



## **AGENDA**

### **Regular Council Meeting**

March 22, 2022

6:00 pm

Video Conference

Click the following link:

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

**Pages**

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

#### **RECOMMENDATION**

**THAT** the March 22, 2022 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

Public input received by the Clerks Department prior to 4:30 pm on the day of the meeting will be read aloud during this portion of the agenda.

Submissions will be accepted via email at [clerksoffice@town.stmarys.on.ca](mailto: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. **#Strong As Stone**

**Recognition of Nominee**

Bob Doupe

**5.2. Ontario Clean Water Agency - 4th Quarter and Annual Reporting 12**

**RECOMMENDATION**

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

**5.3. Canadian Baseball Hall of Fame re: Capital Project Update 31**

**RECOMMENDATION**

**THAT** the correspondence from the Canadian Baseball Hall of Fame and Museum regarding a capital project funding request be received; and

**THAT** staff report back on the Town's obligations for funding site improvements at the Canadian Baseball Hall of Fame and Museum; and

**THAT** staff report back on the 2022 budget implications of the CBHFM's request.

**5.4. St. Marys Kinsmen Club re: Designation as Event of Municipal Significance**

See staff report ADMIN 14-2022 for further details

**RECOMMENDATION**

**THAT** the delegation from St. Marys Kinsmen Club regarding a designation as an event of municipal significance be received; and

**THAT** Council consider the request as part of staff report ADMIN 14-2022.

**6. ACCEPTANCE OF MINUTES**

**6.1. Regular Council - March 8, 2022 37**

**RECOMMENDATION**

**THAT** the March 8, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Chair and the Clerk.

**7. CORRESPONDENCE**

<b>7.1.</b>	<b>Municipality of Thames Centre re: Zoning Amendment Notice</b>	<b>46</b>
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**RECOMMENDATION**

**THAT** the correspondence from the Municipality of Thames Centre regarding notice of a zoning amendment be received.

<b>7.2.</b>	<b>Municipality of West Perth re: Thank You</b>	<b>49</b>
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**RECOMMENDATION**

**THAT** the correspondence from the Municipality of West Perth regarding gratitude of support provided by St. Marys Fire Department be received.

**RECOMMENDATION**

**THAT** World Autism Day will be recognized on April 2, 2022, in Canada thanks to Senator Jim Munson's Bill S-206, *An Act Respecting World Autism Awareness Day*; and

**THAT** Autism Spectrum Disorder (ASD) affects more than 135,000 Ontarians. Autism Spectrum Disorder is a neurodevelopmental disorder affecting 1 in every 66 Canadian children, as well as their friends, family, and community; and approximately 1 - 2% of the Canadian population is on the autism spectrum; and

**THAT** ASD is a spectrum disorder, which means it not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each person as well. A child on the autism spectrum will become an adult on the autism spectrum; and

**THAT** Autism Ontario is the leading source of information and referral on autism and one of the largest collective voices representing the autism community. Since 1973, Autism Ontario has been providing support, information, and opportunities for thousands of families and individuals across the province.

**THAT** Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact. The association and its Regions share common goals of providing information and education, supporting research, and advocating for programs and services for the autism community; and

**THAT** Council for the Town of St. Marys does hereby proclaim April 2 as World Autism Day.

**8. STAFF REPORTS**

**8.1. Public Works**

- 8.1.1. PW 21-2022 March Monthly Report (Public Works) 51**
- RECOMMENDATION**  
**THAT** PW 21-2022 March Monthly Report (Public Works) be received for information.
- 8.1.2. PW 23-2022 Annual Water System Report for 2021 54**
- RECOMMENDATION**  
**THAT** Council receive report PW-23-2022, Annual Water System Report for 2021 as information; and,  
  
**THAT** Council acknowledges receipt of the 2021 Annual Water Summary Report for the Town of St. Marys Water Supply and Distribution System.
- 8.1.3. PW 24-2022 Annual Wastewater System Report for 2021 102**
- RECOMMENDATION**  
**THAT** report PW 24-2022, Annual Wastewater System Report for 2021 be received for information.
- 8.1.4. PW 25-2022 Engineering Services for Aeration Piping Replacement 133**
- RECOMMENDATION**  
**THAT** report PW-25-2022, Engineering Services for Aeration Piping Replacement be received; and  
  
**THAT** Council approves a sole source of this work to B.M. Ross and Associates Ltd. for a cost of \$27,830.00, plus HST.
- 8.1.5. PW 20-2022 Pride Banner Recognition Program 136**
- RECOMMENDATION**  
**THAT** PW 20-2022 Pride Banner Recognition Program report be received; and  
  
**THAT** Council approves the Pride Banner Recognition Program as detailed in report PW 20-2022; and  
  
**THAT** Staff be directed to draft operational budget allocations for subsequent years to support the annual display of Pride Banners.

**8.1.6. PW 22-2022 Downtown Patio Policy Approval**

152

**RECOMMENDATION**

**THAT** PW 22-2022 Downtown Patio Policy Approval report be received; and

**THAT** Council approve the Retail and Dining Use of the Downtown Road Allowance policy as presented.

**8.2. Administration**

**8.2.1. ADMIN 13-2022 March Monthly Report (Administration)**

159

**RECOMMENDATION**

**THAT** ADMIN 13-2022 March Monthly Report (Administration) be received for information.

**8.2.2. ADMIN 14-2022 Kinsmen Club of St. Marys Summerfest  
Designation as Event of Municipal Significance**

164

**RECOMMENDATION**

**THAT** ADMIN 14-2022 Kinsmen Club of St. Marys Summerfest Designation as Event of Municipal Significance report be received; and

**THAT** Council declares Summerfest as an event of municipal significance in the Town of St. Marys from Thursday, July 28 to Saturday, July 30; and

**THAT** Council grant an exemption to the Noise By-law, under Section 6, to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00 am on July 29, 2022, 1:00 am on July 30, 2022 and to 1:00 am on July 31, 2022 subject to the condition of notifying all property owners within a 150m radius; and

**THAT** Council grant exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys between Monday, July 25, 2022 and Monday, August 1, 2022 for the purpose of setting up, running and taking down for Summerfest; and

**THAT** Council grant an exemption of the Parks By-law, under Section 1 (a), (b), (k), and (l) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 25, 2022 and August 1, 2022; and

**THAT** Council grant an exemption of the Traffic and Parking By-law, under Section 3.1.3 (q) and 3.1(6) to the applicant Kinsmen Club of St. Marys at Milt Dunnell Park between July 25, 2022 and August 1, 2022.

**8.2.3. ADMIN 15-2022 Lane Duck Council**

168

**RECOMMENDATION**

**THAT** ADMIN 15-2022 Lane Duck Council report be received; and

**THAT** Council consider By-law 26-2022, delegating authority to the Chief Administrative Officer in the event of a lame duck council following Nomination Day.

8.2.4.	<b>ADMIN 16-2022 Amending Agreement with St. Marys Cement (Air Monitoring Station)</b>	172
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**RECOMMENDATION**

**THAT** ADMIN 16-2022 Amending Agreement with St. Marys Cement (Air Monitoring Station) be received; and

**THAT** that Council consider By-law 30-2022, being a by-law to authorize the Mayor and the Clerk to execute an amending agreement with St. Marys Cement.

8.2.5.	<b>ADMIN 17-2022 Court Security and Prisoner Transportation Program 2022</b>	177
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**RECOMMENDATION**

**THAT** ADMIN 17-2022 Court Security and Prisoner Transportation Program 2022 report be received; and

**THAT** Council approve the terms and conditions of the Court Security and Prisoner Transportation Program agreement; and

**THAT** Council consider By-Law 29-2022 authorizing the Mayor and the Clerk to execute the associated agreement.

**8.3. Building and Development Services**

8.3.1.	<b>DEV 15-2022 March Monthly Report (Building and Development)</b>	204
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**RECOMMENDATION**

**THAT** DEV 15-2022 March Monthly Report (Building and Development) be received for information.

**8.3.2. DEV 13-2022 Museum Retaining Wall Repairs 213**

**RECOMMENDATION**

**THAT** DEV 13-2022 Museum Retaining Wall Repairs report be received; and,

**THAT** the procurement for Museum Retaining Wall Repairs be awarded to Roof Tile Management for the procured price of \$79,665.00, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in DEV 13-2022 report; and,

**THAT** Council consider By-Law 27-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

**8.3.3. DEV 14-2022 Town Hall and Municipal Operations Centre Floor Replacement 217**

**RECOMMENDATION**

**THAT** DEV 14-2022 Town Hall and Municipal Operations Centre Floor Replacement report be received; and,

**THAT** the procurement for RFQ-DEV- be awarded to Adias Impex Ltd. O/A Carpet Plus for the procured price of \$65,744.53, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in DEV 14-2022 report; and,

**THAT** Council consider By-Law 28-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

**8.4. Community Services**

**8.4.1. DCS 09-2022 March Monthly Report (Community Services) 221**

**RECOMMENDATION**

**THAT** DCS 09-2022 March Monthly Report (Community Services) be received for information.

**8.5. Corporate Services**

8.5.1.	COR 10-2022 March Monthly Report (Corporate Services)	227
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**RECOMMENDATION**

THAT COR 10-2022 March Monthly Report (Corporate Services) be received for information.

8.5.2.	COR-12-2022 Strong As Stone Recognition Program Update	232
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**RECOMMENDATION**

THAT COR12-2022 Strong As Stone Recognition Program Update report be received; and

THAT Council consider approving the program's continuation, with minor adjustments.

8.5.3.	COR 13-2022 Closed Tender Summary	234
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**RECOMMENDATION**

THAT COR 13-2022 Closed Tender Summary report be received for information.

8.5.4.	COR 14-2022 Finance Annual Reports	239
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**RECOMMENDATION**

THAT COR 14-2022 Finance Annual Reports report be received for information.

**8.6. Fire and Emergency Services**

8.6.1.	FD 03-2022 March Monthly Report (Emergency Services)	243
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**RECOMMENDATION**

THAT FD 03-2022 March Monthly Report (Emergency Services) be received for information.

**8.7. Human Resources**

8.7.1.	HR 03-2022 March Monthly Report (Human Resources)	246
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**RECOMMENDATION**

THAT HR 03-2022 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 26-2022, 27-2022, 28-2022, 29-2022 and 30-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

<b>11.1.</b>	<b>By-Law 26-2022 Delegation of Authority to Chief Administrative Officer</b>	<b>248</b>
<b>11.2.</b>	<b>By-Law 27-2022 Agreement with Roof Tile Management</b>	<b>250</b>
<b>11.3.</b>	<b>By-Law 28-2022 Agreement with Adias Impex Ltd. O/A Carpet Plus</b>	<b>251</b>
<b>11.4.</b>	<b>By-Law 29-2022 Agreement with Ministry of Solicitor General</b>	<b>252</b>
<b>11.5.</b>	<b>By-Law 30-2022 Amending Agreement with St. Marys Cement Inc. (Canada)</b>	<b>253</b>

**12. UPCOMING MEETINGS**

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

April 12, 2022 - 6:00 pm, Regular Council

April 19, 2022 - 9:00 am, Strategic Priorities Committee

April 26, 2022 - 6:00 pm, Regular Council

**13. CONFIRMATORY BY-LAW 254**

**RECOMMENDATION**

**THAT** By-Law 31-2022, being a by-law to confirm the proceedings of March 22, 2022 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.

**14. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council adjourns at \_\_\_\_\_ pm.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Town of St. Marys Wastewater Treatment  
Plant & Collection System  
Operational Report  
Fourth Quarter 2021

Ontario Clean Water Agency, Midwest Region  
Adam McClure, Senior Operations Manger  
Susan Budden, Business Development Manager  
Issue Date: Jan 12, 2021

**Facility Name:** St. Marys Wastewater Treatment Plant & Collection System  
**Facility Classification:** Class 3 Wastewater Treatment/Class 2 Wastewater Collection  
**Population Served:** 7,200  
**Environmental Compliance Approval:** 4934-AH9S98

### **Capacity Information**

Total Design Capacity: 5,560 m<sup>3</sup>/day

-	2017 Flow Data	2018 Flow Data	2019 Flow Data	2020 Flow Data	2021 Flow Data
<b>Average Daily Flow (m<sup>3</sup>/d)</b>	4,228.26	4,373.87	4,416.46	4,112.89	4,392.04
<b>% of Average Daily Design Flow</b>	76%	79%	80%	74%	79%

-	Design Flow (m <sup>3</sup> /d)	2021 Average Daily Flow (m <sup>3</sup> /d)	2021 % Capacity	Design Peak Flow (m <sup>3</sup> /d)	2021 Maximum Daily Flow (m <sup>3</sup> /d)	2021 % Peak Flow
<b>January</b>	5,560	4,072.23	73%	14,250	4,843	34%
<b>February</b>	5,560	3,493.57	63%	14,250	4,331	30%
<b>March</b>	5,560	5,043.39	91%	14,250	7,787	55%
<b>April</b>	5,560	4,757.23	86%	14,250	6,676	47%
<b>May</b>	5,560	3,656.94	66%	14,250	4,431	31%
<b>June</b>	5,560	3,676.87	66%	14,250	5,159	36%
<b>July</b>	5,560	3,459.52	62%	14,250	4,381	31%
<b>August</b>	5,560	3,351.52	60%	14,250	3,971	28%
<b>September</b>	5,560	5,251.23	94%	14,250	15,675	110%
<b>October</b>	5,560	5,906.74	106%	14,250	8,732	61%
<b>November</b>	5,560	5,055.77	91%	14,250	6,279	44%
<b>December</b>	5,560	4,979.45	90%	14,250	6,656	47%
<b>Average to Date</b>	-	4,392.04	79%	-	-	-
<b>Maximum to Date</b>	-	-	-	-	15,675	110%

### **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.

## **Compliance and Exceedance Summary**

No exceedances or by-passes/ overflows/ spills to report in the fourth quarter of 2021

## **Inspections**

The last MECP Inspection occurred on December 7, 2017, typically inspections occur every 3-5 years based on the ministry's scheduling.

## **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 has been no other health and safety issues reported in 2021.

## **General Maintenance and Plant Activities Fourth Quarter**

### **Water Pollution Control Plant**

The following repairs and maintenance were completed:

- RAS pump #2 re-alignment and coupler repair. (Oct 20)
- Fire Alarm Inspections. (Oct 29)
- Gas detector inspections. (Nov 3)
- RDT hatch repair. (Nov 16)
- Office ventilation fan repair. (Nov 18)
- Lystek mixer repair. (Dec 7)
- Clarifier motor repair. (Dec 15)
- RDT polymer pump repair. (Dec 30)

## **Alarms/Call-Ins**

### **October:**

10: WPCP- Power Failure

### **November:**

No Alarms/Call Ins

### **December:**

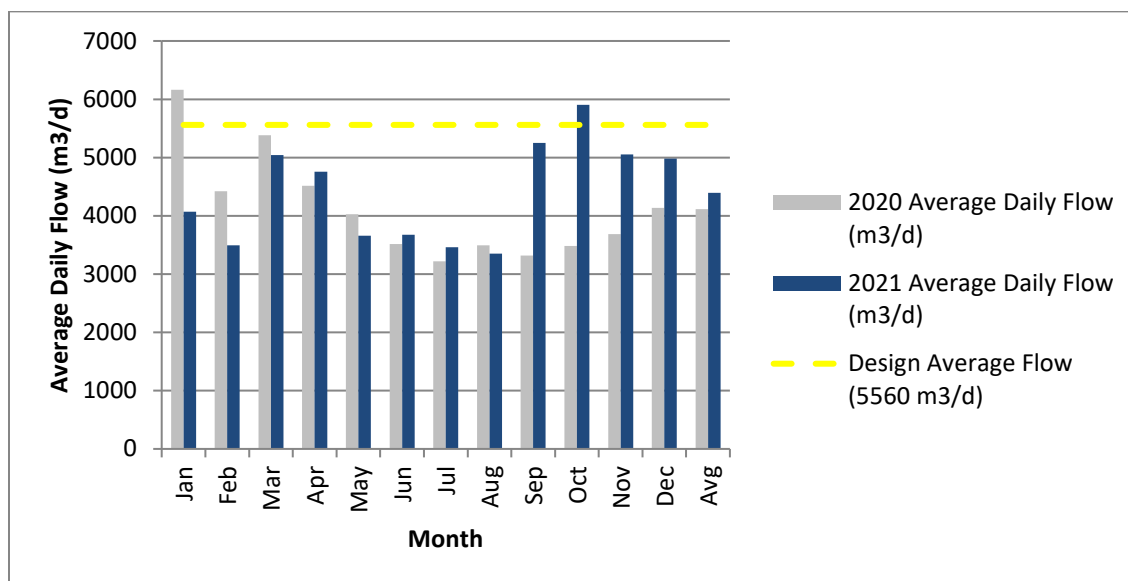
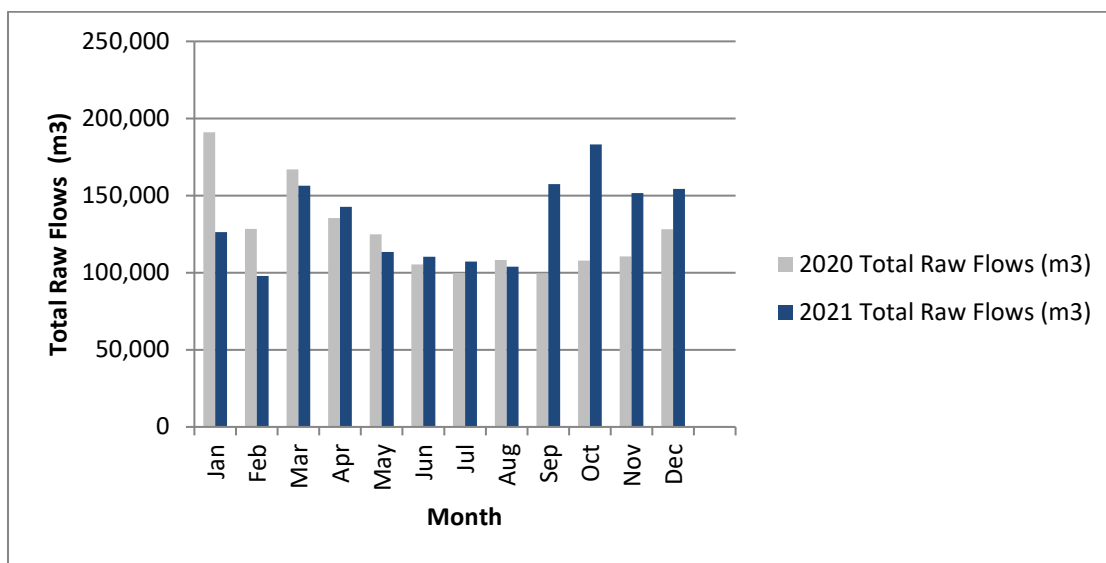
7: WPCP- Power failure

## **Complaints & Concerns**

There has been no complaints or concerns to report in the fourth quarter.

## **Performance Assessment Report**

The total raw flow in 2021 was 1,604,616 m<sup>3</sup>. The average daily flow to date in 2021 was 4,392.04 m<sup>3</sup>/day.



Raw sewage samples are collected on a weekly basis following the ECA requirements. The table below shows the raw sewage sample results for 2021. The ECA does not stipulate raw sewage compliance values.

Table 1. Raw Sewage sample results for 2021.

-	<b>BOD5 (mg/L)</b>	<b>TSS (mg/L)</b>	<b>TP (mg/L)</b>	<b>TKN (mg/L)</b>
<b>January</b>	343	365	4.8	28.5
<b>February</b>	319	192	5.6	33.1
<b>March</b>	535	872	8.8	52.6
<b>April</b>	827	993	10.8	61.7
<b>May</b>	367	277	5.5	31.7
<b>June</b>	327	262	5.5	28.7
<b>July</b>	486	288	5.2	32.9
<b>August</b>	559	288	5.2	31.2
<b>September</b>	338	230	3.7	20.7
<b>October</b>	272	228	3.2	18.8
<b>November</b>	339	308	5.5	40.0
<b>December</b>	412	439	5.0	33.4
<b>Average</b>	427	395	5.7	34.4

- 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 four daily limit exceedances and four design objective exceedances in 2021.
- Final effluent Daily Concentration TSS value (25 mg/L) was exceeded on Apr 21, 2021. The Apr. 21 Daily Concentration TSS was 45 mg/L; exceedance was related to reported bypass event on this date. A process pipe blockage caused WAS (waste activated sludge) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m<sup>3</sup> of WAS bypassed clarifiers.
- Final effluent Daily Concentration Total Phosphorus value (1.0 mg/L) was exceeded on June 01, 2021. The June 01 Daily Concentration TP was 1.21 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus value (1.0 mg/L) was exceeded on July 06, 2021. The July 06 Daily Concentration TP was 2.29 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus value (1.0 mg/L) was exceeded on Sept 08, 2021. The Sept 08 Daily Concentration TP was 2.08 mg/L; exceedance was related to industrial load into the system.
- Final effluent Monthly Average Objective TSS value (10 mg/L) was not met in the month of April. The April TSS monthly average was 14 mg/L; objective exceedance was related to reported bypass event on this date.

- Final effluent Monthly Average Objective TSS value (10 mg/L) was not met for the month of July. The July TSS monthly average was 10.5 mg/L; objective exceedance was related to industrial load into the system.
- Final effluent Monthly Average Objective TP value (0.7 mg/L) was not met for the month of July. The July TP monthly average was 0.8 mg/L; objective exceedance was related to industrial load into the system.
- Final effluent Dissolved Oxygen Objective (DO) value (4.0 mg/L) was not met consistently in the month of August. The August minimum DO was 3.8 mg/L; objective exceedance possibly related to increased summer temperatures.

Table 2. Effluent sample results for 2021.

-	CBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	***E. coli (cfu/100mL)	pH	Dissolved Oxygen Min. (mg/L)
<b>January</b>	4.5	7.8	0.1	0.1	9.6	6.80- 7.60	6.1
<b>February</b>	6.5	8.3	0.2	0.3	27.4	7.13- 7.74	4.5
<b>March</b>	4.4	7.4	0.2	0.3	13.7	6.73- 8.32	4.9
<b>April</b>	6.6	14.0	0.2	0.1	6.8	7.07- 8.00	5.0
<b>May</b>	2.8	8.3	0.2	0.2	2	7.07- 7.86	4.6
<b>June</b>	3.6	6.4	0.4	0.1	3.6	7.07- 7.48	4.0
<b>July</b>	3.8	10.5	0.8	1.5	3.4	7.25- 7.59	4.3
<b>August</b>	3.0	7.4	0.2	1.4	5.8	6.98- 7.42	3.8
<b>September</b>	2.8	8.8	0.7	0.8	55.6	6.97- 7.46	5.7
<b>October</b>	2.5	8.0	0.2	0.1	15.0	7.24- 7.55	5.8
<b>November</b>	3.6	7.2	0.1	0.1	6.5	7.10- 7.50	6.7
<b>December</b>	2.75	7.5	0.1	0.3	10.0	7.00- 7.53	6.8
<b>Average</b>	3.9	8.5	0.3	0.4	13.3	NA	NA
<b>Minimum Value</b>	-	-	-	--	-	-	3.8
<b>ECA Objective</b>	10.0	10.0	0.7	2.5	100 / **200	6.0- 8.5	4.0
<b>ECA Limit</b>	15	15	1.0	6.0	200	6.0- 9.5	NA

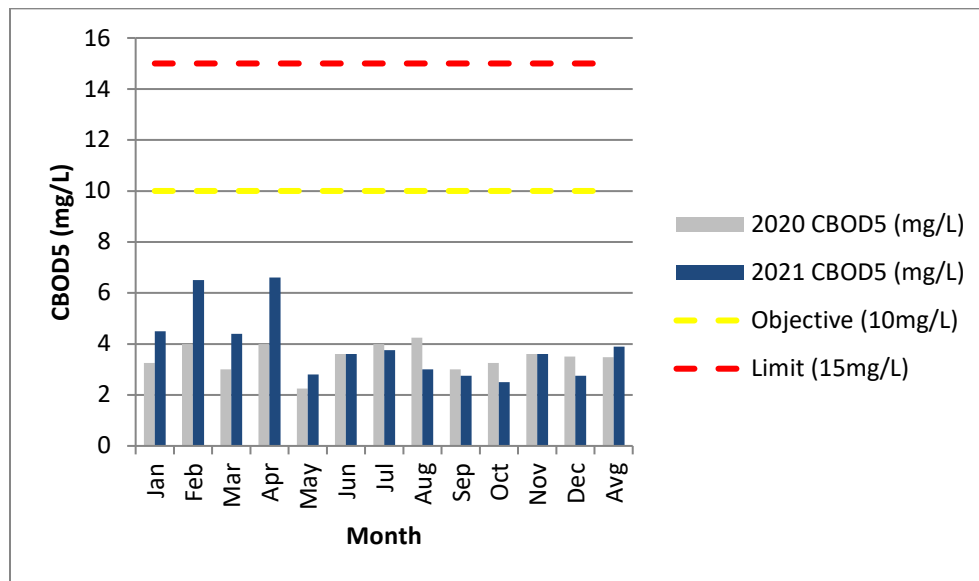
\*Non-freezing months

\*\*Freezing months

\*\*\*Expressed as geometric mean density

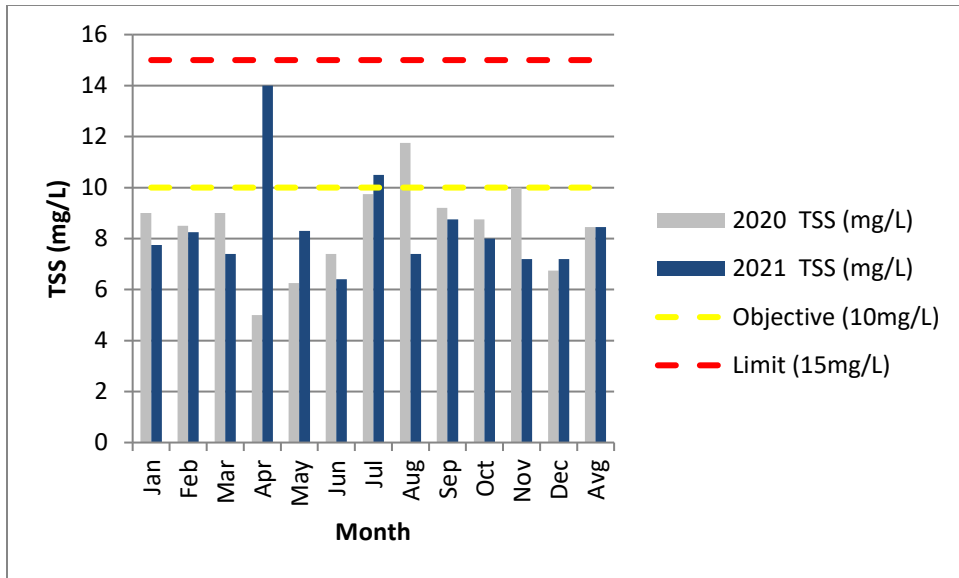
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) monthly average for 2021 was 3.9 mg/L. The maximum monthly CBOD average value of 6.6 mg/L was recorded for the month of April. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 2 below.

Chart 2. Average Monthly Effluent CBOD5 results for 2021 compared to 2020.



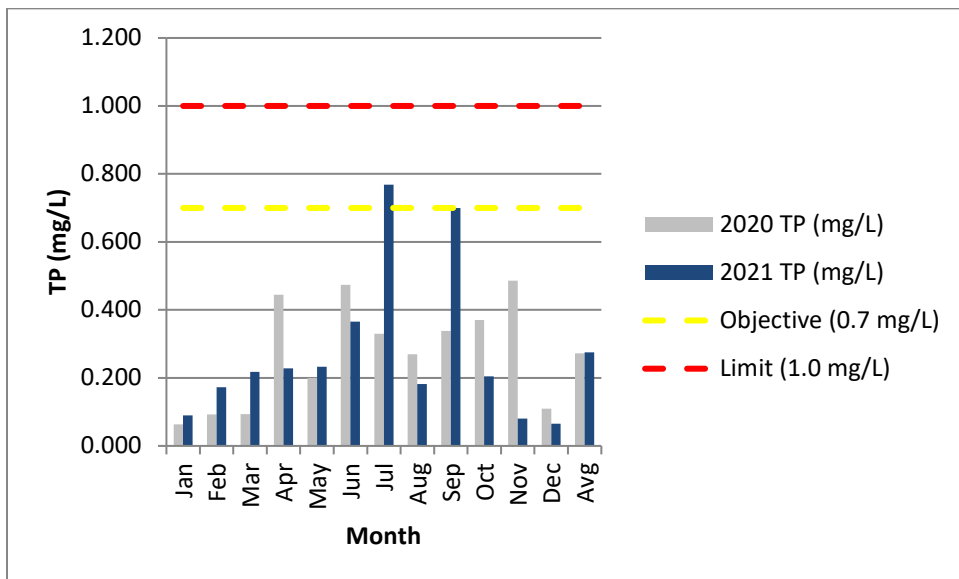
Effluent Total Suspended Solids (TSS) monthly average for 2021 was 8.5 mg/L. The maximum monthly TSS average value of 14.0 mg/L was recorded for the month of April. Monthly averages met the effluent limit identified in the ECA. Monthly averages for April (14 mg/L) and July (10.5 mg/L) did not meet ECA design objective; see Chart 3 below.

Chart 3. Average Monthly Effluent TSS results for 2021 compared to 2020.



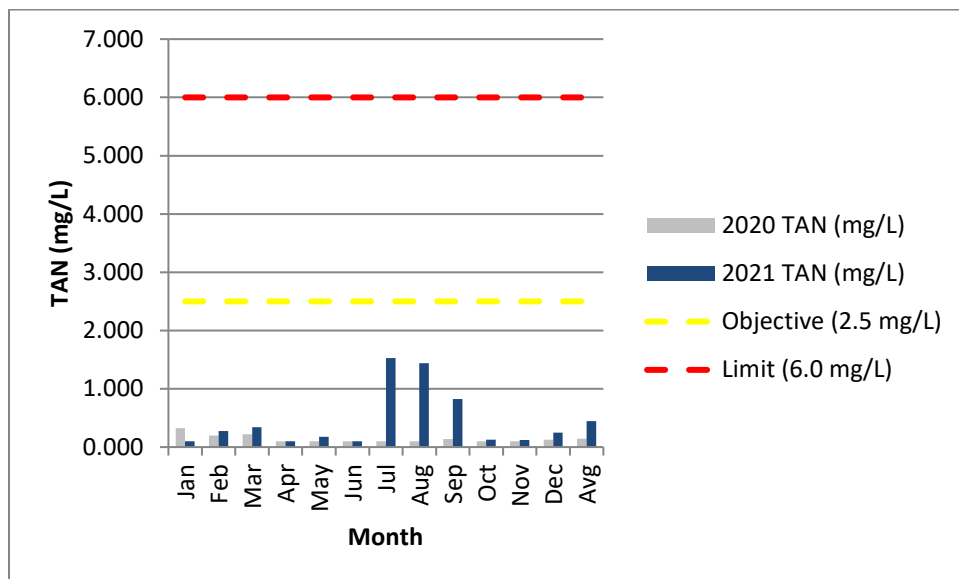
Effluent Total Phosphorus (TP) monthly average for 2021 was 0.3 mg/L. The maximum monthly TP average value of 0.8 mg/L was recorded for the month of July. Monthly averages met the effluent limit identified in the ECA. Monthly averages did not meet the design objective in the month of July (0.8 mg/L) 2021; see Chart 4 below.

Chart 4. Average Monthly Effluent TP results for 2021 compared to 2020.



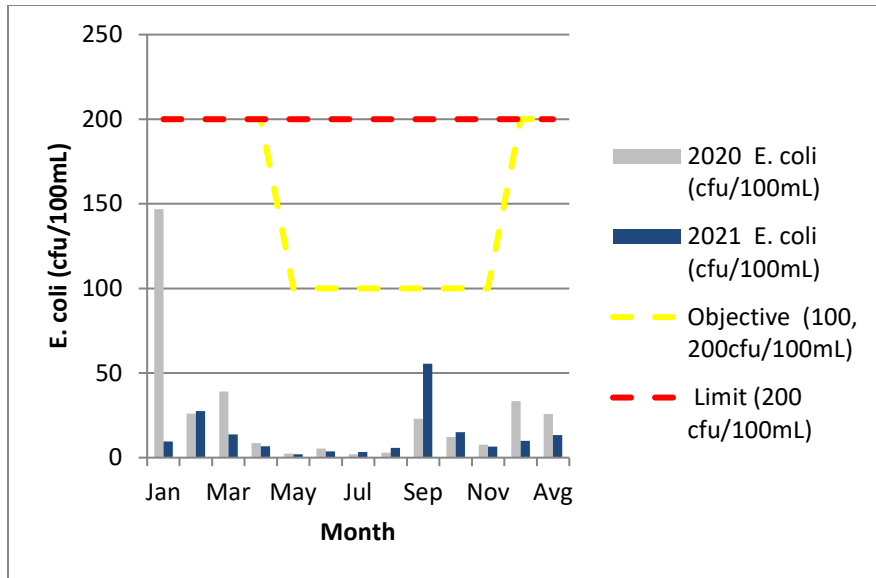
Effluent Total Ammonia Nitrogen (TAN) monthly average for 2021 was 0.4 mg/L. The maximum monthly TAN average value of 1.5 mg/L was recorded for the month of July. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 5 below.

Chart 5. Average Monthly Effluent TAN results for 2021 compared to 2020.



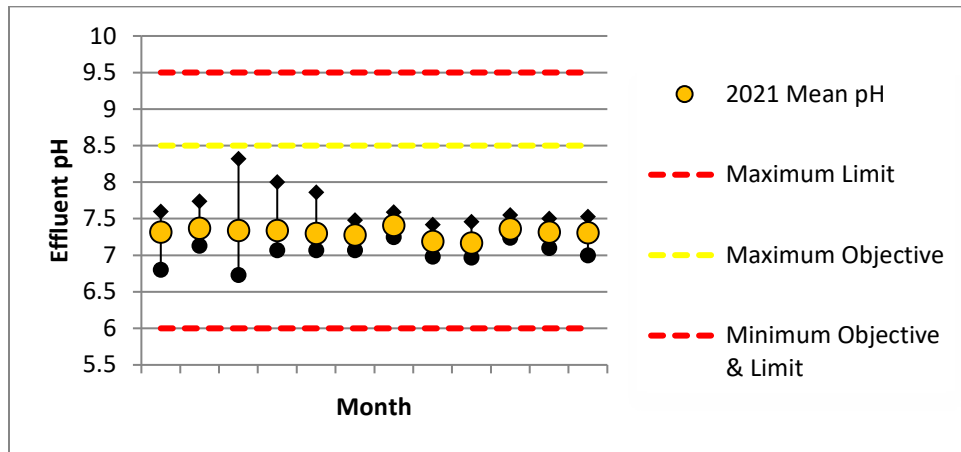
Effluent E. coli average monthly Geometric Mean Density (GMD) for 2021 was 13.3 cfu/100 mL. The maximum monthly GMD value of 55.6 cfu/100 mL was recorded for the month of September. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 6 below.

Chart 6. Effluent E. coli GMD results for 2021 compared to 2020.



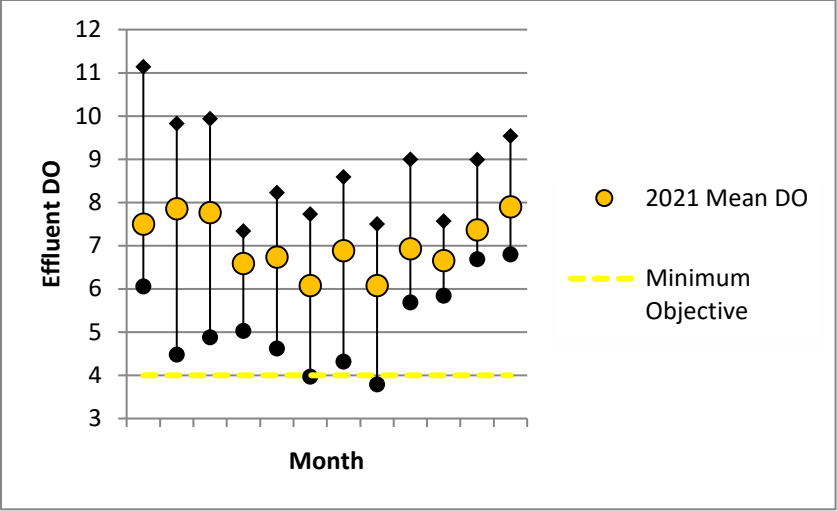
Effluent pH values for 2021 met the objectives and limits identified in the ECA. A minimum pH value of 6.73 was recorded in the month of March; a maximum pH value of 8.32 was recorded in the month of March; see Chart 7 below.

Chart 7. Final Effluent pH results for 2021.



Effluent Dissolved Oxygen (DO) values for 2021 did not meet the design objective identified in the ECA consistently. The minimum DO value of 3.8 mg/L was recorded in the month of August; see Chart 8 below.

Chart 8. Final Effluent DO minimum results for 2021.





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Town of St. Marys Drinking Water System

## Operational Report

### Fourth Quarter 2021

Ontario Clean Water Agency, Midwest Region  
Adam McClure, Senior Operations Manager  
Susan Budden, Business Development Manager  
Issue Date: Jan 12, 2022

**Facility Name:** St. Marys Drinking Water System  
**Facility Classification:** Class 2 Water Distribution & Supply  
**Population Served:** 7,200

### **Capacity Information**

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

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2020 Data): 407,291.28 (m<sup>3</sup>/year)  
Average Day Flow (2020 Data): 1,111.21 (m<sup>3</sup>/day)  
Maximum Day Flow (2020 Data): 3,433.02 (m<sup>3</sup>/day)

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

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2020 Data): 372,687.77 (m<sup>3</sup>/year)  
Average Day Flow (2020 Data): 1,019.18 (m<sup>3</sup>/day)  
Maximum Day Flow (2020 Data): 3,452.86 (m<sup>3</sup>/day)

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

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2020 Data): 397,535.89 (m<sup>3</sup>/year)  
Average Day Flow (2020 Data): 1,085.50 (m<sup>3</sup>/day)  
Maximum Day Flow (2020 Data): 3,422.93 (m<sup>3</sup>/day)

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

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

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

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

### **Flow Comparisons (Total monthly flows of Wells 1, 2A and 3 - m<sup>3</sup>)**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2021</b>	88,841	85,693	95,047	90,661	103,380	104,477	100,237	101,151	86,109	88,195	84,772	84,571
<b>2020</b>	97,779	84,805	95,150	87,706	97,038	107,482	119,072	103,066	97,680	97,861	95,490	94,385

### **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 Exceedance Summary**

There were no compliance or exceedance issues identified to date.

## **Occupational Health & Safety**

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities.

- 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.
- 
- Booster Station Generator transformer failure causing minor fire. (Oct 8)

## **General Maintenance and Plant Activities Fourth Quarter**

### **Well #1**

The following repairs and maintenance have been completed:

- Chlorine Booster Line repair. (Oct 6)
- Well Rehab. (Oct 25- Nov 16)
- Chlorine Gas Sensor Bi-Annual maintenance. (Nov 3)
- Chlorine Injector Replacement. (Nov 3)

### **Well #2A**

The following repairs and maintenance have been completed:

- Chlorine Gas Sensor Bi-Annual maintenance. (Nov 3)
- UV Sensor Repair and Calibration. (Nov 24)

### **Well #3**

The following repairs and maintenance have been completed:

- Temporary generator installation. (Oct 21)
- PLC UPS replacement. (Nov 1)
- Chlorine Gas Sensor Bi-Annual maintenance. (Nov 3)
- UV Sensor Repair and Calibration. (Nov 26)

### **Booster Station**

The following repairs and maintenance have been completed:

- Generator Transformer Repair. (Oct 8)

### **Reservoir**

The following repairs and maintenance have been completed:

- Chlorine Gas Sensor Bi-Annual maintenance. (Nov 3)
- Copper analyzer feed line replaced with plastic. (Dec 7)

### **Tower**

The following repairs and maintenance have been completed:

- Alarm Dialer Keypad Repair. (Nov 1)

### **Preventative Maintenance Work Orders Generated**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
72	54	67	45	58	76	71	69	69	58	64	66	769

All work orders have been completed on schedule.

### **Distribution Work**

Location	Date
Watermain Break- 354 Widder St E	Oct 6, 2021
Service Replacement- 437 Queen St E	Oct 13, 2021
Service Abandonment- 258 Park St	Nov 4, 2021
Service Repair- 157 Church St N	Nov 8, 2021
Fire Flow Testing- James St S	Nov 8, 2021
Watermain Break- 621 Queen St E	Nov 9, 2021

### **Alarms/Call-Ins**

- Well #3- UV alarm. (Oct 2)
- Well #2A- UV alarm. (Oct 4)
- Well #2A- UV alarm. (Oct 5)
- Tower- Communication Failure. (Oct 23)
- Well #2A- Power Failure. (Oct 23)
- Water St S- Emergency Locate. (Nov 9)
- Well #1- UV alarm. (Nov 20)
- Wellington St S- Reported Watermain Break. (Dec 7)
- Well #1- UV alarm. (Dec 26)

### **Complaints & Concerns**

- Discoloured water complaint, 343 Ann St. (Oct 26)
- Discoloured water complaint, 940 Queen St E. (Dec 6)

### **DWQMS Update**

Management Review – Sept. 10, 2021

Internal Audit – July 27, 2021

External Audit – Oct. 01, 2021

Annual Risk Assessment Review - Sept. 10, 2021

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 Drinking Water System.

**APPENDIX A – PERFORMANCE ASSESSMENT REPORT**

See attached.

Ontario Clean Water Agency  
Performance Assessment Report Water

From: 01/01/2021 to 31/12/2021

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
<b>Flows:</b>																
Raw Flow: Monthly Total - Well #1 (m³)	16330.42	26439.47	24125.02	41858.78	45934.93	37231.62	20871.25	53250.22	33773.06	20918.33	16245.29	33943.76	370922.15			
Raw Flow: Monthly Total - Well #2 (m³)	56700.5	34171.34	27844.82	32661.02	20224.75	43595.35	42067.65	25891.22	27418.43	44946.63	42181.36	37699.54	435402.61			
Raw Flow: Monthly Total - Well #3 (m³)	15809.69	25081.91	43077.53	16140.8	37220.44	23650.47	37297.63	22009.47	24917.61	22330.36	26345.36	12927.76	306809.03			
Raw Flow: Monthly Avg - Well #1 (m³/d)	526.79	944.27	778.23	1395.29	1481.77	1241.05	673.27	1717.75	1125.77	674.78	541.51	1094.96		1016.29		
Raw Flow: Monthly Avg - Well #2 (m³/d)	1829.05	1220.41	898.22	1088.7	652.41	1453.18	1357.02	835.2	913.95	1449.89	1406.05	1216.11		1193.35		
Raw Flow: Monthly Avg - Well #3 (m³/d)	509.99	895.78	1389.6	538.03	1200.66	788.35	1203.15	709.98	830.59	720.33	878.18	417.02		840.14		
Raw Flow: Monthly Max - Well #1 (m³/d)	2593.69	2747.98	2833.45	2942.5	3312.43	3094.9	2754.75	3126.96	2899.59	2587.94	2564.65	2482.75			3312.43	
Raw Flow: Monthly Max - Well #2 (m³/d)	2945.3	2860.01	3013.53	2954.97	3063.76	3140.29	2986.86	2249.49	2573.24	3009.63	2638.87	2789.34			3140.29	
Raw Flow: Monthly Max - Well #3 (m³/d)	1804.76	2722.76	2881.39	2017.49	2934.08	2205.09	2293.79	2511.14	2560.03	2562.72	2731.01	1942.38			2934.08	
Raw Flow: Monthly Total - Total Raw Flow (m³)	88840.61	85692.72	95047.37	90660.6	103380.12	104477.44	100236.53	101150.91	86109.1	88195.32	84772.01	84571.06	1113133.8			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	2865.83	3060.45	3066.04	3022.02	3334.84	3482.58	3233.44	3262.93	2870.3	2845.01	2825.73	2728.1		3049.77		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	3428.93	3556.99	3427.22	3481.27	4489.28	4070.4	4014.22	4034.47	3440.97	3528.2	3089.07	3225.59			4489.28	
<b>Turbidity:</b>																
Raw: Max Turbidity - Well #1 (NTU)	0.21	0.3	0.35	0.25	0.44	0.52	0.58	0.47	0.51	0.6	0.46	0.22			0.6	
Raw: Max Turbidity - Well #2 (NTU)	0.21	0.25	0.31	0.28	0.28	0.46	0.4	0.32	0.38	0.58	0.31	0.28			0.58	
Raw: Max Turbidity - Well #3 (NTU)	0.28	0.22	0.35	0.35	0.21	0.28	0.52	0.31	0.4	0.5	0.15	0.53			0.53	
<b>Chemical Parameters:</b>																
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			0.007			< 0.003			< 0.003					0.007	
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)	1.65			3.04			1.67			3.55					3.55	
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.413			0.758			0.695			0.862					0.862	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.399			0.677			0.4			0.527					0.677	
Distribution: Max THM - Distribution System (µg/l)	18			12			25			24					25	
<b>Chlorine Residuals:</b>																
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.91	1.04	0.96	0.97	0.97	0.97	1.02	1.12	0.98	0.81	0.83	1.03				0.81
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.99	1.07	0.99	0.92	1.03	1.01	0.91	0.86	0.91	0.8	0.89	0.97				0.8
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	0.98	1.03	0.95	0.94	0.94	0.97	0.86	1	0.96	0.78	0.83	0.9				0.78
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.32	1.4	1.36	1.32	1.44	1.55	1.45	1.43	1.43	1.39	1.36	1.48			1.55	
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.33	1.39	1.37	1.38	1.37	1.32	1.28	1.31	1.32	1.47	1.43	1.43			1.47	
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.38	1.38	1.36	1.4	1.36	1.4	1.38	1.36	1.36	1.35	1.34	1.34			1.4	
Dist: Min Free Cl2 Resid - Distribution System (mg/L)	0.61	0.65	0.6	0.6	0.56	0.4	0.56	0.48	0.47	0.39	0.43	0.53				0.39
Dist: Max Free Cl2 Resid - Distribution System (mg/L)	1.34	1.19	1.34	1.12	1.17	1.23	1.16	1.29	1.24	1.26	1.22	1.1			1.34	
<b>Bacti Samples Collected:</b>																
Raw Bacti: # of samples - Well #1	4	4	5	4	4	5	4	5	4	3	7	4	53			
Raw Bacti: # of samples - Well #2	4	4	5	4	4	5	4	5	4	4	5	4	52			
Raw Bacti: # of samples - Well #3	4	5	5	4	4	5	4	5	4	4	5	4	53			
Treated Bacti: # of samples - Treated Water #1	4	4	5	4	4	5	4	5	4	3	3	4	49			
Treated Bacti: # of samples - Treated Water #2	4	4	5	4	4	5	4	5	4	4	5	4	52			
Treated Bacti: # of samples - Treated Water #3	4	4	5	4	4	5	4	5	4	4	5	4	52			
Dist Bacti: # of samples - Distribution System	16	18	20	16	16	20	16	20	16	16	20	16	210			
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			

**Hall of Fame presentation for  
Town of St. Marys Mayor and Council**



## Fix King Field and Secure the Site

### King Field repairs



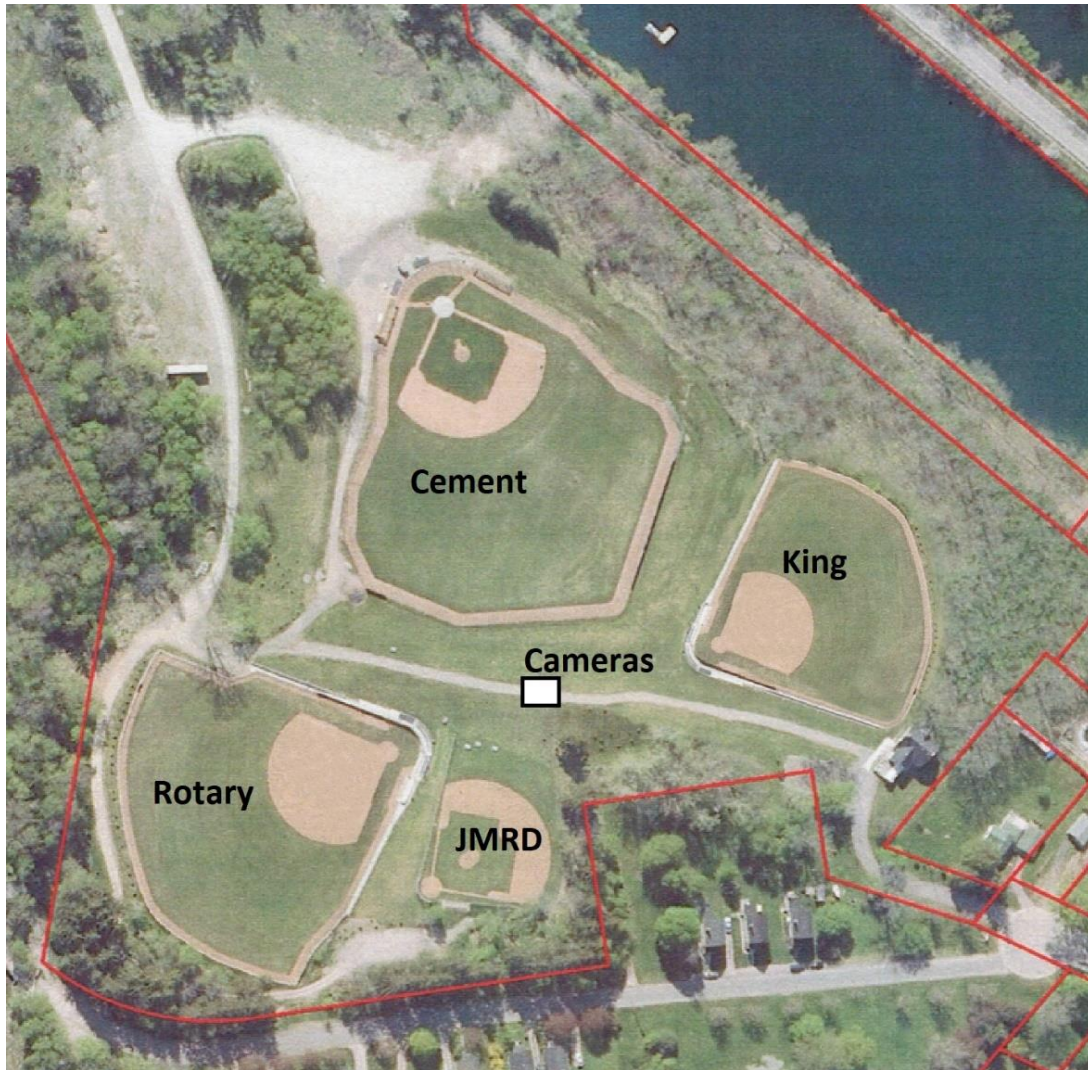
On Friday, January 7 in the late evening a group of Young Offenders drove onto King Field and severely damaged the outfield by doing several donuts. The HoF was made aware of the damage around dinner time on Sunday, January 9 and a police report was done on Monday, January 10. The Young Offenders came forward the evening of Tuesday, January 11. On Thursday, January 20 a meeting was held with the police, young offenders and the Hall of Fame to discuss incident.

Our plan is to fix King field when the weather allows us too. That means snow gone, frost out of the ground and ground dried back up enough to get heavy equipment on the field without wrecking it more.

We expect to be on the field late April/early May to fix the field and hopefully it's playable by the end of May.

## Secure the site

We are planning to install a camera system in the center of the site with cameras pointing in different directions. The white square in the center of the photo is the location of the cameras. Our site is 32 acres large so this system will not be able to cover all corners, but this will greatly increase the coverage of the fields and parking lots and provide increase evidence if this or other occurrences happen again on the site.



## Equipment Storage Unit



Back in the mid-1990's the St. Marys DCVI highschool shop class built us this shed. However, in the mid-1990's we looked after one field and had one small riding lawn mower.





Our goal is to build a new equipment storage unit on site that will allow us to store all our equipment inside to prevent rodent damage, thefts, vandalism and break-ins. Plus this shed would provide a small amount of space to repair equipment onsite.

In the summer of 2021, we worked with Town officials to narrow down the location that works well and we feel that the location behind St. Marys Cement Company Field works well as it's not near the property line and not in the flood plain. Plus, it has electrical close and that area of the parking lot can't be used for parking as foul balls break windshields.



In all, the project we would like to complete as soon as possible in 2022 total approximately \$86,000 and we would be asking Town Council to support the projects in the amount of \$30,000 or 35%.

Thank you

*Scott Crawford*

Scott Crawford, Director of Operations.



## **MINUTES Regular Council**

March 8, 2022

6:00pm

Town Hall, Council Chambers

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

Staff Present: **In-Person**  
Jenna McCartney, Clerk  
**Conference Line**  
Sarah Andrews, Library CEO  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
André Morin, Director of Corporate Services / Treasurer  
Doug LaPointe, Recreation Operations Manager

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

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

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

**2.1 Councillor Pridham - DEV 12-2022 Application for Zoning By-law  
Amendment, Holding Symbol Removal (Z01-2022) by 2503778  
Ontario Incorporated, 187 Wellington Street North**

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

Council held a moment of silence to recognize the tragedy unfolding in Ukraine.

Councillor Luna requested an addition to the agenda as item 8.1.2 - Town Hall Lighting.

**Resolution 2022-03-08-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the March 8, 2022 regular Council meeting agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None.

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

None.

**6. ACCEPTANCE OF MINUTES**

**6.1 Strategic Priorities Committee - February 15, 2022**

**Resolution 2022-03-08-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the February 15, 2022 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and the Clerk; and

**THAT** minute items 4.1 and 4.3 be raised for consideration.

**CARRIED**

**6.1.1 Housing Strategy Update**

**Resolution 2022-03-08-03**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** staff be directed to report back on:

1. amendments to the Town's Zoning By-law and the preparation of urban design guidelines to permit tiny home development that is appropriately located and designed; and / or,

2. opportunities for disposing of surplus municipal land for the provision of new affordable housing or to provide proceeds to an affordable housing fund; and / or,
3. an inclusionary zoning strategy for new development in the Town.

**CARRIED**

**Resolution 2022-03-08-04**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** staff report back on the hiring of a consultant to assist in advancing the Town's housing strategy.

Councillor Luna requested an amended to the main motion 2022-03-22-04.

**Resolution 2022-03-08-05**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** resolution 2022-03-08-04 be amended to include "or other organizations" between "hiring of a consultant" and "to assist in advancing...".

**CARRIED**

**Resolution 2022-03-08-04**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** staff report back on the hiring of a consultant or other organizations to assist in advancing the Town's housing strategy.

**CARRIED**

**6.1.2 Aeration System Piping Replacement**

**Resolution 2022-03-08-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** the replacement of the aeration system piping at the WPCP be advanced on the Capital Plan to 2022; and,

**THAT** an unbudgeted amount of \$480,000.00 + HST be approved for aeration system piping replacements in 2022 to be funded through wastewater reserves.

**CARRIED**

## **6.2 Regular Council - February 22, 2022**

### **Resolution 2022-03-08-07**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the February 22, 2022 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

## **7. CORRESPONDENCE**

## **8. STAFF REPORTS**

### **8.1 Building and Development Services**

#### **8.1.1 DEV 12-2022 Application for Zoning By-law Amendment, Holding Symbol Removal (Z01-2022) by 2503778 Ontario Incorporated, 187 Wellington Street North**

Councillor Pridham declared a conflict on this item.

#### **Resolution 2022-03-08-08**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**THAT** DEV 12-2022 Application for Zoning By-law Amendment, Holding Symbol Removal for 187 Wellington Street North be received; and,

**THAT** Council consider Zoning By-law Z149-2022 to remove the Holding “-H” symbols from the property known as 187 Wellington Street North.

**CARRIED**

#### **8.1.2 Town Hall Lighting**

In light of the tragic and senseless events occurring in Ukraine, Councillor Luna raised the following motion.

**Resolution 2022-03-08-09**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** Council approve the immediate lighting of Town Hall in blue and yellow to represent the Ukrainian flag and to be left on for the duration of this situation.

Councillor Hainer requested an amendment to the main motion 2022-03-08-09.

**Resolution 2022-03-08-10**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** resolution 2022-03-08-09 be amended to remove "the duration of this situation" and replace with "one month".

**CARRIED**

**Resolution 2022-03-08-09**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** Council approve the immediate lighting of Town Hall in blue and yellow to represent the Ukrainian flag and to be left on for one month.

**CARRIED**

**8.2 Community Services**

**8.2.1 DCS 08-2022 Spring Ice 2022**

**Resolution 2022-03-08-11**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** DCS 08-2022 Spring Ice 2022 report be received; and

**THAT** Council approve a one-time exemption from the current Ice Allocation policy for the Spring of 2022 and approve the Blue Ice pad remaining installed until after the Easter long weekend; and

**THAT** the “ice-in” and “ice-out” provisions of the Ice Allocation Policy be implemented for the 2022-2023 ice season.

**CARRIED**

### **8.3 Public Works**

#### **8.3.1 PW 17-2022 Award for PW-12-2022-RFT Turf Maintenance Activities**

**Resolution 2022-03-08-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** PW 17-2022 Award for PW-12-2022-RFT Turf Maintenance report be received; and,

**THAT** the procurement for PW-12-2022-RFT Turf Maintenance be awarded to St. Marys Landscaping Ltd. for the procured price of \$531,343.66, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 17-2022 report; and,

**THAT** Council consider By-Law 23-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

**CARRIED**

#### **8.3.2 PW 18-2022 Grand Trunk Trail Staircase Tender Award**

**Resolution 2022-03-08-13**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** PW 18-2022 Grand Trunk Trail Staircase Tender Award report be received; and,

**THAT** the tender for the construction of a new Grand Trunk Trail Staircase be awarded to VanDriel Excavating Inc. for the bid price of \$117,606.75, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 18-2022 Grand Trunk Trail Staircase Tender Award report; and,

**THAT** Council consider By-Law 24-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

**CARRIED**

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

**Resolution 2022-03-08-14**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**THAT** Committee and Board minutes listed under agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 be received; and,

**THAT** the verbal updates provided by Council representatives on those Committee and Board meetings 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 Improvement Area - Coun. Winter**

**9.2.3 CBHFM - Coun. Edney**

**9.2.4 Committee of Adjustment**

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

**Resolution 2022-03-08-15**

**Moved By** Councillor Edney

**Seconded By** Councillor Winter

**THAT** Council support the resolution from the City of Sarnia regarding their request of Federal and Provincial governments to prepare meaningful improvements to the current state of "catch and release" justice.

**CARRIED**

**9.2.6 Green Committee - Coun. Pridham**

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

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

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

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

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

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

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

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

**9.2.15 Youth Council - Coun. Edney**

**10. EMERGENT OR UNFINISHED BUSINESS**

**11. NOTICES OF MOTION**

**12. BY-LAWS**

**Resolution 2022-03-08-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** By-Laws 23-2022, 24-2022 and Z149-2022 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 23-2022 Agreement with St. Marys Landscaping for Turf Maintenance**

**12.2 By-Law 24-2022 Agreement with VanDriel Excavating Inc. for Grand Trunk Trail Staircase Construction**

**12.3 Z149-2022 H Removal 187 Wellington Street North**

**13. UPCOMING MEETINGS**

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

**14. CONFIRMATORY BY-LAW**

**Resolution 2022-03-08-17**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** By-Law 25-2022, being a by-law to confirm the proceedings of March 8, 2022 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**15. ADJOURNMENT**

**Resolution 2022-03-08-18**

**Moved By** Councillor Luna

**Seconded By** Councillor Winter

**THAT** this regular meeting of Council adjourns at 7:05 pm.

**CARRIED**

---

Al Strathdee, Mayor

---

Jenna McCartney, Clerk



**NOTICE OF PUBLIC MEETING**  
**Pursuant to Section 34 of the Planning Act**

**APPLICATION FOR ZONING BY-LAW AMENDMENT (Z2-22)**

**APPLICANT:** Craig Aarts, Kaitlyn Spicer, Kenneth Aarts  
**AGENT:** Delta Power Equipment Ltd.  
**LOCATION:** 7061 Cobble Hills Road  
**ROLL NO.:** 3926-000-051-09600

**Purpose and Effect**

The purpose and effect of this Application is to generally rezone the area containing the cluster of buildings located at the southeast corner of the site from the site-specific Agricultural (A-52) zone to a site-specific Agricultural Commercial (AGC-#) to permit an agricultural equipment sales and service establishment which is otherwise not permitted. The balance of the lands is to be rezoned from the site-specific A-52 zone to the Agricultural (A) zone. In accordance with Section 34(10.4) of the Planning Act, the Municipality of Thames Centre has deemed this rezoning application to be complete for the purposes of Section 34(10.1) and (10.2) of the Planning Act.

**Description and Location of Subject Land**

The subject property is legally described as Part of Lot 34, Concession 7 (geographic Township of West Nissouri), Municipality of Thames Centre and designated as Part 1 on Reference Plan 33R-6909. The lands are located on the west side of Cobble Hills Road and south of Elginfield Road (Highway 7).

**Public Meeting**

The Municipality's Council will hold a public meeting to consider the subject application:

**Date:** **Monday, March 28 2022**

**Time:** **5:00 p.m.**

**Place:** **This will be a virtual meeting broadcasted live on the Municipality's YouTube Channel, namely:** <https://www.youtube.com/c/municipalityofthamescentre>

To participate in this virtual meeting via phone or by video using Zoom, please visit the [thamescentre.on.ca/registration](https://thamescentre.on.ca/registration) website and complete the registration process before **12 Noon on Wednesday, March 23 2022**. Notwithstanding the deadline above, members of the public are asked to register as soon as possible to provide an orderly registration process and meeting. The Municipality would kindly ask that you refrain from using the "Q & A" function within Zoom since it will not be monitored.

Send any **comments or concerns** for Council's consideration **in writing** to the Clerk, via email to [comments@thamescentre.on.ca](mailto:comments@thamescentre.on.ca) or by mail to the municipal office before **12 Noon on Wednesday, March 23 2022**. The public is advised that comments expressed and written material presented are a matter of public record for full disclosure.

**Other Planning Act Applications:** None.

**Other Information:**

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Thames Centre before the Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision of the Council of the Municipality of Thames Centre to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Municipality of Thames Centre before the Zoning By-law Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Municipality of Thames Centre with respect to the proposed zoning by-law amendment, you must submit a written request to the Municipality of Thames Centre, Clerk, 4305 Hamilton Road, Dorchester, Ontario, N0L 1G3 or at [comments@thamescentre.on.ca](mailto:comments@thamescentre.on.ca)

If you have any questions regarding the application, please contact Marc Bancroft, Director of Planning and Development Services, at 519.268.7334 x223 or at [mbancroft@thamescentre.on.ca](mailto:mbancroft@thamescentre.on.ca)

**DATED** at the Municipality of Thames Centre, this 7<sup>th</sup> day of March 2022.

Municipality of Thames Centre  
4305 Hamilton Rd.  
Dorchester, ON N0L 1G3

# APPLICATION FOR ZONING BY-LAW AMENDMENT (Z2-22)

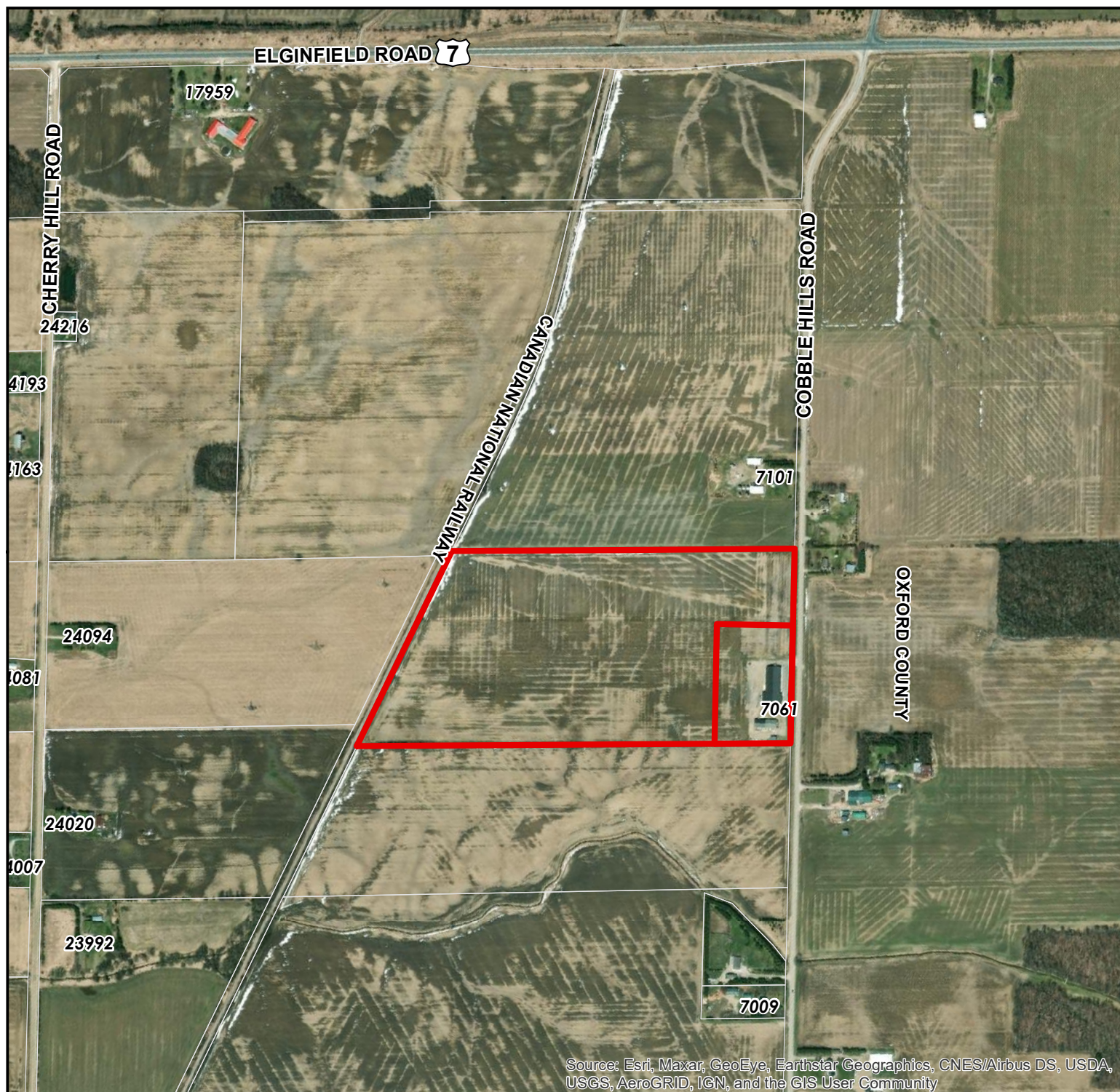
Applicant: Craig Aarts, Kaitlyn Spicer, & Kenneth Aarts

Agent: Delta Power Equipment Ltd.

Location: 7061 Cobble Hills Road



**Municipality of THAMES CENTRE**



**LANDS TO BE REZONED**

1:10,000

0 50 100 200 300 400 Metres



March 14, 2022

Mayor Al Stratthdee  
Town of St. Marys  
175 Queen Street, East  
St. Marys, ON  
N4X 1B6

Mayor Stratthdee,

On behalf of all West Perth residents, staff and everyone involved in the search and recovery operations that have been ongoing in our municipality for the past week, I want to sincerely thank the members of the St. Marys Fire Department that came to assist our crews. Bless each and every one of your department personnel for giving so much of themselves to help us during this very difficult time. It has been very exasperating and a week of frustration for all our emergency responders and we certainly appreciate your municipality's generous gesture in assisting our firefighters and community.

Again, thank you so much for your generous assistance.

Yours truly,

MUNICIPALITY OF WEST PERTH



Walter McKenzie  
Mayor of the Municipality of West Perth

c.c. Richard Anderson, St. Marys Fire Chief  
Brent Kittmer, St. Marys CAO  
Bill Hunter, Perth East and West Perth Fire Chief, [bhunter@pertheast.ca](mailto:bhunter@pertheast.ca)  
Jeff Brick, West Perth CAO

From: Brianne Curry <[brianne.curry@autismontario.com](mailto:brianne.curry@autismontario.com)>

Date: 2022-03-16 21:03 (GMT-05:00)

To: Al Strathdee <[astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca)>

Subject: Proclaim April 2 as World Autism Day!

[EXTERNAL]



Dear Mayor Strathdee,

We are excited to share with you that Autism Ontario is currently planning and preparing for World Autism Day 2022 celebration activities. Historically identified as Raise the Flag, this year's campaign has shifted to embrace the theme **Celebrate the Spectrum**.

Celebrate the Spectrum is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism and how we can all make our communities more inclusive places for people on the autism spectrum.

We invite you to commit to this important campaign that unites families, schools, communities, government, and professionals in recognizing World Autism Day while bringing to light the systemic barriers that must be removed to create a more supportive and inclusive Ontario. Learn more in a [letter from our Executive Director Marg Spoelstra](#).

To formally acknowledge the day, Autism Ontario is inviting all municipalities to proclaim publicly **April 2, 2022, as World Autism Day**. We have attached a proclamation template for your purpose and hope that you will embrace this opportunity to "Celebrate the Spectrum."

If you choose to engage in this important day that celebrates diversity, inclusion and equity please email myself at [Brianne.curry@autismontario.com](mailto:Brianne.curry@autismontario.com). Should you have questions or require additional information please feel free to contact me.

Respectfully,

**Brianne Curry – Fund Development & Volunteer Coordinator**  
**Autism Ontario West Region**

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Public Works</b>
<b>Date of Meeting:</b>	<b>22 March 2022</b>
<b>Subject:</b>	<b>PW 21-2022 March Monthly Report (Public Works)</b>

## RECOMMENDATION

THAT PW 21-2022 March Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee
  - At the February 23, 2022, meeting, the Committee held a working session to discuss the proposed framework for the Corporate Climate Change Action Plan. The Committee's comments were presented to the Strategic Priorities Committee on March 15, 2022.
  - March Meeting is scheduled for March 30, 2022. Committee to review submissions for the Green Initiative Awareness Program.
- Traffic and Parking
  - Begin background work for a St. Marys Road Safety Plan (contact vendors regarding different enforcement tools)
- Playground Policy
  - The Town is required to create a playground policy, administration staff working with Parks Operators to create the first draft.
- Downtown On-Street Patio Policy
  - Policy to be presented to Council for consideration on March 22, 2022.
- Green Initiative Awareness Program
  - Program launched on March 8, 2022. Submissions close on March 18, 2022.
  - Seeking submissions regarding how small businesses are reducing waste in St. Marys.
  - Green Committee to review submissions on March 30, 2022. Results of the submissions to be released in time for Earth Day.
- Corporate Climate Change Action Plan
  - Draft framework presented to the Strategic Priorities Committee on March 14/2022.
  - Internal consultation with various Town Departments to commence March 21/2022. Departments to help identify short-term, mid-term and long-term initiatives to help mitigate and adapt to climate change. Encouraging the corporation to take on a climate-lens.

## **Environmental Services (Water, Wastewater, Solid Waste Collection, Management and Landfill)**

- Bar Screen Auger Repair at WPCP
- Air and Noise Modelling of WPCP for ECA Submission
- Insurance Inspections completed by the Auditor
- Continued development of Landfill EA Government Response Tables and a path forward
- Curbside Collection Survey to be released in March
  - Survey to collect resident feedback regarding existing collection programs including waste, recycling and leaf and yard waste
  - Survey to investigate resident interest in an organics program
  - Green Committee to review survey results at its April meeting and make a recommendation to Council regarding existing and future service levels.
- Participated in AMO/LAS Organic Solid Waste and Renewable Natural Gas (RNG) projects discussions
- Trespassing issues are ongoing at the St. Marys Landfill Site working with Stratford Police Services on countermeasures

## **Public Works Operations**

- Winter Maintenance period continues to be in effect until April 30, 2022. During this period equipment will continue to be ready to be deployed for maintenance activities.
  - Operators hauling excess snow from the Pyramid Recreation Centre and cul-de-sacs
  - Sidewalk sod repairs will be completed after April 30, 2022. Sod repair requests can be forwarded to [publicworks@town.stmarys.on.ca](mailto:publicworks@town.stmarys.on.ca) and will be added to the list. So far, there have been fewer complaints compared to previous years.
  - Road, sidewalk, and boulevard sweeping activities will commence after April 30, 2022
- Receiving reports that the pedestrian crossing light at the southeast corner of Church and Queen continues to twist in different directions, Public Works is working on a solution to prevent this movement.
- Installation of two (2) new Town entrance large signs
- Cold mix being applied throughout Town

## **Parks, Trails, Tree Management, Beautification**

- Converting existing Winter Lights Displays to LED rope lighting (anticipate this conversion will take several years to complete based on materials available)
- Performing maintenance on spring/summer amenities such as trash cans and picnic tables. New picnic tables have been built.
- Prepping spring/summer equipment to be deployed when the weather switches (mowers)
- Tree trimming at various locations in Town
- Meadowridge Natural Area
  - Coordination with Upper Thames River Conservation Authority for spring tree planting
  - Town continues to receive tree donation requests, all donations are allocated to this location
  - Coordinating installation of trail with Public Works Operations

## **Capital Projects and Engineering**

- Twenty-Two (22) Locates completed between February 1 and February 28 2022.
- Four (4) Municipal Consents granted between February 1 and February 28 2022.
- Continuing to update infrastructure data in GIS


- Map creation for the Public Works Department and Building and Development (tender maps, subdivision mapping etc.)
- Wellington Street Reconstruction
  - Kick off meeting scheduled for March 14/2022 (project details to be circulated after this meeting pending receipt of Contractor's schedule)
    - Working with the Communications Team to develop a communications strategy
  - Pre-liminary works commencing March 14/2022 (fuel tank removals)
  - Enbridge Gas replacements to start March 21/2022 (gas main works)
- Queen Street Guardrail Replacement
  - Kick off meeting scheduled for late-March, anticipate project commencement early April (weather dependent)
- Park Street Bridge
  - Waiting for construction schedule from Contractor
- Grand Trunk Trail (Emily Street) Staircase
  - Expected construction is mid-April.

## **SPENDING AND VARIANCE ANALYSIS**

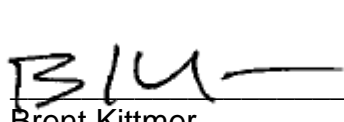
None to note.

## **REVIEWED BY**

### **Recommended by the Department**

  
 \_\_\_\_\_  
 Jed Kelly  
 Director of Public Works

### **Recommended by the CAO**

  
 \_\_\_\_\_  
 Brent Kittmer  
 Chief Administrative Officer



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Manager
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>PW 23-2022 Annual Water System Report for 2021</b>

## PURPOSE

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

## RECOMMENDATION

**THAT** Council receive report PW-23-2022, Annual Water System Report for 2021 as information; and,

**THAT** Council acknowledges receipt of the 2021 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 2021 Annual Summary Report for the Drinking Water system for the Town of St. Marys. By completing the Annual Summary Report and having it acknowledged by Council prior to March 31<sup>st</sup>, the Town of St. Marys will be in compliance with the reporting requirements set forth in Ontario Regulation 170/03, regarding the Annual Summary Report.

The 2021 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. Cooperative 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 2021 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 were allocated in the annual Operating budget.

## SUMMARY

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

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

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

## ATTACHMENTS

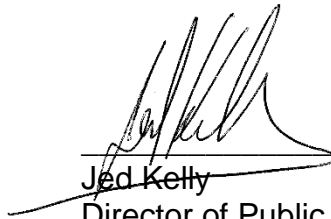
1. 2021 Annual Summary Report for the Water System

## REVIEWED BY

### Recommended by the Department

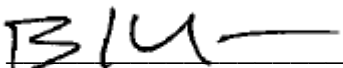


Dave Blake, C.E.T.  
Environmental Services Manager



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer



THE CORPORATION OF THE TOWN OF ST. MARYS

# 2021 SUMMARY REPORT FOR THE DRINKING WATER SYSTEM

MUNICIPAL DRINKING WATER SYSTEM NO. 220000521



Report Prepared for the:

***Reporting Period of January 1, 2021 through December 31, 2021***

Report Prepared By:

*Adam McClure, Senior Operations Manager*

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

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Table 1 – Flow Rate Summaries

Table 2 – Annual Flow Report

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

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

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

**APPENDICIES:**

Appendix A: 2021 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"> <li>Summary well information</li> <li>Description of any failure to meet requirements of an Act, regulations or the system's approval</li> </ul>	O. Reg. 170/03, Schedule 22	Council and available for inspection by the public @ MOC & Website
Annual Report (Section 11)	<ul style="list-style-type: none"> <li>Description of system</li> <li>Water quality test results</li> <li>Adverse test results and corrective action</li> <li>Major expenses to repair, replace or install equipment</li> </ul>	O. Reg. 170/03, Schedule 11	Posted on the Town of St. Marys Website & MOC
Water Taking Report	<ul style="list-style-type: none"> <li>Electronic submission of water taking data</li> </ul>	O. Reg. 387/04	Ministry of Environment, Conservation and Parks
Industrial and Commercial water usage report	<ul style="list-style-type: none"> <li>Electronic submission of water usage data for industrial and commercial users</li> </ul>	O. Reg. 450/07	Ministry of Environment, Conservation and Parks

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

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

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

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

## **2.0 DESCRIPTION OF WATER WORKS**

### **2.1 OVERVIEW**

The Corporation of the Town of St. Marys is the owner of a “Large, Municipal, Drinking Water System” supplied by a ground water source 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/cm<sup>2</sup> of 254 nm wavelength complete with well pump shutdown on lamp failure;
  - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one dual cylinder scale, one chlorine booster pump, and duplex automatic switchover regulator;
  - 78 m of 600 mm diameter watermain, followed by 26 m of 300 mm diameter watermain to provide chlorine contact prior to first customer;

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2.3 ELEVATED WATER STORAGE FACILITY**

The St. Marys elevated water storage facility is located on the Southern side of the Victoria Street 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 (m<sup>3</sup>) and was constructed in 1986 and put into service in 1987. The static water head from the ground level to the overflow is 37.9 m. The facility includes a valve chamber, yard piping and tele-metering control system.

## **2.4 RESERVOIR PUMPING STATION**

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

## **2.5 JAMES STREET BOOSTER STATION**

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

## **2.6 DISTRIBUTION SYSTEM**

The distribution system has been constructed with a combination of materials including ductile iron (main material), cast iron, small amounts of asbestos cement piping, and more recently, polyvinyl chloride (PVC) pipe. There are approximately 2,845 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 2021

#### 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 2021

##### 3.1.2 DAILY WATER TAKING

In accordance with PTTW No. 5303-AASQEC, Condition 3.2, Table A, the Town of St. Marys Drinking Water System shall not be operated to exceed the rated capacity of 5,184 cubic metres per day (m<sup>3</sup>/day) per well. The maximum total combined taking from any combination of Well No 1, 2A and 3 shall not exceed 10,368 m<sup>3</sup>/day. The quantity of water which was supplied both combined and individually during the 2021 reporting period remained below the terms and conditions of the PTTW provision.

	Well #1	Well #2A	Well #3	Total
Maximum Daily Flow allowed (m <sup>3</sup> /day)	5,184.0	5,184.0	5,184.0	10,368.0
Maximum Daily Flow (m <sup>3</sup> )	3,312.43	3,140.29	2,934.08	4,489.28
% of Daily Volume	63.9%	60.6%	56.6%	43.3%
Annual Average (m <sup>3</sup> )	1,016.23	1,192.88	840.57	3,049.77
% of Maximum Allowed	19.6%	23.0%	16.2%	29.4%
Total Annual Flow for 2021 (m <sup>3</sup> )	370,922.15	435,402.61	306,809.03	1,113,133.80
Total Annual Flow for 2020 (m <sup>3</sup> )	407,291.28	372,687.77	397,535.89	1,177,514.94
Total Annual Flow for 2019 (m <sup>3</sup> )	368,459.86	419,958.3	348,693.34	1,106,989.17

The maximum combined daily volume for the calendar year of 2021 was 4,489.28 m<sup>3</sup>/day on May 18<sup>th</sup>. This represents approximately 43.3% of the maximum combined allowable usage (10,368 m<sup>3</sup>/day for the Town of St. Marys.

A summary representation of the maximum and average daily and combined flows per well is referenced in Table 2 for the 2021 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 2021 reporting period. A copy of the Annual Report may be referenced in Appendix A.

OCWA collected 158 raw water samples in 2021 and of those 158 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 – 91 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 2021. 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 2021 indicated a range from 0 – 400 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 210 distribution samples in 2021. 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 2021 indicated a range from less than 0 – 10 cfu/1ml.

A summary review of microbiological testing for the 2021 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 2021, there were no adverse test results/incidents.

#### 3.3.1 SODIUM

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

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

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

The latest available analytical results for sodium were conducted in January 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/cm<sup>2</sup>) combined with chemical disinfection so as to provide an overall 4.0 log inactivation of viruses.

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

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

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

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

## **4.0 SYSTEM FAILURES AND CORRECTIONS**

Every fiscal 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%. The current fiscal year inspection occurred on February 8, 2022, the results of this inspection will be discussed in the 2022 Annual Summary Report.

## **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**



**TABLE 1**  
**2021 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)**

PAGE 1 OF 4

Month	Well No. 1		Well No. 2A		Well No. 3	
	Average Flow (Litres/Sec)	Maximum Flow (Litres/Sec)	Average Flow (Litres/Sec)	Maximum Flow (Litres/Sec)	Average Flow (Litres/Sec)	Maximum Flow (Litres/Sec)
January	47.20	51.48	44.26	47.58	43.01	47.16
February	46.68	51.27	44.35	47.84	43.53	50.92
March	48.58	52.31	44.71	49.89	43.85	48.03
April	48.90	52.34	45.65	49.45	45.37	48.70
May	47.85	51.90	44.48	48.67	44.43	48.27
June	45.29	50.59	43.27	46.35	42.24	46.31
July	45.60	50.33	43.12	45.78	41.72	45.84
August	44.27	50.26	42.86	47.06	41.90	46.34
September	45.69	57.05	43.74	47.91	42.36	48.28
October	50.99	54.06	46.83	50.73	45.72	49.57
November	50.99	54.06	47.36	51.56	46.74	50.80
December	50.57	56.35	47.13	50.96	46.92	50.23

NOTES:

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second

Approved Rated Capacity - 3600 litres per minute/ 60 l/s for one minute

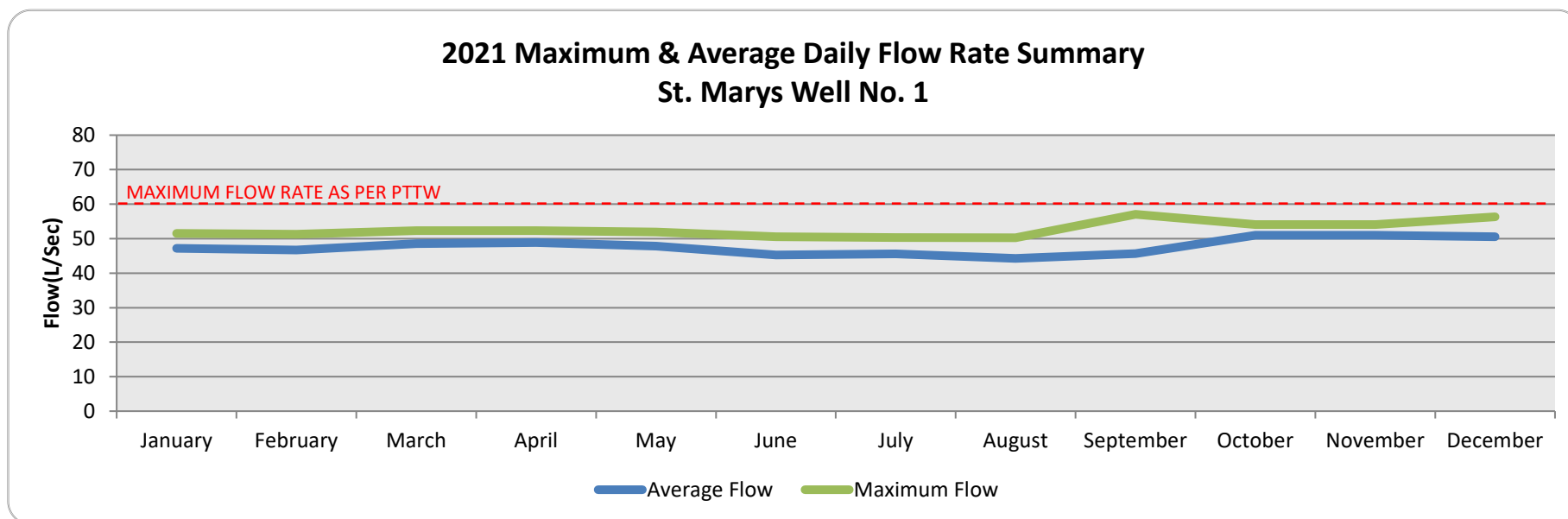
**TABLE 1**

**2021 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)**

PAGE 2 OF 4

**MUNICIPAL DRINKING WATER WELL NO. 1 - FLOW COMPARISON**

Month	January	February	March	April	May	June	July	August	September	October	November	December
Average	47.2	46.68	48.58	48.9	47.85	45.29	45.6	44.27	45.69	50.99	50.99	50.57
Maximum	51.48	51.27	52.31	52.34	51.9	50.59	50.33	50.26	57.05	54.06	54.06	56.35



**NOTES:**

- Average Flow - Average flow recorded at the well during the month
- Maximum Flow - Maximum flow recorded at the well during the month
- L/Sec - Litres per Second (Values presented on this page are expressed in litres per second)
- Approved Rated Capacity - 3600 litres per minute/ 60 l/s for one minute

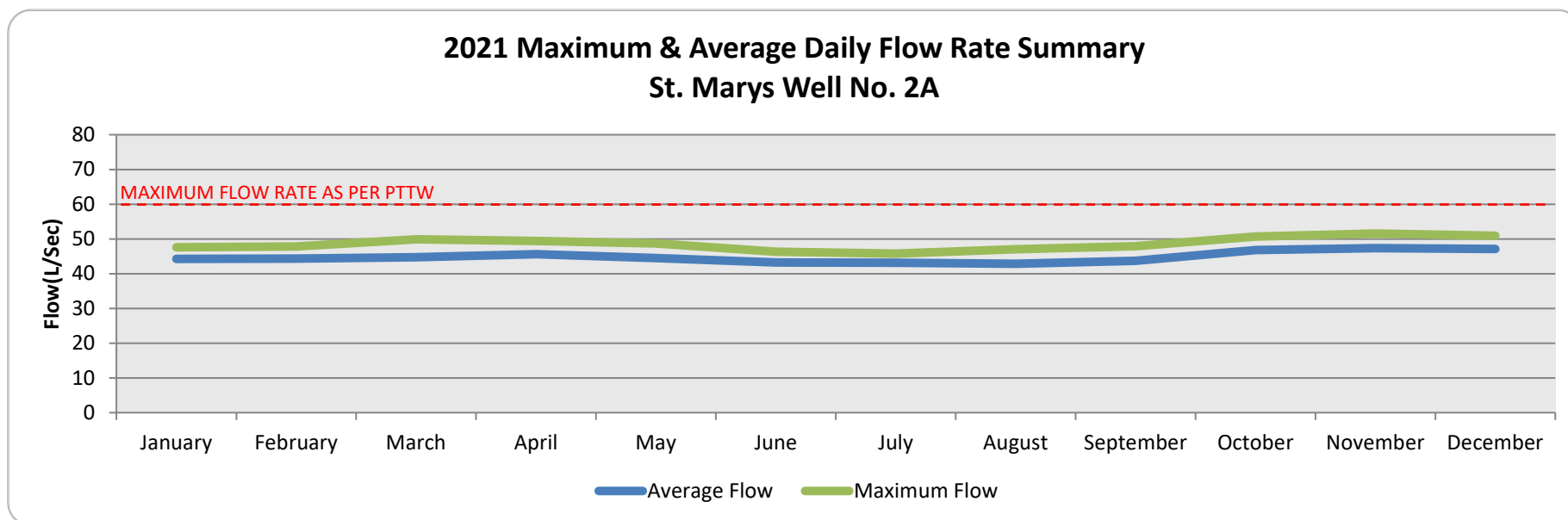
**TABLE 1**

**2021 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)**

PAGE 3 OF 4

**MUNICIPAL DRINKING WATER WELL NO. 2A - FLOW COMPARISON**

Month	January	February	March	April	May	June	July	August	September	October	November	December
Average	44.26	44.35	44.71	45.65	44.48	43.27	43.12	42.86	43.74	46.83	47.36	47.13
Maximum	47.58	47.84	49.89	49.45	48.67	46.35	45.78	47.06	47.91	50.73	51.56	50.96



**NOTES:**

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second (Values presented on this page are expressed in litres per second)

Approved Rated Capacity - 3600 litres per minute/ 60 l/s for one minute

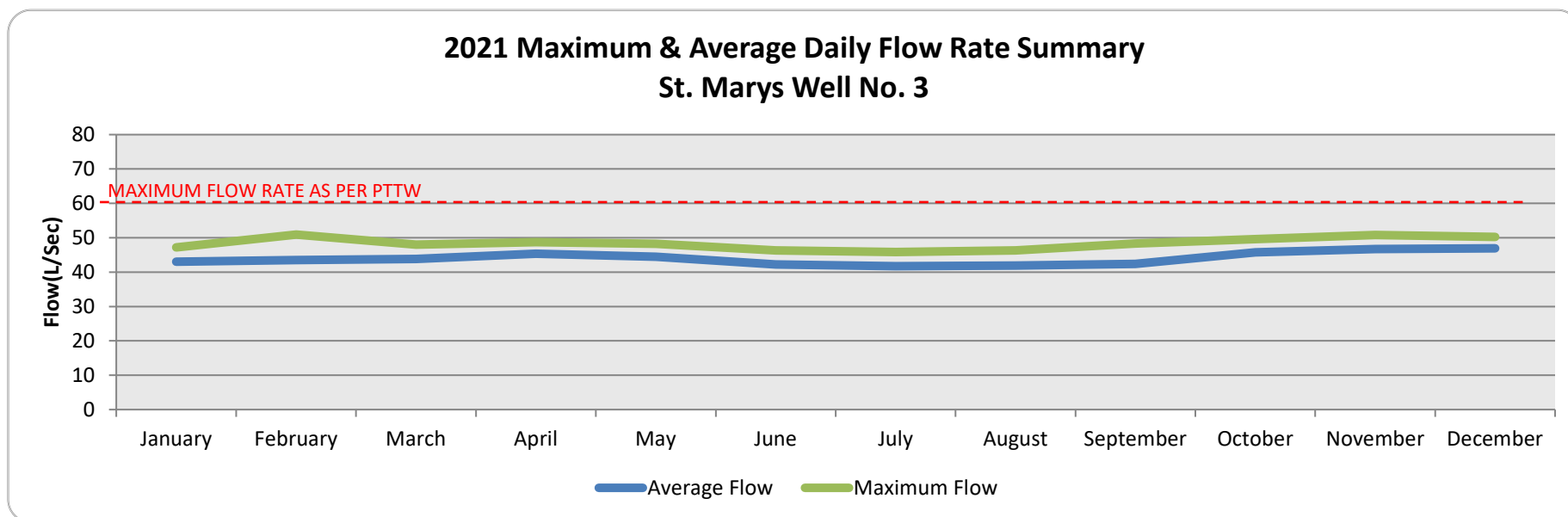
**TABLE 1**

**2021 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)**

PAGE 4 OF 4

**MUNICIPAL DRINKING WATER WELL NO. 3 - FLOW COMPARISON**

Month	January	February	March	April	May	June	July	August	September	October	November	December
Average	43.01	43.53	43.85	45.37	44.43	42.24	41.72	41.9	42.36	45.72	46.74	46.92
Maximum	47.16	50.92	48.03	48.7	48.27	46.31	45.84	46.34	48.28	49.57	50.8	50.23



**NOTES:**

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second (Values presented on this page are expressed in litres per second)

Approved Rated Capacity - 3600 litres per minute/ 60 l/s for one minute



# **TABLE 2**

## **Annual Flow Report**

**Facility Name:** ST MARYS DRINKING WATER SYSTEM  
**Service Population:** 7200.0  
**Total Design Capacity:** 5184.0 m3/day

	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021	Total	Avg	Max
Well #1 / Flow - m³/d															
Count	31	28	31	30	31	30	31	31	30	31	30	31	365		
Max	2593.69	2747.98	2833.45	2942.5	3312.43	3094.9	2754.75	3126.96	2899.59	2587.94	2564.65	2482.75			3312.43
Mean	526.79	944.27	778.23	1395.29	1481.77	1241.05	673.27	1717.75	1125.77	674.78	541.51	1094.96		1016.23	
Total	16330.42	26439.47	24125.02	41858.78	45934.93	37231.62	20871.25	53250.22	33773.06	20918.33	16245.29	33943.76	370922.15		
Well #1 / Flush to Waste: Total - m³/d															
Count	31	28	31	30	31	30	31	31	30	31	30	31	365		
Total	545.03	514.66	634.46	972.56	850.64	578.25	364.75	817.52	1064.44	658.6	784.78	1245.37	9031.06		
Max	62.84	47.78	73.83	83.56	56.75	56.66	42.6	78.04	430.64	81.37	161.23	316.23			430.64
Mean	17.582	18.381	20.466	32.419	27.44	19.275	11.766	26.372	35.481	21.245	26.159	40.173		24.743	
Well #2 / Flow - m³/d															
Count	31	28	31	30	31	30	31	31	30	31	30	31	365		
Max	2945.3	2860.01	3013.53	2954.97	3063.76	3140.29	2986.86	2249.49	2573.24	3009.63	2638.87	2789.34			3140.29
Mean	1829.05	1220.41	898.22	1088.7	652.41	1453.18	1357.02	835.2	913.95	1449.89	1406.05	1216.11		1192.88	
Total	56700.5	34171.34	27844.82	32661.02	20224.75	43595.35	42067.65	25891.22	27418.43	44946.63	42181.36	37699.54	435402.61		
Well #2 / Flush to Waste: Total - m³/d															
Count	31	28	31	30	31	30	31	31	30	31	30	31	365		
Total	686.47	337.8	374.23	630.46	297.59	251.8	335.57	226.69	391.75	1157.88	1161.28	1102.61	6954.13		
Max	44.39	34.28	39.34	71.78	38.37	20.14	25.18	21.22	42.51	105.6	77.12	68.9			105.6
Mean	22.144	12.064	12.072	21.015	9.6	8.393	10.825	7.313	13.058	37.351	38.709	35.568		19.052	
Well #3 / Flow - m³/d															
Count	31	28	31	30	31	30	31	31	30	31	30	31	365		
Max	1804.76	2722.76	2881.39	2017.49	2934.08	2205.09	2293.79	2511.14	2560.03	2562.72	2731.01	1942.38			2934.08
Mean	509.99	895.78	1389.6	538.03	1200.66	788.35	1203.15	709.98	830.59	720.33	878.18	417.02		840.57	
Total	15809.69	25081.91	43077.53	16140.8	37220.44	23650.47	37297.63	22009.47	24917.61	22330.36	26345.36	12927.76	306809.03		
Well #3 / Flush to Waste: Total - m³/d															
Count	31	28	31	30	31	30	31	31	30	31	30	31	365		
Total	83.17	91.9	160.27	132.97	137.87	111.74	265.65	202.35	230.54	355.38	295.94	164.05	2231.83		
Max	12.04	9.64	25.09	20.34	15.5	28.27	37.26	25.17	28.22	47.31	38.22	18.14			47.31
Mean	2.683	3.282	5.17	4.432	4.447	3.725	8.569	6.527	7.685	11.464	9.865	5.292		6.115	

# **TABLE 3**

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

**TABLE 3**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1**  
**JANUARY 1 - DECEMBER 31, 2021**

PAGE 1 OF 3

Month	Total Flow (Treated) (m <sup>3</sup> )	Cl <sub>2</sub> Used (Kgs)	m3 produced per kg/Cl <sub>2</sub>	Avg. Cl <sub>2</sub> Feed Rate (kg/day)	Avg. Cl <sub>2</sub> Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	16,330.42	28.0	583.23	7.0	1.27	53.4	60.6	20.0
February	26,439.47	39.2	674.48	7.1	1.35	53.5	61.3	35.0
March	24,125.02	37.0	652.03	7.1	1.3	53.0	61.2	47.5
April	41,858.78	69.0	606.65	7.1	1.29	49.7	57.6	29.5
May	45,934.93	64.0	717.73	7.1	1.37	54.9	62.4	10.8
June	37,231.62	62.0	600.51	7.2	1.38	62.5	67.5	115.3
July	20,871.25	34.0	613.86	7.2	1.3	59.9	64.6	90.9
August	53,250.22	77.4	687.99	7.2	1.40	60.6	69.8	63.9
September	33,773.06	50.2	672.77	7.0	1.37	54.2	66.3	216.0
October	20,918.33	33.2	630.07	7.5	1.29	41.3	46.6	85.9
November	16,245.29	24.0	676.89	7.5	1.33	40.7	45.8	52.2
December	33,943.76	50.2	676.17	7.5	1.29	41.9	49.4	57.1
<b>Minimum</b>	<b>16,245.29</b>	<b>24.0</b>	<b>583.23</b>	<b>7.0</b>	<b>1.27</b>	<b>40.7</b>	<b>45.8</b>	<b>10.8</b>
<b>Maximum</b>	<b>53,250.22</b>	<b>77.4</b>	<b>717.73</b>	<b>7.5</b>	<b>1.4</b>	<b>62.5</b>	<b>69.8</b>	<b>216.0</b>
<b>Average</b>	<b>30,910.18</b>	<b>47.4</b>	<b>649.36</b>	<b>7.2</b>	<b>1.33</b>	<b>52.1</b>	<b>59.4</b>	<b>68.7</b>
<b>Totals</b>	<b>370,922.15</b>	<b>568.2</b>						<b>824.1</b>

NOTES:

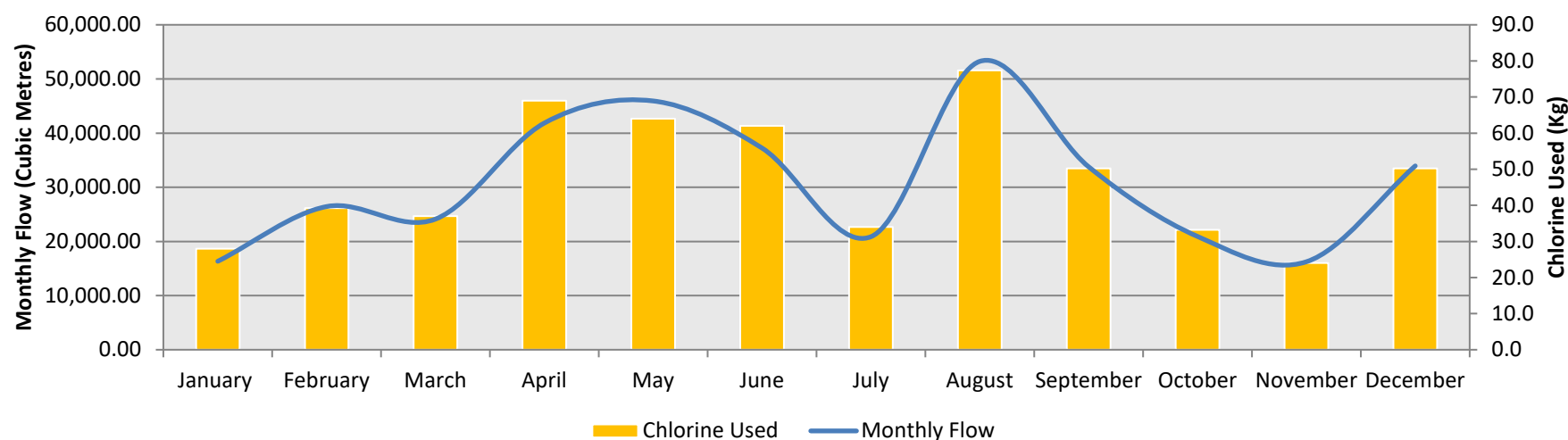
- m<sup>3</sup> - Cubic Metres
- Cl<sub>2</sub> - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre

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

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
<b>Monthly Flow</b>	16,330.42	26,439.47	24,125.02	41,858.78	45,934.93	37,231.62	20,871.25	53,250.22	33,773.06	20,918.33	16,245.29	33,943.76
<b>Cl<sub>2</sub> Used</b>	28.0	39.2	37.0	69.0	64.0	62.0	34.0	77.4	50.2	33.2	24.0	50.2

**2021 Chlorine Usage and Flow**  
**St. Marys Well No. 1**



**NOTES:**

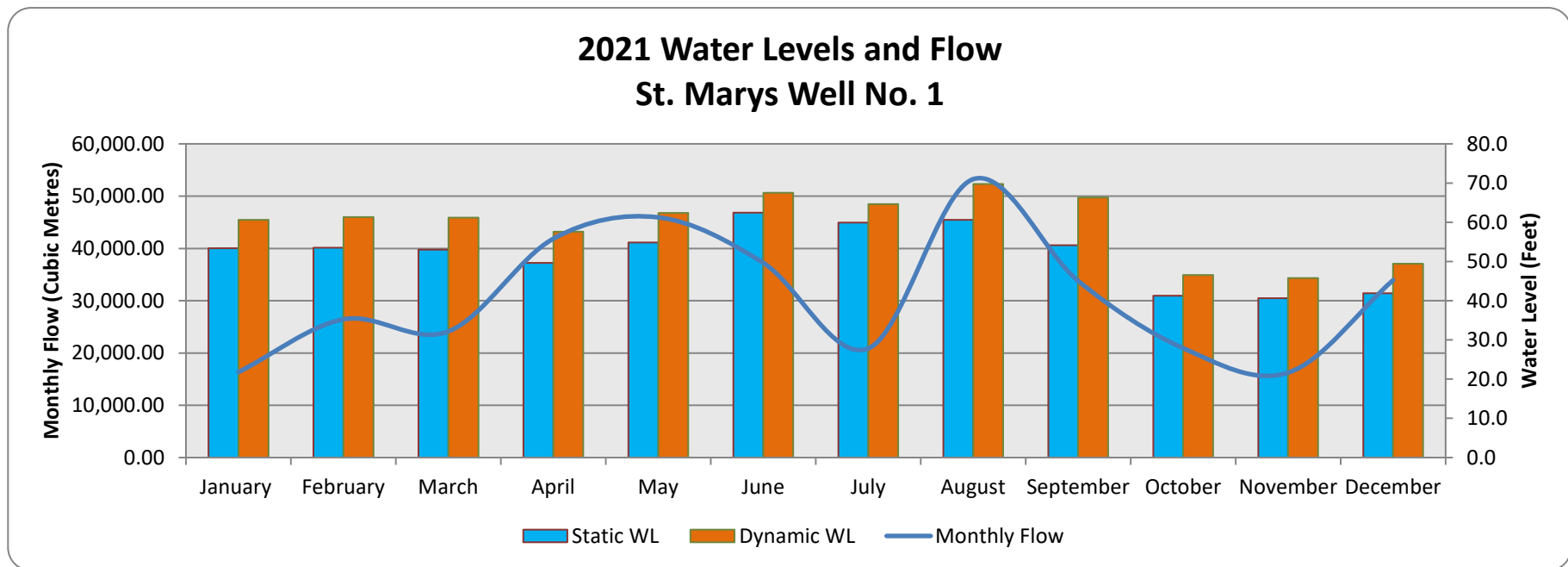
**Monthly Flow** - Total flow volume from the well as recorded by the flow meter

**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	16,330.42	26,439.47	24,125.02	41,858.78	45,934.93	37,231.62	20,871.25	53,250.22	33,773.06	20,918.33	16,245.29	33,943.76
Static Level	53.4	53.5	53.0	49.7	54.9	62.5	59.9	60.6	54.2	41.3	40.7	41.9
Dynamic Level	60.6	61.3	61.2	57.6	62.4	67.5	64.6	69.8	66.3	46.6	45.8	49.4



**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

# **TABLE 4**

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

**TABLE 4**  
**CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A**  
**JANUARY 1 - DECEMBER 31, 2021**

PAGE 1 OF 3

Month	Total Flow (Treated) (m <sup>3</sup> )	Cl <sub>2</sub> Used (Kgs)	m <sup>3</sup> produced per Kg/cl <sub>2</sub>	Avg. Cl <sub>2</sub> Feed Rate (kg/day)	Avg. Cl <sub>2</sub> Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	56,700.50	84.1	674.20	7.4	1.2	53.2	59.4	20.0
February	34,171.34	60.7	562.95	7.7	1.32	56.0	62.5	35.0
March	27,844.82	48.0	580.10	7.6	1.31	52.6	60.0	47.5
April	32,661.02	48.5	673.42	7.7	1.25	52.0	58.2	29.5
May	20,224.75	34.0	594.85	7.7	1.25	53.3	60.2	10.8
June	43,595.35	71.2	612.29	7.3	1.22	56.8	64.2	115.3
July	42,067.65	65.0	647.19	7.3	1.24	58.7	62.7	90.9
August	25,891.22	47.0	550.88	7.3	1.24	59.9	65.8	63.9
September	27,418.43	44.9	610.66	7.3	1.27	55.5	64.3	216.0
October	44,946.63	78.9	569.67	7.6	1.28	50.9	55.1	85.9
November	42,181.36	62.2	678.16	7.7	1.31	48.5	56.2	52.2
December	37,699.54	61.8	610.02	7.7	1.36	43.1	52.0	57.1
<b>Minimum</b>	<b>20,224.75</b>	<b>34.0</b>	<b>550.88</b>	<b>7.3</b>	<b>1.2</b>	<b>39.5</b>	<b>52.0</b>	<b>10.8</b>
<b>Maximum</b>	<b>56,700.50</b>	<b>84.1</b>	<b>678.16</b>	<b>7.7</b>	<b>1.36</b>	<b>57.5</b>	<b>65.8</b>	<b>216.0</b>
<b>Average</b>	<b>36,283.55</b>	<b>58.9</b>	<b>613.70</b>	<b>7.5</b>	<b>1.27</b>	<b>49.9</b>	<b>60.0</b>	<b>68.7</b>
<b>Totals</b>	<b>435,402.61</b>	<b>706.3</b>						<b>824.1</b>

NOTES:

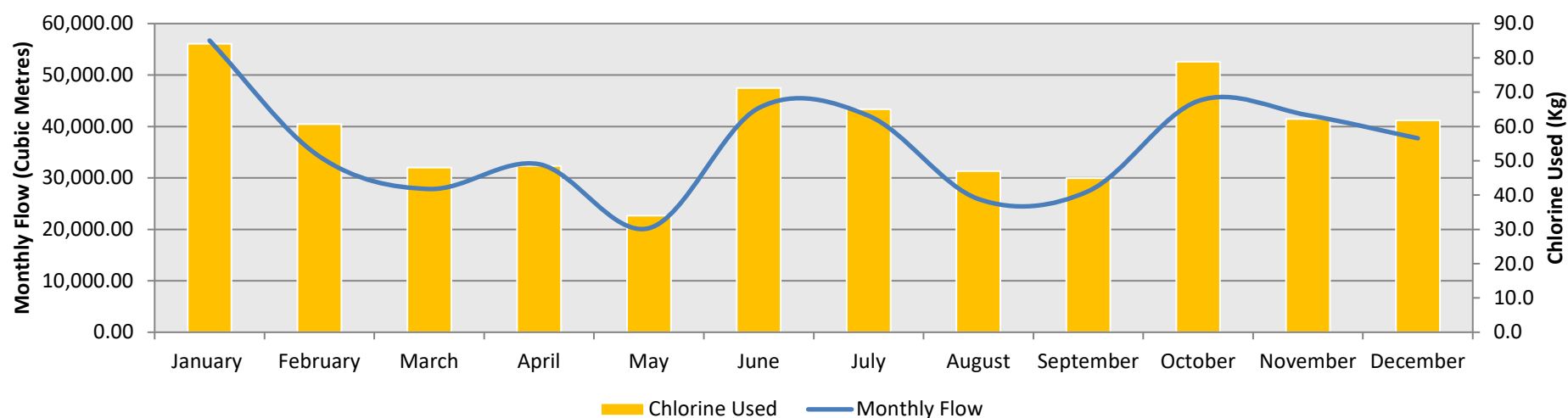
- m<sup>3</sup> - Cubic Metres
- Cl<sub>2</sub> - Chlorine
- Kg - Kilogram
- L - Litre
- ft - Feet
- mm - Milimetre

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

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
<b>Monthly Flow</b>	56,700.50	34,171.34	27,844.82	32,661.02	20,224.75	43,595.35	42,067.65	25,891.22	27,418.43	44,946.63	42,181.36	37,699.54
<b>Cl<sub>2</sub> Used</b>	84.1	60.7	48.0	48.5	34.0	71.2	65.0	47.0	44.9	78.9	62.2	61.8

**2021 Chlorine Usage and Flow**  
**St. Marys Well No. 2A**



**NOTES:**

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

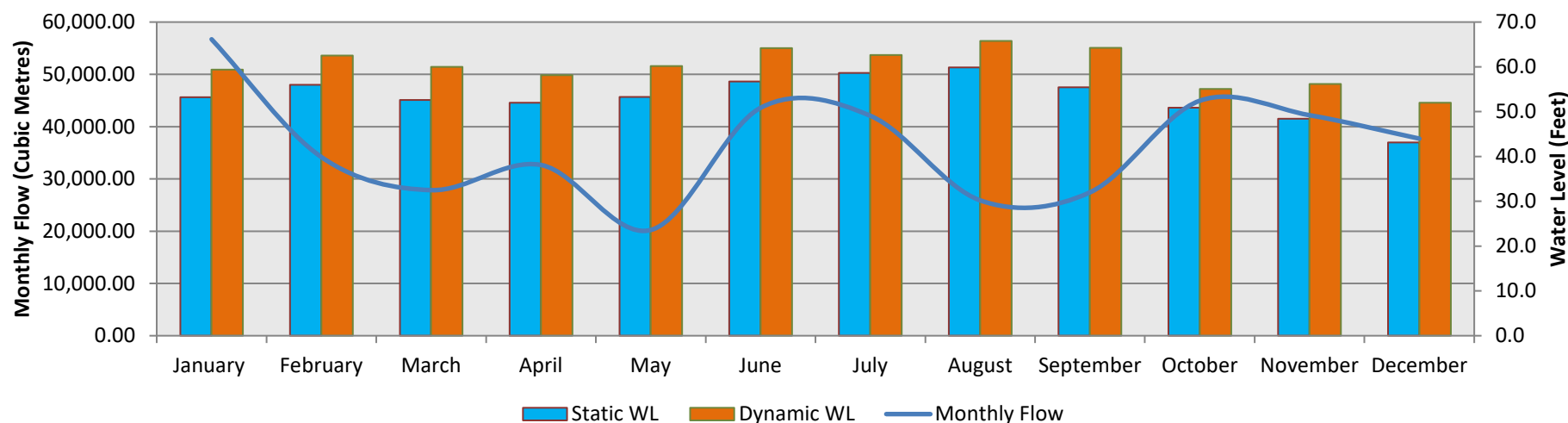
**Chlorine Used** - Total amount (Kg) of Chlorine used during each month at the well

**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
<b>Monthly Flow</b>	56,700.50	34,171.34	27,844.82	32,661.02	20,224.75	43,595.35	42,067.65	25,891.22	27,418.43	44,946.63	42,181.36	37,699.54
<b>Static Level</b>	53.2	56.0	52.6	52.0	53.3	56.8	58.7	59.9	55.5	50.9	48.5	43.1
<b>Dynamic Level</b>	59.4	62.5	60.0	58.2	60.2	51.0	62.7	65.8	64.3	55.1	56.2	52.0

**2021 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, 2021**

PAGE 1 OF 3

Month	Total Flow (Treated) (m <sup>3</sup> )	Cl <sub>2</sub> Used (Kgs)	m <sup>3</sup> produced per Kg/cl <sub>2</sub>	Avg. Cl <sub>2</sub> Feed Rate (kg/day)	Avg. Cl <sub>2</sub> Residual (mg/l)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	15,809.69	27.0	586.20	6.2	1.32	54.8	65.0	20.0
February	25,081.91	34.0	737.70	6.0	1.32	52.5	64.1	35.0
March	43,077.53	50.9	846.98	6.2	1.32	51.3	61.7	47.5
April	16,140.80	22.3	723.80	6.1	1.30	51.6	56.0	29.5
May	37,220.44	51.6	721.05	6.1	1.28	54.4	62.2	10.8
June	23,650.47	34.0	695.60	6.2	1.32	53.2	62.2	115.3
July	37,297.63	53.0	703.73	6.3	1.25	55.2	51.7	90.9
August	22,009.47	32.3	681.62	6.2	1.31	52.0	64.6	63.9
September	24,917.61	36.2	688.14	6.1	1.27	46.2	61.0	216.0
October	22,330.36	33.4	668.57	6.4	1.29	40.6	49.8	85.9
November	26,345.36	37.0	712.04	6.4	1.22	39.4	47.3	52.2
December	12,927.76	18.4	703.36	6.5	1.30	32.5	45.3	57.1
<b>Minimum</b>	<b>12,927.76</b>	<b>18.4</b>	<b>586.20</b>	<b>6.00</b>	<b>1.22</b>	<b>32.5</b>	<b>45.3</b>	<b>10.8</b>
<b>Maximum</b>	<b>43,077.53</b>	<b>53.0</b>	<b>846.98</b>	<b>6.50</b>	<b>1.32</b>	<b>55.2</b>	<b>65.0</b>	<b>216.0</b>
<b>Average</b>	<b>25,567.42</b>	<b>35.8</b>	<b>705.73</b>	<b>6.21</b>	<b>1.29</b>	<b>48.6</b>	<b>57.6</b>	<b>68.7</b>
<b>Totals</b>	<b>306,809.03</b>	<b>430.0</b>						<b>824.1</b>

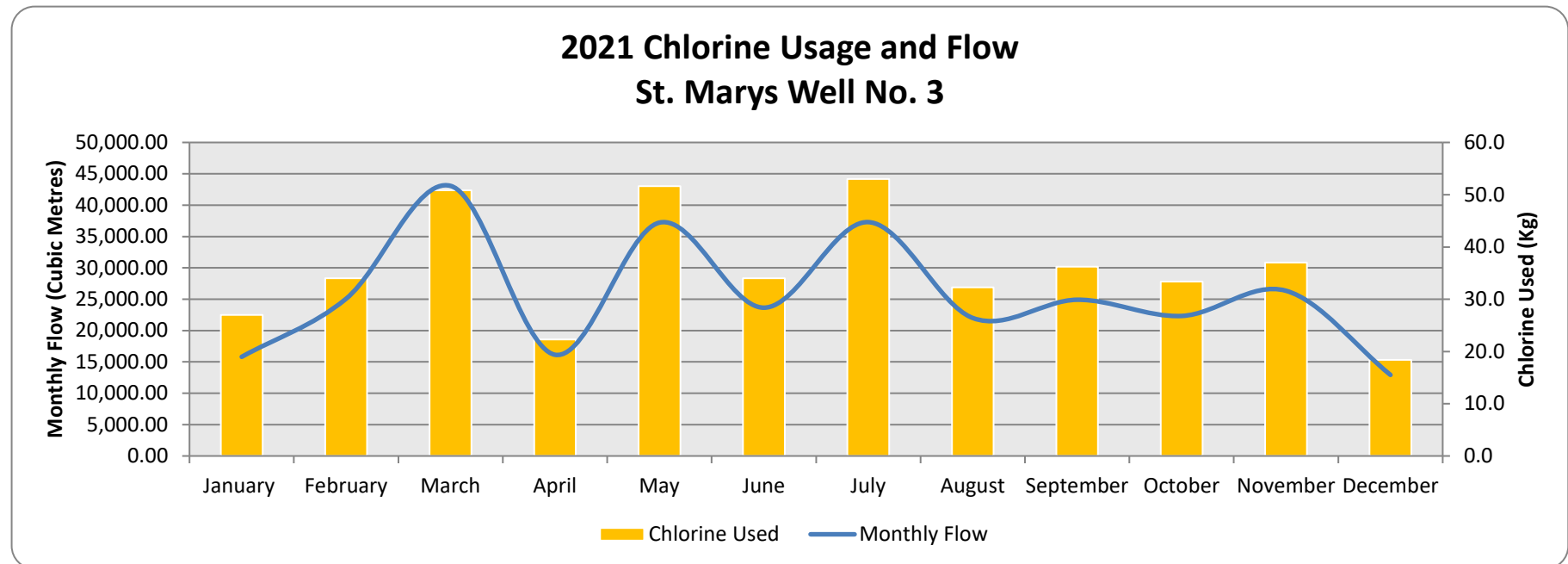
NOTES:

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

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

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	15,809.69	25,081.91	43,077.53	16,140.80	37,220.44	23,650.47	37,297.63	22,009.47	24,917.61	22,330.36	26,345.36	12,927.76
Cl <sub>2</sub> Used	27.0	34.0	50.9	22.3	51.6	34.0	53.0	32.3	36.2	33.4	37.0	18.4

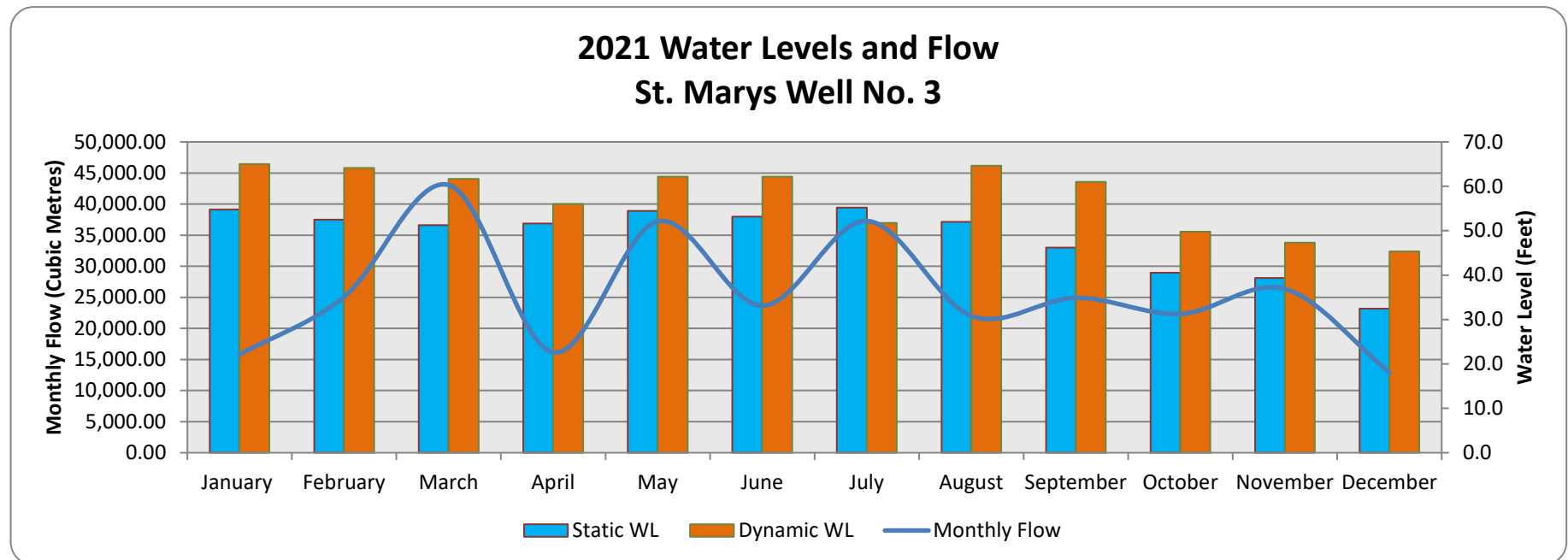


**NOTES:**  
**Monthly Flow** - Total flow volume from the well as recorded by the flow meter  
**Chlorine Used** - Total amount (Kg) of Chlorine used during each month at the well

**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
<b>Monthly Flow</b>	15,809.69	25,081.91	43,077.53	16,140.80	37,220.44	23,650.47	37,297.63	22,009.47	24,917.61	22,330.36	26,345.36	12,927.76
<b>Static Level</b>	54.8	52.5	51.3	51.6	54.4	53.2	55.2	52.0	46.0	40.6	39.4	32.5
<b>Dynamic Level</b>	65.0	64.1	61.7	56.0	62.2	62.2	51.7	64.6	61.0	49.8	47.3	45.3



**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**

## **2021**

### **Annual Drinking Water Report**

## ANNUAL REPORT 2021

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, 2021 to December 31, 2021

<u><b>Complete if your Category is Large Municipal Residential or Small Municipal Residential</b></u>	<u><b>Complete for all other Categories</b></u>
<p>Does your Drinking Water System serve more than 10,000 people? Yes [ ] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Municipal Operations Center, 408 James St South www.townofstmarys.com</p> </div>	<p>Number of Designated Facilities served: n/a</p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? n/a</p> <p>Number of Interested Authorities you report to: n/a</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? n/a</p>

List all Drinking Water Systems (if any), which receive all 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 drinking water? n/a

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

- [X] Public access/notice via the web
- [ ] Public access/notice via Government Office
- [ ] Public access/notice via a newspaper
- [X] Public access/notice via Public Request
- [ ] Public access/notice via a Public Library
- [X] Public access/notice via other method: Municipal Office

## Describe your Drinking Water System

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

### Booster Station

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

### Reservoir

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

### Water Tower

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

## List all water treatment chemicals used over this reporting period

Chlorine gas for disinfection

### Were any significant expenses incurred to?

- ☒ [X] Install required equipment
- ☒ [X] Repair required equipment
- ☒ [X] Replace required equipment

### Please provide a brief description and a breakdown of monetary expenses incurred

Thamescrest Phase 1 Subdivision	\$ 150,000
Tower Safety Upgrades	\$ 22,000
Well #1 – Well Rehab	\$ 29,000
Well #2A – Water Heater Replacement	\$ 1,036
Well #3 – Backflush Gate Valve Replacement	\$ 2,852
SCBA Replacements	\$ 7,814
Well #2A – UV Ballast	\$ 2,215
All Wells - UV Bulbs	\$ 4,340
All Wells – Chlorine Gas Parts	\$ 7,077
Well #3 – PLC UPS Replacement	\$ 4,058
All Wells – Service Contract for UV Systems	\$ 2,900
Distribution Parts	\$ 22,500
Hydrant Parts	\$ 1,000
Elizabeth and Waterloo Service	\$ 110,000
Replacements/Re-construction	
<b>Total</b>	<b>\$ 366,792</b>

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

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
No reportable issues for this reporting period.					

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

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Well #1 Raw	53	0-0	0-91	-	-
Well #2A Raw	52	0-0	0-0	-	-
Well #3 Raw	53	0-0	0-0	-	-
Well #1 Treated	49	0-0	0-0	49	0-1
Well #2A Treated	52	0-0	0-0	52	0-1
Well #3 Treated	52	0-0	0-0	52	0-400
Distribution	210	0-0	0-0	54	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	156	Well #1: 0.09-0.60 Well#2A: 0.11-0.58 Well#3: 0.08-0.53	NTU
Chlorine-Treated	8760	Well #1: 0.44-2.09 Well#2A: 0.49-3.53 Well#3: 0.33-1.95	mg/L
Chlorine-Distribution	361	0.39-1.34	mg/L

**NOTE:** For continuous monitors use 8760 as the number of samples

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result
UV Transmittance % - TW1	2021/01/04	95.1
UV Transmittance % - TW1	2021/04/06	94.4
UV Transmittance % - TW1	2021/07/06	95.2
UV Transmittance % - TW1	2021/10/05	93.9
UV Transmittance % - TW2A	2021/01/04	93.7
UV Transmittance % - TW2A	2021/04/06	94.3
UV Transmittance % - TW2A	2021/07/06	94.2
UV Transmittance % - TW2A	2021/10/05	95.0
UV Transmittance % - TW3	2021/01/04	95.8
UV Transmittance % - TW3	2021/04/06	95.9
UV Transmittance % - TW3	2021/07/06	95.9
UV Transmittance % - TW3	2021/10/05	96.0

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Not applicable				

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony – TW1	2021/01/04	<MDL 0.9	ug/L	No
Antimony – TW2	2021/01/04	<MDL 0.9	ug/L	No
Antimony – TW3	2021/01/04	<MDL 0.9	ug/L	No
Arsenic – TW1	2021/01/04	0.3	ug/L	No
Arsenic – TW2	2021/01/04	0.4	ug/L	No
Arsenic – TW3	2021/01/04	<MDL 0.2	ug/L	No
Barium – TW1	2021/01/04	125	ug/L	No
Barium – TW2	2021/01/04	89.6	ug/L	No
Barium – TW3	2021/01/04	105	ug/L	No
Boron – TW1	2021/01/04	51	ug/L	No
Boron – TW2	2021/01/04	67	ug/L	No
Boron – TW3	2021/01/04	55	ug/L	No
Cadmium – TW1	2021/01/04	0.101	ug/L	No
Cadmium – TW2	2021/01/04	0.028	ug/L	No
Cadmium – TW3	2021/01/04	0.043	ug/L	No
Chromium – TW1	2021/01/04	0.67	ug/L	No
Chromium – TW2	2021/01/04	0.64	ug/L	No
Chromium – TW3	2021/01/04	0.77	ug/L	No
Mercury – TW1	2021/01/04	<MDL 0.01	ug/L	No
Mercury – TW2	2021/01/04	<MDL 0.01	ug/L	No
Mercury – TW3	2021/01/04	<MDL 0.01	ug/L	No

Selenium – TW1	2021/01/04	0.65	ug/L	No
Selenium – TW2	2021/01/04	0.36	ug/L	No
Selenium – TW3	2021/01/04	0.51	ug/L	No
Sodium – TW1	2020/01/09	27.2	mg/L	Yes
Sodium – TW2	2020/01/09	49.7	mg/L	Yes
Sodium – TW3	2020/01/09	44.1	mg/L	Yes
Uranium – TW1	2021/01/04	1.14	ug/L	No
Uranium – TW2	2021/01/04	1.63	ug/L	No
Uranium – TW3	2021/01/04	2.03	ug/L	No
Fluoride – TW21	2020/01/06	1.07	mg/L	No
Fluoride – TW2	2020/01/06	1.25	mg/L	No
Fluoride – TW3	2020/01/06	1.19	mg/L	No
Nitrite – TW1	2021/01/04	<MDL 0.003	mg/L	No
Nitrite – TW2	2021/01/04	<MDL 0.003	mg/L	No
Nitrite – TW3	2021/01/04	<MDL 0.003	mg/L	No
Nitrite – TW1	2021/04/06	0.007	mg/L	No
Nitrite – TW2	2021/04/06	<MDL 0.003	mg/L	No
Nitrite – TW3	2021/04/06	<MDL 0.003	mg/L	No
Nitrite – TW1	2021/07/06	<MDL 0.003	mg/L	No
Nitrite – TW2	2021/07/06	<MDL 0.003	mg/L	No
Nitrite – TW3	2021/07/06	<MDL 0.003	mg/L	No
Nitrite – TW1	2021/10/05	<MDL 0.003	mg/L	No
Nitrite – TW2	2021/10/05	<MDL 0.003	mg/L	No
Nitrite – TW3	2021/10/05	<MDL 0.003	mg/L	No
Nitrate – TW1	2021/01/04	1.65	mg/L	No
Nitrate – TW2	2021/01/04	0.413	mg/L	No
Nitrate – TW3	2021/01/04	0.399	mg/L	No
Nitrate – TW1	2021/04/06	3.04	mg/L	No
Nitrate – TW2	2021/04/06	0.758	mg/L	No
Nitrate – TW3	2021/04/06	0.677	mg/L	No
Nitrate – TW1	2021/07/06	1.67	mg/L	No
Nitrate – TW2	2021/07/06	0.695	mg/L	No
Nitrate – TW3	2021/07/06	0.400	mg/L	No
Nitrate – TW1	2021/10/05	3.55	mg/L	No
Nitrate – TW2	2021/10/05	0.862	mg/L	No
Nitrate – TW3	2021/10/05	0.527	mg/L	No

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

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

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Distribution	6	0.01-0.47	ug/L	0

## Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor – TW1	2021/01/04	<MDL 0.02	ug/L	No
Alachlor – TW2	2021/01/04	<MDL 0.02	ug/L	No
Alachlor – TW3	2021/01/04	<MDL 0.02	ug/L	No
Atrazine + N-dealkylated metabolites – TW1	2021/01/04	<MDL 0.01	ug/L	No
Atrazine + N-dealkylated metabolites – TW2	2021/01/04	<MDL 0.01	ug/L	No
Atrazine + N-dealkylated metabolites – TW3	2021/01/04	<MDL 0.01	ug/L	No
Azinphos-methyl – TW1	2021/01/04	<MDL 0.05	ug/L	No
Azinphos-methyl – TW2	2021/01/04	<MDL 0.05	ug/L	No
Azinphos-methyl – TW3	2021/01/04	<MDL 0.05	ug/L	No
Benzene – TW1	2021/01/04	<MDL 0.32	ug/L	No
Benzene – TW2	2021/01/04	<MDL 0.32	ug/L	No
Benzene – TW3	2021/01/04	<MDL 0.32	ug/L	No
Benzo(a)pyrene – TW1	2021/01/04	<MDL 0.004	ug/L	No
Benzo(a)pyrene – TW2	2021/01/04	<MDL 0.004	ug/L	No
Benzo(a)pyrene – TW3	2021/01/04	<MDL 0.004	ug/L	No
Bromoxynil – TW1	2021/01/04	<MDL 0.33	ug/L	No
Bromoxynil – TW2	2021/01/04	<MDL 0.33	ug/L	No
Bromoxynil – TW3	2021/01/04	<MDL 0.33	ug/L	No
Carbaryl – TW1	2021/01/04	<MDL 0.05	ug/L	No
Carbaryl – TW2	2021/01/04	<MDL 0.05	ug/L	No
Carbaryl – TW3	2021/01/04	<MDL 0.05	ug/L	No
Carbofuran – TW1	2021/01/04	<MDL 0.01	ug/L	No
Carbofuran – TW2	2021/01/04	<MDL 0.01	ug/L	No
Carbofuran – TW3	2021/01/04	<MDL 0.01	ug/L	No
Carbon Tetrachloride – TW1	2021/01/04	<MDL 0.17	ug/L	No
Carbon Tetrachloride – TW2	2021/01/04	<MDL 0.17	ug/L	No
Carbon Tetrachloride – TW3	2021/01/04	<MDL 0.17	ug/L	No
Chlorpyrifos – TW1	2021/01/04	<MDL 0.02	ug/L	No
Chlorpyrifos – TW2	2021/01/04	<MDL 0.02	ug/L	No
Chlorpyrifos – TW3	2021/01/04	<MDL 0.02	ug/L	No
Diazinon – TW1	2021/01/04	<MDL 0.02	ug/L	No
Diazinon – TW2	2021/01/04	<MDL 0.02	ug/L	No
Diazinon – TW3	2021/01/04	<MDL 0.02	ug/L	No
Dicamba – TW1	2021/01/04	<MDL 0.2	ug/L	No
Dicamba – TW2	2021/01/04	<MDL 0.2	ug/L	No
Dicamba – TW3	2021/01/04	<MDL 0.2	ug/L	No
1,2-Dichlorobenzene – TW1	2021/01/04	<MDL 0.41	ug/L	No
1,2-Dichlorobenzene – TW2	2021/01/04	<MDL 0.41	ug/L	No
1,2-Dichlorobenzene – TW3	2021/01/04	<MDL 0.41	ug/L	No
1,4-Dichlorobenzene – TW1	2021/01/04	<MDL 0.36	ug/L	No

<b>1,4-Dichlorobenzene – TW2</b>	2021/01/04	<MDL 0.36	ug/L	No
<b>1,4-Dichlorobenzene – TW3</b>	2021/01/04	<MDL 0.36	ug/L	No
<b>1,2-Dichloroethane – TW1</b>	2021/01/04	<MDL 0.35	ug/L	No
<b>1,2-Dichloroethane – TW2</b>	2021/01/04	<MDL 0.35	ug/L	No
<b>1,2-Dichloroethane – TW3</b>	2021/01/04	<MDL 0.35	ug/L	No
<b>1,1-Dichloroethylene – TW1 (vinylidene chloride)</b>	2021/01/04	<MDL 0.33	ug/L	No
<b>1,1-Dichloroethylene – TW2 (vinylidene chloride)</b>	2021/01/04	<MDL 0.33	ug/L	No
<b>1,1-Dichloroethylene – TW3 (vinylidene chloride)</b>	2021/01/04	<MDL 0.33	ug/L	No
<b>Dichloromethane – TW1</b>	2021/01/04	<MDL 0.35	ug/L	No
<b>Dichloromethane – TW2</b>	2021/01/04	<MDL 0.35	ug/L	No
<b>Dichloromethane – TW3</b>	2021/01/04	<MDL 0.35	ug/L	No
<b>2-4 Dichlorophenol – TW1</b>	2021/01/04	<MDL 0.15	ug/L	No
<b>2-4 Dichlorophenol – TW2</b>	2021/01/04	<MDL 0.15	ug/L	No
<b>2-4 Dichlorophenol – TW3</b>	2021/01/04	<MDL 0.15	ug/L	No
<b>2,4-Dichlorophenoxy acetic acid (2,4-D) – TW1</b>	2021/01/04	<MDL 0.19	ug/L	No
<b>2,4-Dichlorophenoxy acetic acid (2,4-D) – TW2</b>	2021/01/04	<MDL 0.19	ug/L	No
<b>2,4-Dichlorophenoxy acetic acid (2,4-D) – TW3</b>	2021/01/04	<MDL 0.19	ug/L	No
<b>Diclofop-methyl – TW1</b>	2021/01/04	<MDL 0.4	ug/L	No
<b>Diclofop-methyl – TW2</b>	2021/01/04	<MDL 0.4	ug/L	No
<b>Diclofop-methyl – TW3</b>	2021/01/04	<MDL 0.4	ug/L	No
<b>Dimethoate – TW1</b>	2021/01/04	<MDL 0.06	ug/L	No
<b>Dimethoate – TW2</b>	2021/01/04	<MDL 0.06	ug/L	No
<b>Dimethoate – TW3</b>	2021/01/04	<MDL 0.06	ug/L	No
<b>Diquat – TW1</b>	2021/01/04	<MDL 1.0	ug/L	No
<b>Diquat – TW2</b>	2021/01/04	<MDL 1.0	ug/L	No
<b>Diquat – TW3</b>	2021/01/04	<MDL 1.0	ug/L	No
<b>Diuron – TW1</b>	2021/01/04	<MDL 0.03	ug/L	No
<b>Diuron – TW2</b>	2021/01/04	<MDL 0.03	ug/L	No
<b>Diuron – TW3</b>	2021/01/04	<MDL 0.03	ug/L	No
<b>Glyphosate – TW1</b>	2021/01/04	<MDL 1.0	ug/L	No
<b>Glyphosate – TW2</b>	2021/01/04	<MDL 1.0	ug/L	No
<b>Glyphosate – TW3</b>	2021/01/04	<MDL 1.0	ug/L	No
<b>HAAs (Note: show latest running annual average)</b>	2021	9.025	ug/L	No
<b>Malathion – TW1</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Malathion – TW2</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Malathion – TW3</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Metolachlor – TW1</b>	2021/01/04	<MDL 0.01	ug/L	No
<b>Metolachlor – TW2</b>	2021/01/04	<MDL 0.01	ug/L	No
<b>Metolachlor – TW3</b>	2021/01/04	<MDL 0.01	ug/L	No
<b>Metribuzin – TW1</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Metribuzin – TW2</b>	2021/01/04	<MDL 0.02	ug/L	No

Metribuzin – TW3	2021/01/04	<MDL 0.02	ug/L	No
Monochlorobenzene – TW1	2021/01/04	<MDL 0.3	ug/L	No
Monochlorobenzene – TW2	2021/01/04	<MDL 0.3	ug/L	No
Monochlorobenzene – TW3	2021/01/04	<MDL 0.3	ug/L	No
Paraquat – TW1	2021/01/04	<MDL 1.0	ug/L	No
Paraquat – TW2	2021/01/04	<MDL 1.0	ug/L	No
Paraquat – TW3	2021/01/04	<MDL 1.0	ug/L	No
Pentachlorophenol – TW1	2021/01/04	<MDL 0.15	ug/L	No
Pentachlorophenol – TW2	2021/01/04	<MDL 0.15	ug/L	No
Pentachlorophenol – TW3	2021/01/04	<MDL 0.15	ug/L	No
Phorate – TW1	2021/01/04	<MDL 0.01	ug/L	No
Phorate – TW2	2021/01/04	<MDL 0.01	ug/L	No
Phorate – TW3	2021/01/04	<MDL 0.01	ug/L	No
Picloram – TW1	2021/01/04	<MDL 1.0	ug/L	No
Picloram – TW2	2021/01/04	<MDL 1.0	ug/L	No
Picloram – TW3	2021/01/04	<MDL 1.0	ug/L	No
Polychlorinated Biphenyls(PCB) – TW1	2021/01/04	<MDL 0.04	ug/L	No
Polychlorinated Biphenyls(PCB) – TW2	2021/01/04	<MDL 0.04	ug/L	No
Polychlorinated Biphenyls(PCB) – TW3	2021/01/04	<MDL 0.04	ug/L	No
Prometryne – TW1	2021/01/04	<MDL 0.03	ug/L	No
Prometryne – TW2	2021/01/04	<MDL 0.03	ug/L	No
Prometryne – TW3	2021/01/04	<MDL 0.03	ug/L	No
Simazine – TW1	2021/01/04	<MDL 0.01	ug/L	No
Simazine – TW2	2021/01/04	<MDL 0.01	ug/L	No
Simazine – TW3	2021/01/04	<MDL 0.01	ug/L	No
Terbufos – TW1	2021/01/04	<MDL 0.01	ug/L	No
Terbufos – TW2	2021/01/04	<MDL 0.01	ug/L	No
Terbufos – TW3	2021/01/04	<MDL 0.01	ug/L	No
Tetrachloroethylene (perchloroethylene) – TW1	2021/01/04	<MDL 0.35	ug/L	No
Tetrachloroethylene (perchloroethylene) – TW2	2021/01/04	<MDL 0.35	ug/L	No
Tetrachloroethylene (perchloroethylene) – TW3	2021/01/04	<MDL 0.35	ug/L	No
2,3,4,6-Tetrachlorophenol – TW1	2021/01/04	<MDL 0.2	ug/L	No
2,3,4,6-Tetrachlorophenol – TW2	2021/01/04	<MDL 0.2	ug/L	No
2,3,4,6-Tetrachlorophenol – TW3	2021/01/04	<MDL 0.2	ug/L	No
THMs (Note: show latest running annual average)	2021	19.75	ug/L	No
Triallate – TW1	2021/01/04	<MDL 0.1	ug/L	No
Triallate – TW2	2021/01/04	<MDL 0.1	ug/L	No

<b>Triallate – TW3</b>	2021/01/04	<MDL 0.1	ug/L	No
<b>Trichloroethylene – TW1</b>	2021/01/04	<MDL 0.44	ug/L	No
<b>Trichloroethylene – TW2</b>	2021/01/04	<MDL 0.44	ug/L	No
<b>Trichloroethylene – TW3</b>	2021/01/04	<MDL 0.44	ug/L	No
<b>2,4,6-Trichlorophenol – TW1</b>	2021/01/04	<MDL 0.25	ug/L	No
<b>2,4,6-Trichlorophenol – TW2</b>	2021/01/04	<MDL 0.25	ug/L	No
<b>2,4,6-Trichlorophenol – TW3</b>	2021/01/04	<MDL 0.25	ug/L	No
<b>Trifluralin TW 1 – TW1</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Trifluralin TW 2 – TW2</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Trifluralin TW 3 – TW3</b>	2021/01/04	<MDL 0.02	ug/L	No
<b>Vinyl Chloride - TW 1</b>	2021/01/04	<MDL 0.17	ug/L	No
<b>Vinyl Chloride – TW 2</b>	2021/01/04	<MDL 0.17	ug/L	No
<b>Vinyl Chloride - TW 3</b>	2021/01/04	<MDL 0.17	ug/L	No

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

<b>Parameter</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Date of Sample</b>
<b>Sodium – TW1</b>	27.2	mg/L	2020/01/09
<b>Sodium – TW2</b>	49.7	mg/L	2020/01/09
<b>Sodium – TW3</b>	44.1	mg/L	2020/01/09



# INFORMATION REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>PW 24-2022 Annual Wastewater System report for 2021</b>

## INFORMATION

To update Council regarding the recent completion of the 2021 Annual Wastewater Treatment Plant report and to summarize key aspects within the report for Council.

## RECOMMENDATION

**THAT** report PW 24-2022, Annual Wastewater System Report for 2021 be received for information.

## BACKGROUND

The Town is required to prepare and submit an annual report to the Ministry of Environment, Conservation and Parks (MECP) prior to March 31<sup>st</sup> of each year for the previous years 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 2021, the St. Marys Water Pollution Control Plant (WPCP) provided effective wastewater treatment. The following is a summary of information presented within the annual report:

- The annual average daily flow was 4,392 m<sup>3</sup>/day, or 79% of the plant's design rated capacity of 5,560 m<sup>3</sup>/day. This compares to 4,113 m<sup>3</sup>/day, or 74% seen in 2020.
- The Total flow treated at the plant in 2021 was 1,604,616 m<sup>3</sup> compared to 1,506,120 m<sup>3</sup> the previous year.
- Flows treated by the WPCP increased approximately 5% when compared to previous years, largely as a result of infiltration into the system during a wet fall season.
- Approximately 3,154 m<sup>3</sup> of biosolids were hauled from the facility and applied to lands or to storage in 2021 compared to approximately 3,500 m<sup>3</sup> the previous year.
- Biosolids analysis continues to show that the Town is able to maintain requirements under its Canadian Food Inspection Agency (CFIA) fertilizer registration.
- There were no primary bypass events noted in 2021
- There was one (1) process bypass noted in 2021
  - A process pipe blockage on April 21, 2021 caused Waste Activated Sludge (WAS) to bypass the clarification process and directly to the ultra violet light channel. Approximately 2-4 m<sup>3</sup> of material bypassed during this event.

- There were no formal odour complaints regarding the facilities operation received in 2021.
- Operational difficulties continued to be encountered in 2021 as a result of high strength incoming effluent received from industrial locations.
- There were five (5) non-compliance issues identified in the 2021 reporting period:
  - A process pipe blockage on April 21, 2021 caused Waste Activated Sludge (WAS) to bypass the clarification process and directly to the ultra violet light channel. Approximately 2-4 m<sup>3</sup> of material bypassed during this event.
  - Final effluent daily concentration TSS exceedance (April 21, 21)
    - Result of 45 mg/L compared to limit of 25 mg/L  
(Related to reported process bypass on this date)
  - Final effluent daily concentration of Total Phosphorus exceedance (June 1, 21)
    - Result of 1.21 mg/L compared to limit of 1.0 mg/L  
(Related to high industrial load into the system)
  - Final effluent daily concentration of Total Phosphorus exceedance (July 6, 21)
    - Result of 2.29 mg/L compared to limit of 1.0 mg/L  
(Related to high industrial load into the system)
  - Final effluent daily concentration of Total Phosphorus exceedance (Sept 8, 21)
    - Result of 2.08 mg/L compared to limit of 1.0 mg/L  
(Related to high industrial load into the system)
- No spills were encountered at the facility in 2021. There were several industrial process spills to the collection system that occurred in 2021.

## **SUMMARY & IMPLICATIONS**

There are no implications related to the submission and review of the 2021 Annual Report for the wastewater system. Staff time allocated to the preparation and review of the report was part of the 2021 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 – Town of St. Marys

Matt Cook, Interim Operations Manager – Town of St. Marys

## **ATTACHMENTS**

1. 2021 Summary Report on the Wastewater System

## REVIEWED BY

### Recommended by the Department



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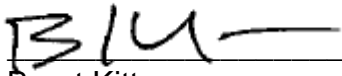
Dave Blake, C.E.T.  
Environmental Services Manager



---

Jed Kelly  
Director of Public Works

### Recommended by the CAO



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Brent Kittmer  
Chief Administrative Officer



# **2021 WASTEWATER SUMMARY REPORT**

## **TOWN OF ST. MARYS WASTEWATER TREATMENT AND COLLECTION**

### **JANUARY 1, 2021 THROUGH DECEMBER 31, 2021**



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

## **FACILITY FACTS**

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

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

### **Design Capacity:**

Average Daily Flow: 5,560 m<sup>3</sup>/day

Peak Daily Flow: 14,250 m<sup>3</sup>/day

### **Facility Classification**

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

Collection System: Wastewater Collection 2 [WWC2]

Receiving Water: Thames River – North Branch

### **ENVIRONMENTAL SERVICES**

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

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## 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 a Modified Ludzack-Ettinger 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 m<sup>3</sup> 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 m<sup>3</sup> 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 m<sup>3</sup> 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 m<sup>3</sup> clarifiers and 2 smaller 268 m<sup>3</sup> 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 m<sup>3</sup> waste activated sludge equalization tanks (WASEQ), 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 complete 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 BOD<sub>5</sub>, 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 CBOD<sub>5</sub>, 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 five non-compliance issues identified for the 2021 reporting period.

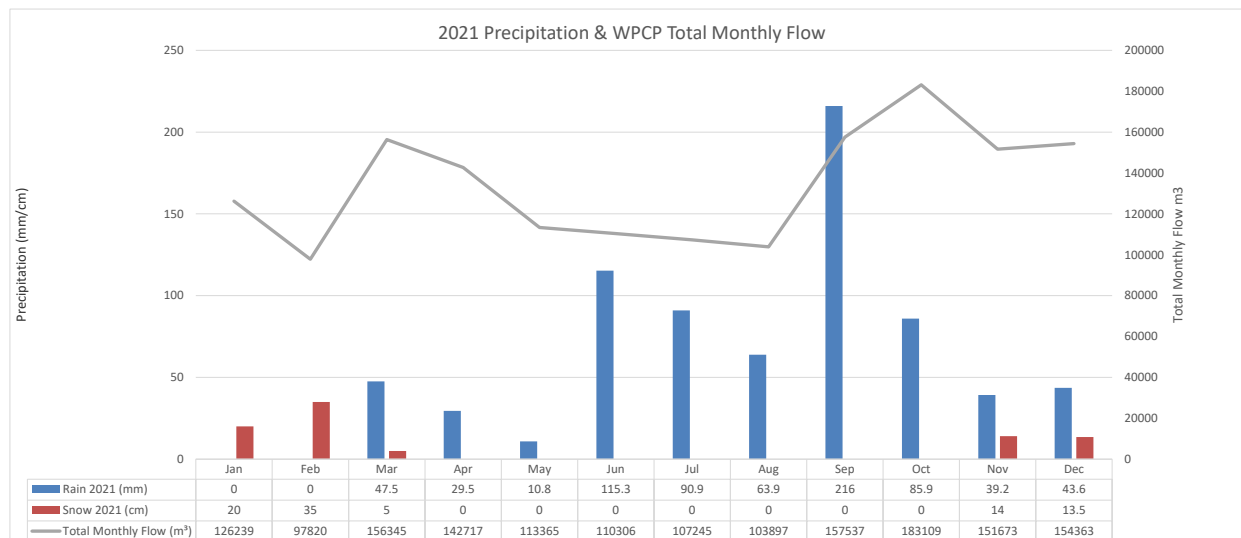
- Plant process By-Pass (Apr 21) – A process pipe blockage caused waste activated sludge (WAS) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m<sup>3</sup> of WAS bypassed clarifiers.
- Final effluent Daily Concentration TSS exceedance (Apr 21) – Final effluent Daily Concentration TSS value (25 mg/L) was exceeded on Apr 21, 2021; Apr. 21 Daily Concentration TSS was 45 mg/L; exceedance was related to reported bypass event on this date.
- Final effluent Daily Concentration Total Phosphorus exceedance (June 01) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on June 01, 2021; June 01 Daily Concentration TP was 1.21 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus exceedance (July 06) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on July 06, 2021; July 06 Daily Concentration TP was 2.29 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus exceedance (Sept 08) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on Sept 08, 2021; Sept 08 Daily Concentration TP was 2.08 mg/L; exceedance was related to industrial load into the system.

The total raw sewage flow treated at the plant was 1,604,616 m<sup>3</sup>. The 2021 annual average daily flow of raw wastewater into the treatment plant was 4,392.04 m<sup>3</sup>/d; this represents 78.9% of the design capacity of 5,560 m<sup>3</sup>/d. The maximum 2021 daily flow of 15,675 m<sup>3</sup> was recorded on Sept 23, 2021.

There was one peak flow rate exceedance in 2021 which occurred on September 23, 2021; high flow was related to heavy rain. This resulted in some operational challenges however, compliance was maintained and bypass/overflows were not experienced.

There were 41 days where the plant's rated capacity of 5,560 m<sup>3</sup>/day was exceeded; all daily rated capacity exceedances were related to weather conditions. The daily rated capacity was exceeded in March, April, September, October, November and December of 2021. Design rated capacity compliance is an annual calculation; annual average rated capacity was compliant.

The Stratford weather station recorded a total of 742.6 mm of rain in 2021; 565 mm of rain was recorded in 2020. The Stratford weather station recorded 87.5 cm of snowfall in 2021; 131.1 cm of snowfall was recorded in 2020.



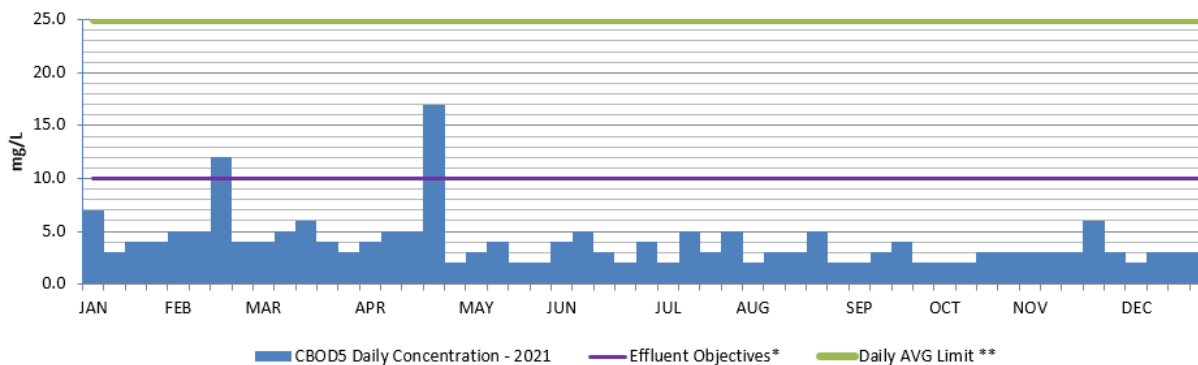
## Carbonaceous Biological Oxygen Demand (CBOD) / Biological Oxygen Demand (BOD)

The Wastewater Treatment Plant (WWTP) is designed to handle a soluble BOD of 100 mg/L and a total BOD of 300 mg/L. The annual average raw sewage BOD<sub>5</sub> concentration into the plant was 426.94 mg/L with a maximum daily concentration of 1560 mg/L. The annual average final effluent CBOD<sub>5</sub> concentration was 3.89 mg/L with a maximum daily concentration of 17 mg/L.

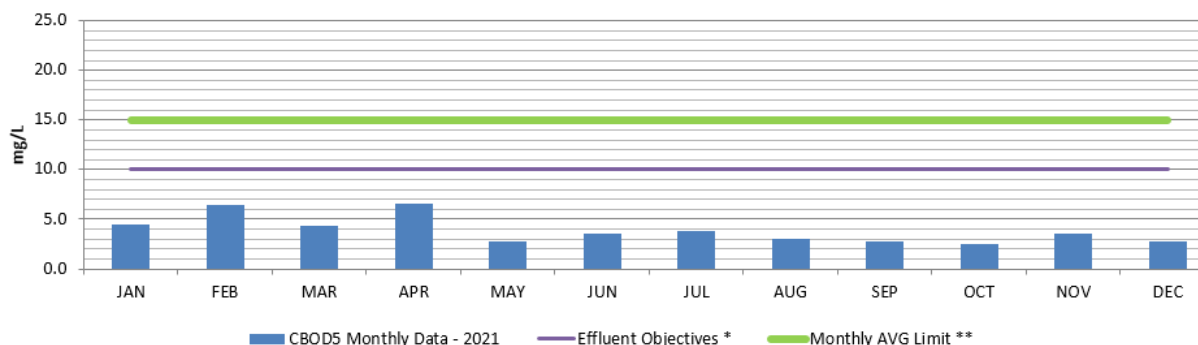
2021 final effluent sample collection results were compliant with ECA identified limits. ECA objectives were not consistently met; 3.7% of the final effluent daily CBOD did not meet the daily objective. Efforts made to meet the objectives and limits include sampling the collection system to ensure we 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 394.99 mg/L, with a maximum daily concentration of 2220 mg/L. The annual average final effluent TSS concentration was 8.45 mg/L with a maximum daily concentration of 45 mg/L.

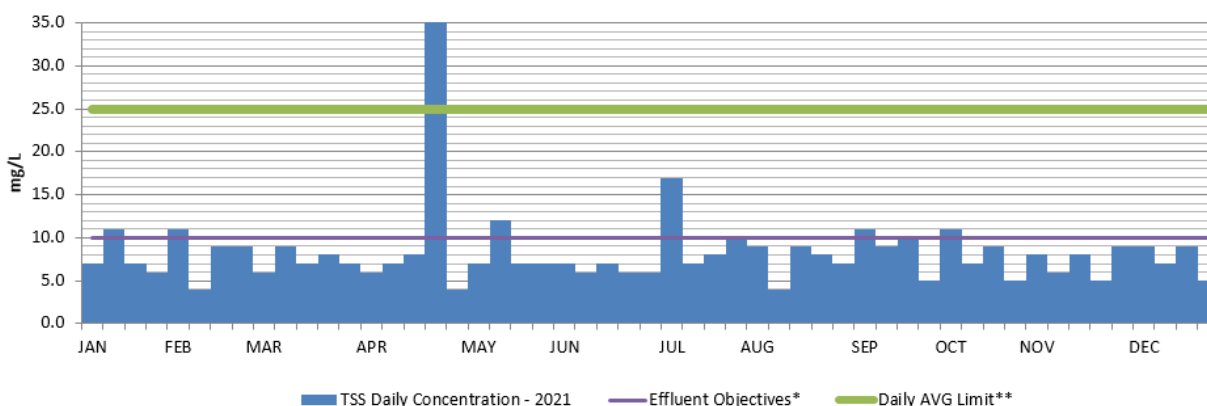
2021 final effluent sample collection results were not consistently compliant with ECA identified limits. April 21<sup>st</sup> a result of 45 mg/L was received exceeding the 25 mg/L daily limit, this result was related to a clarifier by-pass within the plant. ECA objectives were not consistently met; 17% of the final effluent daily TSS & 17 % 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.

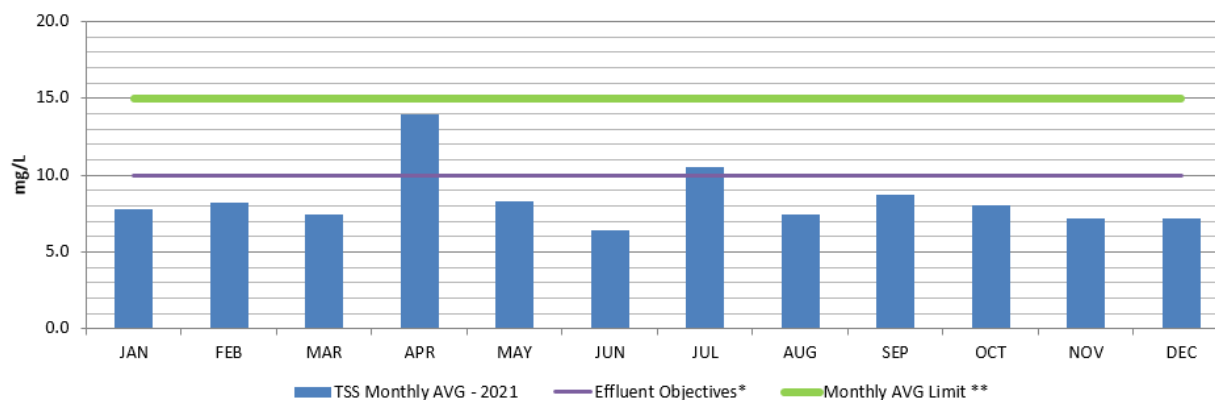
## Effluent - Total Suspended Solids (mg/L)

### ECA Daily Limit - 25



## Effluent - Total Suspended Solids (mg/L)

### ECA Monthly Limit - 15



## Total Phosphorus (TP)

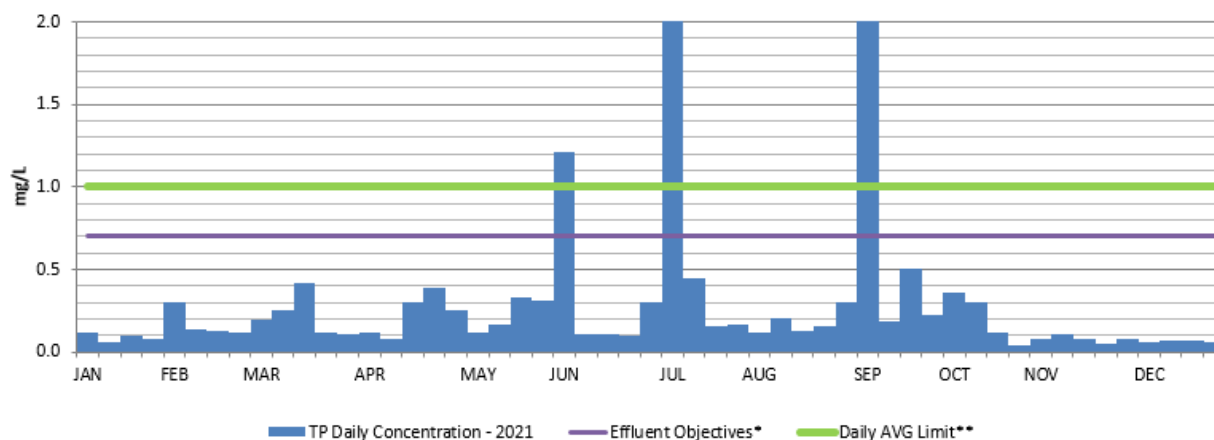
The annual average raw sewage total phosphorus (TP) concentration to the plant was 5.73 mg/L with a maximum daily concentration of 20.3 mg/L. The annual average final effluent TP concentration was 0.28 mg/L with the Maximum being 2.29 mg/L. There were 3 daily non-compliances reported in 2021,

June 1<sup>st</sup> 1.21 mg/l, July 6<sup>th</sup> 2.29 mg/l and September 8<sup>th</sup> 2.08 mg/l. All final effluent non-compliance events were related to industrial shock loads received by the St. Marys WPCP.

5.6 % of the daily Total phosphorus results and 17 % of the monthly average results did not meet the daily objectives for the 2021 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 monitor the effluent for total phosphorus levels in-house and make the required aluminum sulphate and process adjustments as required.

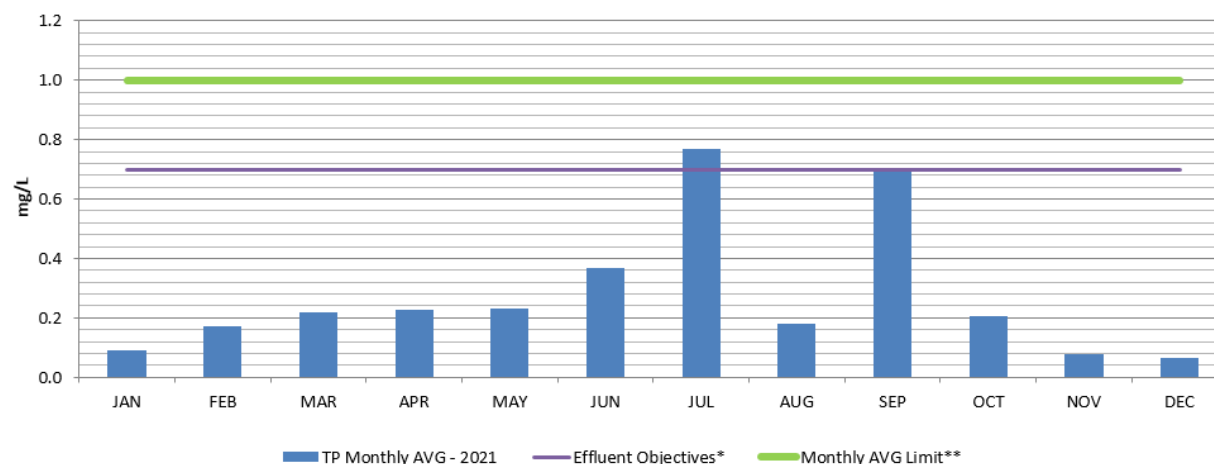
## Effluent - Total Phosphorus (mg/L)

### ECA Daily Limit - 1.0



## Effluent - Total Phosphorus (mg/L)

### ECA Monthly Limit - 1.0



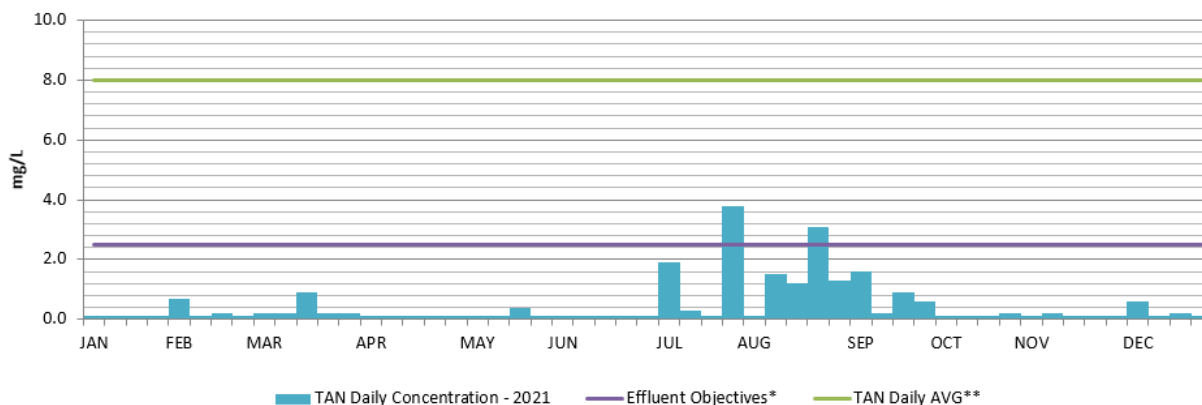
## Total Ammonia Nitrogen (TAN)

The annual average raw sewage TAN concentration to the plant was 18.35 mg/L with a maximum daily concentration of 30.3 mg/L. The annual final effluent TAN concentration was 0.49 mg/L with a maximum daily concentration of 3.8 mg/L.

The daily and monthly limits were met for the 2021 reporting period. 3.7 % of the daily Total Ammonia Nitrogen results did not meet the daily objectives for the 2021 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 monitor the effluent for total ammonia nitrogen levels in-house and make the required process adjustments.

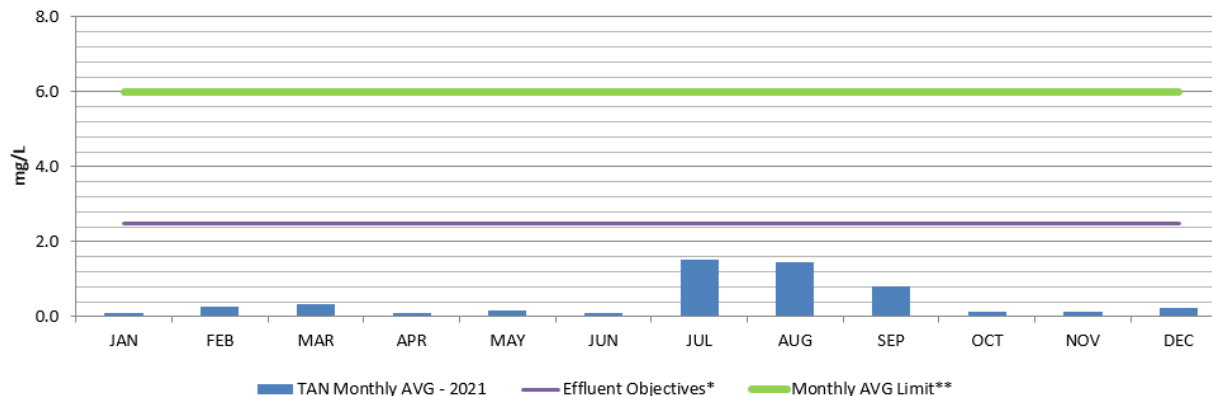
### Effluent - Total Ammonia Nitrogen (mg/L)

#### ECA Daily Limit - 8.0



### Effluent - Total Ammonia Nitrogen (mg/L)

#### ECA Monthly Limit - 6.0

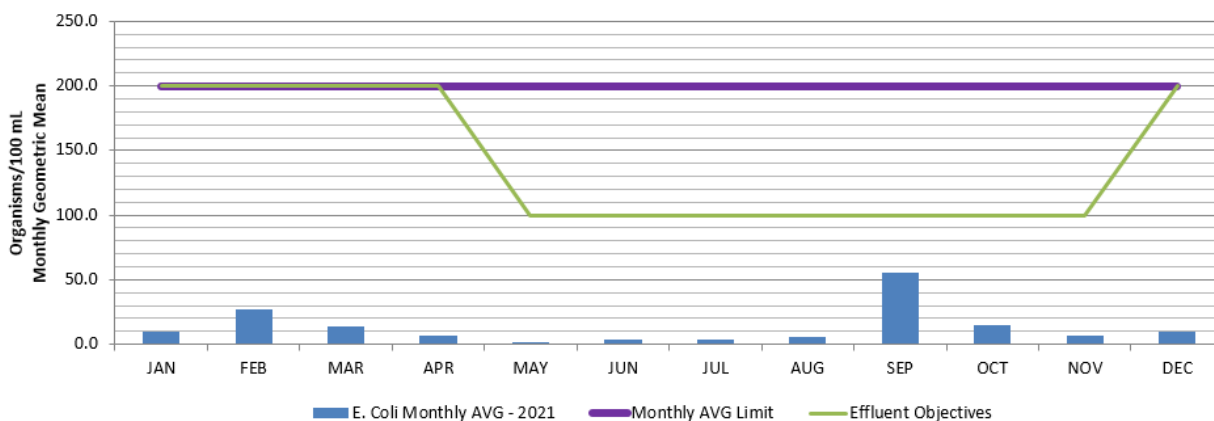


### Escherichia coli (E.Coli)

E. Coli geometric mean density limits and objectives were met during the 2021 reporting period. Samples were taken on a weekly basis and sent to SGS Laboratories for analyzing. In order to maintain compliance operators completed monthly preventative maintenance on the UV system which consists of replacing bulbs and ballasts as required and cleaning UV bulbs and the channels. Daily checks on the units to ensure they are working properly are also completed during daily rounds.

#### Effluent - E. Coli

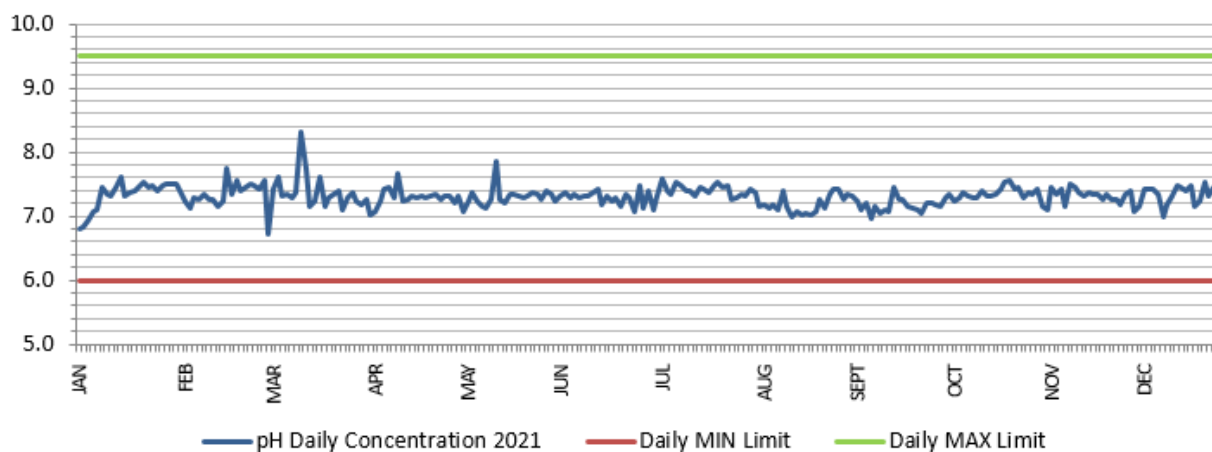
ECA Monthly Limit - 200 organisms per 100 mL



### pH (a figure expressing the acidity or alkalinity)

The limits and objectives for effluent pH were met during the 2021 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 as required. The pH is also monitored in the collection system. Sanitary effluent discharges are regulated by the Town of St. Marys By-law 46-2014.

#### pH Concentration - Daily

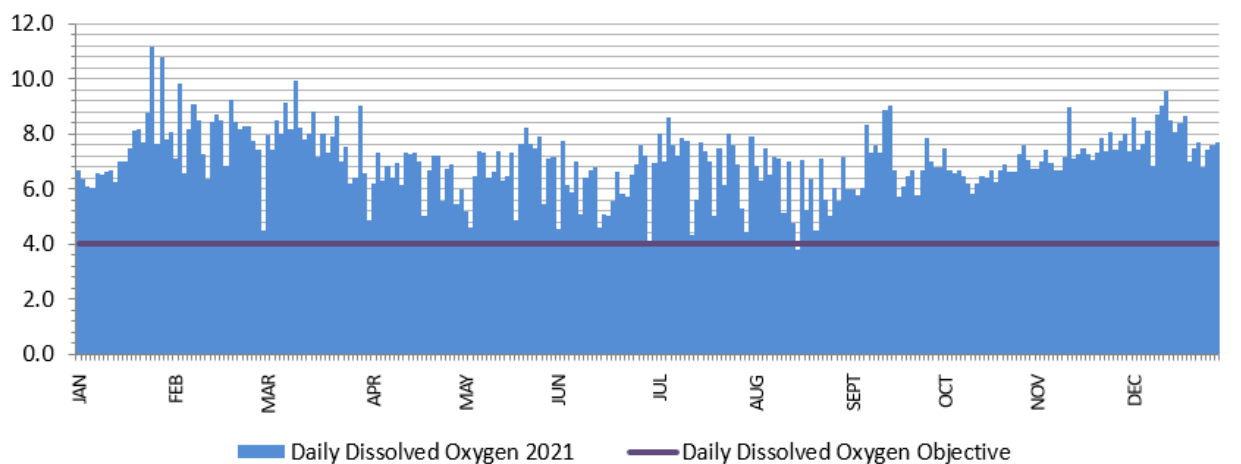


## Dissolved Oxygen (D.O.)

The daily objectives of 4.0 were not met 0.7% of the time for the 2021 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 monitor the effluent DO levels in-house and make the required process adjustments as required. At times the loadings on the plant have caused the daily objective 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 2021. 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
72	54	67	45	58	76	71	69	69	58	64	66	769

## 5.0 FUTURE ALTERATIONS

The Town of St. Marys, in collaboration with the 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

- Lystek Process, Steam Boiler Replacement.
- Aeration Piping Replacement.

## 6.0 CALIBRATION AND MAINTENANCE PROCEDURES

In 2021 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. Classic Fire and Life 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 2021 include: UV bulb and sleeve replacements, raw sewage pump #3 rebuild, Neuros blower annual maintenance, gas boiler and steam boiler annual maintenance, New pump for Robinson St PS, Sludge Storage tank lids, Centrifuge main motor replacement, Clarifier #1 sandblasting and painting, Raw Sewage miltronics replacement, drum thickener polymer pump and mixer bearing assembly replacements, RAS pump #1 replacement, DO sensor repair and replacement.

## 7.0 BIOSOLIDS

In the summer of 2021, Lystek International Inc and the Town of St. Marys renewed 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 2021 a total of 3,154 cubic metres of LysteGro product was hauled from St. Marys WWTP either to on-farm storage, or directly to field site. This is a 10% decrease when compared to 2020 when a total of 3,496 cubic metres was hauled from the WPCP. 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 2021 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 2022. All biosolids sample analysis was carried out by SGS Lakefield Research Ltd.

## 8.0 BY-PASS, SPILLS OR ABNORMAL DISCHARGE

There was one process By-pass in 2021.

- Plant process By-Pass (Apr 21) – A process pipe blockage caused WAS (waste activated sludge) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m<sup>3</sup> of WAS bypassed clarifiers.

There were no formal odour complaints in 2021

## 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 was one LOF completed in 2021, the LOF was for a new RAS pump, this replacement pump has similar function and capacities of the old units. A copy of this notice can be found in **Appendix C** of this report.

## 10.0 REMOVAL RATES

Removal rates were as follows: CBOD<sub>5</sub> (99.1%), TSS (97.9%) and Total Phosphorus (95.2%) 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:  
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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: 01/01/2021 to 31/12/2021

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021	<--Total-->	<--Avg-->	<--Max-->	<--Criteria-->
<b>Flows:</b>																
Raw Flow: Total - Raw Sewage (m³)	126239.00	97820.00	156345.00	142717.00	113365.00	110306.00	107245.00	103897.00	157537.00	183109.00	151673.00	154363.00	1604616.00			
Raw Flow: Avg - Raw Sewage (m³/d)	4072.23	3493.57	5043.39	4757.23	3656.94	3676.87	3459.52	3351.52	5251.23	5906.74	5055.77	4979.45		4392.04		
Raw Flow: Max - Raw Sewage (m³/d)	4843.00	4331.00	7787.00	6676.00	4431.00	5159.00	4381.00	3971.00	15675.00	8732.00	6279.00	6656.00			15675.00	
Eff. Flow: Total - Final Effluent (m³)	154147.00	102764.00	161794.00	155321.00	131959.00	82041.00	78043.00	82698.00	112868.00	133948.00	130413.00	105860.00	1431856.00			
Eff. Flow: Avg - Final Effluent (m³/d)	4972.48	3670.14	5219.16	5177.37	4256.74	2734.70	2517.52	2667.68	3762.27	4320.90	4347.10	3414.84		3921.74		
Eff. Flow: Max - Final Effluent (m³/d)	22610.00	5204.00	8323.00	6889.00	5439.00	3554.00	3219.00	3083.00	7747.00	5469.00	5371.00	4249.00			22610.00	
<b>Carbonaceous Biochemical Oxygen Demand: CBOD:</b>																
Eff: Avg cBOD5 - Final Effluent (mg/L)	4.500	6.500	4.400	< 6.600	< 2.750	< 3.600	3.750	< 3.000	< 2.750	< 2.500	3.600	< 2.750		< 3.892	6.600	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	4	4	5	5	4	5	4	5	4	4	5	4	53			
Loading: cBOD5 - Final Effluent (kg/d)	22.376	23.856	22.964	< 34.171	< 11.706	< 9.845	9.441	< 8.003	< 10.346	< 10.802	15.650	< 9.391		< 15.713	34.171	
<b>Biochemical Oxygen Demand: BOD5:</b>																
Raw: Avg BOD5 - Raw Sewage (mg/L)	342.500	318.750	534.800	827.250	367.000	327.200	485.750	559.200	338.250	272.250	338.800	411.500		426.938	827.250	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52			
<b>Total Suspended Solids: TSS:</b>																
Raw: Avg TSS - Raw Sewage (mg/L)	365.000	192.000	872.000	993.000	276.500	261.600	287.750	287.800	229.750	227.750	308.000	438.750		394.992	993.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52			
Eff: Avg TSS - Final Effluent (mg/L)	7.750	8.250	7.400	14.000	8.250	6.400	10.500	7.400	8.750	8.000	7.200	7.500		8.450	14.000	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	4	4	5	5	4	5	4	5	4	4	5	4	53			
Loading: TSS - Final Effluent (kg/d)	38.537	30.279	38.622	72.483	35.118	17.502	26.434	19.741	32.920	34.567	31.299	25.611		33.593	72.483	
Percent Removal: TSS - Raw Sewage (mg/L)	97.877	95.703	99.151	98.590	97.016	97.554	96.351	97.429	96.192	96.487	97.662	98.291			99.151	
<b>Total Phosphorus: TP:</b>																
Raw: Avg TP - Raw Sewage (mg/L)	4.840	5.635	8.790	10.768	5.480	5.480	5.230	5.156	3.657	3.205	5.538	5.018		5.733	10.768	
Raw: # of samples of TP - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52			
Eff: Avg TP - Final Effluent (mg/L)	0.090	0.173	0.218	0.228	0.233	0.366	0.768	0.182	0.745	0.205	0.080	0.065		0.279	0.768	1.0
Eff: # of samples of TP - Final Effluent (mg/L)	4	4	5	5	4	5	4	5	4	4	5	4	53			
Loading: TP - Final Effluent (kg/d)	0.448	0.633	1.138	1.180	0.990	1.001	1.932	0.486	2.803	0.886	0.348	0.222		1.005	2.803	
Percent Removal: TP - Raw Sewage (mg/L)	98.140	96.939	97.520	97.883	95.757	93.321	85.325	96.470	79.631	93.604	98.555	98.705			98.705	
<b>Nitrogen Series:</b>																
Raw: Avg TKN - Raw Sewage (mg/L)	28.450	33.075	52.620	61.675	31.725	28.740	32.850	31.180	20.650	18.825	40.020	33.350		34.430	61.675	
Raw: # of samples of TKN - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.100	< 0.275	0.340	< 0.100	< 0.175	< 0.100	< 1.525	1.440	0.825	< 0.125	< 0.120	< 0.250		< 0.448	1.525	
Eff: # of samples of TAN - Final Effluent (mg/L)	4	4	5	5	4	5	4	5	4	4	5	4	53			
Loading: TAN - Final Effluent (kg/d)	< 0.497	< 1.009	1.775	< 0.518	< 0.745	< 0.273	< 3.839	3.841	3.104	< 0.540	< 0.522	< 0.854		< 1.460	3.841	
<b>Disinfection:</b>																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	9.641	27.432	13.742	6.756	2.000	3.641	3.364	5.827	55.570	14.983	6.505	9.964		13.285	55.570	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	4	4	5	5	4	5	4	5	4	4	5	4	53			

## **APPENDIX B**

### **WMS REPORT**

Work Order List	
PM	Description
15902	Alarm Dialer 01 Emily St. PS Testing (1m) 5520
14721	Alarm Dialer 01 Queen PS Testing (1m) 5520
14722	Alarm Dialer 01 Robinson PS Testing (1m) 5520
14720	Alarm Dialer Testing (1m) 5520
14697	Analyzer Gas Quad Detector Insp/Service (6m) 5520
15244	Blower Cent Turbo Insp/Service (1m/3m/1y) 5520
14698	Blower Centrifugal 01 Aeration Insp/Service (1y) 5520
14699	Blower Centrifugal 02 Aeration Insp/Service (1y) 5520
14700	Blower Centrifugal 03 Aeration Insp/Service (1y) 5520
34913	Blower Room Greasing (1m) 5520
14701	Boiler Industrial Heating Eqmt Insp/Service (1y) 5520
14702	Boiler Preheat Tank Water Insp/Service (1y) 5520
15038	Chemical System Flushing (6m) 5520
14703	Conveyor 01 Rake Grit Insp/Service (1y) 5520
15042	Daily O&M Activities Emily Pumping Station (1m) 5520
15044	Daily O&M Activities Queen Pumping Station (1m) 5520
15046	Daily O&M Activities Robinson Pumping Station (1m) 5520
33812	Daily O&M Activities St Marys WWTP (1m) 5520
15048	Daily O&M Activities St Marys WWTP (1m) 5520
33579	Daily O&M Pumping Stations (1m) 5520
26588	Daily O&M St. Marys WWTP - Well Houses - Pumping Stations (1m) 5520 1262
34335	Detroit Route Insp/Maint (1m) 5520
15040	Do Probe Calibration (1y) 5520
14704	Drive VFD 02 RAS Pump Insp/Service (3y) 5520
14705	Drive VFD 03 RAS Insp/Service (3y) 5520
34203	EMERGENCY LIGHTING ROUTE Insp/service (1m) 5520
15179	Engine Diesel Queen St PS Insp/Service (1y) 5520
15178	Engine Diesel Queen St PS Insp/Test (1m) 5520
32250	Engine Diesel Queen St PS Insp/Test (1m) 5520
15193	Engine Diesel Robinson St Insp/Service (1y) 5520
15192	Engine Diesel Robinson St PS Insp/Test (1m) 5520
15187	Engine Diesel St. Mary's WWTP Insp/Service (1y) 5520
15186	Engine Diesel St. Mary's WWTP Insp/Test (1m) 5520
19947	Equipment Maintenance (1m) 5520
34474	EYEWASH ROUTE Inspection/Service (1m) 5520
34200	Fan Exhaust Duct Lystek Building Insp/Maint (1m) 5520
34201	Fan Exhaust Route Insp/Service (6m) 5520
14706	Filter Air 01 Carbon Sludge Insp/Service (1y) 5520

33600	Fire Alarm Insp/Maint (1y) 5520
33575	FIRE EXTINGUISHER ROUTE Insp/Service (1m)5520
14511	Flame Arrester Route Insp/Service (1y) 5520
15441	Flame Arrestor Service (1y) 5520
15180	Grinder Comminutor 01 Influent Insp/Service (1m/1y) 5520
14707	Grinder Muffin Monster Bar Insp/Service (1y) 5520
34233	Heater Route Insp/Service (6m) 5520
26559	Joint Health & Safety Training Review (3m) 5520
33888	Lifting Device Manhoist Route (1y) 5520
14512	Lifting Device Route (1y) 5520
14513	MCC Route Insp/Service (3y) 5520
14708	Meter Flow Digested Sludge Insp/Service (1y) 5520
14709	Meter Flow Effluent Bypass Insp/Service (1y) 5520
14710	Meter Flow Fit1 RAS Insp/Service (1y) 5520
14711	Meter Flow RAS Insp/Service (1y) 5520
14712	Meter Flow Thickened Was Insp/Service (1y) 5520
14713	Meter Flow Velocity Final Effluent Insp/Service (1y) 5520
14714	Meter Level 01 Robinson St Insp/Service (1y) 5520
34199	Meter Level Dewatered Sludge Insp/Service (1y) 5520
14715	Meter Level Raw Sewage Insp/Service (1y) 5520
14716	Meter Level Supernate Wet Well Insp/Service (1y) 5520
14717	Mixer 01 Grit Organic Pump Insp/Service (1y) 5520
14718	Mixer Polymer Reactor Insp/Service (1y) 5520
14719	Mixer Subm 01 Sludge Storage Insp/Service (1y) 5520
32109	Monthly OHSA Workplace Inspection (1m) - 5520
15036	MSDS Review Route (6m) 5520/1262
15448	OG111 OCWA's Fleet Policy Review (1y) 1262 & 5520
15450	OG111 OCWA's Fleet Policy Review (1y) 5520
15539	OG12 Valve or Meter Chamber Inspection (1y) 5520
15428	OG15 Facility OHSA Inspection (1m) 5520
15406	OG35 FEP Review (1y) 5520
15478	Operation SOP Manual Review and Update (2y) 5520
15037	PH Probe Insp/Calib (1m) 5520
15188	Pump Cent 01 Return Sludge Insp/Service (1m/1y) 5520
15189	Pump Cent 01 Return Sludge Insp/Service (1m/1y) 5520
15190	Pump Cent 03 Return Sludge Insp/Service (1m/1y) 5520
14723	Pump Cent Aeration Drain Insp/Service (1y) 5520
14724	Pump Cent Lystek Prod Pump Insp/Service (1y) 5520
14725	Pump Cent Lystek Prod Pump Insp/Service (1y) 5520
14726	Pump Cent P225 Booster Insp/Service (1y) 5520
14727	Pump Cent Sludge Loading Insp/Service (1y) 5520
14728	Pump Peristaltic Chemical Metering Insp/Service (3m) 5520
14729	Pump Prog Cav 01 Thickened Sludge Insp/Service (1y) 5520

14730	Pump Rot Lobe 01 Digester Insp/Service (1y) 5520
15191	Pump Rot Lobe Insp/Service (1m/1y) 5520
14731	Pump Subm 01 Queen St Insp/Service (1y) 5520
14732	Pump Subm 01 Raw Sewage Insp/Service (1y) 5520
14733	Pump Subm 01 Robinson St Insp/Service (1y) 5520
14734	Pump Subm 02 Queen St Insp/Service (1y) 5520
14735	Pump Subm 02 Raw Sewage Insp/Service (1y) 5520
14736	Pump Subm 02 Robinson St Insp/Service (1y) 5520
14737	Pump Subm 03 Raw Sewage Insp/Service (1y) 5520
14738	Pump Subm Lawn Water Insp/Service (1y) 5520
14739	Pump Subm P-23 Supernate Insp/Service (1y) 5520
14740	Pump Subm P-24 Supernate Insp/Service (1y) 5520
14741	Pump Subm Sludge Loading Insp/Service (1y) 5520
14742	Pump Twas Smart Turner Insp/Service (1y) 5520
14743	Pump Twas Smart Turner Insp/Service (1y) 5520
33618	RAS PUMP #1 Insp/Maint (1m) 5520
35258	RAS PUMP MOTOR 1 Insp/Maint (1m) 5520
33622	RAS PUMP MOTOR 2 Insp/Maint (1m) 5520
14744	Recorder Chart Methane Gas Insp/Service (1y) 5520
15505	Review General Data WISKI (3m) 5520
14745	Sampler 01 Auto Effluent Insp/Service (1y) 5520
14603	Sampler 01 Raw Influent Service (1y) 5520
15788	Sampling and Testing (1m) 5520
15525	Sampling Calendar Review (1y) 5520
14746	Screen 01 Detroit Tank Components Insp/Service (1y) 5520
15039	Spill Kit Inspect (6m) 5520/1262
31268	St. Marys Systems On Call Activities (1m) 1262/5520
33810	Supervisor Spot Check (3m) 5520
15041	Supervisor Spot Check (3m) 5520
15181	Tank Clarifier 01 Insp/Service (1m/1y) 5520
28270	Tank Clarifier 02 Insp/Service (1m/1y) 5520
31846	Tank Clarifier 02 Inspection/Maintenance (1m) 5520
15182	Tank Clarifier 03 Insp/Service (1m/1y) 5520
15183	Tank Clarifier 04 Insp/Service (1m/1y) 5520
14747	Tank Hot Water Heater Electric Insp (1y) 5520
33581	TPM Insp/Maint Collection System (1m) 5520
15043	TPM Insp/Maint Emily Pumping Station (1m) 5520
33580	TPM Insp/Maint Pumping Stations (1m) 5520
15045	TPM Insp/Maint Queen Pumping Station (1m) 5520
15047	TPM Insp/Maint Robinson Pumping Station (1m) 5520
26566	TPM Insp/Maint St Marys Collection System (1m) 5520
15049	TPM Insp/Maint St Marys WWTP (1m) 5520
34241	UPS Route Insp/Service (1m) 5520

15185	Uv Light Bank 01 Effluent Insp/Clean/Service (1m/1y) 5520
15184	Uv Light Bank 02 Effluent Insp/Clean/Service (1m/1y) 5520
28467	Valve Check 01 RAS Return Activated Sludge Insp/Service (1 y) 5520
14748	Valve Relief Press Insp/Service (1y) 5520
14749	Valve Relief Press Insp/Service (1y) 5520
14750	Valve Relief Press Insp/Service (1y) 5520
26555	Vehicle Winter Supply Check (1y) 5520
34182	VFD Route Electrician Insp/Maint (1y) 5520
15547	WHMIS/MSDS/NSF Review and Update (1y) 5520
15569	WISKI Review (1m) 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

(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)

ECA Number 4934-AH9S98	Issuance Date (mm/dd/yy) 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

(Attach a detailed description of the sewage works)

See attached page.

Description shall include:

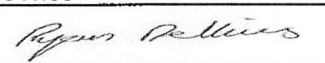
1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)
2. Confirmation that the anticipated environmental effects are negligible.
3. List of updated versions of, or amendments 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

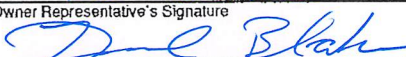
Name (Print) Ryan DeVries	PEO License Number 100183886
Signature 	Date (mm/dd/yy) 08/19/2021
Name of Employer B. M. Ross and Associates Limited	

### 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 *Environmental Assessment Act*.

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/yy) 08/20/21

**Notes for Notice of Modification****St. Marys WPCP Equipment Replacement – Page 25, Part 2**

The Town is working towards replacing the 2nd existing RAS pump. The first was replaced in 2020. 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.

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



# FORMAL REPORT

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

**Prepared by:** Dave Blake, Environmental Services Manager

**Date of Meeting:** 22 March 2022

**Subject:** **PW 25-2022 Engineering Services for Aeration Piping Replacement**

## PURPOSE

This report presents Council with information related to engineering design services associated with the capital replacement of the aeration system piping at the Water Pollution Control Plant (WPCP). Staff are requesting approval for sole source procurement of design engineering services.

## RECOMMENDATION

**THAT** report PW-25-2022, Engineering Services for Aeration Piping Replacement be received; and  
**THAT** Council approves a sole source of this work to B.M. Ross and Associates Ltd. for a cost of \$27,830.00, plus HST.

## BACKGROUND

Staff updated the wastewater system long term capital plan in mid-2021 which planned for aeration system piping replacements to occur in future years starting around 2024. The plan was for one cell to be completed per year for three years to lessen the financial impact of the planned project. Unfortunately, through subsequent process reviews, increased pipe failure rates and the overall condition of the piping system being viewed as having negative effects on the blower system, it was strongly recommended by the Town's Operating Authority that this project be moved forward. As such, at the February 15, 2022 Strategic Priorities Committee (SPC) meeting, a report was brought forward for consideration to move the project forward to 2022 as an unbudgeted project, with all three aeration cells having the piping replaced at the same time.

The following resolution was carried by SPC which was accepted at Council at the Regular Council Meeting on March 8<sup>th</sup>, 2022 approving the project to proceed:

### ***Resolution 2022-02-15-05***

***Moved By:*** Councillor Hainer

***Seconded By:*** Councillor Craigmile

***THAT*** report PW 08-2022, Aeration System Piping Replacement be received for information; and,

***THAT*** the Strategic Priorities Committee recommends to Council:

***THAT*** the replacement of the aeration system piping at the WPCP be advanced on the Capital Plan to 2022; and,

***THAT an unbudgeted amount of \$480,000.00 + HST be approved for aeration system piping replacements in 2022 to be funded through wastewater reserves.***

This report provides Council with a recommendation for procuring Engineering Services to facilitate the design review, tender development, and contract management for the project's completion.

## **REPORT**

The scope of work would see the design engineering services completed for the replacement of the aeration system piping at the WPCP from all three (3) cells, including tender development and contract administration in 2022.

Staff recommends sole sourcing the required works to B.M. Ross and Associates Limited as they are familiar with the site conditions, existing design aspects, capacity considerations of the system and future expansion plans at the facility. This is based on their involvement with the facility on the initial Class Environmental Assessment works, circa 2014, Optimization Study of the facility in circa 2016, condition assessments in 2017 and capital expansion estimates in 2022.

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 to the Town. The rationale for this is that B.M. Ross and Associates Ltd. has a very strong and detailed history of the facility, its capacity considerations and capital maintenance and replacement planning that will facilitate an expedited delivery of services resulting in a cost-effective task delivery.

## **FINANCIAL IMPLICATIONS**

The project was approved to proceed with an overall budget of \$480,000.00 + HST which included an Engineering Allowance of approximately \$39,000.00.

The proposed engineering services have now been estimated at \$27,830.00 + HST for this project representing an initial cost savings on this portion of the project over initial estimates.

This project is to be funded through wastewater reserves.

## **SUMMARY**

Based on information within this report, staff recommends that B.M. Ross and Associates Ltd. be retained by the Town to complete the design engineering services and contract management for the replacement of the aeration system piping at the WPCP. This recommendation is made based on the firm's detailed historical knowledge of the Town's WPCP through recent condition assessments, completion of the Optimization Study at the facility and review for capital expansion considerations.

## **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 infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
    - Tactic(s): Identify immediate needs in the community.

## **OTHERS CONSULTED**

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

## ATTACHMENTS

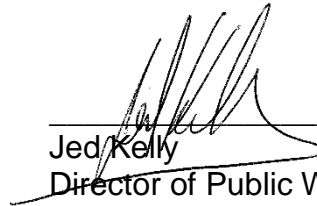
None.

## REVIEWED BY

### Recommended by the Department

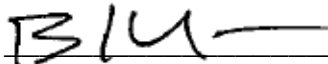
A handwritten signature in black ink, appearing to read "Dave Blake", written over a horizontal line.

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

A handwritten signature in black ink, appearing to read "Jed Kelly", written over a horizontal line.

Jed Kelly  
Director of Public Works

### Recommended by the CAO

A handwritten signature in black ink, appearing to read "Brent Kittmer", written over a horizontal line.

Brent Kittmer  
Chief Administrative Officer

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>PW 20-2022 Pride Banner Recognition Program</b>

### PURPOSE

To update Council on project status and finalize Pride banner recognition program.

### RECOMMENDATION

**THAT** PW 20-2022 Pride Banner Recognition Program report be received; and

**THAT** Council approves the Pride Banner Recognition Program as detailed in report PW 20-2022; and

**THAT** Staff be directed to draft operational budget allocations for subsequent years to support the annual display of Pride Banners.

### BACKGROUND

As of June 2021, the Canadian Broadcast Corporation (CBC) estimates that 1 million Canadians identify as LGBTQ+. LGBTQ+ is the acronym for “Lesbian, gay, bisexual, transgender, questioning plus others”, questioning referring to individuals that are still undetermined about their sexual orientation and gender identity.

In 1978, the San Francisco community created the Pride rainbow flag as a symbol to celebrate the LGBTQ+ community, the intention of the flag was to reflect the diversity of that community. Over time the flag symbol has changed and has been converted into other features such as clothing, materials, and pavement markings. The pavement marking symbol is still new in Ontario, however, the number of LGBTQ+ rainbow pavement markings continue to increase as municipalities choose to integrate them into their respective road networks to recognize the LGBTQ+ community.

Meant as a symbol of inclusion, the Pride markings themselves have undergone several design changes throughout the years to recognize different segments of the core LGBTQ+ group. See Attachment 1 – Pride Flag Types and Meaning (provide by the Stratford-Perth Pride). These alterations consist of color modifications to intricate and complex designs. Staff have been advised that more than 20 different designs of Pride markings currently exist. In addition, the markings themselves have been adopted by many urban centres and regarded as a community art project, often adding vibrant colors in contrast of the urban core. Stratford Perth Pride association has provided samples and explanation of each of their respective meaning. Please see **Attachment 1 – Pride Flags and Meaning** for additional detail.

## REPORT

As part of the 2022 budget process, staff have presented a series of reports discussing options for recognizing Pride, including program options with their respective costing in contrast to budget and lifecycles.

During the January 18<sup>th</sup>, 2022 budget session, Council directed staff to proceed with a banner program in the Downtown, the motion is as follows:

### ***Resolution 2022-01-18-06***

***Moved By Councillor Luna***

***Seconded By Councillor Winter***

***THAT PW 02-2022 Rainbow Markings Concept – Project Update report be received; and***

***THAT Staff are directed to finalize design and installation plans for Option 5 – Banners; and***

***THAT Staff are directed to report back on banner program details that does not exceed capital allocation of \$3,500 plus \$1,000 for installation.***

**CARRIED**

Staff have proceeded with the project, and in consultation with Stratford Perth Pride, has obtained a vendor to create a draft layout for the Downtown Core. **Please see Attachment 2 - Pride Banner Layout Concept.**

The layout as proposed incorporates:

- 12 Inclusion banners displayed mid-block from May 1 to Nov 1 seasonally (**Red Circles in the attachment**)
- 18 locations displaying other styles of the flag, representing sub-segments in the Pride initiative, from June 1<sup>st</sup> to June 30<sup>th</sup> (**Blue Circles in the attachment**). After June 30<sup>th</sup>, these 18 locations would be switched over to Town's seasonal banners and coordinated through the Communications Department.

### **Consultation**

Staff have engaged all available contacts for both organized and unorganized local Pride organizations. At the time of the report, no negative comments have been received, with Stratford Perth Pride expressing an overall a high level of support and praise for Council's direction moving forward with the banner recognition initiative. Specifically, staff sought comments pertaining to banner layout & banner quantities. Using the received comments, staff have adjusted the layout plan accordingly.

## **FINANCIAL IMPLICATIONS**

A quotation was sent to known area vendors in February of 2022. The specifications mirror the "Strong as Stone" banners as those banners have provided a template for the Town. The material is less costly in comparison to other materials, and they are readily available and appear to have a long service life.

Additional "spare" Inclusion banners will be ordered and kept on hand in case of damages or vandalism for rapid replacement. To avoid contracted installation costs Public Works staff have completed ladder safety training, installation labour costs of the banners will be absorbed into existing operational PW budget.

Table 1. Banner Program Financial Implications

Supply and Deliver for Qty 32 banners. (Net of HST)	\$2359.61
Purchase of Vector Art Work	Approx. \$250
Installation, Maintenance and Removal. (Included in PW Operational Budget)	Approx. \$700
<b>Total Projected Cost for 2022</b>	<b>\$3309.61</b>

Post 2022, operational costs are expected to be approximately \$700 for labour due to installation and removal cost. Also, moderate periodic replacement of damaged or worn banners of \$250 should be expected. All associated costs to maintain the Pride banner recognition program will be incorporated into the subsequent public works operational budgets.

## SUMMARY

Town staff have proposed a range of rainbow Pride recognition installation options to celebrate and promote inclusion of the LGBTQ+ community. These include crosswalk marking (roadway marking paint, or thermoplastics), pavement/sidewalk markings and consideration of a new Downtown banner program. **See PW 02-2022 Rainbow Markings Concept – Project Update**

During the January 18<sup>th</sup>, 2022 budget deliberation, Council selected the creation of a new Pride banner recognition program, to be implemented in 2022.

The new Pride banner program is projected to cost \$3,309.61 for 2022, and subsequent annual costs to be \$1000.00.

If approved by Council, Town staff anticipate that the banners can be installed for June 1, 2022.

## STRATEGIC PLAN

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

- Pillar #4 Culture & Recreation:
  - Outcome: Protecting St. Marys' unique heritage assets while planning for growth in key sectors will require an integrated and balanced approach. The downtown should be perceived as a safe, central and culturally vibrant gathering area. Ultimately, the transition will be to transform St. Marys from a heritage to a cultural experience. In order to achieve this, evaluate the Heritage Conservation District Plan (HCDP).
  - Tactic(s):
    - Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre
    - Make the downtown pedestrian-friendly through streetscape design

## OTHERS CONSULTED

Eric Charbonneau, Stratford-Perth Pride

AJ Adams, Stratford-Perth Pride

## ATTACHMENTS

#1 – Pride Flags and Meanings

#2 – Pride Banner Layout Concept

## **REVIEWED BY**

### **Recommended by the Department**



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Jed Kelly

Director of Public Works

### **Recommended by the CAO**



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Brent Kittmer

Chief Administrative Officer

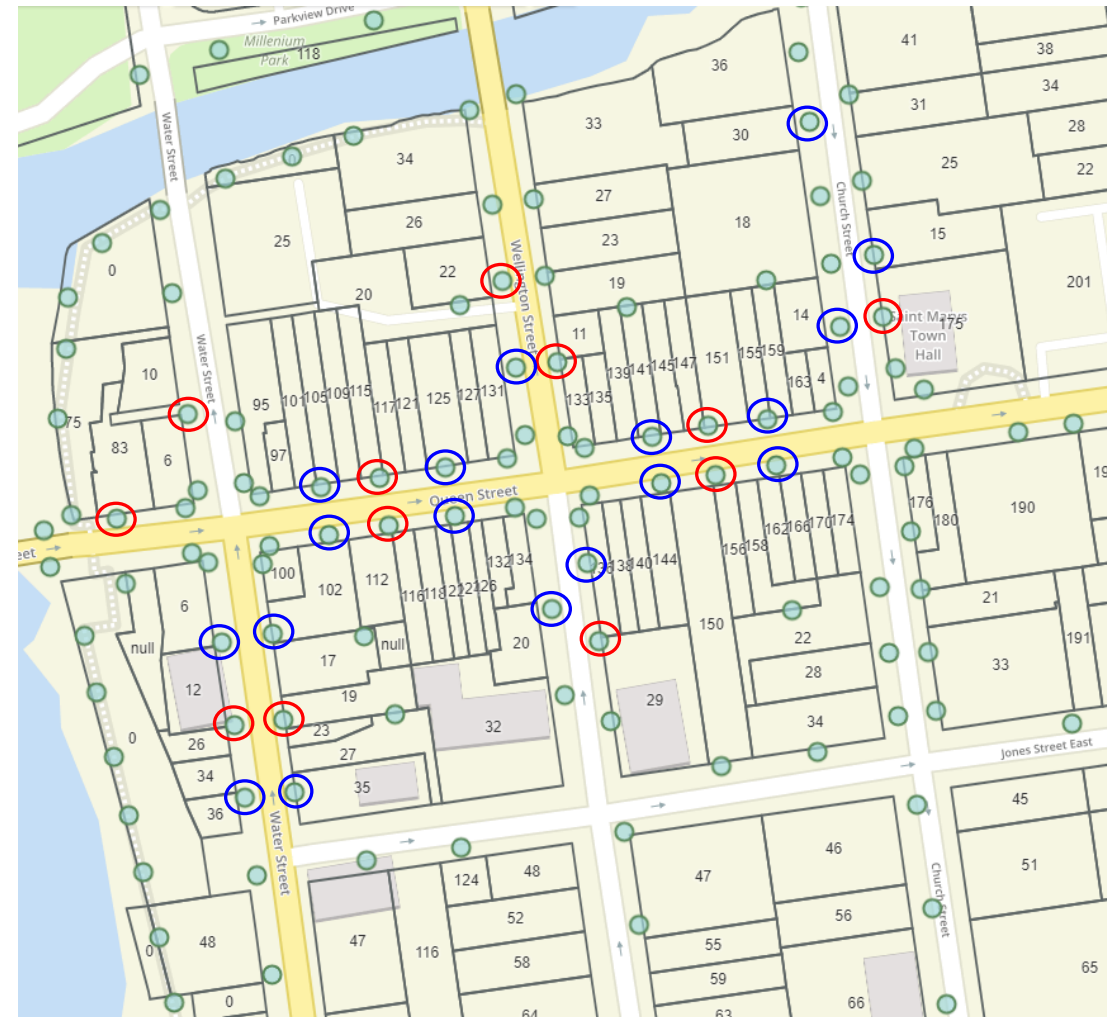
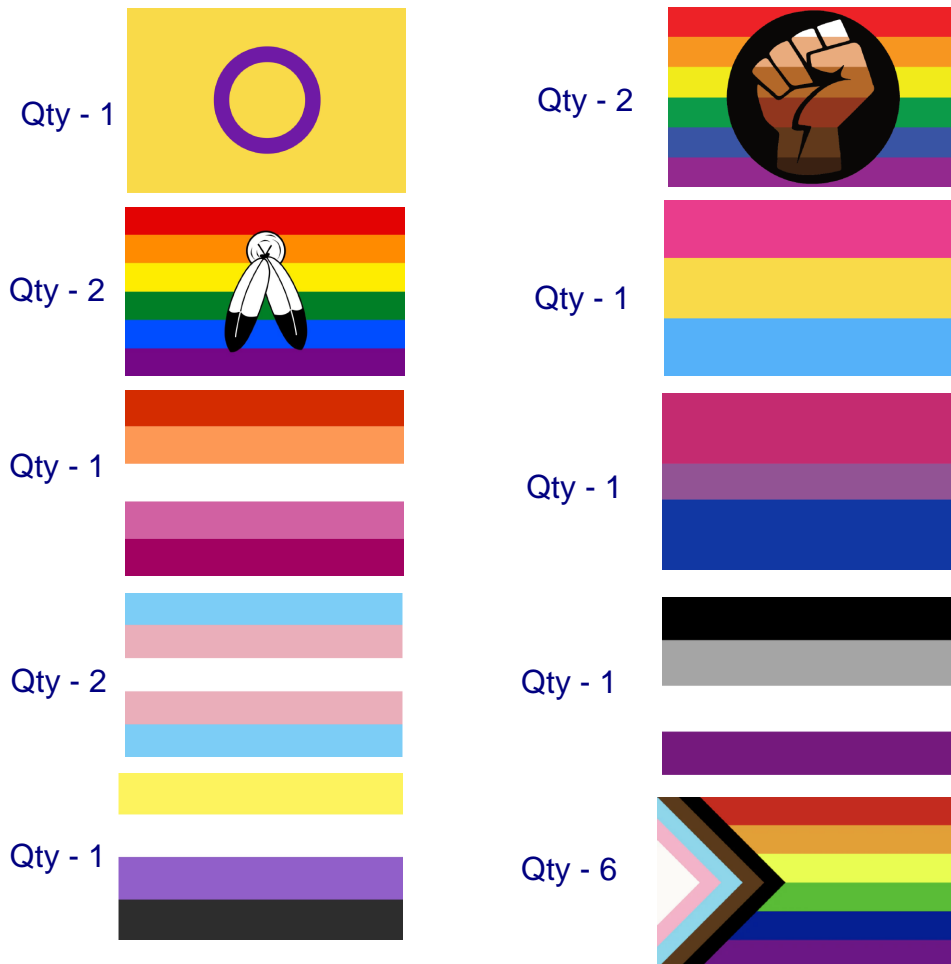
## Attachment 2 - Pride Banner Layout Concept



○ Qty - 12 - Seasonal Display -  
May 1 to Nov 1

○ Qty - 18 - Pride Month - June

### Light Standards with Fixed Banner Hardware:



## 1. Rainbow Pride Flag



This iteration of the flag, which omits the pink and turquoise stripes from Gilbert's original flag, has been popular since the 1980s. This flag is used to symbolize the overall LGBTQ community. Many organizations and businesses use this flag as a symbol to show that their establishment is a safe space for everyone in the community.

## 2. "Progress" Pride Flag



This flag was created in 2018 by Daniel Quasar in response to Philly's updated pride flag. It combines the colors and stripes from Philly's version of the pride flag and the colors of the transgender pride flag.

On the flag's Kickstarter, Quasar says, "When the Pride flag was recreated in the last year to include both black/brown stripes as well as the trans stripes included this year, I wanted to see if there could be more emphasis in the design of the flag to give it more meaning." The arrow points to the right to show forward movement, while being along the left edge shows that progress still needs to be made.

### 3. Transgender Flag



This flag was created by transgender woman Monica Helms in 1999. Pride quotes her saying, "The pattern is such that no matter which way you fly it, it will always be correct. This symbolizes us trying to find correctness in our own lives."

Blue: Represents boys

Pink: Represents girls

White: Represents people who are transitioning, have no gender or are gender neutral

#### 4. Non-Binary Flag



Similar to being genderqueer or genderfluid, non-binary people's gender identity fluctuates. This pride flag was created in 2014 by Kye Rowan for non-binary people who didn't feel the genderqueer flag represents them. The term "queer" has also been used as a slur against the LGBTQ community, although many people have reclaimed the term.

Yellow: Represents genders outside of the gender binary

White: Represents people who identify with many or all genders

Purple: Represents genders that are a combination of male and female

Black: Represents people who are agender

## 5. Intersex Flag



Intersex is an umbrella term for those whose bodies do not align with the gender binary of male and female. Some people can have both sets of genitals, various combinations of chromosomes or more differences. This flag was created in 2013 by Morgan Carpenter: "I wanted to create an image that people could use to represent intersex people without depending upon what I think are often misconceptions or stereotypes." Carpenter chose these colors as symbols to the community.

Gold or yellow: Inspired by a story told by fellow intersex individual Mani Mitchell to reclaim the slur "hermaphrodite" used against the intersex community.

Purple Circle: Carpenter said, "The circle is about us being unbroken, about being whole and complete," as well as the right for Intersex people to make decisions about their bodies.

## 6. Two-Spirit Flag



Just a little info on the term “Two Spirit”. It was adopted by native people in the early 1990s as an umbrella term and an alternative to Western labels.

LGBTQ2S+ Native people throughout North America are reviving the two-spirit role and its traditions. And, National and regional Two Spirit gatherings, societies and powwows have continued to grow and grow. Two-spirit organizations have begun to have a presence in local LGBTQ2S+ pride parades too. Since the beginning of the Two Spirit movement scholarship into the traditional identity has increased.

## 7. Pansexual Flag



It's unclear who actually created this flag, but ever since it started showing up online in 2010, it's become a symbol of attraction to all genders.

## 8. Queer People of Color Flag



The origins of this flag are unknown, but it represents solidarity with the BLM movement and the intersection of the queer and Black communities. It gained notoriety last year during the height of the BLM movement.

## 9. Bisexual Flag



Bisexuality can be defined a few different ways depending on who you ask in the community. For many, it's seen as an attraction to both men and women. Others use it to describe attraction to more than one gender, but not all genders. Some even describe it as attraction to the gender you identify as and at least one other gender. This flag was created by activist Michael Page. He wanted to create a symbol for bisexual people to feel connected to. Each of the colors symbolize some kind of attraction:

Pink (or magenta): Same-sex attraction

(Royal) blue: Opposite-sex attraction

Purple (lavender): Attraction to both sexes.

## 10. Lesbian Flag



There have previously been other iterations of the lesbian flag, but this one, created by Emily Gwen, is intended to represent the full range of lesbian identities. The colors stand for gender non-conformity (dark orange), independence (orange), unique connections to womanhood (white), serenity and peace (pink), and dark rose (femininity).

## 11. Asexual Flag



Asexuality is defined by a lack of sexual attraction. "They are not drawn to people sexually and do not desire to act upon attraction to others in a sexual way." Asexuality is also a spectrum of attraction where people can fall into a subset called "gray asexuality." People who identify this way call themselves "gray ace." This spectrum includes people who feel sexual attraction infrequently, who only feel sexual attraction under a specific set of circumstances and more. The flag was created in 2010 to help create awareness to the community.

Black: Represents Asexuality as a whole

Gray: Represents gray asexuality and demisexuality.

(Demisexuality is defined as no sexual attraction unless there is a strong emotional bond according to AVEN)

White: Represents sexuality

Purple: Represents community

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>PW 22-2022 Downtown Patio Policy Approval</b>

### PURPOSE

To report back to Council on the 2021 downtown patio pilot program and to finalize a policy for subsequent years for seasonal installation of privately owned on-street features for use of retail and dining.

### RECOMMENDATION

**THAT** PW 22-2022 Downtown Patio Policy Approval report be received; and

**THAT** Council approve the Retail and Dining Use of the Downtown Road Allowance policy as presented.

### BACKGROUND

The COVID-19 pandemic has accelerated a Town strategic initiative for seasonal installation of privately owned on-street features for use of retail and dining.

In response to an inquiry from the Town's COVID-19 Business Economic Support and Recovery Task Force, Public Works staff presented an initial pilot program and trial frame work to Council which would allow seasonal patios, small bistro tables and retail displays located on public right of ways. These features allowed for better compliance with curbside service and public health social distancing recommendations. The initial focus was to assist downtown businesses forced to operate curbside, facilitate seasonal expansion and speed economic recovery from the pandemic.

#### ***Resolution 2021-02-23-17***

***Moved By Councillor Hainer***

***Seconded By Councillor Pridham***

***THAT*** PW 10-2021 Downtown Street Patios and Sidewalk Displays report be received;  
***and***

***THAT*** Council delegate the authority to the Public Works Department to review and approve applications for downtown street patios using the criteria outlined in PW 10-2021;  
***and***

***THAT*** staff bring forward a policy for permitting downtown street patios & sidewalk displays for the 2022 season.

**CARRIED**

Specifically, the use of municipal right of way was used for seasonal patios, bistro tables and retail display tables. Participating businesses typically used the space from the building façade into the on-street parking stall within the frontage of the establishment for additional seating and retail space while maintaining a pedestrian pass through.

## REPORT

Multiple applications were received for the 2021 season from Downtown business. Approvals and installations were completed following the proposed pilot project framework outlined in the staff report. **See PW 10-2021 Downtown Street Patios and Sidewalk Displays.** To-date staff have not recorded any significant complaints from patrons or made note of any significant concerns.

Looking beyond the COVID-19 pandemic and aligning with the Town strategic plan, the seasonal setup of outdoor features within the downtown creates a unique experience for patrons. Longer-term these seasonal features could foster more tourism within the downtown by increasing curbside appeal.

The proposed policy is largely intact and aligns with the framework presented in the original staff report from 2021. As part of the approval process, the policy considers pedestrian accessibility, construction practices, setup duration and liability insurance requirements. **See Attachment #1 - Downtown Patio Bistro Table and Retail Display - Policy**

As the initial program was deemed successful, staff are expecting future inquiries from downtown businesses for the program to continue for the 2022 summer season and beyond as many merchants found the placement of features beneficial. If approved by Council, staff will communicate the policy requirements to downtown businesses through mail and by engaging the Town's BIA staff liaison.

## FINANCIAL IMPLICATIONS

There are no direct material costs to the Town associated with the policy. All procurement, setup and maintenance of privately owned features will be the responsibility of the individual proponents. There will be costs associated for staff time to facilitate the program application and approval process, but these costs are expected to be minimal amounts and will be absorbed into existing operational budgets.

## SUMMARY

Staff are requesting that Town Council consider approving a Retail and Dining Use of the Downtown Road Allowance policy, which would formalize the 2021 downtown patio pilot project. The policy provides guidance for seasonal installation of privately owned on-street features for use of retail and dining.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #5 Economic Development:
    - Outcome: The Downtown should be perceived as safe, central, and culturally vibrant, gathering area. Ultimately, the transition will be to transform St. Marys from a heritage to a cultural experience.
    - Tactic(s): Permit the use of municipal property to offer outdoor eating experiences to support local eateries and retail stores and encourage continued economic development and social benefits for patrons

## OTHERS CONSULTED

Kelly Deeks-Johnson, Tourism and Economic Development Manager

## **ATTACHMENTS**


#1 – Downtown Patio Bistro Table and Retail Display - Policy

## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
Jed Kelly  
Director of Public Works

### **Recommended by the CAO**

  
\_\_\_\_\_  
Brent Kittmer  
Chief Administrative Officer



# Retail and Dining Use of Downtown Road Allowance

## Policy

### Policy Statement

The Town of St. Marys is committed to encouraging economic development and tourism within the Downtown Core. The primary objective of this policy is to provide the parameters and guidelines for the seasonal installation of patios, bistro tables and retail displays placed on the municipal road allowance in Downtown St. Marys. By allowing the installation of street patios, bistro tables and retail displays the Town is fostering economic development opportunities and a unique Downtown experience.

### Scope

The Policy shall only apply to the installation of street patios, bistro tables and retail displays, to be known collectively as “installations”, located on the municipal road allowance in the Downtown.

### Purpose

The purpose of this policy is to outline a set of standards regarding the installation of street patios, bistro tables and retail displays in the Downtown, the policy will cover the following items, placement and design considerations, ownership and maintenance, term of installation and the application process.

### Guidelines

The occupancy of the municipal road allowance will not be used to reserve on-street parking for employees or to facilitate delivery services. Any construction or special event activities that require the use of the right of way shall be directed to the Right of Way Occupancy Process. The primary purpose of this policy is to address the installation of street patios, bistro tables and retail displays.

### Occupancy Placement and Design Considerations

#### Frontage

Placement will need to consider the surrounding businesses, and how the placement of the Patio, Bistro tables and Retail display may impact access to those businesses. The intent is to support downtown establishments, while deterring any negative impacts to neighbouring business. Therefore, the following restrictions will be in place:

- Street patios shall be installed along the frontage of the proponent's establishment, or in close proximity;
- Street patios shall consume a maximum of 3 parking spaces; and,
- If an installation wishes to extend beyond their frontage, they will require written approvals from the abutting tenants and owners.

### **Placement of Installation**

In all cases, due consideration must be given to the physical limitations of the Downtown, including the right of way (corner space, width of the sidewalks and boulevards). There is a need to balance the economic and social benefit of these elements, and the safe movement of vehicles and people along roads and sidewalks within the Downtown. To achieve this balance, staff will consider the following when reviewing a street patio request:

#### **(1) Street Patios:**

- Street patios shall not be installed within parking stalls abutting intersections to ensure adequate space for truck maneuvering and turning;
- Street patios and boardwalks shall not impede access to accessible parking, fire hydrants, fire routes, utilities, access ramps and entrances of any kind;
- Street patios shall not impede sight lines for vehicles entering and exiting on-street parking;
- Street patios shall not block drainage catchment areas, inclusive of gutters and catch basins.

#### **(2) Bistro Tables:**

- Bistro tables shall not impair vehicular sight lines & access to on street parking,
- Bistro tables shall not encroach on the pedestrian walking path. The 1.5 metre walking path must be maintained and clearly delineated
- The bistro table shall be of significant weight and have temporary anchoring to prevent displacement during high winds
- Applicant shall monitor current weather conditions and remove the installation before significant weather events.

#### **(3) Retail Displays**

- The placement of a retail display shall not impede the 1.5 metres walking path to ensure the path of travel for pedestrians
- Retail displays shall not interfere with patrons accessing on-street parking facilities or pedestrian crossovers;

### **Street Patio Design**

The street patio shall not damage existing Downtown infrastructure and shall ensure the safety of its patrons, and those utilizing the roads and sidewalks. Therefore,

- All street patio features will be removable from the street, and will not have anchoring penetration into either the sidewalks or asphalt surfaces;
- The street patio shall include a guiderail separation from the vehicular lane of travel; and
- The street patio will encompass the entire parking stall
- Street patios that exceed 8" in height and/ or require permanent mounting will not be permitted.

### **Accessibility**

The street patios must comply with the Accessibility for Ontarians with Disabilities Act and the Ontario Fire Code. The Provincial legislation shall be the guiding principle for accessibility. The following criteria will be the primary focus for downtown core installations:

- A 1.5-meter walking path shall be maintained at all times, with no surface elevation changes, no ramping will be allowed;
- The Town will permit the placement of tables in either the sidewalk or parking stalls, as long as the eatery maintains a 1.5-meter walking path; and
- Patio or Retail installations will not be allowed to encroach on any pre-designated accessible on-street parking spaces
- Eateries may be able to transform parking areas into boardwalks or seating areas:
- Parking stalls used primarily for seating must have a Jersey barrier or significant massing barrier between the oncoming lane of traffic and patio.
- Parking stall used primarily for a walking path will require a railing to delineate the walking path from the vehicular lane of travel and the patio or retail area.

### **Ownership and Maintenance of Installation**

- The boardwalks and patios shall be the property of the Applicant; and
- The installation, removal and repairs shall be the responsibility of the applicant.



## Installation Term

- The installation and use of on street seasonal patios shall be permitted between May 15 and October 15 of each calendar year. The Town's winter maintenance period occurs between November 1 and May 1 of each year, the 15- day period will act as a buffer period for seasonal switch overs.
- Bistro tables and Retail displays shall be removed when the business is not in operation.

## Application Process

### Submission of Application

The Applicant shall submit a "Temporary Road/Lane/Sidewalk Occupancy Application and Permit Form". The Occupancy Application shall include all details related to the proposed occupancy, and the provision of indemnification and a Certificate of Insurance with the Town listed as an additional insured.

The Public Works Department shall distribute the Occupancy Application to relevant Town Departments prior to any authorization to proceed.

### Inspection

Prior to installation, the Public Works Department, Building and Development Department, and Fire Department reserve the right to inspect the proposed location of the Occupancy.

### Approval

Should the Occupancy Application be deemed complete and found to be in comply with the conditions detailed in this Policy, the Town will issue an Occupancy Request Letter. In addition, the above-mentioned Departments shall inspect the installation when installed to ensure it complies with the items listed above.

The above-mentioned Departments shall also inspect the installation to ensure it complies with the items listed below.

## References

## End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

# MONTHLY REPORT

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

**From:** Administration

**Date of Meeting:** 22 March 2022

**Subject:** ADMIN 13-2022 March Monthly Report (Administration)

## RECOMMENDATION

THAT ADMIN 13-2022 March Monthly Report (Administration) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### COVID 19 Pandemic Response

- Pandemic Operations:
  - On March 9<sup>th</sup> the province announced their process to gradually revoke all Chief Medical Officer of Health directives and instructions by the end of April.
  - Below the milestone dates are shown along with the key change to the Town's operations.
    - March 9
      - Change Isolation requirements:
        - Non-Household Close Contacts:
          - No isolation required for any groups.
          - For 10 days: self-monitor, wear a mask and avoid activities where mask removal is necessary; do not visit high risk individuals; do not attend work if in highest risk settings
        - Household Close Contacts:
          - Follow the above precautions for 10 days and do not need to isolate if: previously tested positive (within last 90 days); and/or are 18+ and have received a booster; and/or are under 18 and are fully vaccinated.
          - Persons not meeting these criteria must self-isolate
    - March 14
      - Revoke directive #6, and other letters of instruction requiring mandatory vaccination policies
    - March 21
      - Remove masking requirements, except certain high risk, health care and/or congregate living settings
      - All other regulatory requirements for businesses removed, including passive screening, safety plans etc.
    - April 27
      - Masking requirements removed in all settings.
      - Remaining orders and directives revoked.

- Net impact is that the Town, as an organization, is that as of March 21 Town operations are effectively back to pre-pandemic state.
- However, as directives are revoked, individual organizations continue to have the authority to keep requirements in place:
  - Following Council's resolution, the general direction to the organization has been to operate per the current public health requirements. It will be the individual decision of each member of staff if they wish to continue to wear a mask.
  - Some departments who work with vulnerable populations have opted to continue to wear masks (i.e. Museum, Friendship Centre).
  - All Childcare centres in the county are surveying parents to determine what parents prefer to see for safety protocols at facilities. Pending these results, the St. Marys Childcare centre may opt for a slower lifting of requirements, with a target of having all requirements lifted by May 2.
- Termination of Emergency
  - At the February 17 Emergency Control Group meeting, the Mayor and control group discussed the ongoing need for the declaration of emergency.
  - There was a consensus that declaring an emergency was necessary at the outset of the pandemic when our next steps were unknown and there was a need to communicate the urgency of the situation.
  - With the Provincial shift to lifting restrictions, and the Town now actively planning for a resumption of more normal operations, there was a further consensus that keeping the declaration in place may send a conflicting message.
  - The group will have a final discussion regarding the declaration at the next ECG meeting on March 31 with decision to be made by the Mayor shortly after.

## Strategic Planning and Projects

- 2022 Corporate Plan
  - The CAO and the SMT have been reconciling 2021's accomplishments against Council's identified strategic and operational priorities for the term.
  - The 2022 Corporate Plan is scheduled to be presented at the April 19 SPC meeting
- Community Transportation Project:
  - Ridership Update:
    - Ridership is starting to recover – staff are getting more calls about the service and the County has ramped up advertising on local radio and in print
    - Free Transit was implemented on March 18<sup>th</sup> for Transit Appreciation Day to promote the service.

PC Connect 2020-2022 Ridership Report					
Month 2020-22	Route 1: KW to Listowel	Route 2: KW to St.Marys	Route 3: London to Stratford	Route A: Perth County North	Route B: Perth County South
16-30 November	9	37	N/A	20	19
December	20	59	N/A	48	22
January	4	13	6	43	10
February	11	20	29	73	13
March	11	57	59	158	23
April	7	10	33	135	11
May	6	39	36	62	20
June	12	85	49	50	29
July	46	108	91	80	29
August	34	116	143	81	44
September	91	119	144	87	118
October	104	84	149	88	74
November	141	102	142	122	62
December	127	88	111	130	66
January 2022	62	53	59	83	48
February 2022	100	65	64	96	26

- App Update:
  - Targeting mid-April for the app launch.
  - County and City staff have ordered education/marketing material from the app developer so there will be an instructional video and printed material.
- COVID Update:
  - Capacity limits were lifted the week of February 28 to be consistent with changing regulations
  - Mask mandates are to remain for transit until 27 April.
- Redevelopment of 14 Church Street North
  - There has been considerable public and staff interest in the Town's purchase and future plans for this property.
  - A report on the next steps and the proposed project delivery model of this property redevelopment is scheduled for the April Strategic Priorities Committee meeting.
  - The primary questions that Council will be considering are:
    - Should we move forward with an interior demolition of the building to make it ready for redevelopment?
    - Does Council agree with a Council/staff/public Steering Committee approach for project delivery?

## **Land Sales**

- 275 Victoria Street
  - No new update. Survey and other administrative work is on the go prior to the drafting of an agreement of purchase and sale.

## **Other Projects**

- Community Developer Pilot Program
  - The contract pilot program with Family Services ended on March 8.
  - Prior to leaving, the Community Developer provided information to his client list of how to access services, and to contact the Town to be placed on a waiting list if/when this role is filled.
  - As of today, interested persons are being referred to the service listing on the Town website and/or to 211 so that they are aware of how to access the programs they need.
  - The CAO continues to the City of Stratford Social Services and the United Way to review different models for delivering the community development program in St. Marys.

## **2. Clerks**

### **Animal Control**

- Animal licensing is continuing to see a significant growth in registrations.
  - 16 new pet tag licences since February report

### **By-Law Enforcement**

- Stratford Police Services have been issuing tickets regularly under By-law 58-2018, Traffic, Parking and Boulevard Maintenance related to 2:00am – 6:00am parking.
  - Between February 14 and March 14, 72 parking tickets have been issued.
- Stratford Police stats for February 2022:

**Table 1 - Total Complaints by Complaint Basis**

Bylaws	Count
9731-PARKING COMPLAINT [7300.0090]	5
9732-NOISE COMPLAINT [7300.0030]	4
9739-OTHER BY-LAW COMPLAINT [7300.0090]	3
<b>Grand Total</b>	<b>12</b>

**Table 2 – Total Complaints by Month**

Bylaws	Count
Jan	12
Feb	12
<b>Grand Total</b>	<b>24</b>

**Table 3 – Total Complaints by Location**



### Commissioner of Oaths

- Between February 14 and March 14, there have been 2 commissioning's required.

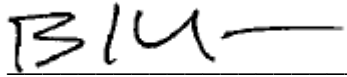
### Election 2022

- The Ministry of Municipal Affairs and Housing will offer a candidate information session on April 6 at 7:00 pm. The session will be provided through a hybrid with the virtual link provided shortly and the in-person location will be at the Perth East Recreation Complex (PERC) in Milverton.
- A reminder that the Town is co-hosting a session with retired city solicitor, Fred Dean, "So You Want to Run for Council" on Wednesday, April 13. The session will be hosted through a hybrid

model of virtual participation as well, the Town will host an in-person viewing at the PRC for those interested.

**REVIEWED BY**

**Recommended by the CAO**

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

Brent Kittmer  
Chief Administrative Officer



## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>ADMIN 14-2022 Kinsmen Club of St. Marys Summerfest Designation as Event of Municipal Significance</b>

### PURPOSE

To provide Council the necessary information regarding the Kinsmen Club of St. Marys Summerfest festival held in July 2022 to make an informed decision regarding a noise by-law exemption, designating the festival one of municipal significance, and granting full access to Milt Dunnell Park for a set period of time.

### RECOMMENDATION

**THAT** ADMIN 14-2022 Kinsmen Club of St. Marys Summerfest Designation as Event of Municipal Significance report be received; and

**THAT** Council declares Summerfest as an event of municipal significance in the Town of St. Marys from Thursday, July 28 to Saturday, July 30; and

**THAT** Council grant an exemption to the Noise By-law, under Section 6, to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00 am on July 29, 2022, 1:00 am on July 30, 2022 and to 1:00 am on July 31, 2022 subject to the condition of notifying all property owners within a 150m radius; and

**THAT** Council grant exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys between Monday, July 25, 2022 and Monday, August 1, 2022 for the purpose of setting up, running and taking down for Summerfest; and

**THAT** Council grant an exemption of the Parks By-law, under Section 1 (a), (b), (k), and (l) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 25, 2022 and August 1, 2022; and

**THAT** Council grant an exemption of the Traffic and Parking By-law, under Section 3.1.3 (q) and 3.1(6) to the applicant Kinsmen Club of St. Marys at Milt Dunnell Park between July 25, 2022 and August 1, 2022.

### BACKGROUND

St. Marys Kinsmen have operated Summerfest at Milt Dunnell Park for a number of years with the exception of 2020 and 2021 due to the public health restrictions imposed due to the COVID pandemic.

The Alcohol and Gaming Commission of Ontario (AGCO) states that a special event of this nature must be designated by the municipality as an event or festival of municipal significance prior to the organization applying to the AGCO for a special occasion permit.

## REPORT

Kinsmen Club of St. Marys is seeking the Town's designation of a municipally significant event for this year's Summerfest. Their letter of request is attached to this report. The event begins on Thursday, July 28, 2022, continues on Friday, July 29 and ends Saturday, July 30.

St. Marys Kinsmen Club is seeking an exemption to the Noise By-law, 43 of 2007, during the following periods of time:

- Thursday, July 28, 11:00pm until 1:00am on Friday July 29, 2022
- Friday, July 29, 11:00pm until 1:00am on Saturday July 30, 2022
- Saturday, July 30, 11:00pm until 1:00am on Sunday July 31, 2022

Council is asked to grant the exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys for the purposes of set up, operations and takedown of Summerfest from July 25 until August 1, 2022. By granting this exclusive use it will mean that minor baseball will not be able to access the diamonds between these dates. This has been the historical approach since the organizers first began the festival.

Following the festival, Town staff work alongside of the Kinsmen to ensure the park is repaired prior to anyone using the park space.

Once again this year, upon staff review of the request from Kinsmen Club of St. Marys, it is recommended to Council that exemptions to By-laws 26-88, Parks, and 58-2018, Traffic, Parking and Boulevard Maintenance are required at this time. Parks By-law 26-88 includes the following provisions:

1, No person shall commit any of the following acts within any of the Parks:

- (a) Take, ride, drive or park any vehicle other than a baby carriage, invalid's chair or child's cart over or on the grass, pedestrian walks or service areas in the parks; provided however that this provision shall not apply to vehicles under the control of the Recreation Department and P.A.R.Q. Advisory Committee, emergency vehicles, or vehicles authorized by the Council of the Corporation of the Town of St. Marys;
- (b) Obstruct in any way a roadway or path;
- (k) Keep or offer anything for sale, operate any amusement or run a dance except with written authority of the Corporation of the Town of St. Marys, the Recreation Department or P.A.R.Q. Advisory Committee;
- (l) Post or display any sign, banner or advertisement or distribute any hand bill except as allowed by the Corporation of the Town of St. Marys, the Recreation Department or P.A.R.Q. Advisory Committee;

The Traffic and Parking By-law, 58-2018, includes the following provisions:

3.1.3 No person shall Park a Vehicle in any of the following places during the specified times:

(q) in a municipal facility parking lot between the hours of 2:00am and 5:00am;

3.1(6) No person shall occupy any recreation Vehicle or holiday trailer as a dwelling or sleeping place at any time while it is Parked on a Highway, Public Parking Lot.

## FINANCIAL IMPLICATIONS

Council has approved \$5,000 cash and \$500 in-kind contributions through the Community Grant program for the 2022 Summerfest event. The cash will be utilized for policing at the liquor licensed event and landfill tipping fees. The in-kind contribution covers the availability of the garbage and recycling receptacles.

## SUMMARY

Kinsmen Club of St. Marys is seeking Council's approval to hold Summerfest at Milt Dunnell Park and to receive exclusive use of Milt Dunnell Park between July 25 and August 1, 2022. In addition, the Kinsmen Club is seeking an exemption to section 6 of the Noise By-law and that the Town of St. Marys designate Summerfest to be an event of municipal significance.

Staff are recommending that the event be designated as an event of municipal significance, and that the required by-law exemptions be approved.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

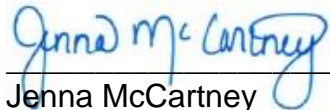
None.

## ATTACHMENTS

Kinsmen Club Request Letter

## REVIEWED BY

### Recommended by the Department



Jenna McCartney  
Clerk

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

# The Kinsmen Club of St. Marys

Box 154, St. Marys, Ontario, N4X 1A5

To Whom It May Concern:

The St. Marys Kinsmen Club is applying for its noise bylaw exemption and municipal significance for the weekend of Thursday, July 28<sup>th</sup> through Saturday, July 30<sup>th</sup>. The event will be held at Milt Dunnell Field. The entire property will be needed from Monday, July 25<sup>nd</sup> until Monday, August 1<sup>st</sup> for set up and clean-up of the midway amusement rides and our refreshment tent.

Due to the pandemic, we have not been able to have Summerfest and have switched to an emergency budget to deal with the loss of income. We want to be able to run Summerfest without any restrictions. We also understand we will have to adhere to the provincial guidelines at the time of the event.

Without Summerfest, The Kinsmen Club of St. Marys would not be able to meet their commitments for the year. This is our number one biggest fundraiser. All the money we raise from all of our events stays right in town. Notable donations include: \$100,000 commitment to the Pyramid Recreation Centre, \$25,000 to the hospital's "Someone I know" campaign. The club also supports almost all minor sports in our town. There are too many to list. We give \$1000 yearly to the St. Marys Lincolns hockey team and \$1000 a year to our local mobility bus service. We've also given \$5000 to help resurface the tennis courts, approximately \$8500 to help build a pavilion at the Canadian Baseball Hall of Fame, \$5000 to the local food bank during the pandemic and \$500 yearly to D.C.V.I. grads as a bursary toward their post-secondary education.

Every year we strive to keep everyone in town safe and happy throughout the week of this event. We hire security and police and we set up the venue to push the sound of music down the river, instead of into our town.

For the neighbours in the immediate area of Milt Dunnell field, we put up fencing along their property line and their lane ways to protect their property. At the end of each night, we take down the fencing across the lane way, so they are able to leave their property in the morning, hassle free.

We also provide a free bus ride home for people leaving the event throughout the evening. This comes at a cost to us, but this way we are able to ensure that everyone gets home safe.

The St. Marys Kinsmen Club has a fantastic ongoing partnership with the Town of St. Marys for Summerfest.

We greatly appreciate the town's cooperation to help put this amazing festival on, each and every year.

Please feel free to contact myself, Chris Swarthout or Aaron Lemon for any further information regarding Summerfest.

Sincerely,

**Chris Swarthout**  
**Summerfest Co -Chairman**  
519-949-0189  
[chris\\_swarthout@hotmail.com](mailto:chris_swarthout@hotmail.com)

**Aaron Lemon**  
**Summerfest Chairman**  
226-970-2097  
[d\\_a\\_lemon@outlook.com](mailto:d_a_lemon@outlook.com)

**"Serving the Community's Greatest Need"**  
**[www.stmaryskinsmen.com](http://www.stmaryskinsmen.com)**

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>ADMIN 15-2022 Lane Duck Council</b>

### PURPOSE

The purpose of the report is to allow Council to consider a delegation of authority by-law in the event Council will be in a lame duck position and be subject to restricted acts after Nomination Day. A delegation by-law must be passed prior to Nomination Day for it to be in force.

### RECOMMENDATION

**THAT** ADMIN 15-2022 Lane Duck Council report be received; and

**THAT** Council consider By-law 26-2022, delegating authority to the Chief Administrative Officer in the event of a lame duck council following Nomination Day.

### BACKGROUND

As previously reported in ADMIN 08-2022 Municipal Election Update for 2022, Bill 218, *Supporting Ontario's Recovery and Municipal Elections Act*, 2020 (the "MEA") received royal assent on November 20, 2020. The legislation introduced changes to the MEA, specifically that Nomination Day will be moved from the fourth Friday in July to the third Friday in August.

Bill 68, *Modernizing Ontario's Municipal Legislation Act*, received royal assent on May 30, 2017. This legislation shifted the date the new term of Council will take office from December 1 to November 15, 2022. The intent of the shift is to reduce the period of time that could contribute to a lame duck council.

Section 275(1) of the *Municipal Act* provides for the determination of a restricted act of Council, known as the lame duck position. A lame duck Council exists when it is known that less than 75% of the seated Council will return in the next term. For St. Marys, this occurs when less than six (6) of the seated Council are returning.

There are two periods of potential lame duck council classification based on the schedule of the 2022 election:

1. Nomination day (August 19, 2022 at 2:00 pm) until the close of Election Day (October 24, 2022 at 8:00 pm), and
2. October 25, 2022 until the end of the current term of Council (November 14, 2022).

### REPORT

The determination of whether Council is within the lame duck period is based on the calculations established within Section 275 of the *Municipal Act* through the two periods identified above.

**1. Nomination day (August 19, 2022 at 2:00 pm) until the close of Election Day (October 24, 2022 at 8:00 pm)**

The determination shall be based on the candidates that have been certified by the Clerk. In St. Marys, this would mean less than six (6) members of Council are running for the next term of Council. For example:

- If 6 or more of the incumbent members of Council were acclaimed after August 19, 2022, then there would NOT be a lame duck period at all.
- If 2 or more of the existing members of Council decide not to run again, then there WOULD be a lame duck period August 19 to November 14.
- If at least 6 of members of Council put their names forward as candidates, then there would NOT be a lame duck period from August 19 through to October 24 (Election Day), because it would not be certain that 3/4 of council would NOT be returning.

After October 24, it would depend on the number of existing members of Council re-elected to determine if the lame duck period would start October 25 and run to the November 15 swearing in. This is the second potential period for lame duck to occur.

**2. Election Day (October 25, 2022) until the end of the current term of Council (November 14, 2022)**

If the election results declared by the Clerk after the conclusion of the election identifies there is less than three-quarters of the existing members returning, lame duck Council would apply. In St. Marys, this would mean less than six (6) members of the existing Council would be returning to the next term of Council. For example:

- If 6 or more of the incumbents were re-elected, then the lame duck period would NOT commence on October 25.
- If 2 or more of the incumbents were NOT re-elected, the lame duck period would commence October 25.

## **Restrictions**

During periods of potential lame duck council, a council is restricted from the following actions as outlined in the *Municipal Act*, 2005 as amended, Section 275(3):

- (a) *The appointment or removal from office of any officer of the municipality;*
- (b) *The hiring or dismissal of any employee of the municipality;*
- (c) *The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and*
- (d) *Making any expenditures or incurring any other liability which exceeds \$50,000.*

There are, however, provisions in the *Municipal Act*, 2001 that could reduce the impact of a lame duck situation:

**Land Matters:** Pursuant to Section 275(3)(c) a municipality can close a real estate transaction during the lame duck period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the lame duck period.

**Expenditures:** Subsection 275(4) provides that restrictions in clauses (c) and (d) do not apply if the disposition or liability was approved by Council in the annual budget provided the budget is adopted before Nomination Day. A contract could be awarded by a lame duck Council in excess of \$50,000 so long as the amount was included in the approved 2022 annual budget. However,

the lame duck Council would not be able to award a contract, if the amount of the tender or bid exceeds the amount included in the budget.

**Emergencies:** Pursuant to Section 275(4)(4.1) which states that nothing in this section 275 of a lame duck Council prevents a municipality from taking any action in the event of an emergency within the Municipality.

**Delegation of Authority:** Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council. A By-law delegating authority to staff pursuant to Section 275 of the *Municipal Act*, 2001 in regards to Restricted Acts would expire when the new Council is sworn in.

In addition, Section 375(6) provides that nothing prevents a person or body from exercising authority delegated by Council. Delegation of powers must be done prior to the start of the lame duck period.

### **Option to Proceed**

Councils are permitted to delegate by by-law their authority of the duties listed within Section 275(2) to maintain operations during established lame duck council periods. However, this delegation by-law is required to be enacted prior to the periods coming into effect.

Common practice is to provide the delegated authority to the Chief Administrative Officer to exercise the responsibilities listed within Section 275(2). Staff recommend the passage of a by-law to provide that delegated authority to ensure the continuity of operations of the Town in the event a lame duck Council be declared after 2:00 pm on Nomination Day (August 19, 2022).

Previous terms of Council have passed applicable authorizing by-laws such as By-law 30 of 2014 and 25-2018.

## **FINANCIAL IMPLICATIONS**

None.

## **SUMMARY**

During the 2022 Municipal Election there is a potential for a lame duck period. Council has the power to delegate certain authority to staff pursuant to Section 275 of the *Municipal Act*, 2001 by way of by-law. Staff have drafted a by-law for Council's consideration at the March 22, 2022 meeting. The by-law delegates certain authority to the Chief Administrative Officer (the "CAO") to ensure that the business of the municipality can continue in the event that there is a lame duck council. The by-law includes a provision for the CAO to report back to Council if any of the delegated power is acted upon.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

None.

## **ATTACHMENTS**

Draft By-law appended to "By-Law" section of agenda

## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Clerk

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer



## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, Chief Administrative Officer
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>ADMIN 16-2022 Amending Agreement with St. Marys Cement (Air Monitoring Station)</b>

### PURPOSE

The purpose of this agreement is to present a second amendment to an agreement with St. Marys Cement. The original agreement and amendment allow the company to locate air monitoring equipment at various Town properties. The purpose of this second amendment is to permit the company to install an outdoor electrical service for an air monitor proposed to be located at the Fire Hall.

### RECOMMENDATION

**THAT** ADMIN 16-2022 Amending Agreement with St. Marys Cement (Air Monitoring Station) be received; and

**THAT** that Council consider By-law 30-2022, being a by-law to authorize the Mayor and the Clerk to execute an amending agreement with St. Marys Cement.

### BACKGROUND

At the May 11, 2021 regular Council meeting, Council was presented with staff report PW 40-2021, Agreement for Air Monitoring Equipment. The purpose of the report was to present Council with a proposed agreement with St. Marys Cement Inc. (Canada) that facilitated an ambient air monitoring point on Town owned lands. The agreement was fully executed between both parties and the equipment was placed on Town owned lands at 55 St. George Street North.

The original agreement was amended October 26, 2021 to permit St. Marys Cement with flexibility to move their air monitoring stations to various Town properties, with approvals being delegated to staff.

### REPORT

Staff have received a request from St. Marys Cement to locate an air monitoring station at the Fire Hall. The type of monitor is being changed from solar powered to electric and requires an outdoor receptacle to be installed, and fees to be paid to the Town.

This is a material change to the amended agreement and requires to be approved by Council. A second amending agreement has been drafted and is attached to this report for consideration.

### FINANCIAL IMPLICATIONS

If approved, St. Marys Cement will pay for an outdoor outlet to be installed and will also pay a monthly fee of \$100.00 to compensate the Town for electricity usage.

## **SUMMARY**

Staff and the Fire Chief have reviewed the proposed amending agreement and are recommending that Council approve it as presented.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Chief Richard Anderson

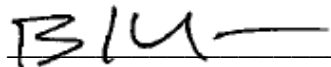
Kara Terpstra, Environmental Manager, St. Marys Cement

## **ATTACHMENTS**

1. Air Monitoring Station Amending Agreement

## **REVIEWED BY**

### **Recommended by the CAO**



Brent Kittmer

Chief Administrative Officer

## **SECOND AMENDMENT TO PERMISSION TO ENTER AGREEMENT**

This Agreement is dated as of the \_\_\_\_ day of March, 2022

B E T W E E N:

**THE TOWN OF ST MARYS**  
**(the "Town")**

- and -

**ST. MARYS CEMENT INC. (CANADA)**  
**("St. Marys")**

**WHEREAS** the Town and St. Marys entered into a Permission to Enter Agreement dated May 19, 2021 (the "**Agreement**"), whereby the Town permitted St. Marys to install an ambient air monitoring station sensor (the "**Sensor**") on the property municipally described as the Waterworks Building located at 55 St. George St. N St. Marys, ON (the "**Waterworks**");

**WHEREAS** the Town and St. Marys entered into a first Amendment to this Agreement on October 26, 2021 (the "**First Amendment**"), whereby the parties agreed to move the Sensor from the Waterworks to the Town's Fire Station located at 172 James St. S, St Marys ON, N4X 1B6 (the "**Fire Station**") and from time to time to alternative municipally owned lands at the discretion of St. Marys and upon the approval of Town staff;

**WHEREAS** St. Marys wants to install an updated Sensor that needs to be connected to the electricity distribution network; and

**WHEREAS** there is currently no available power outlet on the Land however the parties have agreed it is desirable to connect the Sensor (in order to draw power from) the electrical power supply available on the Land,

**NOW THEREFORE** in consideration of the sum of TWO (\$2.00) DOLLARS and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Recitals form an integral part of this Second Amendment. Any capitalised term not defined herein has the meaning ascribed to it in the Agreement, as amended by the First Amendment.
2. The Town grants St. Marys permission to have a licensed electrician install an electrical outlet on the Lands, which would enable the Sensor to connect to and draw power from the Lands' electrical power supply from this outlet in

exchange for a monthly compensation of ONE HUNDRED (\$100.00) DOLLARS to be paid by St. Marys in one annual instalment of ONE THOUSAND TWO HUNDRED (\$1,200.00) DOLLARS due by March 31<sup>st</sup> of each year.

3. Provided it does so in a safe manner, St. Marys shall have the right to undertake an underground installation of electrical cords and any other equipment reasonably required to connect the Sensor to and draw power from the outlet connected to the Land's electrical power supply. St. Marys shall promptly repair any damage to the Land resulting from this installation as well as from any future repairs to or removal of the Sensor and/or the buried cords or equipment.
4. All other applicable terms and conditions contained in the Agreement, except as modified by the First Amendment and this Second Amendment, shall remain in full force and effect.
5. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any signature delivered by electronic transmission shall be binding to the same extent as an original signature page.

The Town has executed this Agreement by the signature of its duly authorized signing officer on this \_\_\_\_ day of \_\_\_\_\_, 2022.

#### **THE TOWN OF ST MARYS**

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

*We have authority to bind the Town*

St. Marys has executed this Agreement by the signature of its duly authorized signing officer on this \_\_\_\_ day of \_\_\_\_\_, 2022.

**ST. MARYS CEMENT INC. (CANADA)**

Per: \_\_\_\_\_

Name:

Title:

*I have authority to bind the corporation*



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>ADMIN 17-2022 Court Security and Prisoner Transportation Program 2022</b>

## PURPOSE

To seek Council's approval to execute the 2022 Court Security and Prisoner Transportation program.

## RECOMMENDATION

**THAT** ADMIN 17-2022 Court Security and Prisoner Transportation Program 2022 report be received; and

**THAT** Council approve the terms and conditions of the Court Security and Prisoner Transportation Program agreement; and

**THAT** Council consider By-Law 29-2022 authorizing the Mayor and the Clerk to execute the associated agreement.

## BACKGROUND

In 2012, the Province implemented the Court Security and Prisoner Transportation (CSPT) program to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions. This program became applicable to the Town of St. Marys in the latter part of 2018 when the Town transitioned policing services from the Ontario Provincial Police to Stratford Police Services.

The program provides funds to offset the cost of providing security for court premises during hours of court operations and security of persons attending court, and the costs of transporting prisoners and custodial minors between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

## REPORT

In September 2020, the Ministry of the Solicitor hired an independent consultant to conduct a review of court security and prisoner transportation in Ontario, including the design of the CSPT Program. Municipalities, police services and other justice sector partners were engaged during the review process.

The review is complete and in January 2022, a letter was sent to review participants, including policing stakeholders and municipal partners, sharing an update on the review as well as a high-level summary and full report. As noted in the letter, the ministry is continuing the CSPT TP Program with no changes to the overall funding envelope, subject to the regular fiscal process.

In addition, a phased approach is being taken in response to the program review to ensure a pathway for future planning and continuous improvement founded on evidence that addresses gaps in the

program review. As a first step in this phased approach, and based on one of the vendor's recommendations, the ministry is enhancing reporting requirements for the CSPT TP Program through the introduction of a performance measurement framework (PMF). This will help create a foundation for continuous quality improvement and program efficiencies that is evidence-based.

Beginning in 2022, as part of the CSPT TP program, a report-back on provincially identified performance measures and indicators will be required as outlined in the Transfer Payment Agreement. Reporting will be on an annual basis and aligned with the timelines for financial reporting.

Staff have worked with Stratford Police Services (SPS) earlier in March 2022 to ensure the reporting deadline was met regarding the 2021 program allocation and will continue to work with SPS to ensure reporting requirements are achieved.

The Town will be in receipt of \$3,137.80 which is a slight increase over the 2021 allocation of \$2,969.39.

## **FINANCIAL IMPLICATIONS**

The Town will be in receipt of \$3,137.80 which is a slight increase over the 2021 allocation of \$2,969.39.

## **SUMMARY**

The Province, through the Ministry of the Solicitor General, is seeking Council's approval of the 2022 Court Security and Prisoner Transportation program allocation of funds.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

None.

## **ATTACHMENTS**

2022 CSPT Transfer Payment Agreement

## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Clerk

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

## **ONTARIO TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT** is effective as of the 1st day of January, 2022

**B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Solicitor General**

**(the “Province”)**

**- and -**

**Town of St. Marys**

**(the “Recipient”)**

### **BACKGROUND**

- A. The Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;
- B. The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2022;
- C. The Recipient is a municipality which is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities, and court locations for the purposes of court attendance;
- D. The Recipient has provided its 2020 CSPT costs, as confirmed in the 2020 Annual Financial Report submitted by the Recipient;
- E. Funding is allocated based on the Recipient’s relative share of the total 2020 provincial CSPT cost.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

- Schedule "A" - General Terms and Conditions
- Schedule "B" - Project Specific Information and Additional Provisions
- Schedule "C" - Project
- Schedule "D" - Payment Plan and Reporting Schedules
- Schedule "E" - Court Security and Prisoner Transportation Services and Activities Eligible for Funding
- Schedule "F" - Template for Annual Financial Report, and any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

### **3.0 AMENDING THE AGREEMENT**

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### **4.0 ACKNOWLEDGEMENT**

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to

organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

4.2 The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by the Solicitor General**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Michelina Longo  
Title: Director, External Relations Branch  
Public Safety Division

**Town of St. Marys**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

I have authority to bind the Recipient.

## SCHEDULE “A” GENERAL TERMS AND CONDITIONS

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### A1.0 INTERPRETATION AND DEFINITIONS

#### A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

#### A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

**“Additional Provisions”** means the terms and conditions set out in Schedule “B”.

**“Agreement”** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**“Court Security and Prisoner Transportation Services”** means the services and activities eligible for funding, as set out in Schedule “E”.

**“Effective Date”** means the date set out at the top of the Agreement.

**“Event of Default”** has the meaning ascribed to it in section A13.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Funding Year”** means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following December 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on January 1 following the end of the previous Funding Year and ending on the following December 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true

and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) use the Funds only on activities and services eligible for funding as set out in Schedule "E"; and
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient shall sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided only in accordance with its asset disposal policies and procedures, unless the Province agrees otherwise.

#### **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

**A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedules "D" and "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes,

the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement,

unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;

- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
  - (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
  - (d) the Recipient ceases to operate.

**A13.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the

Recipient.

**A13.3 Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A13.4 Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

**A13.5 When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

**A14.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all the Funds allocated for the Funding Year, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

**A15.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

**A16.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement,

the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will

extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a **"Failure"**);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE “B”**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

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<b>Maximum Funds</b>	<b>\$3,137.70</b>
<b>Expiry Date</b>	December 31, 2022
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	\$5,000
<b>Insurance</b>	\$5,000,000.00
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b>  Ministry of the Solicitor General  Public Safety Division, External Relations Branch  Program Development Section</p> <p><b>Address:</b>  25 Grosvenor Street, 12<sup>th</sup> Floor  Toronto ON M7A 2H3</p> <p><b>Attention:</b>  Nithuzha Navendram, Community Safety Analyst</p> <p><b>Email:</b>  <a href="mailto:Nithuzha.Navendram@ontario.ca">Nithuzha.Navendram@ontario.ca</a></p>
<b>Contact information for the purposes of Notice to the Recipient and to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b>  Town of St. Marys</p> <p><b>Address:</b>  175 Queen Street East  P.O Box 998  St. Marys ON N4X 1B6</p> <p><b>Attention:</b>  Mr. Brent Kittmer  CAO/Clerk</p> <p><b>Email:</b>  <b><a href="mailto:bkittmer@town.stmarys.on.ca">bkittmer@town.stmarys.on.ca</a></b></p>

## **SCHEDULE “C” PROJECT**

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The Province implemented the Program in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions.

The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2022.

The Recipient is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court, and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

**SCHEDULE “D”  
PERFORMANCE MEASUREMENT FRAMEWORK**

The Recipient agrees to collect and report back to the Province on the outcomes and performance indicators outlined below (on an annual reporting timeframe covering January 1, 2022 – December 31, 2022) in accordance with the reporting schedule outlined in Schedule E.

<b>Year 1 – 2022: Data Reporting</b>		
<b>Performance Measure</b>	<b>Indicator</b>	<b>Reporting Frequency</b>
Number of court appearances	Number of in-person court appearances conducted <b>(required)</b>	Annual
	Number of virtual court appearances conducted <b>(optional)</b>	
Number of full-time equivalent sworn police officers and special constables that are supporting prisoner transportation and or/ court security	Total number of full-time equivalent sworn police officers and special constables	Annual
	Total number of full-time equivalent sworn police officers and special constables that support prisoner transportation and or/court security	
	Total number of full-time equivalent sworn police officers and special constables that support prisoner transportation	
	Total number of full-time equivalent sworn police officers and special constables that support court security	
Number of prisoner transportation trips	Number of prisoner transportation trips conducted by full-time equivalent sworn police officers and special constables.	Annual

## SCHEDULE "E"

### PAYMENT PLAN AND REPORTING SCHEDULES

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The Funds in the amount of **\$3,137.70** will be provided to the Recipient according to the following schedule:

- A. First instalment: **\$784.42** will be paid to the Recipient once the Recipient has signed the Agreement, provided adequate proof of insurance to the Province in accordance with section A10.2 of the Agreement, and the Agreement has then been signed by the Province.
- B. Second Instalment: **\$784.42** will be paid to the Recipient, following the Province's receipt and approval of the 2021 Annual Financial Report (due April 15, 2022). *Subsequent payments will not be released until the Province has received and approved the 2021 Annual Financial Report.*
- C. Third Instalment: **\$784.42** will be paid to the Recipient by the end of September 2022.
- D. Final instalment: **\$784.44** will be paid to the Recipient by the end of December 2022.
- E. The Recipient must submit the 2022 Annual Financial and Performance Measurement Report (Schedule G) to the Province by April 15, 2023.

**SCHEDULE “F”  
COURT SECURITY AND PRISONER TRANSPORTATION  
SERVICES AND ACTIVITIES ELIGIBLE FOR FUNDING**

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**A. COURT SECURITY includes:**

**1. Facility Perimeter Security**

Costs associated with external and/or internal presence of police or other security personnel during regular or non-regular hours to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.

**2. Courtroom Security**

Costs associated with the presence of police or other security personnel in the courtroom to ensure the safety and security of the proceedings and attendees.

**3. General Courthouse Security Presence**

Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police or other security personnel assigned to perform roving patrols of the court facility.

**4. Prisoner Movement in Courthouse**

Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.

**5. Prisoner Guarding in Holding Cells**

Costs associated with guarding and monitoring of prisoners brought to court and held in courthouse holding cells (where applicable).

**6. Prisoner Feeding**

Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.

**B. PRISONER TRANSPORTATION includes:**

**1. Prisoner Transport**

Costs associated with the movement of prisoners between correctional institutions and court locations for the purposes of attending court.

**2. Prisoner Transport - Youth**

Costs associated with the movement of custodial minors (i.e. 12-17 years old) between correctional and/or custodial facilities and court locations for the purposes of attending court.

\*PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.

**C. TRAINING, EQUIPMENT AND RECRUITING includes:**

1. Costs associated with training that is relevant to court security and prisoner transportation only.
2. Cost associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
3. Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews or any other related human resources expense.

**COURT SECURITY AND PRISONER TRANSPORTATION do NOT include:**

**Court Administration**

Costs associated with performing court administrative duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances or other duties of a related nature.

# MONTHLY REPORT

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

**From:** Building and Development

**Date of Meeting:** 22 March 2022

**Subject:** DEV 15-2022 March Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV 15-2022 March Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building

- Activity in the Building Department over the last month saw time spent collecting data for:
  1. Development Charges Fee review
  2. Building Permit Fee Review
  3. Stats Canada Dwelling Unit verification over the last 15 years
- The Building Department completed 35 inspections.
- Building Permit Timelines:
  - The Town is statutorily required to provide a decision on a building permit within 10 business days of an application.
  - Traditionally, the department's turn around on building permit applications is much less than the 10 day requirement, with permits typically being issued within a few days.
  - Recently, there has been a significant increase in applications. This month there are 10 permits sitting under review and another 7 new applications being submitted.
  - The timeline for the department to turn around applications has now increased due to this influx.
  - Some builders have raised concerns about delays, however the Town remains within the 10 day statutory deadline.
  - The department is attempting to prioritize applications, however each applicant would like their permit as quickly as possible.
  - Key messages back to builders is to apply for their permit with enough lead time to act as a buffer.
  - This trend will be monitored, and if additional resources are needed staff will report to Council.

## Planning – Applications

Miscellaneous	
Pre-Consultation for Planning Applications	<ul style="list-style-type: none"> <li>Three (3) pre-consultation meetings held between February 11, 2022, and March 8, 2022.</li> <li>Three (3) pre-consultation requests received the week of March 7<sup>th</sup>. Meetings to be scheduled later in March.</li> </ul>
Zoning Compliance Letters	<ul style="list-style-type: none"> <li>Zero (0) Zoning and Compliances letters issued between February 11 and March 8, 2022.</li> </ul>
Minor Variances	
279 Elizabeth Street (A00-2021)	<ul style="list-style-type: none"> <li>Application deemed complete. Committee of Adjustment hearing to be scheduled.</li> </ul>
143 St. Andrew Street North (A01-2022)	<ul style="list-style-type: none"> <li>Application has been submitted, and review is ongoing.</li> <li>Committee of Adjustment meeting to be scheduled.</li> </ul>
Severances	
84 Water Street South (B01-2021)	<ul style="list-style-type: none"> <li>Certificate of the Official issued February 14, 2022. File Closed.</li> </ul>
323 Elgin Street West and 331 Elgin Street West	<ul style="list-style-type: none"> <li>Application has been submitted, and review is ongoing.</li> </ul>
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	
752 Queen Street East (Z05-2021)	<ul style="list-style-type: none"> <li>Presented to the Planning Advisory Committee (PAC) on December 6, 2021.</li> <li>PAC requested that the Application provide an additional planning justification report to show conformity with the Official Plan and a revised replanting plan prior to the Committee making a recommendation to Council.</li> <li>Site Plan Agreement Amendment approved by Council on February 8, 2022, to address the unauthorized removal of trees, and present a replanting strategy.</li> <li>Planning Advisory Committee meeting to be scheduled upon receipt of the planning justification report.</li> </ul>
178 Queen Street West (Z01-2022)	<ul style="list-style-type: none"> <li>Application received on January 7, 2022</li> <li>Working with Applicant to bring the Application to completeness.</li> </ul>
Site Plan Agreement	
665 James Street North (Apartment Building)	<ul style="list-style-type: none"> <li>Application for Site Plan Agreement received on September 21, 2021.</li> </ul>

	<ul style="list-style-type: none"> <li>Town Staff distributed comments to the Applicant on October 13, 2021.</li> </ul>
925 Queen Street East (Storage Building)	<ul style="list-style-type: none"> <li>Application for Site Plan Agreement received.</li> <li>Comments returned to the Applicant the week of February 14, 2022.</li> </ul>
<b>Subdivision Agreements</b>	
187 Wellington Street North	<ul style="list-style-type: none"> <li>“-H” Symbol removed.</li> <li>Drafting of final Subdivision Agreement</li> <li>Consulting with Applicant regarding next steps for Block 9.</li> </ul>
<b>Community Improvement Plan (CIP)</b>	
Pre-Consultations	<ul style="list-style-type: none"> <li>One (1) pre-consultation meeting held between February 10 and March 8, 2022.</li> <li>One (1) pre-consultation request received on March 10, 2022. Request to be processed by staff.</li> </ul>
Submission Checklists Issued:	<ul style="list-style-type: none"> <li>King Street (Eligible for Building and Site Improvement Grant, and Design and Study Grant)</li> <li>Queen Street East (Eligible for Sidewalk and Outdoor Patio Grant, ineligible for Façade and Signage Improvement Grant, Building and Site Improvement Grant, Planning Application and Building Permit Fee Rebate Grant)</li> <li>Queen Street East (Façade and Signage Improvement Grant)</li> </ul>
47 Water Street South	<ul style="list-style-type: none"> <li>Grant request approved for (a) Building and Site Improvement Grant, (b) Commercial Conversion and Expansion Grant and (c) Design and Study Grant</li> </ul>

## Planning Strategic Projects

- Official Plan
  - Official Plan to be presented to Council for approval on Tuesday April 12, 2022.
- Parking Study
  - Report back to Strategic Priorities Committee on March 15, 2022.
- Affordable Housing Strategies
  - Department currently conducting a robust consultation process with relevant stakeholders to inform and develop a path forward regarding implementation.
    - Stakeholders include: CMHC, Stratford Social Housing, Tiny House Developers, Tiny House Experts, Affordable Housing Expert, and the United Way Perth Huron.
- Property File Digitization Project
  - Two (2) File Clerks have started currently undergoing onboarding and job training while also finalizing processes
  - Standard Operating Procedures have been created to guide the project. Updates will be provided to Council each month regarding the status of the project.
- Tree Replacement By-law
  - Report back to Strategic Priorities Committee completed by Clerks March 15, 2022.

- Community Improvement Plan – Promotional Campaign
  - Soft launch of the campaign took place in Fall of 2021. Given the complexity of the new CIP, a soft launch was preferred to work through implementation challenges.
  - Intention is to craft a promotional strategy for 2022 to generate further interest in the twelve (12) available programs.
  - Working with the Communications Staff to develop a critical path forward, which will focus on targeted audiences.

## **Facilities – Operational**

- Town Hall & Library – Heat issue on Feb 25<sup>th</sup>. Gale HVAC in to inspect furnaces. Determined the breaker had been switched off during Fire System checks. No issues with the furnaces
- Town Hall – a Designated Substance Survey was completed at Town Hall. Report has been delivered by JFM and is being reviewed by staff
- Facility Annual Fire System inspection completed by Chubb Fire on February 26, 27 & 28<sup>th</sup>. This included the MOC, Fire Hall, Landfill, Cemetery, Museum, Via, Library and Town Hall.
- Mercury Theater – purchased and added to the Facility portfolio. The roof drain had an issue and became frozen. Cubberley was called and the sag in the drain pipe was repaired and the freezing issue fixed. Forman Electric has been contacted and onsite to determine process and cost of installation of hydro to the building. The broken dormer window has had plywood installed over the opening to keep the elements out. Hudson Lock has been contacted and parts ordered to change out the lock cylinders to the Town key system.
  - Sign Ontario has been contacted about installing window graphics in the ground floor windows facing Church St. Proofs have been reviewed with comments sent back. Awaiting pricing for graphics.
- MOC & Library – Fire Plan has been updated to include new 911 Fire Dispatch number.
- Museum – furnace issue in addition. Gale HVAC replaced broken ignitor and combustion blower in the York Furnace. Furnace working
- Lind Sportsplex – furnace issue in lower level furnace. Gale HVAC replaced broken ignitor. Furnace working.
- Museum – Technology Room floor. Acquiring pricing.
- MOC – Men's changeroom painting, acquiring pricing.
- St. Maria Pumphouse Exterior painting - acquiring pricing.
- Museum Roof leak – water was dripping in entrance way. Checked flat roof for damage. None noticed. Caulked flashing joints and will monitor.
- Town Hall – Church St lower level door automatic opener not functioning properly. Hudson Lock in to inspect. Parts are ordered and we are awaiting scheduling.

## **Facilities – Capital**

- MOC – MOC Window replacement, RFQ posted, site tours completed, closed on February 9<sup>th</sup>. Nirvana Interior has been awarded the contract for \$40,536 (HST included). There were 2 bids on the project and 3 companies took the site tour for the project. Budget of \$38,000 (not including hst)
- MOC & Town Hall – Floor Replacement RFQ posted, site tours completed, closed February 16. There were 6 bids on the project with Adias Impex winning the project at \$65,744.53. Budget of \$57,000. Council Report has been written for March 22 Council Meeting
- Lind Sportsplex – Retaining Wall RFQ, 3 site tours completed, closed February 23. Two bids submitted. Luckhardt Landworks Ltd. Winning project at \$17,928 + hst. Budget of \$15,000.
- Lind Sportsplex – Lobby Door RFQ, 3 site tours completed, closed February March 2. Hudson Lock winning the project at \$7,426.25(including HST). Budget of \$13,000

- Museum Retaining Wall RFQ – pricing received Roof Tile Management \$70,500. Budget of \$38,000. Council Report written for March 22 Council Meeting.
- Library Retaining Wall RFQ – pricing received Roof Tile Management \$46,500. Budget of \$51,500.

## **SPENDING AND VARIANCE ANALYSIS**

Mold testing and remediation 175 Queen St E (Town Hall), costing to follow

### **REVIEWED BY**

#### **Recommended by the Department**



Grant Brouwer  
Director of Public Works

#### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer



## Attachment A: Complaints and Issues Matrix

### *Building and Development Services Department*

Last Updated: March 7, 2022

#	Street	Starting Date	Subdepartment	Issues	Action	Status
1	Southvale Rd.	10-Dec-20	Property Standards	Complaints received regarding the dumpster located on the property (foul odours and pests), and the stability of the perimeter fencing.	Letter created on December 10 2020 and delivered to property owner on December 11 2020. Property owner emailed on December 14 2020 letting Staff know that they are working on solutions. Staff and property owner have emailed back and forth regarding fence and garbage. Summer of 2021 emails and meetings discussing options for dumpster.	Ongoing due to lack of funding to complete in a timely manner.
2	Queen St. E.	06-Jun-21	Planning	37 trees were removed from a property under site plan control that were not to be removed	Site Plan Agreement Amendment approved by Council on February 8, 2022. Awaiting signature of agreement, and provisions securities for tree replacement.	Ongoing
3	Warner St.	15-Sep-21	Property Standards	Complaint received regarding vehicles being parked on front lawn and care of the front yard.	Property Standards letter delivered to property owner on October 6, 2021, conversations with the property owner have taken place in person and via phone. Site inspection completed on October 20, 2021; property standards contraventions not resolved. On November 1, 2021 an Order to Remedy letter was sent by registered by mail and received on November 2, 2021. On November 30, 2021 Property Owner requested an extension. Site inspection on December 15, 2021, follow up with Property Owner regarding outstanding contraventions. The file remains open until Spring 2022 when the outstanding items can be completed (i.e., levelling of ruts in front yard).	Ongoing Property owner had mentioned damage from the town during construction in 2017. The Town will go and top soil and level out in Spring 2022.

4	Queen St. E	08-Nov-21	Building	Outdoor porch canopy built without a building permit.	On December 14 2021, Town staff presented the Owner with two options under the Ontario Building Code: Option #1 – 3.1.16 of the Ontario Building Code applies to your situation. The material the is used in your application is required to meet CAN/ULC-S109. If you are going for a three season structure, you will need to be designed under Part 4 of the OBC for all items around that. (Roof Loading, Uplift etc.). Option #2 – 3.1.16 of the Ontario Building Code still applies, Material needs to meet Can/ULC-S109. The Structure requirements are to be designed under Part 4 of the OBC (Snow load, roof loading, up lift etc.).	Ongoing
5	Edison St.	12-Nov-21	Property Standards	Property owner of Edison St. emailed about the water behind her property pooling in one spot.	Town Staff performed a site inspection on November 15, 2021. Property is adjacent to a Perth South property. Meeting held between St. Marys and Perth South staff on January 5/2022 to discuss possible solutions regarding standing water and drainage along the municipal boundary. A follow up meeting is being scheduled. Information has been provided to the complainant regarding the status of this file.	Ongoing
6	James St. S	02-Dec-21	Building	Neighbouring property concerned about residential development lighting plan. Inquired if the installed lighting will spillover to neighbouring properties, and whether there are regulations that prevent flood lighting.	Town staff are reviewing the lighting plan, engineers have confirmed that if the lights have been installed as per the approved specifications in the lighting plan then there should be no spillover. If there is spillover, a site meeting and light metering assessment will take place. Lights energized on December 22, 2021, Staff have asked the complainant whether there is spillover - a response has not been received from the complainant.	Ongoing/ Monitoring
7	Church St. N	23-Feb-22	Property Standards	Complaint received regarding snow piles on property line. Once the piles melt damage could be done to adjacening properties and pooling of water.	Letter created to the business's around the property and asked to remove the piles of snow. Letter mailed on March 4 ,2022. Business's were given 3 business days to contact the office to talk about a resolution.	Ongoing
8	St. John St. N	23-Feb-22	Property Standards	Complaint received about storm water going onto neighbour property and damaging the lawn	Letter created to property owner to re-direct storm water and not having it go on adjacent properties. Letter mailed on March 4 2022. Property owner was given 3 business days to contact the office to talk about a resolution.	Ongoing

9	St. Andrew St. S	25-Feb-22	Property Standards	Complaint received regarding 7 non running vehicles stored on property and on lawn. Engine motor hanging from a tree by a chain.	Letter to be created and forwarded to property owner.	Ongoing
10	Queen St E	04-Mar-22	Planning	Head lights being cast on abutting properties from commercial business	Informed property owner. Waiting for screening to be installed to see it deals with the issue.	Ongoing



## Attachment B: Building Department Monthly Summary

*Building and Development Services Department*

**Table 1. Monthly Totals** (as of February 28 2022)

Year	Building Permits	Year to Date	Dwelling Units for the Month	Year to Date	# of Accessory Dwelling Units
2022	9	17	1	11	0
2021	162	162	0	72	2

**Table 2. Annual Totals**

Year	Building Permits	Dwelling Units	Construction Value
2021	17	11	\$ 3,992,980.00
2021	162	72	\$ 42,174,405.00
2020	166	72	\$ 38,801,203.00
2019	134	52	\$ 16,751,000.00
2018	172	53	\$ 22,875,651.00
2017	168	36	\$ 18,825,719.00
2016	120	38	\$ 14,244,002.00

# PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Ray Cousineau, Facilities Manager
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>DEV 13-2022 Museum Retaining Wall Repairs</b>

## PROJECT DETAILS

With all limestone structures the mortar becomes loose and dislodges over time due to the limestone absorbing moisture. The Museum Retaining Wall has not been pointed in several years and needs considerable work. This past summer a couple of the stones crumbled and needed to be replaced.

This project involves removal of existing mortar and damaged stones on the Church Street retaining wall of the Museum; re-pointing of the wall and replacement of damaged stones in the southern section; repairs to cap stones on the north end of the wall.

This project falls under the RFQ-DEV-01-2019 Repairs Town Owned Historical Buildings that was issued in December of 2019.

## RECOMMENDATION

**THAT** DEV 13-2022 Museum Retaining Wall Repairs report be received; and,

**THAT** the procurement for Museum Retaining Wall Repairs be awarded to Roof Tile Management for the procured price of \$79,665.00, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in DEV 13-2022 report; and,

**THAT** Council consider By-Law 27-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFQ-DEV-01-2019
Tender Closing Date:	Tuesday, December 17, 2019
Number of Bids Received:	Six (6)
Successful Proponent:	Roof Tile Management
Approved Project Budget:	\$38,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$79,665.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$71,740.80
Project Over-budget (Net of HST)	\$33,740.80

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

## FINANCIAL IMPLICATIONS

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

Museum Retaining Wall Repairs	\$38,000.00
Tender over-budget (if needed)	\$33,740.80
Total	<b>\$71,740.80</b>
Transfer from Reserve – General Capital. (if over-budget)	<b>\$33,740.80</b>

The project will incur a variance of \$33,740.80 from the 2022 Capital budget. The variance will be transferred from the Reserve – General Capital.

## STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
  - Outcome: Maintenance Prioritization
  - Tactic(s): Tactic(s): On a go forward basis, maintenance, acquisition and devolution of heritage assets will align with the municipality's long-term strategic position

## OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

## ATTACHMENTS

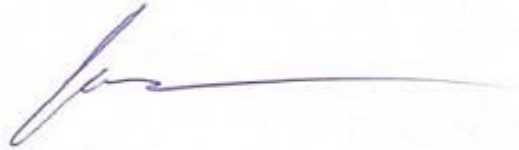
1. RFQ-DEV-01-2019 Repairs Town Owned Historical Buildings
2. Bid Summary RFQ-DEV-01-2019

## REVIEWED BY

### Recommended by the Department



Ray Cousineau  
Facilities Manager



Grant Brouwer  
Director of Building and Development

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

RFQ-DEV-01-2019 Repointing, De-pointing and repair of Town Owned Historic Stone Buildings

Company	References 15%	Experience 30%	Pointing Cost 55% - 40% Pointing, 15% Deep Void	Total of 100 Marks
818185 - Robertson Restoration	15	30	42.83	87.83
8995079 - Canada Global Business	15	9	29.82	53.82
Atwill-Morin Group Inc.	15	7.2	13.41	35.61
Tops Contracting Services	10	1.8	18.50	30.30
Roof Tile Management	15	19.8	55.00	89.80
Ultimate Construction	13	6	19.31	38.31

$$\frac{\text{Proponent exp}}{30} \times ((\text{lowest price/bid price}) \times 40) +$$

$$\frac{\text{max exp}}{30} \times ((\text{lowest price/bid price}) \times 15)$$

# PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Ray Cousineau, Facilities Manager
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>DEV 14-2022 Town Hall and Municipal Operations Centre Floor Replacement</b>

## PROJECT DETAILS

The Town of St. Marys has a 2022 Capital project for the flooring replacement at the Municipal Operations Center and the Town Hall. At the Municipal Operations Center the work will include removal of all the existing vinyl tile flooring and baseboard, smoothing out the subfloor and installing new luxury vinyl tile and vinyl baseboard. The two reception desks work areas will have the carpet removed and new luxury vinyl tile install. At the Town Hall, ceramic tile will be installed in the lower-level entrances with luxury vinyl tile installed throughout the rest of the lower level. This includes all offices, washrooms, police offices and lunchroom.

## RECOMMENDATION

**THAT** DEV 14-2022 Town Hall and Municipal Operations Centre Floor Replacement report be received; and,

**THAT** the procurement for RFQ-DEV- be awarded to Adias Impex Ltd. O/A Carpet Plus for the procured price of \$65,744.53, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in DEV 14-2022 report; and,

**THAT** Council consider By-Law 28-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFQ-DEV-10-2022
Tender Closing Date:	Wednesday, February 16, 2022
Number of Bids Received:	six (6)
Successful Proponent:	Adias Impex Ltd. O/A Carpet Plus
Approved Project Budget:	\$57,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$65,744.53
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$59,204.99
Project Over-budget (Net of HST)	\$2,204.99

The procurement document submitted by Adias Impex Ltd. O/A Carpet Plus was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Adias Impex Ltd. O/A Carpet Plus.

## FINANCIAL IMPLICATIONS

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

Name and Number of Account (budgeted)	\$33,000
Name and Number of Other Account (if needed)	\$24,000
Tender over-budget (if needed)	\$2,204.99
Total	<b>\$59,204.99</b>
Transfer from Capital account (if over-budget)	<b>\$2,204.99</b>

The project will incur a variance of \$2,204.99 from the 2022 Capital budget. The variance will be transferred from the Reserve – General Capital.

## STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
  - Outcome: Maintenance Prioritization
  - Tactic(s): Tactic(s): On a go forward basis, maintenance, acquisition and devolution of heritage assets will align with the municipality's long-term strategic position

## OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

## ATTACHMENTS

1. Bid Summary

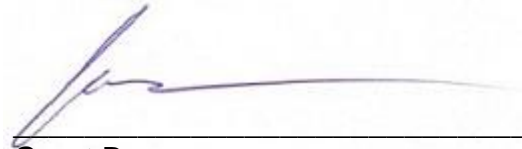
## REVIEWED BY

### Recommended by the Department

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Ray Cousineau  
Facilities Manager



Grant Brouwer  
Director of Building and Development

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

## VENDOR OPENING SUMMARY SHEET

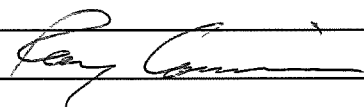

CONTRACT NO: DEV-10-2022-RFQ

TITLE: Town Hall and MOC Floor Replacement

Feb 16 2022

MOC

2:30 PM

NO	VENDOR	DATE	TIME	AMOUNT	Site Visit
1	2781334 Ontario INC. O/A to be Interior				
2	Adias Implex Ltd.	February 16, 2022	11:48 AM	\$ 65,744.53	YES
3	AMK Mechanical Construction				
4	ContructConnect				
5	Feltz Design Build	February 16, 2022	11:17 AM	\$ 139,450.91	YES
6	Healthy Environmental				
7	M&M Carpet Inc.				
8	Nirvana Interior Inc.	February 16, 2022	2:27 PM	\$ 110,064.35	YES
9	RA Flooring & Repairs Inc.	February 16, 2022	10:42 AM	\$ 108,367.00	YES
10	Tradeworks Interiors Canada Corp.				
11	Decortile	February 15, 2022	7:24 PM	\$ 70,747.02	YES
12	Home Building Centre	February 16, 2022	2:09 PM	\$ 135,127.07	YES
	Opened By: 				
	Recorded By: 				

# MONTHLY REPORT

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

**From:** Community Services

**Date of Meeting:** 22 March 2022

**Subject:** DCS 09-2022 March Monthly Report (Community Services)

## RECOMMENDATION

THAT DCS 09-2022 March Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Grant Funding:

- YCW Building Careers in Heritage intern's last day was February 23. Final reporting was submitted after final pay was processed in early March.
- Both Museum staff sat on the peer review committee for YCW grants in February.

### Programming/Wellness:

- A virtual Heritage Fair took place in February. 13 submissions were made, and the website has had 1,027 views. It will remain active here <https://stmarysheritagefair2022.wordpress.com/>
- Museum staff attended anti-racism training, offered for free through the Archives Association of Ontario.
- Staff are moving forward with Melodies at the Museum for August 2022. Sponsorship has been secured and booking performers is currently underway.
- Staff are working with the Stratford and District Chamber of Commerce to host a Business After Five networking event at the museum on April 20.
- The Child Care Centre is continuing to slowly transition to higher capacity to alleviate some of the waitlist.
- The Child Care Centre is hosting a March Break camp at Holy Name School and program is full.
- New guidance document with updates regarding childcare was just released and the child care team is working on an implementation plan.
- Staff at the Child Care Centre are keeping morale up by having each classroom team take turns host special days every Friday. It has been a great spirit lifter, and everyone is really enjoying themselves and it builds the team.
- EarlyON is back to all in-person programming. A program is offered every day of the week and one Saturday a month. Some virtual programming still being offered for those not comfortable attending in person yet
- EarlyON continues to have new families register every day and families in St. Marys and surrounding areas are impressed with the quality programming and variety of programs offered
- 9 successful candidates passed the Bronze Medallion/Emergency First Aid course in February.

- In April another Bronze Medallion/Emergency First Aid course followed by a Bronze Cross in May.
- Family Swims & Pool rentals have been running at full capacity
- The spring schedule has been released and the gap between programs is shortened now that COVID restrictions have lifted, allowing further programming to be developed.
- Spring swimming lesson schedule is being developed to maximize the space now that COVID restrictions have been lifted.
- We are phasing parents/caregivers out of the water during lessons (Sea Otter to Level 4)
- Staff training is planned March 20, this training is focused on strategies for instructors on class management and holds to prepare for teaching in the water.
- Summer recruitment is underway for lifeguards, head lifeguards and canteen attendants.
- Quarry Updates: Staff continue to meet monthly with PT Watersports to plan installation and summer operations. The next meeting will focus on website FAQ's, parking overflow options, time-lapse of inflatable installation and contest for first on the inflatable.
- The Witbit inflatable will be delivered on pallets the first week in June, staff are coordinating with Operations/Public Works for storage and transportation.
- Approximately \$1500 of feminine products were collected by the Friendship Centre to support the humanitarian efforts in Ukraine.

The chart below gives an update on the return of programs for the Friendship Centre:

Program	Status	Notes/Estimated Return
Group Fitness	18 of 26 classes have returned  4 of 8 sites have returned to offer classes	Return of additional sites depend on individual facilities. Staff will bring sites on board when they are ready, and volunteers are available to commit to teaching.
Blood Pressure Clinics	2 of 4 sites have returned	Return of sites depends on the individual facilities availability to host. Staff will bring these sites back on board when the offsite locations are available.  The community clinic is currently being offered in the Friendship twice monthly
Education	Returning in March	Education had been hosted virtually throughout the pandemic. The 100-day challenge has continued throughout the pandemic. The return to an in-person education will start with International Women's Day along with ACTIVE net registration education sessions.

<b>Program</b>	<b>Status</b>	<b>Notes/Estimated Return</b>
Card Programs	Operational	Weekly card programs have started to return. Contract Bridge, Duplicate Bridge and Pepper will be offered weekly in the afternoons.
Choir	Hold	Staff have reached out the program facilitator and will be scheduling a meeting with the program advisory committee
Jamboree	Anticipated return May 2022	Staff have reached out the program committee and will begin assessing the program needs
Open Crop Scrapbooking	Returning March 2022	
Scrapbooking Classes	Classes are held virtually	Staff will be surveying the participates needs and are working to develop a program that meets their needs. Classes have been offered successfully virtual throughout the pandemic.
Travel Club	Hold	Staff are working with various tour operators. Many operators still have a vaccine policy in place and local providers have yet to return to charter services.
In-House Dining Programs	Hold	The takeout program will continue to be offered while staff build a new in-house dining program. In-person breakfast will continue with a local restaurant partner until the new dining program returns. Anticipating return to in-house dining Summer early Fall.
Pepperama/Euchreama	Hold	Anticipate returning with dining programs. Staff will work to build a volunteer base to support the program and the lunch component of the program.

<b>Program</b>	<b>Status</b>	<b>Notes/Estimated Return</b>
ROMEO/Knit and Chat/Creative Minds	Operational	Working on returning coffee time to the program
Social Coffee	Operational	Volunteers are being trained to support the daily coffee following programs.
Shuffleboard	Operational	Working on returning coffee time to the program
Carpet Bowling	Operational	Working on returning coffee time to the program
Friendship Centre Pickleball	Operational	
Day time Zumba	Operational	
Evening Zumba	Operational	
Line Dancing	Operational	
Ballroom Dancing	Operational	
DCVI Pickleball	Operational	
DCVI Walking Program	Hold	This program will return in the Fall 2022
Events	Operational	Scrapbooking Garage Sale, Scrap-a-thon are scheduled for late March and late April.
Festive Holiday Meals	Operational	Easter is scheduled for a drive thru and delivery event. Thanksgiving will be assessed in late summer.

#### Facility Projects:

- Capital Projects which have been approved are being prepared for tenders or quotations.
- Main water line servicing the building has a leak. It is inside the mechanical room so no excavation necessary. The line has been temporarily clamped and will have a section replaced
- New Zamboni in service and running well. Some minor issues with parts were resolved soon after arrival and repaired under warranty.
- Annual Fire Inspection completed by the new contractor, no issues arose from the change

#### Impact/Feedback:

- “Just wanted to add my appreciation here. Thanks so much for letting us use the photo on our blog! I've always loved working with St Marys Museum and Archives. I used some of your photos a few years ago in my book *Flax Americana* (and the PhD research I did on it back at U of Guelph)!” -Josh MacFadyen, Associate Professor and Research Chair, University of Prince Edward Island
- “Your video about the Textile Room is so interesting. I’ve told several folks about your series of videos and feedback is very positive. Retirement is a great opportunity for going back to school!”
- Thank you, Emily and Amy, for all you do to ensure exhibits, and videos and communications and newspaper articles all year round. You are so encouraging, and always welcoming. I was glad to pursue a Heritage Fair submission as a follow-up from the “Come into My Kitchen” seminar, especially the dangers of the early refrigerants. The Virtual Exhibit link works well from the Town website. I sent to an octogenarian friend in California. She really enjoyed the Virtual Fair”
- Aquafit participant- Thanks to you and your wonderful team, we love it here.
- Swim lesson participant- My 4-year-old son is loving his swim lessons.
- Swim lesson participants- My girls had a great time at their lesson, and I'm sure they will improve as we go along, thank you so much for setting this up for me.
- THANK YOU for arranging for us to have coffee this morning. It was obvious from all the chatter that the social aspect of the gesture was every bit as much appreciated as the caffeine. Danke schon, merci beaucoup, gracias, and Thank you.
- Quote from a chair yoga participant. "Now it feels likes home". in reference to coffee being back inside the Friendship Centre

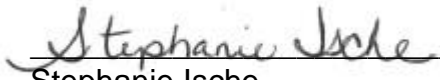
#### Program Statistics:

- The Archives had 15 on-site research bookings and responded to 21 research requests in February.

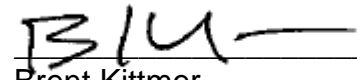
Friendship Centre Program Stats				
Program	January Units of Services 2021	January Clients Serviced 2021	January Unit of Services 2022	January Clients Served 2022
<b>Group Fitness</b>	247 classes attended	52 unique individuals served	468 classes attended	56 unique individuals served
<b>Meals on Wheels</b>	344 meals delivered	19 unique individuals served	357 meals delivered	26 unique individuals served
<b>Telephone Check in Calls</b>	324 calls made	24 unique clients served	268 calls made	19 unique clients served
<b>Grocery Shopping</b>	32 Shopping trips provided	19 unique clients served	53 Shopping trips provided	23 unique clients served
<b>Community Dining</b>	307 Meals served (1 meal weekly)	74 people fed	231 meals served (2 meals monthly)	134 people fed

## REVIEWED BY

### Recommended by the Department

  
Stephanie Ische  
Director of Community Services

### Recommended by the CAO

  
Brent Kittmer  
Chief Administrative Officer



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>22 March 2022</b>
<b>Subject:</b>	<b>COR 10-2022 March Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 10-2022 March Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Strategic Projects:

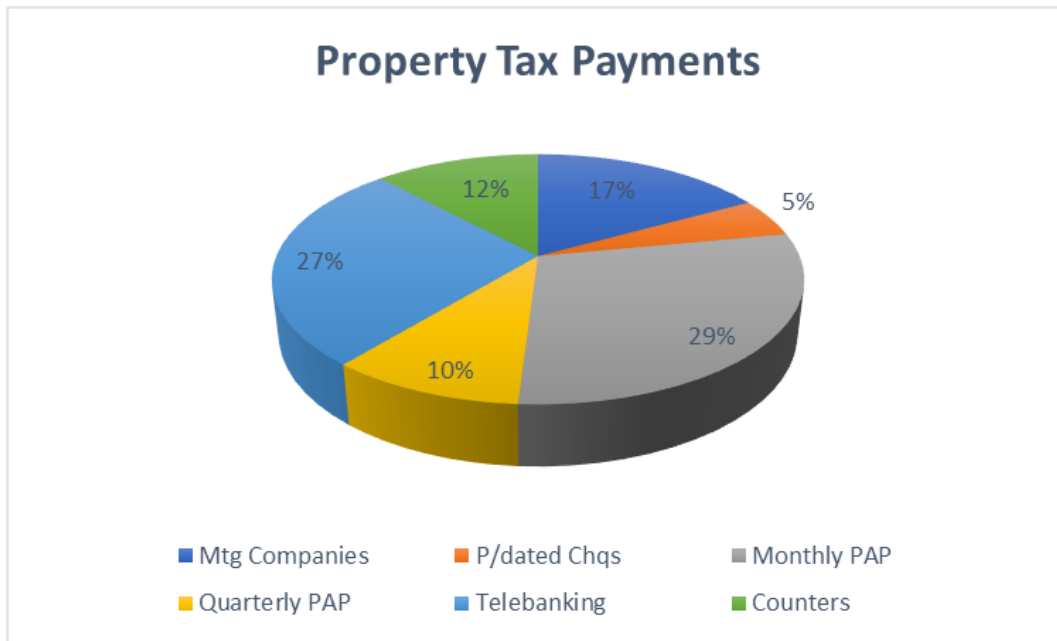
#### ERP Project:

- Proposals were received. Staff held a full day of demonstrations with the top 3 potential suppliers – including several staff from varying departments. Proponents are providing detailed costs and implementation plans as the next step. Final selection is expected to occur on April 12<sup>th</sup>

#### Monthly Division updates:

##### Finance:

- A/P processed for the month of February 150 cheques/EFTs
- Reconciled 13 bank accounts
- Processing year end entries and account reconciliations
- Participated in Realtor Tailgate meeting
- Staff have tracked data on what method taxpayers are using to pay for their property taxes:



#### Service Ontario:

- Service continues to be well utilized – general statistics are below:

	Month	MTC #	DRV #	OPC #	HEALTH #	Total	Avg/day
1	Oct 2021	276	63	6		345	25
2	Nov 2021	872	128	11		1011	48
3	Dec 2021	744	199	7		950	50
4	Jan 2022	711	146	3		860	45
5	Feb 2022	586	121	4		711	37
		2913	594	25	0	3532	

#### Information Technology:

- Upgraded selected staff laptops and phones
- Replaced Elavon point of sale with pax tap debit machines for PRC canteen
- Working with website hosting company as they update their database
- Rehosted infoHR to a cloud based solution
- Fixed network switch issue at Museum (redundancy worked for the rest of the town)

#### Communications:

- Completed first round of quarterly communications meetings with most departments
- Researching corporate/recreation e-newsletters
- Arranged and attended media relations training with Redbrick Communications

## Media Relations:

<b>Total # of Media Releases</b> (Stories sent to news outlets)	<b>Total # of Media Mentions</b> (Stories, photos, etc. published by news outlets)	<b>Total # of Media Outlets</b> (Newspapers, radio and television stations, websites, etc., that covered St. Marys stories)
8	25	6
<ul style="list-style-type: none"> <li>Topics included: Access to Recreation Grant, convoy protest, pet licencing contest, Mercury Theatre purchase, Firefighter of the Month, International Women's Day and Skate Park Survey</li> <li>Mercury Theatre purchase release generated significant media interest; CAO was interviewed by CBC Radio London; the story was also picked up by CKNX News Today (Wingham), The Beacon Herald and the St. Marys Independent</li> </ul>		

## Traditional Advertising:

<b>Total # of Print Ads/Publications</b>	<b>Total # of Radio Ads</b>
5	-
<ul style="list-style-type: none"> <li>Continued Weekly Stonetown Crier column</li> <li>March Break Day Camp ad in St. Marys Independent</li> </ul>	

## Digital Advertising:

<b>Total # of Digital Ads</b> (Facebook, Instagram, Google, etc.)	<b>Total # of Users Reached by Ads</b> (Number of times users saw ads on our digital platforms)	<b>Total # of Engagements/Outcomes</b> (Likes, comments, link clicks, direct messages etc.)
1  (Facebook/Instagram - March Break Day Camp advertising Facebook)	3,680	52 link clicks

## Website (townofstmarys.com):

<b>Total # Website Visits</b>	<b>Most Visited Pages*</b>
117,979	<ol style="list-style-type: none"> <li>1. Library</li> <li>2. Aquatics Centre</li> <li>3. Current Opportunities (Jobs)</li> <li>4. Pyramid Recreation Centre</li> <li>5. Register for Programs</li> </ol>
*Excluding COVID screening forms page and home page	

## Social Media:

Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	17	6,192
Facebook – Pyramid Rec Centre	16	3,347
Facebook – Friendship Centre	21	413
Twitter – Town of St. Marys	31	2,340
LinkedIn – Town of St. Marys	27	226
Instagram – Town of St. Marys	5	1,874
Instagram – Youth Centre	8	288
Facebook – Town of St. Marys EarlyON	5	550
Instagram – Town of St. Marys EarlyON	9	228

## Current/Ongoing Communications Campaigns:

Topic	Tactics
COVID-19 communications	Website, media releases, social media, newspaper column
Skatepark Upgrade public engagement	Online survey with 59 respondents as of March 8, 2022 (closes March 18) Presentation design, social media and virtual classroom visits.
Pet licencing	Website, media release, social media, internal/external contest
Access to Recreation Grant	Online form, news release, social media
Camp PRC March Break	Social media, website, newspaper ad
Jobs recruitment	Social media, website, newspaper ad
Snowmobile safety	Social media
Community Improvement Plan	Website

## **Economic Development / Tourism:**

- Worked with Invest Stratford to select candidates for the My Main Street Ambassador position for St. Marys. Interviewed four candidates and completed three second interviews. The Successful candidate is Mark Azzano. Mark started in the role at the end of February and attended the BIA meeting in early March to introduce himself and review the goals of the program. Mark will hold the position for a one-year contract held with Invest Stratford in collaboration with Town of St. Marys staff.
- Staff have worked with the BIA to secure a plan for replacement of the Treasurer who has resigned from the board. A new member will be introduced at the April meeting.
- Continued to develop a plan for the revitalization of the Flats project. The committee met with the designated Council rep and developed an action plan for the next steps. Internal discussions continue and then key stakeholder meetings will take place followed by public engagement.
- Met with the new property manager at 125 Queen Street (former Buck or Two) to discuss the building and their plans/wishes for the space. Advised them on some options to enhance the property and successfully rent the space.

## **Events:**

- Worked extensively on Homecoming-Heritage committee on July event
- Finished Visitors' Guide
- Four Instagram posts (Homecoming-Heritage, Valentine's Day, street cleaning thank-you, and Visitors' Guide)
- Welcomed and worked with new Events co-op student
- Assisted with planning of consultation process for Milt Dunnell Field revitalization

## **VIA Services:**

Usage statistics for February 2022:

- Total GO passengers = 190 (99 arrival, 94 departing). 70 of these departures were by GO bus due to a train cancellation.  
GO tickets sold/ printed = 0
- Total VIA passengers = 96 (52 arrival, 46 departing)  
VIA tickets sold/ printed = 3
- Total phone calls/ travel updates + enquiries = 25

## **SPENDING AND VARIANCE ANALYSIS**

n/a

## **REVIEWED BY**

### **Recommended by the Department**

  
Andre Morin  
Director of Corporate Services/Treasurer

### **Recommended by the CAO**

  
Brent Kittmer  
Chief Administrative Officer

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Corporate Services / Treasurer
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>COR-12-2022 Strong As Stone Recognition Program Update</b>

### PURPOSE

The purpose of this report is to update council on the Strong As Stone good citizenry recognition program and request that it be continued.

### RECOMMENDATION

**THAT** COR12-2022 Strong As Stone Recognition Program Update report be received; and

**THAT** Council consider approving the program's continuation, with minor adjustments.

### BACKGROUND

The Strong As Stone good citizenry recognition program was launched in February 2021 to recognize good deeds in our community in the midst of the pandemic to bolster community spirit and to recognize volunteers at a time when in-person gatherings were not possible.

Those recognized were nominated by their peers via an online form, and nominees were reviewed by an ad-hoc committee of staff and Council. Recipients were recognized at Town Council meetings, with photographs of recipients with their certificates shared on municipal social media as well as in the local newspaper.

### REPORT

During the year's course of the program, 31 individuals and/or groups were recognized by council. Reasons for nomination including fundraising for good causes, being a "good neighbour", supporting municipal programs such as Meals on Wheels and the 'Yak Shack, and organizing events despite the challenges posed by public health restrictions during the pandemic. Residents of all ages, from youth to older adult, were recognized.

A benefit of the Strong As Strong program is that it allowed for the recognition of those who fall outside of organized volunteerism parameters, and those whose good deeds may "fly under the radar" for whatever reason. The ease of submission made it easy to tie the good deed to the time of recognition, ensuring that good deeds were not forgotten due to the passage of time.

It was noted in the original staff report that volunteers prefer a personal expression of thanks throughout the year, rather than an annual volunteer appreciation reception (per Volunteer Canada's Volunteer Recognition Study, 2013).

In addition to being equitable, the Strong As Stone program is inclusive, in that anyone can nominate anyone. The nomination process is straightforward and accessible (hard copies of the nomination form have always been available). Additionally, there is no limit on the number of nominations, nor is there

a need to compare the impact of good deeds to single out a lone volunteer or citizen of the year. Additionally, the social media posts showcasing recipients are extremely popular, with an average of 90 Likes. The posts also drive new followers to our pages.

It is for the reasons of timeliness and inclusivity that the Strong As Stone program should be continued as a means to recognize the broad scope of good citizens in St. Marys. The wording on the nomination form and the certificate can be updated for general use instead of being COVID-specific.

The program should be re-evaluated after one year.

## **FINANCIAL IMPLICATIONS**

None; frames have already been purchased and certificates created in-house.

## **SUMMARY**

The Town's Strong as Stone recognition program has been highly successful; staff is recommending Council continue with the program and re-evaluate in one year.

## **STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #2 Communication and Marketing:
    - Outcome: Establish St. Marys as an ideal setting for new businesses and tourism. Emphasize its quality of life as a means of encouraging residential growth.
    - Tactic(s): Identify, as part of a marketing plan, the key messages St. Marys wants to share with the outside world, recognizing that it cannot be all things to all people.

## **OTHERS CONSULTED**

Brett O'Reilly, Communications Manager

Kelly Deeks-Johnson, Tourism and Economic Development Manager


Jenny Mikita, Senior Services Manager

## **ATTACHMENTS**

none

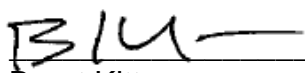
## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
André Morin  
Director of Corporate Services/Treasurer

  
\_\_\_\_\_  
Andrea Macko  
Events Coordinator

### **Recommended by the CAO**

  
\_\_\_\_\_  
Brent Kittmer  
Chief Administrative Officer

# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Corporate Services / Treasurer
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>COR 13-2022 Closed Tender Summary</b>

## INFORMATION

Quotes and bid submissions to the Town continue to be over budget in many instances. This report is to provide Council with some current information staff is observing and discuss some mitigation tools staff will be implementing.

## RECOMMENDATION

THAT COR 13-2022 Closed Tender Summary report be received for information.

## BACKGROUND

All purchase of goods and services for the Town are completed pursuant to the procurement by-law. As per our by-law, any purchases over \$50,000 are awarded by Council. Furthermore, where submissions exceed the allocated budget, Council approval may be necessary.

## REPORT

Due to the continued impact of the COVID pandemic and the more recent events in the Ukraine, commodity prices and supply uncertainty has had a significant impact on inflation.

Canada Consumer Price Index (CPI) increased by 5.1% in January (12-month change)

Construction Price Index (Non-Residential) increased by 15.25% in the 4<sup>th</sup> quarter 2021 (12-month change)

Overall, the Town has not been significantly impacted by inflationary costs over the last couple of years; however, recently many of our procurement closings have resulted in increases well over our budgeted amounts.

Attached is a listing of our formal procurement projects in 2022 – below is a summary of this information:

- 24 Procurement processes started
- 9 Projects awarded and/or closed (one removed as it is a per use rental equipment award)
- 7 Projects are over budget
- Total current overage is at \$257,799 or 9.18%

Each year we see trends over and below our estimates based on various factors and market conditions. The trend we are currently experiencing is extreme and concerning; however, we need to remember that maintaining the assets of the Town is a very long-term investment – whereby some years will experience higher costs and others will see lower costs. Much like long term investments, the important factor is the overall increase over the long term. Within the Town's projections, we use between 2 – 3% to project our future capital costs. Therefore, there are two aspects we want to consider:

1. Short Term impact: The Town has been slowly narrowing the infrastructure deficit gap, increases of 10% for 1 or 2 years are manageable, but will impact our ability to narrow the deficit gap; in fact, if this trend continues it can push us back 3 – 6 years.
2. Long Term Impact: If the Town's capital and major operating contracts continue to increase in the long-term by more than an average of 2 – 3%, this will have a significant impact on the Town's budgets moving forward. For example, based on the 2018 AMP update the Town was increasing its annual contribution to capital reserves by 5% (2 – 3% to cover inflation with the remainder used to narrow the gap) which would eliminate our infrastructure gap in approximately 15 years. Alternatively, if these inflationary costs go back to normal levels, the long-term impact will be negligible.

#### Current Solutions:

1. Short Term
  - a. Staff will continue to monitor and update the tender results on each monthly report to make Council aware of the trending.
  - b. Senior Management will continue to monitor and make decisions to delay/defer any 2022 capital projects.
  - c. Staff will create flexibility into tenders and RFPs to hopefully create opportunities for contractors/suppliers to provide more favourable pricing.
  - d. Included in our 2022 department plans is to update our asset management plan and create a long-term financing strategy – the financing strategy will include scenarios with the impact of longer and larger inflation increases.
2. Long Term
  - a. Staff will want to better monitor historical and future trends in inflation on capital costs.
  - b. Future capital reserve transfer budgets may have to be increased further to deal with inflationary costs.
  - c. Staff and Council will need to continue modernization and efficiency discussions to contain/mitigate costs moving forward. This may include bringing services in-house, lowering current service levels, and reviewing revenue generation options.

## **SUMMARY & IMPLICATIONS**

The Town is currently receiving many bids for projects over our 2022 budget estimates. This report summarizes the current data and provides information to Council on how staff are monitoring and what some implications may be.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**


Senior Management Team

## **ATTACHMENTS**

Tender Variances – March 2022

## **REVIEWED BY**

### **Recommended by the Department**



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Andre Morin  
Director of Corporate Services/Treasurer

### **Recommended by the CAO**



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Brent Kittmer  
Chief Administrative Officer

2022 PROJECT TENDERS AND RFPs

#	COUNCIL AWARD REPORT	PROJECT DESCRIPTION	STATUS	PROPONENT	APPROVED PROJECT BUDGET	COST (Net of HST Rebate)	VARIANCE \$	VARIANCE %	# of Bids	High Bid (Inclusive of HST)	COMMENTS
1		MOC Boiler Replacement	Awarded	Cubberly Plumbing, Heating & Air Conditioning	\$34,000.00	\$27,742.61	\$6,257 ▲	-18.40%	3	\$42,657.50	
2	PW-11-2022	Wellington St. Reconstruction	Awarded	Lavis Contracting Co. Ltd.	\$2,181,000.00	\$2,319,475.13	-\$138,475 ▼	6.35%	3	\$2,846,283.61	
3		Equipment Roster	Awarded						#DIV/0!		Various companies.
4		Road Condition Assessment	In Development						#DIV/0!		
5		Church Street Retaining Wall	In Development						#DIV/0!		
6		Wellington St. Engineering	In Development						#DIV/0!		
7		Water St. Bridge Repairs	In Development						#DIV/0!		
8	PW-12-2022	Queen St. E Guide Rail Replacement	Awarded	Royal Fence Ltd.	\$60,000.00	\$88,404.00	-\$28,404 ▼	47.34%	2	\$102,146.35	
9	PW-13-2022	Pavement Markings	Awarded	Provincial Road Marking Inc.	\$19,000.00	\$28,952.36	-\$9,952 ▼	52.38%	3	\$271,534.13	Total cost includes \$3,000 for separate centreline painting contract. Successful bid = \$25,952.36.
10	DEV-14-2022	Town Hall & MOC Floor Replacement	Closed	Adias Impex Ltd. O/A Carpet Plus	\$57,000.00	\$59,204.99	-\$2,205 ▼	3.87%	6	\$139,450.91	
11	n/a	MOC Window Replacement	Awarded	Nirvana Interior Inc.	\$38,000.00	\$36,259.00	\$1,741 ▲	-4.58%	2	\$55,645.72	
12	PW-17-2022	Turf Maintenance Activities	Closed	St. Marys Landscaping	\$100,000.00	\$148,609.27	-\$48,609 ▼	48.61%	3	\$3,445,493.60	2022 values only; total cost net of HST = \$478,491.42 over 3 years. Future budget amounts TBD later afer service delivery review.
13		Single Axle Plow Truck	In Development						#DIV/0!		
14	PW-18-2022	Grand Trunk Trail Staircase	Closed	VanDriel Excavating Inc.	\$89,000.00	\$123,908.52	-\$34,909 ▼	39.22%	3	\$182,148.47	Expected Donations to assist with costs
15		ERP - Pre-Qualification	Closed						#DIV/0!		To be awared in April
15	n/a	Lind Sportsplex Retaining Wall	Closed	Luckhardt Landworks Ltd.	\$15,000.00	\$18,243.53	-\$3,244 ▼	21.62%	2	\$21,162.64	
16		Lind Sportsplex Lobby Door	In Development		\$13,000.00			-100.00%			Originally \$8,000, added \$5,000 to budget for auto door opener for total of \$13,000.
17		Library Southside Exit Door Repl.	In Development		\$5,000.00			-100.00%			Budget confirmed with Ray.
18		Pride Banners	Closed						#DIV/0!		
19		RTU-ACS-1 HVAC Replacement	Open						#DIV/0!		

2022 PROJECT TENDERS AND RFPs

#	COUNCIL AWARD REPORT	PROJECT DESCRIPTION	STATUS	PROPONENT	APPROVED PROJECT BUDGET	COST (Net of HST Rebate)	VARIANCE \$	VARIANCE %	# of Bids	High Bid (Inclusive of HST)	COMMENTS
20		Evaporative Condenser Replacement	In Development					#DIV/0!			
21		Teddy's Field Light Replacement	In Development					#DIV/0!			
22		Friendship Centre Engineered Air HVAC Units (3) Repl.	In Development					#DIV/0!			
<del>23</del>		<del>Painting LindSportsplex</del>	<del>Open</del>					#DIV/0!			CANCELLED - Deferred
					\$2,611,000.00	\$2,850,799.42	-\$257,799 ▼	9.18%			



# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Corporate Services / Treasurer
<b>Date of Meeting:</b>	22 March 2022
<b>Subject:</b>	<b>COR 14-2022 Finance Annual Reports</b>

## INFORMATION

To provide Council with the following annual financial reports:

- Council Remuneration
- Investments

## RECOMMENDATION

THAT COR 14-2022 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 2021 of the remuneration and expenses made to or on behalf of members of Council from public funds.

### Investments:

Attached is a summary of the 2021 Investments held in accordance with *regulation 438/97 of the Municipal Act, 2001*. Simple average rate of return in 2021 was 0.46% (2020 was 3.35%). Our investments in 2021 as whole had a much lower rate of return than our historical average. While the Town had shifted some investments in 2020, many of our investments continue to be held in bonds. With the increased inflation and the risk of interest rate hikes, the market value of bonds traditionally decreases. This is the case with the Town’s investments whereby the market value of our bonds decreased – typically the Town holds its bonds until maturity, this means that any market value

decreases will be recouped when the bond matures. As well, due to the volatile markets, the Town is keeping more cash in the bank, earnings from that interest has increased by approximately \$28,000 over previous year, which is not reflected in the investment returns in this report.

The Treasurer, in his opinion, believes 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 2021 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**


N/A

## **ATTACHMENTS**

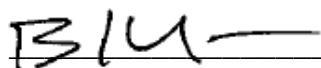
2021 Council Remuneration Report  
2021 Investment Report

## **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 2021**

Name	Annual Remuneration		Reimbursement of Expenses			2021
	Salary	Spruce Lodge	Cell Phones	Mileage	Conferences	Totals
Mayor A. Strathdee	32,932.68		*	69.08		33,001.76
Councilor L. Hainer	15,545.22		600.00			16,145.22
Councilor J. Craigmile	15,545.22		*			15,545.22
Councilor M. Luna	15,545.22	520.00	600.00			16,665.22
Councilor R. Edney	15,545.22		600.00			16,145.22
Councilor F. Pridham	15,545.22	760.00	600.00			16,905.22
Councilor T. Winter	15,545.22					15,545.22
<b>TOTAL</b>	<b>126,204.00</b>	<b>1,280.00</b>	<b>2,400.00</b>	<b>69.08</b>	<b>0.00</b>	<b>129,953.08</b>

**Note:** \* Town cell phone

**Town of St. Marys**  
Investment Schedule  
Year ended December 31, 2021

INVESTMENT TYPE	Fund: Acct #	<30> Cemetery	<01> Operating	<51> PUC	<54> DC's	Total
<b>RBC Securities:</b>						
Opening Balance	645-15001-1-1-7			1,637,880.53	314,546.63	1,952,427.16
Opening Balance	588-24573-1-9		6,412,094.64			6,412,094.64
Opening Balance	588-24642-1-3	554,464.79				554,464.79
		554,464.79	6,412,094.64	1,637,880.53	314,546.63	8,918,986.59
2021 Transactions:						
Donations			46,785.00	1,480.14		
Transfer from (to) Town			-10,522.30			
Transfer from (to) Town						0.00
Net Investment Income Earned		15,897.47	37,481.00	32,244.47	1,572.73	87,195.67
December 31, 2021 Balance	645-15001-1-1-7			<b>1,671,605.14</b>	<b>316,119.36</b>	<b>1,987,724.50</b>
December 31, 2021 Balance	588-24573-1-9		<b>6,485,838.34</b>			<b>6,485,838.34</b>
December 31, 2021 Balance	588-24642-1-3	<b>570,362.26</b>				<b>570,362.26</b>
<b>Total - December 31, 2021</b>		<b>570,362.26</b>	<b>6,485,838.34</b>	<b>1,671,605.14</b>	<b>316,119.36</b>	<b>9,043,925.10</b>
<b>One Fund:</b>						
Opening Balances:						
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
		0.00	1,341.51	1,769,999.88	744,769.58	2,516,110.97
2021 Transactions:						
Transfer from (to) Town						0.00
Net Investment Income Earned			6.79	-25,556.19	-9,409.21	-34,958.61
Total One Fund		<b>0.00</b>	<b>1,348.30</b>	<b>1,744,443.69</b>	<b>735,360.37</b>	<b>2,481,152.36</b>
One Fund - Money Market	281-80				90,786.42	90,786.42
One Fund - Money Market	282-60					0.00
One Fund - Bond	281-80				644,573.95	644,573.95
One Fund - Bond	284-20			1,744,443.69		1,744,443.69
One Fund - High Interest Savings	49028461317		1,348.30			1,348.30
<b>Total - December 31, 2021</b>			<b>1,348.30</b>	<b>1,744,443.69</b>	<b>735,360.37</b>	<b>2,481,152.36</b>
<b>TOTAL INVESTMENTS</b>		<b>570,362.26</b>	<b>6,487,186.64</b>	<b>3,416,048.83</b>	<b>1,051,479.73</b>	<b>11,525,077.46</b>

AVERAGE RETURN ON INVESTMENTS FOR THE YEAR

0.46%



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>22 March 2022</b>
<b>Subject:</b>	<b>FD 03-2022 March Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 03-2022 March Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Emergency Responses

During the month of March (11 February – 11 March 2022) the Fire Department responded to 08 emergency responses most notably:

- Automatic alarms – 5 St. Marys
- Fire – 1 St. Marys
- Medical – 1 St. Marys
- Mutual Aid – 1 Ice/water rescue West Perth

### Search & Rescue Operations

St. Marys Firefighters conducted ice/swift water search & rescue operations on three sperate days. Total man hours 228.

### Fire Inspections & Prevention

During the month of March (11 February – 11 March 2022) the Chief Fire Prevention Officer accomplished the following:

#### Inspections

- 23 Routine
  - 1 Follow up and ongoing
  - 2 Requests
- 15 Total**

### Public Education

Article for the Independent for time change.

Fire inspection project to mentor Fanshawe College fire prevention students continues. CFPO provides an inspection, the infractions discovered, and other agencies involved and the students complete a fire inspection report.

## **Investigations**

Car fire in an automotive shop

## **Who's Responding**

- In the process of working with IT to install a TV Screen in the Bunker Gear room. The purpose of this would be when the firefighters are paged out and arrive at the fire hall to get dressed and proceed to their respective apparatus, they would be able to have one last look at the TV screen with all the Who's Responding information on it. This would include the type of call, address, number of firefighters responding, closest water sources (hydrants and underground water sources in Perth South).

## **Training**

- INOAC Facility Tour
- Inspections, Testing and Maintenance of vehicles and equipment
- General Meeting Night – Annual Policy Review
- Railway Safety CN Rail – Guest Speaker Chris Nicholson

## **External Training**

- Two firefighters completed their NFPA 1006 Ice Water Rescue Technician Level
- One firefighter completed his NFPA 1035 Level I Fire & Life Safety Public Educator

## **New Recruits**

- Two candidates were interviewed for the two vacant recruit firefighter positions
- Both candidates are certified NFPA 1001 Firefighter Level I & II

## **New Pumper**

- Fire Truck Committee conducted a meeting with Safetek representatives to review all the extra items that are required to bring the new Two Door Commercial Top Mount Enclosed Pumper up to St. Marys Fire Department standards.
- Fire Chief will work with Safetek to keep the additional charges to within \$50,000.

## **SPENDING AND VARIANCE ANALYSIS**

- Repairs to Genesis Cutters - \$1,892.75
- Four Pagers and Chargers - \$2,974.16

## REVIEWED BY

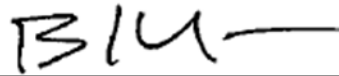
### Recommended by the Department



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Richard Anderson  
Director of Emergency Services / Fire Chief

### Recommended by the CAO



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Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

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

**From:** Human Resources

**Date of Meeting:** 22 March 2022

**Subject:** HR 03-2022 March Monthly Report (Human Resources)

## RECOMMENDATION

THAT HR 03-2022 March Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for a Firefighter, contract Adult Learning Instructor, contract Policy Assistant, Seasonal Museum Assistants, Lifeguards and Canteen staff.
- Completed the recruitment for a contract General Library Clerk, part-time Library Page, contract Adult Learning Program Coordinator and contract File Clerk.
- Completed one exit interview with departing Adult Learning staff.

### Employee Engagement

- Closed the staff Recognition Survey. Results will be sent to the Senior Leadership Team and STEAM to review and will form the basis of a new Recognition Program.
- In conjunction with IT and Communications, working on a SharePoint site to promote internal communications that will be accessible to all staff. This stems from various communication recommendations from the 2019 Employee Engagement Survey.

### HR Systems

- Conducted New Hire Orientation, Employee Self-Serve/Electronic Timesheet training and benefit enrollment sessions for new staff.
- Troubleshooting InfoHR issues as a result of version update and moving to the cloud
- Attended and provided feedback on the Enterprise Resource Planning software demonstrations.
- Resolved the final job evaluation appeal after a meeting with the team member, supervisor, HR and the job evaluation consultant.

### Health & Safety/ Training

- To internalize First Aid training for staff, the Human Resources Generalist completed Standard First Aid/CPR and registered for First Aid/CPR Instructor courses.
- Assigned HRdownloads courses to all various staff to assist with re-opening stress staff may experience (*Conflict Resolution.*, *Coping with Stress*, *Defusing Hostile Customers*).

- Recruited four management volunteers to take some online management training and provide feedback on the value and effectiveness. If successful, this will be rolled out to all current management staff as needed and all new management staff upon hire.
- Continued tracking and reporting Covid-19 related absenteeism across all Town Departments.

#### Payroll and Benefits


- Completed Financial Information Report (FIR) Schedule 80 for Finance's year end filing
- Submitted the report on hiring to Service Canada for February
- Filed the 2021 Public Sector Salary Disclosure with the Ministry of Affairs
- Completed Benefits Consortium Absenteeism and LTD monitoring – Q4 2021
- Attended virtual Benefit Consortium meeting

### **SPENDING AND VARIANCE ANALYSIS**

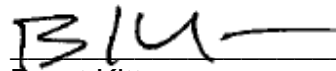
None to report

### **REVIEWED BY**

#### **Recommended by the Department**

  
\_\_\_\_\_  
Lisa Lawrence  
Director of Human Resources

#### **Recommended by the CAO**

  
\_\_\_\_\_  
Brent Kittmer  
Chief Administrative Officer

**BY-LAW 26-2022**

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

**Being a By-law to delegate certain authority during a “lame duck” council period after nomination day to the swearing in of Council.**

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 275, restricts acts that a council can take after Nomination Day (August 19, 2022) and after Election Day (October 24, 2022) if the council is in a lame duck position;
- AND WHEREAS:** Section 275 (3) of the *Municipal Act, 2001*, c.25 restricts Council from taking action on the following;
- a) The appointment or removal from office of any officer of the municipality;
  - b) The hiring or dismissal of any employee of the municipality;
  - c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, except in cases where the disposition was included in the most recent budget adopted by the council before nomination day in the election; and
  - d) Making any expenditure or incurring any other liability which exceeds \$50,000, except in cases where the liability was included in the most recent budget adopted by the council before nomination day in the election.
- AND WHEREAS:** Section 275 (6) of the *Municipal Act, 2001*, c.25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new Council;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to delegate authority to the Chief Administrative Officer, where necessary, on certain acts during the “Lame Duck” period;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts as follows:
1. That Council delegates authority to the Chief Administrative Officer to take action, where necessary, on certain restrictions listed in Section 275 (3) of the *Municipal Act, 2001* between Nomination Day and the commencement of the Council term.
  2. That the Chief Administrative Officer will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the *Municipal Act, 2001* between Nomination Day and the commencement of the Council term.

3. This by-law comes into force on the final passing thereof and expire on November 15, 2022.

**Read a first, second and third time and finally passed this 22<sup>nd</sup> day of March 2022.**

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Mayor Al Strathee

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Jenna McCartney, Clerk

**BY-LAW 27-2022**

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

**Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Roof Tile Management.**

- WHEREAS:** The Corporation of the Town of St. Marys released RFQ-DEV-01-2019 for the purpose of obtaining a firm to complete repairs to historical Town owned facilities including the Museum retaining wall (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by Roof Tile Management, which was subsequently approved by Council on March 22, 2022 for the specific purpose of repairing and repointing the retaining wall at the St. Marys Museum;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Roof Tile Management for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- 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 Roof Tile Management.
  - 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 22<sup>nd</sup> day of March 2022.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 28-2022**

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

**Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Adias Impex Ltd. O/A Carpet Plus.**

- WHEREAS:** The Corporation of the Town of St. Marys released RFQ-DEV-10-2022 for the purpose of obtaining a firm to remove existing flooring and replace with new at the Municipal Operations Centre and Town Hall (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by Adias Impex Ltd. O/A Carpet Plus which was subsequently approved by Council on March 22, 2022;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement Adias Impex Ltd. O/A Carpet Plus for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- 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 Adias Impex Ltd. O/A Carpet Plus.
  - 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 22<sup>nd</sup> day of March 2022.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 29-2022**

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

**Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Her Majesty the Queen in right of Ontario by way of Ministry of Solicitor General.**

- WHEREAS:** Through the Ministry of the Solicitor General's program Court Security and Prisoner Transportation, The Corporation of the Town of St. Marys is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and / or the costs of transporting prisoners and custodial minors between correctional institutions, custodial facilities and court locations for the purposes of court attendance;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario by way of the Ministry of the Solicitor General;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and the 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 by way of the Ministry of the Solicitor General.
  - 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 22<sup>nd</sup> day of March 2022.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 30-2022**

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

Being a By-law to authorize an Amending Agreement between The Corporation of the Town of St. Marys and St. Marys Cement Inc. (Canada). and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys entered into an agreement with St. Marys Cement Inc. (Canada) ("St. Marys") by by-law 49-2021 for the purpose of authorizing St. Marys to enter onto portions of 55 George Street North, legal owned by The Corporation of the Town of St. Marys, for the purpose of installing an ambient air monitoring station sensor on the land;
- AND WHEREAS:** The Corporation of the Town of St. Marys entered into an amending agreement with St. Marys Cement Inc. (Canada) ("St. Marys") by by-law 90-2021 for the purpose of authorizing St. Marys to enter onto portions of 172 James Street South, legal owned by The Corporation of the Town of St. Marys, for the purpose of installing an ambient air monitoring station sensor on the land;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an amending agreement with St. Marys (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project as it relates to the installation of electrical power to the ambient air monitoring station located at 172 James Street South;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Amending 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 Amending Agreement between The Corporation of the Town of St. Marys and St. Marys Cement Inc. (Canada)., attached hereto as Appendix "A", is hereby authorized and approved.
  2. That the Mayor and Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 22<sup>nd</sup> day of March 2022.

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 31-2022**

**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 22, 2022**

**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 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 22<sup>nd</sup> day of March 2022 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 22<sup>nd</sup> day of March 2022.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk