



The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Sub-committee
Open Session
AGENDA

Date: Wednesday, October 28, 2020
Time: 3:30 P.M.
Location: Electronically
Sub-committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Gaffney, Councillor Ingram, Councillor Sebben
Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk, Johnny Bowes - Manager of Environmental Services

To watch the Sub-committee meeting live, please click the following link:
<https://stratford-ca.zoom.us/j/84289273259?pwd=WG1lcVdSQ0p1TG1rYiswYIB4Vmt4QT09>
A video recording of the meeting will also be available on the the City's website following the meeting.

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure 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 otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

-

3. Delegations

None scheduled.

4. Report of the Director of Infrastructure and Development Services

- 4.1. Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for One Year (ITS20-20) 4 - 5

Motion by _____

Staff Recommendation: THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one year at an unchanged rate of \$3.30 per invoice;

THAT a follow-up report be prepared in 2021 outlining the rationale for the costs of this service;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the necessary amending agreement.

- 4.2. Stratford Landfill Public Input Invited October 2020 (ITS20-021) 6 - 7

Motion by _____

Staff Recommendation: THAT Council consider any comments received;

AND THAT the report on the Stratford Landfill Public Input Invited October 2020 (ITS20-021) be received for information.

5. Report of the Manager of Environmental Services

- 5.1. Source Protection Joint Risk Management Services Agreement Renewal (ITS20-022) 8 - 13

Motion by _____

Staff Recommendation: THAT The Corporation of the City of Stratford renew the Source Protection Joint Risk Management Services Agreement with the Upper Thames River Conservation Authority;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the agreement.

6. Capital Project Update

Engineering to provide a verbal update on the status of various engineering capital projects.

7. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board minutes to be provided at this time.

8. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is November 25, 2020 at 3:30 p.m.

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Sub-committee Decision: THAT the Infrastructure, Transportation and Safety Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date:	October 28, 2020
To:	Infrastructure, Transportation and Safety Sub-committee
From:	Ed Dujlovic, Director of Infrastructure and Development Services
Report#:	ITS20-020
Attachments:	None

Title: Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for One Year

Objective: To obtain Council approval for a one-year extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc.

Background: In late 2019, City staff presented a report requesting a 3-year extension to the Water and Sewage Billing Services Agreement with Festival Hydro. After considering the staff report the following motion was approved by Council.

THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc., for one year at an unchanged rate of \$3.30 per invoice;

THAT a follow-up report be prepared in 2020 outlining the rationale for the costs of this service;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the necessary amending agreement.

Analysis: City and Festival Hydro staff did not have the opportunity to meet and discuss the services provided by Festival Hydro. Several factors contributed to this such as COVID-19 and the resignations of key staff from both Festival Hydro and the City that would have been involved with the discussions.

Festival Hydro staff did indicate that they are looking to do a review of their costing mechanism for this service, as this would be the third year that they did not increase the price. This review would happen most likely in 2021.

Financial Impact: The cost per calendar year is \$3.30 per bill produced per month amounting to a total annual cost of approximately \$475,000. As noted, this is the same cost as charged to the City in 2020. These costs have been factored into the current rates charged for the provision of water and sanitary services.

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 Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one year at an unchanged rate of \$3.30 per invoice;

THAT a follow-up report be prepared in 2021 outlining the rationale for the costs of this service;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the necessary amending agreement.



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date:	October 28, 2020
To:	Infrastructure, Transportation and Safety Sub-committee
From:	Ed Dujlovic, Director of Infrastructure and Development Services
Report#:	ITS20-021
Attachments:	None

Title: Stratford Landfill Public Input Invited October 2020

Objective: To consider comments received regarding the operation of the Landfill Site.

Background: As a requirement of Environmental Compliance Approval Number A150101 for the Stratford Landfill Site, the public must be invited to make comments, either verbal or written, about the operation of the Landfill Site on a semi-annual basis.

Analysis: A notice was placed in the Beacon Herald Town Crier on Saturday, October 10, 2020, inviting citizens to provide comments on the operation of the landfill site or request to appear as a delegation at the Infrastructure, Transportation and Safety Sub-committee meeting on October 28, 2020. The notice was also posted on the City's website. No comments have been received at this time.

Financial Impact: Any change in service levels at the Stratford Landfill Site would have a financial impact to be determined by staff and brought back to a future meeting for consideration.

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 Council consider any comments received;

AND THAT the report on the Stratford Landfill Public Input Invited October 2020 (ITS20-021) be received for information.



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date:	October 28, 2020
To:	Infrastructure, Transportation and Safety Sub-committee
From:	Johnny Bowes, Manager of Environmental Services
Report#:	ITS20-022
Attachments:	Risk Management Services Renewal Letter from the Upper Thames River Conservation Authority (UTRCA)

Title: Source Protection Joint Risk Management Services Agreement Renewal

Objective: To consider execution of the renewal of the Source Protection Joint Risk Management Services Agreement with the Upper Thames River Conservation Authority (UTRCA).

Background: Under Ontario's Clean Water Act, Source Protection Committees have developed Source Protection Plans to identify and assess threats to drinking water sources, thus ensuring the safety and continued viability of local drinking water.

The implementation of the Source Protection Plans required municipalities to hire a Risk Management Official and a Risk Management Inspector. In 2014, the City of Stratford partnered with the neighbouring municipalities of West Perth, Perth East, Perth South and the City of London for an agreement with the UTRCA to perform these duties. The original 2014 agreement was renewed in 2017 for a period covering September 1, 2017 to December 31, 2020.

The current three-year agreement is set to expire on December 31, 2020. The City of Stratford has been provided a notice from the UTRCA which outlines the service agreement renewal details. The actual contract term will be from January 1, 2021 to December 31, 2023.

Analysis : The annual cost is projected to decrease from \$38,859 to \$24,724 per year. This decrease is a result of a shift in the programs direction. The initial years of the contract were focused on establishing the program, reviewing and confirming existing drinking water threats, and negotiating and establishing risk management plans. The next phase of the program focuses on continuous monitoring and compliance. The UTRCA also recognizes the financial impacts that the current pandemic has on local municipalities and has therefore, restricted their budget to the minimum amount required to maintain the

program. Should this cost proposal change for any reason prior to the end of the current term, a revised proposal will be presented, and additional time will need to be allowed by the UTRCA for renewal consideration.

Financial Impact: The next contract expires December 31, 2023, and the total projected costs to the end of the contract is \$74,170.

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 Corporation of the City of Stratford renew the Source Protection Joint Risk Management Services Agreement with the Upper Thames River Conservation Authority;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the agreement.



Johnny Bowes, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer

Thames - Sydenham and Region
c/o Upper Thames River Conservation Authority
1424 Clarke Road, London, ON, N5V 5B9

October 1, 2020

Johnny Bowes
Manager of Environmental Services
City of Stratford
1 Wellington St., Stratford ON
N5A 6W1

Re: Renewal of Risk Management Services Agreements with Upper Thames River Conservation Authority

Dear: Mr. Bowes,

Upper Thames River Conservation Authority (UTRCA) was delegated Part IV authorities (as per the Ontario *Clean Water Act, 2006*) to provide Risk Management Services on behalf of your municipality. Since agreements were first signed in 2014 with five partner municipalities, the program has expanded to include several more municipalities, and a renewed agreement that was established in 2017. This letter outlines the ongoing responsibilities that municipalities have under the Ontario *Clean Water Act*, and presents an option for renewing the service agreement with the Upper Thames River Conservation Authority for an additional term of three years covering the period of January 1st, 2021 to December 31st, 2023.

Under a renewed agreement, UTRCA's risk management office would continue to implement the Part IV policies in the plans (prohibition, risk management planning, restricted land uses) on a regional basis. It would be operated by the UTRCA with support from SCRCA, under the same agreement as previously signed, with an amendment to the schedule of costs. For the purpose of this renewal proposal we have budgeted based on the assumption of participation by all existing agreement partners which includes the municipalities of: Lambton Shores, Chatham-Kent, Perth East, Perth South, Plympton-Wyoming, Point Edward, Sarnia, St. Clair, Stratford, St. Marys and West Perth.

Following the establishment of risk management plans for existing significant drinking water threats, risk management officials and inspectors are responsible for the monitoring and enforcement of those plans, as well as the inspection and enforcement of prohibition policies. From time to time, new risk management plans will need to be established, and existing plans

Lower Thames Valley Conservation Authority
100 Thames Street, Chatham, Ontario,
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phone 519-354-7310, fax 519-352-3435

St. Clair Region Conservation Authority
205 Mill Pond Cres., Strathroy, Ontario,
N7G 3P9

phone 519-245-3710, fax. 519-245-3348

Upper Thames River Conservation Authority
1424 Clarke Road, London, ON
N5V 5B9

phone 519-451-2800, fax 519-451-1188

will need to be renegotiated and signed, as property owners and/or tenants change. Additionally, the Ministry of the Environment Conservation and Parks has been undertaking a review of the source protection framework, and as a result, have proposed a number of changes to the circumstances under which an activity is considered a significant drinking water threat ([ERO number 019-2219](#)). Once finalized, these changes will require on the ground review of drinking water threat activities, and the potential establishment of risk management plans or prohibitions for activities that are now considered a significant threat to drinking water under the changed circumstances. We anticipate that the implementation of these changes will occur within the next three years of our proposed agreement renewal.

Under a renewed agreement, the Conservation Authority would maintain their risk management office and provide the following services:

- Completion of any Risk Management Plans for existing significant threats;
- Continuation of the monitoring and inspection program for existing significant threats;
- Review of activities in vulnerable areas as a result of changes to threat circumstances made by the Ontario Ministry of the Environment Conservation and Parks;
- Negotiate new risk management plans where required, and ensure compliance with all existing risk management plans;
- Review and amend existing risk management plans as activities, property owners, tenants, or technical requirements change;
- Communicate the purpose, effect and function of the Part IV policies to residents and businesses in the subject vulnerable areas;
- Develop and deliver education and outreach in consultation with municipal partners where needs or opportunities are identified;
- Enforcement of prohibition policies contained in the SPP;
- Collaborate with municipal building and planning staff to ensure that activities proposed in vulnerable areas are consistent with the source protection plan (i.e.. the “restricted land uses” tool that helps to “flag” potential threats when building permits and planning applications are received)
- Address any site-specific challenges by landowners to the source protection technical work (called “risk assessments”);
- Maintenance of all information, data and documents through continued participation in the online information management systems developed by UTRCA referred to as LSWIMS;
- Completion of annual Risk Management Official reporting to the Ontario Ministry of the Environment;
- Provide advice to municipal staff on other aspects of the Source Protection Plans, such as those pertaining to *Planning Act* processes; and
- Provide regular updates to participating municipalities during the renewal term.

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Our intent for a renewed agreement would be to continue operating a regional office in an efficient, effective manner. The costs outlined here are based on what UTRCA estimates is needed to maintain a risk management office and continue to implement, and enforce the Part IV policies of the source protection plans. The renewed costs are specific to each participating municipality which is based on the percentage of workload we have estimated within that municipality. To determine the workload estimate a number of factors were considered, including the: number of drinking water systems within the municipality, the number of existing threats requiring risk management plans, the complexity of existing risk management plans, the anticipated impact of MECP threat circumstance changes, the size and scope of the vulnerable areas, the number of properties within vulnerable areas, and the types of land uses within those areas. The 11 partner municipalities have been grouped into three different workload categories which can be seen in Table 1.

Table 1: Estimated Workload by Municipality

Municipality	Estimated Portion of Workload
Stratford	12%
St. Marys	12%
Chatham-Kent	12%
Sarnia	12%
West Perth	9%
Perth East	9%
Perth South	9%
St. Clair	6%
Point Edward	6%
Plympton-Wyoming	6%
Lambton Shores	6%
Total	100%

During the initial 6 years of the service agreement, a considerable amount of work was done to establish the program, review and confirm existing drinking water threats, and negotiate and establish risk management plans. Now that the majority of risk management plans for existing drinking water threats have been established, the program has shifted into a monitoring and compliance phase. This shift has allowed us to reduce our overall costs from previous agreements, and the addition of more municipal partners into the agreement helps to reduce the costs for all partners involved. We are also aware of the financial pressures the pandemic has

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created for municipalities, and have therefore restricted our budget to the minimum amount required to maintain the program.

It should be noted however, that the shift in the program to monitoring and compliance does not mean that there is no more source protection work to do. Protecting our drinking water seems more important now than ever as we grapple with a global health crisis. The Province of Ontario has recognized this by identifying drinking water source protection as a priority program through Bill 108. As outlined above, the roles of Risk Management Officials and Inspectors in the protection of municipal sources of drinking water are ongoing, and the Province's proposal to amend drinking water threat circumstances means that the program is evolving, and new threats will be identified that need to be addressed ([ERO number 019-2219](#)).

The proposed costs of the renewed agreement for the City of Stratford are outlined in Table 2 below.

Table 2: Total Cost and Annual Cost of Proposed Agreement and Previous Agreement for the City of Stratford

Total Cost Under Renewed Agreement	Annual Cost Under Renewed Agreement	Total Cost of Previous Agreement	Costs Per Year of Previous Agreement
\$74,170.73	\$24,723.58	\$129,530.49	\$38,859.15

We would appreciate a response regarding your participation in a renewed risk management services agreement with UTRCA by Friday, November 20th. In the meantime we are happy to discuss the proposal in more detail and answer any questions you may have. Please let me know if you would like to arrange a time to discuss this proposal with our staff. I can be reached through email at allainj@thamesriver.on.ca or by phone at 519-451-2800 x 223.

Yours Truly
THAMES-SYDENHAM AND REGION



Jenna Allain
Source Protection Coordinator