



Stratford City Council
Regular Council Open Session
AGENDA

- Meeting #:** 4615th
Date: Monday, May 25, 2020
Time: 3:00 P.M.
Location: Electronically
- Council Present:** Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
- Staff Present:** Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Janice Beirness - Acting Director of Corporate Services, Stephanie Potter - Policy and Research Associate, Quin Malott - Manager of Parks, Forestry and Cemetery

To watch the Council meeting live please click the following link:

<https://stratford-ca.zoom.us/j/98121041350?pwd=RFQzU0trbldQM01PNVltSmg5aFZJdz09>

A video recording of the meeting will also be available through a link on the City's website at www.stratford.ca following the meeting.

Pages

1. Call to Order:

Mayor Mathieson, Chair presiding, to call the Council meeting to order.

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and the General Nature Thereof:

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Adoption of the Minutes:

8 - 19

Motion by _____

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated May 11, 2020 be adopted as printed.

4. Adoption of the Addendum/Addenda to the Agenda:

Motion by _____

THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated May 25, 2020 be added to the Agenda as printed.

5. Report of the Committee of the Whole In-Camera Session:

5.1 From the May 11, 2020 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:

Appointment of Director to Stratford Economic Enterprise Development Corporation

[Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b))]

Motion by _____

Recommendation: THAT the following be appointed to the Stratford Economic Enterprise Development Corporation Board of Directors for a three-year term to June, 2023, with an option for an additional three years, or until successors are appointed by City Council:

- **Christine McWebb as the representative for the Education Sector;**

AND THAT an exemption be granted to the requirement to be an eligible

elector.

5.2 At the May 25, 2020 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

- Security of municipal property of the municipality or local board (section 239.(2)(a)), AND A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)).

6. Hearings of Deputations and Presentations:

None scheduled.

7. Orders of the Day:

7.1 Resolution - Update on Waste Management Concerns (COU20-059) 20 - 21

Motion by _____

Staff Recommendation: THAT this report titled Update on Waste Management Concerns (COU20-059) be received for information.

7.2 Resolution - Suspension of Festival Hydro Dividends (COU20-060) 22 - 24

Motion by _____

Staff Recommendation: THAT the report entitled "Suspension of Festival Hydro Dividends" (COU20-060) be received for information.

7.3 Proclamation - Gay Pride Month 25

Motion by _____

THAT City Council hereby proclaims June 2020 as "Gay Pride Month" in the City of Stratford and authorizes the flying of the Pride Flag at Stratford City Hall for the month of June.

7.4 Resolution - 2019 Stratford Water Pollution Control Plant Annual Report (COU20-061) 26 - 93

Motion by _____

Staff Recommendation: THAT the 2019 Stratford Water Pollution Control Plant Annual Report (COU20-061) be received for information.

7.5 Resolution - Community Garden at Britannia (COU20-062) 94 - 100

Motion by _____

Staff Recommendation: THAT the report "Community Garden at Britannia" (COU20-062) be received as information by Council.

- 7.6 Resolution - Emergency Child Care to Support Eligible Workers in Stratford, Perth and St. Marys – Town of St. Marys (COU20-063) 101 - 103**

Motion by _____

Staff Recommendation: THAT the Report "Emergency Child Care to Support Eligible Workers in Stratford, Perth and St. Marys – Town of St. Marys" (COU20-063) be accepted for information;

THAT Council authorize the Director of Social Services and Chief Administrative Officer to approve temporary emergency day care centres that have received approval from the Ministry of Education and Huron Perth Public Health and to enter into any Memorandums of Understanding for Temporary Emergency Daycares that may be required within the City of Stratford, Town of St. Marys and Perth County during the Declaration of Emergency;

AND THAT Council amend Delegation of Authority By-law 135-2017 as amended to authorize this delegation of authority.

- 7.7 Resolution - Active Transportation on Lakeside Drive (COU20-064) 104 - 106**

Motion by _____

Staff Recommendation: THAT the information provided in this report titled Active Transportation on Lakeside Drive (COU20-064) be received for the consideration of Council.

- 7.8 Resolution - 2020 Building Inspection Budget (COU20-065) 107 - 108**

Motion by _____

Staff Recommendation: THAT this report titled 2020 Building Inspection Budget (COU20-065) be received for information.

- 7.9 Resolution - Stratford Soldier's War Memorial Restoration (COU20-066) 109 - 112**

Motion by _____

Staff Recommendation: THAT the City undertakes the restoration of the Stratford Soldier's War Memorial using the grant awarded by Veterans Affairs Canada's Commemorative Partnership Program Community War Memorial Fund and the Community Services Department parks facilities improvement budget;

THAT the Mayor and Clerk be authorized to enter into a Contribution

Agreement with Veterans Affairs Canada to carry out the memorial restoration project;

AND THAT Council grants an exemption from the Purchasing Policy to award the restoration work directly to Andersons Cemetery Contracting.

- 7.10 Resolution - COVID-19 Financial Position of the City Update (COU20-067) 113 - 115**

Motion by _____

Staff Recommendation: THAT Council receives the COVID-19 Financial Position of the City Update (COU20-067) report for information.

- 7.11 Resolution - Parking and COVID-19 (COU20-069) 116 - 119**

Motion by _____

Staff Recommendation: THAT free parking be extended until August 30, 2020;

AND THAT current parking permits that have been issued remain valid until August 30, 2020.

- 7.12 Resolution - Resolution for Urgent Emergency Transit Funding (COU20-070) 120 - 121**

Motion by _____

Staff Recommendation: THAT The Canadian Urban Transit Association's resolution requesting emergency funding from the Government of Canada to provide immediate liquidity to transit agencies and on-going funding to alleviate revenue loss as ridership re-builds, be endorsed;

AND THAT a copy of this resolution be sent to the Prime Minister of Canada, the Minister of Transport Canada, the Minister of Finance Canada, the Premier of Ontario, the Member of Parliament for Perth-Wellington, Member of Provincial Parliament for Perth-Wellington and all Ontario municipalities.

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Notice of Intent:

None scheduled.

10. Reading of the By-laws:

The following By-laws require First and Second Readings and Third and Final

Readings and could be taken collectively upon unanimous vote of Council present:

Motion by _____

THAT By-laws 10.1 to 10.3 be taken collectively.

Motion by _____

THAT By-laws 10.1 to 10.3 be read a First and Second Time.

Motion by _____

THAT By-laws 10.1 to 10.3 be read a Third Time and Finally Passed.

10.1 Appointments to Seed Co. 122

To amend By-law 178-2018 to make appointments to the Stratford Economic Enterprise Development Corporation.

10.2 Amend Delegation of Authority By-law 135-2017 with respect to Approval of Temporary Emergency Daycares during a Declaration of Emergency 123 - 125

To amend By-law 135-2017 to delegate Council's authority to the Director of Social Services and the Chief Administrative Officer to approve temporary emergency day care centres that have received approval from the Ministry of Education and Huron Perth Public Health and to enter into any Memorandums of Understanding for Temporary Emergency Day Cares that may be required within the City of Stratford, Town of St. Marys and Perth County during the Declaration of Emergency.

10.3 Commemorative Partnership Program Contribution Agreement with Ministry of Veterans Affairs 126 - 127

To authorize the entering into and execution of a Commemorative Partnership Program Contribution Agreement, and any other necessary documentation, between Her Majesty the Queen in Right of Canada as represented by the Minister of Veterans Affairs and The Corporation of the City of Stratford to carry out the restoration of the Stratford Soldier's War Memorial.

11. Consent Agenda: CA-2020-052 to CA-2020-053 128

Council to advise if they wish to consider any items listed on the Consent Agenda.

12. **New Business:**

13. **Confirmatory By-law:**

129

The following By-law requires First and Second Readings and Third and Final Readings:

By-law 10.4 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on May 25, 2020.

Motion by _____

THAT By-law 10.4 be read a First and Second Time.

Motion by _____

THAT By-law 10.4 be read a Third Time and Finally Passed.

14. **Adjournment:**

The next Regular Council meeting is June 8, 2020.

Meeting Start Time:

Meeting End Time:

Motion by _____

THAT the May 25, 2020 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4614th
 Date: Monday, May 11, 2020
 Time: 3:00 P.M.
 Location: Electronically

Council Present in Council Chamber: Mayor Mathieson - Chair Presiding

Council Present Electronically: Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos

Staff Present in Council Chamber: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Jacqueline Mockler - Director of Human Resources, Mike Beitz - Corporate Communications Lead

Staff Present Electronically: David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Janice Beirness - Acting Director of Corporate Services, Mike Mousley - Manager of Transit, Alex Burgess - Manager of Ontario Works

1. Call to Order:

Mayor Mathieson, Chair presiding, called the Council meeting to order.

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and the General Nature Thereof:

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a member at the May 11, 2020 Regular Council meeting.

3. Adoption of the Minutes:

R2020-209

Motion by Councillor Henderson

Seconded By Councillor Beatty

THAT the Minutes of the Regular Meeting dated April 27, 2020 and the Special Meeting dated May 5, 2020 of Council of The Corporation of the City of Stratford be adopted as printed.

Carried

4. Adoption of the Addendum/Addenda to the Agenda:

There was no addendum to the May 11, 2020 Regular Council meeting.

5. Report of the Committee of the Whole In-Camera Session:

5.1 From the April 27, 2020 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered

Appointment of Directors to Stratford Economic Enterprise Development Corporation

[Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b))]

R2020-210

Motion by Councillor Ritsma

Seconded By Councillor Gaffney

THAT the following be appointed to the Stratford Economic Enterprise Development Board of Directors for a three-year term

to June, 2023 with an option for an additional three years, or until successors are appointed by City Council:

- **Matt Johnson as the representative for the Manufacturing Sector**
- **Colin Schmidt as the representative for the Technology Sector**
- **Trevor McNeil as the representative for the Agricultural Sector and**
- **Kate Dekok as the representative for the Small Business Sector;**

AND THAT an exemption be granted to the requirement to be an eligible elector in Stratford for Trevor McNeil.

Carried

5.2 At the May 11, 2020 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:

- **Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).**

At the In-camera Session, an additional item relating to Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)) was also considered.

At the Session, direction was given on the added item.

6. Hearings of Deputations and Presentations:

None scheduled.

7. Orders of the Day:

7.1 Resolution - 2020 Municipal Debt Limits (FIN20-010)

R2020-211

Motion by Councillor Clifford

Seconded By Councillor Vassilakos

THAT the report of the Acting Director of Corporate Services regarding 2020 Municipal Debt Limits (FIN20-010) be received for information.

Carried

7.2 Correspondence - Transition to Full Producer Responsibility

The Association of Municipalities of Ontario (AMO) requested all municipalities to pass a resolution regarding transition of the Blue Box to full producer responsibility and to outline a preferred date for that transition.

R2020-212

Motion by Councillor Burbach

Seconded By Councillor Vassilakos

THAT the correspondence received from AMO requesting municipalities to adopt a Blue Box Transition resolution be referred to staff for review and to prepare a report for Council's consideration.

Carried

7.3 Resolution - Festival Hydro Inc. 2019 Top-Up Dividends

Discussion was held on prior year dividend amounts and whether the amounts from 2019 are comparable. Discussion was also held on the impact of measures implemented by the Province to reduce hydro rates.

R2020-213

Motion by Councillor Bunting

Seconded By Councillor Ingram

WHEREAS The Corporation of the City of Stratford (the City) is the holder of 6,995 Common shares of Festival Hydro Inc. (the Corporation) being all of the issued and outstanding Common shares of the Corporation;

AND WHEREAS the Directors of the said Corporation have indicated their desire to declare and pay dividends on the Common shares, in addition to those otherwise declared and/or paid during the 2019 calendar year, such further dividends aggregate \$210,479.55;

AND WHEREAS pursuant to a Declaration of Sole Shareholder of the Corporation dated January 22, 2001, the prior written consent of the City as the sole shareholder to the declaration and payment of such dividend is necessary;

NOW THEREFORE BE IT RESOLVED by the City hereby consents

To the declaration and payment of dividends on the Common shares of the Corporation in addition to those previously declared

and/or paid, in the total amount of \$30.09 per share (aggregate amount \$210,479.55), such dividends to be declared at December 31, 2019 and paid in the discretion of the Directors of the Corporation upon completion of the 2019 audited financial statements during the 2020 calendar year.

Carried

7.4 Resolution - Postponement of Canada Day Public Celebrations (COU20-053)

R2020-214

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT July 1st Canada Day public celebrations be cancelled, and that staff be directed to work with the organizers on an alternative date.

Discussion was held on the community partners involved with the Canada Day celebrations.

Mayor Mathieson called the question on the motion.

Carried

7.5 Resolution - 2020 UTRCA Levy Follow up (COU20-054)

R2020-215

Motion by Councillor Gaffney

Seconded By Councillor Vassilakos

THAT the additional information regarding the 2020 UTRCA Levy be received;

AND THAT an appeal of the levy not be considered.

It was questioned whether any projects are proposed to be delayed. The Director of Infrastructure and Development Services advised there are no other projects being planned.

Mayor Mathieson called the question on the motion.

Carried

7.6 Resolution - Request for the Low-Income Energy Assistance Program (LEAP) to be delivered through the City of Stratford, Social Services department on behalf of Festival Hydro Inc. (COU20-055)

R2020-216

Motion by Councillor Henderson

Seconded By Councillor Burbach

THAT the Director of Social Services be authorized to enter into a service agreement, and any related documentation, with Festival Hydro Inc., to act as the lead and intake agency for the delivery of the Low-Income Energy Assistance Program (LEAP);

AND THAT the 15% funding allotment for Program Administration and Delivery Fee be applied to the funding allocation available to applicants of the LEAP EFA program.

Carried

7.7 Resolution - Tax Rate By-law 2020 Amended (COU20-056)

R2020-217

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT the report of the Supervisor of Tax Revenue dated May 11, 2020 regarding Tax Rate By-law 2020 Amended, be received;

AND THAT Schedule "B" of By-law 39-2020 be amended as recommended.

Carried

7.8 Resolution - Emergency Child Care to Support Eligible Workers in Stratford, Perth and St. Marys (COU20-057)

R2020-218

Motion by Councillor Ingram

Seconded By Councillor Ritsma

THAT the Report Emergency Child Care to Support Eligible Workers in Stratford, Perth and St. Marys be accepted for information;

AND THAT Council authorizes the Mayor and City Clerk to sign the Memorandum of Understanding with the Stratford-Perth Family YMCA.

It was questioned whether the opening of another emergency child care center to support eligible workers will assist the City. The Director of Social Services advised it will and that there are currently 8 people on the wait list.

Mayor Mathieson called the question on the motion.

Carried

7.9 Resolution - Implementation of Reloadable Payment Cards for recipients of Ontario Works (COU20-058)

R2020-219

Motion by Councillor Henderson**Seconded By** Councillor Burbach

THAT Council authorizes the Chief Administrative Officer and the Acting Director of Corporate Services / Treasurer to execute the Delivery Agent Agreement and Statement of Work with the Royal Bank of Canada as well as any additional necessary documents for the purpose of implementing the RBC Right Pay Reloadable Payment Card Program for Ontario Works recipients;

AND THAT Schedule A to Delegation of Authority By-law 135-2017 as amended, be further amended to delegate authority to the Chief Administrative Officer and Director of Corporate Services / Treasurer to execute agreements and all other documents with respect to Reloadable Payment Cards for recipients of Ontario Works.

Discussion was held on how the program will work and how recipients can replace lost cards. It was questioned whether the City is covering the \$2.00 fee. The Manager of Ontario Works advised the City is.

Mayor Mathieson called the question on the motion.

Carried

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Report of the Community Services Sub-committee

R2020-220

Motion by Councillor Beatty**Seconded By** Councillor Ritsma

THAT the Report of the Community Services Sub-committee dated May 11, 2020 be adopted as printed.

Concern was expressed that this program could commercialize residential neighbourhoods. Concern was also expressed with the amount of revenue to be generated and the ability for staff to create advertising guidelines.

It was questioned whether the objective is to have benches at all transit stops. The Manager of Transit advised the intent is to have either a bench or a shelter at each stop within the next 10 years.

Discussion was held on the fabrication of these benches and on maintenance.

Concern was expressed that the benches could be vandalized and that more information is required on the locations for these benches.

It was questioned whether the guidelines to be developed will include guidelines for locations. The Manager of Transit advised they would and that these benches would not be placed in residential neighbourhoods.

Discussion was held on the possible locations for these benches and the process to be followed for approval prior to install.

Support was expressed for the program.

A request was made for market research to be undertaken to ensure there is sufficient interest in this program.

Mayor Mathieson called the question on the motion.

Carried

9.1 To Pursue Transit Bench Advertising (COM20-001)

THAT Council authorize staff to further pursue the opportunity of a revenue generating transit bench advertising program;

AND THAT staff work to create advertising guidelines including location and types of advertisers.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

The following By-laws required First and Second Readings and Third and Final Readings and were taken collectively upon unanimous vote of Council present:

R2020-221

Motion by Councillor Bunting

Seconded By Councillor Ritsma

THAT By-laws 61-2020 to 67-2020 be taken collectively.

Carried unanimously

R2020-222

Motion by Councillor Sebben

Seconded By Councillor Ingram

THAT By-laws 61-2020 to 67-2020 be read a First and Second Time.

Carried two-thirds support

R2020-223

Motion by Councillor Vassilakos

Seconded By Councillor Gaffney

THAT By-laws 61-2020 to 67-2020 be read a Third Time and Finally Passed.

Carried

11.1 Appointments to SEED Co. - By-law 61-2020

To amend By-law 178-2018 to make appointments to the Stratford Economic Enterprise Development Corporation.

11.2 Agreement for Provision of Low-Income Energy Assistance Program - By-law 62-2020

To authorize the entering into and execution of a Service Agreement with Festival Hydro Inc., for the provision of the Low-Income Energy Assistance Program (LEAP) for a three-year term until April 30, 2023.

11.3 Amend Procedural By-law 140-2007 to Permit Electronic Delegations during Declared Emergencies - By-law 63-2020

To amend the Procedural By-law 140-2007 to permit electronic delegations by members of the public during the period when an emergency has been declared to exist in all or part of the City under the Emergency Management and Civil Protection Act.

11.4 Amend By-law 39-2020 to Revise 2020 Tax Ratios - By-law 64-2020

To Amend By-law 39-2020 to revise the Tax Ratios for area municipal purposes for the year 2020 in the City of Stratford to reflect the tax rate reduction for the vacant land and excess land subclasses.

11.5 Transit Project Contracts - By-law 65-2020

To authorize the execution of contracts and other necessary documentation for various transit projects in 2020.

11.6 Memorandum of Understanding with YMCA for Provision of Emergency Child Care Services - By-law 66-2020

To authorize the entering into and execution of a Memorandum of Understanding with Stratford-Perth Family YMCA related to the provision of emergency child care services as a result of COVID-19.

11.7 Amend Delegation of Authority By-law 135-2017 with respect to Reloadable Payment Cards - By-law 67-2020

To amend By-law 135-2017 to delegate Council's authority to the Chief Administrative Officer and to the Director of Corporate Services/Treasurer to execute agreements and all other documents with respect to Reloadable Payment Cards for recipients of Ontario Works.

12. Consent Agenda: CA-2020-050 to CA-2020-051

12.1 CA-2020-050

A request was made to endorse the resolution from the Township of Armour regarding high-speed internet connectivity in rural Ontario.

R2020-224

Motion by Councillor Vassilakos

Seconded By Councillor Ritsma

THAT the Resolution from the Township of Armour regarding high-speed internet connectivity in rural Ontario be endorsed.

Carried

13. New Business:

13.1 Stratford Farmer's Market Re-opening

Members were advised a proposal was submitted to resume operation of the Stratford Farmer's Market at the Rotary Complex on Saturday, May 16.

R2020-225

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT the Stratford Farmer's Market be allowed to re-open outdoors for food sales only starting May 16, 2020 from 7:00 am – 12:00 Noon, ensuring that Huron Perth Public Health Guidelines for Operating Farmer's Markets under COVID-19 restrictions are followed.

Discussion was held on the additional safety measures to be undertaken while the market is in operation. It was questioned why food-stuffs are solely permitted. The Director of Community Services advised as part of the essential business order only food-stuffs can be sold.

It was noted officials from Huron Perth Public Health will be in attendance to monitor and assist at the market.

Mayor Mathieson called the question on the motion.

Carried

13.2 Update on Pot Holes in the City

An update was requested on the current status of filling pot holes in the City. The Director of Infrastructure and Development Services advised the status of filling pot holes needs to be confirmed with staff. He noted this winter was easier on the roads than previous years.

13.3 Stratford Transit Ridership Levels - Update

A request was made for transit ridership levels to be provided. This item was referred to staff for review.

13.4 Green Bin Program and Use of Trucks

It was questioned whether the contractor for the green bin program is using a dual truck. The Director of Infrastructure and Development Services advised there has been a delay in obtaining the dual truck. Once the truck is delivered it will be used.

13.5 Green Bin Program and Collection of Organic Waste - Update

A request was made for information on the amount of organic waste collected to be provided monthly. The Director of Infrastructure and Development Services advised for the month of April the City is on track to collect based on 850 tonnes of organic waste for the year. This represents approximately 28% for collection of organic waste.

13.6 Gardens, Plantings and Volunteer Opportunities

A member advised a citizen contacted them expressing an interest in assisting with the beautification of the City. This matter was referred to the Director of Human Resources for review.

13.7 Community Garden at Britannia Street Housing Project

An update was requested on the feasibility of installing a community garden at the Britannia Street housing project. Members were advised a report will be presented for consideration at the May 25, 2020 Council meeting.

14. Confirmatory By-law:

The following By-law required First and Second Readings and Third and Final Readings:

By-law 11.8 - Confirmatory By-law 68-2020

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on May 11, 2020.

R2020-226

Motion by Councillor Ingram

Seconded By Councillor Beatty

THAT By-law 68-2020 be read a First and Second Time.

Carried two-thirds support

R2020-227

Motion by Councillor Henderson

Seconded By Councillor Sebben

THAT By-law 68-2020 be read a Third Time and Finally Passed.

Carried

15. Adjournment:

The next Regular Council meeting is May 25, 2020 to be held electronically.

R2020-228

Motion by Councillor Clifford

Seconded By Councillor Burbach

THAT the May 11, 2020 Regular Council meeting adjourn.

Carried

Meeting Start Time: 3:03 P.M.

Meeting End Time: 3:47 P.M.

Mayor - Daniel B. Mathieson

Clerk – Tatiana Dafoe



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Adam Ryan, Manager of Public Works
Report#: COU20-059
Attachments: None

Title: Update on Waste Management Concerns

Objective: To outline the operational challenges and solutions to Household Hazardous Waste (HHW) concerns, along with core area garbage receptacles.

Background: At the November 25, 2019 Infrastructure, Transportation, and Safety Subcommittee meeting, public input was requested for the City of Stratford Landfill site. Concerns regarding long lines for hazardous waste drop off days for smaller items such as batteries and florescent tube lighting were raised. A concern regarding less garbage receptacles in the downtown core area was also raised. As a result, the following motion was passed

“...AND THAT concerns regarding long lines on hazardous waste drop-off days and less garbage cans being available through the City be referred to staff for a report”.

Analysis: The Public Works Division is responsible for maintaining and distributing core garbage and recycling receptacles. In the past, a percentage of garbage and recycling receptacles had been removed during the winter months in the downtown due to maintenance needs and operational demands. This practice was stopped in 2018 due to concerns that there were not enough receptacles in the downtown. Currently, there are over 75 garbage receptacles in the downtown. Those numbers remain constant throughout the year. Community Services also has waste receptacles throughout the parks system. There are a number of receptacles that are removed during the winter season due to accessibility challenges. Community Services has initiated a program of installing permanent waste receptacles.

There are currently six monthly HHW events scheduled per year starting in April and ending in September. They are held on Saturdays at the landfill site from 9:00 a.m. to 12:00 p.m. In addition to accepting HHW from Stratford residents, the City has agreements

with the Townships of Perth South and Perth East to allow their residents to use this service as well. The annual cost to the City to run the event is approximately \$60,000. This includes staff time and the proper disposal of the material collected. Ensuring that traffic flow remains acceptable during household waste drop off days is vital to the success of these events. The number of vehicle drop offs decreased in 2019 to 1,733 vehicles compared to 2,452 in 2018.

In 2019, staff began utilizing a new two line system which allows for a larger volume of vehicles to be staged in the household drop off area in order to avoid lines from affecting the scale and waste bin operations. The current facility configuration directs the vehicles to be unloaded three at a time in series. A separate small item drop off cannot be accommodated with the current design of the facility. Increasing the staffing compliment during household hazardous waste events is not possible due to the lack of space in the household waste facility.

Financial Impact: As noted, there is not sufficient space at the current facility to accommodate a third line. To accommodate a third line, staff would need to develop a new plan and determine the cost to implement the improvements. The cost to add additional HHW events is approximately \$10,000 each.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT this report titled Update on Waste Management Concerns (COU20-059) be received for information.



Adam Ryan, Manager of Public Works



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Janice Beirness, Acting Director of Corporate Services
Report#: COU20-060
Attachments: Letter from Festival Hydro

Title: Suspension of Festival Hydro Dividends

Objective: To advise Council of the resolution passed by Festival Hydro on April 24, 2020.

Background: The City receives quarterly dividend and interest payments from Festival Hydro. The dividend amount is \$195,165 and the interest amount is \$282,750. The last payment received was March 18, 2020. The next payment is scheduled for June 2020. We received the 2019 dividend top up amount of \$210,479.55 in May.

Analysis: The temporary suspension of dividend payments will affect our cash flow in June, September and December depending on how long the suspension is in effect. Currently we are not experiencing any cash flow issues and have \$14.5M in the City operating account. The deferral of capital projects will help with any cash flow issues that we may experience in the future.

Financial Impact: There is no lost revenue as this is a temporary suspension. The lost cash flow could result in lost interest earned amounting to approximately \$145/month beginning in July.

Staff Recommendation: **THAT the report entitled "Suspension of Festival Hydro Dividends" (COU20-060) be received for information.**

Janice Beirness

Janice Beirness, Acting Director of Corporate Services

A handwritten signature in black ink, appearing to read "Joan Thomson". The script is cursive and fluid.

Joan Thomson, Chief Administrative Officer

April 29, 2020

City of Stratford
P.O. Box 818
1 Wellington Street
Stratford, ON N5A 6W1

Dear City of Stratford Representative:

The following motion is provided by the Festival Hydro Inc. (FHI) Board of Directors in regards to the payment of quarterly dividends.

At the April 24th, 2020 meeting of the Festival Hydro Inc. Board of Directors it was resolved that:

MOTION- It was moved by B. Beatty and seconded by G. Guthrie that payment of quarterly dividends to the City of Stratford be temporarily suspended until information on COVID-19 relief programs for the utility and municipality can be gathered from the IESO and the provincial and federal governments.

CARRIED

If you have any questions please do not hesitate to contact me.

With regards,

Kelly McCann, CPA, CA
Interim CEO & CFO
Festival Hydro Inc.

KM:cc

Hello,

My name is Adrienne Adas and I am a Health Promoter for Huron Perth Public Health. I work in the Sexual Health program and am hoping that the City of Stratford will recognize the importance of Gay Pride during the month of June. We have two requests of the City:

- Raise the Pride flag at City Hall for the month of June; and,
- Declare the month of June Gay Pride month.

With COVID-19 continuing to be a top concern in all communities, there are no other events planned. Raising of the Pride flag and recognizing Gay Pride month will show support for Stratford's LGBTQ residents.

Thank you for your consideration, I look forward to hearing from you. Please let me know if you have any questions.

Adrienne Adas

Adrienne Adas

Public Health Promoter
Huron Perth Public Health
10 Downie Street, 2nd Floor, Festival Square
Stratford, ON. N5A 7K4

www.hpph.ca





MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Mike Mortimer, Manager of Environmental Services
Report#: COU20-061
Attachments: FINAL-2019 Stratford WPCP Report

Title: 2019 Stratford Water Pollution Control Plant Annual Report

Objective: To submit the 2019 Stratford Water Pollution Control Plant Annual Report to Council for their information.

Background: The Stratford Water Pollution Control Plant (WPCP) is owned by the City of Stratford, but operated under contract by Ontario Clean Water Agency (OCWA). OCWA has prepared the 2019 WPCP Annual Report, which must be submitted annually to the Ministry of the Environment, Conservation and Parks (MECP), showing how the treatment plant performed throughout the year.

The report summarizes the operation for the WPCP and reports on all the activities that occurred at the treatment plant throughout the year. The report also indicates how the plant met all of the Environmental Compliance Approval requirements for effluent discharge into the Avon River.

Analysis:

Total Flows - The treatment plant treated a total of 7,228,820 m³ of effluent for an average daily flow of 19,795 m³ per day, almost identical to 2018 values. The design capacity of the treatment plant is 30,660 m³ per day and based on the flows received for 2019, operated at 64.6% of the design capacity. This percentage decreased from 64.7% in 2018 and 64.9% in 2017 respectfully.

Overflow Events - During the 2019 year, the treatment plant had 10 overflow events (2018-8 events) where there was discharge from the wet weather equalization tank and discharge into the Avon River. These events were all due to flows caused by heavy precipitation and/or snow melt and a total of 364,173 m³ (2018 – 704,398 m³) was discharged. The rainfall and snowfall amounts were similar to 2018 amounts indicating improved collection system infrastructure and plant operating protocols.

During a flow exceedance, the excess flow is diverted to an equalization tank and contact chamber where appropriate chlorination of the flow is achieved. Upon leaving the chlorine contact chamber, the flow is then de-chlorinated prior to discharge into the Avon River. The treatment plant also experienced 2 bypass events. Both bypass events were due to surges in flows (rain and snow melt) and resulted in 28,900 m³ bypassing the process sand filters. The quality of final effluent was not impacted by either bypass event as confirmed by sampling results.

Effluent Quality -The effluent discharges met all requirements for levels of removal for 2019:

- | | |
|----------------------------------|--------|
| • Carbonaceous Biological Demand | 97.5 % |
| • Total Suspended Solids | 96.7 % |
| • Total Kjeldahl Nitrogen | 96.2 % |
| • Total Phosphorus | 95.4 % |

Biosolids –In 2019, a total of 16,466 m³ of biosolids was applied to numerous sites located within Perth County.

Odour Complaints – There was one odour complaint in 2019 that, after review, was deemed not to be related to the WPCP (collections system issue).

Capital Projects – The following are some of the more major capital projects undertaken for the 2019 year.

- Aeration tank cleanout (tank 2)
- Installation of Variable Frequency Drives on raw Sewage Pump #2
- Refurbishment of Raw Sewage Pump #2
- Upgrade of the SCADA system (ongoing)
- Engineering works for Grit Removal System replacement in 2021

In summary, the WPCP, operated by OCWA, has met and exceeded all Environmental Compliance Approval requirements for the 2019 operating year.

Financial Impact: Capital works and the cost of operating the Water Pollution Control Plant is financed through the Sanitary Sewer Surcharge rate.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT the 2019 Stratford Water Pollution Control Plant Annual Report (COU20-061) be received for information.



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer

2019 Annual Performance Report



OCWA's 2019 ANNUAL PERFORMANCE REPORT

to the City of Stratford

March 31, 2020

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SECTION 1: EXECUTIVE SUMMARY

Overview

Water quality is essential to the health of the local water fowl and the aquatic ecosystem of the Avon River. 2019 marked another year of successful protection of that sensitive ecosystem at the City's Water Pollution Control Plant (WPCP). OCWA's operations and maintenance staff ensured that all final effluent water quality targets were met and exceeded throughout 2019 despite a number of abnormally high rainfall events. This shows the consistency of good results that our operations staff have reliably delivered to the City of Stratford since 1958.



2019 Results

The Stratford WPCP consistently produced high quality effluent that met and exceeded all regulated requirement limits of the plant's Amended Environmental Compliance Approval (ECA) issued December 13, 2018. Removal rates for key effluent quality indicator parameters (i.e. CBOD5, TSS, TKN and Total Phosphorus) were all 95.4% or better in 2019. There were no corrective actions required related to samples tested during the year. There were multiple days of abnormally high flows into the plant caused by excess precipitation or snow melt in the area that led to ten storm tank overflow and two tertiary bypass events with a combined plant overflow duration of 18 days in 2019.

In addition to meeting all regulatory limit targets, applicable highlights for 2019 were:

- Conducted comprehensive operational activities to monitor and control plant performance 24/7.
- Minimized risk of exceedances impacting effluent quality through ongoing quality assurance.
- Annual scheduled maintenance, inspections such as Lifting Device, Backflow and Emergency Generator Inspections and calibrations of Flowmeters and Gas Meters throughout the facility.
- Successfully completed multiple repair and replacement capital projects totaling an approximate value of \$220,000.
- Capital projects included:
 - Replacement of the Variable Frequency Drive (VFD) for Raw Sewage Pump #2
 - The clean out and maintenance of Aeration Cell #2
 - New heating system in the UV and Filter Buildings
 - The Replacement of all 5 Programmable Logic Controllers (PLC)
 - Raw Sewage Pump #2 Rebuild

- Ongoing updates to the Facility's SCADA system to improve process and time efficiency
- Continued to build community water awareness through the OCWA OneWater Program; this program provided education in a classroom setting and provided support at a number of local events.
- Zero service disruptions occurred and one odour complaint was received in 2019.
- OCWA continued to promote the maintenance of a safe and healthy work environment for staff, contractors and visitors.
- Produced anaerobically stabilized biosolids, meeting all the guidelines for agricultural land application.

Looking Ahead

The future looks bright for the City of Stratford as we look forward to continued compliant wastewater treatment in 2020 and beyond. OCWA continues to improve operating practices and technologies to better predict and prepare for extreme weather events and other factors that have the potential to impact plant processes. We will also continue to develop and implement equipment repairs, replacements and other capital projects aimed at sustaining and improving plant performance.

OCWA continually invests in their people and those systems that support our clients. There is great value in our remote monitoring, data collection and asset management system. OCWA completed a major investment commitment to expand data and asset management tools. Updated SCADA management tools implemented by OCWA will allow the City to have access to historical and up to date data including process trending and plant optimization applications. OCWA's new and functional Asset Management System (Maximo) provides electronic access to equipment, asset details and the ability to schedule and track maintenance activities with timed accuracy for increased efficiency. The Maximo Work Management System was implemented at the Stratford WPCP in late 2016 and continues to evolve to suit plant and process needs and promote optimization of technology in the facility.

Section 8 of this report identifies a number of recommendations pertaining to asset repairs, replacements and recommendations which require capital investment. OCWA strives to deliver operational reports to the City of Stratford Manager of Environmental Services on a quarterly basis.

OCWA and the City of Stratford's community partnership focuses on protecting the Avon River and the broader environment through the effective treatment of wastewater at the Stratford Water Pollution Control Plant, process optimization, and the management of capital projects to sustain this goal. OCWA values its long-term partnership with the City of Stratford and looks forward to continuing operations for a successful future.

REPORT PREPARED BY:

Marcel Misuraca
General Manager
Ontario Clean Water Agency

SECTION 2: PROTECTING THE ENVIRONMENT

The City of Stratford and OCWA align our programs with community expectations with a major focus on protecting the Avon River watershed and keeping the local habitat healthy. OCWA operating procedures and its Quality and Environmental Management System (QEMS) describe activities we undertake to make sure compliance limits are met.

Operational Activities Conducted

Operational activity highlights during 2019 included:

- Performing multiple facility process checks & operator rounds.
- Collecting and analyzing multiple wastewater samples at our on-site laboratory.
- Collecting and sending required samples to external laboratories for detailed analysis.
- Reviewing operating and maintenance procedures in equipment manuals.
- Creating and updating Standard Operating Procedures (SOP) and Contingency Plans (CP).
- Reviewing & updating process data management technology to maintain accuracy.
- Continuing to optimize the Maximo Asset Work Management System.
- Accommodating internal process audits.
- Completing required facility Health and Safety inspections .
- Completing more than 286 preventive and routine maintenance work orders; scheduled and tracked through the OCWA Maximo Work Management System.
- Completing and submitting compliance reports including this annual performance report
- Meeting on a regular basis with City of Stratford representatives.

All Regulatory Targets Met

The City of Stratford Water Pollution Control Plant is equipped and operated to meet stringent regulatory requirements issued from the Ministry of Environment, Conservation and Parks (MECP) and designed to protect the Avon river's aquatic ecosystem. All effluent water regulated limits identified for this facility were met in 2019.

The plant met the 2019 targets for the following important indicators of water quality:

- Carbonaceous Biochemical Oxygen Demand (CBOD₅) is the most important indicator of the amount of organic pollution in wastewater effluent. Plant treatment removed 97.5% of CBOD from incoming raw wastewater
- Total Suspended Solids (TSS) is an indicator of the concentration of solid particles in the wastewater effluent and a determinant of the level of water clarity which, if reduced, can inhibit the ability of aquatic organisms to find food. Plant treatment removed 96.7% of raw wastewater TSS
- Total Kjeldahl Nitrogen (TKN) ; TKN is a major component of total nitrogen. Nitrogen in the form of nitrates can encourage algae and aquatic plant growth, which, if in excess, can lead to eutrophication in aquatic ecosystems and have detrimental effects on fish and aquatic species.

Unionized ammonia can be toxic to aquatic life at low concentrations. Plant treatment removed 96.2% of TKN (organic nitrogen + ammonia) which is a major component of total nitrogen.

- Total Phosphorus (TP) in excess amounts causes an increase in algae and aquatic plant growth and cause eutrophication; the decomposition process can deplete oxygen levels and create adverse effects on aquatic fauna and restriction on recreational use of waterways. Plant treatment removed more than 95.4% of phosphorous from the raw wastewater

Table 1.0 below shows a summary of the treatment results achieved in 2019 compared to the Effluent Limits identified in the plant's Amended Environmental Compliance Approval (ECA) Number 7526-B2UKVJ issued December 13, 2018. There were no effluent limit exceedances in 2019.

Table 1.1 below shows a summary of the treatment results achieved in 2019 compared to the Effluent Limit Loadings identified in the plant's Amended Environmental Compliance Approval (ECA) Number 7526-B2UKVJ issued December 13, 2018. There were no effluent limit loading exceedances in 2019.

Table 1.2 below shows a summary of the treatment results achieved in 2019 against the Final Effluent Design Objectives set in the Amended Environmental Compliance Approval (ECA) Number 7526-B2UKVJ issued December 13, 2018. There were no effluent objective exceedances in 2019. In house process monitoring and related process adjustments were made to strive to meet facility design objective values.

Table 1.0: Effluent Water Quality Parameters - Limits vs. Results

Effluent Quality Parameter	Environmental Compliance Approval Effluent Concentration and Limits	Average Annual Concentration Results & Maximum Monthly Concentration	#of Exceedances
Carbonaceous Biochemical Oxygen Demand (CBOD ₅ - mg/L)	10.0 mg/L Monthly Average	Annual Monthly Average: 3.1 mg/L Max. Monthly Average: 5.3 mg/L	0/12
Total Suspended Solids (TSS – mg/L)	10.0 mg/L Monthly Average	Annual Monthly Average: 4.3 mg/L Max. Monthly Average: 6.00 mg/L	0/12
Unionized Ammonia	0.1 mg/L Monthly Average 0.2 mg/L Single Sample Result	Annual Monthly Average: < 0.0005 mg/L Max. Monthly Average: 0.001 mg/L Maximum Single Sample: 0.010 mg/L	0/12 0/52
Total Phosphorous (TP - mg/L)	0.2 mg/L Monthly Average	Annual Monthly Average: 0.09 mg/L Max. Monthly Average: 0.12 mg/L	0/12
E-Coli (Geometric Mean Density in CFU/100 mL)	200 CFU per 100 mL	Annual Monthly Average: 9.6 per 100 mL Maximum Monthly GMD: 21 CFU / 100 mL	0/12
pH	6.0 - 9.5 Inclusive Single Sample Result	Min. – Max.: 6.62-8.00	0/365
Dissolved Oxygen	Minimum 4.0 mg/L Single Sample Result	Min. – Max.: 5.91-11.93mg/L	0/353

Table 1.1: Effluent Water Quality Parameters - Design Loading vs. Results

Final Effluent Loading Limits			
Final Effluent Parameter	Limit (maximum unless otherwise indicated)	Monthly Average of Effluent Loading Concentration	# of Exceedances
CBOD ₅	306 kg/d	57.9 kg/d	0/12
Total Suspended Solids	306 kg/d	81.2 kg/d	0/12
Total Phosphorus	6.1 kg/d	1.75 kg/d	0/12
Un-ionized Ammonia	3.06 kg/d	0.108 kg/d	0/12

Table 1.2: Effluent Water Quality Parameters - Design Objectives vs. Results

Effluent Quality Parameter	Environmental Compliance Approval Concentration Objectives	Average Annual Concentration Results	# of Exceedances
Carbonaceous Biochemical Oxygen Demand (CBOD ₅ - mg/L)	5.0 mg/L monthly average	Annual Monthly Average: 3.1 mg/L Max. Monthly Average: 5.3 mg/L	0/12
Total Suspended Solids (TSS – mg/L)	5.0 mg/L monthly average	Annual Monthly Average: 4.3 mg/L Max. Monthly Average: 6.00 mg/L	0/12
Un-Ionized Ammonia	0.08 mg/L monthly average	Annual Monthly Average: < 0.0005 mg/L Max. Monthly Average: 0.001 mg/L Maximum Single Sample: 0.010 mg/L	0/12
Total Phosphorous (TP - mg/L)	0.1 mg/L monthly average	Annual Monthly Average: 0.09 mg/L Max. Monthly Average: 0.12 mg/L	0/12
<i>E-Coli</i> (Geometric Mean Density in CFU per 100 ml)	150 CFU/100 mL monthly average	Annual Monthly Average: 9.6 per 100 mL Maximum Monthly GMD: 21 CFU / 100 mL	0/12
pH	6.5 - 8.5 inclusive	Min. – Max.: 6.62-8.00	0/365
Dissolved Oxygen	5.0 mg/L	Min. – Max.: 5.91-11.93mg/L	0/353

Plant Overflow & Bypasses Well-Managed

Ten (10) Primary Treated Overflow events and Two (2) Tertiary Bypass events occurred at the Stratford WPCP during the 2019 calendar year. The overflow events occurred on February 4th to 6th, March 15th to 16th, March 30th to April 2nd, April 19th to 22nd, April 26th to April 27th, May 1st to May 4th, May 25th to 26th, August 19th, September 11th to 12th, October 31st, 2019. All the overflow events were the result of heavy area precipitation or snow melt. The bypassing events occurred on May 3rd, December 9th to 10th, 2019. Details of the events are below.

Overflow Events

1) Overflow Event February 4-6, 2019

A Stratford WPCP Primary Treated Overflow occurred February 4-6, 2019; the overflow started at 21:05 February 4th and ended at 22:45 February 6th, 2019. The process overflowed for 49 hours and 40 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 126,354 m³ overflowed and discharged to the Avon River. The overflow was the result of snow melt and precipitation (14.8mm of rain). This Stratford WPCP overflow did not negatively affect the receiving river.

2) Overflow Event March 15-16, 2019

A Stratford WPCP Primary Treated Overflow occurred March 15-16, 2019. The overflow started at 00:40 on March 15th and ended at 21:00 on March 16, 2019, The process overflowed for 44 hours & 40 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 49,140 m³ overflowed and discharged to the Avon River. The overflow was the result of snow melt and precipitation (10 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

3) Overflow Event March 30-April 2, 2019

A Stratford WPCP Primary Treated Overflow March 30-April 2, 2019. The overflow started at 11:30 March 30th and ended at 8:00 on April 2nd, 2019. The process overflowed for 68 hours and 30 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 80,915 m³ overflowed and discharged to the Avon River. The overflow was the result of heavy precipitation (33 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

4) Overflow Event April 19 –22, 2019

A Stratford WPCP Primary Treated Overflow occurred April 19th to 22nd, 2019. The overflow started at 12:30 April 19th and ended at 7:00 on April 22nd, 2019. The process overflowed for 66 hours and 30 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 56,893 m³ overflowed and discharged to the Avon River. The overflow was the result of heavy precipitation (37.8 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

5) Overflow Event April 26-27, 2019

A Stratford WPCP Primary Treated Overflow occurred April 26th-27th, 2019. The overflow started at 10:00 on April 26th and ended at 22:00 on April 27th, 2019. The process overflowed for 36 hours. The overflow occurred at the wet weather equalization tank. A total volume of 21,639 m³ overflowed and discharged to

the Avon River. The overflow was the result of heavy precipitation (29 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

6) Overflow Event May 1-4, 2019

A Stratford WPCP Primary Treated Overflow occurred on May 1st-4th, 2019. The overflow started at 20:45 on May 1st and ended at 11:00 on May 4th, 2019. The process overflowed for 62 hours and 15 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 21,775m³ overflowed and discharged to the Avon River. The overflow was the result of precipitation (14.4 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

7) Overflow Event May 25-26, 2019

A Stratford WPCP Primary Treated Overflow occurred on May 25th- 26th, 2019. The overflow started at 13:10 on May 25th and ended at 13:30 on May 26th, 2019. The process overflowed 24 hours and 20 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 13864 m³ overflowed and discharged to the Avon River. The overflow was the result of heavy precipitation (30 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

8) Overflow Event August 19, 2019

A Stratford WPCP Primary Treated Overflow occurred on August 19th, 2019. The overflow started at 1:30 and ended at 9:15 on August 19th, 2019. The process overflowed for 7 hours and 45 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 3,398 m³ overflowed and discharged to the Avon River. The overflow was the result of heavy precipitation (60.6 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

9) Overflow Event September 11-12, 2019

A Stratford WPCP Primary Treated Overflow occurred on September 11th- 12th, 2019. The overflow started at 23:00 on September 11th and ended at 1:30 on September 12th, 2019. The process overflowed for 2 hours and 30 minutes. The overflow occurred at the wet weather equalization tank. A total volume of 2,274 m³ overflowed and discharged to the Avon River. The overflow was the result of heavy precipitation (45.5 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

10) Overflow Event October 31-November 2, 2019

A Stratford WPCP Primary Treated Overflow occurred on October 31st- November 2nd, 2019. The overflow started at 12:30 on October 31st and ended at 20:30 on November 2nd, 2019. The process overflowed for 56 hours. The overflow occurred at the wet weather equalization tank. A total volume of 63,010 m³ overflowed and discharged into the Avon River. The overflow was the result of heavy precipitation (33.5 mm of rain) in the area at this time. This Stratford WPCP overflow did not negatively affect the receiving river.

Bypass Events

1) Bypass Event May 3, 2019

A Stratford WPCP bypass occurred 2:45 until 10:15 on May 3rd, 2019. The process sand filters were bypassed. This tertiary bypass was the result of a surge in flows from heavy precipitation (10.4 mm of rain). The tertiary bypass flow was directed through the UV system for disinfection. This bypass event lasted for 7 hours and 30 minutes. A total volume of 8,800m³ of plant flow bypassed the tertiary filters. The bypass did not negatively affect the quality of the final effluent.

2) Bypass Event December 9-10, 2019

A Stratford WPCP bypass occurred at 16:30 on December 9th until December 10th at 9:00. The process sand filters were bypassed. This tertiary bypass was the result of a surge in flows from precipitation (10 mm of rain). The tertiary bypass flow was directed through the UV system for disinfection. This bypass event lasted for 12 hours and 30 minutes. A total volume of 20,100m³ of plant flow bypassed the tertiary filters. The bypass did not negatively affect the quality of the final effluent.

Processes Controlled to Produce Safe Effluent and Reusable Biosolids

Wastewater is collected from the more than 32,000 residents in the City of Stratford as well as industries, commercial establishments and institutions. The wastewater collection system within the City conveys the wastewater using gravity and pumping stations to the Water Pollution Control Plant. OCWA's operators treat and manage the wastewater along the following path:

- Receiving the raw sewage influent into the plant for treatment during regular flow levels. If flows are above the rated plant capacity during heavy precipitation or snow melt events, the extra flow is diverted to the wet weather flow Equalization Tanks. When the rain and/or snow melt subsides, the wastewater is then diverted back into the plant to be treated.
- Screening the raw wastewater influent to remove large objects through Preliminary Treatment.
- Removing grit from the wastewater utilizing a Grit Removal System.
- Settling out of large settleable solids in the primary clarifiers and removing the settled out materials (primary sludge) for further processing through Primary and Secondary Digestion.
- Utilizing an aeration system to supply the oxygen needed by microorganisms to metabolize dissolved and suspended organic matter in the wastewater. This process reduces the Biochemical Oxygen Demand (BOD) and returns excess materials (waste and return activated sludge) as needed to keep the process in balance.
- Final settling of remaining particles and removing the settled materials using a rapid sludge removal process. Some of this sludge is returned back to the front of the aeration process (return activated sludge) while any excess (waste activated sludge) is returned to the Primary Clarifiers for further processing along with the settled sludge in the primary clarifiers.
- Filtering or "polishing" the liquid effluent from the final settling tanks using a dual-media filtration system.

- Irradiation of the final effluent using ultraviolet lighting system.
- Sludge removed from the primary and final settling processes is digested and stabilized to ensure it is safe for eventual application to agricultural land as a soil fertilizer .
- Phosphorus is removed during the treatment process through the addition of ferrous chloride; this chemical is added into the aeration process.

Quality Assurance Part of Day-to-Day Operations

Effluent quality is assured on an ongoing basis by monitoring process parameters, analyzing the relationship between various parameters and examining any changes and trends that may have an impact on effluent quality.

Operators perform a number of daily tests on plant fluids throughout the process; Mixed Liquor samples, a mixture of raw or settled wastewater and activated sludge is a plant process fluid monitored daily. Mixed Liquor sample analysis includes dissolved oxygen content, pH, temperature, 30 minute settled solids and Total Suspended Solids (MLSS) measurements. In house sampling analysis results show the health of the processes that impact on the final effluent produced. Tests to monitor the ferrous chloride dosages and wasting volumes are also completed.

Final Effluent is also analyzed within the Facility Lab to ensure effluent quality is not compromised. In house final effluent testing included analysis of Dissolved Oxygen, pH, temperature, Total Phosphorus and Total Ammonia.

The biosolids processes is continuously monitored. Volatile acid are done monthly and alkalinity tests are completed weekly on primary digester effluent to monitor the health of the digestion process. Total Suspended and Volatile Suspended Solids are measured daily as well.

Data collected from all the sampling analysis provides valuable information for the operator to determine appropriate treatment adjustments required or corrective action needed to meet ECA effluent limits.

MECP Inspections

The last Ministry of Environment Conservation & Parks Inspection was completed on April 16, 2016; all follow up actions were completed as required.

MOL Inspections

On September 12, 2018, Ministry of Labour conducted an inspection of the Stratford Wastewater Treatment Plant, OHS Case ID: 04480MQTS337: 7 items were identified in his report. Follow-up site visits were made on October 10th and November 28th, 2019 from the original Ministry of Labour inspection on September 12, 2018. All items have been complied with.

Summary and Interpretation

A review of all influent data and characteristics shows that there has been a slight increase in the amount of contaminants entering the Water Pollution Control Plant; influent Total Suspended Solids, TKN, and CBOD levels all increased slightly. The Stratford Water Pollution Control Plant Percent Removal of contaminated

has remained relatively constant therefore showing that the treatment processes within the Facility are capable of handling the noted slight increase of contaminates entering the plant.

The average annual Raw Sewage Inlet Flows have remained fairly constant; see Appendix 1. There has been a decrease in Overflow Discharging Volume of almost 8,050 m³. Refer to Appendix 2. Fluctuations over the last 10 years are visible. The overall average increase in the Final Effluent volumes over the past three years, as shown in Appendix 2, suggest that wet weather events are becoming more common and at more extreme levels.

Processed Organic Waste volume has maintained the same level from last year suggesting that the facility aeration process is working very efficiently to breakdown large organic solids and therefore reduce the amount of Waste Activated Sludge being returned to the Primary Clarifiers.

Final Effluent concentrations showed a slight increase in certain parameters and a slight decrease from 0.10 to 0.093 mg/L for Total Phosphorus. Seasonal fluctuations remain very low as consistent monitoring by operation staff reduces sporadic changes in the final effluent quality. Final Effluent Concentration limits & Loadings levels continue to be below the ECA identified Compliance. The 2019 annual average Total Phosphorus value is below the ECA Design Objective value. Monitoring of the phosphorus removal treatment processes and operational adjustments made by operational staff strive to achieve levels below the Design Concentration Monthly Objectives.

The Monitoring Schedule was followed throughout the 2019 calendar year with no significant deviations from the prepared sampling schedule. ECA identified Monthly & Weekly samples collected were sent to an accredited laboratory for analysis; in house lab analysis is performed by competent staff as required. Biosolids sampling was completed on a monthly basis to ensure required analysis is completed before land application ensues. Acute Lethality Testing of the Final Effluent is completed on an annual basis as required.

A facility monitoring schedule was developed to ensure staff continue to meet ECA regulated sample collections and process monitoring as we move forward. Operational staff complete daily on site facility rounds & checks. The combination of a developed monitoring schedule, onsite checks and in house sample analysis provides compliant continual close monitoring of all processes within the Plant and opportunities for process optimization as needed.

All planned and predictive maintenance is completed as required utilizing the Work Management System (Maximo).

There were minimal operating issues encountered during the 2019 calendar year at the Stratford WPCP. Limited operational challenges were the result of the OCWA planned preventative maintenance program utilizing the Work Management System (Maximo) that results in timely completion of maintenance activity and early operator identification of issues.

The City of Stratford has undertaken multiple efforts in their system to reduce the number of Overflow & Bypass Events at the Stratford WPCP. Approximately 200 metres of sanitary pipes were relined in 2019 to inhibit infiltration of groundwater in to the sewage collection system. The 2020 estimated budget for the elimination of overflow/bypass discharges is still undetermined.

SECTION 3: RESPONSIBLE FACILITY MAINTENANCE & STEWARDSHIP

The City of Stratford owns all wastewater facilities used to transport and treat Stratford's wastewater. The Ontario Clean Water Agency is the contracted Operating Authority who operates and maintains the facility that receives and processes the City of Stratford Wastewater.

Facilities under OCWA's Stewardship

Wastewater system facilities and equipment under OCWA's stewardship extend from the influent structure to the final effluent discharge point. The City of Stratford Water Pollution Control Plant (WPCP) is a conventional activated sludge facility which uses anaerobic digestion to stabilize its wastewater solids. The Stratford Water Pollution Control Plant's major components include the following:

- Raw Sewage Pumping Station
- Two (2) Wet Weather Flow Equalization Tanks
- Overflow Chlorination and Dechlorination System
- Preliminary Treatment using two (2) Automatic Bar Screens
- Grit Removal System
- Four (4) Primary Settling Tanks (Clarifiers)
- Four (4) Aeration Tanks equipped with Fine Pore Ceramic Diffusers
- Three (3) Final Settling Tanks (Clarifiers) with rapid sludge removal
- Four (4) Dual-Media Filters
- Ultraviolet Irradiation System
- One (1) Primary Anaerobic Digester and One (1) Secondary Anaerobic Digester
- One (1) Sludge Storage Tank and One (1) storage lagoon
- Two (2) Ferrous Chloride Chemical Storage Tanks equipped with Three (3) Chemical Feed Pumps
- One (1) Standby Diesel Generator

Equipment & systems required to properly operate and maintain the Stratford Water Pollution Control Plant, include:

- Mechanical Systems (e.g. pumps, valves, mixers, screens, augers)
- Electrical systems (e.g. power supplies)
- Instruments (e.g. flowmeters, level and pressure transmitters, etc.)
- Control systems (e.g. Supervisory Control & Data Acquisition Systems (SCADA), Programmable Logic Controllers (PLC))
- Information Technology Systems (e.g. Work Management system (Maximo), process data management system (WISKI)).

The wastewater system also includes 10 sanitary sewage pumping stations and 1 storm-water pumping station. These stations are located throughout the City and operated and maintained by the City of Stratford's Wastewater Department.

Operations and Maintenance Work Prioritized and Scheduled

All operations and maintenance work at the plant is requested, scheduled, completed and documented using OCWA's Work Management System (WMS) called Maximo. Maintenance work to be completed may be identified by a plant operator, mechanic or electrician and is documented using a Work Order. Following approval of a Work order, the Work Order is assigned to required personnel. Planned or preventative work orders can be scheduled and generated automatically by the WMS. Such examples include weekly sample collections, monthly greasing and lubrication of equipment, and annual pump oil changes.

The Work Management System (Maximo) contains an abundance of important data in regards to plant assets and specific maintenance procedures on how to maintain assets. This system helps us identify when an asset reaches the point where it is most cost-effective to perform rehabilitation work or replacement. The WMS can also be utilized to store equipment operations manuals and inspection reports.

The Work Management System (Maximo) identifies risk and impact-based priorities that help us determine the order in which we perform maintenance and operational activities. The prioritization method in the system considers factors such as risk, safety, environmental, customer, operations, financial and urgency. Work order requests are prioritized to ensure that top priority work is being pursued at all times.

The OCWA Work Management System (Maximo) identifies are three types of work orders.

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

The preventive maintenance and corrective maintenance work requests are added to the schedule according to their priority, the workload of staff and the availability of any required outside contractors. The following table shows the number of preventive work orders generated and completed in 2019.

Table 2: Word Orders Completed in 2019

ROUTINE or PREVENTIVE MAINTENANCE WORK ORDERS GENERATED in 2019											
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
23	27	19	26	27	23	20	20	20	31	27	21

OCWA's ongoing investment in our information technology and asset management tools will continue to provide sound monitoring and detailed support for asset protection and for the long-term health of your system.

Equipment Inspection & Instrument Calibration

There were a number of planned calibrations and inspections completed in 2019, including:

- Meters: Influent Flowmeter, Final Effluent Flowmeter, Overflow Flowmeter and Level Transmitters (calibrated by Pierce Services and Solutions Inc.)
- All Hand-Held and Laboratory Equipment (calibrated by Pierce Services and Solutions Inc.)
- Backflow Preventers (inspected by Turner Plumbing and Heating)
- All Lifting Equipment/Devices (inspected by Kone Cranes)
- All personal Lifting Devices (inspected by Hamisco Industrial)
- All Gas Monitoring Equipment (calibrated by Hetek Solutions Inc.)
- Emergency Generator (inspected and serviced by Sommers)
- Fire Extinguishers (inspected by Mobile Fire and Safety)
- In-house meters for pH and dissolved oxygen (calibrated by competent OCWA operators as per manufacturer's instructions)
- Health and Safety (inspections completed monthly by a trained OCWA Health and Safety Representative.

SECTION 4: CAPITAL PROJECTS AND PERFORMANCE IMPROVEMENTS

2019 Annual Capital Repair and Replacement Projects

The following is a summary of capital work undertaken by OCWA at the Stratford WPCP in 2019. This work was performed under OCWA's direction and coordinated in a way to ensure the plant continued to operate at an optimum level during any on-site construction activities. Each project was identified in the rolling 6-year capital improvement plan for the wastewater plant.

OCWA was responsible for identifying, designing and successfully implementing a number of important repairs and replacement projects on behalf of the City in 2019. The table below shows the projects and the benefits they performed for the City.

Table 3: Capital Projects for 2019 managed by OCWA

Capital Project	Maintain Day-To-Day Operations	Reduce Risk	Increase Efficiency	Reduce Cost	Improve Health & Safety
Raw Sludge Pump Rotor and Stator	X	X	X	X	
Davit Arm/ Hoist	X	X	X		X
Raw Sewage Pump #2 VFD Replacement	X	X	X	X	
Service agreements on generator, backflow preventers, fire extinguishers, etc.	X	X	X	X	
Raw Sewage Pump Rebuild (impeller, mechanical seals and	X	X	X	X	

O-rings)					
Filter/UV Building Heating System Upgrade	X	X	X	X	X
Sludge Storage Tank Asphalt Refurbishment	X	X	X		
Chlorine Contact Chamber Isolation Valve	X	X	X		
Aeration Tank #2 Cleanout/ System Maintenance	X	X	X	X	
Upgrade of the SCADA system & Replacement of the Programmable Logic Controllers (PLC) throughout the facility	X	X	X	X	

2019 Improvement Projects

Four improvement projects were delivered in 2019 by OCWA's technical advisory staff as part of Stratford's ongoing commitment to improving the performance of its wastewater facility:

- Plant Aeration # 2 Cleanout
- Installation of new VFD for Raw Sewage #2
- Refurbishment of Raw Sewage Pump #2. This included the mechanical seals, impeller, and O-rings
- Replacement of all five (5) new Programmable Logic Controller

Each project was targeted at reducing the amount of energy and time required to run the facility, reduce the amount of chemicals used to achieve effluent quality targets and reduce the cost of both. The ultimate outcome is to deliver a significant reduction of the City's carbon footprint.

Plant Aeration Blower Upgrade

The OCWA technical advisory team successfully completed the installation of the Stratford WPCP turbo blower on March 20, 2014. The team did an initial engineering study in coordination with City management to determine the size and type of the blowers and estimate the anticipated annual energy reduction (293,000 kWh). The team's recommendations were then validated by a third party.

Significant energy savings and cost reductions have been achieved as a result of the turbo blower and VFD implementation, including:

- In 2014-15, 376,000 kWh of actual energy savings was achieved for a total of \$56,400 in cost savings
- In 2015-16, a reduction of 521,781 kWh of energy savings is anticipated for a total of \$78,267 in cost savings
- In 2016-17, 390,040 kWh of actual energy saving was achieved for a total of \$58,506 in cost savings. Considering the higher flows of 874,177m³ in 2017, the savings are reasonable.
- In the year 2018, actual annual savings have been verified to be 317,206 kWh of energy savings which totals to \$44,409 in cost savings.

- In the year 2019, it assumed that the similar level of avoided energy used and slightly higher energy cost savings were achieved in 2019 based on similar or lower values than 2018.

Comprehensive Performance Evaluation (CPE)

In October 2014, OCWA delivered a Comprehensive Performance Evaluation Report (CPE) to the City. The CPE identified the health of the wastewater system and provided 25 recommendations for improvement in the areas of design, operation, maintenance, and administration. Those recommendations continue to be a source of potential capital projects.

SECTION 5: CLOSE COMMUNITY PARTNERSHIP

OCWA's staff is proud to be able to support the Stratford community through our education and awareness programs such as OCWA's OneWater Program as well as contributing to various important charitable groups. Examples of local outreach include:

- Providing 10-15 tours per year of the Stratford Water Pollution Control Plant for organizations such as elementary and high schools, World Water Day Enthusiasts and employees of the Perth District Health Unit
- Sponsoring local events such as:
 - Santa Clause Parade
 - OCWA's water quench buggy and water bottle filling station was setup at events such as:
 - Movies under the stars (City Hall)
 - Sip and Shop (City Hall)
 - Stratford Blues & Rib Fest (Band shell)
 - Pork Congress----Hog Jog
 - Dragon Boats Races (Avon River)

OCWA Staff in the 2019 Santa Clause Parade



OCWA Staff Working in the lab



- Baseball Tournaments
- Neon Lights 5K run

SECTION 6: RESPONSIVE CUSTOMER SERVICE

OCWA staff are committed to protecting the Stratford community and its environment 24 hours per day, 365 days per year. Our licensed wastewater operators provide this service during regular working hours and on call after hours in case of an emergency. OCWA staff operating the Stratford WPCP have ongoing access to OCWA's unique province-wide Operational Emergency Response

Team and a team of technical and engineering experts who can be on site at a moment's notice.

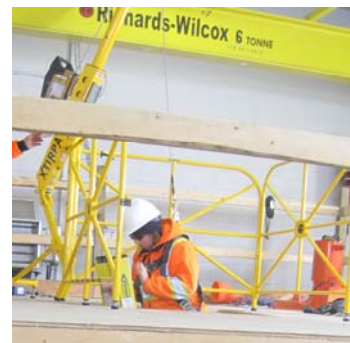
Customer Enquiries

OCWA staff are always available to respond to any questions from City of Stratford representatives. OCWA uses the latest in mobile and integrated technologies to access the necessary information quickly and effectively. OCWA analyzes data and monitors trends to predict situations before they occur so relevant information can be shared with City staff before problems occur.

Essential Services Status Means No Labour Disruption

OCWA's operations staff are covered under an Essential Services Agreement that guarantees the City of Stratford will not experience any labour disruption during our partnership.

OCWA Staff Practicing Working in a Confined Space



SECTION 7: SAFE & HEALTHY WORK ENVIRONMENT

The health and safety of our staff, our contractors and any visitors to the Stratford wastewater facilities is of paramount importance. We are committed to providing a safe and healthy workplace for all employees, regularly promoting awareness and providing training at every level of the organization. Our Occupational Health and Safety Policy set the foundation for the development, implementation and continuous improvement of our Occupational Health and Safety System and related programs. We also provide extensive training on everything from defensive driving to regulatory and facility-specific safety procedures. With health and safety at the core of our culture we make sure all our services are provided professionally and responsibly.

At Stratford we achieved our target of zero lost time incidents in 2019. As well, our local staff each completed their MECP mandatory training included in 50 hours of operations training and 20 hours of specific health, safety and emergency preparedness training.

SECTION 8: OCWA CAPITAL RECOMMENDATIONS FOR 2020

There were a number of operational recommendations made for equipment rehabilitation and replacement required to ensure the plant continues to meet effluent compliance targets at an acceptable level of risk. We continue to consider a number of sources for the determination of capital priorities, including our Work Management System, the Comprehensive Performance Evaluation, the Energy Audit as well as the ongoing discussions with the City to make sure municipal priorities are considered. All projects are captured in an annually updated 6-year capital plan.

With the City's repair and replacement budget was set at \$320,000; the following capital items are recommended for 2020:

1. Refurbishment of Filter #4. Installation of new underdrains and new media.
2. Filter Backwash and Surface Pump Rebuilds.
3. Raw Sludge Pump Grinder Replacement Parts.

4. Raw Sewage Inlet Valve Actuator Replacement.
5. Aeration Tank #3 cleanout and maintenance.
6. Replace O-rings and gaskets on aeration diffusers.
7. Return Activated Sludge Pump Repairs.
8. Complete Rebuild of a Raw Sewage Pump #3
9. Replacement of one Raw Sewage Pump #3 VFD
10. Replace rotor and stator of the Raw Sludge Pump #1.

Additional projects will be completed based on a clear cost-benefit as discussed with and approved by City staff.

SECTION 9: PLANT DESCRIPTION

Summary

The Stratford Water Pollution Control Plant (WPCP) is a conventional activated sludge facility with tertiary treatment. The plant receives raw influent which is subject to pumping, screening, grit removal, and primary settling before it arrives at the aeration process (tanks are equipped with fine pore ceramic diffusers). The liquids are then sent on for final settling with rapid sludge removal, before going through tertiary treatment filtration and ultraviolet irradiation.

In addition, phosphorus is removed during the treatment process by injecting ferrous chloride at a single point in the process. Dual point injection is available if required.

The waste solids are stabilized using a two-stage anaerobic digestion.

Wet weather flow is diverted from the distribution chamber to the wet weather flow equalization tanks and pumped back into the plant for treatment after the wet weather event has ended.

Table 4: Stratford Water Pollution Control Plant

Plant Fact / Category	Description
Facility Type	Conventional activated sludge, sand filtration as tertiary treatment, with UV disinfection. Chlorination and de-chlorination of storm water overflow events.
Design Capacity	30,660 m ³ /day
Receiving Water	Avon River
Environmental Compliance Approval Number (Issued December 13, 2018)	7526-B2UKVJ
Plant Classification	WWT-IV

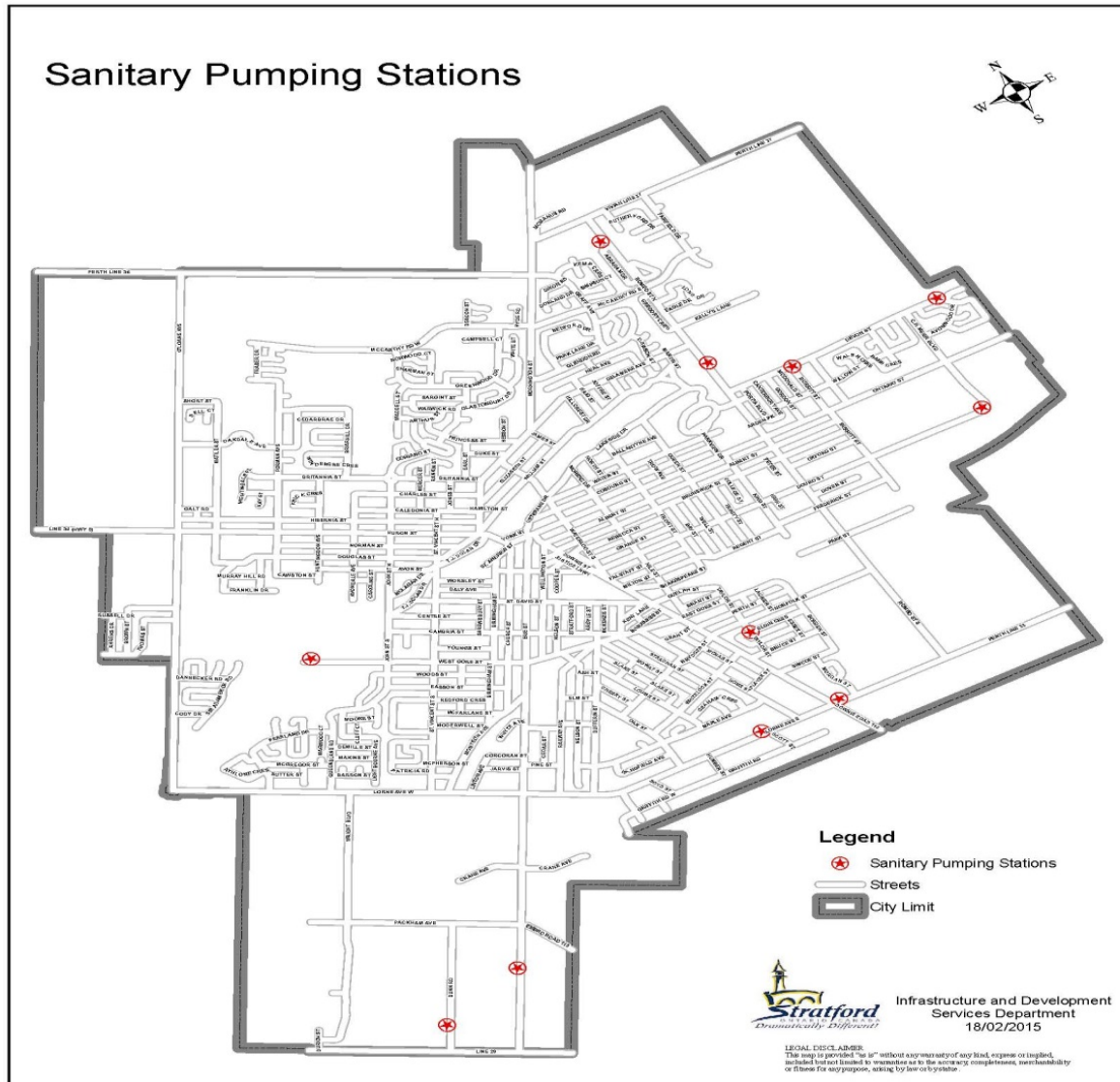
History

Improvements to the treatment facility were completed in 1996, 2004 and 2017. The 1996 improvements included the construction of a new wet weather flow equalization tank, upgraded the sewage pumping facilities, 4 new aeration tanks with fine bubble diffusion, one new secondary clarifier, modifications to the existing 2 secondary clarifiers, new chemical storage and delivery facilities, a new standby diesel engine and a generator capable of supplying 100% standby power for the site, new return sludge and waste sludge systems, metering and UV. The 2004 improvements included the modification to wet weather flow equalization tank number 1 with baffle walls, the construction of wet weather flow equalization tank number 2, the addition of chlorination and de-chlorination facilities and miscellaneous controls, electrical equipment, instrumentation, piping, pumps and appurtenances essentials for the proper operation of the Water Pollution Control Plant. The 2017 the improvements include the primary clarifier upgrades and structural rehabilitation. A new diversion chamber was designed with the addition of 4 new stainless steel rotating sludge collection mechanisms, scum removal system, new bridges, electronic actuators and electrical panels with SCADA control.

Raw Wastewater Collection

The wastewater is collected by gravity and directed to the 10 Pump Stations and 1 Storm water Pumping Station located throughout the City of Stratford (see Fig. 1). The pump stations range from submersible pump operations to dry pit applications. All pumping stations are equipped with 2 pumps ranging in size from 1.5 horsepower to 29.0 horsepower. Six (6) of the pumping stations are equipped with backup emergency generators while the other stations have stand by power hook ups for connecting a mobile emergency generator. The pumps are controlled by a two level control systems, Miltronics Ultrasonic sensor and a float system. All pump stations are operated by the City of Stratford Wastewater Department and are equipped with alarm systems.

Figure 1: Stratford Sanitary Pumping Stations



Raw Wastewater Lift (raw sewage pumping) Station

The raw domestic wastewater is pumped from the pump stations to the raw sewage lift station located inside the gate at the WPCP treatment facility from the Forman/O'Loane and the Erie/Brydges/Worsley trunk sewers. The lift station is equipped with four (4) Archimedean screw, each of the three (3) screw pump having a capacity of 427L/s to handle peak dry weather flows and one (1) screw pump having a capacity of 2,600L/s to handle wet weather flows.



Archimedean Screw Pump

Wet Weather Flow Equalization Tanks and Facility

The storm tank and storm diversion system was commissioned and put into service in 2004. Under the new operation, excess flows are diverted to the two Equalization tanks and then to the chlorination contact tank during high flow events. Once all storage is full, excess flow begins to overflow the chlorination contact tank and the de-chlorinated primary treated effluent is discharged to the river. In these instances, the Equalization Tank acts as a primary clarifier (solids removal), providing primary treatment prior to the discharge to the Avon River.

Another storm tank was constructed beside the original tank on-site with a flushing system. A chemical building was constructed for the pumping of the sodium hypochlorite for the disinfection of the discharge and sodium bisulphite for the de-chlorination.

The two wet weather flow Equalization Tanks each have a capacity of approximately 3000m³, with a sediment flushing system and a 300mm diameter drain pipe connecting to the base of the raw sewage lift station. The overflow from tank 1 enters tank 2 which has baffle walls to provide an additional function for mixing during emergency wet weather overflow prior to discharge to the Avon River. In the event of a discharge to the Avon River, de-chlorination is achieved.

The overflow chlorination and de-chlorination facility consists of: chlorination and de-chlorination process equipment, controls and sampling equipment. The chlorination system for disinfection of emergency wet weather overflow includes two (2) 15,000 L capacity sodium hypochlorite storage tanks and four (4) 13.4 L/minute capacity metering pumps (one standby), chemical feed lines to the primary dosing point at the inlet chamber of the wet weather flow equalization tank # 1, equipped with an in-line mixer and a backup dosing point at the equalization tanks distribution chamber. The de-chlorination system for the emergency wet weather overflow includes one (1) 3,000 L capacity sodium bisulphite storage tank and two (2) 4.0 L/minute capacity metering pumps (one standby), chemical feed lines to the primary dosing point at the discharge channel of the wet weather flow equalization tank # 2, equipped with an in-line mixer and a backup dosing point at the bypass channel of the wet weather flow equalization tank # 2.

A SCADA system monitors all the flows entering the storm tanks and adjusts the chemical dosing rate based on the flow.

*Chlorine Contact Chamber**Equalization Tank*

Influent Works

The flow from the raw water lift station flows through the distribution chamber and into the screening building. The building consists of two (2) mechanical bar screens rated at a hydraulic peak flow of 450L/s, a dewatering screw auger to remove screenings, a grit handling facility and a metering chamber. The screening and the grit are removed and sent to the City of Stratford Landfill.

*Automatic bar screens**Grit removal system*

Primary Clarification

The flow from the inlet works enters the distribution chamber with waste activated sludge being added to the stream for co-settling through 2 of 4 primary clarifiers under normal flow conditions, each clarifier with a capacity of 1,500m³. The primary treatment system consists of four (4) circular primary clarifiers, of which two (2) Primary Clarifiers are used as storage tanks during wet weather events. The Primary Clarifiers are designed to remove settled and floating solids from the wastewater stream, utilizing sludge collector mechanisms, and thereby reducing the organic load on the downstream biological treatment process. Settled sludge collects on the bottom of the primary clarifiers and is moved to the central hoppers by a rotating scraper mechanism. Scum and floatables from the surface of the clarifiers are collected by rotating surface skimmers and directed to the scum hoppers. Both the sludge and scum are pumped by two (2) sludge pumps and macerated through in-line grinders to the primary anaerobic digester.

There are two (2) raw sludge pumps rated at 10L/second, two (2) in-line sludge grinders, three (3) primary effluent submersible pumps rated at 210L/second and one (1) dewatering pump rated at 50L/second.



Primary Clarifiers

Biological Treatment (Secondary Treatment)

The main purpose of the secondary treatment system is the removal of solids dissolved in the wastewater and removal of suspended solids that were not removed in the primary treatment. In the aeration process (activated sludge process) bacteria utilize organic matter in the presence of dissolved oxygen for cell growth and reproduction. It is a biological treatment process that requires aerobic conditions and includes:

- **Carbonaceous Oxidation:** Biological conversion of carbonaceous matter in wastewater to cell tissue and various gaseous end products.
- **Nitrification:** Conversion of ammonia nitrogen to nitrites and then to nitrates.

The aeration system consists of four (4) aeration tanks. Each tank is divided into three passes to provide a plug flow aeration pattern. This flow pattern is usually recommended for nitrifying systems. It provides flexibility to vary the air supply within the tanks allowing better oxygen transfer and Dissolved Oxygen (D.O.) control. It also optimizes power usage for aeration and improves sludge settleability. Aeration and mixing is provided by 12 grids of 944 ceramic disc fine pore diffusers per aeration tank, (1st pass 480, 2nd pass 284 and 3rd pass 180).

- **Air Supply System:** consists of one (1) duty...APG Neuros 350HP Turbo Blower and two (2) standby Hoffman 200HP centrifugal blowers that deliver compressed air to the aeration tanks and the diffuser air system.

- Secondary Clarification:** There are three (3) circular Final Clarifiers. Mixed Liquor enters the final clarifier influent distribution chamber and is distributed evenly to the three tanks. The symmetrical shape of the chamber and positioning of the weirs ensure an equal split of the flow to each clarifier. Mixed Liquor enters each of the final clarifier via a feed pipe located at the base of the clarifier. The feed pipe discharges within a circular feed well which acts as a baffle to deflect the incoming flow downwards and reduces short circuiting.

The final clarifier mechanism in each tank is classified as a rapid sludge removal type. The settled sludge is continuously removed from the tank bottom by pipes which are supported on two rotating trusses. Mechanical rake arms on the bottom of the trusses scrape the settled sludge towards the opening in the suction pipes. The eight (8) suction pipes of each clarifier enter the sludge return box from below. A valve on each suction pipe is used to control the sludge flow rate into the box from each withdrawal pipe.

The settled sludge from the final clarifiers is identified as **Return Activated Sludge**. It is either returned to the main RAS header and further to the inlet chamber upstream of the aeration tanks or **Waste Activated Sludge** which is pumped to the discharge point in the primary settling tank inlet chamber. The Waste Activated Sludge then settles within the primary clarifiers and is pumped to the digesters.



Aeration System



Air Supply



Final Clarifiers



Effluent Filtration

In normal operation, secondary effluent is lifted by the Archimedean screws and flow into the filter box through the filter inlet gate. The effluent filtration system is rated at 30,660m³ per day, and consists of four (4) rapid filters provided with two (2) sub-surface agitators on each filter. The filters are designed to remove solids in the effluent discharged from the secondary clarifiers. In removal of the solids, some of the remaining BOD and phosphorus are also reduced. The solids accumulated in the filter are removed when the filters are backwashed and the backwash wastewater is pumped to the primary clarifier inlet channel. In the process of pumping to the primary clarifier inlet chamber, many of the solids removed by filtration are removed in the second routing through the plant by physical, chemical or biological flocculation and resultant sedimentation. As a result, finely divided solids do not accumulate in the plant.

The four (4) filters are housed in rectangular concrete boxes arranged side by side. In the concrete boxes are longitudinal trenches with pipe connections that provide outlets for filtered effluent and also is the supply source for the backwash pump. The trenches are bridged by vitrified clay filter blocks that cover the floors of the filter boxes. On the filter blocks, three (3) layers of media are placed. Layer one consists of 310 mm of graded support gravel varying in size from 19 mm on the bottom to 2.5 mm on the top. Layer two is 350 mm of filter sand and layer three is 460 mm layer of anthracite. There are two rotating sub-surface agitators in each filter box. Each agitator arm is provided with 38 nozzles and is designed to mix the expanded media during the backwash operation in order to effectively scour the media and remove all accumulated solids. Water with at least 485 kPa is used to rotate the sub-surface agitator during the backwash operation.

The effluent passes down through the filter media and is collected in the clear well beneath the filters and flows into the UV disinfection building channel. The rate of flow through the filters can be controlled for each filter by the filter rate control valve or by the filter inlet gate. Once passed through the filter, the effluent flows via channel to the final effluent disinfection process.



Filter control room



Filter room



Filter model



Interior of a filter

Final Effluent Disinfection

The effluent is directed to the open channel ultra-violet (UV) disinfection system before being finally discharged to the Avon River.

Filtered effluent flows to the UV channel where it is disinfected by the UV light. The UV system consists of two banks each comprised of 21 modules with 8 lamps per rack, totaling 168 lamps per bank placed in series within one disinfection channel. In addition, one stand-by unit is stored in the UV system cleaning basin in case there is failure with the active UV banks.



Ultraviolet Disinfection

Sludge Management System

The sludge stabilization system is a two-stage digestion process. The primary digester has a fixed cover and the secondary digester has a floating gas-holding cover. The system has been designed so that either unit can function as a primary digester if necessary.

These are essentially four key elements to the anaerobic digestion system:

- Sludge feed and supernatant withdrawal
- Sludge recirculation and heating
- Gas system and digester mixing
- Sludge withdrawal

Primary sludge is pumped from the primary settling tanks to the primary digester. The primary digester is maintained at a constant level. When sludge is pumped into the digester, excess sludge overflows into the primary tank supernatant overflow box. The lowest pipe in the overflow box connects to the transfer line that leads to the secondary digester. The second highest pipe connects to the supernatant return line to the inlet works (acts as an emergency overflow). The third pipe in the box is the feed line for the box from the primary digester.

The primary digester is gas mixed. The gas compressor located in the gas pump room continuously moves gas through the diffusers located in the bottom cone of the tank. This induces a rolling motion in the digester that provides complete mixing in the unit. Sludge is heated by pumping it through the heat exchanger and back to the primary digester. The sludge recirculation pump operates continuously in duty/standby mode. Hot water is fed to the heat exchanger to heat the primary sludge and is turned on and off automatically.

Once sludge is transferred to the secondary digester, it settles and thickens in the tank. Methane gas that is produced is stored in the gas holder cover. Methane gas is used as fuel to run the boiler system which supplies heat to the heat exchanger which in turn keeps the anaerobic digester at a certain temperature. Any of the methane gas that is not used will burn off into the atmosphere through the waste gas burner. Supernatant from the tank overflows in the secondary overflow box and is returned (by gravity) to the primary clarifier influent channel. Sludge can be sampled at various levels inside the digester by opening the appropriate valves in the sampling sink room.

Sludge is withdrawn from the bottom of the secondary digester and transferred to the sludge storage holding tank or sludge storage bed. Sludge is then withdrawn from the holding tank/bed and transferred to the truck loading bay by the transfer pumps. All sludge is removed and applied to agricultural land as per the NASM Guidelines.



2 Stage Anaerobic Digestion (Primary on the left and Secondary on the right, boiler room in the middle)



Sludge storage tank

Standby Power

The WPCP has an automatic standby generator which will operate the plant when there is a power failure. This allows for continuous running of the plant when power outages occur.



Emergency standby power

SECTION 10: FLOW AND WATER QUALITY DATA

Flow and water quality data at the Stratford WPCP is monitored as per Amended Environmental Compliance Approval #7526-B2UKVJ requirements. Detailed monitoring data is supplied in **Appendix 4**.

Raw Wastewater Flow & Discharge Data

The table below summarizes the flow data for 2019.

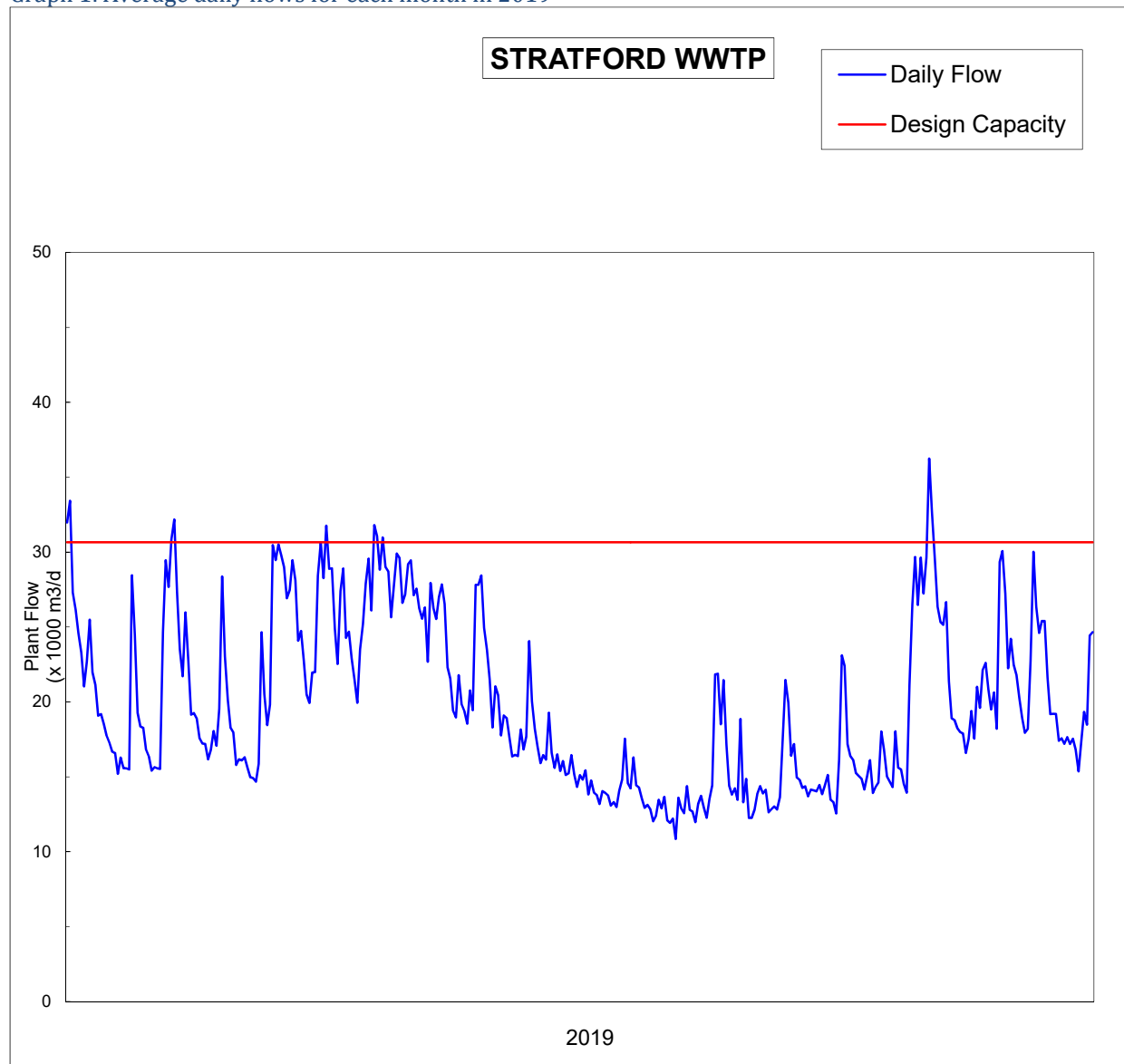
Table 5: Stratford Water Pollution Control Plant Flows 2019

Flow Parameter	Value
Total Annual Wastewater Flow Treated (m ³)	7,228,820
Average Daily Raw Wastewater Flow (m ³ /d)	19,795
Average Daily Raw Wastewater Flow / Design Capacity (%)	64.56
Maximum Daily Raw Wastewater Flow (m ³)	36,240
Instances Flow Exceeded Design Capacity (#)	10
Instances ECA limits were exceeded (#)	0

The graph below shows the average daily flows during each month in 2019. There were 10 instances where the design flow of 30,660 was exceeded, these occurred throughout the year. Despite the higher flows, the

plant was able to produce quality effluent without limit exceedances during these months as per ECA # 7526-B2UKVJ

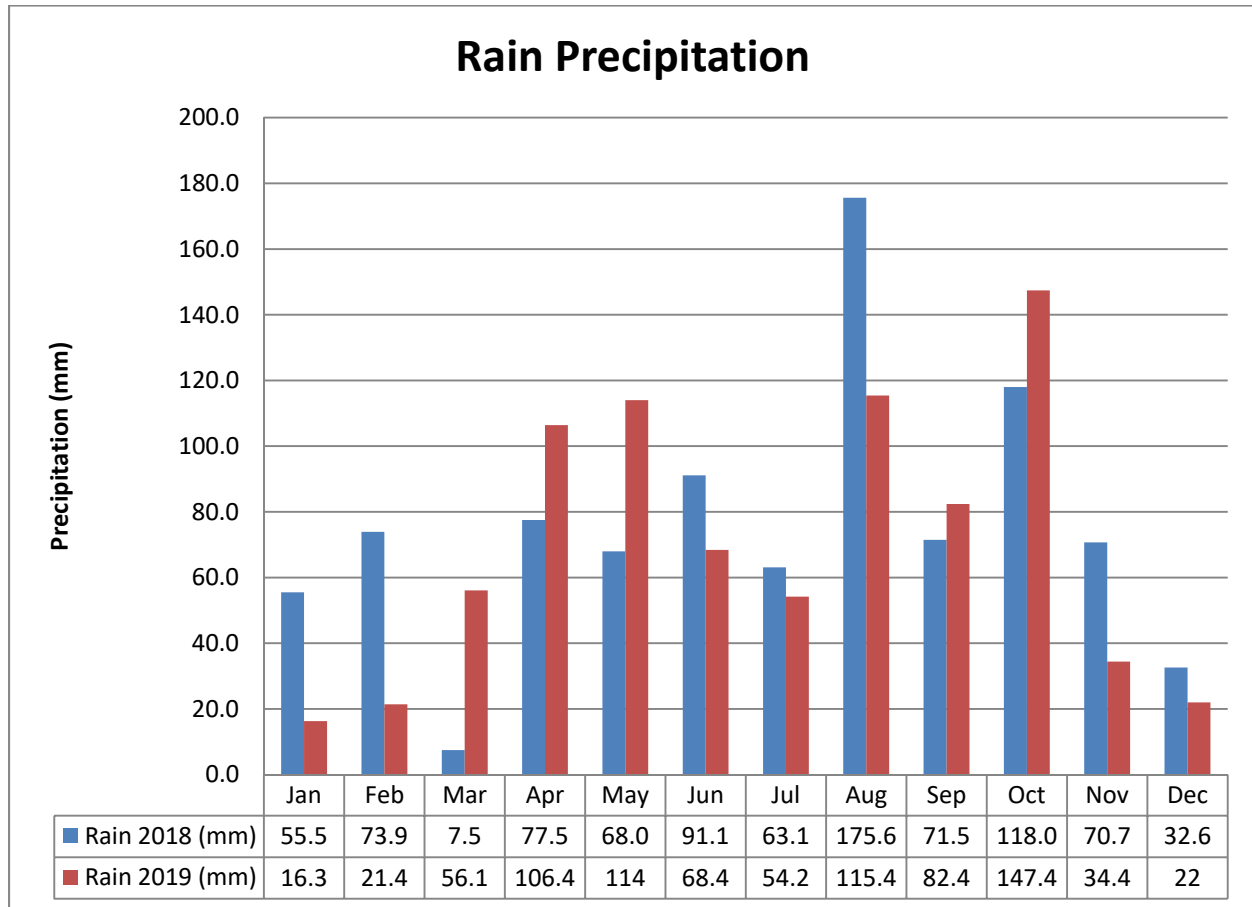
Graph 1: Average daily flows for each month in 2019



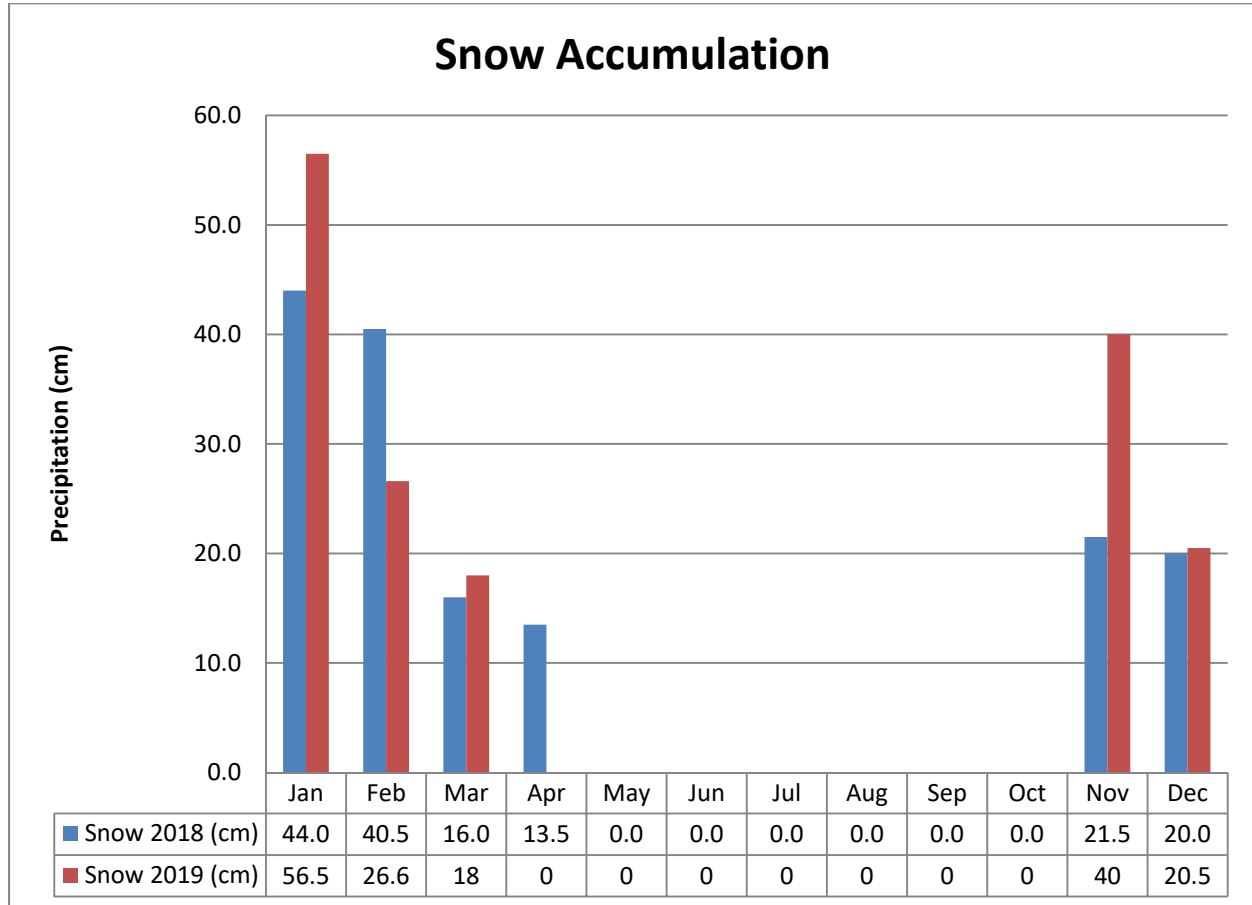
There were 10 Primary Treated Overflow Events totaling over 17.5 days of discharge from the wet weather flow equalization tanks in 2019 due to flows caused by heavy precipitation and or snow melt. All Primary Treated Overflow Effluent received minimum primary treatment and disinfection and were reported to the MECP. A total of 364,173m³ was discharged for a total of 520.3 hours. A summary of plant bypasses from 2008 to 2019 is provided in [Appendix 2](#).

There were 2 Tertiary Bypass events that occurred over 28.9 hours due to surges in flows from heavy precipitation or snow melt. A total volume of 28,900 m³ was bypassed during these events. All bypassing flow was disinfected through the facilities UV system and were reported to the MECP.

Graph 2: 2018-2019 Monthly Totals of Rain Data from the Stratford WPCP Weather Station



Graph 3: 2018-2019 Monthly Accumulation Totals of Snow Data from Stratford WPCP Weather Station



Wastewater Quality

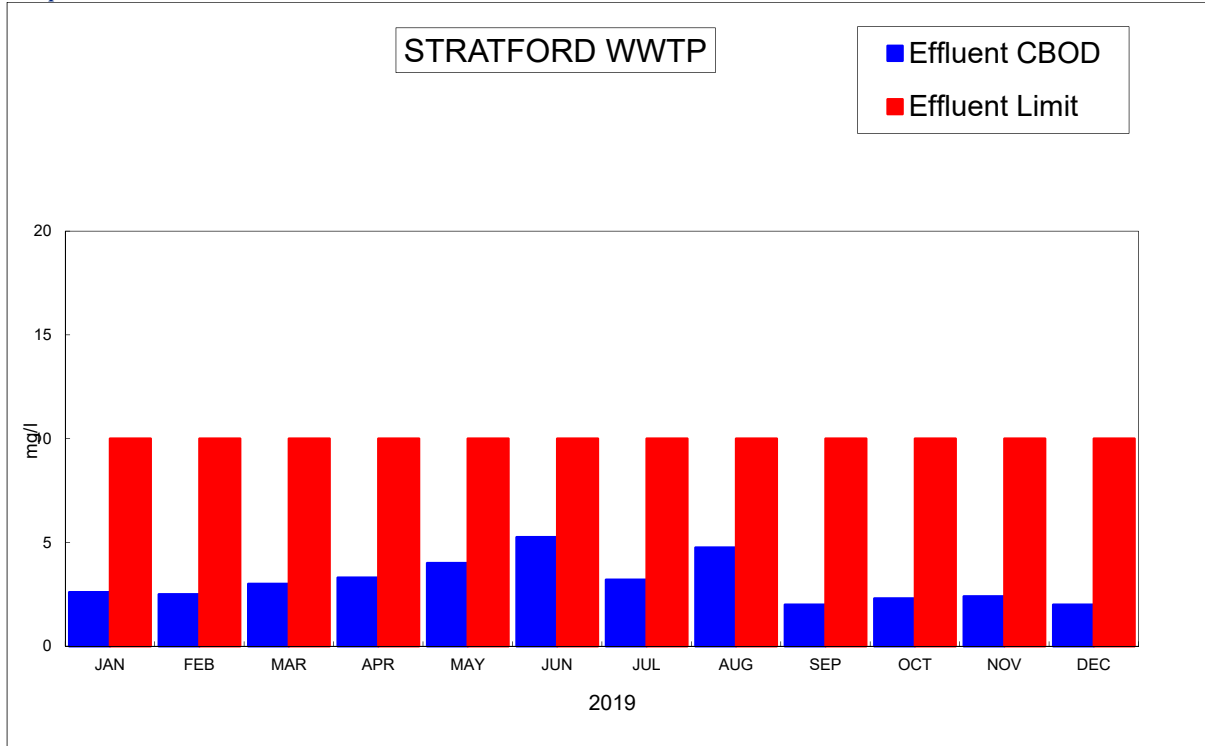
The raw wastewater is analyzed weekly for BOD₅, total suspended solids, Total Kjeldahl Nitrogen and total phosphorus from a 24-hour composite sample.

The final effluent is monitored, sampled and tested weekly for Carbonaceous Biological Oxygen Demand (CBOD)₅, Total Suspended Solids (TSS), Total Phosphorus (TP), Total Kjeldahl Nitrogen (TKN), Nitrate, Nitrite and Total Ammonia Nitrogen (TAN) weekly by composite sample. E-coli, pH, Temperature and Dissolved Oxygen (DO) is monitored weekly by grab sample. Unionized ammonia is calculated weekly. Total Residual Chlorine or Bisulphite Residual is tested daily when in use. Refer to [Appendix 4](#) for more detailed monthly results.

Carbonaceous Biochemical Oxygen Demand (CBOD₅)

The annual average raw sewage CBOD₅ concentration to the plant was 124 mg/L with a maximum concentration of 172.3 mg/L. The annual final effluent CBOD concentration was 3.10 mg/L with a maximum of 5.25 mg/L. Monthly Average CBOD values are shown in the graph below.

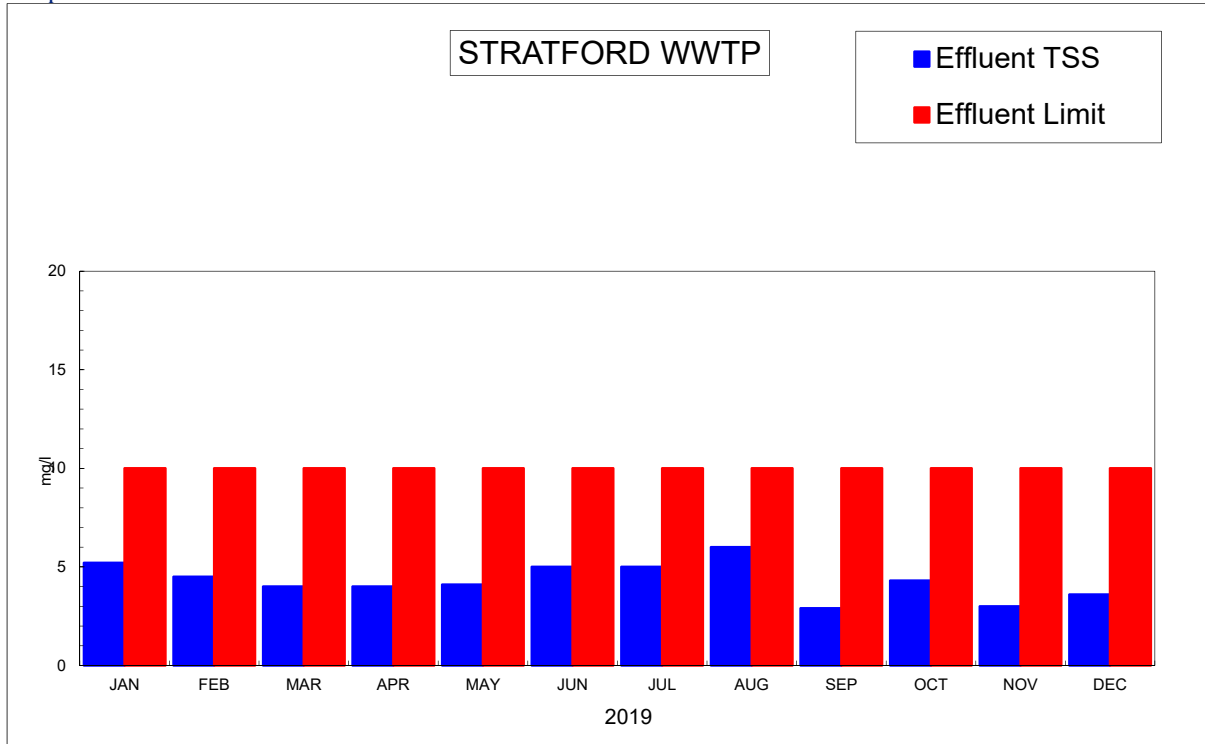
Graph 4: Final Effluent CBOD



Total Suspended Solids (TSS)

The annual average raw sewage total suspended solids (TSS) concentration to the plant was 139 mg/L, with a maximum concentration of 209 mg/L. The annual average final effluent TSS concentration was 4.4 mg/L with a maximum concentration of 6.0 mg/L. Monthly Average TSS values are shown in the graph below.

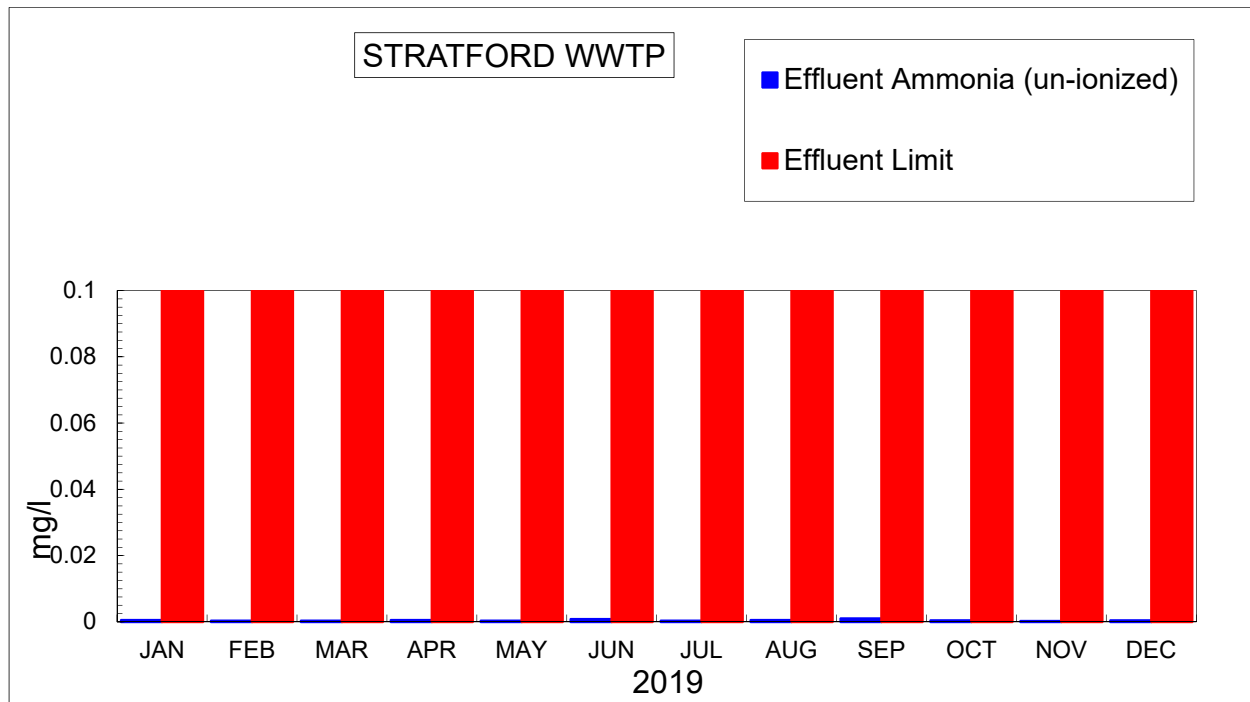
Graph 5: Final Effluent TSS



Total Kjeldahl Nitrogen(TKN) & Un-Ionized Ammonia

The annual average raw sewage Total Kjeldahl Nitrogen (TKN) concentration to the plant was 22.04 mg/L with a maximum concentration of 31.04 mg/L. The annual final effluent TAN (Total Ammonia Nitrogen) concentration was 2.4mg/L with a maximum concentration of 4.8 mg/L. The average annual unionized ammonia concentration of the effluent was 0.005mg/L, with the compliance limit of 0.1 mg/L.

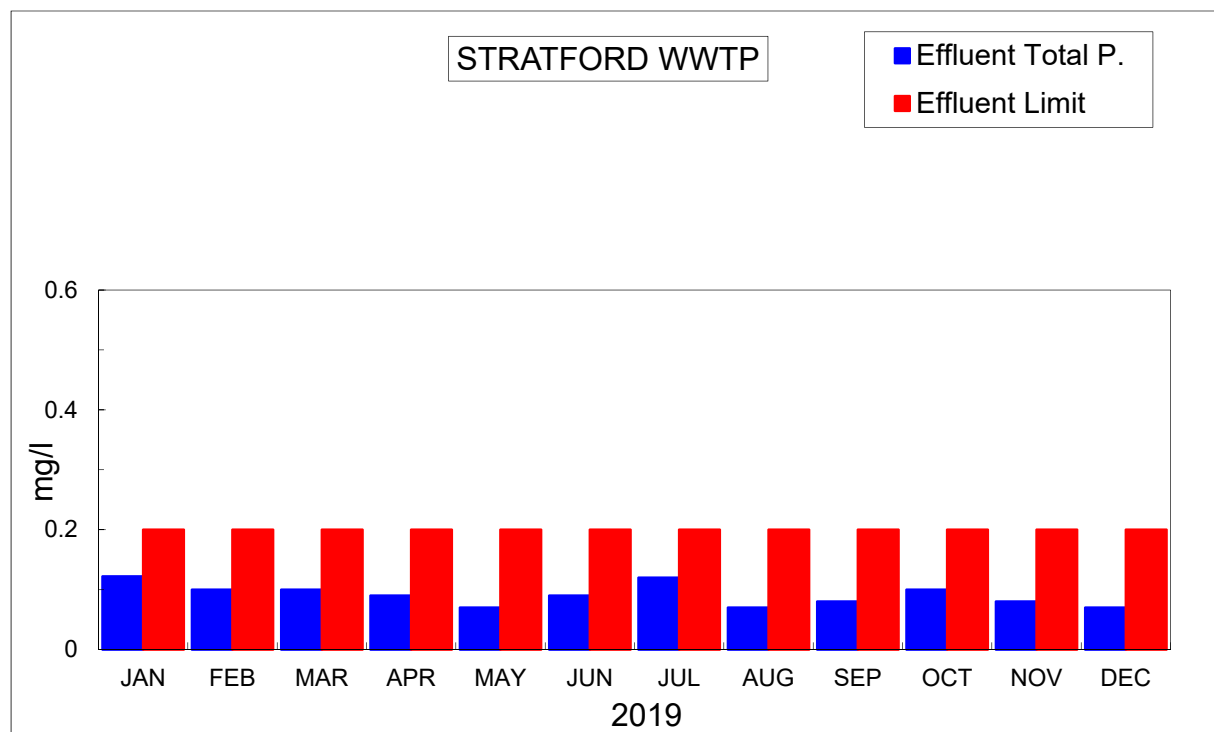
Graph 6: Final Effluent Un-ionized Ammonia



Total Phosphorous

The annual average raw sewage total phosphorus (TP) concentration to the plant was 2.2 mg/L with a maximum concentration of 3.11 mg/L. The annual average final effluent TP concentration was 0.09mg/L with the maximum being 0.12 mg/L. Monthly Average TP values are shown in the graph below.

Graph 7: Final Effluent Total Phosphorus



Biosolids Quality

Biosolids produced at the Stratford WPCP are anaerobically-stabilized and land applied in accordance with the Ontario Guidelines for Sewage Biosolids Utilization on Agricultural Lands. All Biosolids sample analysis was carried out by SGS Lakefield Research Ltd. A summary of the analysis is provided in [Appendix 4](#).

Bartels Environmental Services has been contracted to haul and land apply all Biosolids produced at the WPCP. A total of 16,466 m³ was land applied to numerous sites located within Perth County. Monthly haulage volumes from the treatment plant can be found in the Annual Summary report in [Appendix 4](#). Based on the information, the hauled biosolids volume for 2020 is anticipated to be in the range 17,000 m³.

Biosolids Land Application

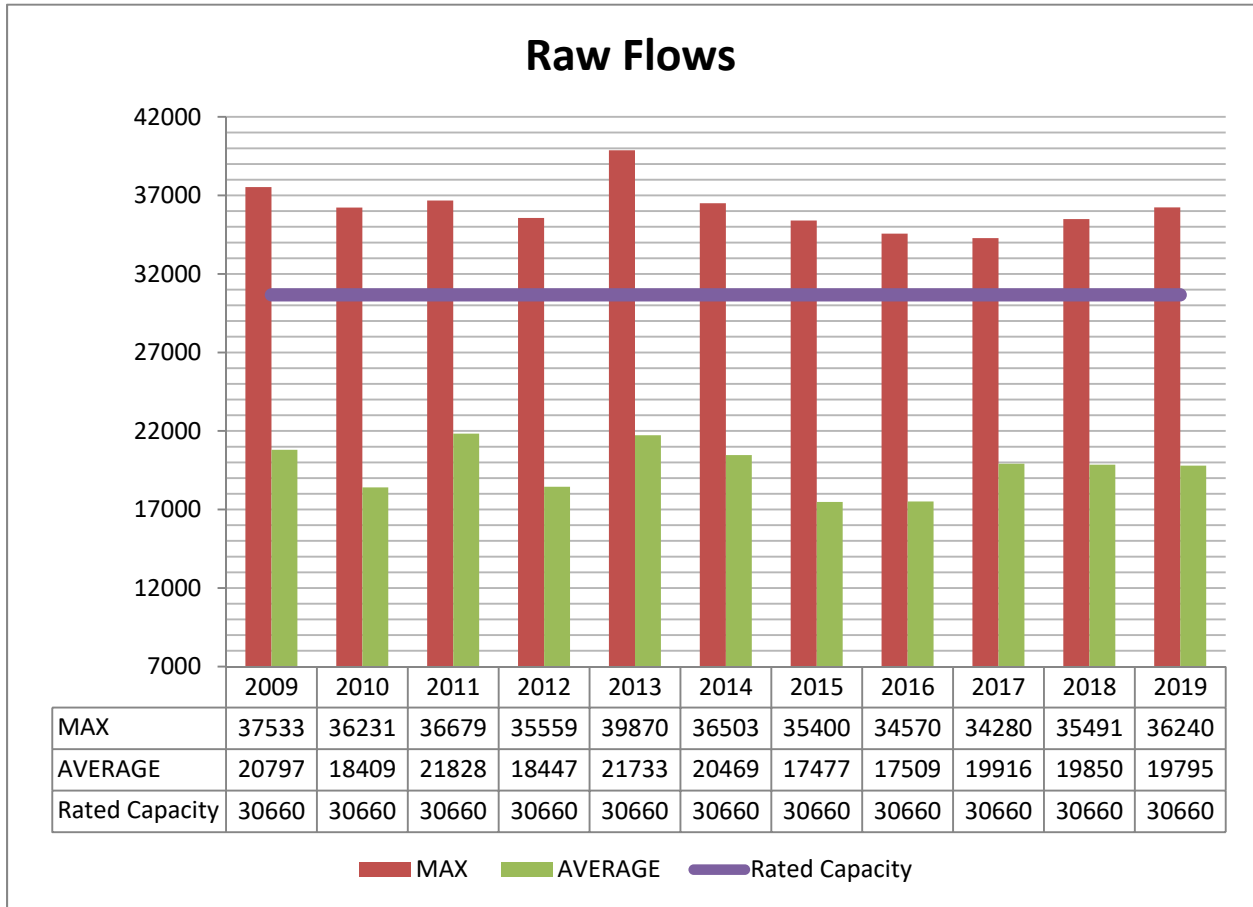
NASAM Plan Site ID	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
23059						3232							3232
22423						670							670
33274								3847					3847
23935								2891		2400	2000		7291
22030											1426		1426
TOTAL													16466m³

Air Quality

There was 1 odour complaint in 2019. The odour complaint was called into the MECP. The MECP contacted OCWA staff to investigate the sewage odour complaint. The General Manager went and made contact with the complainant. After the investigation was completed, it was determined the odour came from a sewage collection system manhole. The City was contacted and asked to flush the manhole. The General Manager went to the location the next day and no odour was noticed. The complainant called the General Manager a week later to thank him on resolving this issue.

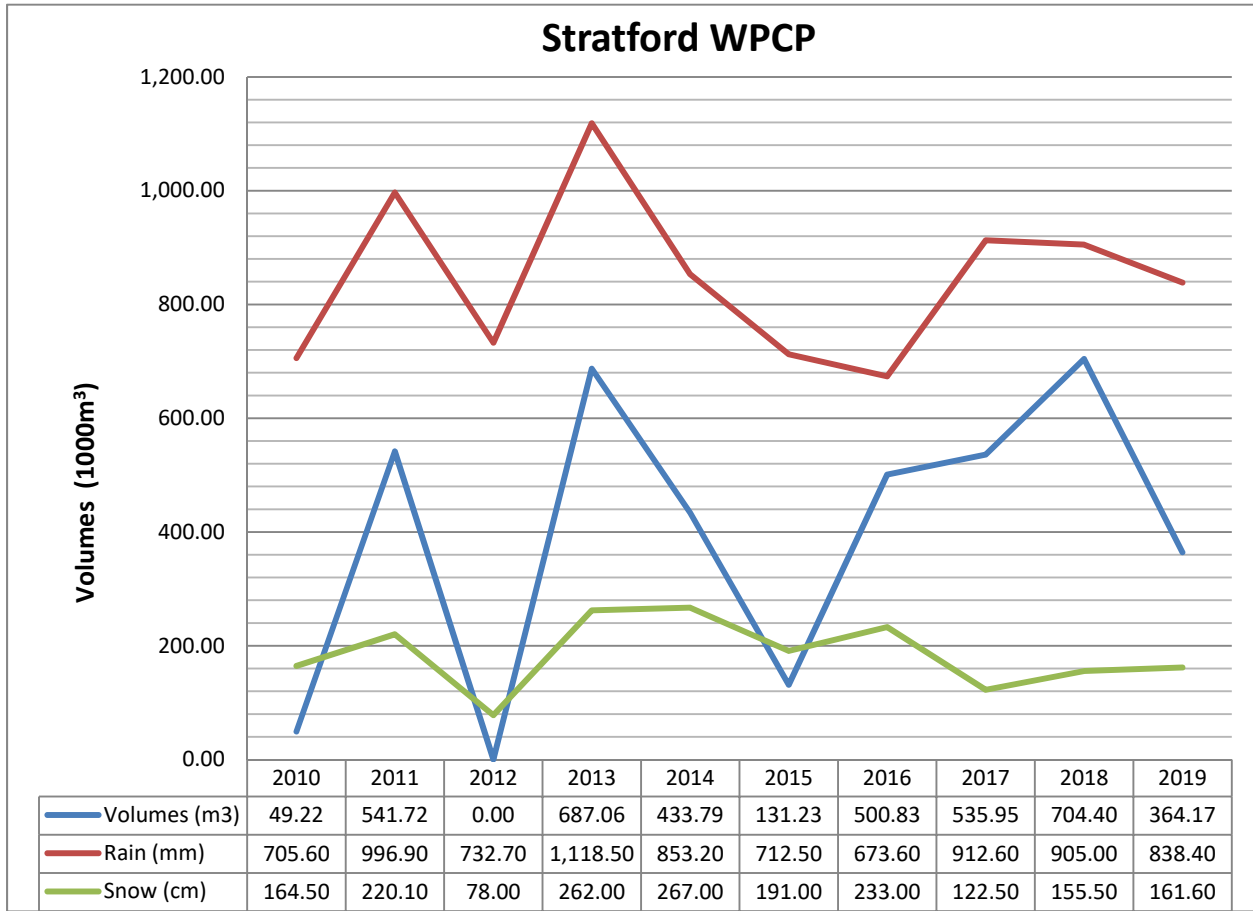
Appendix Cover Page

Appendix 1: Raw Sewage Influent Flows



Raw Water Influent Flows

Appendix 2: 10-Year Plant Bypass/Overflow History



10-Year Bypass/Overflow History

Appendix 3: Plant Performance Data

STRATFORD WASTEWATER TREATMENT PLANT 2019 Treatment Performance Results		
ANNUAL SUMMARY FOR 2019		
PLANT FLOWS		
Total Flow:	7 228 820 m ³	
Average Daily Flow:	19,795 m ³	
RAW SEWAGE QUALITY DATA (ANNUAL AVERAGE – mg/L)		ANNUAL LOADINGS
BOD:	125.0 mg/L	2,467 kg/day
TSS:	131.0 mg/L	2,591 kg/day
TKN:	21.9 mg/L	434 kg/day
Total Phosphorus:	2.2 mg/L	43 kg/day
EFFLUENT QUALITY DATA (ANNUAL AVERAGE – mg/L)		ANNUAL LOADINGS
CBOD:	3.1 mg/L	61.5 kg/day
TSS:	4.3 mg/L	85.1 kg/day
Ammonia:	0.13 mg/L	2.4 kg/day
TKN:	0.82 mg/L	16.3 kg/day
Total Phosphorus:	0.09 mg/L	1.8 kg/day
PERCENT REMOVAL		
CBOD:	97.5%	
TSS:	96.7%	
TKN:	96.2%	
Total Phosphorus:	95.4%	
SLUDGE REMOVED		
Total Volume:	16,466 m ³	
COAGULANT USED		
Ferrous Chloride:	104,420 kg	

Appendix 4: Performance Assessment Report Details

Ontario Clean Water Agency Performance Assessment Report Wastewater/Lagoon																	
Report extracted 03/19/2020 13:31																	
Facility: [5529] STRATFORD WASTEWATER TREATMENT FACILITY																	
Works: [110000702]																	
	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	<--Total-->	<--Avg-->	<--Max-->	<--Criteria-->	
Flows:																	
Raw Flow: Total - Raw Sewage (m³)	639670.00	599620.00	687370.00	817750.00	758400.00	524265.00	433840.00	447805.00	437805.00	547230.00	694250.00	640817.00	722882.00				
Raw Flow: Avg - Raw Sewage (m³/d)	20634.52	21415.00	22173.23	27258.33	24464.52	17475.50	13994.84	14445.32	14593.50	17652.58	23141.67	20671.52		19826.71			
Raw Flow: Max - Raw Sewage (m³/d)	33420.00	32180.00	30510.00	31800.00	29450.00	24060.00	17540.00	21880.00	21460.00	29670.00	36240.00	30020.00			36240.00		
Eff. Flow: Total - Final Effluent (m³)	596565.00	553997.00	645316.00	766824.00	706547.00	475868.00	383897.00	411280.00	503636.26	501580.00	641195.00	770804.00	6957509.26				
Eff. Flow: Avg - Final Effluent (m³/d)	19244.03	19785.61	20816.65	25560.80	22791.84	15862.27	12383.77	13267.10	16787.88	16180.00	21373.17	24864.65		19076.48			
Eff. Flow: Max - Final Effluent (m³/d)	31800.00	30465.00	28990.00	30045.00	27834.00	22450.00	16224.00	20638.00	117159.26	27680.00	34319.00	207587.00			207587.00		
Carbonaceous Biochemical Oxygen Demand: CBOD:																	
Eff: Avg cBOD5 - Final Effluent (mg/L)	< 2.600	< 2.500	< 3.000	3.333	< 4.000	< 5.250	< 3.200	4.750	< 2.000	< 2.250	< 2.400	< 2.000		< 3.107	5.250	10.0	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	6	4	4	5	4	11	4	5	5	61				
Loading: cBOD5 - Final Effluent (kg/d)	< 50.034	< 49.464	< 62.450	85.203	< 91.167	< 83.277	< 39.628	63.019	< 33.576	< 36.405	< 51.296	< 49.729		< 57.937	91.167	306.0	
Biochemical Oxygen Demand: BOD5:																	
Raw: Avg BOD5 - Raw Sewage (mg/L)	94.400	149.750	105.500	76.200	77.500	105.250	142.600	140.750	144.000	172.250	112.500	167.000		123.975	172.250		
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	5	4	4	5	53				
Total Suspended Solids: TSS:																	
Raw: Avg TSS - Raw Sewage (mg/L)	116.000	150.500	164.500	84.600	98.750	117.250	124.200	144.750	148.200	139.000	209.250	167.000		138.667	209.250		
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	5	4	4	5	53				
Eff: Avg TSS - Final Effluent (mg/L)	5.200	4.500	4.000	4.000	4.750	5.000	5.000	6.000	< 2.909	4.250	3.000	3.600		< 4.351	6.000	10.0	
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	6	4	4	5	4	11	4	5	5	61				
Loading: TSS - Final Effluent (kg/d)	100.069	89.035	83.267	102.243	108.261	79.311	61.919	79.603	< 48.837	68.765	64.120	89.513		< 81.245	108.261	306.0	
Percent Removal: TSS - Raw Sewage (mg/L)	95.517	97.010	97.568	95.272	95.190	95.736	95.974	95.855	98.037	96.942	98.566	97.844			98.566		
Total Phosphorus: TP:																	
Raw: Avg TP - Raw Sewage (mg/L)	2.172	2.095	2.010	1.162	1.408	2.473	2.702	2.990	3.110	2.503	1.915	1.838		2.198	3.110		
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	5	4	4	5	53				
Eff: Avg TP - Final Effluent (mg/L)	0.122	0.103	0.105	0.093	0.073	< 0.095	0.122	0.075	0.078	0.103	0.080	0.070		< 0.093	0.122	0.2 - 0.5	
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	6	4	4	5	4	11	4	5	5	61				
Loading: TP - Final Effluent (kg/d)	2.348	2.028	2.186	2.386	1.652	< 1.507	1.511	0.995	1.313	1.658	1.710	1.741		< 1.753	2.386	0.0	
Percent Removal: TP - Raw Sewage (mg/L)	94.383	95.107	94.776	91.968	94.849	96.158	95.485	97.492	97.486	95.904	95.822	96.192			97.492		
Nitrogen Series:																	
Raw: Avg TKN - Raw Sewage (mg/L)	20.380	17.400	15.700	12.760	13.850	22.050	31.040	28.175	30.960	27.275	23.400	21.580		22.048	31.040		
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	5	4	4	5	53				
Eff: Avg TAN - Final Effluent (mg/L)	< 0.100	< 0.125	< 0.100	< 0.133	< 0.100	< 0.100	< 0.180	< 0.125	< 0.291	< 0.100	< 0.100	< 0.120		< 0.131	< 0.291		
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	6	4	4	5	4	11	4	5	5	61				
Loading: TAN - Final Effluent (kg/d)	< 1.924	< 2.473	< 2.082	< 3.408	< 2.279	< 1.586	< 2.229	< 1.658	< 4.884	< 1.618	< 2.137	< 2.984		< 2.439	< 4.884		
Eff: Avg NO3-N - Final Effluent (mg/L)	19.440	18.550	16.900	14.000	15.900	21.400	26.400	26.125	20.403	21.875	17.840	19.180		19.834	26.400		
Eff: # of samples of NO3-N - Final Effluent (mg/L)	5	4	4	6	4	4	5	4	11	4	5	5	61				
Eff: Avg NO2-N - Final Effluent (mg/L)	< 0.172	0.337	< 0.138	0.145	< 0.035	< 0.055	< 0.118	< 0.073	< 0.065	< 0.050	< 0.038	0.066		< 0.108	0.337		
Eff: # of samples of NO2-N - Final Effluent (mg/L)	5	4	4	6	4	4	5	4	11	4	5	5	61				
Disinfection:																	
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	19.926	18.394	21.234	18.200	14.651	4.821	2.297	3.663	2.297	2.378	3.722	4.095		9.640	21.234	200.0	
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	5	4	4	5	4	5	4	4	5	53				

Appendix 5: Glossary of Terms

Term	Acronym	Meaning in Relation to the Operational Compliance Report
Acute Lethality		Indicator of an effluent of a quality level such that it kills more than 50% of rainbow trout subjected to it for a period of a 96-hours
Adverse Water Quality Incident	AWQI	Reportable event that occurs when a regulated parameter (e.g. CBOD ₅) exceeds established targets
Biochemical Oxygen Demand	BOD ₅	Measure of the amount of oxygen needed by aerobic biological organisms in a body of water to break down organic material at a certain temperature over 5 days. Indicator of the level of organic materials present in water.
Bypass		Diversion of sewage around one or more treatment processes, excluding Preliminary Treatment System, within the Sewage Treatment Plant with the diverted sewage flows being returned to the Sewage Treatment Plant treatment train upstream of the Final Effluent sampling point(s) and discharged via the approved effluent disposal facilities
Bypass, Primary	PrBy	Diversion of sewage that has subjected to grit removal and disinfection (but not primary, secondary or tertiary treatment) before being released into the receiving waters
Bypass, Secondary	ScBy	Diversion of sewage that has been subjected to grit removal and primary treatment (settling and primary sludge removal) and disinfection (but not secondary or tertiary treatment) before being released into the receiving waters
Bypass, Tertiary	TeBy	Diversion of sewage that has been subjected to grit removal, primary treatment, secondary treatment (e.g. aeration) and typically nitrogen and phosphorous removal and disinfection (but not tertiary treatment) before being released into the receiving waters
Carbonaceous Biochemical Oxygen Demand	CBOD ₅	Measure of the amount of oxygen needed by aerobic biological organisms in a body of water to break down organic material at a certain temperature over 5 days. Nitrification inhibited during the 5 day testing of unfiltered sample. Indicator of the level of organic materials present in water.

Term	Acronym	Meaning in Relation to the Operational Compliance Report
Certificate of Approval (Environmental Certificates of Approval)	C of A	Legal instrument issued by the MOECC which permits the construction or alteration and operation of certain categories of a water or wastewater system, or parts thereof. For wastewater systems, CofAs are being replaced with Environmental Certificates of Approval (ECAs).
Chlorine Residual		Concentration of chlorine remaining in the chlorinated water at the end of a given contact time that is available to continue to disinfect. Measured as Free Chlorine, Combined Chlorine and Total Chlorine.
Coliform (Total Coliform)	TC	Group of waterborne bacteria consisting of three main groups with common characteristics that are able to grow in the media used in the total coliform (TC) test. This test is used as an indicator of contamination of raw water and treated water. The presence of even one colony forming unit (CFU) of TC in a microbiological sample is an AWQI.
Combined Sewer Overflow	CSO	Discharge to the environment from a sewer system that conveys both sanitary sewage and storm water.
Combined Sewer System		Sewage collection system which conveys sanitary sewage (domestic, commercial and industrial wastewaters) and stormwater runoff through a single-pipe system to a sewage treatment plant. Combined sewer systems which have been partially separated and in which roof leaders and/or foundation drains contribute stormwater inflow to the sewer system conveying sanitary flows are still defined as combined sewer systems in the Ministry Procedure F-5-5, "Determination of Treatment Requirements for Municipal and Private Combined and Partially Separated Sewer Systems".
Composite Sample		Quantity of undiluted effluent collected continually at an equal rate or at a rate proportionate to flow over a designated sampling period.
Computerized Maintenance Management System (also known as Work Management System)	CMMS	See definition of Work Management System below.


Term	Acronym	Meaning in Relation to the Operational Compliance Report
Contact Time	CT	The CT disinfection concept uses the combination of a disinfectant residual concentration (in mg/L) and the effective disinfectant contact time (in minutes), to quantify the capability of a chemical disinfection system to provide effective pathogen inactivation to the required level.
Contaminant		Any solid, liquid, gas, odour, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from human activities that causes or may cause an adverse effect.
Disinfection		Destruction or inactivation of pathogenic and other kinds of microorganisms by physical or chemical means.
Dissolved Oxygen	DO	Molecular (atmospheric) oxygen dissolved in water or wastewater.
Environmental Certificate of Approval	ECA	Legal instrument, issued by the MOECC, which permits the construction or alteration and operation of wastewater systems, or parts thereof.
Escherichia coli	E.coli	Species of bacteria naturally present in the intestines of humans and animals. If animal or human waste containing E. coli contaminates drinking water it may cause gastrointestinal disease in humans. Most types of E. coli are harmless, but some active strains produce harmful toxins and can cause severe illness. The presence of even one colony forming unit (CFU) of EC in a microbiological sample is an AWQI.
Exceedance		Violation of a limit for a contaminant as prescribed by a regulation or legal instrument for a facility (e.g. Certificate of Approval).
Grab Sample		Quantity of undiluted sample collected at any given time.
Safety Data Sheet	SDS	Document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product.
Maximum Allowable Concentration	MAC	Concentration that represents the limit above which an exceedance occurs.

Term	Acronym	Meaning in Relation to the Operational Compliance Report
Micrograms Per Litre (µg/L)	µg/l	Measure of the amount of a compound in a solution in terms of micrograms of the compound per litre of solution. It is equivalent to a part per billion in water.
Milligrams Per Litre (mg/l)	mg/l	Measure of the amount of a compound in a solution in terms of milligrams of the compound per litre of solution; equivalent to a part per million in water.
Mixed Liquor Suspended Solids	MLSS	Suspended solid particles in the mixed liquor of an aeration tank.
Non-Agricultural Source Material	NASM	Materials from non-agricultural sources that can be applied to agricultural land to provide valuable nutrients to soil and crops.
Nitrate (NO ₃)/ Nitrite(NO ₂)		MAC for Nitrate (NO ₃) is 10 mg/L (as nitrogen). The MAC for Nitrite is 1 mg/L (as nitrogen). NO ₃ and NO ₂ combined have a MAC of 10 mg/L. Nitrate is commonly found in source water, especially ground water. Nitrite can be formed in water systems from either ammonia or nitrate.
Overflow		Means a discharge to the environment from the Works at designed location(s) other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the Final Effluent sampling point.
Pathogen		An organism capable of causing illness or death.
pH	pH	pH is a numerical measure of acidity, or hydrogen ion activity used to express acidity or alkalinity. Neutral value is pH 7.0, values below pH 7.0 are acid, and above pH 7.0 are alkaline.
Phosphorus	Phos	Phosphorus is an essential nutrient that contributes to plant productivity. In excessive amounts, this nutrient may contribute to a buildup of nutrients (called eutrophication), which can in turn encourage the overgrowth of weeds, algae, and cyanobacteria (blue-green algae).
Rapid Sludge Removal	RSR	

Term	Acronym	Meaning in Relation to the Operational Compliance Report
Return Activated Sludge	RAS	Settled activated sludge collected in the secondary clarifier and returned to the aeration basin to mix with incoming raw or primary settled wastewater.
Rotating Biological Contactor	RBC	a biological treatment process used in the treatment of wastewater following primary treatment. As a secondary treatment process, a RBC consists of a series of closely spaced, parallel discs mounted on a rotating shaft which is supported just above the surface of the waste water. Microorganisms grow on the surface of the discs where biological degradation of the wastewater pollutants takes place.
Sanitary Sewer Overflow	SSP	a discharge to the environment from a sanitary sewer system.
Sanitary Sewer System		a separate sewer system which conveys sanitary sewage (domestic, commercial and industrial wastewaters), infiltrated groundwater and limited amounts of stormwater where an adjoining separate storm sewer system exists as the primary collection system to receive stormwater flows from catch basins and other sources of stormwater.
Sequencing Batch Reactors	SBR	a type of activated sludge process for the treatment of wastewater. SBR reactors treat wastewater such as sewage or output from anaerobic digesters or mechanical biological treatment facilities in batches. Oxygen is bubbled through the mixture of wastewater and activated sludge to reduce the organic matter (measured as biochemical oxygen demand (BOD) and chemical oxygen demand (COD)). The treated effluent may be suitable for discharge to surface waters or possibly for use on land.
Supervisory Control And Data Acquisition	SCADA	Automated system used by operations staff to monitor and control wastewater equipment and processes to ensure all plant parameters stay within target ranges.
Total Ammonia Nitrogen	TAN	Indicates the content of both un-ionized ammonia (NH ₃) and ionized ammonia (NH ₄ ⁺). NH ₃ is the principal form of toxic ammonia. Toxicity levels are both pH and temperature dependent.
Total Kjeldahl Nitrogen	TKN	Indicates nitrogen content in the form of organic proteins or their decomposition product ammonia, as measured by the Kjeldahl Method.

Term	Acronym	Meaning in Relation to the Operational Compliance Report
Total Suspended Solids	TSS	Particles larger than 2 microns found in water. Anything smaller than 2 microns (average filter size) is considered a dissolved solid. TSS in mg/L can be calculated as: (dry weight of residue and filter - dry weight of filter alone, in grams)/ mL of sample * 1,000,000.
Un-ionized Ammonia	NH ₃	Ammonia is un-ionized, and has the formula NH ₃ . Ammonium is ionized, and has the formula NH ₄ ⁺ . The major factor that determines the proportion of ammonia or ammonium in water is water pH. The activity of ammonia also is influenced by temperature and ionic strength. This is important as the unionized NH ₃ is the form that can be toxic to aquatic organisms. The ionized NH ₄ is basically harmless to aquatic organisms.
Waste Activated Sludge	WAS	The excess growth of microorganisms which must be removed from the process to keep the biological system in balance.
Wastewater System Effluent Regulation	WSER	Federal regulation established under the Fisheries Act that includes mandatory minimum effluent quality standards that can be achieved through secondary wastewater treatment. Requirements for monitoring, record-keeping, reporting and toxicity testing.
Work Management System (also known as Computerized Maintenance Management System)	WMS	<p>Software tool that allows staff to categorize work activities (Work Orders) into 4 types based on nature of work performed. These include corrective, preventive (e.g. weekly PM), capital, and operational. The work orders provide staff with all the information, instructions, and procedures that they need to complete the work.</p> <p>Contains a snapshot of the general overall condition, cost, criticality and life expectancy of equipment and plant assets. OCWA's uses the WMS to manage work, maintain equipment, and manage the assets within their care. Assets are registered within the WMS along with maintenance plans and schedules. As work orders containing this information are generated and closed, data is collected and used for reporting, and supporting modification of the preventive maintenance program.</p>

Appendix 6: 2020 Sampling Calendar

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 1 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

January 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 STAT	2 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	3	4
5	6	7 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	8	9	10	11
12	13	14 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	15	16	17	18
19	20	21 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/> Acute Lethality <input type="checkbox"/>	22	23	24	25
26	27	28 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	29	30	31	

Calculated Unionized Ammonia required weekly.

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility.
At the end of each month hand in the signed calendar to the Team Lead for review & filing; the signed monthly sample calendar will be filed in the sample report binder.

Revision History

Date	Revision #	Reason for Revision
2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 2 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

February 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	5	6	7	8
9	10	11 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	12	13	14	15
16	17 STAT	18 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	19	20	21	22
23	24	25 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	26	27	28	29

Calculated Unionized Ammonia required weekly.

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility.
At the end of each month hand in the signed calendar to the Team Lead for review & filing; the signed monthly sample calendar will be filed in the sample report binder.

Revision History

Date	Revision #	Reason for Revision
2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 3 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

March 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	4	5	6	7
8	9	10 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	11	12	13	14
15	16	17 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	18	19	20	21
22	23	24 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	25	26	27	28
29	30	31 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>				

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2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 4 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

April 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	8	9	10 STAT	11
12	13 STAT	14 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	15	16	17	18
19	20	21 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	22	23	24	25
26	27	28 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	29	30		

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Revision History

Date	Revision #	Reason for Revision
2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 5 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

May 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	6	7	8	9
10	11	12 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	13	14	15	16
17	18 STAT	19 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	20	21	22	23
24	25	26 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	27	28	29	30
31						

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2019-11-30	0	Created 2020 Sample Schedule

 Ontario Clean Water Agency	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 6 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

June 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	3	4	5	6
7	8	9 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	10	11	12	13
14	15	16 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	17	18	19	20
21	22	23 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	24	25	26	27
28	29	30 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>				

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2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 7 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

July 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 STAT	2	3	4
5	6	7 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	8	9	10	11
12	13	14 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	15	16	17	18
19	20	21 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	22	23	24	25
26	27	28 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	29	30	31	

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2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 8 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

August 2019


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 STAT	4 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	5	6	7	8
9	10	11 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	12	13	14	15
16	17	18 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	19	20	21	22
23	24	25 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	26	27	28	29
30	31					

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2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 9 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

September 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	2	3	4	5
6	7 STAT	8 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	9	10	11	12
13	14	15 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	16	17	18	19
20	21	22 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	23	24	25	26
27	28	29 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	30			

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2019-11-30	0	Created 2020 Sample Schedule

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Reviewed by: QEMS Representative		Approved by: Operations Management

October 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	7	8	9	10
11	12 STAT	13 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	14	15	16	17
18	19	20 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	21	22	23	24
25	26	27 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	28	29	30	31

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2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 11 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

November 2020


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	4	5	6	7
8	9	10 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	11 STAT	12	13	14
15	16	17 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	18	19	20	21
22	23	24 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	25	26	27	28
29	30					

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2019-11-30	0	Created 2020 Sample Schedule

	Sample Schedule 2020 Stratford WPCP	Issued: 2019-11-30 Rev.#: 0 Pages: 12 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

December 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Sludge <input type="checkbox"/> Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	2	3	4	5
6	7	8 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	9	10	11	12
13	14	15 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	16	17	18	19
20	21	22 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	23	24	25 STAT	26
27	28 STAT	29 Raw <input type="checkbox"/> F.Eff <input type="checkbox"/>	30	31		

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Revision History

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2019-11-30	0	Created 2020 Sample Schedule



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Eden Grodzinski, Manager of Housing
 Kim McElroy, Director of Social Services
Report#: COU20-062
Attachments: Site Plan for Open House and Guidance on Health and Safety for Community Garden Sector during COVID-19

Title: Community Garden at Britannia

Objective: To update Council on the plans for community gardens at 230 Britannia St. and other community housing properties managed by the City of Stratford.

Background: On April 24, 2017, City Council approved a proposed plan to build 55 new affordable rental housing units on a hectare of City-owned land adjacent to Britannia Street, at the former Fairgrounds property (Report #ITS17-017). The development was to be undertaken in two phases – 35 units in Phase 1, and 20 units in Phase 2. The original schematic for the site dated October 2017 (attached) includes plans for a Community Garden on the north east side of the property, adjacent to the Phase 2 building.

Plans are currently underway for the development of Phase 2. The Housing Division has conditionally secured \$1.1 million through the Ontario Priorities Housing Initiative for this project (Report #SOC19-012). In order to access this funding, a Contribution Agreement will need to be signed no later than December 31, 2020, and the City of Stratford must be able to start construction within 120 days after signing the Contribution Agreement.

The size, design and costs (both capital and operational) of the Community Garden at Britannia are being taken into consideration as part of the Phase 2 development plans. Discussions with The Local re partnerships opportunities are also underway.

Analysis:

Tenant Engagement and Community Building

One of the priorities of the Housing Division is on enhancing customer relations and tenant engagement, and fostering positive social interactions among residents to help build

community. In 2019, the Housing team organized and hosted four tenant barbeques throughout Stratford, St. Marys and Listowel, held numerous coffee (drop-in) hours in the community lounges of various housing buildings, as well as an open house on December 12th to welcome the new tenants of 230 Britannia St. Community partners, such as the local police and fire departments, have been strong partners in these community building initiatives.

Housing staff recognize that Community Gardens are an excellent way for residents to help people learn about nutrition and other issues related to food security, and to stay active while engaging with others in the community. One of our Building Monitors (Perth County) currently maintains a vegetable garden, and at the end of the growing season, the tenants all share in a community meal and the bounty that it generates. It is a highly positive venture.

Plans are underway to conduct a Tenant Engagement Survey in 2020. This survey will target all tenants of the Perth and Stratford Housing Corporation, as well as the residents of 230 Britannia Street. The purpose of the tenant survey is to obtain feedback from tenants, and to explore the demand and interest in community building activities, such as the establishment of Allotment Gardens (a plot of land made available for individual, non-commercial gardening or growing food plants). This survey will provide us the necessary data to determine the number, location, costs and support needs (e.g. seeds, gardening equipment/tools, educational resources and support) of establishing Community Gardens throughout the housing portfolio, as several of the housing properties have vacant greenspaces that may be suitable for this type of activity. Accessibility for Ontarians with Disability Act (AODA) will also need to be considered, which could lend to the support of raised gardens in some areas.

Timing

Plans for an Allotment Garden in partnership with The Local are being taken into consideration as part of the Britannia Phase 2 development work, and are currently underway. It is understood that members of the public are interested in the immediate establishment of a Community Garden at 230 Britannia Street, however it is not recommended that the timeline be pushed forward to this year for the following reasons:

- The garden would be temporary (one season only) as the area would need to be cordoned off and/or cleared for construction of Phase 2.
- There is no water source at the proposed location at this time. The intent was to include this in Phase 2.
- The planting season is already underway.
- Although the Province of Ontario has permitted the opening of Community and Allotment Gardens, there are strict guidelines on their operation during COVID-19.

The Workplace Safety & Preventive Services has released *Guidance on Health and Safety for Community Garden Sector during COVID-19* (attached). A number of controls are recommended for protecting community gardeners from exposure to COVID-19. These include: limiting number of people in garden rows/boxes/areas; assigning staff to ensure people are following physical distancing protocols; providing portable handwashing stations and waste containers; and avoiding the sharing of garden tools/equipment.

Financial Impact: The costs of establishing and maintaining a Community Garden at Britannia will be included in the Phase 2 development plans.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

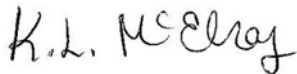
Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT the report "Community Garden at Britannia" (COU20-062) be received as information by Council.



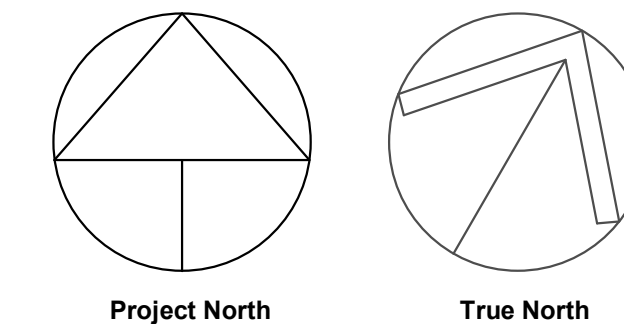
Eden Grodzinski, Manager of Housing



Kim McElroy, Director of Social Services



Joan Thomson, Chief Administrative Officer

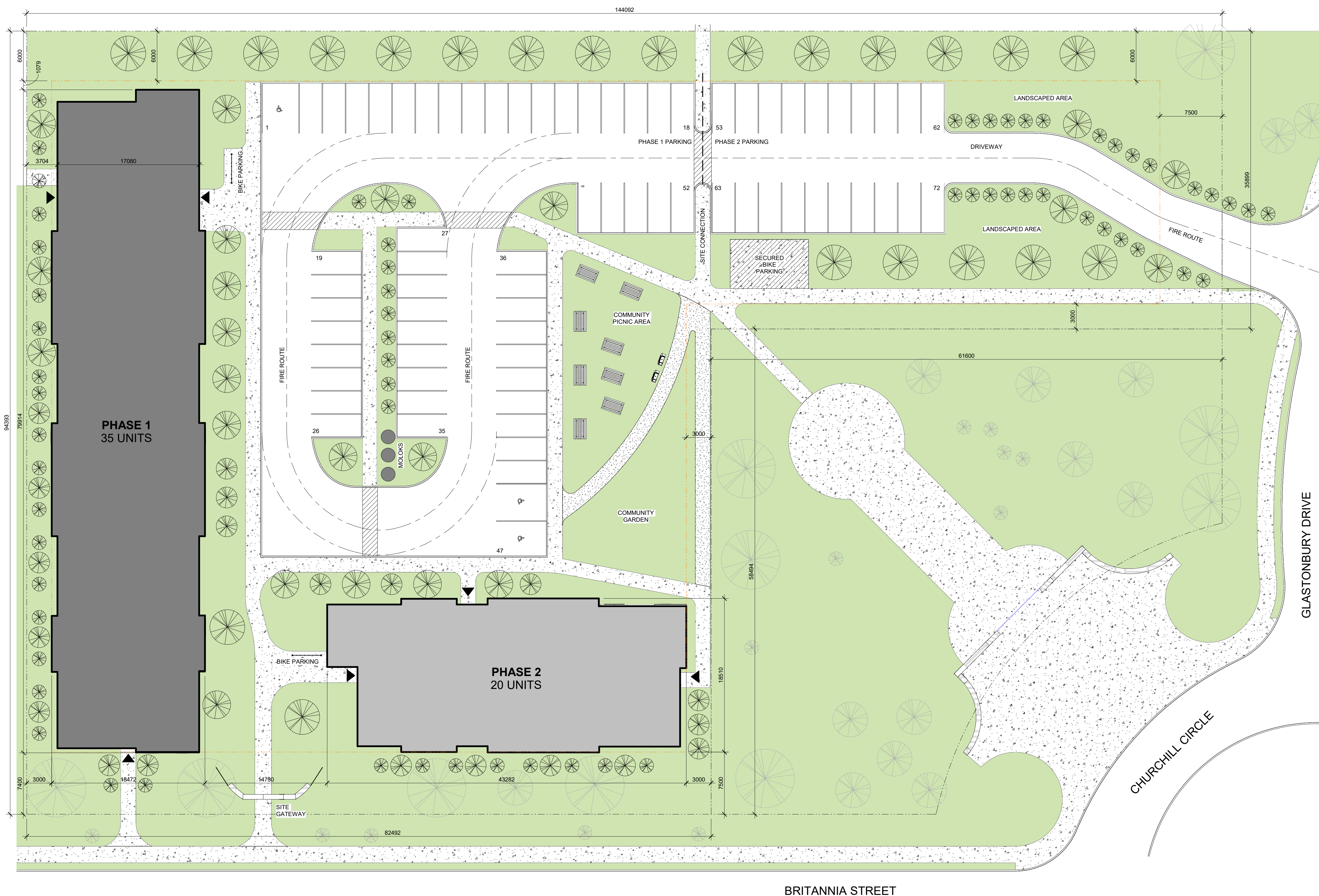


SITE DATA		
DATA	REQUIRED	PROVIDED
ZONING	ZONING - R5	
LOT AREA (m ²)		10,000 (m ²)
FRONT YARD (meters)	7.5 (m)	7.5 (m)
REAR YARD (m)	6.0 (m)	6.0 (m)
INTERIOR SIDE YARD (m)	3.0 (m)	3.0 (m)
EXTERIOR SIDE YARD (m)	7.5 (m)	7.5 (m)

BUILDING DATA		
DATA	PHASE 1	PHASE 2
TOTAL DENSITY (# of units)	35 (units)	20 (units)
BUILDING AREA (m ²)	1,425 (m ²)	745 (m ²)
GROSS FLOOR AREA (m ²)	2,850 (m ²)	1,490 (m ²)
NUMBER OF STOREYS	2	2
BUILDING HEIGHT (m)	6.2 (m)	6.2 (m)

LANDSCAPING DATA		
DATA	REQUIRED	PROVIDED
LANDSCAPE AREA (percentage)	30 (%)	38.8 (%)
LANDSCAPE AREA (m ²)	3,000 (m ²)	3,875 (m ²)

VEHICLE PARKING DATA		
DATA	REQUIRED	PROVIDED
RESIDENTIAL PARKING	1.25 / units	72
BARRIER FREE PARKING	51-75 Stalls = 3	3 (Inc.)
TOTAL	72	72



No.	Date	Revision


 Project No: 18012
 Issue Date: 2017-10-18
 Drawn by: CRZ
 Checked by: RH
 Plot Date / Time: 2017-10-18 4:47:57 PM

BRITANNIA ST. HOUSING PROJECT

SITE PLAN

Drawing Scale: As indicated
 Status: PRELIMINARY
 Drawing No.: D1.3
 Revision No.:

1 SITE PLAN
1:250

Do not scale drawings. Contractors must check and verify all dimensions against the Architect's drawings before proceeding with the work. All documents remain the property of the Architect. Unauthorised use, modification, reproduction or distribution of these documents is prohibited without written permission. The Contractor accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on the Contract Documents.

Workplace Safety & Prevention Services

Guidance on Health and Safety for Community Garden Sector during COVID-19

OVERVIEW

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the *Occupational Health and Safety Act* (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to their:

- supervisor
- joint health and safety committee
- health and safety representative

This will help ensure the employer has taken all reasonable precautions.

Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not.

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

BEST PRACTICES

We know that every workplace is unique. That makes it so important that every workplace assess functions carried out by their workforce to ensure they take action to protect against the three main hazards presented by COVID-19.

Things like practicing physical distancing (staying 2 metres away from others), proper hand hygiene, keeping surfaces and objects clean, and preventing contact with potentially infected people –these are all critically important measures. Other information on how you can protect yourself is available on ontario.ca/coronavirus.

We have provided some protection advice below for your consideration. Please keep in mind that introducing any new protective measures should be done as part of a full review of other workplace and community hazards -- not just COVID 19 alone. Employers should consult with Joint Health and Safety Committees/Health and Safety Representatives in the workplace on measures to protect workers and the general public (gardeners) in the workplace. We want to ensure we enhance our safety, not cause other issues.

Some workplaces already have some existing controls in place that may help reduce the risk of exposure to workers and the general public as well, so regular 'check-ins' on how controls are helping is highly recommended.

RECOGNIZE HAZARD/ASSESS RISKS

For community gardeners and employees, we recognize that you will have contact with people including contact with surfaces, such as tools, equipment, machinery and surfaces. You could potentially come in contact with droplets from these interactions. COVID-19 can travel in respiratory droplets that are released into the environment by laughing, coughing or sneezing.

Take a look at where you might minimize those risks within your workplace and community gardens. Consult public health information to learn the symptoms of COVID-19 infection. Recognize and report these hazards and use appropriate controls. Ensure that you or your co-workers stay home if you or they have symptoms.

We understand – so it's important to take a look at where you can possibly minimize those risks within your workplace. Take a look at the controls below to see how they may assist you.

CONTROLS

Here are a number of options for protecting community garden workers and the general public from exposure to COVID-19:

- Follow all municipal and local public health warnings, directions and recommendations related to COVID-19.
- Communicate that it is not permitted to enter the site if individuals have symptoms of COVID-19. For example, install clear signage throughout the site.
- Provide direction on how many people should be allowed in garden rows/boxes/areas and the distancing between people.
- Control and limit the number of people in a garden at one time.
- Practice physical distancing (staying 2 metres away from others) during garden activities.
- Where possible, assign staff to specific areas/locations to ensure people are following physical distancing protocols in areas likely to be congested. Restrict access to areas where more than 2 meters of distance cannot be maintained between people.
- Communicate on possible COVID-19 transmission points, what steps are being taken to protect people, and how they can protect themselves, including frequent hand washing or sanitizing, and not touching their face.
- Provide a safe place for individuals to dispose of used sanitizing wipes and personal protective equipment at the gardens.
- Provide waste containers for people to dispose of garden containers, bags and other waste materials.
- Increase cleaning and disinfecting on commonly touched surfaces like taps, baskets, buckets and (water) hose nozzles, tables. Encourage individuals to bring their own gardening supplies and tools. Sharing of various tools to other members of the public should be prohibited.
- Individuals should be sure to follow safe practices and use an appropriate cleaning agent for their tools. Public Health Ontario offers more information on [cleaning and disinfection](#) protocols.
- Gardens should consider supplying portable handwashing stations. Proper handwashing is key. Use [good hand washing technique](#) and avoid touching your face. Extra handwashing is a good idea for everyone – and when that's not possible, a hand sanitizer with minimum alcohol content of 60% should be used frequently. Disinfect your hands after interacting with other people and completing tasks.
- Consider regular times to check in with public health updates and retrain/revise practices as needed.
- Ensure that measures you decide on are well communicated.

As a last resort, consider Personal Protective Equipment (PPE), which is effective only if it's appropriate for the situation and people wear it correctly. Ensure workers receive proper PPE training which includes the fit, use, care, putting on and taking off, maintenance, cleaning and limitations of the PPE. Personal protection equipment 'how to' communications can be posted for the general public.

Some examples of PPE that may be suited to Community Gardens would include:

Gloves – gloves can help limit contact with equipment, surfaces etc. Be sure to set up practices for proper removal of gloves and suitable disposal or changing when soiled.

Goggles or face shield – can help with barriers and separation too. They should be assigned to people and not shared and can be used regularly if kept clean. Ensure the goggle or face shield use does not result in workers touching their faces more often because of heat or discomfort.

Respiratory protection is not the first line of defense against COVID-19. Please continue to monitor Public Health Ontario for respiratory protection advice. Monitor guidance from local health units and/or municipalities as they may have additional requirements such as the use of a personal cloth face covering when onsite at community gardens.

EVALUATION

COVID-19 has presented challenges workplaces have never encountered before. Keep in mind that any adjustments made today may need readjusting tomorrow. Look at preventative measures on an ongoing basis, and adjust them if they are not working well enough or causing other issues. For example, are people doing what they've been asked to do? If not, what is preventing them from doing so? Can you make adjustments and improve?

For anyone who thinks they may have been exposed to or are experiencing symptoms of COVID-19, please start by visiting the Ministry of Health and Long-Term Care website and taking a self-assessment: <https://covid-19.ontario.ca/self-assessment/#q0>. Please do not visit an assessment centre unless you have been referred by a health care professional. Do not call 911 unless it is an emergency.

For additional information, refer to Health Canada's website on COVID-19: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html?topic=tilelink>

RESOURCES

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

For more information visit www.wsps.ca/COVID19

NOTE: This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for Employers in addition to guidance delivered by public health authorities such as the [World Health Organization \(WHO\)](#), [Ontario Ministry of Health](#), [Public Health Ontario](#) and the [Centres for Disease Control and Prevention \(CDC\)](#).⁷ Any use which is made of this document by any Employer, or any reliance on or decisions to be made based on it, are the responsibility of the Employer. WSPS and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any Employer or any third party as a result of use of or reliance on this communication.



MANAGEMENT REPORT

Date: May 26, 2020
To: City Council
From: Jeff Wilson, Manager of Children's Services
 Kim McElroy, Director of Social Services
Report#: COU20-063
Attachments: None

Title: Emergency Child Care to Support Eligible Workers in Stratford, Perth and St. Marys – Town of St. Marys

Objective: To provide Council with information regarding the emergency child care for eligible workers and to enter into a Memorandum of Understanding with the Town of St. Marys to provide emergency child care at the Holy Name of Mary Nursery and School Age Program in St. Marys.

Previously, Management Report # COU20-047 was presented to Council on April 27, 2020 however the resolution only authorized the Mayor and Clerk to sign a Memorandum of Understanding with the *Municipality of North Perth*. Management Report #COU20-057 was presented to Council on May 11, 2020 however the resolution only authorized the Mayor and Clerk to sign a Memorandum of Understanding with *Stratford-Perth Family YMCA*.

Background: On March 17, 2020, the Premier of Ontario declared a state of emergency, and ordered the closure of all licensed child care centres and all facilities providing indoor recreational programs (including EarlyON Child and Family Centres) until March 31, 2020. On March 22, 2020 the Government of Ontario announced that, in order to support health care and frontline workers during this COVID-19 outbreak, they planned to exempt certain child care centres from the order to close all licensed child care centres. This was to recognize that health care and other frontline workers must continue to go to work during this time and need support with the care of their children. The Government of Ontario committed to working with Consolidated Municipal Service Managers to support the provision of licensed child care in specific locations for health care and other frontline workers, free of charge to parents.

The Ministry of Education provided the City of Stratford with a list of workers eligible for emergency child care and mandated that all child care centres established to support

health care and other front line workers must adhere to the following requirements:

- Only existing licensed settings may be used.
- All requirements set out in the *Child Care and Early Years Act, 2014* as well as all current ministry policies and guidelines must be followed. The ministry will consider amending licenses as needed to support mixed age groupings.
- The local Medical Officer of Health from Huron Perth Public Health (HPPH) was consulted and supportive of all settings established.
- All child care sites have a plan/protocol in place in the event that a child, parent or staff member at the site is exposed to COVID-19.
- No site can exceed 50 people per the province's declaration of emergency. Note that this number may change as the pandemic situation evolves.

Analysis: Social Services staff has worked closely with Huron Perth Public Health and the Ministry of Education to develop policies and procedures where the health and safety of children, families, staff and the community is paramount. Policies and procedures were approved by Huron Perth Public Health on April 17, 2020. Approval was received from the Ministry of Education for the re-opening of the Anne Hathaway Day Care Centre on April 21, 2020 and families began attending April 27, 2020. The Municipality of North Perth received approval from the Ministry of Education for the re-opening of the North Perth - Spinrite Child and Family Centre on April 28, 2020 and families began attending April 29, 2020. The Town of St. Marys is working with Huron Perth Public Health to develop policies and procedures for the provision of Emergency Child Care. Upon approval, an application will be made to the Ministry of Education for permission to re-open the Holy Name of Mary School Age and Nursery Program for the provision of Emergency Child Care to eligible workers. As Consolidated Municipal Services Manager, to permit emergency child care to be provided by the Town of St. Marys, the City of Stratford must enter into a Memorandum of Understanding. It is anticipated that this Centre could accommodate 25 children.

To expedite the approval of similar additional temporary emergency child care centres in a pandemic, it is also recommended that City Council consider delegating approval and signing authority to the Director of Social Services and the Chief Administrative Officer, once approval from the Ministry of Education and from Huron Perth Public Health is confirmed. Staff will report out to Council through the Sub-committee Update format.

Financial Impact: The Ministry of Education has confirmed it will continue to flow funding to Consolidated Municipal Service Managers at current levels. The City of Stratford is also being asked to keep track of funding associated with managing and operating emergency child care sites, and will be asked to provide a rationale for any increased costs. The Ministry of Education has committed to working with Consolidated Municipal Services Managers at the conclusion of the state of emergency to consider any funding pressures.

The Ministry of Education has indicated that they do not intend to recover funding for early years and child care services as a result of measures implemented as part of COVID-19

preparedness, including complying with closure orders and will work with Consolidated Municipal Services Managers on how this funding is considered in our child care recovery plan.

Alignment with Strategic Priorities:

Not applicable – Report is in response to COVID-19 pandemic

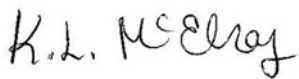
Staff Recommendation: THAT the Report “Emergency Child Care to Support Eligible Workers in Stratford, Perth and St. Marys – Town of St. Marys” be accepted for information;

THAT Council authorize the Director of Social Services and Chief Administrative Officer to approve temporary emergency day care centres that have received approval from the Ministry of Education and Huron Perth Public Health and to enter into any Memorandums of Understanding for Temporary Emergency Daycares that may be required within the City of Stratford, Town of St. Marys and Perth County during the Declaration of Emergency;

AND THAT Council amend Delegation of Authority By-law 135-2017 as amended to authorize this delegation of authority.



Jeff Wilson, Manager of Children’s Services



Kim McElroy, Director of Social Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Michelle Pinto, Project Engineer
Report#: COU20-064
Attachments: None

Title: Active Transportation on Lakeside Drive

Objective: To review the request to close Lakeside Drive to vehicles, between Morenz Drive east to the bottom of the hill, and to leave it open for pedestrians and cyclists.

Background: Staff have reviewed the request to close Lakeside Drive to vehicles from Morenz Drive to Queens Park Dr. and to leave it open for pedestrians and cyclists. Given the current Provincial State of Emergency, staff do have concerns moving forward with this. The proposed closure would make the area a more popular outdoor destination which could encourage social gatherings of more than 5 people, especially in warmer weather. The current situation on Lakeside Drive does not prevent active transportation users from properly physically distancing. Staff recommends encouraging residents to get active throughout the City.

Analysis: The options examined by staff include:

- 1) Do Nothing – continue allowing residents to use the area as they are and promote physical distancing.
- 2) Full Closure of Lakeside Drive – the cost to implement this is reasonable (about \$1,500). To address the loss of parking spaces on Lakeside Drive, the Queen Street lot for the Festival Theatre could be used.
- 3) Closure of one Lane on Lakeside Drive - not recommended because of the cost (\$18,000) due to the number of cones required to maintain one lane of traffic and the frequent inspection required of these cones.
- 4) Make Lakeside Drive one-way for Pedestrians and Cyclists - not recommended because enforcement will be challenging and it is difficult to predict origins and destinations. This would also require extensive pavement markings, signage and public education.

Intention of the Closure

The intentions behind the proposed closure of Lakeside Drive are to encourage active transportation, and to allow for people to physically distance while being active outside. On Lakeside Drive, pedestrians have a sidewalk to walk on and can usually pass one another on the grassy boulevard while maintaining two meters of separation. Therefore, this closure would primarily be about creating space for cyclists. Staff have conducted site visits to the area multiple times in April and May and have witnessed that physical distancing is effortless, except at the bridges. Signs asking trail users to wait their turn at the bridges have been installed, accordingly. The closure of Lakeside Drive will not help address the bottlenecks at the bridges.

While the intention to get people outside is a positive intention with several potential benefits, there are many other locations in the City where people can be active outside while practicing physical distancing. One way to ensure two meters of physical distance is to find a path less travelled. There are sidewalks on almost every residential road in the City, leaving plenty of room for residents to be active in their neighbourhoods. The focus should be on promoting existing cycling facilities in the City to residents, for example, encouraging cyclists to use the bicycle lanes on McCarthy Road. The closure of 1km of roadway on Lakeside Drive does not create a bike route in itself and cyclists would still need to find a way to get to Lakeside Drive, whether it be by biking, walking or driving there. In many cases, cyclists will need to get comfortable cycling on roads leading up to Lakeside Drive, as well. With the decline in vehicular traffic expected this summer, cyclists can use the roadway to traverse Lakeside Drive, similar to what cyclists would have to do on other roadways in the City.

Active Transportation Initiatives in Other Municipalities

Given the high population density and space constraints, the City of Toronto is undertaking various initiatives to make sure people have space to get around while respecting physical distancing. Specifically, this includes creating quiet streets, closing major roads for active transportation and expanding the cycling network. Locations are being planned by evaluating factors such as population density, access to green space and traffic volumes. Quiet streets are defined as a shared space and implemented through the installation of signage and temporary barricades to encourage slow, local vehicle access only. Toronto is also closing major roadways on weekends only, where trails have been observed to be overcrowded. Seattle has announced they are closing 20 miles of streets to vehicular traffic. Streets were selected in areas with limited open space options, low car ownership and routes that connect people to essential services. At this time, there are no other municipalities that are known to be taking the approach of closing streets for active transportation; however, many municipalities are focusing on expanding their cycling network during the COVID-19 pandemic.

Public Spaces During the Pandemic

On May 19, 2020 the Province did lift some restrictions on some outdoor recreational activities as well as outdoor picnic sites, benches and shelters in parks and recreational

areas provided that physical distancing was adhered to. The current Provincial Order prevents organized public events and social gatherings of more than five people.

The City should encourage residents and visitors to get outside for physical activity, fresh air and to keep moving during the pandemic. Lakeside Drive is still open to residents and visitors for active transportation, however closing the road to vehicular traffic makes it a more inviting place for people to meet up, gather and congregate. The Stratford Police also have concerns that closing the road to vehicles will promote Lakeside Drive as a popular destination and place to hangout. Closing the road to vehicles makes it more difficult to "move people along" and deter people from stopping and spending time there.

Staff will monitor the current Provincial State of Emergency and restriction on social gatherings of more than 5 people and, should this restriction be lifted, revisit the idea of closing Lakeside Drive to vehicular traffic for the summer.

Financial Impact: Cost can vary from \$1,500 to \$18,000.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Staff Recommendation: THAT the information provided in this report titled Active Transportation on Lakeside Drive (COU20-064) be received for the consideration of Council.



Michelle Pinto, Project Engineer



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: COU20-065
Attachments: None

Title: 2020 Building Inspection Budget

Objective: To provide information on the impact of COVID-19 on the 2020 Building Inspection Budget.

Background: At the April 27, 2020 Council meeting, a request was made to look into the impacts of COVID-19 on the 2020 Building Inspection Budget. The Building Code Act requires that Municipalities recover the reasonable costs of enforcing and administering the Ontario Building Code through the charging of fees. Both the direct and indirect costs are eligible. In order to manage fluctuations in building activity, the Act also allows for reserve funds.

The approved 2020 Building Inspection Budget is \$887,490 and is offset by revenues of \$151,240 from the Building Permit Reserves and the balance, \$736,250 from permit fees. The bulk of the costs are for staffing that amounts to \$615,460 which is 69.3% of the total budget. Other significant expenses are consultants \$40,000, legal \$45,000 and internal transfers of \$95,250 for rent, IT support and Corporate Services support.

Analysis: Staff undertook an analysis of revenue and expenses to date, as well as reached out to developers in the community in order to forecast future building activity. To the end of April 2020, revenue was approximately \$131,000 which is \$40,000 ahead of the same time period in 2019. Engineering staff have been busy reviewing servicing drawings for several proposed residential land development projects in the City and servicing for one residential development has resumed. We have been advised by one home builder that they are ready to submit 33 residential building permit applications.

Despite the positive news, staff is forecasting that revenues from permits will not meet the 2020 budgeted revenues. There has been a significant drop off in building permit

applications in May when compared to 2019. Staff is estimating that revenues will be approximately \$219,525 under budget.

Financial Impact: Currently, the reserve account has a balance of \$247,465 of which \$151,240 has been included in revenues for 2020. This will leave a balance of \$95,925 that can be applied to the forecasted deficit. Staff have identified \$60,000 in savings in expenses for consultants and legal costs.

It is anticipated that savings of approximately \$12,700 can be achieved as a result of the temporary layoffs in Building. Finally, a report will be presented to Council in June recommending an average increase to permit fees of 3.5% which will provide additional revenue of \$12,000. There has not been an increase to the fees since 2015.

Taking into account all of the above measures, there would still be a deficit this year of approximately \$38,900. Staff will continue to monitor the situation and determine what additional measures may be required to balance the budget.

Alignment with Strategic Priorities

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT this report titled 2020 Building Inspection Budget (COU20-065) be received for information.



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Stephanie Potter, Policy and Research Associate
Report#: COU20-066
Attachments: VAC Funding Approval Letter

Title: Stratford Soldier's War Memorial Restoration

Objective: To request Council approval to undertake the restoration of the Stratford Soldier's War Memorial using a grant awarded by Veterans Affairs Canada's (VAC) Commemorative Partnership Program Community War Memorial Fund.

Background: In the spring of 2019, City staff submitted an application to Veterans Affairs Canada's Commemorative Partnership Program Community War Memorial Fund for the restoration and revitalization of the Stratford Soldier's War Memorial. We recently received confirmation that our application was successful (see the attached letter).

The revitalization of the Stratford Soldier's War Memorial is essential to honouring the memory of those who fell in the First and Second World War and the Korean War. The monument was commissioned in 1920, designed in 1921 by Walter S. Allward while he also prepared designs for the monument at Vimy Ridge, and was unveiled on 6 November 1922. The memorial is our community's Cenotaph, and continues to be the site of our annual Remembrance Day ceremony, and is a frequent stop for visitors in the heart of our downtown core. City staff would like to improve access to the Memorial and continue to emphasize its central importance to our downtown core.

Analysis: The Memorial is in need of restoration and repair, as the existing caulking and mortar is deteriorating, and the stone base needs a thorough cleaning. The four memorial plaques also need cleaning, as some have been scratched and vandalized. The project would restore and revitalize the Memorial by cleaning and re-pointing the existing structure, and improving safe access to the memorial by installing hand railings on the two sets of stairs leading to the memorial. We would like to complete this work in time for Remembrance Day 2020 as an important part of commemorating the centennial of the commission of the memorial.

If approved by Council, it is recommended that this work be awarded to Andersons Cemetery Contracting. The technical team at Veterans Affairs Canada who approved our application were particular about the method of cleaning and the type of mortar that would be used to ensure its compatibility with the original pointing material. Veterans Affairs Canada wants to ensure that the work is carried out appropriately and in a manner that will address all of the issues, while ensuring the preservation and longevity of the monument. They forwarded conservation and construction guidelines and recommended that they be followed throughout the restoration process. The information provided by Andersons was found to be in compliance with these guidelines. Since the City was required to submit a quote including the process to be used with the application, this was not put out to public quote as per the Purchasing Policy. Therefore, we request an exemption from the Purchasing Policy to award directly to Andersons Cemetery Contracting.

This project was identified as a project to delay during the COVID-19 crisis. VAC has confirmed that they will be flexible and allow funding to be extended into the next fiscal year if funding cannot be expended to complete the project at the present time. However, staff recommends that we proceed with the project this year with the following rationale:

- We have an opportunity to carry out the restoration with less disruption this summer, as major events (such as Summer Music) have been cancelled due to the COVID-19 crisis;
- Initiating repairs as soon as possible will ensure that the restoration can be completed in time for the 2020 Remembrance Day ceremony;
- Anderson Monuments has confirmed that they have the capacity to deliver the project this year if approved by Council.

Financial Impact: The quote from Andersons specifies a project cost of \$34,578. The Commemorative Partnership Program Community War Memorial will cover up to 50% of eligible project costs. The City's proposal was approved for a maximum total amount of \$18,789. The City would be responsible for financing the remaining project costs (\$17,289).

It is recommended that the City's' share of the restoration project be funded through the Community Services Department parks facilities improvement budget.

Please note that any landscaping we wish to undertake is not an eligible program cost and would have to be undertaken at the City's own expense.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT the City undertakes the restoration of the Stratford Soldier's War Memorial using the grant awarded by Veterans Affairs Canada's Commemorative Partnership Program Community War Memorial Fund and the Community Services Department parks facilities improvement budget;

THAT the Mayor and Clerk be authorized to enter into a Contribution Agreement with Veterans Affairs Canada to carry out the memorial restoration project;

AND THAT Council grants an exemption from the Purchasing Policy to award the restoration work directly to Andersons Cemetery Contracting.



Stephanie Potter, Policy and Research Associate



Joan Thomson, Chief Administrative Officer



Veterans Affairs
Canada

Assistant Deputy Minister
Strategic Policy and
Commemoration

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Politiques stratégiques et
Commémoration

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JAN 27 2020

Stephanie Potter
Policy and Research Associate
City of Stratford
City Hall
PO Box 818
Stratford, Ontario
N5A 6W1

Dear Stephanie Potter:

I am pleased to inform you that Veterans Affairs Canada has approved funding of \$18,789 to the City of Stratford, under the Commemorative Partnership Program. This grant will assist with the eligible costs of restoring the Stratford Soldier's War Memorial in Stratford, Ontario. Program officials will contact you shortly with further details.

I would like to thank you for your organization's efforts to commemorate Veterans and those who made the ultimate sacrifice in service to Canada.

Sincerely yours,

Steven Harris



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Council
From: Janice Beirness, Acting Director of Corporate Services
Report#: COU20-067
Attachments: 2020 Financial Forecast Spreadsheet

Title: COVID-19 Financial Position of the City Update

Objective: To provide an update regarding the financial position of the City.

Background: At the Council meeting of April 1, 2020, Council adopted a number of measures to provide for the immediate relief and flexibility of residents and businesses in the City of Stratford as a result of the COVID-19 response.

With six weeks of time elapsed, it is now possible to review projections and provide another financial update.

Some follow up to specific recommendations adopted by Council include:

1. "Waiver of penalty and interest related to the April 9th tax installment due date and stop all progressive collection activities until August 30, 2020".

With no history of such an event to draw on staff suggested 10%-20% of the installment amount could be at risk of default (\$1.9million to \$3.7million). After analyzing the past three years, we can see an increase in unpaid taxes as of May 1, 2020. This increase over historical amounts can be attributed to the pandemic. This amount is approximately \$1,700,000. This represents 11.25% of the April 9th installment.

2. "Closure of the Landfill to the public".

The Landfill site opened April 14, 2020 and is accepting Debit and Credit Card payments. After analyzing the Landfill revenue to April 30, 2020 we have not seen a significant loss of revenue.

Analysis: The attached spreadsheet addresses the larger areas of lost revenue with forecasts to December 31, 2020. There will be smaller areas of lost revenue and increased costs associated with the pandemic but there will also be reduced Corporate expenses such as conferences, travel, training etc that will offset some of those.

At this point in time we are forecasting lost revenue of \$3,147,780 for 2020. The spreadsheet also shows cost savings that have been implemented to offset the lost revenue. In the cost saving section there is a line for decreasing transfers to reserve funds for deferred capital projects. Deferring capital projects does not save money since the costs are covered by a transfer from reserve funds. However, those reserve funds are created by transferring money in the operating budget. If projects are deferred, it gives the City the flexibility to reduce those transfers to reserve funds if necessary. At this point that line in the spreadsheet is zero.

Financial Impact: Currently the cost saving measures in place cover the lost revenue. However, there are additional requests pending that will affect the forecasted lost revenue. These requests will be coming to Council in a separate report seeking direction from Council. If the lost revenue increases, the City will need to find additional cost savings.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships: Sound fiscal governance and adherence to regulations supports all Strategic Priorities of the City.

Staff Recommendation: THAT Council receives the COVID-19 Financial Position of the City Update (COU20-067) report for information.



Janice Beirness, Acting Director of Corporate Services



Joan Thomson, Chief Administrative Officer

Revenue	January	February	March	April	May	June	July	August	September	October	November	December	Total	Forecasted Annual Loss
2019 Transit Revenue	79,509	62,455	77,371	64,242	70,625	57,848	38,642	60,142	74,859	60,670	83,349	71,396	801,108	
2020 Budget Transit Revenue	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	840,000	
2020 Transit Revenue	61,521	71,427	40,004	12,755	0	0	0	0	75,000	61,000	84,000	71,500	477,207	362,793
2019 Parking Revenue	68,578	50,333	80,696	76,573	93,401	91,389	100,785	119,097	103,575	103,792	89,318	86,615	1,064,152	
2020 Budget Parking Revenue	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	2,100,000	
2020 Parking Revenue	61,206	67,290	56,619	2,044	0	50,000	50,000	50,000	50,000	50,000	75,000	75,000	587,159	1,512,841
2019 Parks & Recreation Revenue	61,064	174,469	306,067	258,179	37,947	358,939	111,058	129,468	197,197	238,030	265,275	568,848	2,706,541	
2020 Budget Parks & Recreation Revenue	229,414	229,414	229,414	229,414	229,414	265,464	265,464	265,464	265,464	229,414	229,414	229,416	2,897,170	
2020 Parks & Recreation Revenue	81,540	102,309	366,511	19,752	0	0	0	130,000	200,000	240,000	265,000	565,000	1,970,112	927,058
2019 Building & Planning Revenue	21,269	29,285	101,096	41,105	0	73,353	100,793	73,637	21,217	83,340	94,081	21,951	661,127	
2020 Budget Building & Planning Revenue	82,448	82,448	82,448	82,448	82,448	82,448	82,448	82,448	82,448	82,448	82,448	82,448	989,376	
2020 Building & Planning Revenue	90,512	39,913	44,900	44,157	0	73,000	100,000	74,000	25,000	85,000	95,000	22,000	693,482	295,894
2019 Daycare Revenue	60,923	70,187	74,782	70,082	76,206	56,568	54,491	60,612	67,430	67,453	90,895	76,887	826,516	
2020 Budget Daycare Revenue	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	603,300	
2020 Daycare Revenue	79,222	70,491	41,744	0	30,000	30,000	30,000	30,000	60,000	65,000	65,000	65,000	566,457	36,843
2019 Interest on outstanding taxes	30,013	38,981	27,738	46,089	30,457	35,332	30,858	40,400	34,033	41,857	32,426	32,783	420,967	
2020 Budget Interest on outstanding taxes	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	402,000	
2020 interest on outstanding taxes	31,264	40,432	26,415	31,873	28,665	28,000	28,000	35,000	34,000	40,000	33,000	33,000	389,649	12,351
														3,147,780
Cost savings														
Staff Savings												1,400,691	1,400,691	
2019 Surplus												1,035,362	1,035,362	
Library savings					70,000	70,000	70,000						210,000	
Canada Day Celebrations							30,000						30,000	
Building permit reserve fund												247,465	247,465	
School crossing guards				18,000	18,000	18,000							54,000	
Daycare expenses recovered					20,000	20,000	20,000	20,000	20,000				80,000	
Parking Enforcement				11,000	11,000								22,000	
Parking reserve fund												19,000	19,000	
Seed CO contribution reduction												49,415	49,415	
Decrease transfers to reserve funds for deferred capital projects													0	
														3,147,933

There will be additional costs incurred for COVID related expenses but there will also be expenses such as conferences, training etc that will be reduced.



MANAGEMENT REPORT

Date: May 25, 2020
To: Mayor and Members of Council
From: COVID-19 City Initiatives Team
Report#: COU20-069
Attachments: N/A

Title: Parking and COVID-19

Objective: To review parking in the City of Stratford and any necessary amendments due to the COVID-19 pandemic.

Background: At the April 1, 2020 Special Council meeting, Council passed a resolution to undertake a number of initiatives in the City to provide for the immediate relief and flexibility of residents and businesses. One of these initiatives was to provide free parking until May 31, 2020 or the commencement of the Festival Theatre season.

On April 27, it was announced the 2020 festival season would be suspended. The suspension of the festival season will have a significant impact on local accommodation providers, restaurants, retail shops and other businesses that rely on a vibrant tourism industry anchored by the Stratford Festival.

The City is working with community partners and stakeholders to provide support for those impacted by the COVID-19 pandemic. The purpose of this report is to review parking in the City of Stratford and to identify potential initiatives and programs that would provide additional support.

Analysis: The following initiatives could be implemented to provide continued support to those impacted by the COVID-19 pandemic.

Free Parking

Free parking could be extended until August 30, 2020. An extension to August 30th is consistent with the timeline provided for other initiatives adopted to provide for the immediate relief and flexibility of residents and businesses. Free parking may encourage members of the public to shop downtown and complete other necessary errands. One

concern with free parking is that downtown employees may park in on-street spaces which would reduce the available inventory for members of the public.

Parking Enforcement Officers would be required to enforce maximum parking time limits, no-parking and no-stopping provisions and safety concerns.

Free 4 Hour Parking

Four (4) hours of free parking could be provided Monday-Saturday to encourage shopping downtown while also generating some revenue for the City. The loss of revenue with this initiative would depend on the number of persons parking downtown. A benefit of this initiative is that it would encourage downtown employees to park in the long-term lots and not on-street.

Enforcement of this initiative would be difficult and officers would be required to enforce maximum parking time limits, no-parking and no-stopping provisions and safety concerns.

Free Saturday Parking

The City could offer free Saturday parking and maintain paid parking Monday-Friday. This initiative may encourage shopping downtown while also generating revenue for the City. The loss of revenue with this initiative would depend on the number of persons parking downtown.

Parking Permits

Members of the public may purchase parking permits for the Lower Erie Lot (day use only) on a monthly basis. Permits are \$113.75 per month (HST included) and can be purchased for up to six (6) months at a time.

Due to the COVID-19 pandemic, the declared state of emergency and the closure of non-essential businesses, some permit holders have requested a refund for the months of March and April or for their permit to be extended by two months.

The City of Hamilton is permitting current permits to be used in all municipal parking lots until further notice. The City could consider implementing this initiative and permitting permits to be valid until August 30, 2020.

Meter Hood Rentals

The City adopted Meter Hood Rental Policy P.1.2. The purpose is to provide a controlled system for:

- the trades people to park at metered spaces in the downtown core when engaged in repairs, or renovations, etc., and no other parking is available to them;
- persons moving in or out of a downtown residence; or
- on occasion, when extenuating circumstances arise, and "reserved" parking is required, the City has used the Meter Hood for this purpose as well.

Persons obtaining a meter hood are able to “reserve” a parking space in the downtown core for the entire day and are not required to remit payment at the meter or machine.

The COVID-19 pandemic resulted in the closure of many businesses and store fronts. Businesses have had to adapt to the new environment by completing curbside pick-up. As more businesses begin to re-open and offer curbside pick-up there may be a need for reserved parking in-front or near their store.

Due to the extenuating circumstances of the pandemic, businesses wishing to obtain a meter hood for the purpose of offering curbside pick-up have been approved. For these requests, the daily rates and rental policy still apply.

Financial Impact: In a given year when the Festival is operating it is estimated that approximately \$205,000/month is collected in parking revenue. If free parking were to be extended to August 30, 2020, approximately \$615,000 could be lost in revenue. Given the suspension of the festival season it is unlikely that the City would receive this amount of revenue with paid parking implemented.

With respect to extending the use of parking permits, 21 parking permits have been issued which expire between the months of March – July. If all 21 permits were extended to August 30, 2020 the loss of revenue would be approximately \$7,166.25

The rental fees for meter hoods are as follows:

- Single Meter Hood \$6.75 per day plus HST
- Double Meter Hood \$13.50 per day plus HST
- Administration Fee \$10.00 plus HST per rental

A \$50.00 deposit is also required at the time of issuing the meter hood, and is refunded, unless the hood is damaged, or not returned.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford’s physical assets and digital resources. Planning a sustainable future for Stratford’s resources and environment, including during emergency situations.

Staff Recommendation: THAT free parking be extended until August 30, 2020;

AND THAT current parking permits that have been issued remain valid until August 30, 2020.



Tatiana Dafoe, Clerk
COVID-19 City Initiatives Team



David St. Louis, Director of Community Services
COVID-19 City Initiatives Team



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 13, 2020
To: Mayor and Council
From: Michael Mousley, Transit Manager
Report#: COU20-070
Attachments: None

Title: Resolution for Urgent Emergency Transit Funding

Objective: To request a resolution urging the Government of Canada to provide funding to assure the viability of public transit during the COVID-19 pandemic and to aid transit agencies as they re-build ridership.

Background: The COVID-19 pandemic has resulted in an unprecedented reduction in public transit ridership and revenue losses. These losses are affecting public transit agencies across Canada and have put their financial viability and future ability to operate in jeopardy.

The Canadian Urban Transit Association (CUTA), Canada's largest public transport lobby and whose membership includes most Canadian transit agencies (including Stratford), has called for urgent emergency funding to address the immediate liquidity issues of transit agencies while providing financial stability as ridership is rebuilt.

Analysis: CUTA estimates as many as 40% of systems may require bridge funding over the coming months requiring some \$1.2 billion to help keep buses running. Some agencies could find themselves ceasing operations entirely in the next several weeks due to financial shortfalls.

Transit experts predict it could take years to rebuild ridership. Issues such as people working from home, online shopping and fear of being with others in collective transport will continue to result in decreased ridership, at least in the medium term.

CUTA is seeking \$400 million a month to keep services running as fare box and other revenue drop by up to 100%.

Without a quick infusion of funds by the Government of Canada it is impossible to assure that the gains made over the past decade in growing the modal share of all rides taken via collective transit will not be lost.

While transit is a provincial responsibility, only the Government of Canada has the budgetary capacity to stabilize public transit during the COVID-19 pandemic.

Financial Impact: Stratford Transit is projecting a revenue loss of approximately \$72,000 per month.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT The Canadian Urban Transit Association's resolution requesting emergency funding from the Government of Canada to provide immediate liquidity to transit agencies and on-going funding to alleviate revenue loss as ridership re-builds, be endorsed;

AND THAT a copy of this resolution be sent to the Prime Minister of Canada, the Minister of Transport Canada, the Minister of Finance Canada, the Premier of Ontario, the Member of Parliament for Perth-Wellington, Member of Provincial Parliament for Perth-Wellington and all Ontario municipalities.



Michael Mousley, Transit Manager



David St. Louis, Director of Community Services



Joan Thomson, Chief Administrative Officer



**BY-LAW NUMBER _____ -2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 178-2018 as amended,
to make an appointment to the Stratford Economic
Enterprise Development Corporation.

WHEREAS Council of The Corporation of the City of Stratford adopted By-law 178-2018 to appoint Council Members to Sub-committees of Council and Standing Committees of Council and to Advisory Committees, Boards and Agencies and to appoint Citizens to Advisory Committees and Boards during the 2018 term of municipal office;

AND WHEREAS Council of The Corporation of the City of Stratford deems it necessary to make further appointments to its Advisory Committees, Committees and Boards;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That By-law 178-2018 as amended, is further amended by adding the following to Section 2.19:

"That the following representatives to the Stratford Economic Enterprise Development Board of Directors be appointed to June 2023 with an option for an additional three year term, or until successors are appointed by Council.

2.19 h) Christine McWebb representing the Education Sector, through the Stratford School of Interaction Design and Business, University of Waterloo, and that an exemption be granted from the Appointments Policy."

2. All other provisions of By-law 178-2018, as amended, remain in force and effect.
3. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 25th day of May, 2020.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



**BY-LAW NUMBER _____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 135-2017, as amended, to delegate Council's authority to the Director of Social Services and the Chief Administrative Officer to approve temporary emergency day care centres that have received approval from the Ministry of Education and Huron Perth Public Health and to enter into any Memorandums of Understanding for Temporary Emergency Daycares that may be required within the City of Stratford, Town of St. Marys and Perth County during the Declaration of Emergency.

WHEREAS the Council of The Corporation of the City of Stratford enacted By-law 135-2017 to delegate certain authority to certain officials and employees of The Corporation of the City of Stratford or to authorize certain routine administrative practices;

AND WHEREAS By-law 135-2017 is amended from time to time by Council as deemed appropriate;

AND WHEREAS the Council of The Corporation of the City of Stratford adopted Delegation of Powers and Duties Policy as required under section 270 of the *Municipal Act, 2001* with respect to the delegation of Council's legislative and administrative authority;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to amend By-law 135-2017 as amended, to delegate certain authority to the Director of Social Services and to the Chief Administrative Officer;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority to the Director of Social Services and to the Chief Administrative Officer to approve temporary emergency day care centres that have received approval from the Ministry of Education and Huron Perth Public Health and to enter into any Memorandums of Understanding for Temporary Emergency Daycares that may be required within the City of Stratford, Town of St. Marys and Perth County during the Declaration of Emergency.
2. That Schedule "A" of By-law 135-2017 as amended, be further amended by adding the provision in Schedule "A" attached hereto, to the said Schedule "A" of By-law 135-2017 as amended.
3. All other provisions of By-law 135-2017, as amended, shall remain in force and effect.
4. This By-law shall come into force upon its final passage.

Read a FIRST, SECOND and THIRD TIME and
FINALLY PASSED this 25th day of May, 2020.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" to By-law _____-2020Adopted this 25th day of May, 2020**Amending Schedule "A"
To By-law 135-2017, as amended**

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
13.22	Authority to approve temporary emergency day care centres and to enter into any Memorandums of Understanding for Temporary Emergency Daycares that may be required within the City of Stratford, Town of St. Marys and Perth County during the Declaration of Emergency.	Director of Social Services Chief Administrative Officer	<i>Municipal Act, 2001</i> <i>Child Care and Early Years Act, 2014</i> <i>Emergency Management and Civil Protection Act.</i>	Proposed temporary emergency day care centres must receive approval from the Ministry of Education and Huron Perth Public Health. Agreement to be a standard Agreement as reviewed by legal counsel.	Updates to be provided as part of the Social Services Sub-committee update.		✓



**BY-LAW NUMBER _____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the entering into and execution of a Commemorative Partnership Program Contribution Agreement, and any other necessary documentation, between Her Majesty the Queen in Right of Canada as represented by the Minister of Veterans Affairs and The Corporation of the City of Stratford to carry out the restoration of the Stratford Soldier's War Memorial.

WHEREAS Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10.(1) of the Municipal Act 2001 provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Minister of Veterans Affairs (the Minister) is responsible for the program entitled the Commemorative Partnership Program (Program) which provides funding to eligible organizations undertaking remembrance initiatives that recognize Canadian veterans;

AND WHEREAS The Corporation of the City of Stratford (the City) applied to the Minister for funding to carry out the restoration of the Stratford Soldier's War Memorial located in Stratford, Ontario;

AND WHEREAS the Minister has determined that the City is eligible to apply for funding under the Program and that the project qualifies for support under the Program;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the Mayor and Clerk, or their respective designates, are hereby authorized to execute on behalf of The Corporation of the City of Stratford a Commemorative Partnership Program Contribution Agreement, and any other necessary documentation, with Her Majesty the Queen in Right of Canada as represented by

the Minister of Veterans Affairs for the Province of Ontario for funding under the Commemorative Partnership Program to carry out the restoration of the Stratford Soldier's War Memorial.

2. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 25th day of May, 2020.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



STRATFORD CITY COUNCIL CONSENT AGENDA

May 25, 2020

REFERENCE NO. CONSENT AGENDA ITEM

- CA-2020-052 Notification that the Infrastructure and Development Services Department intends to issue a Request for Proposal in accordance with the City's Purchasing Policy for:
- Huron Street Reconstruction Consulting Services
 - Storm Master Plan Update
 - Sanitary Master Plan Update
- CA-2020-053 Notification that the Infrastructure and Development Services Department intends to issue a Tender in accordance with the City's Purchasing Policy for:
- Asphalt Resurfacing 2020
 - Huron and Huntingdon Pedestrian Crossing
 - Erie Street Sidewalk



**BY-LAW NUMBER ____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to confirm the proceedings of Council of
The Corporation of the City of Stratford at its meeting held
on May 25, 2020.

WHEREAS subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on May 25, 2020 in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 25th day of May, 2020.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe