22	0.25
April 2, 2019	10	0.40	1.15	1.18

Additional Testing of Sensitive Sites:

At the March 24th, 2020 Council meeting, an inquiry was made in regards to testing for lead within the community and specifically at sensitive sites such as schools and child care centres.

Ontario's Safe Drinking Water Act requires lead tests be conducted by schools and daycares through Ontario Regulation 243/07. This regulation dictates daily and weekly water system flushing requirements within these facilities as well as annual sampling and testing for lead.

The responsibility for ensuring compliance to this regulation is the responsibility of the school board, school or centre, as the case may be. Historically, the Town had assisted with lead sampling requirements under this requirement in regards to the Town's Child Care Centre, however since the transition to the Peel Street location, the lead testing requirements are currently completed by the school board and provided to the centre for record.

Section 2 – Lead Service Replacement Program:

Town staff currently utilize best practice related to lead service replacements but do not have a formal policy in place to provide guidance and direction for when lead services are encountered.

Currently, when a lead service is encountered, generally through an emergency repair, Staff will complete the emergency repair to maintain service to the property, and provide notification to the property owner that a lead service was encountered. Once a lead service has been confirmed at a location, Staff will coordinate for the replacement of the service at a later date once it can be properly planned. Generally, once a date has been confirmed, Staff will reach out to the property owner to advise of the work and offer that if the property owner is wishing to replace their private lead service pipe (if

present) that work could be coordinated via the Town's contractor and the property owner's plumbing contractor to ensure an efficient process.

When a lead service has been encountered, in accordance with By-Law 46-2014, the Town is responsible for all costs associated with the replacement of the pipe from the municipal main to the property line, with the property owner being responsible for any works from the property line into the house. This practice generally results in the Town incurring a more significant portion of the service replacement costs as the Town's costs include restoration efforts related to the road, curb and sidewalk if present.

Throughout the Town, there are several specific areas where lead services have been encountered, and where encountered replaced, however without a visual inspection it can be difficult to verify the exact pipe material in the ground.

Section 3 – Challenges with Lead Services:

Although the Town currently utilizes best practices related to lead service replacements, staff has found that it can be difficult to get property owners to replace their portion of the lead service. This can be related to a number of factors, such as but not limited to; cost, timing, or desire. This often results in the Town replacing its portion of the lead service to the property line, and the private portion of the service remaining lead. As lead sampling is completed at the source of consumption, this process can still result in elevated lead levels in private residences related to private plumbing even after the Town has taken steps to remove lead from the public system.

Based on the above, it is staff's recommendation to continue lead sampling in accordance with applicable regulations under the Safe Drinking Water Act, 2002 and the Town's current exemption related to ongoing private plumbing samples.

Furthermore, staff recommends that a formal policy related to lead services be developed and approved by Council at a later date to ensure that the process is clear and transparent for not only staff but property owners for when these services are encountered.

FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

Sample costs incurred to meet current lead testing requirements are incorporated into the annual operations and maintenance budget and form part of the contract with the Operating Authority, Ontario Clean Water Agency.

Depending on inclusions within a future policy on lead services, there would likely be costs incurred in the future related to lead service replacements.

SUMMARY

Based on information detailed within this report, Staff recommends that the Town continue to maintain sampling requirements related to lead in accordance with provincial requirements under the Safe Drinking Water Act, 2002. Further, Staff recommend developing a formal lead policy related to services within the Town and their removal and public notification.

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

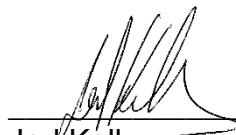
None

REVIEWED BY

Recommended by the Department

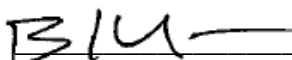


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	12 May 2020
Subject:	PW 30-2020 Results for Asphalt Resurfacing Tender

PROJECT DETAILS

The tender for supply and installation of asphalt resurfacing and asphalt parking lots was a joint tender between the Town of St. Marys, the County of Perth, the Township of Perth South and the Township of Perth East. The tender included resurfacing of sections of Queen Street West from Ann St. to Thames Rd N. in the Town of St. Marys.

RECOMMENDATION

THAT PW 30-2020 Results for Asphalt Resurfacing Tender report be received; and,

THAT Council authorizes the acceptance of asphalt pricing received through the County of Perth and authorize staff to proceed with the paving project up to the budgeted dollar value.

PROCUREMENT SUMMARY

A joint procurement document was administered by the County of Perth which included asphalt paving work for the Town of St. Marys. Town Staff will oversee all work within the Town of St. Marys, however the County will be responsible for all contract administration requirements. This method will reduce overall resources required to complete the work but will ensure Town specifications are maintained.

The following is a summary of the procurement results.

Procurement Information	Details and Results
Tender Closing Date:	Monday, April 20, 2020
Number of Bids Received:	Six (6)
Successful Proponent:	Brantco Construction
Approved Project Budget:	\$160,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$105,149.44
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$94,690.33
Project Under-budget	\$65,309.67

FINANCIAL IMPLICATIONS

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

Annual Resurfacing Program – 9390 (budgeted)	\$160,000
Total	\$160,000
Tender Value (Net HST)	\$94,690.33

The Tender unit rates received through the joint tender are significantly less than normal and much less than what was anticipated by staff when preparing the tender. It would be advantageous to increase the project area to complete more work at the low unit rates. Staff propose increasing the work area on Queen Street West up to the original budgeted value to maximize the good pricing received.

STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
 - Outcome: Granting Readiness
 - Outcome: Maintenance Prioritization
 - Tactic(s): Develop maintenance schedules and budget accordingly. Establish a nimble foresight approach to capital initiatives that creates a project inventory and plans to meet the new grant opportunities.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer
John McClelland, County of Perth

ATTACHMENTS

1. Perth County Joint Tender Bid Summary

REVIEWED BY

Recommended by the Department

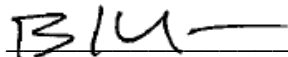


Jeff Wolfe
Asset Management/Engineering Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

2020-031-04

Hot Mix Pavement - County of Perth, Township of Perth South, Township of Perth East and the Town of St. Marys

Closing Date: Monday, April 20, 2020

Submission Summary

<u>Vendor</u>	<u>City/Province</u>	<u>Submission Name</u>	<u>Unofficial Value or Notes</u>
Brantco Construction	Cambridge, Ontario	Submission 1	\$1,844,918.00
Coco Paving Inc	Petersburg, Ontario	Submission 1	\$2,362,000.00
Steed and Evans Limited	St. Jacobs, Ontario	Submission 1	\$2,475,000.00
Capital Paving Inc	Guelph, Ontario	Submission 1	\$2,681,046.80
Cox Construction Limited	Guelph, Ontario	Submission 1	\$2,833,583.38
Dufferin Construction Company, A division of CRH Canada Group Inc.	London, Ontario	Submission 1	\$2,999,742.00

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	12 May 2020
Subject:	PW 31-2020 Church Street bridge Repairs Tender Award

PROJECT DETAILS

The Church Street Bridge is a critical crossing for the Town's transportation network over Trout Creek. The structure has heritage designation due to the materials and history of its construction. The Town released a tender on April 3, 2020 for necessary repairs to the bridge. The results are presented in this report. The bridge will need to be closed for up to 42 days in order to allow construction crews to complete the repairs.

St. Marys Cement has generously donated local quarried limestone to the project.

RECOMMENDATION

THAT PW 31-2020 Church Street Bridge Tender Award report be received; and,

THAT the tender for the Church Street Bridge Repairs project be awarded to McLean Taylor Construction Ltd. for the bid price of \$210,072.46, inclusive of all taxes and contingencies; and,

THAT Council approve By-Law 44-2020 and authorize the Mayor and the Clerk to sign the associated

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
Procurement Title:	RFT-PW-04-2020 Church Street Bridge Repairs
Tender Closing Date:	Tuesday, April 28, 2020
Number of Bids Received:	Two (2)
Successful Proponent:	McLean Taylor Construction Limited
Approved Project Budget:	\$332,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$210,072.46
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$189,176.75
Other Project Costs (Inc. Net of HST rebate):	\$ 87,798.53
Project Under-budget	\$55,024.72

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

FINANCIAL IMPLICATIONS

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

Capital Roads Reserve (budgeted)	\$332,000.00
Tender result and other project costs	\$276,975.28
Total under budget	\$55,024.72

STRATEGIC PLAN

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

- Pillar #1 Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
 - Tactic(s): Identify immediate needs in the community. When developing the Annual Capital Plan, have regard for infrastructure needs identified in the asset management plan before considering new builds or renovations that represent significant service level improvements.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

ATTACHMENTS

1. Bid Summary
2. Recommendation Letter from BM Ross & Associates

REVIEWED BY

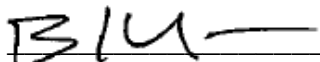
Recommended by the Department


Jeff Wolfe

Asset Management/Engineering Specialist


Jed Kelly
Director of Public Works


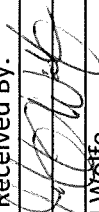
Recommended by the CAO


Brent Kittmer
CAO / Clerk

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-PW-04-2020

TITLE: Church Street North Bridge Repair

NO	VENDOR	DATE TIME	AMOUNT
1	2585284 Ontario Inc.	April 28/20 2:02 PM	\$220,724.00
2	A.J. Braun MFG. Limited		
3	Blackstone Paving & Construction Limited		
4	Carlington Constructors Inc.		
5	Clearwater Structures Inc.		
6	D&A Road Services Inc.		
7	Facca Incorporated		
8	Finnbilt General Contracting Limited		
9	Glavin Coating & Refinishing Ltd.		
10	JARLIAN CONSTRUCTION INC.		
11	Jeffrey Custom Masonry Ltd		
12	LABE		
13	Looby Builders (Dublin) Limited		
14	McLean Taylor Construction Limited	April 28/20 2:10 PM	\$210,072.46
15	Neptune Security Services Inc		
16	Sierra Bridge Inc.		
17	Zagerman Steel Ltd.		
18			
19	Recorded By: Received By:		
20			
21			
22	J Lounds J Wolfe		

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street, Goderich, ON N7A 2T4
p. (519) 524-2641 • f. (519) 524-4403
www.bmross.net

File No. BR619A

BY EMAIL ONLY

April 30, 2020

Jeff Wolfe, C.Tech.
Asset Management/Engineering Specialist, Public Works
Town of St. Marys – Municipal Operations Centre
P.O. Box 998, 408 James St. S.,
St. Marys, ON, N4X 1B6

Dear Sir

Re: Church Street Bridge Repairs; RFT-PW-04-2020

On April 28th the Town received two tenders for this project as follows:

Tenderer	Tendered Amount
McLean Taylor Construction Limited	\$210,072.46
Beton Construction	\$220,724.00

These values include 13% HST and provisional items including a \$20,000 contingency allowance.

We reviewed the additions and extensions of the two tenders. There is one extension error in the tender of Beton Construction, for tender item #5, concrete patch repairs. The extended value of this item should be \$6,900.00. This will result in a reduction of their subtotal by \$2,070.00. The grand total, including taxes, would now be \$218,384.93. This revised value does not change the ranking of the bids. Even with the revised values and not considering the provisional items, McLean Taylor Construction still has the lowest bid tender.

In reviewing the individual items, we did not see any items that were unusually high or low. McLean Taylor does have a very low price for traffic control, but they also have the advantage of local knowledge of the site. For this reason, we feel that there is very little risk to accepting this price.


McLean Taylor is well known to the Town of St. Marys. BMROSS also has extensive experience with contract administration of bridge projects involving McLean Taylor Construction. In our opinion, this contractor has the resources and skills to satisfactorily complete this project. We do not know of any reason why you should not accept the low tender of McLean Taylor Construction for this project.

We wish to disclose that BMROSS does work for McLean Taylor Construction from time to time. We do not think that this will affect our judgement on this contract, but we wish the Town to be aware in case there is any perceived conflict of interest.

With your authorization, BMROSS can prepare the contracts for signing.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per 
A. I. Ross, P. Eng.

AIR:es



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	12 May 2020
Subject:	PW 32-2020 Grand Trunk Trail Staircase Capital Project Update

PURPOSE

This report presents an update to Council on the 2020 Grand Trunk Trail Staircase project in the Town's capital plan and recommends deferral to 2021.

RECOMMENDATION

THAT PW 32-2020 Grand Trunk Trail Staircase Capital Project Update report be received; and

THAT The Town's Capital Plan be amended to approve \$10,000 for design of the Grand Trunk Trail Staircase and to delay the construction phase of the project to 2021; and

THAT \$100,000 of the 2020 funding for the project be returned to the Town's capital reserve.

BACKGROUND

The Town's 2020 Capital Plan includes the construction of a new pedestrian staircase on Emily Street at the Grand Trunk Trail overpass. The project would also result in the decommissioning of the existing earthen staircase built into the side of the Grand Trunk Trail embankment that is in a deteriorated state. The 2020 capital plan includes an estimated project cost of \$110,000. The project was complemented by another capital project to construct a concrete pathway from Emily Street to the Milt Dunnel field parking lot.

REPORT

Staff started preliminary work on the staircase project in April. An engineer is required for the design of the staircase and in the preliminary discussions with the structural engineer, they have come up with an updated cost projection for the project. Incremental increases in various aspects of the work as well as an UTRCA approval that were not originally anticipated for the project have resulted in an updated project estimate of \$160,000. This is a significant increase to the budgeted \$110,000. Considering the potential financial impacts of the coronavirus pandemic, staff felt that the timing was inappropriate to request funding in excess of the approved budget and are recommending that the construction phase of the project be postponed and re-assessed during the 2021 budget deliberations.

Staff would like to proceed with design and approvals so that a more accurate construction estimate can be obtained and so the project can be tender ready for early 2021. Design and approvals cost is estimated at \$10,000.

FINANCIAL IMPLICATIONS

The 2020 capital plan includes \$110,000 for the Grand Trunk Trail Staircase. Design and approvals work is estimated at \$10,000. Staff recommend delaying the construction aspect of the project and

reconsider during 2021 capital budget deliberations. The \$100,000 budgeted for construction would be put back in the Town's capital reserve.

SUMMARY

The Town started preliminary works on the Grant Trunk Trail Staircase project and based on updated information, found that the budgeted amount in the 2020 capital plan probably would be insufficient to complete the project. Given the potential financial impacts of the coronavirus pandemic in 2020, staff recommend proceeding with design but postponing the construction to 2021 budget deliberations.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Andy Ross – BM Ross and Associates

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

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	12 May 2020
Subject:	PW 33-2020 Concrete and Asphalt Grinding – Capital Project Request

PURPOSE

This report presents a status update on the Town's supply of granular A material and requests funding approval to move the planned 2021 capital project to 2020.

RECOMMENDATION

THAT PW 33-2020 Concrete and Asphalt Grinding – Capital Project Request report be received; and

THAT Council approve an amendment to the 2020 Capital Plan to include funding of \$110,000 from reserves for processing of concrete and asphalt to refresh the Town's supply of granular "A" material.

BACKGROUND

The Town stockpiles asphalt and concrete in the rear yard of the Municipal Operations Centre on James St. S. When the stockpile is large enough, the Town hires a contractor to grind the granular material and create a granular A substitute to be used by Town staff and contractors in various town construction projects. The Town takes this approach because re-using the recycled granular A product is approximately 60% less cost when compared to buying virgin material from a pit.

The Town's capital forecast planned for this processing to occur in 2021.

REPORT

The last time concrete and asphalt material was processed was in 2017 and the stockpile of granular A has been depleted rapidly with the many Town infrastructure projects such as roads, sidewalks, etc. over the last few capital plans.

It was unclear in the summer of 2019 whether the granular stockpile would last to 2021 so the grinding contract was not included in the 2020 capital plan. It appears now that there will not be enough granular material to get through to 2021 when the next planned grinding contract was to be released.

Staff recommend moving the grinding project forward to 2020 so that the Town does not need to purchase granular material from third party gravel pits. Buying from a pit comes at an increased unit rate which is anticipated to have an increase unit cost of 60% more than the recycled substitute product.

If approved, staff would work on releasing a contract as soon as possible to have the pile of concrete and asphalt processed late spring/early summer.

FINANCIAL IMPLICATIONS

The Town's 10-year capital forecast included \$80,000 from the roads reserve and \$40,000 from the water reserve in 2021 for processing the waste concrete and asphalt pile. Staff recommend moving \$110,000 of this forward to 2020. Report PW 32-2020 recommended to postpone the Emily Street Staircase Project from the 2020 Capital Plan, which will result in a 2020 cost avoidance of \$100,000 for the Town's capital reserve.

The funding for the proposed granular processing project would be as follows:

- \$73,000 from the Towns Road Reserve
- \$37,000 from the Water Reserve

SUMMARY

The Town stockpiles and processes waste concrete and asphalt to create a granular material used in various Town construction projects. The Town's supply of granular will be depleted prior to 2021 and staff recommend processing the current concrete and asphalt pile now so that third party granular is not required at a higher unit rate.

STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
 - Tactic(s): identify immediate needs in the community.

OTHERS CONSULTED

André Morin - Treasurer

ATTACHMENTS

none

REVIEWED BY

Recommended by the Department

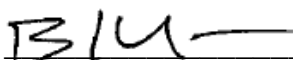


Jeff Wolfe
Asset Management/Engineering Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jenna McCartney, Deputy Clerk
Date of Meeting:	12 May 2020
Subject:	CAO 23-2020 National AccessAbility Week Proclamation

PURPOSE

To inform Council of the approaching national week of AccessAbility between May 26 and June 1, and to seek Council's proclamation that the Town support's the national awareness campaign.

RECOMMENDATION

THAT CAO 23-2020 National AccessAbility Week Proclamation report be received; and

THAT Council proclaim the week of May 24 to 30 as National AccessAbility Week in the Town of St. Marys.

BACKGROUND

National AccessAbility Week (NAAW) is a time when accessibility and inclusion are promoted across communities and workplaces, and a time to celebrate the contributions of Canadians with disabilities. It is also an opportunity to recognize the efforts of Canadians who are actively removing barriers and ensuring persons with disabilities have an equal chance to participate in all aspects of Canadian society.

The increased social and economic inclusion of persons with disabilities has positive economic and social benefits for persons with disabilities, business, the economy and society in general.

When persons with disabilities can access meaningful employment, resources and services, Canada's economy grows. Businesses have the chance to welcome more customers, service satisfaction improves and workplaces reflect Canada's diversity.

By bringing Canadians together to recognize the valuable contributions of persons with disabilities, we are strengthening the collaborative effort needed to create a country that is fully accessible and inclusive.

With the coming into force of the *Accessible Canada Act* in July 2019, NAAW is now legislated. This means that it must take place every year, starting on the last Sunday in May.

REPORT

The Town of St. Marys has supported the province of Ontario's approach to removing barriers for all and making the community more accessible for all by 2025. This was evidenced during the Town's 2016 downtown reconstruction project which contributed to the making of several accessible entrances to downtown businesses. However, that was not the only accessible component of the project.

- Town staff and the contractor created provisions for ensuring individuals of all abilities could still get into the downtown for their personal needs.

- Communication was clear and frequent so that residents, business owners and tourists understood how they could still access service from the downtown merchants.
- Pedestrian crossing paths have been accentuated with tactile warning pads and audible supports.

This project is specifically highlighted throughout the province because of its success. Town staff have been asked to participate in workshops and conferences for the purpose of highlighting the steps that the Town took to achieve accessibility for all during such a large capital project.

Many municipalities across Canada have put on hold their plans to celebrate NAAW this year due to the restrictions put in place to combat the pandemic. However, in the midst of the pandemic it is even more appropriate to highlight accessibility for all. The lengths that the Town strives to achieve accessibility over the last seven weeks is commendable.

As the need for achieving accessibility for all is always an important topic, staff recommend that Council supports NAAW by proclaiming the week of May 24 to 30, 2020 to be known as National AccessAbility Week in the Town of St. Marys.

FINANCIAL IMPLICATIONS

None.

SUMMARY

With the coming into force of the *Accessible Canada Act* in July 2019, NAAW is now legislated. This means that it must take place every year, starting on the last Sunday in May.

Staff recommend that Council supports NAAW by proclaiming the week of May 24 to 30, 2020 to be known as National AccessAbility Week in the Town of St. Marys.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None

ATTACHMENTS

None

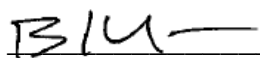
REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	12 May 2020
Subject:	CAO 24-2020 COVID-19 Pandemic Response and Business Continuity Update (May 12, 2020)

PURPOSE

The purpose of this report is to provide Council and the public with an update on the Town's pandemic response and recovery activities that have occurred since the April 28, 2020 Council meeting.

At this point in time, there are no specific decisions or considerations requested of Council by staff. However, the "Report" section does outline pending items that staff are investigating and will be bringing forward in the near future.

RECOMMENDATION

THAT CAO 24-2020 COVID-19 Pandemic Response and Business Continuity Update (May 12, 2020) be received for information.

BACKGROUND

The following points represent key departmental pandemic response and recovery activities that have occurred since the April 28, 2020 Council meeting:

a. Building and Development

- Fire Hall project implemented a soft start for construction the week of May 4 with the full project commencing the week of May 11.
- Ball diamonds will be maintained every two weeks beginning May 18 to ensure the infrastructure doesn't experience unnecessary damage or over-growth. Playgrounds and parks will be maintained to ensure safety. Both of these actions will result in a shorter in-service date once Provincial orders are lifted. Reviewing the service requirements of exterior public washrooms, although there is no indication that this will be recommended for opening for some time.
- The Facilities portion of the recreation recovery plan is going forward to Recreation & Leisure Advisory Committee on May 14. Will be asking the committee to help develop the relative priorities for bringing services back on.
- PAC and CoA meetings will resume on May 25 (PAC, 480 Glass Street Application), May 27 (CoA, numerous applications) and June 1 (PAC, 665 James Street N application). Notices have been issued to the statutory mailing areas to make the public aware of how they can participate in these meetings.

b. Community Services

- Wellness program participation remains strong, and many patrons are utilizing multiple services. The service is averaging 3-5 grocery deliveries per day, and a telecommunications portion of the program has been launched.
- There is no timeline by the Province or public health on when public outdoor pools will reopen. If the Town does not have further direction on when it will open the Quarry by May 15, PT Watersports Inc. will make a determination whether they will install the inflatable park this year.
- Community Services staff worked directly with Canada Post to assist them with putting in place physical distancing protocols at the St. Marys location. This included providing signage and painting markers on the sidewalk.

c. Corporate Services

- Webinar series to support residents and business community commences the week of May 11. There will be 3 sessions facilitated by Finance, Corporate Services and Library/Adult Learning on successive Wednesday evenings.
- Committees are resuming their meeting schedule the week of May 11. This includes the BIA, Heritage Committee, and Museum Advisory Committee.
- Economic Development continues to work on a marketing campaign to support businesses as they begin to reopen. The goal is to market to patrons both inside and outside of St. Marys.
- Farmers' Market is moving to Delmar Foods parking lot to ensure social distancing. The Market Board has been working with Huron Perth Public Health to ensure safety measures will be in place for opening. Once restrictions are lifted, the Market plans to return to the Jones Street location.
- Communications will be developing a weekly column for the Independent. The content will primarily include update items that are typically only shared on social media. The goal is to ensure equitable access to information by all residents.

d. Finance

- To date the Town has spent \$15,000 as a response to the pandemic, and is trending within the current 8 week forecasts (as shown on April 28). Overall the current cost mitigation strategies are working.
- A second cost forecast scenario will be produced in attempt to represent one of many possible "worst case scenarios". Although there are a number of variables, for now the assumption for worst case will show full services resuming on September 1 at 50% permitted occupation capacity.
- SMT are now reviewing the approved 2020 budget for further cost reduction measures.
- Further assessing options to continue to move services online (i.e. online payment options, emailing tax bills, etc.)

e. Human Resources/Library/Adult Learning

- i. Reviewing provincial safety guidelines to ensure they are achieved in the Town's health and safety practices for reopening services.
- ii. Have re-initiated health and safety committee meetings. Within the next week will have completed the first round of meetings which aim to determine staff's expectations related to health and safety when returning to work.

f. Public Works

- Landfill reopening plan is being developed and will be communicated to the public the week of May 11. Tuesday, May 19 will see the reopening to the public from Monday to Fridays. Saturday service will resume in early June assuming there are no issues. Household hazardous waste depot will open in early June.
- Yard waste pick up will commence on May 18 for the season and communications to the public will be issued. Additional protocols will be in place to protect the service provider and the public including a ban on using reusable containers.
- Public interest has grown in the community garden program. This program was eliminated by Council in the 2019 service review. Public Works and Community Services have resurrected the program at no cost to the Town. The program will be managed by private citizens, contractors plan to donate services, and the operations will fall under the Community Wellness program.
- In response to inquiries from the public, staff are communicating that the trail through the cemetery remains open as long as people achieve physical distancing.
- Work schedules for multiple capital projects are being revised on a regular basis as contractors adjust to the changing provincial orders.
- Upon the recommendation of the Town's environmental consultant, staff are proceeding to "cap" the dog park area with 30 cm of topsoil and will be finishing the area with grass seed. This is a precautionary measure due to soil sample results from the area of the former spur line at Junction Station. This is an opportune time to complete the work because soils being removed from the Egan Avenue project can be used as the cap materials and reduce the Town's cost of the work.

g. Police

- On Monday, May 11, the SPS recovery plan will commence and specialty units that were deployed to front line operations will resume their normal duties.
- A COVID-19 related team is remaining active. In St. Marys there will be two officers to split the coverage working 8:00 am – 4:00 pm seven days a week.

h. Fire

- Currently the department is at 100% personnel levels.
- Overall call volume is down, and PPE stock remains in good standing.
- Conducting preparatory work for the Victoria Day long weekend, including issuing notices regarding the safe use of fireworks.
- FPO has a plan to resume duties once businesses have reopened. As there are some property owners in receipt of orders prior to the state of emergency being called, the department is aware that many may not have had time or resources to respond to the orders. A phased in compliance plan is being developed to handle these situations.

i. Clerks, Council and Committees

- With the resumption of committee meetings, all meetings will need to be livestreamed to meet the test of a "meeting open to the public". Meetings will be conducted via ZOOM and will be livestreamed to the Town's YouTube channel.
- The current approach to holding virtual meetings is able to remain in place so long as either the Province or the Town have a declared an emergency.

- The Solicitor General has the authority to push back the deadline for municipalities to prepare Community Safety and Wellbeing Plans. The date has not been announced at this time. St. Marys is moving forward with community engagement with our partner municipalities. Information will be communicated with the public shortly.

REPORT

The following items are currently being worked on and specific reports to Council will be presented in the near future:

Pandemic Recovery Planning Framework

- Recovery planning is a complicated task because there is no solid information on when provincial orders will be lifted, and no information or indication of what restrictions will exist that may affect how the Town delivers services (i.e. limitations on gathering sizes etc.).
- To help guide our approach, the following key assumptions have been made:
 - There will be at least some lead time between when the Province announces we can open up to when we actually start delivering services.
 - There will not be a COVID-19 vaccine in place when we begin offering services, so infection control measures will need to be considered in our service delivery approach.
- The Town's current approach differs from some of the larger municipalities. Larger municipalities are making decisions to cancel all events through to key dates to simplify their decision making, and to provide very clear expectations to their public.
- In the Town's case, we are using a "lead time" approach to guide our decision making. Within this framework, staff are developing service/program inventories with decision making charts that provide answers to the following:
 - What services have or may be affected by the pandemic (current state)?
 - How will we deliver this service when orders are lifted, and what infection control measures need to be in place (future state)?
 - What are the key steps to getting the service operating in the future state?
 - What is the total lead time of these key steps?
- Once the lead time of the future state service is understood, staff are then assuming a number of hypothetical dates for when the Province lifts their orders. These dates will be compared against the various lead times to determine if there is enough actual time left to organize/deliver the event/program/or service.
- This work is well under way and staff are targeting a presentation to Council on May 26 or June 9, understanding that Provincial announcements may affect our timelines.

Opening Municipal Buildings to the Public and "Virtual Town Hall"

- A key question is "When will service counters be open to the public". Frankly, there is no timeline as it depends upon how and when the Province lifts their orders.
- Again, we are working on a framework approach. Within the Ontario "A Framework for Reopening Our Province" the province has identified three key stages of recovery, with our current phase being "Phase 1: Protection".
- As the Province enters "Phase 2: Restart", they will begin lifting restrictions on business closures through three stages, and each stage will last 2-4 weeks assuming the pandemic does not worsen.

- At Stage 3 of Phase 2, the Provincial plan shows all workplaces being eligible to be open. It is at this point when it is likely that Town service desks at either one, or both, of the MOC and Town Hall will be opened with appropriate infection controls in place.
- Again, there is no definite date for when Stage 3 of Phase 2 will be announced, but it will occur a minimum of 4 weeks after the Province announces shifting into Phase 2 of their plan.
- In addition to planning how the Town will open, staff are currently researching options to make traditional “Town Hall” services fully virtual. For the public and staff, the benefit is that a number of municipal services will be provided in a contact free setting. For the Town, there is an added benefit of modernizing our services. This process has begun with creating online fire permit applications, building permit applications, etc. However, staff will be further pursuing expanding online payments, emailed tax bills, and other online service offerings.

Providing Emergency Childcare for Essential Workers

- At the time of writing this report, the St. Marys Early Learning Centre is one of the last centres in Perth County to not have opened up emergency childcare for essential workers.
- The Province and the City of Stratford (as the administering municipality) are strongly encouraging that all childcare centers make emergency care available for essential workers to support pandemic response efforts.
- Staff have opened up discussions with the City and have learned that if the Town were to provide this service our costs would be fully funded which eliminates our primary concern of financial risk.
- Data collection is still underway, but the plan forward is to report to Council on May 26 with all information necessary to make a decision about whether or not the Town will start providing emergency childcare for essential workers.

FINANCIAL IMPLICATIONS

The financial impact of the pandemic is being closely monitored as described previously in this report.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


The contents of this report reflect the highlights of the April 30 and May 7 Emergency Control Group meetings.

ATTACHMENTS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Board of Directors Meeting Highlights
Held on April 16, 2020 at 5:00 PM
as a Virtual Meeting**



q

Services During COVID-19

We began 2020 with a positive feel about future as we tried to forget 2019 as one of our worst years ever in the history of the organization.

It did not take long for COVID – 19 to become the only matter of importance on the news as this global pandemic is turning the entire world upside down. We are certainly not immune to this phenomenon and being recognized as an essential service during this time of crisis has not made it easier to manage.

The Association quickly responded with its own four stage plan which it have been carefully monitoring since the outbreak. So far, the Association is still primarily in the preparedness stage of its contingency plan. For the most part, it is business as usual.

Areas affected as a result of the pandemic are as follows:

1. We have temporarily stop all waste auditing functions including bin inspections.
2. We have closed our facilities to the general public to minimize potential staff exposure.
3. Some of our administrative staff able to work remotely have been providing their support from home.
4. Recyclables from high risk facilities such nursing homes and hospitals are managed as waste.

Shipment of recyclables to end markets continues but getting haulers is becoming more difficult and some commodity prices like plastics are dropping because of the oil prices while others like cardboard are going up from the lack of supply with all the businesses closed.

Generally, the volume of residential materials collected is up as people are taking advantage to do spring cleanup. Some municipalities still using bags tags have requested leniency on the use of tags as they are not always available to the public. We have no problem accommodating but beware of the abuse. We have seen several households that normally generate 1 or 2 bags per set out suddenly have 10-20 bags. We highly recommend that if leniency will be given that a limit be enforced. In other jurisdictions ahead of Ontario where the lock down is in place, have seen increases in waste of 20%. Our fleet is on the road everyday but increasing all volumes by 20% will not be manageable.

Automated Collection Launches Postponed One Month

Unfortunately, we are not immune to the challenges some of the control measures are posing and as a result, we postponed the launch of all automated collection programs to June.

At this time, we have secured the wheelie bins and they will be produced as originally planned. All the bins are manufactured in the US. The Association has agreed to receive loads as available in our yard until the complete order for all five launches we were planning is here. At

that time we will redistribute to the local staging sites where we expect to start the delivery of the containers. The company assembling and delivering the bins for us is Canadian but was working in the US. Upon their return, they were quarantined for 14 days. We are planning to start the delivery of the bins the first full week in May and do all the launches at the same time with a larger crew.

Michigan Landfill Report Released

Michigan recently released its 23rd annual solid waste report, which offers an annual look at waste disposed of in Michigan's landfills. The report stated that Michigan has 27 years of landfill capacity at the current rate. There was a 3.6% overall increase in solid waste disposed of in Michigan landfills compared to the same period in 2017. Waste disposed of by Michigan residents and businesses increased by almost 5%, and waste imported from other states and Canada decreased by about 3%. Imported waste represented about 24% of all waste disposed of in Michigan landfills. The largest source of waste imported into Michigan continued to be Canada, contributing 18.6% of waste disposed of in Michigan. Eleven states import waste into Michigan; Ohio contributed the largest amount of waste imported to Michigan from a U.S. state.

New Blue Box Program Regulation Expected Summer 2020

The MOECP continues its round of consultation meetings with municipalities, producers and waste service providers on developing a new Regulation to transition the Blue Box program to full producer responsibility. Key issues discussed at the most recent meetings included: regulatory requirements for a timeline during which municipalities will transition their programs to producers, and during which PROs will tender collection contracts to service providers; the minimum requirements for a common collection system; and, the timeline for adding new collection sources, such as multi-residential properties. The ministry staff stated that a draft regulation may be posted as early as Summer 2020, a few months earlier than the originally anticipated Fall 2020 period.

Emterra Environmental Wins Waste Collection Contract For Oxford County, Ontario

Recently, municipal officials from Oxford County (a rural municipal county of 111,000 in southwestern Ontario) awarded Emterra Environmental a five-year contract for curbside garbage and recycling pickup. The contract also includes two one-year extension options. The value of the contract is \$2.8 million a year, plus an additional \$703,000 for the processing and transfer of materials. This represents a 38% increase over the previous contract which is consistent with other contracts awarded in recent months. Other vendors that bid on the curbside collection contract were Green for Life Environmental and HGC Management Inc.

The transfer of service providers from HGC Management Inc. to Emterra Environmental is scheduled for May 4th. Under the contract, the County will stay on its current five-day garbage pickup and recycling schedule. With the new contract approved, Emterra will move to purchase new fleet equipment and have a used fleet collect until September.

The change in companies also brings new collection routes to some Oxford communities. Also, plastic film products such as plastic bags, plastic wrap or film packaging, and Styrofoam products will no longer be accepted in recycling.

WM Encourages Recycling To Support Manufacturers During Pandemic

Facial tissues, toilet paper, hand sanitizer and disinfectant wipes have been flying off store shelves, while families are spending more hours at home to stay healthy and safe during the COVID-19 pandemic. Waste Management, Houston, is calling on everyone to Recycle Right during this time when recyclables are needed for manufacturing more than ever.

Recycling is vitally important to the environment, and it has come to play a critical role in certain manufacturing supply chains, the company notes. Without recyclables collected from homes and businesses, Waste Management says its customers that produce products such as tissue, toweling and packaging boxes for groceries and medical supplies would not have the raw materials that they need to manufacture these items.

“Most recyclers don’t think about the importance of placing their clean recyclable materials in their bins, but now it is more important than ever as recyclable products are playing a critical role for key manufacturing businesses,” Waste Management Vice President of Recycling Brent Bell says. “Across North America, people are generating more household garbage and recyclable materials than usual, and manufacturers are in need of more clean recyclable materials to meet their demands for making basic goods and emergency supplies. We can all do our part by recycling right during these challenging times.”

According to Waste Management, recycling best practices include recycling only clean, dry and loose material such as:

- cardboard (without inside packing materials);
- paper products, including newspapers, junk mail and office and school paper;
- paperboard, such as cereal and cracker boxes;
- plastic bottles and jugs; and
- steel, tin and aluminum cans.

The following materials should be thrown in the trash, according to the company:

- plastic, latex and cloth disposable gloves;
- disposable masks;
- liquid soap and hand sanitizer bottles that contain residue;
- disinfectant wipes;
- facial tissues, napkins and paper towels;
- disposable plates, cups and cutlery;
- takeout containers;
- leftover food and liquids;
- plastic bags and plastic film wrap; and
- hoses, cords, polystyrene foam and other packaging.

In addition to Waste Management, several industry organizations have weighed in calling for increased recycling to meet the needed demand during this time, including the American Forest and Paper Association, the Association of Plastic Recyclers, the Institute of Scrap Recycling Industries and The Recycling Partnership.

SWANA Releases Industry Fatality Data

According to the association, the most common cause of death was being struck by one's own waste vehicle, followed by single vehicle accidents involving only a waste vehicle.

The Solid Waste Association of North America (SWANA) released a report March 16 stating that at least 53 solid waste industry workers died on the job in 2019 in the United States and Canada. The most common cause of death was being struck by one's own waste vehicle, followed by single vehicle accidents involving only a waste vehicle. Over 40 percent of worker fatalities were a result of one of these two causes.

Solid waste and recycling collection professions continue to have the highest occurrence of fatalities in the industry, representing about 68 percent of worker deaths. Fatalities at landfills increased slightly from 8 in 2018 to 11 in 2019 and fatalities at material recovery facilities (MRFs) increased from 3 to 4.

"The number of solid waste-related fatalities continued at unusually high levels in 2019," SWANA Executive Director and CEO David Biderman says. "Although there was a small decline from 2018, and that slight improvement has continued into 2020, we remain concerned about the solid waste industry's overall safety performance. We urge all employers and employees to take advantage of the growing number and variety of SWANA safety resources."

SWANA collects data on solid waste-related fatalities from a wide number of industry and media sources in order to produce an annual picture of the state of safety. In addition to the workers killed on the job in 2019, at least 80 members of the public were killed in an incident involving the industry. Almost all of these were the result of a collision with a solid waste collection vehicle. Two-thirds of the victims were a driver or passenger at the time and about 16 percent were pedestrians. Incidents involving motorcyclists represented 9 percent of fatalities in 2019 and bicyclists represented 7.5 percent of fatalities.

Forty-four of all fatalities recorded by SWANA in 2019 occurred in the United States and nine were in Canada. This represents an increase from 2018 and 2017 when four and six fatalities, respectively, were recorded in Canada.

January was the deadliest month in 2019, with 22 total fatalities. It was also the month with the most fatalities in 2018 with 19. January was also by far the deadliest month for members of the public with 15 fatalities, the only month to experience double-digit fatalities for that group. In 2019, June had the most worker fatalities with 8, followed by July with 7.

Texas had 13 fatalities for the year, making it the state with the most solid waste-related deaths in 2019. This was followed by California with 11, New York with 9 and Pennsylvania with 8. The 10 states and provinces with the most fatal incidents in 2019 represented 57 percent of all fatalities in the United States and Canada as a whole. Counting only worker fatalities, New York had the most with 8 deaths in 2019, followed by California and Texas with 7.

"Employers must look inward for causes and corrective actions," Suzanne Sturgeon, SWANA Safety Committee chair and health & safety program manager for Long Beach-based SCS Field Services. "Changing the culture of workers is essential to this effort. Training frequently in small and digestible doses is paramount to make this shift."

In order to provide training resources to those most in need, SWANA and other industry leaders hold Hauler Safety Outreach events at landfills, transfer stations, MRFs, WTE facilities and other locations.

Stifel Says Every Solid Waste Company To See Economic Ramifications Of COVID-19 Virus

In the update, the investment banking firm outlines the projected impact of the COVID-19 pandemic on solid waste industry participants.

Commercial Waste Financial Hauling Municipal Recycling Municipal Solid Waste

Stifel, St. Louis, released an industry update March 22 titled, “Solid Waste: Revising Models for C-19, Volume Down, Price Durable, Deal Flow Slows, FCF Stands Out.” In the update, the investment banking firm outlines the projected impact of the COVID-19 pandemic on solid waste industry participants.

“What public/private company avoids any sales pressure due to C-19? None,” the report states. “We believe the impact on solid waste will look like both 9/11 and the Great Recession. The former was a shock and awe [event], the consumer paused. The latter, the U.S./North American economies were over levered which it is not now but wholesale business shutdowns had a volume impact. Today, solid waste has more control of cost/capital than ever before. Social distancing and big urban settings forcing closure of food, beverage, hospitality and entertainment leads to a big drop in collected volume and commercial customers asking for service on-hold/cancellations. We assume an annual 15 percent hit to volume of 10 percent for third-party commercial, C&D and special waste volume and 5 percent direct commercial collection sales cut in half for two months. Residential volumes will be up, and in many cases, contracts allow for charging for extra bin/bag pick-ups.”

As part of the report, Stifel outlines potential points of stress in residential, commercial/small container, and roll-off/large container collection.

On residential collection:

“This revenue stream is nearly recession proof. The biggest risk is the homeowner walks away from the house and does not pay the bill. Otherwise, if they put the trash out and do not pay, the garbage company does not pick it up. On average residential relationships run over 12 years.”

On commercial/small container collection:

“We suspect commercial in hard-hit [COVID-19] shut-in areas are moving to service-on-holds rapidly for April and May. We suspect commercial sales for those two months could be down 25 percent to 50 percent. We are using 50 percent cut for two-months.”

On roll-off/large container collection:

“Unit price for temporary [roll-offs] has proven very durable as solid waste learned in the Great Recession—to quickly park equipment and rationalize the cost structure, pull prices were virtually unchanged. Permanent roll-off is highly recession resistant—a building is rarely vacant. Temporary roll-off is sensitive to construction cycles, residential and non-residential. Normal seasonal ramp in construction is likely to be soft. Home builders are ‘the canary in the coal mine’—as soon as consumers stop buying, they stop building; therefore, watch housing starts carefully. Not just the drop, but what level it settles [at] and how quickly it recovers.”

Recovery

Here are three possible scenarios, drawing on the work of our investment colleagues at Federated-Hermes.

V-Shaped Recovery.

Here we see a meaningful de-escalation of the health crisis over the next month or so and a quick return to work for everyone. Back to normal by the fall, and people out shopping and travelling as if this had just been a bad dream. A possible scenario, but what about the businesses that have to close for good? We'd peg this at 10% probability.

The L-Shaped Recovery.

Here is the opposite view. An economic slowdown triggers a deep recession. Then banks refuse to loan out money, leading to bankruptcies on a wide scale. It gets hard to find work. Economic conditions worsen. Equally unlikely, why? Unlike previous slowdowns (1970s, 1930s) we have meaningful, concerted government and central bank action to keep people and businesses solvent until they can get back to work. That makes our L-Shaped Recovery only a remote possibility, say 10%.

That leaves the U-Shaped Recovery, which we think is the most likely outcome.

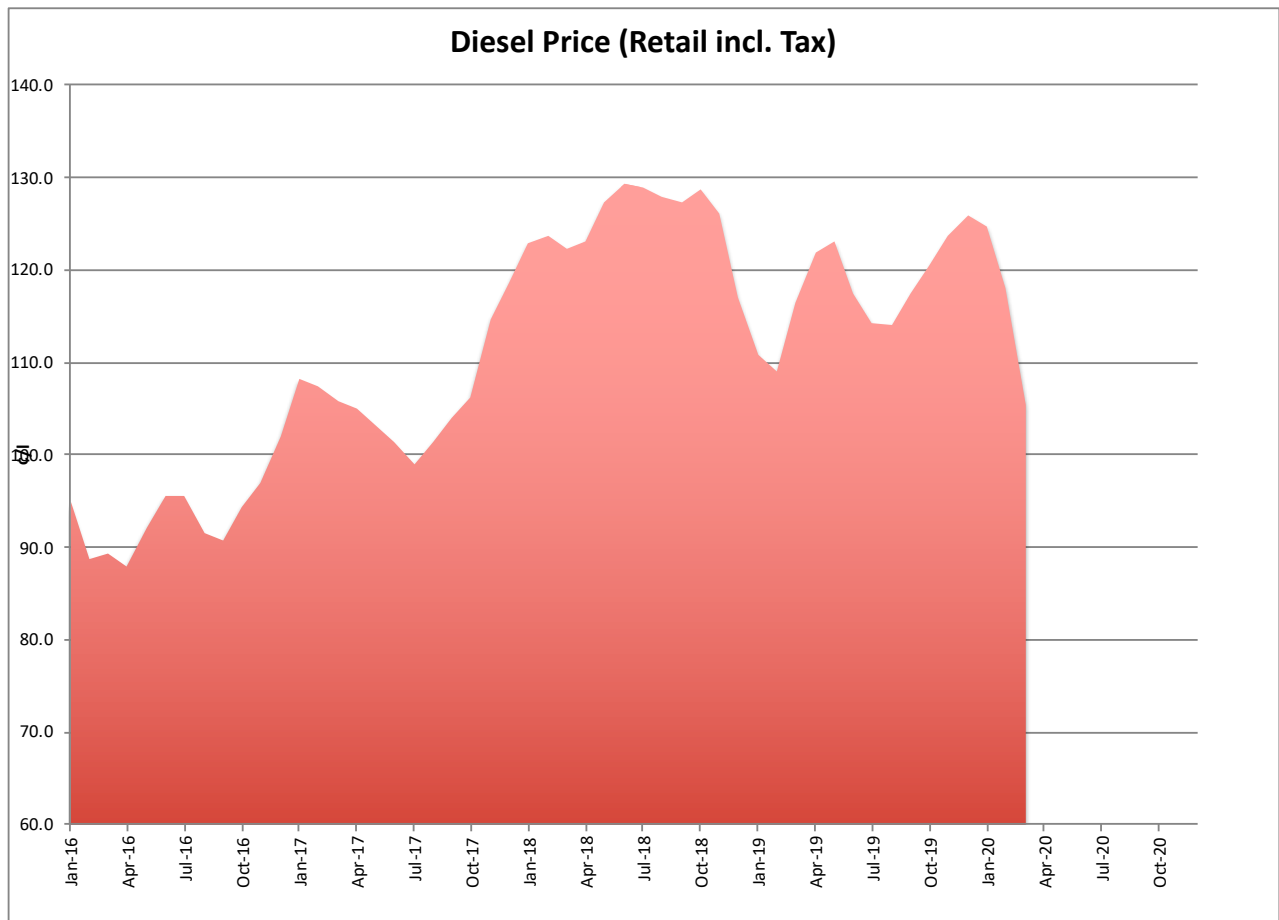
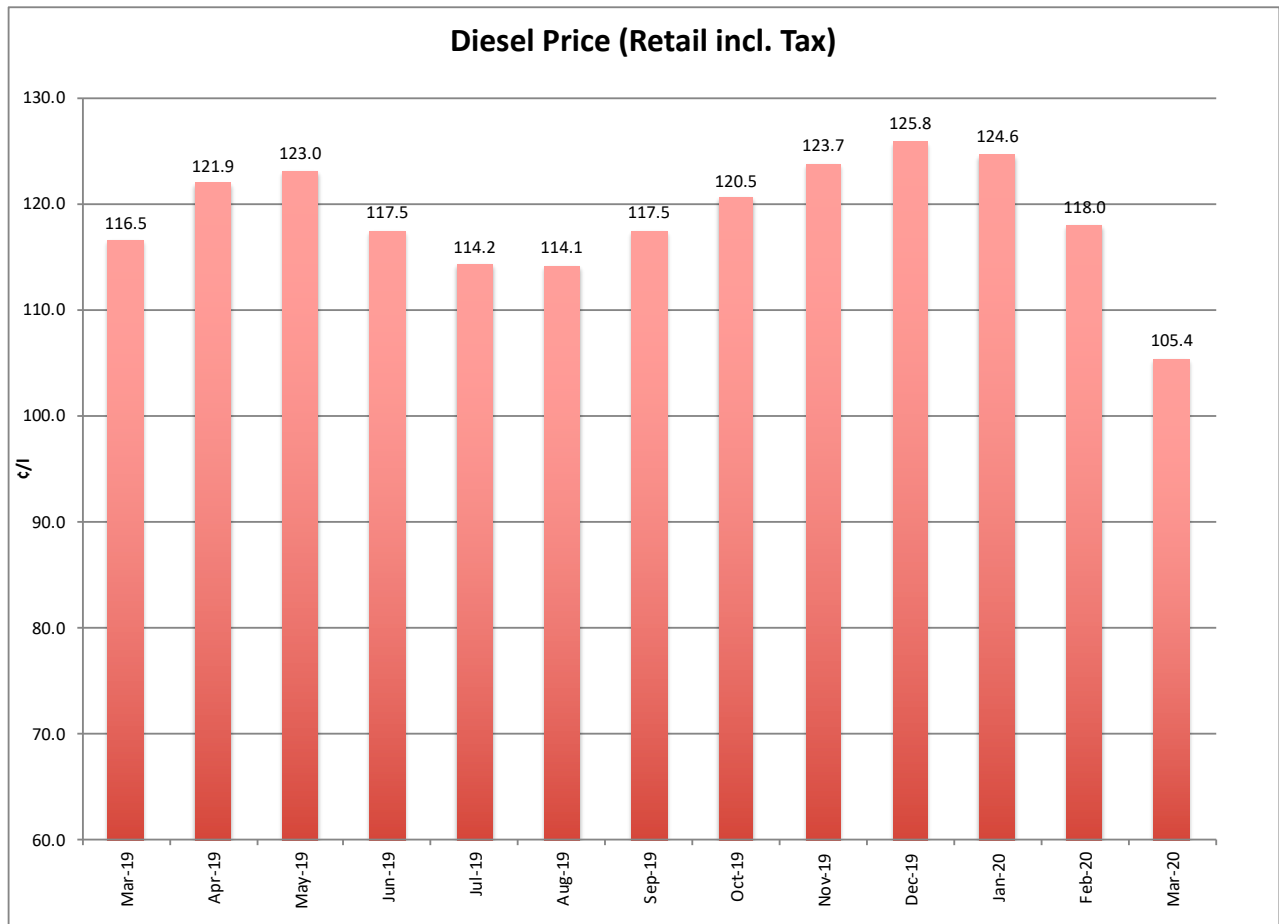
A period of dramatic economic contraction is followed by a period – call it 6 months to a year – of uneven but meaningful recovery as people get back to work and businesses re-open and re-adapt. Some businesses don't make it. Others – the more creative ones who are able to capitalize on new consumer demands – grow quickly. (We'd put this at 80% probability). No question that we'll be doing things differently post-Coronavirus. Maybe we can do them better, too?

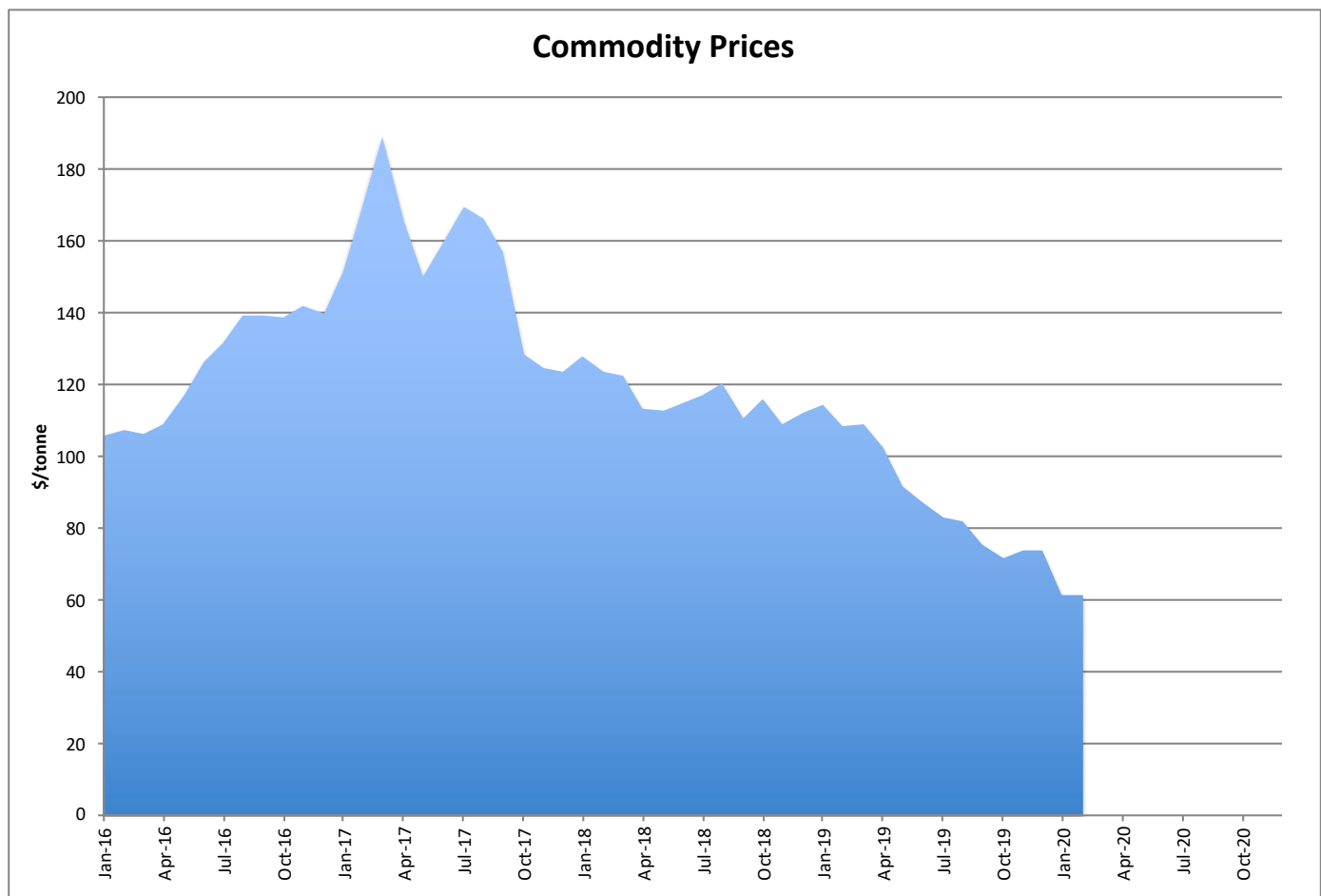
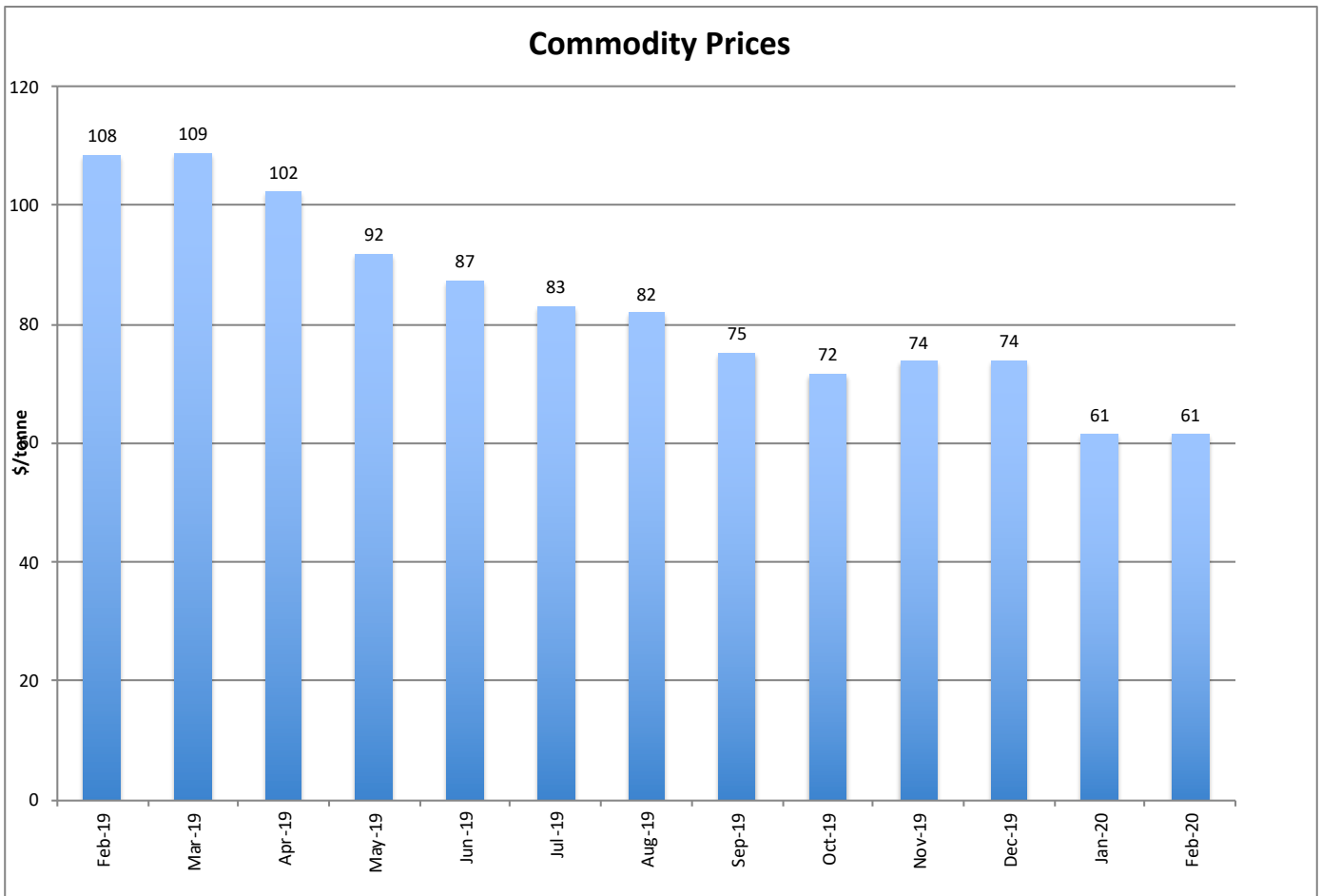
And for those of you following the stock market...

Here's a chart of the Dow Jones Industrial Average from a few days ago. Might this be a wide bottoming range developing?



Chart courtesy StockCharts.com and RBC Wealth Management





SPRUCE LODGE
Board of Management Meeting
February 19th, 2020

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

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

Regrets:

Guests:

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Luna
Seconded by Councillor Aitcheson

That the agenda for February 19th, 2020 be approved as amended.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Pridham
Seconded by Councillor Luna

That the minutes of January 15th, 2020 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Ehgoetz

That the January 2020 accounts in the amounts of \$387,380.04 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the financial report for the 12 month period ending December 31st, 2019 for review and discussion.

Moved by Councillor Aitcheson
Seconded by Councillor Luna

To accept the Spruce Lodge Revenue and Expenses for the 12 month period ending December 31st, 2019 as presented.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

February 19th, 2020

Administrator's Report:

Declaration of Compliance:

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

That by resolution, accept the declaration of Compliance issued pursuant to the Long Term Care Service Accountability Agreement for the period January 1, 2019 to December 31, 2019 as presented.

CARRIED

Risk Management:

A meeting took place with the LHIN to discuss the events of a resident sent to hospital.

Ontario Health Team (OHT):

There are no updates regarding the transition to the OHT

Partnership with ONE Care:

Spruce Lodge has settled on a 1 % increase in fees with ONE Care for 2020, with a CPI benchmark for next year. Rent will increase according to the rent control guidelines.

Outbreak:

A gastroenteritis outbreak was declared in Woodland Towers on February 11, 2020 which affected 50 residents and 12 staff. As a result the dining room was shut down to reduce the spread of the illness, which in turn increased the work load of the kitchen staff.

An outbreak was later declared in Spruce Lodge with 63 residents and approximately 25 staff affected. Spruce Lodge was closed to visitors from Woodland Towers which is difficult for couples living in the continuum.

Pandemic stock piling is making it difficult to get some supplies.

Moved by Councillor Pridham

Seconded by Councillor Ingram

To enter closed session at 5:58 p.m. to discuss identifiable individuals.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Pridham

To enter open session at 6:18 p.m.

CARRIED

HPNHSS:

The HPNHSS meeting will take place at Spruce Lodge March 30th, 2020.

Moved by Councillor Ehgoetz

Seconded by Councillor Aitcheson

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

SPRUCE LODGE - Continued

Board of Management Meeting

February 19th, 2020

Dress Down Days:

☺ *For January 2020, the lucky charitable receipt winner is...Nicole Bontaine!*

Other Business:

Building Condition Assessment:

The Administrator presented the Building Condition Assessment (BCA) (decision report) for recommendation. The recommendation is to accept the proposal of MTE at a cost of \$22,000.00 pending verification of references. With the absence of pool specialist and elevator engineer, who will they contract?

Moved by Councillor Ehgoetz

That the meeting be adjourned.

CARRIED

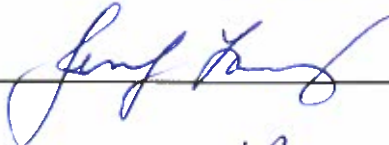
Date & Time of Next Meeting:

Wednesday, March 18th, 2020 at 5:30 p.m.

Councillor Vassilakos
Chairperson



Jennifer Facey
Secretary



Date

Mar 18/20

SPRUCE LODGE
Board of Management Meeting
March 18th, 2020

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

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

Regrets:

Guests:

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

That the agenda for March 18th, 2020 be approved as amended.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Ehgoetz

Seconded by Councillor Ingram

That the minutes of February 19th, 2020 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson

Seconded by Councillor Pridham

That the February 2020 accounts in the amounts of \$200,633.51 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the excerpts from the draft 2019 audited financial statements for discussion.

Moved by Councillor Aitcheson

Seconded by Councillor Luna

That \$125,000 of surplus dollars be transferred into the contingency reserve.

CARRIED

The Business Manager presented the financial report for the period ending January 31st, 2020 for review and discussion. There are significant cost implications related to the COVID 19 pandemic.

Moved by Councillor Pridham

Seconded by Councillor Ingram

To accept the Spruce Lodge Revenue and Expenses for the 12 month period ending December 31st, 2019 as presented.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

March 18th, 2020

Insurance Presentation:

Drew Campbell joined the teleconference to present the insurance renewal effective April 15th, 2020 with an increase of approximately 11%.

Moved by Councillor Ingram

Seconded by Councillor Aitcheson

To accept the insurance renewal effective April 15th, 2020 as presented.

CARRIED

Administrator's Report:

Critical incidents:

There was an incident of a missing fentanyl patch. The patch was not found. The power of attorney is going to request that the physician to consider an oral narcotic.

Another incident occurred when a resident fell from her wheelchair and obtained a laceration. It was determined that the seat cushion was not properly secured in her wheelchair. A compliance visit took place and lasted for three (3) days. No report has been received to date.

Negotiations:

Negotiation has been postponed due to the pandemic, as there is a greater need for staff in the building working than attending bargaining.

We attempted discussions with union to introduce a letter of understanding for a personal support assistant to support the Resident Assistant role, although this would not be in addition to normal staff complement. We placed an advertisement and received twenty-three (23) potential respondents. We suspect there will be some staff who appreciate the help and others that would prefer the opportunity for overtime. Our hope is to do so in a co-operative way.

COVID-19 Pandemic:

All long term care homes in the province of Ontario are closed to visitors. Woodland Towers is also closed to visitors, although this is more difficult to control.

There are no concerns from families, and we continue communication mostly by email with approximately thirty-five (35) family members that need to be contacted by phone.

Today a notice will be posted that residents cannot leave Spruce Lodge unless deemed essential. Staff have been undergoing actively screening since the weekend, including taking temperatures. The VON program is continuing, and they are providing their own screening. They have been limited to using on their space

ONE Care is also screening staff and volunteers.

Staff who left on vacation prior to March 15th, 2020 will receive compensation for their 14 day isolation period. There are staff who have had to cancel vacations.

We have had a few staff report symptoms with no travel history. They have been asked to stay home until 24 hours symptom free.

A FAQ document has been implemented as information for staff.

Just today a resident was swabbed for respiratory issues. Results are expected within a day or so.

If a resident is determined to have COVID-19, the procedure is to remove them from the population to palliative room. – expect results in a day or so.

SPRUCE LODGE - Continued
Board of Management Meeting
March 18th, 2020

A pandemic plan is being put into place for the facility, where residents who contract the virus will be housed in the Griffith Auditorium.

Homes will receive \$75,000 for costs associated with COVID 19.

Our biggest challenge is communication. We have had a few staff debriefings, and FAQs are updated daily.

Communication notices have been sent to the Woodland Towers and Hamlet Estates residents. Staff need to be advised that if they need to be off work they will be compensated. There is no top up provisions in our collective agreement other than pregnancy/parental leave. It was suggested to contact John Nater, and Randy Pettepiece to find out what the province is offering from employment insurance.

Our labour lawyer is going to start holding daily information sessions.

The Administrator will get back to board with options.

Moved by Councillor Ehgoetz

Seconded by Councillor Aitcheson

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Dress Down Days: *None presented.*

Other Business: *None presented.*

Moved by Councillor Luna

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, April 15th, 2020 at 5:00 p.m.

Councillor Vassilakos _____
Chairperson

Jennifer Facey _____
Secretary

Date _____

MINUTES
UTRCA 73rd ANNUAL GENERAL MEETING
THURSDAY, FEBRUARY 20, 2020

S.Levin, Chair of the Upper Thames River Conservation Authority called the 73rd Annual General Meeting to order at 9:30 a.m. in the Watershed Conservation Centre Boardroom. The following members and staff were in attendance.

Members Present:	M.Blosh	H.McDermid
	A.Dale	P.Mitchell
	D.Edmiston	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	J.Reffle
	S.Levin – Chair	J.Salter
	N.Manning	A.Westman

Regrets: M.Schadenberg

Solicitor: G.Inglis

Staff:	T.Annett	C.Saracino
	D.Charles	A.Shivas
	C.Harrington	M.Viglianti – Recorder
	E.Heagy	S.Viglianti
	T.Hollingsworth	I.Wilcox
	J.Howley	

1. Approval of Agenda

MOVED BY: B.Petrie

SECONDED BY: M.Blosh

THAT that the UTRCA Board of Directors approve the agenda as posted.

CARRIED

2. Declaration of Conflicts of Interest

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

3. Review and Approval of the Factual Certificate
(Certificate attached)

C.Saracino informed the Board this practice of approving a yearly Factual Certificate was started two years ago, on a recommendation from the Auditor. She highlighted the one addition to the 2020 Factual Certificate, an update on the activity of the established line of credit, which was established in 2019 but not used.

MOVED BY: N.Manning

SECONDED BY: T.Jackson

THAT that the UTRCA Board of Directors approve the Factual Certificate as presented.

CARRIED

4. Minutes of the Previous Meeting

January 28, 2020

The two spelling errors communicated to staff prior to the meeting were corrected.

MOVED BY: B.Petrie

SECONDED BY: P.Mitchell

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated January 28, 2020 as amended.

CARRIED

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Delegations

6.1 Township of Perth South

Perth South CAO/Treasurer Rebecca Clothier and Mayor Robert Wilhelm presented to the Board of Directors regarding the 2020 draft budget. They voiced their frustrations with the inability to choose the levels of services provided by the UTRCA, and the continued expansion of programs and associated costs. They voiced support of the proposed changes to the Conservation Authorities Act and the direction given by the Minister of the Environment, Conservation and Parks in the letter from August 16th 2019. They asked that a third party be hired to conduct a value for money audit.

They relayed frustrations from their drainage engineers around permit delays not found with other Conservation Authorities. There was a suggestion to re-direct levies to the City of London sewage by-pass issue in order to improve water quality. The Delegation concluded by asking the Board to stick to the status quo while waiting for further direction from the Province, and asked the Board to show leadership and find solutions to work with the Minister.

Board members asked the Delegation questions.

6.2 Town of St. Marys

St. Marys Mayor Al Strathdee presented and spoke to the history of the relationship between St. Marys and the UTRCA. He felt that the concerns expressed at last year's Annual General meeting were dismissed, and that the Board did not fully understand their own budget. He also spoke to his feeling that the UTRCA should increase Board transparency in relation to the budget and correspondences.

He questioned the achievability of the Targets with the ongoing sewage by-pass issue in the City of London and suggested their levy increase be re-directed towards improving infrastructure deficits. He felt that the proposed levy increases go against the direction given in the August 16th 2019 letter from the Minister of the Environment, Conservation and Parks.

Board members asked the Delegation questions.

S.Levin thanked the delegations of Perth South and St. Marys for their presentations.

7. Business for Approval

7.1 Presentation & Approval of 2019 Draft Budgets (Report attached)

T.Jackson spoke to the financial disparity between Municipalities across the watershed, raised concerns around potential non-compliance with UTRCA By-Laws in relation to the provincial direction from the August 16th 2019 letter, and potential future administrative challenges related to adoption of the draft Budget. He felt that all increases should be deferred until Provincial direction and regulations are clear.

T.Jackson presented a two part motion (see motions below) regarding the 2020 Budget to the members, which was followed by discussion.

Members felt that with the current lack of clarity from the Province, the existing provincial legislation, and direction from the majority of member Municipalities is what must be followed.

There was discussion and clarification around the current core mandate of Conservation Authorities as specified under Bill 108.

There was discussion around a potential transition period for budgeting once clarity is obtained from the Province regarding the proposed changes to the Conservation Authorities Act.

Members expressed concerns and unease regarding the language of the motion on the floor and it's possible implications. Board members asked for a legal opinion.

MOVED BY: A.Hopkins

SECONDED BY: M.Blosh

THAT the Board of Directors adjourn to Closed Session – In Camera to obtain a legal opinion.

CARRIED

Progress Reported

Board members received legal advice from G.Inglis.

Staff and guests were invited to re-join the meeting.

MOVED BY: T.Jackson

SECONDED BY: H.McDermid

THAT the Board of Directors comply with the Minister's direction of August 16, 2019 and defer any increase in the general levy or fees and the development of any new policies that are not in line with our core mandate.

MOVED BY: M.Blosh

THAT the Board of Directors not consider the motion based on the wording as it exists unless the wording is removed that refers to 'comply with the Minister's direction from August 16, 2019', then the Board could go ahead and consider the rest of the motion.

CARRIED

The mover was not willing to change the wording of the motion.

MOTION NOT CONSIDERED

MOVED BY: T.Jackson

SECONDED BY: H.McDermid

THAT the Board of Directors defer any and all increases to any activity that is not within the core mandate unless through an existing MOU where they exist with the said member Municipalities.

UTRCA Weighted Recorded Vote:

Municipality	CVA Apportionment Percentage	Voting Weight	Number Of Members	Weight Per Member	For	Against	Absent
County of Oxford	16.6248	23.4	5	4.68		4	1
City of London	64.698	50.00	4	12.50		4	
Lucan-Biddulph	0.3277	0.5	1	0.5		1	
Thames Centre	3.2126	4.50	1	4.50		1	
Middlesex Centre	2.3441	3.3	1	3.3		1	
Stratford	7.2473	10.2	1	10.2		1	
Perth East	1.4206	2.0	1	2.0	1		
West Perth	1.4523	2.0	1	2.0		1	
St. Marys	1.4767	2.1	1	2.1	1		
Perth South	1.1961	1.7	1	1.7	1		
South Huron	0.2023	0.30	1	0.30	1		
Results					6.1%	89.22%	4.68%

DEFEATED WITH 6.1% SUPPORT OF THE WEIGHTED VOTE

*Based on UTRCA share of assessment

Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight

of the remaining municipalities is increased proportionally.
--

The motion is defeated with 6.1 % of the weighted vote supporting the recommendation, with one member (4.68% of the weighted vote) absent.

MOVED BY: J.Salter

SECONDED BY: B.Petrie

THAT the UTRCA Board of Directors approve the 2020 Draft Operating Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$15,890,487 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the 2020 new levy component of the operating budget of \$5,608,688 will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation and by Special Benefitting Percentages for structure operations.

UTRCA Recorded Weighted Vote: 2020 Draft Operating Budget

Municipality	CVA Apportionment Percentage	Voting Weight	Number Of Members	Weight Per Member	For	Against	Absent
County of Oxford	16.6248	23.4	5	4.68	4		1
City of London	64.698	50.00	4	12.50	4		
Lucan-Biddulph	0.3277	0.5	1	0.5	1		
Thames Centre	3.2126	4.50	1	4.50	1		
Middlesex Centre	2.3441	3.3	1	3.3	1		
Stratford	7.2473	10.2	1	10.2	1		
Perth East	1.4206	2.0	1	2.0		1	
West Perth	1.4523	2.0	1	2.0	1		
St. Marys	1.4767	2.1	1	2.1		1	
Perth South	1.1961	1.7	1	1.7		1	
South Huron	0.2023	0.30	1	0.30		1	
Results					89.22%	6.1%	4.68%

CARRIED WITH 89.22% SUPPORT OF THE WEIGHTED VOTE

*Based on UTRCA share of assessment

Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.

The motion carries with 89.22% of the weighted vote supporting the recommendation, with one member (4.68% of the weighted vote) absent.

Adoption of 2020 Flood Control Capital Levy

MOVED BY: B.Petrie

SECONDED BY: P.Mitchell

THAT the UTRCA Board of Directors approve the 2020 Flood Control Capital Budget under Section 26 of the *Conservation Authorities Act* in two parts:

- a) The amount of \$6,004,513 to support the Authority's 20 year Flood Control Capital Plan. Apportionment of the flood control portion of the 2020 capital levy of \$2,786,500 is based on Special Benefiting Percentages, by structure, as presented in the 2020 Draft Budget. It is noted this levy amount has been set based on cooperative discussions with participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI) or federal Disaster Mitigation and Adaptation Fund program (DMAF).
- b) The amount of \$361,500 to support the Authority's other (non-flood control) capital spending needs. The municipal levy share of this capital amount is \$175,126 and will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.

UTRCA Weighted Recorded Vote: a) 2020 Flood Control Capital Levy

Municipality	CVA Apportionment Percentage	Voting Weight	Number Of Members	Weight Per Member	For	Against	Absent
County of Oxford	16.6248	23.4	5	4.68	4		1
City of London	64.698	50.00	4	12.50	4		
Lucan-Biddulph	0.3277	0.5	1	0.5	1		
Thames Centre	3.2126	4.50	1	4.50	1		
Middlesex Centre	2.3441	3.3	1	3.3	1		
Stratford	7.2473	10.2	1	10.2	1		
Perth East	1.4206	2.0	1	2.0	1		
West Perth	1.4523	2.0	1	2.0	1		
St. Marys	1.4767	2.1	1	2.1	1		
Perth South	1.1961	1.7	1	1.7	1		
South Huron	0.2023	0.30	1	0.30	1		
Results					95.32%	0%	4.68%
CARRIED WITH 95.32% SUPPORT OF THE WEIGHTED VOTE *Based on UTRCA share of assessment Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.							

The motion carries with 95.32% of the weighted vote supporting the recommendation, with one member (4.68% of the weighted vote) absent.

UTRCA Recorded Weighted Vote: b) 2020 Non-Flood Control Capital Levy

Municipality	CVA Apportionment Percentage	Voting Weight	Number Of Members	Weight Per Member	For	Against	Absent
County of Oxford	16.6248	23.4	5	4.68	4		1
City of London	64.698	50.00	4	12.50	4		
Lucan-Biddulph	0.3277	0.5	1	0.5	1		
Thames Centre	3.2126	4.50	1	4.50	1		
Middlesex Centre	2.3441	3.3	1	3.3	1		
Stratford	7.2473	10.2	1	10.2	1		
Perth East	1.4206	2.0	1	2.0		1	
West Perth	1.4523	2.0	1	2.0	1		
St. Marys	1.4767	2.1	1	2.1	1		
Perth South	1.1961	1.7	1	1.7	1		
South Huron	0.2023	0.30	1	0.30	1		
Results					93.32%	2.0%	4.68%
<p align="center">CARRIED WITH 93.32 % SUPPORT OF THE WEIGHTED VOTE</p> <p>*Based on UTRCA share of assessment</p> <p>Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.</p>							

The motion carries with 93.32% of the weighted vote supporting the recommendation, with one member (4.68% of the weighted vote) absent.

Staff and Guests Joined the Meeting. The Board members introduced themselves.

7.2 2020 Capital Water and Erosion Control Infrastructure (WECl) Projects (Report attached)

MOVED BY: H.McDermid

SECONDED BY: N.Manning

THAT that the 2020 Capital Water and Erosion Control Infrastructure Projects be approved as outlined in the attached report.

CARRIED

7.3 2020 By-Law Updates
(Report attached)

MOVED BY: A.Hopkins

SECONDED BY: N.Manning

THAT (a) the 2020 By-Law Updates be approved as outlined in the attached report and (b) staff are asked to bring forward a recommendation regarding Notice of Motion in the Administrative By-Law.

CARRIED

8. Closed Session – In Camera

There were no items to be addressed in Closed Session.

9. Business for Information

9.1 Provincial Direction Regarding Conservation Authorities – Bill 108 Update
(Report attached)

I.Wilcox updated the Board on the Public Information session hosted by the Province that took place in London on February 14th. UTRCA staff were in attendance, along with a number of Board members, who were there in various capacities. It was noted that most comments from the presenters were consistent, with most issues being Regulations based.

The City of London sent a letter in support of the UTRCA in regards to the proposed Conservation Authorities Act changes to the Minister of the Environment, Conservation and Parks.

9.2 Staff Satisfaction Survey
(Report attached)

The UTRCA participated in a competition promoted by London Inc. in partnership with Ahria Consulting to examine employee engagement and thereby determine the City of London's top workplaces. Staff members completed a Staff Satisfaction Survey and the UTRCA was named one of London's 2020 Best Places to Work in the Large Business Category. The report was presented to the Board for their information.

9.3 January/February For Your Information Report
(Report attached)

The January/February FYI was presented to the Board for their information.

10. Welcome to Staff

I.Wilcox updated staff and guests on the Budget discussions.

11. Presentation of the Kayla Berger Stewardship Award – Roger & Elaine Cook

Brenda Gallagher introduced Roger and Elaine Cook, the 2020 recipients of the Kayla Berger Stewardship Award. Roger and Elaine were chosen to receive this award to recognize their work as co-founders and leaders of the Upper Avon Conservation Club, which has been active for twenty five years. A video presentation was shown, S. Levin presented the award, and Roger and Elaine Cook provided remarks. Dave and Wendy Berger were in attendance to support the presentation of the award.

12. Guest Speaker – Phil McLeod

Phil McLeod provided the keynote presentation, highlighting the work the UTRCA has done in the Upper Medway Creek watershed and in, and with, the community of Glen Cairn. He urged the organization to promote and show off the work they are doing in the Watershed.

A. Westman left the meeting at 12:10pm.

13. Presentation of the Inspiration Award – Little Falls Public School

Vanni Azzano introduced Little Falls Public School, the 2020 recipients of the Inspiration Award. Little Falls Public School was chosen to receive this award to recognize their full school investment in nature education. A video presentation was shown and S. Levin presented the award to Principal Erin Cassone, who spoke to the award and accepted it on behalf of the staff and students of Little Falls Public School.

14. Presentation of the Board of Directors Award – Karen Auzins

Scott Gillingwater introduced Karen Auzins, the 2020 recipient of the Board of Directors Award. Karen Auzins was chosen to receive this award to recognize her work with the Rotary Club of London and her support and work with the Spiny Softshell Turtle research program. A video presentation was shown, S. Levin presented the award, and Karen Auzins provided remarks.

15. Presentation of Service Awards

The following staff were presented with service awards:

Ten Year

Cristal Hart
Brent Verscheure

Twenty Year

Paul Switzer
Mary Sloan

Fifteen Year

Julie Welker
Phil Simm
Ryan McNaughton
Damian Schofield

Twenty Five Year

Nora Pond
Michelle McDonald
Jennifer Howley
Sean Howley

Thirty Year

Karen Pugh
Brenda Gallagher
Dan Jones

Fourty Year

Alex Shivas
Sharon Viglianti

16. Chair and General Managers Concluding Remarks

I.Wilcox recognized and congratulated staff member Dr. Imtiaz Shah, Environmental Engineer, who recently received an Engineers Canada Fellowship award.

17. Adjournment

There being no further business to bring forward, B.Petrie moved to adjourn the meeting at 12:35p.m. The members, staff, and guests participated in a luncheon.



I.Wilcox,
General Manager
Att.

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date: Monday, April 6th, 2020

Time: 6:00 p.m.

Join Zoom Meeting:

Dial by your location

+1 647 558 0588 Canada

+1 647 374 4685 Canada

Meeting ID: 522 937 179

Agenda Items

1.0 Call to order and confirmation of Quorum

Called to order at 6:08pm

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 Additions to the Agenda (to be added in Section 11.0 Other Business)

Motion of nomination to Vice Chair to Board

Motion: K Burnside

Second: G Boyle

Carried

Motion to nominate G Boyle to vice chair by Amie Rankin

Second: K Burnside

Accepted by G Boyle

Motion to close nominations: K Burnside

Second: A Rankin

Carried

4.0 Approval of Agenda

THAT the April 6th, 2020 BIA Agenda be approved, as presented.

Motion: K Burnside

Second: G Boyle

Carried

5.0 Approval of previous meeting minutes:

THAT the Meeting Minutes from the March 9th, 2020 Annual General Meeting are approved by the BIA Board.

Motion: K Burnside

Second: G Boyle

Carried

6.0 Public Input Period

Heather Parkinson re: the removal of Christmas Lights downtown

Motion that the Christmas decorations in stores be taken down.
A Rankin will submit a list of who to contact.

Motion: A Rankin

Second: G Boyle

Carried

7.0 Correspondence

None

8.0 Delegations

None

9.0 Council Report

Councilor Winter sends his regrets.

10.0 Treasurer's Report

THAT the March 2020 Treasurer's Report be accepted as presented.

Motion: G Boyle

Second: A Rankin

Carried

11.0 New Business

11.1 BIA Board Response to COVID-19 Pandemic

In response to the current state of emergency in our community and the temporary forced closure of our businesses and service providers the board will discuss measures to adjust the 2020 BIA budget.

Speaker: Andre Morin, Director of Finance, Town of St. Marys

Options for discussion:

1. The board does not collect the 2020 BIA Levy. The board will determine what is needed to operate in 2020 and still achieve some of the approved expenditures and funds will be utilized from reserves.
2. That the BIA board direct X amount of funds from reserves to the financial program that the Town is working to establish.
3. Gift Certificate Program* changed to collecting 2020 levy and reimburse 2019 levy. Send out a survey to membership and give further consideration for future grants to support business owners.

Motion to take a 5-minute break.

Motion: G Boyle

Second: A Rankin

THAT the BIA Board supports option 3 and the Treasurer will work with Town of St. Marys staff to implement the approved option(s).

Motion: A Rankin

Second: G Boyle

Carried

11.2 BIA 2020 Budget Expenditures from reserves.

THAT the BIA Board approve \$X to be pulled from reserves for 2020 expenditures.

Motion: G Boyle

Second: K Burnside

8:00pm Chair, Lanny Hoare passes gavel.

Motion to take public art and \$10,000 of proposed projects off the reserve funds.

Motion: L Hoare

Second: A Rankin

Carried

12.0 Project & Committees

Proposed committee structure and governance documents included in the agenda package for discussion by the Treasurer.

Motion to defer BIA committee discussion to next meeting, May 11th.

Motion: K Burnside

Second: A Rankin

Carried

13.0 Other Business

None

14.0 Agenda Items for Future Meetings & Date of Next Board Meeting

May 11th, 2020

15.0 Adjournment

Meeting adjourned at 8:13pm

Motion: A Rankin

Second: G Boyle

2020 BIA Board Meeting Dates

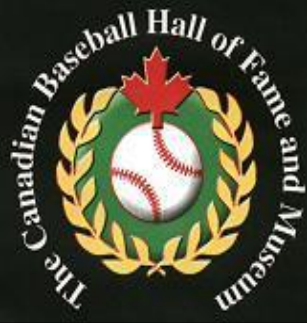
January 20	February 10	March 9	April 6
May 11	June 8	July 13	August 10
September 14	October 5	November 9	December 14

BIA Board: Lanny Hoare (Chair), Councillor Tony Winter, Amie Rankin (Secretary), Kyle Burnside (Treasurer), Gwendolen Boyle

BIA Staff: Lauren Eedy

Town of St. Marys Staff: Kelly Deeks-Johnson, Economic Development Manager

For Information: Brent Kittmer (CAO/Clerk)



Canadian Baseball Hall of Fame & Museum

P.O. Box 1838

St. Marys, Ontario, Canada, N4X 1C2

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

Email: baseball@baseballhalloffame.ca

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

MINUTES

CBHFM Board of Directors Meeting – 7:00am, Friday March 27, 2020

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

Present: Adam Stephens (Chair), Jeremy Diamond (Vice-Chair), Jordan Schofield (Treasurer), Libby Walker, Liam Scott, Holly LaPierre, Chris Stamper, Julie Docker-Johnson, Jody Hamade, Scott Smith

Ex-Officio: Al Strathdee (Mayor), Rob Edney

Staff: Scott Crawford, Director of Operations,

Regrets/Absences Mike Wilner, Derek Aucoin, Laurie Bannon, Finance & Administration Coordinator

Call to Order:

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

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

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

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting March 27, 2020.

Carried.

Approval of Minutes from February 28, 2020

Moved by Jeremy Diamond; **Seconded** by Julie Docker-Johnson:

THAT the CBHFM Board of Directors approves the minutes of the board meeting held on February 28, 2020 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes February 28, 2020:

- None

NEW BUSINESS

- None.

Committee Reports:

a. Management

- COVID-19 Discussion
- Induction weekend –2020 induction scheduled for June 20th weekend cannot proceed
- Jordan Schofield reviewed financial implications of three alternative scenarios, two involving a 2020 induction later in 2020 and one involving the postponement of induction to 2021.
- Scott Crawford to contact inductees, celebrities and key attendees and vendors to advise on postponement
- Scott Crawford to prepare analysis of feasibility of alternative induction dates for 2020
- Site – closed to the public until further notice
- Museum – closed to the public until further notice
- Discussion about conference call with the Minister of Heritage, Sport, Tourism and Cultural Industries, Hon. Lisa MacLeod, attended by Libby Walker and Scott Crawford,
- Selection Committee – Adam tabled the Selection Committee discussion to a future

meeting.

b. Finance:

Moved by Holly LaPierre; **Seconded** by Scott Smith:

THAT the CBHFM Board of Directors approves the \$50,000 GIC be unrestricted for operations as needed.

Carried.

c. Resource Development

- Chris Stamper described the planning underway for approaching major corporations for funding/partnerships and confirmed that he is working on a new fundraising deck.
- Currently, no approaches to companies due to COVID -19 crisis

d. Outreach

- Jays Care Curve Ball Gala for April 8 has been postponed.
- Continue to work with Cooperstown with respect to their induction weekend, scheduled for July, 2020.

e. Nominating

- None

f. Governance

- None

g. Museum

- Libby announced that the planned display of the Tip O'Neill trophy at the Canadian Museum of History in Ottawa during May, 2020 has been postponed.

Operations Report

Events/Induction

- Expos Fest and the Jays games in Montreal – cancelled (ExposFest is planned to

happen in the fall)

- Presentation to 2019 Tip O'Neill winner in April has been postponed and will be scheduled for later in the year.
- Golf tournament – 13 teams committed
- Program advertising – 35 ads purchased

Site

- Fields are full again in 2020 and tons of scheduling accomplished in March.
- Waiting to hear about summer grants.

Museum

- United Way event was a great success.
- All other events/tours in March and April have been cancelled
- Waiting to hear about summer grants.

Baseball News

- None

In Camera

- Yes

Motion to Terminate – 8:15am by Jeremy Diamond

Next CBHFM 2020 Board Meeting dates:

386 Church Street S., St. Marys at 7 am ET

**April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 27,
December 18, 2020**

BY-LAW 44-2020

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 McLean Taylor Construction Ltd. 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 purpose of seeking a qualified proponent to make necessary repairs to the Church Street bridge in the Town of St. Marys (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by McLean Taylor Construction Ltd. which was subsequently approved by Council on May 12, 2020;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with McLean Taylor Construction Ltd. (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Agreement between The Corporation of the Town of St. Marys and McLean Taylor Construction Ltd., attached hereto as Appendix “A”, is hereby authorized and approved.
 - 2.** That the Mayor and CAO / Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of May, 2020.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 45-2020

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 May 12, 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 12th day of May, 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 12th day of May 2020.

Mayor Al Stratheedee

Brent Kittmer, CAO / Clerk