



## AGENDA

### Special Meeting of Council

September 21, 2021

9:00 am

Video Conference

Click the following link:

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

Pages

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

#### RECOMMENDATION

THAT the September 21, 2021 special meeting of Council agenda be accepted as presented.

4. DELEGATION

4.1. St. Marys Social Tennis Club

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#### RECOMMENDATION

THAT the delegation from St. Marys Social Tennis Club be received.

5. SPECIAL MATTERS OF COUNCIL

**5.1. ADMIN 41-2021 Report Back on Budget Impact of Council Identified Priorities**

5

**RECOMMENDATION**

**THAT** ADMIN 41-2021 Report Back on Budget Impact of Council Identified Priorities report be received; and

**THAT** the 2022 draft operating budget be prepared to include \$3,000 to paint additional pickleball courts and that Council direct staff to further explore the future needs of racket sports in St. Marys; and

**THAT** the cost of an Active Transportation Master Plan be included as a development driven study cost in the next DC study beginning late 2021; and

**THAT** the Active Transportation Master Plan be included as a 2023 capital budget study; and

**THAT** the portage route initiative proceeds in 2022, to be funded through the 2022 base operating budget; and

**THAT** the 2022 draft operating budget be prepared to include \$10,000 to hire a third-part firm to assist in administering by-law enforcement; and

**THAT** the 2022 draft operating budget be prepared to include \$20,000 to extend the Climate Change Coordinator Contract; and

**THAT** the 2022 draft operating budget be prepared to reflect the 2021 policing service level; and

**THAT** the 2022 draft operating budget be prepared to include \$2,000 to increase the service level of the Yak Shack program from 6 days per week to 7 days per week.

**5.2. PW 65-2021 Lead Sampling and Service Replacement Policy**

12

**RECOMMENDATION**

**THAT** report PW 65-2021, Lead Sampling and Service Replacement Policy, be received; and

**THAT** Policy PW4305, being a policy regarding Lead in Drinking Water within the Town of St. Marys be endorsed as amended.

**5.3. PW 66-2021 Sodium Levels in Drinking Water Communication Policy**

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**RECOMMENDATION**

**THAT** report PW 66-2021, Sodium Levels in Drinking Water Communication policy be received; and

**THAT** Policy PW4306, being a policy regarding the Communication of sodium levels in drinking water for the Town of St. Marys be endorsed by Council.

**6. UPCOMING MEETINGS**

\*All meetings of Council to be live streamed until further notice.

September 28, 2021 - 6:00 pm, Regular Council and Public Meeting for 615 Queen Street East

**7. BY-LAWS**

26

**RECOMMENDATION**

**THAT** By-Law 81-2021, being a by-law to confirm the proceedings of the September 21, 2021 special meeting of Council, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**8. ADJOURNMENT**

**RECOMMENDATION**

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

## St. Marys Social Tennis Club

### Outline:

History of the Don Fletcher Tennis Courts.  
Fund raising and restoration of the courts in 2014.  
Council's direction on free use of the courts.  
Social Tennis Club mandate  
Introduction of Pickle Ball, zones, lines and specific days.  
Compromise?  
Impact on Tennis with additional lines and zones.  
Masking tape trial. More lines. Response from Tennis.  
Signage.  
Growth in Tennis and Pickle Ball. Neither is going away.  
Untried solutions. Additional time, nights, and indoor courts.  
Alternate locations.  
Solution  
Further Partnerships in jeopardy.

Don Van Galen

# FORMAL REPORT

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

**Prepared by:** Brent Kittmer, Chief Administrative Officer

**Date of Meeting:** 21 September 2021

**Subject:** **ADMIN 41-2021 Report Back on Budget Impact of Council Identified Priorities**

## PURPOSE

This report serves as a pre-budget review of the cost impact of a number of Council's identified priorities from July 20, 2021. Staff are seeking pre-budget direction if the various priorities should be included in the draft 2022 Budget to be deliberated by Council for a final decision at a later date.

## RECOMMENDATION

**THAT** ADMIN 41-2021 Report Back on Budget Impact of Council Identified Priorities report be received; and

**THAT** the 2022 draft operating budget be prepared to include \$3,000 to paint additional pickleball courts and that Council direct staff to further explore the future needs of racket sports in St. Marys; and

**THAT** the cost of an Active Transportation Master Plan be included as a development driven study cost in the next DC study beginning late 2021; and

**THAT** the Active Transportation Master Plan be included as a 2023 capital budget study; and

**THAT** the portage route initiative proceeds in 2022, to be funded through the 2022 base operating budget; and

**THAT** the 2022 draft operating budget be prepared to include \$10,000 to hire a third-part firm to assist in administering by-law enforcement; and

**THAT** the 2022 draft operating budget be prepared to include \$20,000 to extend the Climate Change Coordinator Contract; and

**THAT** the 2022 draft operating budget be prepared to reflect the 2021 policing service level; and

**THAT** the 2022 draft operating budget be prepared to include \$2,000 to increase the service level of the Yak Shack program from 6 days per week to 7 days per week.

## REPORT

On July 20, 2021 Council held their annual discussion of priorities and goals for the upcoming year and the remainder of the term. The following items were identified by Council:

- Developing approaches to increase inclusion, diversity and anti-racism into the Town business practices.
- Proactively communicating the Town's development and growth vision as part of the Official Plan review.

- Re-Profiling Milt-Dunnell park as the “central park” of St. Marys.
- Hiring a consultant to complete an Active Transportation Master Plan.
- Hiring a firm to help administer by-law enforcement.
- Extend the climate change coordinator’s contract to the end of 2022.
- Create a portage route from Milt-Dunnell to downstream.
- Increase the number of SPS patrol officers from 1 to 2.
- Next steps and Town use of 14 Church Street North.

Each of these initiatives will have a budgetary impact, and some could proceed in 2022 because they are less complex to implement.

Attached to this report Council will find a chart that lists each of these identified priorities, along with other outstanding matters of Council. Identified in the chart is whether or not a stand-alone report is required for a report back to Council, and the timeline. For those initiatives that have been flagged as less complex to implement, Council will find a summary of staff’s analysis, the projected budget impact, and staff’s recommendation if the initiative should be included in the draft-budget.

## **FINANCIAL IMPLICATIONS**

As noted in Attachment 1.

## **SUMMARY**

Through this report staff is seeking pre-budget direction from Council if any of their various initiatives identified should be included in the draft 2022 budget. Council’s direction today does not dictate approval of the initiative. If Council provides direction to prepare the budget to reflect implementation of a specific initiative, final approval will occur through 2022 budget deliberations and the passing of the budget.

## **STRATEGIC PLAN**

- Each of the initiatives presented represent strategic priorities identified by Council.

## **OTHERS CONSULTED**

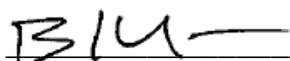
Senior Management Team

## **ATTACHMENTS**

1. 2021-09-21 Report back on Budget Impact of Strategic Priorities Identified by Council

## **REVIEWED BY**

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

**Report back on Budget Impact of Strategic Priorities Identified by Council**

**Requiring specific report to Council:**

<b>Council Priority</b>	<b>Timeline for Report Back</b>
Next steps and Town use of 14 Church Street North	TBD when the sale closes.
Financial relief policy for recreation	During the regular Council budget deliberations.
Replacement of Fire Pumper	Completed August 24.
Lead in drinking water testing program	Planned for September 21
Lincolns sale of advertising space at the PRC	TBD
Report back on how to efficiently and administer payments and reconciliation of Community Grants	During 2022 Community Grant deliberations.
Developing approaches to increase inclusion, diversity and anti-racism into the Town business practices	TBD
Proactively communicating the Town's development and growth vision as part of the Official Plan review	Report with critical path presented August 24, 2021.
Re-Profiling Milt-Dunnell park as the "central park" of St. Marys	TBD

Less complex to implement:

Council Priority/Referred Budget Item	Analysis	Budget Impact
<p>Painting of pickleball lines</p>	<p>Currently, 2 courts are lined for tennis at the south end of the facility and 2 courts lined for dual usage for tennis and pickleball (one pickleball court sits inside one tennis court x2) on the north end of the facility. Neither racket sport has access to storage and opening/closing of the courts is typically date specific after May long weekend to Thanksgiving in October. Pickleball has requested additional courts based on membership numbers.</p> <p>Staff and membership from both racket sports met at the facility to discuss the options for painting additional pickle ball courts at the facility. Options were discussed, and there was not full agreement from all present that additional painting should occur at this time. The Social Tennis Club will be providing a delegation to Council on September 21 to explain to Council why they have this position.</p> <p>In the immediate term, there was consensus that if it is ultimately decided that additional painting does happen, the preferred option is to increase the number of pickleball courts on the north side of the facility on the current dual usage courts from 2 to 4 courts (2 pickleball courts per tennis court) by extending existing pickleball courts, with the use of portable nets for the 2022 season. The 2 current standalone courts lined for tennis will remain on the south end of the facility.</p> <p>It is staff's recommendation that court painting be completed at the beginning of the 2022 season given that the pickleball players have devised a temporary solution for additional courts. Painting could occur this fall, however the courts would need to be shut down to accommodate this approach and the opportunity to maximize fall play would be missed. In addition, staff will investigate storage options for both sports and the court opening/closing dates will be determined by staff each year with weather being one of the factors vs specific dates.</p> <p>Long-term, stand-alone facilities may be needed to accommodate both sports. The Asset Management Plan earmarks a full resurface of the courts in 5-10 years pending the condition of the playing surface. This provides a planning period to evaluate if there is a documented need for additional courts. Staff will continue to work with both groups to collectively increase capacity and efficiencies of the existing facility, to monitor usage of each group, and to reassess court layout with alignment to the Asset Management Plan.</p> <p><b>Recommendation:</b> That the 2022 draft operating budget be prepared to include \$3,000 to paint additional pickleball courts and that Council direct staff to further explore the future needs of racket sports in St. Marys.</p>	<p>\$3,000</p>
<p>Hiring a consultant to complete an Active Transportation Master Plan</p>	<p>Active Transportation is any form of human-powered transportation. Walking and cycling are the most popular and well-known forms of active transportation. However, the definition extends much further than that – as long as it is "active,": skateboarding, wheeling, pushing a stroller, accessing transit, in-line skating, using a mobility aid, etc.</p>	<p>\$60,000 (plus HST)</p>

	<p>The Town has an excellent trails network, with calls to action in the Strategic Plan and the Recreation and Leisure Master Plan to further integrate the trail network into the community and the downtown. Additionally, as new developments are approved, finding ways to integrate the Town trail network into the development is always a consideration. Without an Active Transportation Master plan, obliging a developer to create trail connections becomes difficult.</p> <p>In 2019 staff embarked on a project to develop an Active Transportation Master Plan with a goal to improve the existing trail network, achieve the priorities outlined in the Strategic Plan, and to complete future planning for growth of the trail network. This started with a public survey soliciting feedback and suggestions from the public. The response to the survey was extremely strong, and it quickly became apparent that the scope of this project will be larger than staff anticipated and will require outside expertise to be completed.</p> <p>Staff have reached out to planning consulting firms for a cost estimate. The recommendation is to plan for a budget of \$60,000 (plus HST) for an Active Transportation Master Plan.</p> <p><b>Recommendation:</b> That the cost of an Active Transportation Master Plan be included as a development driven study cost in the next DC study beginning late 2021. That the Active Transportation Master Plan be included as a 2023 capital budget study.</p>	
<p>Create a portage route from Milt-Dunnell to downstream</p>	<p>Staff have investigated this option and believe that a portage route can be developed without a large capital investment. There is the option of working with existing infrastructure and the natural outcropping of the stones between the Victoria and Park St. bridge.</p> <p>A portage route could be created from the Rice Lake loading ramp, south on Water Street over the Green Bridge to The Riverview walkway via Queen St. sidewalk. Vegetation and stones could be slightly altered to create a river access immediately north of Park St. Bridge. Based on discussions with internal stakeholders who regularly portage canoes, the distance being suggested is a short portage and would not represent a barrier to use. As an additional in-direct benefit, this option creates a first responder access to the river south of the dam.</p> <p>This is an attractive option because minimal capital construction costs would be required. Staff are suggesting that a budget of \$5,000 be carried to create a portage rout. This includes signage, vegetation removals, and minor alterations to rock to create. On an annual basis, there will be minimal ongoing maintenance costs.</p> <p><b>Recommendation:</b> That the portage route initiative proceed in 2022, to be funded through the 2022 base operating budget.</p>	<p>\$5,000 upfront</p> <p>Plus minor ongoing maintenance costs.</p>
<p>Hiring a firm to help administer by-law enforcement</p>	<p>The model that staff contemplated is that the firm would act similar to a claims adjuster. A firm would be placed on retainer, and then would be called for service when complex by-law enforcement related files emerge. This is in keeping with the Town's current approach that by-law enforcement be completed reactively based on complaints.</p>	<p>\$10,000</p>

	<p>It is not the expectation that the firm would proactively enforce Town by-laws (i.e. regular parking by-law enforcement).</p> <p>Staff have researched and have found firms who can be hired on a retainer to provide assistance during complex by-law enforcement related files. Once a file handed over to the firm, costs would be on a time and material basis. A local example of this relationship exists in the Municipality of South West Oxford where a firm by the name of "Municipal Enforcement Unit" has been retained: <a href="http://swox.org">By-law Enforcement Contract with Municipal Enforcement Unit (swox.org)</a></p> <p>If Council were to proceed to hire a firm to manage, the Town will have a nicely layered by-law enforcement approach. The police are available to enforce by-laws year-round when calls for service are received. The police effort is enhanced in the summer months from May-September through the efforts of the Park Patrol. Year-round, animal control issues are managed by the Humane Society. Hiring a firm to manage any other complex by-law enforcement issues would be welcomed capacity to this municipal function so that staff can focus on the core duties of their job.</p> <p>Based on staff's research, a base budget of \$10,000 is recommended for year 1 of this potential contract. As a caveat, this budget could change if the Parking Study recommends, and Council decides, to take a more proactive approach to parking by-law enforcement.</p> <p><b>Recommendation:</b> That the 2022 draft operating budget be prepared to include \$10,000 to hire a third-part firm to assist in administering by-law enforcement.</p>	
<p>Extend the climate change coordinator's contract to the end of 2022</p>	<p>A Climate Change Staff Grant from the Federation of Canadian Municipalities (the "FCM") totalling \$110,400 was received for this project and supported 80% of the costs for a two-year period, ending March 31 2021. The seven partnering municipalities split the remaining 20% of costs equally, including the cost to extend the contract through to December 31, 2021. For 2021, the year end forecasted total cost for this position is \$10,000.</p> <p>Moving forward into 2022 the position will no longer be grant funded. It is also assumed that some of the partners will not be renewing the contract without grant funding. North Perth is the administrative lead for this contract and has advised the Town should assume there will only be four partners to split the cost. This will result in an estimated 2022 budget allocation of \$20,000 for this shared contract position.</p> <p>Climate change activities will become more prevalent into the future and operationalizing the Town's plan is important. To do this, the Town needs the capacity to work with the Green Committee to review and implement the recommendations of the Climate Change Action Plan. Participating in the shared Climate Change Coordinator position is the most cost effective way to add this capacity to the organization.</p> <p><b>Recommendation:</b> That the 2022 draft operating budget be prepared to include \$20,000 to extend the Climate Change Coordinator Contract.</p>	<p>Total: \$20,000</p> <p>Increase over 2021: \$10,000</p>

<p>Increase the number of SPS patrol officers from 1 to 2</p>	<p>The current service level for the Town of St. Marys is as follows:</p> <ul style="list-style-type: none"> <li>• 1 Community Resources officer, day shift, week days (requires 1 officer and 1 cruiser to meet this service level)</li> <li>• 1 Patrol officer, 24/7 (requires 4 officers and 1 cruiser to meet this service level)</li> <li>• 2 Park Patrol Officers, Wednesday – Sunday from May – September (requires 2 students and 2 bicycles to meet this service level)</li> </ul> <p>To increase the service level to have 2 24/7 patrol officers the following budget increases would need to occur:</p> <ul style="list-style-type: none"> <li>• Hiring of 4 additional officers, and purchase of one-time equipment and uniforms.</li> <li>• Purchase of 1 additional cruiser, complete with radio, computer, emergency equipment, and patrol rifle.</li> </ul> <p>Feedback received from the SPS Deputy Chief is that a second patrol officer is not warranted at this time <i>“I have no doubt that the officers who work in St Marys now would appreciate having more officers in the area but I think it would be hard for us to justify this idea as it stands”</i></p> <p><b>Recommendation:</b> That the 2022 draft operating budget be prepared to reflect the 2021 policing service level.</p>	<p>One time start-up costs:</p> <ul style="list-style-type: none"> <li>• \$120,000 for cruiser, equipment, and uniforms</li> </ul> <p>Ongoing Capital Costs:</p> <ul style="list-style-type: none"> <li>• \$70,000 every 2-3 years for cruiser replacement</li> </ul> <p>Operating Budget Increases:</p> <ul style="list-style-type: none"> <li>• \$600,000/year</li> </ul>
<p>Increase the service level of the Yak Shack from 6 days per week to 7.</p>	<p>Presently the Yak Shack program is administered by the Library. The service level is dictated by the days per week the Library is open. Because the Library is closed on Sundays, the program is not offered on Sundays. Recently Council asked the cost of increasing the service level of the Yak Shack from 6 days per week to 7 so that both weekend days are covered.</p> <p>In the immediate term, if the Town were to offer kayak rentals on Sundays next season, the cost of providing that service would be the cost to have a student available on Sundays – 4 months at \$500/month = \$2,000. The plan would be to merge these increased hours with one of the existing student positions (either Tourism or Library). There is always an opportunity for summer student grant funding, meaning that the cost for the service increase could be less than the \$2,000 quoted, but this would be the maximum.</p> <p>Longer term, it is also safe to say that depending on the implementation of the Flats project – there may be the opportunity to look at more services and there might be a change in the delivery of those services – for example if the program grows it could be augmented to include a cost for service component where rental costs offset the cost of administering.</p> <p>Overall, the Yak Shack program has been very successful, and increasing the service to include Sundays is a way to further promote tourism.</p> <p><b>Recommendation:</b> That the 2022 draft operating budget be prepared to include \$2,000 to increase the service level of the Yak Shack program from 6 days per week to 7 days per week.</p>	<p>\$2,000</p>



# FORMAL REPORT

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

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

**Date of Meeting:** 21 September 2021

**Subject:** **PW 65-2021 Lead Sampling and Service Replacement Policy**

## PURPOSE

This report presents Council with an updated policy on Lead in drinking water for consideration. The policy, if approved, would provide Council, staff, property owners and the public with a clear understanding of expectations and requirements when lead water services are suspected or confirmed while also providing for a non-regulated internal lead sampling program for public facing municipal buildings or features.

## RECOMMENDATION

**THAT** report PW 65-2021, Lead Sampling and Service Replacement Policy, be received; and,  
**THAT** Policy PW4305, being a policy regarding Lead in Drinking Water within the Town of St. Marys be endorsed as amended.

## BACKGROUND

During a Council meeting on March 23, 2021, staff delivered an annual report on the drinking water system. The report resulted in discussions around lead testing within the Town, and whether or not targeted lead testing of community points of interests should be undertaken in Town owned or operated facilities.

As a result of discussions, the following resolution was carried:

### **Resolution 2021-03-23-07**

**Moved By** Councillor Craigmile

**Seconded by** Councillor Luna

**THAT** Council direct staff to proceed with a program in 2021/2022 to conduct lead testing of drinking water at specific community points of interest owned and / or operated by the Town (fountains, community centre, Early Learning Centre, etc.) and;

**THAT** the program outline including locations, sampling procedure and costs be forwarded to Council in a future report prior to commencing the project.

This report presents an amended Lead Sampling and Service Replacement policy for Council consideration.

## REPORT

On September 8, 2020, Staff presented Council with a Lead Water Service Replacement Policy for consideration. The Policy (PW4305) was adopted by Council which provided staff with policy direction

on managing and addressing lead water services when encountered across the Town. With the request of Council at the March 23, 2021 regular Council meeting to investigate and develop a lead sampling program at community points of interest, staff elected to amend the above referenced Policy to incorporate the lead sampling program at community points of interest as opposed to being a stand alone policy.

Generally, lead levels may be higher in older buildings (pre-1950) if leaded distribution service lines are present. In newer buildings, excessive leaching from leaded solder or brass fixtures can occur for a period of time until a protective layer has formed on the pipes, thus reducing ongoing lead leaching. However, since the early 1990's, there has been restrictions in place on the use of lead solder in plumbing applications as well as increasingly strict lead content level requirements in such things as brass plumbing fixtures. These new rules reduce the possibility of elevated lead entering the water supply.

When developing the proposed sample locations, staff reviewed all Town facilities, probability of lead containing plumbing components, frequency of patrons, likelihood of water consumption, etc. The following is a list of facilities and the rationale for inclusion (or exclusion) from the proposed policy amendment.

**Facility: Town Hall**

**Recommendation: Inclusion**

**Rationale:** The facility, being a heritage facility, will be comprised of various plumbing modifications, alterations, etc. over the years. The possibility of lead containing plumbing cannot be dismissed. Being the municipal meeting location for Council and other applicable meetings, the possibility of staff, or patrons consuming water is high. As such, this location is recommended for inclusion in a lead sampling program.

**Facility: St. Marys Public Library**

**Recommendation: Inclusion**

**Rationale:** The facility, being a heritage facility, will be comprised of various plumbing modifications, alterations, etc. over the years. The possibility of lead containing plumbing cannot be dismissed. Being the public library that is open and accessible to the general population, the possibility of staff, or patrons consuming water is high. As such, this location is recommended for inclusion in a lead sampling program.

**Facility: Cemetery**

**Recommendation: Inclusion**

**Rationale:** The cemetery facility is an older facility, while also having an extended service line and internal plumbing network that has access taps throughout the grounds. The possibility of lead containing plumbing cannot be dismissed and the possibility of the public utilizing on site watering taps for consumption remains a possibility. As such, this location is recommended for inclusion in a lead sampling program.

**Facility: Pyramid Recreation Centre / Friendship Centre**

**Recommendation: Inclusion**

**Rationale:** The facility was originally constructed in the late 1970's and although extensive renovations and alterations have been undertaken in the years since, original plumbing materials may still remain that may promote elevated lead leaching. With this facility being the most active facility across the Town with large patron

utilization and high probability of consumption, this location is recommended for inclusion in a lead sampling program.

**Facility:** **Municipal Operations Centre**

**Recommendation:** **Inclusion**

**Rationale:** The facility, was built in the mid-2000's and is unlikely to contain plumbing fixtures with elevated lead composition. However, the facility also serves as a main point of service for the Town and also provides bulk water filling to commercial users. For this reason, this location is recommended for inclusion in a lead sampling program.

**Facility:** **Via Station**

**Recommendation:** **Inclusion**

**Rationale:** The facility, being a heritage facility will be comprised of various plumbing modifications, alterations, etc. over the years. The possibility of lead containing plumbing cannot be dismissed. Being the publicly accessible transit hub and more recently a tourist setting, the possibility of staff, or patrons consuming water is high. As such, this location is recommended for inclusion in a lead sampling program.

**Facility:** **Weir Fountain**

**Recommendation:** **Inclusion**

**Rationale:** This fountain was cast over 100 years ago and provides a continual supply of water to the public within the downtown core for the sole purpose of consumption. Although the fountains plumbing has been redone over the years, and is unlikely to contain any elevated lead fixtures anymore, its focal point, and high traffic use and consumption cannot be dismissed. As such, this location is recommended for inclusion in a lead sampling program.

**Facility:** **Teddy's Field**

**Recommendation:** Inclusion

**Rationale:** This facility was constructed prior to the 1990's and as such the possibility of having lead containing plumbing fixtures or solder cannot be dismissed. In addition, as a recreational facility with canteen, washrooms and fountain facility, the possibility of public consumption is high. As such, this location is recommended for inclusion in a lead sampling program.

**Facility:** **Lind Sportsplex**

**Recommendation:** Inclusion

**Rationale:** The facility, was built in the late 1990's and is unlikely to contain plumbing fixtures with elevated lead composition. However, the facility also serves as a main recreational hub for the community where the probability of consumption from staff and patrons would be considered high. For this reason, this location is recommended for inclusion in a lead sampling program.

**Facility:** **Child Care Centre**

**Recommendation:** **Exclusion**

**Rationale:** Schools and child care facilities are required under a stand alone provincial regulation to monitor and test for lead in drinking water in those settings as well as develop and maintain flushing protocols to prevent lead accumulation in the water. Due to these types of facilities already operating under Provincial requirements

that exceed the level of testing noted in this policy, they are recommended for exclusion for this Policy.

**Facility:** **Outdoor Fountains (Riverview, Grant Trunk Trail, Cadzow)**

**Recommendation:** **Exclusion**

**Rationale:** These fountains were constructed after 1990 and all locations have had plumbing modifications over the years that would limit the ability for lead accumulation. In addition, these facilities operate as continual run locations that would prevent the water from sitting, eliminating the ability for lead to leach into the water supply from any fixtures. As such, these locations are recommended to be excluded from any lead sampling program.

**Facility:** **Kin Pavilion**

**Recommendation:** **Exclusion**

**Rationale:** This facility acts mainly as a washroom facility at the present time where consumption would not be anticipated. No water fountain facilities remain in or around this facility anymore. As such, this location is recommended for exclusion from any lead sampling program.

The lead sampling program as proposed would be facilitated as a private plumbing verification program and would not be administered as a regulatory requirement. As such, any lead results obtained would not be reported through Safe Drinking Water Act requirements. Program results would be posted and made available to the public on the Town's official website and would be updated accordingly.

Analytical lead testing costs are projected at \$11/sample and should be anticipated to increase in price over time. Samples would be collected by internal staff in accordance with a lead sample acquisition standard operating procedure that would follow provincial guidelines.

As proposed, samples would be collected from identified facilities once every five (5) years. This timeframe was selected for policy inclusion as it would mimic provincial requirements for sodium samples from the water system which would simplify sample scheduling, timing, etc.

## **FINANCIAL IMPLICATIONS**

The administration of the Lead Sampling portion of the policy is estimated to incur up to \$500.00 per sample collection year in laboratory fees, sample acquisition fees and policy administration and delivery.

The service replacement portion of the policy remains unchanged.

## **SUMMARY**

Based on information detailed within this report, Staff recommends the adoption of the amended Lead Sampling and Service Replacement Policy to incorporate routine lead sampling at community points of interest at town owned or managed facilities.

## **STRATEGIC PLAN**

Not applicable to this report.

## **OTHERS CONSULTED**

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

## **ATTACHMENTS**

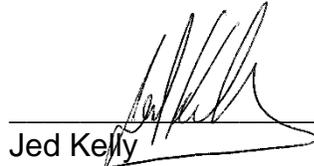
Attachment No. 1 – Policy PW4305 (Amended), Lead Sampling and Service Replacement Policy

**REVIEWED BY**

**Recommended by the Department**

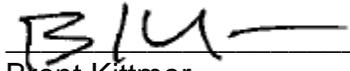


\_\_\_\_\_  
Dave Blake, C.E.T.  
Environmental Service Supervisor



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Jed Kelly  
Director of Public Works

**Recommended by the CAO**



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Brent Kittmer  
Chief Administrative Officer

# Lead Sampling and Service Replacement Policy

*[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]*

## Policy Statement

The Town of St. Marys is committed to providing safe and reliable drinking water to its customers and is responsible for the operation, maintenance and repair of the drinking water system under its operating authority, which includes all municipally owned water service piping and shut off valves. The Town of St. Marys also owns and operates various public properties or public features within the community that provide drinking water for public consumption.

The Town of St. Marys shall take reasonable steps as detailed within this policy to ensure that the Town provides water in general accordance with provincial lead requirements within the municipally controlled distribution system, municipal buildings and / or features.

Lead services present a unique challenge for the Town whereas disturbance or partial replacement may increase the lead levels to the property for an extended period of time, and that coordination between Town and property owner will be paramount to the success of a lead replacement program, and minimizing lead levels within the water distribution system at the point of consumption.

## Scope

This policy applies to properties within the Town of St. Marys where lead service material is confirmed or suspected within the water distribution system as well as to Town owned properties or public features where water is available for public consumption.

## Purpose

Some homes within the town that were constructed or serviced before the mid-1950's may have lead levels in their water that are higher than Provincial Standards. Some of these homes may have lead water service pipes running from the Town's water main in the street into the home. The Town is committed to removing and replacing lead water services from the municipal watermain to property line where found, subject to available funds.

The Town would work with the property owner to coordinate private service replacements at the property owner's discretion.

The Town is also committed to ensuring municipally owned or controlled buildings or features that convey water to the public for consumption are regularly tested and monitored for lead in drinking water.

## Definition and Description

A water service is defined as the piping connecting a property or building to a municipal water main. A typical water service consists of a municipally owned piping and privately owned piping. The pipe from the watermain connection to the property line is owned by the Town of St. Marys. The service shut off valve (curb stop) which is typically located at the property line is considered part of the municipally

owned piping. All piping located on private property, excepting the municipally owned water meter, is owned by the property owner.

Daylighting is defined as creating a small excavation at the Site of the curb stop valve, generally accomplished by vacuum exaction to allow for a visual identification of the water service pipe.

A Town owned building or feature is defined as a publicly accessibly building or feature that is owned or operated by the Town of St. Marys, excluding daycare facilities where the public can or would be assumed to have regular access to. An example of a public feature as defined by this policy would be a public drinking fountain.

## Responsibilities

The following shall form the basis of the Lead Sampling and Service Replacement Policy for the Town of St. Marys:

### Municipal Lead Sampling and Monitoring Program:

The Town of St. Marys shall conduct municipal lead testing within the water distribution system in accordance with Ontario Regulation 170/03 and the Safe Drinking Water Act, 2002, as amended.

If residents or property owners are concerned about the concentration of lead at their point of consumption, the Town will provide lead sampling guidance material, sample collection bottles, and shipping information and packaging to the property owner to facilitate an in home test by the property owner. This service shall be provided at no cost to the property owner.

Municipally owned or operated buildings or features shall be tested once every five (5) years to ensure accurate and available information regarding lead in drinking water from Town owned facilities is available. For clarification, the following properties and / or features shall comprise the Town's internal lead sampling and monitoring program:

ID	Location Identifier	Location Rationale
1	Town Hall	Facility was constructed prior to the 1950's and as such may contain plumbing materials with elevated lead composition. Facility is open and accessible for public entry and meetings.
2	St. Marys Public Library	Facility was constructed prior to the 1950's and as such may contain plumbing materials with elevated lead composition. Facility is open and accessible for public entry and use.
3	Cemetery	Facility is open to public for cemetery service delivery and use.
4	Pyramid Recreation Centre	Facility was originally constructed in the late 1970's. Although extensive renovations have been completed more recently, original plumbing material composition may remain which may contain elevated lead composition. Facility serves as a high traffic community destination.
5	Municipal Operations Centre	Facility was built in the mid 2000's and is unlikely to contain plumbing fixtures with elevated lead composition. However, the facility serves as a main service point for town service delivery.

6	Via Station	Facility was constructed prior to the 1950's and as such may contain plumbing materials with elevated lead composition. Facility is open and accessible for public entry and use.
7	Weir Fountain	Built and installed in the early 1900's, this fountain provides drinking water for public consumption. Sample acquisition from this location will only occur during the fountains operating season (i.e. summer)
8	Teddy's Field	Built prior to the 1990's and as such may contain plumbing materials with elevated lead composition. Facility used as a recreational facility across ages where probability of consumption is high.
9	Lind Sportsplex	Built prior in the late 1990's and as such is unlikely to contain plumbing components that have elevated lead content. However, the facility acts as a main recreational hub for the community where the probability of consumption by staff and public would be considered high.

- The list of facilities noted herein excludes other Town owned buildings that are subject to specific lead testing and monitoring requirements through the Safe Drinking Water Act, 2002 such as the municipal water distribution system and childcare centre.

On Sample collection and monitoring years, two (2) samples shall be collected throughout the year from each location with one sample being collected in winter conditions (between December 15<sup>th</sup> and April 15<sup>th</sup>) and the second sample being collected in summer conditions (between June 15<sup>th</sup> and October 15<sup>th</sup>).

Samples shall be collected and analyzed in general accordance to the Towns Standard Operating Procedure for lead testing in homes and buildings.

#### Determining Lead Service Material:

If a property owner is concerned about the potential presence of a lead water service, an inquiry may be made to the Town to facilitate a records review at no cost to the property owner. The Town shall complete a review of available records and provide a response to the property owner within 15-days of the inquiry.

If service material is not able to be determined via a record review. The property owner may request that a daylighting activity be undertaken to determine the pipe material. The Town will complete the pipe daylighting and service pipe material confirmation on a time and materials basis, with the bill being the responsibility of the property owner. Following the daylighting, the Town will provide a response to the property owner indicating confirmed pipe material, and next steps, if any.

The Town may respond to an emergency service repair as a result of a leak. If lead service material is identified during the repair, an emergency repair will be completed to stop the leak and return normal service to the property. Following the repair, the Town will provide written notification to the property owner advising of a confirmed lead water service, and the Town's intent to replace the service in accordance with this Policy.

### Lead Service Replacement Program:

Once a lead water service has been confirmed, the Town will coordinate a water service replacement within six (6) months of the confirmation. The replacement shall consist of replacement from the municipal watermain to the property line with an approved water service material in accordance with Town Standards.

The property owner will be advised of the work, and informed to verify water service material entering the house and consider lead replacement on private property if identified. Property owners are not required to replace their portion of the water service if lead is identified. The Town shall provide a Lead in Drinking Water information sheet to all property owners where lead pipes are identified to assist property owners in making an informed decision.

Property owner shall be responsible for retaining a licensed plumber to coordinate and replace any lead service on private property.

Any restoration activities as a result of a lead service replacement shall be conducted in accordance with the Town's approved Water Damage Restoration Policy.

## **Communication**

To lessen the impact of service disruptions during utility emergencies, it is important that customers have access to timely and reliable information that describes how they can protect their properties. The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

For greater clarity, once a lead service has been confirmed on municipal property, the Town will issue a letter to the property owner advising of the confirmation of lead service material, and the Town's intent to replace the service. Contact information will be included to open a line of communication between the property owner and the Town.

The Town Website shall be updated to advise residents and patrons of the internal lead sampling and monitoring program with results posted for each facility.

## **References**

1. Town of St. Marys Water Supply By-Law, 46 of 2014

## **Approval**

This Policy was amended and approved on September 21, 2021.



# FORMAL REPORT

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

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

**Date of Meeting:** 21 September 2021

**Subject:** **PW 66-2021 Sodium Levels in Drinking Water Communication Policy**

## PURPOSE

This report presents Council with a policy regarding the communication of sodium levels in drinking water. The Policy, if approved, would provide Council, staff and residents with a clear understanding of expectations and communication methods to be used when water samples for sodium return results in excess of provincial reporting requirements.

## RECOMMENDATION

**THAT** report PW 66-2021, Sodium Levels in Drinking Water Communication policy be received; and **THAT** Policy PW4306, being a policy regarding the Communication of sodium levels in drinking water for the Town of St. Marys be endorsed by Council.

## BACKGROUND

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

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

On May 12, 2020, Staff presented Council with a report entitled Sodium in Drinking Water. This report sought direction from Council on how to manage communications to the public when drinking water results for sodium exceed provincial reporting limits. As such, the following Resolution was carried.

***Resolution 2020-05-12-06***

***Moved By Councillor Luna***

***Seconded by Councillor Edney***

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

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

This report presents a communication policy regarding sodium levels in drinking water for Council consideration.

## **REPORT**

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

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

As directed by Council in March of 2020, Staff have researched and developed a proposed policy regarding the effective, and consistent communication of sodium levels in the municipal drinking water supply (Attachment No. 1).

The Policy would provide four (4) key aspects to the communication plan consisting of the following:

### **Aspect 1: Regulatory Reporting Requirements**

This aspect encompasses the regulatory reporting requirement the Town has through Ontario Regulation 170/03 and facilitates the compliance monitoring aspect of the Policy. When new results for sodium are received, and should they be in excess of reporting requirements, the Town or Operating Authority would facilitate the AWQI process and any corrective actions, if applicable.

This aspect results in the direct notification of the sodium levels to the MECP as well as HPPH. This information once reported is able to be internally communicated to interested parties through their own internal channels.

Speaking with HPPH, it is the Town's understanding that the local health unit would issue notices annually to local physicians, and are currently in discussion on options available to reach physicians outside their jurisdiction.

### **Aspect 2: Local Newspaper Advertisements**

This aspect would see the Town continue to use local media resources to provide residents with timely information. The Policy provides clear and consistent timelines that would be followed to ensure that updated information regarding Sodium in the municipal water supply is being conveyed to the public in a timely manor. This aspect would see a notice published in the local paper providing information on sodium, most recent sample results and why the notice is being provided.

### **Aspect 3: Website / Webpage**

Currently, the Town website provides a link to an information package on Sodium in Drinking Water (Link: [SODIUM-IN-DRINKING-WATER\\_2020-update.pdf](https://townofstmarys.com/SODIUM-IN-DRINKING-WATER_2020-update.pdf) ([townofstmarys.com](https://townofstmarys.com))) that provides background information on sodium, guidelines, average daily intake data, and historical analytical results among others. This information package was last updated in 2020 following the most recent AWQI notice. As part of the Policy, staff propose to develop a stand-alone webpage accessible through the Town's website that would bring all this information into a more user friendly means that would be updated and maintained as new data is received. As with Aspect 2, the Policy provides clear and

consistent timelines that would be followed to ensure that updated information regarding Sodium in the municipal water supply is being conveyed to the public in a timely manor.

**Aspect 4: Downloadable Letter**

This aspect would have staff develop and maintain a letter or document that could be downloaded via the Town’s website or provided in hard copy via a municipal facility for residents that can then be provided directly to their physician. This aspect would provide a beneficial tool for residents to ensure accurate information about sodium within the water supply is able to be communicated to their physician regardless of whether they are receiving notification through local means. At a minimum, the letter would notify of an exceedance, what it means and what, if anything, residents should do.

**FINANCIAL IMPLICATIONS**

The implementation of the Communication of Sodium Levels in Drinking Water Policy is estimated to incur up to \$500 once every five (5) years related to media advertisements for updated results.

**SUMMARY**

Based on information detailed within this report, Staff recommend Council endorses the Communication of Sodium Levels in Drinking Water policy that formalizes and provides transparency and clarity on communication methods to be used, and available resources for residents regarding the level of sodium within the municipal drinking water supply.

**STRATEGIC PLAN**

Not applicable to this report.

**OTHERS CONSULTED**

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

**ATTACHMENTS**

Attachment No. 1 – Policy PW4306, Communication of Sodium Levels in Drinking Water

**REVIEWED BY**

**Recommended by the Department**

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

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

**Recommended by the CAO**

  
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Brent Kittmer  
Chief Administrative Officer

# Communication of Sodium Levels in Drinking Water Policy

*[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]*

## Policy Statement

The Town of St. Marys is committed to providing safe and reliable drinking water to its customers and is responsible for the operation, maintenance and repair of the drinking water system under its operating authority, which includes all municipally owned water service piping and shut off valves.

The Town of St. Marys shall take reasonable steps as detailed within this policy to ensure that the Town provides water in general accordance with provincial sodium requirements within the municipally controlled distribution system.

Sodium levels present a unique challenge for the Town as a result of naturally occurring levels within the limestone aquifer which is the source water for the Town of St. Marys.

## Scope

This policy applies to properties within the Town of St. Marys or any points of consumption.

## Purpose

People suffering from hypertension or congestive heart failure may require a sodium restricted diet where the intake of sodium from drinking water could be significant. This Policy provides a clear understanding on how sodium levels within the municipal water supply are tested and conveyed to the public.

## Definition and Description

The Maximum Concentration of sodium in drinking water under Ontario Regulation 170/03 is 20mg/L. Once sodium levels exceed this value, a report is required to be made to the local Medical Officer of Health and the Ministry of Environment, Conservation and Parks.

The aesthetic objective for sodium in drinking water is 200mg/L at which point it can be detected by a salty taste.

There is no maximum acceptable concentration for sodium in drinking water.

## Responsibilities

The following shall form the basis of the Communication of Sodium Levels in Drinking Water Policy for the Town of St. Marys:

The Town of St. Marys, as an owner of a government regulated municipal drinking water system, routinely monitors sodium levels in accordance with the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03. The Town shall take source water samples from each municipal supply facility to be analyzed for Sodium in accordance with the frequency set forth in Ontario Regulation 170/03.

Should an Adverse Water Quality Incident (AWQI) occur, where a sample result for Sodium is in excess of regulatory requirements (i.e. 20 mg/L), the Town of St. Marys and Operating Authority shall report

the sample result(s) in accordance with O. Reg. 170/03 reporting requirements which includes notification to the Ministry of Environment, Conservation and Parks (MECP) and the local health Unit.

Further to regulatory requirements, the Town shall also develop and administer a public education and resource platform that will aid residents in understanding the sodium content within the water supply.

Newspaper Advertisements:

Within 30-days following an AWQI for sodium, the Town shall advertise the result(s) in the local paper on no less than a ¼ page advertisement to inform residents of the updated results.

Website Page:

The Town of St. Marys shall develop and maintain a webpage accessible through the Town's official website where information and results for Sodium in the drinking water supply can be reviewed. The Town will ensure that the webpage is updated within 30-days following receipt of updated sodium results.

Downloadable Letter:

The Town of St. Marys shall develop and maintain a letter that can be downloaded via the website, or provided via a municipal facility for residents that can then be provided to their physician to ensure they are aware of the sodium content within the municipal water supply.

## Communication

The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

For greater clarity, the Town will utilize a variety of newspaper advertisements, social media content and website to notify and provide information to residents about the sodium content within the municipal water supply.

## References

1. Not Applicable

## Approval

This Policy was approved on September 21, 2021.

**BY-LAW 81-2021**

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

**Being a By-law to confirm all actions and proceedings of the Council of the Corporation of the Town of St. Marys at its special meeting held on September 21, 2021**

**WHEREAS:** *The Municipal Act, 2001, S.O. 2001, c.25*, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts as follows;

1. That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its special meeting held on the 21<sup>st</sup> day of September 2021 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
2. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 21<sup>st</sup> day of September 2021.**

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Mayor Al Stratheed

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Jenna McCartney, Clerk