



AGENDA

Regular Council Meeting

March 23, 2021

6:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

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

RECOMMENDATION

THAT the March 23, 2021 regular Council meeting agenda be accepted as presented.

- 4. PUBLIC INPUT PERIOD**

(Public input received by the Clerk's Department prior to 4:30 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 drop box at Town Hall, 175 Queen Street East, lower level.)

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

- 5.1. Ontario Clean Water Agency re: 4th Quarter Reporting**

9

RECOMMENDATION

THAT the delegation from Ontario Clean Water Agency regarding fourth quarter reporting be received.

- 6. ACCEPTANCE OF MINUTES**

6.1.	Regular Council - March 9, 2021	30
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RECOMMENDATION

THAT the March 9, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2.	Special Council - March 16, 2021	42
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RECOMMENDATION

THAT the March 16, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1.	Ministry of the Solicitor General re: Fire Safety Grant	45
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RECOMMENDATION

THAT the correspondence from the Minister of the Solicitor General regarding fire safety grant funding be received; and

THAT Council consider By-law 32-2021 authorizing the Mayor and the Clerk to enter into the associated agreement.

8. STAFF REPORTS

8.1. Public Works

8.1.1.	PW 25-2021 March Monthly Report (Public Works)	47
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RECOMMENDATION

THAT PW 25-2021 March Monthly Report (Public Works) be received for information.

8.1.2.	PW 18-2021 Annual Water Summary Report	51
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RECOMMENDATION

THAT Council receive report PW 18-2021, Annual Water Summary Report as information; and

THAT Council acknowledge receipt of the 2020 Annual Water Summary Report for the Town of St. Marys Water Supply and Distribution System.

- 8.1.3. PW 19-2021 Annual Wastewater Summary Report 97**
- RECOMMENDATION**
THAT PW 19-2021, Annual Wastewater Summary Report be received for information.
- 8.1.4. PW 20-2021 Drinking Water Quality Management System Update 130**
- RECOMMENDATION**
THAT PW 20-2021, Drinking Water Quality Management System Update report be received for information.
- 8.1.5. PW 21-2021 Sole Source Request for Water Tower Maintenance 156**
- RECOMMENDATION**
THAT PW 21-2021, Sole Source Request for Water Tower Maintenance Works report be received; and
- THAT** Council approves a sole source of recommended water tower upgrades work to Landmark Municipal Services as a continuation of the maintenance and inspection program completed on the water tower in 2020.
- 8.1.6. PW 22-2021 Sole Source Sewage Pump Station Designs 159**
- RECOMMENDATION**
THAT PW 22-2021, Sole Source Sewage Pump Station Designs report be received; and
- THAT** Council approves a sole source of this work to B.M. Ross and Associates Ltd. for a proposed cost of \$26,500.00; excluding HST and contingencies; and,
- THAT** Council approve a 10% contingency value to this project to be administered by staff as required.

8.1.7. PW 23-2021 Biosolids Electrical and Control System Replacement

162

RECOMMENDATION

THAT PW 23-2021, Biosolids Electrical and Control System Replacement report be received; and

THAT Council approves a sole source for the works to Alpha Laval Inc. as a result of propriety systems; and,

THAT Council authorize the unbudgeted amount of \$50,000.00, inclusive of HST and contingencies to be funded through wastewater reserves.

8.1.8. PW 24-2021 Inflow and Infiltration Pilot Program

166

RECOMMENDATION

THAT PW 24-2021, Inflow and Infiltration Pilot Program report be received; and

THAT Council approve the development of an eavestrough disconnection rebate program of \$50.00 per eligible downspout disconnection up to a maximum of \$200.00 per property for the 2021 pilot program; and,

THAT Council approve the development of a sump pump disconnection rebate program of up to \$350.00 per eligible disconnection for the 2021 pilot program; and,

THAT Council approve the development of a foundation drain disconnection rebate program of up to \$2,500.00 per eligible disconnection for the 2021 pilot program; and,

THAT Council allocate approximately \$75,000.00 of the program funding to the rebate program in 2021 to be administered on a first come, first served basis contingent on remaining program funds.

8.1.9.	PW 26-2021 James Street North Cost Sharing Agreement	172
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RECOMMENDATION

THAT PW 26-2021 James Street North Cost Sharing Agreement report be received; and

THAT Council consider By-Law 34-2021 and authorize the Mayor and Clerk to sign the associated agreement.

8.2. Administration

8.2.1.	ADMIN 12-2021 March Monthly Report (Administration)	190
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RECOMMENDATION

THAT ADMIN 12-2021 March Monthly Report (Administration) be received for information.

8.3. Building and Development Services

8.3.1.	DEV 10-2021 March Monthly Report (Building & Development)	193
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RECOMMENDATION

THAT DEV 10-2021 March Monthly Report (Building & Development) be received for information.

8.4. Community Services

8.4.1.	DCS 10-2021 March Monthly Report (Community Services)	197
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RECOMMENDATION

THAT DCS 10-2021 March Monthly Report (Community Services) be received for information.

8.5. Corporate Services

8.5.1.	COR 16-2021 March Monthly Report (Corporate Services)	201
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RECOMMENDATION

THAT COR 16-2021 March Monthly Report (Corporate Services) be received for information.

8.5.2.	COR 17-2021 Finance Annual Reports	205
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RECOMMENDATION

THAT COR 17-2021 Finance Annual Reports report be received for information.

8.6. Fire and Emergency Services

8.6.1.	FD 03-2021 March Monthly Report (Emergency Services)	209
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RECOMMENDATION

THAT FD 03-2021 March Monthly Report (Emergency Services) be received for information.

8.6.2.	FD 04-2021 Fire Radio and Dispatch Services RFP	215
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RECOMMENDATION

THAT FD 04-2021 Fire Radio and Dispatch Services RFP report be received; and

THAT Council approves the Fire Dispatch RFP award to the Owen Sound Emergency Communications Centre; and

THAT Council consider By-law 33-2021 and authorize the Mayor and Clerk to execute the respective Fire Dispatch Service Agreement with Owen Sound Emergency Communications Centre.

8.7. Human Resources

8.7.1.	HR 03-2021 March Monthly Report (Human Resources)	219
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RECOMMENDATION

THAT HR 03-2021 March Monthly Report (Human Resources) be received for information.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 32-2021, 33-2021 and 34-2021 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

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|--------------|--|------------|
| 11.1. | By-Law 32-2021 Agreement with the Minister of the Solicitor General | 223 |
| 11.2. | By-Law 33-2021 Agreement with Owen Sound Emergency Communications Centre | 224 |
| 11.3. | By-Law 34-2021 Amend By-law 111-2020, Agreement with Thames Crest Development Corp. | 225 |

12. UPCOMING MEETINGS

*All meetings to be live streamed to the Town's YouTube channel

April 13, 2021 - 6:00 pm. Regular Council

April 20, 2021 - 9:00 am, Strategic Priorities Committee

April 27, 2021 - 6:00 pm, Regular Council

13. CLOSED SESSION

RECOMMENDATION

THAT Council move into a session that is closed to the public at ____pm as authorized under the *Municipal Act*, Section 239(2)(f) advise that is subject to solicitor-client privilege, including communications necessary for that purpose.

13.1. Minutes CLOSED SESSION

13.2. LPAT 665 James Street North Case Management Update

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at ____ pm.

15. CONFIRMATORY BY-LAW

227

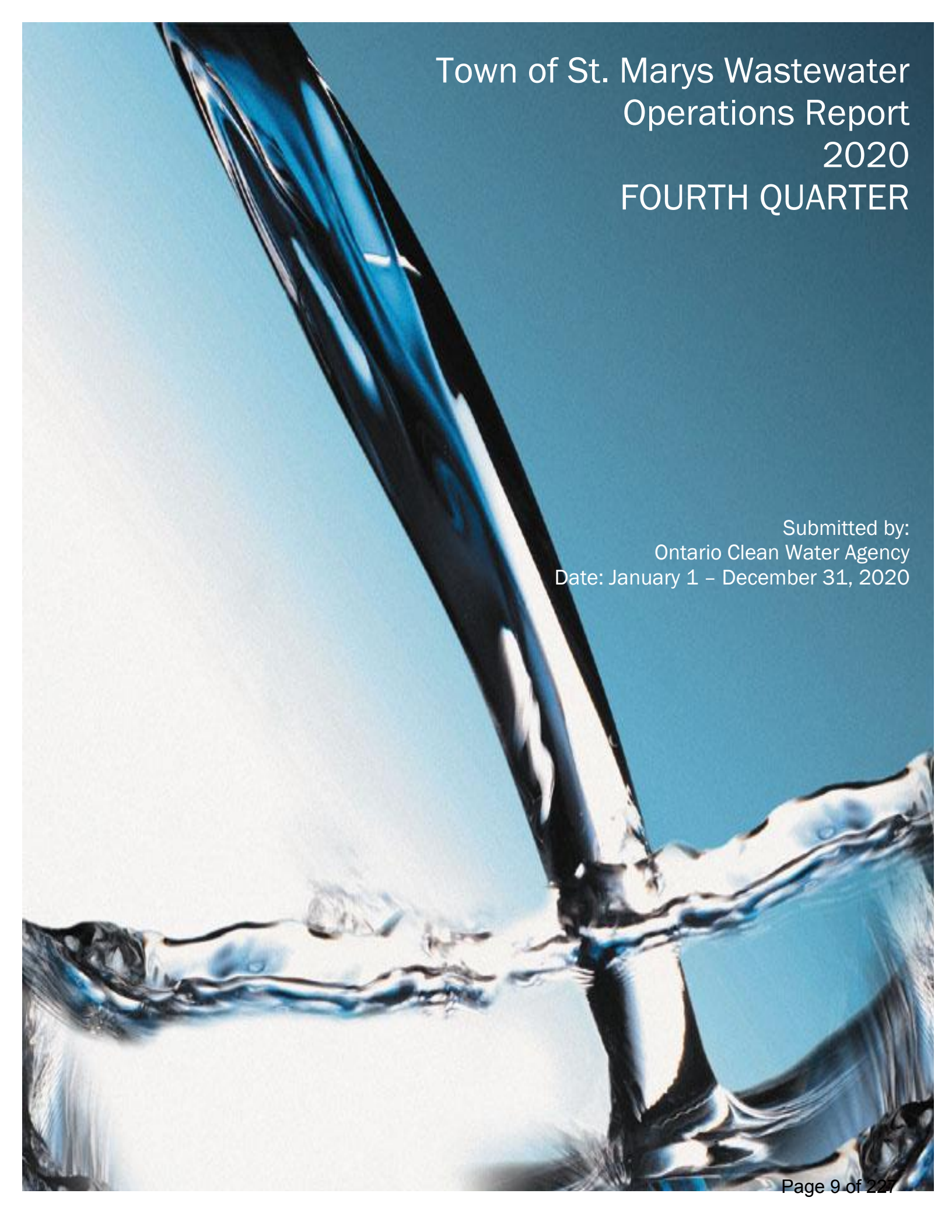
RECOMMENDATION

THAT By-Law 35-2021, being a by-law to confirm the proceedings of March 23, 2021 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.

16. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



Town of St. Marys Wastewater Operations Report 2020 FOURTH QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – December 31, 2020

Facility Description

Facility Name: St. Marys Wastewater Treatment Plant & Collection System
 Senior Operations Manager: Adam McClure 519-284-1354
 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
Average Daily Flow (m ³ /d)	5,560	3,986.99	4,228.26	4,373.87	4,416.46	4,112.89
% of Average Daily Design Flow	-	72%	76%	79%	80%	74%

	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 % Peak Capacity
January	5,560	6,162.71	110	17,885	14,250	126
February	5,560	4,421.31	79	5,970	14,250	42
March	5,560	5,383.71	97	8,325	14,250	58
April	5,560	4,514.37	81	5,793	14,250	41
May	5,560	4,027.45	72	5,101	14,250	36
June	5,560	3,514.93	63	4,207	14,250	30
July	5,560	3,216.35	58	3,712	14,250	26
August	5,560	3,493.55	63	4,354	14,250	31
September	5,560	3,318.87	60	3,843	14,250	27
October	5,560	3,481.77	63	4,078	14,250	27
November	5,560	3,685.30	66	5,070	14,250	36
December	5,560	4,134.39	74	5,949	14,250	42
Annual Average	5,560	4,112.89	74	-	-	-
Maximum				17,885	-	126

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 comminutor, 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 were no compliance or exceedance issues identified in 2020.

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.

- 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 monitored.

There were no other health and safety issues reported in 2020.

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.

SECOND QUARTER

April

04: Blower building heater mount repair
08: Drained, cleaned and inspected clarifier #4
15: Drained, cleaned and inspected clarifier #3
20: Lifting device inspections
21: Queen St PS door painted
21: Air de-fuser repair WAS tank T-308
21: Anoxic tank mixer MX 303 cable replacement
24: WAS tank T-309 mixer repair/maintenance
29: Drum Thickener poly pump repair/maintenance

May

01: 4 Lystek Storage Lids replaced
05: Fitting replacements on the drum thickener polymer mixer
12: Gas sensor bi-annual calibrations
12: Electric Steam boiler/ Gas steam boiler annual inspections
19: Final effluent Weir repair
21: Camera inspection 621 Queen St E
25: Sewer flushing 621 Queen St E

June

02: Alum pump discharge hose replacement
03: Drained, Cleaned and inspected clarifier #1
04: Raw sewage building H2S and O2 sensor replacements
10: Turbo blower health check

11: All facilities instrumentation calibrations
22: Check valve replacement on the RAS building potable water line
23: Steam boiler preheat tank water level float replacement
25: Wet well conditions assessments at all SPS
29: Lystek building smoke detector replacement
29: UPS replacement CP-4
29: Lystek building CP-7 communication issues

THIRD QUARTER

July

06: Drum thickener motor replacement
06: Queen St PS pulled pump #1 to remove rags from the impeller
06: Queen St PS New generator alarm wire installed
08: Clarifier #1 drive sandblasting and painting
13: RAS pump #3 mechanical seal replacement
20-31: Collection system manhole inspections
23: Sanitary service cap 10 Thames Rd
27: Aeration DO sensor calibration
30: WAS building vacuum breaker replacement

August

04: Repaired aeration drain pump
04-5: Drained aeration cell#2 and repaired piping
05: Steam boiler water line repair
06: Centrifuge polymer mixer bearing assembly replacement
08: UPS replacement blower building
12: WPCP power failure
12: Lystek product pump 252 VFD repair
13: Anoxic mixers relay replacement
14: Motor replacement Lystek building
17: Waterline removal to pump #2 RAS building
20: Fire system testing
21: Robinson St PS phone line repair
24: KOH feed line repair
28: Queen St PS- Replaced generator battery

September

03: Centrifuge feed pump drive repair
09: Solenoid replacement on the water feed lines to TWAS pumps 250 and 251
10: Clarifier chamber cleanout
10: CP-1 Anybus repair
14: Fire panel replacement Lystek building
18: Aeration sprinkler line repair
18: Clarifier chamber clean out
21: Waterline repair to bar screen hopper
21: Clarifier chamber clean out
22: Solenoid replacement on the water feed line to the drum thickener
28: Clarifier chamber clean out
29: Clarifier chamber clean out
30: Clarifier chamber clean out
30: RAS pump #2 complete installation

FOURTH QUARTER

October

01: Clarifier chamber clean out
02: Clarifier chamber clean out
13: Repair to methane gas sensor
16: RAS pump #1 coupler replacement
16: Aeration building smoke detector replacement
19: Queen St PS rebuilt pump #1 installed
21: TWAS solenoid valve replacements
21: Automatic startup installed on steam boiler chemical pump
23: Waterline repair on main waterline to WPCP
28: KOH pump diaphragm replacement

November

04: Lystek building water softener repair
10: Gas sensor Bi-annual calibrations
13: Gas boiler regulator repair
25: Main hydro transformer replacement

December

09: Drum Thickener bearing, coupler motor and gear box replacement
15: Centrifuge polymer pump replacement
16: Alum pump replacement
18: WAS splitter box replacement

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

February

No Alarms/Call-ins

March

No Alarms/Call-ins

SECOND QUARTER

April

No Alarms/Call-ins

May

No Alarms/Call-ins

June

20: WPCP- Power outage
27: Industrial waste spill into collection system, operator on-site to ensure no WPCP upsets

THIRD QUARTER

July

19: WPCP- Power outage
24: Queen St PS- Power outage

August

27: All facilities- power outage

September

11: Industrial waste spill into collection system, operator on-site to ensure no WPCP upsets

FOURTH QUARTER

October

No Alarms/Call-ins

November

No Alarms/Call-ins

December

28: Industrial waste spill into collection system, operator on-site to ensure no WPCP upsets

COMPLAINTS & CONCERNS

June 26 an odor complaint was received for the WPCP from a new resident on Wilson Crt.

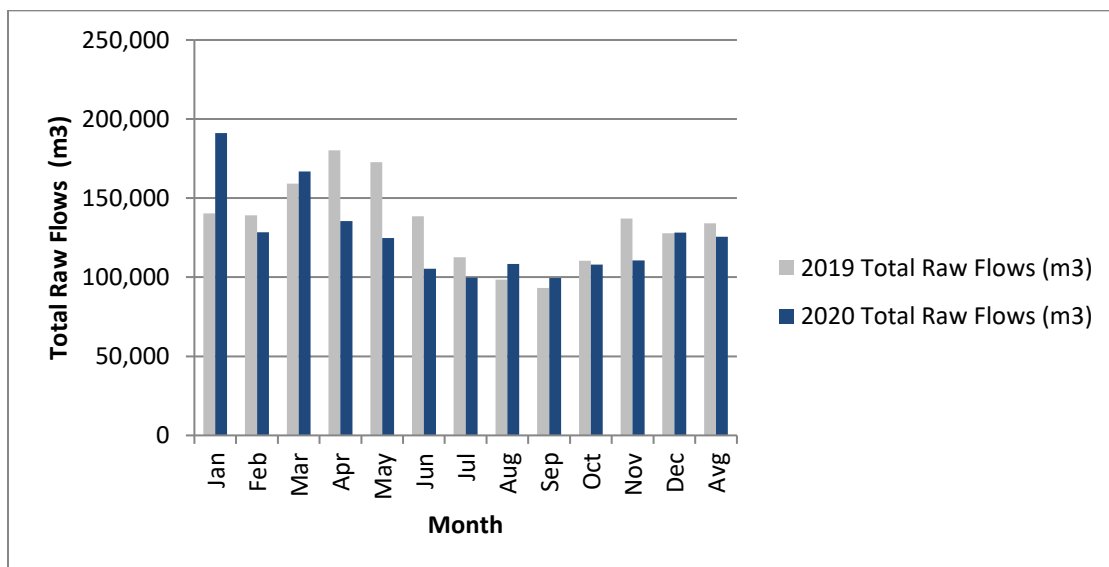
July 07 an odor complaint was received for the WPCP from a resident on Thomas St.

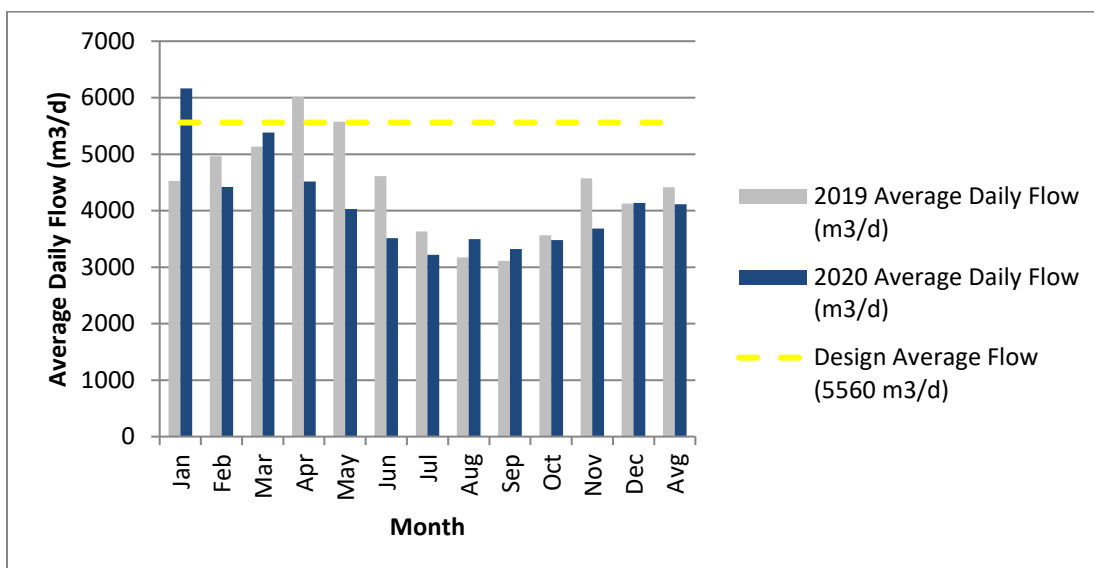
Aug. 01 an odor complaint was received for the WPCP from a resident on Thomas St.

Aug 13 an odor complaint was received for the WPCP from a resident on Thomas St.

PERFORMANCE ASSESSMENT REPORT

The total raw flow for 2020 was 1,506,120 m³. The average daily flow in 2020 was 4,112.89 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	281.3	644.5	3.11	25.13
February	353.8	450.0	3.80	27.38
March	236.4	196.4	2.51	18.54
April	304.5	219.8	2.93	21.18
May	315.3	312.5	3.47	24.18
June	326.6	308.8	4.88	28.02
July	365.3	380.0	5.63	34.43
August	407.3	247.8	4.40	26.23
September	532.2	436.6	5.79	39.52
October	413.3	301.5	4.81	34.14
November	362.8	262.4	4.01	30.16
December	239.3	188.8	2.95	28.78
Average	344.8	329.1	4.02	28.14

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 limit exceedances occurred in 2020. The dissolved oxygen objective was not consistently met in the months of May, July, August and September of 2020. The August 2020 total suspended solids monthly average did not meet ECA objective.

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	9.00	0.06	0.33	146.87	6.93- 7.88	4.63
February	4.00	8.50	0.09	0.20	26.05	6.76- 7.68	4.65
March	3.00	9.00	0.09	0.22	38.97	6.89- 8.08	4.91
April	4.00	5.00	0.45	0.10	8.66	7.12- 7.80	5.32
May	2.25	6.25	0.20	0.10	2.38	7.09- 7.53	3.63
June	3.60	7.40	0.47	0.10	5.40	6.87- 8.50	4.53
July	4.00	9.75	0.33	0.10	2.00	7.01- 7.59	3.95
August	4.25	11.75	0.27	0.10	2.99	6.62- 7.67	3.87
September	3.00	9.20	0.39	0.14	22.97	6.9 - 7.34	3.91
October	3.25	8.75	0.37	0.10	12.20	7.13- 7.53	4.84
November	3.60	10.00	0.49	0.10	7.67	7.05- 7.81	4.81
December	3.50	6.75	0.11	0.13	33.43	6.71- 7.81	5.1
Annual Average	3.48	8.45	0.28	0.14	25.80	NA	NA
ECA Objective	10	10	0.7	2.5	100 / **200	6.0-8.5	4.0
ECA Limit	15	15	1.0	6.0	200	6.0-9.5	NA

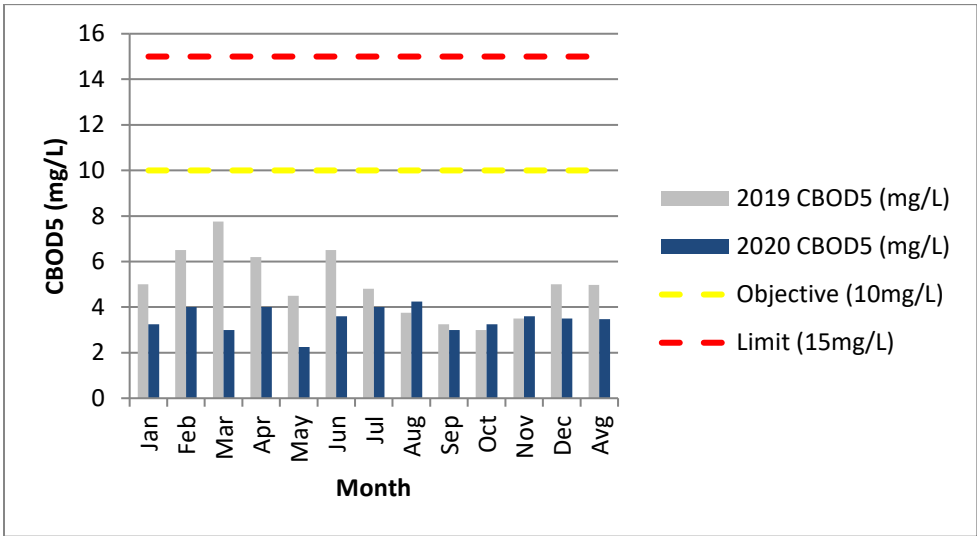
*Non-freezing months

**Freezing months

***Expressed as geometric mean density

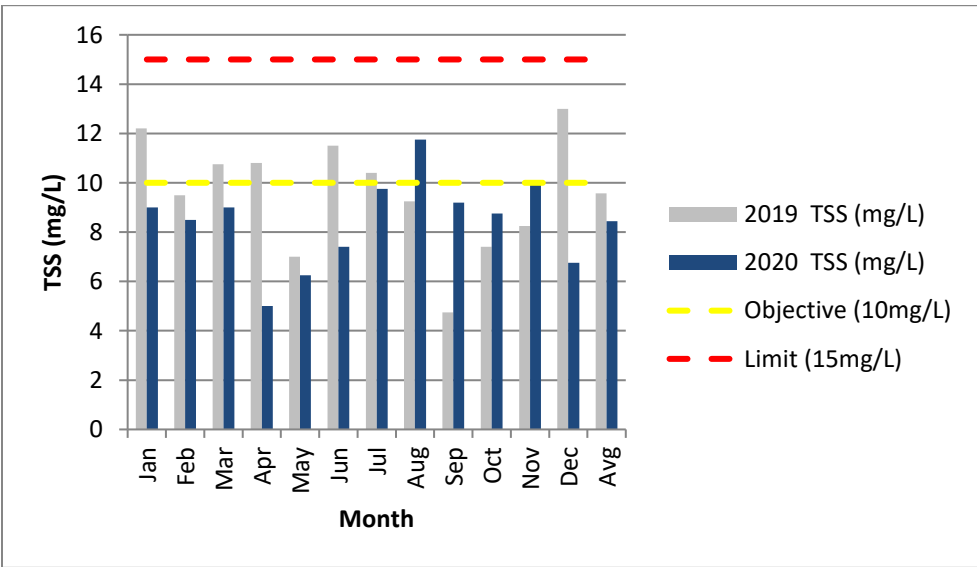
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) annual monthly average for 2020 was < 3.475 mg/L. The maximum monthly CBOD average value of 4.25 mg/L was recorded for the month of August. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 2 below.

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



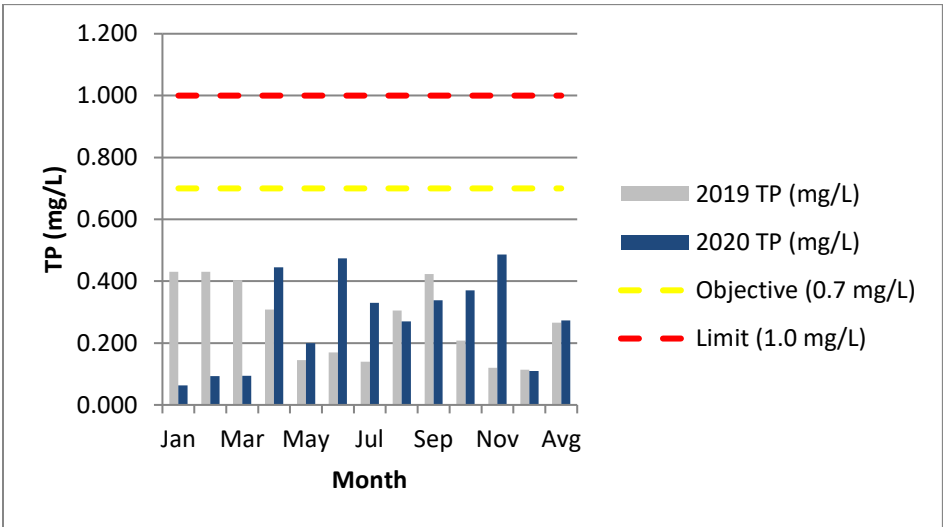
Effluent Total Suspended Solids (TSS) annual monthly average for 2020 was 8.45 mg/L. The maximum monthly TSS average value of 11.75 mg/L was recorded for the month of August. Monthly averages met the effluent limit identified in the ECA but did not meet identified objective in the month of August; see Chart 3 below.

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



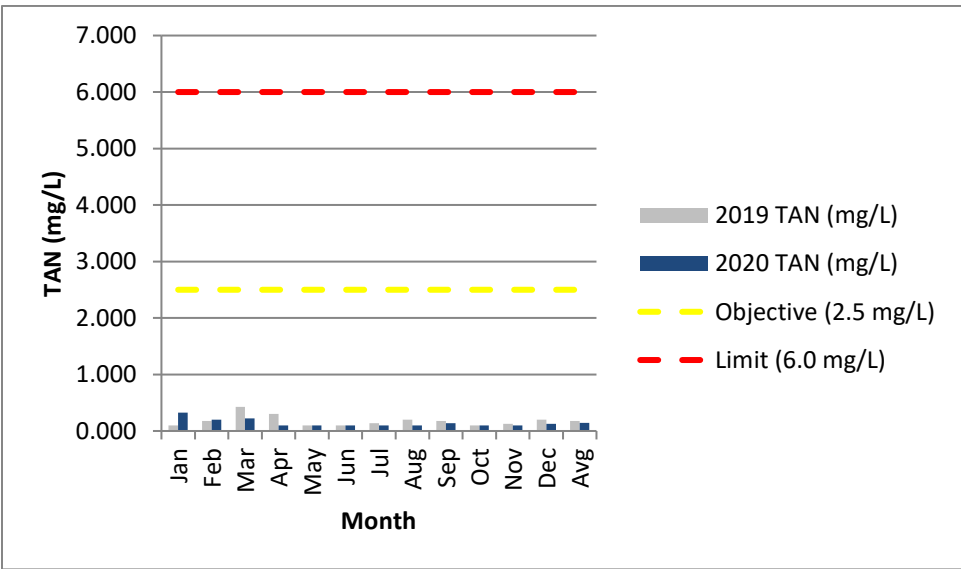
Effluent Total Phosphorus (TP) annual monthly average for 2020 was 0.277 mg/L. The maximum monthly TP average value of 0.486 mg/L was recorded for the month of November. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 4 below.

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



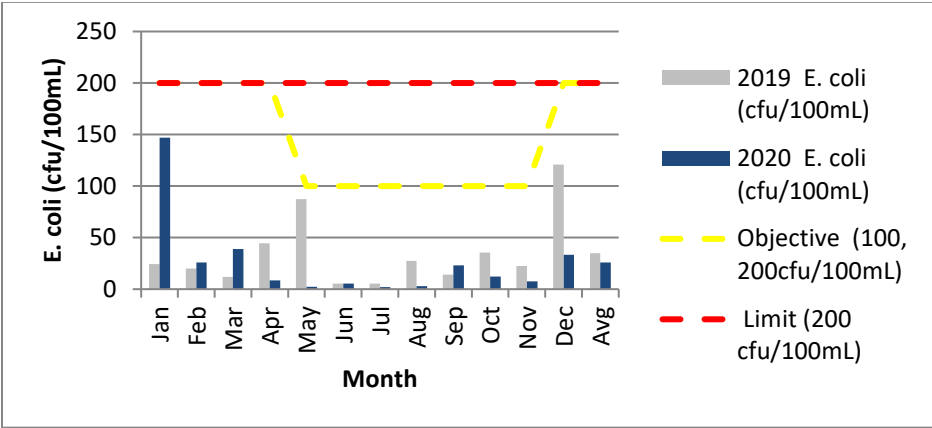
Effluent Total Ammonia Nitrogen (TAN) annual monthly average for 2020 was < 0.143 mg/L. The maximum monthly TAN average value of 0.325 mg/L was recorded for the month of January. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 5 below.

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



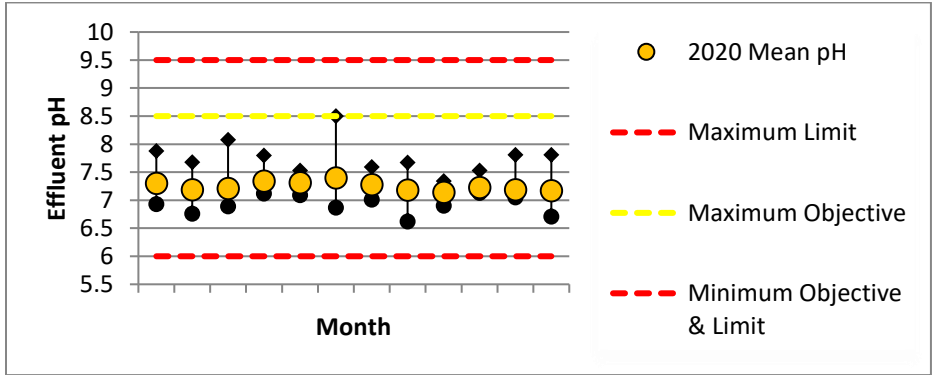
Effluent E. coli 2020 annual average monthly Geometric Mean Density (GMD) for 2020 was 25.8 cfu/100 mL. The maximum monthly GMD value of 146.81 cfu/100 mL. was recorded for the month of January. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 6 below.

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



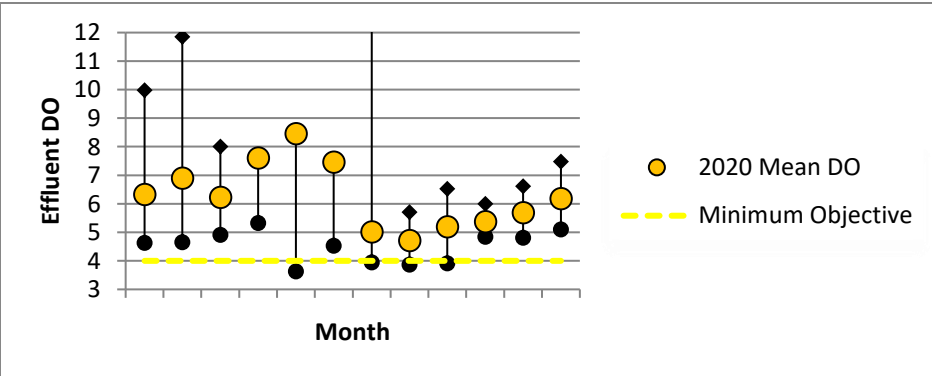
Effluent pH values for 2020 met the objectives and limits identified in the ECA. A minimum pH value of 6.62 was recorded in the month of August; a maximum pH value of 8.50 was recorded in the month of June; see Chart 7 below.

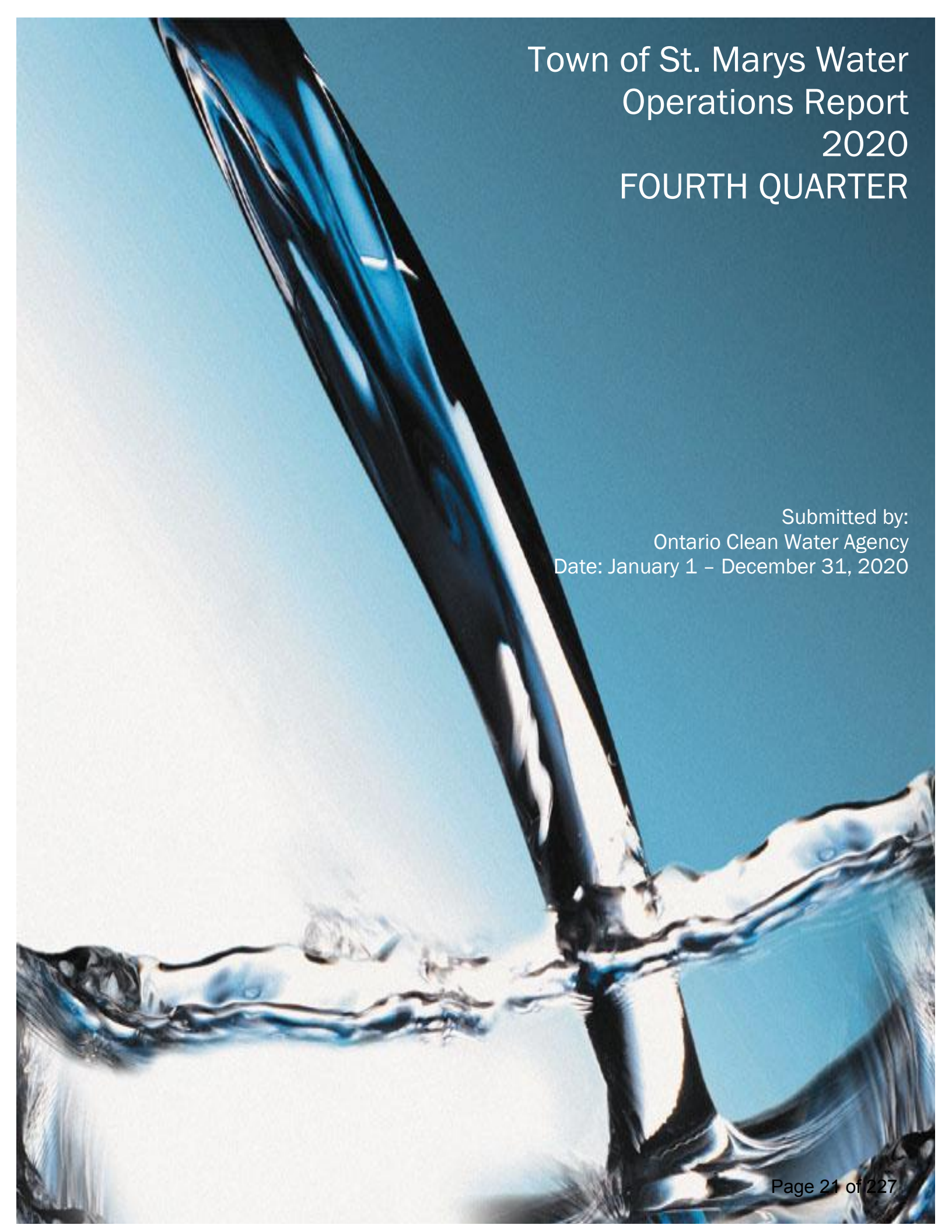
Chart 7. Final Effluent pH results for 2020.



Effluent Dissolved Oxygen (DO) values for 2020 did not consistently meet the objective identified in the ECA. The minimum DO value of 4.0 mg/L was not maintained in the month of May (3.63 mg/L), July (3.95 mg/L), August (3.87 mg/L) and September (3.91 mg/L); see Chart 8 below.

Chart 8. Final Effluent DO minimum results for 2020.





Town of St. Marys Water Operations Report 2020 FOURTH QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – December 31, 2020

Facility Description

Facility Name: St. Marys Water Distribution and Supply
Senior Operations Manager: Adam McClure (519) 274-2156
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	87,706	97,038	107,482	119,072	103,066	97,680	97,861	95,490	94,385
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 were no compliance or exceedance issues identified in 2020.

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.

- 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 monitored.

There have been no other health and safety issues reported in 2020.

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 Industries
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

SECOND QUARTER

April

07: Fibre Line Repair
22: Booster Station testing in coordination with industries
28: Reservoir inspection for internal wall leaks
30: Well #2A cl2 analyzer fitting repair

May

07: Reservoir Inlet valve issues adjustments
09: Well #3 reference sensor calibration
11: Well #1 HMI computer frozen causing SCADA issues
12: All facilities backflow preventer testing
12: All facilities chlorine gas sensor bi-annual calibrations
22: Reservoir chlorine gas detector replacement pump room
26: Well #3 additional garage door lock installation

27: Reservoir packing adjustments on HLP #1, HLP #2, Check valve #1, Check Valve #2
27: Fibre line repair
28: Well #1/Well#2a backflow preventer replacements

June

04: Well #3 chlorine gas sensor replacement and calibration
10: All facilities MCC and VFD electrical panel cleaning
10: Well #1 VFD cooling fan replacement
11: Reservoir pH probe removal from the chlorine analyzer
11: All facilities and handheld devices annual calibrations
15: Well #1 reference sensor eye cleaning
17: Reservoir knife gate valve leak repair and reservoir disinfection
18: All wells bi-annual UV sensor maintenance
19: Reservoir chlorine analyzer feed line repair
23: Well #2A chlorine injector repair
30: Reservoir crack seal injection between HLP cell walls and reservoir disinfection

THIRD QUARTER

July

2: Reservoir Flow meter span adjustment
9: Well #2A Thermostat replacement
13: Reservoir Chlorine analyzer feed line repair
15: Well#2A analyzer drain line replace
17: Booster Station testing in coordination with industries
21: Well#2A Alarm dialer board replacement
21: Water Tower exterior cleaning
30: Reservoir Chainfall inspections

August

8: Water Tower ROV inspection
10: Well #3 Hydro meter replacement
19: Reservoir Chlorine probe repair and calibration
24: Well #1 Chlorine gas line repair
28: Well #2A Removed main valve actuator

September

9: All facilities communication failure
10: Well #1 Phone line repair
11: Well #2A chlorine analyzer feed line repair
18: Well #1 Phone line repair
22: Well #2A Installed New main valve actuator
23: Well #2A Turbidity analyzer feed line repair
29: All facilities communication failure

FOURTH QUARTER

October

5: Well #3 UV bulb replacement
6: Well #3 Turbidity analyzer water feed line replacement
19: Reservoir VFD fuse replaced

November

3: Well#2A Turbidity analyzer water feed line repair
9: All wells bi-annual UV sensor maintenance
10: All facilities chlorine gas sensor bi-annual calibrations
18: Well #2A Bolts replaced on main actuating valve with stainless
23: Well #1 water line repair

December

15: Well #3 phone line repair
 22: Well #2A Chlorine gas line repair
 29: Well #3 Chlorine gas line repair
 30: Well #3 PRV adjustments
 31: Well #3 Main actuating valve adjustments

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
53	42	39	36	34	43	39	37	37	32	39	52	483

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
Hydrant Repair St. George St N	April 8, 2020
Fire Flow Testing St. Marys Hospital	April 29, 2020
Annual Leak Detection, West Side of The Town of St. Marys	April 29,2020
Spring Hydrant Flushing	May 3-22, 2020
Water Service Installation 100 Water St S	May 12, 2020
Fire Flow Testing 485 Queen St W	May 14, 2020
Watermain Break, Egan Ave/ James St N	May 21, 2020
Watermain commissioning Egan Ave, King St N to James St N	May 25-28, 2020
6" Watermain Service Tap for 275 James St S subdivision	May 27, 2020
Watermain Cap Installation Church St N/ Egan Ave	May 28, 2020
Watermain Tie In King St N/ Egan Ave	June 1, 2020

Watermain Tie In James St N/ Egan Ave	June 3, 2020
Service Repair 98 Ingersoll St	June 3, 2020
Watermain Commissioning Egan Ave, Wellington St N to Peel St N	June 2-5, 2020
Watermain Tie in Wellington St N/ Egan Ave	June 8, 2020
Watermain Tie In Church St N/ Egan Ave	June 10, 2020
Watermain Tie In Peel St N/ Egan Ave	June 10, 2020
Water Valve replacement James St N/ Egan Ave	June 11, 2020
Service Repair 104 Robinson St	June 15, 2020
Lead Service Replacements 379 Queen St E/ 383 Queen St E	June 17, 2020
Service Repair 80 Wilson Crt	June 22, 2020
Fire Flow Testing 485 Queen St W	June 26, 2020
Watermain Tie In Maxwell St Subdivision	July 21, 2020
Service Cap 10 Thames Rd	July 23, 2020
Service Repair 229 Queen St E	July 29, 2020
Service Repair 43 Carrol St	July 30, 2020
Service Repair 496 Grahlyn Ave	July 30, 2020
Service Repair 85 Parkhaven Cres	July 30, 2020
Service Repair 35 Milson Crt	Aug 11, 2020
Service Repair 23 Wellington St N	Sept 17, 2020
Service Repair 66 Wilson Crt	Sept 18, 2020
Service Repair 31 Waterloo St S	Sept 29, 2020
Service Repair 258 Park St	Oct 8, 2020

Watermain Break 172 James St S	Nov 3, 2020
Service Repair 237 Station St	Nov 10, 2020
Service Installation 481 Water St S	Nov 10, 2020
Water Valve Replacement and new service 258 Park St	Nov 12, 2020
Watermain Reconnection on James St S for Maxwell St Subdivision	Nov, 18, 2020
Service Repair 55 Wellington St S	Dec 2, 2020
Service Repair South Service Rd	Dec 8, 2020
Service Installation 323 Queen St W	Dec 11, 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 #2A – Discharge valve override alarm, pump fault
21: Reservoir and Tower – Door security alarm
23: 34 Cain Street, watermain break
27: Well #2A – Turbidity analyzer alarm
29: Well #3 – Overhead door alarm
30: Tower – Door security alarm

SECOND QUARTER

April

No Alarms/Call-Ins reported

May

15: All Water facilities communication loss

June

13: Power Failure Well#1 and Well#2A
13: All Water facilities communication loss
23: Emergency locate, cable replacement 343 Queen St W
28: All Facilities communication loss

THIRD QUARTER

July

10: Booster Station Alarm- Pump running
10: Booster Station Alarm- Pump running
20: Booster Station Alarm- Power failure
23: Well #3- Turbidity alarm
26: Well #1- UV Alarm

August

16: Well #2A- Communication failure

September

22: Booster Station Alarm- Pump running

FOURTH QUARTER

October

No Alarms/ Call-Ins reported

November

12: Well #3 UV Alarm
20: 5 Southvale Rd water pressure issues

December

2: Service Repair 55 Wellington St S
8: Service Repair South service Rd
31: Well #3 PLC pump fault alarm

COMPLAINTS & CONCERNS

There have been no complaints or concerns reported to date.

DWQMS UPDATE

Management Review – Oct 22, 2020
Internal Audit – Sept 24, 2020
External Audit – Dec 4, 2020
Annual Risk Assessment Review – October 22, 2020
36 Month Risk Assessment – March 11, 2020
Accreditation Status – Full Scope Entire Accreditation Expires Nov 2, 2023

REGULATORY INSPECTIONS

MECP Inspection occurred on July 17, 2020; a rating of 100 % was received for the St. Marys Water Distribution and Supply System

APPENDIX A – PERFORMANCE ASSESSMENT REPORT

See attached.

Ontario Clean Water Agency
Performance Assessment Report Water

From: 01/01/2020 to 31/12/2020

Facility: [1262] ST MARYS DRINKING WATER SYSTEM
Works: [220000521]

	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	<-Total-->	<-Avg-->	<-Max-->	<-Min-->	<-Criteria-->
Flows:																	
Raw Flow: Monthly Total - Well #1 (m³)	19326.48	28586.67	33430.41	20281.49	33006.22	32510.99	49573.82	51848.22	46645.33	26097.34	23754.13	42230.18	407291.28				
Raw Flow: Monthly Total - Well #2 (m³)	40545.06	28545.62	37824.74	42213.89	30773.71	38640.3	30532.36	404.13	13012.48	47333.04	40498.25	22363.19	372687.77				
Raw Flow: Monthly Total - Well #3 (m³)	37907.89	27672.84	23895.27	25210.97	33257.63	36331.11	38966.16	50813.28	38022.06	24431.01	31236.18	29791.49	397535.89				
Raw Flow: Monthly Avg - Well #1 (m/d)	623.43	985.75	1078.4	676.05	1064.72	1083.7	1599.16	1672.52	1554.84	841.85	791.8	1362.26		1111.21			
Raw Flow: Monthly Avg - Well #2 (m/d)	1307.91	984.33	1220.15	1407.13	992.7	1288.01	984.91	13.04	433.75	1526.87	1349.98	721.39		1019.18			
Raw Flow: Monthly Avg - Well #3 (m/d)	1222.84	954.24	770.82	840.37	1072.83	1211.04	1256.97	1639.14	1267.4	788.1	1041.21	961.02		1085.5			
Raw Flow: Monthly Max - Well #1 (m/d)	2667.18	2667.05	3082.45	2698.05	3433.02	2868.21	2731.05	3322	3263.76	2809.68	2871.72	3189.41			3433.02		
Raw Flow: Monthly Max - Well #2 (m/d)	3082.44	2802.58	3037.44	2958.09	3036.91	3452.86	2746.67	177.26	3117.61	3050.15	2881.5	2263			3452.86		
Raw Flow: Monthly Max - Well #3 (m/d)	3422.93	2918.94	2696.57	2972.42	3167.64	2597.66	2787.98	3114.95	2884.98	2644.52	3097.81	2977.47			3422.93		
Raw Flow: Monthly Total - Total Raw Flow (m³)	97779.43	84805.13	95150.42	87706.35	97037.56	107482.4	119072.34	103065.63	97679.87	97861.39	95489.56	94384.86	1177514.94				
Raw Flow: Monthly Avg - Total Raw Flow (m/d)	3154.18	2924.31	3069.37	2923.55	3130.24	3582.75	3841.04	3324.7	3256	3156.82	3182.99	3044.67		3215.88			
Raw Flow: Monthly Max - Total Raw Flow (m/d)	4171.73	3650.08	3835.88	3362.01	4083.33	4199.63	5579.19	3918.54	3772.3	3574.77	3679.4	4236.92			5579.19		
Turbidity:																	
Raw: Max Turbidity - Well #1 (NTU)	0.28	0.55	0.38	0.49	0.33	0.35	0.36	0.39	0.68	0.71	0.34	0.55			0.71		
Raw: Max Turbidity - Well #2 (NTU)	0.33	0.28	0.18	0.35	0.27	0.31	0.38	0.45	0.36	0.22	0.51	0.24			0.51		
Raw: Max Turbidity - Well #3 (NTU)	0.22	0.26	0.19	0.35	0.3	0.35	0.24	0.2	0.33	0.39	0.49	0.39			0.49		
Chemical Parameters:																	
Treated: Max Nitrite - Treated Water #1 (mg/L)	0.004			<	0.003		<	0.003		<	0.003				0.004		
Treated: Max Nitrite - Treated Water #2 (mg/L)	<	0.003		<	0.003		<	0.003		<	0.003				<	0.003	
Treated: Max Nitrite - Treated Water #3 (mg/L)	<	0.003		<	0.003		<	0.003		<	0.003				<	0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.46			3.74			1.49			0.846					3.74		
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.787			1.22			0.891			0.582					1.22		
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.548			1.21			0.871			0.294					1.21		
Distribution: Max THM - Distribution System (µg/l)	10			23			22			15					23		
Chlorine Residuals:																	
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.91	0.88	1	1.02	0.99	1.07	1.05	1.01	1.09	1.05	1.05	1.02				0.88	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.97	0.92	0.91	1.02	1.01	0.92	0.98	0.9	0.87	1.07	1.05	1.09				0.87	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.01	0.93	1.03	1.03	1.07	1.05	1.06	1.13	1.01	0.9	0.95	0.97				0.9	
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.43	1.41	1.81	1.4	1.5	1.53	1.57	1.58	1.45	1.57	1.49	1.39			1.81		
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.33	1.45	1.47	1.37	1.34	1.33	1.32	1.47	1.32	1.4	1.37	1.34			1.47		
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.44	1.45	1.42	1.41	1.42	1.44	1.41	1.47	1.43	1.47	1.42	1.43			1.47		
Dist: Min Free Cl2 Resid - Distribution System (mg/L)	0.6	0.51	0.52	0.51	0.5	0.54	0.5	0.46	0.4	0.54						0.4	
Dist: Max Free Cl2 Resid - Distribution System (mg/L)	1.29	1.41	1.21	1.15	1.16	1.22	1.28	1.14	1.28	1.26					1.41		
Bacti Samples Collected:																	
Raw Bacti: # of samples - Well #1	4	4	5	4	4	5	4	4	5	4	4	5	52				
Raw Bacti: # of samples - Well #2	4	4	5	4	4	5	4	4	2	4	4	5	49				
Raw Bacti: # of samples - Well #3	4	4	5	4	4	5	4	4	5	4	4	5	52				
Treated Bacti: # of samples - Treated Water #1	4	4	5	4	4	5	4	4	5	4	4	5	52				
Treated Bacti: # of samples - Treated Water #2	4	4	5	4	4	5	4	4	2	4	4	5	49				
Treated Bacti: # of samples - Treated Water #3	4	4	5	4	4	5	4	4	5	4	4	5	52				
Dist Bacti: # of samples - Distribution System	16	16	20	16	16	20	16	17	20	16	16	20	209				
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0				
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0				
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0				



MINUTES Regular Council

March 9, 2021

6:00pm

Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
Sarah Andrews, Library CEO
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
André Morin, Director of Corporate Services / Treasurer

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Edney requested that the agenda be amended to include item 10.1, National Day of Observance.

Councillor Craigmile requested that agenda item 10.2, COVID vaccine booking update, be added to the agenda.

Resolution 2021-03-09-01

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the March 9, 2021 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

In advance of the meeting, the following question was submitted by Paul Payette of Thamesview Crescent, St. Marys.

With the construction of houses on Emily Street, there has become a drainage problem on the north side of the trestle underpass. In the winter there have been many days where the roadway is iced over due to runoff from the area of the new builds. The surrounding roads will be clear of snow and ice. This causes a hazard for road users especially under the trestle. My question is, is this being addressed for remediation.

In response to Mr. Payette's question, Jed Kelly stated that at times when the roadway experiences additional runoff is aligned with times when debris litters the gutter. Town staff are aware of the situation and monitor it closely.

In advance of the meeting, the following questions were submitted by Frank Doyle of St. Marys Independent.

1. I know Mayor Strathdee has been working on the Service Ontario situation. What seems to be the main stumbling block in not finding someone to run it?
2. Is the Town working with the Health Unit as far as location(s) for vaccinations or is it the Health Unit who decides on the whole process? Will the Town be updating the latest developments either by press releases or the website or both?

In response to Mr. Doyle's first question, Mayor Strathdee stated that he has correspondence with the Province related to acquiring a service provider, but there have been no commitments to date. There may be an answer from the province coming later in March.

In response to Mr. Doyle's second question, Brent Kittmer stated that the Town's Community Emergency Management Coordinator has been advocating for St. Marys to be the location for vaccine clinics and has worked with Huron Perth

Public Health to coordinate the first clinic last Friday, March 5. Staff are anticipating future dates with more information to follow once know.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 #StrongAsStone Recognition

Council acknowledged the following #StrongAsStone nominees and thanked them for their contribution to the community:

- Missy Little and Gunther
- Monica, Dayna and Alice Hinz
- Julie Docker - Johnson
- The Widder Street Noisemakers (Julie Docker - Johnson, Jo-Anne and Alan Lounds, Dianne and Casey Downing, Brian Boyd, Deb Fletcher, Harold Levy and Tim O'Connor)
- Ted Mahoney
- Christa Royal

6. ACCEPTANCE OF MINUTES

6.1 Strategic Priorities Committee - February 16, 2021

Resolution 2021-03-09-02

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the February 16, 2021 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.1.1 Developer Roundtable

Resolution 2021-03-09-03

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT staff report back to Council with solutions for the gaps identified during the Developer Round Table with Council.

CARRIED

6.1.2 Business Grant Reconsiderations

Resolution 2021-03-09-04

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT a further \$4,400 be allocated to the Town business grant program (intake 1), for a total of \$54,400.

CARRIED

6.2 Regular Council - February 23, 2021

Resolution 2021-03-09-05

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the February 23, 2021 Regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Township of Perth South re: Working Groups to Better Focus Conservation Authorities

Resolution 2021-03-09-06

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the correspondence from the Township of Perth South regarding working groups to better focus conservation authorities be received.

CARRIED

7.2 Minister of Municipal Affairs and Housing re: 2021 COVID-19 Recovery Funding for Municipalities program

Resolution 2021-03-09-07

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT the correspondence from the Minister of Municipal Affairs and Housing regarding the 2021 COVID-19 Recovery Funding for Municipalities program be received; and

THAT Council authorize the Treasurer to sign and return the correspondence to the applicable ministry.

CARRIED

7.3 Minister of Transportation re: Safe Restart Agreement Funding Phase 3

Resolution 2021-03-09-08

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the correspondence from the Minister of Transportation regarding the Safe Restart Agreement Funding Phase 3 be received; and

THAT Council authorize the Treasurer to sign and return the correspondence to the applicable ministry.

CARRIED

7.4 Fire Marshal re: Fire Training

Resolution 2021-03-09-09

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the correspondence from the Fire Marshal regarding fire training be received.

CARRIED

7.5 Rob Staffen re: Pyramid Recreation Centre Sports Wall of Fame

Resolution 2021-03-09-10

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the correspondence from Rob Staffen regarding the Pyramid Recreation Centre Sports Wall of Fame be received; and

THAT Council refer the proposal for a Pyramid Recreation Centre “Wall of Fame” to the Recreation and Leisure Advisory Committee for review and recommendation to Council.

CARRIED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 08-2021 Youth Council Terms of Reference

Jenna McCartney presented ADMIN 08-2021 report.

Resolution 2021-03-09-11

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT ADMIN 08-2021 Youth Council Terms of Reference report be received; and

THAT Council consider By-Law 23-2021 for the establishment of the Youth Council for the Town of St. Marys.

CARRIED

8.2 Community Services

8.2.1 DCS 07-2021 Municipal Register of Non-Designated Heritage Properties Update

Amy Cubberley presented DCS 07-2021 report.

Resolution 2021-03-09-12

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT DCS 07-2021 Municipal Register of Non-Designated Heritage Properties Update be received; and

THAT Council direct staff to add the following properties to the Municipal Register of Non-Designated Heritage Properties:

- 524 Elgin Street West
- 99 Water Street North
- 100 Wellington Street North
- 145 Church Street North
- 158 King Street North
- 202 Widder Street East
- 24 Robinson Street

- 140 Emily Street
- 81 Wellington Street North
- 338 Elizabeth Street
- 403 Queen Street East
- 164 Wellington Street South; and

THAT Council consider By-law 27-2021, being a by-law to amend 13-2018 that established the list of non-designated properties of cultural heritage value.

CARRIED

8.3 Corporate Services

8.3.1 COR 15-2021 Business Grants – Phase 2

André Morin presented COR 15-2021 report.

Resolution 2021-03-09-13

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT COR 15-2021 Business Grants – Phase 2 report be received; and

THAT Council confirm the following members of the selection committee for the Business Grant – Phase 2:

Councillor Tony Winter

Andre Morin, Director of Corporate Services

Kelly Deeks-Johnson, Tourism and Economic Development Manager

Amy Cubberley, Cultural Services Supervisor

Councillor Jim Craigmile

CARRIED

8.4 Public Works

8.4.1 PW 17-2021 Flower Watering Contract for 2021

Jed Kelly presented PW 17-2021 report.

Resolution 2021-03-09-14

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT PW 17-2021 Flower Watering Contract for 2021 be received;
and

THAT Council approve a one-year contract extension with St. Marys Landscaping Ltd. to water Town flower beds, urns and hanging baskets for 2021 as per Attachment A; and,

THAT Council consider By-law 25-2021 for the contract extension and authorize the Mayor and Clerk to sign the associated agreement.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Each Councillor presented an update on recent meetings of Committee's and Boards.

Resolution 2021-03-09-15

Moved By Councillor Luna

Seconded By Councillor Craigmile

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

CARRIED

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

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

9.1.4 Huron Perth Public Health - Coun. Luna

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

9.1.6 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

- 9.2.2 Business Economic Support and Recovery Task Force - Mayor Strathdee, Coun. Edney**
- 9.2.3 Business Improvement Area - Coun. Winter**
- 9.2.4 CBHFM - Coun. Edney**
- 9.2.5 Committee of Adjustment**
- 9.2.6 Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee**
- 9.2.7 Green Committee - Coun. Pridham**
- 9.2.8 Heritage Advisory Committee - Coun. Pridham**
- 9.2.9 Huron Perth Healthcare Local Advisory Committee - Coun. Luna**
- 9.2.10 Museum Advisory Committee - Coun. Hainer**
- 9.2.11 Planning Advisory Committee - Coun. Craigmile, Hainer**
- 9.2.12 Recreation and Leisure Advisory Committee - Coun. Pridham**
- 9.2.13 Senior Services Advisory Committee - Coun. Winter**
- 9.2.14 St. Marys Lincolns Board - Coun. Craigmile**
- 9.2.15 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter**
- 9.2.16 Youth Council - Coun. Edney**

10. EMERGENT OR UNFINISHED BUSINESS

10.1 National Day of Observance - March 11

Councillor Edney stated that the Prime Minister has recognized March 11, 2021 to be a National Day of Observance to commemorate the more than 22,000 Canadians who have lost their lives to COVID-19.

Council requested that staff communicate with the public that the Church Street Library stairs be available as a place to lay items.

Resolution 2021-03-09-16

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Council hereby recognizes Thursday, March 11, 2021 as the National Day of Observance in the Town of St. Marys to commemorate the more than 22,000 Canadians who have lost their lives to COVID-19.

CARRIED

10.2 COVID-19 Vaccine Clinics

Stephanie Ische stated that the Community Services department in conjunction with the Public Library are supporting Huron Perth Public Health with vaccine clinic bookings. Ms. Ische stated that St. Marys has opened a call center available to the public should there be a need for assistance with booking a vaccine clinic appointment.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2021-03-09-17

Moved By Councillor Luna

Seconded By Councillor Edney

THAT By-Laws 23-2021, 25-2021, 26-2021 and 27-2021 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

12.1 By-Law 23-2021 Amend By-Law 72-2019 Establishing Boards and Committees of Council

12.2 By-Law 25-2021 Agreement with St. Marys Landscaping Ltd.

12.3 By-Law 26-2021 Authorize Restrictive Covenant and Option to Purchase for 481 Water Street South

12.4 By-Law 27-2021 To amend 13-2018 that established the non-designated heritage properties

13. UPCOMING MEETINGS

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

Council took a brief break at 7:35 pm.

Mayor Strathdee called the meeting back to order at 7:42 pm.

14. CLOSED SESSION

Resolution 2021-03-09-18

Moved By Councillor Winter

Seconded By Councillor Luna

THAT Council move into a session that is closed to the public at 7:42 pm as authorized under the *Municipal Act*, Section 239(2)(a) the security of the property of the municipality or local board, (b) personal matters about an identifiable individual, including municipal or local board employees, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

14.1 Minutes - CLOSED SESSION

14.2 Correspondence

14.2.1 City of Stratford re: Dispatch Services

14.3 ADMIN 09-2021 CONFIDENTIAL Appointment to Committee of Council

14.4 ADMIN 10-2021 CONFIDENTIAL Request to Purchase Town Owned Land

15. RISE AND REPORT

Resolution 2021-03-09-19

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT Council rise from a closed session at 8:12 pm.

CARRIED

Mayor Strathdee reported that a closed session was held with three matters being discussed. Staff was given direction related to the request to purchase town owned lands.

Council will now consider a resolution related to the youth council appointment.

15.1 By-Law 24-2021 Appointment to the Youth Council

Resolution 2021-03-09-20

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT By-Law 24-2021 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

16. CONFIRMATORY BY-LAW

Resolution 2021-03-09-21

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT By-Law 28-2021, being a by-law to confirm the proceedings of March 9, 2021 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

17. ADJOURNMENT

Resolution 2021-03-09-22

Moved By Councillor Winter

Seconded By Councillor Luna

THAT this regular meeting of Council adjourns at 8:14 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

March 16, 2021
11:00 am
Town Hall, Council Chambers

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

Council Absent: Councillor Hainer

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk

1. CALL TO ORDER

Mayor Strathdee called the meeting to order at 10:57 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-SC-03-16-01

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the March 16, 2021 special meeting of Council agenda be accepted as presented.

CARRIED

4. SPECIAL MATTERS OF COUNCIL

4.1 Safe Restart Agreement with Minister of Transportation

4.1.1 By-law 29-2021 Authorize Agreement with Minister of Transportation

Resolution 2021-SC-03-16-02

Moved By Councillor Edney

Seconded By Councillor Luna

THAT By-Law 29-2021 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

5. CLOSED SESSION

Resolution 2021-SC-03-16-03

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 10:58 am as authorized under the *Municipal Act*, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

5.1 CAO Verbal Update - 151 Water Street North LPAT Hearing

5.2 665 James Street North, St. Marys LPAT Appeal Direction

6. RISE AND REPORT

Resolution 2021-SC-03-16-04

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT Council rise from a closed session at 11:22 am.

CARRIED

Mayor Strathdee reported that a closed session was held with two matters being discussed. There is nothing further to report regarding the verbal update for 151 Water Street North. Council will now consider a resolution related to the 665 James Street North appeal direction.

Resolution 2021-SC-03-16-05

Moved By Councillor Edney

Seconded By Councillor Luna

THAT By-Law 30-2021 regarding a delegation of authority to the Chief Administrative Officer be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CONFIRMING BY-LAW

Resolution 2021-SC-03-16-06

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT By-Law 31-2021, being a by-law to confirm the proceedings of the March 16, 2021 special meeting of Council, 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

8. ADJOURNMENT

Resolution 2021-SC-03-16-07

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT this special meeting of Council adjourns at 11:24 am.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

Ministry of the Solicitor General

**Office of the Fire Marshal and
Emergency Management**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

**Bureau du commissaire des incendies et
de la gestion des situations d'urgence**

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143



MEMORANDUM TO: Mayor Al Strathdee
CAO Brent Kittmer
Clerk Jenna McCartney
Fire Chief Richard Anderson

FROM: Jon Pegg
Ontario Fire Marshal

DATE: March 11th, 2021

SUBJECT: Fire Safety Grant Announcement

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Town of St. Marys is eligible to receive up to **\$6,300.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding

the grant may not have time to proceed to municipal council for approval within the timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at ofm@ontario.ca. If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg
Ontario Fire Marshal

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	23 March 2021
Subject:	PW 25-2021 March Monthly Report (Public Works)

RECOMMENDATION

THAT PW 25-2021 March Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - Review and make recommendations on establishing a new natural area and amending the tree donation policy
- Staff attended the Ontario Good Roads Conference at the end of February. The conference provided a range of sessions that are applicable to strategic projects (including vision zero) and day to day public works operations – implementation of some ideas will be coming in the next few months
- Traffic and Parking
 - Ramping up targeted enforcement activities with the Clerks Department and Stratford Police for parking on municipal roadways and parking lots
 - Staff will be seeking a second amendment to the traffic by-law in April to address on-going issues.
- Procurement – general housekeeping as operations shift to Spring works (update agreements, insurance etc.)
- City Wide Work Order Training
 - Internal training has been completed, and standard work processes for resident requests are being created to ensure consistency of application.
- Asset Management
 - Year-end entries and database updates underway
 - Parks staff working on GIS survey of trail signage & features
- Public Works Newsletter to be distributed at the end of March or beginning of April
 - Newsletter will include information related to the revised leaf and yard waste and municipal household hazardous waste program deliveries, how to remove gypsy moths from trees, and updates on parking restrictions.

Water & Waste Water

- Two (2) large watermain breaks have been repaired
- Sanitary sewer flushing of Ridgewood Crescent has been completed
- “Run water” notices issued to prevent frozen services – turn off notices not issued

Solid Waste Collection, Management & Landfill

- Newsletter being released to provide information related to service delivery changes
- MHSW Depot events have been scheduled at the Municipal Operations Centre between 8:00 AM and 12:00 PM for the following dates:
 - Saturday, April 10
 - Saturday, July 24
 - Saturday, October 23

Public Works Operations (Roads & Sidewalks)

- As per the Ontario Minimum Maintenance Standards, the winter maintenance period ends on April 30. The Town’s winter maintenance fleet will remain prepared to be deployed until that date.
- Ramping up operations to prepare for spring – sweepers are being deployed to sweep the sidewalks, roads and parking lots to remove winter debris.
- Sod repairs will begin in April. Locations are being tracked in City Wide.
 - Department is reviewing its operations to hopefully reduce the number of repairs required for the 2021-2022 winter season.
- Elgin St. Parking Lot – (Canadian Tire – Foodland)
 - Working with Plaza owner to match / replace parking lot lighting to match fixtures in private plaza parking areas
 - Town fixtures remain connected to Plaza hydro until alternate hydro service can be arranged.

Parks, Trails, Tree Management, Flowers, & Cemetery

- Tree management is ongoing; significant removal pending at the Arthur Meighen Park (tree is cracked and a potential liability)
- Trail network – as weather permits, Park Operators are completing an inventory of trail amenities (signs, garbage cans, etc.) that is geographically tagged in the GIS. The data collection is supporting the Active Transportation Master Planning project.
- Flowers – materials ordered, and watering contract finalized for 2021
- Natural Areas:
 - Wildflower Meadow: materials on hold at the nursery, and application for funding submitted to TD Friends of the Environment Foundation
 - Design of Southvale Park naturalization project (using donation funds) – Report to Council first Council meeting in April
 - UTRCA is providing the materials and technical expertise
 - Multi-Year project approval report to council Spring 2021
- Working with Community Services Department to review childcare turf options
- Jointly working with the Friendship Centre to offer garden plots at the Cemetery (Public Works to prepare the lands, and Friendship Centre administering the program)

Parks Service Levels for 2021

- The Public Works Department has been reviewing the operations and administration of parks in St. Marys:
 - For 2021, the Town will not be accepting private bookings for locations like pavilions or general use of the park. Parks will be used based on a first come, first served basis.
 - Arrangements will be required should large community events such as Summerfest or Teddy Bear Picnic proceed with a staff report to Council seeking approval.
 - An update to the Town's Parks By-law is needed, and scheduled for 2022, these updates will be included in the new by-law.
 - Portable Toilets will not be deployed in 2021 as the Department does not have the resources to ensure that the toilets are cleaned twice per day (as per the standards set for public washrooms)
 - Picnic Tables will be deployed to public spaces in April. At the request of a community group, 5 picnic tables have been added to a pavilion at Milt Dunnell Field.
 - Staff restoring / refurbishing picnic tables in anticipation for use with COVID requirements
 - Parks Operators are being trained on how to inspect Playgrounds, and formal inspections will begin at the beginning of April

Capital Projects & Engineering

- Investigating 2021 pavement preservation plan with neighboring municipalities to determine if a joint tender is possible
- Working with Thames Crest Farms contractor regarding construction details
- Internal Asset Management group work continuing
- Water Street Bridge
 - February 24 an overweight bus crossed the Water St. Bridge. Staff had structural engineer review to ensure there were no signs of structural damage. Engineer confirmed there were no signs of damage other than the overhead height restriction cross bar which needed to be replaced but is not structural.
- James Street North Water Main
 - Traffic Control Plan: modified to avoid long detours around Emily Street. Automated flagging with single lane closure method will be used instead of Emily Street detour. Short duration road closures will be required when sanitary sewer and catch basin connections are made on James Street (anticipated late April). Glass Street between James and Emily will be closed for an extended duration as it is reconstructed, and underground infrastructure is installed to service new lots. No schedule but anticipate late April/early May for this work.

SPENDING AND VARIANCE ANALYSIS

Waste Water

- Pump failure at Robinson Street SPS
 - Pump replaced with spare pump and a new pump has been ordered
- 1 of 3 main sewage pumps at WPCP failed
- Repairs funded through operational accounts, potential for year-end variance
- Pump rebuilt and normal pump capacity has been restored.

REVIEWED BY

Recommended by the Department



Jed Kelly

Director of Public Works

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	23 March 2021
Subject:	PW 18-2021 Annual Water Summary Report

PURPOSE

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

RECOMMENDATION

THAT Council receive report PW 18-2021, Annual Water Summary Report as information; and

THAT Council acknowledge receipt of the 2020 Annual Water Summary Report for the Town of St. Marys Water Supply and Distribution System.

BACKGROUND

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

This report presents Council with the Annual Summary report on the drinking water system to satisfy those reporting requirements.

REPORT

The purpose of this report is to advise Council as to the completion of the 2020 Annual Summary Report for the Drinking Water System for the Town of St. Marys. By completing the Annual Summary Report and having it acknowledged by Council prior to March 31st, the Town of St. Marys will be in compliance with the reporting requirements set forth in Ontario Regulation 170/03, regarding the Annual Summary Report.

The 2020 Annual Summary Report contains summary information in accordance with Ministry regulations and includes summary and statistical data relevant to water quality, flow rates and water quantity. Comparative data and other pertinent information are also provided for Council's insight as the registered "owner" of the Drinking Water System.

A copy of the 2020 Annual Summary Report is attached to this report for reference.

FINANCIAL IMPLICATIONS

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

SUMMARY

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

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

ATTACHMENTS

1. 2020 Annual Summary Report on the Drinking Water System

REVIEWED BY

Recommended by the Department

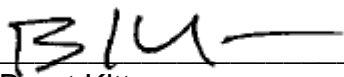


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



THE CORPORATION OF THE TOWN OF ST. MARYS

2020 SUMMARY REPORT FOR THE DRINKING WATER SYSTEM

MUNICIPAL DRINKING WATER SYSTEM NO. 220000521



Report Prepared for the:

Reporting Period of January 1, 2020 through December 31, 2020

Report Prepared By:

Adam McClure, Senior Operations Manager

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

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 INTRODUCTION.....	1
1.1 BACKGROUND / OVERVIEW	1
1.2 LEGISLATED REQUIREMENTS	1
1.3 ANNUAL REPORTING REQUIREMENTS	2
2.0 DESCRIPTION OF WATER WORKS	4
2.1 OVERVIEW.....	4
2.2 MUNICIPAL WELLS	4
2.2.1 WELL NO. 1.....	4
2.2.2 WELL NO. 2A.....	6
2.2.3 WELL NO. 3.....	7
2.3 ELEVATED WATER STORAGE FACILITY.....	8
2.4 JAMES STREET BOOSTER STATION.....	8
2.5 DISTRIBUTION SYSTEM	8
3.0 ANNUAL DATA SUMMARY FOR 2020.....	9
3.1 FLOW DATA.....	9
3.1.1 DAILY FLOW RATES	9
3.1.2 DAILY WATER TAKING	9
3.2 REGULATORY SAMPLE RESULTS SUMMARY.....	10
3.2.1 MICROBIOLOGICAL TESTING	10
3.3 ADVERSE TEST RESULTS.....	11
3.3.1 SODIUM.....	11
3.4 TREATMENT CHEMICALS.....	12
4.0 SYSTEM FAILURES AND CORRECTIONS	13
4.1 SUMMARY OF NON-COMPLIANCE ITEMS	13
5.0 COMMUNITY LEAD TESTING PROGRAM	14

TABLES:

Table 1 – Flow Rate Summaries

Table 2 – Annual Flow Report

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

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

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

APPENDICIES:

Appendix A: 2020 Annual Drinking Water Report

1.0 INTRODUCTION

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

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

1.1 BACKGROUND / OVERVIEW

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

The St. Marys Drinking Water System operates under a Municipal Drinking Water Licence (No. 056-101, issued October 10, 2019), Drinking Water Works Permit (No. 056-201, issued October 10, 2019) and a Permit to Take Water (PTTW) (No. 5303-AASQEC, issued June 29, 2016).

1.2 LEGISLATED REQUIREMENTS

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

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

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

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

1.3 ANNUAL REPORTING REQUIREMENTS

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

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

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

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

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

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

2.0 DESCRIPTION OF WATER WORKS

2.1 OVERVIEW

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

2.2 MUNICIPAL WELLS

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

2.2.1 WELL NO. 1

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

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

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

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

Well No. 1 Component Appurtenances

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

- A 406 millimetre (mm) diameter, 45.5 m deep drilled groundwater production well is located east of the intersection of Timms Lane and St. George Street, immediately south of Trout Creek (NAD83: UTM Zone 17: 0489966 m East, 4789866 m North). The well is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to-waste functionality. It is rated at a maximum flow of 3,600 litres per minute (L/min), with a 200 mm discharge line connected to the well pump header in the Pumphouse described below;
- A well Pumphouse, housing Well No. 1 and the following disinfection and control facilities, including:
 - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves, and raw water and treated water sampling tap;
 - A 100 mm line to waste;
 - A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system
- A disinfection facility located approximately 20 m north of the well Pumphouse (inside former reservoir building), housing disinfection and control facilities including:
 - One (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength complete with well pump shutdown on lamp failure;
 - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one dual cylinder scale, one chlorine booster pump, and duplex automatic switchover regulator;
 - 78 m of 600 mm diameter watermain, followed by 26 m of 300 mm diameter watermain to provide chlorine contact prior to first customer;

2.2.2 WELL NO. 2A

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

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

Well No. 2A Component Appurtenances

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

- A 305 mm diameter, 44.5 m deep drilled groundwater production well located between the Wellington and Water Street Right-of-Ways (ROWs), north of the Queen Street ROW and immediately south of the Trout Creek watercourse (NAD 83: UTM Zone 17: 0488390 m East, 4789710 m North). Well No. 2A is equipped with a line-shaft type vertical turbine well pump, rated at 3,636 L/min at 89.2 m Total Dynamic Head (TDH), with a 200 mm discharge line connected to the well pump header in the Pumphouse described below.
- A well Pumphouse, housing disinfection and control facilities including:
 - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves, and raw and treated water sampling tap;
 - A 100 mm line to waste;
 - A gas chlorination disinfection system, consisting of one dual cylinder scale, one chlorine booster pump, one chlorine regulator, rated at 22.7 kg/day with feed line discharging into the common well pump header in the Pumphouse, and one continuous chlorine residual analyzer;
 - One ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength complete with pump shutdown on lamp failure;
 - A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system.
 - 79 metres of 600 mm diameter watermain to provide chlorine contact time prior to the first customer.

2.2.3 WELL NO. 3

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

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

Well No. 3 Component Appurtenances

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

- A well Pumphouse, housing disinfection and control facilities including:
 - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves and raw water and treated water sampling taps;
 - A 200 mm discharge to waste line with pressure relief valve and orifice plate for flow measurement;
 - One (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength complete with well pump shut down on lamp failure;
 - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one (1) dual cylinder scale, one (1) chlorine booster pump and duplex automatic switchover regulator;

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

2.3 ELEVATED WATER STORAGE FACILITY

The St. Marys elevated water storage facility is located on the Southern side of the Victoria Street Right-Of-Way (ROW), approximately 250 m west of James Street South in the Town of St. Marys, Ontario. It has a storage capacity of 1,820 cubic meters (m³) and was constructed in 1986 and put into service in 1987. The static water head from the ground level to the overflow is 37.9 m. The facility includes a valve chamber, yard piping and tele-metering control system.

2.4 RESERVOIR PUMPING STATION

A ground level reservoir and booster pumping station was completed in 2019 to add an additional 1,600 m³ of water storage to the system. The reservoir is located next to the existing Well #1.

2.5 JAMES STREET BOOSTER STATION

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

2.6 DISTRIBUTION SYSTEM

The distribution system has been constructed with a combination of materials including ductile iron (main material), cast iron, small amounts of asbestos cement piping, and more recently, polyvinyl chloride (PVC) pipe. There are approximately 2,845 residential connections, 33 industrial / institutional connections and 187 commercial connections on the system which serves approximately 7,200 individuals.

3.0 ANNUAL DATA SUMMARY FOR 2020

3.1 FLOW DATA

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

3.1.1 DAILY FLOW RATES

In accordance with Permit to Take Water (PTTW) No. 5303-AASQEC, Section 3.0, the Town of St. Marys drinking water system did not exceed the rated capacity for the maximum flow rates into the treatment system, trains or stages set out at 3,600 Litres per minute (L/min) for 2020

3.1.2 DAILY WATER TAKING

In accordance with PTTW No. 5303-AASQEC, Condition 3.2, Table A, the Town of St. Marys Drinking Water System shall not be operated to exceed the rated capacity of 5,184 cubic metres per day (m³/day) per well. The maximum total combined taking from any combination of Well No 1, 2A and 3 shall not exceed 10,368 m³/day. The quantity of water which was supplied both combined and individually during the 2020 reporting period remained below the terms and conditions of the PTTW provision.

	Well #1	Well #2A	Well #3	Total
Maximum Daily Flow allowed (m ³ /day)	5184.0	5184.0	5184.0	10,368.0
Maximum Daily Flow (m ³)	3,433.02	3,452.86	3,422.93	5579.19
% of Daily Volume	66.2%	66.6%	66%	53.8%
Annual Average (m ³)	1111.21	1019.18	1085.50	3215.88
% of Maximum Allowed	21.4%	19.7%	20.9%	31.0%
Total Annual Flow for 2020 (m ³)	407,291.28	372,687.77	397,535.89	1,177,514.94
Total Annual Flow for 2019 (m ³)	368,459.86	419,958.3	348,693.34	1,106,989.17
Total Annual Flow for 2018 (m ³)	298,249.50	397,745.90	368,824.40	1,064,819.75

The maximum combined daily volume for the calendar year of 2020 was 5579.19 m³/day on July 8th. This represents approximately 53.8% of the maximum combined allowable usage (10,368 m³/day for the Town of St. Marys.

A summary representation of the maximum and average daily and combined flows per well may be referenced in Table 1 for the 2020 calendar year.

3.2 REGULATORY SAMPLE RESULTS SUMMARY

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

3.2.1 MICROBIOLOGICAL TESTING

Microbiological testing is conducted under Schedule 10 of O.Reg. 170/03. The following is a summary of testing completed during the 2020 reporting period. A copy of the Annual Report may be referenced in Appendix A.

OCWA collected 153 raw water samples in 2020 and of those 153 samples, E. Coli was reported to range from 0 – 0 Colony Forming Unit (CFUs) per 100 ml. Total Coliform was reported to range from 0 – 173 cfu/100ml. Raw water samples are collected by OCWA to assess source water quality and results indicated above are for water which had not be subjected to disinfection applications.

OCWA also collected 153 treated samples in 2020. Of those samples collected and analyzed, E. Coli and Total Coliforms were not reported in any of the treated samples. OCWA also obtains treated water samples for Heterotrophic Plate Count (HPC) analysis. Results reported in 2020 indicated a range from 0 – 10 cfu/100ml. HPC analysis is an indicator test completed by SGS London Laboratories for water quality purposes, and is not utilized for water safety.

In addition, OCWA also collected 209 distribution samples in 2020. Of those samples collected and analyzed, E. Coli and Total Coliforms were not reported in any of the distribution samples. OCWA also obtains distribution water samples for Heterotrophic Plate Count (HPC) analysis. Results reported in 2020 indicated a range from less than 0 – 10 cfu/1ml.

A summary review of microbiological testing for the 2020 calendar year may be referenced in Appendix A in the Annual Report.

3.3 ADVERSE TEST RESULTS

In accordance with Schedule 16 of O.Reg. 170/03, all required notifications of adverse water quality incidents were provided to the Spills Action Centre (SAC) and to the Medical Officer of Health (MOH). In 2020, there were 3 adverse water quality or potential issues reported; these issues were all related to naturally occurring Sodium found in each well.

3.3.1 SODIUM

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

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

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

The latest available analytical results for sodium were conducted in January 2020. The results indicated that sodium concentrations ranged from 27.5 mg/L to 54 mg/L and are consistent with historical sampling.

3.4 DISINFECTION CHEMICALS

The Town of St. Marys employs a two stage primary disinfection process consisting of UV light (UV reactor's 254nm – equivalent UV pass through dose of at least 40 mJ/cm²) combined with chemical disinfection so as to provide an overall 4.0 log inactivation of viruses.

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

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

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

A summary of chlorine gas (Cl₂) used during both the primary and secondary processes for Well No. 1, 2A and 3 may be referenced in Tables 3, 4 and 5, respectively. In addition, average water level and monthly precipitation data are included. Also detailed in the tables is the approximate volume (cubic metres) of water which is being produced per kg of chlorine within the treatment and distribution system.

4.0 SYSTEM FAILURES AND CORRECTIONS

Every year, the MECP conducts an inspection of the Town of St. Marys Drinking Water System. The MECP conducts on-site inspections of the various components of the municipal water system and reviews system documents and records for the previous year to verify that the Town of St. Marys and OCWA are operating the water system in compliance to MECP regulations.

4.1 SUMMARY OF NON-COMPLIANCE ITEMS

Schedule 22 of Ontario Regulation 170/03 requires that any non-compliance with applicable legislation be discussed in the Summary Report.

The last MECP inspection occurred on July 17, 2020; zero (0) non compliance issues were identified. MECP Inspection report 1-01TDF was received on August 20, 2020; inspection rating was 100%

5.0 COMMUNITY LEAD TESTING PROGRAM

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

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

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

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

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

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



TABLE 1

Flow Rate Summaries

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

From: Jan 1, 2020 to Dec 31, 2020

Works: [220000521]

	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	<-Total-->	<-Avg-->	<-Max-->	<-Min-->	<-Criteria-->
Flows:																	
Raw Flow: Monthly Total - Well #1 (m³)	19326.48	28586.67	33430.41	20281.49	33006.22	32510.99	49573.82	51848.22	46645.33	26097.34	23754.13	42230.18	407291.28				
Raw Flow: Monthly Total - Well #2 (m³)	40545.06	28545.62	37824.74	42213.89	30773.71	38640.3	30532.36	404.13	13012.48	47333.04	40499.25	22363.19	372687.77				
Raw Flow: Monthly Total - Well #3 (m³)	37907.89	27672.84	23895.27	25210.97	33257.63	36331.11	38966.16	50813.28	38022.06	24431.01	31236.18	29791.49	397535.89				
Raw Flow: Monthly Avg - Well #1 (m³/d)	623.43	965.75	1078.4	676.05	1064.72	1083.7	1599.16	1672.52	1554.84	841.85	791.8	1362.26		1111.21			
Raw Flow: Monthly Avg - Well #2 (m³/d)	1307.91	984.33	1220.15	1407.13	992.7	1288.01	984.91	13.04	433.75	1526.87	1349.98	721.39		1019.18			
Raw Flow: Monthly Avg - Well #3 (m³/d)	1222.84	954.24	770.82	840.37	1072.83	1211.04	1256.97	1639.14	1267.4	788.1	1041.21	961.02		1085.5			
Raw Flow: Monthly Max - Well #1 (m³/d)	2667.18	2667.05	3082.45	2698.05	3433.02	2868.21	2731.05	3322	3263.76	2809.68	2871.72	3189.41			3433.02		
Raw Flow: Monthly Max - Well #2 (m³/d)	3082.44	2802.58	3037.44	2958.09	3036.91	3452.86	2746.67	177.26	3117.61	3050.15	2881.5	2263			3452.86		
Raw Flow: Monthly Max - Well #3 (m³/d)	3422.93	2918.94	2696.57	2972.42	3167.64	2597.66	2787.98	3114.95	2884.98	2644.52	3097.81	2977.47			3422.93		
Raw Flow: Monthly Total - Total Raw Flow (m³)	97779.43	84805.13	95150.42	87706.35	97037.56	107482.4	119072.34	103065.63	97679.87	97861.39	95489.56	94384.86	1177514.94				
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	3154.18	2924.31	3069.37	2923.55	3130.24	3582.75	3841.04	3324.7	3256	3156.82	3182.99	3044.67		3215.88			
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	4171.73	3650.08	3835.88	3362.01	4083.33	4199.63	5579.19	3918.54	3772.3	3574.77	3679.4	4236.92			5579.19		
Turbidity:																	
Raw: Max Turbidity - Well #1 (NTU)	0.28	0.55	0.38	0.49	0.33	0.35	0.36	0.39	0.68	0.71	0.34	0.55			0.71		
Raw: Max Turbidity - Well #2 (NTU)	0.33	0.28	0.18	0.35	0.27	0.31	0.38	0.45	0.36	0.22	0.51	0.24			0.51		
Raw: Max Turbidity - Well #3 (NTU)	0.22	0.26	0.19	0.35	0.3	0.35	0.24	0.2	0.33	0.39	0.49	0.39			0.49		
Chemical Parameters:																	
Treated: Max Nitrite - Treated Water #1 (mg/L)	0.004		<	0.003			<	0.003		<	0.003				0.004		
Treated: Max Nitrite - Treated Water #2 (mg/L)	<	0.003		<	0.003		<	0.003		<	0.003			<	0.003		
Treated: Max Nitrite - Treated Water #3 (mg/L)	<	0.003		<	0.003		<	0.003		<	0.003			<	0.003		
Treated: Max Nitrate - Treated Water #1 (mg/L)	2.46			3.74			1.49			0.846					3.74		
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.787			1.22			0.891			0.582					1.22		
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.546			1.21			0.871			0.294					1.21		
Distribution: Max THM - Distribution System (µg/l)	10			23			22			15					23		
Chlorine Residuals:																	
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.91	0.88	1	1.02	0.99	1.07	1.05	1.01	1.09	1.05	1.05	1.02				0.88	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.97	0.92	0.91	1.02	1.01	0.92	0.98	0.9	0.87	1.07	1.05	1.09				0.87	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	1.01	0.93	1.03	1.03	1.07	1.05	1.06	1.13	1.01	0.9	0.95	0.97				0.9	
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.43	1.41	1.81	1.4	1.5	1.53	1.57	1.58	1.45	1.57	1.49	1.39			1.81		
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.33	1.45	1.47	1.37	1.34	1.33	1.32	1.47	1.32	1.4	1.37	1.34			1.47		
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.44	1.45	1.42	1.41	1.42	1.44	1.41	1.47	1.43	1.47	1.42	1.43			1.47		
Dist: Min Free Cl2 Resid - Distribution System (mg/L)	0.6	0.51	0.52	0.51	0.5	0.54	0.5	0.46	0.4	0.54						0.4	
Dist: Max Free Cl2 Resid - Distribution System (mg/L)	1.29	1.41	1.21	1.15	1.16	1.22	1.28	1.14	1.28	1.26					1.41		
Bacti Samples Collected:																	
Raw Bacti: # of samples - Well #1	4	4	5	4	4	5	4	4	5	4	4	5	52				
Raw Bacti: # of samples - Well #2	4	4	5	4	4	5	4	4	2	4	4	5	49				
Raw Bacti: # of samples - Well #3	4	4	5	4	4	5	4	4	5	4	4	5	52				
Treated Bacti: # of samples - Treated Water #1	4	4	5	4	4	5	4	4	5	4	4	5	52				
Treated Bacti: # of samples - Treated Water #2	4	4	5	4	4	5	4	4	2	4	4	5	49				
Treated Bacti: # of samples - Treated Water #3	4	4	5	4	4	5	4	4	5	4	4	5	52				
Dist Bacti: # of samples - Distribution System	16	16	20	16	16	20	16	17	20	16	16	20	209				
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0				
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0				
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0				



TABLE 2

Annual Flow Report

**Ontario Clean Water Agency
St.Marys Drinking Water System**

From: Jan 1, 2020 to Dec 31, 2020

220000521

Facility Works Number:

	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	Total	Avg	Max	Min
Well #1 / Flow - m³/d																
Max OL	2667.18	2667.05	3082.45	2698.05	3433.02	2868.21	2731.05	3322	3263.76	2809.68	2871.72	3189.41			3433.02	
Mean OL	623.43	985.75	1078.4	676.05	1064.72	1083.7	1599.16	1672.52	1554.84	841.85	791.8	1362.26		1112.82		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0
Total OL	19326.48	28586.67	33430.41	20281.49	33006.22	32510.99	49573.82	51848.22	46645.33	26097.34	23754.13	42230.18	407291.3			
Well #1 / Flush to Waste: Total - m³/d																
Total OL	603.79	782.5	767.98	699.01	666.44	598.92	661.82	921.63	731.64	469.23	366.75	779.57	8049.28			
Max OL	101.97	76.1	65.02	63.12	61.89	62.92	73.05	64.89	73.08	42.53	57.82	59.7			101.97	
Mean OL	19.477	26.983	24.774	23.3	21.498	19.964	21.349	29.73	24.388	15.136	12.225	25.147		21.993		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0
Well #2 / Flow - m³/d																
Max OL	3082.44	2802.58	3037.44	2958.09	3036.91	3452.86	2746.67	177.26	3117.61	3050.15	2881.5	2263			3452.86	
Mean OL	1307.91	984.33	1220.15	1407.13	992.7	1288.01	984.91	13.04	433.75	1526.87	1349.98	721.39		1018.27		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0
Total OL	40545.06	28545.62	37824.74	42213.89	30773.71	38640.3	30532.36	404.13	13012.48	47333.04	40499.25	22363.19	372687.8			
Well #2 / Flush to Waste: Total - m³/d																
Total OL	1040.77	1161.55	935.29	1064.3	628.69	514.36	432.44	36.56	96.89	361.53	332.14	240.68	6845.2			
Max OL	70.16	133.04	73.98	81.13	81.04	53.22	69.5	11.09	20.15	25.16	45.27	24.14			133.04	
Mean OL	33.573	40.053	30.171	35.477	20.28	17.145	13.95	1.179	3.23	11.662	11.071	7.764		18.703		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0
Well #3 / Flow - m³/d																
Max OL	3422.93	2918.94	2696.57	2972.42	3167.64	2597.66	2787.98	3114.95	2884.98	2644.52	3097.81	2977.47			3422.93	
Mean OL	1222.84	954.24	770.82	840.37	1072.83	1211.04	1256.97	1639.14	1267.4	788.1	1041.21	961.02		1086.16		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0
Total OL	37907.89	27672.84	23895.27	25210.97	33257.63	36331.11	38966.16	50813.28	38022.06	24431.01	31236.18	29791.49	397535.9			
Well #3 / Flush to Waste: Total - m³/d																
Total OL	214.2	359.06	267.41	299.82	81.35	115.12	199.1	152.17	120.24	167.49	46.1	85.86	2107.92			
Max OL	19.11	36.25	33.18	27.23	10.68	23.19	22.16	12.03	26.07	42.39	7.02	29.18			42.39	
Mean OL	6.91	12.381	8.626	9.994	2.624	3.837	6.423	4.909	4.008	5.403	1.537	2.77		5.759		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0

TABLE 3

Chlorine Gas Summary and Flow Well #1

TABLE 3
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1
JANUARY 1 - DECEMBER 31, 2020

PAGE 1 OF 3

Month	Total Flow (Treated) (m ³)	Cl ₂ Used (Kgs)	m3 produced per kg/Cl ₂	Avg. Cl ₂ Feed Rate (kg/day)	Avg. Cl ₂ Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	19,326.48	30.0	644.22	8.1	1.18	41.6	53.3	119.5
February	28,586.67	49.2	581.03	9.4	1.17	39.5	39.1	53.6
March	33,430.41	53.8	621.38	10.3	1.27	42.9	50.1	66.9
April	20,281.49	33.0	614.59	8.1	1.24	41.1	49.5	34.9
May	33,006.22	51.3	643.40	8.0	1.23	46.5	51.0	30.8
June	32,510.99	64.0	507.98	7.8	1.31	51.1	59.9	45.1
July	49,573.82	81.0	612.02	7.8	1.35	63.5	67.6	34.0
August	51,848.22	90.0	576.09	7.7	1.34	62.5	69.0	79.7
September	46,645.33	81.0	575.87	7.4	1.34	66.9	73.0	72.0
October	26,097.34	43.0	606.91	7.4	1.31	66.5	65.5	55.7
November	23,754.13	34.0	698.65	7.0	1.27	59.8	62.9	54.4
December	42,230.18	64.0	659.85	6.9	1.25	54.8	62.2	49.5
Minimum	19,326.48	30.0	507.98	6.9	1.17	39.5	39.1	30.8
Maximum	51,848.22	90.0	698.65	10.3	1.35	66.9	73.0	119.5
Average	33,940.94	56.2	611.83	8.0	1.27	53.1	58.6	58.0
Totals	407,291.28	674.3						1060.0

NOTES:

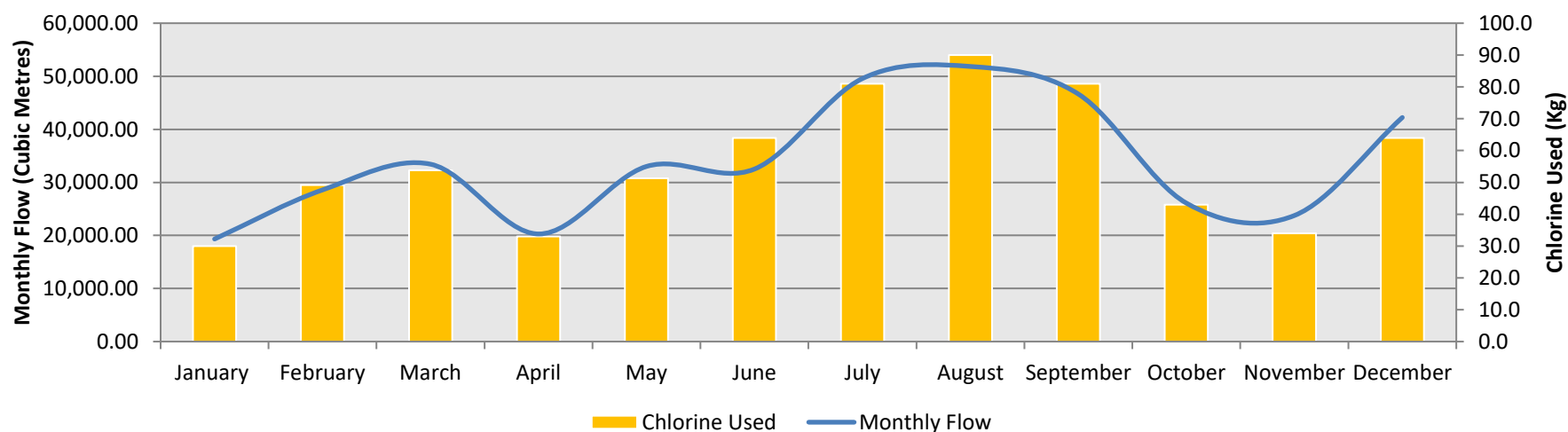
- m³ - Cubic Metres
- Cl₂ - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre

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

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	19,326.48	28,586.67	33,430.41	20,281.49	33,006.22	32,510.99	49,573.82	51,848.22	46,645.33	26,097.34	23,754.13	42,230.18
Cl₂ Used	30.0	49.2	53.8	33.0	51.3	64.0	81.0	90.0	81.0	43.0	34.0	64.0

2020 Chlorine Usage and Flow
St. Marys Well No. 1



NOTES:

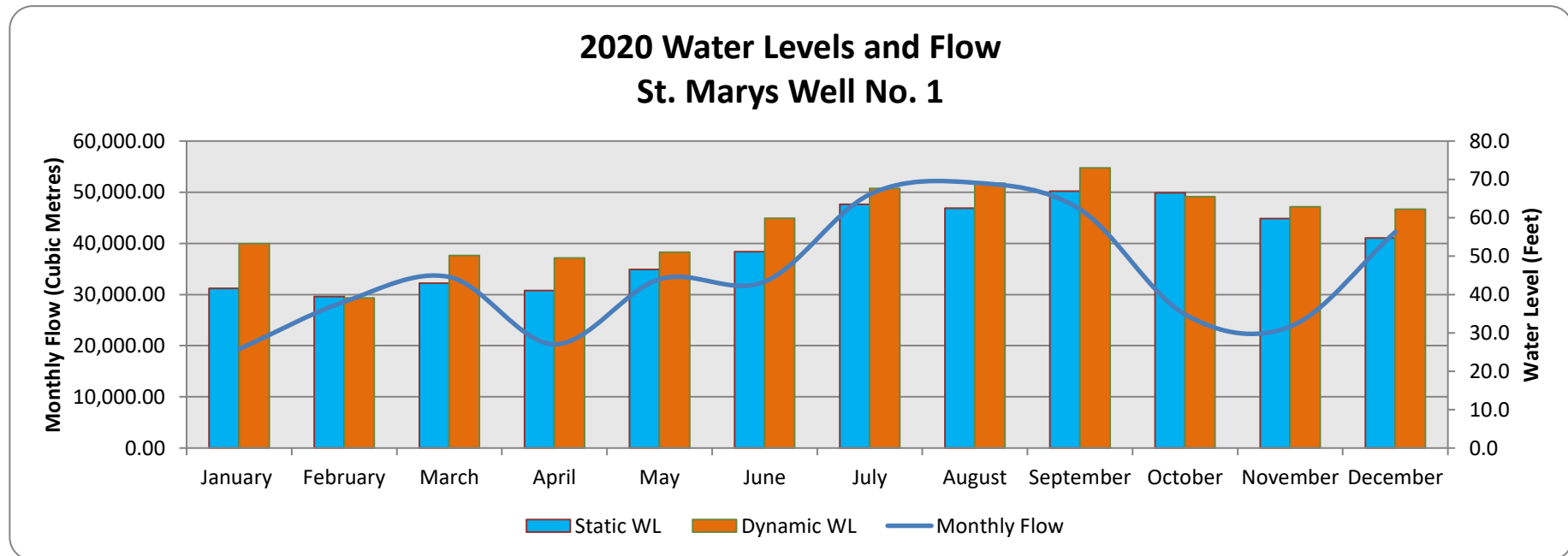
Monthly Flow - Total flow volume from the well as recorded by the flow meter

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

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

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	19,326.48	28,586.67	33,430.41	20,281.49	33,006.22	32,510.99	49,573.82	51,848.22	46,645.33	26,097.34	23,754.13	42,230.18
Static Level	41.6	39.5	42.9	41.1	46.5	51.1	63.5	62.5	66.9	66.5	59.8	54.8
Dynamic Level	53.3	39.1	50.1	49.5	51.0	59.9	67.6	69.0	73.0	65.5	62.9	62.2



NOTES:

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

TABLE 4

Chlorine Gas Summary and Flow Well #2A

TABLE 4
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A
JANUARY 1 - DECEMBER 31, 2020

PAGE 1 OF 3

Month	Total Flow (Treated) (m ³)	Cl ₂ Used (Kgs)	m ³ produced per Kg/cl ₂	Avg. Cl ₂ Feed Rate (kg/day)	Avg. Cl ₂ Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	40,545.06	64.0	633.91	7.4	1.11	43.0	52.6	119.5
February	28,545.62	49.9	572.06	7.8	1.17	39.5	45.0	53.6
March	37,824.74	61.2	617.65	7.4	1.24	43.7	46.7	66.9
April	42,213.89	65.3	646.26	7.5	1.17	39.9	50.3	34.9
May	30,773.71	47.2	652.40	7.4	1.21	46.2	52.4	30.8
June	38,640.30	65.8	587.51	7.4	1.17	46.3	57.7	45.1
July	30,532.36	47.6	641.03	7.6	1.14	57.5	65.4	34.0
August	404.13	0.5	898.07	7.4	1.12	56.3	66.3	79.7
September	13,012.48	18.1	717.34	7.3	1.16	57.4	60.5	72.0
October	47,333.04	83.0	570.21	7.3	1.26	56.8	63.6	55.7
November	40,499.25	69.9	579.80	7.3	1.24	57.2	62.9	54.4
December	22,363.19	39.2	569.91	7.4	1.22	53.6	60.2	49.5
Minimum	404.13	0.5	569.91	7.3	1.11	39.5	45.0	30.8
Maximum	47,333.04	83.0	898.07	7.8	1.26	57.5	66.3	119.5
Average	31,057.31	51.0	640.51	7.4	1.18	49.9	57.0	58.0
Totals	372,687.77	611.7						1060.0

NOTES:

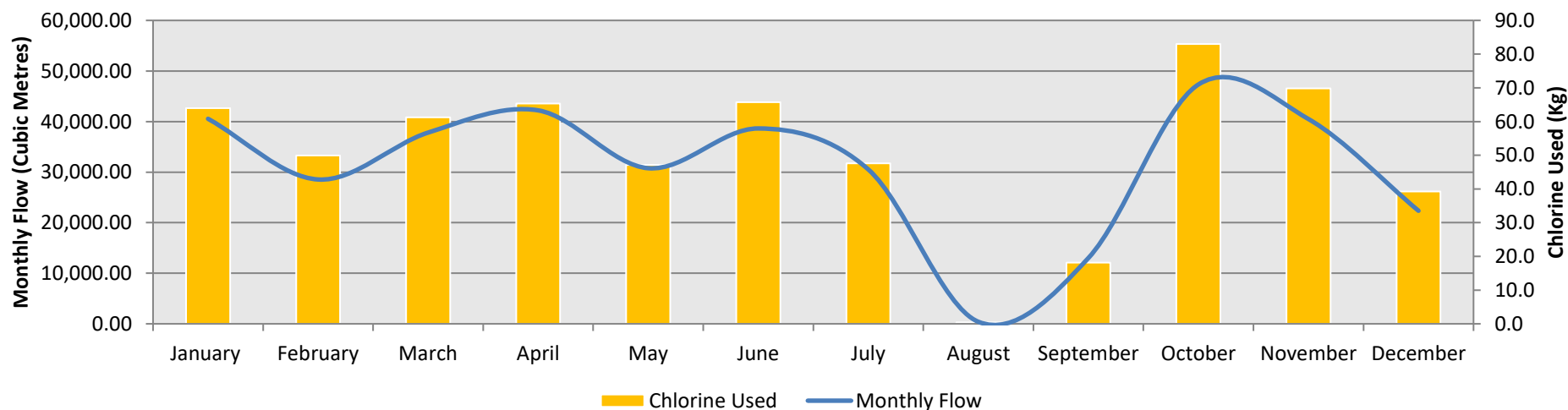
- m³ - Cubic Metres
- Cl₂ - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre

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

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	40,545.06	28,545.62	37,824.74	42,213.89	30,773.71	38,640.30	30,532.36	404.13	13,012.48	47,333.04	40,499.25	22,363.19
Cl₂ Used	64.0	49.9	61.2	65.3	47.2	65.8	47.6	0.5	18.1	83.0	69.9	39.2

2020 Chlorine Usage and Flow
St. Marys Well No. 2A



NOTES:

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

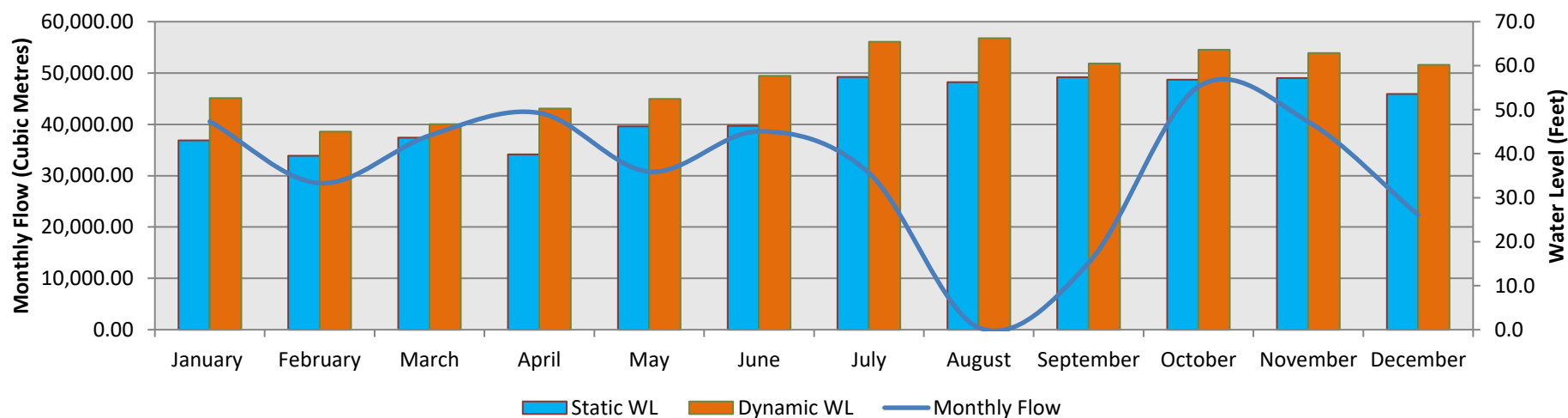
Chlorine Used - Total amount (Kg) of Chlorine used during each month at the well

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

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	40,545.06	28,545.62	37,824.74	42,213.89	30,773.71	38,640.30	30,532.36	404.13	13,012.48	47,333.04	40,499.25	22,363.19
Static Level	43.0	39.5	43.7	39.9	46.2	46.3	57.5	56.3	57.4	56.8	57.2	53.6
Dynamic Level	52.6	45.0	46.7	50.3	52.4	51.0	65.4	66.3	60.5	63.6	62.9	60.2

2020 Water Levels and Flow
St. Marys Well No. 2A



NOTES:

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

Static Level - Groundwater Level when pump is not running

Dynamic Level - Groundwater Level when the pump is running

TABLE 5

Chlorine Gas Summary and Flow Well #3

TABLE 5
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3
JANUARY 1 - DECEMBER 31, 2020

PAGE 1 OF 3

Month	Total Flow (Treated) (m ³)	Cl ₂ Used (Kgs)	m ³ produced per Kg/cl ₂	Avg. Cl ₂ Feed Rate (kg/day)	Avg. Cl ₂ Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	37,907.89	54.0	702.00	6.2	1.23	44.0	58.7	119.5
February	27,672.84	38.0	728.23	6.2	1.2	43.8	48.3	53.6
March	23,895.27	32.0	746.73	6.2	1.22	47.8	54.7	66.9
April	25,210.97	36.0	700.30	6.2	1.2	44.3	52.6	34.9
May	33,257.63	47.0	707.61	6.2	1.25	49.5	58.0	30.8
June	36,331.11	50.0	726.62	6.2	1.24	43.8	56.7	45.1
July	38,966.16	54.2	718.93	6.2	1.27	57.9	71.4	34.0
August	50,813.28	72.0	705.74	6.2	1.29	56.6	73.1	79.7
September	38,022.06	51.0	745.53	6.2	1.29	56.7	72.9	72.0
October	24,431.01	37.0	660.30	6.2	1.25	58.6	69.6	55.7
November	31,236.18	49.0	637.47	6.2	1.23	57.0	69.2	54.4
December	29,791.49	48.0	620.66	6.2	1.21	54.2	64.4	49.5
Minimum	23,895.27	32.0	620.66	6.20	1.2	43.8	48.3	30.8
Maximum	50,813.28	72.0	746.73	6.20	1.29	58.6	73.1	119.5
Average	33,127.99	47.4	700.01	6.20	1.24	51.2	62.5	58.0
Totals	397,535.89	568.2						1060.0

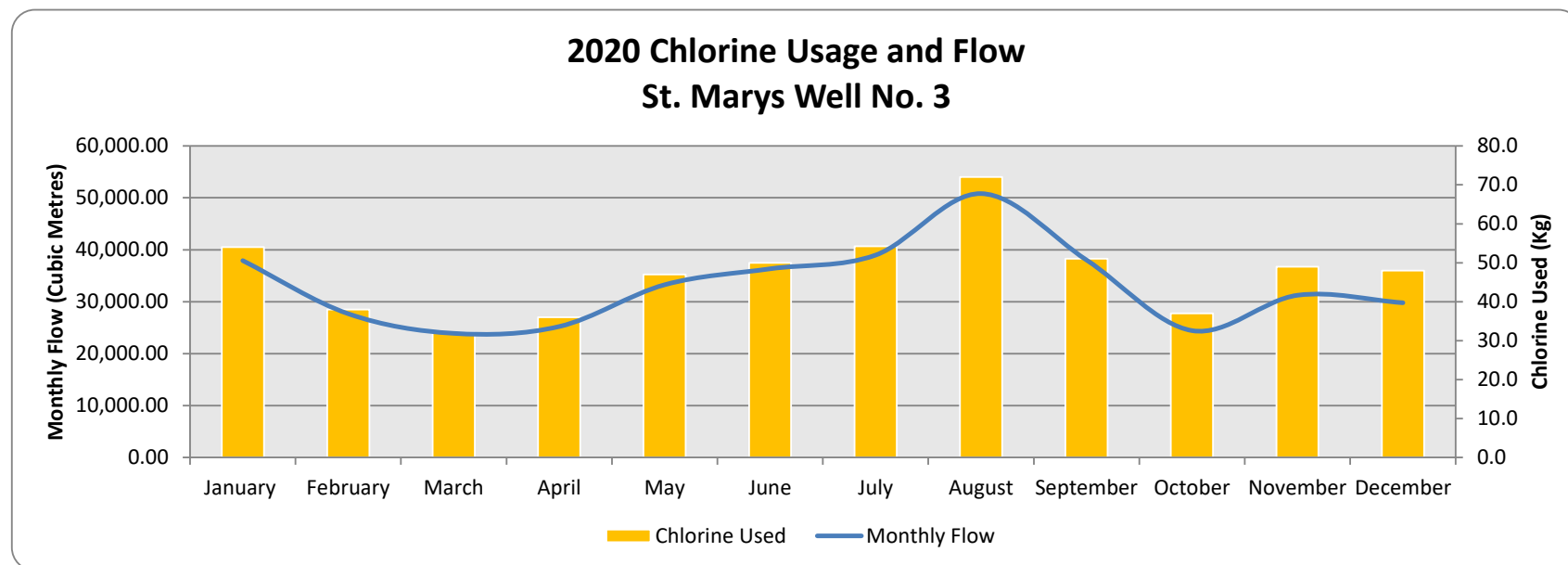
NOTES:

- m³** - Cubic Metres
- Cl₂** - Chlorine
- Kg** - Kilogram
- L** - Litre
- ft** - Feet
- mm** - Milimetre

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

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	37,907.89	27,672.84	23,895.27	25,210.97	33,257.63	36,331.11	38,966.16	50,813.28	38,022.06	24,431.01	31,236.18	29,791.49
Cl₂ Used	54.0	38.0	32.0	36.0	47.0	50.0	54.2	72.0	51.0	37.0	49.0	48.0

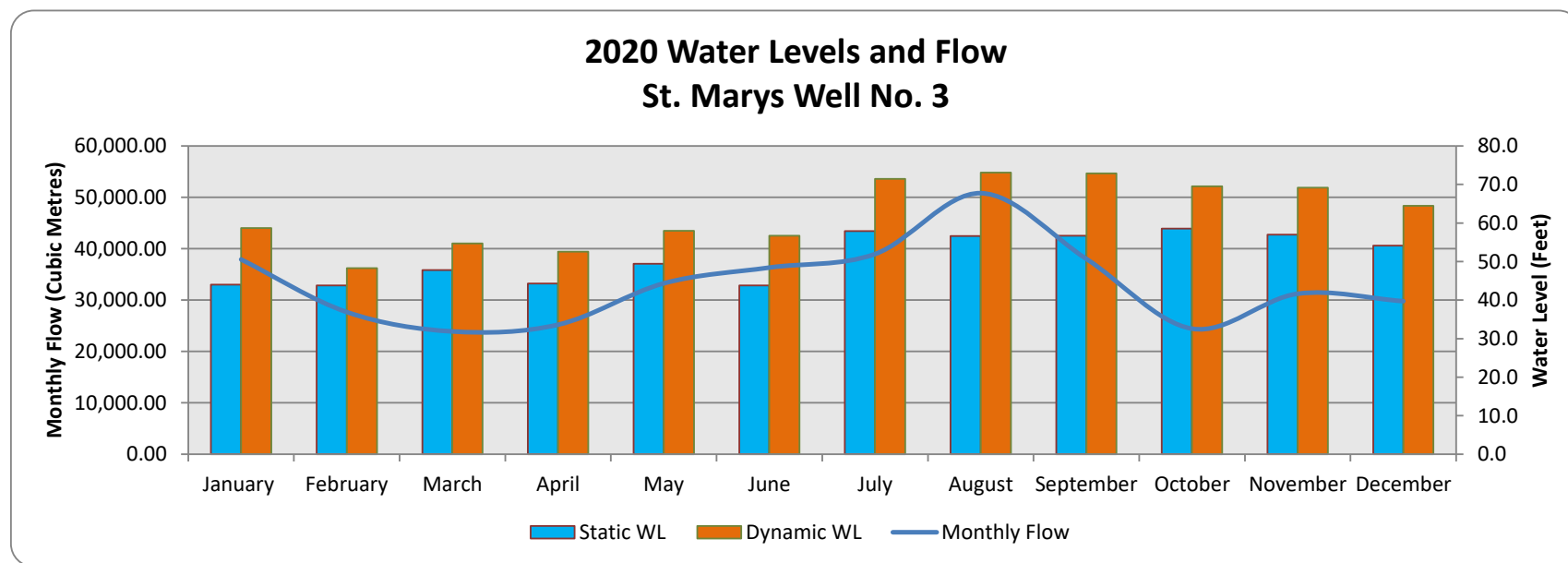


NOTES: **Monthly Flow** - Total flow volume from the well as recorded by the flow meter
Chlorine Used - Total amount (Kg) of Chlorine used during each month at the well

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

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	37,907.89	27,672.84	23,895.27	25,210.97	33,257.63	36,331.11	38,966.16	50,813.28	38,022.06	24,431.01	31,236.18	29,791.49
Static Level	44.0	43.8	47.8	44.3	49.5	43.8	57.9	56.6	46.0	58.6	57.0	54.2
Dynamic Level	58.7	48.3	54.7	52.6	58.0	56.7	71.4	73.1	72.9	69.6	69.2	64.4



NOTES:

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



APPENDIX A 2020

Annual Drinking Water Report

2020 ANNUAL REPORT – TOWN OF ST. MARYS

Drinking-Water System Number:	220000521
Drinking-Water System Name:	St. Marys Drinking Water System
Drinking-Water System Owner:	The Corporation of the Town of St. Marys
Drinking-Water System Category:	Large, Municipal, Residential
Period being reported:	January 1, 2020 to December 31, 2020

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

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

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

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

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

Drinking-Water System

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

Booster Station

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

Reservoir

A ground level reservoir and booster pumping station was completed in 2019 to add an additional 1,600 m³ of water storage to the system. The reservoir is located next to the existing Well #1.

Water Tower

The water tower is for system pressure regulation and has a storage capacity of 1,820 m³.

Water Treatment Chemicals

Chlorine gas for disinfection

Expenses to install, repair or replace equipment

Well #1/2a - Reference sensor repair & calibration	\$875
Well #3 - Reference sensor repair & calibration	\$875
Well #2a - Turbidity meter replacement	\$6,600
Well #3 - Turbidity meter replacement	\$6,600
Well #3 - Air release valve installation	\$300
Well #3 - Chlorine Gas sensor replacement	\$1,700
Well #2a - Alarm dialer board replacement	\$1,900
All Wells - UV bulbs	\$2,100
All Wells - Chlorine Gas parts	\$6,800
Well #2a - Main valve actuator replacement	\$13,500
All Wells - Service contract for UV systems	\$2,900
Distribution parts	\$12,000
Distribution Valve repairs	\$4,000
Hydrant Parts	\$3,000
Egan Ave watermain installation / re-construction	\$327,200
Total	\$390,350

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

	Number of Samples	Range of E.Coli or Fecal Results (min -max) cfu/100ml	Range of Total Coliform Results (min -max) cfu/100ml	Number of HPC Samples	Range of HPC Results (min -max) cfu/1mL spread plate
Well #1 - Raw	52	0 - 0	0 - 77	-	-
Well #2A - Raw	49	0 - 0	0 - 0	-	-
Well #3 - Raw	52	0 - 0	0 - 173	-	-
Well #1 - Treated	52	0 - 0	0 - 0	52	0 - <10
Well #2A - Treated	49	0 - 0	0 - 0	49	0 - <10
Well #3 - Treated	52	0 - 0	0 - 0	52	0 - <10
Distribution	209	0 - 0	0 - 0	52	0 - <10

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

	Number of Grab Samples	Range of Results min - max	Unit of Measure
Turbidity	8760*	Well 1 0.26 – 2.00 Well 2A 0.00 – 2.00 Well 3 0.01 – 2.00	NTU
Chlorine - Treated	8760*	Well 1 0.29– 1.82 Well 2A 0.64 – 1.80 Well 3 0.06 – 1.77	mg/L
Chlorine - Distribution	367	0.40 – 141	mg/L
Fluoride (If the DWS provides fluoridation)	n/a	n/a	n/a

*- continuous monitoring

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

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
1/06/2020	Sodium: Na (mg/l) - TW1	27.5	mg/l	Re-sample	1/09/2020
1/06/2020	Sodium: Na (mg/l) - TW2	54	mg/l	Re-sample	1/09/2020
1/06/2020	Sodium: Na (mg/l) - TW3	52.1	mg/l	Re-sample	1/09/2020

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result
UV Transmittance % - TW1	1/06/2019	93.6
UV Transmittance % - TW1	4/07/2019	94.5
UV Transmittance % - TW1	7/08/2019	95.1
UV Transmittance % - TW1	10/06/2019	94
UV Transmittance % - TW2A	1/06/2019	92.5
UV Transmittance % - TW2A	4/07/2019	91.2
UV Transmittance % - TW2A	7/08/2019	94.1
UV Transmittance % - TW2A	10/06/2019	91.6
UV Transmittance % - TW3	1/06/2019	95.8
UV Transmittance % - TW3	4/07/2019	95.5
UV Transmittance % - TW3	7/08/2019	95.1
UV Transmittance % - TW3	10/06/2019	94.2

Schedule 24 - Inorganic parameters

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW1	1/06/2020	0.12	6.0	No	No
Antimony: Sb (ug/L) - TW2A	1/06/2020	0.12	6.0	No	No
Antimony: Sb (ug/L) - TW3	1/06/2020	0.16	6.0	No	No
Arsenic: As (ug/L) - TW1	1/06/2020	0.3	10.0	No	No
Arsenic: As (ug/L) - TW2A	1/06/2020	0.4	10.0	No	No
Arsenic: As (ug/L) - TW3	1/06/2020	<MDL 0.2	10.0	No	No
Barium: Ba (ug/L) - TW1	1/06/2020	145	1000	No	No

Barium: Ba (ug/L) - TW2A	1/06/2020	95.8	1000	No	No
Barium: Ba (ug/L) - TW3	1/06/2020	101	1000	No	No
Boron: B (ug/L) - TW1	1/06/2020	43	5000	No	No
Boron: B (ug/L) - TW2A	1/06/2020	54	5000	No	No
Boron: B (ug/L) - TW3	1/06/2020	53	5000	No	No
Cadmium: Cd (ug/L) - TW1	1/06/2020	0.09	5.0	No	No
Cadmium: Cd (ug/L) - TW2A	1/06/2020	0.015	5.0	No	No
Cadmium: Cd (ug/L) - TW3	1/06/2020	0.033	5.0	No	No
Chromium: Cr (ug/L) - TW1	1/06/2020	0.2	50	No	No
Chromium: Cr (ug/L) - TW2A	1/06/2020	0.12	50	No	No
Chromium: Cr (ug/L) - TW3	1/06/2020	0.16	50	No	No
Mercury: Hg (ug/L) - TW1	1/06/2020	<MDL 0.01	1.0	No	No
Mercury: Hg (ug/L) - TW2A	1/06/2020	<MDL 0.01	1.0	No	No
Mercury: Hg (ug/L) - TW3	1/06/2020	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW1	1/06/2020	0.74	50.0	No	No
Selenium: Se (ug/L) - TW2A	1/06/2020	0.59	50.0	No	No
Selenium: Se (ug/L) - TW3	1/06/2020	0.53	50.0	No	No
Uranium: U (ug/L) - TW1	1/06/2020	1.46	20.0	No	No
Uranium: U (ug/L) - TW2A	1/06/2020	2.11	20.0	No	No
Uranium: U (ug/L) - TW3	1/06/2020	2.69	20.0	No	No
Additional Inorganics					
Fluoride (mg/L) - TW1	1/06/2020	1.07	1.5	No	Yes
Fluoride (mg/L) - TW2A	1/06/2020	1.25	1.5	No	Yes
Fluoride (mg/L) - TW3	1/06/2020	1.19	1.5	No	Yes
Nitrite (mg/L) - TW1	1/06/2020	0.004	1.0	No	No
Nitrite (mg/L) - TW1	4/07/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	7/08/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	10/06/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	1/06/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	4/07/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	7/08/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	10/06/2020	<MDL 0.003	1.0	No	No

Nitrite (mg/L) - TW3	1/06/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	4/07/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	7/08/2020	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	10/06/2020	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW1	1/06/2020	2.46	10.0	No	No
Nitrate (mg/L) - TW1	4/07/2020	3.74	10.0	No	No
Nitrate (mg/L) - TW1	7/08/2020	1.49	10.0	No	No
Nitrate (mg/L) - TW1	10/06/2020	0.846	10.0	No	No
Nitrate (mg/L) - TW2A	1/06/2020	0.787	10.0	No	No
Nitrate (mg/L) - TW2A	4/07/2020	1.22	10.0	No	No
Nitrate (mg/L) - TW2A	7/08/2020	0.891	10.0	No	No
Nitrate (mg/L) - TW2A	10/06/2020	0.582	10.0	No	No
Nitrate (mg/L) - TW3	1/06/2020	0.546	10.0	No	No
Nitrate (mg/L) - TW3	7/04/2020	1.21	10.0	No	No
Nitrate (mg/L) - TW3	7/08/2020	0.871	10.0	No	No
Nitrate (mg/L) - TW3	10/06/2020	0.294	10.0	No	No
Sodium: Na (mg/L) - TW1	1/06/2020	27.5	20*	Yes	Yes
Sodium: Na (mg/L) - TW2A	1/06/2020	54	20*	Yes	Yes
Sodium: Na (mg/L) - TW3	1/06/2020	52.1	20*	Yes	Yes

Summary of lead testing under Schedule 15.1 during this reporting period

Location Type	Date Sampled	Number of Samples	pH Range	Range of Alkalinity (min – max) mg/L	Range of Lead Results (min – max) ug/L	Number of Exceedances
Distribution	April 2, 2020	3	7.06 - 7.21	264 - 275	0.25 – 0.39	0
Distribution	September 10, 2020	3	7.00 – 7.13	266 - 270	0.14 – 3.80	0

Schedule 23 – Organic parameters

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW1	1/06/2020	<MDL 0.02	5.00	No	No
Alachlor (ug/L) - TW2A	1/06/2020	<MDL 0.02	5.00	No	No
Alachlor (ug/L) - TW3	1/06/2020	<MDL 0.02	5.00	No	No

Atrazine + N-dealkylated metabolites (ug/L) - TW1	1/06/2020	0.01	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW2A	1/06/2020	<MDL 0.01	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW3	1/06/2020	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW1	1/06/2020	<MDL 0.05	20.00	No	No
Azinphos-methyl (ug/L) - TW2A	1/06/2020	<MDL 0.05	20.00	No	No
Azinphos-methyl (ug/L) - TW3	1/06/2020	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW1	1/06/2020	<MDL 0.32	1.00	No	No
Benzene (ug/L) - TW2A	1/06/2020	<MDL 0.32	1.00	No	No
Benzene (ug/L) - TW3	1/06/2020	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW1	1/06/2020	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (ug/L) - TW2A	1/06/2020	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (ug/L) - TW3	1/06/2020	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW1	1/06/2020	<MDL 0.33	5.00	No	No
Bromoxynil (ug/L) - TW2A	1/06/2020	<MDL 0.33	5.00	No	No
Bromoxynil (ug/L) - TW3	1/06/2020	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW1	1/06/2020	<MDL 0.05	90.00	No	No
Carbaryl (ug/L) - TW2A	1/06/2020	<MDL 0.05	90.00	No	No
Carbaryl (ug/L) - TW3	1/06/2020	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW1	1/06/2020	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW2A	1/06/2020	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW3	1/06/2020	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW1	1/06/2020	<MDL 0.17	2.00	No	No
Carbon Tetrachloride (ug/L) - TW2A	1/06/2020	<MDL 0.17	2.00	No	No
Carbon Tetrachloride (ug/L) - TW3	1/06/2020	<MDL 0.17	2.00	No	No
Chlorpyrifos (ug/L) - TW1	1/06/2020	<MDL 0.02	90.00	No	No
Chlorpyrifos (ug/L) - TW2A	1/06/2020	<MDL 0.02	90.00	No	No
Chlorpyrifos (ug/L) - TW3	1/06/2020	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW1	1/06/2020	<MDL 0.02	20.00	No	No
Diazinon (ug/L) - TW2A	1/06/2020	<MDL 0.02	20.00	No	No

Diazinon (ug/L) – TW3	1/06/2020	<MDL 0.02	20.00	No	No
Dicamba (ug/L) – TW1	1/06/2020	<MDL 0.20	120.00	No	No
Dicamba (ug/L) – TW2A	1/06/2020	<MDL 0.20	120.00	No	No
Dicamba (ug/L) – TW3	1/06/2020	<MDL 0.20	120.00	No	No
1,2-Dichlorobenzene (ug/L) – TW1	1/06/2020	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (ug/L) – TW2A	1/06/2020	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (ug/L) – TW3	1/06/2020	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) – TW1	1/06/2020	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (ug/L) – TW2A	1/06/2020	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (ug/L) – TW3	1/06/2020	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) – TW1	1/06/2020	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (ug/L) – TW2A	1/06/2020	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (ug/L) – TW3	1/06/2020	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) – TW1	1/06/2020	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (ug/L) – TW2A	1/06/2020	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (ug/L) – TW3	1/06/2020	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) – TW1	1/06/2020	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) – TW2A	1/06/2020	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) – TW3	1/06/2020	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) – TW1	1/06/2020	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (ug/L) – TW2A	1/06/2020	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (ug/L) – TW3	1/06/2020	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) – TW1	1/06/2020	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) – TW2A	1/06/2020	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) – TW3	1/06/2020	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) – TW1	1/06/2020	<MDL 0.40	9.00	No	No
Diclofop-methyl (ug/L) – TW2A	1/06/2020	<MDL 0.40	9.00	No	No
Diclofop-methyl (ug/L) – TW3	1/06/2020	<MDL 0.40	9.00	No	No

Dimethoate (ug/L) - TW1	1/06/2020	<MDL 0.06	20.00	No	No
Dimethoate (ug/L) - TW2A	1/06/2020	<MDL 0.06	20.00	No	No
Dimethoate (ug/L) - TW3	1/06/2020	<MDL 0.06	20.00	No	No
Diquat (ug/L) - TW1	1/06/2020	<MDL 1	70.00	No	No
Diquat (ug/L) - TW2A	1/06/2020	<MDL 1	70.00	No	No
Diquat (ug/L) - TW3	1/06/2020	<MDL 1	70.00	No	No
Diuron (ug/L) - TW1	1/06/2020	<MDL 0.03	150.00	No	No
Diuron (ug/L) - TW2A	1/06/2020	<MDL 0.03	150.00	No	No
Diuron (ug/L) - TW3		<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW1	1/06/2020	<MDL 1	280.00	No	No
Glyphosate (ug/L) - TW2A	1/06/2020	<MDL 1	280.00	No	No
Glyphosate (ug/L) - TW3	1/06/2020	<MDL 1	280.00	No	No
Malathion (ug/L) - TW1	1/06/2020	<MDL 0.02	190.00	No	No
Malathion (ug/L) - TW2A	1/06/2020	<MDL 0.02	190.00	No	No
Malathion (ug/L) - TW3	1/06/2020	<MDL 0.02	190.00	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) - TW1	1/06/2020	<MDL 0.00012	0.10	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) - TW2A	1/06/2020	<MDL 0.00012	0.10	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) - TW3	1/06/2020	<MDL 0.00012	0.10	No	No
Metolachlor (ug/L) - TW1	1/06/2020	<MDL 0.01	50.00	No	No
Metolachlor (ug/L) - TW2A	1/06/2020	<MDL 0.01	50.00	No	No
Metolachlor (ug/L) - TW3	1/06/2020	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) - TW1	1/06/2020	<MDL 0.02	80.00	No	No
Metribuzin (ug/L) - TW2A	1/06/2020	<MDL 0.02	80.00	No	No
Metribuzin (ug/L) - TW3	1/06/2020	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW1	1/06/2020	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW2A	1/06/2020	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW3	1/06/2020	<MDL 0.3	80.00	No	No

Paraquat (ug/L) – TW1	1/06/2020	<MDL 1	10.00	No	No
Paraquat (ug/L) – TW2A	1/06/2020	<MDL 1	10.00	No	No
Paraquat (ug/L) – TW3	1/06/2020	<MDL 1	10.00	No	No
PCB (ug/L) – TW1	1/06/2020	<MDL 0.04	3.00	No	No
PCB (ug/L) – TW2A	1/06/2020	<MDL 0.04	3.00	No	No
PCB (ug/L) – TW3	1/06/2020	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) – TW1	1/06/2020	<MDL 0.15	60.00	No	No
Pentachlorophenol (ug/L) – TW2A	1/06/2020	<MDL 0.15	60.00	No	No
Pentachlorophenol (ug/L) – TW3	1/06/2020	<MDL 0.15	60.00	No	No
Phorate (ug/L) – TW1	1/06/2020	<MDL 0.01	2.00	No	No
Phorate (ug/L) – TW2A	1/06/2020	<MDL 0.01	2.00	No	No
Phorate (ug/L) – TW3	1/06/2020	<MDL 0.01	2.00	No	No
Picloram (ug/L) – TW1	1/06/2020	<MDL 1	190.00	No	No
Picloram (ug/L) – TW2A	1/06/2020	<MDL 1	190.00	No	No
Picloram (ug/L) – TW3	1/06/2020	<MDL 1	190.00	No	No
Prometryne (ug/L) – TW1	1/06/2020	<MDL 0.03	1.00	No	No
Prometryne (ug/L) – TW2A	1/06/2020	<MDL 0.03	1.00	No	No
Prometryne (ug/L) – TW3	1/06/2020	<MDL 0.03	1.00	No	No
Simazine (ug/L) – TW1	1/06/2020	<MDL 0.01	10.00	No	No
Simazine (ug/L) – TW2A	1/06/2020	<MDL 0.01	10.00	No	No
Simazine (ug/L) – TW3	1/06/2020	<MDL 0.01	10.00	No	No
Terbufos (ug/L) – TW1	1/06/2020	<MDL 0.01	1.00	No	No
Terbufos (ug/L) – TW2A	1/06/2020	<MDL 0.01	1.00	No	No
Terbufos (ug/L) – TW3	1/06/2020	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) – TW1	1/06/2020	<MDL 0.35	10.00	No	No
Tetrachloroethylene (ug/L) – TW2A	1/06/2020	<MDL 0.35	10.00	No	No
Tetrachloroethylene (ug/L) – TW3	1/06/2020	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) – TW1	1/06/2020	<MDL 0.20	100.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) – TW2A	1/06/2020	<MDL 0.20	100.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) – TW3	1/06/2020	<MDL 0.20	100.00	No	No

Triallate (ug/L) - TW1	1/06/2020	<MDL 0.01	230.00	No	No
Triallate (ug/L) - TW2A	1/06/2020	<MDL 0.01	230.00	No	No
Triallate (ug/L) - TW3	1/06/2020	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW1	1/06/2020	<MDL 0.44	5.00	No	No
Trichloroethylene (ug/L) - TW2A	1/06/2020	<MDL 0.44	5.00	No	No
Trichloroethylene (ug/L) - TW3	1/06/2020	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW1	1/06/2020	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW2A	1/06/2020	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW3	1/06/2020	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW1	1/06/2020	<MDL 0.02	45.00	No	No
Trifluralin (ug/L) - TW2A	1/06/2020	<MDL 0.02	45.00	No	No
Trifluralin (ug/L) - TW3	1/06/2020	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW1	1/06/2020	<MDL 0.17	1.00	No	No
Vinyl Chloride (ug/L) - TW2A	1/06/2020	<MDL 0.17	1.00	No	No
Vinyl Chloride (ug/L) - TW3	1/06/2020	<MDL 0.17	1.00	No	No
Trihalomethanes – farthest point in the distribution system (ug/L)	Running Annual Average	17.5	100	No	No
HAA's – Haloacetic Acids	Running Annual Average	5.525	80*	No	No

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

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards. Fluoride TW1, Fluoride TW 2A, Fluoride TW 3.



INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	23 March 2021
Subject:	PW 19-2021 Annual Wastewater Summary Report

INFORMATION

To update Council regarding the recent completion of the 2020 Annual Wastewater Treatment Plant report and to summarize key aspects within the report for Council.

RECOMMENDATION

THAT PW 19-2021, Annual Wastewater Summary Report be received for information.

BACKGROUND

The Town is required to prepare and submit an annual report to the Ministry of Environment, Conservation and Parks (MECP) prior to March 31st of each year for the previous year's facility operation. Each year this report is prepared by Ontario Clean Water Agency (OCWA) and submitted to the MECP on the Town's behalf.

REPORT

In 2020, the St. Marys Wastewater Treatment Plant (WWTP) provided effective wastewater treatment. The following is a summary of information presented within the annual report:

- The Annual Average daily flow was 4,113 m³/day, or 74% of the plant's design rated capacity of 5,560 m³/day. This compares to 4,416 m³/day, or 79% seen in 2019.
- The total flow treated at the plant in 2020 was 1,506,120 m³ compared to 1,609,721 m³ the previous year.
- Flows treated by the WWTP were declined approximately 5% when compared to prior years.
- Approximately 3,500 m³ of Biosolids were hauled from the facility and applied to agricultural lands or to storage in 2020 compared to 2,643 m³ the previous year.
- Biosolids analysis continues to show that the Town is able to maintain requirements under its Canadian Food Inspection Agency (CFIA) fertilizer registration.
- There were no primary or secondary bypass events which took place in 2020.
- There were four (4) formal odour complaints with regards to plant operations received in 2020.
 - The Town is aware of odour issues associated with the WWTP that can occur from time to time and the Town has identified an odour control system replacement as part of a future upgrade at the facility.
- Operational difficulties continued to be encountered in 2020 due to incoming effluent loadings.

- ECA Discharge limits were met at the facility in 2020.
- No spills were encountered at the facility in 2020. At least three (3) industrial process spills to the collection system were encountered in 2020 that caused operational difficulties at the WPCP.

SUMMARY & IMPLICATIONS

There are no implications related to the submission and review of the 2020 Annual Report for the Wastewater Treatment Plant. Staff time allocated for the preparation and review of the report was allocated as part of the 2020 annual budget.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
Adam McClure, Operations Manager – Ontario Clean Water Agency

ATTACHMENTS

1. 2020 Summary Report for the Wastewater Treatment Plant

REVIEWED BY

Recommended by the Department

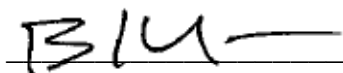


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



2020 WASTEWATER SUMMARY REPORT

TOWN OF ST. MARYS WASTEWATER TREATMENT AND COLLECTION

JANUARY 1, 2020 THROUGH DECEMBER 31, 2020



ENVIRONMENTAL SERVICES
408 JAMES STREET SOUTH, P.O. BOX 998, ST. MARYS, ON N4X 1B6

FACILITY FACTS

Facility: *Anoxic/Oxic Biological Nutrient Removal (A/O BNR) System with Integrated Sludge Management*

ECA: 4934-AH9S98 (issued February 24, 2017)

Design Capacity:

Average Daily Flow: 5,560 m³/day

Peak Daily Flow: 14,250 m³/day

Facility Classification

Treatment Plant: Wastewater Treatment 3 [WWT3] (Revised Sept. 7, 2017)

Collection System: Wastewater Collection 2 [WWC2]

Receiving Water: Thames River – North Branch

ENVIRONMENTAL SERVICES

408 JAMES STREET SOUTH, P.O. BOX 998, ST. MARYS, ON N4X 1B6

Table of Contents

1.0	SYSTEM OVERVIEW	4
2.0	SUMMARY OF MONITORING DATA.....	7
2.1	Wastewater Monitoring.....	7
3.0	EFFLUENT QUALITY ASSURANCE	14
4.0	MAINTENANCE ACTIVITIES [PLANNED / UNPLANNED]	15
5.0	FUTURE ALTERATIONS	15
6.0	CALIBRATION AND MAINTENANCE PROCEDURES	16
7.0	BIOSOLIDS.....	16
8.0	BY-PASS, SPILLS OR ABNORMAL DISCHARGE.....	16
9.0	NOTICE OF MODIFICATIONS.....	17
10.0	REMOVAL RATES	17

APPENDIX A	MONITORING DATA
APPENDIX B	WMS REPORT
APPENDIX C	LIMITED OPERATIONAL FLEXIBILITY (LOF)

1.0 SYSTEM OVERVIEW

The St. Marys Wastewater Treatment Plant completed a Sludge Management Upgrade in 2010. The upgrade included conversion of the existing extended aeration activated sludge type system to an anoxic/oxic biological nutrient removal system with integrated sludge management. The system consists of the following:

Raw Sewage Conveyance:

Raw sewage typically flows by gravity throughout the system to the wastewater treatment plant. Where gravity flow is not possible due to elevation restrictions, raw sewage flows by gravity to each of the three pump stations that service the Town of St. Marys and from there is pumped to the wastewater treatment plant. The three pump stations are located as follows:

- Emily Street Pump Station consisting of 2, 30 HP pumps controlled by floats with high level float alarm.
- Robinson Street Pump Station consisting of 2, 7.5 HP pumps controlled by milltronics with high level float alarm and an emergency back-up generator.
- Queen Street Pump Station consisting of 2, 10 HP pumps controlled by milltronics with high level float alarm and an emergency back-up generator.



Robinson Street Pumping Station

Inlet Works:

Raw sewage flows from the collection system and the three pump stations into the wet well; raw sewage passes through automatic bar screens on route to the wet well. The raw sewage is then pumped through a grit tank and communitor. Grit is removed and conveyed into a bin that is sent to landfill for disposal. Raw sewage continues to flow by gravity to the process anoxic tanks.

Anoxic Tanks:

The Raw sewage is introduced to the anoxic tanks along with recirculated material from the process aeration tanks and the clarifier's return activated sludge (RAS). Contents of each 2,359 m³ anoxic tank is continually mixed with a mechanical mixer. The anoxic and aeration tanks contain micro-organisms that degrade, organics, nitrogen, and phosphorus in the wastewater.

Aeration Tanks:

Sewage enters through the inlet chamber, here flow is split off to three distribution chambers which feed the three 859 m³ aeration basins. The parallel operating aeration basins are each equipped with fine air bubble diffusers. Air introduced here in the waste stream promotes oxidizing the carbon and ammonia from the raw sewage. In 2015 a 150 HP turbo blower was installed to provide a minimum of 2,506 m³ of air/hour replacing one of the centrifugal blowers.



Neuros Blower



Aeration Tank

Secondary Clarifiers:

Sewage is split amongst four centre feed round clarifiers, two larger 802 m³ clarifiers and 2 smaller 268 m³ clarifiers. Return activated sludge (RAS) collected from clarifiers can be transferred to the anoxic tanks or to waste activated equalization tanks. Waste activated equalization tanks are holding tanks utilized for the sludge thickening process.



Secondary Clarifier

Disinfection and Discharge:

Effluent passes through two ultraviolet lamp arrays containing a total of 112 lamps. A sodium hypochlorite liquid feed system is provided for backup chlorination in the event of UV failure. Final effluent is discharged via pipe to the outfall on the bank of the Thames River.

Biosolids Handling

Waste activated sludge (WAS) is pumped from the two 230 m³ WASEQ tanks (waste activated sludge equalization), equipped with coarse air diffusion, into a flocculation tank for polymer addition and then into a rotary drum thickener for dewatering. The thickened waste activated sludge (TWAS) is pumped into one of the two sludge storage tanks that were previously used as digesters. Supernatant is taken off the top of the storage tanks to thicken the sludge. Sludge from these storage tanks is then dosed with polymer and processed through a dewatering centrifuge. The dewatered sludge produced by the centrifuge is pumped to the Lystek reactor to compete the Lystek process. Biosolids are mixed with potassium hydroxide in the heated mixing tank and processed.

Product from the mixing tank is pumped to a mixed storage tank equipped with an activated carbon odour control system. Biosolids are loaded from an overhead loading dock into a tanker for approved disposal. The loading area is equipped with curbing and is graded to catch basins tied into the process.



Lystek Process



Lystek Chemical Feed System

Phosphorus Removal:

One phosphorus removal system capable of processing internal recycle streams consisting of one polymerized aluminum sulphate feed system consisting of two chemical feed pumps discharging into the channel of the outlet of the aeration tanks.

Standby Power

The wastewater treatment plant has an automatic standby generator which will operate the plants essential components when a utility power failure occurs.

2.0 SUMMARY OF MONITORING DATA

The St. Marys Wastewater Treatment Plant was monitored as per the Environmental Compliance Approval #4934-AH9S98 issued February 24, 2017.

Detailed monitoring data is supplied in Appendix A.

2.1 Wastewater Monitoring

A raw wastewater composite sample is collected weekly and tested for BOD₅, total suspended solids, total phosphorus, total ammonia nitrogen, alkalinity and total kjeldahl nitrogen. Dissolved oxygen, pH and temperature are monitored daily Monday to Friday. The plant was designed based on typical raw water characteristics.

A plant effluent composite sample is collected weekly and tested for CBOD₅, total suspended solids, total phosphorus and total ammonia nitrogen. A grab sample is collected weekly and tested for E. coli. Unionized ammonia is calculated weekly. Test parameters specified in the ECA were analyzed by SGS Lakefield; SGS Lakefield is an accredited laboratory in Ontario. In-house tests are conducted by competent licensed operators using approved standard methods; data generated from these tests are used to determine treatment efficiency while maintaining process control and compliance. In-house pH, temperature and dissolved oxygen monitoring are required daily by the facility ECA. Phosphorus, ammonia, total suspended solids and settling tests are completed to help operators adjust processes to strive to meet the effluent objectives and limits.

To ensure *“the effluent from the works is free from floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters”* Stated in the ECA 4934-AH9598, staff visually inspect the process tanks on a daily basis to ensure this is being met. In the event that a high foam situation in the aeration tank is identified a vacuum truck is called in to clean the tanks to prevent any solids from entering the receiving streams.

Refer to **Appendix A** for more detailed monthly results.

The last Ministry of Environment, Conservation and Parks Inspection occurred on November 29, 2017; no non compliance issues were identified at that time.

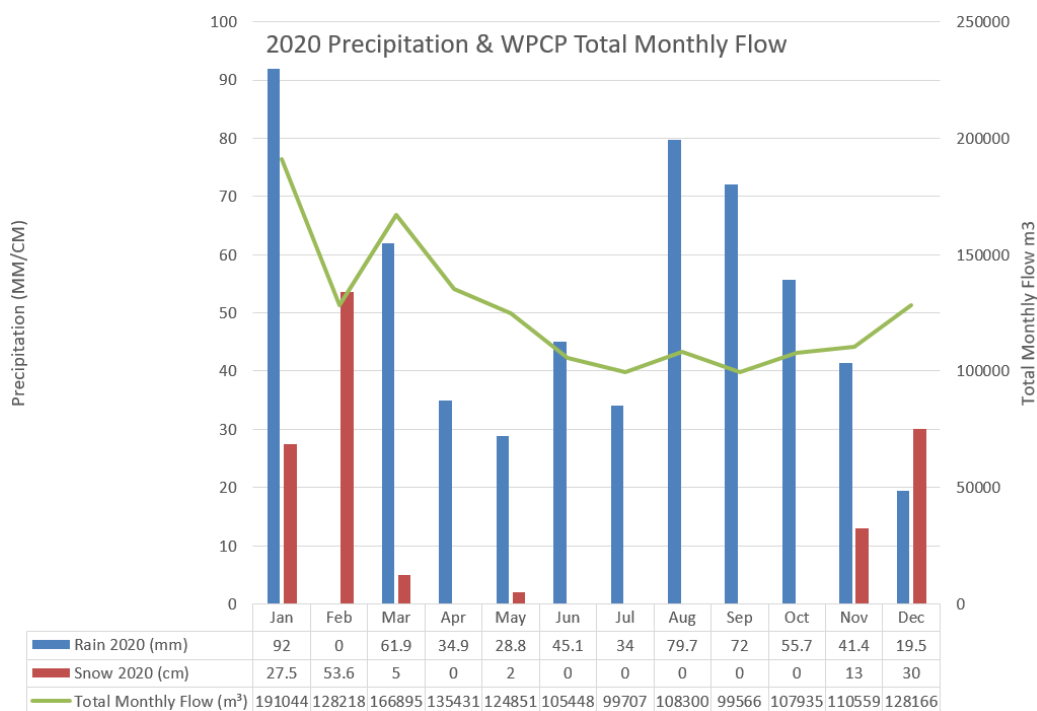
There were no non-compliance issues identified for this reporting period.

The total raw sewage flow treated at the plant was 1,506,120 m³. The 2020 annual average daily flow of raw wastewater into the treatment plant was 4,112.89 m³/d; this represents 73.9% of the design capacity of 5,560 m³/d. The maximum 2020 daily flow of 17,885 m³ was recorded on Jan 12, 2020.

There was one peak flow rate exceedance in 2020 which occurred on January 12, 2020; high flow was related to heavy rain and snow melt. This resulted in some operational challenges however, compliance was maintained and bypass/overflows were not experienced.

There were 28 days where the plant's rated capacity of 5,560 m³/day was exceeded; all daily rated capacity exceedances were related to weather conditions. The daily rated capacity was exceeded in January, March, April, and December of 2020. Design rated capacity compliance is an annual calculation; annual average rated capacity was compliant.

The Stratford weather station recorded a total of 565 mm of rain in 2020; 750.2 mm of rain was recorded in 2019. The Stratford weather station recorded 131.1 cm of snowfall in 2020; 159.5 cm of snowfall was recorded in 2019.



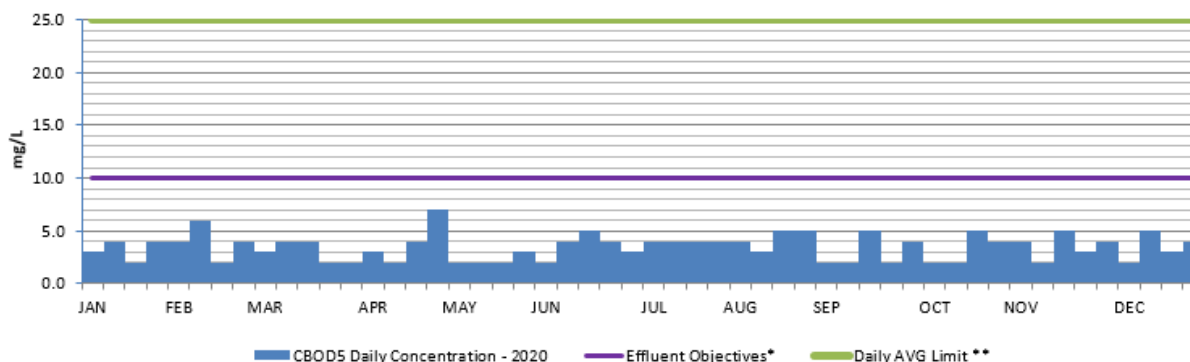
Carbonaceous Biological Oxygen Demand (CBOD) / Biological Oxygen Demand (BOD)

The Wastewater Treatment Plant (WWTP) is designed to handle a soluble BOD of 100 mg/L and a total BOD of 300 mg/L. The annual average raw sewage BOD₅ concentration into the plant was 344.8 mg/L with a maximum daily concentration of 730 mg/L. The annual average final effluent CBOD₅ concentration was 3.5 mg/L with a maximum daily concentration of 7 mg/L.

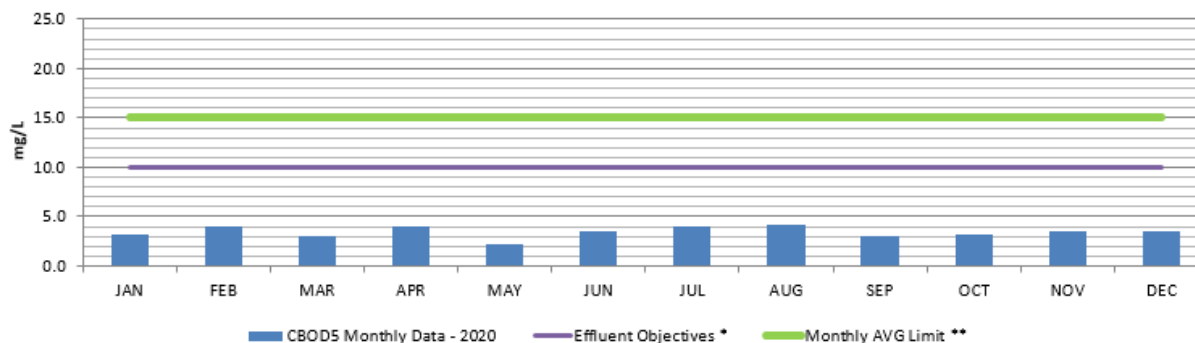
The daily and monthly objectives and limits were met for the 2020 reporting period. Efforts made to meet the objectives and limits include sampling the collection system to ensure we are receiving raw sewage that will not negatively affect the microbial activity. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

When there is heavy loading on the plant the air blowers are programmed to automatically compensate by increasing the amount of air into the aeration tanks. The dissolved oxygen (DO) levels are monitored on-line as well as by the operators to ensure adequate dissolved oxygen is supplied at all times. Operators utilize handheld DO units to monitor the aeration tanks daily to ensure online analyzer DO readings are correct.

Effluent - CBOD5 (mg/L) ECA Daily Limit - 25



Effluent - CBOD5 (mg/L) ECA Monthly Limit - 15



Total Suspended Solids (TSS)

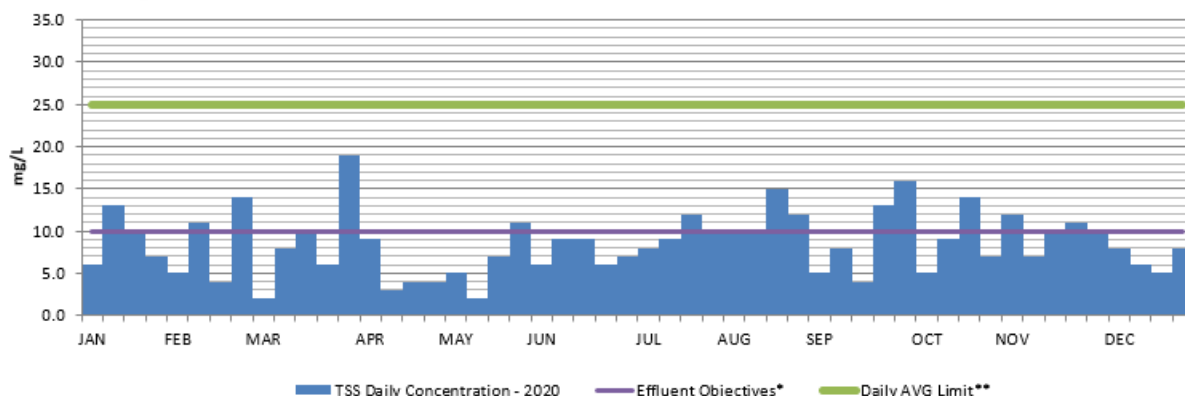
The annual average raw sewage TSS concentration into the plant was 329.08 mg/L, with a maximum daily concentration of 2050 mg/L. The annual average final effluent TSS concentration was 8.45 mg/L with a maximum daily concentration of 19 mg/L.

2020 final effluent sample collection results were compliant with ECA identified limits. ECA objectives were not consistently met; 25% of the final effluent daily TSS & 8 % of the TSS monthly average results did not meet the objective value of 10 mg/L.

Staff strive to meet ECA objectives daily; operators collect samples of plant effluent and analyze it in-house to assist determining if chemical dosage or process adjustments are needed. Periodically process tanks and chambers are cleaned out to eliminate foam or scum build-up that can cause high solids in the effluent. Operational staff have the ability to change the return activated sludge flows which can assist in lowering the suspended solids in the effluent. Clarifier depths are monitored and flows changed according to the levels of sludge. Frequent microbial assessments are also completed to monitor the effluent quality. Additional sampling of local industries is also completed by OCWA staff. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

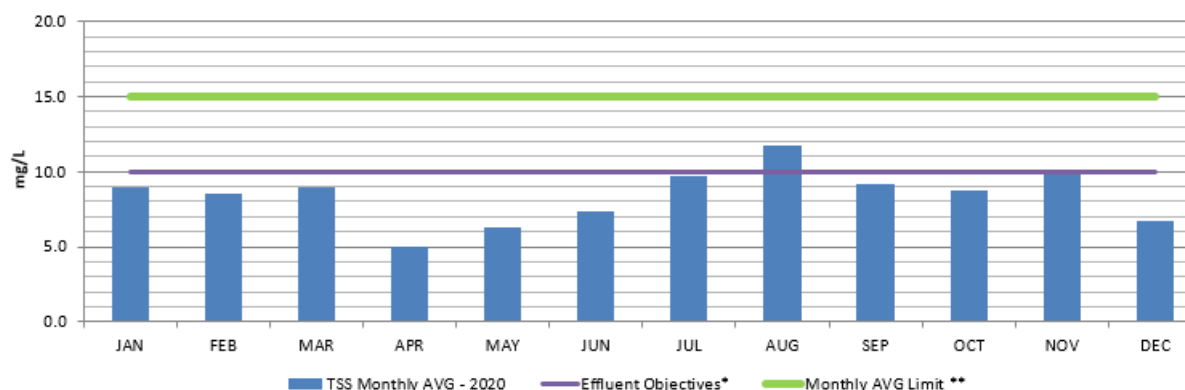
Effluent - Total Suspended Solids (mg/L)

ECA Daily Limit - 25



Effluent - Total Suspended Solids (mg/L)

ECA Monthly Limit - 15

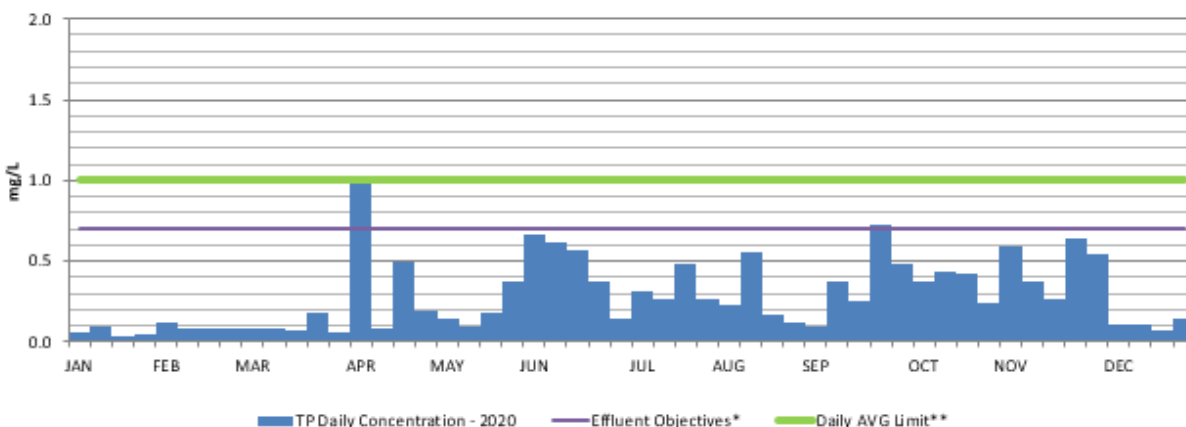


Total Phosphorus (TP)

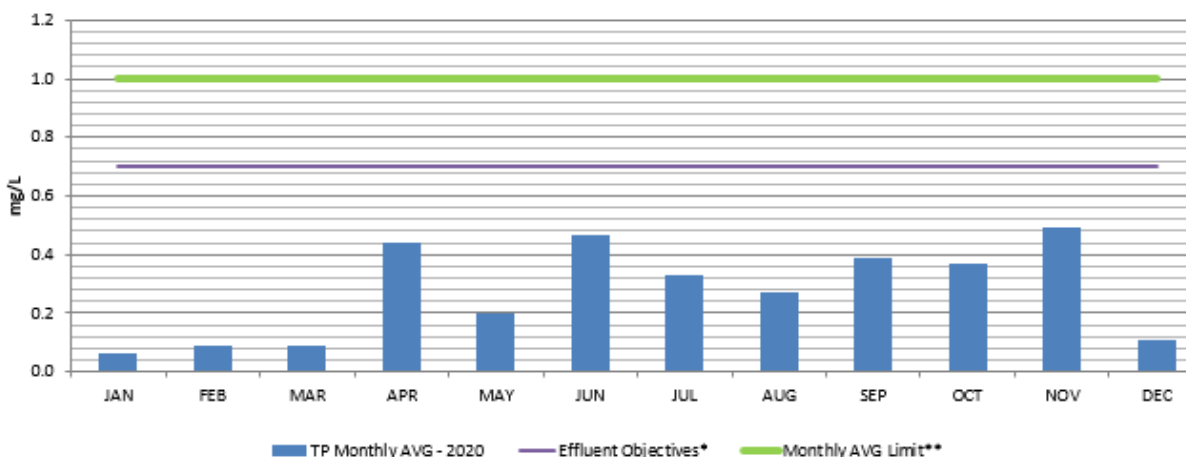
The annual average raw sewage total phosphorus (TP) concentration to the plant was 4.02 mg/L with a maximum daily concentration of 6.60 mg/L. The annual average final effluent TP concentration was 0.27 mg/L with the Maximum being 1.0 mg/L. There were no non-compliances to report for 2020, the limit was reached but not exceeded.

3.8% of the daily Total phosphorus results did not meet the daily objectives for the 2020 reporting period. Efforts made to meet the objectives and limits include sampling the collection system to ensure we are receiving raw sewage that will not negatively affect the microbial activity. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014. If there was a heavy loading on the plant the air blowers are programmed to automatically compensate by increasing the amount of air into the aeration tanks. Staff monitors the effluent for total phosphorus levels in-house and make the required aluminum sulphate and process adjustments as required.

Effluent - Total Phosphorus (mg/L) ECA Daily Limit - 1.0



Effluent - Total Phosphorus (mg/L) ECA Monthly Limit - 1.0



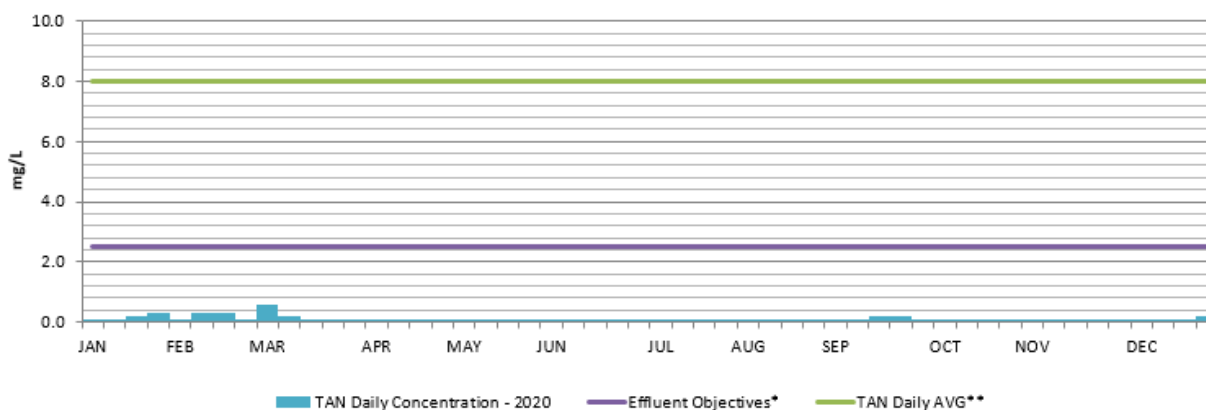
Total Ammonia Nitrogen (TAN)

The annual average raw sewage TAN concentration to the plant was 18.85 mg/L with a maximum daily concentration of 25.9 mg/L. The annual final effluent TAN concentration was 0.14 mg/L with a maximum daily concentration of 0.6 mg/L.

The daily and monthly limits were met for the 2020 reporting period. Efforts made to meet the objectives and limits include sampling the collection system to ensure we are receiving raw sewage that will not negatively affect the microbial activity. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014. If there was a heavy loading on the plant the air blowers are programmed to automatically compensate by increasing the amount of air into the aeration tanks. Staff monitors the effluent for total ammonia nitrogen levels in-house and make the required process adjustments.

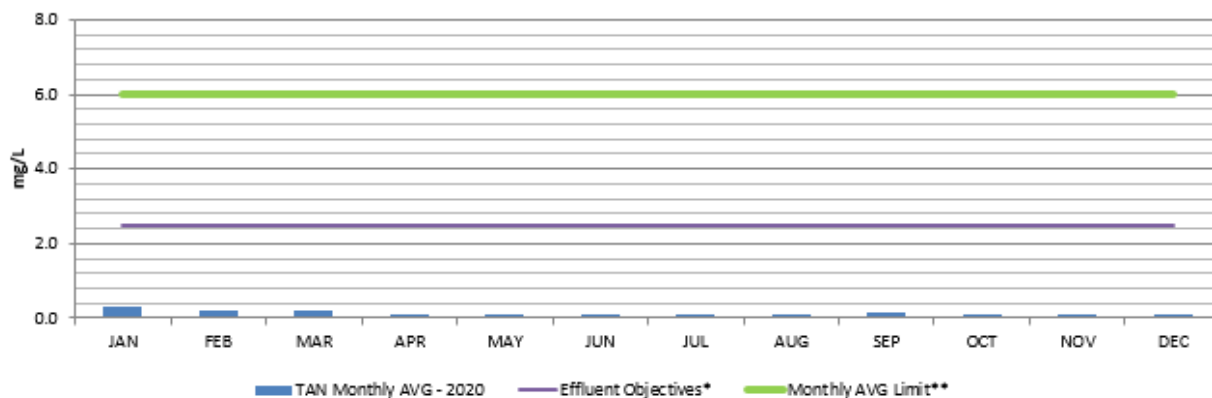
Effluent - Total Ammonia Nitrogen (mg/L)

ECA Daily Limit - 8.0



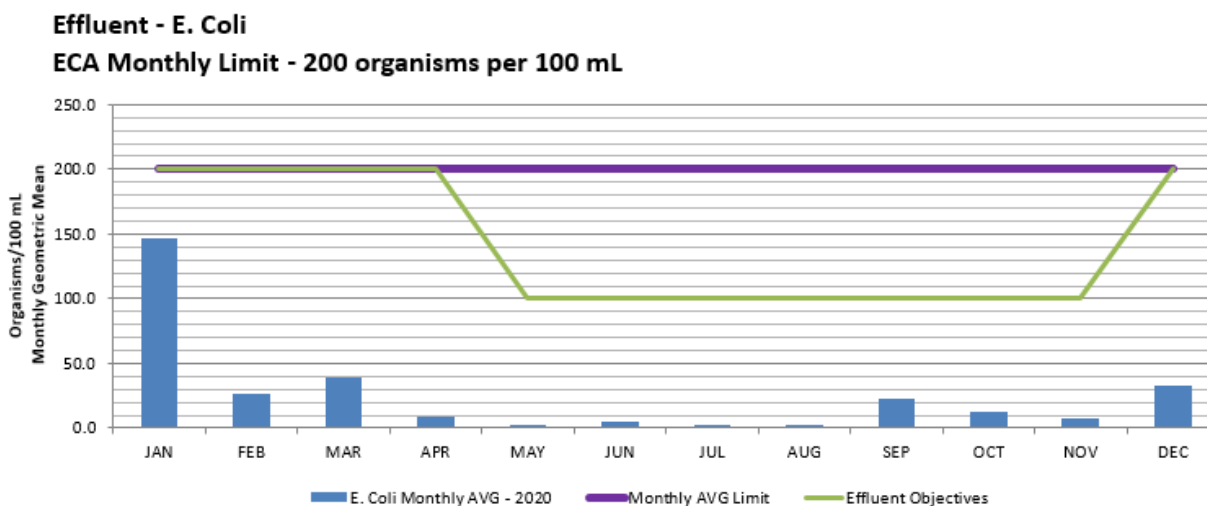
Effluent - Total Ammonia Nitrogen (mg/L)

ECA Monthly Limit - 6.0



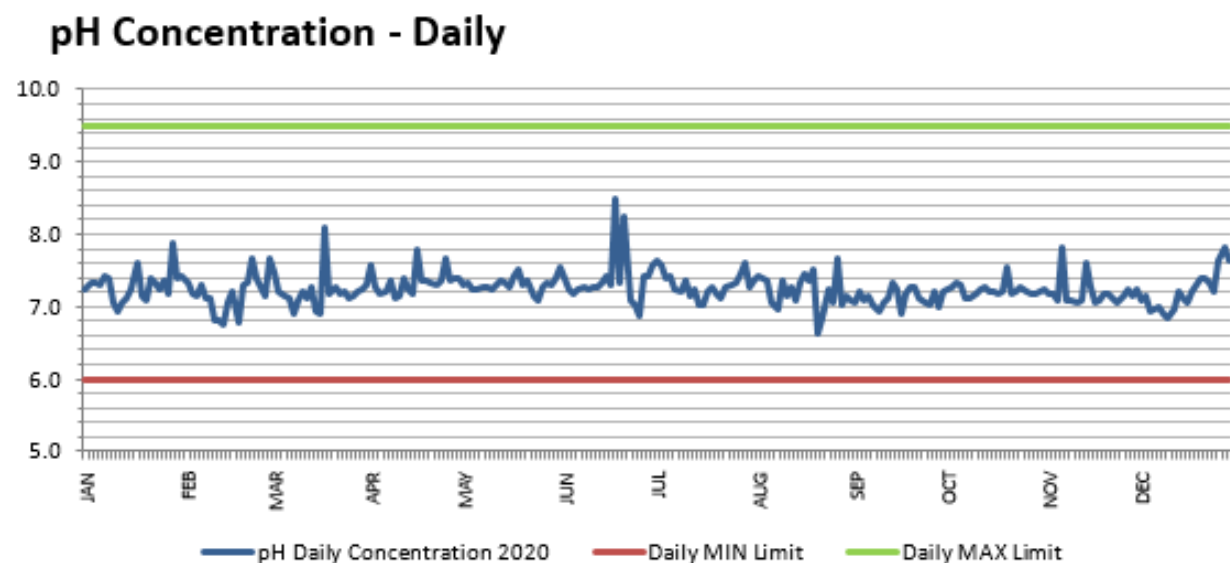
Escherichia coli (E.Coli)

E. Coli geometric mean density limits and objectives were met during the 2020 reporting period. Samples were taken on a weekly basis and sent to SGS Laboratories for analyzing. In order to maintain compliance operators completed monthly preventative maintenance on the UV system which consists of replacing bulbs and ballasts as required and cleaning UV bulbs and the channels. Daily checks on the units to ensure they are working properly are also completed during daily rounds.



pH (a figure expressing the acidity or alkalinity)

The limits and objectives for effluent pH were met during the 2020 reporting period. Staff monitored the pH on a daily basis to ensure these limits were met. Efforts are made by the operators to maintain the pH within the objectives by monitoring the process closely at the influent, aeration and effluent and making adjustments to the aluminum sulphate dosage if required. The pH is also monitored in the collection system. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

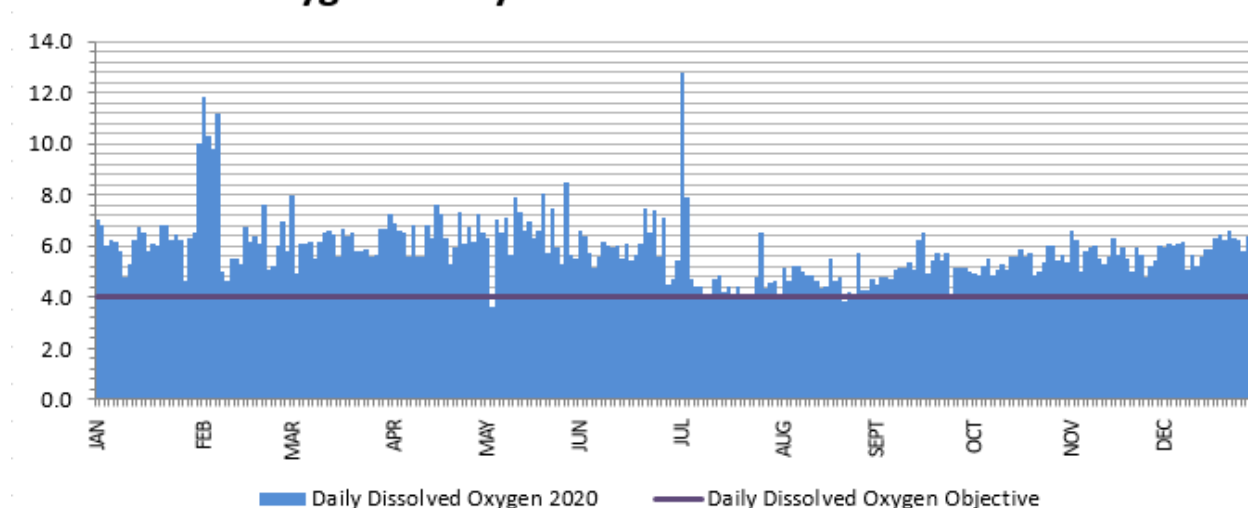


Dissolved Oxygen (D.O.)

The daily objectives of 4.0 were not met 1.9% of the time for the 2020 reporting period

There is an automated air blower that is programmed to automatically compensate when influent loadings consume too much oxygen in the aeration tanks by increasing the amount of air. Staff monitors the effluent for DO levels in-house and make the required process adjustments as required. At times the loadings on the plant have caused the daily objectives of 4.0 mg/l to not be met. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

Dissolved Oxygen - Daily



3.0 EFFLUENT QUALITY ASSURANCE

In order to attempt to meet the design objectives; effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. The operators monitor the basins by performing tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests and Mixed Liquor Suspended Solids (MLSS). As well, monitoring of the aluminum sulfate dosages and wasting volumes are completed. Data collected from these tests provide valuable information to the operator to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Periodically the tanks are cleaned out to eliminate any foam or scum build-up that could cause high solids in the effluent.

All in-house monitoring equipment is calibrated based on the manufacturer's recommendations.

Annually a facility sampling schedule calendar is prepared and reviewed with operational staff; the sampling schedule calendar identifies sample collection dates to meet regulatory requirements of the ECA.

4.0 MAINTENANCE ACTIVITIES [PLANNED / UNPLANNED]

Regular scheduled monthly preventative maintenance is assigned and monitored using the Workplace Management System (WMS) program. The Work Management System (WMS) provides the framework of how OCWA manages and plans work such as maintenance and operational activities, and is the framework which is supported within our CMMS (Computerized Maintenance Management System).

A method to prioritize maintenance requests is required to ensure that the top priority work is being pursued at all times. A method has been developed that balances risk, safety, environmental, customer, operations, financial and urgency factors and can be used by maintenance request initiators, maintenance planners and workers to ensure that the right work is being completed at the right time.

The result of this maintenance work prioritization is a plan for which resources can be prepared and allocated in an efficient manner.

OCWA's WMS uses data to support how work orders are scheduled. Work orders are prioritized according to the following three classifications:

1. **Emergency work** usually involves safety hazards, environmental concerns or major interruption of service. Repairs are generally initiated without waiting for work orders to be processed.
2. **Routine/Preventive maintenance work** does not require prioritizing, as it is always scheduled.
3. **Breakdown/Corrective maintenance work** is prioritized, planned and scheduled into the regular preventive maintenance program.

The preventive maintenance requirement is built into the regular work schedule and corrective maintenance work requests are added to the schedule according to the priority and workload of staff and availability of outside contractors. The following are the number of work orders generated and completed in 2020. For a summary of the maintenance performed please see Appendix B – WMS reports.

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
44	40	35	39	34	53	43	46	35	34	45	52	500

5.0 FUTURE ALTERATIONS

The Town of St. Marys, in collaboration with Ontario Clean Water Agency continue to investigate potential future alterations for the facility. Future alterations are being governed by a long term capital needs projection which covers a 20-year planning period. Planned future alterations or upgrades in the next few years consist of, but are not limited to:

- Construction of a new Grit Removal, Odour Control and Administration Building;
- Environmental Assessment for Capacity Expansion, as required

6.0 CALIBRATION AND MAINTENANCE PROCEDURES

In 2020 facility flow meter calibrations were completed by Pierce Services and Solutions Inc. Pierce Services completed an annual verification or calibration of all hand held and laboratory equipment. Competent OCWA operators verify or calibrate handheld equipment, example pH or DO probes, as per manufacturer's instructions. Backflow preventers were calibrated by Curney Mechanical. KoneCranes completed inspections of all facility lifting equipment and devices. Hetek Solutions Inc. calibrated all gas monitoring equipment and replaced faulty sensors as required. Sommers Generators completed inspections of facility emergency generators. Mobile Fire and Safety completed inspection of all fire extinguishers, annual boiler inspections completed by Waterloo Manufacturing and UV inspection and maintenance by H2Flow.

Other maintenance that occurred in 2020 include: UV bulb and sleeve replacements, raw sewage building wet well H₂S and O₂ sensor replacements, Neuros blower annual maintenance, gas boiler and steam boiler annual maintenance, steam boiler pre-heat tank high level float replacement, packing replacement on the Lystek product feed pump, RAS pump #3 mechanical seal replacement, Clarifier #1 sandblasting and painting, by-pass miltronics replacement, drum thickener motor/gearbox and bearing replacements, centrifuge polymer mixer bearing assembly replacement, Queen St PS pump #2 rebuild, sludge storage tank lids, RAS pump #2 replacement, WAS splitter box replacement, Lystek building fire panel replacement, centrifuge polymer pump replacement, Alum pump replacement, KOH pump diaphragm replacement.

7.0 BIOSOLIDS

In the summer of 2016, Lystek International Inc. entered into a five (5) year agreement with the Town for marketing and management of the LysteGro fertilizer produced from the facility. Biosolids produced at the St. Marys WWTP are from the Lystek System which results in a federally registered fertilizer product with the Canadian Food Inspection Agency (CFIA). As such, the material is applied as a fertilizer, where the rate of application is based on soil characteristics and crop requirements.

In 2020 a total of 3,496 m³ of LysteGro product was hauled from St. Marys WWTP either to on-farm storage, or directly to field site. All material was applied using a tanker mounted injection system designed to ensure all material is applied below the soil surface, while causing minimal disturbance, reducing any nuisance odours and maximizing retention of ammonia-N.

The 2020 application season was a success for the St. Marys material which was marketed effectively and applied responsibly as a fertilizer. All hauling and application of material was completed according to best practices in terms of nutrient management and in an economical fashion.

It is estimated that approximately 3,500 cubic metres will be produced in 2020. All biosolids sample analysis was carried out by SGS Lakefield Research Ltd.

8.0 BY-PASS, SPILLS OR ABNORMAL DISCHARGE

There were no abnormal discharge events for 2020.

There were four formal odour complaints in 2020

- June 26, 2020
- July 7, 2020
- Aug 1, 2020
- Aug 13, 2020

The Town of St. Marys is aware of odour issues associated with the WWTP and has taken steps to help alleviate those concerns. Steps taken in 2020 include the design of a new odour control system, process adjustments and modified Lystek operating schedules.

9.0 NOTICE OF MODIFICATIONS

Limited operational flexibility allows for the sewage works under the current ECA to do certain modifications to the sewage works in accordance with the Terms and Conditions of the ECA.

There were two LOF's completed in 2020, the Supernatant Well was rehabilitated and lined to prevent future corrosion. This work was commissioned in January of 2020 and the Notice of Modification to Sewage Works form reflects this date. The second LOF was for a new RAS pump and WAS splitter box, both these replacement units have similar function and capacities of the old units. A copy of these notices can be found in **Appendix C** of this report.

10.0 REMOVAL RATES

Removal rates were as follows: CBOD₅ (99%), TSS (97.44%) and Total Phosphorus (93.12%) showing that overall removal processes have been effective.

**Objectives – The owner shall use best effort to operate the works with in the objectives*

***Limits – The owner shall operate and maintain the works such that the concentrations of the parameters are not exceeded in the effluent*

REPORT PREPARED BY:
Adam McClure
Senior Operations Manager
Ontario Clean Water Agency

REPORT REVIEWED BY:
Dave Blake, C.E.T.
Environmental Services Supervisor
Town of St. Marys

APPENDIX A

MONITORING DATA

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon
From: 01/01/2020 to 31/12/2020

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

Works: [110001275]

	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	<-Total-->	<-Avg-->	<-Max-->	<-Criteria-->
Flows:																
Raw Flow: Total - Raw Sewage (m³)	191,044.00	128,218.00	166,895.00	135,431.00	124,851.00	105,448.00	99,707.00	108,300.00	99,566.00	107,935.00	110,559.00	128,166.00	1,506,120.00			
Raw Flow: Avg - Raw Sewage (m³/d)	6,162.71	4,421.31	5,383.71	4,514.37	4,027.45	3,514.93	3,216.35	3,493.55	3,318.87	3,481.77	3,685.30	4,134.39		4,112.89		
Raw Flow: Max - Raw Sewage (m³/d)	17,885.00	5,970.00	8,325.00	5,793.00	5,101.00	4,207.00	3,712.00	4,345.00	3,843.00	4,078.00	5,070.00	5,949.00			17,885.00	
Eff. Flow: Total - Final Effluent (m³)	186,619.00	124,148.00	160,649.00	128,433.00	142,590.00	164,332.00	148,335.00	134,628.00	118,572.00	133,419.00	149,271.00	140,355.00	1,731,351.00			
Eff. Flow: Avg - Final Effluent (m³/d)	6,019.97	4,280.97	5,182.23	4,281.10	4,599.68	5,477.73	4,785.00	4,342.84	3,952.40	4,303.84	4,975.70	4,527.58		4,727.42		
Eff. Flow: Max - Final Effluent (m³/d)	18,764.00	5,223.00	8,078.00	4,870.00	5,351.00	6,105.00	5,620.00	5,524.00	4,574.00	4,939.00	11,167.00	6,505.00			18,764.00	
Carbonaceous Biochemical Oxygen Demand: CBOD:																
Eff: Avg cBOD5 - Final Effluent (mg/L)	< 3.25	4.00	< 3.00	4.00	< 2.25	< 3.60	4.00	4.25	3.00	< 3.25	< 3.60	< 3.50		< 3.48	4.25	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Loading: cBOD5 - Final Effluent (kg/d)	< 19.57	17.12	< 15.55	17.12	< 10.35	< 19.72	19.14	18.46	11.86	< 13.99	< 17.91	< 15.85		< 16.39	19.72	
Biochemical Oxygen Demand: BOD5:																
Raw: Avg BOD5 - Raw Sewage (mg/L)	281.25	353.75	236.40	304.50	315.25	326.60	365.25	407.25	532.20	413.25	362.80	239.25		344.81	532.20	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Total Suspended Solids: TSS:																
Raw: Avg TSS - Raw Sewage (mg/L)	644.50	450.00	196.40	219.75	312.50	308.80	380.00	247.75	436.60	301.50	262.40	188.75		329.08	644.50	
Raw: # of samples of TSS - Raw Sewage (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Eff: Avg TSS - Final Effluent (mg/L)	9.00	8.50	9.00	5.00	6.25	7.40	9.75	11.75	9.20	8.75	10.00	6.75		8.45	11.75	15.00
Eff: # of samples of TSS - Final Effluent (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Loading: TSS - Final Effluent (kg/d)	54.18	36.39	46.64	21.41	28.75	40.54	46.65	51.03	36.36	37.66	49.76	30.56		39.99	54.18	
Percent Removal: TSS - Raw Sewage (mg/L)	98.60	98.11	95.42	97.73	98.00	97.60	97.43	95.26	97.89	97.10	96.19	96.42			98.60	
Total Phosphorus: TP:																
Raw: Avg TP - Raw Sewage (mg/L)	3.11	3.80	2.51	2.93	3.47	4.88	5.63	4.40	5.79	4.81	4.01	2.95		4.02	5.79	
Raw: # of samples of TP - Raw Sewage (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Eff: Avg TP - Final Effluent (mg/L)	0.06	0.09	0.09	0.45	0.20	0.47	0.33	0.27	0.39	0.37	0.49	0.11		0.28	0.49	1.00
Eff: # of samples of TP - Final Effluent (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Loading: TP - Final Effluent (kg/d)	0.38	0.40	0.49	1.91	0.92	2.60	1.58	1.17	1.53	1.59	2.42	0.50		1.29	2.60	
Percent Removal: TP - Raw Sewage (mg/L)	97.99	97.57	96.26	84.80	94.24	90.28	94.14	93.86	93.29	92.31	87.89	96.27			97.99	
Nitrogen Series:																
Raw: Avg TKN - Raw Sewage (mg/L)	25.13	27.38	18.54	21.18	24.18	28.02	34.43	26.23	39.52	34.15	30.16	28.78		28.14	39.52	
Raw: # of samples of TKN - Raw Sewage (mg/L)	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	52.00			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.33	0.20	< 0.22	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10	< 0.14	< 0.10	< 0.10	< 0.13		< 0.14	0.33	
Eff: # of samples of TAN - Final Effluent (mg/L)	4.00	4.00	5.00	4.00	3.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	51.00			
Loading: TAN - Final Effluent (kg/d)	< 1.96	0.86	< 1.14	< 0.43	< 0.46	< 0.55	< 0.48	< 0.43	< 0.55	< 0.43	< 0.50	< 0.57		< 0.70	1.96	
Disinfection:																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	146.87	26.05	38.97	8.66	2.38	5.40	2.00	2.99	22.97	12.20	7.67	33.43		25.80	146.87	200.00
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	4.00	4.00	5.00	4.00	6.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	54.00			

APPENDIX B

WMS REPORT

Work Order List

WO #	Location Description	Work Order Description
2028658	St. Marys Wastewater Treatment Plant & Collection System	FIRE EXTINGUISHER ROUTE Insp/Service (1m)5520
1863427	5520, St Marys WWTP, Facility	Workplace Inspection (1m) - 5520
1905005	5520, St Marys WWTP, Facility	Monthly OHSA Workplace Inspection (1m) - 5520
1584557	5520, St Marys WWTP	RawSewage Bldg - H2S Sensor replacement - 5520 -WWSM
2029710	5520, St Marys WWTP	EMERGENCY LIGHTING ROUTE Insp/service (1m) 5520
2038392	5520, St Marys WWTP,	Sampling Calendar Review (1y) 5520
2039098	5520, St Marys WWTP,	WISKI Review (1m) 5520
2007621	5520, St Marys WWTP,	Sampling and Testing (1m) 5520
1834141	5520, St Marys WWTP,	Review General Data WISKI (3m) 5520
1990712	St. Marys Wastewater Treatment Plant & Collection System	Daily O&M pumping stations(1m)5520
1990717	St. Marys Wastewater Treatment Plant & Collection System	TPM Insp/Maint Pumping Stations (1m)5520
1544747	5520, Queen Pumping Station	Alarm Dialer 01 Queen PS Testing (1m) 5520
1926400	5520, Queen Pumping Station	Daily O&M Activities Queen Pumping Station (1m) 5520
1545010	5520, Emily Pumping Station	Daily O&M Activities Emily Pumping Station (1m) 5520
1545015	5520, Emily Pumping Station	TPM Insp/Maint Emily Pumping Station (1m) 5520
1546363	5520, Emily Pumping Station	Alarm Dialer 01 Emily St. PS Testing (1m) 5520
1925891	5520, St Marys WWTP, Facility, Buildings & Grounds	Pump Cent Aeration Drain Insp/ Service (1y) 5520
1545325	5520, St Marys WWTP, Process, Disinfection	Uv Light Bank 02 Effluent Insp/ Clean/Service (1m/1y) 5520
1545332	5520, St Marys WWTP, Process, Disinfection	Uv Light Bank 01 Effluent Insp/ Clean/Service (1m/1y) 5520
1757644	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Mixer Polymer Reactor Insp/Service (1y) 5520
1757665	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Pump Cent Lystek Prod Pump Insp/ Service (1y) 5520
1757684	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Pump Cent Lystek Prod Pump Insp/ Service (1y) 5520
1592653	5520, St Marys WWTP,	Pump Cent Sludge Loading Insp/
1757703	5520, St Marys WWTP,	Pump Cent P225 Booster Insp/
1757769	5520, St Marys WWTP,	Pump Twas Smart Turner Insp/
1757772	5520, St Marys WWTP,	Pump Twas Smart Turner Insp/
1715401	5520, St Marys WWTP, Process, Process Control & Monitoring	Alarm Dialer Testing (1m) 5520
1709585	5520, St Marys WWTP	Annual Gas/Electric Boiler Inspection
1665099	5520, St Marys WWTP	219 Queen St E service connections

1881917	5520, St Marys WWTP, Process, Secondary Treatment, Process Piping	Pump Cent 03 Return Sludge Insp/ Service (1m/1y) 5520
2001170	5520, St Marys WWTP	ESA inspections @ ST Mary's WPCP
1834292	5520, St Marys Collection System	St Marys Manhole Inspections 5520
2000704	5520, St Marys Collection System	Manhole Inspections Water Street S
1544752	5520, Robinson Pumping Station	Alarm Dialer 01 Robinson PS Testing (1m) 5520
1545005	5520, St Marys WWTP	PH Probe Insp/Calib (1m) 5520
1593218	5520, St Marys WWTP, Process, Tertiary Treatment	Pump Cent 01 Return Sludge Insp/ Service (1m/1y) 5520
1593228	5520, St Marys WWTP, Process, Tertiary Treatment	Pump Cent 02 Return Sludge Insp/ Service (1m/1y) 5520
1593248	5520, St Marys WWTP, Process, Tertiary Treatment	Pump Rot Lobe Insp/Service (1m/ 1y) 5520
1593254	5520, Robinson Pumping Station	Engine Diesel Robinson St PS Insp/ Test (1m) 5520
1573826	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier Inspection/Maintenance (1m) 5520
1630810	5520, St Marys WWTP, Facility, Power Generation	Engine Diesel St. Mary's WWTP Insp/Test (1m) 5520
1757631	5520, St Marys WWTP,	Grinder Muffin Monster Bar Insp/
1757660	5520, Robinson Pumping Station	Alarm Dialer 01 Robinson PS Testing (1m) 5520
1781321	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 02 Inspection/ Maintenance (1m) 5520
1842480	5520, St Marys WWTP	TPM Insp/Maint St Marys WWTP (1m) 5520
1990722	5520, St Marys Collection System	TPM Insp/Maint Collection System (1m)5520
1990761	5520, St Marys WWTP	RAS PUMP #2 Insp/Maint (1m) 5520
1990928	5520, St Marys WWTP	Supervisor Spot Checks (3m) 1262
2006579	5520, St Marys WWTP	Do Probe Calibration (1y) 5520
2006590	5520, St Marys WWTP,	TPM Insp/Maint St Marys WWTP (1m) 5520
2028686	5520, St Marys Collection System	TPM Insp/Maint Collection System (1m)5520
2039810	5520, St Marys WWTP,	Daily O&M Activities St Marys WWTP (1m) 5520
2029812	5520, St Marys WWTP,	UPS Route Insp/Service (1m) 5520
2036470	5520, St Marys WWTP	Oil Changes In Distribution/WPCP portable engines
1918350	5520, St Marys WWTP, Process, Process Piping & Valves	Valve turning trailer insp/ maintenance 5520
1708368	5520, St Marys WWTP, Process, Disinfection	New UV Sleeves WPCP
1662764	5520, St Marys WWTP, Process, Secondary Treatment, Aeration	Neuros Turbo Blower Annual Maintenance - 5520
1791618	5520, St Marys WWTP, Process, Sludge Treatment & Handling	Sludge loading pump inspection 5520
1963447	5520, St Marys WWTP,	KOH pump repair
2000858	5520, St Marys WWTP,	alum line to pump repair
1833032	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	replaced faulty drum thickener motor with spare 5520
1873192	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Trouble shot and fixed burnt out input on Lystek product pump 242 VFD 5520
2000089	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Drum Thickener Overhaul Re-build 5520
2038669	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Replaced faulty diaphragm pump for centrifuge 5520

1757739	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Process Piping	Pump Prog Cav 01 Thickened Sludge Insp/Service (1y) 5520
1791687	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Process Piping	Packing Replacement Netzsch Progressive Cavity Pump
1757722	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Chemical Feed	Pump Peristaltic Chemical Metering Insp/Service (3m) 5520
1915783	5520, St Marys WWTP, Process, Sludge Treatment & Handling, Sludge Digestion	Trouble shot and fixed P-404 in digester basement5520
1544722	5520, St Marys WWTP, Process, Secondary Treatment, Aeration	Blower Centrifugal 02 Aeration Insp/Service (1y) 5520
1544730	5520, St Marys WWTP, Process, Secondary Treatment, Aeration	Blower Centrifugal 03 Aeration Insp/Service (1y) 5520
1545662	5520, St Marys WWTP, Process, Secondary Treatment, Aeration	Blower Cent Turbo Insp/Service (1m/3m/1y) 5520
2006371	5520, St Marys WWTP, Process, Secondary Treatment, Aeration	Filter Air 01 Carbon Sludge Insp/ Service (1y) 5520
1842188	5520, St Marys WWTP, Process, Process Control & Monitoring	Recorder Chart Methane Gas Insp/ Service (1y) 5520
1544602	5520, St Marys WWTP, Process, Process Control & Monitoring	Sampler 01 Raw Influent Service (1y) 1221
1793098	5520, St Marys WWTP, Process, Primary Treatment	Clarifier #1 drive sandblasting/ painting
1997653	5520, St Marys WWTP, Process, Primary Treatment	RAS pump #3 bearing replacement 5520
1624656	5520, St Marys WWTP, Process, Sludge Treatment & Handling	P404 - airlock
1997728	5520, St Marys WWTP, Process, Sludge Treatment & Handling	lystek bldg - water softener
2038140	5520, St Marys WWTP, Process, Sludge Treatment & Handling	RDT repairs - new bearings
2038322	5520, St Marys WWTP, Process, Sludge Treatment & Handling	new centrifuge poly pump/piping installation
1585389	5520, St Marys WWTP, Process, Sludge Treatment & Handling	constructed mixer for poly
1584485	5520, St Marys WWTP, Process, Process Piping & Valves	repair water supply line to steam boiler preheat tank
1875127	5520, St Marys WWTP, Process, Process Piping & Valves	repair koh line
2038961	5520, St Marys WWTP,	splitter box replacement
1872298	5520, St Marys WWTP,	Aeration line break fix 5520
1630300	5520, St Marys WWTP, Process, Process Control & Monitoring	Sampler 01 Auto Effluent Insp/ Service (1y) 5520
2040007	5520, St Marys WWTP	Industrial Unplanned Discharge
1832840		RAS pump#1 repair 5520
1961740	5520, St Marys WWTP, Process	Ras pump #1 coupling misalignment 5520
1835764	5520, St Marys WWTP	waterline leak to bar screen hopper
1836408	5520, St Marys Collection System	Sanitary Tie in for Fire Hall
1545295	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 01 Insp/Service (1m/ 1y) 5520
1545305	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 03 Insp/Service (1m/ 1y) 5520

1545315	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 04 Insp/Service (1m/ 1y) 5520
1584665	5520, St Marys WWTP, Process	Replaced Lines on Industrial Samplers
1662109	5520, St Marys WWTP, Process, Headworks	Detroit cleaning
1875810	5520, Robinson Pumping Station	repair to land line for Robinson St auto alarm dialer
2001286	5520, St Marys WWTP,	transformer replacement
2037998	5520, St Marys WWTP,	#3 centrifugal blower repair
1586577	5520, St Marys WWTP,	O2 sensor replacement Wetwell - 5520 WWSM
1707290	5520, St Marys WWTP,	Replace 4 sludge tank storage hatches
1792329	5520, St Marys WWTP,	smoke detector replacement 5520
1794663	5520, St Marys WWTP,	Replaced faulty smoke detector in Lystek building 5520
1794666	5520, St Marys WWTP	Replaced faulty UPS for CP-4 5520
1873313	5520, St Marys WWTP	trouble shot mixers not running after a power outage 5520
1875407	5520, St Marys WWTP	replaced two faulty solenoid valves 5520
1918486	5520, St Marys WWTP	replaced faulty solenoid valve 5520
1962420	5520, St Marys WWTP	replaced faulty solenoid valves on pump 346, and pump 347 packing 5520
1858766	5520, St Marys WWTP, Process, Secondary Treatment, Process Piping	Valve Check 01 RAS Return Activated Sludge Insp/Service (1 y) 5520
1585112	5520, St Marys WWTP	High level alarm Robinson St/ WWTP
1585121	5520, St Marys WWTP	High level alarm WPCP
1585741	5520, St Marys WWTP	Robinson St plug install
1622868	5520, St Marys WWTP, Process, Headworks	Raw sewage pump#2 issues 5520
1623108	5520, St Marys WWTP	HMI screen issues
1624400	5520, St Marys WWTP, Process, Headworks	Pump #1 ground fault
1624519	5520, St Marys Collection System	116 queen st E camera inspection/ Auger
1624664	5520, St Marys WWTP	drum thickener injection issues
1706450	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Clarifier 1 Weir repair
1709012	5520, St Marys WWTP	Cable replacement On MX 303
1664377	5520, St Marys WWTP, Process, Tertiary Treatment	Ras Pump #2 leak
1664612	5520, St Marys WWTP	broken potable valve Aeration building
1749198	5520, St Marys WWTP	RAS pump #2 replacement 5520
1750783	5520, St Marys WWTP	Raw Sewage building O2 and H2S sensor replacements 5520
1791679	5520, St Marys WWTP	RAS pump #3 Mechanical Seal
1835550	5520, St Marys WWTP	Spare Drum Thickener Motor Replacement
1872899	5520, St Marys WWTP	Centrifuge polymer mixer bearing assembly
1915785	5520, St Marys WWTP	Lystek Fire Panel Replacement
1705928	5520, St Marys WWTP, Process	clarifier #1 repair
1793360	5520, St Marys WWTP, Process, Process Control & Monitoring	By-Pass Flow Meter Milltronic's
1623686	5520, St Marys WWTP, Process, Process Control & Monitoring	#4 RAS pump - pressure sensor
1622978	5520, St Marys WWTP, Process, Process Control & Monitoring	TROUBLE SHOT AND REPAIRED UPSTAIRS REC IN OLD RAS BUILDING 5520

1833439	5520, St Marys WWTP, Process, Process Control & Monitoring	pricing for replacement HIM's in Lystek building MCC 5520
1916584	5520, St Marys WWTP, Process, Process Control & Monitoring	reset anybus converter to fix ORP values 5520
1662972	5520, St Marys WWTP, Process, Process Control & Monitoring	Final Effluent Sampler Line Replacement
1926729	5520, St Marys WWTP, Process, Disinfection	Uv Light Bank 02 Effluent Insp/ Clean/Service (1m/1y) 5520
1926748	5520, St Marys WWTP, Process, Disinfection	Uv Light Bank 01 Effluent Insp/ Clean/Service (1m/1y) 5520
1750124	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	New Steam Boiler pre-heat tank float
1584591	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	replace belts on sludge storage odor control unit
1999137	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	gas boiler - servicing
1707092	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	RE-ANCHORED FALLING UNIT HEATER TO WALL
1962421	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	built automatic scale chemical pump control system 5520
1757619	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	Boiler Industrial Heating Eqmt Insp/ Service (1y) 5520
1757625	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	Boiler Preheat Tank Water Insp/ Service (1y) 5520
1757775	5520, St Marys WWTP, Facility, Heating Ventilation Air Conditioning	Tank Hot Water Heater Electric Insp (1y) 5520
1587511	5520, St Marys WWTP, Facility	New water lines blower building
1709119	5520, St Marys WWTP, Facility	effluent weir - repair
2036657	5520, St Marys WWTP, Facility	hetek on site to replace sensor- digester bldg
2036792	5520, St Marys WWTP, Facility	Lystek bldg water softener not producing brine
2037283	5520, St Marys WWTP, Facility	blower bldg. emergency lighting - battery replacement
1584998	5520, St Marys WWTP, Facility	CLEANED UP ESA DEFECTS FROM LAST INSPECTION 5520
1837233	5520, St Marys WWTP, Facility	Netzsch bridge breaker packing adjustment 5520
1624413	5520, St Marys WWTP, Facility	Communication Fail @ WPCP (Devicenet in CP11)
1999161	5520, St Marys WWTP, Facility	WPCP Maintenance
2000970	5520, St Marys WWTP, Facility	Festival Hydro transformer replacement feeding WPCP
1757760	5520, St Marys WWTP, Facility, Buildings & Grounds	Pump Subm Lawn Water Insp/ Service (1y) 5520
1709020	5520, Queen Pumping Station	Queen St PS door painting
1872897	5520, Queen Pumping Station	Queen St Pump # 1 rebuild 5520
1624078	5520, Queen Pumping Station	TROUBLE SHOT PUMP #2 OVERLOAD ISSUE 5520
1833033	5520, Queen Pumping Station	pulled pump #1 to be sent away for rebuild.
2001071	5520, St Marys WWTP	Drum Thickener Repairs
1592917	5520, St Marys WWTP	TPM Insp/Maint St Marys WWTP (1m) 5520
1593155	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 01 Insp/Service (1m/ 1y) 5520

1593165	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 03 Insp/Service (1m/ 1y) 5520
1593175	5520, St Marys WWTP, Process, Secondary Treatment, Clarifier	Tank Clarifier 04 Insp/Service (1m/ 1y) 5520
1672376	5520, St Marys WWTP	Chemical System Flushing (6m) 5520
1672111	5520, St Marys WWTP, Process, Headworks	Screen 01 Detroiter Tank Component Insp/Service (1y) 5520
1672075	5520, St Marys WWTP, Process, Headworks	Conveyor 01 Rake Grit Insp/Service (1y) 5520
1672085	5520, St Marys WWTP, Process, Headworks	Mixer 01 Grit Organic Pump Insp/ Service (1y) 5520
1842161	5520, St Marys WWTP, Process, Headworks	Pump Subm 01 Raw Sewage Insp/ Service (1y) 5520
1842170	5520, St Marys WWTP, Process, Headworks	Pump Subm 02 Raw Sewage Insp/ Service (1y) 5520
1842179	5520, St Marys WWTP, Process, Headworks	Pump Subm 03 Raw Sewage Insp/ Service (1y) 5520
1842190	5520, St Marys WWTP, Process, Tertiary Treatment	Valve Relief Press Insp/Service (1y) 5520
1842193	5520, St Marys WWTP, Process, Tertiary Treatment	Valve Relief Press Insp/Service (1y) 5520
1801076	5520, Robinson Pumping Station	Pump Subm 01 Robinson St Insp/ Service (1y) 5520
1801085	5520, Robinson Pumping Station	Pump Subm 02 Robinson St Insp/ Service (1y) 5520
2028788	5520, St Marys WWTP	RAS PUMP MOTOR 2 Insp/ Maint(1m) 5520
2029700	5520, St Marys WWTP	Fan Exhaust Duct Lystek Building Insp/Maint (1m) 5520
1926387	5520, St Marys WWTP	Chemical System Flushing (6m) 5520
1842133	5520, Robinson Pumping Station	Meter Level 01 Robinson St Insp/ Service (1y) 5520
1757634	5520, St Marys WWTP,	Meter Flow Digested Sludge Insp/
1715378	5520, St Marys WWTP, Process, Process Control & Monitoring	Meter Flow Effluent Bypass Insp/ Service (1y) 5520
1715383	5520, St Marys WWTP, Process, Process Control & Monitoring	Meter Flow Fit1 RAS Insp/Service (1y) 5520
1715388	5520, St Marys WWTP, Process, Process Control & Monitoring	Meter Flow RAS Insp/Service (1y) 5520
1715393	5520, St Marys WWTP, Process, Process Control & Monitoring	Meter Flow Velocity Final Effluent Insp/Service (1y) 5520
1842138	5520, St Marys WWTP, Process, Process Control & Monitoring	Meter Level Raw Sewage Insp/ Service (1y) 5520
1757639	5520, St Marys WWTP, Process, Process Control & Monitoring	Meter Flow Thickened Was Insp/ Service (1y) 5520

APPENDIX C

NOTICE OF MODIFICATIONS



Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 - Environmental Compliance Approval (ECA) with Limited Operational Flexibility		
<i>(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)</i>		
ECA Number 4934-AH9S98	Issuance Date (mm/dd/yyyy) 02/24/17	Notice number (if applicable)
ECA Owner Town of St. Marys		Municipality Town of St. Marys

Part 2 - Description of the modifications as part of the Limited Operational Flexibility
<i>(Attach a detailed description of the sewage works)</i>
See attached page.
Description shall include: 1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.) 2. Confirmation that the anticipated environmental effects are negligible. 3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 - Declaration by Professional Engineer	
I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design: 1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario; 2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA; 3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations. I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate	
Name (Print) Ryan DeVries	PEO License Number 100183886
Signature 	Date (mm/dd/yyyy) 01/16/2020
Name of Employer B. M. Ross and Associates Limited	

Part 4 - Declaration by Owner	
I hereby declare that: 1. I am authorized by the Owner to complete this Declaration; 2. The Owner consents to the modification; and 3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA. 4. The Owner has fulfilled all applicable requirements of the <i>Environmental Assessment Act</i> . I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate	
Name of Owner Representative (Print) DAVE BLAKE	Owner representative's title (Print) ENVIRONMENTAL SERVICES SUPERVISOR
Owner Representative's Signature 	Date (mm/dd/yyyy) 01/20/20

Notes for Notice of Modification

St. Marys WPCP Supernatant Wetwell – Page 25, Part 2

The existing supernatant wetwell structure has been rehabilitated and lined to prevent future corrosion. Process piping and pumps within the wetwell were replaced, with slightly larger pumps (15 L/s at 9.5 m TDH) to accommodate proposed future flow from a future new inlet works building. This work proceeded under the LOF clause in the existing ECA for the following reasons:

- The existing supernatant wetwell is not currently described in the existing ECA under “Works” and does not appear to currently have a defined rated capacity.
- Although existing pumps have been replaced with larger, the existing rated capacity of the Plant is not changed. The inflow to the supernatant wetwell is not anticipated to change until the new inlet works is constructed. The new inlet works will require an amendment to the existing ECA.
- The rehabilitation of the supernatant wetwell occurred within the existing WPCP site limits.
- Point of discharge is unchanged.

In addition to the above work, 5 existing 150mm dia. plug valves were replaced, as well as the Plant’s 750mm square sluice gate valve in the overflow chamber adjacent to the main inlet pumping station. Refer to the drawings dated January 15, 2020 for an indication of the location of these valves.

The descriptions in the existing ECA are still accurate and no revisions are required based on the work completed and described above.



Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility		
<i>(Insert the ECA's owner, number and issuance date and notice number, which should start with '01' and consecutive numbers thereafter)</i>		
ECA Number	Issuance Date (mm/dd/yy)	Notice number (if applicable)
4934-AH9S98	02/24/17	
ECA Owner		Municipality
Town of St. Marys		Town of St. Marys

Part 2: Description of the modifications as part of the Limited Operational Flexibility
<i>(Attach a detailed description of the sewage works)</i>
See attached page.
Description shall include:
<ol style="list-style-type: none"> 1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.) 2. Confirmation that the anticipated environmental effects are negligible. 3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 – Declaration by Professional Engineer	
I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:	
<ol style="list-style-type: none"> 1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario; 2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA; 3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations. 	
I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate	
Name (Print)	PEO License Number
Ryan DeVries	100183886
Signature	Date (mm/dd/yy)
<i>Ryan DeVries</i>	05/27/2020
Name of Employer	
B. M. Ross and Associates Limited	

Part 4 – Declaration by Owner	
I hereby declare that:	
<ol style="list-style-type: none"> 1. I am authorized by the Owner to complete this Declaration; 2. The Owner consents to the modification; and 3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA. 4. The Owner has fulfilled all applicable requirements of the <i>Environmental Assessment Act</i>. 	
I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate	
Name of Owner Representative (Print)	Owner representative's title (Print)
DAVE BLAKE	ENVIRONMENTAL SUPERVISOR
Owner Representative's Signature	Date (mm/dd/yy)
<i>[Signature]</i>	05/28/2020

Notes for Notice of Modification

St. Marys WPCP Equipment Replacement – Page 25, Part 2

The Town is working towards replacing 1 of 2 existing RAS pumps. The pumps are located in the building near the two 9.1m dia. equalization tanks. The equalization tanks are currently listed in the existing ECA. The existing RAS pumps are not specifically mentioned in the ECA. The existing pumps have duty operating points of 21.1 L/s at 9.1m TDH. The new pump has the same duty operating point.

In addition to the above work, there is an existing WAS flow splitting device located between the anoxic tanks and the blower building. It is an above grade structure that splits flow between the aeration tanks, recycle to the anoxic tanks, effluent to the WAS equalization tanks and secondary clarifiers. The structure is showing signs of corrosion and the Town is planning to replace it. The replacement unit will be manufactured to similar dimensions and continue to function in the same way.

The above work will not result in the need for revisions to the existing ECA.



INFORMATION REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Dave Blake, Environmental Services Supervisor

Date of Meeting: 23 March 2021

Subject: **PW 20-2021 Drinking Water Quality Management System Update**

INFORMATION

This report is presented to Council as information related to the Drinking Water Quality Management System (DWQMS) for the Town's water supply and distribution system.

RECOMMENDATION

THAT PW 20-2021, Drinking Water Quality Management System Update report be received for information.

BACKGROUND

The *Safe Drinking Water Act*, 2002 (SDWA) requires that owners and operating authorities of municipal residential drinking water systems have an accredited Operating Authority. In order to become accredited, an Operating Authority must establish and maintain a quality management system (QMS). Operating Authorities are to be accredited by a third-party accreditation body against the requirements of the standard.

REPORT

On November 18, 2020 a verification audit was completed by SAI-Global, the third-party accreditation body which has been selected by the Town and Ontario Clean Water Agency (Operating Authority). Externally lead audits are an essential tool for measuring the effectiveness of the QMS and audit findings indicate where the QMS was in conformance, or non-conformance of the DWQMS. The audit was completed over one (1) day and interviews were conducted with Operating Authority staff and Town staff as applicable. The interviews were conducted not only to assess conformance to the DWQMS, but also to determine if staff were aware and meeting the requirements of the standard. The final audit report identified one (1) Minor Non-Conformance (Mn) and two (2) Opportunities for Improvement (OFI). There were no major non-conformances identified through the external audit.

The following Mn and OFIs were identified as part of the audit:

DWQMS Reference: No. 8, *Risk Assessment Outcomes*

Mn: Under Distribution, the Hazardous Event described as "Reservoir – Failure of Equipment associated with secondary disinfection" is missing the associated hazard in the RA Outcomes Table. Moreover, since the reservoir does, or has the potential to, distribute potable water to the community and is monitored daily for free chlorine (i.e. CCLs exist), this hazard event should

be denoted as a mandatory CCP as per OP-07 Risk Assessment, section 3.3.4.

DWQMS Reference: No. 6, *Drinking Water System*

OFI: Ensure that the description of the drinking water system clearly defines how secondary disinfection is addressed within the distribution system.

DWQMS Reference: No. 9, *Organizational Structure, Roles, Responsibility and Authorities*

OFI: Consider including the O&M Team Lead in the QEMS, as this person is mentioned in QEMS procedures as having specific responsibilities (eg. OP-14, OP-15)

The Mn and OFIs identified above were reviewed for consideration and were addressed within the QEMS document.

Following the Stage 1 Audit (results above), a Re-Accreditation Audit was completed on December 4, 2020. Again, the audit was completed over one (1) day and interviews were conducted with Operating Authority staff and Town staff as applicable. The interviews were conducted not only to assess conformance to the DWQMS, but also to determine if staff were aware and meeting the requirements of the standard. The final audit report identified one (1) Opportunities for Improvement (OFI). There were no major or Minor Non-Conformances identified through the external audit.

DWQMS Reference: No. 6, *Drinking Water System*

OFI: Ensure that each treatment process flow diagram found in the Operation Plan (OP-06) clearly shows where monitoring is taking place within the process (i.e. turbidity, chlorine residual).

Again, the OFI identified above is being reviewed by staff and will be addressed during the next scheduled update of the QEMS.

For more information, please see attachment No. 1 and No. 2 which includes the full external audit report(s).

SUMMARY & IMPLICATIONS

The completion of the external and reaccreditation audit, and the subsequent findings indicate that OCWA has, and is following a defined Quality Management System in relation to the St. Marys drinking water system. All Mn and OFIs identified have been addressed by OCWA in their QEMS system and OCWA has received full scope accreditation for the St. Marys Drinking Water System.

There are no implications related to the completion of the external audit at this time.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

ATTACHMENTS

Attachment No. 1 – System Audit, Stage 1 – November 18, 2020

Attachment No. 2 – Verification Audit (Reaccreditation) – December 4, 2020

REVIEWED BY

Recommended by the Department

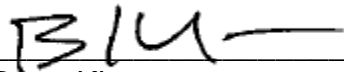


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Audit Report

Systems Audit for

Town of St. Marys

1648717-02

Audited Address: 309 Thomas Street, St. Marys, Ontario, CAN,
N4X 1B6

Start Date: Nov 18, 2020 End Date: Nov 18, 2020

Type of audit - System (Stage 1)

Issue Date: November 20, 2020

Revision Level: *Final*

BACKGROUND INFORMATION

SAI Global conducted an audit of Town of St. Marys beginning on Nov 18, 2020 and ending on Nov 18, 2020 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Treatment and Distribution
Drinking Water System Owner:	Town of St. Marys
Operating Authority:	OCWA
Owner:	Town of St. Marys
Population Services:	7200
Activities:	Treatment Distribution
Drinking Water Systems	Town of St. Mary's Drinking Water System

Total audit duration:	Person(s): 1	Day(s): 0.50
Audit Team Member(s):	Team Leader	Janet McKenzie

Other Participants:

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or recertification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

Systems Audit:

A desktop audit of the operational plans for the subject system to assess whether the documented QMS meets the PLAN requirements of the DWQMS V2.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the Operating Authority since last audit include: n/a

EXECUTIVE OVERVIEW

The results of this System audit (Stage 1) indicate that the organization is prepared for an onsite accreditation (Stage 2) audit; however, if the minor nonconformances documented are not resolved prior to completion of the onsite accreditation (Stage 2) audit, then the issues will be escalated to major non-conformances.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Ensure that the description of the drinking water system clearly defines how secondary disinfection is addressed within the distribution system.
- Consider including the O&M Team Lead in the QEMS organizational structure, as this person is mentioned in QEMS procedures as having specific responsibilities (eg. OP-14, OP-15)

It is suggested that the opportunities for improvement be considered by management to further enhance the Operating Authority's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The Operating Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	OFI
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Mn
9. Organizational Structure, Roles, Responsibilities and Authorities	OFI
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-02 Rev Date: 2019-06-24 Rev No: 1
Details: Conforms	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-03 Rev Date: 2020-10-09 Rev No: 2 Appendix OP-03A.
Details: Conforms	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-04 Rev Date: 2019-10-09 Rev No: 2
Details: Conforms	

DWQMS Reference:	5 Document and Record Control
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-05 Rev Date: 2019-10-09 Rev No: 8 Appendix OP-05A Document and Records Control Locations.
Details: Conforms	

DWQMS Reference:	6 Drinking Water System
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-06 Rev Date: 2019-11-06 Rev No: 5
Details: OFI: Ensure that the description of the drinking water system clearly defines how secondary disinfection is addressed within the distribution system.	

DWQMS Reference	7 Risk Assessment
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-07 Rev Date: 2019-10-09 Rev No: 2
Details: Conforms	

Audit Report

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	OP-07 Risk Assessment, 2019-10-09 Rev No: 2 OP-08 Risk Assessment Outcomes, 2019-06-24 Rev No: 1 OP-08A Summary of Risk Assessment Outcomes, 2019-10-27 Rev No: 11
Details: Minor non-conformance Under Distribution, the Hazardous Event described as “Reservoir - Failure of equipment associated with secondary disinfection” is missing the associated hazard in the RA Outcomes table. Moreover, since the reservoir does, or has the potential to, distribute potable water to the community and is monitored daily for Free Chlorine (i.e. CCLs exist), this hazardous event should be denoted as a mandatory CCP as per OP-07 Risk Assessment, section 3.3.4.	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-09A Rev Date: 2019-10 -13 Rev No: 3
Details: OFI: Consider including the O&M Team Lead in the QEMS, as this person is mentioned in QEMS procedures as having specific responsibilities (eg. OP-14, OP-15)	

DWQMS Reference:	10 Competencies
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-10 Rev Date: 2020-10-13 Rev No: 2
Details : Conforms	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-11 Rev Date: 2020-11-05 Rev No: 8
Details: Conforms	

DWQMS Reference:	12 Communications
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP- 12 Rev Date: 2019-10-13 Rev No: 7
Details: Conforms	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-13 Rev Date: 2019-06-24 Rev No: 8 Emergency Contacts & ESS List, 2020-10-14 Rev.18
Details: Conforms	

Audit Report

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-14 Rev Date: 2018 -12-04 Rv No: 0
Details: Conforms	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-15 Rev Date: 2019-06-24 Rev No: 2
Details: Conforms	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-16 Rev Date: 2019-06-24 Rev No: 8
Details: Conforms	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-17 Rev Date: 2020-10-27 Rev No: 6
Details: Conforms	

DWQMS Reference:	18 Emergency Management
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-18 Rev Date: 2018-12-04 Rev No: 4 CP-01 Spill REsponse 2020-5-12, ,rev 6 CP-02 Critical INjury 2020-5-12, ,rev 6 CP-03 Critical shortage of staff 2020-5-12, rev 7 CP-04 Loss of service 2020 - 5-12, rev5 CP-05 Unsafe water 2020 - 5-12, rev5
Details: Conforms	

DWQMS Reference:	19 Internal Audits
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-19 Rev Date: 2019-06-24 Rev No: 6 St. Mary's QEMS internal audit report, OCWA, September 24, 2020
Details: Conforms	

DWQMS Reference:	20 Management Review
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP- Rev Date: 2019-06-25 Rev No: 6 Management Review Meeting Minutes St. Marys Drinking Water System. 2020 - 11- 02
Details: Conforms	

Audit Report

DWQMS Reference:	21 Continual Improvement
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-21 Rev Date: 2019-06-24 Rev No: 1
Details: Conforms	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

This report was prepared by:



Janet McKenzie
SAI Global Management Systems Auditor

The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.

Audit Report

Re Accreditation Audit for

Town of St. Marys

1648717-02

Audited Address: 309 Thomas Street, St. Marys, Ontario, CAN,
N4X 1B6

Start Date: Dec 04, 2020 End Date: Dec 04, 2020

Type of audit - Verification Audit (Reaccreditation)

Issue Date: Dec 10/20

Revision Level: Final

BACKGROUND INFORMATION

SAI Global conducted an audit of Town of St. Marys beginning on Dec 04, 2020 and ending on Dec 04, 2020 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

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Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Treatment and Distribution
Drinking Water System Owner:	Town of St. Marys
Operating Authority:	OCWA
Owner:	Town of St. Marys
Population Services:	7200
Activities:	Treatment Distribution
Drinking Water Systems	Town of St. Mary's Drinking Water System

Total audit duration:	Person(s): 1	Day(s): 1.00
Audit Team Member(s):	Team Leader	Janet McKenzie

Other Participants:

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or recertification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

On-site Verification Audit:

An onsite audit to assess whether a QMS has been implemented for the subject system that meets the “DO” requirements of the DWQMS V2.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority’s QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the Operating Authority since last audit include: change in staffing

EXECUTIVE OVERVIEW

Based on the results of this onsite verification audit (Stage 2) and the results of the System audit (Stage 1) it has been determined that the management system is effectively implemented and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for certification will be submitted to SAI Global review team.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Ensure that each treatment process flow diagram found in the Operational Plan (OP-06) clearly shows where monitoring is taking place within the process (i.e. turbidity, chlorine residual).

It is suggested that the opportunities for improvement be considered by management to further enhance the Operating Authority's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The Operating Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	OFI
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms*
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	St. Marys Drinking Water System - Operational Plan, June 24/19, rev 1
Details: Conforms	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-02 Rev Date: 2019-06-24 Rev No: 1 Town of St. Mary's website, Water/Wastewater page Interviews with Water Operators
Details: Conforms	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-03 Rev Date: 2020-10-09 Rev No: 2 Appendix OP-03A. Council resolution, May 28, 2019 Interviews with SW Safety, Process & Compliance Manager and Senior Operations Manager
Details: Conforms	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-04 Rev Date: 2019-10-09 Rev No: 2 Interviews with Process & Compliance Technician, Water Operator
Details: Conforms	

DWQMS Reference:	5 Document and Record Control
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-05 Rev Date: 2019-10-09 Rev No: 8 Appendix OP-05A Document and Records Control Locations. SOP- Reporting Adverse Water Quality, rev 4, June 23/17 Quarterly CoC, Aug 7/20, rev 6 Well #1 logbook entries, April 2020 & August 2020 Rounds sheet Interview w Process & Compliance Technician
Details: Conforms	

DWQMS Reference:	6 Drinking Water System
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Audit Report

Client Reference:	Operational Plan, St Mary's DWS, Drinking Water System, OP-06, rev5, 2020/11/06 Process flow diagrams for Well #1, #2A, #3 Site tour (videos) of Well #1
Details: Opportunity for Improvement Ensure that each treatment process flow diagram found in the Operational Plan (OP-06) clearly shows where monitoring is taking place within the process (i.e. turbidity, chlorine residual).	

DWQMS Reference	7 Risk Assessment
Client Reference:	OP-07 Risk Assessment, 2019-10-09 Rev No: 2 OP-08 Risk Assessment Outcomes, 2019-06-24 Rev No: 1 OP-08A Summary of Risk Assessment Outcomes, 2019-10-27 Rev No: 11
Details: Conforms	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	OP-07 Risk Assessment, 2019-10-09 Rev No: 2 OP-08 Risk Assessment Outcomes, 2019-06-24 Rev No: 1 OP-08A Summary of Risk Assessment Outcomes, 2019-10-27 Rev No: 11 Interviews with Senior Operations Manager, Process & Compliance Technician, Water Operator
Details: Conforms	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-09A Rev Date: 2019-10 -13 Rev No: 3 Interviews with OCWA staff
Details: Conforms	

DWQMS Reference:	10 Competencies
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-10 Rev Date: 2020-10-13 Rev No: 2 Detailed training summary for 2 Water Operator/Mechanics (Jan2017-Dec3,2020) Auditor training certificate for Internal Auditor, March 10/09
Details: Conforms	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-11

Audit Report

	Rev Date: 2020-11-05 Rev No: 8 Interview with Senior Operations Manager and Water Operators
Details: Conforms	

DWQMS Reference:	12 Communications
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP- 12 Rev Date: 2019-10-13 Rev No: 7 Detailed training summary for 2 Water Operator/Mechanics (Jan2017-Dec3,2020) Essential Supplier letter email from D.Thomson to Pierce Services, Oct 2019 Top Management email for MR minutes to Owner, Nov 2/20
Details: Conforms	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-13 Rev Date: 2019-06-24 Rev No: 8 Emergency Contacts & ESS List, 2020-10-14 Rev.18
Details: Conforms	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-14 Rev Date: 2018 -12-04 Rv No: 0 6 Yr Recommended Capital/Major Maintenance Recommendations, 2020 and 2021
Details: Conforms	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-15 Rev Date: 2019-06-24 Rev No: 2 Watermain break repair record, W.O.# 1664184, March 22/20 Hydrant flushing records for 2019 (sampling of 279 pgs)
Details: Conforms	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-16 Rev Date: 2019-06-24 Rev No: 8 Bacits & THM CoC and CoA, April 2020 Samples of week 1 and week 2, Water COC
Details: Conforms	

Audit Report

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-17 Rev Date: 2020-10-27 Rev No: 6 Calibration stickers and certificates for Well#1 Flowmeter (WMS ID# 0000277944), Well #1 online turbidity analyzer (WMS ID# 0000277946), Well #1 online chlorine Analyzer (WmS ID# 0000277945)
Details: Conforms	

DWQMS Reference:	18 Emergency Management
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-18 Rev Date: 2018-12-04 Rev No: 4 SOP- Reporting Adverse Water Quality, rev 4, June 23/17 Emergency training records for 2019 & 2020 AWQI reports #149400 and 149401 and associated records
Details: Conforms	

DWQMS Reference:	19 Internal Audits
Client Reference:	St. Mary's QEMS internal audit report, OCWA, September 24, 2020 Interview with Internal auditor, Process & Compliance Technician
Details: Conforms	

DWQMS Reference:	20 Management Review
Client Reference:	Management Review Meeting Minutes St. Marys Drinking Water System. 2020 - 11- 02 Interview with SW Safety, Process & Compliance Manager
Details: Conforms	

DWQMS Reference:	21 Continual Improvement
Client Reference:	St. Marys Drinking Water System - Operational Plan QEMS Proc.: OP-21 Rev Date: 2019-06-24 Rev No: 1 Summary Table of Action Items for 2019 and 2020
Details: Conforms* Very well organized continual improvement/summary of action items logsheet.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

Audit Report

This report was prepared by:



Janet McKenzie
SAI Global Management Systems Auditor

The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	23 March 2021
Subject:	PW 21-2021 Sole Source Request for Water Tower Maintenance

PURPOSE

This report presents Council with information related to select water tower maintenance works to be completed as an approved 2021 capital budget item.

RECOMMENDATION

THAT PW 21-2021, Sole Source Request for Water Tower Maintenance Works report be received; and
THAT Council approves a sole source of recommended water tower upgrades work to Landmark Municipal Services as a continuation of the maintenance and inspection program completed on the water tower in 2020.

BACKGROUND

In 2020, the Town completed a competitive quote related to a water tower condition inspection to identify any maintenance, or upgrades required on the water tower to maintain the infrastructure in a fit state of repair. Landmark Municipal Services were the preferred proponent through that process and resulted in the inspection and cleaning works being completed throughout the summer of 2020.

The scope of work consisted of a full internal and external inspection of the water tower, including an inspection of the elevated water reservoir to assess condition, sediment levels, and areas of concern. Also included in this work program was an external tank cleaning, and inspection of the coating system and full tower safety inspection.

REPORT

As a result of the 2020 work program, the Town was provided with a comprehensive inspection report that identified a variety of works to be considered on the water tower to upgrade, improve or maintain the asset moving forward. Some of the works were identified as must haves, while other recommendations were “nice to haves”. As such, Town staff, in consultation with Ontario Clean Water Agency, have identified required or preferred actions to be undertaken as part of the 2021 program.

The following provides a summary of the works to be completed in 2021:

- Remove and replace the existing fall arrest system which is no longer CSA compliant.
- Installation of anti-slip tape on smooth ladder rungs
- Installation of new pulley rope system
- Installation of various Health and Safety features related to fall arrest, climbing and rescue.

Staff recommends sole sourcing the required works to Landmark Municipal Services as they are familiar with the site conditions, design of the tower, its current condition and the maintenance recommendations made as part of the 2020 inspection program.

The sole source requirement is being requested in accordance with Section 9 of the Town's purchasing by-law (36-2012) where a single source is being recommended because it is more cost effective or beneficial for the Town. The rationale for this is that the 2020 inspection program, completed by Landmark Municipal Services, identified very specific aspects of the tower's structure or systems to be considered for upgrade or replacement for which they are familiar with. If a procurement document were to be issued, it would be anticipated that the Town would see elevated submission costs as a result of administrative inspections for other proponents to familiarize themselves with the requested works.

FINANCIAL IMPLICATIONS

The approved 2021 capital budget for this work is \$25,000.00.

Based on the scope of work to be completed as part of the project, it is estimated that the program will be completed for approximately \$23,000, including contingency and net of the HST rebate.

This program is anticipated to be completed within budget for 2021.

This project is to be funded through water reserves.

SUMMARY

Based on information detailed within this report, staff recommends that Landmark Municipal Services be retained by the Town to complete the recommended water tower maintenance works. This recommendation is made due to their historical knowledge of the water tower and its construction, existing condition, as well as all recommended works required at the Site due to their completion of the inspection program completed in 2020.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar # 1 – Infrastructure, 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. This will require a balance between building and regular maintenance.
 - Tactic(s): When developing the annual capital plan, have regard for the infrastructure needs identified in the asset management plan before considering new builds or renovations that present significant service level improvements.

OTHERS CONSULTED

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

ATTACHMENTS

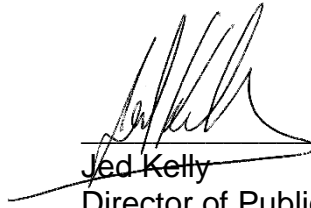
None

REVIEWED BY

Recommended by the Department

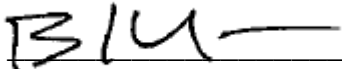


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	23 March 2021
Subject:	PW 22-2021 Sole Source Sewage Pump Station Designs

PURPOSE

This report presents Council with information related to engineering designs associated with the three (3) municipal sewage pumping stations to be completed in 2021 as part of future capital upgrades. Staff are requesting approval for sole source procurement of design engineering services.

RECOMMENDATION

THAT PW 22-2021, Sole Source Sewage Pump Station Designs report be received; and

THAT Council approves a sole source of this work to B.M. Ross and Associates Ltd. for a proposed cost of \$26,500.00; excluding HST and contingencies; and,

THAT Council approve a 10% contingency value to this project to be administered by staff as required.

BACKGROUND

The Town's sanitary collection system was primarily installed in the early 1970's with three (3) Sanitary Pumping Stations (SPS) located across the Town. One station on Emily Street was replaced in the early 2000's to accommodate future development in the area. However, the other stations have largely been untouched since their installation aside from routine and general maintenance and replacement requirements.

In 2020, the Town completed detailed condition assessments of the three (3) SPS to collect updated information related to the assets, and to identify any areas of concern that should be considered prior to encountering larger issues. The condition assessments were completed by BM Ross and Associates Limited with a detailed report of recommendations that should be considered by the Town for each location.

The report provided estimated remaining life expectancies for each component of each location to enable the Town to update and enhance the systems long term capital needs.

This report provides information for Council's consideration in regard to the design engineering services related to SPS upgrades. Engineering design is proceeding to position the Town with shovel ready projects that can be completed when conditions warrant.

REPORT

The scope of work would see the design engineering services completed for all three (3) sewage pumping stations across the Town to result in a shovel ready maintenance program to be administered in the coming years.

Staff recommends sole sourcing the required works to B.M. Ross and Associates Limited as they are familiar with the site conditions, design of the stations and current condition and the maintenance recommendations made as part of the 2020 assessment program administered by the same firm.

The sole source requirement is being requested in accordance with Section 9 of the Town's purchasing by-law (36-2012) where a single source is being recommended because it is more cost effective or beneficial for the Town. The rationale for this is that the 2020 assessment program, completed by B.M. Ross and Associates Limited identified very specific aspects of the SPSs to be considered for upgrade or replacement for which they are familiar with. If a procurement document were to be issued, it is anticipated that the Town would see elevated submission costs as a result of administrative inspections for other proponents to familiarize themselves with the requested works. Furthermore, B. M. Ross and Associates Limited has a strong historical understanding of the Town's wastewater collection system based on historical works assessing collection system capacity, growth projections, etc. that will aid in project delivery.

FINANCIAL IMPLICATIONS

The 2021 allocated capital budget for this works is \$30,000.00.

The estimated cost to complete the design engineering for the future upgrades is \$26,500.00 + HST recognizing that the municipality will receive a significant portion of the HST as rebate after the fact.

Staff will carry a 10% contingency that will still result in the project coming in under budget.

This project is to be funded through wastewater reserves.

SUMMARY

Based on information within this report, staff recommends that B.M. Ross and Associates Limited be retained by the Town to complete the design engineering services for the future sewage pumping station rehabilitations. This recommendation is made based on the firm's detailed historical knowledge of the Town's sanitary sewer system, the completion of the condition assessments in 2020 and ability to complete the works within the required timeframe for the Town.

STRATEGIC PLAN

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

- Pillar # 1 – Infrastructure, 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. This will require a balance between building and regular maintenance.
 - Tactic(s): Prepare an itinerary of planned projects that can be made shovel ready in response to funding changes at the senior levels of Government.

OTHERS CONSULTED

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

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department

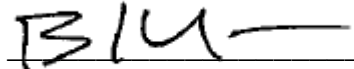


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	23 March 2021
Subject:	PW 23-2021 Biosolids Electrical and Control System Replacement

PURPOSE

This report is to present Council with information related to the biosolids management control system located at the Water Pollution Control Plant (WPCP) and the need for unbudgeted maintenance in order to maintain system functionality.

RECOMMENDATION

THAT PW 23-2021, Biosolids Electrical and Control System Replacement report be received; and

THAT Council approves a sole source for the works to Alpha Laval Inc. as a result of propriety systems; and,

THAT Council authorize the unbudgeted amount of \$50,000.00, inclusive of HST and contingencies to be funded through wastewater reserves.

BACKGROUND

In circa 2009, the Town of St. Marys commissioned a new biosolids management system at the WPCP aimed to ensure the facility had sufficient on-site storage to meet the provincial regulatory requirement of 240 days. At that time, a new building was constructed to house the new system along with process and electrical controls complete with air handling equipment and an activated carbon odour control system.

REPORT

In early 2021, operators at the WPCP began to experience intermittent, yet ongoing alarms related to the biosolids management system. At that time, the systems maintenance contractor, Alpha Laval Inc. was brought into the site to assess the system and troubleshoot the ongoing alarms.

It was determined that the system's panel components and Variable Frequency Drives (VFDs) had significant damage related to ongoing hydrogen sulphide exposure generated within the building from unit processes. Furthermore, it was determined that the existing system components are now considered obsolete and can no longer be sourced. As such, replacement upgrades are being recommended prior to a full system failure occurring.

The scope of work would consist of the supply, delivery and installation of a new centrifuge control system and VFD upgrade at the site. This project would be managed by Ontario Clean Water Agency (OCWA) on behalf of the Town.

This work program is proposed to be sole sourced to Alpha Laval Inc. via Ontario Clean Water Agency as they are the systems manufacturer and maintenance provider. The sole source requirement is being requested in accordance with Section 9 of the Town's purchasing by-law (36-2012) where a single source is being recommended because it is more cost effective or beneficial for the Town. The rationale for this is that centrifuge components of the biosolids management system are considered proprietary in nature and utilizing the system manufacturer will ensure a timely, compatible upgrade that will see the system continue to function into the future. Furthermore, Alpha Laval Inc. has been the system maintenance provider since its installation and is very familiar with the systems set-up, operational output and configurations.

FINANCIAL IMPLICATIONS

The unbudgeted centrifuge control system and VFD replacement at the WPCP is estimated to cost \$50,000.00, including HST and contingencies and is to be funded through wastewater reserves. A contingency of 10% has been added to address unforeseen issues that may be encountered.

Wastewater reserve contributions are reviewed annually by the Town to ensure that the system remains in a financially viable position. This project would be included as a 2021 Capital expense for the WPCP and would be accounted for as part of the annual financial review for the wastewater system in 2021.

SUMMARY

Based on information detailed within this report, it is staff's recommendation to proceed with the works as proposed and to sole source to Alpha Laval Inc. as the systems manufacturer. This recommendation is made due to their historical knowledge of the biosolids management system and its construction and existing condition as the ongoing maintenance contractor for the systems continual operation.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar # 1 – Infrastructure, 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. This will require a balance between building and regular maintenance.
 - Tactic(s): When developing the annual capital plan, have regard for the infrastructure needs identified in the asset management plan before considering new builds or renovations that present significant service level improvements.

OTHERS CONSULTED


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

ATTACHMENTS

Attachment No. 1 – Expenditure Request – Ontario Clean Water Agency

REVIEWED BY

Recommended by the Department

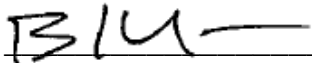


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer

Expenditure Request And Approval to Proceed

Ontario Clean Water Agency

Phone: 519-274-2165
Email: AMcClure@ocwa.com

Client: The Corporation of the Town of St. Marys
Client Contact: Dave Blake, Environmental Services Supervisor
OCWA Contact: Adam McClure

Part 1 - Submitted By OCWA

Work Description: Centrifuge Pannel and VFD replacements
Facility / Location: St Marys WWTP
Total Cost: \$44,917.68

Work Order: 2172501
Work Type: CAP
Project Start Date:

It is recognized that this is a budget estimate and the final price and/or start date may vary. OCWA will provide additional justification where the final invoice price varies from the estimate by more than 10%

Work Details:

Replacement of electrical components for centrifuge and VFDS

Item / Description	Qty/Hrs	Unit Price	Amount
Materials			
VFD components	1	\$8,978.00	\$8,978.00
Centrifuge Pannel components	1	\$11,650.00	\$11,650.00
Labour	1	\$17,000.00	\$17,000.00
SCADA Tech	1	\$0.00	\$0.00
VFD filters	1	\$2,500.00	\$2,500.00
Non-Recoverable Tax Expense*		1.76%	\$706.25
SUBTOTAL			\$40,834.25
Administrative Fee		10.0%	\$4,083.43
TOTAL			\$44,917.68

*OCWA has been designated as a municipality and therefore only receives 11.24% of the 13% HST paid on applicable purchases. The remaining 1.76% is a cost to OCWA and included in the cost of this work.

Submission Prepared By:

Adam McClure

Name (Print)

Authorized Representative for the Ontario Clean Water Agency

Adam McClure

Signature

Digitally signed by Adam

McClure

Date: 2021.03.01 15:00:24 -05'00'

Date

PART 2 - To be Completed by Client

Approval to Proceed:

☐ Approved ☐ Declined ☐ Deferred

Comment:

Upon approval, The Ontario Clean Water Agency is authorized to proceed with the project/expenditure according to the description and cost estimate provided above. This may include but is not limited to the hiring of sub-contractors, consulting firms, etc. as required. The Client agrees to pay OCWA the costs associated with this work upon its completion based on the terms of the Client's agreement with OCWA.

Approved By:

Name(Print)

Signature

Date

Authorized Representative

The Corporation of the Town of St. Marys
175 Queen St. E. 2nd Floor
St. Marys , Ontario
N4X1B6



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	23 March 2021
Subject:	PW 24-2021 Inflow and Infiltration Pilot Program

PURPOSE

The purpose of this report is to provide Council with the proposed framework for the 2021 Inflow and Infiltration program for consideration and approval.

RECOMMENDATION

THAT PW 24-2021, Inflow and Infiltration Pilot Program report be received; and

THAT Council approve the development of an eavestrough disconnection rebate program of \$50.00 per eligible downspout disconnection up to a maximum of \$200.00 per property for the 2021 pilot program; and,

THAT Council approve the development of a sump pump disconnection rebate program of up to \$350.00 per eligible disconnection for the 2021 pilot program; and,

THAT Council approve the development of a foundation drain disconnection rebate program of up to \$2,500.00 per eligible disconnection for the 2021 pilot program; and,

THAT Council allocate approximately \$75,000.00 of the program funding to the rebate program in 2021 to be administered on a first come, first served basis contingent on remaining program funds.

BACKGROUND

Inflow and infiltration occur when clear water (groundwater or stormwater) enters the sanitary collection system requiring treatment at the wastewater treatment plant. This is important because the sanitary system is designed to be a separate system from stormwater and is not designed to handle groundwater and surface water. Elevated levels of Inflow and Infiltration can lead to backups, basement flooding, collection system capacity issues, increased treatment costs and premature expansion requirements.

In 2013, the Town developed the framework for a comprehensive assessment aimed at reducing inflow and infiltration which enters the wastewater collection system. Since that time, the Town has been actively working with homeowners, contractors, etc. to identify, reduce or eliminate sources of inflow and infiltration from the system.

To date, the Town has completed the following aspects under the program:

- Sanitary system flow monitoring – March 2013
- Manhole inspection program (town wide) – December 2013
- Public Awareness campaign – Part 1 – July 2014
- Manhole dish installation program in flood areas – 2014

- Manhole rehabilitation program – October 2014
- Public Awareness Campaign, Part 2 – May 2015
- Sanitary sewer smoke testing, 32,000 linear metres – July 2015
- Valve replacement along riverbank at Wastewater Plant – 2019
- Precipitation monitoring program – ongoing
- CCTV video inspections of sewers – ongoing

Although the completed programs have yielded a varying degree of information and successes, the Town continues to incur significant inflow and infiltration of the sanitary sewer system. In 2020, the Town of St. Marys pumped an average of 3,215 cubic metres per day for the drinking water system, however, was required to treat an average of 4,113 cubic metres per day at the sewage plant. This means that the Town is treating, on average, 900 m³ (28%) more flows at the wastewater facility than it provides to the system, primarily as a result of inflow and infiltration. Additional works are required in order to not only identify point source contributors to inflow and infiltration, but to remove those sources from the system moving forward. This report provides the framework for the 2021 program specifically aimed to reduce point source contributions to inflow and infiltration.

REPORT

Based on works completed to date, it is staff's opinion that the major sources of inflow and infiltration to the Town's wastewater system occur on private property. Sources of inflow and infiltration on private property may be known or unknown to the property owners and this program aims to educate, promote and work with private property owners to identify and ultimately remove point sources of inflow and infiltration from the system (i.e. sump pumps, roof leaders, etc.).

As proposed, the program would consist of two aspects involving (a) inspection and verification of connections and (b) rebate program for disconnections.

Due to pandemic related considerations, staff have proposed to scale back the program delivery to "Pilot Program" status with a targeted approach on select areas of Town. The program as proposed would target the following areas:

1. 28 properties on Elizabeth Street and Waterloo Street
 - a. Properties on Elizabeth Street between Brock Street and Waterloo Street
 - b. Properties on Waterloo Street between Elgin Street and Sparling Bush
2. 115 Properties within the Robinson Street Sewage Pumping Station drainage area generally bounded by Widder Street West and Maiden Lane including Ingersoll Street, Markham Street, Salina Street, William Street, Ontario Street and Robinson Street.

These two (2) areas have been selected for the following reasons:

- Elizabeth Street and Waterloo Street will be reconstructed in 2021 which includes Private Drain Connections (PDCs) for stormwater for each property. As this area has known properties with confirmed or suspected cross connections, the newly installed PDCs will offer a proper drainage option for disconnections.
- Robinson Street SPS drainage area is the largest inflow and infiltration contributing area in Town and is suspected of providing up to 25% of town-wide flows during melt / rain events while only having approximately 3% of properties.

By scaling the program back to a more targeted delivery model, staff would be able to defer program administration costs originally planned such as additional labour forces consisting of two (2) staff to be hired for a 4-month contract (May through August) and an additional vehicle rental. Advertising information and promotional materials would still be required however, the overall funds available for a rebate program would increase.

See Financial Implications for proposed cost allocations under the program.

Part B of the program would consist of creating a rebate program that would be allocated as connections are identified and removed. The proposed program would launch in mid to late spring with a targeted comprehensive advertising campaign through social media and print sources to advise the public of the program. Direct mailers would be delivered to all target properties around the start of May as part of the voluntary program, similar to historical lead testing programs administered by the Town. Through the program, residents would be requested to contact the Town directly to either report sources of inflow and infiltration or to schedule an inspection. Once reported, staff would schedule an inspection and document findings. Should illegal connections be confirmed that are contributing to inflow and infiltration, property owners would be eligible for a rebate based on the findings following successful disconnection. Disconnection could be completed either by an approved contractor, or by the property owner themselves. In the event that program response exceeds capacity, all information would be documented in a central database and would be prioritized for inspection.

The program design aims to complete as many inspections as possible from May through August to identify point source inflow and infiltration contributions, with the expectation that identified sources may be disconnected at a later date. In such an event, program rebates would continue to be allocated past the end of August so long as funds remain available for the program. Rebate processing and final inspections would again be completed by internal staff. The program as a whole would be evaluated in late 2021 to assess program response, rebate options, findings, etc. to determine if such a program should continue beyond 2021 to the Town as a whole.

As part of the program, the following specific rebates are proposed for 2021:

- Eaves Trough Disconnection Rebate

In the event of a confirmed connection between eaves troughs and the sanitary sewer, staff propose a rebate program of \$50.00 per downspout connection with a maximum of \$200.00 per property. In order to be eligible for the rebate, property owners would have to contact the Town to schedule an inspection to confirm a direct connection. Once confirmed, the property owner can either complete the works themselves or hire a contractor to complete the works. Following the disconnection, a final inspection would be completed of the works to confirm the disconnection which would entitle the property owner to the rebate based on the number of connections removed, up to the rebate maximum.

- Sump Pump Disconnection Rebate

In the event of a confirmed connection between a sump pump and the sanitary sewer, staff propose a rebate program of \$350.00 per property. In order to be eligible for the rebate, property owners would have to contact the Town to schedule an inspection to confirm the direct connection. Once confirmed, property owners can either complete the works themselves or hire a contractor to complete the works. Following the disconnection, a final inspection would be completed of the works to confirm the disconnection which would entitle the property owner to the program rebate.

- Foundation Drain Disconnection Rebate

In the event of a confirmed connection between a property's foundation drain and the sanitary sewer, staff propose a rebate program of up to \$2,500.00 per property. In order to be eligible for the rebate, property owners would have to contact the Town to schedule an inspection to confirm the direct connection. Once confirmed, property owners can either complete the works themselves or hire a contractor to complete the works. Following the disconnection, a final inspection would be completed of the works to confirm the disconnection which would entitle the property owner to the program rebate. The foundation drain disconnection rebate would fund eligible expenses such as excavation to disconnect tiles around foundation, installation of sump pump (internal or external), etc.

In order to ensure reconnections do not occur following receipt of the rebate, a release or agreement would be executed that would require any funds received from the Town through this program to be returned should a reconnection occur. In the event that program uptake is beyond the program funding allocations for 2021, rebates would be administered on a first come, first served basis until available funds are depleted. Should remaining confirmed sources of inflow and infiltration remain, Council could consider extending the program into subsequent years with additional funding allocations. In instances where underlying issues may be present that would prevent the disconnection of either eaves troughs or sump pumps (such as grading or drainage issues), alternative options would need to be considered when determining a suitable long-term option that may fall outside of the proposed program at this time.

Should a property be confirmed to have multiple cross connections, rebate “stacking” would be permitted up to program maximums.

Please refer to Attachment No. 1 for proposed program hierarchy.

FINANCIAL IMPLICATIONS

This program received pre-budget approval from Council on November 19, 2019 for a program total of \$100,000.00 to be incurred in 2020. Unfortunately, due to concerns related to the COVID-19 pandemic and anticipated reluctance by the general public to permit unnecessary entry into homes, the program was postponed until conditions improved.

Based on the proposed program, cost allocations under the program would be estimated as follows:

1. Program Administration \$25,000.00,
2. Rebate Program Funding \$75,000.00.

The program will be funded by a combination of Wastewater System Reserves and Development Charges based on the following break-down:

Wastewater System Reserve Contribution \$65,500.00

Development Charge Contribution \$34,500.00.

SUMMARY

Based on the information detailed herein as well as the attached plan, it is staff’s recommendation that Council approve the proposed scope of the inflow and infiltration program. By targeting point source contributors to inflow and infiltration, and providing the financial assistance required to remove those sources, it is staff belief that this program can yield positive results at reducing and eliminating inflow and infiltration sources from the system.

STRATEGIC PLAN

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

Pillar # 1, Infrastructure – Developing a comprehensive and progressive infrastructure plan:

- Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the needs of today and tomorrow. This will require a balance between building and regular maintenance.
- Tactic(s): Develop a public engagement program to better inform residents of the Town’s asset management strategies.

OTHERS CONSULTED

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

Jeff Wolfe, Engineering and Asset Management Specialist – Town of St. Marys

Morgan Dykstra, Public Works Coordinator – Town of St. Marys
Jason Silcox, Building Inspector – Town of St. Marys
Adam McClure, Operations Manager – Ontario Clean Water Agency

ATTACHMENTS

Attachment No. 1 – Program Plan

REVIEWED BY

Recommended by the Department

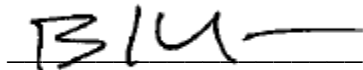


Dave Blake, C.E.T.
Environmental Services Supervisor

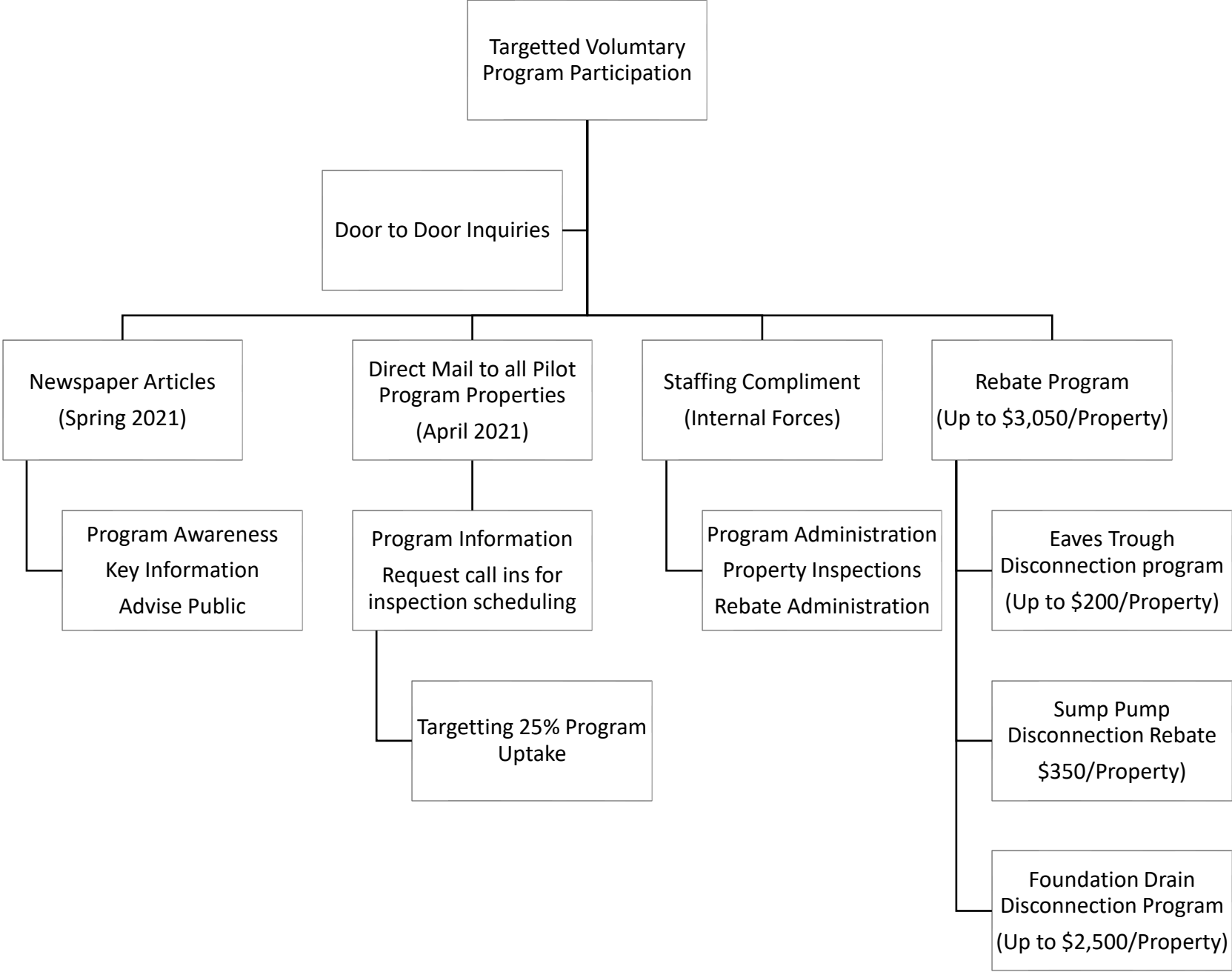


Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer





FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	23 March 2021
Subject:	PW 26-2021 James Street North Cost Sharing Agreement

PURPOSE

This report presents the cost sharing agreement between the Town and the developer of Thames Crest Farms Phase 2A subdivision. The agreement is to share costs for infrastructure works to be completed in the James Street North road allowance.

RECOMMENDATION

THAT PW 26-2021 James Street North Cost Sharing Agreement report be received; and

THAT Council consider By-Law 34-2021 and authorize the Mayor and Clerk to sign the associated agreement.

BACKGROUND

The Town of St. Marys has a watermain on James Street N. between Trailside Court and Glass Street. The watermain is undersized and is a pinch point for existing and future customers in the north end of Town. The Town included a capital project in the 2021 Capital Plan to replace this existing watermain with a larger diameter watermain to improve system performance. The developer of the Thames Crest Farms subdivision is proceeding with infrastructure construction for their development and the Town wishes to take advantage of the relatively low unit rates and restoration costs associated with having the Town's watermain replaced by the developer's civil contractor.

The subdivision agreement for the Thames Crest Farms Phase 2A included a requirement for the developer to enter a cost sharing agreement for the watermain works on James Street N.

REPORT

The Town's drinking water distribution system requires improvement along James Street N. to create improved redundancy and system pressure in the north end of Town. The developer for the Thames Crest Farms Subdivision is required to make improvements to James Street N. along the frontage of the development as part of the subdivision construction. These improvements include catch basin, curb and gutter, sidewalk, trees and boulevard grade improvements to the west side of James Street N. from the Grand Trunk Trail to Glass Street. It is an opportune time for the Town to upgrade its watermain as the cost of watermain installation, restoration and project management are reduced as a result of pairing the work with the developer's improvements to James Street N.

The Thames Crest Farms Subdivision Agreement included the following clause in Schedule "M":

That the owner/developer agrees to enter into a cost sharing agreement with the Town as it relates to the replacement of the James Street Watermain. The cost sharing

agreement shall be fully executed by the Town and the owner/developer no later than March 31, 2021.

Staff engaged with the Town's legal counsel to develop the cost sharing agreement. The cost sharing agreement uses estimated unit rates from the Town's engineer as the bases of the cost split tables in the agreement, but the Town would be responsible for paying actual tendered unit costs. The developer has since received tender rates and confirmed that they came in below the estimated costs in the attached agreement.

The attached agreement would amend and form part of the development's subdivision agreement.

The agreement requires the developer to warranty the watermain for a 1-year period. Improvements to James Street N. are to be warrantied as per the subdivision agreement assumption process. James Street N. is an open road allowance and the Town will continue to perform regular maintenance activities on the roadway, boulevard and sidewalk (i.e. snow plowing, grass cutting, normal street sweeping) in the existing road allowance during the assumption process.

FINANCIAL IMPLICATIONS

The estimated total cost of works on James Street N. (exclusive of HST) is \$394,711.35. The Town's share of this estimated cost is \$116,904.59. The developer has indicated that the actual costs received through their tender process are below this estimated cost. The Town's capital plan included funding for the project as follows:

Water System Reserve Fund:	\$ 47,040
<u>Development Charges Reserve Fund:</u>	<u>\$ 98,000</u>
Total:	\$145,040

The project will come in underbudget and the proportionate remaining funds would be re-allocated to their respective reserve funds.

SUMMARY

The Thames Crest Farms Phase 2A subdivision agreement required the developer to enter into a cost sharing agreement with the Town to replace the Town's existing watermain on James Street N. The attached agreement will amend the subdivision agreement to include the details of the cost sharing arrangement.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar # 1 – Infrastructure, 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. This will require a balance between building and regular maintenance.
 - Tactic(s): When developing the annual capital plan, have regard for the infrastructure needs identified in the asset management plan before considering new builds or renovations that represent significant service level improvements.

OTHERS CONSULTED

Ken Strong, Strong Nenniger Law Professional Corporation

Craig Linton, Thames Crest Farms

Joshua Monster, MTE Consultants

ATTACHMENTS

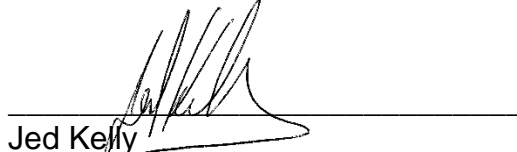
Amending Subdivision Agreement for James Street N. Works

REVIEWED BY

Recommended by the Department

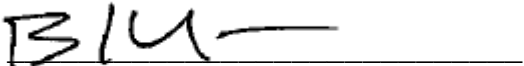


Jeff Wolfe
Asset Management Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

THIS AMENDING SUBDIVISION AGREEMENT made this _____ day of March 2021

BETWEEN:

THAMES CREST DEVELOPMENT CORP.

(hereinafter called the “Developer”)

of the FIRST PART

- and -

THE CORPORATION OF THE TOWN OF ST. MARYS

(hereinafter called the “Town”)

of the SECOND PART

WHEREAS James Street North is a public highway under the jurisdiction of the Town, legally described as follows:

ROAD ALLOWANCE BETWEEN CONCESSION 17 & 18 BLANSHARD; PT LOT 15 CONCESSION 17 BLANSHARD; PT LOT 16 CONCESSION 17 BLANSHARD AS IN R1055320; JAMES ST BETWEEN GLASS ST & TROUT CREEK; ST MARYS; P.I.N. 53254-0001 (LT) (Land Registry Office # 44)

Obtain PIN map

and referred to herein as “James Street North”;

AND WHEREAS the Developer is the owner of certain lands described as follows:

All and Singular that certain parcel or tract of land and premises, situate, lying and being in the Town of St. Marys, in the County of Perth and Province of Ontario, and being composed of Part of Lots 15 and 16, Concession 17 (Blanshard), Town of St. Marys, part of PINs 53235-0443 (LT) and 53235-0455 (LT)

Confirm description, Registry Office, etc.
("Subdivision Lands");

AND WHEREAS the Town and the Developer have entered into an agreement respecting the division of the Subdivision Lands (the "Subdivision Agreement");

AND WHEREAS the Developer is required to complete construction activities on James Street North in the same location as the Town requires provision of a new watermain;

AND WHEREAS in Schedule "M" of the Subdivision Agreement, the Developer has agreed to construct and install all Works on a portion of James Street North as set out on Drawing No. PP1.7 as shown on the approved construction drawings, as set out in Schedule "C" of the Subdivision Agreement, and as set out in this Amending Subdivision Agreement (the "James Street North Works");

AND WHEREAS in Schedule "M" of the Subdivision Agreement, the Developer has agreed that the Works shall be constructed, installed, maintained and repaired in good workmanlike manner, at the Developer's sole risk and expense and in accordance with engineering specifications approved by the Town including the Municipal Servicing Standards set out in the Subdivision Agreement and Town by-laws;

AND WHEREAS according to Schedule "M" of the Subdivision Agreement, the Developer shall at its expense and to the satisfaction of the Town, arrange for the relocation of all existing services and infrastructure made necessary by the construction of the Works in the Lands;

AND WHEREAS the James Street North Works shall benefit both the Developer and the Town;

AND WHEREAS the Developer and the Town wish to amend the Subdivision Agreement to set out how the Developer will pay for the construction, installation and provision of the James Street North Works and shall be entitled to be reimbursed by the Town for a portion of the cost of the James Street North Works;

NOW THEREFORE IN CONSIDERATION of the matters agreed to herein and in consideration of two dollars (\$2.00) paid by each party to the other, the receipt and sufficiency of which is hereby acknowledged, the Developer and the Town agree as follows:

Recitals

1. The Developer and the Town agree that the above recitals are true.

Interpretation

2. This agreement is referred to herein as the "Amending Subdivision Agreement".

Registration of Agreement

3. The Developer consents to the registration of this Amending Subdivision Agreement against the title to the Subdivision Lands and all costs associated with the said registration shall be the responsibility of the Developer.
4. Execution of this Amending Subdivision Agreement shall be deemed to be authorization by all parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.

Developer's Title

5. The Developer represents and warrants to the Town that, at the date of this Amending Subdivision Agreement and at the date of registration of this Amending Subdivision Agreement upon title, the Developer will be the owner of the Subdivision Lands with a good and marketable title in fee simple subject only to the permitted encumbrances.

Binding on Successors

6. It is hereby agreed by and between the parties hereto that this Amending Subdivision Agreement shall be enforceable by and against the parties hereto and their respective successors and assigns; and that this Amending Subdivision Agreement and all of the covenants by the Developer herein contained shall run with the Subdivision Lands.

Representations and Warranties

7. The Developer represents and warrants to the Town as follows:
 - 7.1 the Developer is a corporation validly subsisting under the laws of Ontario and has full corporate power and capacity to enter into this Amending Subdivision Agreement and any documents arising from this Amending Subdivision Agreement; and
 - 7.2 All necessary corporate action has been taken by the Developer to authorize the execution and delivery of this Amending Subdivision Agreement.

Amended Terms

8. Schedule “E” of the Subdivision Agreement, shall be amended as follows:
- (a) By deleting the Cost of Construction Summary table of Schedule “E”, and replacing it with the following Cost of Construction Summary table:

Section	Description	Total
A.1.0	PROJECT START UP & REMOVALS	\$ 83,257.50
1.0	AREA GRADING	\$ 34,399.25
2.0	SANITARY SEWERS	\$ 255,917.00
3.0	STORM SEWERS	\$ 476,903.00
4.0	WATERMAIN	\$ 193,050.00
5.0	SERVICE CONNECTIONS	\$ 351,750.00
6.0	STORMWATER MANAGEMENT POND	\$ 648,468.50
7.0	PRIMARY ROADWORKS	\$ 301,181.80
8.0	PROVISIONALS	\$ 50,450.00
9.0	EXTERNAL WORKS - JAMES ST. N. - DEVELOPER SHARE	\$ 228,351.60
	SUB-TOTAL	\$ 2,623,728.65
	ENGINEERING ALLOWANCE (10%)	\$ 262,372.87
	CONTINGENCY (10%)	\$ 262,372.87
	SUBTOTAL w/ENGINEERING & CONTINGENCY	\$ 3,148,474.38
	Net HST Rebate (1.76%)	\$ 55,413.15
	TOTAL CONSTRUCTION & ENGINEERING COST	\$ 3,203,887.53
	TOTAL SECURITY REQUIRED (100%)	\$ 3,203,887.53

- (b) By adding the following “External Works” tables to “Schedule E” .

EXTERNAL WORKS**9.0 JAMES STREET NORTH (Drawing PP1.7)**

This section pertains to all aspects of work on James Street North. All specifications/comments mentioned above in this form of tender are applicable to this section.

9.1 PROJECT START UP & REMOVALS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.1.1		Traffic Control	0.5	L.S.	\$ 15,000.00	\$ 7,500.00
9.1.2		Contractor Layout	0.8	L.S.	\$ 5,000.00	\$ 4,000.00
9.1.3		Supply & Install Silt Sacks	2.0	Each	\$ 85.00	\$ 170.00
9.1.4		Relocate Existing Street Sign	0.0	Each	\$ 350.00	\$ -
9.1.5		Sawcut Existing Asphalt	328.0	L.m.	\$ 5.00	\$ 1,640.00
9.1.6		Remove and Dispose Existing Asphalt	520.0	m2	\$ 5.50	\$ 2,860.00
9.1.7		Remove and Dispose Existing Abandoned Hydro Pole	1.0	Each	\$ 575.00	\$ 575.00
9.1.8		Remove & Dispose Existing Farm Fence & Posts in Various Locations at Property Line	0.9	L.S.	\$ 750.00	\$ 675.00
9.1.9		Strip Topsoil in West Boulevard Area along James St. N between Glass St. and Proposed SWM Access Road	999.0	m3	\$ 12.00	\$ 11,988.00
9.1.10		Cut to Fill James St West Boulevard with available material from Phase 1, 2, and pipe spoils from James St. Watermain Replacement	1260.0	m3	\$ 15.00	\$ 18,900.00
TOTAL PROJECT START UP & REMOVALS						\$ 48,308.00

9.2 WATERMAIN WORKS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.2.1		Remove & Dispose Existing Watermain Pipe	0.0	m	\$ 35.00	\$ -
9.2.2		Supply & Install 250mm Watermain Complete with All Required Fittings, Restraints and Appurtenances	0.0	m	\$ 305.00	\$ -
9.2.3		Supply & Install 250mm Valve Including Valve Box Complete to Finished Surface Asphalt Grade.	0.0	Each	\$ 3,300.00	\$ -
9.2.4		Connect to Existing 250mm Watermain (Sta. 0+187) complete with all required fittings, complete	0.0	Each	\$ 6,000.00	\$ -
9.2.5		Connect to Existing 200mm Watermain (Sta. 0+067) complete with all required fittings, complete	0.0	Each	\$ 6,000.00	\$ -
9.2.6		Supply & Cut in new 'Tee' to service Trailside Drive complete with all required fittings, complete	1.0	Each	\$ 7,500.00	\$ 7,500.00
9.2.7		Supply and Install New Zinc Anode to DI watermain.	0.0	Each	\$ 300.00	\$ -
9.2.8		Extend Existing Water Service for MN#375 as Required and Connect to Proposed 250mm Watermain Complete with all Required Fittings	0.0	LS	\$ 2,500.00	\$ -
9.2.9		Provide all Labour, equipment and materials to pressure test, swab, chlorinate, de-chlorinate and two (2) bacteriological tests (24 hours apart) the watermain to satisfy the testing procedures by the Town of St. Marys including backflow preventor valves, temporary and final connections to mains. A copy of the Contractor's Watermain Commissioning Plan is to be submitted to the engineer for review and approval prior to testing.	0.0	L.S.	\$ 4,000.00	\$ -
9.2.10		Provide equipment, labour and material to carry out a conductivity test on the watermain tracer wire.	0.0	L.S.	\$ 675.00	\$ -
TOTAL WATERMAIN WORKS						\$ 7,500.00

9.3 STORM WORKS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.3.1		Connect to Existing Storm Sewers Complete with All Required Fittings & Couplings	4.0	Each	\$ 3,750.00	\$ 15,000.00
9.3.2		Supply & Install 250mm Storm Pipe (CB Leads)	32.0	m	\$ 300.00	\$ 9,600.00
9.3.3		Supply & Install Catchbasin complete with OPSD 400.030 Frame & Grate	1.0	Each	\$ 3,500.00	\$ 3,500.00
9.3.4		Supply & Install Catchbasin complete with OPSD 400.010 Frame & Grate	3.0	Each	\$ 3,400.00	\$ 10,200.00
9.3.5		Supply & Install 250mm CSP culvert extension per LG1.2. Unit price to include placement of Rip-rap, regrading of ditch and restoration, complete	0.0	L.S.	\$ 6,200.00	\$ -
TOTAL STORM WORKS						\$ 38,300.00

9.4 RESTORATION WORKS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.4.1		Supply & Install 150mm Subdrain	295.0	m	\$ 25.00	\$ 7,375.00
9.4.2		Proof Roll Existing Subgrade	588.0	m2	\$ 2.00	\$ 1,176.00
9.4.3		Supply & Install 450mm Granular B	520.0	Tonne	\$ 17.50	\$ 9,100.00
9.4.4		Supply & Install 150mm Granular A	160.0	Tonne	\$ 22.50	\$ 3,600.00
9.4.5		Supply & Install OPSD 600.040 Concrete Curb & Gutter	295.0	m	\$ 55.00	\$ 16,225.00
9.4.6		Supply & Install HL8 (100mm, 2 Lifts) PGAC 58-28	120.0	Tonne	\$ 100.00	\$ 12,000.00
9.4.7		Supply & Place Tack Coat (Provisional)	588.0	m2	\$ 1.50	\$ 882.00
9.4.8		Supply & Install HL3 (50mm) PGAC 58-28	132.0	Tonne	\$ 110.00	\$ 14,520.00
9.4.9		Milling Lap Joint (1.0m wide) as per Detail	332.0	m	\$ 28.00	\$ 9,296.00
9.4.10		Supply & Install 1.5m Wide Concrete Sidewalk (140mm thick) (Includes granular base and proofroll of subgrade)	481.5	m2	\$ 60.00	\$ 28,890.00
9.4.11		Supply & Install Tactile Warning Plates (Uncoated Finish)	18.0	Each	\$ 300.00	\$ 5,400.00
9.4.12		Place 300mm Topsoil including Fine Grading. Topsoil to be Used From the On-Site Stockpile.	2232.0	m2	\$ 5.30	\$ 11,829.60
9.4.13		Supply & Install Sod to Boulevards	2232.0	m2	\$ 6.25	\$ 13,950.00
TOTAL RESTORATION WORKS						\$ 134,243.60

TOTAL JAMES STREET NORTH						\$ 228,351.60
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9. Schedule “M” of the Subdivision Agreement, Special Provisions, shall be amended by deleting section 3 of Schedule “M”, and replacing it with the following:
3. For clarity and without limiting anything in the Subdivision Agreement, the term “Works” as used throughout the Subdivision Agreement includes (but is not limited to) the James Street North Works, and all the provisions of the Subdivision Agreement apply to the James Street North Works, except as specifically set out herein:
- (a) The Developer acknowledges that James Street North is a public highway and accordingly the Developer may require further permission or a permit from the Town to perform the James Street North Works on James Street North. The Developer will apply for such permissions and the Town shall consider such applications in accordance with legal obligations, and such permissions may or may not be granted notwithstanding this Agreement.
 - (b) Unless otherwise approved in writing by the Town, the Developer shall install all James Street North Works in a timely manner, in accordance with the requirements of this Agreement and as follows:
 - (i) The Developer shall commence construction of the James Street North Works in 2021;
 - (ii) The Developer shall complete construction of the James Street North Works in 2021; and
 - (iii) Immediately following the completion of the James Street North Works the Developer shall complete all necessary restoration to James Street North.
 - (c) The Parties shall share the cost of the James Street North Works as set out in Schedule “M.1” James Street North Works Cost Sharing, and summarized as:

Total Amount, exclusive of HST:	\$394,711.35
Developer Share:	\$277,806.76
Town Share:	\$116,904.59
 - (d) On a monthly basis following the commencement of the James Street North Works, the Developer shall invoice the Town for the Town’s Share of the James Street North Works actually constructed, and include as supporting material for this invoice:

- (i) a description of the James Street North Works constructed as at the date of the invoice and a calculation of the cost thereof;
- (ii) confirmation that the James Street North Works have been installed by the Developer with full time supervision of the Developer's Engineer and in accordance with the requirements of this Agreement and schedules hereto; and
- (iii) a description of the James Street North Works remaining to be completed as at the date of the invoice and a calculation of the estimated cost thereof.

The Town's Engineer shall review the invoice and supporting material and if satisfied, acting reasonably, recommend payment of the invoice by the Town.

- (e) The Developer shall be responsible for the repair and maintenance of the watermain portion of the James Street North Works, as set out on Drawing No. PP1.7 in Schedule "C" of this Agreement and installed pursuant to this Agreement, until a Certificate of Final Acceptance for the watermain portion of the James Street North Works is issued by the Town. This maintenance period shall extend for one (1) year from the date the Certificate of Preliminary Acceptance is issued for the watermain portion of the James Street North Works ("Guaranteed Maintenance Period").
- (f) The Developer shall deposit with the Town securities for the Developer's share of the James Street North Works as outlined in the Schedule "E", as amended.
- (g) The Developer shall not be responsible for winter maintenance of James Street North.
- (h) Once the boulevard of James Street North has been restored and is free and clear of construction related activity, the Town will be responsible for grass cutting and boulevard maintenance of James Street North.
- (i) For clarity, any insurance requirement of this Agreement extends to the James Street North Works and James Street North.

10. Schedule "M.1" James Street North Works Cost Sharing to this Amending Subdivision Agreement shall be added as Schedule "M.1" to the Subdivision Agreement.

Subdivision Agreement

11. The Subdivision Agreement is superseded by this Amending Subdivision Agreement only to the extent as specifically set out herein and all other covenants, obligations and requirements of the Subdivision Agreement remain in effect.

Signatures

IN WITNESS WHEREOF the parties have hereunto set their hands and seals or caused to be affixed their corporate seals under the hands of the duly authorized officers as the case may be.

SIGNED, SEALED AND DELIVERED

(THAMES CREST DEVELOPMENT CORP.

(
(_____

(Name: XXXXXX

(Title: XXXXXXXX

(Date of Signature: _____

(I have the authority to bind the Corporation.

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

(
(_____

(Al Strathdee, Mayor

(Date of Signature: _____

(
(_____

(Jenna McCartney, Clerk

(Date of Signature: _____

(We have authority to bind the Corporation

Schedule "M.1" James Street North Works Cost Sharing
SCHEDULE "M.1" OF AGREEMENT

Client: Thames Crest Farms

Project Number: 35499-214

Date: May 12, 2020

Revised: December 2, 2020

Design By:

Checked By:

Itemized Final Cost Estimate

File:

PART A: INTERNAL WORKS

A.1.0 PROJECT START UP

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
A.1.1		Provide 50% Performance and Maintenance Bond and 50% Materials and Labour Bond.	1.0	L.S.	\$ 15,000.00	\$ 15,000.00
A.1.2		Advertise for Substantial Completion	1.0	L.S.	\$ 600.00	\$ 600.00
A.1.3	1.7	Mobilization/Demobilization	1.0	L.S.	\$ 8,000.00	\$ 8,000.00
A.1.4		Provide & Maintain Site Office	1.0	L.S.	\$ 5,000.00	\$ 5,000.00
TOTAL PROJECT START UP						\$ 28,600.00

Cost Split TC I SM (Thames Crest % I St. Marys %)		TC Total	SM Total	Comments
		\$ 14,150.00	\$ 850.00	Bonding typically \$8.50 / \$1000 contract value. Rough total for Town portion = \$100,000. Therefor Town portion = \$850
50	50	\$ 300.00	\$ 300.00	Typically \$600 regardless of project size. Split 50/50
75	25	\$ 6,000.00	\$ 2,000.00	Typically \$4000 for project this size. \$4000 split 50/50
75	25	\$ 3,750.00	\$ 1,250.00	
		\$ 24,200.00	\$ 4,400.00	

PART B: EXTERNAL WORKS

9.0 JAMES STREET NORTH (Drawing PP1.7)

This section pertains to all aspects of work on James Street North. All specifications/comments mentioned above in this form of tender are applicable to this section.

9.1 PROJECT START UP & REMOVALS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.1.1		Traffic Control	1.0	L.S.	\$ 15,000.00	\$ 15,000.00
9.1.2		Contractor Layout	1.0	L.S.	\$ 5,000.00	\$ 5,000.00
9.1.3		Supply & Install Silt Sacks	4.0	Each	\$ 85.00	\$ 340.00
9.1.4		Relocate Existing Street Sign	1.0	Each	\$ 350.00	\$ 350.00
9.1.5		Sawcut Existing Asphalt	410.0	L.m.	\$ 5.00	\$ 2,050.00
9.1.6		Remove and Dispose Existing Asphalt	650.0	m2	\$ 5.50	\$ 3,575.00
9.1.7		Remove and Dispose Existing Abandoned Hydro Pole	1.0	Each	\$ 575.00	\$ 575.00
9.1.8		Remove & Dispose Existing Farm Fence & Posts in Various Locations at Property Line	1.0	L.S.	\$ 750.00	\$ 750.00
9.1.9		Strip Topsoil in West Boulevard Area along James St. N between Glass St. and Proposed SWM Access Road	1110.0	m3	\$ 12.00	\$ 13,320.00
9.1.10		Cut to Fill James St West Boulevard with available material from Phase 1, 2, and pipe spoils from James St. Watermain Replacement	1400.0	m3	\$ 15.00	\$ 21,000.00
TOTAL PROJECT START UP & REMOVALS						\$ 61,960.00

Cost Split TC I SM (Thames Crest % I St. Marys %)		TC Total	SM Total	Comments
50	50	\$ 7,500.00	\$ 7,500.00	
80	20	\$ 4,000.00	\$ 1,000.00	
50	50	\$ 170.00	\$ 170.00	
0	100	\$ -	\$ 350.00	
80	20	\$ 1,640.00	\$ 410.00	
80	20	\$ 2,860.00	\$ 715.00	
100	0	\$ 575.00	\$ -	
90	10	\$ 675.00	\$ 75.00	
90	10	\$ 11,988.00	\$ 1,332.00	
90	10	\$ 18,900.00	\$ 2,100.00	
		\$ 48,308.00	\$ 13,652.00	

9.2 WATERMAIN WORKS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.2.1		Remove & Dispose Existing Watermain Pipe	135.0	m	\$ 35.00	\$ 4,725.00
9.2.2		Supply & Install 250mm Watermain Complete with All Required Fittings, Restraints and Appurtencies	117.4	m	\$ 305.00	\$ 35,807.00
9.2.3		Supply & Install 250mm Valve Including Valve Box Complete to Finished Surface Asphalt Grade.	1.0	Each	\$ 3,300.00	\$ 3,300.00
9.2.4		Connect to Existing 250mm Watermain (Sta. 0+187) complete with all required fittings, complete	1.0	Each	\$ 6,000.00	\$ 6,000.00
9.2.5		Connect to Existing 200mm Watermain (Sta. 0+067) complete with all required fittings, complete	1.0	Each	\$ 6,000.00	\$ 6,000.00
9.2.6		Supply & Cut in new 'Tee' to service Trailside Drive complete with all required fittings, complete	1.0	Each	\$ 7,500.00	\$ 7,500.00
9.2.7		Supply and Install New Zinc Anode to DI watermain.	1.0	Each	\$ 300.00	\$ 300.00
9.2.8		Extend Existing Water Service for MN#375 as Required and Connect to Proposed 250mm Watermain Complete with all Required Fittings	1.0	LS	\$ 2,500.00	\$ 2,500.00
9.2.9		Provide all Labour, equipment and materials to pressure test, swab, chlorinate, de-chlorinate and two (2) bacteriological tests (24 hours apart) the watermain to satisfy the testing procedures by the Town of St. Marys including backflow preventor valves, temporary and final connections to mains. A copy of the Contractor's Watermain Commissioning Plan is to be submitted to the engineer for review and approval prior to testing.	1.0	L.S.	\$ 4,000.00	\$ 4,000.00
9.2.10		Provide equipment, labour and material to carry out a conductivity test on the watermain tracer wire.	1.0	L.S.	\$ 675.00	\$ 675.00
TOTAL WATERMAIN WORKS						\$ 70,807.00

Cost Split TC I SM (Thames Crest % I St. Marys %)		TC Total	SM Total	Comments
0	100	\$ -	\$ 4,725.00	
0	100	\$ -	\$ 35,807.00	
0	100	\$ -	\$ 3,300.00	
0	100	\$ -	\$ 6,000.00	
0	100	\$ -	\$ 6,000.00	
100	0	\$ 7,500.00	\$ -	
0	100	\$ -	\$ 300.00	
0	100	\$ -	\$ 2,500.00	
0	100	\$ -	\$ 4,000.00	
0	100	\$ -	\$ 675.00	
		\$ 7,500.00	\$ 63,307.00	

9.3 STORM WORKS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.3.1		Connect to Existing Storm Sewers Complete with All Required Fittings & Couplings	4.0	Each	\$ 3,750.00	\$ 15,000.00
9.3.2		Supply & Install 250mm Storm Pipe (CB Leads)	32.0	m	\$ 300.00	\$ 9,600.00
9.3.3		Supply & Install Catchbasin complete with OPSD 400.030 Frame & Grate	1.0	Each	\$ 3,500.00	\$ 3,500.00
9.3.4		Supply & Install Catchbasin complete with OPSD 400.010 Frame & Grate	3.0	Each	\$ 3,400.00	\$ 10,200.00
9.3.5		Supply & Install 250mm CSP culvert extension per LG1.2. Unit price to include placement of Rip-rap, regrading of ditch and restoration, complete	1.0	L.S.	\$ 6,200.00	\$ 6,200.00
TOTAL STORM WORKS						\$ 44,500.00

Cost Split TC I SM (Thames Crest % I St. Marys %)		TC Total	SM Total	Comments
100	0	\$ 15,000.00	\$ -	
100	0	\$ 9,600.00	\$ -	
100	0	\$ 3,500.00	\$ -	
100	0	\$ 10,200.00	\$ -	
0	100	\$ -	\$ 6,200.00	
		\$ 38,300.00	\$ 6,200.00	

9.4 RESTORATION WORKS

Item No.	Spec No.	Description	Est. Qty	Unit	Unit Price	Total
9.4.1		Supply & Install 150mm Subdrain	295.0	m	\$ 25.00	\$ 7,375.00
9.4.2		Proof Roll Existing Subgrade	735.0	m2	\$ 2.00	\$ 1,470.00
9.4.3		Supply & Install 450mm Granular B	650.0	Tonne	\$ 17.50	\$ 11,375.00
9.4.4		Supply & Install 150mm Granular A	200.0	Tonne	\$ 22.50	\$ 4,500.00
9.4.5		Supply & Install OPSD 600.040 Concrete Curb & Gutter	295.0	m	\$ 55.00	\$ 16,225.00
9.4.6		Supply & Install HL8 (100mm, 2 Lifts) PGAC 58-28	150.0	Tonne	\$ 100.00	\$ 15,000.00
9.4.7		Supply & Place Tack Coat (Provisional)	735.0	m2	\$ 1.50	\$ 1,102.50
9.4.8		Supply & Install HL3 (50mm) PGAC 58-28	165.0	Tonne	\$ 110.00	\$ 18,150.00
9.4.9		Milling Lap Joint (1.0m wide) as per Detail	415.0	m	\$ 28.00	\$ 11,620.00
9.4.10		Supply & Install 1.5m Wide Concrete Sidewalk (140mm thick) (Includes granular base and proofroll of subgrade)	535.0	m2	\$ 60.00	\$ 32,100.00
9.4.11		Supply & Install Tactile Warning Plates (Uncoated Finish)	18.0	Each	\$ 300.00	\$ 5,400.00
9.4.12		Place 300mm Topsoil including Fine Grading. Topsoil to be Used From the On-Site Stockpile.	2480.0	m2	\$ 5.30	\$ 13,144.00
9.4.13		Supply & Install Sod to Boulevards	2480.0	m2	\$ 6.25	\$ 15,500.00
TOTAL RESTORATION WORKS						\$ 152,961.50

Cost Split TC I SM (Thames Crest % I St. Marys %)		TC Total	SM Total	Comments
100	0	\$ 7,375.00	\$ -	
80	20	\$ 1,176.00	\$ 294.00	
80	20	\$ 9,100.00	\$ 2,275.00	
80	20	\$ 3,600.00	\$ 900.00	
100	0	\$ 16,225.00	\$ -	
80	20	\$ 12,000.00	\$ 3,000.00	
80	20	\$ 882.00	\$ 220.50	
80	20	\$ 14,520.00	\$ 3,630.00	
80	20	\$ 9,296.00	\$ 2,324.00	
90	10	\$ 28,890.00	\$ 3,210.00	
100	0	\$ 5,400.00	\$ -	
90	10	\$ 11,829.60	\$ 1,314.40	
90	10	\$ 13,950.00	\$ 1,550.00	
		\$ 134,243.60	\$ 18,717.90	

TOTAL JAMES STREET NORTH	\$ 330,228.50
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TOTAL		\$ 228,351.60	\$ 101,876.90	
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Total Estimated Contract Value:

Internal (Subtotal):	\$	2,395,377.05
James Street (Subtotal):	\$	330,228.50
	\$	2,725,605.55

City Subtotal:	\$	101,876.90
City %:		3.7%

<- Percentage of City's portion

TENDER SUMMARY

Section	Description	Total		TC TOTAL	SM TOTAL
Part A:	INTERNAL WORKS	\$ 28,600.00		\$ 24,200.00	\$ 4,400.00
Part B:	JAMES STREET NORTH	\$ 330,228.50		\$ 228,351.60	\$ 101,876.90
	SUB-TOTAL	\$ 358,828.50		\$ 252,551.60	\$ 106,276.90
	CONTINGENCY ALLOWANCE (10%)	\$ 35,882.85		\$ 25,255.16	\$ 10,627.69
	SUB-TOTAL	\$ 394,711.35	SUB-TOTAL	\$ 277,806.76	\$ 116,904.59
	HST (13%)	\$ 51,312.48			
	TOTAL CONSTRUCTION PRICE	\$ 446,023.83			
HST Reg. No. _____					

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 23 March 2021

Subject: ADMIN 12-2021 March Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 12-2021 March Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

1. CAO

COVID 19 Pandemic Response

- Within each respective monthly report department heads have provided an update on how their day to day operations have been delivered during the COVID-19 pandemic.
- From the corporate perspective, the CAO offers the following points:
 - The Town's return to Yellow operations has been in effect for in excess of four weeks without issue. Since March 8 aquatics programs and ice programs have reopened at the PRC with only minor issues noted.
 - Vaccination is a regular topic of discussion currently, and vaccination clinics are ramping up in the region.
 - Locally, the Town is supporting the following clinics:
 - HPPH:
 - Presently HPPH is rotating their clinics throughout the region as vaccine supply becomes available.
 - To date the Town has supported one clinic on March 5. Future dates for Town clinics have not been announced.
 - The Town is providing the Community Centre free of charge, supplying up to 6 staff for each event, and covering incidental costs like drapery, etc.
 - Happy Valley Health Team
 - The HVHT has been provided a limited supply of vaccines. Their plan is to vaccinate HVHT clients following the Provincial priority order. Currently, clients in the 80+ priority will be vaccinated in "invite only" clinics.
 - The first local clinic was held March 19. The Town supported the event by providing the Community Centre free of charge, and providing staff support as needed.

Strategic Planning and Projects

- 2021 Strategic Priorities

- Municipal Modernization Funding – Round 2:
 - Two project applications were submitted. The projects directly relate to the recommendations and findings of the 2020 KPMG Review: modernizing services by digitizing property files, software mapping and integration master plan.
- Community Transportation Project:
 - Buses specifically ordered for this project have been received and were deployed Monday March 15.
 - Routes:
 - The City of Stratford is working with Perth East to add a Shakespeare stop to Route 2.
 - City staff are investigating opportunities to include vaccination clinic stops in the smaller communities on County routes
 - Residents may access Stratford vaccination clinics by connecting to Stratford Transit Route 3 – McCarthy, at the Stratford Transit Terminal.
 - Advertising:
 - As public health restrictions slowly ease, the City is working on a soft marketing campaign for the spring that will include some local outreach to industries.
 - The City plans to launch an online survey requesting feedback on PC Connect, current scheduling, and the impact the pandemic has had on potential ridership.
 - In addition to an online survey, a survey will be available on-board the buses which will be designed to capture more data regarding purpose of travel, and preferred travel times/destinations.

Land Sales

- 481 Water Street South (McDonald House) – still waiting update from St. Marys Cement Legal Counsel
- Part 7 (550 James Street South) – Abutting landowners have been notified of the sale. Response period closes April 16.

Land Sales

- 481 Water Street South (McDonald House) – restrictive covenant finalized, waiting for confirmation of registration so that the land sale can proceed.

2. Clerks

Legislative Services

- Town Hall
 - In the month of February, Town Hall served 10 individuals who specifically attended the site to pay property taxes in person.
 - Since the due date for property tax payment on February 26, 2021, foot traffic to Town Hall has again diminished to an average of 4 people per week.
- Animal Control
 - Receiving some complaints about off leash dogs on trails, sidewalks and in parks. Humane Society has responded with increased patrols. Communications department to release education campaign that identifies expectations related to the Animal Control By-law.
- Lottery Licensing
 - Current review of three lottery licence final reports.
- By-Law Enforcement

- Working with Public Works and Stratford Police Service to review Traffic, Parking and Boulevard Maintenance By-law specifically related to use of snowmobiles and ATVs in Town as well as parking requirements within the downtown core.
- Marriage Licensing
 - Town's Marriage Officiant reports that 29 licences were issued in 2020 and 7 ceremonies were performed.
 - Licences issued between December 1, 2019 and July 24, 2020 are still valid and can be used until July 24, 2022
 - Licences issued between October 1, 2020 and February 10, 2021 are still valid and can be used until February 10, 2023.
 - The Town reports that no licences were extended during the either lockdown.

Other Projects

- Community Safety and Wellbeing Plan
 - Update provided to the Strategic Priorities Committee on March 16.
 - Communications department completing graphic design for the final version of the plan.
 - Advisory Committee and consultant preparing implementation plan and terms of reference for the Partnership Council.
- Community Development and Support Worker
 - Cody Cunningham commenced the role on March 8, 2021. Mr. Cunningham is employed by Family Services Perth Huron and is focused on supporting this position for the Town of St. Marys.
 - Introductions to internal stakeholders continue.
 - Communications department preparing media release to introduce position to community.

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Building and Development
Date of Meeting:	23 March 2021
Subject:	DEV 10-2021 March Monthly Report (Building & Development)

RECOMMENDATION

THAT DEV 10-2021 March Monthly Report (Building & Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- There were 9 permits issued the month compared to 7 the previous year
- There were 2 dwelling units issued the month compared to 2 the previous year
- The total construction value was \$1,715,955 this month compared to \$624,000 the previous year.
- The total permit fees collected this month were \$8,976.56
- There were 29 appointments completed this month by the Building Department.

Planning

- Applications:
 - Application for a Zoning By-law Amendment for 347 James Street South has been deemed complete, and a Planning Advisory Meeting is being scheduled to review the Application.
 - 323 Queen Street West Site Plan Agreement has been finalized and is awaiting execution by the Mayor and Clerk as of March 12, 2021.
 - 485 Queen Street West lands have been consolidated and Site Plan Agreement has been finalized and is awaiting execution by the Mayor and Clerk as of March 12, 2021.
 - Two (2) Pre-consultation meetings held between February 12 and March 12 (more meetings are scheduled for later in March)
 - A pre-consultation request is required for all applications to help streamline applications and identify all requirements early in the application process.
 - Two (2) Zoning Compliance Letters issued between February 12 and March 12.
 - Continuing to review Site Plan Agreements on file, and closing out those agreements (as time permits)
- Strategic Initiatives
 - Comprehensive Parking Review
 - Consultant to provide a draft report to Development and PW Staff by the end of March; Staff will review and then set a date to present to Council
 - Community Improvement Plan

- A draft Community Improvement Plan has been prepared and has been reviewed by various internal departments; Draft CIP to be presented to Council at its March SPC meeting
- Official Plan – Official Plan submitted to Ministry for review – Province has 90 days to respond with comments (anticipate early May response)
- Planning Process Review – a number of processes are under review in an effort to streamline the process in response to comments made at the Developer Roundtable:
 - Implemented a formalized pre-consultation process for all planning applications (identify all submission requirements early on and a collaborative review of the potential application) – website to be updated
 - Will be discussing planning application timelines with the Planning Advisory Committee at its next meeting, to better discuss how the public is notified of applications and the number of meetings required.
 - Bi-monthly Development Team meetings re-introduced at the beginning of January – allows time to discuss pre-consultation requests and discuss development policies or issues. A number of internal processes have been discussed and improved as a result.

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly
- Town Hall – installation of new vanities in upstairs washrooms of Town Hall
- Town Hall – outside washroom exploratory work completed on drain repairs. Report for Council forth coming
- Continuity Plan developed and implemented for facilities staff
- Fire Hall – cleaning has been brought online
- Alarm monitoring for Town Buildings – new pricing has been acquired
- Department Plan created
- Performance reviews completed for hourly staff

Facilities – Capital

- Asset Management – working on document
- Cemetery Washroom Project – Town staff acquired pricing report to Council forth coming
- Fire Hall Renovation Project – Front facia installation completed week of March 8.
- Lind Sportsplex Foyer Ceramic Tile Replacement – work has been completed
- Fire Hall SCBA compressor RFQ posted week of February 8th.
- Working on RFQ and RFP's for approved 2021 projects
- Cemetery Window Project – Pricing acquired, and project awarded. Scheduling to follow

SPENDING AND VARIANCE ANALYSIS

None at this time.

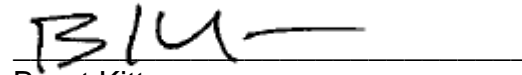
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building & Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

As of Feb 28 2021

Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	Annual permit fees
2021 PV (DU)	\$5,763,138 11 1 2	\$1,215,955 9 2											\$7,479,093 20 3	\$46,851
2020 PV (DU)	\$950,000 7 3 2	\$624,000 7 2	\$10,078,320 17 21	2,829,500.00 13 3	\$207,000 11 0	\$3,733,000 26 9	\$3,391,200 14 4	\$3,955,499 19 7	\$6,407,984 13 5	\$5,093,790 15 13	\$2,090,000 12 4	\$761,000 10 1	\$38,861,203 166 72	\$181,501
2019 PV (DU)	\$110,000 7 0 1	\$442,100 7 1	\$1,259,500 9 2	2,313,500.00 14 6	\$2,374,500 13 11	\$2,178,800 17 8	\$954,000 11 2	\$1,964,600 12 3	\$1,151,050 15 3	\$2,367,950 15 9	\$1,485,000 12 4	\$750,000 2 3	\$16,751,000 134 52	\$116,952
2018 PV (DU)	\$700,000 7 2 0	\$233,500 4 0	\$1,332,500 15 6	4,721,000.00 15 7	\$4,461,001 23 5	\$1,867,100 23 4	\$5,984,300 22 5	\$644,100 13 1	\$2,737,450 21 5	\$2,220,500 14 14	\$1,561,200 11 3	\$593,000 4 1	\$22,875,651 172 53	\$351,296
2017 PV (DU)	\$2,370,100 11 4 7	\$128,350 7 0	\$95,880 4 0	\$1,204,050 18 4	\$1,898,500 29 6	\$2,925,118 22 5	\$4,725,400 21 3	\$1,900,600 21 7	\$1,965,800 16 3	\$775,000 8 2	\$1,377,401 7 2	\$60,000 4 0	\$18,425,719 168 36	\$150,015
2016 PV (DU)	\$163,000 4 0 3	\$336,000 3 1	\$467,600 8 2	\$790,201 13 1	\$1,809,000 12 7	\$1,511,000 31 1	\$1,227,000 13 6	\$644,501 15 1	\$794,400 13 2	\$1,433,300 15 3	\$2,315,000 7 1	\$2,535,000 4 11	\$14,344,002 120 38	\$114,897
2015 PV (DU)	\$10,500 2 0 8	\$105,502 8 1	\$1,741,100 8 7	\$784,660 11 3	\$1,581,261 21 5	\$1,263,000 18 3	\$1,514,000 8 7	\$807,168 10 4	\$997,301 10 3	\$592,900 13 2	\$597,000 6 2	\$597,100 5 3	\$10,595,492 120 40	\$128,416
2014 PV (DU)	\$475,000 5 2 6	\$44,500 6 0	\$895,000 4 2	\$1,797,000 9 2	\$1,544,500 13 2	\$2,053,650 13 2	\$1,043,500 12 8	\$1,004,900 14 4	\$1,226,750 13 5	\$1,199,001 11 5	\$554,200 5 2	\$1,449,000 10 9	\$13,264,001 115 43	\$140,304
2013 PV (DU)	\$18,000 2 0 2	\$48,500 2 1	\$936,500 5 2	\$1,072,500 10 2	\$749,220 11 3	\$2,223,500 13 8	\$964,200 10 4	\$663,500 9 2	\$804,200 8 2	\$1,158,000 11 5	\$426,500 4 1	\$1,697,500 8 8	\$10,762,120 91 40	\$108,411
2012 PV (DU)	\$518,500 8 2 1	\$25,000 1 0	\$610,000 5 2	\$532,802 13 1	\$784,150 9 3	\$3,288,688 15 6	\$1,523,500 11 6	\$2,586,000 18 0	\$659,500 7 1	\$796,000 6 3	\$290,300 5 3	\$477,900 4 2	\$12,432,440 107 29	\$352,225
2011 PV (DU)	\$127,400 5 1 0	\$0 0 0	\$1,020,300 9 4	\$1,800,000 14 8	\$1,171,150 13 4	\$2,662,200 19 2	\$2,517,400 18 6	\$446,500 6 1	\$62,500 3 0	\$1,359,000 11 5	\$805,600 9 3	\$25,801 4 0	\$11,997,941 111 34	\$178,641
2010 PV (DU)	\$65,000 3 0 5	\$75,000 5 0	\$1,542,000 7 6	\$603,800 11 3	\$323,700 7 2	\$302,300 16 1	\$1,570,000 12 4	\$4,060,000 12 12	\$1,014,300 10 1	\$3,226,750 14 7	\$1,005,200 11 4	\$555,500 3 1	\$13,470,060 111 61	\$154,284
2009 PV (DU)	\$232,500 7 1 1	\$113,450 6 0	\$25,100 3 1	\$339,500 7 8	\$6,197,200 12 3	\$792,900 17 1	\$611,900 21 2	\$7,790,250 14 4	\$705,160 16 2	\$932,539 14 5	\$409,000 7 2	\$399,600 9 1	\$18,549,099 124 30	\$139,164
Monthly average	\$879,245 6.0 1.1	\$772,321 4.8 0.5	\$942,271 7.0 3.3	\$1,446,778 12.3 4.1	\$2,081,289 14.8 4.6	\$1,917,343 16.7 3.7	\$1,695,026 14.5 4.8	\$1,992,829 13.2 5.4	\$1,044,401 12.2 2.5	\$1,363,677 12.0 5.5	\$1,017,855 8.0 2.6	\$810,764 5.2 3.5	\$14,270,885 116.3 38.3	\$131,788

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	23 March 2021
Subject:	DCS 10-2021 March Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 10-2021 March Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics

- Huron Perth Public Health pool inspection was on Monday March 1, pool complied and was noted to go above and beyond with many COVID protocols in place.
- Staff training was held the evening of Tuesday March 2, lifeguards training included NL skills, no contact, direct contact low risk and direct contact high risk rescues with first aid, spinals with boarding & CPR/AED. Staff are very happy to return to work.
- Pool reopened Monday March 8, stats from Monday March 8 to Thursday March 11- aquafit 98% attendance, Lanes swims 100% attendance and Family Swim 100% attendance. Swimmers were thrilled to return to the pool.
- Networking with outdoor pools to gather information on their summer plans & in discussions with the health unit on further direction surrounding inflatables and use.
- Increased call volume for swimming lessons and pool rentals, planning is in place for phase 2.
- Staff are working to pull aquatics required data from Max Galaxy to enter into Activenet.
- Reaching out to current staff to assess hiring needs, staff will begin recruitment mid to late March to support both the quarry and the aquatics centre, also recalling of those laid off since March 2020 will be possible.
- Staff continue to support the Community Wellness Program.

Community Wellness

- Continuing to work with both Huron Perth Public Health and Happy Valley Family Health Team to host vaccine clinics at the PRC.

Cultural Services

- Grant applications submitted for two Young Canada Works students, one Canada Summer Jobs student and one Young Canada Works intern.
- Community Museum Operating Grant follow-up for 2019-2020 funding cycle due March 31.
- Limited in-person research appointments resumed on March 1 and are running smoothly. Appointments are currently available on Monday, Wednesday and Friday mornings with plans to reassess and expand hours in April.

- Picture St. Marys: Past and Present photo contest took place during the month of March. Staff were interviewed about the contest, and the general situation at the museum during the pandemic, by both the Stratford Beacon Herald and CTV London. 16 photos were submitted in the contest.
- A virtual Heritage Fair took place in February. 20 submissions were received, and the website has had 800 visitors and over 2,300 views.
- Staff continue with weekly videos and telephone programs in partnership with the Friendship Centre as part of the Community Wellness Program.
- The Space to Spoon exhibit was crated with the assistance of Public Works staff. It shipped back to Ottawa mid-February.
- Staff are working on several new exhibits for when the Museum reopens in April/May.

Child Care

- The childcare centre continues to operate under the strict guidelines from the government and the staff and families have done an amazing job of following all HPPH regulations and doing their part by staying home when someone is experiencing a symptom.
- We have started planning the summer programs and hope to offer 3 summer camp groups this summer at Holy Name School. We will have a “Get ready for Kindergarten” program for those entering the school system in September as well as a “Kindergarten” and “School Age” camp to help serve the families in this community with quality summer programs for their children.
- The EarlyON program has been given the green light to start in-person programming so staff are in the development stage of preparing policies and procedures to ensure we can open in accordance to the health and safety requirements from HPPH and the Ministry.
 - The plan for this program is to have a soft start offering one in building program and one outside program a week then slowly build on that if there is enough interest from the families that utilize the EarlyON services.
 - This is an exciting change to only offering virtual programs. Staff will continue to do some virtual programming as well to be inclusive for those that choose not to be in person at this time.

Recreation Operations

- Ice re-installed and ready for rentals March 15th. Additional staff are currently being recruited to support screening and cleaning/disinfecting due to less availability of returning staff.
- Pool operational for first program March 8th. All systems running optimally upon restarting.
- Operational preparations underway to restart in-person programming in the Friendship Centre beginning March 22nd.
- Lighting upgrades in public areas of the PRC and Friendship Centre are ongoing.
- Next HVAC service is due in late March or early April and will include inspections and preparation for warmer weather such as checking A/C compressors and refrigerant levels while also changing filters.
- Additional UV light filtration units have been ordered for the Community Centre and End Zone HVAC systems to support fitness, wellness and youth/recreation programming.

Recreation/Youth Services

- Exploring opportunities for day camps and specialty camps this summer during the pandemic.
- Planning on Park Pop-ups in the month of April for youth.
- Art contest launched, this is an opportunity for youth to demonstrate their creativity through any creative form such as visual, performance, literacy and culinary. They are given a word to

inspire a masterpiece. This will be run every month with March word is LUCKY. Prizes will be awarded.

- Youth Connect- this is a free program for kids from grades 3-6 to join with friends to have fun, be creative, get active and just chat. All facilitated by a Recreation staff member. Offered through Google Classroom.
- Stay Safe program - this is the program you take prior to babysitting to allow children the tools they need to stay home safely. This program will be offered during the new March Break, April 12-16
- Cooking program - this virtual program is being developed for families to learn to make meals (ex: Sunday dinner). Hoping to have this program developed by April.
- School Take Over - this program will be offered in April and will showcase local youth and where they ended up after high school to assist youth (especially now that you cannot do school visits) with opportunities going forward. It will showcase college/universities/workplace. This will include tours of campuses, courses and general school life or work life after high school. These will all be posted through Facebook/Instagram.
- Wellness/Family boxes - With the success of the Family Day boxes, there is an initiative being worked on now that will be released for families during the new March Break that will take place in April. This will be a partnership program like the one in February.

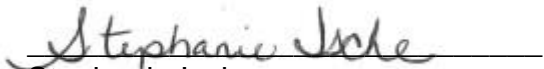
Senior Services

- Senior Services has applied for a Stratford Perth Community Foundations Grant to assist with operational expenses associated with the Telephone programs.
- Over 60 participated in the International Women's Day event hosted by the department March 5.
- Staff are currently working on re-implementing in person programming. Group Fitness, shuffleboard, carpet bowling, line dancing, ballroom dancing and pickleball are scheduled to return during the next number of weeks.
- Staff have developed a plan for offering virtual classes during in-person classes to ensure that residents can participate if they do not secure an in-person registration.
- Staff are working with the Communications Department to store fitness videos on YouTube to enable residents to be able to access fitness at their convenience.
- Staff are working with the Library to offer online booking support for COVID- 19 vaccine clinics
- Staff are planning for the drive thru Easter Lunch at the end of the month.
- Funding for the Community Dining take out program will end late March early April. Staff are working with the United Church and Rotary Club to help re-implement the Community Dinner program once offered by the Church and local groups under a "by delivery" program model. Between October and February, the Community Dinner program has funded participating restaurants \$20,000 through food purchases. Funding for this program was made available through the Emergency Community Support Fund.
- Staff have been working with the Salvation Army Foodbank to assist in distributing extra food from the shelves to help the Salvation Army accommodate their new Foodbank space. Food has been distributed with the Community dinner as well as in select apartment complexes within the town.
- Staff have been supporting the promotion of the St. Marys Nourish Market. Online ordering is available through the Local Community Food Centre. The next in person Nourish Market will be held at the United Church on March 18th.
- Staff will be participating in the Huron Perth Healthcare Alliance planning session to assist them in refreshing their commitments to communities.
- The Huron and Perth Ontario Health Team is working with an Infection Prevention and Control consultant to help develop an Infection Prevention and Control program for the OHT.

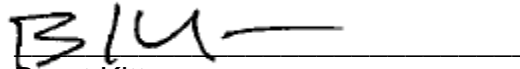
Service	Feb 2020 Clients Served	Feb 2021 Clients Served	Feb 2020 Units	Feb 2021 Units
Hot Meals on Wheels	9	14	119	157
Frozen Meals on Wheels	9	17	128	290
Community Dining	96	110	186	444
Telephone Reassurance/Social Connection	6	43	65	344
Grocery Shopping/Food Delivery	8	20	16	36
Fitness	235	52	1331	568
Social Phone Program	na	85	na	148

REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	23 March 2021
Subject:	COR 16-2021 March Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 16-2021 March Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

The following is an update on the specific strategic departmental plans identified for 2021:

Fiscal Health (2019) Recommendations

- Updates to be available for the beginning of the 2022 budget cycle (June 2021)

Customer Service Standard

- Three members of Corporate Services are participating on the Customer service team project. The Finance Supervisor will participate as a team lead in the future

Community and Social Wellbeing Plan

- Reviewed and updated the communication plan and began creating communication concepts

KPMG – Reduce Financial Exposure – Community Services

- Director, IT Network Administrator and Finance Clerk have been directly involved in the software application implementation to ensure integration to financial systems and update financial processes. Project will go live at the end of April.

KPMG – Modernize Finance Work Processes

- Two new finance positions have been filled (Supervisor starting at the beginning of April)
- Work has begun on reviewing Credit card policies and processes
- Work has begun in mapping out the plan and recommendations to address the financial processes
- A scope of work and grant application has been created to prepare an Information Systems Strategic Plan. This plan will provide further recommendations on improving back office efficiencies, improve customer service, and provide cost savings. The plan will provide the Town with short-term, medium-term, and long-term guidance; including a prioritization methodology. Specifically, the successful proponent will provide:
 - Current state analysis
 - Town-wide needs analysis
 - Recommendations, including estimated costs and future savings, for improvements identified as short-term, medium-term, long-term using a prioritization methodology
 - A written report on all of the above.

- In anticipation of the above, work has begun on creating an inventory and an integration drawing of all the current St. Marys software applications.

Tourism & Economic Development

- Tourism website project is on time and on budget – expected to be ready in April

Monthly Division updates:

Finance Division:

- 2021 Budget passed by Council in February
 - Reconciled 12 bank accounts for the month of February
 - Issued 221 cheques and EFTs in February
 - Report for Council Renumeration 2020, being presented in March
 - Continue to issue refunds to customers relation to COVID Pandemic
 - Year end financial reconciliations being completed
 - Two (2) tenders/RFPs issued in February
 - Attended MPAC's Webinar on Electronic Building Plan Submissions
 - First interim property tax due date was Feb. 26, 2021. In comparison to previous years, there is an increase in outstanding property taxes due. Staff will continue to monitor as the year progresses:
 - 2019 \$4,514,898
 - 2020 \$4,475,353
 - 2021 \$4,864,791
- *Note – taxes receivable includes the 2nd interim amount due in May

Information Technology Division:

- Replaced VIA computer and set up individual logins for staff
- Created Vaccine Support shared inbox and direct phone line for select staff to handle inquiries from the public
- Generated new finance staff account with IT orientation
- Firehall staff setup with network and printing capabilities
- Patched Exchange Server against 0 Day Threat
- Replaced Town Hall printer upstairs
- Upgraded FirePro client

Communications Division:

- Media Relations
 - Issued 11 media releases;
 - Snowmobile and ATV by-laws reminder
 - EarlyON and Museum Scavenger Hunt
 - Lions Club donation to St. Marys Fire Department
 - Fire Department getting ready to move
 - Fire Department officially move into the new hall
 - Service changes for operating under Orange (Restrict)
 - Strong As Stone Recognition Program
 - Homecoming on hold announcement
 - Stay-at-Home Order extension
 - Emergency child care & expansion announcement

- Free telephone programs as part of Community Wellness
- Advertising:
 - Print:
 - Continued with weekly Stonetown Crier/COVID-19 column in the St. Marys Independent with the additional section to share general municipal news, unrelated to pandemic.
 - Radio
 - Continued coverage of all media releases
- Social Media:
 - Average post Reach increased 26% over January
 - Continued to share wellness and business resources
 - Started testing engagement tactics with using some video & animations
 - Started using new/fresh imagery for recruitment promotion
 - Continued sharing Covid-19 updates and resources from HPPH
 - Reinstated Council meeting reminders
 - Promoted fire safety material from OFM
 - 16 new followers on the Town's Facebook page in February
 - 6 new followers on the Town's Twitter page in February
 - 16 new followers on the PRC's Facebook page in February
 - 20 new followers on new LinkedIn page (95 total)
 -
- Website:
 - Website visits increase 5% over January
 - Top viewed pages: Library (7302), Covid-19 (1864) and Current Opportunities (2148)
 - COVID-specific page views:
 - 1864 views of COVID-19 page
 - 107 views of Business Resources page
 - 135 views of Community Wellness page
 - Created new webpage to promote all virtual programs
- Public engagement:
 - Currently promoting upcoming council meetings and exploring new ways to encourage public engagement
- Print materials and publications:
 - Working with Community Services to explore a digital way to publish the Community Guide
- Other:
 - Communications has completed Q1 meetings and developed Communications plans to move forward
 - Working with department managers to get final approval/publish on new accessible online forms
 - Continue to assist Tourism with new Tourism website
 - Completed website accessibility training
 - Completed Basic Emergency Management Course (Beverly)

Tourism and Economic Development Division:

- Collaborated with Invest Stratford, Destination Stratford and Perth County on a plan to advocate for our local accommodation sector to receive further Government support.
- Met with staff at the Stratford Festival following their plan for the season announcement to discuss opportunity for collaboration
- Collaborated with RTO4 to review the grant applications and provided input on those accepted and denied. Helped to field questions from local businesses on the process.
- Developed criteria and a plan with staff and the Business Economic Support and Recovery Task Force to launch a second round of grant funding.
- Provided input and support to the Public Works department on a plan for seasonal patios.
- Staff contributed to grant applications for the Healthy Communities Initiative and Stratford-Perth Community Foundation
- Staff drafted content for the tourism site development

Events

- Applied for two Stratford-Perth Community Foundation grants, 'Yak Shack and Picnic Project, and continue to work toward each program's implementation.
- Developing event plan for spring/summer
- Executed this month's Strong As Stone recognition program
- Co-ordinating State of Service Club night on March 25
- Attended iCreate accessibility virtual training as well as components of Festivals and Events Ontario (FEO) conference

Tourism Student

- Working on the writing and organizing of content for the tourism website
- Organizing images for the tourism website
- Connecting with surrounding accommodations to keep website information up to date

VIA Services

- Prepared for re-opening of the VIA office
- With the help of IT switched the staff over to town log in credentials for security purposes
- Boarding: 11
- Arriving: 7

% tickets printed: 45.5%

SPENDING AND VARIANCE ANALYSIS


The Town will receive a further \$99,494 to assist with 2021 COVID related financial pressures (not included in the 2021 budget)

REVIEWED BY

Recommended by the Department


Andre Morin
Director of Corporate Services / Treasurer

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Finance / Treasurer
Date of Meeting:	23 March 2021
Subject:	COR 17-2021 Finance Annual Reports

INFORMATION

To provide Council with the following annual financial reports:

- Council Remuneration
- Investments

RECOMMENDATION

THAT COR 17-2021 Finance Annual Reports report be received for information.

BACKGROUND

Council Remuneration:

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

Investments:

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

REPORT

Council Remuneration:

In accordance with *Section 284* of the *Municipal Act, 2001*, the attached report provides a summary for the year ended 2020 of the remuneration and expenses made to or on behalf of members of Council from public funds.

Investments:

Attached is a summary of the 2020 Investments held in accordance with *regulation 438/97 of the Municipal Act, 2001*. Simple average rate of return in 2020 was 3.35% (2019 was 2.52%). Much of the Town’s investments historically were held in high interest rate accounts; with interest rate decline in 2020 due to COVID, funds were moved from high interest savings to government bonds and principal protected notes. This helped return our investment returns in a low interest rate environment.

The Town updated its Investment Policy in 2020 in accordance with the *Municipal Act*.

The Treasurer, in his opinion, believe all investments are consistent with the eligibility and guidelines of *Regulation 438/97 of the Municipal Act, 2001*.

SUMMARY & IMPLICATIONS

The Treasurer has provided attached reports for the year ended 2020 for Council remuneration and Investments. These reports will be posted online following Council's receipt of this report.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

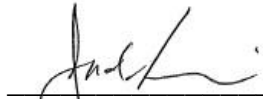
None

ATTACHMENTS

2020 Council Remuneration Report
2020 Investment Report

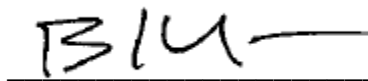
REVIEWED BY

Recommended by the Department



André Morin
Director of Corporate Services / Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Town of St. Marys
Council Remuneration
Year Ending 2020

Name	Annual Remuneration		Reimbursement of Expenses			2020
	Salary	Spruce Lodge	Cell Phones	Mileage	Conferences	Totals
Mayor A. Strathdee	31,089.85		*			31,089.85
Councilor L. Hainer	15,306.78		600.00			15,906.78
Councilor J. Craigmile	15,306.78		*	56.16		15,362.94
Councilor M. Luna	16,013.27	667.32	600.00			17,280.59
Councilor R. Edney	15,306.78		600.00			15,906.78
Councilor F. Pridham	15,306.78	917.52	600.00			16,824.30
Councilor T. Winter	15,306.78					15,306.78
TOTAL	123,637.02	1,584.84	2,400.00	56.16	0.00	127,678.02

Note: * Town cell phone

Town of St. Marys
Investment Schedule
Year ended December 31, 2020

INVESTMENT TYPE	Fund: Acct #	<30> Cemetery	<01> Operating	<51> PUC	<54> DC's	Total
RBC Securities:						
Opening Balance	645-15001-1-1-7		1,688.20	1,596,234.03	314,546.63	1,912,468.86
Opening Balance	588-24573-1-9		3,246,371.90			3,246,371.90
Opening Balance	588-24642-1-3	539,925.32				539,925.32
		539,925.32	3,248,060.10	1,596,234.03	314,546.63	5,698,766.08
2020 Transactions:						
Transfer from (to) Town			3,000,000.00			
Transfer from (to) Town			-1,688.20		-6,013.82	-7,702.02
Net Investment Income Earned		14,539.47	165,722.74	41,646.50	6,013.82	227,922.53
December 31, 2020 Balance	645-15001-1-1-7			1,637,880.53	314,546.63	1,952,427.16
December 31, 2020 Balance	588-24573-1-9		6,412,094.64			6,412,094.64
December 31, 2020 Balance	588-24642-1-3	554,464.79				554,464.79
Total - December 31, 2020		554,464.79	6,412,094.64	1,637,880.53	314,546.63	8,918,986.59
One Fund:						
Opening Balances:						
One Fund - Money Market	281-80				89,990.55	89,990.55
One Fund - Money Market	282-60		40,388.04			40,388.04
One Fund - Bond	281-80				621,154.47	621,154.47
One Fund - Bond	284-20			1,681,061.26		1,681,061.26
One Fund - High Interest Savings	49028461317		2,113,673.59			2,113,673.59
		0.00	2,154,061.63	1,681,061.26	711,145.02	4,546,267.91
2020 Transactions:						
Transfer from (to) Town			-2,173,469.01			-2,173,469.01
Net Investment Income Earned			20,748.89	88,938.62	33,624.56	143,312.07
Total One Fund		0.00	1,341.51	1,769,999.88	744,769.58	2,516,110.97
One Fund - Money Market	281-80				90,752.27	90,752.27
One Fund - Money Market	282-60					0.00
One Fund - Bond	281-80				654,017.31	654,017.31
One Fund - Bond	284-20			1,769,999.88		1,769,999.88
One Fund - High Interest Savings	49028461317		1,341.51			1,341.51
Total - December 31, 2020			1,341.51	1,769,999.88	744,769.58	2,516,110.97
TOTAL INVESTMENTS		554,464.79	6,413,436.15	3,407,880.41	1,059,316.21	11,435,097.56

AVERAGE RETURN ON INVESTMENTS FOR THE YEAR

3.35%



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	23 March 2021
Subject:	FD 03-2021 March Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 03-2021 March Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of March (12 February – 12 March 2021) the Fire Department responded to 07 emergency responses most notably:

- Automatic Alarms 3 (St. Marys)
- CO Alarms 2 (St. Marys)
- VSA 1 (St. Marys)
- Medical 1 (Perth South)
-

Fire Chief Attended 1 Call alone

Average attendance of firefighters per emergency call - 21

St. Marys Firefighters have responded to 22 calls for service (1 January – 12 March 2021) compared to 21 emergency responses last year (1 January – 12 March 2020)

Inspections

During the month of February (12 February – 12 March 2021) Brian Leverton (Chief Fire Prevention Officer) has completed the following:

- 0 Complaint
- 1 Follow Up
- 0 Safety Concerns
- 0 Fire Drills
- 8 Requests
- 7 Routine
- 0 Licensing
- 3 Site visits (request for clarification regarding Ontario Fire Code, lockbox installation location)
- 1 home visit re: smoke alarm/CO date and replacement

Public Education

Covid-19 has put a halt on most Public Education. Article for the St. Marys Independent.

Introduced fire inspection project to mentor Fanshawe College fire prevention students. I provide an inspection and the infractions and other agencies involved and they complete a fire inspection report.

Investigations

Two investigations with one investigation resulting in a \$360 fine for not installing smoke alarms.

New Fire Hall

Operationally firefighters are responding from the new fire hall following new operational response procedures. There have been no noticeable delays and is working as expected.

Contractors continue to work on the fire hall.

Training

Training is being conducted two nights per week with 10 firefighters per training session.

Training sessions include:

- Inspection, Testing & Maintenance (ITM's) of equipment
- Knots & Hitches
- SCBA Training
- Rescue Tools

Personnel

100% of our Firefighters are healthy.

99% of the firefighters received the first vaccine.

Donations

The St. Marys Lions Club has generously donated \$7,500 to the fire department to purchase tools and equipment as seen fit.

The St. Marys Shuffleboard Club has graciously donated \$1,000 to the fire department to purchase equipment as seen fit.

The Fire Chief has purchased tools and other items that were not covered by the new fire hall contingency budget.

Fire Radio Dispatch Update

RFP For Fire Dispatch has closed on Friday 5th of February 2021. There were only 2 responses to this RFP one from Owen Sound Police and Tillsonburg Fire & Rescue Services. A virtual meeting was held on the 10th, 19th & 22nd of February and 12th of March to discuss with all involved in this process. Fire Chiefs reviewed the responses and evaluated them based on the evaluation criteria that has been outlined in the RFP document. The evaluation has been completed, and a formal report will be delivered to Council. On approval of Council the proponent will be notified via the system itself.

Closure of the Ontario Fire College

As per the Fire Marshal's Communiqué 2021-02 - Ontario Fire College Training Modernization (2021-03-04)

The Communiqué provided an overview of OFC training modernization through several modes, including online and blended courses, Regional Training Centres (RTCs) and Learning Contracts.

As the Fire Chief I completed an online petition to not support the closure of the Ontario Fire College.

The Town of St. Marys sent a letter to the Honourable Sylvia Jones, Solicitor General for a request to reconsider the closure of the Ontario Fire College

In the meantime, the Fire Chiefs of Perth County will continue to look at other avenues to continue to send firefighters to either Regional Training Centers (RTC) or create our own Regional Training Center (RTC) in Perth County.

Potential funding may become available for the development of more Regional Training Centers (RTC).

Community Risk Assessment

Fire Chief is working on the Community Risk Assessment as set forth by the Office of the Fire Marshal and Emergency Management.

Community risk assessments allow fire departments to make informed decisions about the types and levels of fire protection services they will provide based on identified risks.

Risk is defined as a measure of the probability and consequence of an adverse effect to health, property, organization, environment, or community as a result of an event, activity or operation.

By identifying all fire and life safety risks in their community and prioritizing them based on the probability of them occurring and the impact they would have if they occurred, fire departments are able to determine which risks to address and how best to address them. Risk assessments allow fire departments to ensure their levels of service, programs and activities for public fire safety education, Fire Code inspections and enforcement, and emergency response directly address the identified risks and are most effective at preventing and mitigating them.

The process is extremely in depth and they have given Fire Chiefs until 2024 to complete the process. Some of the headings include:

- Geographic Profile
- Building Stock
- Critical Infrastructure
- Demographic Profile
- Hazard profile
- Public Safety Response Profile
- Community Services profile
- Economic profile
- Past Loss and Event History
- Identify Treatment Options for the Top Risks in the Community

Fire Safety Grant Announcement

On March 11, 2021, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to the Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, not all training priorities may have been met over the last year. In addition, the Fire Marshal's office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am informing you that the Town of St. Marys is eligible to receive up to \$6,300.00 as part of this grant program.

As the Fire Chief I am submitting an application which must be received no later than 1700hrs on March 19, 2021.

SPENDING AND VARIANCE ANALYSIS

- Tools, vacuum, ladder - \$4,926.83 (Covered by the Lions Club)
- 25 Staff Plaques for Wall of Fame – \$1,742.46 (Covered by the Lions Club)
- Case Commander Command System Accountability Board - \$3,557.19 (Capital Budget item)
- Annual Service Testing of 21 SCBA's - \$2,461.99

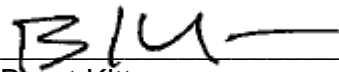
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Ministry of the Solicitor General

**Office of the Fire Marshal and
Emergency Management**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
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Ministère du Solliciteur général

**Bureau du commissaire des incendies et
de la gestion des situations d'urgence**

25, avenue Morton Shulman
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MEMORANDUM TO: Mayor Al Strathdee
CAO Brent Kittmer
Clerk Jenna McCartney
Fire Chief Richard Anderson

FROM: Jon Pegg
Ontario Fire Marshal

DATE: March 11th, 2021

SUBJECT: Fire Safety Grant Announcement

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Town of St. Marys is eligible to receive up to **\$6,300.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding

the grant may not have time to proceed to municipal council for approval within the timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at ofm@ontario.ca. If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg
Ontario Fire Marshal



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Richard Anderson, Director of Emergency Services / Fire Chief

Date of Meeting: 23 March 2021

Subject: **FD 04-2021 Fire Radio and Dispatch Services RFP**

PURPOSE

To review the Fire Radio and Dispatch Services RFP to secure a new vendor for fire dispatch services.

RECOMMENDATION

THAT FD 04-2021 Fire Radio and Dispatch Services RFP report be received; and

THAT Council approves the Fire Dispatch RFP award to the Owen Sound Emergency Communications Centre; and

THAT Council consider By-law 33-2021 and authorize the Mayor and Clerk to execute the respective Fire Dispatch Service Agreement with Owen Sound Emergency Communications Centre.

BACKGROUND

Request for Proposal – Fire Dispatch Services

In late 2020, a team was assembled to undertake a request for proposal (RFP) for fire radio dispatch services. The objectives of the RFP were to secure a service provider for Fire Dispatch that would meet legislative requirements for dispatching under NFPA and the Next Generation 9-1-1 (NG9-1-1), as well as a suitable service level agreement to protect the respective municipal interests.

The team consisted of:

- Chief Hunter, Perth East and West Perth Fire Service
- Chief Anderson, St. Marys Fire Service
- Chief Smith, North Perth Fire Service
- S. Drake, Manager of IT, County
- T. McKone, CEMC, County
- J Foster, MRC Communications, (Fire Radio Expertise)

Supporting the Team were:

- R. Suffern, Administrative Assistant, County
- C. Hinnegan, Finance and Purchasing Assistant, County
- M. Svartsjo, Procurement Specialist, County

In late 2020, the team developed an RFP, and after four iterations, posted the final RFP version on Monday, January 4th, 2021. The RFP closed on Friday, February 5th, 2021. The response timeframe was extended to February 5th to allow vendors sufficient time to submit proposals. The team met in

February to evaluate the proposals and recommend Council award the RFP to Owen Sound Emergency Communications Centre.

Service Level Agreement Administration – County Involvement

One of the items considered in this exercise was whether or not the County should assume the administration aspects of the Fire Dispatch agreement with the new vendor. Following consideration by County Council, which included a legal review, it was determined that it was not appropriate for the County to be involved in the provision of fire services. The service level agreement with Owen Sound is being prepared as a joint agreement, however without the County as a party. One service agreement will provide consistency in the program and renewal dates.

REPORT

The County of Perth initialized a Request for Proposal alongside the Municipalities of North Perth, Perth East, West Perth and the Town of St. Marys in seeking a qualified and experienced Proponent that would be able to provide a Next Generation 9-1-1 (NG9-1-1) ready Communications System, that will be used to process, answer and dispatch 911 calls requiring fire services within the County of Perth.

Two Proponents provided responses to this particular Request for Proposal. In review of the responses to the RFP, Owen Sound Emergency Communications Centre was able to provide a more cohesive and technically sound response that would meet the needs of the named Municipalities.

Upon an in-depth review and evaluation of both submissions, the findings from the evaluation committee concluded that the capabilities of Owen Sound were able to reduce and mitigate undue risk to the affected Municipalities in such that they are able to provide a more robust staffing option that includes, but is not limited to, operators with Fire Specialization. The number of staff available throughout daylight hours was also considered and the capacity of Owen Sound was greater, and their NG911 readiness far surpassed that of the other proponent.

In review of system connectivity options and requirements, Owen Sound was able to provide a more robust, reliable and low maintenance option. Owen Sound also would be responsible for end to end system connections, equipment and mitigate any issues in a timely manner, advising the Municipalities as to status.

As such, the municipal partners are recommending that their Councils support the award of the Fire Dispatch RFP to Owen Sound Emergency Communications Centre.

Next Steps

The following provides a brief overview of the work to be undertaken to implement the change in fire dispatch service providers:

CONTRACT NEGOTIATION – (Owen Sound, Perth County, Fire Chiefs)

- review, discuss, modify and agree on an agreement to be signed by all four parties (North Perth, West Perth, Perth East and St. Marys). Perth County will assist in legal (risk) and technical aspects of agreement.

SITE CONNECTION SETUPS – (Owen Sound, Perth County, MRC Communications)

- review, discuss and agree on the technologies and sites that will be used to connect the Owen Sound dispatch centre to the Fire Radio Infrastructure (radio and paging system)
- Possibly negotiate agreements and setup new tower locations if required (Owen Sound, Perth County)
- Assist Owen Sound with installation, setup and testing of communications lines and equipment required at primary and backup locations (MRC, Perth County)
- Purchase any new equipment required to enable transition from Stratford to Owen Sound (allow service overlap until live) (MRC, Perth County)

SERVICE DELIVERY SETUP – (Owen Sound, Fire Chiefs, Perth County)

- Review, discuss, develop and agree on call taking and paging procedures, policies and solutions (Owen Sound, Fire Chiefs)
- Review, discuss, develop and agree on additional service offerings (burn permit solutions, mobile phone paging, FirePro exports, etc.) (Owen Sound, Fire Chiefs, *Perth County [IT support])
- GIS information resources will be reviewed and confirmed, prepared and provided

SYSTEM TESTING AND ACCEPTANCE – (Owen Sound, Fire Chiefs, MRC)

- Perform full system testing including technical and procedural walk-throughs (Owen Sound, Fire Chiefs, MRC)
- Review, modify system requirements according to test results (Owen Sound, Fire Chiefs, MRC)
- Review paging performance with volunteer fire staff (Owen Sound, Fire Chiefs, MRC)

GO LIVE – PREPARATION AND EXECUTION – (Owen Sound, Fire Chiefs, MRC, Perth County)

- 911 Service providers will be notified in proper timeframes of the change in dispatch provider (Perth County)
- Other alarm, security, utility or mutual aid service providers will be notified of the change (Fire Chiefs)
- Communication to Perth County and local municipal staff to prepare for service change and any resulting resident questions (Perth County, Fire Chiefs)
- Retrieve any County owned equipment from Stratford Fire Dispatch, cancel Bell circuits to Stratford Fire (MRC, Perth County)

Each local municipality will need to take appropriate action with regard to their agreements with their existing service provider with the intent to move to Owen Sound providing the service at the earliest possible date.

Once Council approves the RFP award to Owen Sound, staff will meet, put together an implementation timetable and keep Council apprised of the progress.

FINANCIAL IMPLICATIONS

The contract is for a five-year period and is based on the following per capita rates:

OWEN SOUND EMERGENCY COMMUNICATION CENTRE		
Year	Per Capita rate	
1	\$	3.58
2	\$	3.69
3	\$	3.80
4	\$	3.91
5	\$	4.03

The calculation would be adjusted during the contract, in the year following the release of the Statistics Canada census population data and moving forward. Each municipality would pay its respective share on an annual basis.

As of the time of this report, St. Marys currently provides fire services to parts of Perth South, in addition to the Town itself. Perth South is protected through agreements with Perth East, St Marys and Granton. Granton is dispatched through Middlesex County and is not part of this RFP. Perth South burn permits are captured in St Marys and Perth East data. Perth East & St Marys populations have been adjusted to reflect the population of Perth South that they protect. Perth South population is 3810. For simplicity it has been divided into thirds and added to Perth East & St Marys population.

As such, the following calculation would reflect the approximate cost to the Town based on the population and service described above:

$$8585 \times \$3.58 = \$30,555.30/\text{year}$$

This is approximately double the current cost of using the City of Stratford for dispatch services.

SUMMARY

It is the Fire Chief's recommendation for Council to approve the Fire Dispatch RFP award to the Owen Sound Emergency Communications Centre.

Approving the Fire Dispatch RFP will ensure that St. Marys, in conjunction with Perth East, West Perth and North Perth Fire Services, can secure a service provider for Fire Dispatch that would meet legislative requirements for dispatching under NFPA and the Next Generation 9-1-1 (NG9-1-1). As well we will obtain a suitable service level agreement to protect the respective municipal interests.

STRATEGIC PLAN

☒ Efficient municipal services.

OTHERS CONSULTED

- Chief Hunter, Perth East and West Perth Fire Service
- Chief Smith, North Perth Fire Service
- S. Drake, Manager of IT, County
- T. McKone, CEMC, County
- J Foster, MRC Communications, (Fire Radio Expertise)
- R. Suffern, Administrative Assistant, County
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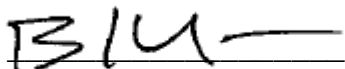
REVIEWED BY

Recommended by the Department



Richard Anderson, Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer, Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Human Resources
Date of Meeting:	23 March 2021
Subject:	HR 03-2021 March Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 03-2021 March Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for Screeners/Greeters (PRC), Arena Attendants, casual Facilities Operator B, Custodian, HR Generalist, Museum Assistant, and Recreation Supervisor.
- Recently completed the recruitment for the Finance Supervisor/Deputy Treasurer. Start date is April 6, 2021.

Performance

- Ensuring performance reviews are entered into Info HR.
- With non-management staff performance reviews complete, working with the senior management team (Directors) to complete the senior leadership teams' (Supervisors and Managers) reviews.

HR Systems

- Working with ML Consulting to begin the Compensation/Job Evaluation project. Currently collecting information from comparable municipalities. The information will be analyzed to determine compatibility as comparator. A list of comparables will then be brought to Council (during an April meeting) for confirmation prior to being included in the report.
- Facilitating a smooth transition from previous HR Downloads platform to new platform for staff.
- Ensuring all employees activate their profile in HR Downloads so that they receive push notifications for training.
- With the new vacation policy, all staff with vacation entitlements were directed to book 75% of their 2021 entitlements. The HR Dept. summarized the booked vacation/lieu time for the management team to ensure compliance with the new policy. As of March 12th, 79% of entitlements are booked in the system.
- First meeting with STEAM+ (STEAM plus additional team member volunteers) booked to start the review of the Employee Engagement Survey results. First step is defining the scope of the project and learning the 5 Why process of root cause analysis.
- Meeting booked with the Early Learning Services Supervisor and a potential facilitator for the Early Learning Services Workplace Cultural Assessment project.

- Working with Corporate Communications to increase the Town's Employer Brand. Over the next few months, you should start to see an increase in social media posts celebrating staff's successes, milestones, highlights of achievements and general interest stories (i.e. National Employee Appreciation Day). Watch out for #TownWorthWorkingIn.

Health and safety

- Looking to recruit new members for the PRC JHSC- staff member and management member.
- Confirming and updating the lists of certified first aid members are displayed on health and safety boards.
- Following up with H&S inspections at each location & ensuring the inspections are completed and posted to appropriate H&S folders and displayed on H&S boards.
- Completed a 5-year trend analysis and a 2020 Workplace incident analysis. See attached.

Payroll and Benefits


- Conducted virtual Employee Self-Serve/Electronic Timesheet training sessions and benefit enrollment for new staff
- Completed 2020 Year End reconciliation of the Health Care Spending Account.
- Completed year-end reconciliation for WSIB and EHT.
- Prepared and submitted the 2020 Public Sector Salary Disclosure reporting to the governing body. Five staff on this list for 2020.
- Assisted Early Learning Services and Finance in compiling the payroll cost of the Emergency Childcare program for the period January 10th to February 5th, 2021, for reporting to the City of Stratford.
- Updated Wage Grid and Salary Band to include weekly hours, gender and employment status of employees for the Job Evaluation and Compensation review project

SPENDING AND VARIANCE ANALYSIS


None.

REVIEWED BY

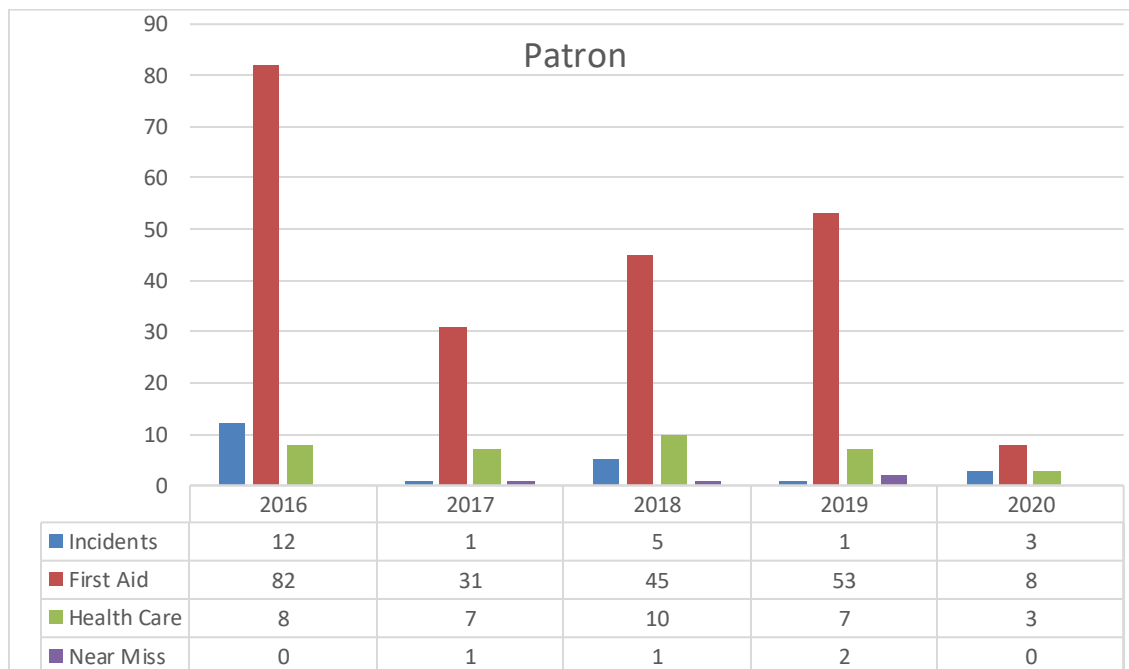
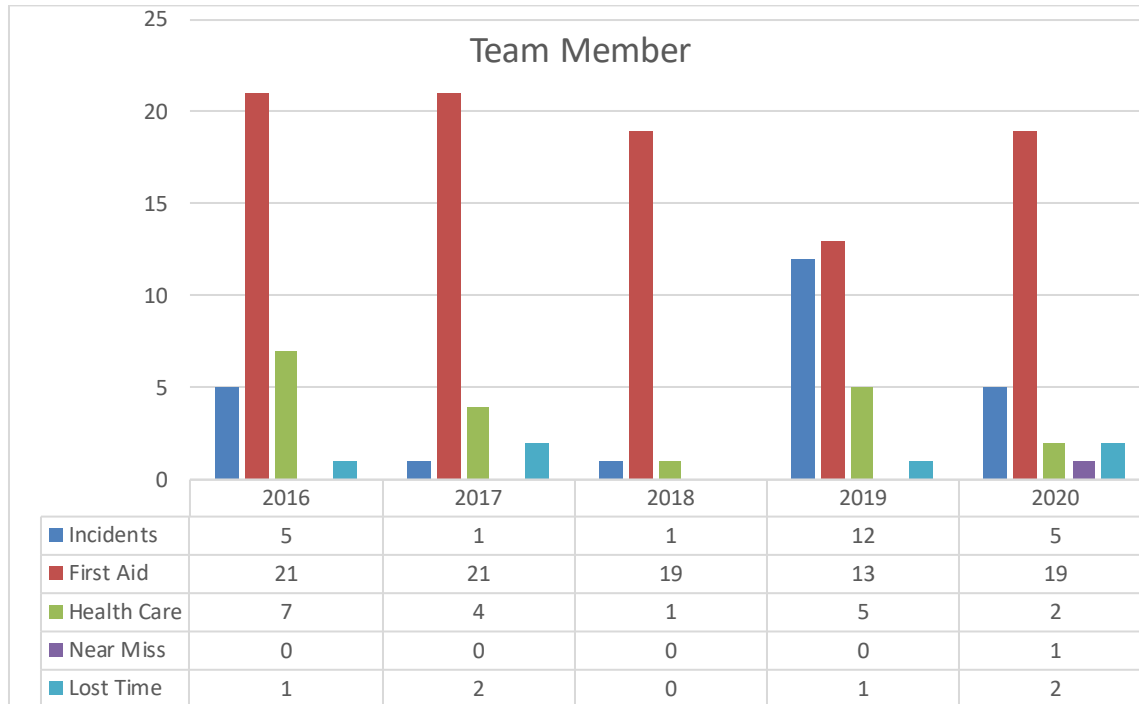
Recommended by the Department


 Lisa Lawrence
 Director of Human Resources

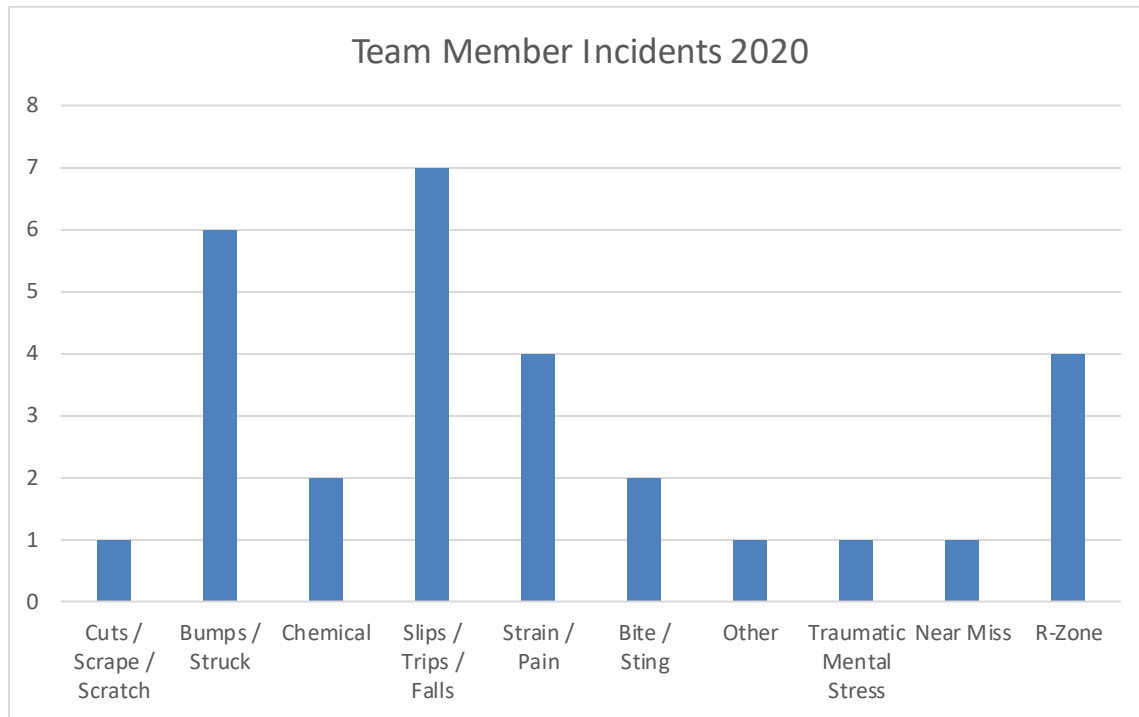
Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

2016-2020 Incident Reporting



2020 Team Member Health and Safety Incidents by Category



BY-LAW 32-2021

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 Her Majesty the Queen in right of Ontario, represented by the Minister of the Solicitor General for the Province of Ontario and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Minister of the Solicitor General has agreed to provide The Corporation of the Town of St. Marys funding under the Fire Safety Grant;
- AND WHEREAS:** A condition of the funding is that The Corporation of the Town of St. Marys must enter into an agreement with the Province of Ontario for the purpose of clarifying and delineating the respective rights and obligations for the delivery of the funding;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Her Majesty the Queen in right of Ontario, represented by the Minister of the Solicitor General for the Province of Ontario.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 23rd day of March 2021.

Mayor Al Strathtdee

Jenna McCartney, Clerk

BY-LAW 33-2021

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 Owen Sound Emergency Communications Centre and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the County of Perth initialized a Request for Proposal alongside the Municipalities of North Perth, Perth East, West Perth and the Town of St. Marys in seeking a qualified and experienced proponent that would be able to provide a Next Generation 9-1-1 (NG9-1-1-) ready communications system, that will be used to process, answer and dispatch 911 calls requiring fire services within the County of Perth (the “Project”);
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Owen Sound Emergency Communications Centre (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 Mayor and Clerk are hereby authorized to execute an agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Owen Sound Emergency Communications Centre.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 23rd day of March 2021.

Mayor Al Strathdee

Jenna McCartney, Clerk

BY-LAW 34-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a Cost Sharing Agreement between The Corporation of the Town of St. Marys and Thames Crest Development Corp., and to amend By-law 111-2020.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys authorized by By-law 111-2020 a subdivision agreement (the "Agreement") between The Corporation of the Town of St. Marys and Thames Crest Development Corp. (the "Owner / Developer") regarding lands to be developed in St. Marys;
- AND WHEREAS:** Schedule "M", item (3) of the Agreement required the Owner / Developer to enter into a cost sharing agreement with The Corporation of the Town of St. Marys as it relates to the replacement of the James Street watermain no later than March 31, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to amend the original Agreement to include the Cost Sharing Agreement;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of The Corporation of the Town of St. Marys;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the agreement associated with By-law 111-2020 be amended to include the Cost Sharing Agreement.
 - 2.** That the Mayor and Clerk are hereby authorized to execute a Cost Sharing Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Thames Crest Development Corp.
 - 3.** That a copy of the said Cost Sharing Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 4.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 23rd day of March 2021.

Mayor Al Strathee

Jenna McCartney, Clerk

BY-LAW 35-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to confirm all actions and proceedings of the Council of The Corporation of the Town of St. Marys at its regular meeting held on March 23, 2021.

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 23rd day of March 2021 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 23rd day of March 2021.

Mayor Al Stratheedee

Jenna McCartney, Clerk