



AGENDA

Regular Council Meeting

September 12, 2023

6:00 pm

Council Chambers, Town Hall

175 Queen Street East, St. Marys

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

Pages

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

RECOMMENDATION

THAT the September 12, 2023 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 or in the drop box at Town Hall, 175 Queen Street East, lower level.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency - 2nd Quarter Reporting

9

Mark Bouw and Renee Hornick

RECOMMENDATION

THAT the delegation from Ontario Clean Water Agency regarding the second quarter 2023 water and wastewater reporting be received.

5.2 Spruce Lodge re: Organization Orientation

35

Peter Bolland

RECOMMENDATION

THAT the Spruce Lodge delegation regarding the organization orientation be received.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - August 22, 2023

58

RECOMMENDATION

THAT the August 22, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

RECOMMENDATION

THAT Rail Safety Week is to be held across Canada from September 18 to 24, 2023;

THAT 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

THAT educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

THAT Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

THAT CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

THAT it is hereby resolved to support national Rail Safety Week to be held from September 18 to 24, 2023.

8. STAFF REPORTS**8.1 Administration****8.1.1 ADMIN 49-2023 PC Connect – Local Partnership Agreement Extension**

73

Mike Mousley, Manager of Transit, City of Stratford

RECOMMENDATION

THAT ADMIN 49-2023 PC Connect Local Partnership Agreement Extension report be received; and

THAT Council consider By-law 88-2023, being a by-law to authorize the Mayor and the Clerk to sign an agreement to amend the terms and conditions of the PC Connect local partnership agreement with the City of Stratford and Municipality of North Perth.

8.1.2 ADMIN 50-2023 Active Dissemination and Routine Disclosure Policy 84

RECOMMENDATION

THAT ADMIN 50-2023 Active Dissemination and Routine Disclosure Policy report be received; and

THAT Council consider By-law 89-2023, being a by-law to adopt the Active Dissemination and Routine Disclosure Policy as presented in staff report ADMIN 50-2023.

8.2 Building and Development Services

8.2.1 DEV 52-2023 Town Hall Elevator Upgrades 88

RECOMMENDATION

THAT DEV 52-2023 Town Hall Elevator Upgrades report be received; and,

THAT the procurement for DEV 34-2023-RFQ Town Hall Elevator Upgrades be awarded to Otis Canada Inc for the procured price of \$94,920.00, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 90-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Otis Canada Inc.

8.3 Public Works

8.3.1 PW 48-2023 Trackless MT6 Overhaul Award and Wide Area Mower Pre-Budget Approval

92

RECOMMENDATION

THAT PW 48-2023 Trackless MT6 Overhaul Award and Wide Area Mower Pre-Budget Approval be received; and

THAT Council provide 2024 pre-budget approval of the Trackless MT67 Overhaul capital project and approve a single source of the works to Work Equipment Ltd. in the amount of \$172,053.21, inclusive of all taxes in contingencies; and

THAT Council consider By-law 91-2023, being a by-law to authorize the Mayor and Clerk to sign the associated agreement with Work Equipment Ltd.; and,

THAT Council provide 2024 pre-budget approval of \$35,000 for staff to procure a wider area mower.

8.3.2 PW 49-2023 Asphalt Resurfacing Tender Award

96

RECOMMENDATION

THAT PW 49-2023 Asphalt Resurfacing Tender Award report be received; and,

THAT the tender for Asphalt Resurfacing be awarded to Dufferin Construction Company, A Division of CRH Canada Group Inc. for the bid price of \$337,955.88, inclusive of all taxes and contingencies; and,

THAT Council approves a variance to be incurred in the delivery of this project as identified in PW 49-2023 Asphalt Resurfacing Tender Award report, to be funded from Roads Operating budget with a transfer to the roads capital reserve; and,

THAT Council consider By-Law 92-2023, being by-law to authorize the Mayor and the Clerk to sign the associated agreement with Dufferin Construction Company.

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

RECOMMENDATION

THAT Committee and Board minutes listed under agenda items 9.1.1 to 9.1.7 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.

9.1.1 Bluewater Recycling Association - Coun. Craigmile

9.1.2 Business Improvement Area - Coun. Aylward

9.1.3 Huron Perth Public Health - Coun. Luna

9.1.4 Library Board - Mayor Strathdee, Couns. Aylward and Pridham

**9.1.5 Municipal Shared Services Committee - Mayor Strathdee,
Coun. Edney**

9.1.6 Spruce Lodge Board - Couns. Lucas, Luna

9.1.7 Upper Thames River Conservation Authority - Coun. Craigmile

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Canadian Baseball Hall of Fame and Museum - Coun. Edney

9.2.2 Committee of Adjustment

**9.2.3 Community Policing Advisory Committee - Couns. Edney and
Luna**

**9.2.4 Downtown Service Location Review Committee - Mayor
Strathdee, Coun. Pridham**

9.2.5 Flats Revitalization Committee - Coun. Edney

9.2.6 Green Advisory Committee - Coun. Aylward

9.2.7 Heritage and Culture Advisory Committee - Coun. Lucas

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

- 9.2.9 Planning Advisory Committee - Couns. Craigmile, Lucas
- 9.2.10 Recreation and Leisure Advisory Committee - Coun. Pridham
- 9.2.11 St. Marys Lincolns Board - Coun. Craigmile
- 9.2.12 St. Marys Minor Hockey Association Board - Coun. Craigmile
- 9.2.13 St. Marys Cement Community Liaison Committee - Couns. Craigmile, Edney
- 9.2.14 Stratford Perth Chamber of Commerce - Coun. Lucas
- 9.2.15 Town Hall Renovation Committee - Couns. Luna and Pridham

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 88-2023, 89-2023, 90-2023, 91-2023 and 92-2023 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

12.1	By-Law 88-2023 Local Partnership Agreement Extension for PC Connect	100
12.2	By-Law 89-2023 Active Dissemination and Routine Disclosure Policy	101
12.3	By-Law 90-2023 Agreement with Otis Canada Inc.	117
12.4	By-Law 91-2023 Agreement with Work Equipment Ltd.	118
12.5	By-Law 92-2023 Agreement with Dufferin Construction Company, A Division of CRH Canada Group Inc.	119

13. UPCOMING MEETINGS

*All meetings are open to the public to attend in person and will be live streamed to the Town's YouTube channel

September 19, 2023 - 9:00 am, Strategic Priorities Committee

September 26, 2023 - 6:00 pm, Regular Council

14. CONFIRMATORY BY-LAW

120

RECOMMENDATION

THAT By-Law 93-2023, being a by-law to confirm the proceedings of September 12, 2023 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

15. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council be adjourned at _____ pm.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

St. Marys Drinking Water System
Client Operations Report
Second Quarter 2023

Mark Bouw, Senior Operations Manager
Renee Hornick, Regional Hub Manager
Susan Budden, Business Development Manager

Issue Date: July 28, 2023

Compliance Summary

The St. Marys Drinking Water System (DWS) performed well over the last quarter. There were no non-compliances and adverse water quality incidents (AWQIs) to report for the second quarter.

DWQMS Summary

The Drinking Water Quality Management Standard (DWQMS) is required to be implemented for all municipal drinking water systems in Ontario. To meet the requirements of the DWQMS OCWA has a Quality and Environmental Management System (QEMS) in place. This QEMS includes an Operational Plan which identifies procedures OCWA has that follows the DWQMS.

The system involves continual improvement which action items are generated from performing annual audits of the system. The last internal audit conducted by OCWA occurred on August 19, 2022. The external audit, which is required to be completed by a third party was completed on September 30, 2022. The Management Review which reviews the system procedures and action items was completed on August 26, 2022. The 2023 audits and management review will be scheduled for the third quarter.

The operations staff collected 52 microbiological samples in the distribution and obtained 91 distribution free chlorine residuals.

	Q1	Q2	Q3	Q4
# Non-compliances	0	0		
# AWQIs	0	0		
# DW Microbiological Samples	52	52		
# DW Free Chlorine Residuals	91	91		

Maintenance and Capital Activities

# Work Orders Completed	Q1	Q2	Q3	Q4
Preventative Maintenance	169	162		
Operational	21	22		
Corrective	5	3		
Capital	1	5		

	# of Locates	# of Water Service On/Off	# of Water Service Repairs	# of Watermain Repairs
January	13	0	0	2
February	6	3	1	1
March	9	2	1	0
April	59	2	0	0
May	48	1	0	0
June	54	3	2	0
July				
August				
September				
October				
November				
December				
TOTALS	189	11	4	3

The following major repairs and maintenance have been completed:

Well #1

- Variable Speed Drive on vertical turbine pump replaced. (Apr. 13)

Well #2A

- Online Turbidity analyser failed. Unit sent back to manufacturer for repairs under warranty and awaiting return for reinstall. (May 3)

Well #3

- Online Turbidity analyser failed. Unit sent back to manufacturer for repairs under warranty. (Apr. 3)
- Online Turbidity analyser repaired and installed. (May 8)

Booster Station

- Nothing to Report

Reservoir

- Nothing to Report

Water Tower

- Nothing to Report

Distribution Work

Location	Date
Water service turn on – Baseball Hall of Fame	Apr. 20, 2023
New water service install – 478 Water St.	Apr. 27, 2023
Fire Flow Testing – 404 James St. South	May 4, 2023
Fire Hydrant flushing program – Spring	May 1–26, 2023
Water Service turn off – Building demolition	June 5, 2023
Water service turn on – 167-173 Hooper St.	June 8, 2023
Water curbstop repair/raised – 210 James St.	June 16, 2023
Fire Hydrant Flushed – Ontario and Widder St.	June 27, 2023
Water service shut off – 274 Wellington St.	June 30, 2023

Summary of Complaints

June 27 – Customer had a private water sales person into their building who reported low levels of Chlorine in the drinking water. The customer called the Town and the water distribution system was tested along side the customers' property and chlorine residuals were at normal levels.

Summary of Health and Safety

Second Quarter

There were 2 action items identified during the monthly workplace inspections, of which 2 have been completed:

- Chains were reattached to chlorine tanks
- Crack in Chlorine injector was replaced with a new one.

Location	# Action Items Identified	# Action Items Completed
Well 1	2	2
Well 2A	0	n/a
Well 3	0	n/a
Reservoir	0	n/a

Alarm/Call Back Summary

	# Alarms/Call Backs
Q1	9
Q2	7
Q3	
Q4	
TOTAL	16

Alarms/Call-Ins

1. Well 1 - UV Alarm (Apr. 14)
2. Well 2A – Turbidity Alarm (Apr. 28)
3. Well 2A – Turbidity Alarm (Apr. 29)
4. Well 1 – Door Alarm (May 8)
5. Well 3 – UV Alarm (May 13)
6. Well 1 – UV Alarm (June 22)
7. Well 3 – Low Chlorine Alarm (June 25)

Appendix A: Performance Assessment Report

Facility Name:	St. Marys Drinking Water System
Classification:	Class 2 Water Distribution and Supply
System Type:	Large Municipal Residential
DWS #	220000521
Population Served:	7,600
Facilities:	Well 1 & Reservoir (55 George St) Well 2A (20 Wellington St. S.) Well 3 (209 Thomas St.) Tower (280 Victoria St.) Booster (317 James St. S.)

[Flow Monitoring](#)

The St. Marys DWS pumps water from its three wells located at different locations in the Town of St. Marys. Each well can pump no more than 60L/s in accordance with Permit to take Water (PTTW). Refer to Figure 1 for a comparison of the maximum daily flow taken from each of three wells. The maximum total water taken in a day combined from all three wells is 10,368m³, in accordance with the PTTW. Refer to Figure 2 for the maximum total daily flow taken and the average daily flow taken from all three wells combined. There have been no non-compliances for flow rates and quantities in the second quarter.

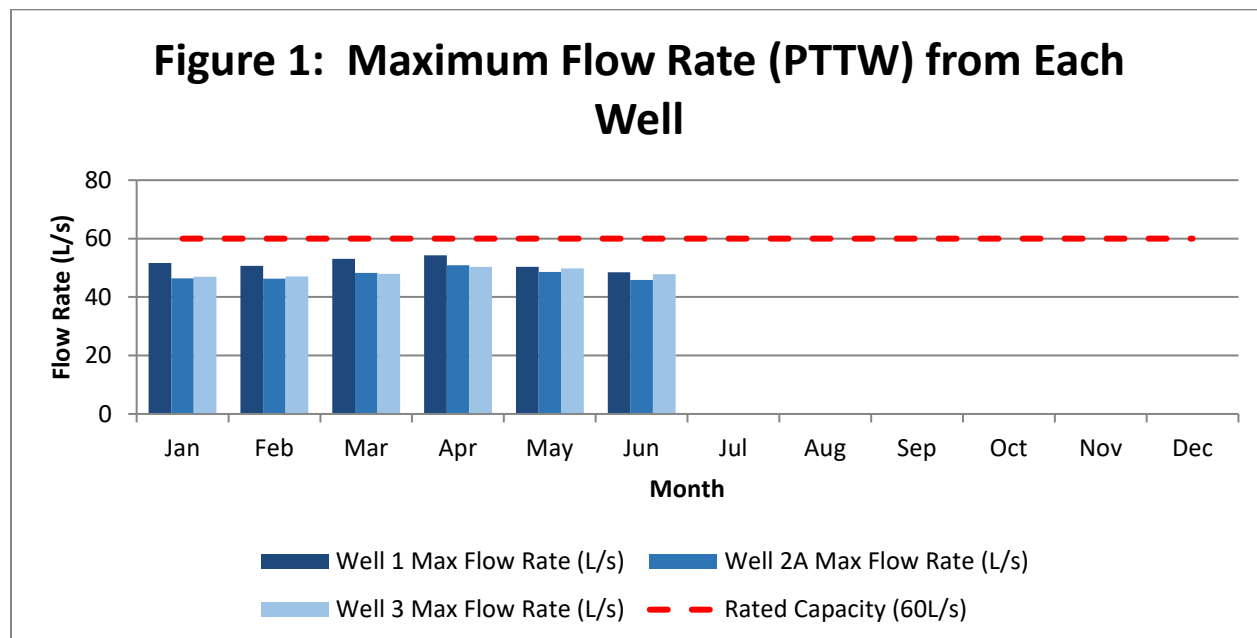
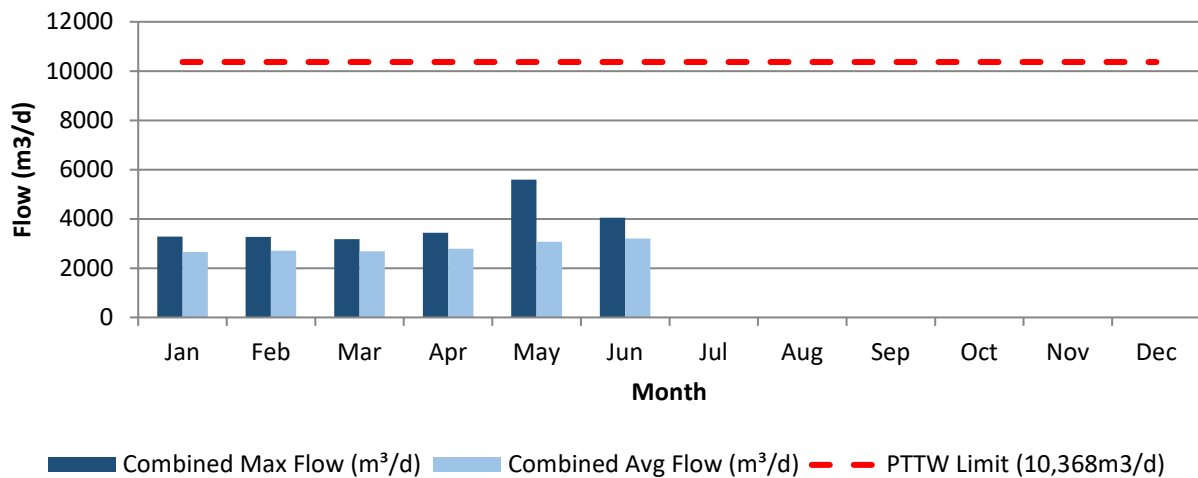
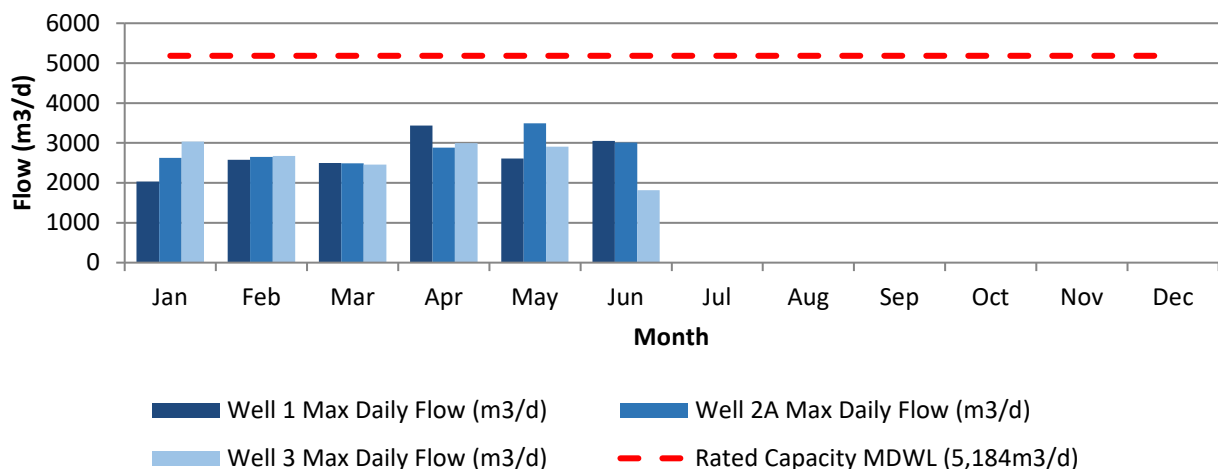


Figure 2: Maximum (PTTW) and Average Total Flow for All Wells



The Municipal Drinking Water Licence (MDWL) stipulates a maximum of 5,184 m³ can be treated in a day at each well, refer to Figure 3 for the total volume of water treated at each well. There have been no non-compliances with the total daily volume of flow treated at each well in the second quarter.

Figure 3: Maximum Daily Flow (MDWL) from Each Well



Raw Water Monitoring

The raw water from each well is sampled on a weekly basis and tested for E. coli and Total Coliforms to meet regulatory requirements. There is no regulatory limit for raw water samples. The St. Marys DWS uses ground water that is under the influence of surface water and therefore concentrations of total coliform and E. coli are common. Table 1 identifies the number of samples taken each quarter along with the range of results.

Table 1: Raw Microbiological Results

		Well 1		Well 2A		Well 3	
	Total # of samples taken	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)
Q1	39	0-196	0-1	0-0	0-0	0-29	0-0
Q2	39	0-24	0-0	0-0	0-0	0-9	0-0
Q3							
Q4							

The PTTW requires weekly levels of the well to be taken at either static level or dynamic level (i.e. while the well is pumping). Figures 4-6 identifies the static and dynamic water levels in each well compared against at the total volume of water taken each month.

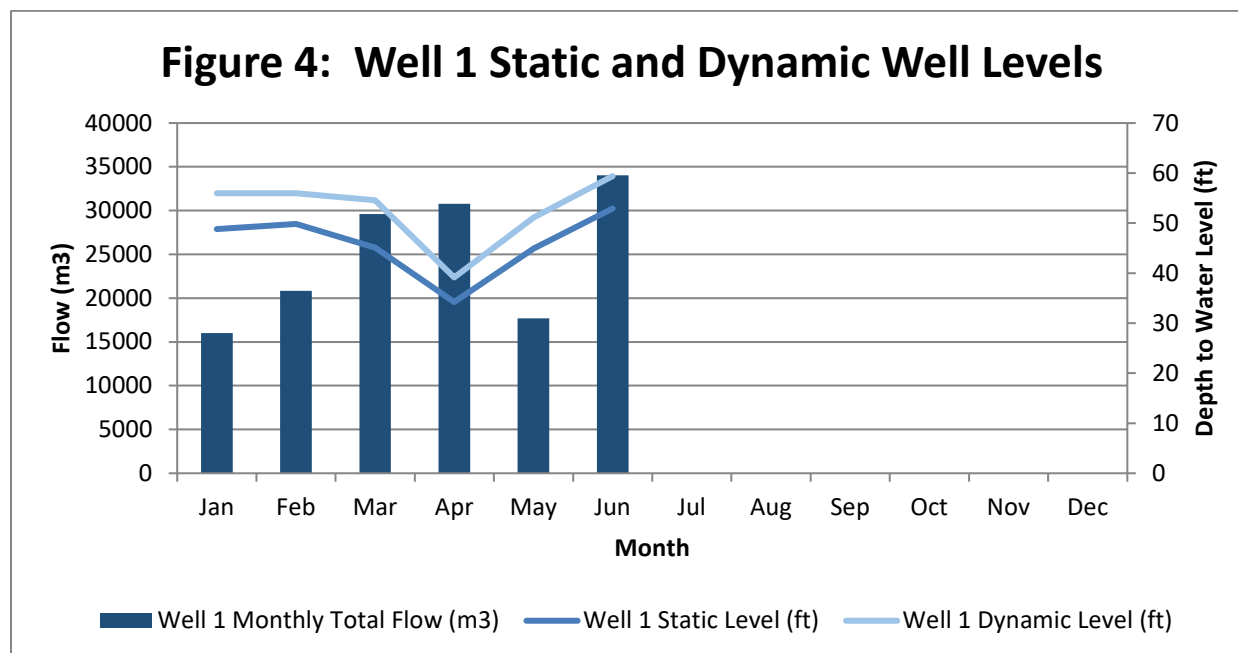


Figure 5: Well 2A Static and Dynamic Well Levels

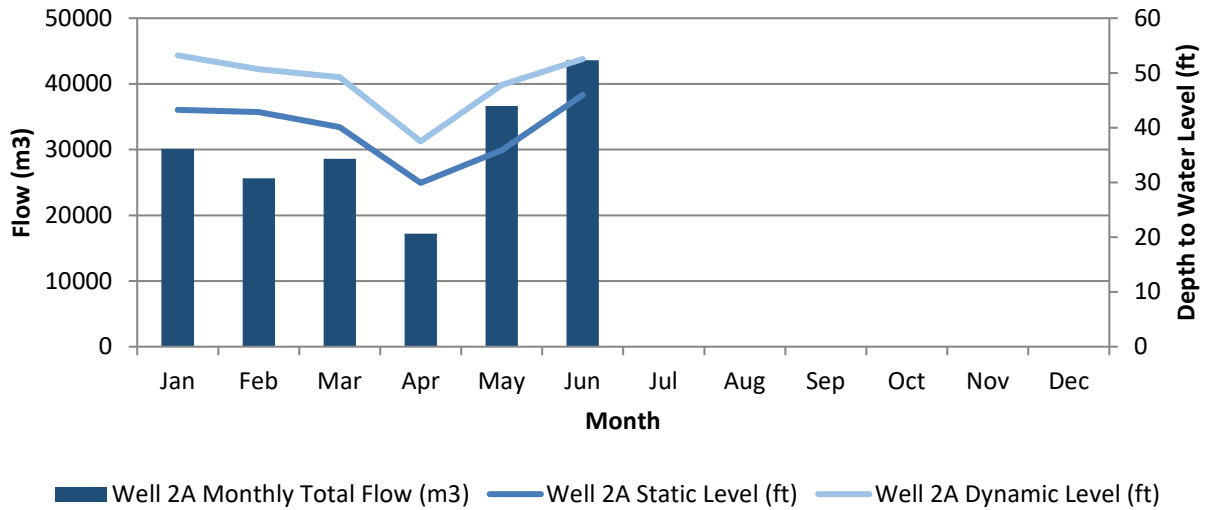
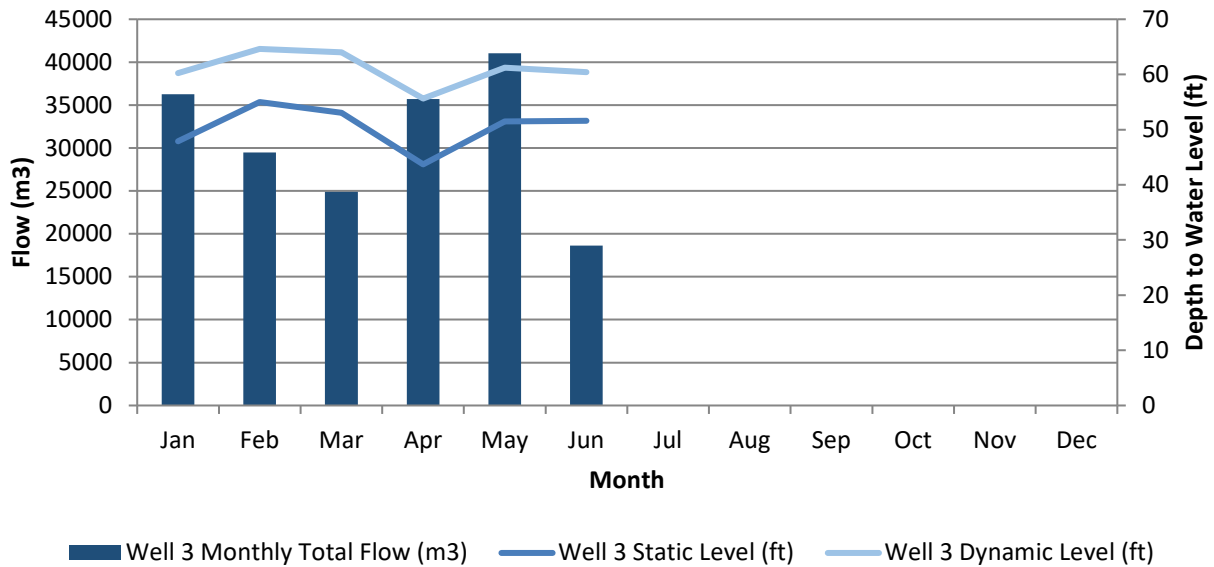


Figure 6: Well 3 Static and Dynamic Well Levels

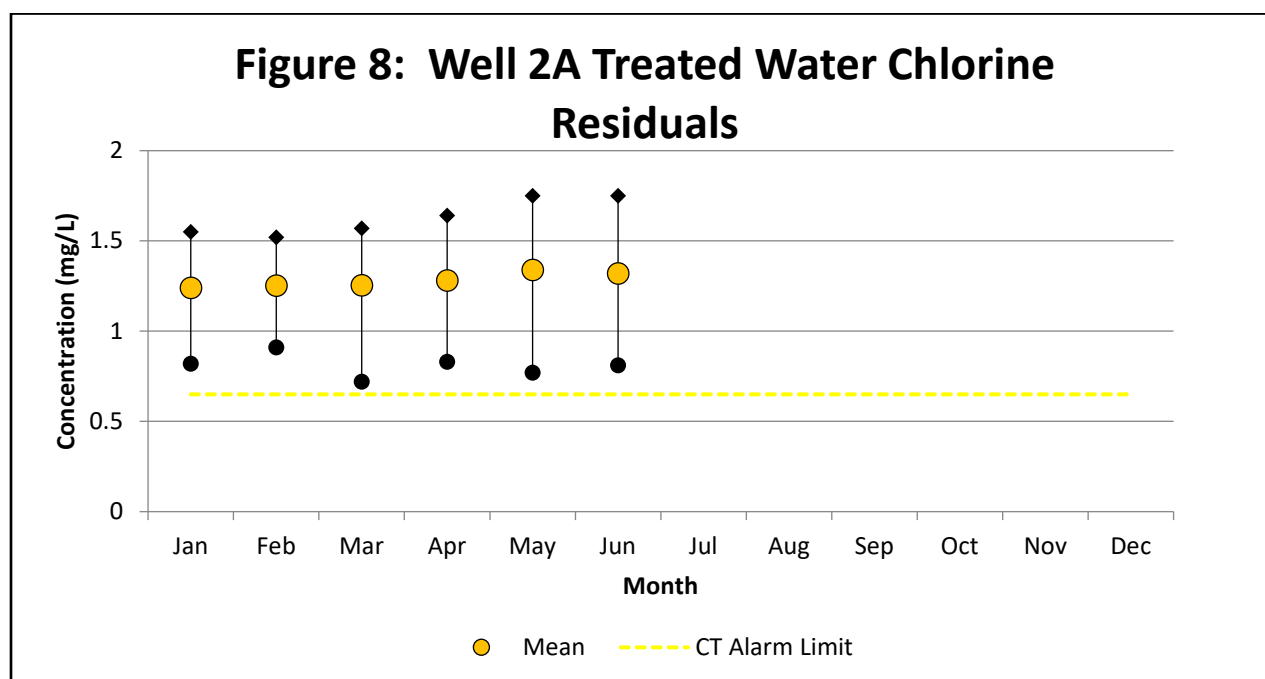
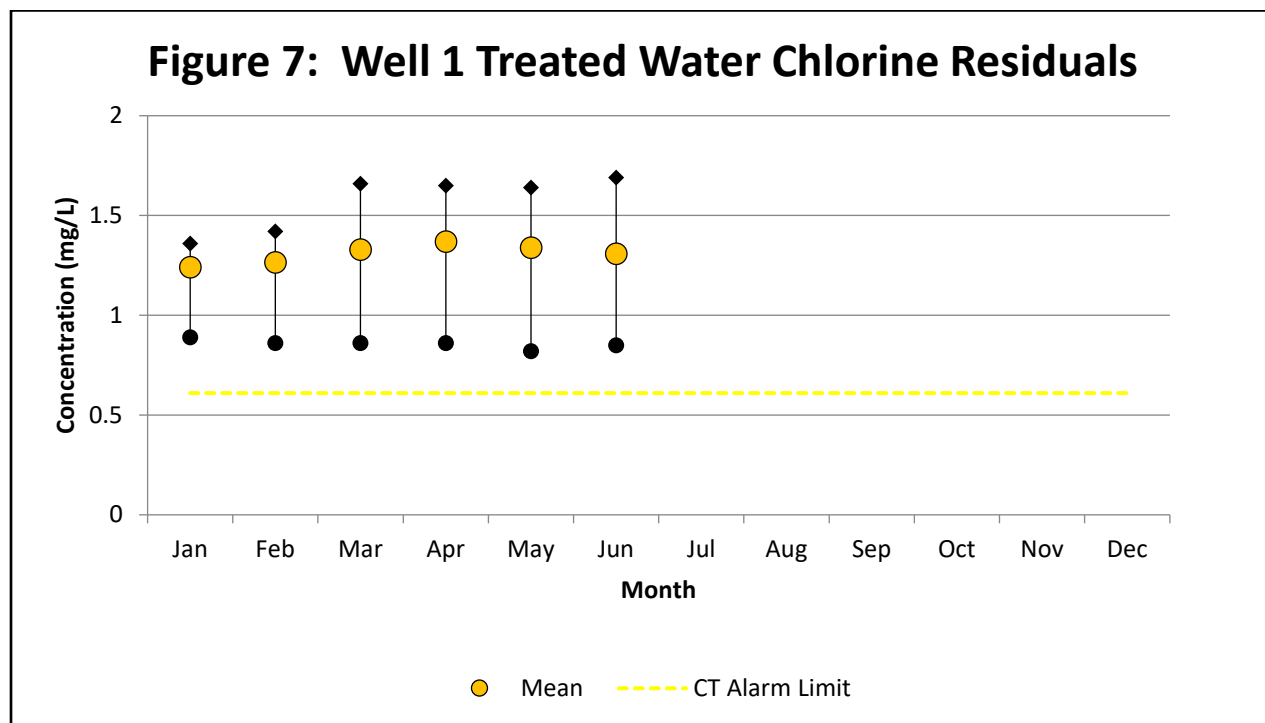


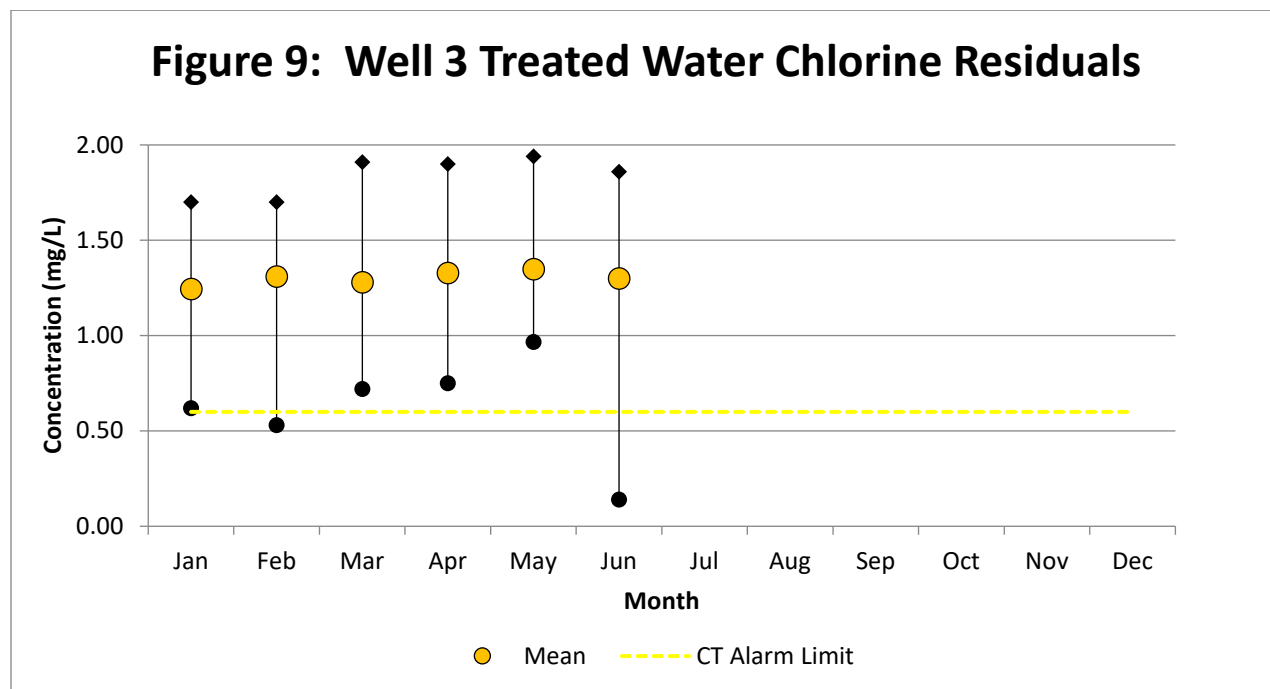
Treated Water Monitoring

The treated water is analyzed for free chlorine residual in order to meet primary disinfection requirements. Each well has a different requirement minimum free chlorine residual at the maximum flow of 60L/s as a worst case scenario. This residual is continuously monitored by a chlorine analyzer at a minimum frequency of every 5 minutes. The minimum, maximum and average values for each well are identified in Figures 7-9. Alarms are initiated when the residuals drop below a set point for operator response. The operator then confirms whether

primary disinfection requirements have been met or whether an adverse water quality incident has occurred. This is done through a calculation using the conditions at the time of the incident for chlorine residual and flow rate.

During the month of June, a failure of the chlorine booster pump line occurred at Well #3 (figure 9). Operational staff flushed to waste and collected residual within distribution system down stream of well house confirming untreated water was not directed to users.





On a quarterly basis the treated water is tested for nitrates and nitrites, which has a limit of 10mg/L. All sample results met regulatory requirements, refer to Table 2.

Table 2: Nitrate and Nitrite Results

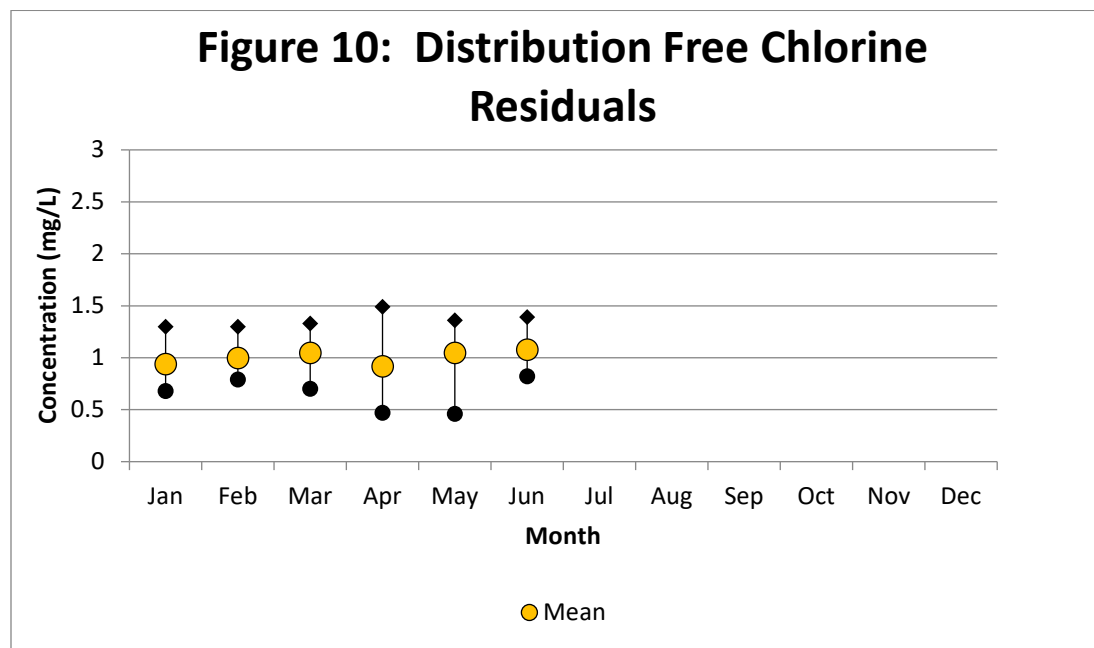
	Nitrate (mg/L)				Nitrite (mg/L)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Well 1	2.980	4.4			0.006	<0.003		
Well 2A	0.343	1.08			<0.003	<0.003		
Well 3	0.290	0.753			<0.003	<0.003		

Each 60 month period, sodium and fluoride is required to be sampled. The last samples were taken in January of 2020, all fluoride sample results from each of the wells met the maximum acceptable concentrations. Sodium results are above 20mg/L, these results are reported to the Medical Officer of Health so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

53 organic and inorganic parameters are sampled for on an annual basis. All sample results met regulatory limits.

Distribution System Monitoring

Free chlorine residuals are monitored throughout the distribution system in order to ensure adequate secondary disinfection is provided. Figure 10 provides the minimum, maximum and average readings of free chlorine residuals taken as grab samples throughout the distribution system. All results have met regulatory requirements.



The distribution system is sampled on a weekly basis at various locations for *E. coli*, Total Coliforms and heterotrophic plate count (HPC) to meet regulatory requirements. The regulatory limit for Total Coliform and *E. coli* is zero, heterotrophic plate count (HPC) does not have a limit. This is an operational guide to initiate an action plan if HPC results are continuously high. Table 3 identifies the number of samples taken each month along with the range of results.

Table 3: Microbiological Sample Results

		Total Coliform		E. coli		HPC	
	# Samples	Range (cfu/100mL)	# AWQI	Range (cfu/100mL)	# AWQI	# Samples	Range (cfu/100mL)
January	20	0-0	0	0-0	0	5	0-0
February	16	0-0	0	0-0	0	4	0-1
March	16	0-0	0	0-0	0	4	0-0
April	16	0-0	0	0-0	0	4	0-0
May	20	0-0	0	0-0	0	5	0-10
June	16	0-0	0	0-0	0	4	0-3

On a quarterly basis disinfection by-products are tested for, the parameters tested are trihalomethanes (THMs) and Haloacetic Acids (HAAs). Table 4 provides the running average quarterly results compared against the running average limits. All results are within regulatory requirements.

Table 4: Disinfection By-product Results

	THM Limit (µg/L)	THM Result (µg/L)	HAA Limit (µg/L)	HAA Results (µg/L)
April 2023		9.0		5.3
January 2023		8.5		5.3
April 2022		7.9		5.4
July 2022		11.0		5.9
Running Average	100	9.1	80	5.5

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The St. Marys DWS is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2023 Schedule 15.1 sampling. All sample results met regulatory limits for lead (10ug/L) and objective guideline for pH (6.5-8.5) and alkalinity (30-500mg/L).

Table 5: Schedule 15.1 Results

Date	# Samples	pH result range	Alkalinity result range (mg/L)	Lead result range (µg/L)
March 2023	3	7.6-7.63	249-266	0.04-0.73



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

St. Marys Wastewater Treatment Plant and
Collection System
Client Operations Report
Second Quarter 2023

Mark Bouw, Senior Operations Manager
Renee Hornick, Regional Operations Manager
Susan Budden, Business Development Manager

Issue Date: July 28, 2023

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Compliance Summary

The St. Marys Wastewater Treatment Plant (WWTP) and Wastewater Collection System (WWC) performed well over the second quarter. There were no non-compliance reported in the second quarter.

Monitoring Results

The WWTP is currently at 89.2% of its rated capacity so far for 2023. All samples were obtained as required by the Environmental Compliance Approval (ECA). There were five effluent objective exceedances which did not result in any limit exceedances.

	Q1	Q2	Q3	Q4
% Rated Capacity	89.2			
# Average Daily Raw Flow Exceedances	28	11		
# of Effluent Objective Exceedances	2	5		
# of Effluent Limit Exceedances	1	0		

Maintenance and Capital Activities

# Work Orders Completed	Q1	Q2	Q3	Q4
Preventative Maintenance	107	128		
Operational	29	28		
Corrective	4	4		
Capital	3	6		

The following major repairs and maintenance were completed:

Water Pollution Control Plant

- New raw sewage pump #1 installed (Apr. 19)
- New headworks “Muffin Monster” grinder installed (May 4)

Wastewater Collection System

- 453 Elizabeth St. check Sanitary for Blockage (Apr. 3)
- 44 St. Andrew St., sanitary blockage (Apr. 24)
- 224 James St. N, sanitary blockage (May 16)
- Town conducting CIPP lining on Sanitary Collection System. (June 5-16)

Alarm Summary

	# Alarms Received
Q1	1
Q2	3
Q3	
Q4	
TOTAL	4

Alarms/Call-Ins

1. Robinson Pumping Station – Hi Level Alarm (Apr. 1)
2. WPCP – Power flicker (June 8)
3. WPCP – Power failure (June 10)

Complaints

May 5 – Odour complaint from business owner at WPCP.

June 5 – Noise, odour and tree concerns from residential neighbour at WPCP.

Health and Safety

There were 6 action items identified during the monthly workplace inspections, of which 6 have been completed:

- Gas detector sensor in Lystek building is faulty, repaired
- Leak on KOH line
- Emergency light replacement in Lystek building
- Emergency light replacement in RAS building
- Gas in Digester building, was investigated no gas detected
- Pipe insulation repair in Digester building

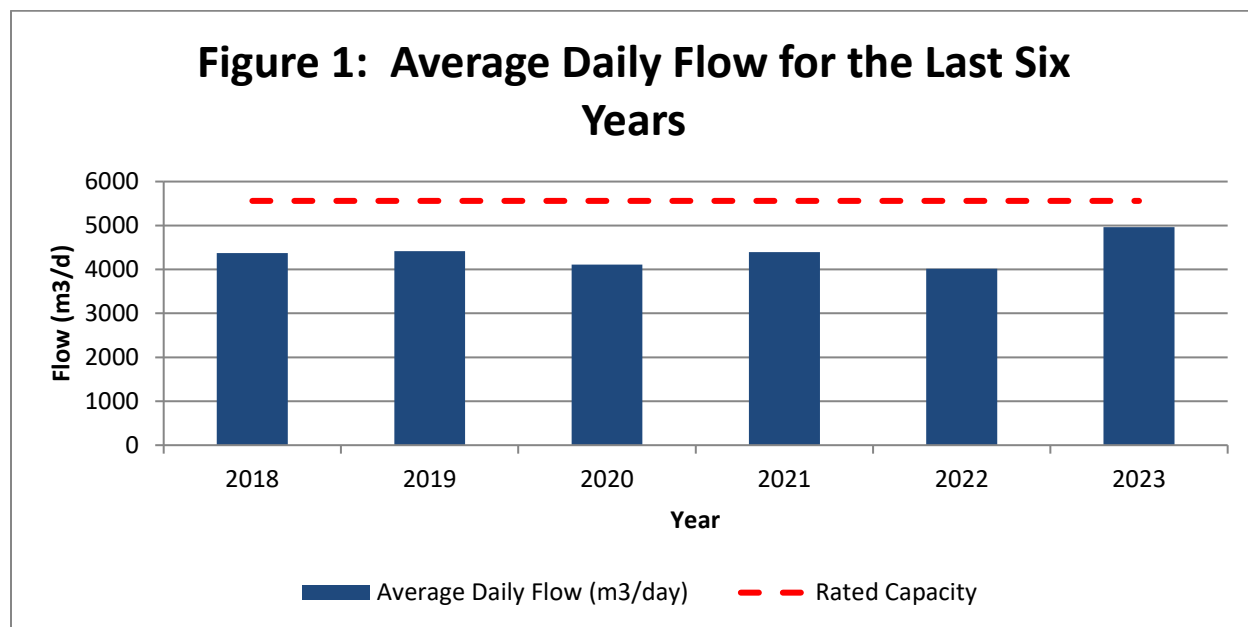
	# Action Items Identified	# Action Items Completed
Q1	3	3
Q2	6	6
Q3		
Q4		

Appendix A: Performance Assessment Report for St. Marys Wastewater Treatment Plant and Collection System

Classification:	Class 3 WWT; Class 2 WWC
Environmental Compliance Approval:	6378-CB3M2T; issued July 27, 2022
Treatment Type:	Biological Nutrient Removal (BNR)
Population Served:	7,600
Rated Capacity:	5,560m ³ /d
Effluent Discharges to:	North Thames River
Facilities:	WWTP (309 Thomas St.) Emily St. Pumping Station (550 Emily St.) Robinson St. Pumping Station (108 Robinson St.) Queen St. Pumping Station (728 Queen St. E.)

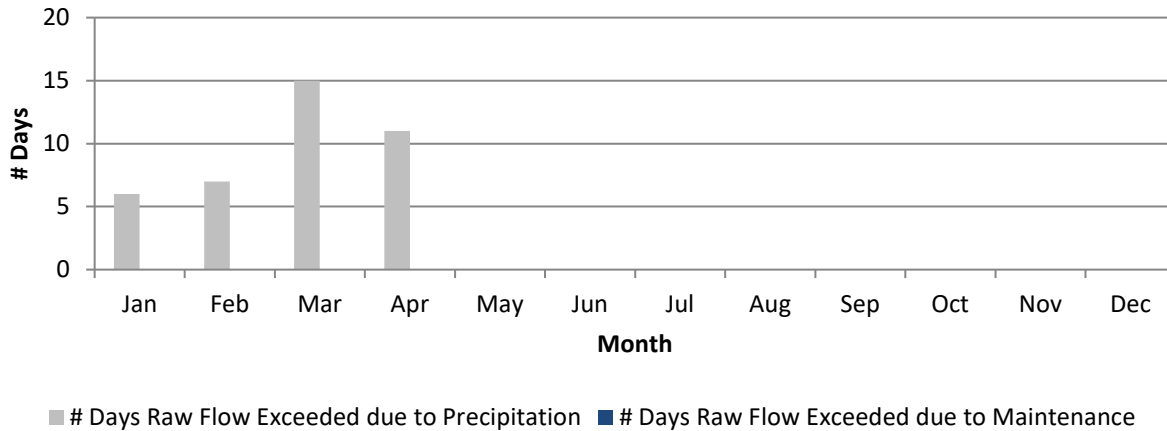
Flow Summary

The St. Marys WWTP is rated to treat an average daily flow of 5,560m³. Refer to Figure 1 for a comparison of the average daily flow for the last six years against the rated capacity of the plant.



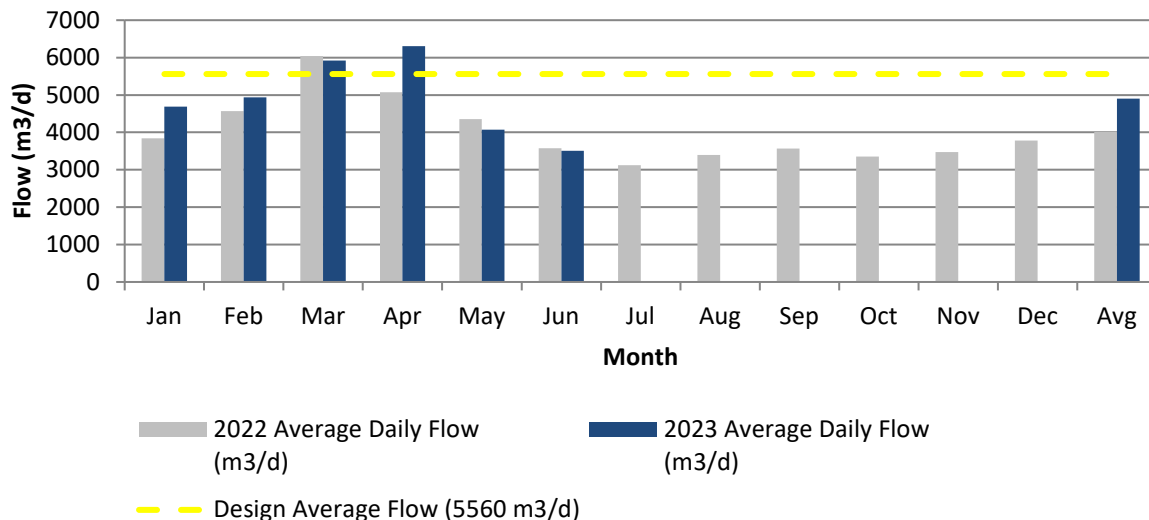
The ECA requires additional daily sampling for the WWTP when the plant is operated outside of normal operating conditions. This can occur when the raw flow exceeds the rated capacity or if a treatment component is out of service for repairs and the flow of the operating treatment unit exceeds its rated capacity. Refer to Figure 2 for the number of days the WWTP operated outside its normal operating conditions, all were due to precipitation (snow melt) events. This quarter there were 11 flow exceedances in April and 0 flow exceedances for May and June.

Figure 2: # Days Outside Normal Operating Conditions



The raw sewage average daily flow so far for 2023 was 4,906m³/d. The average daily flow for 2022 was 4,013m³/d. Currently the annual average daily flow is at 89.2% of the rated capacity of the plant. Refer to Figure 3 for average daily flow each month and the overall annual average daily flow.

Figure 3: Raw Average Daily Flow

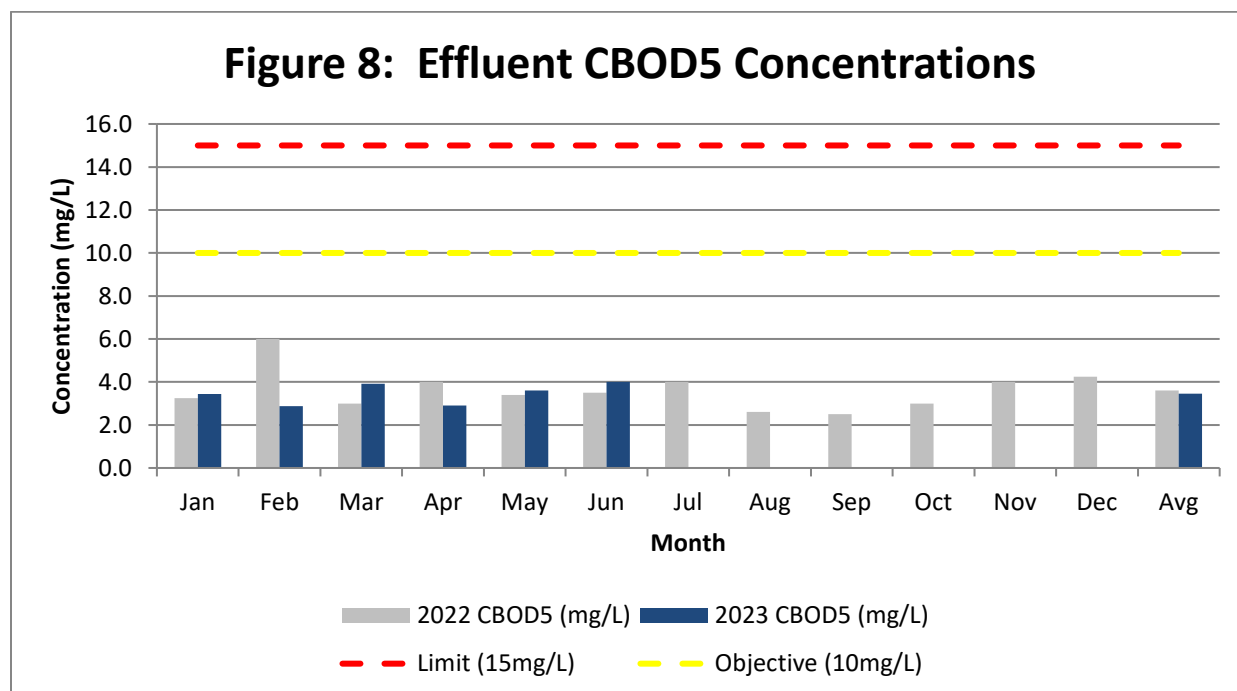


Final Effluent Monitoring

Effluent from the St. Marys WWTP is sampled for on a weekly basis by a composite sample in accordance with ECA requirements.

CBOD5

St. Marys WWTP average monthly effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) concentration so far for 2023 is 3.5mg/L, which is a 4.0% decrease from the annual average in 2022. There were no objective or limit exceedance so far in 2023. Refer to Figure 8 for a comparison of 2023 monthly effluent CBOD5 concentrations to 2022 concentrations. Refer to Figure 9 for the single sample concentrations compared to the exceedance limit.



The chart displays the monthly CBOD concentration in mg/L. The y-axis ranges from 0 to 30 mg/L with major gridlines every 5 units. The x-axis shows the months from January to June. A red dashed line at 25 mg/L represents the limit. The CBOD concentration is represented by dark blue bars. The highest recorded concentration is approximately 7 mg/L, occurring in March and May. The concentration is consistently below the 25 mg/L limit throughout the period shown.

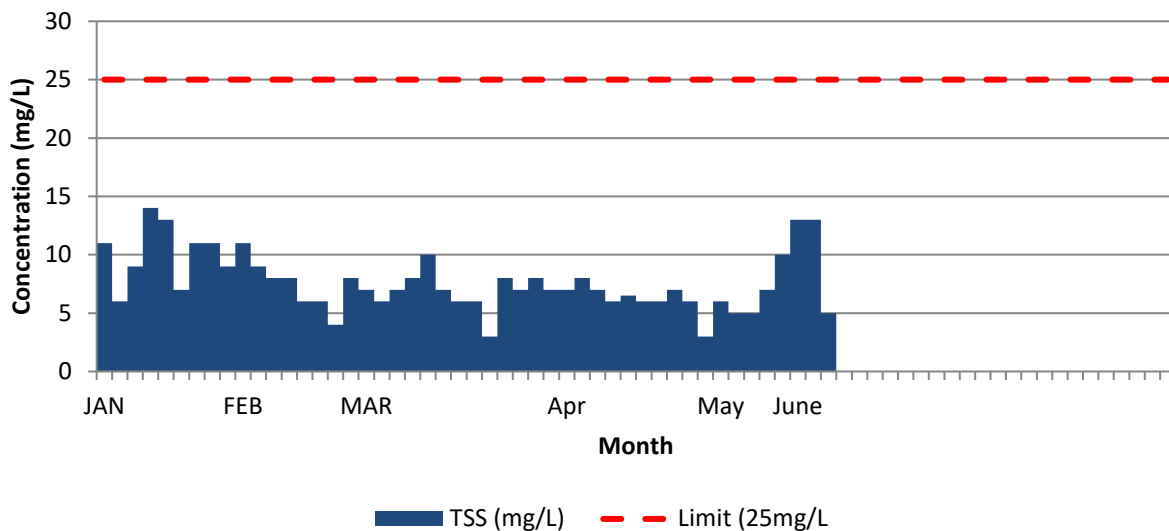
Month	CBOD (mg/L)	Limit (mg/L)
JAN	4.0	25.0
FEB	6.0	25.0
MAR	7.0	25.0
Apr	4.0	25.0
May	7.0	25.0
June	6.0	25.0

St. Marys WWTP average monthly effluent Total Suspended Solids (TSS) concentration so far for 2023 is 7.6mg/L, which is a 9.3% decrease from the annual average in 2022. There was one month this quarter where the monthly average did not meet the objectives, which did not result in any limit exceedances. Refer to Figure 10 for a comparison of 2023 monthly effluent TSS concentrations to 2022 concentrations. Refer to Figure 11 for the single sample concentrations compared to the exceedance limit.

This bar chart displays the monthly Total Suspended Solids (TSS) concentrations in mg/L for the years 2022 and 2023. The Y-axis represents the concentration in mg/L, ranging from 0.0 to 16.0. The X-axis lists the months from January to December, along with an average (Avg). Two horizontal reference lines are present: a red dashed line at 15.0 mg/L representing the Limit, and a yellow dashed line at 10.0 mg/L representing the Objective. For each month, two bars are shown: a light gray bar for 2022 TSS and a dark blue bar for 2023 TSS. The 2023 data is only available for the first six months (Jan-Jun). The 2022 data shows a peak in April at approximately 12.8 mg/L, while the 2023 data shows a peak in January at 10.0 mg/L. Both years generally stay below the 15.0 mg/L limit, with 2022 exceeding the 10.0 mg/L objective in April and November.

Month	2022 TSS (mg/L)	2023 TSS (mg/L)
Jan	6.0	10.0
Feb	6.6	5.7
Mar	9.2	6.9
Apr	12.8	6.3
May	6.4	6.6
Jun	6.5	10.0
Jul	10.0	-
Aug	8.4	-
Sep	6.5	-
Oct	8.2	-
Nov	10.8	-
Dec	9.2	-
Avg	8.4	7.7

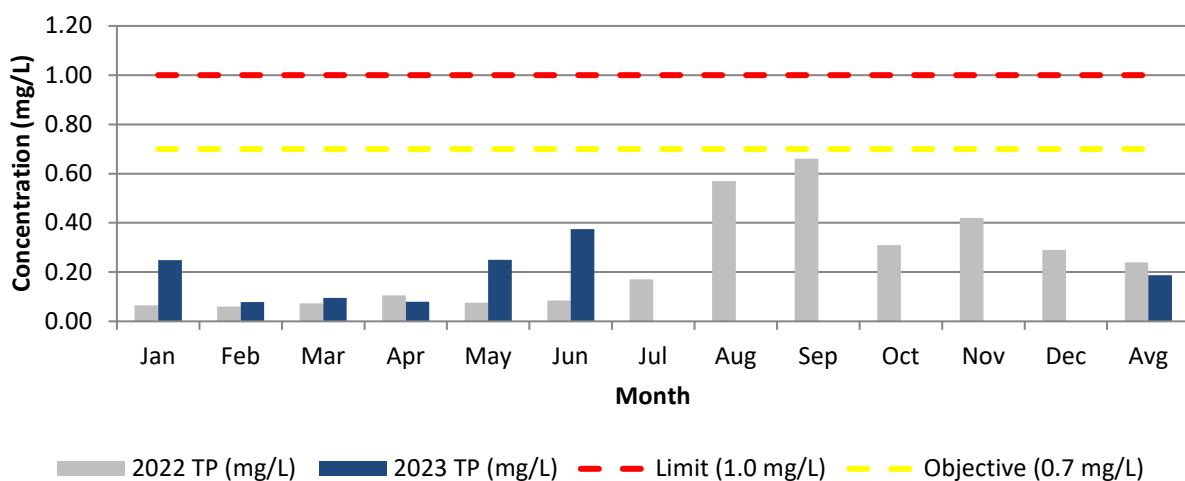
Figure 11: Effluent TSS Daily Concentrations



Total Phosphorus

St. Marys WWTP average monthly effluent Total Phosphorus (TP) concentration so far for 2023 is 0.19mg/L, which is a 21.8% decrease from the annual average in 2022. There was no daily limit exceedance in the second quarter. Refer to Figure 12 for a comparison of 2023 monthly effluent TP concentrations to 2022 concentrations. Refer to Figure 13 for the single sample concentrations compared to the exceedance limit.

Figure 12: Effluent TP Concentrations



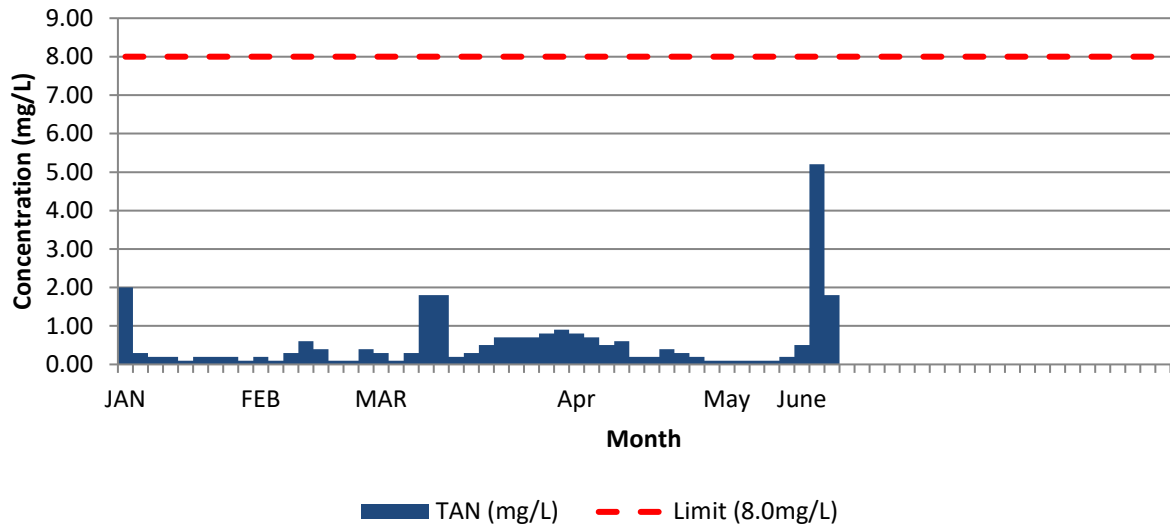
[illegible]

St. Marys WWTP average monthly effluent Total Ammonia Nitrogen (TAN) concentration so far for 2023 is 0.67mg/L, which is a 41.8% decrease from the annual average in 2022. There were no objective or limit exceedance so far in 2023. Refer to Figure 14 for a comparison of 2023 monthly effluent TAN concentrations to 2022 concentrations. Refer to Figure 15 for the single sample concentrations compared to the exceedance limit.

This bar chart displays the concentration of Total Ammonia Nitrogen (TAN) in mg/L for each month from January to December, along with an overall average. The y-axis represents the concentration in mg/L, ranging from 0.00 to 7.00. The x-axis lists the months and the average. Two horizontal reference lines are present: a red dashed line at 6.00 mg/L representing the Limit, and a yellow dashed line at 2.50 mg/L representing the Objective. For each month, two bars are shown: a grey bar for 2022 TAN and a dark blue bar for 2023 TAN. The 2022 data shows high concentrations in February and March, while the 2023 data shows a significant peak in June.

Month	2022 TAN (mg/L)	2023 TAN (mg/L)
Jan	0.50	0.30
Feb	5.40	0.20
Mar	5.40	0.60
Apr	0.80	0.30
May	0.40	0.10
Jun	0.10	2.10
Jul	0.10	0.00
Aug	0.10	0.00
Sep	0.10	0.00
Oct	0.10	0.00
Nov	0.20	0.00
Dec	0.10	0.00
Avg	1.10	0.60

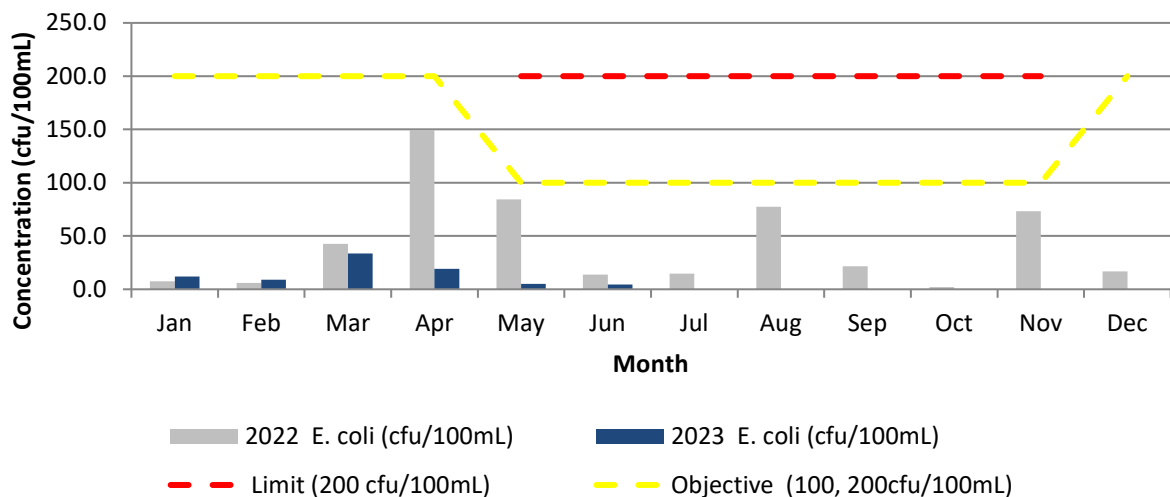
Figure 15: Effluent TAN Daily Concentrations



E-coli

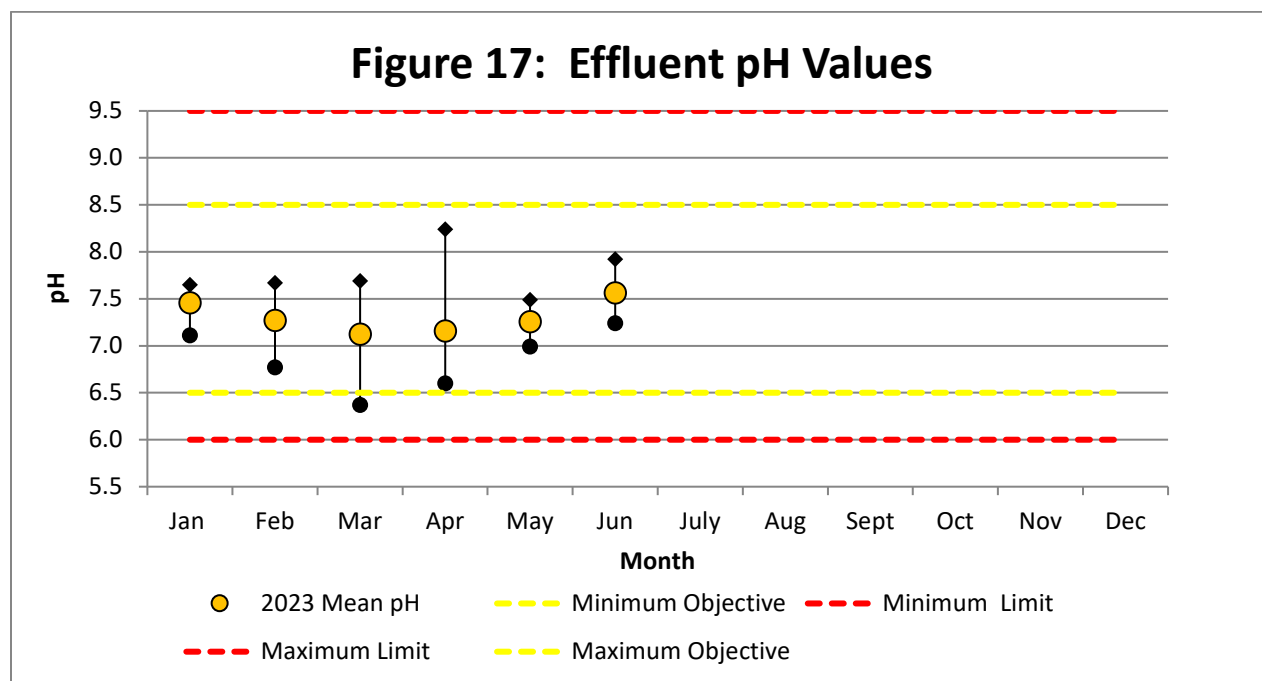
St. Marys WWTP monthly geometric mean effluent E. coli concentration so far for 2023 were well below the objectives identified in the ECA. Refer to Figure 16 for a comparison of 2023 monthly effluent E. coli concentrations to 2022 concentrations.

Figure 16: Effluent E. coli Concentrations



pH

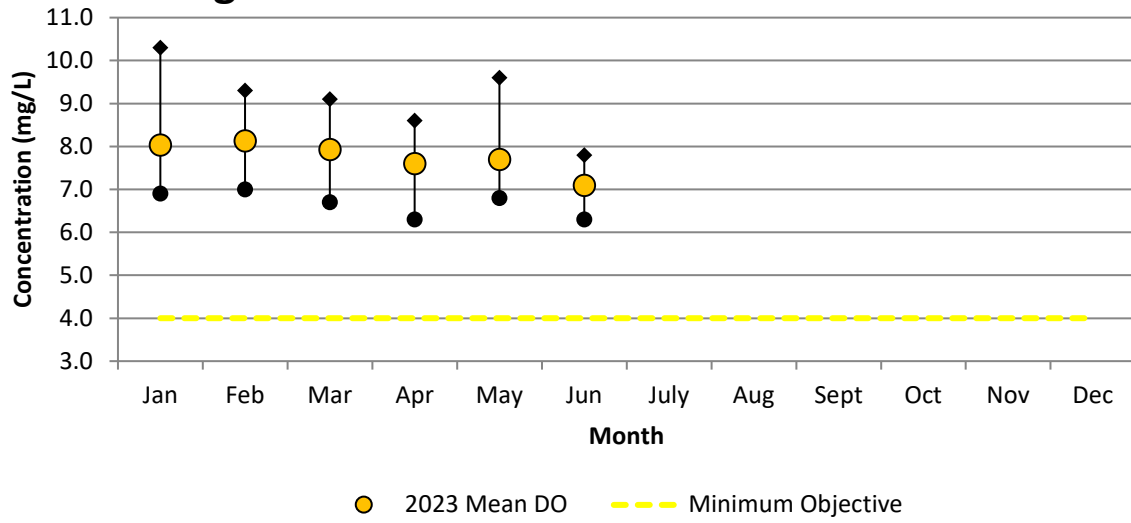
St. Marys WWTP monthly average pH value so far for 2023 is 7.3. There were no monthly minimum objective exceedance in the second quarter. Refer to Figure 17 for a comparison of 2023 monthly effluent pH values to the objectives and limits.



Dissolved Oxygen

St. Marys WWTP monthly average Dissolved Oxygen (DO) concentration so far for 2023 is 7.7mg/L. There were no concentrations below the objective so far in 2023. Refer to Figure 18 for a comparison of 2023 monthly effluent DO concentrations to the objective.

Figure 18: Effluent DO Concentrations



Spruce Lodge

“People First”



Partnering Municipalities
SL Campus Orientation 2023

Agenda

1. Our History
2. Our Mission, Vision, and Values
3. Spruce Lodge People First tree
4. Spruce Lodge Campus/Continuum of Care
5. Municipal ownership and governance
6. Municipal value-add and budget drivers
7. Municipal cost apportionment
8. Campus state of Affairs
9. Summary

Our History



- ❖ House of Refuge 1896/97
- ❖ HFTA Act 1947
- ❖ Spruce Lodge HFTA 1955
- ❖ Rebuilt 1965
- ❖ Renovated 1992
- ❖ Design standards 1998
- ❖ Woodland Towers 1985,
1990, 2009
- ❖ Hamlet Estates 1992

PEOPLE

Mission:

To strive for excellence in accommodation and services for Seniors and the physically and mentally challenged in a pleasant, caring and homelike environment, ensuring dignity and quality of life for all

Vision:

We are here to serve and to put **“People First”** by involving them in decisions that effect their quality of life experience and their quality of work experience and by continually striving to improve these experiences. If we treat our staff well, we expect that they will pay it forward.

Our Values

F riendly

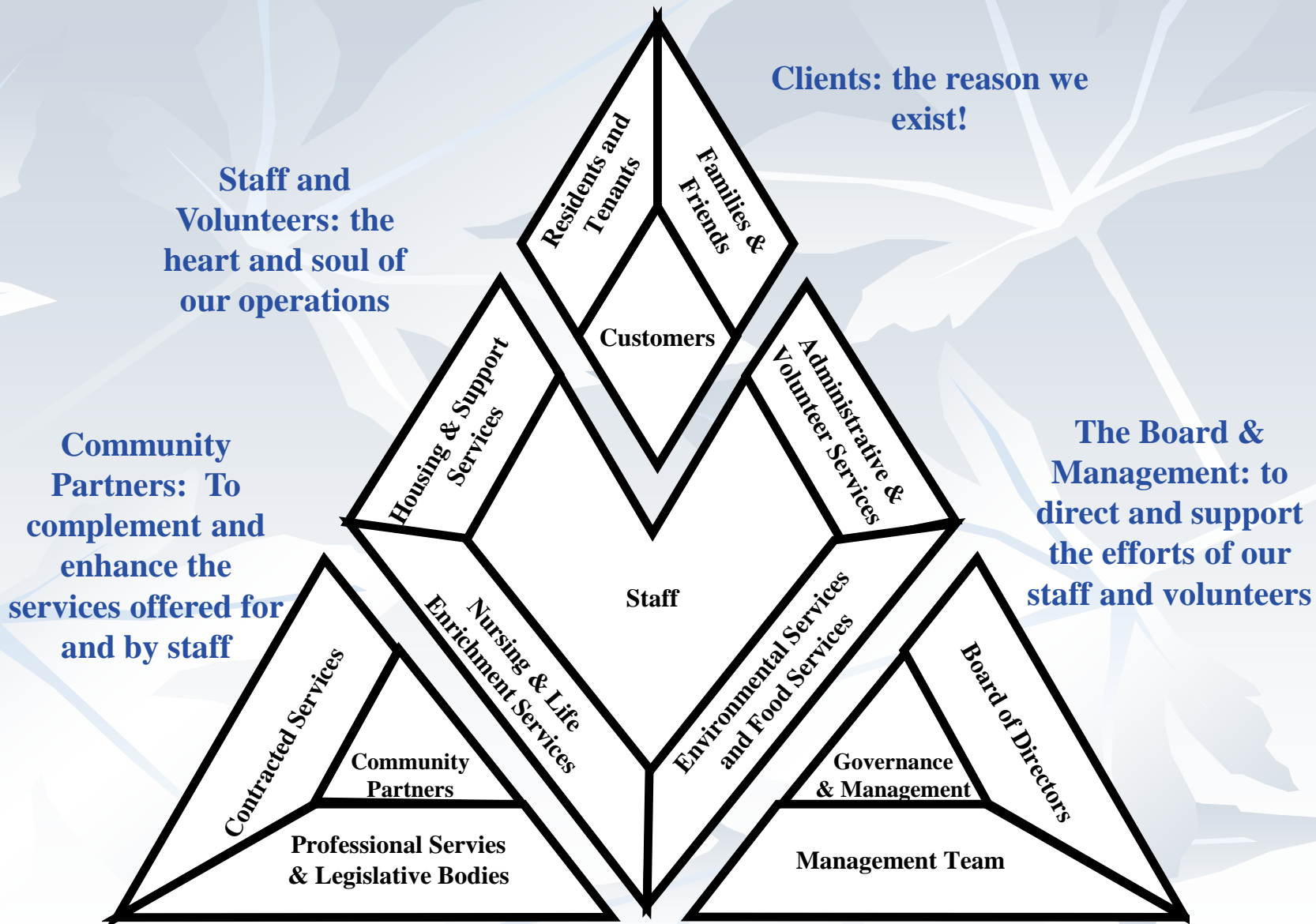
I nspired

R esident focused

S olution oriented

T eam player

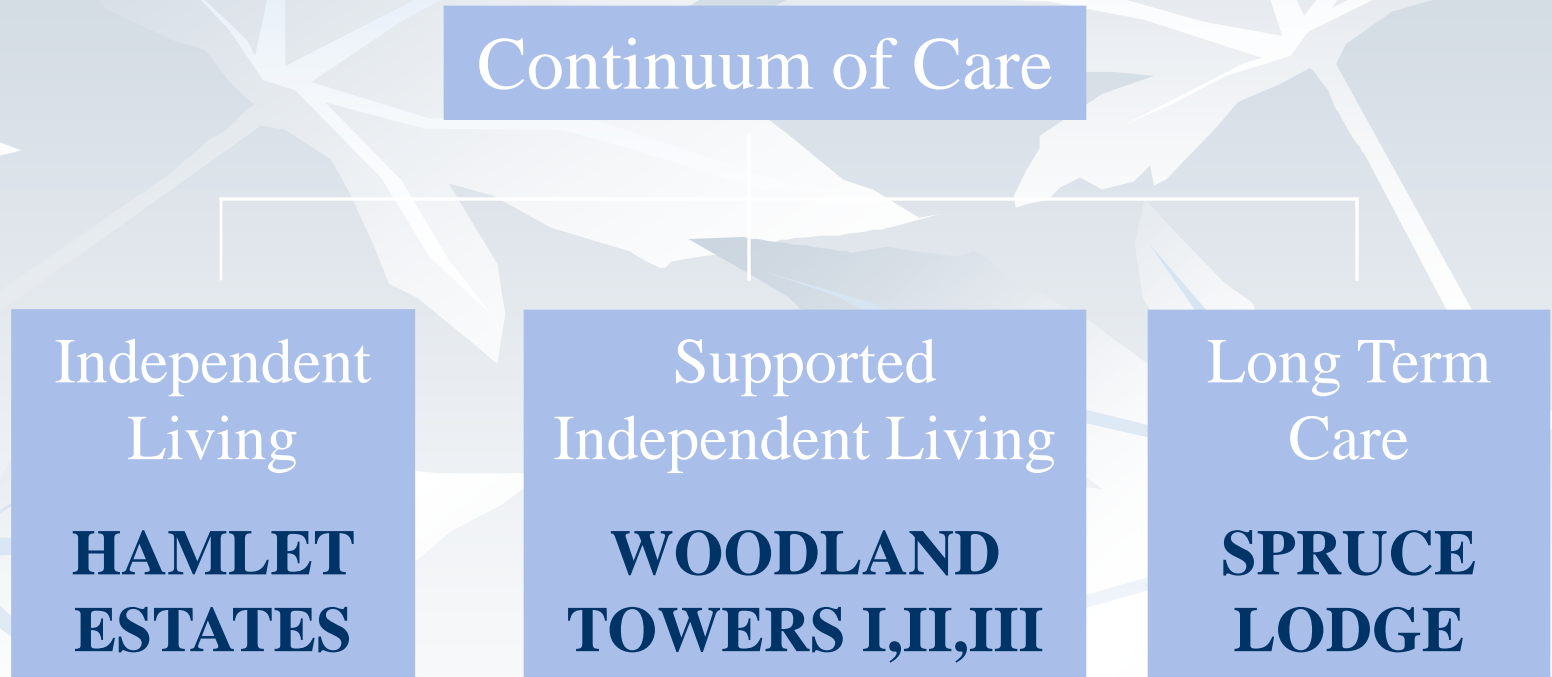
The “People First” Tree



“A continuum of care campus”



Spruce Lodge Continuum of Care



Hamlet Estates



Hamlet Estates

(Independent Living)



- Market Value life-lease housing
- For those 55 years plus
- 67 single story garden homes
- Monthly maintenance fees & property taxes
- Virtually maintenance free
- Planned activities & Swimming pool access
- Coordination of community support services – if and as needed!

Woodland Towers I, II, III



Woodland Towers I, II, III

(Supported Independent Living)



- Disabled adults and those 65 years plus
- 3 social housing apartment towers – 131 units in total
- Market, RGI, Affordable rent and life lease.
- 24 hour emergency response call system
- Silent safety system & night watchman
- Noon and evening meals daily
- Foot care, blood pressure clinics, exercise and balance classes, medication reminders and dispensing, whirlpool bathing and housekeeping services
- Access to therapy swimming pool and active living center, Corner store, salon and barber shop
- 24 hour supportive housing services (+/-20% of Res)

Spruce Lodge



Spruce Lodge

(Long Term Care)



- Long term care for approved applicants 18 years+
- Municipal home for 3 partner municipalities
- 24 hour personal care nursing services
- Housekeeping, laundry and meal services.
- Accredited since 1981, presently with CARF.
- 128 beds – 7 designated living areas
- Housekeeping, laundry, meals, personal care, spiritual services, palliative care, physiotherapy and rehabilitation services, activity services, nutritionist, pharmacist, Medical Director and other specialists as required.
- Access to a warm water therapy swimming pool, etc.
- While we have a Resident's Council as required by legislation, family members are invited each year to form a Family Council if they wish.

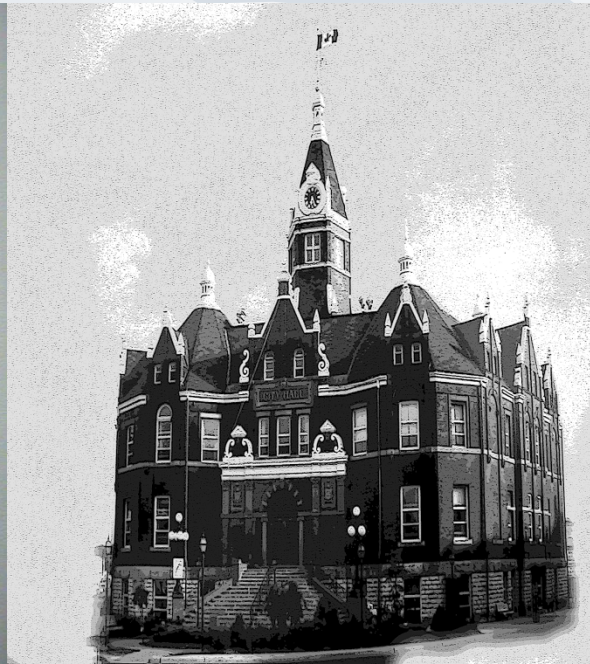
Municipal Ownership and Governance

County of Perth.....City of Stratford....Town of St. Mary's



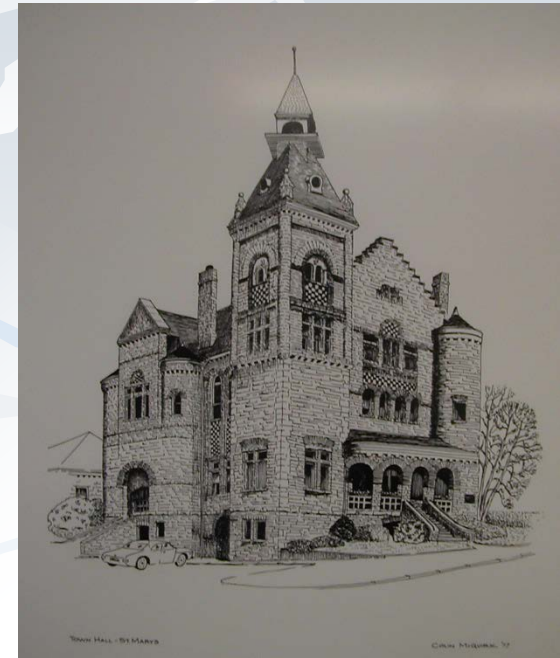
County of Perth

1897



City of Stratford

1965



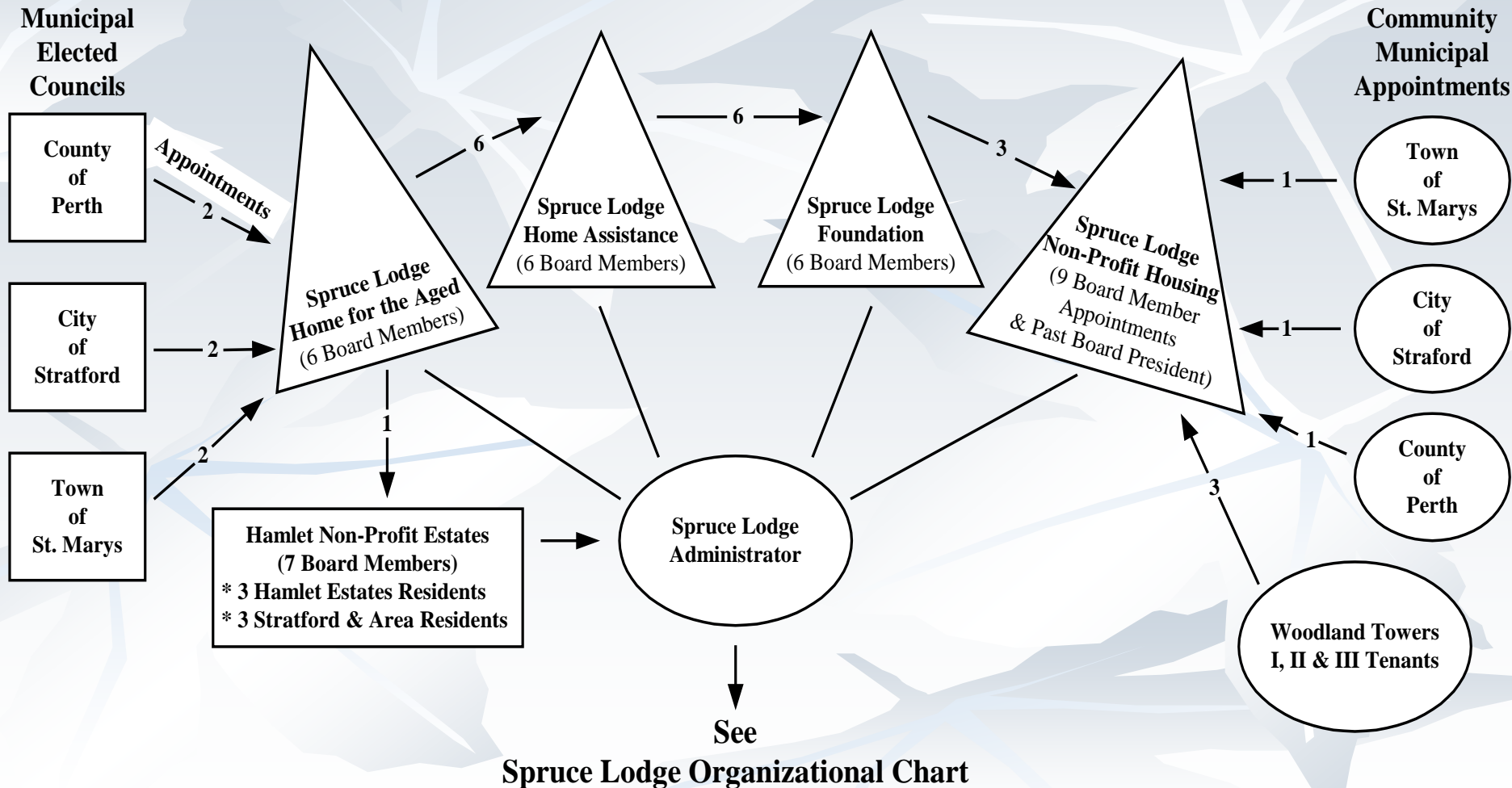
Town of St Marys

1978

SPRUCE LODGE GOVERNANCE STRUCTURE

Appendix 2

Boards of Directors



The Municipal value add

- 1 of 6 LTC homes are municipal homes (100/626)
- Municipal Home mandate for every upper/single tier municipality to own and maintain at least 1.
- Keeps Councilors informed and able to advocate at municipal council and other government tables.
- Sets the benchmark for higher hours of care, higher staff ratio's, higher staff retention and higher staff wages with municipal benefits.
- Municipal involvement ensures the voices of seniors and family members are heard provincially.

2023 Budget Drivers

- Pandemic resulted in new LTC legislation (FLTCA)
- A few Fixing LTC Act highlights
 - Introduction of min staffing levels for PSW/RPN/RN
 - Escalation of min staffing levels over 4 years, to 4 hours.
 - Introduction of IPAC position (3/4 FTE)
 - Introduction of staff Quality Lead (3/4 FTE)
- Agency costs (next slide)
- As a category A LTC home the Lodge had some grandfathered ward beds
 - Forced the loss of 4 private rooms vs loss of LTC beds

The unaddressed variable

- Agency use has up 10 fold in 2022. (\$200k - \$2M)
Coming down for 2023, but still up 5 fold from 2019.
- Contributing factors;
 - Staffing shortages pre-pandemic worsened (PSW/RPN/RN)
 - Ministry introduced minimum staff thresholds (FLTCA, 2021)
 - Funding formulae did not factor the incremental cost of Agency.
- Agencies practices and pricing not sustainable
 - Agency staff earn more than Unionized staff, with flexibility to work when and where they wish.
 - Agency rate is double - triple sector rates
 - Agencies have non complete clauses, prohibiting recruitment
 - Agencies are not regulated and charge what the market will bear.

Municipal Cost Apportionment

- The Spruce Lodge campus is comprised of 5 separate corporations, or related entities.
- The 3 partnering municipalities contribute only to Spruce Lodge and not to the related entities.
- Annual costs set out in a Spruce Lodge Board approved budget, are to be apportioned to each partner municipality on a weighted assessment basis.

Annual Contributions

- Weighted assessment.
 - County of Perth (50.94%) \$910,046
 - City of Stratford (40.96%) \$731,752
 - Town of St Marys (8.10%) \$144,707
 - Total Levy 2023 \$1,786,505
- SL Municipal cost/bed (2023) \$13,957
- Municipal avg cost/bed (2016) \$21,585
- The lowest municipal cost per bed in Ontario of the funded municipal LTC beds

Campus State of Affairs

Pro's

- An affordable continuum
- Campus enables aging in place
- Campus enables economies
- Excellent reputation with Ministry and stakeholders, but we need to do more.
- Wages competitive with former Nursing home sector (+-)
- Ministry implements staff thresholds. (hours of care per resident per day) (+-)

Con's

- (SLNPH) No long term plan to continue rent subsidy for buildings reaching end of mortgage. Moreover Capital reserves are depleted.
- (SL) No Gov't plan to address war rooms in Category A LTC
- (SL) Short stay beds lost because of ward bed issue.
- Union pursuing municipal parity.
- New staff thresholds require a spend greater than funding allocation, when factoring in Agency use.

In Summary

- We are a values based organization (FIRST)
- We manage 326 units of accommodation
- We serve more than 400 Seniors/Disabled Adults
- We employ more than 200 staff, working in multiple operating departments. (eg. Resident Care, Nutrition Services, Life Enrichment, Environmental Services, Support Services, Administration Services)
- We oversee 5 separate corporations with operating budgets now exceeding \$14M
- <http://www.sprucelodge.on.ca/>
- All that said, we need to transition to more

For more information visit our website,

www.sprucelodge.on.ca





MINUTES Regular Council

August 22, 2023
6:00pm
Town Hall, Council Chambers

Council Present: Mayor Strathdee
Councillor Aylward
Councillor Craigmile
Councillor Lucas
Councillor Luna
Councillor Pridham

Council Regrets: Councillor Edney

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

Conference Line
Richard Anderson, Director of Emergency Services
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
Denise Feeney, Finance Manager / Deputy Treasurer
Jeff Wolfe, Infrastructure Services Manager

1. CALL TO ORDER

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

Councillor Luna requested a moment of silence to observe the recent passing of Myles Murdock, Mayor of Goderich.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2023-08-22-01

Moved By Councillor Craigmile
Seconded By Councillor Pridham

THAT the August 22, 2023 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

Mayor Strathdee requested a moment of silence to observe the recent passing of former Council member Frank Doyle.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Strong as Stone Nominations

Mayor Strathdee and Council acknowledged the following members of the St. Marys community as being Strong as Stone:

Gwen Ament

Gord Barnett

Andrew Middleton

Grant Barton

Susan McCutcheon

Council took a brief recess at 6:16 pm.

Mayor Strathdee called the meeting back to order at 6:21 pm.

5.2 Paul Seebach of Seebach and Company Chartered Accountants re: 2022 Audited Financial Statements

Paul Seebach of Seebach and Company presented the 2022 audited financial statements.

Resolution 2023-08-22-02

Moved By Councillor Craigmile
Seconded By Councillor Luna

THAT the delegation from Paul Seebach of Seebach and Company Chartered Accountants regarding the 2022 audited financial statements be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Strategic Priorities Committee - July 18, 2023

Resolution 2023-08-22-03

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT the July 18, 2023 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and Clerk; and **THAT** minute items 4.2 and 4.3 be raised for consideration.

CARRIED

6.1.1 Milt Dunnell Project - Short-Term Priorities Update

Resolution 2023-08-22-04

Moved By Councillor Lucas

Seconded By Councillor Aylward

THAT Council direct staff to proceed with the following Milt Dunnell priority items:

1. Milt Dunnell Field washrooms with budget up to \$150,000
2. Accessible dock \$61,283
3. Farmers' Market paving \$80,000
4. Lawn bowling wooden gutter boards \$8,000
5. Accessible playground upgrades \$29,000
6. Trees, conservation and education (balance of \$333,333 project budget)

THAT staff consult with the St Marys Lawn Bowling Club prior to finalizing the design for the washroom upgrades.

CARRIED

6.1.2 Milt Dunnell Revitalization - Engagement Results and Long Term Concept Plan Discussion

Resolution 2023-08-22-05

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT Council short-lists the following amenities/upgrades to be included in the revised concepts for the long-term master plan for Milt Dunnell Field:

- Protection from shoreline erosion
- Pedestrian walkways/trails, including along the ring road and connections to the Grand Trunk Trail and Downtown sidewalk network
- Increased tree canopy
- Enhanced lighting
- Additional seating areas and river viewing areas
- Additional picnic areas
- Upgraded pavilion
- Event space

THAT the revised concepts retain the ring road at Milt Dunnell Field; and

THAT Staff be directed to develop three “final draft” master plans for Milt Dunnell Field for future public consultation as recommended in COR 41-2023; and

THAT Mayor Strathdee, Councillor Pridham and Councillor Edney sit on the Milt Dunnell Field internal project committee.

CARRIED

6.2 Regular Council - July 25, 2023

Resolution 2023-08-22-06

Moved By Councillor Aylward

Seconded By Councillor Craigmile

THAT the July 25, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.3 Special Meeting of Council - August 15, 2023

Resolution 2023-08-22-07

Moved By Councillor Luna

Seconded By Councillor Lucas

THAT the August 15, 2023 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Terry Fox Week Proclamation

Resolution 2023-08-22-08

Moved By Councillor Luna

Seconded By Councillor Aylward

WHEREAS; On April 12, 1980, Terry Fox started the Marathon of Hope, moved by his experience in the cancer ward where a few children had given up on the hope of a cure; and

WHEREAS; the Province of Ontario now observes the second Sunday after Labour Day as Terry Fox Day; and

WHEREAS; 2023 is the 43rd Anniversary of The Terry Fox Run for Cancer research that has raised more than \$850 Million, across Canada, and in over 50 countries throughout the world; and

WHEREAS; As Terry said, "I want to set an example that will never be forgotten. It's got to keep going without me."; and

WHEREAS; the Terry Fox Run is inspired by a dream, grounded in tradition and entirely volunteer driven, with events held annually around the world; and

WHEREAS; Terry Fox himself stayed in St. Marys during his Marathon of Hope and inspired so many in our small town to give to cancer research; and

WHEREAS; The Terry Fox Run will take place on Sunday, September 17, 2023 in person both in the morning walking/running/biking on the Grand Trunk Trail and at the same time people can join by paddling on the Thames River accessed at Milt Dunnell Field. This event gives our St. Marys Community an opportunity to get involved in the efforts to find a cure for cancer, a disease whose devastating effects have been felt by so

many people. This year's event message is #Dear Terry "You Ran For Us. Now We Run With You".

THEREFORE, Council for The Corporation of the Town of St. Marys, does hereby proclaim the week of **September 11 to September 18, 2023** as **"Terry Fox Week"** in the Town of St. Marys and encourage citizens to take note of this special week and to participate in the Terry Fox Run for Cancer Research on Sunday, September 17, 2023.

CARRIED

7.2 Chris Swarthout re: Traffic along Park Street at King Street

Resolution 2023-08-22-09

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the correspondence from Chris Swarthout regarding traffic concerns on Park Street at King Street be received; and

THAT the correspondence be referred to staff for consideration during the development of a Road Safety Network Plan; and

THAT the correspondence be forwarded to the Community Policing Advisory Committee for their information.

CARRIED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 44-2023 August Monthly Report (Administration)

Resolution 2023-08-22-10

Moved By Councillor Lucas

Seconded By Councillor Pridham

THAT ADMIN 44-2023 August Monthly Report (Administration) be received for information.

CARRIED

8.1.2 ADMIN 45-2023 Collaborative Relationships for Extended Services Partnership Agreement with AMDSB

Resolution 2023-08-22-11

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT ADMIN 45-2023 Collaborative Relationships for Extended Services Partnership Agreement with AMDSB report be received; and

THAT Council consider By-law 83-2023, being a by-law to authorize the Mayor and the Clerk to sign a Collaborative Relationships for Extended Partnerships Agreement with the Avon Maitland District School Board.

CARRIED

8.1.3 ADMIN 47-2023 Records Retention By-law and Records Management Program

Resolution 2023-08-22-12

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT ADMIN 47-2023 Records Retention By-law and Records Management Program report be received; and

THAT Council consider By-law 85-2023, being a by-law to establish a schedule of retention periods for the records of The Corporation of the Town of St. Marys.

CARRIED

8.1.4 ADMIN 48-2023 Animal Control Agreement

Resolution 2023-08-22-13

Moved By Councillor Aylward

Seconded By Councillor Pridham

THAT ADMIN 48-2023 Animal Control Agreement report be received; and

THAT Council delegate the authority to the Chief Administrative Officer to negotiate minor details of the agreement following the review by the Humane Society; and

THAT Council consider By-law 84-2023, being a by-law to authorize an agreement with Humane Society of Kitchener-Waterloo Stratford Perth for animal control services.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 47-2023 August Monthly Report (Building and Development)

Resolution 2023-08-22-14

Moved By Councillor Aylward

Seconded By Councillor Craigmile

THAT DEV 47-2023 August Monthly Report (Building and Development) be received for information.

CARRIED

8.2.2 DEV 49-2023 - Part Lot Control Application, Lot 5, Registered Plan 44M-86 – 2503778 Ontario Inc.

Resolution 2023-08-22-15

Moved By Councillor Lucas

Seconded By Councillor Craigmile

THAT DEV 49-2023 regarding the Application for Part Lot Control for Lot 5 of Registered Plan 44M-86 be received; and

THAT Council consider By-law 82-2023, being a part lot control affecting Lot 5, Registered Plan 44M-86 for a one-year period, ending August 22, 2024.

CARRIED

8.2.3 DEV 50-2023 80 Water St N, Washroom Proposal

Resolution 2023-08-22-16

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT DEV 50-2023 80 Water St N, Washroom Proposal report be received; and

THAT Council approves the 80 Water St N, Washroom Renovation project to proceed to the tender process.

CARRIED

8.3 Community Services

8.3.1 DCS 38-2023 August Monthly Report (Community Services)

Resolution 2023-08-22-17

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT DCS 38-2023 August Monthly Report (Community Services) be received for information.

CARRIED

8.4 Corporate Services

8.4.1 COR 45-2023 August Monthly Report (Corporate Services)

Resolution 2023-08-22-18

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT COR 45-2023 August Monthly Report (Corporate Services) be received for information.

CARRIED

8.4.2 COR 46-2023 Draft 2022 Audited Financial Statements

Resolution 2023-08-22-19

Moved By Councillor Aylward

Seconded By Councillor Pridham

THAT COR 46-2023 Draft 2022 Audited Financial Statements report be received; and

THAT the 2022 deficit of \$542,816 be funded by the Working Capital Reserve; and

THAT the Draft Audited Financial Statements for Year Ended December 31, 2022 be approved.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 09-2023 August Monthly Report (Emergency Services)

Resolution 2023-08-22-20

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT FD 09-2023 August Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Human Resources

8.6.1 HR 06-2023 August Monthly Report (Human Resources)

Resolution 2023-08-22-21

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT HR 06-2023 August Monthly Report (Human Resources) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 46-2023 August Monthly Report (Public Works)

Resolution 2023-08-22-22

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT PW 46-2023 August Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 47-2023 Skate Park Design-Build Agreement

Resolution 2023-08-22-23

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT PW 47-2023 Skate Park Design-Build Agreement report be received; and

THAT Council consider By-law 86-2023, being a by-law to authorize the Mayor and Clerk to sign the design-build contract with Radius Contracting Inc. for upgrades to the St. Marys skate park.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Resolution 2023-08-22-24

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Committee and Board minutes listed under agenda items 9.1.1 to 9.1.7 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 Business Improvement Area - Coun. Aylward

9.1.3 Huron Perth Public Health - Coun. Luna

9.1.4 Library Board - Mayor Strathdee, Couns. Aylward and Pridham

**9.1.5 Municipal Shared Services Committee - Mayor Strathdee,
Coun. Edney**

9.1.6 Spruce Lodge Board - Couns. Lucas, Luna

9.1.7 Upper Thames River Conservation Authority - Coun. Craigmile

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Canadian Baseball Hall of Fame and Museum - Coun. Edney

9.2.2 Committee of Adjustment

**9.2.3 Community Policing Advisory Committee - Couns. Edney and
Luna**

**9.2.4 Downtown Service Location Review Committee - Mayor
Strathdee, Coun. Pridham**

9.2.5 Flats Revitalization Committee - Coun. Edney

9.2.6 Green Advisory Committee - Coun. Aylward

9.2.7 Heritage and Culture Advisory Committee - Coun. Lucas

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

9.2.9 Planning Advisory Committee - Couns. Craigmile, Lucas

9.2.10 Recreation and Leisure Advisory Committee - Coun. Pridham

9.2.11 St. Marys Lincolns Board - Coun. Craigmile

9.2.12 St. Marys Minor Hockey Association Board - Coun. Craigmile

**9.2.13 St. Marys Cement Community Liaison Committee - Couns.
Craigmile, Edney**

9.2.14 Stratford Perth Chamber of Commerce - Coun. Lucas

9.2.15 Town Hall Renovation Committee - Couns. Luna and Pridham

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2023-08-22-25

Moved By Councillor Craigmile

Seconded By Councillor Lucas

THAT By-Laws 82-2023, 83-2023, 84-2023, 85-2023 and 86-2023 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 82-2023 Part Lot Control Lot 4 44M-86

12.2 By-Law 83-2023 Agreement with Avon Maitland District School Board

12.3 By-Law 84-2023 Agreement with Humane Society Kitchener-Waterloo and Stratford Perth

12.4 By-Law 85-2023 Records Retention

12.5 By-Law 86-2023 Agreement with Radius Contracting Inc.

13. UPCOMING MEETINGS

September 12, 2023 - 6:00 pm, Regular Council

September 19, 2023 - 9:00 am, Strategic Priorities Committee

September 26, 2023 - 6:00 pm, Regular Council

Council took a brief recess at 8:32 pm.

Mayor Strathdee called the meeting back to order at 8:46 pm.

14. CLOSED SESSION

Resolution 2023-08-22-26

Moved By Councillor Aylward

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 8:46 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

CARRIED

14.1 ADMIN 46-2023 CONFIDENTIAL Update on Employee Relations Matter

15. RISE AND REPORT

Mayor Strathdee reported that a closed session was held with one matter being discussed. There is nothing further to report at this time.

Resolution 2023-08-22-27

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 8:58 pm.

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2023-08-22-28

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT By-Law 87-2023, being a by-law to confirm the proceedings of August 22, 2023 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

17. ADJOURNMENT

Resolution 2023-08-22-29

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT this regular meeting of Council be adjourned at 9:00 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk

From: Stephen Covey <stephen.covey@cn.ca>
Sent: Thursday, July 20, 2023 1:50 PM
To: Brent Kittmer <bkittmer@town.stmarys.on.ca>
Subject: Rail Safety Week 2023 | Proclamation request



Dear MR Kittmer;

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. By adopting the attached draft proclamation, you can help raise awareness for rail safety in your community.

Working safely is, by far, the most important thing we do each day at CN. Every employee deserves to go home safely. Every community needs to know they will not be put in harm's way. At CN, we aspire to zero – zero fatalities, zero serious injuries, zero harm. We need your help. We firmly believe that all crossing and trespassing related incidents are preventable. By working together, we can help save lives.

Rail Safety Week will be held in Canada and the United States from September 18-24, 2023. This is an opportunity for us all to educate the public on rail safety. As a leader in your community, your council plays a key role in improving public awareness about the dangers around tracks and trains.

Rail safety is a shared responsibility. We are asking you to engage with your communities about rail safety and to sign the enclosed proclamation highlighting your community's commitment to rail safety. We would like to publicly recognize your commitment. For us to do that, we ask that you please return the signed proclamation by e-mail to Marie-Pier.Triganne@cn.ca.

If you have any questions or concerns, please contact Daniel Salvatore, your local CN Public Affairs representative, at Daniel.Salvatore@cn.ca

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at [1-888-888-5909](tel:1-888-888-5909)
- For additional information about Rail Safety Week 2023 visit cn.ca/railsafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by visiting www.cn.ca/RSW2023

Janet Drysdale

Senior Vice-President and Chief
Stakeholder Relations Officer



Stephen Covey

Chief of Police and Chief Security
Officer





FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	12 September 2023
Subject:	ADMIN 49-2023 PC Connect – Local Partnership Agreement Extension

PURPOSE

The purpose of this report is to make Council aware of the pending September 30, 2023 expiry date for the local partnership agreement for the Stratford led intercity PC Connect project. Council is asked to consider if they wish to extend the partnership agreement through to the end of the Provincial funding window for the project on March 31, 2025.

Mik Mousley from the City of Stratford will attend Council's meeting virtually to assist with any questions that Council may have.

RECOMMENDATION

THAT ADMIN 49-2023 PC Connect Local Partnership Agreement Extension report be received; and

THAT Council consider By-law 88-2023, being a by-law to authorize the Mayor and the Clerk to sign an agreement to amend the terms and conditions of the PC Connect local partnership agreement with the City of Stratford and Municipality of North Perth.

BACKGROUND

PC Connect is an equal partnership with the City of Stratford and the County of Perth, and all participating municipalities. The City of Stratford and the County of Perth were the lead co-applicants for Community Transportation funding offered through the Ministry of Transportation. Each of the applications were successful, and two PC Connect projects were launched in 2020.

The County of Perth leads the intracounty project which provides transportation options for the public through two fixed routes: Route A serving the northern portion of the County, and Route B serving the southern portion of the County including St. Marys. The County of Perth administers this project following the terms and conditions of a local partnership agreement (LPA). As previously reported to Council, that local partnership agreement expires on August 31, 2023 and the County has advised that they will not be renewing the agreement with St. Marys, effectively cancelling Route B

The City of Stratford leads the intercity project which provides transportation options for the public to access London and Kitchener-Waterloo through three fixed routes. The City of Stratford administers this project following the terms and conditions of an LPA with the Town of St. Marys and the Municipality of North Perth. This LPA amongst the 3 partners expires September 30, 2023.

REPORT

The CAOs for the City of Stratford, the Municipality of North Perth and the Town have met to discuss the possibility of extending the LPA for the intercity PC Connect project. It was agreed that the most

logical date to extend the agreement through to would be March 31, 2025 as this aligns with the end date for the MTO funding. Absent any funding extensions, the partner municipalities would need to fund the full cost of service, which would be substantial.

A draft of the amending agreement is attached to this report, along with the original LPA for reference. The amending agreement is very brief and straightforward as it simply updates several terms to reflect the current operation of the intercity project and amends the agreement termination date to March 31, 2025.

Council's decision to extend the agreement is a service level decision for the community. As noted during the budget deliberations for 2023, the cost of the intercity project is forecasted to increase. At the time of the budget deliberations, City staff were projecting that the project would cost each of the partner municipalities \$160,000 total over 2023 and 2024 (\$20,000 in 2023, \$140,000 in 2024). To smooth out the budget impact, the Town budgeted \$80,000 in 2023 understanding this would result in a \$60,000 project surplus that could be rolled into 2024.

The 2024 cost of operation is now forecasted to be higher. A typical year sees the gross cost of the service at approximately \$720,000.00. After MTO funding is deducted, city staff are estimating an equal share between the three partners would be \$160,000.00 each for 2024 operations. This means that the Town will require \$20,000 additional to be placed in the 2024 budget to fund the intercity project, or a total budget amount of \$100,000.

Since the beginning of the project, Council has asked how many riders are getting on and off in St. Marys. With the launch of the booking app, this data is now readily available, and a summary is attached to this report. As shown in the summary, from November 2020 through tot July 2023 there have been 3,930 riders either getting on or off a bus in St. Marys. This total includes riders of the now abandoned Perth County Route B (1,092 riders since inception). In conversation with the Perth County project administrator, she is optimistic that these riders will continue to till access the service via the intercity Route 2 and Route 3.

FINANCIAL IMPLICATIONS

Since the inception of the project the financial support provided by the Town is as follows:

- 2020: \$0
- 2021: \$0
- 2022: \$106,247
- 2023: \$20,000 (budget estimate)
- 2024: \$160,000 (preliminary budget estimate)
- 2025: If Council agrees to extend the LPA to March 31, 2025 there will be project costs incurred by the Town for the first quarter of 2025. These costs are yet to be determined.

The City continues to advocate for increased Community Transportation program funding. On August 10 the Province announced that they will be accepting applications for additional Community Transportation funding. The funding intake is to help offset additional costs of delivering these projects through to the March 31, 2025 end date. Based on the correspondence from the province, it appears that they will give preference to municipalities who are prepared to commit to long-term, ongoing funding for their projects.

SUMMARY

It is staff's recommendation to agree to the LPA extension through to March 31, 2025. The Town has put in place a plan to smooth out the budget impacts of this project through to the end of 2024. Costs

have increased by \$20,000 and this increase has been included in the working draft of the 2024 that staff are currently preparing.

The rationale for this approach is that PC Connect is the only form of public transportation currently serving St. Marys (except for Mobility Bus who has specific ridership conditions). If future provincial funding for PC Connect does not materialize, the Town can use the existing budget allocation to review and consider its options to provide some form of public transportation.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #3 Balanced Growth
 - Outcome: Newcomer and youth attraction/retention
 - Tactic(s): Identify and invest in public services required to attract and retain these demographics.

OTHERS CONSULTED

Mike Mousley, Manager of Transit, City of Stratford
Joan Thomson, CAO, City of Stratford
Kriss Snell, CAO, Municipality of North Perth

Report Approval Details

Document Title:	ADMIN 49-2023 PC Connect – Local Partnership Agreement Extension.docx
Attachments:	St. Marys Data – July 2023.pdf; Agreement – Extension Agreement – City St Marys and North Perth – By-law 11.4.doc; By-law 84-2020 Agreement with City of Stratford and Municipality of North Perth for intermodal transportation project.pdf
Final Approval Date:	September 6, 2023

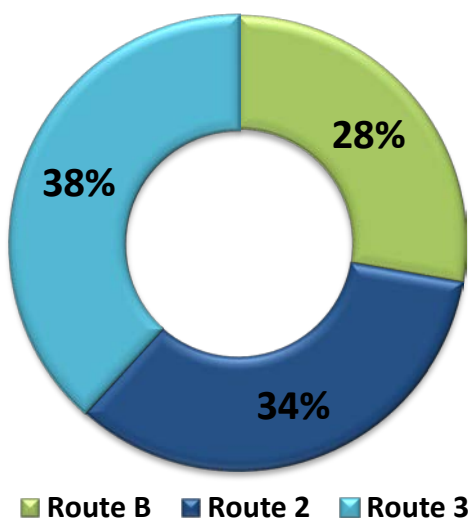
This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer

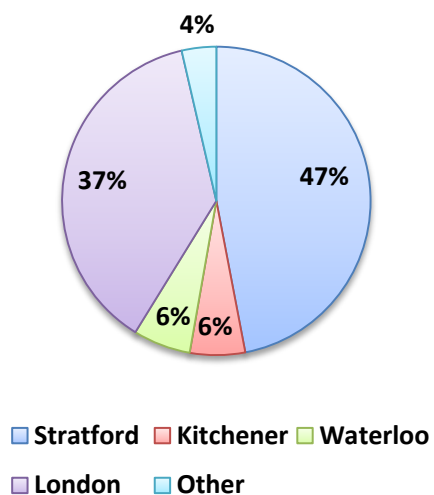
PC CONNECT ST. MARYS RIDERSHIP SUMMARY:

Total St. Marys Ridership: November 2020 – July 2023:			
Route	On	Off	TOTAL
Route B	615	477	1,092
Route 2	764	569	1,333
Route 3	933	572	1,505
TOTAL	2,312	1,618	3,930

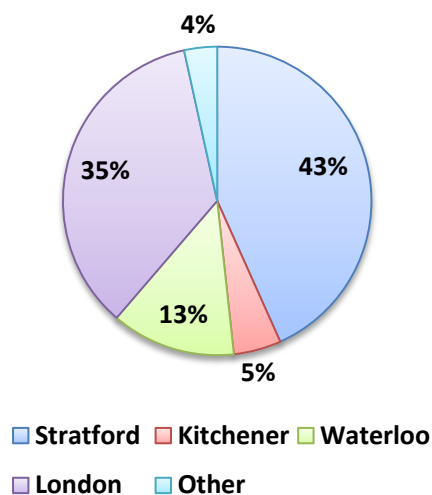
Total St. Marys Route Utilization:
November 2020-November 2022



June 2022 - July 2023 App Data
From St. Marys To:

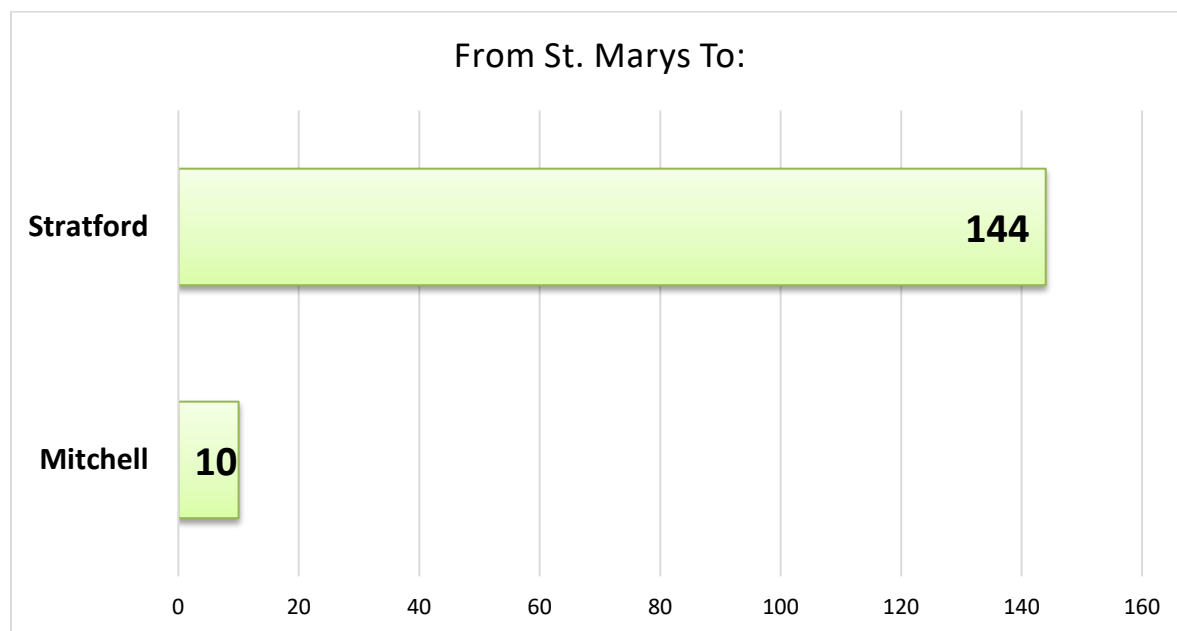


June 2022 - July 2023 App Data
To St. Marys From:

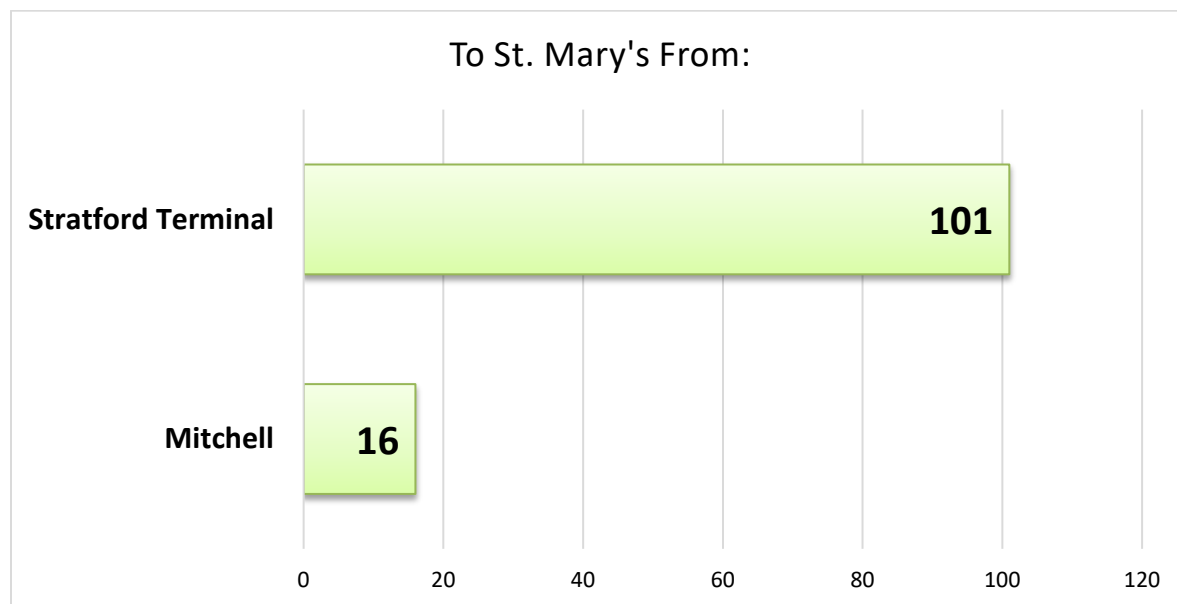


ROUTE B: June 2022 - July 2023 Trip Request App Data¹

St. Marys Origin



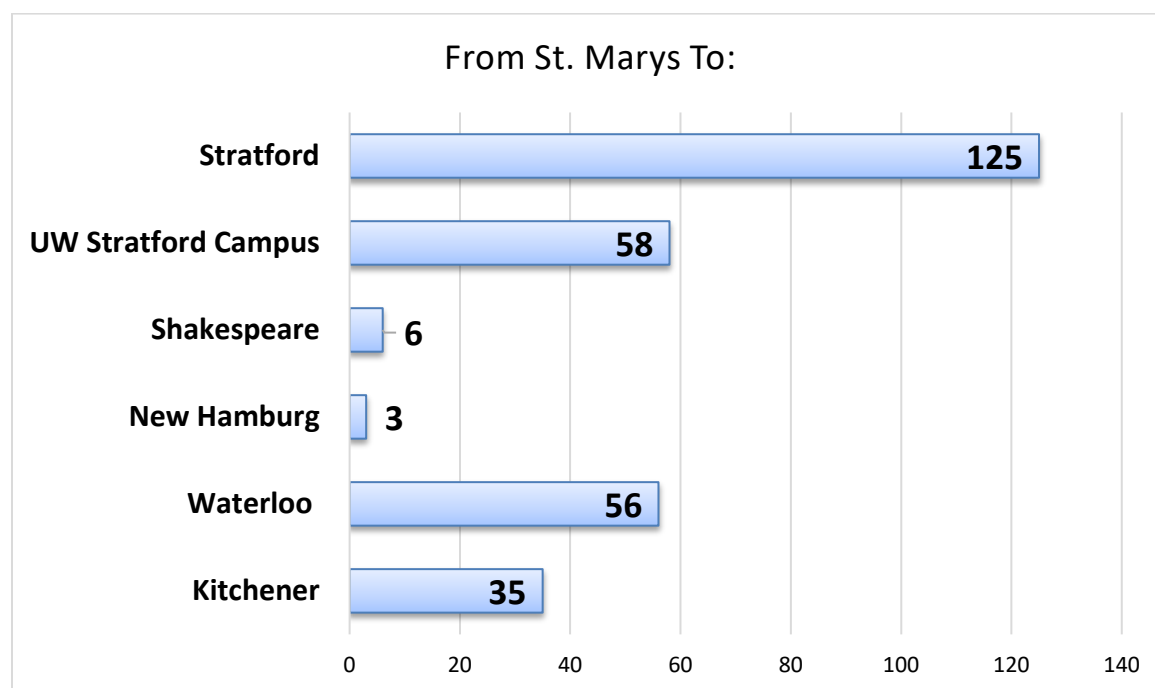
St. Marys Destination



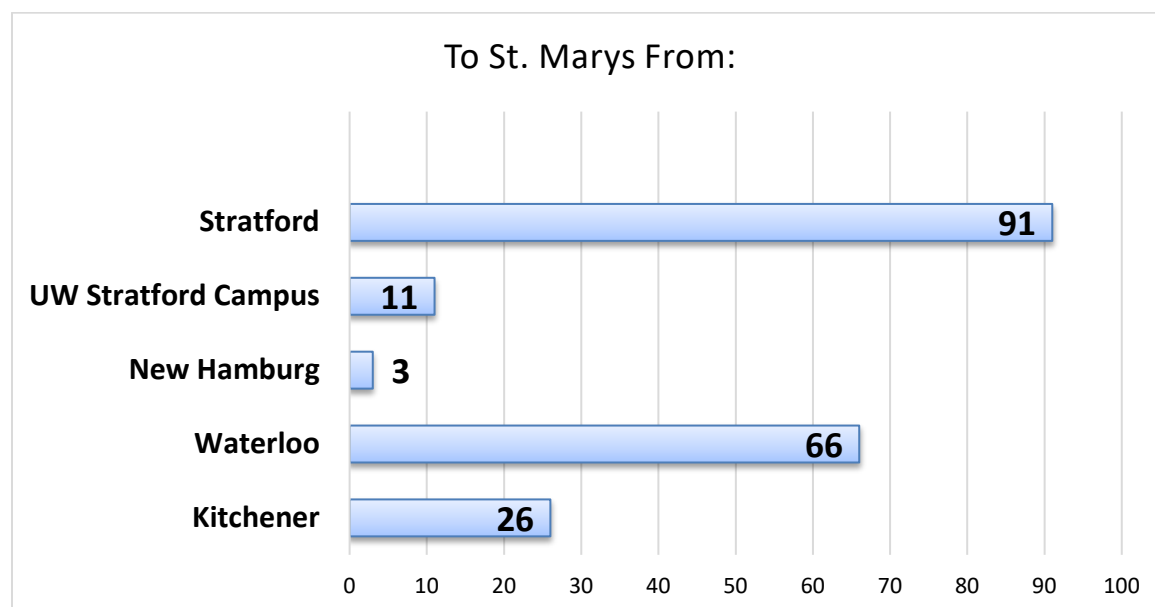
¹ Please note that data collected through the app only represents ridership booked through the Blaise App or Call Centre – approximately 31% of June 2022 - July 2023 ridership.

ROUTE 2: June 2022 – July 2023 Trip Request App Data²

St. Marys Origin



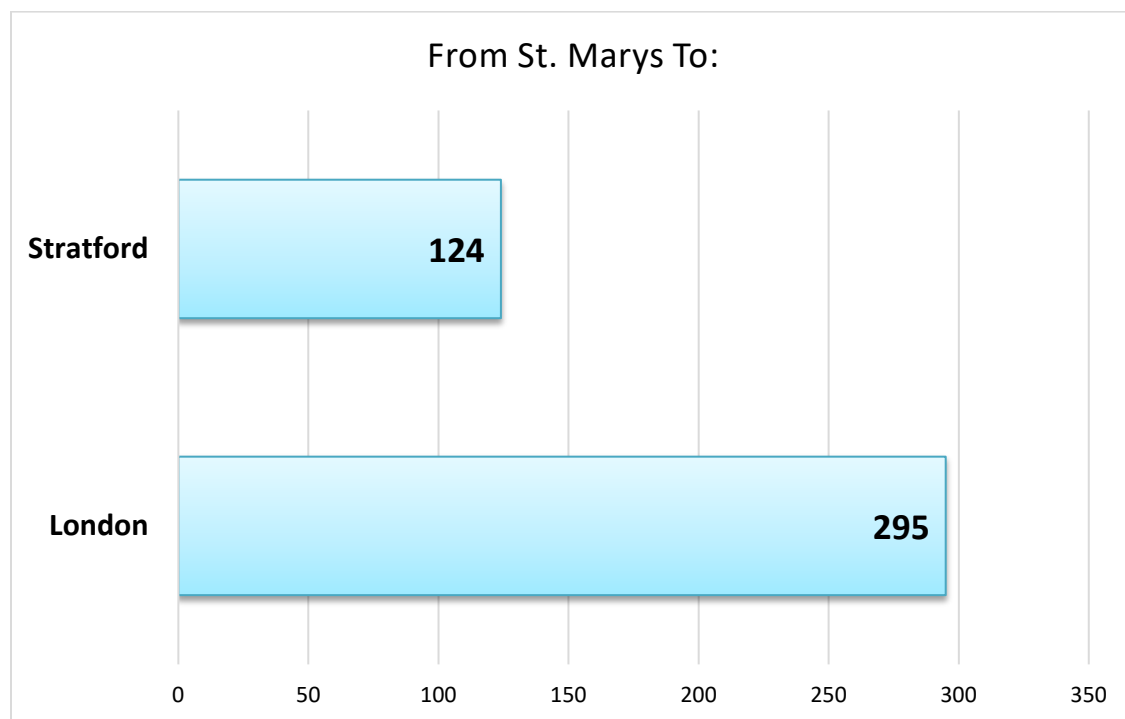
St. Marys Destination



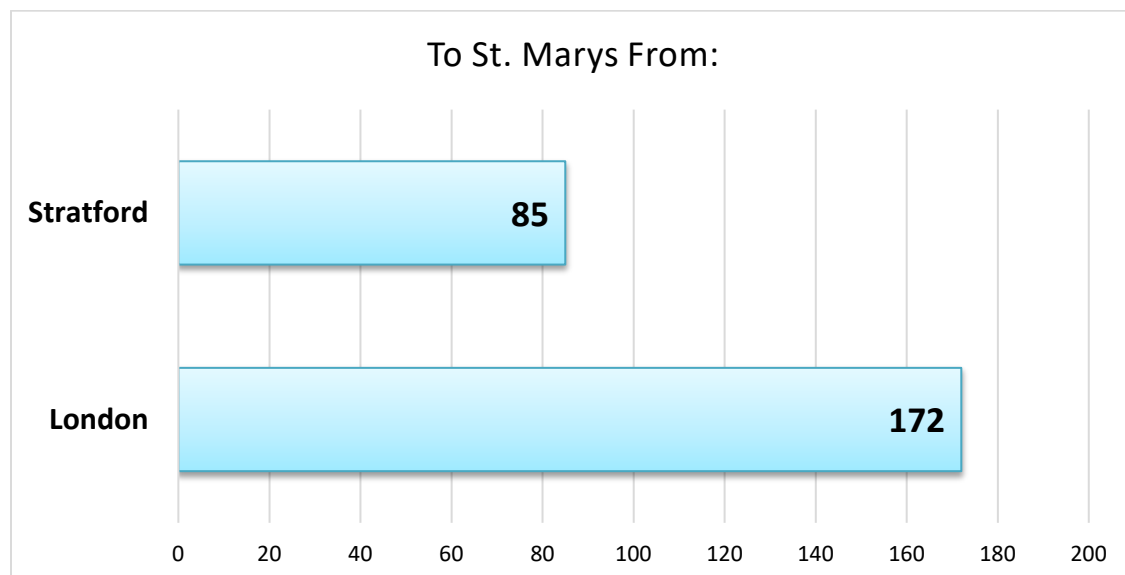
² Please note that data collected through the app only represents ridership booked through the Blaise App or Call Centre – approximately 31% of June 2022 - July 2023 ridership.

ROUTE 3: June 2022 - February 2023 Trip Request App Data³

St. Marys Origin



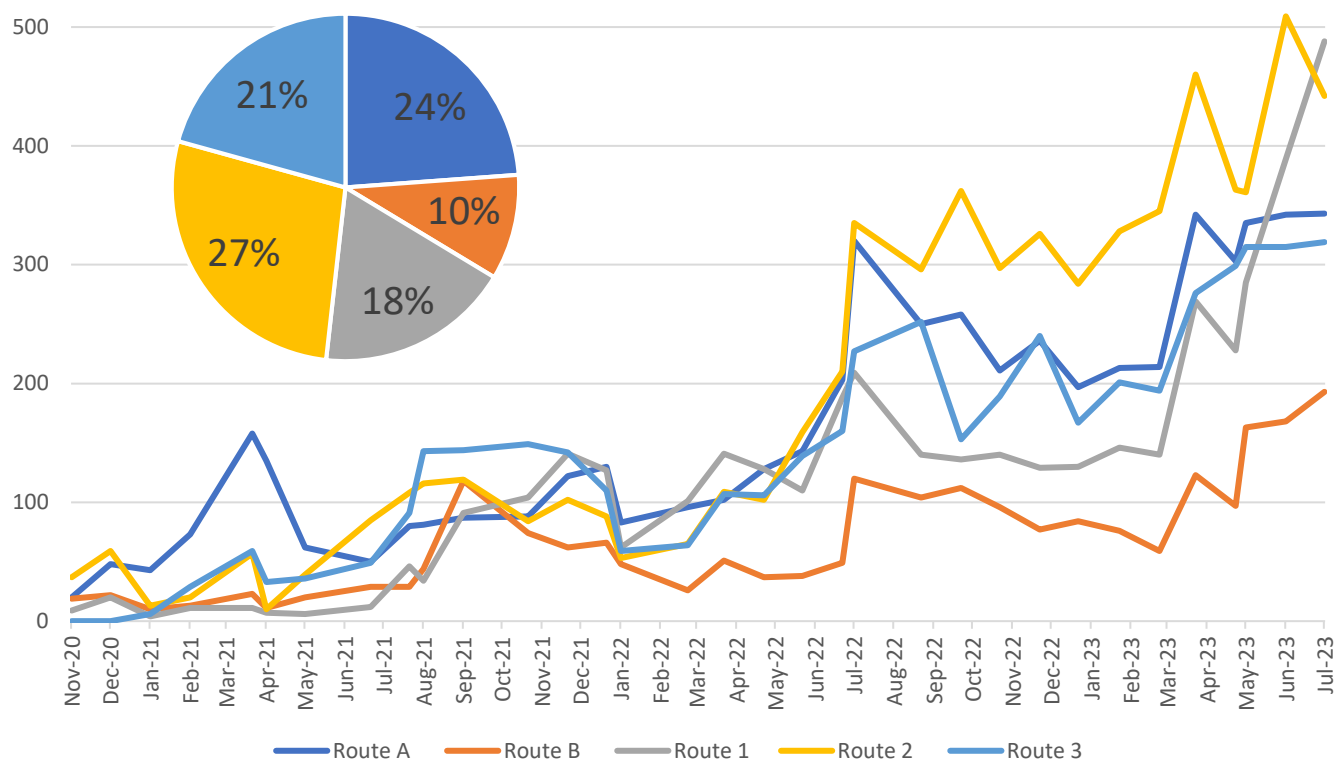
St. Marys Destination



³ Please note that data collected through the app only represents ridership booked through the Blaise App or Call Centre – approximately 31% of June 2022 - July 2023 ridership.

PC CONNECT OVERALL RIDERSHIP SUMMARY:

PC Connect Ridership to Date						
	Route A: Perth County North	Route B: Perth County South	Route 1: KW to Listowel	Route 2: KW to St.Marys	Route 3: London to Stratford	TOTALS
Funding Year 3 (Nov 16, 2020- March 2021)	342	87	55	186	94	764
Funding Year 4 (April 2021-March 2022)	1,116	578	872	978	1,127	4,671
Funding Year 5 (April 2022-March 2023)	2,715	975	1,865	3,504	2,304	11,363
Funding Year 6 April 2023	303	97	228	363	299	1,290
May 2023	335	163	285	361	315	1,459
June 2023	342	168	389	509	315	1,723
July 2023	343	193	488	442	319	1,785
TOTALS	5,496	2,261	4,182	6,343	4,773	23,055



EXTENSION AGREEMENT TO THE TRANSIT AGREEMENT

This Extension Agreement made as of the ____ day of ____, 2023.

B E T W E E N:

THE CORPORATION OF THE CITY OF STRATFORD

(hereinafter called the "**City**")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF ST. MARYS

(hereinafter called "**St. Marys**")

OF THE SECOND PART

- and -

THE CORPORATION OF THE MUNICIPALITY OF NORTH PERTH

(hereinafter called "**North Perth**")

OF THE THIRD PART

WHEREAS the Province of Ontario has established the Community Transportation Grant Program (the "**Program**") to fund municipalities to plan, implement and operate intercommunity and local transportation projects;

AND WHEREAS the City applied and was successful in obtaining funding from the Program and entered into a Transfer Payment Agreement with the Province to assist the Parties in carrying out the intermodal transportation project (the "**Funding**");

AND WHEREAS the transportation project will provide inter-regional bus service from Stratford, St. Marys and the community of Listowel located in North Perth to the agreed upon intermodal transportation hubs located in the Cities of Kitchener and London (the "**Intermodal Transportation Project**");

AND WHEREAS the Intermodal Transportation Project will enable passengers to access business activities, hospital and medical appointments, government agencies and services, shopping, industry and employment in the City, St. Marys and North Perth and enhance regional transportation links located across Southwestern Ontario;

AND WHEREAS the Intermodal Transportation Project established a regional intermodal service relying on scheduled bus runs to connect the Perth County transportation hubs of the City, the community of Listowel in North Perth, and St. Marys to intermodal services in the Cities of London and Kitchener ("**Service Delivery Area**");

AND WHEREAS the City shall be responsible for overseeing and managing the Intermodal Transportation Project in accordance with the Transfer Payment Agreement and this Agreement;

AND WHEREAS the service launch date for the Intermodal Transportation Project was November 16, 2020, with the end date projected to be March 31, 2025, in accordance with the Provincial Payment with the specific dates to be determined and in accordance with the Funding;

AND WHEREAS the City, St. Marys and North Perth previously entered into a Transit Agreement, dated September 21, 2020, and the Parties wish to enter into an extension to the Transit Agreement amending the expiry date, amount of time required to provide notice, and other administrative amendments;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants and agreements contained herein and the provision of other good and valuable consideration by each Party to the other, the receipt and sufficiency of which is hereby irrevocably acknowledged by each of the Parties, the Parties agree as follows:

1. The definition for "Expiry Date" in paragraph 2(h) is hereby amended to:
 - (h) "means March 31, 2025 or an alternate date as determined by the Province under the Transfer Payment Agreement;"
2. Section 4(d) of the agreement is hereby amended to include VIA train services.
3. With respect to Section 10, Routes, the Parties acknowledge and agree that they have moved to Full Service and all corresponding routes.
4. Section 20 of the Agreement is hereby amended to:

"The estimated costs of 947465 Ontario Ltd. o/a Voyago is \$95.62 per hour per route."
5. Section 30 of the Agreement is hereby amended to change the email for North Perth to lcline@northperth.ca.
6. All other terms and conditions of the Agreement dated November 16, 2020 between the Parties remain in full force and effect.
7. This Agreement shall enure to the benefit of and bind the parties and their respective heirs, successors and permitted assigns.

- Signature Page Follows -

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first written above.

**THE CORPORATION OF THE CITY OF
STRATFORD**

Per: _____
Mayor – Martin Ritsma

Per: _____
Clerk – Tatiana Dafoe

We have the authority to bind the City

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

Per: _____
Mayor - Al Stratthdee

Per: _____
Clerk – Jenna McCartney

We have the authority to bind St.
Marys.

**THE CORPORATION OF THE
MUNICIPALITY OF NORTH PERTH**

Per: _____
Mayor - Todd Kasenberg

Per: _____
Clerk – Lindsay Cline

We have the authority to bind North
Perth.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Clerk
Date of Meeting:	12 September 2023
Subject:	ADMIN 50-2023 Active Dissemination and Routine Disclosure Policy

PURPOSE

This report presents information related to establishing an Active Dissemination and Routine Disclosure policy for municipal records of the Corporation.

RECOMMENDATION

THAT ADMIN 50-2023 Active Dissemination and Routine Disclosure Policy report be received; and
THAT Council consider By-law 89-2023, being a by-law to adopt the Active Dissemination and Routine Disclosure Policy as presented in staff report ADMIN 50-2023.

BACKGROUND

One of the key principles of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is that information should be available to the public. MFIPPA provides a right of formal access to records through filing a Freedom of Information (FOI) Request. However, MFIPPA also allows the Town to provide information through active dissemination and routine disclosure when there is nothing in the Act to prevent the Town from giving access to information. Active dissemination and routine disclosure are cost-effective and customer-friendly ways of providing information to the public, directly by program areas, without a formal access request, which is costly and time-consuming. The principle that information should be available to the public and that necessary exemptions from the right of access should be limited and specific, is also reinforced by the Information and Privacy Commissioner's publication titled *Access by Design* which encourages access as the default standard.

Being in line with the principles of MFIPPA and the Information and Privacy Commissioner, the Town has committed to increasing transparency in communication through several means. The implementation of this policy will assist the Town with continuing to cultivate such transparency. To improve public access to records and information, as well as increase transparency, this policy establishes principles for the release of records and information without requiring the submission of a Freedom of Information (FOI) request. The Town is dedicated to identifying efficient and cost-effective ways to provide the public with greater access to information.

REPORT

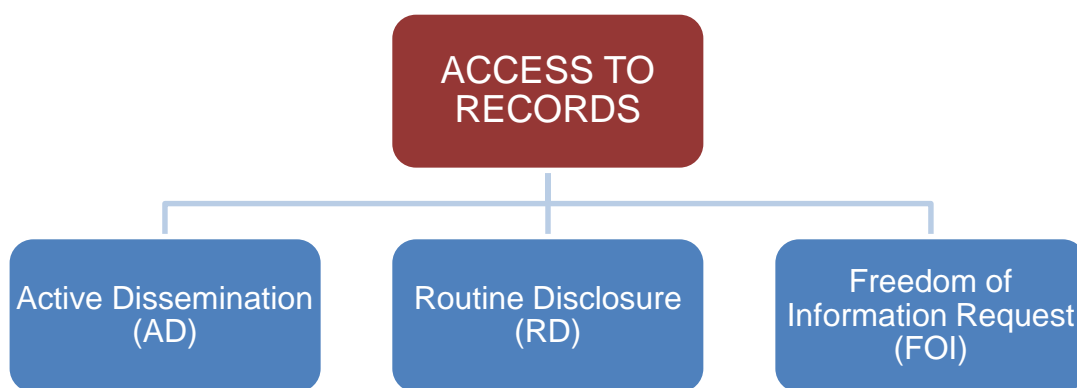
The purpose of this policy is to enhance access to records and information, make the public aware of their rights to access information, simplify access where possible and spend FOI staff time and resources on more complex requests. The Town is dedicated to implementing a culture of openness through this program and is encouraging a more open and responsive relationship between the Town

and the public it serves. By making the public and staff more aware of the types of information that can be routinely disclosed without a formal access request under MFIPPA and ensuring accountability for routine disclosure, it is expected the public will have greater access to Town information in a timely and far less formal manner than a FOI request can often provide.

This policy has been developed to:

- Actively provide information to the public;
- Provide active dissemination and routine disclosure of information to the public or to individuals to whom the information directly relates while safe-guarding privacy through compliance with legislation;
- Improve public access to records and information;
- Protect privacy, personal and confidential information;
- Support improved government transparency; and
- Establish principles and procedures for releasing certain types of records and information without requiring the submission of a formal FOI request.

There are three methods that the public may access records under the custody and control of the Town. They are as follows:



1. Active Dissemination (AD)

Active Dissemination is the periodic and proactive release or publication of Town records and information in the absence of a specific request. Whenever the public interest is likely to be engaged and no MFIPPA exemptions apply, information may be actively circulated. Example: information posted on Town website.

2. Routine Disclosure (RD)

Routine Disclosure is the routine or automatic release of certain records and information where no MFIPPA exemptions apply, by the request of an individual.

3. Freedom of Information Requests (FOI)

Freedom of Information requests are formal requests to access information made under MFIPPA. Records that do not qualify for Active Dissemination or Routine Disclosure must be formally requested through the FOI process.

The Clerk's department believes a significant number of FOI requests could be released automatically under an Active Dissemination and Routine Disclosure policy, without requiring the individual to file a formal request. Some departments wait for a formal FOI request before information is disclosed and sometimes requests for generic information are channeled through the FOI process as opposed to the

department providing the response. This approach can be due to frontline staff who are overcautious and not wanting to release anything that would be in contravention of MFIPPA. However, requiring the public to go through the FOI process for general information is not necessary, inefficient, and expensive. It should be noted that the FOI process is not to be used to generate records in order to respond to a request for information and only applies to records that are in the custody and control of the Town.

ACCESS REQUESTS AND INFORMATION DISCLOSED BY YEAR			
Access Request – Type	2021	2022	2023 (trend to date)
Number of formal requests received	13	22	13
Number of completed requests where all records released in full	12	21	11
Number of completed requests where all records released in part	1	1	1
Number of formal requests denied	0	0	1

Having a Active Dissemination and Routine Disclosure policy in place is beneficial as it allows the Town to:

- Make more of the Town’s records available to the public and in an easier manner;
- Streamline access to information;
- Provide greater accountability and transparency in its day-to-day operations;
- Ensure a balance between providing greater access to information while at the same time protecting personal and confidential information; and
- Reduce staff time in responding to formal requests for information and the increase in staff involvement it creates, resulting in greater cost efficiencies.

Upon Council approval of the policy, the Clerk’s department will begin working with each department to develop work procedures. The Active Dissemination and Routine Disclosure policy should be understood to be a starting point. The policy will establish some general guidelines and principles that will lead to the development of departmental work procedures for the pro-active release of certain types of records.

A copy of the Active Dissemination and Routine Disclosure policy can be found in the By-law section of the September 12, 2023 regular Council agenda package.

FINANCIAL IMPLICATIONS

There will be a decrease in FOI revenue as more documents are provided through routine disclosure. This will improve staff resources as it streamlines the retrieval of information.

SUMMARY

The Town operates within a framework of government transparency. Staff are presenting a draft Active Dissemination and Routine Disclosure policy for consideration. The Active Dissemination and Routine Disclosure policy outlines the types of records the Town may share with the public, and the method for which the records will be shared. Enacting a Active Dissemination and Routine Disclosure policy will

increase communication with the public and limit staff time and associated costs needed to complete freedom of information requests.

STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #2 Communication & Marketing:
 - Outcome: Communicating relevant municipal information

OTHERS CONSULTED

Sophie Thorpe, Policy Assistant
Senior Management Team
Town Solicitor

Report Approval Details

Document Title:	ADMIN 50-2023 Active Dissemination and Routine Disclosure Policy.docx
Attachments:	Active Dissemination and Routine Disclosure Policy found in By-law section of September 12, 2023 Council agenda
Final Approval Date:	Sep 7, 2023

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Ray Cousineau, Facilities Manager
Date of Meeting:	12 September 2023
Subject:	DEV 52-2023 Town Hall Elevator Upgrades

PROJECT DETAILS

This project involves updating the elevator system at Town Hall including hydraulic controller, hydraulic emergency lowering pack, hydraulic pump unit, car door equipment, interlocks and pick-up rollers, car top inspection station, emergency communications, hall fixtures, car fixtures, security signals travelling cable, travel cable & hanger and machine room painting.

This elevator modernization has come to term because of some of the now obsolete parts used in the controller.

Declining support for the electrical controller replacement parts make this an item of priority. The modernizing of the control systems will reduce the cost for annual maintenance as the current contract has escalated over the years to account for the ageing equipment. Constant disruptions from power outages that have caused the controller to drop its programming.

RECOMMENDATION

THAT DEV 52-2023 Town Hall Elevator Upgrades report be received; and,

THAT the procurement for DEV 34-2023-RFQ Town Hall Elevator Upgrades be awarded to Otis Canada Inc for the procured price of \$94,920.00, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 90-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Otis Canada Inc.

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-34-2023
Tender Closing Date:	Wednesday, August 16, 2023
Number of Bids Received:	Three (3)
Successful Proponent:	Otis Canada Inc.
Approved Project Budget:	\$117,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$94,920.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$85,478.40
Project Over-budget (Net of HST)	\$0.00

The procurement document submitted by Otis Canada Inc. 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 Otis Canada Inc.

FINANCIAL IMPLICATIONS

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

01-9137-6990 Town Hall Elevator Upgrade Capital	\$85,478.40
01-9137 Pre-tender Costs	\$4,880.79
01-9137-6990 Contingency Fund	\$26,640.81
Total	\$117,000.00

STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
 - Outcome: Given the large number of Town-owned heritage assets, a maintenance schedule ought to be agreed to by Council in prioritizing which of these assets will be the recipient of discretionary funding.
 - Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized.

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

Report Approval Details

Document Title:	DEV-52-2023 Town Hall Elevator Upgrades.docx
Attachments:	- Bid Summary.pdf
Final Approval Date:	Sep 6, 2023

This report and all of its attachments were approved and signed as outlined below:

Grant Brouwer

Brent Kittmer

BID SUMMARY OPENING SHEET

CONTRACT NO: DEV-34-2023-RFQ

TITLE: Town hall Elevator Upgrade

MOC August 16, 2023 @ 2:30pm

NO	VENDOR	DATE	TIME	AMOUNT	Site Visit
1	Delta Elevator Co Ltd.	Aug 16/23	1:35 PM	99,440.00	Yes
2	Summit Elevator Inc.	Aug 15/23	4:28 PM	114,469.00	Yes
3	Otis Elevator	Aug 16/23	10:40 AM	94,920.00	Yes
4	Alliance Elevator Inc.				
5	ContructConnect				
6	Echelle Canada				
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20					
Opened By: <i>[Signature]</i>					
Recorded By: <i>Christine R. Buel</i>					

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	12 September 2023
Subject:	PW 48-2023 Trackless MT6 Overhaul Award and Wide Area Mower Pre-Budget Approval

PURPOSE

To seek Council's authorization to approve and award overhauling the Town's existing Trackless MT6 Municipal Sidewalk Tractor, and to request pre-budget approval to procure a wide area mower as submitted in the preliminary draft 2024 Capital Budget.

RECOMMENDATION

THAT PW 48-2023 Trackless MT6 Overhaul Award and Wide Area Mower Pre-Budget Approval be received; and

THAT Council provide 2024 pre-budget approval of the Trackless MT67 Overhaul capital project and approve a single source of the works to Work Equipment Ltd. in the amount of \$172,053.21, inclusive of all taxes in contingencies; and

THAT Council consider By-law 91-2023, being a by-law to authorize the Mayor and Clerk to sign the associated agreement with Work Equipment Ltd.; and,

THAT Council provide 2024 pre-budget approval of \$35,000 for staff to procure a wider area mower.

BACKGROUND

Currently the Town has two (2) trackless municipal sidewalk tractors in the Public Works fleet, consisting of a MT6 circa 2014 and a MT7 circa 2018. The primary function of the trackless machine is winter sidewalk maintenance, plowing sidewalk areas while concurrently applying sand/salt and, in spring to fall months sweeping, rough cut (tall grass) turf maintenance, finished grass turf maintenance and small stump grinding / removal. Given the variety of the tasks, the Town owns several OEM attachments that are interchangeable between the two units.

The proposed 2024 Capital Budget includes the replacement of the MT6 (2014) Trackless Machine and replacement of the wide area finishing mower attachment. The wide area finishing mower was added to the Town's fleet in 2018. The mower was added to the fleet to increase the Town's capacity to internalize turf maintenance activities and to address residential complaints. At the time, where turf had been maintained as rough grass, the level of service was increased to finished grass. Staff found that the wide area finishing mower attachment was able to complete the required areas 4x faster than the smaller rough cut flail mower attachment. This effectively raised the service level to address complaints while maintaining staffing allocations and decreasing reliance on contracted services.

REPORT

Trackless Unit:

The proposed 2024 Capital budget includes \$205,000 for the replacement of the existing MT6 Trackless Unit. In recent years, the cost to replace equipment has continued to increase beyond the consumer price index – as such, Town staff have started to look at alternative more cost-efficient methods to extend the life cycle of equipment. In discussion with Work Equipment Ltd. (Trackless OEM), Town staff have been advised that there is an overhaul retrofit program that will retrofit a trackless MT6 machine, into a MT7 chassis. More often, municipalities are selecting to overhaul their machines rather than replace them. In the scenario, the result is an upgraded machine with a similar lifecycle of a new machine. The Town has received a quotation from Work Equipment Ltd., and the anticipated cost inclusive of taxes is \$172,053.21 (\$155,506.58 Net HST), which is lower than the budgeted \$205,000.

During the overhaul, several main components such as the engine, clutch, PTO, transmission, axles and hydraulic pumps are re-used. The re-used components are overhauled and recertified to OEM specifications. All consumable wear parts such as brakes, hoses, belts, cab and body panels are replaced with new. As such, the service life of the overhauled unit is expected to match a new unit.

The advantage for the municipality is a reduced replacement cost while realizing full life cycle expectations. The unit that is returned is labelled as an MT67 and will enjoy all the upgraded safety and controls of the MT7, including better proportional hydraulic controls for the operator, improved operator onboard interfaces, on-board diagnostic, backup camera and improved wet disc braking system. The overhauled unit's life expectancy is expected to be the same as if the unit was replaced.

Wide Area Mower:

As mentioned above, the Town purchased a wide area finishing mower attachment for the trackless in 2018. This was to optimize current labour allocations for turf maintenance. The attachment has served its useful life and is now starting to experience critical failures to the frame structure. The pilot project is considered successful from a staff time management perspective.

Staff are now in a position that the fleet still requires a wide area mower capability for the immediate future until a contracted services costing comparison can be completed in 2025. In review of existing equipment, staff are recommending buying a stand-alone wide area finishing mower instead of a direct replacement trackless finishing mower attachment. This would fill the void while the trackless MT6 is being overhauled and allow staff some flexibility to internalize some sports field turf maintenance. Currently all sport fields are completed via contracted services, as the trackless is too heavy for use on playing field surfaces and could risk damaging turf in wetter soil conditions. In addition, reviewing the existing application areas and specifications from manufactures, it is anticipated that a dedicated wide area finishing mower in a zero-turn style would be more efficient than the trackless mower attachment. Furthermore, staff are anticipating an operational savings of \$4,710 annually from internalizing turf maintenance of Meadowridge soccer fields due to the purchase of a wide area mower. Ultimately, the use of a wide area mower is a pilot project to help inform how the Town designs its turf maintenance activities for internal and contract turf maintenance in 2025.

FINANCIAL IMPLICATIONS

If the Trackless MT67 overhaul path is approved, the Town fleet would be down to one trackless unit for the Spring Summer Fall months of 2024, this would require a rental unit or a pre-season purchase of a wide area mower prior to the start of the mowing season.

A dedicated wide area mower was included in the 2024 capital plan as a direct replacement for the existing trackless wide area mower attachment. Which if purchased in advance would fill the void during the overhaul process of the MT6 unit. Below is a summary of the two capital projects combined with projected costs for direct replacement vs overhaul of the MT6 trackless unit.

	Trackless MT6 Direct Replacement	Trackless MT6 Overhaul
Trackless Purchase Price	\$ 205,000.00	-
Trackless Overhaul Price	-	\$ 152,817.00 (Pre-Tax) 155,506.58 (Net HST)
Wide Area Mower Purchase	\$ 35,000.00	\$ 35,000.00
Trackless Disposal Sale	-\$ 10,000.00	-
Wide Area Mower Attachment Sale	-\$ 1,000.00	-\$ 1,000.00
AMP Write Down Amount	\$ 42,076.00	\$ 42,076.00
Combine Project Totals	\$ 271,076.00	\$ 228,893.00

Net Savings to Equipment Reserve

<p>\$ 42,183.00</p>

Both projects are to be funded from the equipment fleet reserve and staff are anticipating a net savings of \$42,183 or approximately 15% from the original budget submissions. Operationally staff plan on continuing to use the stand alone wide area mower for finish turf areas and utilize the trackless units for rough cut or tall grass maintenance.

SUMMARY

Staff are seeking pre-budget capital approval to proceed with the procurement and purchase of a new wide area mower. In addition, sign an agreement with Work Equipment Ltd. for the overhaul of the existing Trackless MT6 sidewalk tractor. Both projects are to be funded from equipment fleet reserve

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Report Approval Details

Document Title:	PW 48 Trackless MT6 Overhaul Award and Wide Area Mower Pre-Budget Approval.docx
Attachments:	
Final Approval Date:	Sep 6, 2023

This report and all of its attachments were approved and signed as outlined below:

Jed Kelly

Brent Kittmer

PROCUREMENT AWARD

To: Mayor Strathdee and Members of Council

Prepared by: Jeff Wolfe, Infrastructure Services Manager

Date of Meeting: 12 September 2023

Subject: **PW 49-2023 Asphalt Resurfacing Tender Award**

PROJECT DETAILS

This report presents information related to the results of a tender for asphalt resurfacing various roads in St. Marys. Roads to be milled and repaved include: James Street S. from Victoria Street to Maxwell St., Maxwell Street from James St. S. to Dunsford Cres., King Street S. from Park St. to Jones St., Elgin St. from Water St. S. to Wellington St. S., Water Street N. from Queen St. E to Trout Creek, and two sections of outside edge of Water St. S. between St. Marys Cement and the Quarry.

RECOMMENDATION

THAT PW 49-2023 Asphalt Resurfacing Tender Award report be received; and,

THAT the tender for Asphalt Resurfacing be awarded to Dufferin Construction Company, A Division of CRH Canada Group Inc. for the bid price of \$337,955.88, inclusive of all taxes and contingencies; and,

THAT Council approves a variance to be incurred in the delivery of this project as identified in PW 49-2023 Asphalt Resurfacing Tender Award report, to be funded from Roads Operating budget with a transfer to the roads capital reserve; and,

THAT Council consider By-Law 92-2023, being by-law to authorize the Mayor and the Clerk to sign the associated agreement with Dufferin Construction Company.

PROCUREMENT SUMMARY

A tender document was administered for the above noted project. The following is a summary of the tender results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	PW-40-2023-RFT Asphalt Resurfacing
Tender Closing Date:	Wednesday, August 30, 2023
Number of Bids Received:	Six (6)
Successful Proponent:	Dufferin Construction Company, A Division of CRH Canada Group Inc.
Approved Project Budget:	\$234,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$337,955.88
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$304,339.74
Project Over-budget (Net of HST)	\$70,339.74

The procurement document submitted by Dufferin Construction Company 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 Dufferin Construction Company, A Division of CRH Canada Group Inc.

Staff note that bids appear to be very competitive, with the four lowest bids being within 6% of each other. Staff also note that asphalt has been significantly impacted by inflation in the past year, with unit rates more than 80% higher than the last time asphalt resurfacing was tendered in 2021.

FINANCIAL IMPLICATIONS

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

Asphalt Resurfacing 01-9390-6990 (budgeted)	\$234,000
Transfer from Surface Treatment Operating Budget account 01-3150-6310	\$70,339.74

The project will incur a variance of \$70,339.74 from the 2023 Capital budget. The variance will be transferred to the roads reserve from the Roads Operating Budget with savings from the surface treatment contract budget.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

Report Approval Details

Document Title:	PW 49-2023 Asphalt Resurfacing Tender Award.docx
Attachments:	- Asphalt Resurfacing Map.pdf - Asphalt Resurfacing Bid Summary.pdf
Final Approval Date:	Sep 6, 2023

This report and all of its attachments were approved and signed as outlined below:

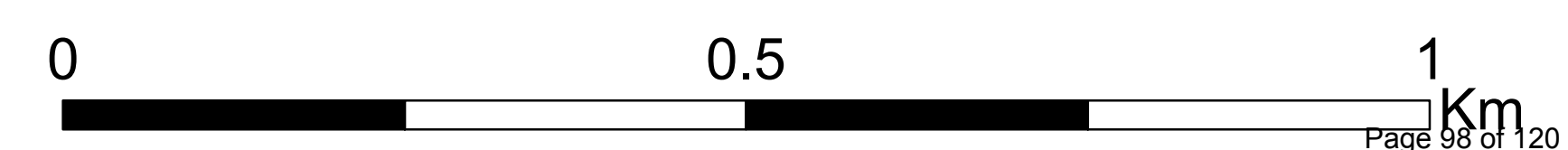
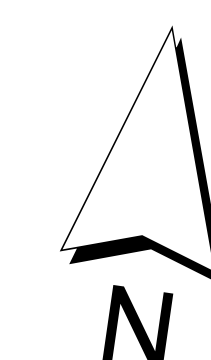
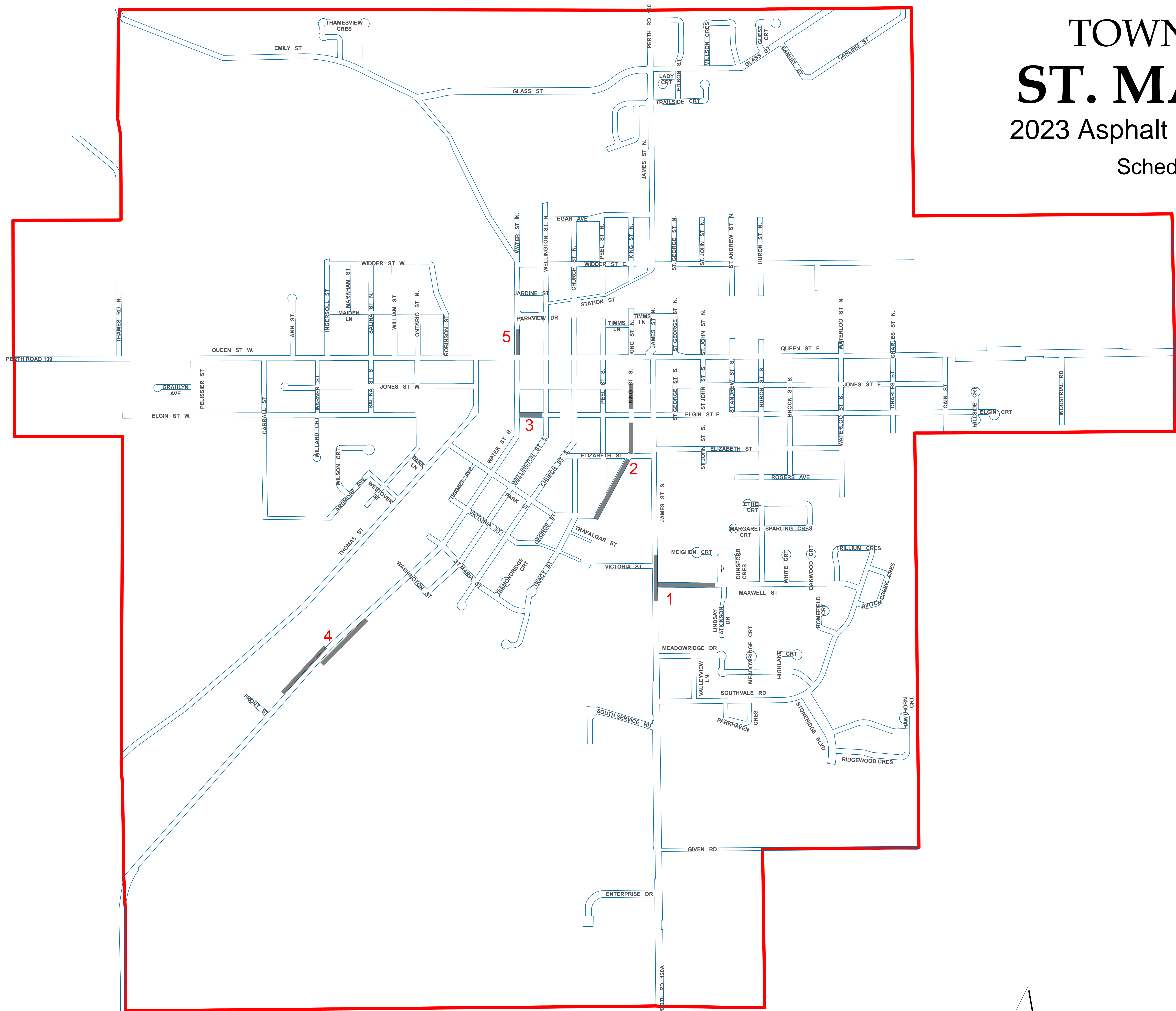
Jed Kelly

Andre Morin

Brent Kittmer

TOWN OF ST. MARYS

2023 Asphalt Resurfacing Schedule B

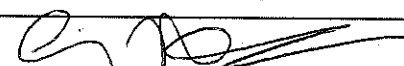


BID SUMMARY OPENING SHEET

CONTRACT NO: PW-40-2023-RFT

TITLE: Asphalt Resurfacing

MOC August 30, 2023 @ 2:30pm

NO	VENDOR	DATE	TIME	AMOUNT
1	Armstrong Paving and Materials Group Ltd.			
2	Brantco Construction			
3	ContractConnect			
4	Cox Construction Limited			
5	D&A Road Services Inc.			
6	Defina Haulage Ltd.			
7	Dufferin Construction Company, A division of CRH Canada Group Inc.	Aug 30/23	12:02pm	\$ 337,955.88
8	GIP Paving Inc.	Aug 30/23	2:10pm	\$ 420,360.00
9	GIP Paving Inc.			
10	GT Associates Engineering Services Corp.			
11	J-Aar Excavating Limited	Aug 30/23	1:56pm	\$ 358,381.45
12	J.G. Goetz Construction Limited			
13	Lavis Contracting Co Limited	Aug 30/23	2:10pm	\$ 343,922.96
14	Permanent Paving Ltd.	Aug 30/23	2:23pm	\$ 376,796.24
15	Roto-Mill Inc			
16	Steve Smith Construction Corporation	Aug 30/23	1:26pm	\$ 351,278.58
	Opened By:			
	Recorded By: 			

BY-LAW 88-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Extension Agreement between The Corporation of the Town of St. Marys and The Corporation of the City of Stratford and The Corporation of the Municipality of North Perth for the intercity PC Connect project.

- WHEREAS:** The Province of Ontario established the Community Transportation Grant Program to fund municipalities to plan, implement and operate intercommunity and local transportation projects;
- AND WHEREAS:** The Corporation of the City of Stratford applied and was successful in obtaining funding from the Province of Ontario to implement an intermodal transportation project in 2020 (the “Project”) and the Project has been implemented since that time;
- AND WHEREAS:** The Corporation of the Town of St. Marys and The Corporation of the City of Stratford and The Corporation of the Municipality of North Perth (the “Parties”) wish to amend the terms of the local partnership agreement (the “Extension Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- 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 the Agreement on behalf of The Corporation of the Town of St. Marys.
 2. That a copy of the said Extension 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 12th day of September 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

BY-LAW 89-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to adopt an Active Dissemination and Routine Disclosure Policy for the Corporation of the Town of St. Marys.

- WHEREAS:** Subsection 5(3) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“Municipal Act, 2001”) provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** Subsection 224(b) of the Act states it is the role of Council to develop and evaluate the policies and programs of the municipality;
- AND WHEREAS:** Subsection 224(d) of the Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decision of Council;
- AND WHEREAS:** Town Council has determined that it is desirable to enact a By-law that provides a comprehensive list of records which the Town of St. Marys will make publicly available;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Active Dissemination and Routine Disclosure Policy attached hereto as “Schedule A” is hereby adopted and shall form part of this by-law.
 2. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of September 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

Routine Disclosure and Active Dissemination Policy

1.0 Policy Statement

Routine Disclosure of information is a process that supports government transparency, a principle important to the Town of St. Marys and government legislation such as the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Municipal Act, 2001*.

The Town, as a public entity, recognizes that the information that it holds was created through the provision and management of Town services. Through Routine Disclosure and Active Dissemination, the Town will proactively identify and share information that is under its custody and control. Any exceptions to this policy should be limited and specific.

The Town will provide information utilizing open and fair practices while safeguarding privacy through compliance with legislation, understanding, dignity and ethical practices.

Formal Freedom of Information (FOI) requests should be used as a last resort to seek Access to Records or information.

2.0 Purpose

This policy has been developed to:

- Actively provide information to the public;
- Provide Routine Disclosure of information to the public or to individuals to whom the information directly relates while safe-guarding privacy through compliance with legislation;
- Improve public Access to Records and information;
- Protect privacy, personal and Confidential Information;
- Support improved government transparency; and
- Establish principles and procedures for releasing certain types of Records and information without requiring the submission of a formal FOI request.

3.0 Scope

This policy applies to all employees and members of Council and involves all information and Records of the Town.

This policy shall not apply to Records or information that is subject to the exemptions of MFIPPA.

4.0 Definitions

Access: The ability to obtain information held by the Town. Under this policy, Access may mean either providing a copy of the Record requested or providing a means and opportunity

to view the Records, whichever is administratively most efficient, as determined by the responsible department.

Active Dissemination: The periodic and proactive release or publication of Town Records and information in the absence of a specific request. Whenever the public interest is likely to be engaged and no exemptions apply, information may be actively circulated.

Archival Records: Records of enduring significance that have historical value for the Town and individuals engaging in historical research. Archival Records have been appraised for permanent retention and archival accession because of their long life, historical, fiscal, legal (including evidential), operational, or administrative value. Archival Records may be stored at the St. Marys Museum & Archives.

Confidential Information: Information that is not available to the public. The Town will protect confidential corporate and Personal Information by withholding or redacting information as permitted by MFIPPA. The right to Access personal, confidential, or third-party information may be subject to exemptions under MFIPPA resulting in portions of the Record being severed when required.

Freedom of Information (FOI) Request: A formal request to Access information made under MFIPPA.

Personal Information: means recorded information about an identifiable individual, including:

- information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- any identifying number, symbol or other particular assigned to the individual,
- the address, telephone number, fingerprints or blood type of the individual,
- the personal opinions or views of the individual except where they relate to another individual,
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- the views or opinions of another individual about the individual, and
- the individual's name where it appears with other Personal Information relating to the individual or where the disclosure of the name would reveal other Personal Information about the individual;

Note: Personal Information does not include information about an individual who has been dead for 30 years.

Privacy Officer: A designated individual with the authority to intervene on privacy issues relating to any of the Town's operations. The Privacy Officer oversees the compliance and

protection of personal information. The Town has appointed the Clerk as the Privacy Officer by by-law.

Record: Any Record of information however recorded, whether in printed form, on film, by electronic means or otherwise. Records are created, received, and distributed as part of the regular business-related activities, decisions, and functions of an organization.

Routine Disclosure: The routine or automatic release of certain Records and information, where no MFIPPA exemptions apply, by the request of an individual.

Third Party Information: Personal Information of a person other than the requester or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the requester or the Town.

Town: The Corporation of the Town of St. Marys.

5.0 Programs & Processes

Town Records and information are subject to the Town's Records Retention By-law, retention schedule, and records management program.

1. This policy does not apply to Records or information subject to the exemptions outlined in MFIPPA.
2. Records or information identified in Appendix A will be provided or made available to the public or to any requester according to the noted conditions for releasing Records. Records can be provided on request or actively disseminated as appropriate. Routine Disclosure requests are to be handled by the responsible department.
3. No Records containing Personal Information will be disclosed to anyone other than the individual to whom the information pertains unless first severed; unless authorized by policy, bylaw or legislation.
4. The Town may freely share records with external parties only if a data sharing agreement or buried infrastructure legislation permits. Check with the Privacy Officer for confirmation.

5.1 Responsibilities of Employees

Department Heads

- i. Ensure the protection of privacy and Personal Information collected, received or maintained by the department
- ii. Oversee Routine Disclosure and Active Dissemination within the department
- iii. Regularly review the Routine Disclosure and Active Dissemination policy and notify the Clerk's department of any changes to departmental Records holdings

Privacy Officer

- i. Provide guidance on release of Records and FOI requests
- ii. Provide information and guidance on the formal FOI request process

All Employees & Members of Council

- i. Assist the public with Routine Disclosure requests
- ii. Protect Personal, Confidential and Third Party Information when responding to all requests
- iii. Follow all rules, regulations, and guidelines of the Routine Disclosure and Active Dissemination policy
- iv. Review Records available for Routine Disclosure and Active Dissemination in the attached schedule (Appendix A)
- v. Ensure familiarity with user fees and provide estimates
- vi. Consult Privacy Officer if uncertain about release of information
- vii. Direct requests for Records not listed in Appendix A to the Privacy Officer

5.2 Requests for Routine Disclosure

1. If an amendment is required to Appendix A, the director of the responsible department, in consultation with the Privacy Officer, will consider the following factors when determining whether a record is eligible for routine disclosure (subject to any limitation prescribed by MFIPPA and other applicable legislation):
 - a. They are identified by staff as being frequently requested
 - b. They are generally required on a shorter timeline than would be expected through an access request under MFIPPA and there are no concerns related to privacy or confidentiality of information provided by third parties
 - c. They contain information that should only be disclosed to specific persons, such as property records available to individual property owners
 - d. They are records required to apply for any permit or license from the Town
 - e. They are records where it is appropriate for the requester to pay a fee for access, due to the costs associated with maintaining the records series and preparing the records for disclosure
 - f. They contain personal or confidential information, but this information is not central to the purpose of the record and can be routinely removed before disclosure (e.g. individual's address and other contact information)
2. Requests for information may be submitted verbally or in writing to the appropriate department at the Town. The Town reserves the right to require that a request for information be submitted in writing where the verbal request is unclear or where the information being requested is of a personal, detailed or sizable nature.
3. Where it is reasonable and practicable, individuals may visit the appropriate department to review public Records such as minutes and by-laws. Upon request, the responsible department will provide the requestor with the specified Records in a designated area in the appropriate department. The public Records must remain in the appropriate department.

4. Requests for information that is routinely and easily available will be provided as soon as possible but no later than ten (10) business days following the request.
5. Requests for information that is not routinely and easily available will be assessed and determination made as to the amount of staff time required and applicable fees to provide the information. The requestor will be provided with a response outlining time frames and fees no later than ten (10) business days after submitting the request. Upon authorization of the requestor the information will be provided no later than thirty (30) business days after the response is provided to the requestor.
6. Information requests that are subject to MFIPPA will require a formal request submitted to the Privacy Officer with the appropriate fee and will be dealt with under MFIPPA.
7. Records containing Personal Information will be disclosed to a law enforcement agency in Canada to aid in an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result. All such requests must be made in writing to the Privacy Officer. Records containing Confidential or Third Party Information will not be disclosed to a law enforcement agency without a subpoena.
8. Repetitive requests by an individual or organization for significant volumes of Records, the separation of a request into several small requests totaling a large volume, requests made to more than one department related to a specific subject or issue will be centrally coordinated and referred to the Privacy Officer.
9. Requests determined to be frivolous or vexatious may be refused by the department head.
10. Fees may be charged for the reproduction of Records where authorized by policy, bylaw, or statute.
11. The Privacy Officer has the authority to deny a request for Routine Disclosure, as well as edit certain portions of any documents that are being disclosed as indicated by MFIPPA. If a request for Routine Disclosure is denied, or where personal and confidential information has been removed from a record requested through routine disclosure, the requester may make a request for access under MFIPPA by contacting the Privacy Officer and any requests will be subject to the provisions of MFIPPA.

5.3 Active Dissemination

1. If an amendment is required to Appendix A, the director of the responsible department, in consultation with the Privacy Officer, will consider the following factors when determining whether a record is eligible for active dissemination:
 - a. They are of interest to the general public
 - b. They have value to historical researchers or other research interests
 - c. They provide information on the Town's service delivery, finances, governance, or infrastructure
 - d. They are records related to meetings of Council or other public meetings and events

- e. They are required to be made publicly available under applicable provincial or federal statutes
 - f. They have historically been provided by the Town to the public and, on review, have been found to contain no confidential or personal information
 - g. They have low costs associated with records management and disclosure
 - h. They are at minimal risk of containing personal or confidential information, or this information has been removed
2. The Town of St. Marys utilizes the Town website, brochures and newsletters, public postings, general signage, and local media to regularly and periodically provide information to the public.
3. Information posted on the Town website on a regular basis includes, but is not limited to, Council agendas, minutes of regular Council meetings, committee structure, notices of meetings, and departmental information.
4. Records may be posted to the Town website for a maximum period of three years unless otherwise directed by legislation. Records that have been removed from the website after this period may be Accessed through Routine Disclosure.
5. Town Staff may be contacted by telephone, electronic mail, regular mail, or by visiting the appropriate department during office hours.
6. Council Members may be contacted by telephone, electronic mail, and regular mail.
7. The Clerk's Office makes publicly available:
 - a. Council agendas and minutes
 - b. By-Laws and resolutions
 - c. Board or committee agendas and minutes
 - d. Planning information in cooperation with the Building and Development Department
 - e. Documents considered in a public meeting except a meeting closed to the public
 - f. Municipal policies
8. The Town Treasurer makes publicly available:
 - a. Financial statements
 - b. Annual budgets
 - c. Council statement of remuneration and expenses
 - d. Financial Information Return (FIR) and Municipal Performance Measurement Program (MPMP)
9. Where possible, Records and information will be published or made available in accessible formats.
10. Records that are approved for Active Dissemination but are not readily available on the Town website, social media platforms, or any other outlet may be shared through Routine Disclosure.

5.4 Availability of Records

Reproduction (digital or paper) of records may be provided if the request pertains to Archival Records or permanent Records considered too fragile for public viewing. The responsible department will make this determination.

Records stored off-site or archived may not be immediately available and may require extra time in order to fulfill the request.

In response to a request, the Town of St. Marys is not required to create Records which do not otherwise exist.

The Town of St. Marys is not required to restore or recreate records which have been destroyed in accordance with the Records Retention By-Law.

The Town will endeavor to provide records in alternate formats on request, where reasonable. The Town may charge fees to convert records to an alternate format, except where the request is to provide accommodation under the *Accessibility for Ontarians with Disabilities Act* (AODA).

The Town may disclose personal information to the individual to whom the information pertains. The Town may also disclose personal information to a third party, with the advance written consent of the person to whom the information pertains, or where otherwise permitted or required by law.

Policy Review and Approval

The Town's Routine Disclosure and Active Dissemination Policy is reviewed by the Clerk.

The Routine Disclosure and Active Dissemination Policy shall be reviewed a minimum of once every three (3) years, or at any time that changes are deemed necessary. The Clerk will conduct the review and the revised version is submitted to Council for approval.

Communication

A copy of this policy will be saved to the Company drive.

Training

Team Members will receive training on this policy during new hire orientation.

References

- Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, C. M.56
- Municipal Act, 2001, S.O. 2001, c .25
- Records Retention By-law
- Fee By-law

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

Rev #	Date	Reason	Initiated	Reviewed	Approved

Appendix A: Schedule of Records and Information for RD/AD

Legend				
AD – Active Dissemination				
RD – Routine Disclosure				
FOI – Freedom of Information Request				
RECORD TYPE	ACCESS METHOD	RESPONSIBLE DEPARTMENT	AD RD FOI	CONDITION OF RELEASE
Accessibility Plan	Website	Clerk	AD	Excludes correspondence, drafts, and working copies.
Agendas and Minutes of Council, Boards and Advisory Committees and written declarations of pecuniary interest	Website	Clerk	AD	Excludes Closed Session Materials. Direct Requestor to website.
Agreements and Contracts	Town Hall	Clerk	AD	Direct requestor to Clerk. Excludes drafts or working papers.
Appointments to Committees and Boards	Website Town Hall	Clerk	AD	Names can be released once appointed but NOT addresses or resumes. If consent is provided, then this information may be released.
Archival Records	Town Hall St. Marys Museum & Archives	Clerk	RD	Direct requestor to Clerk or the St. Marys Museum & Archives.
Assessment Rolls	Municipal Operations Centre	Treasury	RD	Ownership information can be viewed at the Municipal Operations Centre by requestor. Information is provided freely to government or law enforcement officials with satisfactory ID.
Audit Reports	Website	Treasury	AD	Direct requestor to website.
Bids & Tenders <ul style="list-style-type: none"> Requests for Tenders Requests for Proposals Requests for Quotations Results Names of Bidders 	Website Appropriate Department	All departments	AD	Summary of Results can be released. EXCLUDES specific pricing details. Refer to Treasurer.
Budget	Website Municipal Operations Centre	Treasury	AD	Drafts and Final Budgets presented at Council meetings. Budget Working Papers-Refer to Treasurer.
By-laws	Website	Clerk	AD	Excludes drafts or working documents.

	Town Hall			
Cemetery – Historical Burial Information	Cemetery	Public Works	RD	Only burial plot location may be disclosed.
Corporate Expenses	Municipal Operations Centre	Treasury	AD	Direct requestor to Treasury.
Corporate Policies & Procedures	Website Town Hall	Clerk	AD	EXCLUDES drafts or Working Documents. Excludes Internal or Departmental Written Procedures.
Corporate Organizational Charts	Town Hall	Human Resources	AD	Excludes personal contact information.
Elections - Candidate Files	Town Hall	Clerk	RD	Candidate files may only be viewed in the 120 days following the election period.
Elections – Candidate Financial Statements	Website Town Hall	Clerk	AD	Must be made available to view at the Clerk's department.
Election – Nomination Papers	Town Hall	Clerk	AD	Nomination Papers may only be viewed in the 120 days following the election period. Must be made available to view at the Clerk's department.
Emergency Plan	Website	Emergency Services/Treasurer	AD	Direct Requestor to website. EXCLUDES version that includes personal phone numbers.
Employment Salary Information	Website Town Hall	Human Resources	AD RD	Salary range for a position may be released, but not for a specific person. Employees earning over \$100,000 are required to be released (Public Sector Salary Disclosure Act). EXCLUDES drafts and Working Documents. Personal Information to be redacted.
Fire Department Fire Certificate	Fire Hall	Fire	RD	Fire certificates provided to law firms when requested
Fire Department Incident Reports	Town Hall	Clerk	FOI	Requestors are to submit an FOI Request to Privacy Officer.
Freedom of Information Requests <ul style="list-style-type: none"> Individual FOI requests and decision letters 	Town Hall	Clerk	RD	Identity of requesters is not provided.

<ul style="list-style-type: none"> Freedom of Information Statistics (number of requests received and completed and compliance rate with statutory deadlines) 				
Heritage Property register & List of designated properties	Website Town Hall	Clerk St. Marys Museum	AD	Excludes Personal Information.
Incident and Accident Reports	Town Hall	Human Resources	RD	Copy can be provided to the individual referred to in the Incident / Accident Report, insurance company or legal counsel.
Insurance	Municipal Operations Centre	Treasury	AD FOI	Annual premium information is available through staff report/Council Agendas. FOI Request required when seeking more detail than is posted in Council Agendas.
Job Descriptions	Town Hall	Human Resources	RD	Refer to Human Resources.
Legal or other information subject to Solicitor-Client Privilege or otherwise protected by MFIPPA	Town Hall	Clerk	FOI	Subject to MFIPPA Exclusions (redaction of information/non-disclosure).
Legislated Reports <ul style="list-style-type: none"> Annual Reports of Water Systems (Water Quality Reports) Energy Consumption Reporting Accessibility Reporting 	Website	Water & Sewer Departments Clerk	AD	Direct Requestor to website.
Licenses <ul style="list-style-type: none"> Lottery Kennel Dog Taxi Refreshment Vehicle Hawkers and Peddlers 	Town Hall	Clerk	RD	Personal contact information to be removed prior to release. EXCLUDES Marriage license information.
Maps	Website Municipal Operations Centre	Public Works	AD	Direct requestor to website. Excludes maps subject to external copyright
Media Relations <ul style="list-style-type: none"> Notices Advertising Press Release Newsletters 	Website Social Media	All Departments	AD	Direct Requestor to website.
Motions & Resolutions	Website	Clerk	AD	Direct Requestor to website.

MPMP (Municipal Performance Measures Program)	Website	Treasury	AD	Direct Requestor to website.
Municipal Drainage <ul style="list-style-type: none"> Maps Maintenance reports 	Municipal Operations Centre	Public Works	RD	Only released to the property owner or their agent (with written consent from property owner) once ID has been verified.
Operating and Capital Budgets	Website Municipal Operations Centre	Treasury	AD	Direct Requester to website or Treasury. EXCLUDES drafts or Working Documents.
Permits <ul style="list-style-type: none"> Miscellaneous Building Driveway Entrances Roadway Occupation Sign Special Events Parking 	Appropriate Department	All Departments	RD	Permit information is only released to the property owner or their agent (with written consent from property owner) once ID has been verified. If Third Party request, refer to Clerk.
Personnel / Employee Records	Town Hall	Human Resources	FOI	All Personal Information to be redacted.
Planning Applications <ul style="list-style-type: none"> Zoning applications Subdivision applications Part lot control Consent applications Variance applications 	Website Municipal Operations Centre	Building and Development Department	AD RD	Planning applications received regarding public meetings are public information. Information from the application may be actively disseminated on the Town website. Planning applications received otherwise may be routinely disclosed. Formal comments from internal departments or external agencies can be provided on request. Public inspection must be in person and supervised by staff at the Municipal Operation Centre.
Planning Policy Documents <ul style="list-style-type: none"> Official Plan Secondary Plan Zoning By-law Site Plan Application Guidelines 	Website Municipal Operations Centre	Building and Development Department	AD	Direct requestor to website.
Plans and Drawings <ul style="list-style-type: none"> As Built and profiles Building Plans Site Plans and related information Grading Plans Subdivision Plans Reference Plans 	Municipal Operations Centre	Building and Development Department	RD FOI	Third Party consent required for release of architectural drawings. R-plans-refer to land Registry office. **If Site plan application has been formally submitted, it is public information-however this is for viewing only; NOT FOR COPIES-

<ul style="list-style-type: none"> Property Survey Building and Zoning Compliance Certificate 				<p>approval required from owner (Planning Act, RSO 1990).</p> <p>Correspondence with members of the public is not to be released.</p> <p>Building and Zoning Compliance Certificate is only released to the property owner or their agent (with written consent from property owner) once ID has been verified, or to law firms when requested.</p>
<p>Plans and Drawings – Municipal ROW</p> <ul style="list-style-type: none"> Construction specifications and drawings for roads, bridges, etc. Site Servicing Road Drawings – As recorded Current Utility Capacity Allocation calculations Utility Servicing Plans Tree Ownership 	Municipal Operations Centre	Public Works	RD	<p>Utility Servicing Plans is only released to the property owner or their agent (with written consent from property owner) once ID has been verified.</p> <p>Utility Locate Information released as required by legislative duty – via locate request service (One Call)</p> <p>Road cross section - As Recorded plans to be released to engineering firms under contract or deemed Engineer of record with the Town of St. Marys</p> <p>Request for Road cross section – As Record plans by other utility providers within the town</p> <p>Request for Road cross section & – As Record plans & Current Utility Capacity Allocations from Pre-Development professional engineering firms</p> <p>Tree ownership may be provided as a confirmation of which property the tree is located on. Specific property line information is only released to the property owner or their agent (with written consent from property owner) once ID has been verified.</p>
Plans and Studies	Appropriate Department	All Departments	RD	<p>Only refers to plans and studies prepared for the municipality.</p> <p>EXCLUDES drafts or Working Documents and those required under development applications.</p>
<p>Preliminary Property Inquiries</p> <ul style="list-style-type: none"> Hydrant Fire Flow Results Utility Pipe Sizing 	Municipal Operations Centre	Public Works	RD	<p>Preliminary property inquiries may be routinely disclosed.</p>

Property Tax Information <ul style="list-style-type: none"> • Roll Numbers • Statement of Account • Statement of taxes paid • Tax Account Information • Tax Certificates • Tax Rates 	Municipal Operations Centre	Treasury	RD	<p>Only Tax Rates are public information.</p> <p>Roll Numbers and Tax Account information released to law firms when requested.</p> <p>Tax certificates provided to law firms when requested.</p> <p>Location of property is not to be released.</p> <p>Statement of Account and Statement of Taxes Paid are ONLY provided to the property owner or their agent (with written consent from property owner) once ID has been verified.</p>
Provincial / Federal Requests	Appropriate Department	All Departments	RD	Forward request to the appropriate Department Head.
Recruitment Information	Town Hall	Human Resources	RD	Release Interview questions only.
Receipts <ul style="list-style-type: none"> • Taxes, Permits, Licenses, etc. • Recreation Program Registration 	Municipal Operations Centre Appropriate Department	Treasury Recreation	RD	<p>Receipts are provided to Payee ONLY.</p> <p>Receipts for program registrations are provided to account holder ONLY.</p>
Reports, Staff Reports & Memorandums <ul style="list-style-type: none"> • Building Inspection • Consultant Prepared • Incident/Accident • Playground Inspections • Water Sampling 	Appropriate Department	All Departments	RD	<p>Excludes confidential staff reports and memorandums (Confidential Staff Reports-refer to Clerk).</p> <p>Inspections are only released to the property owner or their agent (with written consent from property owner) once ID has been verified. (Third party Inquiry-refer to Clerk).</p> <p>Photos of inspection reports are only released to property owner or their agent (with written consent from property owner) once ID has been verified. (Third Party Inquiry- refer to Clerk).</p> <p>Copies of Incident/ Accident reports can be provided to individual involved or parent/guardian if identity and relationship verified.</p> <p>Consultant Prepared Reports-refer to Clerk's Department.</p>
Security Camera Footage	Town Hall	Clerk	RD	Provided to law enforcement organizations ONLY.

Voters' List	Town Hall Website	Clerk	AD	<p>Voter Lookup allows each voter to look their name up themselves to verify if they are on the voters list.</p> <p>Voters List (hard copy) is kept in Clerk's Department.</p> <p>Available for viewing during and immediately prior to the election. Not available at any other time. Copies are provided to candidates during election period for election purposes.</p>
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BY-LAW 90-2023

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 Otis Canada Inc.

- WHEREAS:** The Corporation of the Town of St. Marys released RFQ-DEV-34-2023 for the purpose of obtaining pricing for the upgrades to the elevator located at Town Hall, 175 Queen Street East, St. Marys (the "Project");
- AND WHEREAS:** A quotation for the Project was submitted by Otis Canada Inc. which was subsequently approved by Council on September 12, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Otis Canada Inc. 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 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 Otis Canada Inc.
 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 12th day of September 2023.

Al Stratheedee, Mayor

Jenna McCartney, Clerk

BY-LAW 91-2023

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 Work Equipment Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys wishes to sole source the overhaul of a Trackless MT6 municipal sidewalk tractor (the “Project”) to Work Equipment Ltd.;
- AND WHEREAS:** The Project was subsequently approved by Council on September 12, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Work Equipment Ltd. 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 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 Work Equipment Ltd.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of September 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 92-2023

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 Dufferin Construction Company, A Division of CRH Canada Group Inc.

- WHEREAS:** The Corporation of the Town of St. Marys released PW-40-2023-RFT for the purpose of obtaining pricing for the asphalt resurfacing program in 2023 (the “Project”);
- AND WHEREAS:** A quotation for the Project was submitted by Dufferin Construction Company, A Division of CRH Canada Group Inc. which was subsequently approved by Council on September 12, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Dufferin Construction Company, A Division of CRH Canada Group Inc. 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 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 Dufferin Construction Company, A Division of CRH Canada Group Inc.
 - 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 12th day of September 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

BY-LAW 93-2023

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 September 12, 2023

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 12th day of September 2023 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
2. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of September 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk