



Stratford City Council
Regular Council Open Session
AGENDA

Meeting #: 4769th
Date: Monday, April 28, 2025
Time: 7:00 P.M.
Location: Council Chamber, City Hall
Council Present: Mayor Ritsma - Chair Presiding, Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa
Staff Present: Adam Betteridge - Interim Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk

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

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

1. Call to Order:

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

Councillor Beatty has provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Conduct Statement

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:**

10 - 25

Motion by

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated April 14, 2025 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 April 28, 2025 be added to the Agenda as printed.

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

5.1 **April 28, 2025, Session, under the Municipal Act, 2001, as amended**

Information will be provided.

6. **Hearings of Deputations and Presentations:**

6.1 **Request for Delegation regarding Item 7.4 Strong Mayor Powers Overview (COU25-049)**

Elain Strawbridge, representing citizens concerned about Strong Mayor Powers, is requesting Council adopt a resolution that Strong Mayor Powers will not be used in the City of Stratford going forward.

Motion by

THAT Elaine Strawbridge be heard.

7. **Orders of the Day:**

7.1 **Resolution - Affordable Housing Creation Through Collaboration (COU25-**

26 - 43

051)

Kendra Fry, investStratford Housing Specialist, Kathy Vassilakos, Director of United Housing and Ryan Erb, Executive Director of United Way Perth-Huron will present the report.

Motion by

Staff Recommendation: THAT the report titled, "Affordable Housing Creation through Collaboration" (COU25-051) and the presentation from United Housing be received;

THAT Council direct the Mayor's Office to provide a letter of support to United Housing supporting their efforts to build affordable housing in the City of Stratford;

AND THAT Council direct investStratford to work with United Housing and the Director of Corporate Services to analyze various funding mechanisms and investment models for Council to consider.

7.2 Resolution - Zone Change Application Z05-24 for 156 Albert Street (COU25-052)

44 - 69

Aliyah Richards, Zelinka Priamo Ltd. will present on behalf of the applicant, Upper Avon Holdings Inc.

Motion by

Staff Recommendation: THAT Zone Change Application Z05-24 as submitted by Zelinka Priamo Ltd. on behalf of Upper Avon Holdings Inc. for the lands located at 156 Albert Street to rezone the subject lands from Central Commercial to Central Commercial with Site Specific Exemptions BE APPROVED to establish the following site specific exemptions:

1. Parking areas shall be permitted within a driveway visibility triangle, provided such parking areas do not encroach more than 1.6 metres into the driveway visibility triangle; and
2. A stand alone Apartment Building with dwelling units on the main floor shall be permitted within the Central Business District.

AND THAT such approval be granted for the following reasons:

1. Zone change application Z05-24 is consistent with the Provincial Planning Statement, 2024;
2. Zone change application Z05-24 is in conformity with the goals, objectives, and policies of the Official Plan;

3. Zone change application Z05-24 will facilitate the redevelopment of an underused commercial site within the Downtown Core for residential purposes to provide additional rental housing stock within the City; and
4. Public comments have been received, reviewed, comprehensively considered, and appropriately addressed through planning process.

AND THAT no further notice be required under section 34(17) of the Planning Act.

7.3 Resolution - Human Resources Update (COU25-050) 70 - 72

Motion by

Staff Recommendation: THAT the report titled "Human Resources Update" (COU25-050) be received for information;

THAT the Interim Chief Administrative Officer be authorized to enter into an agreement for services with Ward & Uptigrove Human Resources Solutions for a term of three (3) months at a cost of \$60,000, plus HST and travel fees;

THAT a follow up report be brought forward within the next three-month term to evaluate ongoing need and seek further direction from Council, if required;

AND THAT the expenditure for this services be recorded in the HR department budget.

7.4 Resolution - Strong Mayor Powers Overview (COU25-049) 73 - 78

Motion by

Staff Recommendation: THAT the report titled, "Strong Mayor Powers Overview" (COU25-049), be received for information.

7.5 Resolution - Fire Protection Grant Transfer Payment Agreement Additional Funds (COU25-047) 79 - 80

Motion by

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General, Office of the Fire Marshal to support the municipal fire service in acquiring clothing to improve and enhance the level of safety to the fire protection service being provided;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the Ontario Transfer Payment agreement provided through the Fire Protection Grant on behalf of the Corporation.

- 7.6 Resolution - To Supply and Deliver One Electric Ice Resurfacer (COU25-048) 81 - 83

Motion by

Staff Recommendation: THAT the supply and delivery of a new Electric Ice Resurfacer be awarded to Zamboni Company Ltd. at a total cost of \$215,510.21, including HST.

- 7.7 Resolution - T-2025-04 Avon Street and Avondale Avenue Reconstruction Tender Award (COU25-053) 84 - 87

Motion by

Staff Recommendation: THAT the tender for the Avon Street and Avondale Avenue Reconstruction Project [T-2025-04] be awarded to Elgin Construction Company Limited, at a total tender price of \$3,843,881.88, including HST;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement for construction contract T-2025-04.

- 7.8 Correspondence - Resignation from the Committee of Adjustment

Motion by

THAT the resignation of Justine Nigro from the Committee of Adjustment effective July 17, 2025, be accepted.

- 7.9 Proclamation - Melanoma and Skin Cancer Awareness Month 88

Motion by

THAT Stratford City Council hereby proclaims May 2025 as "Melanoma and Skin Cancer Awareness Month" to keep our community aware, informed and vigilant about the potential risks of over-exposure to the UV radiation of the sun.

8. Business for Which Previous Notice Has Been Given:

None noted.

9. Reports of the Standing Committees:

- 9.1 Report of the Finance and Labour Relations Committee:

THAT the 2024 Water Summary Report (ITS25-005) be received by City Council in accordance with the compliance standards set out in Ontario Regulation 170/03.

9.2.2 2024 Stratford Water Pollution Control Plant (WPCP) Annual Report (ITS25-007) 151 - 282

THAT the 2024 Stratford Water Pollution Control Plant Annual Report be received by City Council for information.

9.2.3 Request for an Exemption to the Noise Control By-law 113-79 for the Caribbean and African Day Event (ITS25-006) 283 - 285

THAT approval be granted to the Multicultural Association, for an exemption to Noise Control By-law 113-79 for the Caribbean and African Day event on Sunday, May 25, 2025, from 10:00 a.m. to 12:00 a.m. from the following provisions:

- Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. the next day;
- Unreasonable noise provision [Schedule 1, Clause 8];
- Loading and unloading [Schedule 2 clause 4].

10. Notice of Intent:

None noted.

11. 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 11.1 to 11.4 be taken collectively.

Motion by

THAT By-laws 11.1 to 11.4 be read a First and Second Time.

Motion by

THAT By-laws 11.1 to 11.4 be read a Third Time and Finally Passed.

11.1 Fire Protection Grant Ontario Transfer Payment Agreement 286 - 287

To authorize the execution of an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General to receive funds through the Fire

Protection Grant program.

11.2 Award Ice Resurfacer to Zamboni Company Ltd. 288

To authorize the acceptance of a tender by Zamboni Company Ltd. the supply and delivery of a new Electric Ice Resurfacer.

11.3 Z05-24 - 156 Albert Street - Zoning By-law Amendment 289 - 291

To amend By-law 10-2022, as amended, with respect to zone change application Z05-24 to amend the Central Commercial (C3) Zone at 156 Albert Street to a Central Commercial (C3) Zone with site specific regulations.

11.4 Tender Award for Avon Street and Avondale Avenue Reconstruction 292

To authorize the acceptance of a tender, execution of the contract and the undertaking of work by Elgin Construction Company Limited for the Avon Street and Avondale Avenue Reconstruction (T-2025-04).

12. Consent Agenda: CA-2025-051 to CA-2025-056 293 - 308

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

13. New Business:

14. Adjournment to Standing Committees:

The next Regular Council meeting is May 12, 2025 in the Council Chamber, City Hall.

Motion by

THAT the Council meeting adjourn to convene into Standing Committees as follows:

- **Social Services Committee [7:05 or thereafter following the Regular Council meeting]; and**
- **Community Services Committee [7:10 or thereafter following the Regular Council meeting]**

and to Committee of the Whole if necessary, and to reconvene into Council.

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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.

Declarations of Pecuniary Interest made at Standing Committee meetings held on April 28, 2025 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

15.2 Reading of the Confirmatory By-law:

309

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

By-law 11.5 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on April 28, 2025.

Motion by

THAT By-law 11.5 be read a First and Second Time.

Motion by

THAT By-law 11.5 be read a Third Time and Finally Passed.

15.3 Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by

THAT the April 28, 2025 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4768th
 Date: Monday, April 14, 2025
 Time: 7:00 P.M.
 Location: Council Chamber, City Hall

Council Present: Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Wordofa

Regrets: Councillor Briscoe, Councillor Sebben

Staff Present: Adam Betteridge - Interim Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Marc Bancroft - Manager of Planning, Alexander Burnett - Intermediate Planner, Michael Pullen - Managing Director, investStratford, and Kendra Fry - Housing Specialist

Also Present: Members of the Public and Media

1. Call to Order:

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

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Conduct Statement

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

Councillor Burbach declared a pecuniary interest with respect to Items 4, 24, and 26 on Item 7.4 - 2025 Community Grant Evaluation Committee Recommendations (COU25-037). Councillor Burbach is a board member of the Here For Now Theatre Company and INNERchamber is their client.

Councillor McCabe declared a pecuniary interest with respect to Items 4 and 26 on Item 7.4 - 2025 Community Grant Evaluation Committee Recommendations (COU25-037). Councillor McCabe's spouse is the Artistic Director of the Here For Now Theatre Company.

3. Adoption of the Minutes:

R2025-140

Motion by Councillor Nijjar

Seconded by Councillor Burbach

THAT the Minutes of the Special and Public Meeting of Council of the The Corporation of the City of Stratford dated March 20, 2025 and the Regular Meeting of Council of The Corporation of the City of Stratford dated March 24, 2025, be adopted as printed.

Carried

4. Adoption of the Addendum to the Agenda:

There was no Addendum to be adopted for the April 14, 2025 Regular Council meeting.

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

5.1 At the March 24, 2025, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

4.1 Confidential Report of the Chief Administrative Officer with respect to a personnel matter (CM-25-07) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)); and Labour relations or employee negotiations (section 239.(2)(d)).

At the closed meeting, the confidential report was received.

5.2 April 14, 2025, Committee of the Whole In-camera Session

The April 14, 2025, Committee of the Whole In-camera Session was cancelled.

6. Hearings of Deputations and Presentations:

6.1 Adjournment to Public Meetings under the Planning Act:

R2025-141

Motion by Councillor Burbach

Seconded by Councillor Biehn

THAT the Council meeting adjourn to a public meeting under the Planning Act to hear from members of the public with respect to the following planning applications:

- **Draft Plan of Subdivision 31T24-003, Official Plan Amendment Application OPA02-24 and Zone Change Application Z08-24 for 672 Mornington Street; and**
- **Official Plan Amendment Application OPA01-25 and Zone Change Application Z09-24 for 315 and 317 Huron Street;**

and to reconvene following the public meetings.

Carried

The Regular Council meeting adjourned to a Public Meeting at 7:06 p.m. and reconvened at 8:56 p.m.

Council recessed at 8:56 p.m. and reconvened at 9:04 p.m.

7. Orders of the Day:

7.1 Resolution - Development Project, 246 Railway Avenue (COU25-038)

Michael Pullen, Managing Director, and Kendra Fry, Housing Specialist, from investStratford presented the report to Council. Highlights of the presentation included:

- an overview of the work required for 246 Railway Avenue;
- an overview of the proponents and their proposals;
- an overview of the recommended proponent and their proposal and pricing; and
- an overview of the funding request for the maintenance of the services of the Housing Specialist through December 31, 2025.

Members of Council, the Director of Social Services, and investStratford staff held a discussion regarding the following:

- the property being used for geared-to-income housing and the total cost of the property being estimated at \$10,000 per year for maintenance;
- the property being renovated to be a one two-bedroom unit; and
- the property being expected to be available for use by September or October.

R2025-142

Motion by Councillor Biehn

Seconded by Councillor Burbach

THAT the Request for Proposal (RFP-2025-01) for Home Renovation for a City Owned Property be awarded to Collard Properties for a maximum amount of \$179,765.58, including HST to be funded through the R-R11-STRA Reserve Fund;

THAT staff be authorized to proceed with the water and sanitary servicing of 246 Railway Avenue to be funded through the R-R11-STRA Reserve Fund;

AND THAT the Housing Specialist Position (reporting through investStratford) be continued from July 2025 to the end of

December 2025 to be funded through the R-R11-STRA Reserve Fund.

Carried

7.2 Resolution - Progress Report, Request for Expression of Interest: 161 East Gore Street and 38 Coriano Street (COU25-044)

R2025-143

Motion by Councillor Nijjar

Seconded by Councillor Wordofa

THAT the report titled, "Progress Report, Request for Expression of Interest: 161 East Gore Street and 38 Coriano Street" (COU25-044), be received for information.

Members of Council and investStratford staff held a discussion regarding the following:

- a report being brought back to Council with a recommended proponent in May and the negotiations with the proponent being completed following Council's approval;
- the build timeline being dependent on the proponent; and
- staff to explore how a trade of land value for affordable units can be done and Council to be provided the information once available.

The Mayor called the question on the motion.

Carried

7.3 Resolution - Climate Conversations Steering Committee 2025 Request for Financial Assistance (COU25-035)

R2025-144

Motion by Councillor Henderson

Seconded by Councillor Burbach

THAT a Community Grant in the amount of \$664.67 be given to the Climate Conversations Steering Committee in kind for their additional Climate Conversation event to be held on June 26, 2025, to fund the following:

- **Auditorium Rental Fee -\$414.67, including HST**
- **Technical Support -\$250.00**

Carried

7.4 Resolution - 2025 Community Grant Evaluation Committee Recommendations (COU25-037)

R2025-145

Motion by Councillor Hunter

Seconded by Councillor Nijjar

THAT the 2025 grants and fee waivers as outlined in the attached schedule to Report COU25-037, excluding Items 4, 24, and 26, be approved;

AND THAT any appeals received from applicants be considered by the Finance and Labour Relations Sub-committee.

Members of Council and staff held a discussion regarding the following:

- the United Way grant being directed to the Connection Centre based on the applicant's request;
- the Stratford Arts Collective's request being denied as the grant previously awarded to the group was donated to another cause; and
- the information on the appeals process being available on the City's website.

The Mayor called the question on the motion.

Carried

R2025-146

Motion by Councillor Henderson

Seconded by Councillor Hunter

THAT the 2025 grant for the Here For Now Theatre Company and Here For Now Superstar Program be approved as outlined in the schedule attached to Report COU25-037;

AND THAT any appeals received from applicants be considered by the Finance and Labour Relations Sub-committee.

Carried

Councillor Burbach and Councillor McCabe having declared pecuniary interests did not vote or participate in the discussion of this matter.

R2025-147

Motion by Councillor Nijjar

Seconded by Councillor Wordofa

THAT the 2025 grant for INNERchamber be approved as outlined in the schedule attached to Report COU25-037;

AND THAT an appeal received from the applicant be considered by the Finance and Labour Relations Sub-committee.

Carried

Councillor Burbach having declared a pecuniary interest did not vote or participate in the discussion of this matter.

7.5 Resolution - Court Security and Prisoner Transport Program 2025

R2025-148

Motion by Councillor Wordofa

Seconded by Councillor Biehn

THAT The Corporation of the City of Stratford enter into an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Solicitor General for a term of one (1) year to December 31, 2025;

AND THAT the Mayor and Clerk, or their respective designates, be authorized to sign the Agreement on behalf of the municipal corporation.

Carried

7.6 Resolution - Community Transportation Grant Program

R2025-149

Motion by Councillor Burbach

Seconded by Councillor McCabe

THAT The Corporation of the City of Stratford enter into an Amending Agreement No. 3 to the Community Transportation Grant Program Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Minister of Transportation;

AND THAT the Mayor and Clerk, or their respective designated, be authorized to sign the Amending Agreement No. 3 on behalf of the municipal corporation.

Carried

7.7 Resolution - Road Widening for Consent Application B04-23, 639-663 Ontario Street (COU25-036)

R2025-150

Motion by Councillor Henderson

Seconded by Councillor Burbach

THAT Council authorize the conveyance of Parts 1 and 3 on Reference Plan 44R-6300 from 6520910 Canada Corporation to The Corporation of the City of Stratford;

AND THAT upon conveyance of Parts 1 and 3, on Reference Plan 44R-6300 to the City of Stratford, these lands be dedicated as public highway forming part of Ontario Street.

Carried

7.8 Resolution - Updated Recommendation for Airport Farmland Lease Award (COU25-041)

R2025-151

Motion by Councillor Nijjar

Seconded by Councillor Biehn

THAT Council rescind Resolution R2025-124 and repeal By-law 32-2025 awarding the airport farmland lease agreement to Peter Koot & Rachael Berta;

AND THAT Council award the three (3) year term to Van Nes Custom Welding Inc., for the lease of 160 acres of farmland adjacent to the Stratford Municipal Airport, described as Part of Lots 39, 40, 41, Concession 5 and Parts of Lots 38, 39, 40 and 41 Concession 6, from March 1, 2025, to December 31, 2027;

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

Carried

R2025-152

Motion by Councillor Hunter

Seconded by Councillor Beatty

THAT staff be directed to investigate and prepare a report on the ability to require a deposit from proponents of land leases.

Carried

7.9 Resolution - Application for Part Lot Control Exemption (PLC01-25) for Lot 5 on Registered Plan 44M-91, being Parts 1-5 on Plan 44R-6320 and municipally addressed as 37-41 Worsley Street (COU25-046)

R2025-153

Motion by Councillor McCabe

Seconded by Councillor Nijjar

THAT Council approve Application for Part Lot Control Exemption (PLC01-25) to exempt Lot 5 on Registered Plan 44M-91 from part Lot Control for one year from the date of the passing of the By-law in accordance with Reference Plan 44R-6230 to create two separate parcels of land, each of which would contain a semi-detached dwelling unit.

Carried

7.10 Resolution - Avondale Cemetery Niche Wall Installation (COU25-042)

R2025-154

Motion by Councillor Beatty

Seconded by Councillor Hunter

THAT the request for proposal (RFP-2025-13) for the design, supply, and installation of three (3) sixty-four (64) straight columbarium niche walls, including foundations and concrete surrounds, in the Avondale Cemetery be awarded to Kyber Columbarium in the amount of \$124,978, including HST.

Carried

7.11 Resolution - National Stadium Washroom Renovations – Tender Award (COU25-040)

R2025-155

Motion by Councillor Henderson

Seconded by Councillor Wordofa

THAT the Tender (T-2024-45) for the washroom renovations for National Stadium, be awarded to Feltz Design Build at a total cost of \$174,686.04, including HST;

THAT Facilities Capital Reserve Fund R-R11-FACI be used to provide the funding required;

AND THAT if additional work is required, subject to approval by the Director of Community Services, an additional contingency be authorized to fund any potential issues that are not within the approved Tender scope of work from Facilities Capital Reserve Fund R-R11-FACI and in accordance with Policy F.1.15 Capital Budget Authorization for Expenditures.

Carried

7.12 Resolution - Award of RFP-2024-37 – 9 Fulton Street, Milverton Affordable Housing – Architectural Services (COU25-039)

R2025-156

Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT the proposal (RFP-2024-37) for the 9 Fulton Street, Milverton Affordable Housing – Architectural Services project, be awarded to L. Alan Grinham at a cost of \$249,475.00, including HST.

Carried

7.13 Proclamation - BeADonor Month

R2025-157

Motion by Councillor Beatty

Seconded by Councillor Burbach

THAT Stratford City Council hereby proclaims April 2025 as "BeADonor Month" in the City of Stratford to raise awareness that one donor can save up to eight lives through organ donation and improve the lives of up to 75 others through tissue donation;

AND THAT Stratford City Council authorizes the flying of the BeADonor flag from April 21 to April 25 for National Organ and Tissue Donation Awareness Week to encourage Ontarians to register their consent for organ and tissue donation.

Carried

8. Business for Which Previous Notice Has Been Given:

None noted.

9. Reports of the Standing Committees:

There were no Standing Committee reports considered at the April 14, 2025 meeting.

10. Notice of Intent:

None noted.

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:

R2025-158

Motion by Councillor Burbach

Seconded by Councillor McCabe

THAT By-laws 37-2025 to 46-2025 be taken collectively.

Carried unanimously

R2025-159

Motion by Councillor Biehn

Seconded by Councillor Hunter

THAT By-laws 37-2025 to 46-2025 be read a First and Second Time.

Carried two thirds support

R2025-160

Motion by Councillor Nijjar

Seconded by Councillor Henderson

THAT By-laws 37-2025 to 46-2025 be read a Third Time and Finally Passed

Carried

11.1 Court Security and Prisoner Transportation Program Agreement - By-law 37-2025

To authorize the entering into and execution of an Ontario Transfer Payment Agreement with His Majesty the King in Right of Ontario as represented by the Solicitor General, with respect to the continuation of the Court Security and Prisoner Transportation Program (CSPT) for 2025.

11.2 Amending Agreement No. 3 to the Community Transportation Grant Program Transfer Payment Agreement- By-law 38-2025

To authorize the execution of an Amending Agreement No. 3 to the Community Transportation Grant Program Transfer Payment Agreement with His Majesty the King in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario.

11.3 Conveyance for the Widening of Ontario Street - By-law 39-2025

To accept the transfer (conveyance) from 6520910 Canada Corporation of Parts 1 and 3 on Reference Plan 44R-6300.

11.4 Dedication of Part of Ontario Street as Public Highway - By-law 40-2025

To dedicate Parts 1 and 3 on Reference Plan 44R-6300 as public highway forming part of Ontario Street in the City of Stratford.

11.5 Award Proposal for Home Renovation for a City Owned Property - By-law 41-2025

To authorize the acceptance of a proposal, execution of the contract and the undertaking of work by Collard Properties for the Home Renovation for a City Owned Property project (RFP-2025-01).

11.6 Award Proposal for 9 Fulton Street, Milverton Affordable Housing - Architectural Services Project - By-law 42-2025

To authorize the acceptance of a proposal, execution of the contract and the undertaking of work by L. Alan Grinham for the 9 Fulton Street, Milverton Affordable Housing – Architectural Services project (RFP-2024-37).

11.7 Award Tender for Washroom Renovations at National Stadium - By-law 43-2025

To authorize the acceptance of a tender, execution of the contract and the undertaking of work by Feltz Design Build for washroom renovations at National Stadium (T-2024-45).

11.8 Award Proposal for the Design, Supply, and Installation of Columbarium Niche Walls in the Avondale Cemetery - By-law 44-2025

To authorize the acceptance of a proposal, execution of the contract and the undertaking of work by Kyber Columbarium for the design, supply, and installation of three (3) sixty-four (64) straight columbarium niche walls including foundations and concrete surrounds in the Avondale Cemetery (RFP-2025-13).

11.9 Award Airport Farm Land Lease and Repeal By-law 32-2025 - By-law 45-2025

To authorize the execution of a Lease Agreement with Van Nes Custom Welding Inc. for farmland adjacent to the Stratford Municipal Airport for a three year term to December 31, 2027 and to Repeal By-law 32-2025.

11.10 Part Lot Control Exemption By-law - 37-41 Worsley - By-law 46-2025

To exempt Lot 5, Registered Plan 44M-91 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying semi-detached dwelling units to individual owners.

12. Consent Agenda: CA-2024-041 to CA-2024-050

12.1 CA-2025-050

R2025-161

Motion by Councillor Burbach

Seconded by Councillor Biehn

THAT CA-2025-050, being a resolution from the Municipality of North Perth regarding removal of Inter-Provincial trade barriers, be endorsed.

Carried

13. New Business:

13.1 Review of Strong Mayor Powers

R2025-162

Motion by Councillor Hunter

Seconded by Councillor McCabe

THAT staff be directed to prepare a report providing a fulsome review of the Strong Mayor Powers for the April 28, 2025 Regular Council meeting.

Members of Council held a discussion regarding the following:

- how the Province is intending for the Strong Mayor powers to help accelerate the building of homes;
- how Council decision-making is not slowing down the development process but rather the staffing shortage in departments;
- an overview of the AMCTO's research regarding the use and benefits of the powers;
- there being a need for Council to be cautious about opposing provincial goals and priorities; and
- the Mayor noting that he will work in consultation with Council and staff on matters before Council's consideration and will wait for staff to bring a report about an overview of the powers.

The Mayor called the question on the motion.

Carried

13.2 Canadian Dairy XPO

The Mayor congratulated the Canadian Dairy XPO on their successful event. The Mayor noted that there was more than 17,000 visitors to Stratford for the event and the data showing that 98% of attendees are expected to return next year. The Mayor added that there were 320 exhibitors from over 30 countries. Organizers are looking at expanding the event to an ADX (American Dairy XPO).

13.3 Death of Former Fire Chief Sidney Creek

The Mayor extended condolences for the death of former Fire Chief Sidney Creek of the Stratford Fire Department.

13.4 National Day of Mourning

Councillor Henderson noted that the National Day of Mourning will be celebrated on April 28th. There will be a gathering at the Upper Queens Park on this date at 10:00 a.m.

14. Adjournment to Standing Committees:

The next Regular Council meeting is April 28, 2025, in the Council Chamber, City Hall.

R2025-163

Motion by Councillor Nijjar

Seconded by Councillor Burbach

THAT the Council meeting adjourn to convene into Standing Committees as follows:

- **Finance and Labour Relations Committee [7:05 p.m. or thereafter following the Regular Council meeting]; and**
- **Infrastructure, Transportation and Safety Committee [7:10 p.m. or thereafter following the Regular Council meeting];**

and to Committee of the Whole if necessary, and to reconvene into Council.

Carried

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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.

Declarations of Pecuniary Interest made at Standing Committee meetings held on April 14, 2025, with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

There were no disclosures of pecuniary interest made at the April 14, 2025 Council Reconvene meeting.

15.2 Reading of the Confirmatory By-law (reconvene):

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

By-law 11.11 Confirmatory By-law - By-law 47-2025

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on April 14, 2025.

R2025-164

Motion by Councillor McCabe

Seconded by Councillor Hunter

THAT By-law 47-2025 be read a First and Second Time.

Carried two-thirds support

R2025-165

Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT By-law 47-2025 be read a Third Time and Finally Passed.

Carried

15.3 Adjournment of Council Meeting

R2025-166

Motion by Councillor Beatty

Seconded by Councillor Hunter

THAT the April 14, 2025, Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.

Meeting End Time: 9:47 P.M.

Reconvene Meeting Start Time: 9:54 P.M.

Reconvene Meeting End Time: 9:55 P.M.

Mayor - Martin Ritsma

Clerk - Tatiana Dafoe



MANAGEMENT REPORT

Date: April 28, 2025
To: City Council
From: Kendra Fry, Housing Specialist, investStratford
Report Number: COU25-051
Attachments: United Housing Report

Title: Affordable Housing Creation Through Collaboration

Objective: To provide Council with an update on United Housing, request templated letters of support and to seek Council direction to explore opportunities to collaborate financially in United Housing projects.

Background: United Housing, a Division of the United Way, was established in 2023 with a mission to build better communities by developing, creating, constructing, and managing mixed income housing in Perth and Huron.

United Housing will provide Council with an update of their current projects and plans to create 100 housing units in the next ten years.

Analysis: United Housing could be a significant owner/operator of affordable housing in the City of Stratford, providing a diversification of ownership of affordable units in the City. Multiple owners, including the municipality, private owners and non-profit organizations such as United Housing create more strength within the affordable market.

To achieve their goals in collaboration with the City of Stratford, United Housing is active in seeking funding from all levels of Government, corporate and private investment. To enhance those efforts, they seek supporting letters from the Mayor and Council. Additionally, United Housing requests Council deliberate and consider various funding mechanisms to aid them in their development work.

Staff are of the opinion that, while the City of Stratford is supportive of initiatives that seek to increase the supply of affordable and attainable housing, any expressions of support must not be construed as a formal partnership or as a pre-judgment of any future applications or requests that may come before Council. Any letters of support, if issued, should be framed in general terms, acknowledging the importance of

community-led efforts to address housing needs, while clearly noting that such support does not imply a financial commitment, pre-approval of planning applications, or direct involvement in project delivery. It remains important for the City to uphold its statutory responsibilities under the Planning Act and Municipal Act, particularly as they relate to land use planning, transparency, and accountability.

Financial Implications:

Financial impact to current year operating budget:

None.

Financial impact on future year operating budget:

Funding mechanisms to support affordable housing projects will be analyzed and brought back to future meetings for consideration if directed by Council.

Link to asset management plan and strategy:

None at this time.

Legal considerations:

None at this time.

Insurance considerations:

None at this time.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as working with United Housing could add to our affordable housing infrastructure.

Build Housing Stability

This report aligns with this priority as adding more not for profit providers of housing to the city creates stability and additional housing stock.

Work Together For Greater Impact

This report aligns with this priority as working with the United Way as a trusted not for profit in the region creates greater impact.

Intentionally Change to Support the Future

This report aligns with this priority as the City is taking an active role in the creation of affordable housing.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Affordable housing enhances the health and happiness of our citizens.

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

The creation of affordable housing is key in the attraction of a skilled workforce and creates a more equitable community.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Affordable housing enhances sustainable living and allows for a variety of people to join the city as permanent residents, rather than as commuters.

Travel and Transport

Reducing the need to travel, encouraging walking, cycling and low carbon transport.

Increasing affordable housing in Stratford reduces the numbers of workers commuting via car to the community.

Staff Recommendation: THAT the report titled, "Affordable Housing Creation through Collaboration" (COU25-051) and the presentation from United Housing be received;

THAT Council direct the Mayor's Office to provide a letter of support to United Housing supporting their efforts to build affordable housing in the City of Stratford;

AND THAT Council direct investStratford to work with United Housing and the Director of Corporate Services to analyse various funding mechanisms and investment models for Council to consider.

Prepared by:	Kendra Fry, Housing Specialist, investStratford
Recommended by:	Joani Gerber, investStratford
Approved for Council by:	Adam Betteridge, Interim Chief Administrative Officer



United Way
Perth-Huron



**UNITED
HOUSING**

Strength in Partnership



Mission



Build better communities by developing, creating, constructing, and managing mixed income housing in Perth and Huron.

- ▶ By 2030 United Housing is an established and sustainable non-profit housing developer in Perth-Huron.
- ▶ By 2050 everyone in Perth-Huron lives in housing suitable and affordable to their needs.



Vision

United Housing Principles

Non-Profit



Viability



Collaboration



Rentals



Affordability



Mixed Income



Community
Building



Green



Homelessness
Reduction



United Housing Activities



Developer of
Housing



Operator of
Housing



Property
Management



Property
Acquisition

Year in Review – Capacity Building

Key Milestones

Launch November 2023

Strategic Plan November 2023 ([United-Housing-STRATPLAN-FINAL.pdf \(unitedway.ca\)\)](#))

NFP Subsidiary - Registration Complete February 2025

Staff

Director, United Housing

Manager, Resource Development

Manager, Resource Development, Huron County

Manager, Property

Manager, Project

Senior Consultant, Financial Modelling

Kathy Vassilakos

Rebecca Scott

Michelle Millar

Bruce Pitkin

Elizabeth Gaffney

Mitchell Rhodes

Consultants

Tapestry Community Capital

KCI – Capital

Community Bond Campaign

Campaign Training and First Campaign

Year in Review – Projects and Planning

Projects in
Development &
Predevelopment
(4)

Property
Acquisition (2
acquired, 2 in
process)

Opportunities
Explored (5)

Due Diligence &
Planning
Studies (11+)

Conferences,
Panels,
Symposia (3)

Public
Awareness
(15++)

Collaboration &
Partnerships

Year in Review - Funding



Municipal
Support



United
Housing
Bonds



Capital
Campaign



Grants
(government,
foundation, etc.)



Fundraising
Events



Community
Donors

Stratford Projects



Location
Stratford



Housing Target
100 Units



Asset Value
\$40-60
million



Why United Housing?

- Non-Profit Housing
- Long-term sustainability
- Community-focused

Additional Community Services:

- Transitional Age Youth (TAY) Housing
- Daycare Centre

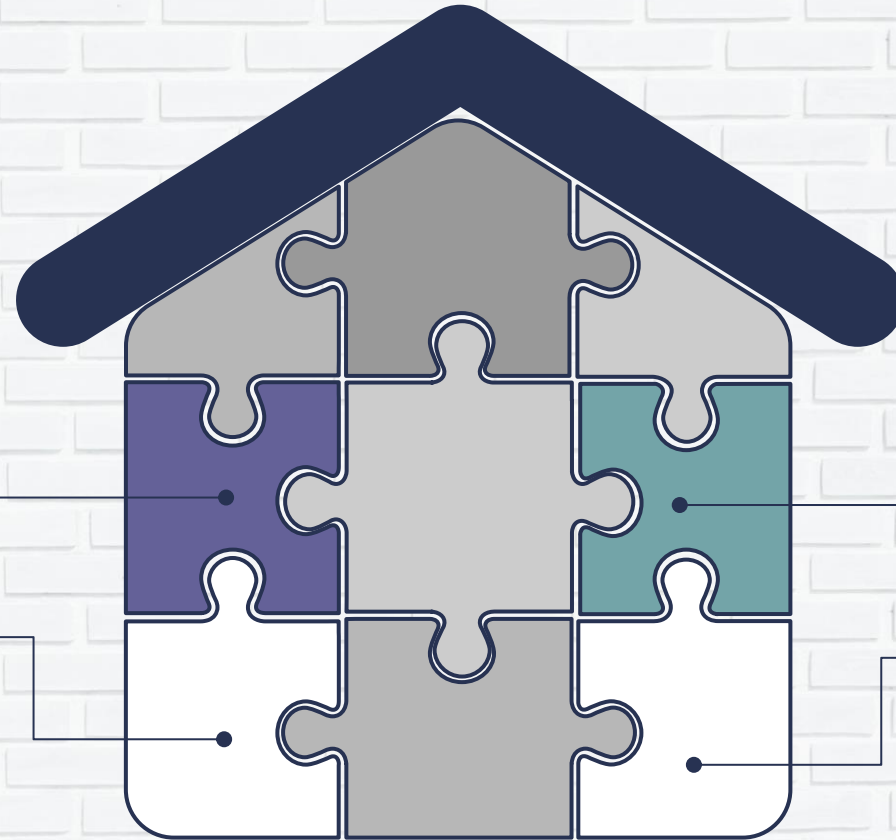
Project Goals

Addressing Needs of
Vulnerable Populations

Workforce Attraction

Infill Intensification

Sustainable
Financial Model



Project 1

Not for Profit Collaboration

4 Phases

60 Stacked Towns

Project 2

Faith Community – Municipal Collaboration

14-20 Apartment Units

6 Room Daycare Centre

Project 3

United Housing - Not for Profit - Private
Collaboration

Transition Age Youth Housing

Mixed-income Apartment Units

Project ⁴¹Status

Project 1

- LOIC signed
- Pre-consultation *complete*
- Draft VTB Agreement *complete*
- Survey for Severance *complete*
- Functional Servicing and SWM Report *in progress*
- Traffic Impact Study *in progress*

Project 2

- Concept plans *complete*
- Congregation approval to initiate discussions
- LOIC signed
- Lease negotiations *in progress*
- Pre-consultation meeting with city staff – *soon!*

Project 3

- LOIC signed
- Draft Project Plan *complete*
- Pre-consultation meeting with city staff – *soon!*

Together we can Build Housing that Matters

United Way Perth Huron – United Housing – City of Stratford Partnership

- ✓ Low Interest Loans
- ✓ Planning Fee Strategy
- ✓ Investing in United Housing Bonds
- ✓ Collaborative Planning Strategies
- ✓ Daycare Capital
- ✓ Support for Daycare Capital Funding Applications
- ✓ Letters of Support for CMHC and other Funding Sources



United Way
Perth-Huron



**UNITED
HOUSING**

Community Focused Housing Growth



**Building
Housing!**



**Community
Connections**



**Expanding
Relationships**



**Building
Capacity**



PLANNING REPORT

Date: April 28, 2025
To: Mayor and Council
From: Robyn McIntyre, RPP MCIP, Consulting Planner
Report Number: COU25-052
Attachments: Proposed By-law

Title: Zone Change Application Z05-24 for 156 Albert Street.

Objective: The purpose of this report is to consider the approval of Zone Change Application Z05-24 as submitted by Zelinka Priamo Ltd. on behalf of Upper Avon Holdings Inc. for lands located at 156 Albert Street. The Zone Change Application seeks to provide site specific provisions to allow for a former Funeral Home building to be adaptively reused as a twelve-unit apartment building with associated parking, amenities, and landscaping.

Background: The subject lands are located northwest of the intersection of Albert Street and Nile Street, legally described as LT 216 PL 20 STRATFORD; PT LT 215 PL 20 STRATFORD AS IN R78527 EXCEPT EASEMENT THEREIN; STRATFORD. The subject lands are a corner lot, being approximately 0.12 ha in area with 38 metres of frontage on Albert Street and 32 metres of frontage on Nile Street.

Site Characteristics

Characteristic	Information
Existing Use:	Vacant Commercial Building with associated Parking.
Frontage:	38 metres – Albert Street 32 metres – Nile Street
Depth	38 metres – Albert Street
Area	0.12 hectares
Shape	Rectangular, Corner Lot.

Surrounding Land Uses

Direction	Use
North	Commercial
East	Residential
West	Commercial
South	Residential

Location Map



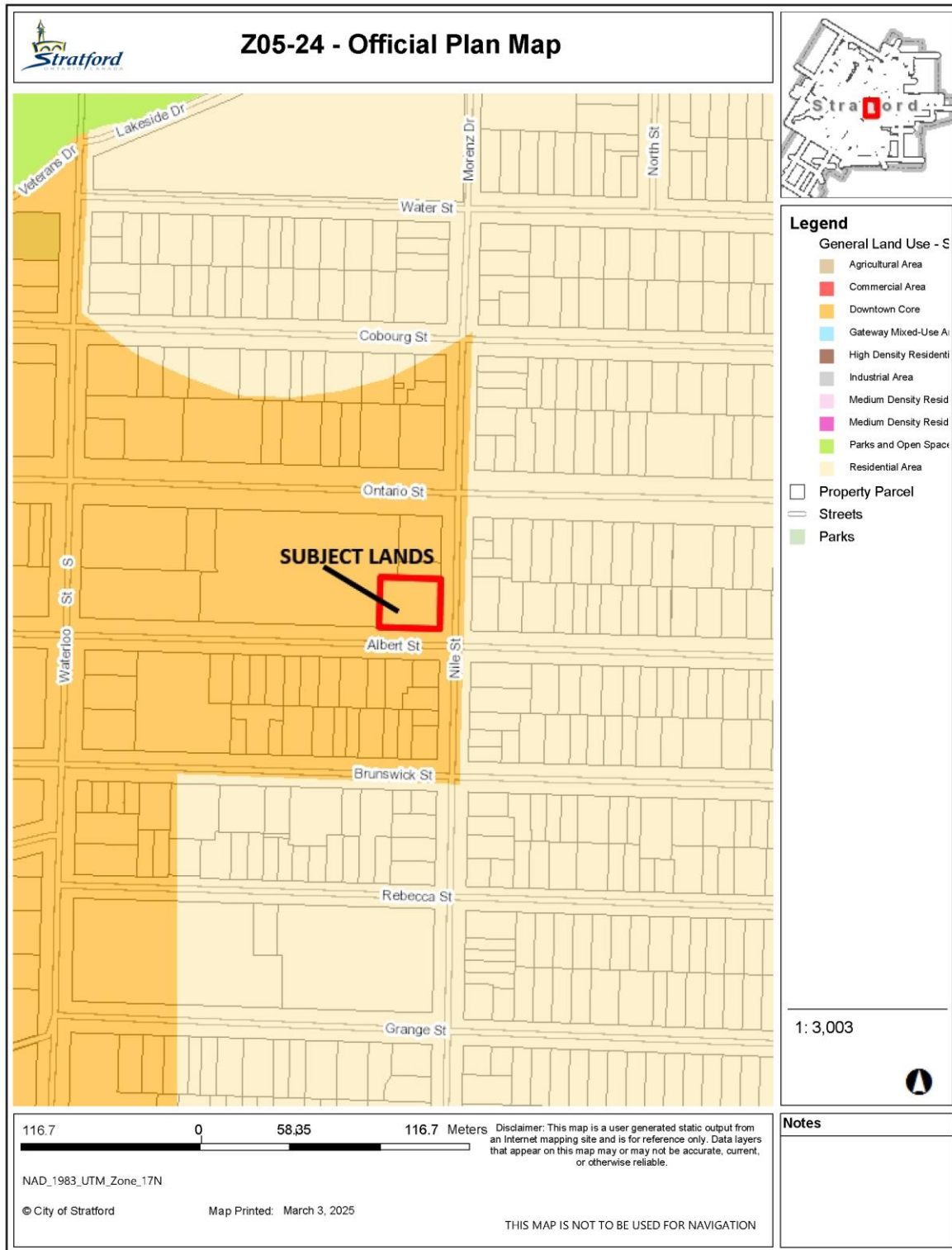
Subject Lands from Albert Street



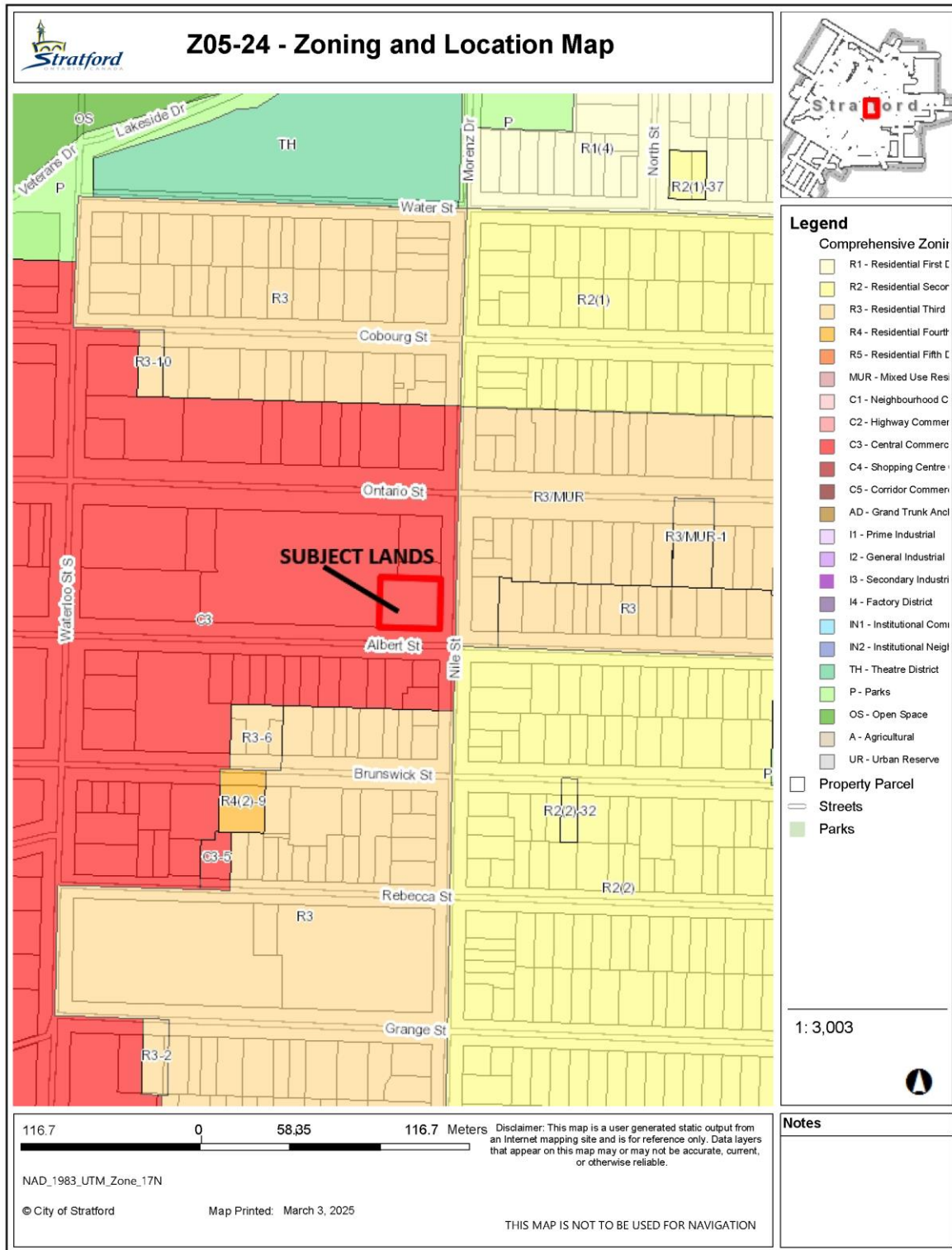
Subject Lands from Nile Street

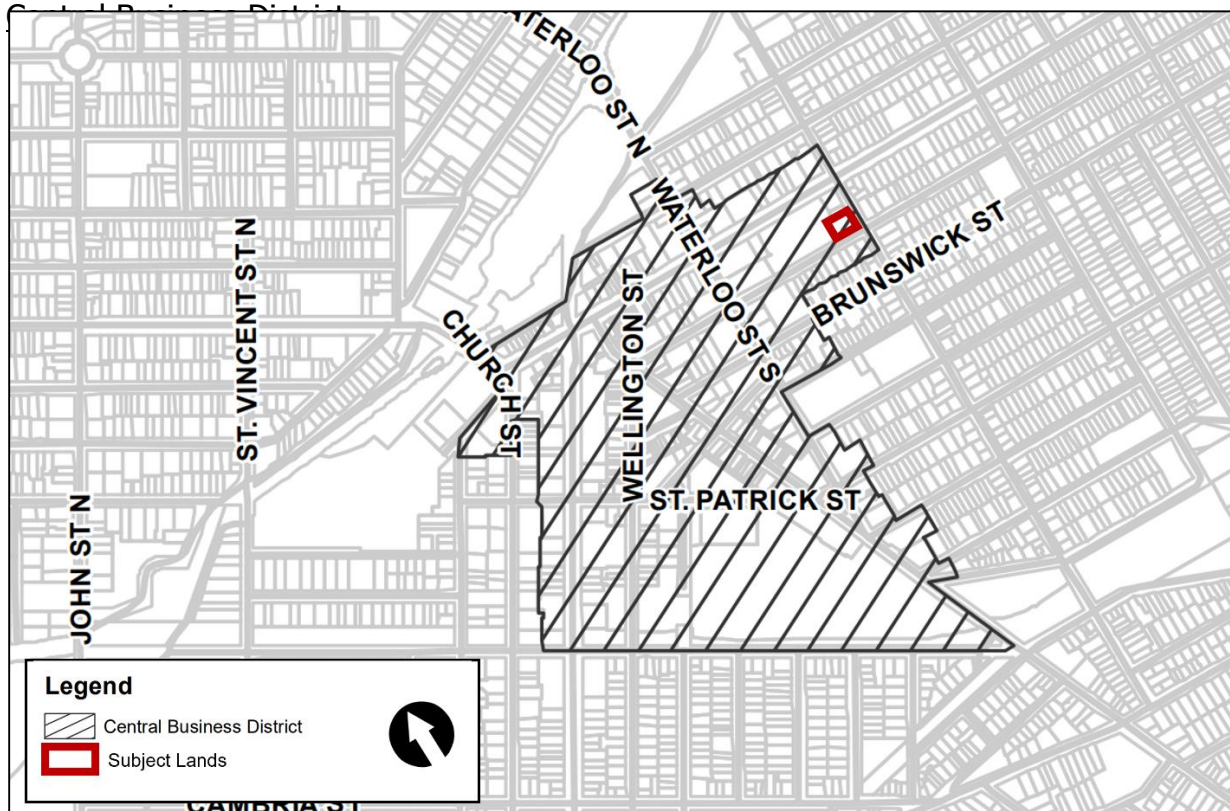


Official Plan Map



Zoning By-law 10-2022 Proposed Amendment Area





Agency Comments

The application was circulated to various agencies on February 14, 2025, with agency comments being due February 28, 2025. Any agency comments received after this report is finalized will be provided to Council for consideration.

- *Stratford Accessibility Advisory Committee*
 - Accessible parking
 - The site plan shows one accessible parking space. This is within the requirements of the AODA for the total number of spaces currently in the site. Will this space be an allocated space for a resident? Or will it be for visitor use?
 - The Committee would suggest that the developer please consider adding an additional accessible parking space so that if there is a disabled or elderly resident it will be available for dedicated use for the tenant. It would be very helpful to have a dedicated accessible parking space for visitors also. Given the demographics of Stratford being a majority elderly population and that is set to increase over the next 10 years adding an accessible space at this stage of the development will save in costs of having to add accessible spaces in future years.

- Barrier-Free Entrance
 - The principal entrance to the building is indicated as barrier free and we assume that means that the doors will be fitted with power door openers and be wider (a minimum of 36") to enable mobility devices to enter smoothly.
 - Access to the Building
 - The Committee noted that the accessible parking space is a distance from the principal entrance. A resident will be required to navigate across the existing covered parking area before they reach the principal entrance. The Committee discussed that perhaps a crossing of some sort will be required to alert vehicles of those who will be crossing. Is the driveway flanked by a concrete sidewalk? If so then there will need to be transitions from the concrete side walk to the road and back up to the opposite concrete side walk in front of the entrance. Additionally there should be tactile plates at the points of crossing.
 - Further, there will need to be a transition curb cuts from the accessible parking access aisle to the adjacent sidewalk. This would enable those using mobility devices to make use of the concrete sidewalks easily.
 - The Committee would invite the developer to consider constructing an accessible unit among the 12 units that are proposed in the site plan. The Committee notes that more accessible residential units are required in Stratford not just for those living with disabilities but also for the aging community that constitutes a large proportion of those living in Stratford and those that are attracted to live in Stratford. To this end, ensuring that the bathrooms have an adequate turning radius for mobility devices, grab bars around the toilet, shower or bathtub. Please do not hesitate to contact us for further information regarding the accessibility of building interiors.
- *Canada Post Corporation*
 - Canada Post has reviewed the proposal for the above noted Development Application and has determined that the project adheres to the multi-unit policy and will be serviced by developer/owner installed Lock Box Assembly.
 - Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. Buildings with 100 units

or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room.

- *Enbridge Gas*
 - Enbridge Gas does not object to the proposed application(s), however, we reserve the right to amend or remove development conditions.
- *Invest Stratford*
 - In regards to Z05-24 – 156 Albert Street, Stratford, the Housing Specialist is in favour of the conversion to residential including the request for ground level residential and parking by-law amendments. Additional housing in the walkable downtown core is desirable. We request that the proponent consider adding an affordable or attainable housing unit to the site. Please reach out to housing@investstratford.com for more information if desired.
- *Stratford Climate Action*
 - There are no comments from the Climate Action Division for this application at this time.
- *Sourcewater Protection*
 - The subject lands **are not** located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan.
- *Stratford Engineering*
 - The Engineering Division has no comments or concerns regarding this application.
- *Stratford Fire Prevention*
 - No comments from Fire Prevention at this time.
- *Stratford Building*
 - No concerns.
- *Stratford Parks*
 - No concerns.
- *Stratford Clerk's Office*

- We [have] no further concerns as the applicant has confirmed that they will meet the minimum parking requirements.

Public Comments

Notice of the application and public meeting was sent to surrounding property owners on February 14, 2025. Notice was also published in the Beacon Herald on February 22, 2025. A number of written public comments were received in advance of and following the public meeting held on March 20, 2025. The key concerns raised through the public comments included the following:

- Unit tenure, if units will be owned or rented.
- Unit size / square footage, and how many bedrooms are proposed in each unit.
- Number of parking spaces for visitors and assigned spaces for each unit.
- Size of parking spaces.
- Urban Canopy, existing vs. proposed landscaping.
- Opportunities for sustainable initiatives.
- Fire safety and compliance.

Responses to these comments are provided later in this report.

History:

The application was initially submitted on November 7, 2024, and was subsequently deemed complete on November 13, 2024. Following the application being deemed complete, it was determined that site plan revisions were required to reflect the requested relief. The revisions were applied, and an updated site plan drawing dated January 22, 2025, was received for circulation.

At the time of the Public Meeting for Z05-24, it was determined that six site specific exceptions were required to accommodate the proposal. The applicant has revised the site plan to address a number of these site-specific exceptions and to address public comments. As a result, only two site specific exceptions are required to accommodate the proposal:

- 1) Section 4.7.3 a) – To permit a parking space within a driveway visibility triangle, whereas the Zoning Bylaw does not presently permit such.
- 2) Section 7.3.3.2 b) – To permit an Apartment Building to have dwelling units on the main floor within the Central Business District.

Analysis:

Provincial Planning Statement 2024

The Provincial Planning Statement ("PPS") came into effect on October 20, 2024 replacing the Provincial Policy Statement, 2020 and the 2020 Growth Plan for the Greater Golden Horseshoe. The PPS provides direction on matters of provincial interest under Section 2 of the Planning Act, specifically relating to building homes, sustaining strong and competitive communities, infrastructure and facilities, wise use and management of resources, and protecting public health and safety. All decisions on planning matters are required to be consistent with the PPS.

Housing

Planning authorities should provide a range and mix of housing options (2.1.6 a) by permitting and facilitating all housing options to meet the requirements of current and future residents, including all types of residential intensification such as the redevelopment of underutilized commercial sites (2.2.1 b).

The proposal would allow an existing vacant commercial building to be transitioned into a 12-unit apartment building of purpose-built rental units. This contributes to the rental housing stock in the City of Stratford as well as provides additional apartment units in walking distance to the Downtown Core.

Energy Conservation, Air Quality, and Climate Change

Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that support the achievement of compact communities (2.9.1 a) and take into consideration all options to reduce emissions and build community resilience (2.9.1 e).

The provision of 12 dwelling units on the subject lands would be considered compact development. The proposal would allow for the adaptive reuse of a vacant building within the Downtown Core which reduces consumption of construction materials and efficiently uses existing built resources in the city. Further, the location of the subject lands is in walking distance to the commercial core of the City of Stratford, which reduces automobile dependency and contributes to a reduction in greenhouse gas emissions.

Zone Change Application Z05-24 is consistent with the PPS.

Official Plan Designation

The property is designated Downtown Core in the Official Plan.

Goals and Objectives

Goals and objectives for the Downtown Core designation include increasing the diversity and number of residential opportunities (4.4.1 iii) and encouraging the rehabilitation and 'recycling' of functionally obsolete buildings (4.4.1 iv). The proposal supports the goals and objectives of the Downtown Core designation by creating additional residential units through the rehabilitation of existing building stock.

Permitted Uses

The Downtown Core designation allows for a range of commercial and residential uses and includes free standing residential buildings (4.4.2). The proposal would result in a free-standing residential apartment building, as permitted.

Compactness and Intensity

Compactness and intensity of development are critical elements in maintaining the distinctive character of the Downtown Core and its multi-functional role (4.4.3). The provision of 12 dwelling units on the subject lands constitutes compact development and supports the planned intensity of the Downtown Core.

Residential Population

The City will encourage the conversion of obsolete buildings for residential purposes (4.4.5). The existing commercial building on the subject lands previously operated as a funeral home but is now vacant. The conversion of this building to apartment units would conform to the Residential Population policies of the Official Plan.

Public Investment

The City continues to maintain and undertake improvements and public investment in the Downtown Core to make it more attractive, distinctive, convenient, and safe for residents (4.4.5). These improvements relate to pedestrian amenities, street lighting, signage, vehicle circulation, and parking among others (4.4.5). The portion of Albert Street which the subject lands front on has recently been subject to the Albert Street Reconstruction Project to improve the pedestrian amenities, street lighting, signage, vehicular circulation, and parking in the area. As such, this is an attractive and convenient location for the construction of residential units and promotion of active transportation.

Sustainability Strategy

The City is committed to a culture of conservation and promotes waste reduction, among other elements (5.10.1). The City will encourage sustainable development which reduces the consumption of land (5.10.2 i), minimizes the waste of materials (5.10.2 ii), and creates liveable, healthy and productive environments (5.10.2 iii). The reuse of an

existing building reduces land consumption, minimizes the waste of construction materials, and helps reduce greenhouse gas emissions by promoting residential intensification close to the Central Business District and transit thus reducing dependence on automobiles. Establishing residential units in the realm of the Downtown Core, where a number of amenities are within walking distance, creates a liveable, healthy, and productive environment. This is supported by the site's proximity to active transportation infrastructure including the bike lanes and sidewalks along Albert Street and Nile Street.

Road Classification

Albert Street is a Collector Road and Nile Street is a Local Road. Collector Roads serve local travel demands providing connections within neighbourhoods (7.2.1, Table 2). Local Roads serve local travel demands by providing direct access from abutting properties to the road system (7.2.1, Table 2).

Zone Change Application Z05-24 conforms to the City of Stratford's Official Plan.

Zoning Bylaw

The lands are zoned Central Commercial (C3) Zone in the City of Stratford Zoning Bylaw and are identified as being within the Central Business District. Two site specific exemptions are requested through Zone Change Application Z05-24 to accommodate the proposed development.

Central Commercial Zone

The Central Commercial zone permits a range of residential, commercial, and institutional uses. Specific permitted uses include apartment buildings, converted dwellings, professional offices, restaurants, and retail stores, among others (7.2). The proposed apartment building use is permitted in this Zone. An apartment building is defined as follows:

"APARTMENT BUILDING means a building containing 5 or more dwelling units, owned or rented as a principal residence, each unit of which is independently accessible from a corridor system connecting with a common entrance from outside the building or from an independent entrance from outside the building, and where the occupants of such units have the common right to use halls, stairs, elevators and yards.

Parking Requirements

The Zoning Bylaw requires parking at a rate of 1 regular parking space per dwelling unit, plus 0.25 visitor parking spaces per dwelling unit (Table 5.1) for a total requirement of 12 regular parking spaces and 3 visitor parking spaces. Barrier-free parking spaces are to make up 4% of the total required parking spaces (Table 5.4.1) which equates to 1 barrier-free parking space.

The proposal includes a total of 12 regular parking spaces (including 2 barrier-free) and 3 visitor parking spaces for a total of 15 parking spaces. The proposal complies with the parking requirements of the Zoning Bylaw.

Site Specific Exemption – Dwelling Units on the Main Floor of an Apartment Building

Provision 7.3.3.2 a) and b) of the Zoning Bylaw state that:

"a) Dwelling units other than in a converted dwelling shall be connected to and form an integral part of a main building and located above the first storey which storey shall be designed, used or intended for a commercial use."

"b) Notwithstanding 7.3.3.2 a) dwelling units may be permitted on the first storey storey [sic] or below in an apartment building in the C3 zone outside of the Central Business District (CBD) as shown on Schedule "A"."

The subject lands are within the Central Business District and propose an apartment building with dwelling units on the main floor. While these provisions do not expressly prohibit apartment buildings with dwelling units on the main floor within the Central Business District, such is not expressly permitted either. As stand-alone apartment buildings are a permitted use in the Downtown Core Designation and the Central Commercial Zone, a site-specific exemption is included to clarify these provisions and to ensure that dwelling units are permitted on the main floor of an apartment building within the Central Business District.

Site Specific Exemption – Parking within Driveway Visibility Triangle

Provision 4.7.3 a) of the Zoning Bylaw does not permit parking spaces within a driveway visibility triangle. A site-specific exemption is requested to address existing site conditions and to allow a parking space within the driveway visibility triangle.

The applicable driveway visibility triangles are shown in Figure 1 below. These triangles are intended to remain free and clear of obstructions to ensure visibility when maneuvering into, out of, and around a parking area.

The proposed layout of the parking lot would result in small portions of two separate parking spaces being within the driveway visibility triangles as outlined on the site plan excerpt below. Specifically, a 1.46 metre portion of parking space 3, and a 0.72 metre portion of barrier free parking space 2.

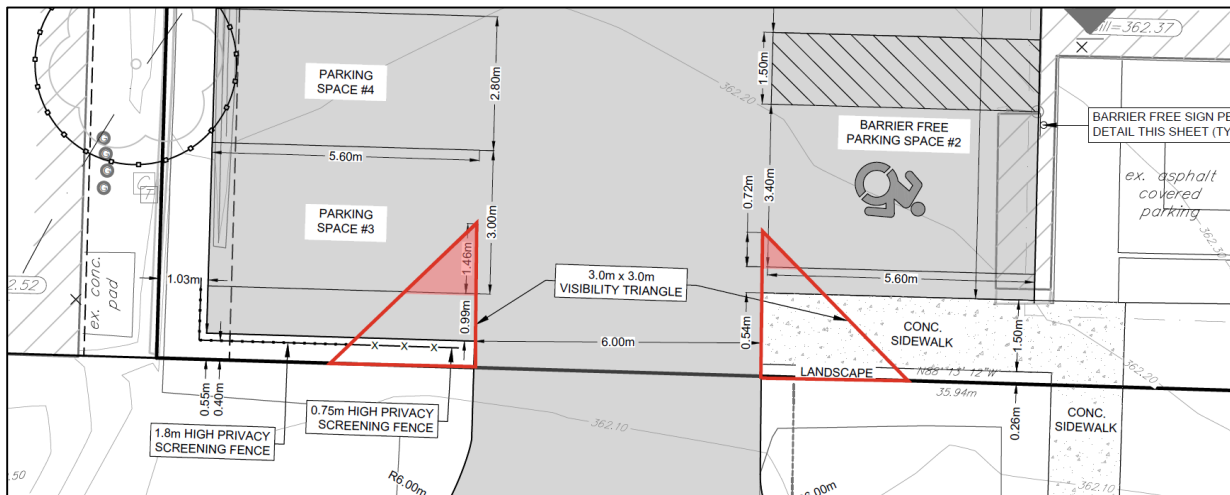


Figure 1: An excerpt from the site plan drawing for Z05-24, showing the driveway visibility triangles with a red outline, and the encroachment areas with a red highlight.

The purpose of this provision is typically to ensure that safe visibility is maintained for vehicle ingress and egress to and from a parking area. The proposal includes a number of elements to ensure safe visibility is maintained, including adjusted fencing, additional buffer spaces, layout of the parking aisle, and acknowledgement of the existing traffic flow on Albert Street.

Adjusted Fencing – A fence is proposed along the western portion of the exterior side yard setback to satisfy the planting strip requirements of the Zoning Bylaw. This fence height is reduced to 0.75 metres where it is located within the driveway visibility triangle area to ensure that the fence does not restrict visibility for vehicular traffic. A fence is not proposed on the eastern portion of the exterior side lot line, between the

private, on-site sidewalk and the public sidewalk within the Albert Street right-of-way. This further promotes visibility for vehicles.

Additional Buffer Spaces – In both instances of the encroachment into the driveway visibility triangle, the applicant has adjusted the layout of the parking lot to include additional buffer areas between each of these parking spaces and the exterior side lot line to ensure that this encroachment is reduced as much as possible. These additional buffers provide another metre of space between the parking areas and the exterior lot line to support vehicular visibility.

Layout of Parking Aisle – The proposal maintains a 6-metre-wide parking aisle to access the parking lot, allowing for two-way traffic.

Existing Traffic Flow – This portion of Albert Street is one-way and permits only east-bound vehicular travel. As a result, traffic accessing this parking lot would be restricted to left-in, left-out turns only, and would reduce the active vehicular traffic in the area.

While such site elements support visibility, Staff are proposing a limitation on the permitted encroachment into the driveway visibility triangle to ensure the remaining visibility is maintained. Such limitation would read as follows:

“To permit parking areas within driveway visibility triangles, provided the parking areas do not encroach more than 1.6 metres into the driveway visibility triangles.”

This limitation acknowledges that the proposed adaptive reuse of the existing vacant commercial building conforms to the Official Plan while also ensuring that visibility is maintained and cannot be further reduced without a subsequent Planning application. This limitation provides 0.14 metres of ‘flexibility’ on the west side, and 0.88 metres on the east side, should the actual construction of the site differ slightly from the site plan. This has been discussed with the applicant, and they are agreeable to this limitation.

Public and Agency Concerns

The following themes have arisen during the circulation of the application for public and agency comments. Such themes have been addressed as noted:

Unit Tenure

The applicant has advised that the intention is for the proposed dwelling units to be purpose-built rental units.

Unit Size

The applicant has advised that the proposed dwelling units will be approximately 800 square feet, or 74 square metres, in area. All units will be two-bedroom layouts.

Unit Accessibility

The applicant advised at the public meeting that they are considering transitioning two of the proposed units to be accessible and barrier-free.

Parking Space Sufficiency

The proposal satisfies the parking requirements of the Zoning Bylaw with a total of fifteen parking spaces. This includes three visitor parking spaces and two barrier free parking spaces. The applicant is proposing one barrier-free parking space in excess of the Zoning Bylaw requirements, as only one is required but two are provided.

Unitized Parking

The applicant has confirmed that one parking space will be assigned to each dwelling unit.

Visitor Parking Spaces

A total of three visitor parking spaces are proposed. This includes two regular parking spaces and one barrier-free parking space.

Size of Parking Spaces

Typical parking spaces are to be 2.8 metres by 5.6 metres in size as required by the Zoning Bylaw. Where a typical parking space abuts a wall, the space is extended to be 3.0 metres in width. The Type-A Barrier-Free parking space would be 3.4 metres by 5.6 metres in size with a 1.5 metre by 5.6 metre access aisle. The Type-B Barrier-Free parking space would be 2.8 metres by 5.6 metres in size and would abut to the 1.5 metre by 5.6 metre access aisle. The proposed parking spaces sizes meet the requirements of the Zoning Bylaw.

Urban Canopy

Presently, there are four trees along the western lot line between the parking lot and the building on the adjacent property. There is also existing landscaping along the Nile Street frontage, including a number of trees and bushes. The applicant has advised that this vegetation will be maintained as part of the proposed development. A detailed landscape plan has not been provided at this time; this plan is typically prepared at the Site Plan stage.

Sustainable Initiatives

A number of sustainable components have been identified through the evaluation of the applicable Official Plan policies. Further opportunities for sustainable building elements will be considered at the Site Plan stage and the Building Permit stage.

Fire Safety and Compliance

The proposal will be required to comply with the Ontario Building Code and all fire safety requirements. The City of Stratford Building Division and Fire Prevention Division were circulated on this application, and both agencies indicated no comments or concerns with the proposal at this time. Staff understand that a detailed review will be completed by the Building Division at the building permit stage to ensure compliance with the applicable standards.

Building and Parking Lot Accessibility

Any necessary accessibility elements such as tactile warning surface indicators and curb cuts will be evaluated and implemented at the site plan stage. These elements will support those using mobility devices to make use of concrete sidewalks easily.

Regarding accessible access, the applicant has advised that there will be an accessible building entrance located along the Albert Street frontage, which includes ramped access and power door openers. This entrance is accessed from parking lot via sidewalk adjacent to the proposed Type-A barrier-free parking spaces.

Financial Implications:

If approved, the proposed development would create 12 new dwelling units on the subject lands, contributing to the City's property tax base. Additionally, development charges will be collected as part of the building permit application. No municipal expenses are anticipated to support the proposed development.

Staff Recommendation: THAT Zone Change Application Z05-24 as submitted by Zelinka Priamo Ltd. on behalf of Upper Avon Holdings Inc. for the lands located at 156 Albert Street to rezone the subject lands from Central Commercial to Central Commercial with Site Specific Exemptions BE APPROVED to establish the following site specific exemptions:

- 1) Parking areas shall be permitted within a driveway visibility triangle, provided such parking areas do not encroach more than 1.6 metres into the driveway visibility triangle; and**

- 2) A stand-alone Apartment Building with dwelling units on the main floor shall be permitted within the Central Business District.**

AND THAT such approval be granted for the following reasons:

- 1) Zone change application Z05-24 is consistent with the Provincial Planning Statement, 2024;**
- 2) Zone change application Z05-24 is in conformity with the goals, objectives, and policies of the Official Plan;**
- 3) Zone change application Z05-24 will facilitate the redevelopment of an underused commercial site within the Downtown Core for residential purposes to provide additional rental housing stock within the City; and**
- 4) Public comments have been received, reviewed, comprehensively considered, and appropriately addressed through the planning process.**

AND THAT no further notice be required under section 34(17) of the Planning Act.

Recommended by: Robyn McIntyre, BES, RPP, MCIP, Consulting Planner

Reviewed by: Pierre Chauvin, MA, RPP, MCIP, Consulting Planner and
Marc Bancroft, MPL, RPP, MCIP, Manager of Planning

Approved for Council by: Adam Betteridge, MPA, RPP, MCIP, Director of Planning and
Building Services and Interim Chief Administrative Officer



**BY-LAW NUMBER XXX-2025
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 10-2022, as amended, with respect to zone change application Z05-24 to amend the Central Commercial (C3) Zone at 156 Albert Street to a Central Commercial (C3) Zone with site specific regulations.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

AND WHEREAS the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended;

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

1. THAT Schedule "A1", Map 5, to Zoning Bylaw 10-2022, is hereby amended:

by changing from Central Commercial (C3) Zone to a Central Commercial (C3) Zone with site specific regulations, those lands outlined in heavy solid lines and described as C3-___ on Schedule "A" attached hereto and forming part of this By-law, and known municipally as 156 Albert Street, Stratford, Ontario.

2. AND THAT By-law 10-2022, as amended, be further amended by adding to Section 15.9, being the Exceptions of the Central Commercial (C3) Zone, the following:

"15.9. ___

- a) Defined Area (156 Albert Street)
Central Commercial C3-___ as shown on Schedule "A", Map 5.
- b) Permitted uses shall include:
 - Apartment building with ground floor dwelling units within the Central Business District.
- c) Parking areas shall be permitted within driveway visibility triangles provided the parking areas do not encroach more than 1.6 metres into the driveway visibility triangles.

3. AND THAT this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and
FINALLY PASSED this 28th day of April, 2025.

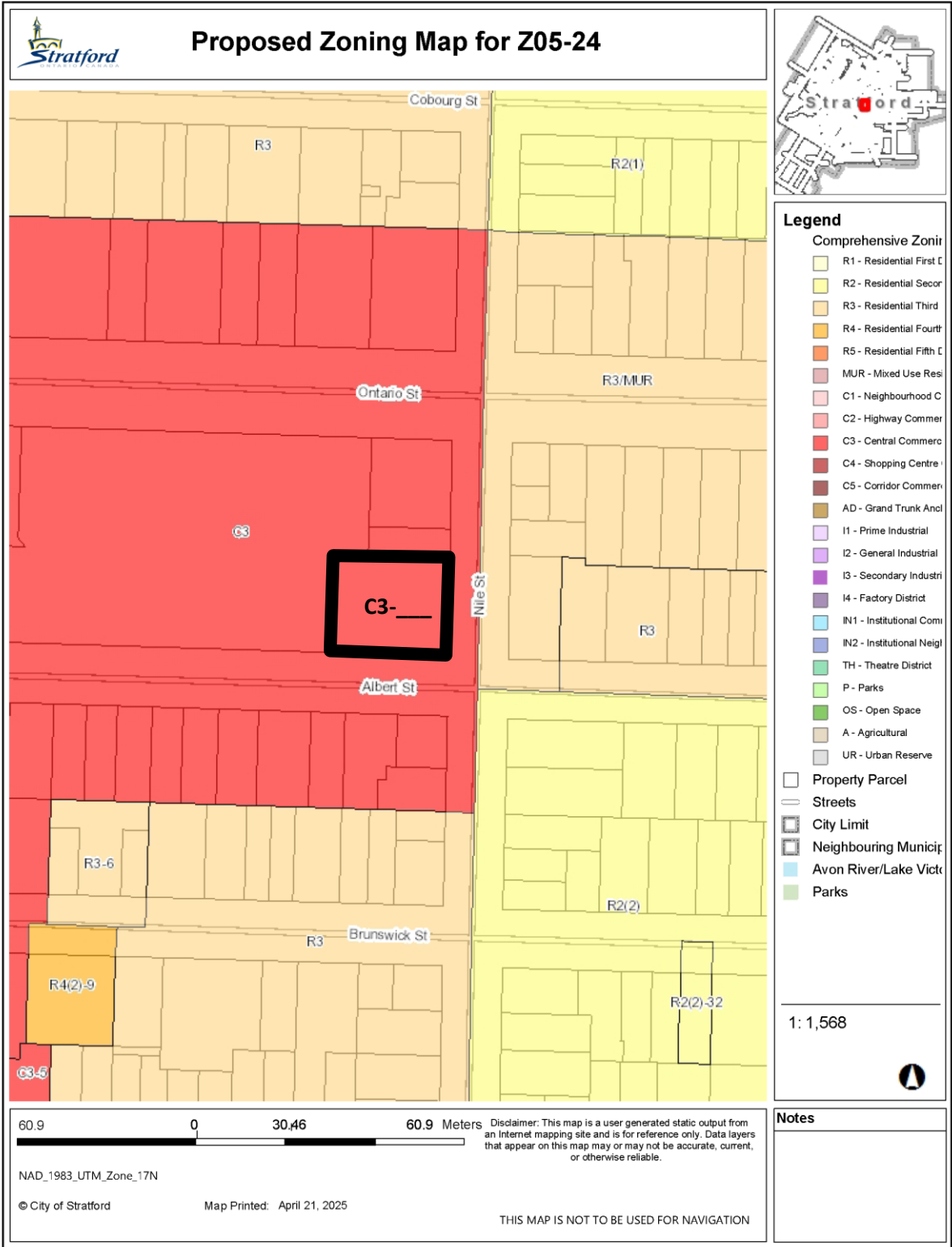
Mayor – Martin Ritsma

Clerk – Tatiana Dafoe

This is Schedule "A" to By-law XXX-2025

Adopted this 28th day of April, 2025

Amending By-law 10-2022 of the Corporation of the City of Stratford





CITY OF STRATFORD PUBLIC MEETING MINUTES

A public meeting was held on Thursday, March 20, 2025, at 6:30 p.m., in the Council Chamber, at Stratford City Hall, 1 Wellington Street. The purpose of the public meeting was to give Council and the public an opportunity to hear and consider comments from the public regarding Zone Change By-law Amendment Application Z05-24. The application affects the property with the municipal address of 156 Albert Street, Stratford.

COUNCIL PRESENT: Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Wordofa

REGRETS: Councillor Sebben

STAFF PRESENT:, Tatiana Dafoe - City Clerk, Adam Betteridge - Director of Building and Planning Services, Audrey Pascual - Deputy Clerk, Marc Bancroft – Manager of Planning; Miranda Franken – Council Clerk Secretary

ALSO PRESENT: Robyn McIntyre – Consulting Planner from MHBC for the City of Stratford, Aliyah Richards - Zelinka Priamo Ltd., agent for the applicant, members of the public and media.

Mayor Ritsma called the meeting to order and stated the purpose of this meeting was to give Council and the public an opportunity to hear and consider comments from the public regarding Zone Change By-law Amendment Application Z05-24, affecting property with the municipal address of 156 Albert Street, Stratford.

The Mayor explained the order of procedure for the public meeting.

STAFF PRESENTATION

Robyn McIntyre, Consulting Planner for the City, referring to a PowerPoint presentation, provided an overview of the application. Highlights of the presentation included:

- the subject lands being located northwest of the intersection of Albert Street and Nile Street on a corner lot approximately 0.12 hectares in area;
- there being 32 meters of frontage on Albert Street and 32 metres of frontage on Nile Street;
- the subject lands containing a parking lot and a vacant commercial building which previously functioned as a funeral home;
- the application, submitted by Zelinka Priamo Ltd. on behalf of Upper Avon Holdings Inc. proposing the conversion of the existing building into an apartment building with 12 dwelling units and adjustments for the required parking;
- the changes requiring a re-zoning from Downtown Core in the Official Plan, permitting a range of commercial and residential uses, including free standing residential buildings, to a new Central Commercial (C3-XX) Zone to establish the following required site-specific exceptions:
 - to permit dwelling units on the main floor of an apartment building within the Central Business District (7.3.3.2 b).
 - to permit parking within a Driveway Visibility Triangle (4.7.3 a).
 - to permit parking within the required exterior side yard (5.3.2 iii).
- the staff report noting six exceptions with the applicants having agreed to make changes, and reducing the number of exceptions to three;
- the application having been circulated to agencies on February 14, 2025 with no objections having been received to date;
- the application having been circulated to property owners within 120 meters of the subject lands on February 14, 2025, and notification having been published in the Beacon Herald, Town Crier on February 22, 2025, with the following key issues raised:

- unit tenure, if units will be owned or rented and if rented, are subsidies being considered;
 - unit size / square footage; how many bedrooms are proposed in each unit;
 - number of parking spaces for guests and assigned spaces for each unit;
 - urban canopy, existing vs. proposed landscaping;
 - opportunities for sustainable initiatives such as reduced parking to promote active transportation; and
- additional comment received regarding fire safety and egress, and parking for EV charging spaces.

QUESTIONS FROM COUNCIL

Councillor Burbach requested clarification on the amendment to the exemptions being requested from those listed in the staff report. Robyn McIntyre noted items 1 and 2 have been addressed through reduction to the height of proposed fencing along Albert Street and item 3 has been addressed by increasing the width of a parking space, with the remaining exemptions requested being items 4, 5 and 6.

Councillor Henderson commended the applicants on the adaptive reuse of the existing building and the attention to accessibility in the design.

AGENT PRESENTATION

Aliyah Richards, Agent from Zelinka Priamo Ltd. representing the applicant Upper Avon Holdings Inc., referring to a PowerPoint presentation provided the following information regarding the application:

- the building having been vacant for a number of years, even prior to ownership change in 2023;
- the proposal being to maintain the bulk and scale of the building with enhancements to the exterior façade for a sustainable approach;
- Nile Street frontage to remain as is with some exterior façade updates;
- applicants having worked through a number of iterations with staff to strike a balance with necessary elements of a residential site and working with the existing conditions of the lands;

- some minor non-compliance with the site plan, applicants feel there will not be significant or undue impacts from the special provisions proposed;
- existing parking spaces on Nile street to be removed as they are not functionally supportive and encroach into City right of way;
- an updated parking plan presented to incorporate the required parking with an additional accessible parking space, now presenting two;
- there being an intent to include two barrier free units with the building incorporating turning radius for mobility devices in the bathrooms and willing to work with staff to meet other barrier free requirements;
- the proposed development being supported by all levels of current land use planning policies to encourage residential intensification; and
- the proposed units to increase housing choice and affordability options in this area.

QUESTIONS FROM COUNCIL

Councillor Henderson thanked the Agent for the Applicant for the accessibility goals of the proposal.

Councillor Wordofa commented on the neighborhood support and positive feedback for the proposal.

QUESTIONS/COMMENTS FROM THE PUBLIC

Kate Mulroney noted excitement in seeing public comments being responded to by the applicants with an accessible parking space being added. Kate Mulroney expressed support for barrier free apartments. It was questioned why, with the expansion of the City and the invitation to developers, there is not a requirement that developments be fossil-fuel free, utilizing solar panel and passive water collection and encouraging urban canopy for passive cooling and beautification.

Councillor Burbach commented an Official Plan Review is currently underway and that they will be asking for green development standards.

CLOSING REMARKS

The Mayor advised that City Council intends to consider this application at a future Regular Council meeting where members will have an opportunity for full discussion after reviewing

comments received from the public at this time. Anyone who would like to receive further notice of this matter can email clerks@stratford.ca. A video of this meeting will be posted to the City's website.

The Mayor adjourned the public meeting at 6:54 p.m.

There were no requests from members of the public to receive further information about this application.



MANAGEMENT REPORT

Date: April 28, 2025
To: Mayor and Council
From: Adam Betteridge, Interim Chief Administrative Officer
Report Number: COU25-050
Attachments: None

Title: Human Resources Update

Objective: To update the Mayor and Council of Human Resources services within the City of Stratford and seek approval to engage Ward & Uptigrove Human Resources Solutions to provide contracted HR support services for a three-month period, with the option to continue subject to future Council approval.

Background: The City is undergoing a transition in its delivery of Human Resources services. In recent months, there have been several administrative changes within the HR department that have necessitated a comprehensive reevaluation of the City's HR service delivery model.

With these recent changes to the HR staffing structure, the Corporation is currently bridging HR requirements through the redistribution of tasks that have traditionally been housed in HR. The Director of Social Services has assumed Acting HR Director responsibilities, providing oversight on key projects and ongoing HR matters, and payroll and benefit administration has been moved to the Corporate Services department (where it existed prior to the former HR director). Prior to the recent staffing changes, some functions were identified as requiring more immediate support, including Health & Safety, return to work and general record-keeping and administrative functions. It was also determined that having one payroll and benefit coordinator represented a pressurized risk given the complexities that exist in managing the compensation and benefit administration for the City's 350 full-time employees as well as the employees of the various external boards (police, library, investStratford, etc).

Analysis: The leadership team has determined that the Corporation will best be served by a contracted HR service in the immediate- and short-term while longer-term structure/service delivery model is explored. Engaging a contracted HR service offers advantages during this transitional period: It is cost-efficient, with a lower upfront

investment than hiring full-time staff, and can be implemented immediately to address urgent needs. A contract allows flexibility to assess the City's future HR requirements without rushing into permanent hires. It also provides immediate access to expertise, avoiding the delays that come with recruitment and onboarding of new staff. There is the additional benefit of collaborating with a neutral third party to shape a right-sized HR structure.

The leadership team acknowledges there are limitations of this approach and are not proposing this as a permanent solution. This is intended as an interim solution to bridge the next several months after which time the next steps can be more clearly articulated, ideally with the input of the permanent CAO.

HR leadership, recruitment, policy support, and organizational planning are all needed now, and as the leadership team shapes the framework, further reporting will be provided to Council with recommendations. The consulting firm will contribute to short-term stability while assisting with a neutral, professional assessment of HR needs and service levels which will inform the development of a permanent HR structure to meet the needs of the Corporation and manage identified risks.

The Interim CAO and Acting Director of HR reached out to three 3rd-party HR consulting firms to determine suitability and to provide pricing for short-term support and continuity for HR functions. After evaluating responses, Ward & Uptigrove was identified as the most qualified to support the City's needs, particularly given their experience with municipalities, unionized environments, and broad-based HR services.

The estimated value of the services falls below the \$60,000 consultant threshold, allowing staff to proceed without a formal RFP under Section 11.3.1 of the City's Procurement Policy. Since HR consultants were not explicitly included in the 2025 approved operating budget, staff are bringing this forward to Council for approval.

Based on the hourly costs and time estimated the estimated cost of engaging Ward & Uptigrove for a three-month period is estimated at \$60,710 + non-recoverable HST and any travel fees.

The intent at this time is to revisit the requirements in the context of CAO recruitment and operational need within the next three months, and a subsequent report to make recommendations as to next steps.

Financial Implications:

Financial impact to current year operating budget:

As the approved 2025 budget included staffing of the department, the short-term funding for these services will be offset by reductions in direct salary costs and have no negative impact on the 2025 operating results at this time.

Alignment with Strategic Priorities:

Intentionally Change to Support the Future:

The recommendations of this report largely align with this Strategic Priority as this direction demonstrates intentional analysis of the service delivery.

Alignment with One Planet Principles:

Not applicable: This item does not fall under any One Planet Principles heading.

Staff Recommendation: THAT the report titled, "Human Resources Update" (COU25-050) be received for information;

THAT the Interim Chief Administrative Officer be authorized to enter into an agreement for services with Ward & Uptigrove Human Resources Solutions for a term of three (3) months at a cost of \$60,000, plus HST and travel fees;

THAT a follow-up report be brought forward within the next three-month term to evaluate ongoing need and seek further direction from Council, if required;

AND THAT the expenditure for this service be recorded in the HR departmental budget.

Prepared and

Recommended by: Adam Betteridge, Interim Chief Administrative Officer



MANAGEMENT REPORT

Date: April 28, 2025
To: Stratford City Council
From: Tatiana Dafoe, City Clerk
Report Number: COU25-049
Attachments: None

Title: Strong Mayor Powers Overview

Objective: To provide an overview of the provisions in Part VI.1 of the Municipal Act, 2001 ("the Municipal Act"), which were enacted through Bill 3, Strong Mayors, Building Homes Act, 2022. The Minister has also prescribed regulations associated with this part under Ontario Regulation 580/22 regarding Provincial Priorities and Ontario Regulation 530/22 regarding Part VI.1 of the Municipal Act.

Background: The Minister of Municipal Affairs and Housing recently announced that the City of Stratford would be one of 169 municipalities granted "Strong Mayor Powers" under the Municipal Act as of May 1st. These municipalities are in addition to the 47 municipalities which have had strong mayor powers since either 2022 and 2023.

At the April 14, 2025 Regular meeting, Stratford City Council adopted the following resolution:

THAT staff be directed to prepare a report providing a fulsome review of the Strong Mayor Powers for the April 28, 2025 Regular Council meeting.

The purpose of this report is to provide an overview of these powers.

Analysis:

A. Council Committees

The Mayor has the following powers regarding Committees that are composed of only Members of Council:

1. The power to establish or dissolve Committees.
2. The power to appoint the Chairs and Vice-Chairs of Committees.

3. The power to assign functions to Committees.

The City has a small number of committees which are comprised only of members of Council (Sub-committees, Standing Committees, Committee of the Whole). Council Advisory Committees that include citizen representation would be unaffected under this power.

B. Powers relating to the City Administration

1. The Mayor has the power to appoint and assign duties to the City's chief administrative officer.
2. The Mayor has the power to appoint or dismiss a "head of any division or the head of any other part of the organizational structure". Some City officials that are considered statutory officers are excluded from this and are noted below:
 - a. the clerk or deputy clerk
 - b. a treasurer or deputy treasurer
 - c. an Integrity Commissioner
 - d. an Ombudsman
 - e. an Auditor General
 - f. a registrar, as described in section 223.11 of the Act
 - g. a chief building official, as defined in the Building Code Act, 1992
 - h. a chief of police, as defined in the Police Services Act
 - i. a fire chief, as defined in the Fire Protection and Prevention Act, 1997
 - j. a medical officer of health, as defined in the Health Protection and Promotion Act.
 - k. other officers or heads of divisions required to be appointed under the Municipal Act, 2001 or any other Act
 - l. any other persons identified in regulation

The appointment or dismissal of these positions remains with the council unless explicitly changed by legislation

3. The Mayor may determine the City's organizational structure.
4. The Mayor can make requests of City staff to undertake research and provide advice to the Mayor and City Council on City policies and programs or to implement any decisions related to their additional powers and duties. Direction from the Mayor to staff under this authority must be provided in writing.

5. When making any changes to the organizational structure of the municipality, the Mayor and City are subject to legal requirements including any terms in existing collective agreements or contracts that may apply.

With the exception of the first above noted power, the Mayor may delegate these powers to the City's Chief Administrative Officer by providing written notice of delegation. Direction to staff is required to be in writing and required to be provided to the City Clerk and distributed to City Council within prescribed timelines.

C. Power to Introduce the City Budget

- The Mayor may present a proposed City budget no later than February 1. If the Mayor does not present a proposed budget, City Council may do so.
- The budget is to be presented to each member of Council and the clerk and made available to the public.
- City Council has 30 days to amend the proposed budget after the Mayor presents it or may choose to shorten this period.
- The Mayor may veto Council amendments up to 10 days after Council adopts the amendment or may choose to shorten this period. If the Mayor does not exercise their veto, the amended budget is considered adopted.
- City Council may override the Mayor's veto with a 2/3 vote up to 15 days later in which case the amended budget is considered adopted.
- If Council does not exercise an override of the Mayor's veto the proposed budget is considered adopted.

The Mayor cannot delegate the duty of a budget to City Council. To date, Strong Mayors have chosen to direct city administration to bring a budget in line with previous direction of City Council under the authority of the Mayor. Some Strong Mayors have forfeited the duty to submit a budget which then leaves the approval of the budget to City Council. The City Clerk and Treasurer are tracking Strong Mayor decisions being made in other municipalities relative to municipal budgets and will share this information in due course with the Mayor and members of City Council.

D. Mayor's Veto and Provincial Priorities

The Mayor is permitted to veto a by-law (not related to the City Budget, which is dealt with under a separate process as noted above) if in the Mayor's opinion a by-law or

part of it could potentially interfere with a provincial priority that is set through legislation. The Mayor may also introduce new matters without notice to a Council meeting in order to advance a provincial priority.

[Provincial priorities](#) that have currently been set through legislation are:

- building 1.5 million new homes by December 31, 2031
- constructing and maintaining infrastructure to support housing, including:
 - transit
 - roads
 - utilities
 - servicing

As these provincial priorities are set by regulation, the provincial government may change priorities at any time, at its own discretion, without consulting municipalities.

Council is also able to make decisions with a 1/3 vote on matters relating to provincial priorities. When using this power, the Mayor can only propose by-laws made under:

- the Municipal Act, 2001
- the Planning Act
- section 2 of the Development Charges Act (section 2 allows municipalities to impose development charges through by-laws to cover the increased capital costs of providing municipal services due to new development).

When proposing the by-law, the Mayor must provide a copy of the proposed by-law and their reasons for the proposal to the clerk and each member of council. The Mayor can require council to consider and vote on the proposed by-law at a meeting (despite any rules in the procedure by-law). By-laws proposed by the Mayor using this power are passed if more than one-third of all council members vote in favour of the by-law. The Mayor is also able to vote on passing the by-law.

Municipal procedure by-laws and by-laws related to filling a vacancy on council are excluded from this power. There is also a separate process related to proposing the City budget noted above.

E. Delegating Certain Powers

The Mayor may delegate certain strong mayor powers to council. These include the following:

- appointing a chief administrative officer
- creating, assigning functions and appointing chairs of committees of council

The Mayor may also delegate certain strong mayor powers to either council or the City's Chief Administrative Officer. These include the following:

- hiring certain municipal division heads
- changing the organizational structure of a municipality

F. Public Repository of Mayoral Decisions

Mayoral decisions using these new powers are required to be provided in writing to the City Clerk and City Council, with requests in writing to staff (the Chief Administrative Officer and City Clerk). Mayoral decisions are to be available to the public and this can be completed through the City's website.

The Ministry of Municipal Affairs and Housing has updated the [Councillors Guide](#) with respect to Strong Mayor Powers in order to provide information to publicly elected members.

Immunity Provision

Mayoral decisions that exercise strong mayor powers (including vetoes) are protected by an immunity provision under Part VI.1 of the Municipal Act. Where exercised "legally" and "in good faith", such decisions of the mayor shall not be quashed or open to review by any court due to the unreasonableness or supposed unreasonableness of the decision or exercise of veto or other power.

Impact on Administrative Processes

- readjusting timelines for work to begin
- potential delays with matters that are subject to veto and potential override that do not allow administration to move forward in a timely manner

Administration will have to undertake significant work to transition the municipality to strong mayor powers, such as:

- creating an online repository to post mayoral decisions and directions
- creating templates for decisions, notice, vetos and overrides
- making amendments to numerous municipal by-laws and policies (e.g., the procedural by-law, council/staff relations policy, hiring of employees and other HR policies, etc.)

- increasing communications and providing education on these changes will be required for the public to best understand how decisions are being made by their municipal council or their strong mayor

Members of the Corporate Leadership Team, the City Clerk, and City Solicitor are currently working with colleagues across the province to review best practices, established templates and review matters that have been decided via strong mayor powers to best inform Mayor and Council.

Financial Implications:

Financial impact to current year operating budget:

Financial implications on the current year operating budget are unknown and dependent on how the strong mayor powers are used.

Financial impact on future year operating budget:

Financial implications on future year operating budget are unknown.

Legal considerations:

When making any changes to the organizational structure of the municipality, the Mayor and City are subject to legal requirements including any terms in existing collective agreements or contracts that may apply.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to provide an overview of the Strong Mayor Powers granted by the Province.

Alignment with One Planet Principles:

Not applicable: This report does not align with the One Planet Principles as the purpose is to provide an overview of the Strong Mayor Powers granted by the Province.

Staff Recommendation: THAT the report titled, "Strong Mayor Powers Overview" (COU25-049), be received for information.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Adam Betteridge, Interim Chief Administrative Officer



MANAGEMENT REPORT

Date: April 28, 2025
To: Mayor and Council
From: Neil Anderson, Director of Emergency Services/Fire Chief
Report Number: COU25-047
Attachments: None

Title: Fire Protection Grant Transfer Payment Agreement Additional Funds

Objective: To seek City Council approval to authorize the Mayor and City Clerk to sign the Funding Agreement between the Province of Ontario and City of Stratford. This agreement is in support of additional funds that became available from the recent provincial grant to an amount of \$361.73. Although a limited amount, the fire department would be remiss if it didn't take the opportunity to apply for these additional funds.

Background: On March 26, 2024, the Ontario government announced a \$30 million Fire Protection Grant for municipal fire departments, available over three years, to support cancer prevention initiatives. This application-based grant allocates \$10 million annually for infrastructure, personal protective equipment, and decontamination tools for fire departments.

The province allocated \$8,230 per fire station for each department with the intent to improve the reduction of cancer-causing agents or exposure to carcinogens.

Projects for this have been completed and funds expended.

Analysis: The fire department applied for just over \$24,000 of grant funding to procure a variety of equipment to reduce exposure to carcinogens. The received grant was \$16,930 which paid for our commercial washer and extractor machine, a specialized machine to clean some of the firefighting gear after exposure to firefighting operations, biohazards, etc.

The province has noted that there are additional funds remaining from the first year of this grant and are offering \$361.73 which the Fire Department will put towards the procurement of four sets of firefighting gloves, which will total \$440.

To receive the funds through the Ontario transfer program, the Ontario Transfer Funding Agreement must be signed by signatories who have the authority to bind the Corporation.

Financial Implications:

Financial impact to current year operating budget:

The extra funds to complete this procurement, amounting to approximately \$78.27, would be transferred from the operating budget account to the Capital account and the grant funds will be recorded as grant revenues resulting in nominal impact to the 2025 budget.

Link to asset management plan and strategy:

This grant will allow for the replacement of four sets of firefighting gloves of which many pairs are already scheduled to be replaced. This investment will ensure that the protective gear continues to be replaced as scheduled to ensure maximum useful life.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report and corresponding investment in asset replacement aligns directly with this Strategic Priority as it is asset maintenance and replacement.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing through use of equipment that will support cancer prevention initiatives.

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General, Office of the Fire Marshal to support the municipal fire service in acquiring clothing to improve and enhance the level of safety to the fire protection service being provided;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized the sign the Ontario Transfer Payment agreement provided through the Fire Protection Grant on behalf of the Corporation.

Prepared by: Neil Anderson, Director of Emergency Services / Fire Chief
Recommended by: Adam Betteridge, Interim Chief Administrative Officer



MANAGEMENT REPORT

Date: April 28, 2025
To: Mayor and Council
From: Brent Raycraft, Supervisor of Fleet
Report Number: COU25-048
Attachments: None

Title: To Supply and Deliver One Electric Ice Resurfacer

Objective: To obtain approval to award One Electric Ice Resurfacer to Zamboni Company of Brantford Ontario.

Background: The existing propane 2011 Olympia Ice Resurfacer has surpassed its anticipated 10-year useful life. For the 2025 budget, the Fleet Division allocated funds to procure one Electric Ice Resurfacer (D.7.18). Staff reached out to several potential suppliers through the Canoe Purchasing Group of Canada and received back one submission from Zamboni Company of Brantford Ontario.

Analysis: As the City of Stratford continues to work towards its Climate Change targets on emissions this electric ice resurfacer will help us take a step towards it. The purchase would complement the existing electric ice resurfacer in operational needs to ensure the community has a safe and effective way of ice resurfacing in our arenas.

The City of Stratford participates from time to time in procurement programs that are conducted by cooperative buying groups. The Canoe Procurement Group of Canada is a buying group through the Local Authority Service (LAS) and Association of Municipalities of Ontario (AMO) that helps municipalities purchase products and services that they regularly use at preferential pricing. Under the Canoe Procurement Group, municipalities can access high-quality, competitively priced goods and services without having to formally issue tenders or RFPs themselves, as LAS has done much of the vetting.

Despite receiving only one submission, the procurement process ensures that it was competitive. Since the submission is below what was budgeted, Staff are recommending proceeding with award.

Financial Implications:

Financial impact to current year operating budget:

The 2025 approved budgeted expenditure of \$200,000 will be funded from the fleet reserve fund (R-R11-FLET). The actual spend will be \$215,510.21 including HST, which equates to \$194,073.62 with non-recoverable HST.

Financial impact on future year operating budget:

Preventative maintenance servicing only, once the two-year or 2000 hr warranty has expired.

Link to asset management plan and strategy:

Based on the estimated future timing and replacements cost of this system, there is an annual impact on future year operating budget transfers to reserve funds of approximately \$20,000. This is captured during the budget process, in the transfers to capital reserves to set aside funds for the eventual replacement with a useful lifecycle of 10 years.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This new piece of fleet will ensure quality services are able to be provided, while striving towards climate objectives.

Alignment with One Planet Principles:

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Waste

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the supply and delivery of a new Electric Ice Resurfacer be awarded to Zamboni Company Ltd. at a total cost of \$215,510.21, including HST.

Prepared by: Brent Raycraft, Supervisor of Fleet
Recommended by: Taylor Crinklaw, Director of Infrastructure Services
Adam Betteridge, Interim Chief Administrative Officer



MANAGEMENT REPORT

Date: April 28, 2025
To: Mayor and Council
From: Nick Sheldon, Project Manager
Report Number: COU25-053
Attachments: T-2025-04 Bid Summary Results

Title: T-2025-04 Avon Street and Avondale Avenue Reconstruction Tender Award

Objective: To obtain Council approval to accept the lowest bid from Elgin Construction Company Limited of \$3,843,881.88 including HST, for the Avon Street and Avondale Avenue Reconstruction Contract T-2025-04.

Background: The 2025 approved capital program includes the Reconstruction of Avon Street (Avondale Avenue to John Street) and Avondale Avenue (southern limits to Huron Street). The project scope includes underground infrastructure replacement, road and sidewalk improvements.

An online public engagement period was arranged to allow residents and interested members of the public an opportunity to review and comment on the planned improvements. The feedback received was summarized and presented to Council in Report ITS25-004 on February 26th, 2025. The project was listed on the February 24, 2025, consent agenda.

The Avon Street and Avondale Avenue Reconstruction tender was posted on the City's website and on the Bids and Tenders public forum on March 24, 2025, with the tender bidding period closing on April 22, 2025.

Analysis: Following the tender closing, a total of forty-five (45) contractors registered for the procurement opportunity and eight (8) submitted official bids. The bids were reviewed by department staff. The lowest submission was provided by Elgin Construction Company Limited. The low bidder has successfully completed multiple projects of similar scope for the City of Stratford, most recently being the Argyle Street and McKenzie Street Reconstruction project. Their total tender price was \$3,843,881.88 including HST, which is \$3,461,534.69 after the HST partial rebate. The low bid is within the 2025 expenditure budget of \$5,600,000.

With a total number of submissions being eight (8), demonstrates that this process and associated pricing was competitive. Staff recommend proceeding with Elgin Construction Company Limited under construction contract T-2025-04.

The estimated total project costs are:

Construction Contract (after HST rebate)	\$	3,461,534.69
Geotechnical fees (estimated)	\$	80,000.00
Total	\$	3,541,534.69

The 2025 capital approval of \$5,600,000 for this project was to be funded as follows:

Provincial Grants	\$	3,000,000.00	R-R11-OCIF
Storm Reserve	\$	720,000.00	R-R11-STRM
Water Reserve	\$	1,210,000.00	R-R11-WATR
Wastewater Reserve	\$	670,000.00	R-R11-WWTR
Total	\$	5,600,000.00	

Based on the tender being lower, the tender is proposed to be funded as follows:

Provincial Grants	\$	3,000,000.00	R-R11-OCIF
Storm Reserve	\$	149,963.45	R-R11-STRM
Water Reserve	\$	252,021.91	R-R11-WATR
Wastewater Reserve	\$	139,549.32	R-R11-WWTR
Total	\$	3,541,534.69	

Approximately \$2,058,000 is expected to be unspent from the initial budget estimate which will remain in reserves for future capital expenditures.

Financial Implications:

Financial impact to current year operating budget:

There are no anticipated impacts if the project is approved to proceed to construction at this time as funding is available in existing reserve funds.

Financial impact on future year operating budget:

This work will improve water, sanitary, storm and road infrastructure. In general, the outcome would be a system that is in better condition and has fewer operational issues such as breaks, failures, emergency repairs, and general maintenance needs, which overall would result in reduction in associated operational costs.

Link to asset management plan and strategy:

This reconstruction project will replace components of the City's existing asset inventory. The expected service life of the new asset components varies depending on the components, up to 75 years.

The new assets will replace the current aged assets in the asset management plan. Future asset and component replacements would be planned for based on estimated useful life. This adjustment to the asset management plan would impact future capital planning forecasts and funding strategies would be updated accordingly.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority by ensuring long-term reliability and sustainability of essential services. The reconstruction will replace deteriorating infrastructure, support efficient stormwater management, and provide upgraded pedestrian and vehicular access, contributing to a safer and more resilient transportation network.

Alignment with One Planet Principles:

Sustainable Water

Using water efficiently, protecting local water resources and reducing flooding and drought.

Staff Recommendation: THAT the tender for the Avon Street and Avondale Avenue Reconstruction Project [T-2025-04] be awarded to Elgin Construction Company Limited, at a total tender price of \$3,843,881.88 including HST;

AND THAT the Mayor and Clerk or their respective delegates be authorized to sign the necessary Contract Agreement for construction contract T-2025-04.

Prepared by:

Nick Sheldon, Project Manager

Recommended by:

Taylor Crinklaw, Director of Infrastructure

Adam Betteridge, Interim Chief Administrative Officer

T-2025-04

Avon Street and Avondale Avenue Reconstruction

Closing Date: April 22nd, 2025

Submission Summary

<u>Vendor</u>	<u>City/Province</u>	<u>Submission Name</u>	<u>Unofficial Value or Notes</u>
Elgin Construction	St. Thomas, Ontario	Submission 1	\$3,843,881.88
Birnam Excavating Ltd.	Arkona, Ontario	Submission 1	\$4,468,343.35
Oxford Civil Group Inc.	Woodstock, Ontario	Submission 1	\$4,754,233.83
Steed and Evans Limited	St. Jacobs, Ontario	Submission 1	\$4,764,361.89
2008422 Ontario Limited	Woodstock, Ontario	Submission 1	\$5,035,499.32
291 Construction Ltd	Dorchester, Ontario	Submission 1	\$5,062,969.19
Moorefield Excavating	Harriston, Ontario	Submission 1	\$5,174,413.62
Sierra Infrastructure Inc	Woodstock, Ontario	Submission 1	\$5,769,435.83

P R O C L A M A T I O N

Melanoma and Skin Cancer Awareness Month

May 1st to 31st,, 2025

“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW THEREFORE I, Martin Ritsma, Mayor of Stratford, do hereby proclaim May 2025, as “Melanoma and Skin Cancer Awareness Month” in Stratford.



MANAGEMENT REPORT

Date: March 18, 2025
To: Finance and Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Report Number: FIN25-007
Attachments: Target Metric Calculations-2022
 Annual Debt Repayment Limit (Schedule 81 from FIR 2022 used for 2024 borrowing limits)

Title: Municipal Debt Updates and Limits

Objective: To provide Sub-committee and Council with an update on the City's borrowing capacity (annual repayment limits), as well as current debt levels, the status of current debt-financed projects and to seek approval for next steps regarding previously authorized debt-financed projects.

Background:

Borrowing Capacity (Annual Repayment Limits (ARL))

Annually, the Ministry of Municipal Affairs & Housing (MMAH) authorizes the maximum amount available to commit to payments relating to debt and financial obligations for municipalities based on the municipality's Financial Information Return (FIR). The limit is calculated as 25% of certain annual operating fund revenues.

The ARL is prepared in accordance with Ontario Regulation 403/02 based on the second previous year's Financial Information Return (FIR) that is submitted annually to MMAH.

This report is to provide Council with information with respect to the City's existing levels of long-term debt based on the 2022 FIR (for 2024), as well as some additional analysis regarding the impact of previous borrowing decisions on borrowing capacity based on the provincial limits.

Current Debt Levels and Compliance with Debt Policy

The City's Long-term debt policy requires an annual review of total debt and an analysis of certain financial metrics to identify any areas of concern with respect to financial health and debt levels. These are attached to this report.

Analysis:

Borrowing Capacity / Annual Repayment Limits (ARL)

Attached to this report is a copy of the 2022 Annual Debt Repayment Limit, which governs limits effective January 1, 2024.

The calculation for the City of Stratford's 2024 ARL effective 1st January 2022, as provided by MMAH, is as follows:

2022 Net Revenues	\$110,916,614
25% of Net Revenues	\$27,729,154
Less 2022 Net Debt Charges	(\$8,161,777)
Unadjusted 2024 Annual Repayment Limit	\$19,567,377

Assumptions have been made, where required, in calculating adjustments using an effective interest rate of 3% and loan periods of 15 years that match cash flow receipt of development charge funds and / or appropriate borrowing terms for the underlying assets. The actual rate of interest and terms are determined based on the purpose of the borrowing.

Note that the above figures do not include the loans yet to be incurred which reduce this available limit by an estimated \$1.5 million to a revised limit of \$18 million.

Current Debt Levels and Compliance with Debt Policy

Based on these adjusted limits, the City has legislated capacity to undertake additional long-term borrowings of approximately \$200 million, depending on loan terms, rates and amortization periods. It is important to note that incurring debt at this level would result in significant impact to the tax levy unless alternative repayment sources could be secured and is not recommended.

The City is currently paying down existing debt at the rate of around \$7 million in principal payments per year. Not all of this comes from the tax levy, however, as some is funded by user fees (water, sanitary) and development charges.

The table below provides summary information on the total approved debt, both issued and pending, categorized by the nature of the repayment obligations.

		Tax Supported	From User Fees	From DCs	Total
Debt Issued at Dec 31, 2024		\$ 31,339,321	\$ 14,016,332	\$ 4,058,412	\$ 49,414,065
To be repaid 2025		\$ 3,126,444	\$ 2,187,116	\$ 1,820,283	\$ 7,133,843
Debt Approved but not issued		\$ 17,796,698	\$ -	\$ -	\$ 17,796,698
Total Projected at Dec 31, 2025		\$ 46,009,575	\$ 11,829,215	\$ 2,238,130	\$ 60,076,920
Percentage by Source		77%	20%	4%	100%

Status of Previously Authorized Projects

Britannia Phase II

At the November 29, 2021, Special Council meeting, Council authorized the Britannia Project proceed with the understanding that long-term debt would be required to finance the portion of the project that was not funded from the province. The build project was financed in the interim from existing reserves intended for regular capital programs that now require replenishment from a borrowed source. The amount to be financed is \$4,508,690.

The recommended repayment period is proposed as 15 years, to reflect the reduced balances since 2021 from tax repayments. Using an estimated current borrowing rate of 4.50% for the first five years, the annual payments of principal and interest are estimated at \$450,000.

Cooper /Grand Trunk Site

The status of the current indebtedness loans is outlined below. Since 2020, there have been additional expenses that were cash-flowed from existing bank funds but were not specifically assigned a funding source. Staff are highlighting for awareness now and once the outcome from the Ontario Land Tribunal is known, we will advise the amount to be financed and recommended actions at that time.

Loan #	Original Amt	Origin Year	End Date	Annual P&I	Current
14,15,17,18,19	\$14,050,000	2015	2040	\$680,720	\$7,348,617
Internal	\$5,897,975	2019	2029	\$691,423	\$3,166,513
Total loans	\$19,947,975	-	-	\$1,372,143	\$10,515,131
Unfinanced	\$3,672,398	2025/2026?	TBD	TBD	\$3,672,398
Total to be financed	\$23,620,373	-	-	TBD	\$14,187,529

398 Erie Street

This housing project is expected to require \$4.5 million once completed, and a subsequent report will come forward to seek approval for the specific dollars and repayment term when the project is complete.

9 Fulton (Milverton, Perth Stratford Housing Corporation) -shared service

This housing project is expected to require \$4.6 million once completed, and a subsequent report will come forward to seek approval for the specific dollars and repayment term when the project is complete. This project will be shared with County of Perth and St. Marys based on weighted assessment and as such the final financial structure may differ, depending on whether partners have available reserves, or wish to borrow for their contributions.

Capital Lease Financing Agreements

In accordance with Ontario Regulation 653/05 of the *Municipal Act, 2001*, and the City's Lease Financing policy (F.1.10), the City Treasurer is required to report annually on capital lease financing agreements.

The City has contractual lease agreements for vehicles; the amount is not a material component of the City's total long-term financing and is limited to a couple of vehicles within the Stratford Police Service.

In the Treasurer's opinion, all financing leases were made in accordance with Ontario Regulation 653/05 of the *Municipal Act, 2001*, and the City's Lease Financing policy (F.1.10).

Current Debt Levels and compliance with Long-Term Debt and Borrowing Policy (the "Policy")

The Policy states: The Municipal Treasurer must ensure that the Municipality is financially viable and able to access the capital markets and borrowing instruments. Before entering any borrowing arrangements, the Municipal Treasurer will complete a financial analysis of at least the following ratios and the achievement of the following targets / norms and comment on the actual results as compared to industry norms and/or common practices, any variances therein, and the financial implications of same.

Attached, calculations are performed for the audited year-ended December 31, 2022, and a conclusion for each is noted.

Approved Debt Requiring Council Resolution

Britannia Phase II

In 2022, when the project was approved for building it was done so based on receiving provincial funding, with the balance to be funded via long-term debt. As is typical, whenever possible, these expenditures were cash-flowed from existing reserves in the short-term, with the intent that the debt would replenish the City's cash reserves when the project was completed. Due to timing delays in completing the financial audits, the finalization of the long-term debt figures was also delayed. The repayment of the debt was included in the City's tax levy from the first year the final amounts were known, so this has had the effect of reducing the total loan required, as these levied amounts have been applied to the unfinanced liabilities as noted below.

Financial Implications:

Financial impact to current year operating budget:

None. It is noted that the Britannia II project has been factored into the City's annual budgets and therefore, obtaining this loan has the effect of replenishing cash earmarked for other purposes but does not have an incremental impact to the tax levy.

Financial impact on future year operating budget:

Once the projects noted above are closer to completion and amounts known, further Council decisions will be required around financing these projects and impact on future operating budgets will be identified at that time.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority using long-term debt as a financial tool has allowed the City to further investments in current infrastructure by borrowing for various things like stormwater infrastructure, fire trucks and recreational facilities.

Build Housing Stability

This report aligns with this priority as continuing to balance the use of long-term debt with grants and taxation as a direct financing tool, the City is able to invest strategically in housing initiatives that benefit the community by adding to the available supply.

Work Together For Greater Impact

This report aligns with this priority as the historic investment in readying the Grand Trunk site for development has allowed the City to get to a point where meaningful progress can continue.

Alignment with One Planet Principles:

Not applicable: This report is administrative and does not directly align with One Planet Principles.

Staff Recommendation: THAT the report titled, "Municipal Debt Updates and Limits" (FIN25-007), be received;

THAT Council authorize long-term borrowing for Britannia II in an amount not to exceed \$4,550,000;

AND THAT staff be authorized to proceed with finalizing the applicable documentation and rate negotiation with RBC and preparing any required by-laws to be brought to a subsequent meeting for Council approval.

Prepared by:	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Recommended by:	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer Joan Thomson, Chief Administrative Officer

City of Stratford
Financial Measures in Debt Policy at December 31, 2022

Purpose: To perform annual calculations regarding the City's draft debt policy F.1.20 presented to Council August 8, 2022 to determine compliance or non-compliance with the policy. Targets are for purposes of establishing trends of financial health of the organization and should not be considered in isolation. Data Source is the annual audited Financial Statements

Formulas for Financial Measures

Percentage of Total Debt to Assets

A = B/C x 100; where

A = Percentage debt in relation to assets,

B = (Long term Liabilities + Current Portion of Long term liabilities)

C= Total assets

Target = Less than 10%

Exceeds target, but includes PSAB adjusted long-term liabilities

	2022	2021
	25.3%	25.9%
\$	122,621,643	\$ 116,808,361
\$	485,385,447	\$ 450,555,645

Debt Servicing Percentage of Total Revenue

A = B/C x 100; where

A = Percentage debt principal repayment in relation to Revenue

B = (Current Portion of Long term liabilities)

C= (Total income for the year)

Target = Less than 5% of Revenue

Within Target

	3.3%	4.2%
\$	5,619,840	\$ 6,253,872
\$	170,957,214	\$ 150,611,193

Percentage of Interest Paid to Operating

Expenditure

A = B/C x 100; where

A = Percentage Interest paid in relation to Operating Expenditure

B = Interest paid

C= Operating expenditure

Target = Less than 5%

Within Target

	1.7%	1.5%
\$	2,379,437	\$ 1,920,798
\$	141,932,513	\$ 128,556,027

Formulas for Financial Measures

Percentage of Total Debt to Equity (Accumulated Surplus)

A = B/C x 100; where

A = Percentage debt in relation to Equity

B = (Long-term Liabilities + Current Portion of long term Liabilities)

C = Funds and Reserves, Accumulated Surplus

Target = Less than 15%

Exceeds target, but includes PSAB adjusted long-term liabilities

	2022	2021
	33.8%	35.0%
\$	122,621,643	\$ 116,808,361
\$	362,763,804	\$ 333,747,284

Current Ratio

A = B/C x 100; where

A = Ratio of Current Assets in relation to Current Liabilities

B = Current Assets

C = Current Liabilities

Norm = better than 2:1

Within Target

	2.596	2.624
\$	60,507,862	\$ 56,284,418
\$	23,308,601	\$ 21,452,173

Liquidity Ratio

A = B/C x 100; where

A = Ratio of Cash Assets in relation to Current Liabilities

B = Cash Assets (e.g. Unrestricted Cash, Bank)

C = Current Liabilities

Norm = At least 1.5: 1

Within Target

	1.711	2.014
\$	39,886,053	\$ 43,201,943
\$	23,308,601	\$ 21,452,173

Conclusion: Most metrics are in compliance. City's cash flows and liquidity are within healthy ranges. Debt load relative to overall accumulated surplus is higher than desired but reflects aging infrastructure and PSAB adjusted inclusions which, over time, will improve as infrastructure is replaced and debt reduces.

FIR2022: Stratford C

Asmt Code: 3111

MAH Code: 65101

Schedule 81**ANNUAL DEBT REPAYMENT LIMIT**

based on the information reported for the year ended December 31, 2022

NOTE: THE ESTIMATED ANNUAL REPAYMENT LIMIT IS EFFECTIVE JANUARY 01, 2024**Please note that fees and revenues for Homes for the Aged are not reflected in this estimate.****DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT**

		1
		\$
0210	Principal (SLC 74 3099 01)	5,619,840
0220	Interest (SLC 74 3099 02)	2,379,437
0299	Subtotal	7,999,277
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	162,500
9910	Total Debt Charges	8,161,777

		1
		\$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	0
9920	Net Debt Charges	8,161,777

		1
		\$
1610	Total Revenues (SLC 10 9910 01)	170,957,214
2010	Excluded Revenue Amounts	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	37,746,786
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	889,429
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 0830 01)	418,641
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 0831 01)	6,117,237
2230	Revenue from other municipalities, including Revenue for Tangible Capital Assets (SLC 10 1099 01 + SLC 10 1098 01)	10,926,800
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	1,726,248
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	843,543
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	1,371,916
2299	Subtotal	60,040,600
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	
2610	Net Revenues	110,916,614
2620	25% of Net Revenues	27,729,154
9930	ESTIMATED ANNUAL REPAYMENT LIMIT	19,567,377

For Illustration Purposes Only

Annual Interest Rate

@

Term

years =



MANAGEMENT REPORT

Date: March 18, 2025
To: Finance & Labour Relations Sub-committee
From: Karmen Krueger, CPA,CA, Director of Corporate Services/Treasurer
Report Number: FIN25-008
Attachments: Cash and Investment Balances at December 31, 2024

Title: Cash Holdings and Municipal Investment Performance 2024

Objective: To provide information on the City's various bank accounts and investment portfolios and report on the performance of municipal investments 2024.

Background: Section 418 of the *Municipal Act, 2001* governs the investment of funds that a Municipality does not require immediately. s. 418.1 indicates that the City can pass a by-law to allow investment in non-traditional investment types and following prudent investor guidelines.

Ontario Regulation 438/97 *Eligible Investments, Related Financial Agreements and Prudent Investment* further stipulates that, "If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report".

The City has not passed a by-law under O.Reg 438/97, relating to the Prudent Investor legislation, however it is still good practice to review investment performance on a regular basis. The City does have an investment policy F.1.7 that was last reviewed and updated in 2018. Review and update of this policy has been added to the Finance Division's 2025 work plan to ensure that all areas of the policy are still relevant and to capture changes in the investment industry. Sound cash flow and investment principles apply in the meantime, and any potential changes to the policy will come before Council for discussion at a later date.

Analysis:**Investment Allocation as at 31 December 2024**

Investment Description	Amount Invested	% of Total
Cash and Cash Equivalents	\$ 62,610,437.37	55.77%
Bonds and Protected Notes	\$49,654,071.16	44.23%
TOTAL	\$112,264,508.53	100%

Bank Accounts and Short-Term Deposits

The City of Stratford currently maintains nine (9) deposit bank accounts with RBC. Most funds are City operating and reserve funds, but several accounts are deposit balances held for the benefit of others (Library, BIA, Trust, Golf Course and two for Perth Stratford Housing Corporation).

All RBC deposits are currently paid interest at the negotiated rate of Prime minus 1.76%. This changed for the better in 2023, with the spread previously at P-1.85%.

Balances and 2024 interest earned are indicated on the summary attached. In 2024, the Prime rate changed three times:

From January 1-October 23 the rate was 6.45%

From October 24-December 11, the rate was 5.95%

From December 11-December 31, the rate was 5.45%

Investment Accounts

The City also holds five (5) investment accounts with four (4) investment managers.

The benchmark for all investment management companies to surpass is that return the City could achieve simply by leaving city funds on overnight deposit in the bank, which on December 31, 2024 was 3.69%. The average portfolio return was 4.31% with 78% of the portfolio exceeding the benchmark and 22% underperforming in comparison.

Summary

Interest earned on general accounts and investments is budgeted for as a revenue and used to offset general operating expenses.

Interest earned on reserve fund bank accounts and investments is retained in the reserve funds to help build funds for capital requirements.

Reserves and Reserve Funds committed at the end of 2023 in the Corporation's financial statements were \$80 million with the actual dollars to support those committed funds restricted in reserve fund banks and investments.

Staff continue to monitor the investment accounts and adjust as required based on the cash requirements for general operations and capital projects. As this report is being prepared in advance of the 2024 audited statements, there could be minor changes from what is noted herein.

Statement By Treasurer as Required by Ontario Regulation 438/97, s.8(2)(c)

All investments at the end of 2024 are consistent with the investment policies and goals adopted by the municipality. Reviews are undertaken with investment advisors on at least a quarterly basis to ensure holdings are consistent with the "eligible list" as defined by the *Municipal Act, 2001* and its Regulations.

Financial Implications:

Financial impact to current year operating budget:

None. This report is provided for information, noting the financial impact of income earned in the financial portfolio for 2024 is captured in the year-end results for the City.

Financial impact on future year operating budget:

None.

Link to asset management plan and strategy:

The investment holdings for reserve funds directly support the funding of the City's capital program and asset management plan and strategy.

Alignment with Strategic Priorities:

Not applicable: This report is provided for information and does not directly align with specific strategic priorities.

Alignment with One Planet Principles:

Not applicable: This report is provided for information and does not directly align with One Planet Principles.

Staff Recommendation: THAT the report titled, "2024 Cash Holdings and Investment Performance" (FIN25-008), be received for information.

Prepared by:

Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer

Recommended by:

Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Joan Thomson, Chief Administrative Officer

Institution	Use of Funds	Interest Rate Earned	At Dec 31, Effective Rate	Balance	Interest Earned	Account Type
Royal Bank of Canada	Reserve Funds	Prime - 1.76%	3.69%	\$ 39,057,684.14	\$ 1,541,038.05	Reserve Funds
Royal Bank of Canada	General Bank Account	Prime - 1.76%	3.69%	\$ 22,299,355.24	\$ 967,073.92	General
Royal Bank of Canada	Public Housing	Prime - 1.76%	3.69%	\$ 309,632.09	Separate Corp	Separate Corp
Royal Bank of Canada	Trust Funds (Cemetery)	Prime - 1.76%	3.69%	\$ 369,559.24	Separate Entity	Trust Funds
Royal Bank of Canada	DBIA	Prime - 1.76%	3.69%	\$ 198,144.56	Separate Board	Separate Board
Royal Bank of Canada	Social Services	Prime - 1.76%	3.69%	\$ 75,532.88	Included in Gen	General
Royal Bank of Canada	Golf Course	Prime - 1.76%	3.69%	\$ 294,529.61	Separate Entity	Separate Entity
Royal Bank of Canada	Perth & Stratford Housing	Zero	0.00%	\$ 4,276.29	\$ -	Flow-through only
Royal Bank of Canada	Anne Hathaway Daycare	Prime - 1.76%	3.69%	\$ 1,723.32	\$ -	Flow-through only

Investment Accounts

\$	47,372,176.94	\$	49,654,071.16	\$	2,042,112.51		
					Average Return		4.31%



MANAGEMENT REPORT

Date: February 18, 2025
To: Finance and Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Report Number: FIN25-009
Attachments: 1) ATAC 2024 Annual Report;
 2) HS 2024 Annual Report;
 3) AAC 2024 Annual Report;
 4) SOTW 2024 Annual Report;
 5) CIB 2024 Annual Report

Title: 2024 Annual Reports from Committees of Council

Objective: To receive 2024 Annual Reports from City of Stratford Committees of Council (Advisory Committees).

Background: Advisory Committees to Council who receive funding in the City's annual budget are required to submit an annual report to Council outlining their projects and accomplishments during the previous year.

The Advisory Committees currently established and who receive City funding are as follows:

- Active Transportation Advisory Committee (ATAC)
- Heritage Stratford Committee (HS)
- Accessibility Advisory Committee (AAC)
- Stratfords of the World Committee (SOTW)
- Communities in Bloom Committee (CIB)
- Energy and Environment Committee (E & E)

Analysis: 2024 Annual Reports for 5 of the 6 Advisory Committees listed above have been attached for review. The Energy and Environment Committee did not submit a report for 2024.

Financial Implications:

Financial impact to current year or future year operating budget:

There is no financial impact to the current or future operating budget, aside from amounts included in the 2025 draft operating budget for each Advisory Committee to perform their required duties (located in G102 Committees of Council).

Alignment with Strategic Priorities:

Each committee performs a unique advisory role. Alignment with the City's strategic priorities is noted in each committee's report.

Alignment with One Planet Principles:

As noted above, each committee performs a unique advisory role. Alignment with any applicable One Planet Principles is noted in each committee's report.

Staff Recommendation: THAT the following 2024 Annual Reports from Committees of Council be received for information:

- **Active Transportation Advisory Committee,**
- **Heritage Stratford Committee,**
- **Accessibility Advisory Committee,**
- **Stratfords of the World Committee, and**
- **Communities in Bloom Committee.**

Prepared by:	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Recommended by:	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer Joan Thomson, Chief Administrative Officer



2024 ANNUAL REPORT TO STRATFORD CITY COUNCIL

Committee Name: Active Transportation Advisory Committee

Date Submitted: December 6, 2024

1. Outline of accomplishments/projects completed in 2024:

This year the Active Transportation Advisory Committee (ATAC) collaborated with the Downtown BIA to expand the bicycle parking facilities in the Downtown core, serving a need identified by cyclists and businesses. 14 pole-mounted lock points (a mix of black circles and red hearts) were purchased, and sites were selected in consultation with City staff. Installation will be complete shortly.

Over the last several years ATAC has worked with the Avon Trail group to find suitable signage and locations to aid the public in exploring the City through walking the Stratford Side Trail. A three-sided design was selected, maps and content created by the two groups, and the first sign set was installed near the Bridge to Nowhere where the trail turns towards the Art Gallery. In addition, ATAC has offered to assist the Avon Trail group in installing standard trail blazing markers through the City. This is a project that has been delayed since 2019.

In the spring, two members attended the 2024 Share the Road Bike Summit on a single shared pass. Attendance at this event has been aspirational, as there are seasons on many aspects of cycling that can benefit our advice to the City; the 2024 conference was in Kitchener-Waterloo, permitting day attendance for our members.

The Report card has been updated with 2022 data, the most recent complete set available. The updates will continue as new data is made public.

Events brought to ATACs consideration permitted the Committee to provide comments into the implementation of the Transportation Master Plan where vulnerable road users would be at risk from vehicular traffic. Please see the list of motions to Council for examples. ATAC also worked with the Accessibility Advisory Committee to create a list

of suggestions to City Staff as input into possible sidewalk network enhancements for budgeting considerations.

ATAC planned, supported, and executed June bike month events, including a Bike Rally by Market Square. Weather conditions were not ideal, but many visitors enjoyed the stands, and the children who participated were quite enthusiastic about it. With the support of City Staff, the School Safe Arrival stencils were deployed around several of the Elementary schools in the City to encourage Active Transportation methods of arriving at the schools.

2. Summary of how the Advisory Committee's mandate in the Terms of Reference is reflected in the Committee's accomplishments/projects for 2024:

The continuing assessment of both cycling and pedestrian infrastructure, and the reports from those to council and city staff, promotes and enhances the state of Active Transportation in the City of Stratford. The promotions, including notices on the City buses during Bike Month and at other times of the year provide further awareness of the Committee to the public, with the hope that comments, concerns, and suggestions will be directed to the Committee. Education and encouragement of children in utilizing active transportation in making their way to school promotes a healthy regard for walking and cycling in the next generations.

3. Summary of 2024 recommendations:

Recommendations Provided to Administration:

Date	Motion
February 28, 2024	<p>THAT the Active Transportation Advisory Committee work with the Downtown Stratford BIA on the development and installation of new post and ring bike racks in the downtown core;</p> <p>THAT up to \$3,000.00 of the 2024 budget be spent on the bike racks;</p> <p>AND THAT a final plan be brought back to ATAC for their final approval.</p>
February 28, 2024	THAT a three-day pass to the Share the Road 2024 Ontario Bike Summit be purchased at a cost of \$545.00 plus HST, provided members are able to each use the pass on a different day.

Date	Motion
February 28, 2024	THAT a quote to update the report card be obtained from Molenhuis Design Co. and up to \$500 be spent from the 2024 budget to update the report card.
March 27, 2024	THAT the Active Transportation Advisory Committee spends up to a maximum of \$600.00 + H.S.T. to send up to two (2) committee members to attend the 2024 Ontario Bike Summit on Thursday, April 4, 2024.
April 24, 2024	THAT the Active Transportation Advisory Committee proceeds with the 2022 Active Transportation Report Card with the above noted amendments and spend up to a maximum of \$500.00 from their 2024 budget.
April 24, 2024	THAT the Active Transportation Advisory Committee spends up to a maximum of \$500.00 on stencil painting for the School Travel Planning Project, working through the list of locations as funds allow.
June 12, 2024	THAT the Active Transportation Advisory Committee spends a total amount of \$3,636.34 from their 2024 Budget to purchase a 3-sided trail sign to be located in Upper Queens Park near the Bridge to Nowhere.

Recommendations Provided to Sub-committee, Committee or Council:

Date	Motion
March 27, 2024	THAT the Active Transportation Advisory Committee recommends that Stratford City Council include bike racks in the construction of the new outdoor gym on Shakespeare Street.
June 12, 2024	THAT the Active Transportation Advisory Committee recommends that Stratford City Council include in the 2025 Budget a contra-flow bike lane on Hibernia Street where it is one-way (from John Street to Mornington Street) and a bike boulevard where Hibernia Street is two-way (from O'Loane Avenue to John Street).
June 12, 2024	THAT the Active Transportation Advisory Committee recommends to Stratford City Council that the safety concerns regarding the West Gore Street and St. Vincent Street intersection warrant a traffic study to determine if a four-way stop would be justified.

4. Please summarize how your 2024 projects/plans have reflected the City's strategic priorities:

The scope of activities for the Active Transportation Advisory Committee (ATAC) are a significant part of the "Work Together for Greater Impact" priority.

The integration of the Cycle Stratford and Avon Trail organization with ATAC aid in shaping new routes in Stratford residents and visitors alike, as suggested in the "Enhance Our Infrastructure" and "Work Together for Greater Impact" priorities.

Improvements and enhancements to the Active Transportation networks will reduce the dependence on private vehicles, aiding in the greening of the city in the "Intentionally Change to Support The Future" priority. The focus on youth in events such as the Bike Rally and Safe Arrivals also support this priority.

5. Comments regarding impact of COVID-19 on your Committee's operations in 2024:

COVID-19 has not had a noticeable impact on the committee's activities in 2024. If there was an impact, it may have been what led to the absence of committee members from the meetings, as we had a high level of absent members in 2024 including at least one meeting that failed to meet quorum. We did not ask for, and members did not explicitly volunteer, any health issues related to those absences.

As a result of several projects having been delayed by the effects of COVID-19 within City operations, much more was accomplished this year than in several of the preceding years.



2024 ANNUAL REPORT TO STRATFORD CITY COUNCIL

Committee Name: Heritage Stratford Advisory Committee

Date Submitted: December 6, 2024

1. Outline of accomplishments/projects completed in 2024:

Heritage Stratford awarded the Blue Plaque Award to the Jenny Trout Centre. The plaque presentation was in person at Knox Church and was attended by members of the Heritage Stratford Advisory Committee.

Heritage Stratford is in the process of designating the Shakespearean gardens

Heritage Stratford has advised the change of the bicycle stands to a more antique style bicycle stand.

2. Summary of how the Advisory Committee's mandate in the Terms of Reference is reflected in the Committee's accomplishments/projects for 2024:

Heritage Stratford's mandate is to provide advice and assistance to owners and occupants of Stratford properties:

- Buildings within the heritage conservation district of Stratford, and in the heritage areas and corridors identified in the city's official plan
- Review of and advice on heritage alteration permit applications and sign variance applications
- Review and advise on other planning applications, designation of heritage buildings and other significant properties, the renovation of existing buildings, in order that their design is consistent with the general atmosphere and appearance of the surrounding area. Long term planning.

- Continued review of properties previously identified as having significant heritage value or interest.
- Continued to promote heritage awareness within the Stratford community through the blue plaque program (linking a property with a famous or important individual).
- Advocacy for heritage conservation.
- Presentation of James Anderson award for meritorious heritage efforts in the community

3. Summary of 2024 recommendations:

- Presentation of award for blue plaque programs to Council

4. Please summarize how your 2024 projects/plans have reflected the City's strategic priorities:

Heritage Stratford is a statutory committee under the Ontario heritage act, with the mandate to advise council on cultural heritage, including development of the downtown heritage conservation district, and to support the conservation of the city's heritage resources through public education, long term planning and promotion of heritage preservation.

The city's vision statement in the strategic priorities is a "vibrant city". Heritage resources make a significant contribution to the culture and livability of the city, and heritage Stratford projects and plans are intended to preserve and promote this aspect of the city.

The priority of "Strengthening our plans our plans, strengthening, and partnerships" includes making plans for collective priorities in heritage. Heritage Stratford projects related to promoting heritage conservation, including working with other groups and with city staff, is an example of a working partnership.

5. Comments regarding impact of COVID-19 on your Committee's operations in 2024:

No impact.



2024 ANNUAL REPORT TO STRATFORD CITY COUNCIL

Committee Name: Accessibility Advisory Committee

Date Submitted: December 06, 2024

1. Outline of accomplishments/projects completed in 2024:

- Path at Arboretum Park paved (AAC Motion started in 2016)
- Facilities Accessibility Design Manual (FADM) converted into an accessible document that is compliant with the WCAG 2.0 standards so it can be posted on the city's website, subject to review by the Accessibility, Diversity & Inclusion Coordinator
- Walk & Roll event with DEI Office, National AccessAbility Week (June 2024)
- AAC presentation to Council, International Day of Persons with Disabilities
- Accessibility Award 2024 presented to Stratford Festival (November 2024)

The AAC also recommended (beginning in 2007) that the entrance to the Stratford Police Services Station be made barrier-free. Work is ongoing with this project.

2. Summary of how the Advisory Committee's mandate in the Terms of Reference is reflected in the Committee's accomplishments/projects for 2024:

- The AAC continues to identify and communicate opportunities to remove barriers and improve accessibility in our community.
- The AAC understands that accessibility should be a top priority and continues to communicate this through awareness projects and the AAC's Site Plan Sub-Committee.

3. Summary of 2024 recommendations:

Recommendations Provided to Administration

- THAT the Accessibility Advisory Committee requests a status update from staff on the Accessibility Tax Deferral Program.
 - The item has been deferred to a subsequent year pending the completion of the Official Plan.
 - THAT the Accessibility Advisory Committee supports spending up to a maximum of \$15,000.00 from the 2024 Infrastructure Services Department – Engineering Accessibility budget to drop the curbs down at three accessible parking spots identified on Ontario Street, Albert Street and George Street.
 - The recommendation was forwarded to the Infrastructure Department for completion.
 - THAT the Accessibility Advisory Committee recommends to Community Services and the Board of Park Management a proper accessible curb cut be completed in the north end of the parking lot adjacent to the Upper Queens playground and an accessible pathway be installed from the curb cut to the playground and picnic area.
 - The recommendation was forwarded to the Parks Board and approved in theory. This area is in the planning and budgeting process to be revitalized in 2026, the recommended will be addressed as part of this process.
 - THAT the Accessibility Advisory Committee recommends to Community Services and the Board of Park Management investigate adding additional accessible parking spots in both parking lots in Upper Queen Park.
 - The recommendation has been forwarded to the Parks Board for review and consideration. It has been noted by staff that the North and South lots in this location provide the required number of accessible parking spaces.
 - THAT the Accessibility Advisory Committee recommends the remaining funds in the Engineering Department's 2024 Accessibility Improvement Budget be allocated to completing the accessible parking spots on St. Andrew Street;
- AND THAT any funds remaining after the St. Andrew Street accessible parking spots are completed be allocated to replacing priority curb drops identified by Engineering staff.

- The recommendation was forwarded to the Infrastructure Department for implementation based on the available budget
- THAT the Stratford Accessibility Advisory Committee recommends the bridge to Tom Patterson Island be replaced to with an accessible bridge that satisfies the city's FADM, section 4.5.2 Outdoor Recreation Facilities, not to exceed the maximum slope of 1:20.
 - The recommendation was forwarded to the Parks Board for review and consideration. The recommendation could be brought forwarded to Council with assistance from the Infrastructure Department once a review is completed by staff.

Recommendations provided to Sub-committee, Committee or Council

- THAT the Stratford Accessibility Advisory Committee recommends an accessible parking space and curb-cut be installed on the north side of Oakdale Avenue between O'Loane Avenue and Matilda Street adjacent to the baseball field.
Carried

4. Please summarize how your 2024 projects/plans have reflected the City's strategic priorities:

Continue to advance projects that ensure all citizens, regardless of barriers they may face, have full access to the Stratford community.

5. Comments regarding impact of COVID-19 on your Committee's operations in 2024:

N/A



2024 ANNUAL REPORT TO STRATFORD CITY COUNCIL

Committee Name: Stratfords of the World

Date Submitted: August 20, 2024

1. Outline of accomplishments/projects completed in 2024:

Planning for the next Reunion in New Zealand, January 8-15, 2025.

2. Summary of how the Advisory Committee's mandate in the Terms of Reference is reflected in the Committee's accomplishments/projects for 2024:

Promoting Stratford.

3. Summary of 2024 recommendations:

A recommendation was presented requesting funds be available to assist members of the Committee travelling to Stratford Taranaki NZ in 2025.

4. Please summarize how your 2024 projects/plans have reflected the City's strategic priorities:

We consistently promote Stratford to the World.

5. Comments regarding impact of COVID-19 on your Committee's operations in 2024:

None



2024 ANNUAL REPORT TO STRATFORD CITY COUNCIL

Committee Name: Communities in Bloom

Date Submitted: December 06, 2024

1. Outline of accomplishments/projects completed in 2024:

Communities in Bloom Competition

The Communities in Bloom Committee celebrated its 30th consecutive year in the program. Further, Stratford participated in the International Challenge (medium category) and received a "5 Bloom GOLD" rating. Stratford was also awarded the Best Downtown Area Award at the National Symposium. Furthermore, Stratford has been selected to host the 2025 National Symposium.

Ted Blowes Memorial / Peace Gardens (Butterfly Gardens)

The garden continues to reflect the committee's ongoing commitment to both our community and the memory of Ted Blowes.

A new tulip garden bloomed in spring, honoring Ted's memory. Iris, tulip, and hyacinth bulbs were planted in the fall of 2024 to bloom in Spring 2025.

Rare Pipevine Swallowtail butterflies visited Ted's garden this summer. Three Pipe Vines were added to the garden to provide additional habitat and entice more to take up residence.

In honor of CIB's 30th anniversary, a new yellow metal bench was purchased to replace an old bench near the waterfall.

Additionally, 12 native pollinator trees were planted in a circle along the pathway between Ted's garden and Gallery Stratford this fall. This is part of the recommendations of Scott Wentworth, the landscaper who designed a plan as part of the \$25,000 Landscape Design Award Stratford's CIB won from CIB National in 2021. It

is our goal to partner with Kevin Bonnell and Indigenous youth for a project yet to be determined within this area in 2025.

Monarch butterfly releases are carried out in Ted's Garden to connect visitors to nature. The garden continues to mature and is now a destination for many in their visit to Stratford.

Planter Day

Our yearly Planter Day was a great success. Flowers and milkweed plants were handed out to encourage people to create Monarch habitat.

Citizen's Recognition Program

Six gardens were selected to receive the Miracle-Gro "Best Garden Selection" award, showing our appreciation for their efforts toward making Stratford beautiful.

Pumpkin Parade

This year, we were pleased to celebrate this much-beloved community event, marking the 12th anniversary of the annual Pumpkin Parade. In conjunction with the Civic Beautification and Environmental Awareness Committee (CBEAC), the committee looks forward to an even bigger event in 2025 and continues to educate the community on proper pumpkin disposal and creative ways to utilize them. This initiative helps divert pumpkins from our landfill. Additionally, we appreciate the assistance provided by many volunteers, including the Royal Canadian Air Cadets (19 Squadron Stratford).

Pollinator Pathway

The Pollinator Pathway project began in 2018, thanks to a grant from TD Canada Trust. The pathway, located between the Railway Station and Erie Street, saw the planting of 12 native trees along the pathway near Ted's Garden, instead of extending the Pollinator Pathway along the railway tracks on St. David Street. This project will continue in future years.

Porous Pave

This year, we continued with the Porous Pave program, enhancing the experience for those who enjoy sitting on benches in our park system.

Winter Lights / Light Displays

Communities in Bloom is part of the overall Winter Lights Program. This year, the lights will be coordinated by Destination Stratford to ensure cohesive programming.

Lights were added to the area near the waterfall in Confederation Park to match the lights on the bridge in Ted's garden.

The committee continues to ensure the maintenance of the snowflakes that adorn our parks in winter. This year, they continue to be used as part of the much larger Lights on Stratford program.

2. Summary of how the Advisory Committee's mandate in the Terms of Reference is reflected in the Committee's accomplishments/projects for 2024:

The mandate of the Committee is:

- To foster civic pride, environmental protection and beautification, through community participation
 - We meet this portion of the mandate by participating in the National CIB competition; recognizing civic pride through the Citizen's Recognition Program; working with local schools and community groups to educate and encourage new gardeners and protecting our environment with the Pollinator Pathway and the Peace Garden.
- To improve the tidiness, appearance and visual appeal of neighbourhoods, parks, open spaces and streets
 - We accomplished this portion of the mandate by implementing the Citizen Recognition Program, working with the Parks Department to ready the city for the CIB competition, expanding the Pollinator Pathway and enhancing the Ted Blowes Memorial / Peace Garden
 - The committee continues to advocate for gateway signs
- To focus on environmental awareness and preservation of heritage and culture
 - The Annual Planter Day encourages residents to be environmentally aware. The Pollinator Pathway and the Peace Garden focus on improving the environment within our borders and beyond by providing the necessities of life for bees, butterflies and other insects.

- To coordinate a host program as required
 - Our participation in the CIB competitions meets this part of the mandate. Further Stratford will host the 2025 National Symposium
- To be financially sustainable
 - We operate within our budget

3. Summary of 2024 recommendations:

Recommendations Provided to Sub-committee, Committee or Council:

- Support for the 2025 National Symposium
- Encourage and recommend the implementation of "Gateway Signage" (Wayfinding)

4. Please summarize how your 2024 projects/plans have reflected the City's strategic priorities:

Our project plans for 2024 align with the following strategic priorities:

- Mobility, Accessibility, and Design Excellence
- Strengthen our Plans, Strategies, and Partnerships

5. Comments regarding impact of COVID-19 on your Committee's operations in 2024:

This year, the Communities in Bloom Committee returned to full operational activity. Our activities involve direct engagement with the citizens of our community. Through education and awareness to celebrating holiday events, our activities included providing our "Planter Day" and running the Pumpkin Parade once again.



MANAGEMENT REPORT

Date: March 18, 2025
To: Finance and Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Report Number: FIN25-010
Attachments: Administrative Securities Policy and Appendices

Title: Securities Policy

Objective: To advise Council of the introduction of a new administrative Securities Policy to ensure consistency and to protect the financial interest of the Municipality.

Background: The City often requires securities as a condition of a contract, development, subdivision, or site plan agreement to help ensure that financial and/or performance obligations are met. While these are often in the form of Letters of Credit (LOC), the drafted policy covers all forms of securities. Staff sometimes receive inquiries from stakeholders regarding the acceptable format of the LOC, or alternatives that the Municipality is willing to accept in place of an LOC. In the absence of a standardized policy and guidelines surrounding this process, staff must review and assess each request individually, which may not always result in a consistent approach to ensure risks to the City are mitigated consistently.

External legal counsel is also consulted, depending on the nature of the request.

Analysis: The purpose of this Securities Policy is to establish minimum standards for Letters of Credit and when Surety Bonds may be accepted to protect the financial interests of the Municipality. The policy defines the requirements for the use of LOC and Surety Bonds including:

- Acceptable letter format and content
- Issuing financial institution requirements
- Acceptable security alternatives
- Staff responsibilities

In place of certified cheques, bank drafts or money orders, Letters of Credit are a preferred option for the following reasons:

- They are an unconditional obligation of a financial institution to remit payment to the Municipality on demand.
- The issuing bank's obligation to pay is independent of the underlying contract, and therefore the Municipality does not need to prove a breach of contract and the extent to which we suffered damages.
- Letters of Credit are governed by their own legal principles rather than contract law and are therefore easier to enforce and collect upon.

The Securities Policy requires that all Letters of Credit be issued by Schedule I Banks, which are domestic banks authorized under Schedule I of the *Bank Act*. There are 34 Schedule I banks in Canada, including Royal Bank of Canada, Toronto Dominion Bank, Scotiabank, National Bank, Bank of Montreal, and Canadian Imperial Bank of Commerce (the Big Six). The complete list can be found on the [Justice Laws website](#).

Credit Unions are not listed in Schedule I of the *Bank Act* as these organizations are regulated by Provincial and territorial governments rather than the Federal Government under the *Credit Unions and Caisses Populaires Act, 2020*. Credit Unions are owned by their members, with a Board of Directors elected from the membership base.

The Securities Policy permits Letters of Credit issued by Credit Unions provided that certain conditions are met. One of these requirements includes being a member of [Central 1](#), which provides liquidity management and other related services to its member Credit Unions in Ontario. This condition is imposed to ensure adequate liquidity is maintained, which reduces the level of risk to the Municipality.

Other alternatives, such as Letters of Guarantee or Surety Bonds, generally are not preferred and will only be accepted where the City is legislatively required to accept them. Surety Bonds are demand instruments, and they involve a claims adjustment process whereby the surety must investigate the underlying default. This slows down the reimbursement process, and sureties may deny claims they believe are without merit. This poses a significantly higher risk to the Municipality.

When initially drafting this policy, the Provincial Government was consulting in the development of a regulation under s.70.3.1 of the *Planning Act* that would authorize landowners to stipulate pay-on-demand Surety Bonds to be used to secure municipal obligations that are conditions of land-use planning approvals, particularly draft plans of subdivision and site plan approvals through clauses included within their respective development agreements. A wider acceptance of pay-on-demand Surety Bonds may help homebuilders to free up funds for housing projects. This regulation has now been passed as [O. Reg 461/24](#).

Notwithstanding the intent of the regulation, Surety Bonds carry additional risks to municipalities as they have traditionally been more difficult to collect upon. While some developers may prefer Surety Bonds as they do not impact their borrowing capacity and are less costly to procure, they are not as desirable for the City but are an acceptable

alternative within the policy, in the strictest application as they relate to s.70.3.1 of the *Planning Act*.

The City's Director of Building and Planning Services has reviewed the new regulation relating to Surety Bonds. Given that there is no ability for the City to prohibit the use of Surety Bonds, the City needs to be prepared for accepting them when developers prefer this form of security. The City's solicitor has prepared supporting agreements that will be required in the case of development agreements to be signed by the developer and their surety company.

O. Reg 461/24 does incorporate various mandatory elements, enabling eligible Surety Bonds to operate more like Letters of Credit. Additionally, the regulation imposes further restrictions related to licensing and credit rating requirements to enhance the reliability of the Surety Bond. Among its provisions, the regulation requires that if an insurer intends to terminate a Surety Bond, the principal (developer) must provide the municipality with replacement financial security in the full amount of the bond at least 30 days before termination. This replacement security must be acceptable to the municipality, ensuring that financial guarantees remain in place to secure development obligations.

The Director of Corporate Services/Treasurer or delegate will review all securities submitted to ensure compliance with this Policy and will be involved in the release of or claim against any securities.

The policy does not explicitly address lot securities (i.e. property lots), however in some cases, these could be an acceptable alternative in a subdivision agreement, subject to specific circumstances and legal counsel.

This policy has been reviewed by the Chief Administrative Officer, members of the Corporate Leadership Team and specific members of the Corporate Management Team to ensure its operational implementation is feasible.

Financial Implications:

Financial impact to current year or future year operating budget:

There are no direct financial considerations, nor impacts to operating budgets associated with the development of this policy.

Legal considerations:

This policy has been developed to mitigate financial risks to the organization when securities are pledged. Any deviations or exceptions to this policy could increase the Municipality's financial risk.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as it ensures that appropriate financial controls are in place to protect the City's infrastructure and financial resources.

Alignment with One Planet Principles:

Not applicable: This financial policy and report do not directly align with the One Planet Principles.

Staff Recommendation: THAT the report titled, "Securities Policy" (FIN25-010), be received for information.

Prepared by:	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Recommended by:	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer Joan Thomson, Chief Administrative Officer



The Corporation of the City of Stratford Policy Manual

Policy Number:	F.1.24
Policy Section:	Financial and Fiscal
Department:	Corporate Services
Date Adopted:	Insert text here
Date Amended:	Insert text here
Scheduled for Review:	5 years or at discretion of Director of Corporate Services
Date of Last Review:	Not Applicable
Policy Type:	Administrative Policy

Securities Policy

Policy Statement:

Municipalities sometimes require assurance of repayment for certain types of agreements and work. For example, when approving a proposal to develop real estate, municipalities look for assurance that the necessary site improvements will be delivered in a timely fashion and warranted by the developer. To ensure that the developer has the necessary financial resources to deliver and pay for the required site improvements, municipalities typically require financial security from the developer.

Typical examples of when deposits or securities may be required include:

- Pre-servicing, servicing, subdivision, or condominium development agreements
- Site plan, re-zoning, or land division applications
- The issuance of a building permit or a conditional building permit
- The issuance of a site alteration, tree, or road cut permit
- Improvements to existing sites, where site plan approval or building permit is not required
- Damage deposits
- The procurement of supplies and services

Financial Institutions issuing Letters of Credit for acceptance by the City of Stratford must meet the credit rating criteria and submit the Letter of Credit in a form and content that matches the City of Stratford's Standard Letter of Credit Format.

Purpose:

The primary objective of the Securities Policy and Standard Letter of Credit Format is to ensure that monies provided as security will be available to the City of Stratford if required.

The City of Stratford routinely enters into agreements, such as subdivision and development agreements, where the customer is required to submit financial security in the event they are unable to meet their obligations under the agreement.

This Securities Policy and Standard Letter of Credit Format are designed to provide adequate protection to the City of Stratford as well as to be fair, reasonable, and provide flexibility to our partners providing securities.

The City can also accept land (lots) as an alternative form of security in specific circumstances within Subdivision Agreements, however this type of security is outside the scope of this policy. Detailed provisions within a specific agreement would outline the use, conditions, and release for this type of security. Using lots as security may be a viable option but involves multiple layers of analyses and processes to ensure municipal interests are protected. Exploring this could impact liquidity and flexibility in managing city infrastructure projects and financial planning and would be subject to specific subdivision agreements with legal counsel.

Definitions:

"Letter of Credit" means a document issued by a financial institution on behalf of its client to guarantee payment to the beneficiary (the City). This security can be drawn against should the client fail to meet their obligations under an agreement.

"Letters of Guarantee" is a document issued by a financial institution that ensures the City gets paid if the supplier itself cannot pay.

"Surety Bond" is a three-party contract by which one party (the surety) guarantees the performance or obligations of a second party (the principal) to a third party (the obligee, being in most cases, the City).

"Lot Security" refers to the specific provision of land in the case of subdivision or site plan agreements.

"Irrevocable" means cannot be revoked or amended without the agreement of both the beneficiary (the City) and the issuing financial institution.

"Unconditional" means payable on demand without enquiry by the financial institution as to the City's right to make the demand and without recognizing any claim of our customer.

“Automatically Renewing” means extended automatically without amendment for one year from any present or future expiration date.

Scope:

This policy shall apply in any cases where securities are accepted for any agreement, however, is focused upon Letters of Credit, as these represent the most common types of securities obtained.

This Securities Policy and Standard Letter of Credit Format apply to any Letter of Credit required by the City of Stratford.

The development agreement will apply in cases where Surety bonds are accepted as security under the Planning Act regulations.

Any Letters of Credit held by the City of Stratford prior to the approval of this Letter of Credit Policy and Standard Letter of Credit Format will continue to be held.

Procedure:

The Securities Policy, Standard Letter of Credit Format Development Agreement attachment will be maintained by the Finance Department and may be provided to any customer required to provide the City of Stratford with a Letter of Credit. Any checklists developed are for internal purposes only. This policy will be available on the City’s website.

Allowable Forms of Security

In addition to Letters of Credit, security will be accepted in the form of cash, certified cheque, money order, or bank draft, which will be deposited to the City of Stratford’s bank account. No interest will be paid to the customer on these funds.

Letters of Guarantee will not be accepted as they are less liquid and do not provide the same advantages or risk protections as Letters of Credit.

At the time of this policy, the Province of Ontario as part of Bill 185, has passed O. Reg 461/21: Surety Bonds – Section 70.3.1 of the Planning Act which authorizes owners of land and applicants for approvals in respect of land use planning matters to stipulate that a Surety Bond may be used to secure an obligation imposed by the municipality that is required to be secured as a condition to an approval in connection with land use planning. All requirements for this option are outlined in O. Reg. 424/24 Surety Bonds – Section 70.3.1 of the Planning Act with prescribed features to secure municipal obligations. Acceptance of surety bonds is intended only in the limited sense of the O. Reg. as it is less preferred by municipalities due to risks of realizing the bond. Where Surety Bonds are to be accepted, the applicable development agreement shall stipulate the terms in a form acceptable to the City’s Director of Corporate Services/Treasurer.

General Background

Where the obligation to build most typically found in either a subdivision agreement, a site plan agreement, or other form of development agreement (in Ontario), the agreement will describe the services to be constructed by reference to plans and specifications prepared by the developer's consulting engineer and reviewed and approved by the municipality's engineer. The services are typically designed according to engineering design criteria prepared by the municipality and adopted by Council. This ensures that services will be constructed to an acceptable and common standard.

In the City of Stratford, the design criteria are provided in the "Infrastructure Standards and Specifications Manual", which is posted to the Cities website and is updated annually to accommodate new technologies, methodologies and materials considered by the City.

A development agreement governing the construction will contain clauses respecting the satisfactory completion of the services because ultimately, the services will be owned by the municipality and therefore the municipality will be responsible for the continued maintenance, repair and replacement of the services and will be responsible for any liability resulting from the operation and use of the services by members of the public. During the maintenance period described above (usually 2 years or more), the developer is responsible to make all repairs to any part of the system that does not perform to a satisfactory standard. This agreement will also contain certain financial provisions which are intended to guarantee to the municipality that the services will be completed to the approved specifications and that they will function appropriately.

A development agreement will usually also include provisions for works that the municipality does not assume, particularly those mandated through site plan approval. Such provisions are essential to ensure that the developer complies with requirements related to on-site stormwater management, parking layouts, and accessibility standards, as examples. The developer will be required to provide financial securities to guarantee the installation and functionality of these elements to the satisfaction of municipal standards and site-specific approvals. These securities will remain in place until such works are completed and have been inspected and approved by the municipality. This approach ensures that all necessary infrastructure is implemented effectively and is operational to a satisfactory standard before being considered for release of the held securities.

Criteria: Letters of Credit

- 1) Letters of Credit must be issued in Canadian funds.
- 2) Credit Rating Criteria

Letters of Credit matching the City of Stratford's Standard Letter of Credit Format will be accepted from Banks and Trust Companies having a credit rating of R-1 (middle) AA or higher.

Letters of Credit will be accepted from the following Canadian Financial Institutions:

- a) Schedule I Banks
 - Bank of Montreal
 - Bank of Nova Scotia
 - Canadian Imperial Bank of Commerce
 - National Bank of Canada
 - Royal Bank of Canada
 - TD Canada Trust

- b) Other Schedule I Banks, Schedule II Banks, and Credit Unions, provided that:
 - They have a DBRS Morningstar credit rating of R-1 (Mid) or higher, or an equivalent rating by the rating agencies Fitch Ratings, Moody's Investor Services or S&P Global Ratings.
 - The Credit Union has its Head Office in Ontario.
 - The Treasurer has approved such financial institution.
 - The bank maintains the minimum credit rating throughout the period the Letter of Credit is held by the City. Should the bank's rating fall below the minimum level, the developer will be required, at their expense, to replace the Letter of Credit with one that meets the minimum rating.
 - Should the Letter of Credit not be replaced within the time frame specified by the City, the City may at their discretion draw down the existing Letter of Credit upon written notification to the developer.

- c) Trust Companies and Credit Unions, provided that:
 - The cumulative total of all Letters of Credit from each financial institution shall not exceed 0.5% of Tier 1 Capital as reported on each financial institution's most recent audited financial statements, which must be provided.
 - The total financial institution portfolio holdings will not exceed 20% of the total letter of credit portfolio holdings.
 - Notwithstanding the foregoing, the City of Stratford reserves the right, in its sole discretion to deny the use of a Letter of Credit from an institution, if, in the opinion of the Treasurer there is reason to believe it will no longer satisfy the above criteria in the near or medium term.

Letters of Credit from non-domestic financial institutions will not be accepted.

3) Standard Letter of Credit Format

A copy of the City of Stratford's Standard Letter of Credit Format is included in Appendix A of this policy. A template can also be obtained from the Finance Division.

Changes or additions to the text of the Standard Letter of Credit Format are not acceptable.

Site or agreement specific information can be added in the header (RE:) area of the Letter of Credit. This information is not to be added within the body of the document.

All Letters of Credit must be unconditional, irrevocable, automatically renewing, and permit partial drawings. All letters of credit must be in Canadian dollars.

Unclaimed Securities

The Finance Division will periodically prepare a schedule identifying all outstanding securities that are five or more years old. The list will be forwarded to each department, requesting confirmation whether all or a portion of the securities should (1) continue to be held to secure the relevant obligations under the applicable agreement or by-law; (2) be drawn against to fund deficiencies and the money treated as liquidated damages for the obligations secured under the applicable agreement or by-law; or 3) released to the owner of the securities in accordance with the applicable agreement or by-law.

Where securities are to be released to the owner, the City will endeavour to contact the owner. Methods utilized shall include but are not limited to regular or registered mail and corporate searches. If the owner is found, the securities will be released to the owner. In the case where the owner cannot be located, a notice will be sent to the person who posted the security at their last known address or financial institution. Should the funds continue to be unclaimed, they shall be added to a listing which the Director of Corporate Services/Treasurer will prepare. This listing shall be published on the City's website and in local newspapers advising that all persons having any claim to any of the money listed are required to complete a deposit refund claim form and prove their claims within 90 days of the publication of the notice. Evidence of claim shall include satisfactory proof that they are the person who posted the original security or that they have some other legal right to the securities. Where the City is uncertain of the claim to the securities, the City may pay the money into court. The costs of advertising shall be borne by the securities. Upon expiration of the 90 days, all money for which there is no claim will be transferred to the City's general funds.

Administration

All letters of Credit and other allowable forms of security will be forwarded to the City of Stratford Finance Division for holding. The Finance Division under the direction of the Director of Corporate Services/Treasurer is responsible for approving and maintaining the security, and processing all reductions, releases and draws in

connection with internal processes.

Any requests for reduction or release must be submitted to the Finance Division by the responsible department using the Security Release Checklist (Appendix C). The Checklist must be approved by the staff member who has been authorized with responsibility for verifying that the obligations within the original contract have been met.

In cases of policy violation, the City may investigate and determine appropriate corrective action.

This policy shall be reviewed every five years or at the discretion of the Director of Corporate Services/Treasurer where clarification or changes are required to more effectively administer the policy.

Legislative Authority:

The Municipal Act, 2001

The Planning Act, RSO, 1999

O.Reg 461/24: Surety Bonds – Section 70.3.1 of the Planning Act

Related Documents:

- Purchasing By-law
- Road Cut By-law
- Site Alteration By-law
- Site Plan Agreement
- Subdivision/Development or Condominium Agreement
- Building Policies, Procedures and By-laws
- Planning Policies, Procedures and By-laws
- Development Charges By-law
- Appendix A – Standard Format for Letters of Credit
- Appendix B – Standard Format for Development Agreement Bond
- Appendix C – Security Release Checklist

Appendix A Standard Format for Letters of Credit

FINANCIAL INSTITUTION LETTERHEAD

Letter of Credit

No: Total

Amount: Date:

Branch:

To: The Corporation of the City of Stratford

UNCONDITIONAL IRREVOCABLE LETTER OF CREDIT

RE: (Use this line for any specifics related to the Site or Agreement. Examples:

Address /Subdivision File #/ Phase/# / Site Servicing or Performance or Topsoil/Erosion / Site Plan File #

Date of Registered Agreement and Instrument #

Please note: Changes or Additions to the text of the Standard Format below this line will not be accepted)

We hereby authorize you to draw on **(Bank's name and address)** for the account of **(Owner/Applicant name)** up to an aggregate amount of **(\$CDN and amount written in full)** available on demand as follows:

Pursuant to the request of our customer, the said **(Owner/Applicant name)**, we, **(Bank name)** hereby establish and give to you this Unconditional Irrevocable Letter of Credit in your favour in the total amount of **(\$CDN and amount written in full)** which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without inquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to **(Bank name and address)**, at such time as a written demand for payment is made upon us a certificate signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be used to perform any outstanding obligations of our said customer to you.

Provided, however, that you are to deliver to **(Bank Name & Address)**, at such time as a written demand for payment is made upon us a statement signed by you stating that monies drawn under this Letter of Credit are drawn pursuant to the following:

Agreement or Site Plan Letter of Undertaking ("LOU"): *[please specify Agreement (and type) or Letter of Undertaking]*

Party(ies) to Agreement/LOU: *[Owner's name(s)]*

Legal Description of the Subject Lands: *[please include only Lot, Plan and Concession #]*

Application No.: *[reference Planning File #or Permit #]*

Development Name and Phase: *[field not mandatory – use if needed]*

and that the said monies will be used to fulfil the obligations of **(Owner's Name)** under the said Agreement or LOU.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

Any written demand for payment under this credit must bear an intimation that it has been drawn under Letter of Credit Number _____, issued by the **(Bank's Name)**, dated _____, 20__.

Partial drawings are permitted.

This Letter of Credit shall **automatically extend for one (1) year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date we shall notify you in writing, by Registered Mail**, that we elect not to consider this Standby Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written certification that the amounts drawn will be retained and used to meet obligations incurred or to be incurred in connection with the above Agreement or LOU.

We hereby covenant with drawers, drawn upon and in accordance with the terms of this credit that the same will be duly honoured if drawn and negotiated on or before _____, **20__ or any automatically extended expiry date.**

For **(Bank Name)**
(Signature)

Appendix B Standard Format for Development Agreement Bond

CITY OF STRATFORD LETTERHEAD

Development Agreement Bond

Bond Number: [insert bond number]	Amount: \$[insert bond amount in numbers]
--	--

KNOW ALL PERSONS BY THESE PRESENTS, that [insert name of Principal], as Principal (hereinafter called the "**Principal**"), and [INSERT NAME OF SURETY], as Surety (hereinafter called the "**Surety**"), are held and firmly bound unto The Corporation of the City of Stratford (hereinafter called the "**City**"), in the amount of [insert amount in words] (\$[insert amount in numbers]), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal and the City have entered into an agreement entitled "[insert title of agreement]" dated the [insert day] day of [insert month], 20[insert year] in connection with a development located in the City of Stratford, Province of Ontario and legally described as [insert land description] (said agreement is by reference made a part hereof and is hereinafter referred to as the "**Development Agreement**");

NOW THEREFORE, the condition of this obligation is such that if the Principal shall perform the Development Agreement in accordance with its terms and fully indemnify the City from all losses and costs, including solicitor and client costs, which the City may suffer by reason of the Principal's failure to do so, then this obligation shall be void; otherwise, this obligation shall remain in full force and effect.

PROVIDED, however, the foregoing obligation is subject to the following conditions:

1. The Principal shall ensure that the Surety bond provided meets all of the requirements and obligations set out in Ontario Regulation 461/24 including but not limited to those requirements set out in section 2(2) of Ontario Regulation 461/24;

2. Whenever the Principal shall be declared by the City in its sole discretion in writing and in accordance with the terms of the Development Agreement to be in default under the Development Agreement ("**Default Notice**"), and the City intends to make a demand under this bond, the City shall notify in writing the Principal and the Surety of such default and provide a copy of the Default Notice to the Surety.
3. For each demand for payment under this bond ("**Demand**"), the City shall provide to the Surety a written notice, substantially in accordance with Schedule "A" to this bond setting out the amount of monies demanded to be paid to the City pursuant to this bond and the bond shall confirm that the City is guaranteed payment if the Principal defaults in performing any obligation guaranteed by the bond.
4. Upon receiving the Demand from the City, the Surety shall make payment to the City in the amount of the Demand within seven (7) business days to enable the City to remedy the Principal's default under the Development Agreement.
5. The City may make multiple Demands under this bond in its sole and absolute discretion.
6. The City shall provide to the Surety upon receipt of a reasonable request in writing by the Surety an accounting of the amounts expended by the City to remedy the Principal's default under the Development Agreement. In the event the total amount of all payments made by the Surety under this bond exceeds the amount required to indemnify the City to remedy the default of the Principal under the Development Agreement, the City shall return all excess payments to the Surety.
7. In no event shall the Surety be liable for a greater sum than the amount specified in this bond. For greater certainty, the amount of this bond is not and shall not be deemed to be cumulative from year to year.
8. Each payment made by the Surety under this bond shall reduce the amount of this bond by the amount of such payment.
9. No right of action shall accrue upon or by reason hereof to or for the use or benefit of any person other than the City.
10. Upon confirmation by the City in its sole and absolute discretion the performance of all of the Principal's obligations to the City under the Development Agreement, the City shall return this bond to the Surety for termination or advise the Surety in writing that this bond is terminated.

11. The amount of this bond may be amended only by written endorsement executed by the Surety and the Principal, and consented to by the City, substantially in accordance with Schedule "B" to this bond.
12. If the Surety at any time delivers at least ninety (90) days prior written notice to the City and to the Principal of its intention to terminate this obligation, the Principal shall deliver to the City, not less than 30 days prior to the termination of this bond, financial security in the amount of this bond in a form acceptable to the City to replace this bond. If the replacement financial security is not so provided by the Principal or is not accepted by the City, this bond shall remain in effect.
13. Notices to the Surety, including Demands, are to be delivered to the Surety at its office located at **[insert address of Surety's office]**, or at such other address as may be specified by the Surety in written notice delivered to the City.
14. Nothing in this bond shall limit the Principal's liability to the City under the terms and conditions of the Development Agreement.
15. This bond shall be governed by and construed in accordance with the laws of the Province of Ontario and the applicable laws of Canada. The parties attorn to the courts of the Province of Ontario and City of London in respect of all matters arising from and related to this bond.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority.

SIGNED AND SEALED this **[insert day]** day of **[insert month]**, 20**[insert year]**, in the presence of:

[INSERT NAME OF PRINCIPAL]

Per: _____

(print name and title of authorized signing officer)

[INSERT NAME OF SURETY]

Per: _____

City of Stratford Letterhead

SCHEDULE "A" TO DEVELOPMENT BOND

SPECIMEN DEMAND

[Insert Date]

[Insert Issuing Surety Name]

[Insert Issuing Surety Address]

and to:

[Insert Principal's Name]

[Insert Principal's Address]

Re: Bond No. [Insert Bond Number] dated [Insert Bond Date] for [insert full name of Principal] (hereafter referred to as the "Principal")

To Whom It May Concern:

This is a demand for payment of the City in the amount of Canadian dollars (\$**[Insert Specific Amount In Numbers]**) under the above-referenced bond. We hereby advise that the Principal has defaulted in performing an obligation as set out in the Development Agreement.

Please pay the amount demanded to The Corporation of the City of Stratford and deliver the payment to: **[Insert Delivery Instructions For The Payment Of The Demand]**

Yours Truly,

[INSERT NAME OF OBLIGEE]

By: _____
Name: **[Insert Authorized Name - City]**
Title: **[Insert Authorized Title - City]**

City of Stratford Letterhead

SCHEDULE "B" TO DEVELOPMENT BOND

SPECIMEN RIDER AMENDING BOND AMOUNT

Rider No. [Insert Number]

This rider is to be attached to and form part of bond number **[insert bond number]** dated the **[insert day]** day of **[insert month]**, 20**[insert year]** and issued on behalf of **[insert name of Principal]** ("Principal") by **[insert name of Surety]** ("Surety") in favour of The Corporation of the City of Stratford ("City").

WHEREAS the Principal and the Surety issued the Bond in favour of the City in the amount of **[\$[insert amount of bond in numbers]]**; and

WHEREAS on the **[insert day]** day of **[insert month]**, 20**[insert year]** the City authorized amending the amount of the Bond to **[insert amended amount of bond in numbers]**;

NOW THEREFORE IT IS HEREBY UNDERSTOOD AND AGREED THAT:

the Bond amount is amended to read:

[insert amended bond amount in words] \$[insert amended bond amount in numbers]

All other terms and conditions of the Bond remain unchanged.

This rider is effective as of the **[insert day]** day of **[insert month]**, 20**[insert year]**.

SIGNED AND SEALED this **[insert day]** day of **[insert month]**, 20**[insert year]**, in the presence of:

[INSERT NAME OF PRINCIPAL]

Per: _____

[INSERT NAME OF SURETY]

Per: _____

[INSERT NAME], Legal Counsel

136
Appendix C SITE PLAN AGREEMENT (SPA) SECURITY RELEASE CHECKLIST

SITE PLAN FILE No.:

ADDRESS:

SECURITIES COLLECTED	AMNT. RECEIVED	DATE RECEIVED	COLLECTED BY
SPA SECURITIES			PLANNING
DAMAGE DEPOSIT			ENGINEERING
OTHER			N/A

SECURITIES REFUNDED	AMNT. REFUNDED	DATE REFUNDED	APPROVED BY
SPA SECURITIES			PLANNING
DAMAGE DEPOSIT			ENGINEERING
OTHER			N/A

SECURITIES RELEASE REQUESTED BY	NAME	
	CONTACT PHONE	
	CONTACT EMAIL	

WHO TO RELEASE THE SECURITIES TO	NAME	
	CONTACT PHONE	
	CONTACT EMAIL	
	CONTACT REFUND ADDRESS	

DEPARTMENTAL APPROVALS	DATE OF REQUEST	DATE OF APPROVAL
EMAIL SUBMITTED TO DEPARTMENTS REQUESTING APPROVAL FOR FINAL SECURITIES RELEASE		

DEPARTMENT SITE COMPLETION CHECKLIST	APPROVED	DATE OF APPROVAL
<i>BUILDING SERVICES</i>	Select Person Completing Approval	
Review and Approval Completed	NO	
<i>COMMUNITY SERVICES DEPARTMENT</i>	Select Person Completing Approval	
Review and Approval Completed	NO	
<i>ENGINEERING DIVISION</i>	Select Person Completing Approval	
SWM COMPLIANCE LETTER	NO	
GRADING COMPLIANCE LETTER	NO	
AS-BUILT SURVEY (SEALED BY O.L.S.)	NO	
AS-BUILT SITE SERVICING	NO	
LANDSCAPING PLAN COMPLETE	NO	
INSPECTOR NAME	Select Person Completing Inspection	
INSPECTION COMPLETED	NO	
<i>FIRE DEPARTMENT</i>	Select Person Completing Approval	
Review and Approval Completed	NO	
<i>FESTIVAL HYDRO</i>	Select Person Completing Approval	
Review and Approval Completed	NO	
<i>PLANNING SERVICES</i>	Select Person Completing Approval	
Review and Approval Completed	NO	



MANAGEMENT REPORT

Date: March 26, 2025
To: Infrastructure, Transportation & Safety Sub-committee
From: Sean Beech, Manager of Environmental Services
Report Number: ITS25-005
Attachments: Stratford Schedule 22 - Annual Summary Report 2024

Title: 2024 Annual Water Summary Report to Council

Objective: To present the 2024 Water Summary Report to members of Council as per Ontario Regulation 170/03.

Background: The owner of a drinking water system shall ensure that, as per Ontario Regulation 170 (O. Reg. 170/03), a Water Summary Report is prepared no later than March 31 of the following year and presented to members of Municipal Council.

The Annual Water Quality Report regulatory requirement is to have the report available to the public by February 28 of each year. This report can be found on the City of Stratford website.

Analysis: This 2024 Water Summary Report serves as a comprehensive review of the performance of the drinking water system as it relates to regulations and criteria that fall under the municipal drinking water licensing program. It has been prepared in accordance with O. Reg. 170/03.

There was one Adverse Drinking Water Quality Incident (AWQI) reported during this reporting period. It occurred with a distribution sample taken on December 19, 2024 from 882 Ontario St. Two total coliforms were identified during sampling with a result of 2 cfu/100mL. This was reported to Spills Action Centre (SAC) and the MECP as required. Resamples were taken at the source as well as upstream and downstream of the sample source on December 20, 2024. All resamples passed.

Our current water taking practices are not having any negative effects on other wells or the environment based on the third-party review of the monitoring well data.

The drinking water system received 43 out of 497 non-compliance ratings and as such received a positive rating of 91.35% for the Final Inspection Rating from the Ministry of Environment, Conservation and Parks (MECP). The MECP Inspecting Officer identified

three non-compliances with the regulatory requirements. Two of them were administrative in nature, and the third involved modifications to our well supply infrastructure. All were corrected immediately following the inspection. Updates were sent to MECP Inspection Office during this process to show our progress on the corrective actions.

Upon Council resolution to receive this report, the Summary Report will be posted on the City of Stratford website and will be available, in hard copy form, at the City Annex, Infrastructure and Development Services, 82 Erie Street, 3rd Floor.

Financial impact to current year operating budget:

The yearly operating and capital budgets have been developed to ensure that the necessary resources are available to meet the requirements of the Acts and Regulations.

Potentially, costs could be incurred by the City of Stratford if we did not meet the requirement to submit this report as the MECP would be required to retain experts (at the City's expense) to investigate the municipal drinking water system and raw water supply to allow us to continue to supply water.

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.

Alignment with One Planet Principles:

Sustainable Water

Using water efficiently, protecting local water resources and reducing flooding and drought.

Staff Recommendation: THAT the 2024 Water Summary Report (ITS25-005) be received by City Council in accordance with the compliance standards set out in Ontario Regulation 170/03.

Prepared by:	Sean Beech, Manager of Environmental Services
Recommended by:	Taylor Crinklaw, Director of Infrastructure Services
	Joan Thomson, Chief Administrative Officer



**Infrastructure and Development
Services Department
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4
(519) 271-0250 Ext. 222
www.stratford.ca**

March 1st, 2025

Dear Water Consumer,

The Water Division is pleased to provide the 2024 Annual Summary Report for the City of Stratford Drinking Water System.

The attached report is in accordance with Schedule 22 of O. Reg 170/03, under the Safe Drinking Water Act.

As identified under Section 12 of O. Reg. 170/03, it is required that the Annual Report as per Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. This report can be viewed at Infrastructure and Developmental Services, City Annex, 82 Erie Street, 3rd Floor, Stratford.

The report can also be found on the City of Stratford website at:
<https://www.stratford.ca/en/live-here/waterannualreports.aspx>

This report will also be provided to members of council by March 31, 2025.

For any questions or additional information regarding the report, please contact me at (519) 271-0250 ext. 5222.

Yours truly,

A handwritten signature in black ink, appearing to read 'S Beech'.

Sean Beech
Manager of Environmental Services



2024

Annual Summary Report

City of Stratford Drinking Water System

Table of Contents

1.0	System Overview	5
2.0	Compliance with Regulations	5
3.0	Corrective Actions	6
4.0	Summary of Quantity of Water Supplied	6
	Production Wells and Treated Flows.....	6
	Monitoring Wells.....	6
	Appendix "A" – Flow Data.....	8

Quality Management System Policy

The City of Stratford as the owner and operator of the treatment and distribution drinking water system is committed to developing a high level of trust, commitment, and accountability by consistently delivering high quality and safe drinking water to the consumers.

The City of Stratford, Water Division is committed to:

- Providing safe and reliable drinking water services to our consumers, by managing potential risks, promoting resource stewardship and source water protection,
- Complying with applicable legislation, regulations, guidelines, and standards as related to the provision of safe drinking water.
- Maintaining and continually improving the effectiveness of the Quality Management System; and
- Establish and maintain a Quality Management System that is consistent with the Quality Management System Policy.

The City of Stratford Quality Management System Summary

The City of Stratford Quality Management System (QMS) is legislated under the Drinking Water Quality Management Standard (DWQMS) through the Safe Drinking Water Act. To maintain operating authority accreditation, the Ministry of the Environment, Conservation and Parks (MECP) mandate tasks that must be completed annually. These activities include:

- Conducting an internal audit of the Quality Management System.
- Conducting a Management Review meeting.
- Participating in an external audit conducting by a third-party Accreditation Body.
- Updating the Quality Management System Operational Plan.
- Updating Council of the status of the Quality Management System.

Internal audits were completed with support from Water operational staff and Acclaims Environmental. No non-conformities were identified as a result of the internal audit. The audit report did note five areas for opportunities for improvement which are all being addressed by staff.

The City of Stratford must receive accreditation annually to operate the drinking water system. Through a qualified third-party auditor, the City must demonstrate that its QMS meets the requirements of the DWQMS (Drinking Water Quality Management Standard). SAI Global conducted an external surveillance audit on April 11th, 2024, by Janet McKenzie. There were no non-conformances and one OFI identified.

Staff are required to conduct an annual Management Review meeting to evaluate the effectiveness of the QMS. Deficiencies and opportunities for improvement are identified and action items are developed to ensure follow-up. The City of Stratford held their management review meeting on December 19th, 2024. All requirements were met in 2024.

1.0 System Overview

This annual summary for the City of Stratford Drinking Water System was published in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1, 2024, to December 31, 2024. The City of Stratford Drinking Water System (waterworks number 220000530) is categorized as a Large Municipal Residential Drinking Water System.

This report was prepared by the City of Stratford on behalf of The Corporation of the City of Stratford and must be supplied to the municipal council by March 31, 2025.

2.0 Compliance with Regulations

The City of Stratford Drinking Water System is operated and maintained to ensure that safe drinking water supplied to the consumers and serviced by the system satisfy requirements within the Safe Drinking Water Act, the regulations, the Municipal Drinking Water License (074-101) and Drinking Water Works Permit (074-201).

The Ministry of the Environment, Conservation and Parks (MECP) conducted the routine annual inspection on May 22nd, 2024. The inspecting officer, Neville Rising, identified three non-compliances with the regulatory requirements. Two of them were administrative in nature, and the third involved modifications to our well supply infrastructure. All were corrected immediately following the inspection. Updates were sent to Mr. Rising during this process to show our progress on the corrective actions.

There was one Adverse Drinking Water Quality Incident (AWQI) reported during this reporting period. It occurred with a distribution sample taken on December 19, 2024, at 882 Ontario St. Two total coliforms were identified during sampling with a result of 2 cfu/100mL. This was reported to SACC and the MECP as required. Resamples were taken at the source and the upstream and downstream on December 20, 2024. All resamples passed.

Water quality exceedances for Fluoride and Sodium were observed in samples taken in 2024. The Fluoride and Sodium levels continue to be an issue in the system due to them occurring naturally. Annual notification is provided to property owners on their water bill as well as notification on the Huron Perth Public Health website of the Fluoride levels.

Fluoride & Sodium exceedances are reportable every 57 months. Next reportable exceedances will be in 2027 and 2028.

- Next reporting requirement for Fluoride, for all treated entry locations, is March 8, 2028.
- Next reporting requirement for Sodium, for all treated entry locations, is December 8, 2027.

3.0 Corrective Actions

The routine MECP Inspections have an Inspection Rating Record, which evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the City of Stratford Drinking Water System were: Treatment Process, Operations Manuals, Water Quality Monitoring, Reporting and Corrective Actions and Other Inspection Findings. This system received 43 out of 497 non-compliance risk ratings and as such received 91.35% for the Final Inspection Rating.

4.0 Summary of Quantity of Water Supplied

Production Wells and Treated Flows

Within the City of Stratford Drinking Water System is a total of 11 confined artesian wells. Of the 11 wells in the system, five are considered remote facilities that are located throughout the city. The distribution system has over 180 kilometers of cast iron, ductile, steel and PVC water main, varying in size from 100mm to 400mm. Additionally, The City of Stratford's water system is 100% metered, with more than 12,537 service connections.

There are also two water towers within the distribution system that provide both storage and pressure stability. The City's topography is moderately level which allows for a single pressure zone throughout the distribution system.

Attached as Appendix A is a summary the flow rates for 2024, which include Municipal Drinking Water License Schedule C rated capacity, total and average daily flows, and raw water peak flows.

Monitoring Wells

As per section 4.2 (4) of the Permit to Take Water, all data collected under the monitoring well program shall be analyzed, interpreted, and summarized in an annual report by a qualified person. The 2024 final report was prepared by ARL Groundwater Resources Ltd. on February 25th, 2025. Reports can be viewed at 82 Erie Street, 3rd Floor Engineering.

General comments include:

- Total pumpage from all wells was approximately 17% lower in 2024 compared with 2023.
- The Romeo Street well field accounted for approximately 55% of the total well production in 2024, followed by O'Loane (14%), Chestnut and Dunn (both at 11%), and Lorne Avenue and Mornington St. (both at 4%), respectively.

- The hydrographs of water level measurements recorded at the city multilevel monitoring wells in 2024 are generally consistent with measurements recorded in recent years.
- There is evidence that water levels have a general decline.
- There is no evidence available to indicate that water taking by the city in 2024 had an adverse effect on other private wells or the natural environment.

Recommendations:

- That water level monitoring at the multilevel monitoring wells continues with some changes in methodology including a shift to more automated monitoring using dataloggers and transducers.
- That a more comprehensive review and interpretation of the monitoring data be performed in 2025, to update and improve on the effectiveness of the monitoring program in understanding how the aquifer system responds to pumping.

Appendix "A" – Flow Data

Chestnut Street Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 2500 L/min)	Treated Water (MDWL Limit = 3600 m ³ /day)	Monthly Average (m ³ /day)
January	1634	1727	805
February	1639	1708	866
March	1632	1702	801
April	1631	1750	1522
May	1621	1737	731
June	1625	1749	1393
July	1607	1721	1542
August	1478	1641	1626
September	1604	1703	1046
October	1633	1779	1044
November	1620	1661	415
December	1629	1777	319
Average	-	-	1009
Maximum	1639	1779	-

Mornington Street Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 3410 L/min)	Treated Water (MDWL Limit = 4910 m ³ /day)	Monthly Average (m ³ /day)
January	2404	614	297
February	2658	1097	305
March	2325	625	176
April	2323	475	336
May	2304	2770	1154
June	2284	814	345
July	2301	561	221
August	2275	504	115
September	2286	1014	294
October	2262	1935	380
November	2293	2670	249
December	2278	2554	239
Average	-	-	343
Maximum	2658	2770	-

Appendix "A" – Flow Data

Lorne Avenue Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 1370 L/min)	Treated Water (MDWL Limit = 1973 m ³ /day)	Monthly Average (m ³ /day)
January	1128	683	156
February	1121	910	145
March	1123	291	51
April	4278	1472	1256
May	1115	1463	1201
June	1105	1453	1037
July	1097	299	85
August	1115	145	40
September	1126	392	122
October	1212	348	81
November	1131	1446	92
December	1164	1401	92
Average	-	-	363
Maximum	4278	1472	-

*April 12, 2024 – Flushing to Waste, extended our PTTW L/min due to no back pressure during flushing.

Dunn Road Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 5000 L/min)	Treated Water (MDWL Limit = 7200 m ³ /day)	Monthly Average (m ³ /day)
January	4972	2659	973
February	2445	2661	1323
March	2361	2684	1288
April	1992	2657	130
May	0	0	0
June	6969	3293	596
July	2794	3279	1477
August	2817	1611	1251
September	2757	1975	1440
October	2743	1917	1256
November	2781	1597	556
December	2828	1546	1242
Average	-	-	961
Maximum	6969	3293	-

*June 25, 2024 – Flushing to waste, extended our PTTW L/min due to no back pressure during flushing.

Appendix "A" – Flow Data

O'Loane Avenue Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 3406 L/min)	Treated Water (MDWL Limit = 4905 m ³ /day)	Monthly Average (m ³ /day)
January	3096	2277	1734
February	3222	2295	1264
March	2989	701	124
April	3067	2409	1060
May	3055	3982	1743
June	3094	2537	1404
July	2991	2219	1434
August	3113	2050	1569
September	3107	2395	1697
October	3102	2454	1522
November	3032	1951	669
December	3146	1835	1475
Average	-	-	1308
Maximum	3222	3982	-

Romeo Street Pumping Station

Month	Raw Peak Flow Rate (see individual flow rates FW 1, 2, 3, 4, 6, 7)	Treated Water (MDWL Limit = 17012 m ³ /day)	Monthly Average (m ³ /day)
January	-	5490	4922
February	-	6450	5243
March	-	4610	2613
April	-	6390	4990
May	-	6620	4984
June	-	6610	5402
July	-	6180	5429
August	-	6040	5470
September	-	6570	5931
October	-	6070	5378
November	-	6020	2907
December	-	6010	5609
Average	-	-	4907
Maximum	-	6620	-

Appendix "A" – Flow Data

Romeo Street Pumping Station Raw Peak Flows

Field Wells 1, 2, 3, 4, 6, 7 (PTTW allowable water taking is per individual field well)

Month	FW1 (L/min)	FW2 (L/min)	FW3 (L/min)	FW4 (L/min)	FW6 (L/min)	FW7 (L/min)
January	1092	1102	904	1079	3032	2576
February	1092	1097	902	1086	3077	2589
March	1096	1102	911	1101	3306	2607
April	1098	1105	908	1061	3116	2576
May	1098	1107	902	1067	3218	2598
June	2002	1996	1999	1065	3039	4994
July	1091	1103	914	1055	3047	2546
August	1087	1102	932	1072	2954	2491
September	1088	1105	937	1043	2963	2530
October	1087	1102	947	1051	3588	2612
November	1086	1094	941	1085	2988	2576
December	1091	1104	943	1061	3009	2376
Average	-	-	-	-	-	-
Maximum	2002	1996	1999	1101	3588	4994
Max Limit	1136	1136	1136	1136	3858	3410

* High peak flows for FW1-3 & 7 due to yearly flow meter calibrations.



MANAGEMENT REPORT

Date: March 26, 2025
To: Infrastructure, Transportation and Safety Sub-committee
From: Sean Beech, Manager of Environmental Services
Report Number: ITS25-007
Attachments: Stratford WPCP- Annual Report 2024 (AODA)

Title: 2024 Stratford Water Pollution Control Plant (WPCP) Annual Report

Objective: To submit the 2024 Stratford Water Pollution Control Plant Annual Report to Council for their information to ensure transparency between Council and the operating authority, the Ontario Clean Water Agency (OCWA).

Background: The Stratford WPCP is owned by the City of Stratford and operated under contract by OCWA. OCWA has prepared the 2024 Annual WPCP 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 that the plant met all the Environmental Compliance Approval (ECA) requirements for effluent discharge into the Avon River.

Analysis:

Total Flows - The treatment plant treated a total of 6,596,518 m³ of influent for an average flow of 18,015m³ per day. This is an 8.4% decrease in total flows from last year. The design capacity of the treatment plant is 30,660m³ per day and based on the flows received for 2024, operated at 58.2% of the design capacity. This percentage decreased slightly from 62.5% in 2023.

Overflow Events - During the 2024 year, the treatment plant had 12 overflow events (2023 had 14 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.

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 by sodium bisulphite prior to discharge into the Avon River.

The treatment plant also experienced 1 bypass event due to an unplanned maintenance activity in the filter system. A bypass event is a situation when a portion of the entire treatment process is bypassed. The bypass water events typically complete close to full treatment. A total volume of 10 500m³ was bypassed during this event. All bypassing flow was disinfected through the facilities UV system. All bypass and overflow events were reported to the MECP.

Effluent Quality -The effluent discharges met all requirements for levels of removal for 2024:

- Total Suspended Solids: 97.75 %
- Total Phosphorus: 96.94%

Capital Projects – The following are some of the more major capital projects undertaken for the 2024 year:

- SCADA network switch Upgrades
- Cleanout of Aeration Cell #1 and O-ring replacement
- Filter surface wash arm maintenance
- Replace two (2) actuating valves in the Filter System
- Valve Replacements in the Digester Building
- Chemical Pump replacements for Overflow system
- Annual Flowmeter and Level Transmitter calibrations

Also in May of 2024, an overpressure event occurred in the Primary Digester, leading to the uplifting of the digester roof. Engineering Consultants have conducted several tests on the roof and have delivered options for the refurbishment or replacement of the roof. Staff are currently reviewing these options before determining next steps.

In summary, the Water Pollution Control Plant, operated by OCWA, has met, and exceeded all Environmental Compliance Approval requirements for the 2024 operating year.

Financial Implications:

Financial impact to current year operating budget:

There are no financial implications as this report is informational.

Financial impact on future year operating budget:

Future operating budget impacts will be based on the annual major maintenance recommendations report presented by OCWA, which occurs in November of each year. These recommendations inform required contributions to the reserves for all capital works required at the WPCP. Staff will continue to review the capital requirements and reserve fund contributions needed to support these projects as part of the budgeting

process. As the Sanitary Division is a 'user pay' division, these costs are fully covered by fees.

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.

Alignment with One Planet Principles:

Sustainable Water

Using water efficiently, protecting local water resources and reducing flooding and drought.

Staff Recommendation: THAT the 2024 Stratford Water Pollution Control Plant Annual Report be received by City Council for information.

Prepared by: Sean Beech, Manager of Environmental Services

Recommended by: Joan Thomson, Chief Administrative Officer

2024 Annual Performance Report



Prepared For:
The City Of Stratford

Operating Authority:



Reporting Period of January 1st – December 31st, 2024

Issued: February 19, 2025

Table of Contents

Overview	4
System Process Description	4
Raw Wastewater Collection.....	4
Lift Station	4
Wet Weather Equalization Tanks.....	4
Preliminary Treatment.....	5
Primary Treatment.....	5
Secondary Treatment	6
Filtration.....	6
Final Effluent Disinfection.....	7
Sludge Management System	7
Standby Power	8
Plant Facts:.....	9
Flow Monitoring.....	9
Influent Data	10
Imported Sewage	13
Effluent Monitoring Data	13
Comparison to Compliance Limits and Objectives	14
Deviations from Monitoring Schedule	19
Operating Problems & Corrective Actions.....	19
Maintenance Activities	21
Effluent Quality Assurance.....	23
Calibration Records.....	23
Summary of Efforts Made to Achieve Design Objectives	23
Notice of Modification to the Works	23
Sludge Generation & Haulage.....	23
Complaints	24
Bypass, Overflows or Abnormal Discharge Events	25
Summary of Efforts made to achieve conformance with F-5-1.....	26
Appendix A.....	
Appendix B	
Appendix C	

Appendix D.....

Appendix E

Overview

The following report was prepared by Ontario Clean Water Agency on behalf of the City of Stratford in accordance with:

- Section 20(4) (a) through (m) cited in Environmental Compliance Approval #9501-BG3JPF issued June 10th, 2020 to The Corporation of the City of Stratford.

System Process Description

The Stratford WPCP is located at 701 West Gore Street, Ontario. The plant is a conventional activated sludge plant with a rated capacity of 30,660 m³/d and is comprised of the following components:

- Headworks
- Wet Weather Flow Equalization Tanks and disinfection system
- Preliminary treatment facility consisting of screens and grit removal
- Imported Waste holding tanks and primary clarifiers
- Biological Treatment facility including supplementary treatment system
- Secondary sedimentation consisting of 3 secondary clarifiers
- Tertiary filtration system
- Ultraviolet based disinfection system
- Anaerobic digestion based sludge stabilization and storage facilities

Raw Wastewater Collection

The wastewater is directed by gravity to 11 pump stations located throughout the City. All pump stations are operated by the City of Stratford Environmental Services Department. For additional information, refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report.

Lift Station

The wastewater collection system throughout the City carries the raw domestic wastewater through the use of pumping stations to the Water Pollution Control Plant's Raw Sewage Lift Station located just inside the front gate. The 825mm and 1,500mm diameter inlet sewers feed to the lift station from the Forman/O'Loane and the Erie/Brydges/Worsley trunk sewers. The lift station is equipped with four screw pumps; three screw pumps each with a capacity of 427L/s to handle peak dry weather flows and one screw pump with a capacity of 2,600L/s to handle wet weather flows.

The raw sewage that has entered the plant through the lift station is then fed by gravity to a distribution chamber.

Wet Weather Equalization Tanks

The flow diversion chamber and equalization tanks provide temporary storage for raw sewage during times when incoming sewage flow exceeds plant capacity. When incoming flow returns to below plant capacity, the stored sewage may be pumped to the inlet chamber for proper treatment.

During severe wet weather events, once all storage is full, excess flow is diverted to two wet weather flow equalization tanks each with a capacity of approximately 3,762m³ and equipped with sediment

flushing systems and a 300 mm diameter drain pipe connecting to the base of the raw sewage lift station.

Flow passes through a manual bar screen before entering equalization tank 1, where it receives primary treatment through sedimentation. Flow then passes over the baffles into equalization tank 2 where it is dosed with sodium hypochlorite through the use of an in-line mixer. Equalization tank 2 is equipped with baffled walls to act as a chlorine contact chamber to provide additional mixing during emergency wet weather overflow events. Prior to discharge to the Avon River, flows are dosed with sodium bisulphite and integrated with an in-line mixer to ensure sufficient de-chlorination is achieved.

Preliminary Treatment

When incoming flow is below plant capacity, raw water flows through the distribution chamber and into the screening building. The building consists of two mechanical bar screens rated at a hydraulic peak flow of 450L/s. Collected screenings are lifted into a discharge hopper and dewatered by a dewatering screw auger. The screenings and grit are removed and sent to landfill.

Following screening, the raw sewage enters the Detritor, a square tank with a rotating scraper mechanism. When in the Detritor, the grit in the raw sewage settles to the bottom of the tank, while the degritted sewage flows over the effluent weir, into the primary clarifier inlet channel. The grit is collected by the rotating scraper and deposited at the base of the grit auger located in a channel beside the Detritor. The auger mechanism slowly pushes the grit up a gradual incline and into a grit bin. While passing up the incline, organic solids are separated from the grit and flow downward back into the channel. A return pump pumps sewage from the Detritor to the point where the auger emerges from the channel, causing a reverse flow which carries the organic solids back to the Detritor.

Primary Treatment

Detritor effluent enters the primary influent distribution chamber, at this same location waste activated sludge and stored sludge supernatant is added to the stream for co-thickening in the four primary clarifiers.

Under normal operating conditions two primary clarifiers provide primary treatment while the other two are used for receiving and holding imported sewage. During peak flow conditions these clarifiers can also perform as wet weather flow holding tanks.

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 other floatables from the surface of the clarifiers are collected by the rotating surface skimmers and directed to the scum troughs. The scum troughs drain by gravity into shared scum chambers. Primary clarifiers 1 and 2 share a common combined valve and scum chamber, as do primary clarifiers 3 and 4. The collected scum can be removed from the shared scum chambers by using either of the primary sludge pumps (discharge to the digesters).

Both the sludge and scum are pumped by two sludge pumps and macerated through in-line grinders to the primary anaerobic digester.

The primary effluent system consists of three submersible pumps located in the wet well and include related piping and accessories. The clarified effluent flows over the “V” notch weirs located around the perimeter of the tank, into the clarifier effluent channel that flows by gravity into the wet well from where it is pumped to the aeration tank inlet chamber.

Secondary Treatment

The secondary treatment system, also known as the aeration or biological part of the process is the removal of dissolved and suspended solids that were not removed in the primary treatment. Effluent from the primary clarifiers flows by gravity to the wet well, from which the primary effluent is pumped to the aeration tank inlet chamber. The return activated sludge and Ferrous Chloride is discharged to this chamber where it mixes with the primary effluent. The mixture is evenly distributed between the four (4) aeration tanks via the aerated inlet channel.

Each tank is divided into three passes to provide a plug flow aeration pattern which provides flexibility to vary the air supply within the tanks allowing better oxygen transfer and dissolved oxygen (DO) control. It also improves sludge settleability. Aeration and mixing are provided by lattices of 944 ceramic disc fine pore diffusers per aeration cell. The air supply system consists of one duty APG Neuros 350HP Turbo Blower and two standby Hoffman 200HP centrifugal blowers that deliver compressed air to the aeration tanks and the diffuser air system.

Mixed liquor from aeration enters the final clarifier influent distribution chamber and is distributed evenly to the three tanks. Mixed liquor enters each of the final clarifiers 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 reduce short circuiting.

The 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 hydraulic head producing the flow in the suction pipes is equal to the difference between the liquid levels in the clarifier and the sludge return box. The eight (8) suction pipes enter the sludge return box from below. A butterfly valve on each 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 (RAS). It is either returned to the main RAS header and further to the inlet chamber upstream of the aeration tanks or waste activated sludge (WAS) which is pumped to the discharge point in the primary settling tank inlet chamber. The WAS then settles within the primary clarifiers and is mixed with the primary sludge and then pumped to the primary digester. The sludge from the sludge box flows through a 450 mm diameter pipe, located inside the clarifier inlet column, to the inlet of the RAS pump located in the basement of the blower building (RAS pumping station). The clarified effluent flows over the “V” notch weirs located around the perimeter of the tank, into the clarifier effluent channel that discharges to the clarifier outlet chamber.

Filtration

Secondary effluent is lifted by the Archimedean screw pumps and flows into the filter inlet gate where it is distributed evenly between four rapid filters. Each filter contains three (3) layers of media; gravel varying in size, sand and anthracite. In removing the solids, some of the residual BOD and phosphorus

are also reduced. The solids accumulated in the filter are removed when the filters are backwashed and the backwash wastewater is recycled 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 the finely divided solids do not accumulate in the plant.

During backwashes, there are two rotating sub-surface agitators in each filter. Each agitator arm is provided with 38 nozzles and is designed to mix the expanded media during the backwash in order to effectively scour the media and remove all accumulated solids.

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.

Final Effluent Disinfection

Filtered effluent flows into the UV channel where it is disinfected by the ultraviolet (UV) light before being discharged to the Avon River. The UV system consists of two banks each comprised of 10 modules with 6 lamps per rack, totaling 120 lamps within one disinfection channel. The water level in the channel is maintained by the weir located at the end of the channel.

Sludge Management System

Under normal operating conditions, the raw sludge removed from the primary treatment process is pumped to the primary digester. The primary digester has a fixed cover and can be maintained at a constant level. When operating in this configuration, 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. An alternative configuration used at the Stratford WPCP, the transfer pumps may be used to manually pump sludge from the bottom of the primary digester into the bottom of the secondary digester.

The primary digester gas is mixed. The gas compressor located in the gas pump room continuously moves gas through the draft tubes located at fixed intervals along the roof 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.

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 constant temperature. Any 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 room.

Sludge is withdrawn from the bottom of the secondary digester and transferred to the sludge storage holding tank or sludge storage lagoon. Sludge can be withdrawn from either the holding tank and/ or

lagoon through the sludge loading pumps. All sludge is removed and applied to agricultural land as per the NASM Guidelines.

Standby Power

The Toromont- Cat diesel generator provides supplies emergency power to the Stratford WPCP, thereby maintaining plant operation during power outages. The generator has been sized to provide adequate power to operate the entire plant under normal conditions.

Plant Facts:

Environmental Compliance Approval:	#9501-BG3JPF (issued June 10 th , 2020)
Rated Capacity:	30,660m ³ /d
Receiving Water:	Avon River

For 2024, the Stratford WPCP was operated in accordance with the provincial regulations as required in ECA# #9501-BG3JPF. The following report is presented such that it corresponds with Section 20(4) (a) through (m).

Flow Monitoring

The Stratford WPCP is rated to treat an average daily flow of 30,660 m³. Refer to Figure 1 for a comparison of the average daily flow for the last six years against the rated capacity of the plant. The average daily flow rate in 2024 decreased 8.4% from 2023 average daily flow.

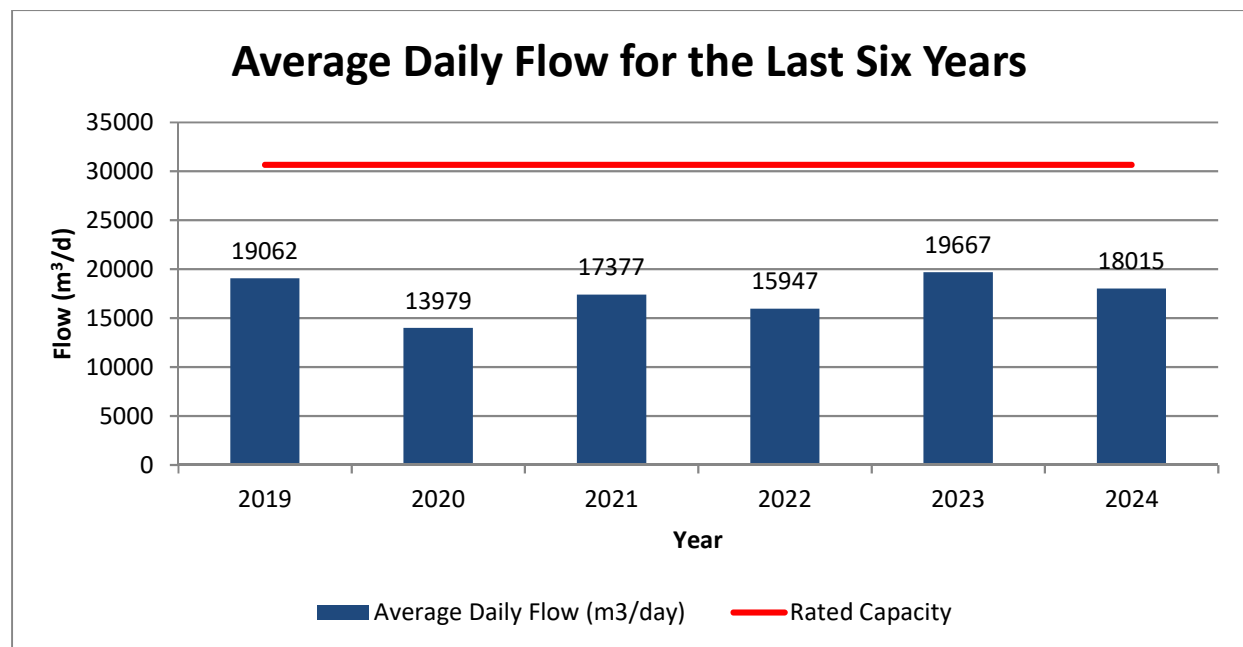


Figure 1. Average Daily Flow or the Last Six Years

The average daily flow in 2024 was 18,015 m³/d. The WPCP was at 58.8 % of the rated capacity of 30,660 m³/d in 2024. Refer to Figure 2 for average daily flow each month and the overall annual average daily flow.

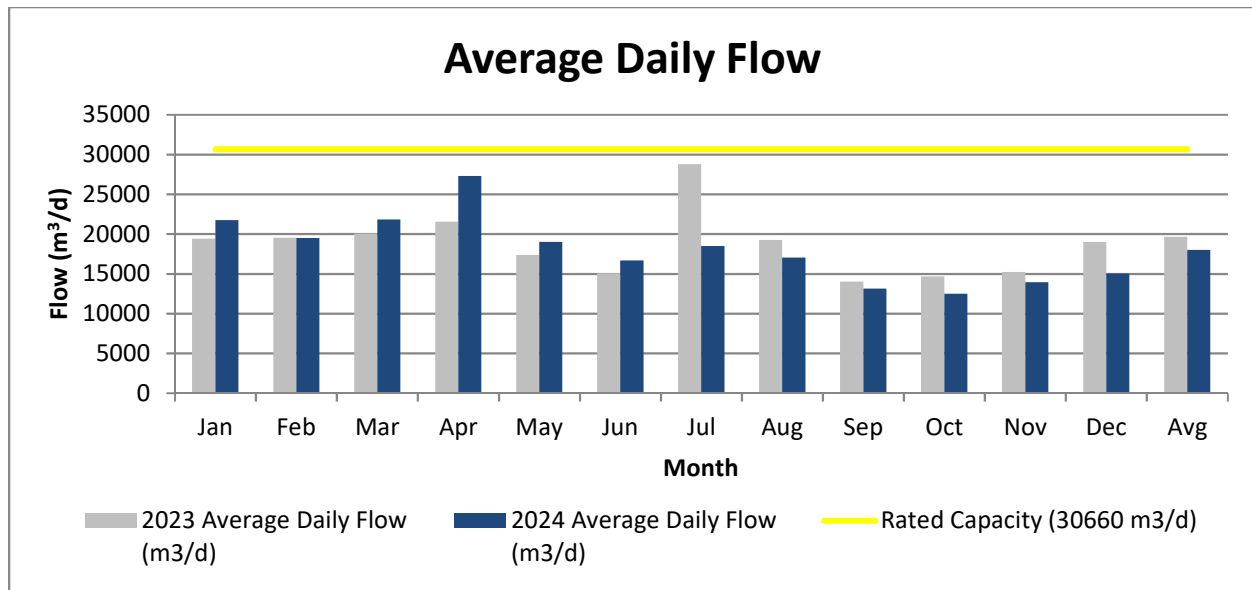


Figure 2. Average Daily Flow each Month

Influent Data

The influent is monitored for BOD₅, total suspended solids, total phosphorous and total Kjeldahl nitrogen on a weekly basis by means of composite sample. Refer to **Appendix A Influent and Effluent Data** for more detail on monthly results.

In 2024, the average raw Biochemical Oxygen Demand (BOD₅) concentration was 158.4 mg/L, which is 132% of the design concentration that the plant can effectively treat. There have been ten monthly concentrations above the design concentration, this did not result in ineffective treatment of the raw sewage or effluent limit exceedances. Refer to Figure 3 for a comparison of 2024 monthly raw BOD₅ concentrations to 2023 concentrations.

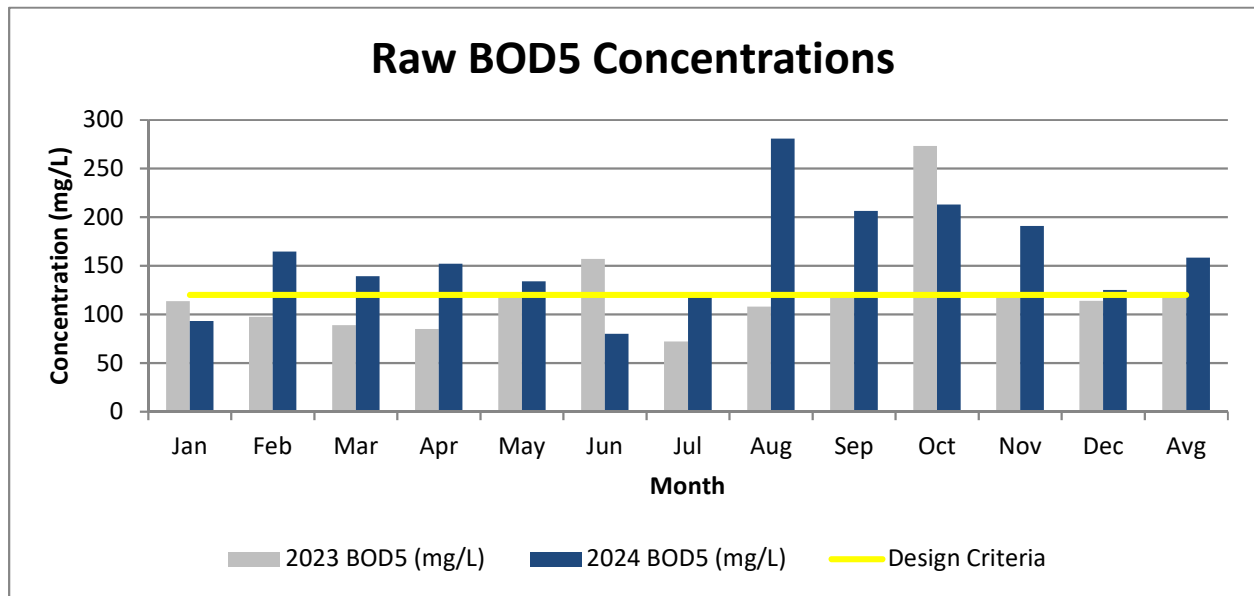


Figure 3. Raw BOD Concentrations

In 2024 the average raw Total Suspended Solids (TSS) concentration was 141.5 mg/L, which is 94% of the design concentration that the plant can effectively treat. There have been six monthly concentrations above the design concentration, this did not result in ineffective treatment of the raw sewage or effluent limit exceedances. Refer to Figure 4 for a comparison of 2024 monthly raw TSS concentrations to 2023 concentrations.

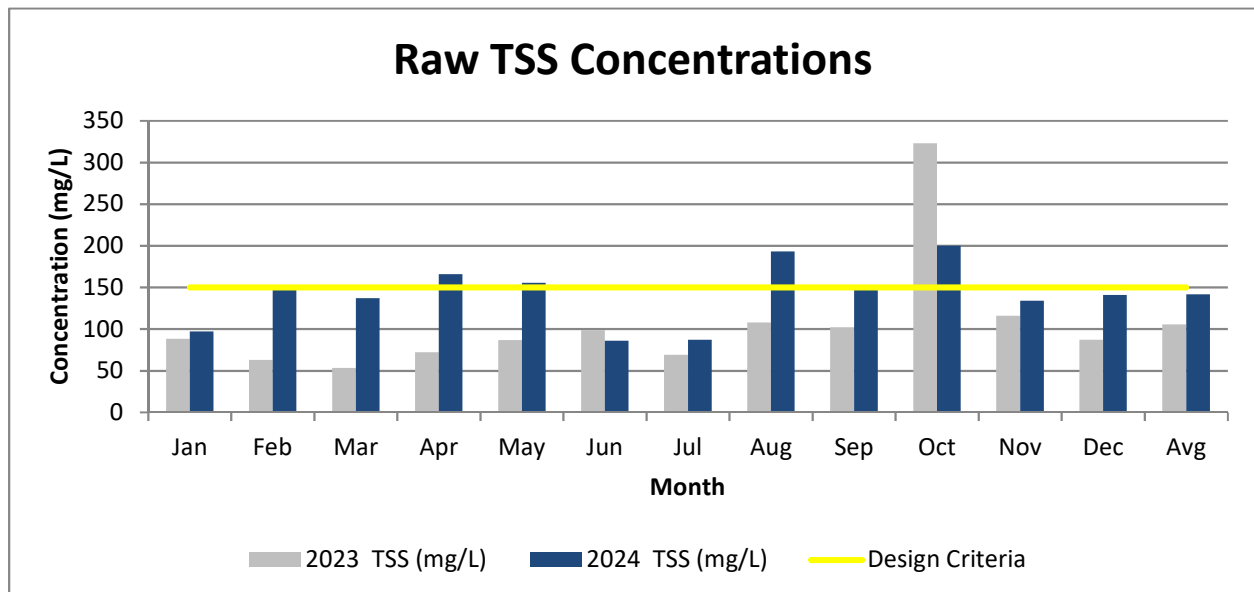


Figure 4. Raw TSS Concentrations

In 2024, the average raw Total Phosphorus (TP) concentration was 2.9 mg/L, which is 57% of the design concentration that the plant can effectively treat. There have been no monthly concentrations above

the design concentration. Refer to Figure 5 for a comparison of 2024 monthly raw TP concentrations to 2023 concentrations.

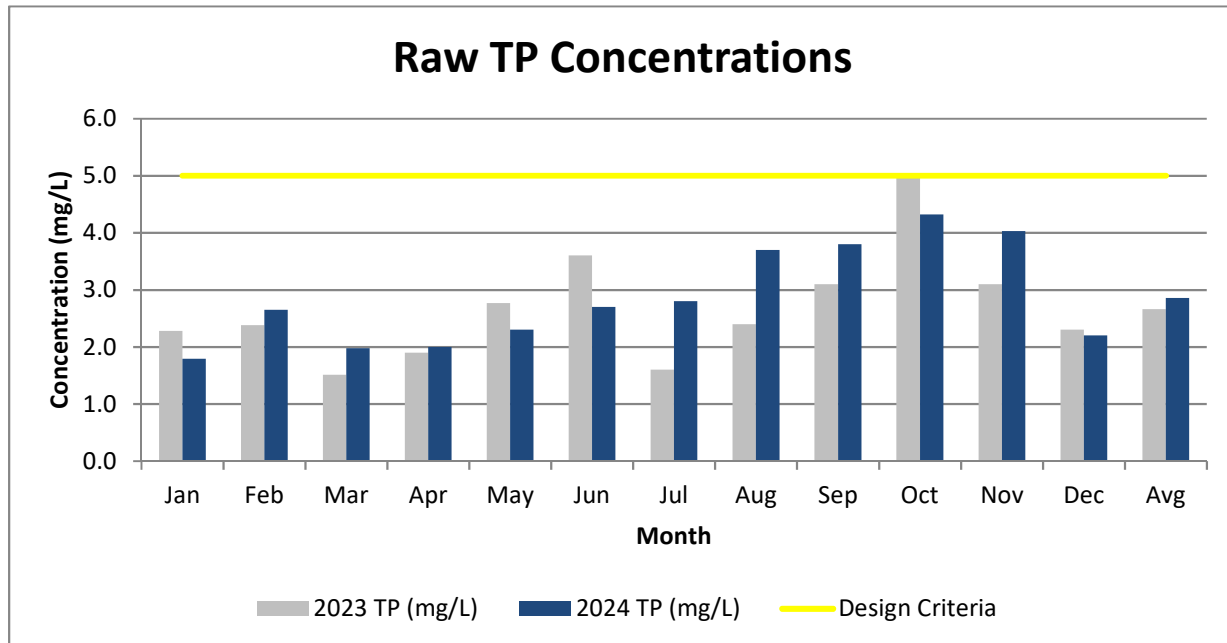


Figure 5. Raw TP Concentrations

In 2024 the average raw Total Kjeldahl Nitrogen (TKN) concentration was 24.7 mg/L, which is 99% of the design concentration that the plant can effectively treat. There have been five concentrations above the design concentration, this did not result in ineffective treatment of the raw sewage or cause effluent limit exceedances. Refer to Figure 6 for a comparison of 2024 monthly raw TKN concentrations to 2023 concentrations.

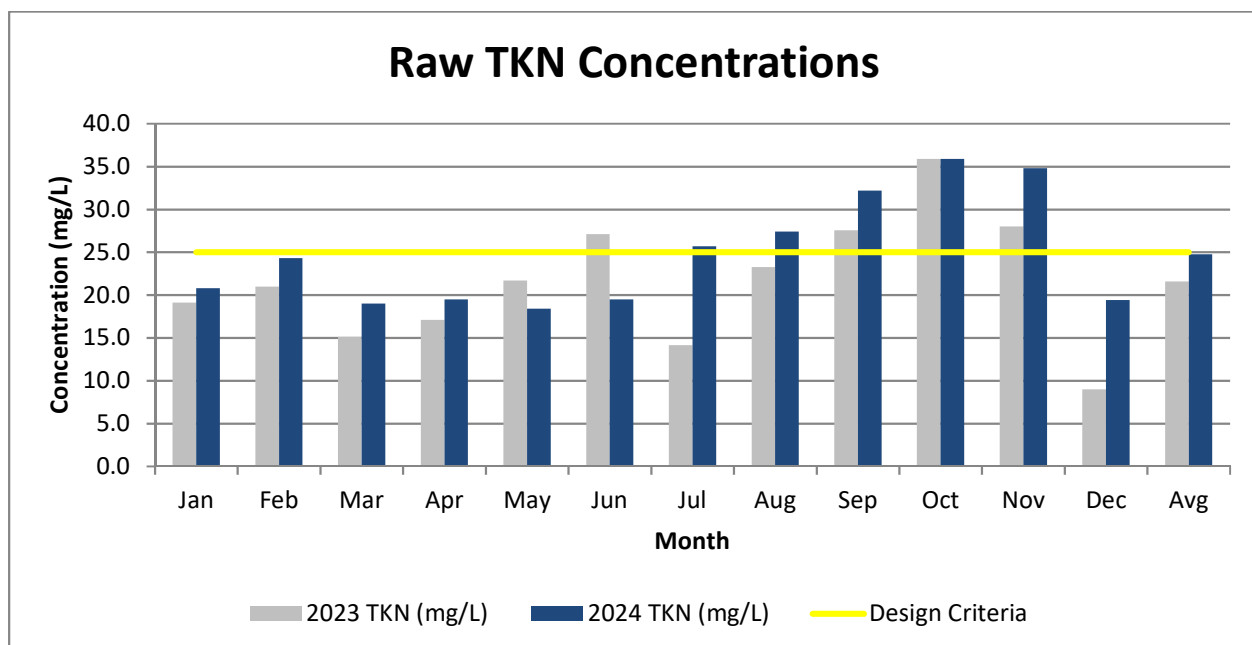


Figure 6. Raw TKN Concentrations

Imported Sewage

The Stratford WPCP is approved to accept imported sewage by licensed waste management system operators as identified within Regulation 347, General Waste Management, for co-treatment in the sewage treatment plant. In 2024, the WPCP has accepted 4931.5 m³ of imported sewage as shown in Table 1. This is a 61% decrease when compared to 2023.

Table 1. Total Imported Sewage

Month	2023	2024
January	1,479.0	669.4
February	1,315.0	947.7
March	1,864.0	1061.4
April	1,543.0	1218.8
May	1,311.0	754.0
June	13.6	22.0
July	51.5	63.8
August	963.0	43.5
September	24.7	41.6
October	704.7	49.4
November	1,617.8	36.3
December	1,697.4	23.5
Total (m³)	12,584.7	4,931.5

Effluent Monitoring Data

Composite effluent samples are collected from the Stratford WPCP over a twenty-four hour period on a weekly basis and analyzed for: CBOD₅, total suspended solids, total phosphorous and Unionized Ammonia. Effluent grab samples are collected on a weekly basis and tested for E.coli, pH and dissolved oxygen. Detailed results are found in **Appendix A Influent and Effluent Data**. Table 2 shows the monthly average effluent loadings results.

Table 2. Effluent Loading Results

Month	CBOD ₅ (kg/d)	TSS (kg/d)	TP (kg/d)	Unionized Ammonia (kg/d)
January	54.3	54.3	1.6	0.07
February	39.0	3.9	0.8	0.02
March	43.6	70.9	1.4	0.02
April	118.3	70.0	3.4	0.04
May	41.0	76.0	1.4	0.02
June	48.7	56.0	1.7	0.04
July	35.0	39.5	1.6	0.25
August	38.6	68.3	1.7	0.16
September	27.3	41.7	1.5	0.43
October	23.8	40.4	1.3	0.01
November	28.7	44.3	1.1	0.01
December	35.9	38.6	1.4	0.03
Average	44.5	50.3	1.6	0.09
Limit	306	306	6.1	3.06

Comparison to Compliance Limits and Objectives

The Stratford WPCP average monthly effluent Carbonaceous Biochemical Oxygen Demand (CBOD₅) concentration in 2024 was 2.2 mg/L, which is equal to the annual average in 2023. There were no objective or limit exceedances in 2024. Refer to Figure 7 for a comparison of 2024 monthly effluent CBOD₅ concentrations to 2023 concentrations.

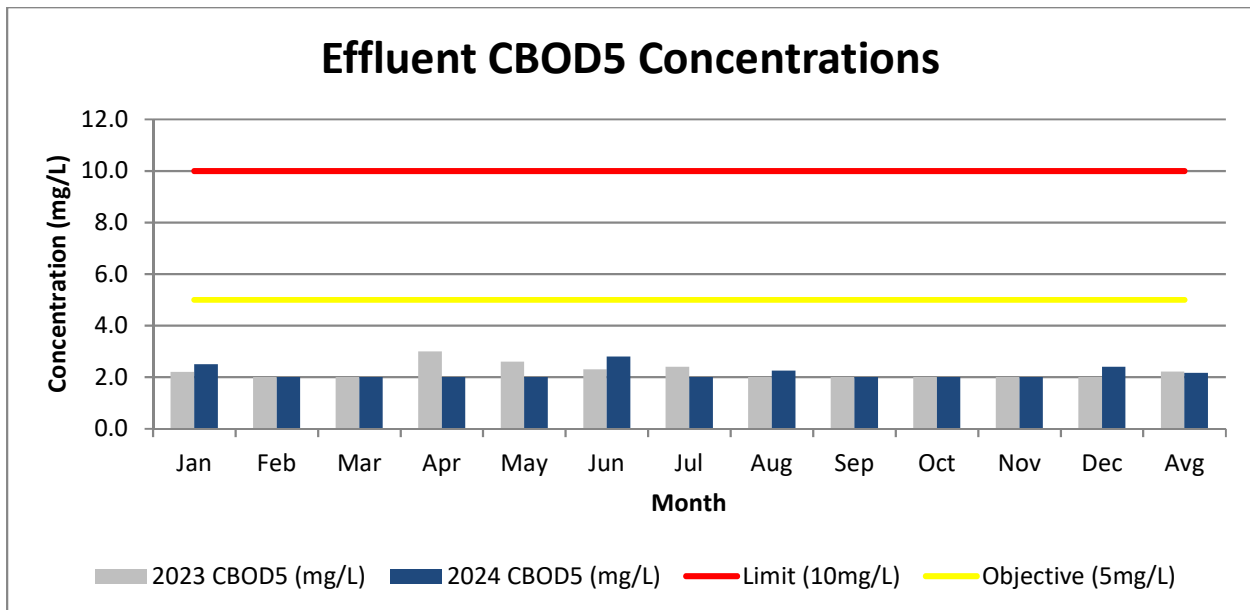


Figure 7. Effluent CBOD Concentrations

The average monthly effluent Total Suspended Solids (TSS) concentration in 2024 was 3.0 mg/L, which is equal to the annual average in 2023. There were no objective or limit exceedances in 2023. Refer to Figure 8 for a comparison of 2024 monthly effluent TSS concentrations to 2023 concentrations.

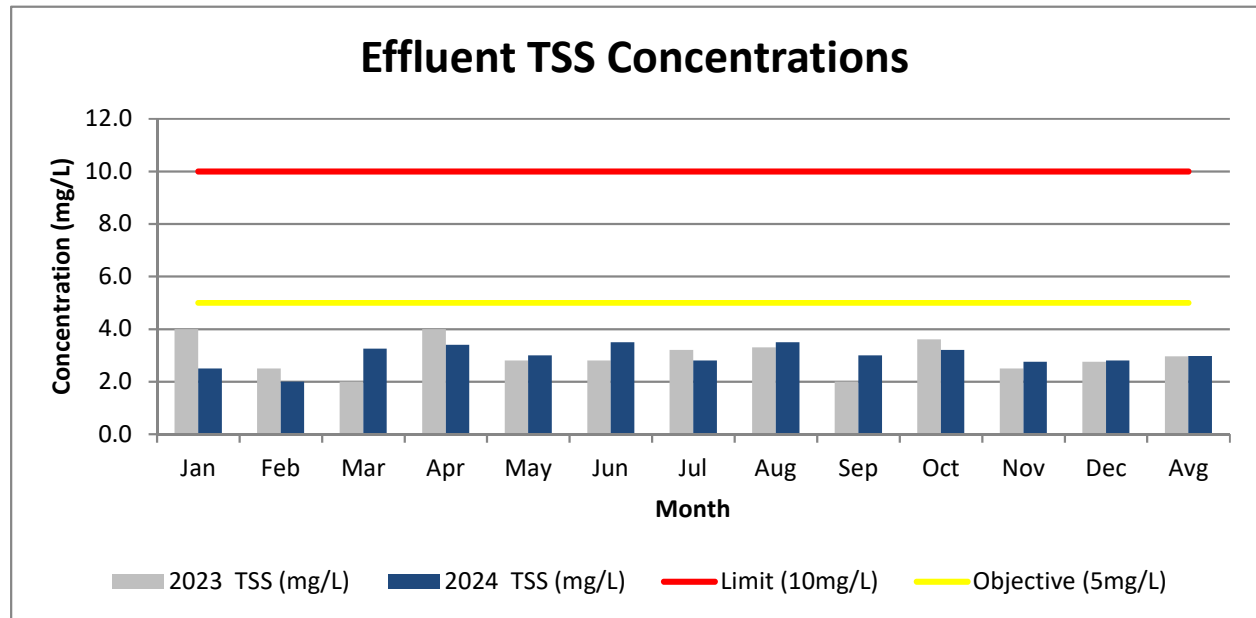


Figure 8. Effluent TSS Concentrations

The average monthly effluent Total Phosphorus (TP) concentration in 2024 was 0.08 mg/L, which is equal to the annual average in 2023. There were no objective or limit exceedances. September and October monthly averages met objectives when significant figures are utilized as identified in the ECA. Refer to Figure 9 for a comparison of 2024 monthly effluent TP concentrations to 2023 concentrations.

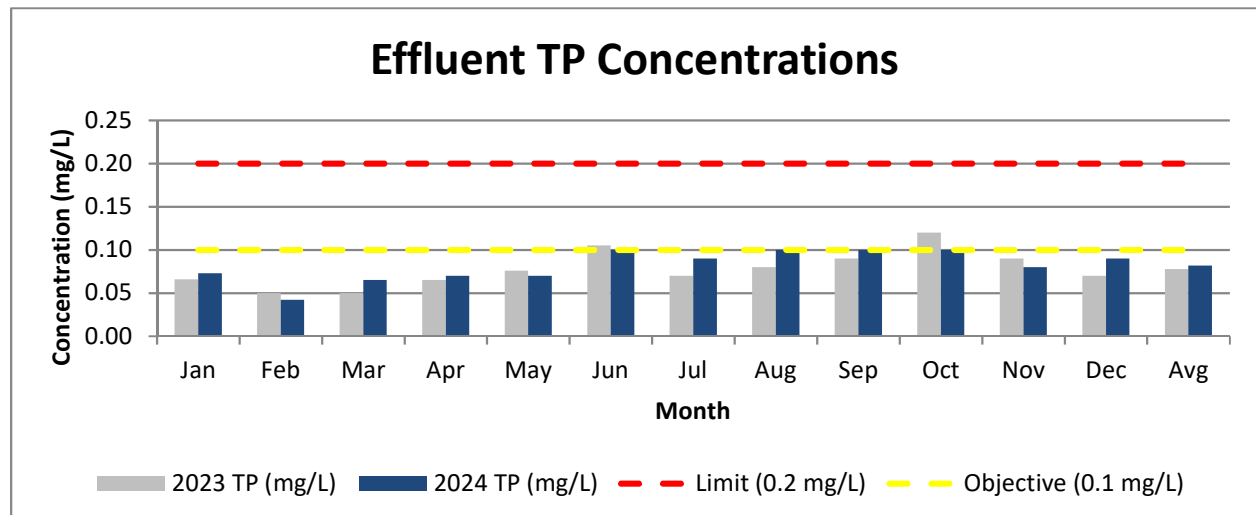


Figure 9. Effluent TP Concentrations

The average monthly effluent Unionized Ammonia concentration in 2024 was 0.01 mg/L, which is a 1603% increase from the annual average in 2023. This increase is due to frequent wet weather events,

and decreased secondary treatment performance due to aeration cell maintenance during 2024. See the **Operating Problems & Corrective Actions** section for more details. There were no objective or limit exceedances in 2024. Refer to Figure 10 for a comparison of 2024 monthly effluent Unionized Ammonia concentrations to 2023 concentrations.

In 2024, Unionized Ammonia Single Sample results ranged from 0.0001-0.127 mg/L. Despite the wide range of sample results, and significant increase in average effluent Unionized Ammonia concentrations from the 2023 average, all sample results were below the single sample concentration limit of 0.2mg/L. Refer to Figure 11 for the single sample concentrations compared to the exceedance limit.

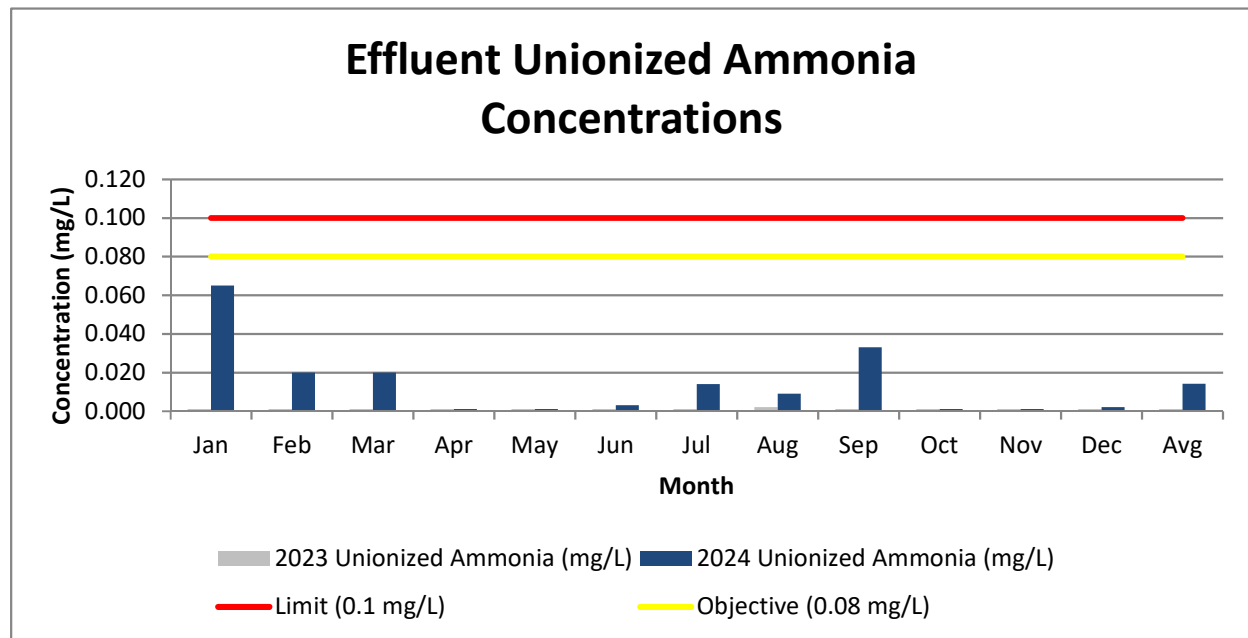


Figure 10. Effluent Unionized Ammonia Concentrations

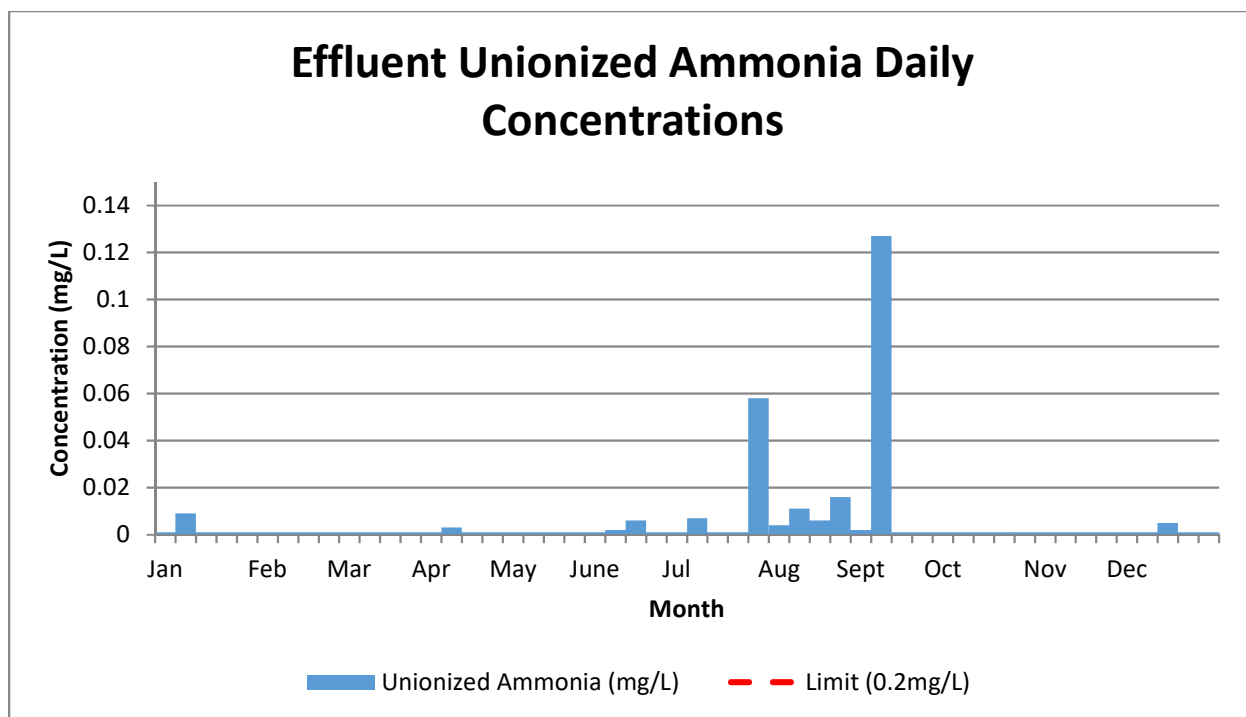


Figure 11. Daily Effluent Unionized Ammonia Concentrations

The monthly geometric mean effluent E. coli concentration in 2024 was 3.5 cfu/100mL, which is a 77% decrease from the annual average in 2023. There were no objective or limit exceedances in 2024. Refer to Figure 12 for a comparison of 2024 monthly effluent E. coli concentrations to 2023 concentrations.

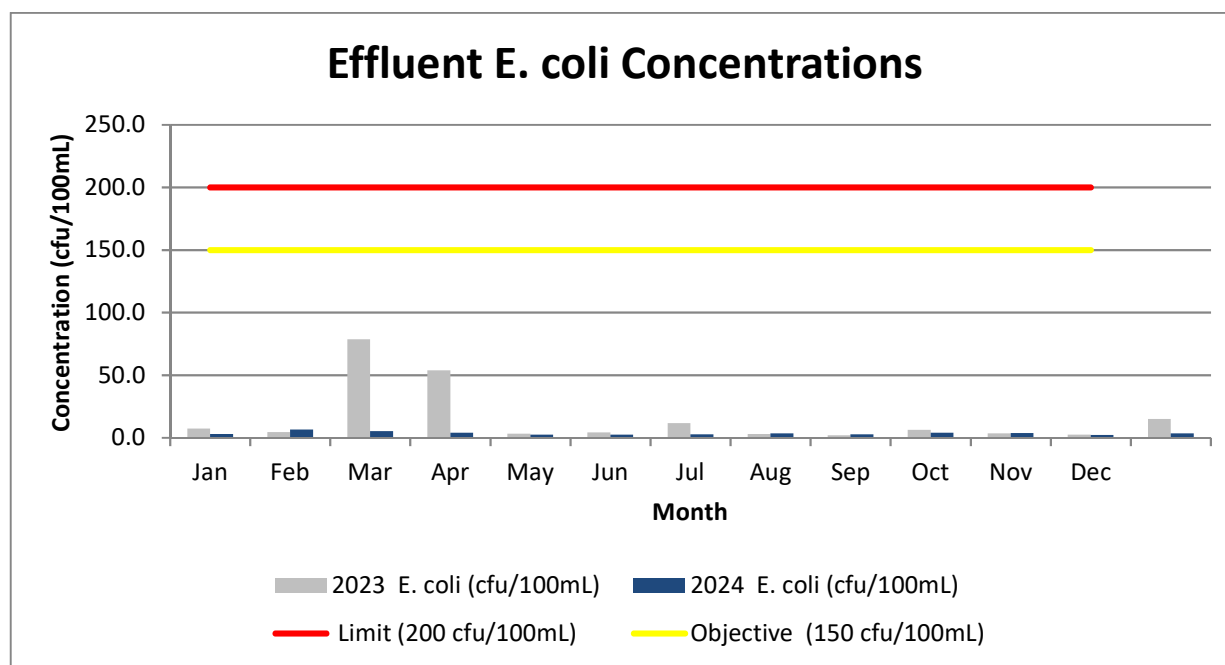


Figure 12. Effluent E. coli Concentrations

The annual monthly average pH value in 2024 was 7.3. There were no objective or limit exceedances in 2024. Refer to Figure 13 for a comparison of 2024 daily effluent pH values to the objectives and limits.

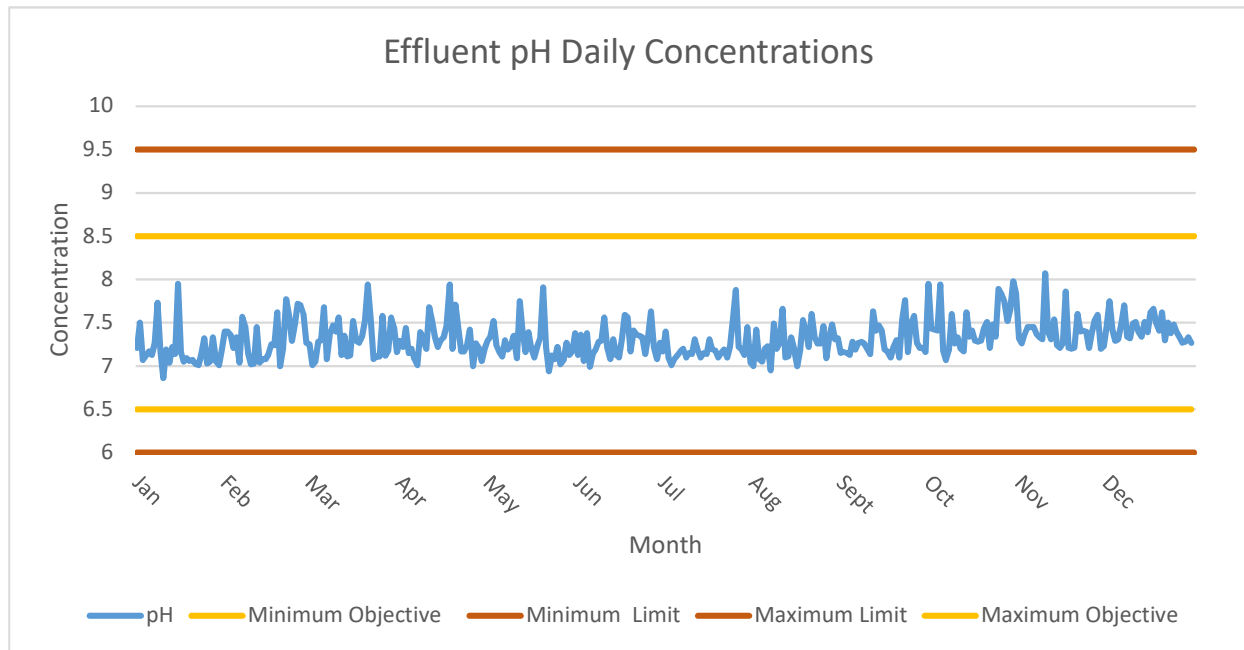


Figure 13. Effluent pH Concentrations

The monthly average Dissolved Oxygen (DO) concentration in 2024 was 8.4 mg/L. Daily effluent D.O. concentrations met objectives 94% of the time in 2024. There were Twenty-one (21) D.O. objective exceedances, out of three-hundred and sixty-three (363) total D.O. measurements in 2024. See the **Operating Problems & Corrective Actions** section for more details on effluent D.O. objective exceedances. None of the objective exceedances resulted in a limit exceedance. Refer to Figure 14 for a comparison of 2024 daily effluent DO concentrations to the objective and limits.

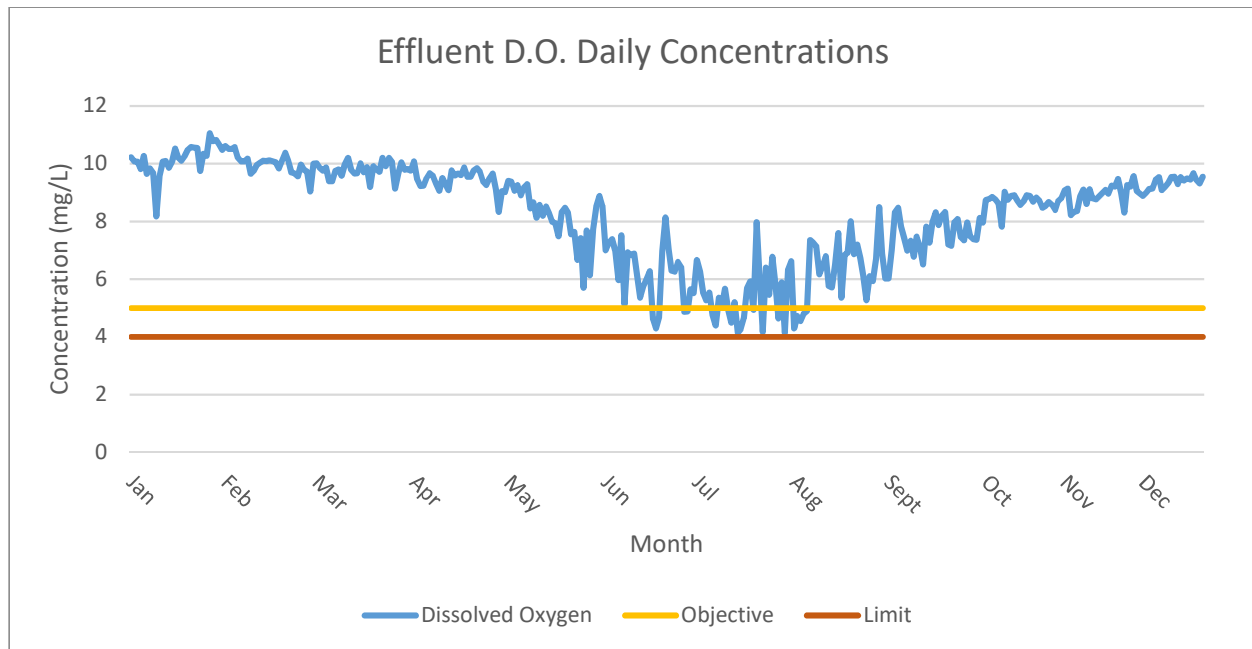


Figure 14. Effluent DO Concentrations

The Stratford WPCP performed well in 2024, producing quality effluent and meeting all limits for all required parameters. Monthly objectives were met for all required parameters, with the exception of twenty-one daily single sample objective exceedances for effluent dissolved oxygen, as discussed in the **Comparisons to Compliance Limits and Objectives** and **Operating Problems & Corrective Actions** sections.

Deviations from Monitoring Schedule

Deviations from the 2024 sample calendar are outlined in Table 3. No deviations occurred during the 2024 calendar year. Refer to **Appendix B Monitoring Schedule** for the 2025 sampling schedule.

Table 3. Summary of Deviations from Monitoring Schedule

Scheduled Date	Collected Date	Reason for Deviation
N/A	N/A	N/A

Operating Problems & Corrective Actions

Aeration cell #4 experienced a major airline break in January, 2024. Emergency repairs were completed and the aeration cell was placed back into service. Aeration cell #1 was taken out of service between June and September for a cleanout and diffuser O-ring replacements. Additional loading on the remaining three aeration cells resulted in lower effluent D.O. levels, and, at times, resulted in objective limit exceedances. Increased effluent TP, TAN, and Unionized Ammonia concentrations were also recorded during the aeration cell maintenance.

A primary digester overpressure event in May resulted in the digester roof lifting and separating from the rest of the digester structure. The digester roof separation resulted in sludge spilling onto the

ground between the WWTP digester and final effluent building. All applicable notifications of the spill were made and samples collected as required by the Environmental Compliance Approval (ECA). The primary digester has been isolated, and raw sludge diverted directly to the secondary digester. The primary digester was emptied by transferring sludge to the secondary digester and sludge storage, before being hauled offsite for disposal. Digester repair assessments have been completed and repair options are being evaluated.

Sludge storage can be a challenge for the WPCP due to limited space and land application capabilities. Wet weather in spring and summer of 2024 delayed the start of sludge haulage and limited opportunities for sludge land application during the May-November application period.

Inflow and infiltration in the collection system continues to cause operational challenges at the WPCP, due to high flows during significant rain and snowmelt events. These events resulted in multiple Primary Treated Overflows and also resulted in high volumes of inorganics and grit being carried into the WPCP. These solids are unable to be properly processed which contributes to high levels of inert solids within the primary clarifiers, aeration and anaerobic digester, which then contributes to the volume of sludge hauled each year, as well as wear on process equipment (e.g. pumps and pipes).

Filter media replacement in 2022-2023 improved the filter's ability to remove small suspended particles within wastewater, however, improved removal of small suspended particles can cause the filter media to become clogged more quickly during high flows. Such conditions resulted in an emergency tertiary bypass during a rain event in April after WPCP flow capacity was reduced by clogged filter media. Staff performed manual backwashes to increase filter flow capacity. The filter SOP has been updated with enhanced backwashing procedures during high flow events to prevent future bypasses due to reduced filter performance.

Two (2) overflow events during December were exacerbated by reduced WWTP flow capacity due to an out of service filter backwash actuator. Operational staff continued to monitor facility performance and make adjustments accordingly as well as complete preventative maintenance throughout the facility to alleviate concerns with the process and equipment.

Capital and major maintenance recommendations have been submitted by OCWA to the City of Stratford to address aging infrastructure and ongoing maintenance requirements for the WPCP to continue to produce high quality effluent. Items included on the list for 2025 are:

- Annual inspections and maintenance of:
 - Backflow preventers
 - Emergency diesel generator
 - Fire extinguishers
 - Forklift
 - Gas detectors
 - Lifting devices
 - Turbo blower
- Annual aeration cell cleanout and maintenance
- SCADA support and upgrades
- Annual service and maintenance of administration and digester building boilers
- Raw sludge pump and grinder replacement parts and repairs

- Bar screen Maintenance and repairs
- Dewatering auger maintenance and upgrades
- Archive building roof repairs
- Maintenance of lift station screw pump belts and bearings
- RAS pump repairs and maintenance
- Ferrous chloride pump maintenance and repairs
- Dewatering pump replacement and repairs
- Boiler recirculation pump repairs and maintenance
- Digester pump replacement parts and maintenance
- Digester valve and piping replacements and maintenance
- Final clarifier maintenance and replacement gaskets, tubes, etc.
- Aeration DO system maintenance
- Milltronic level transmitter replacement
- Primary digester roof repairs
- Filter surface wash arm replacement parts
- UV system replacement parts and maintenance
- Filter building screw pump, backwash pump, and surface wash pump maintenance
- Facility building improvements
- Health and safety improvements
- Grit removal system replacement
- Aeration sluice gate replacement and upgrades
- Sludge storage cleanout
- Aeration piping and valve replacements

Maintenance Activities

Preventative and corrective maintenance is assigned and monitored within OCWA's Workplace Management System (WMS) program. Refer to **Appendix C Maintenance Summary** for the WMS report for 2024. Refer to Table 4 for a list of normal and emergency repairs and replacements that took place in 2024.

Table 4. Major Maintenance

Major Maintenance
Primary clarifier lines to primary sludge pumps flushed to clear blockage.
Administrative building boiler repairs.
Replace raw sludge pump rotors and stators.
Repaired air leak in aeration cell #4 piping.
Repaired igniter on methane flare.
Replaced generator battery tender.
Repaired UV control board.
Pulled surface wash pump #1 for overhaul.
Cleared blockage from compressor/supernatant drain line.
Various primary digester maintenance and repairs following over-pressure event, including: <ul style="list-style-type: none"> • Cleanup of spilled sludge from primary digester overpressure event, • Discuss repair options with consultants and insurance adjusters, • Complete assessment of the gas train and all appurtenances, • Strip insulation from primary digester roof and scan metal thickness, • Haul primary sludge to empty digester for repairs, • Install scaffolding inside primary digester and clean digester interior, • Pull digester compressor unit for maintenance, • Complete flushing of transfer box lines and testing, • Complete pressure wash of interior and exterior to remove all coatings, • Complete weld inspection of all seams in the digester roof and support structures, • Metal analysis of the roof itself.
Heat reclaim unit maintenance.
Service turbo blower.
Service generator fuel system and annual maintenance.
Cleanout of aeration cell #1 and replace diffuser O-rings.
Digester compressor maintenance.
Stored sludge mixer #2 inoperable, pulled mixers for repairs.
Clear blockage from ferrous chloride lines.
Rebuild boiler recirculation pump.
2- Year boiler certification completed.
Double check and complete asset inventory list for the plant.
Fixed missing bench grinder guards.
Filter surface wash arm repairs.
Chemical pump installation- EQ/Chemical building.
Filter building screw pump maintenance, UV channel cleanout.
Valve replacements in digester complex.
Replace 2 actuator valves on filter 2- effluent line and backwash feed.
Unblock supernatant lines.
Annual aeration DO probe inspection and calibration.
Flowmeter, pressure sensor, and handheld D.O. probe calibrations.

Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the facilities processes. Operational staff monitor plant performance by performing in-house laboratory analyses twice per week on; raw sewage, raw sludge, primary sludge, mixed liquor, activated sludge, and effluent. These tests include dissolved oxygen, pH, temperature, settling tests and Mixed Liquor Suspended Solids (MLSS) and Mixed Liquor Volatile Suspended Solids (MLVSS). Chemical dosages and wasting volumes are also monitored and recorded. Data collected from these tests provide valuable information to the operators to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Calibration Records

Influent and effluent flow meters were calibrated by a third party contractor on October 28th, 2024. The flow meters met the accuracy tolerance of within 15% of the actual flow rate. Imported sewage volumes are calculated utilising the haul truck manifests. All in-house handheld chlorine residual analyzers, D.O. probes, and lab equipment were also calibrated in accordance with manufactures instructions. Aeration cell D.O probes and analyzers were calibrated on October 24th, 2024. The D.O. probes were found accurate within ± 0.3 ppm O₂. Gas detection meters were calibrated on December 23, 2024. Operational staff complete routine pH meter calibrations and verifications. Refer to **Appendix D Calibration Reports** for the 2024 calibration records.

Summary of Efforts Made to Achieve Design Objectives

Design objectives were not exceeded more than 50% of the time in 2024 and there were no trends in deterioration of final effluent quality. In addition, the average influent flow has not reached or exceeded 80% of the rated capacity.

Notice of Modification to the Works

The Stratford WPCP Wet Weather Overflow Disinfection Process modification involved the replacement of the existing overflow chlorination and de-chlorination dosing pumps with pumps that are more appropriately sized for the flows experienced during overflow events at the Stratford WPCP. The Wet Weather Overflow Disinfection Process modification was completed and commissioned on November 21, 2024. For details of the overflow project, refer to **Appendix E Modification of Works** for the Limited Operational Flexibility (LOF).

Sludge Generation & Haulage

The Stratford WPCP has the capacity to store a total of 4,370 m³ of sludge. The storage tanks are rated for 2,850 m³ and the storage lagoon is rated for 1,520 m³. Sludge is periodically hauled between April 1st and November 30th annually for field application. Refer to Table 5 for summary land application sites and volumes. For a comparison of the total hauled sludge over the last six years, refer to Figure 15.

Despite limited opportunities for sludge land application due to wet weather conditions in 2024, the primary digester over pressure incident necessitated emptying all sludge from the primary digester, thereby causing a higher volume of hauled sludge than projected for 2024. Refer to **Appendix F Sludge Analysis** for a summary of stored sludge data from 2024.

The anticipated sludge production value for 2025 is approximately 20,000 m³.

Table 5. Sludge Land Application

NASM Plan Site ID	Month	Volume (m ³)
24413	April	3,532
24413 25006 24607	May	3,119
24995 61393	July	3,249
61393 24504	August	3,311
24192	September	2,320
24192	October	2,300
61670 24608	November	4,476
	Total	22,307

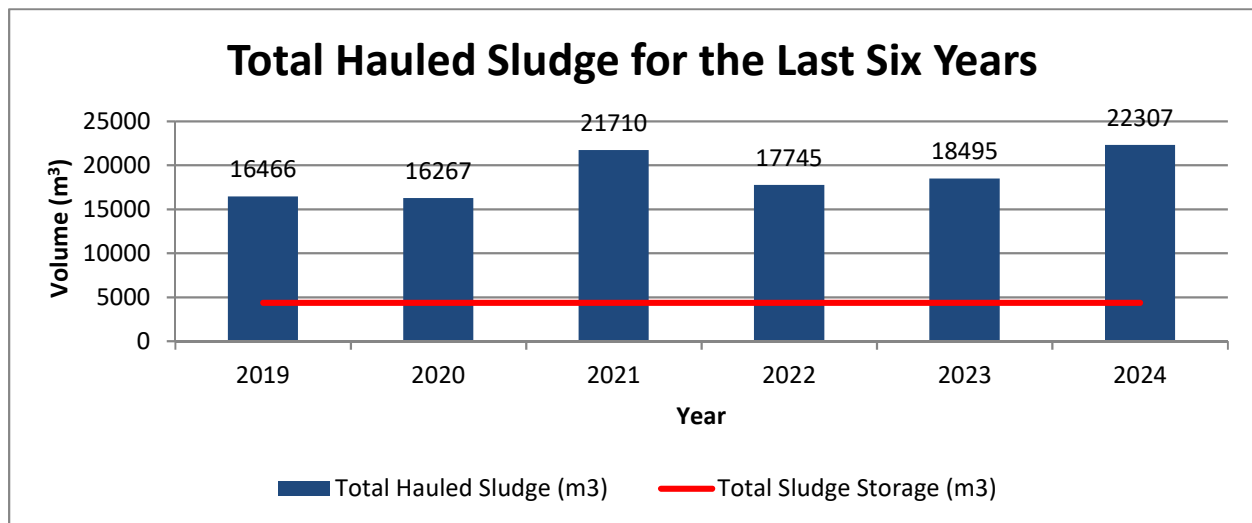


Figure 15. Total Hauled Sludge Volumes

Complaints

The Stratford WPCP has received one community complaint in 2024. A communication issue with the SCADA system on September 1st resulted in a valve opening and slowly filled the storm tank from the primary clarifiers. These contents were held in the storm tank until September 5th, when the contents were slowly pumped back into the treatment process. As a result of septic conditions, odours were released within the aeration tanks. Pumping continued until September 7th, when the tank was emptied and during this time, the odours improved.

Bypass, Overflows or Abnormal Discharge Events

A Bypass is the diversion of sewage around one or more treatment processes, within the WPCP. An Overflow is the discharge to the environment from designed location(s) other than the approved effluent discharge location. A bypass or overflow can occur during heavy precipitation and/or snowmelt events when the raw flow exceeds the rated capacity or if a treatment component is out of service for maintenance purposes.

There have been twelve overflow events in 2024, all of which have been due to heavy rain and some due to snowmelt, and one tertiary bypass. Table 6 summarizes all bypass and overflow events in 2024. Quarterly Bypass and Overflow reports are submitted to the MECP summarizing the events and providing sample results.

There were no Outside Normal Operating Condition events that occurred in 2024.

Table 6. Summary of Bypass and Overflow Events

Date	Type: Bypass/Overflow	Volume (m ³)
January 9-15, 2024	Primary Treatment Overflow	87,082
January 25-31, 2024	Primary Treatment Overflow	153,037
March 9-11, 2024	Primary Treatment Overflow	20,784
March 15-16, 2024	Primary Treatment Overflow	16,227
April 12-15, 2024	Primary Treatment Overflow	41,260
April 19, 2024	Emergency Tertiary Bypass	10,500
June 20-21, 2024	Primary Treatment Overflow	6,510
July 10-12, 2024	Primary Treatment Overflow	72,382
July 14-19, 2024	Primary Treatment Overflow	153,620
July 30-August 1, 2024	Primary Treatment Overflow	36,765
August 2-3, 2024	Primary Treatment Overflow	4,576
December 9-25, 2024	Primary Treatment Overflow	160,591
December 26, 2024-January 9, 2025	Primary Treatment Overflow	236,989

The ECA requires additional sampling for the WPCP when the plant experiences an overflow or bypass event. Bypass sample results are included in the final effluent results. For the overflow events, samples are collected every hour and combined into an eight-hour composite sample for the duration of the event. The samples are analyzed for BOD₅, total suspended solids and total phosphorous. All applicable notifications have been made and samples collected as required by the Environmental Compliance Approval (ECA) as seen in Table 7.

Table 7. Overflow Event Results

Month	BOD ₅ (mg/L)	TSS (mg/L)	TP (mg/L)
January	41.33	22.48	0.98
February	---	---	---
March	62.23	32.85	1.39
April	39.70	37.50	1.27
May	---	---	---
June	10.50	14.00	0.69
July	35.88	35.44	1.00
August	39.33	16.67	1.19
September	---	---	---
October	---	---	---
November	---	---	---
December	67.70	30.26	1.87
Average	52.56	29.44	1.42

Summary of Efforts made to achieve conformance with F-5-1

The City of Stratford continues its efforts to reduce or eliminate bypass and overflow events through reducing inflow & infiltration (I & I) to the sanitary wastewater collection system. Capital projects intended to reduce collection system I & I include replacement of 1.2 km of sanitary sewer mains in 2024. Refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report for a strategy on managing future bypass and overflow events.

Appendix A

Influent and Effluent Data

(Appendices can be provided upon request to Clerk's Office)



Performance Assessment Report Standard ECA

From 1/1/2024 to 12/31/2024

5529 STRATFORD WASTEWATER TREATMENT FACILITY 110000702																																	
	1 / 2024		2/ 2024		3/ 2024		4/ 2024		5/ 2024		6/ 2024		7/ 2024		8/ 2024		9/ 2024		10/ 2024		11/ 2024		12/ 2024		<--Total-->	<--Avg-->	<--Max-->	<-Criteria-->					
Flows																																	
Raw Flow: Total - Raw Sewage m³/d		740,230.00		627,410.00		729,460.00		661,478.00		668,100.00		583,940.00		642,580.00		579,330.00		459,830.00		460,640.00		490,310.00		525,748.00	7,169,056.00				0.00				
Raw Flow: Avg - Raw Sewage m³/d		23,878.39		21,634.83		23,530.97		22,049.27		21,551.61		19,464.67		20,728.39		18,688.06		15,327.67		14,859.35		16,343.67		16,959.61			19,587.58			30,660.00			
Raw Flow: Max - Raw Sewage m³/d		27,670.00		28,900.00		28,260.00		28,820.00		27,820.00		26,610.00		26,280.00		23,860.00		18,080.00		20,960.00		18,310.00		21,580.00				28,900.00			0.00		
Raw Flow: Count - Raw Sewage m³/d		31.00		29.00		31.00		30.00		31.00		30.00		31.00		31.00		30.00		31.00		30.00		31.00		366.00					0.00		
Eff. Flow: Total - Final Effluent m³/d		673,701.00		565,632.00		676,363.00		819,408.00		594,845.00		499,852.00		573,031.00		527,957.00		394,616.00		387,183.00		418,290.00		465,640.00	6,596,518.00						0.00		
Eff. Flow: Avg - Final Effluent m³/d		21,732.29		19,504.55		21,818.16		27,313.60		19,188.55		16,661.73		18,484.87		17,030.87		13,153.87		12,489.77		13,943.00		15,020.65			18,023.27						
Eff. Flow: Max - Final Effluent m³/d		25,583.00		27,004.00		32,318.00		210,902.00		26,050.00		24,582.00		24,343.00		21,453.00		15,668.00		18,568.00		16,181.00		18,658.00					210,902.00			0.00	
Eff Flow: Count - Final Effluent m³/d		31.00		29.00		31.00		30.00		31.00		30.00		31.00		31.00		30.00		31.00		30.00		31.00		366.00						0.00	
Biochemical Oxygen Demand: BOD5																																	
Raw: Avg BOD5 - Raw Sewage mg/L		93.00		164.50		139.25		151.80		134.25		80.25		121.80		280.75		206.25		212.80		190.75		124.60				158.33		280.75		0.00	
Raw: # of samples of BOD5 - Raw Sewage mg/L		4.00		4.00		4.00		5.00		4.00		4.00		5.00		4.00		4.00		5.00		4.00		5.00		52.00						0.00	
Carbonaceous Biochemical Oxygen Demand: CBOD																																	
Eff: Avg cBOD5 - Final Effluent including Bypass mg/L	<	2.50	<	2.00	<	2.00	<	2.33	<	2.00	<	2.75	<	2.00	<	2.25	<	2.00	<	2.00	<	2.00	<	2.40			<	2.19	<	2.75		10.00	
Eff.Flow : Weighted Avg cBOD5 - Final Effluent including Bypass mg/L	<	2.50	<	2.00	<	2.00	<	2.00	<	2.00	<	2.75	<	2.00	<	2.25	<	2.00	<	2.00	<	2.00		0.00		0.00		<	0.00	<	2.75		10.00
Eff: # of samples of cBOD5 - Final Effluent including Bypass mg/L		4.00		4.00		4.00		6.00		4.00		4.00		5.00		4.00		4.00		5.00		4.00		5.00		53.00						0.00	
Loading: cBOD5 - Final Effluent including Bypass kg/d	<	54.331	<	39.009	<	43.636	<	63.732	<	38.377	<	45.820	<	36.970	<	38.319	<	26.308	<	24.980	<	27.886	<	36.050			<	39.45	<	63.73		306.000	
Loading Flow Weighted: cBOD5 - Final Effluent including Bypass kg/d	<	54.331	<	39.009	<	43.636	<	54.627	<	38.377	<	45.820	<	36.970	<	38.319	<	26.308	<	24.980		0.000		0.000			<	0.00	<	54.63		306.000	
Total Suspended Solids: TSS																																	
Raw: Avg TSS - Raw Sewage mg/L		97.00		150.75		137.00		166.00		155.25		86.25		86.60		192.75		151.00		199.80		134.00		141.40				141.48		199.80		0.00	
Raw: # of samples of TSS - Raw Sewage mg/L		4.00		4.00		4.00		5.00		4.00		4.00		5.00		4.00		4.00		5.00		4.00		5.00		52.00						0.00	
Eff: Avg TSS - Final Effluent including Bypass mg/L	<	2.50	<	2.00		3.25	<	3.17	<	3.00		3.50	<	2.80	<	3.50		3.00		3.20	<	2.75	<	2.80			<	2.96	<			10.00	
Eff.Flow : Weighted Avg TSS - Final Effluent including Bypass mg/L		2.50		2.00		3.25		3.40		3.00		3.50		2.80		3.50		3.00		3.20		0.00		0.00				0.00				10.00	
Eff: # of samples of TSS - Final Effluent including Bypass mg/L		4.00		4.00		4.00		6.00		4.00		4.00		5.00		4.00		4.00		5.00		4.00		5.00		53.00						0.00	
Loading: TSS - Final Effluent including Bypass kg/d	<	54.331	<	39.009		70.909	<	86.493	<	57.566		58.316	<	51.758	<	59.608		39.462		39.967	<	38.343	<	42.058			<	53.39	<	86.49		306.000	
Loading Flow Weighted: TSS - Final Effluent including Bypass kg/d		54.331		39.009		70.909		92.866		57.566		58.316		51.758		59.608		39.462		39.967		0.000		0.000				0.00		92.87		306.000	
Total Phosphorus: TP																																	
Raw: Avg TP - Raw Sewage mg/L		1.79		2.65		1.98		2.04		2.29		2.68		2.77		3.68		3.78		4.32		4.03		2.21				2.85		4.32		0.00	



Performance Assessment Report Standard ECA

02/03/2025

From 1/1/2024 to 12/31/2024

Raw: # of samples of TP - Raw Sewage mg/L			4.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			4.00			5.00			52.00				0.00			
Eff: Avg TP - Final Effluent including Bypass mg/L			0.07	<		0.04			0.07			0.08			0.07			0.10			0.09			0.10			0.11			0.11			0.08			0.09			0.08		0.11		0.20
Eff.Flow : Weighted Avg TP - Final Effluent including Bypass mg/L			0.07			0.04			0.07			0.07			0.07			0.10			0.09			0.10			0.11			0.11			0.00			0.00			0.00		0.11		0.20
Eff: # of samples of TP - Final Effluent including Bypass mg/L			4.00			4.00			4.00			6.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			53.00				0.00
Loading: TP - Final Effluent including Bypass kg/d			1.576	<		0.829			1.418			2.049			1.295			1.666			1.738			1.618			1.447			1.399			1.046			1.412			1.46		2.05		6.100
Loading Flow Weighted: TP - Final Effluent including Bypass kg/d			1.576			0.829			1.418			1.912			1.295			1.666			1.738			1.618			1.447			1.399			0.000			0.000			0.00		1.91		6.100

Nitrogen Series

Raw: Avg TKN - Raw Sewage mg/L			20.75			24.30			19.00			19.48			18.35			19.50			25.72			27.40			32.15			35.86			34.78			19.40			24.72			35.86		0.00
Raw: # of samples of TKN - Raw Sewage mg/L			4.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			52.00					0.00
Eff: Avg TAN - Final Effluent including Bypass mg/L	<		0.68	<		0.10	<		0.15	<		0.22	<		0.10	<		0.20	<		1.24			0.88	<		5.30	<		0.10	<		0.10	<		0.20			0.74	<		5.30		
Eff.Flow : Weighted Avg TAN - Final Effluent including Bypass mg/L	<		0.68	<		0.10	<		0.15	<		0.24	<		0.10	<		0.20	<		1.24	<		0.88	<		5.30	<		0.10			0.00			0.00			0.00			5.30		
Eff: # of samples of TAN - Final Effluent including Bypass mg/L			4.00			4.00			4.00			6.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			53.00					0.00
Loading: TAN - Final Effluent including Bypass kg/d	<		14.669	<		1.950	<		3.273	<		5.918	<		1.919	<		3.332	<		22.921			14.902	<		69.715	<		1.249	<		1.394	<		3.004			13.26	<		69.72		
Loading Flow Weighted: TAN - Final Effluent including Bypass kg/d	<		14.669	<		1.950	<		3.273	<		6.555	<		1.919	<		3.332	<		22.921	<		14.902	<		69.715	<		1.249			0.000			0.000			0.00			69.72		
Eff: Avg NO3-N - Final Effluent mg/L			16.78			18.70			15.65			14.44			12.93			15.40			12.96			15.58			18.05			28.80			24.90			17.56			17.64			28.80		0.00
Eff: # of samples of NO3-N - Final Effluent mg/L			4.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			52.00					0.00
Eff: Avg NO2-N - Final Effluent mg/L	<		0.17	<		0.09	<		0.06	<		0.11	<		0.05			0.27			0.35			0.55	<		0.04	<		0.03	<		0.03	<		0.33			0.17	<		0.55		0.00
Eff: # of samples of NO2-N - Final Effluent mg/L			4.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			52.00					0.00


Disinfection

Eff: GMD E. Coli - Final Effluent cfu/100mL			2.99			6.51			5.32			3.87			2.38			2.38			2.64			3.36			2.83			3.87			3.72			2.30						200.00		
Eff: # of samples of E. Coli - Final Effluent cfu/100mL			4.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			4.00			5.00			4.00			5.00			52.00					0.00

Appendix B

Monitoring Schedule

(Appendices can be provided upon request to Clerk's Office)

	<div>184</div> <div>Sample Schedule 2025 Stratford WPCP</div>	Rev. Date: 2024-10-10 Rev.#: 3 Pages: 1 of 12
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ December	January 2025					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 STAT	2 IH Full ☐	3	4
5	6 IH Full ☐ Monthly Sludge ☐ Monthly Raw ☐ F. Effluent ☐	7	8	9 IH Full ☐	10	11
12	13 IH Full ☐ Weekly Raw ☐ F. Effluent ☐ Acute Lethality ☐	14	15	16 IH Full ☐	17	18
19	20 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	21	22	23 IH Full ☐	24	25
26	27 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	28	29	30 IH Full ☐	31	

IH (In House) Full:

Raw (Temp., pH, DO)
Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)
Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Monthly Sludge Sample:

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)
Grab Primary Sludge (Volatile Acid)

Monthly Samples:

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Weekly Samples:

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Effluent Samples:

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)
Grab (E. coli)

Annual Effluent:

Acute lethality for Rainbow Trout

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-17	0	Create Template	Cindy Sigurdson
2022-12-09	1	Create 2023 Sampling Calendar	Lisa Benoit
2023-12-04	2	Create 2024 Sampling Calendar	Lisa Benoit
2024-10-10	3	Create 2025 Sampling Calendar	Lisa Benoit

<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 2 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ January	February 2025					March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 IH Full <input type="checkbox"/> Monthly Sludge <input type="checkbox"/> Monthly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	4	5	6 IH Full <input type="checkbox"/>	7	8
9	10 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	11	12	13 IH Full <input type="checkbox"/>	14	15
16	17 STAT	18 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	19	20 IH Full <input type="checkbox"/>	21	22
23	24 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	25	26	27 IH Full <input type="checkbox"/>	28	

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

Acute lethality for Rainbow Trout

Revision History			
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<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 3 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ February	March 2025						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3 IH Full <input type="checkbox"/> Monthly Sludge <input type="checkbox"/> Monthly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	4	5	6 IH Full <input type="checkbox"/>	7	8	
9	10 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	11	12	13 IH Full <input type="checkbox"/>	14	15	
16	17 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	18	19	20 IH Full <input type="checkbox"/>	21	22	
23	24 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	25	26	27 IH Full <input type="checkbox"/>	28	29	
30	31 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>						

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Revision History

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)


Composite Weekly Raw (BOD5, TSS, TP, TKN)

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

Acute lethality for Rainbow Trout

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	<div>Sample Schedule 2025¹⁸⁷ Stratford WPCP</div>	<div>Rev. Date: 2024-10-10 Rev.#: 3 Pages: 4 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ March	April 2025					May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 IH Full ☐	4	5
6	7 IH Full ☐ Monthly Sludge ☐ Monthly Raw ☐ F. Effluent ☐	8	9	10 IH Full ☐	11	12
13	14 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	15	16	17 IH Full ☐	18 STAT	19
20	21 STAT	22 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	23	24 IH Full ☐	25	26
27	28 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	29	30			

IH (In House) Full:

Raw (Temp., pH, DO)
Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)
Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Monthly Sludge Sample:

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)
Grab Primary Sludge (Volatile Acid)

Monthly Samples:

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Weekly Samples:

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Effluent Samples:

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)
Grab (E. coli)

Annual Effluent:

Acute lethality for Rainbow Trout

Revision History

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<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 5 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ April	May 2025					June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 IH Full <input type="checkbox"/>	2	3
4	5 IH Full <input type="checkbox"/> Monthly Sludge <input type="checkbox"/> Monthly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	6	7	8 IH Full <input type="checkbox"/>	9	10
11	12 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	13	14	15 IH Full <input type="checkbox"/>	16	17
18	19 STAT	20 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	21	22 IH Full <input type="checkbox"/>	23	24
25	26 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	27	28	29 IH Full <input type="checkbox"/>	30	31

IH (In House) Full:

Raw (Temp., pH, DO)
Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)
Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Monthly Sludge Sample:

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)
Grab Primary Sludge (Volatile Acid)

Monthly Samples:

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Weekly Samples:

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Effluent Samples:

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)
Grab (E. coli)

Annual Effluent:

Acute lethality for Rainbow Trout

Revision History			
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<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 6 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ May	June 2025					July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 IH Full ☐ Monthly Sludge ☐ Monthly Raw ☐ F. Effluent ☐	3	4	5 IH Full ☐	6	7
8	9 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	10	11	12 IH Full ☐	13	14
15	16 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	17	18	19 IH Full ☐	20	21
22	23 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	24	25	26 IH Full ☐	27	28
29	30 IH Full ☐ Weekly Raw ☐ F. Effluent ☐					

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

Acute lethality for Rainbow Trout

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<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 7 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ June	July 2025					August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 STAT	2	3 IH Full <input type="checkbox"/>	4	5
6	7 IH Full <input type="checkbox"/> Monthly Sludge <input type="checkbox"/> Monthly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	8	9	10 IH Full <input type="checkbox"/>	11	12
13	14 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	15	16	17 IH Full <input type="checkbox"/>	18	19
20	21 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	22	23	24 IH Full <input type="checkbox"/>	25	26
27	28 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	29	30	31 IH Full <input type="checkbox"/>		

IH (In House) Full:

Raw (Temp., pH, DO)
Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)
Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Monthly Sludge Sample:

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)
Grab Primary Sludge (Volatile Acid)

Monthly Samples:

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Weekly Samples:

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Effluent Samples:


Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)
Grab (E. coli)

Annual Effluent:

Acute lethality for Rainbow Trout

Revision History

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	<div>Sample Schedule 2025¹⁹¹ Stratford WPCP</div>	<div>Rev. Date: 2024-10-10 Rev.#: 3 Pages: 8 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ July	August 2025					September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 STAT	5 IH Full ☐ Monthly Sludge ☐ Monthly Raw ☐ F. Effluent ☐	6	7 IH Full ☐	8	9
10	11 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	12	13	14 IH Full ☐	15	16
17	18 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	19	20	21 IH Full ☐	22	23
24 31	25 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	26	27	28 IH Full ☐	29	30

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Composite Weekly Raw (BOD5, TSS, TP, TKN)


Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

Acute lethality for Rainbow Trout

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	<div>Sample Schedule 2025¹⁹² Stratford WPCP</div>	<div>Rev. Date: 2024-10-10 Rev.#: 3 Pages: 9 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ August	September 2025					October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 STAT	2 IH Full <input type="checkbox"/> Monthly Sludge <input type="checkbox"/> Monthly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	3	4 IH Full <input type="checkbox"/>	5	6
7	8 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	9	10	11 IH Full <input type="checkbox"/>	12	13
14	15 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	16	17	18 IH Full <input type="checkbox"/>	19	20
21	22 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	23	24	25 IH Full <input type="checkbox"/>	26	27
28	29 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	30 STAT				

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)


Composite Weekly Raw (BOD5, TSS, TP, TKN)

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

Acute lethality for Rainbow Trout

Revision History			
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	<div>Sample Schedule 2025¹⁹³ Stratford WPCP</div>	<div>Rev. Date: 2024-10-10 Rev.#: 3 Pages: 10 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ September		October 2025					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2 IH Full ☐	3	4	
5	6 IH Full ☐ Monthly Sludge ☐ Monthly Raw ☐ F. Effluent ☐	7	8	9 IH Full ☐	10	11	
12	13 STAT	14 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	15	16 IH Full ☐	17	18	
19	20 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	21	22	23 IH Full ☐	24	25	
26	27 IH Full ☐ Weekly Raw ☐ F. Effluent ☐	28	29	30 IH Full ☐	31		

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

Acute lethality for Rainbow Trout

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-17	0	Create Template	Cindy Sigurdson
2022-12-09	1	Create 2023 Sampling Calendar	Lisa Benoit
2023-12-04	2	Create 2024 Sampling Calendar	Lisa Benoit
2024-10-10	3	Create 2025 Sampling Calendar	Lisa Benoit

<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 11 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ October	November 2025					December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 IH Full <input type="checkbox"/> Monthly Sludge <input type="checkbox"/> Monthly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	4	5	6 IH Full <input type="checkbox"/>	7	8
9	10 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	11 STAT	12	13 IH Full <input type="checkbox"/>	14	15
16	17 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	18	19	20 IH Full <input type="checkbox"/>	21	22
23 30	24 IH Full <input type="checkbox"/> Weekly Raw <input type="checkbox"/> F. Effluent <input type="checkbox"/>	25	26	27 IH Full <input type="checkbox"/>	28	29

IH (In House) Full:

Monthly Sludge Sample:

Monthly Samples:

Weekly Samples:

Effluent Samples:

Annual Effluent:

Raw (Temp., pH, DO)

Aeration (Set Test, MLSS, DO, pH, Temp.) RAS (SS)

Effluent Composite (TP, NH3+NH4, SS); Grab (DO, pH, Temp.)

Grab Stored Sludge (TSS,N, HG,AS,CD, CO, CR, CU, K, MO, NI, TP, PB,SE, ZN, TKN, TAN, E.coli)

Grab Primary Sludge (Volatile Acid)

Composite Monthly Raw (BOD5, TSS, TP, Alk, TKN)

Composite Weekly Raw (BOD5, TSS, TP, TKN)

Composite (cBOD5, SS,TP, Alk.,TKN, TAN, NO2+NO3, Uni.)

Grab (E. coli)

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Revision History			
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<div><div><div>QEMS</div><div>Ontario Clean Water Agency</div></div></div>	<div>Sample Schedule 2025</div> <div>Stratford WPCP</div>	<div>Rev. Date: 2024-10-10</div> <div>Rev.#: 3</div> <div>Pages: 12 of 12</div>
Reviewed by: QEMS Representative		Approved by: Operations Management

◀ November	December 2025					January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<div>1</div> <div>IH Full <input type="checkbox"/></div> <div>Monthly Sludge <input type="checkbox"/></div> <div>Monthly Raw <input type="checkbox"/></div> <div>F. Effluent <input type="checkbox"/></div>	<div>2</div>	<div>3</div>	<div>4</div> <div>IH Full <input type="checkbox"/></div>	<div>5</div>	<div>6</div>
<div>7</div>	<div>8</div> <div>IH Full <input type="checkbox"/></div> <div>Weekly Raw <input type="checkbox"/></div> <div>F. Effluent <input type="checkbox"/></div>	<div>9</div>	<div>10</div>	<div>11</div> <div>IH Full <input type="checkbox"/></div>	<div>12</div>	<div>13</div>
<div>14</div>	<div>15</div> <div>IH Full <input type="checkbox"/></div> <div>Weekly Raw <input type="checkbox"/></div> <div>F. Effluent <input type="checkbox"/></div>	<div>16</div>	<div>17</div>	<div>18</div> <div>IH Full <input type="checkbox"/></div>	<div>19</div>	<div>20</div>
<div>21</div>	<div>22</div> <div>IH Full <input type="checkbox"/></div> <div>Weekly Raw <input type="checkbox"/></div> <div>F. Effluent <input type="checkbox"/></div>	<div>23</div>	<div>24</div> <div>IH Full <input type="checkbox"/></div>	<div>25</div> <div>STAT</div>	<div>26</div> <div>STAT</div>	<div>27</div>
<div>28</div>	<div>29</div> <div>IH Full <input type="checkbox"/></div> <div>Weekly Raw <input type="checkbox"/></div> <div>F. Effluent <input type="checkbox"/></div>	<div>30</div>	<div>31</div>			

Distribution Residuals:

Monthly Samples:

Biweekly Bacti:

Quarterly Samples:

Schedule 15.1 Samples:

60 Month Samples:

Residuals must be at least 48hrs apart.

Raw water (E. coli, TC); samples must be collected greater than 20 days and less than 40 days from previous month collection.

Distribution (E. coli, TC, HPC)

Distribution (THMs, HAAs) TW (Nitrate and Nitrite) samples must be collected greater than 60 days and less than 120 days from previous quarterly collection.

Distribution (Lead, Alkalinity & pH) Sample periods Dec 15 to April 15 and June 15 to October 15

Schedule 23, 24 (2029), Sodium (2027), Fluoride (2026)

Notes:

Initial on date when sample was taken. Add any additional sampling completed for the facility.

Date	Revision #	Reason for Revision	Revision By
2022-10-17	0	Create Template	Cindy Sigurdson
2022-12-09	1	Create 2023 Sampling Calendar	Lisa Benoit
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Appendix C

Maintenance Summary

(Appendices can be provided upon request to Clerk's Office)

Stratford WPCP Maintenance Summary Report									
Report Start Date: Jan 1, 2024 12:00 AM									
Report End Date: Dec 31, 2024 11:59 PM									
Location: 5529									
Work Order Type: ADMIN,CAP,CORR,EMER,OPER,PM									
			WorkOrder		PM Schedule		Workorder Details		
WO #	Asset ID	Asset Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start
3714244	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Replacement/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	1/1/24 12:00 AM
3714246	0000160242	COMPRESSOR AIR GENERAL USE MAINT SHOP	PM	Refurbish/Replacement/Repair	1	YEARS	Maintenance Shop Air Compressor Insp/Service (1y) 5529	CLOSE	1/1/24 12:00 AM
3714256	0000278051	FAN EXHAUST FERROUS CHLORIDE BUILDING	PM	Refurbish/Replacement/Repair	1	YEARS	Chemical Building Exhaust Fan Insp/Service (1y) 5529	CLOSE	1/1/24 12:00 AM
3714259	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	1/1/24 12:00 AM
3714264	0000160033	PUMP GEAR 02 FUEL TRANSFER GEN RM BLOWER BLDG	PM	Refurbish/Replacement/Repair	1	YEARS	Diesel Fuel Pump Route Insp/Service (1y) 5529	CLOSE	1/1/24 12:00 AM
3714267	0000278021	PUMP PERISTALTIC CCP-301 FERROUS CHLORIDE DOSING BLOWER BLDG	PM	Refurbish/Replacement/Repair	6	MONTHS	Peristaltic Pump Ferrous Chloride CCP301 Insp/Service (3m) 5529	CLOSE	1/1/24 12:00 AM
3714487			PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	1/1/24 12:00 AM
3714487			PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	1/1/24 12:00 AM
3714487			PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	1/1/24 12:00 AM
3714487			PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	1/1/24 12:00 AM
3714487			PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	1/1/24 12:00 AM
3714487			PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	1/1/24 12:00 AM
3714489			PM	Inspection	1	MONTHS	PH Probe Insp/Calib (1m) 5529	CLOSE	1/1/24 12:00 AM
3714494			OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m)	CLOSE	1/1/24 12:00 AM
3714499			OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m)	CLOSE	1/1/24 12:00 AM
3714811	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE	1/1/24 12:00 AM
3714830	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Replacement/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	CLOSE	1/1/24 12:00 AM
3714830	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Replacement/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	CLOSE	1/1/24 12:00 AM

3714830	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Replacement/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	CLOSE	1/1/24 12:00 AM
3714830	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Replacement/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	CLOSE	1/1/24 12:00 AM
3715085			PM	Health and Safety	1	MONTHS	OG15 Facility OHSA	CLOSE	1/1/24 12:00 AM
3715160			OPER	Compliance	1	MONTHS	WISKI Data Review	CLOSE	1/1/24 12:00 AM
3715411			OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	CLOSE	1/1/24 12:00 AM
3716145			PM	Health and Safety	1	YEARS	Third Party Fire Extinguishers Inspection (1y) 5529	CLOSE	1/1/24 12:00 AM
3731607			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	1/1/24 12:00 AM
3731607			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	1/1/24 12:00 AM
3731607			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	1/1/24 12:00 AM
3731607			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	1/1/24 12:00 AM
3731607			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	1/1/24 12:00 AM
3734092	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	PM	Inspection	1	MONTHS	Methane Gas Compressor Insp/Service (1m/6m/1y) 5529	CLOSE	1/1/24 12:00 AM
3734432			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	1/1/24 12:00 AM
3734432			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	1/1/24 12:00 AM
3734432			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	1/1/24 12:00 AM
3734432			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	1/1/24 12:00 AM

					INSPECTION/SERVICE ROUTE (1m) 5529		
3734432			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 1/1/24 12:00 AM
3734781	0000278169	FILTER CARTRIDGE HOT WATER MAINT SHOP	PM	Inspection	1 MONTHS	Shop Boiler Water Filter Cartridge Change (1m) 5529	CLOSE 1/1/24 12:00 AM
3735049			PM	Compliance	3 MONTHS	WSER Quarterly	CLOSE 1/1/24 12:00 AM
3735751	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION BLOWER BLDG	PM	Refurbish/Repl ace/Repair	1 MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m) 5529	CLOSE 1/1/24 12:00 AM
3737447			PM	Inspection	3 MONTHS	Fleet Vehicle Maintenance Checks (3m)	CLOSE 1/1/24 12:00 AM
3750252	336242	UV LIGHT BANK 1A	PM	Inspection	0	336242 UV LIGHT BANK 1A	CLOSE 1/1/24 12:00 AM
3750259	336243	UV LIGHT BANK 1B	PM	Inspection	0	336243 UV LIGHT BANK 1B	CLOSE 1/1/24 12:00 AM
3759400			EMER	Refurbish/Repl ace/Repair	0	Main Sludge Line Blockage Clearing and Pump parts Replacement	CLOSE

3760088			EMER	Refurbish/Repl ace/Repair	0	Sludge Pump parts install CLOSE
3760089			OPER	Administrative	0	SCADA Communication Failure #5529 CLOSE
3760534	0000278114	PUMP PROG CAV P- 202 PRIMARY SLUDGE BASEMENT	CAP	Refurbish/Repl ace/Repair	0	Primary Grit Pump Rotor and Stator Purchase CLOSE
3761607	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	CORR	Refurbish/Repl ace/Repair	0	fixed two water leaks in compressor water seal line 5529 CLOSE
3761608	0000278213	DRIVE VFD P-101 RAW SEWAGE PUMP 01 INLET ELEC RM	CORR	Refurbish/Repl ace/Repair	0	inspected and re connected HIM wiring 5529 CLOSE
3762881			CORR	Refurbish/Repl ace/Repair	0	Replace Peristaltic Pump Hose #303 in Ferrous Room- 5529 CLOSE
3764129			CORR	Refurbish/Repl ace/Repair	0	Water line repair to Detroit room - 5529 CLOSE
3764135			EMER	Refurbish/Repl ace/Repair	0	Aeration Cell 4 Emergency Repair #5529 CLOSE

[illegible]

3769795	PM	Refurbish/Replacement/Repair	1	YEARS	VFD Route Annual Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769795	PM	Refurbish/Replacement/Repair	1	YEARS	VFD Route Annual Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769795	PM	Refurbish/Replacement/Repair	1	YEARS	VFD Route Annual Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769795	PM	Refurbish/Replacement/Repair	1	YEARS	VFD Route Annual Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769795	PM	Refurbish/Replacement/Repair	1	YEARS	VFD Route Annual Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party Lifting Device	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party Lifting Device	CLOSE	2/1/24 12:00 AM
3769797	PM	Inspection	1	YEARS	Third Party Lifting Device	CLOSE	2/1/24 12:00 AM

[illegible]

3769801			PM	Refurbish/Replacement/Repair	3	YEARS	MCC Route Insp/Service (3y) 5529	CLOSE	2/1/24 12:00 AM
3769913	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Replacement/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	2/1/24 12:00 AM
3769915	0000160058	BLOWER CENTRIFUGAL B-302 AERATION BLOWER BLDG	PM	Refurbish/Replacement/Repair	1	YEARS	Blower Centrifugal 302 Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769918	0000160065	BLOWER CENTRIFUGAL B-303 AERATION BLOWER BLDG	PM	Refurbish/Replacement/Repair	1	YEARS	Blower Centrifugal 303 Insp/Service (1y) 5529	CLOSE	2/1/24 12:00 AM
3769921	0000269083	COOLER AIR P804 GEARBOX OIL LIFT STATION	PM	Refurbish/Replacement/Repair	5	YEARS	Fan P804 Oil Cooler Insp/Service (5y) 5529	COMP	2/1/24 12:00 AM
3769924	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	2/1/24 12:00 AM
3770108			PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE	2/1/24 12:00 AM
3770113			OPER	Inspection	1	MONTHS	Daily O&M Activities	CLOSE	2/1/24 12:00 AM
3770118			OPER	Inspection	1	MONTHS	TPM Insp/Maint	CLOSE	2/1/24 12:00 AM
3770384	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE	2/1/24 12:00 AM
3770644			PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	CLOSE	2/1/24 12:00 AM
3770661			PM	Compliance	1	YEARS	OG111 OCWA's Fleet Policy Review (1y) 5529	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy Review (1y) Stratford	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy Review (1y) Stratford	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy Review (1y) Stratford	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy Review (1y) Stratford	CLOSE	2/1/24 12:00 AM
3770667			PM	Health and Safety	1	YEARS	OG109 OCWAs PPE Policy	CLOSE	2/1/24 12:00 AM

					Review (1y) Stratford		
3770667			PM	Health and Safety	1 YEARS	OG109 OCWAs PPE Policy Review (1y) Stratford	CLOSE 2/1/24 12:00 AM
3770704			OPER	Compliance	1 MONTHS	WISKI Data Review	CLOSE 2/1/24 12:00 AM
3770859			OPER	Compliance	1 MONTHS	Sampling and Testing	CLOSE 2/1/24 12:00 AM
3771359	0000278043	HEATER ELECTRIC UH20 EX. PROOF HVAC SYS LIFT STATION	PM	Refurbish/Repl ace/Repair	1 YEARS	Lift Station Electric Heater NE Corner Insp (1y) 5529	CLOSE 2/1/24 12:00 AM
3771367	0000278042	HEATER ELECTRIC UH19 EX. PROOF HVAC SYS LIFT STATION	PM	Refurbish/Repl ace/Repair	1 YEARS	Lift Station Electric Heater SE Corner Insp (1y) 5529	CLOSE 2/1/24 12:00 AM
3782564			PM	Refurbish/Repl ace/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 2/1/24 12:00 AM
3782564			PM	Refurbish/Repl ace/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 2/1/24 12:00 AM
3782564			PM	Refurbish/Repl ace/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 2/1/24 12:00 AM

3782564			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 2/1/24 12:00 AM
3782564			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 2/1/24 12:00 AM
3784539	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	PM	Inspection	1 MONTHS	Methane Gas Compressor Insp/Service (1m/6m/1y) 5529	CLOSE 2/1/24 12:00 AM
3784697			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 2/1/24 12:00 AM

3784697			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	2/1/24 12:00 AM
3784697			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	2/1/24 12:00 AM
3784697			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	2/1/24 12:00 AM
3784697			PM	Inspection	1 MONTHS	BAR SCREEN	CLOSE	2/1/24 12:00 AM
3784870	0000278169	FILTER CARTRIDGE HOT WATER MAINT SHOP	PM	Inspection	1 MONTHS	Shop Boiler Water Filter Cartridge Change (1m) 5529	CLOSE	2/1/24 12:00 AM
3785012			PM	Compliance	3 MONTHS	MECP Overflow & Bypass Event Summary	CLOSE	2/1/24 12:00 AM
3785218			PM	Refurbish/Replacement/Repair	2 MONTHS	Primary/Secondary Digester Doghouse Valve Switch (2m) 5529	CLOSE	2/1/24 12:00 AM
3785452	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION BLOWER BLDG	PM	Refurbish/Replacement/Repair	1 MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m) 5529	CLOSE	2/1/24 12:00 AM

3795990	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	CLOSE	2/1/24 12:00 AM
3795997	336243	UV LIGHT BANK 1B	PM	Inspection	0		336243 UV LIGHT BANK 1B	CLOSE	2/1/24 12:00 AM
3804911			CORR	Refurbish/Replace/Repair	0		Raw Sludge Pump Parts Install - 5529	CLOSE	
3806214			CAP	Inspection	0		Lifting Equipment and	COMP	
3806218	0000160038	BATTERY CHARGER GENERATOR GENERATOR BUILDING	EMER	Refurbish/Replace/Repair	0		Generator Repair-Batteries and Battery Tender	CLOSE	
3806378	0000278214	LIFTING DEVICE FORK LIFT PROPANE GEN. RM BLOWER BLDG	PM	Health and Safety	1	YEARS	Third Party Fork Lift Annual Inspection (1y) 5529	CLOSE	2/24/24 12:00 AM
3812159	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Replace/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	3/1/24 12:00 AM
3812161	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	3/1/24 12:00 AM
3812373	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib (1m) 5529	CLOSE	3/1/24 12:00 AM
3812378	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m)	CLOSE	3/1/24 12:00 AM
3812383	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	CLOSE	3/1/24 12:00 AM
3812645	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE	3/1/24 12:00 AM
3812881	0000278024	ANALYZER DO AERATION BLOWER BLDG	PM	Inspection	3	MONTHS	Aeration DO Analyzer Insp (1y) 5529	CLOSE	3/1/24 12:00 AM
3812944	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	CLOSE	3/1/24 12:00 AM
3813021	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review	CLOSE	3/1/24 12:00 AM
3813174	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing	CLOSE	3/1/24 12:00 AM

3826007			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	3/1/24 12:00 AM
3826007			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	3/1/24 12:00 AM
3826007			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	3/1/24 12:00 AM
3826007			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	3/1/24 12:00 AM
3826007			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	3/1/24 12:00 AM
3826007			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	3/1/24 12:00 AM
3828116	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER	PM	Inspection	1 MONTHS	Methane Gas Compressor Insp/Service	CLOSE	3/1/24 12:00 AM
3828262			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	3/1/24 12:00 AM
3828262			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	3/1/24 12:00 AM

3828262			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	3/1/24 12:00 AM
3828262			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	3/1/24 12:00 AM
3828262			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	3/1/24 12:00 AM
3828438	0000278169	FILTER CARTRIDGE HOT WATER MAINT SHOP	PM	Inspection	1 MONTHS	Shop Boiler Water Filter Cartridge Change (1m) 5529	CLOSE	3/1/24 12:00 AM
3828707			PM	Health and Safety	1 YEARS	Harness/ Lanyard Annual Inspection (1y)	CLOSE	3/1/24 12:00 AM
3829033	0000278081	BLOWER	PM	Refurbish/Repl	1 MONTHS	Turbo Blower Monthly	CLOSE	3/1/24 12:00 AM
3832798			PM	Refurbish/Repl ace/Repair	4 MONTHS	Primary Clarifier Rotation (4m) 5529	CLOSE	3/1/24 12:00 AM
3832798			PM	Refurbish/Repl ace/Repair	4 MONTHS	Primary Clarifier Rotation (4m) 5529	CLOSE	3/1/24 12:00 AM
3832798			PM	Refurbish/Repl ace/Repair	4 MONTHS	Primary Clarifier Rotation (4m) 5529	CLOSE	3/1/24 12:00 AM
3832798			PM	Refurbish/Repl ace/Repair	4 MONTHS	Primary Clarifier Rotation (4m) 5529	CLOSE	3/1/24 12:00 AM
3832798			PM	Refurbish/Repl ace/Repair	4 MONTHS	Primary Clarifier Rotation (4m) 5529	CLOSE	3/1/24 12:00 AM
3839378	336242	UV LIGHT BANK 1A	PM	Inspection	0	336242 UV LIGHT BANK 1A	CLOSE	3/1/24 12:00 AM
3839385	336243	UV LIGHT BANK 1B	PM	Inspection	0	336243 UV LIGHT BANK 1B	CLOSE	3/1/24 12:00 AM
3847892	0000160320	MOTOR P106 PUMP HOT WATER CIRC	CORR	Refurbish/Repl ace/Repair	0	Replaced faulty pump / motor coupling5529	CLOSE	
3850307	0000160345	PANEL ALARM/DIALER MAIN OFFICE	CORR	Refurbish/Repl ace/Repair	0	Replaced and tested EQ overflow alarm float.5529	CLOSE	

3857303	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Repl ace/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	4/1/24 12:00 AM
3857308	0000160577	MIXER SUBMERSIBLE 01 SLUDGE HOLDING TANK	PM	Inspection	1	YEARS	Sludge Storage Mixer 01 Insp/Service (1y) 5529	CLOSE	4/1/24 12:00 AM
3857311	0000160580	MIXER SUBMERSIBLE 02 SLUDGE HOLDING TANK	PM	Inspection	1	YEARS	Sludge Storage Mixer 02 Insp/Service (1y) 5529	CLOSE	4/1/24 12:00 AM
3857314	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	4/1/24 12:00 AM
3857319	0000160272	PUMP SUBMERSIBLE P-305A SUMP SLUDGE RM BLOWER BLDG	PM	Refurbish/Repl ace/Repair	1	YEARS	RAS Building Sump Pump P305A Insp/Servi ce (1y) 5529	CLOSE	4/1/24 12:00 AM
3857328	0000160273	PUMP SUBMERSIBLE P-305B SUMP SLUDGE RM BLOWER BLDG	PM	Refurbish/Repl ace/Repair	1	YEARS	RAS Building Sump Pump P305B Insp/Service (1y) 5529	CLOSE	4/1/24 12:00 AM
3857337	0000249129	SAFETY SPILL KIT 01 FILTER BLDG	PM	Health and Safety	1	YEARS	Safety Spill Kit 01 Insp (1y) 5529	CLOSE	4/1/24 12:00 AM
3857339	0000278001	SAFETY SPILL KIT 02 FILTER BLDG	PM	Health and Safety	1	YEARS	Safety Spill Kit 02 Insp (1y) 5529	CLOSE	4/1/24 12:00 AM
3857510	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	4/1/24 12:00 AM
3857510	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	4/1/24 12:00 AM
3857510	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	4/1/24 12:00 AM
3857510	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	4/1/24 12:00 AM
3857510	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	4/1/24 12:00 AM
3857510	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks	CLOSE	4/1/24 12:00 AM
3857512	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE	4/1/24 12:00 AM
3857517	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m)	CLOSE	4/1/24 12:00 AM
3857522	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m)	CLOSE	4/1/24 12:00 AM
3857811	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE	4/1/24 12:00 AM
3858077	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	CLOSE	4/1/24 12:00 AM

3858106	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 5529	CLOSE	4/1/24 12:00 AM
3858356	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	CLOSE	4/1/24 12:00 AM
3864615	0000278100	MOTOR PROG CAV P201 RAW SLUDGE	PM	Refurbish/Repl ace/Repair	6	MONTHS	Raw Sludge Pump Motor Semi-Annual Inspection/Service (6m) 5529	CLOSE	4/1/24 12:00 AM
3872627			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	4/1/24 12:00 AM
3872627			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	4/1/24 12:00 AM
3872627			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	4/1/24 12:00 AM
3872627			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	4/1/24 12:00 AM
3872627			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	4/1/24 12:00 AM
3873962			PM	Refurbish/Repl ace/Repair	1	YEARS	RAS Pump Motors Group Inspection/Service (1y) 5529	COMP	4/1/24 12:00 AM
3873962			PM	Refurbish/Repl ace/Repair	1	YEARS	RAS Pump Motors Group Inspection/Service (1y) 5529	COMP	4/1/24 12:00 AM

3873962			PM	Refurbish/Replacement/Repair	1	YEARS	RAS Pump Motors Group Inspection/Service (1y) 5529	COMP 4/1/24 12:00 AM
3873962			PM	Refurbish/Replacement/Repair	1	YEARS	RAS Pump Motors Group Inspection/Service (1y) 5529	COMP 4/1/24 12:00 AM
3873962			PM	Refurbish/Replacement/Repair	1	YEARS	RAS Pump Motors Group Inspection/Service (1y) 5529	COMP 4/1/24 12:00 AM
3875603	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER	PM	Inspection	1	MONTHS	Methane Gas Compressor Inspection/Service	CLOSE 4/1/24 12:00 AM
3875847			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 4/1/24 12:00 AM
3875847			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 4/1/24 12:00 AM
3875847			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 4/1/24 12:00 AM
3875847			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 4/1/24 12:00 AM
3875847			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 4/1/24 12:00 AM
3875847			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE 4/1/24 12:00 AM
3876052	0000278169	FILTER CARTRIDGE	PM	Inspection	1	MONTHS	Shop Boiler Water Filter	CLOSE 4/1/24 12:00 AM
3876233			PM	Compliance	3	MONTHS	WSER Quarterly	CLOSE 4/1/24 12:00 AM

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3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3881757			PM	Refurbish/Repl ace/Repair	6	MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	4/1/24 12:00 AM
3890686	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	CLOSE	4/1/24 12:00 AM
3890693	336243	UV LIGHT BANK 1B	PM	Inspection	0		336243 UV LIGHT BANK 1B	CLOSE	4/1/24 12:00 AM
3899510	0000070305	COMPRESSOR GAS	CORR	Refurbish/Repl	0		Troubleshoot	CLOSE	
3901231	0000160515	METER FLOW METHANE GAS DIGESTER BUILDING	CORR	Refurbish/Repl ace/Repair	0		Trouble shot methane production totalizer not counting. 5529	CLOSE	
3901309			CORR	Refurbish/Repl	0		Clean out ferrous pump	CLOSE	
3902404	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	CORR	Refurbish/Repl ace/Repair	0		unclogged compressor drain / supernate 8" pipe 5529	CLOSE	
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route Insp/Service (1y) 5529	CLOSE	5/1/24 12:00 AM
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route Insp/Service (1y) 5529	CLOSE	5/1/24 12:00 AM
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route	CLOSE	5/1/24 12:00 AM
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route Insp/Service (1y) 5529	CLOSE	5/1/24 12:00 AM
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route Insp/Service (1y) 5529	CLOSE	5/1/24 12:00 AM
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route Insp/Service (1y) 5529	CLOSE	5/1/24 12:00 AM
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route	CLOSE	5/1/24 12:00 AM

							Insp/Service (1y) 5529		
3909302	356646	LAB Autoclave	PM	Compliance	1	YEARS	Flame Arrester Route Insp/Service (1y) 5529	CLOSE	5/1/24 12:00 AM
3909455	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Replacement/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	5/1/24 12:00 AM
3909457	0000160241	ANALYZER 01 GAS	PM	Inspection	6	MONTHS	Third-Party	CLOSE	5/1/24 12:00 AM
3909457	0000160241	ANALYZER 01 GAS TRI DETECTOR SHOP ELECTRICAL ROOM	PM	Inspection	6	MONTHS	Third-Party Gas Detector Group Insp/Calib (6m) 5529	CLOSE	5/1/24 12:00 AM
3909457	0000160241	ANALYZER 01 GAS	PM	Inspection	6	MONTHS	Third-Party	CLOSE	5/1/24 12:00 AM
3909460	0000278051	FAN EXHAUST FERROUS CHLORIDE BUILDING	PM	Refurbish/Replacement/Repair	1	YEARS	Chemical Building Exhaust Fan Insp/Service (1y) 5529	COMP	5/1/24 12:00 AM
3909463	0000160180	GEAR DRIVE DETRITOR DETRITOR RM	PM	Refurbish/Replacement/Repair	1	YEARS	Gear Drive Insp/Service (1y) 5529	COMP	5/1/24 12:00 AM
3909466	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	5/1/24 12:00 AM
3909658	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib (1m) 5529	CLOSE	5/1/24 12:00 AM
3909663	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities	CLOSE	5/1/24 12:00 AM
3909668	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint	CLOSE	5/1/24 12:00 AM
3909938	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE	5/1/24 12:00 AM
3910189	0000278077	PUMP SUBMERSIBLE 104 RAW SEWAGE	PM	Refurbish/Replacement/Repair	6	MONTHS	Raw Sewage Pump 104 Insp/Service (6m/1y/5y) 5529	COMP	5/1/24 12:00 AM
3910232	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	CLOSE	5/1/24 12:00 AM
3910261	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review	CLOSE	5/1/24 12:00 AM
3910529	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	CLOSE	5/1/24 12:00 AM
3924354			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	5/1/24 12:00 AM
3924354			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	5/1/24 12:00 AM

3924354			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	5/1/24 12:00 AM
3924354			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	5/1/24 12:00 AM
3924354			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE	5/1/24 12:00 AM
3926934	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER	PM	Inspection	1 MONTHS	Methane Gas Compressor Insp/Service	CLOSE	5/1/24 12:00 AM
3927074			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	5/1/24 12:00 AM
3927074			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	5/1/24 12:00 AM
3927074			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	5/1/24 12:00 AM
3927074			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	5/1/24 12:00 AM
3927074			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	5/1/24 12:00 AM
3927074			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	CLOSE	5/1/24 12:00 AM
3927454	356646	LAB Autoclave	PM	Compliance	3 MONTHS	MECP Overflow &	CLOSE	5/1/24 12:00 AM
3927909	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION BLOWER BLDG	PM	Refurbish/Replacement/Repair	1 MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m) 5529	CLOSE	5/1/24 12:00 AM
3928003			PM	Refurbish/Replacement/Repair	1 YEARS	Digester Doghouse Pressure Relief Annual Cleaning/Inspection	CLOSE	5/1/24 12:00 AM
3928003			PM	Refurbish/Replacement/Repair	1 YEARS	Digester Doghouse	CLOSE	5/1/24 12:00 AM

3928003			PM	Refurbish/Replacement/Repair	1 YEARS	Digester Doghouse Pressure Relief Annual Cleaning/Inspection	CLOSE	5/1/24 12:00 AM
3928003			PM	Refurbish/Replacement/Repair	1 YEARS	Digester Doghouse Pressure Relief Annual Cleaning/Inspection	CLOSE	5/1/24 12:00 AM
3928003			PM	Refurbish/Replacement/Repair	1 YEARS	Digester Doghouse Pressure Relief Annual Cleaning/Inspection	CLOSE	5/1/24 12:00 AM
3928003			PM	Refurbish/Replacement/Repair	1 YEARS	Digester Doghouse Pressure Relief Annual Cleaning/Inspection	CLOSE	5/1/24 12:00 AM
3938540			PM	Compliance	1 YEARS	NPRI Reporting (1y)	CLOSE	5/1/24 12:00 AM
3939040	336242	UV LIGHT BANK 1A	PM	Inspection	0	336242 UV LIGHT BANK 1A	CLOSE	5/1/24 12:00 AM
3939040	336242	UV LIGHT BANK 1A	PM	Inspection	0	336242 UV LIGHT BANK 1A	CLOSE	5/1/24 12:00 AM
3939040	336242	UV LIGHT BANK 1A	PM	Inspection	0	336242 UV LIGHT BANK 1A	CLOSE	5/1/24 12:00 AM
3939047	336243	UV LIGHT BANK 1B	PM	Inspection	0	336243 UV LIGHT BANK 1B	CLOSE	5/1/24 12:00 AM
3946807	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Predictive Maintenance	0	Filter Building Screw pump Grease pot repair	CLOSE	
3947355			PM	Predictive Maintenance	0	Clear blocked lines to Ferrous Pumps #5529	CLOSE	
3947398			PM	Inspection	0	ESA inspection @ Stratford WWTP 5529	CLOSE	
3949118			CORR	Predictive Maintenance	0	Clean out Flame Arresters in gas room	CLOSE	
3951077			CAP	Refurbish/Replacement/Repair	0	Sludge Loading Valve Replacements	CLOSE	
3951704	0000278258	PUMP DIAPHRAGM 02 SODIUM BISULFITE	CORR	Refurbish/Replacement/Repair	0	Replacing sodium bisulfate pumps 5529	CLOSE	
3952154			EMER	Predictive Maintenance	0	Clean Sludge Out of Gas Lines #5529	CLOSE	
3952161			CAP	Predictive Maintenance	0	Primary Digester Malfunction Troubleshoot and clean out	CLOSE	

3952618	0000160085	PANEL CONTROL PLC 300 BLOWER BLDG	CORR	Refurbish/Repl ace/Repair	0		Replaced faulty UPS in blower building PLC	CLOSE	
3957898	0000160537	AC SPLIT SYSTEM OUTDOOR UNIT ADMIN BLDG	PM	Refurbish/Repl ace/Repair	1	YEARS	Office Air Conditioning Unit Insp/Service (1y) 5529	COMP	6/1/24 12:00 AM
3957905	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Repl ace/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	6/1/24 12:00 AM
3957907	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION	PM	Refurbish/Repl ace/Repair	1	YEARS	Turbo Blower 301 Neuros Insp/Service (1y) 5529	CLOSE	6/1/24 12:00 AM
3957910			PM	Refurbish/Repl ace/Repair	1	YEARS	Sand Filter Insp/Service Route (1y) 5529	COMP	6/1/24 12:00 AM
3957910			PM	Refurbish/Repl ace/Repair	1	YEARS	Sand Filter Insp/Service Route (1y) 5529	COMP	6/1/24 12:00 AM
3957910			PM	Refurbish/Repl ace/Repair	1	YEARS	Sand Filter Insp/Service Route (1y) 5529	COMP	6/1/24 12:00 AM
3957910			PM	Refurbish/Repl ace/Repair	1	YEARS	Sand Filter Insp/Service Route (1y) 5529	COMP	6/1/24 12:00 AM
3957910			PM	Refurbish/Repl ace/Repair	1	YEARS	Sand Filter Insp/Service Route (1y) 5529	COMP	6/1/24 12:00 AM
3957913	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	6/1/24 12:00 AM
3957918	0000160252	PUMP CENT P203 DEWATERING	PM	Refurbish/Repl ace/Repair	1	YEARS	Primary Clarifier Dewatering Pump 203 Insp/Service (1y) 5529	COMP	6/1/24 12:00 AM
3957921	0000160192	PUMP SUBMERSIBLE 101 RAW SEWAGE	PM	Refurbish/Repl ace/Repair	1	YEARS	Raw Sewage Pump 101 Insp/Service (1y) 5529	CLOSE	6/1/24 12:00 AM
3957930	0000160191	PUMP SUBMERSIBLE 102 RAW SEWAGE	PM	Refurbish/Repl ace/Repair	1	YEARS	Raw Sewage Pump 102 Insp/Service (1y) 5529	CLOSE	6/1/24 12:00 AM

102 RAW SEWAGE				ace/Repair			Insp/Service (1y) 5529		
3957939	0000160190	PUMP SUBMERSIBLE 103 RAW SEWAGE	PM	Refurbish/Repl ace/Repair	1	YEARS	Raw Sewage Pump 103 Insp/Service (1y) 5529	CLOSE	6/1/24 12:00 AM
3958299	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE	6/1/24 12:00 AM
3958304	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities	CLOSE	6/1/24 12:00 AM
3958309	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	COMP	6/1/24 12:00 AM
3958632	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE	6/1/24 12:00 AM
3958874	0000278024	ANALYZER DO AERATION BLOWER BLDG	PM	Inspection	3	MONTHS	Aeration DO Analyzer Insp (1y) 5529	CLOSE	6/1/24 12:00 AM
3958926	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OSHA Inspection (1m) 5529	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958934	356646	LAB Autoclave	PM	Health and Safety	1	YEARS	OG110 OCWA's H&S Manual a nd Policy Review (1y)	CLOSE	6/1/24 12:00 AM
3958968	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review	CLOSE	6/1/24 12:00 AM
3959113	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing	CLOSE	6/1/24 12:00 AM
3966382			PM	Inspection	6	MONTHS	Actuator Electric	COMP	6/1/24 12:00 AM
3966382			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	6/1/24 12:00 AM
3966382			PM	Inspection	6	MONTHS	Actuator Electric	COMP	6/1/24 12:00 AM
3966382			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service	COMP	6/1/24 12:00 AM
3966382			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	6/1/24 12:00 AM
3966382			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	6/1/24 12:00 AM

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3976264	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER	PM	Refurbish/Repl ace/Repair	1	MONTHS	Methane Gas Compressor Inp/Service	CLOSE	6/1/24 12:00 AM
3976405			PM	Inspection	1	MONTHS	BAR SCREEN	COMP	6/1/24 12:00 AM
3976405			PM	Inspection	1	MONTHS	BAR SCREEN	COMP	6/1/24 12:00 AM
3976405			PM	Inspection	1	MONTHS	BAR SCREEN	COMP	6/1/24 12:00 AM
3976405			PM	Inspection	1	MONTHS	BAR SCREEN	COMP	6/1/24 12:00 AM
3976405			PM	Inspection	1	MONTHS	BAR SCREEN	COMP	6/1/24 12:00 AM
3977178			PM	Refurbish/Repl ace/Repair	2	MONTHS	Primary/Secondary Digester Doghouse Valve Switch (2m) 5529	CLOSE	6/1/24 12:00 AM
3977498	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION BLOWER BLDG	PM	Refurbish/Repl ace/Repair	1	MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m) 5529	CLOSE	6/1/24 12:00 AM
3988937	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	CLOSE	6/1/24 12:00 AM
3988937	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	CLOSE	6/1/24 12:00 AM
3988937	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	CLOSE	6/1/24 12:00 AM
3988944	336243	UV LIGHT BANK 1B	PM	Inspection	0		336243 UV LIGHT BANK 1B	CLOSE	6/1/24 12:00 AM
4007608	0000278028	AHU AIR HANDLING	PM	Refurbish/Repl	1	MONTHS	Air Handling Unit Filter	CLOSE	7/1/24 12:00 AM
4007610	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	7/1/24 12:00 AM
4007615			PM	Refurbish/Repl ace/Repair	6	MONTHS	Peristaltic Pumps Ferrous Chlorid e Service (6m) 5529	COMP	7/1/24 12:00 AM
4007632	0000278021	PUMP PERISTALTIC	PM	Refurbish/Repl	0		0000278021 PUMP	COMP	7/1/24 12:00 AM
4007649	0000278235	PUMP PERISTALTIC CCP-302 FERROUS CHLORIDE DOSING BLOWER BLDG	PM	Refurbish/Repl ace/Repair	0		0000278235 PUMP PERISTALTIC FERROUS CHLORIDE PUMP #2	COMP	7/1/24 12:00 AM
4007666	356638	PUMP PERISTALTIC	PM	Refurbish/Repl	0		356638 PUMP	COMP	7/1/24 12:00 AM
4007666	356638	PUMP PERISTALTIC FERROUS CHLORIDE PUMP #3	PM	Refurbish/Repl ace/Repair	0		356638 PUMP PERISTALTIC FERROUS CHLORIDE PUMP #3	COMP	7/1/24 12:00 AM
4007860	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks Stratford Cluster (3m) 5529/1061/1259/6774/1	COMP	7/1/24 12:00 AM
4007860	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks Stratford Cluster (3m) 5529/1061/1259/6774/1	COMP	7/1/24 12:00 AM
4007860	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks Stratford Cluster (3m) 5529/1061/1259/6774/1 142	COMP	7/1/24 12:00 AM
4007860	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks Stratford Cluster (3m) 5529/1061/1259/6774/1 142	COMP	7/1/24 12:00 AM

4007860	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks Stratford Cluster (3m) 5529/1061/1259/6774/1	COMP	7/1/24 12:00 AM
4007860	356646	LAB Autoclave	PM	Inspection	3	MONTHS	Supervisor Spot Checks Stratford Cluster (3m) 5529/1061/1259/6774/1	COMP	7/1/24 12:00 AM
4007862	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE	7/1/24 12:00 AM
4007867	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities	CLOSE	7/1/24 12:00 AM
4007872	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	COMP	7/1/24 12:00 AM
4008157	0000160037	ENGINE DIESEL	PM	Inspection	1	MONTHS	Diesel Generator	COMP	7/1/24 12:00 AM
4008176	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Repl ace/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	COMP	7/1/24 12:00 AM
4008176	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Repl ace/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	COMP	7/1/24 12:00 AM
4008176	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Repl ace/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	COMP	7/1/24 12:00 AM
4008176	0000160129	GEAR DRIVE FINAL CLARIFIER 01	PM	Refurbish/Repl ace/Repair	6	MONTHS	Final Clarifier Route Insp/Service (6m/1y) 5529	COMP	7/1/24 12:00 AM
4008420	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OHS Inspection (1m) 5529	CLOSE	7/1/24 12:00 AM
4008449	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review	CLOSE	7/1/24 12:00 AM
4008613	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing	CLOSE	7/1/24 12:00 AM
4023703	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	PM	Inspection	1	MONTHS	Methane Gas Compressor Insp/Service (1m/6m/1y) 5529	CLOSE	7/1/24 12:00 AM
4023930			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	7/1/24 12:00 AM
4023930			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	7/1/24 12:00 AM
4023930			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	7/1/24 12:00 AM
4023930			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	7/1/24 12:00 AM
4023930			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	7/1/24 12:00 AM
4024271			PM	Compliance	3	MONTHS	WSER Quarterly	CLOSE	7/1/24 12:00 AM
4024875	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION	PM	Refurbish/Repl ace/Repair	1	MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m)	COMP	7/1/24 12:00 AM
4026048			PM	Inspection	3	MONTHS	Fleet Vehicle Maintenance Checks (3m)	COMP	7/1/24 12:00 AM
4037420	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	7/1/24 12:00 AM
4037420	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	7/1/24 12:00 AM
4037420	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	7/1/24 12:00 AM

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4037427	336243	UV LIGHT BANK 1B	PM	Inspection	0		336243 UV LIGHT BANK 1B	COMP 7/1/24 12:00 AM
4046242			PM	Refurbish/Repl	0		Aeration Cell 1 Clean	CLOSE
4048242			CAP	Predictive Maintenance	0		Aeration Cell #1 Cleanout	CLOSE
4048672	00002781710	SAMPLER OVERFLOW EVENT EQUALIZATION BUILDING	CORR	Refurbish/Repl ace/Repair	0		Trouble shot and fixed sampler 5529	CLOSE
4048672	00002781710	SAMPLER OVERFLOW EVENT EQUALIZATION BUILDING	CORR	Refurbish/Repl ace/Repair	0		Trouble shot and fixed sampler 5529	CLOSE
4049715			CAP	Inspection	0		Engineering Assessment of Primary Digester Roof	COMP
4051367	0000278044	BOILER DIGESTER / NATURAL GAS BOILER RM	PM	Refurbish/Repl ace/Repair	1	YEARS	Third Party Digester Boiler Insp/Service (1y) 5529	CLOSE 7/27/24 12:00 AM
4051896			CAP	Inspection	0		Stratford Digester Scaffolding Installation- Repair Project	CLOSE
4056660	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Repl ace/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE 8/1/24 12:00 AM
4056662	0000278045	BURNER WASTE GAS BOILER RM	PM	Refurbish/Repl ace/Repair	1	YEARS	Waste Burner Insp/Service (1y) 5529	CLOSE 8/1/24 12:00 AM
4056665	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE 8/1/24 12:00 AM
4056884	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE 8/1/24 12:00 AM
4056889	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m) 5529	CLOSE 8/1/24 12:00 AM
4056894	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	COMP 8/1/24 12:00 AM
4057221	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	CLOSE 8/1/24 12:00 AM
4057450	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	CLOSE 8/1/24 12:00 AM
4057479	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review	CLOSE 8/1/24 12:00 AM
4057638	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing	CLOSE 8/1/24 12:00 AM
4069114			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 8/1/24 12:00 AM
4069114			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	CLOSE 8/1/24 12:00 AM

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4072205	356646	LAB Autoclave	PM	Compliance	3	MONTHS	MECP Overflow &	CLOSE	8/1/24 12:00 AM
4072371			PM	Refurbish/Repl ace/Repair	2	MONTHS	Primary/Secondary Digester Doghouse Valve Switch (2m) 5529	COMP	8/1/24 12:00 AM
4072624	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION	PM	Refurbish/Repl ace/Repair	1	MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m)	COMP	8/1/24 12:00 AM
4083154	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	8/1/24 12:00 AM
4083154	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	8/1/24 12:00 AM
4083154	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	8/1/24 12:00 AM
4083161	336243	UV LIGHT BANK 1B	PM	Inspection	0		336243 UV LIGHT BANK 1B	COMP	8/1/24 12:00 AM
4091854			CORR	Refurbish/Repl ace/Repair	0		Fluid / Filter change, limit switch replacement on boom truck 5529	COMP	
4092289			CAP	Refurbish/Repl ace/Repair	0		Pressure Washing of the Primary Digester- Interior	CLOSE	
4095370	0000278044	BOILER DIGESTER / NATURAL GAS BOILER PM	CAP	Inspection	0		Annual Boiler Maintenance- Digester Boiler	COMP	
4096021			CORR	Refurbish/Repl	0		ferrous line cleanout	CLOSE	
4101410	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Repl ace/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	CLOSE	9/1/24 12:00 AM
4101415	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE	9/1/24 12:00 AM
4101630	356646	LAB Autoclave	PM	Inspection	1	YEARS	DO Probe Calibration (1y) 5529	COMP	9/1/24 12:00 AM
4101641	356646	LAB Autoclave	PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE	9/1/24 12:00 AM
4101646	356646	LAB Autoclave	PM	Administrative	1	YEARS	Lab Accreditation Check (1y) 5529	CLOSE	9/1/24 12:00 AM
4101648	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m)	CLOSE	9/1/24 12:00 AM
4101653	356646	LAB Autoclave	OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	COMP	9/1/24 12:00 AM
4101998	0000160037	ENGINE DIESEL STANDBY GENERATOR	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m)	COMP	9/1/24 12:00 AM
4102017	0000160037	ENGINE DIESEL STANDBY GENERATOR	PM	Refurbish/Repl ace/Repair	1	YEARS	Engine Diesel Stratford Insp/Service (1y) 5529	COMP	9/1/24 12:00 AM
4102520	0000278024	ANALYZER DO AERATION BLOWER BLDG	PM	Inspection	3	MONTHS	Aeration DO Analyzer Insp (1y) 5529	CLOSE	9/1/24 12:00 AM
4102549	356646	LAB Autoclave	PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	CLOSE	9/1/24 12:00 AM
4102609	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 5529	CLOSE	9/1/24 12:00 AM

4102758	356646	LAB Autoclave	OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	CLOSE	9/1/24 12:00 AM
4108336	356646	LAB Autoclave	OPER	Compliance	1	YEARS	NPRI Report (1 year) 5529	CLOSE	9/1/24 12:00 AM
4115706			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	9/1/24 12:00 AM
4115706			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	9/1/24 12:00 AM
4115706			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	9/1/24 12:00 AM
4115706			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	9/1/24 12:00 AM
4115706			PM	Refurbish/Replacement/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	9/1/24 12:00 AM
4115792			PM	Refurbish/Replacement/Repair	1	YEARS	Detritor Electric Heater Inspection Route (1y) 5529	COMP	9/1/24 12:00 AM
4115792			PM	Refurbish/Replacement/Repair	1	YEARS	Detritor Electric Heater Inspection Route (1y) 5529	COMP	9/1/24 12:00 AM
4115792			PM	Refurbish/Replacement/Repair	1	YEARS	Detritor Electric Heater Inspection Route (1y) 5529	COMP	9/1/24 12:00 AM
4118946	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER	PM	Inspection	1	MONTHS	Methane Gas Compressor Insp/Service	CLOSE	9/1/24 12:00 AM
4119108			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	9/1/24 12:00 AM
4119108			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	9/1/24 12:00 AM
4119108			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	9/1/24 12:00 AM
4119108			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	9/1/24 12:00 AM
4119108			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	9/1/24 12:00 AM
4119369	0000278169	FILTER CARTRIDGE	PM	Inspection	1	MONTHS	Shop Boiler Water Filter	CLOSE	9/1/24 12:00 AM
4120130	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION	PM	Refurbish/Replacement/Repair	1	MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m)	COMP	9/1/24 12:00 AM
4131529	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	9/1/24 12:00 AM
4131529	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP	9/1/24 12:00 AM

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4131529	336242	UV LIGHT BANK 1A	PM	Inspection	0		336242 UV LIGHT BANK 1A	COMP 9/1/24 12:00 AM
4131536	336243	UV LIGHT BANK 1B	PM	Inspection	0		336243 UV LIGHT BANK 1B	COMP 9/1/24 12:00 AM
4141302	0000160029	PANEL CONTROL FUEL TRANSFER PUMP GEN RM BLOWER BLDG	CORR	Refurbish/Replacement/Repair	0		Trouble shot generator day tank not functioning properly	CLOSE
4146106			PM	Refurbish/Replacement/Repair	0		Water Circulation pump #2 Digester boiler	CLOSE
4152244	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Replacement/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	COMP 10/1/24 12:00 AM
4152249	0000160515	METER FLOW METHANE GAS DIGESTER BUILDING	PM	Calibration	1	YEARS	Digester Gas Flowmeter Insp/Service (1y) 5529	COMP 10/1/24 12:00 AM
4152255	0000207018	METER LEVEL LIT-301 FERROUS CHLORIDE TANK 01 BLOWER BLDG	PM	Calibration	1	YEARS	Level Meter Lit 301 Chemical Insp/Service (1y) 5529	CLOSE 10/1/24 12:00 AM
4152260	0000207015	METER LEVEL LIT-302 FERROUS CHLORIDE TANK 02 BLOWER BLDG	PM	Calibration	1	YEARS	Level Meter Lit 302 Chemical Insp/Service (1y) 5529	CLOSE 10/1/24 12:00 AM
4152265	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	CLOSE 10/1/24 12:00 AM
4152448			PM	Inspection	3	MONTHS	Supervisor Spot Checks	COMP 10/1/24 12:00 AM
4152448			PM	Inspection	3	MONTHS	Supervisor Spot Checks	COMP 10/1/24 12:00 AM
4152448			PM	Inspection	3	MONTHS	Supervisor Spot Checks	COMP 10/1/24 12:00 AM
4152448			PM	Inspection	3	MONTHS	Supervisor Spot Checks	COMP 10/1/24 12:00 AM
4152448			PM	Inspection	3	MONTHS	Supervisor Spot Checks	COMP 10/1/24 12:00 AM
4152448			PM	Inspection	3	MONTHS	Supervisor Spot Checks	COMP 10/1/24 12:00 AM
4152450			PM	Inspection	1	MONTHS	PH Probe Insp/Calib	CLOSE 10/1/24 12:00 AM
4152455			OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m) 5529	COMP 10/1/24 12:00 AM
4152460			OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	COMP 10/1/24 12:00 AM
4152807	0000160037	ENGINE DIESEL STANDBY	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running	CLOSE 10/1/24 12:00 AM
4153032			PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	COMP 10/1/24 12:00 AM

4153071			OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 5529	COMP	10/1/24 12:00 AM
4153257			OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	COMP	10/1/24 12:00 AM
4158084	0000278100	MOTOR PROG CAV P201 RAW SLUDGE	PM	Refurbish/Repl ace/Repair	6	MONTHS	Raw Sludge Pump Motor Semi-Annual Inspection/Service (6m) 5529	COMP	10/1/24 12:00 AM
4165862			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	10/1/24 12:00 AM
4165862			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	10/1/24 12:00 AM
4165862			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	10/1/24 12:00 AM
4165862			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	10/1/24 12:00 AM
4165862			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	10/1/24 12:00 AM
4165876	0000278148	VALVE BACKFLOW	PM	Refurbish/Repl	1	YEARS	Third Party Annual	COMP	10/1/24 12:00 AM
4168711	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	PM	Inspection	1	MONTHS	Methane Gas Compressor Insp/Service (1m/6m/1y) 5529	CLOSE	10/1/24 12:00 AM
4169224			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	10/1/24 12:00 AM
4169224			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	10/1/24 12:00 AM
4169224			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	10/1/24 12:00 AM
4169224			PM	Inspection	1	MONTHS	BAR SCREEN INSPECTION/SERVICE	COMP	10/1/24 12:00 AM

						INSPECTION/SERVICE ROUTE (1m) 5529		
4169224			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	10/1/24 12:00 AM
4169411	0000278169	FILTER CARTRIDGE HOT WATER MAINT SHOP	PM	Inspection	1 MONTHS	Shop Boiler Water Filter Cartridge Change (1m) 5529	COMP	10/1/24 12:00 AM
4169626			PM	Compliance	3 MONTHS	WSER Quarterly Reporting (3m) 5529	CLOSE	10/1/24 12:00 AM
4169807			PM	Refurbish/Replace/Repair	2 MONTHS	Primary/Secondary Digester Doghouse Valve Switch (2m) 5529	COMP	10/1/24 12:00 AM
4170238	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION	PM	Refurbish/Replace/Repair	1 MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m)	COMP	10/1/24 12:00 AM
4171640			PM	Inspection	3 MONTHS	Fleet Vehicle Maintenance Checks (3m)	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising (6m) 5529	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replace/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM

[illegible]

4174331			PM	Refurbish/Replacement/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replacement/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4174331			PM	Refurbish/Replacement/Repair	6 MONTHS	Digester Building Valve Semi-Annual Exercising	COMP	10/1/24 12:00 AM
4182269	0000156110	METER FLOW FIT-500 FINAL EFFLUENT	PM	Calibration	1 YEARS	Meter Flow FIT-500 Final Effluent Calibration/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182272	0000160229	METER FLOW 140 EFFLUENT MAINTENANCE SHOP ELECTRICAL ROOM	PM	Calibration	1 YEARS	Meter Flow 140 Effluent manit. Shop Calib/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182275	0000160515	METER FLOW METHANE GAS DIGESTER BUILDING	PM	Calibration	1 YEARS	Meter Flow Methane Gas Digester Bldg Calib/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182278	0000207004	METER FLOW FIT-130 MAIN PLANT FLOW	PM	Calibration	1 YEARS	Meter Flow FIT-130 Main Plant Calibration/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182281	0000207005	METER FLOW FIT-120 PLANT BYPASS CCT BLDG	PM	Calibration	1 YEARS	Meter Flow Overflow Equalization Bldg Calib/Service(1y) 5529	COMP	10/1/24 12:00 AM
4182284	0000207013	METER FLOW 200 RAW SLUDGE	PM	Calibration	1 YEARS	Meter Flow 200 Raw Sludge Calibration/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182287	0000207017	METER FLOW FIT-400 WAS SLUDGE RM BLOWER BLDG	PM	Calibration	1 YEARS	Meter Flow FIT-400 WAS RAS Room Calibration/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182290	0000278156	METER FLOW FIT-410 RAS SLUDGE RM BLOWER BLDG	PM	Calibration	1 YEARS	Meter Flow FIT-410 RAS Bldg Calibration/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182293	0000278215	METER FLOW FIT-140 PRIMARY EFFLUENT TO AERATION INLET	PM	Calibration	1 YEARS	Meter Flow FIT-140 Primary Effluent Calib/Service (1y) 5529	COMP	10/1/24 12:00 AM
4182296	0000278163	METER FLOW FE 802 HAULED SLUDGE	PM	Calibration	1 YEARS	Meter Flow FE-802 Hauled Sludge Calibrations (1y) 5529	COMP	10/1/24 12:00 AM
4182299	0000278185	METER FLOW SLUDGE HAULING DOGHOUSE	PM	Calibration	1 YEARS	Meter Flow Sludge Hauling Doghouse Calibrations (1y) 5529	COMP	10/1/24 12:00 AM
4182492			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP	10/1/24 12:00 AM
4182492			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP	10/1/24 12:00 AM
4192124			CORR	Refurbish/Replacement/Repair	0	fixed missing bench grinder eye guards 5529	CLOSE	
4196822	0000160325	FAN EXHAUST MAINTENANCE SHOP	CORR	Refurbish/Replacement/Repair	0	Replaced faulty exhaust fan in garage 5529	CLOSE	
4197030			ADMIN	Inspection	0	Stratford, Black Creek, St Pauls ESA Inspections	CLOSE	
4197324	0000396974	FAN EXHAUST 310 CHEMICAL RM ROOF BLOWER BLDG	CORR	Refurbish/Replacement/Repair	0	faulty exhaust fan with disintegrated impeller rebuild 5529	CLOSE	

4201716	0000278028	AHU AIR HANDLING UNIT HVAC SYS INLET BLDG	PM	Refurbish/Repl ace/Repair	1	MONTHS	Air Handling Unit Filter Change/Inspection (1m) 5529	COMP	11/1/24 12:00 AM
4201718	0000160241	ANALYZER 01 GAS TRI DETECTOR SHOP ELECTRICAL ROOM	PM	Inspection	6	MONTHS	Third-Party Gas Detector Group Insp/Calib (6m) 5529	COMP	11/1/24 12:00 AM
4201718	0000160241	ANALYZER 01 GAS TRI DETECTOR SHOP ELECTRICAL ROOM	PM	Inspection	6	MONTHS	Third-Party Gas Detector Group Insp/Calib (6m) 5529	COMP	11/1/24 12:00 AM
4201718	0000160241	ANALYZER 01 GAS TRI DETECTOR SHOP ELECTRICAL ROOM	PM	Inspection	6	MONTHS	Third-Party Gas Detector Group Insp/Calib (6m) 5529	COMP	11/1/24 12:00 AM
4201721	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1	MONTHS	Alarm Dialer Testing (1m) 5529	COMP	11/1/24 12:00 AM
4201726	0000160311	PUMP GRINDER GDR- 201 RAW SLUDGE BASEMENT	PM	Refurbish/Repl ace/Repair	1	YEARS	Raw Sludge Grinder 201 Insp/Service (1y) 5529	COMP	11/1/24 12:00 AM
4201727	0000160313	PUMP CENT 202 GRINDER SLUDGE	PM	Refurbish/Repl ace/Repair	1	YEARS	Raw Sludge Grinder 202 Insp/Service (1y) 5529	COMP	11/1/24 12:00 AM
4201883			PM	Inspection	1	MONTHS	PH Probe Insp/Calib (1m) 5529	COMP	11/1/24 12:00 AM
4201888			OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m) 5529	COMP	12/3/24 12:00 AM
4201893			OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	COMP	11/1/24 12:00 AM
4202507	0000278077	PUMP SUBMERSIBLE 104 RAW SEWAGE	PM	Refurbish/Repl ace/Repair	6	MONTHS	Raw Sewage Pump 104 Insp/Service (6m/1y/5y) 5529	COMP	11/1/24 12:00 AM
4202508			PM	Compliance	1	YEARS	OG35 FEP Review (1y) 5529	COMP	11/1/24 12:00 AM
4202543			PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	COMP	11/1/24 12:00 AM
4202586			OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 5529	COMP	11/1/24 12:00 AM
4202756			OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	COMP	11/1/24 12:00 AM
4207120	0000278101	PUMP PROG CAV P- 201 PRIMARY SLUDGE BASEMENT	PM	Refurbish/Repl ace/Repair	1	YEARS	Raw Sludge Pump P201 Insp/Service (1y) 5529	COMP	11/1/24 12:00 AM
4213607			PM	Refurbish/Repl ace/Repair	1	MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	11/1/24 12:00 AM

4213607			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	11/1/24 12:00 AM
4213607			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	11/1/24 12:00 AM
4213607			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	11/1/24 12:00 AM
4213607			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	11/1/24 12:00 AM
4213682	0000278114	PUMP PROG CAV P-202 PRIMARY SLUDGE BASEMENT	PM	Refurbish/Replacement/Repair	1 YEARS	Raw Sludge Pump P202 Sludge Insp/Service (1y) 5529	COMP	11/1/24 12:00 AM
4215620	0000070305	COMPRESSOR GAS PRIMARY DIGESTER METHANE BOOSTER GAS PUMP RM	PM	Inspection	1 MONTHS	Methane Gas Compressor Insp/Service (1m/6m/1y) 5529	COMP	11/1/24 12:00 AM
4215786			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	11/1/24 12:00 AM
4215786			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP	11/1/24 12:00 AM

4215786			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 11/1/24 12:00 AM
4215786			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 11/1/24 12:00 AM
4215786			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 11/1/24 12:00 AM
4216266	0000278169	FILTER CARTRIDGE HOT WATER MAINT SHOP	PM	Inspection	1 MONTHS	Shop Boiler Water Filter Cartridge Change (1m) 5529	COMP 11/1/24 12:00 AM
4216419			PM	Compliance	3 MONTHS	MECP Overflow & Bypass Event Summary Report (3m) 5529	COMP 11/1/24 12:00 AM
4216851	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION	PM	Refurbish/Replacement/Repair	1 MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m)	COMP 11/1/24 12:00 AM
4226598			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP 11/1/24 12:00 AM
4226598			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP 11/1/24 12:00 AM
4237019			CAP	Refurbish/Replacement/Repair	0	Valve Replacements-Install	COMP
4243654	0000160345	PANEL ALARM/DIALER MAIN OFFICE	PM	Inspection	1 MONTHS	Alarm Dialer Testing (1m) 5529	COMP 12/1/24 12:00 AM
4243816			PM	Inspection	1 MONTHS	PH Probe Insp/Calib (1m) 5529	BUSCOMP 12/1/24 12:00 AM

4243821			OPER	Inspection	1	MONTHS	Daily O&M Activities Stratford WWTP (1m) 5529	COMP	12/1/24 12:00 AM
4243826			OPER	Inspection	1	MONTHS	TPM Insp/Maint Stratford WWTP (1m) 5529	BUSCOMP	12/1/24 12:00 AM
4244195	0000160037	ENGINE DIESEL STANDBY GENERATOR BLOWER BLDG	PM	Inspection	1	MONTHS	Diesel Generator Monthly Running Checks Insp/Test (1m) 5529	COMP	12/1/24 12:00 AM
4244417	0000278024	ANALYZER DO AERATION BLOWER BLDG	PM	Inspection	3	MONTHS	Aeration DO Analyzer Insp (1y) 5529	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244428			PM	Health and Safety	1	YEARS	Confined Space Hazard Assessment Review	COMP	12/1/24 12:00 AM
4244448			PM	Health and Safety	1	MONTHS	OG15 Facility OHSA Inspection (1m) 5529	COMP	12/1/24 12:00 AM
4244493			OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 5529	COMP	12/1/24 12:00 AM
4244633			OPER	Compliance	1	MONTHS	Sampling and Testing (1m) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6	MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM

[illegible]

4250258			PM	Inspection	6 MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6 MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6 MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6 MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4250258			PM	Inspection	6 MONTHS	Actuator Electric Inspection/Service Route (6m/1y) 5529	COMP	12/1/24 12:00 AM
4255786			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	12/1/24 12:00 AM
4255786			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	12/1/24 12:00 AM
4255786			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	12/1/24 12:00 AM
4255786			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	12/1/24 12:00 AM
4255786			PM	Refurbish/Replacement/Repair	1 MONTHS	Primary Clarifier Insp/Service Route (1m/1y) 5529	COMP	12/1/24 12:00 AM
4255831	0000278115	SAMPLER AUTOMATIC RAW SEWAGE INLET ELEC	PM	Refurbish/Replacement/Repair	1 YEARS	Raw Sewage Auto Sampler Annual Inspection (1y) 5529	COMP	12/1/24 12:00 AM
4257927			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE	COMP	12/1/24 12:00 AM

					INSPECTION/SERVICE ROUTE (1m) 5529		
4257927			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 12/1/24 12:00 AM
4257927			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 12/1/24 12:00 AM
4257927			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 12/1/24 12:00 AM
4257927			PM	Inspection	1 MONTHS	BAR SCREEN INSPECTION/SERVICE ROUTE (1m) 5529	COMP 12/1/24 12:00 AM
4258115	0000278169	FILTER CARTRIDGE HOT WATER MAINT SHOP	PM	Inspection	1 MONTHS	Shop Boiler Water Filter Cartridge Change (1m) 5529	COMP 12/1/24 12:00 AM
4258674	0000278081	BLOWER CENTRIFUGAL B-301 TURBO AERATION BLOWER BLDG	PM	Refurbish/Repl ace/Repair	1 MONTHS	Turbo Blower Monthly Intake Filter Replacements (1m) 5529	COMP 12/1/24 12:00 AM
4276508	0000356646	LAB FURNACE HEAT TREATING ADMIN BLDG	OPER	Refurbish/Repl ace/Repair	0	Replacement of Muffle Furnace- Stratford.	COMP
4278529			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP 12/12/24 12:00 AM
4278529			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP 12/12/24 12:00 AM
4278529			PM	Inspection	1 MONTHS	UV Light Insp/Clean/Service Route (1m) 5529	COMP 12/12/24 12:00 AM
4278871			PM	Compliance	1 YEARS	Sampling Calendar Review (1y) 5529	COMP 12/15/24 12:00 AM
4279351			EMER	Refurbish/Repl ace/Repair	0	Lift Station Network Communication Loss 5529	COMP

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Appendix D

Calibration Reports

(Appendices can be provided upon request to Clerk's Office)



Pierce Services
& Solutions Inc.

519.820.4853 Fax 519.824.9402

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Flow Transmitter

Assigned Number: FIT 200

Area Located: Stratford

Asset Number: 0000207013

Instrument Data

Manufacturer: ABB

Model Number: FET325-1AOP1B3CO

Type: Mag Meter

Serial Number: 240111976/Y073

Range: 0-50 l/s

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

Input %	Input	Theoretical	As Found	Pass/Fail
0	0	0.00 l/s	0.00 l/s	
10	10	5.00 l/s	5.00 l/s	Pass
20	20	10 l/s	10.00 l/s	Pass
15.25	8.23 l/s	8.23 l/s	8.23 l/s	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Verification of Original Calibration Only



SP =79

REF=62790

SM=33116

SM=35137

AMP=8

DCc=0

EV1=0mV

EV2=0mV

Checked By: Greg Pierce CCST

Signature:



Pierce Services
& Solutions Inc.

519.820.4853

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Flow Transmitter

Assigned Number: FIT 410

Area Located: Stratford

AMMS Number: 0000278156

Instrument Data

Manufacturer: Endress & Hauser

Model Number: 5W4C6H-53A9/0

Type: Mag

Serial Number: N4097C16000

Range: 0-1750 M3/HR

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
0	4.00 mA	0.00 m3/hr	0.00 l/s	Pass
25	8.00 mA	437.5 m3/hr	437.5 m3/hr	Pass
53	12.48 mA	927.56 m3/hr	927.56 m3/hr	Pass
75	16.00 mA	1312.5 m3/hr	1312.5 m3/hr	Pass
100	20.00 mA	1750 m3/hr	1750 m3/hr	Pass
52.8	12.44 mA	929.27 m3/hr	923.37 m3/hr	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Verification of original calibration only



20"

Checked By: Greg Pierce CCST

Signature: _____



Pierce Services
& Solutions Inc.

519.820.4853

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Hand Held Turbidimeter

Assigned Number: HH 8

Area Located: Stratford

Asset Number: 000336246

Instrument Data

Manufacturer: Hach

Model Number: 2100 Q

Part Number: LPG 439.01.00002

Serial Number: 23090D000614

Range: 0 - 8.00 NTU

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Water

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
	0.1 NTU	0.1 NTU	0.1 NTU	
	20 NTU	19.8 NTU	20.1 NTU	
	100 NTU	99.4 NTU	100.1 NTU	
	800 NTU	798 NTU	800 NTU	
	10.0 NTU	10.1 NTU	10.1 NTU	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Equipment in good shape, No issues



Checked By: Greg Pierce CCST

Signature: _____



Pierce Services
& Solutions Inc.

519.820.4853

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Hand Held Chlorine Analyzer

Assigned Number: 5

Area Located: Stratford

Asset Number: 0000278076

Instrument Data

Manufacturer: Hach

Model Number: DR 300

Part Number: LG 445.99.00000

Serial Number: 22020 B001988

Range: 0 - 5.00 mg/l

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Water

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
	0.00 mg/l	0.00 mg/l	0.00 mg/l	
	0.22 mg/l	0.22 mg/l	0.22 mg/l	Pass
	1.65 mg/l	1.65 mg/l	1.65 mg/l	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Equipment in good shape, No issues



Checked By: Greg Pierce CCST

Signature: _____



Pierce Services
& Solutions Inc.

519.820.4853 Fax 519.824.9402

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: DO Probe

Assigned Number: 2

Area Located: Stratford

Asset Number: 000278164

Instrument Data

Manufacturer: Hach

Model Number: HQ40d

Part Number: HQ40d

Serial Number: 110600055966

Range: 0 - 14

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
	4.01	4.14	4.01	Pass
	7	6.79	7.01	Pass
	10.02	9.49	10.01	Pass
	9.10mg/l	9.10 mg/l	9.10 mg/l	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Equipment in good shape, No issues



Checked By: Greg Pierce CCST

Signature: _____



**Pierce Services
& Solutions Inc.**

519.824.4853

Instrument Verification Sheet

Client Name: OCWA Stratford

Date: October 28, 2024

Equipment Description: Differential Pressure Transmitter

Assigned Number: FIT 101

Area Located: Stratford WPCP Digester Gas Room

Drawing Number: N/A

Instrument Data

Manufacturer: Fischer Porter

Model Number: 2408-30B-211

Type: Differential Pressure

Serial Number: 87A 1287

Range: 3 in - 20 in WTR

Accuracy: +/- 5%

Method Of Calibration: Fluke 719

Application: Methane Gas

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
		PSI .31 low		Pass
		PSI .59 High	520 w3/day	Pass
0%	4.00 mA	4.00 mA	4 mA	
100%	20.00 mA	20.00 mA	20 mA	
0.60%	Actual	4.61 mA	4.61 mA	Pass

Confirmed Run Mode: ✓

Comments:



Checked By: Greg Pierce CCST

Signature: _____



**Pierce Services
& Solutions Inc.**

Instrument Verification Sheet

519-824-4853

Client Name: OCWA Stratford

Date: October 28, 2024

Equipment Description: Flow Meter

Assigned Number: FIT 802

Area Located: Stratford WPCP Sludge Pump Room

Drawing Number: N/A

Instrument Data

Manufacturer: ABB

Model Number: FEW 315150H1S1A1B1A1A0P1B3A1

Type: Mag Meter 6"

Serial Number: 3K620000239452

Range: 0 - 80 l/s

Accuracy: +/- 1%

Method Of Calibration: Standard Verification

Application: Sludge

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
0%	0 mA	0 l/s	0 l/s	Pass
25%	8 mA	20 l/s	20 l/s	Pass
50%	12 mA	40 l/s	40 l/s	Pass
75%	16 mA	60 l/s	60 l/s	Pass
100%	20 mA	80 l/s	80 l/s	Pass

Confirmed Run Mode: ☒



Comments:

No Alarms

No Flow, Electrical Calibration Only

E1 - 15.54 K Ω

E12 - 0.033 \sqrt

E2 - 0.42 K Ω

CD1 - 179.93 mA

E1 - 0.308 \sqrt

CD2 - 33.87 Ω

E2 - 0.275 \sqrt

Signature:

Greg Pierce, CCST



**Pierce Services
& Solutions Inc.**

Instrument Verification Sheet

519-820-4853

Client Name: OCWA Stratford

Date: October 28, 2024

Equipment Description: Sludge Room

Assigned Number: FIT 801

Area Located: Stratford WPCP Dog House Day Bed

Drawing Number: N/A

Instrument Data

Manufacturer: Krohne

Model Number: Enviro Mag 2100 C

Type: Mag Meter 6"

Serial Number: C18503459

Range: 0 - 63.09 l/s

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Sludge

Calibration Data

Input %	Input	As Found	As Left	Pass/Fail
0%	4 mA	0 l/s	0 l/s	
25%	8 mA	15.77 l/s	15.77 l/s	
50%	12 mA	31.55 l/s	31.55 l/s	
75%	16 mA	47.32 l/s	47.32 l/s	
100%	20 mA	63.09 l/s	63.09 l/s	

Confirmed Run Mode: ✓

Comments:



NO FLOW, ELECTRICAL CALIBRATION ONLY

Coil Temp 222.5 F

Electrical Temp - 6.5 F

Continuity .219 ms/cm

Coil Resistance 80.5 Ohm

Signature: _____

Greg Pierce, CCST



Pierce Services
& Solutions Inc.

519.820.4853

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Flow Transmitter

Assigned Number: FIT 140

Area Located: Stratford

Asset Number: 0000160229

Instrument Data

Manufacturer: ABB

Model Number: FEW325500K1D4A1B1A1A3P2B3A1

Type: Mag 600 mm

Serial Number: 3K672525091446

Range: 0-4100 m3/hr

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

Input %	Input	Theoretical	As Found	Pass/Fail
0	4.00 mA	0.00 m3/hr	0.00 m3/hr	Pass
25	8.00 mA	1025 m3/hr	1025 m3/hr	Pass
50	12.00 mA	2050 m3/hr	2050 m3/hr	Pass
75	16.00 mA	3075 m3/hr	3075 m3/hr	Pass
100	20.00 mA	4100 m3/hr	4100 m3/hr	Pass
17.91	6.866 m3/hr	734.39 m3/hr	734.39 m3/hr	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Verification of original calibration only



V - 1.0058

E1 - 0.16 kΩ

E2 - 0.16 kΩ

E1 - 0.001 V

E2 - -0.001 V

E12 - -0.046 V

CDI - 179.92 mA

CDR - 47.85 Ω

Checked By: Greg Pierce CCST

Signature: _____



Pierce Services
& Solutions Inc.

519.820.4853

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Flow Transmitter

Assigned Number: FIT 502

Area Located: Stratford

Asset Number: 0000156110

Instrument Data

Manufacturer: Siemens

Model Number: LUT 400

Serial Number: PBD-R3014000

Type: Ultrasonic

Flume/Weir Type: sharp Crested Multi Weir

Range: 0-1300 m3/hr

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

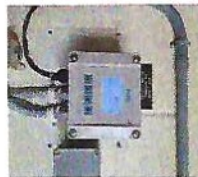
Input %	Input	Theoretical	As Found	Pass/Fail
0	0.0 cm	0.00 l/s	0.00 l/s	
	1 cm	67.5 l/s	67.58 l/s	Pass
	1.5 cm	124.00 l/s	124.48 l/s	Pass
	2 cm	190.92 l/s	191.16 l/s	Pass
	2.5 cm	266.82 l/s	267.32 l/s	Pass
	3.8 cm	500 l/s	500 l/s	Pass
	2.2 cm	201 l/s	201 l/s	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Confirmed with Isco Open Channel Flow



Handbook (sixth edition)

Checked By: Greg Pierce CCST

Signature:

Alphabetical Parameter Listing Milltronics LUT 420



Tag # Effluent Flow
Date: October 28, 2024

Parameter #	Parameter Description	Parameter Value	Value Description	Relay #
P001	Operation	1	Level measurement	
P002	Material	1	Liquid surface	
P003	Process Speed	2	Medium (1m/min)	
P004	Transducer	104	XPS 10	
P005	Units	1	Meters	
P006	Empty	4.87	Transducer to base	
P007	Span	4.6	Maximum reading	
P065	Reading Override Value	5.00	Relay Value Inserted	
P111	Pump Fixed Duty Setting	1	Pump Fixed Duty Setting	1
P112	Relay on Level		Meters	1
P113	Relay off Level		Meters	1
P309	Run Time		Hours	1
P111	Pump Fixed Duty Setting		Pump Fixed Duty Setting	2
P112	Relay on Level		Meters	2
P113	Relay off Level		Meters	2
P309	Run Time		Hours	2
P111	Pump Fixed Duty Setting		Pump Fixed Duty Setting	3
P112	Relay on Level		Meters	3
P113	Relay off Level		Meters	3
P309	Run Time		Hours	3
P111	Loss of Echo			4
P112	Relay on Level		Meters	4
P113	Relay off Level		Meters	4
P309	Run Time		Hours	4
P111	Loss of Echo			5
P112	Relay on Level			5
P113	Relay off Level			5
P309	Run Time			5
P340	Date of Manufacture	9:10:22		
P341	Run Time	804		
P342	Start Ups	69		
P650	Offset Calibration			
P651	Sound Calibration			
P652	Offset Correction			
P653	Velocity	335.206	Highest Temp	21.5
P654	Velocity at 20 C	344.1	Lowest Temp	2.3
P660	Temperature Source Fixed	1		
P791	Bus Error Count	8		
P802	Transducer Submergence	0		
3281	Max Temp	21.5		
3282	Min Temp	2.3		
	%	81.00%		
	Echo	79		
	Temp	18.4		
	mA	11.41		
	Level	22 mm		



Site Location: Stratford WWTP Effluent Flow LUT 420



Pierce Services
& Solutions Inc.

519.820.4853 Fax 519.824.9402

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Flow Transmitter

Assigned Number: FIT 130

Area Located: Stratford

Asset Number: 000207004

Instrument Data

Manufacturer: Siemens

Model Number: OCM III

Type: Ultrasonic

Flume/Weir Type: Sharp Crested 6m

Range: 0-1771.0 m³/hr

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

Input %	Input	Theoretical	As Found	Pass/Fail
0	0.0 cm	0.00 l/s	0.00 l/s	
	3 cm	206.248 m ³ /hr	206.248 m ³ /hr	Pass
	6 cm	583.358 m ³ /hr	583.358 m ³ /hr	Pass
	9 cm	1071.70 m ³ /hr	1071.70 m ³ /hr	Pass
	12 cm	1612.00 m ³ /hr	1649.48 m ³ /hr	Pass
30.9	5.27 cm	548.15 m ³ /hr	548.15 m ³ /hr	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Confirmed with Isco Open Channel Flow

Handbook (sixth edition)



Checked By: Greg Pierce CCST

Signature: _____



Pierce Services
& Solutions Inc.

Alphabetical Parameter Listing OCM III

Tag # Influent Flow FIT 130

Date: October 28, 2024

#	Parameter	Value	#	Parameter	Value
P0	Language	0	D0	Head	5.27
P1	Dimensional Units	0	D1	Flow Rate	548.56
P2	Temperature Units	0	D2	Short Total	29288.16
P3	Primary Element	0	D3	Maximum Flow Rate	4004.5
P4	Method of Calculation	1	D4	Minimum Flow Rate	69.50434
P5	Flow Rate Units	6	D5	Temperature	9
P6	Flow at Maximum Head	1771	D6	Maximum Temperature	25.36
P7	Height of Maximum Head	12.57979	D7	Minimum Temperature	-5.00
P8	Volts in at Zero Velocity	-	D8	Velocity	-
P9	Velocity at 5 Volts In	-	D9	Nominal Target Range	84
P10	Velocity at maximum flow	-	D10	Analog Milliamps	8.35
P13	Display Damping	0	D11	Internal DC Volts	29.99
P14	Display Lighting	0	D12	Velocity Volts	-
P15	Relay 1 Assignment	0	D13	Auxiliary Input Volts	0.00
P16	Relay 1 High Set Point	-	D14	Temperature Sensor Ohms	11033
P17	Relay 1 Low Set Point	-	D15	Self-test Checksum	0000H
P18	Relay 2 Assignment	0	D16	Restarts	1013
P19	Relay 2 High Set Point	-	D17	Exceptions	0
P20	Relay 2 Low Set Point	-	D18	Valid Echoes per 100	100
P21	Relay 3 Assignment	0			
P22	Relay 3 High Set Point	-			
P23	Relay 3 Low Set Point	-			
P24	mA assignment	0	F2	Run Mode I/s	0.00
P25	If Custom mA, 20 mA =?	-		Total X 1000	
P26	mA Span	0	F6	Software Identification Number	
P27	mA Damping	10	F7	View Min/Max Data	
P28	mA Options	0		Max Flow	4004.3
P29	Fail-safe Time	60		Time	03:13:21
P30	Fail-safe Analog Mode	0		Date	2026-02-24
P31	Fail-safe Analog mA	0		Min Flow	6.05
P32	Totalizer Multiplier	3		Time	07:57:33
P33	Flow Rate Display	1		Date	23-05-24
P34	Printer Mode	0		Max Temperature	25.36
P35	Printer Timing	-		Time	13:20:26
P36	Measurement Interval	0		Date	2001-08-24
P37	Serial Data Rate	5		Min Temperature	-4.99
P38	Site Number	0		Time	22:46:06
P39	Data Logging Rate	2		Date	19-01-24
P40	Log Rapid Set point	-	F8	Reset Min/Max Data	Yes
P41	Log Normal Set point	-			
P42	Head Determination	0			
P43	Volts in For Zero Head	-			
P44	Head at 5 Volts In	-			
P45	Low Flow Cut-off Head	0			
P46	Range at Zero Head	89.36641			
P47	Blanking Distance	30.48264			
U0	Exponent	1.5			

Site Location: Stratford WPCP

Cal_Oct2824_Stratford 3_Influent FIT 130



Pierce Services
& Solutions Inc.

519.820.4853 Fax 519.824.9402

Instrument Verification Sheet

Client Name: Ontario Clean Water Agency

Date: October 28, 2024

Equipment Description: Flow Transmitter

Assigned Number: FIT Bypass

Area Located: Stratford

Asset Number: 0000207205

Instrument Data

Manufacturer: Siemens

Model Number: OCM III

Serial Number: PDB/V130175

Type: Ultrasonic

Flume/Weir Type: Rectangular Weir
With End Contractions

Range: 0-15633 l/s

Accuracy: +/- 5%

Method Of Calibration: Standard Verification

Application: Waste Water

Calibration Data

Input %	Input	Theoretical	As Found	Pass/Fail
0	0.0 cm	0.00 l/s	0.00 l/s	
	5 cm	1365.3 l/s	1365.367 l/s	Pass
	10 cm	3861.9 l/s	3861.842 l/s	Pass
	15 cm	7094.7 l/s	7094.657 l/s	Pass
	20 cm	10922.9 l/s	10922.93 l/s	Pass
	25 cm	15265.3 l/s	15265.27 l/s	Pass

Confirmed Run Mode: ✓

Placed back in service: ✓

Comments:

Confirmed with Isco Open Channel Flow

Handbook (sixth edition)



Checked By: Greg Pierce CCST

Signature: _____



Pierce Services
& Solutions Inc.

Alphabetical Parameter Listing OCM III

Tag # Bypass Flow

Date: October 28, 2024

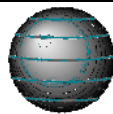
#	Parameter	Value	#	Parameter	Value
P0	Language	0	D0	Head	-364.80
P1	Dimensional Units	0	D1	Flow Rate	0
P2	Temperature Units	0	D2	Short Total	736024
P3	Primary Element	0	D3	Maximum Flow Rate	28626.53
P4	Method of Calculation	1	D4	Minimum Flow Rate	0
P5	Flow Rate Units	6	D5	Temperature	10.53
P6	Flow at Maximum Head	15633.09	D6	Maximum Temperature	100.89
P7	Height of Maximum Head	25.39999	D7	Minimum Temperature	-9.83
P8	Volts in at Zero Velocity	-	D8	Velocity	-
P9	Velocity at 5 Volts In	-	D9	Nominal Target Range	485
P10	Velocity at maximum flow	-	D10	Analog Milliamps	4.00
P13	Display Damping	0	D11	Internal DC Volts	29.99
P14	Display Lighting	0	D12	Velocity Volts	-
P15	Relay 1 Assignment	0	D13	Auxiliary Input Volts	0.01
P16	Relay 1 High Set Point	-	D14	Temperature Sensor Ohms	10839
P17	Relay 1 Low Set Point	-	D15	Self-test Checksum	0000H
P18	Relay 2 Assignment	0	D16	Restarts	719
P19	Relay 2 High Set Point	-	D17	Exceptions	0
P20	Relay 2 Low Set Point	-	D18	Valid Echoes per 100	32
P21	Relay 3 Assignment	0			
P22	Relay 3 High Set Point	-			
P23	Relay 3 Low Set Point	-			
P24	mA assignment	0	F2	Run Mode l/s	0.00
P25	If Custom mA, 20 mA =?	-		Total X 1000	
P26	mA Span	0	F6	Software Identification Number	
P27	mA Damping	10	F7	View Min/Max Data	
P28	mA Options	0		Max Flow	28626.53
P29	Fail-safe Time	60		Time	7:42:36
P30	Fail-safe Analog Mode	0		Date	03-02-23
P31	Fail-safe Analog mA	0		Min Flow	0
P32	Totalizer Multiplier	3		Time	7:03:03
P33	Flow Rate Display	2		Date	03-11-22
P34	Printer Mode	0		Max Temperature	100.88
P35	Printer Timing	-		Time	10:59:02
P36	Measurement Interval	0		Date	02-06-23
P37	Serial Data Rate	5		Min Temperature	-9.92
P38	Site Number	0		Time	21:26:45
P39	Data Logging Rate	2		Date	21:03:24
P40	Log Rapid Set point	-	F8	Reset Min/Max Data	Yes
P41	Log Normal Set point	-			
P42	Head Determination	0			
P43	Volts in For Zero Head	-			
P44	Head at 5 Volts In	-			
P45	Low Flow Cut-off Head	0			
P46	Range at Zero Head	118.745			
P47	Blanking Distance	61.01694			
U0	Exponent	1.522			

Site Location: Stratford WPCP

Cal_Oct2824_Stratford 2_Bypass Flow



2595 Dunwin Drive, Unit#2, Mississauga, ON, L5L 3N9
Phone: 905-569-6246 Fax: 905-569-6244 Toll Free: 1800-595-0514



SERVICE | *field calibration certificate/report*

CERTIFICATE NUMBER: 10242024-1

CUSTOMER	OCWA Stratford WWTP
ADDRESS PHONE	701 West Gore St. Stratford Ont. N5A-1L4 (519)271-9071
REQUESTED BY	Jeremy Schutt

VISUAL AND FUNCTIONAL INSPECTION

Visual Inspection – Sensors, enclosures, connections, display, switches, pushbuttons, nameplates, tags are to be checked for its presence, physical integrity, cleanliness, readability and adequacy of installation

Functional Inspection – Switches, pushbuttons, display, signal integrity, response to process variable and response to calibration standards are to be checked for functionality, response within manufacturer's and end-user specifications

The sensors were cleaned and the analyzer calibrated.

CALIBRATION DATA

PASS/FAIL CRITERIA +/- 0.3 ppm O₂

AYSIX MODEL MPA48 D.O. ANALYZER S/N 48A1239				
STANDARD	0.00 PPM	9.5PPM @ 18.0°C	0.00PPM	9.5PPM @ 18.0°C
Plant 1	AS FOUND		AS LEFT	
PROBE 1 S/N 10S6021 D.O.	0.00	9.4	0.00	9.5
DELTA	0.00	0.1	0	0
PASS/FAIL/COMMENTS	PASS	PASS	PASS	PASS
STANDARD	0.00 PPM	9.5PPM @ 18.4°C	0.00PPM	9.5PPM @ 18.4°C
	AS FOUND		AS LEFT	
PROBE 2 S/N 10S6196 DO	0.00	9.2	0.00	9.5
DELTA	0.00	0.3	0	0
PASS/FAIL/COMMENTS	PASS	PASS	PASS	PASS
STANDARD	0.00 PPM	9.4PPM @ 18.6°C	0.00PPM	9.4PPM @ 18.6°C
	AS FOUND		AS LEFT	
PROBE 2 S/N 10S6198 DO	0.00	13.1	0.00	9.4
DELTA	0.00	3.7	0	0
PASS/FAIL/COMMENTS	PASS	FAIL	PASS	PASS
STANDARD	0.00 PPM	9.4PPM @ 18.7°C	0.00PPM	9.4PPM @ 18.7°C
	AS FOUND		AS LEFT	
PROBE 2 S/N 10S10058 DO	0.20	9.1	0.00	9.4
DELTA	0.20	0.3	0	0
PASS/FAIL/COMMENTS	PASS	PASS	PASS	PASS

REFERENCE STANDARDS

Zero solution - solution of water saturated with sodium sulfite.
Span solution – Oxygen saturated clean water.

	PRINT NAME	SIGNATURE	DATE
PERFORMED BY	James Griffin		October 24 2024

Next calibration due October 2025

Certificate of Calibration and Conformity - Fixed Gas

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4000-0000 MSA ULTIMA X LEL
Serial Number: 104-1667488-20-001
Calibration Date: Dec 23 2024 9:00AM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 122795

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	47.0	LEL Methane (CH4) Lot: 304-402677920-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

122795 Task #2
Signed By: Jordan Eckel
on Mon December 23 2024 12:00

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4250-0000 ARMSTRONG AMC-1022
Serial Number: 12201285
Calibration Date: Dec 23 2024 9:00AM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 122795

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	49.0	LEL Methane (CH4) Lot: 304-402677920-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

122795 Task #3
Signed By: Jordan Eckel
on Mon December 23 2024 12:00

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Certificate of Calibration and Conformity - Fixed Gas

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4250-0000 ARMSTRONG AMC-1022
Serial Number: 12201286
Calibration Date: Dec 23 2024 9:00AM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 122795

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	47.5	LEL Methane (CH ₄) Lot: 304-402677920-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

122795 Task #4
Signed By: Jordan Eckel
on Mon December 23 2024 12:00

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London, ON
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Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
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Tel: (780) 628-7864

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Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4250-0000 ARMSTRONG AMC-1022 Methane
Serial Number: 12201287
Calibration Date: Dec 23 2024 9:00AM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 122795

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	53.0	LEL Methane (CH4) Lot: 304-402677920-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

122795 Task #5
Signed By: Jordan Eckel
on Mon December 23 2024 12:00

2085 Piper Lane
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8725 53 Ave.
Edmonton, AB
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145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Certificate of Calibration and Conformity - 4 Gas

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 7500-0000 PS200 (LEL/O2/CO/H2S) w/pump
Serial Number: 368812
Calibration Date: May 31 2024 12:00PM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 120644

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Calibration Information		Calibration Cylinder Information	
Scale	Before Reading	Gas Concentration and Tank Registration	Applicable?
Quad Gas Tank	N/A	Quad Gas Lot: 302-402509119 (25 PPM H2S, 100 PPM CO, 50 LEL, 18% O2, Balance N2)	✓
Hydrocarbon	39	N/A	
Carbon Monoxide	105	N/A	
Hydrogen Sulphide	25	N/A	
Oxygen	18.1	N/A	
Other Information:		General Comments:	
Zeroed Instrument/Sensor	Yes	Zeroed and calibrated unit, working well.	
Alarms Verified	Yes		
Attachments Checked	NA		
Battery Checked	Yes		

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

120644 Task #5
Signed By: Jordan Eckel
on Fri May 31 2024 2:22PM

Technician Signature

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Certificate of Calibration and Conformity - 4 Gas

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 7500-0000 PS200 (LEL/O2/CO/H2S) w/pump
Serial Number: 368812
Calibration Date: Dec 23 2024 9:00AM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 122795

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Calibration Information		Calibration Cylinder Information	
Scale	Before Reading	Gas Concentration and Tank Registration	Applicable?
Quad Gas Tank	N/A	Quad Gas Lot: 302-402980849 (25 PPM H2S, 100 PPM CO, 50 LEL, 18% O2, Balance N2)	✓
Hydrocarbon	32	N/A	
Carbon Monoxide	98	N/A	
Hydrogen Sulphide	24	N/A	
Oxygen	18	N/A	
Other Information:		General Comments:	
Zeroed Instrument/Sensor	Yes	Zeroed and calibrated unit, working well.	
Alarms Verified	Yes		
Attachments Checked	NA		
Battery Checked	Yes		

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

122795 Task #1
Signed By: Jordan Eckel
on Mon December 23 2024 12:00

Technician Signature

2085 Piper Lane
London, ON
N5V 3S5
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8725 53 Ave.
Edmonton, AB
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Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Certificate of Calibration and Conformity - Fixed Gas

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4000-0000 MSA ULTIMA X LEL
Serial Number: 104-1667488-20-001
Calibration Date: May 31 2024 12:00PM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 120644

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	44.0	LEL Methane (CH4) Lot: 304-402772574-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

120644 Task #1
Signed By: Jordan Eckel
on Fri May 31 2024 2:18PM

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
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145 McNamara Drive
Paradise, NL
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Tel: (709) 368-9000

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Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4250-0000 ARMSTRONG AMC-1022
Serial Number: 12201285
Calibration Date: May 31 2024 12:00PM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 120644

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	48.0	LEL Methane (CH4) Lot: 304-402772574-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

120644 Task #2
Signed By: Jordan Eckel
on Fri May 31 2024 2:19PM

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
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145 McNamara Drive
Paradise, NL
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Tel: (709) 368-9000

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Tel: (519) 659-1144

8725 53 Ave.
Edmonton, AB
T6E 5E9
Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Certificate of Calibration and Conformity - Fixed Gas

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4250-0000 ARMSTRONG AMC-1022
Serial Number: 12201286
Calibration Date: May 31 2024 12:00PM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 120644

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	51.0	LEL Methane (CH4) Lot: 304-402772574-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

120644 Task #3
Signed By: Jordan Eckel
on Fri May 31 2024 2:20PM

2085 Piper Lane
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Edmonton, AB
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Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Customer: OCWA STRATFORD HUB
701 West Gore Street
Raw sewage plant
STRATFORD, ON N5A 1L4

Make/ Model: 4250-0000 ARMSTRONG AMC-1022 Methane
Serial Number: 12201287
Calibration Date: May 31 2024 12:00PM - CC-JE
Calibrated by: Jordan Eckel
Service Order#: 120644

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location		Calibration Information	Calibration Cylinder Information	
Location	Gas Type	Before Reading	Gas Concentrations and Tank Registration	Adjusted Zero
	LEL Methane	51.0	LEL Methane (CH ₄) Lot: 304-402772574-1 (50% LEL, Balance Air 20.9)	Yes

Other Information:

Are relays working?	Yes
Are internal alarms working?	Yes
Were other peripherals checked?	Yes

Are relays working?	
Are internal alarms working?	
Were other peripherals checked?	

General Comments:

Zeroed and calibrated unit, working well.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.

120644 Task #4
Signed By: Jordan Eckel
on Fri May 31 2024 2:21PM

2085 Piper Lane
London, ON
N5V 3S5
Tel: (519) 659-1144

8725 53 Ave.
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145 McNamara Drive
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Tel: (780) 628-7864

145 McNamara Drive
Paradise, NL
A1L 0A7
Tel: (709) 368-9000

Appendix E

Modification of Works

(Appendices can be provided upon request to Clerk's Office)



Ministry of the
Environment,
Conservation and
Parks

Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA ON-SITE PRIOR TO THE SCHEDULED IMPLEMENTATION DATE.

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility

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

ECA Number
9501-BG3JPF

Issuance Date (mm/dd/yy)
06/10/20

Notice number (if applicable)

ECA Owner
The Corporation of the City of Stratford

Municipality
City of Stratford

Part 2: Description of the modifications as part of the Limited Operational Flexibility

(Attach a detailed description of the sewage works)

Replacement of all six pumps with four chemical feed pumps for the wet weather overflow disinfection with four Grundfos DDA-120-7 chemical feed pumps. The SMART digital DDA in a positive displacement, diaphragm dosing pump with variable-speed drive and intelligent control electronics with minimum energy consumption.

Chlorination

-Two (2) chemical metering pumps (one standby), each rated at 120L/h to dose chemical to the inlet chamber of the wet weather flow equalization tank No.2 equipped with an in-line mixer, and to the backup dosing point at the equalization tank distribution chamber

Dechlorination

-Two (2) chemical metering pumps (one standby), each rated at 120L/h to dose chemical to the inlet chamber of the wet weather flow equalization tank No.2 equipped with an in-line mixer, and to the backup dosing point at the bypass channel of the wet weather flow equalization tank No.2

Pump specifications and features listed below:

- Flow Rate up to 120 Liters/hour – 7 Bar Pressure;
- Turn-down ratio: 1:800;
- Service information display to show when service and which wear-part order number is required;
- Max. flow in slow mode 50%: 60 liters/Hour;
- Max. flow in slow mode 25%: 30 liters/Hour;
- Long lifetime and universal, chemically resistant full double PTFE diaphragm;
- Ball valves for highest dosing accuracy;
- Deaeration valve for easy startup. Operating modes:
 - Manual dosing in ml/h, l/h or gph;
 - Pulse control in ml/pulse (incl. memory function); and
 - Analog control 0/4-20 mA (scalable).

Description shall include:

1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)
2. Confirmation that the anticipated environmental effects are negligible.
3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 – Declaration by Professional Engineer

I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:

1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario;
 2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA;
 3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations.
- I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate

Name (Print)

Jeff Paznar

PEO License Number

100137929

Signature



Date (mm/dd/yy)

12/21/2023

Name of Employer

R.J. Burnside & Associates Ltd.**Part 4 – Declaration by Owner**

I hereby declare that:

1. I am authorized by the Owner to complete this Declaration;
 2. The Owner consents to the modification; and
 3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA.
 4. The Owner has fulfilled all applicable requirements of the *Environmental Assessment Act*.
- I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate

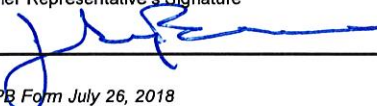
Name of Owner Representative (Print)

JOHN BOWES

Owner representative's title (Print)

MANAGER OF ENVIRONMENTAL SERVICES

Owner Representative's Signature



Date (mm/dd/yy)

12/21/23

Appendix F

Sludge Analysis

(Appendices can be provided upon request to Clerk's Office)



		2024															
Stored Sludge		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min
Arsenic: As Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	5.00	6.00	15.00	5.50	5.00	4.00	5.00	6.00	6.00	6.00	< 8.00	4.00		< 6.23	15.00	4.00
Cadmium: Cd Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	0.60	0.90	2.00	0.75	0.60	0.50	0.70	0.80	0.80	0.60	0.60	0.40		0.77	2.00	0.40
Cobalt: Co Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	12.00	16.00	28.00	8.50	7.00	5.00	7.00	6.00	5.00	4.00	4.00	3.00		8.77	28.00	3.00
Chromium: Cr Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	170.00	180.00	400.00	160.00	110.00	98.00	140.00	130.00	130.00	88.00	100.00	60.00		148.15	400.00	60.00
Copper: Cu Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	750.00	970.00	2000.00	880.00	650.00	560.00	880.00	810.00	870.00	680.00	750.00	500.00		860.00	2000.00	500.00
E. Coli: EC - cfu/100mL																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	7000.00	530000.00	620000.00	160000.00	190000.00	14500.00	2000000.00	870000.00	30000000.00	1390000.00	540000.00	26000000.00		4806269.23	30000000.00	7000.00
E. Coli: EC Dry Wt - cfu/g																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	1464.00	204633.00	548673.00	37235.50	52778.00	6017.00	549451.00	191209.00	8746356.00	492908.00	415385.00	5543710.00		1294388.85	8746356.00	1464.00
Mercury: Hg Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	0.25	0.35	0.71	0.45	0.36	0.29	0.44	0.66	0.41	0.28	0.31	0.23		0.40	0.71	0.23
Potassium: K Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	1400.00	3700.00	7400.00	2050.00	2300.00	2700.00	2000.00	1800.00	2700.00	1900.00	4000.00	1900.00		2761.54	7400.00	1400.00
Molybdenum: Mo Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	27.00	26.00	58.00	23.00	17.00	15.00	25.00	27.00	27.00	29.00	29.00	22.00		26.77	58.00	15.00
Nickel: Ni Dry Wt - mg/kg																	
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00			
	Lab Month.Mean	200.00	190.00	480.00	205.00	140.00	120.00	190.00	210.00	170.00	120.00	150.00	74.00		188.77	480.00	74.00



	Nitrate + Nitrite as N: NO3 + NO2 Dry Wt - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	< 60.00	< 120.00	< 270.00	< 75.00	< 90.00	< 120.00	120.00	< 70.00	< 90.00	< 110.00	< 230.00	< 64.00		< 114.92	270.00	60.00			
	Nitrite: NO2 MGKG - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	< 60.00	< 120.00	< 270.00	< 75.00	< 90.00	< 120.00	120.00	< 70.00	< 90.00	< 110.00	< 230.00	< 64.00		< 114.92	270.00	60.00			
	Nitrate: NO3 MGKG - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	< 60.00	< 120.00	< 270.00	< 75.00	< 90.00	< 120.00	< 80.00	< 70.00	< 90.00	< 110.00	< 230.00	< 64.00		< 111.85	270.00	60.00			
	Lead: Pb Dry Wt - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	73.00	100.00	300.00	145.00	160.00	130.00	130.00	89.00	59.00	35.00	28.00	17.00		108.54	300.00	17.00			
	Phosphorus: P Dry Wt - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	29000.00	28000.00	62000.00	26500.00	23000.00	21000.00	27000.00	29000.00	31000.00	21000.00	21000.00	25000.00		28461.54	62000.00	21000.00			
	Selenium: Se Dry Wt - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	4.00	5.00	10.00	4.50	4.00	< 4.00	4.00	4.00	4.00	< 4.00	< 8.00	< 2.00		< 4.77	10.00	2.00			
	Total Ammonia Nitrogen: NH3 + NH4 as N MGKG - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00	12.00						
	Lab Month.Mean	19000.00	26000.00	63000.00	22000.00	30000.00	17000.00		5100.00	5100.00	6200.00	14000.00	1300.00		19225.00	63000.00	1300.00			
	Zinc: Zn Dry Wt - mg/kg																			
	Lab Count	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00						
	Lab Month.Mean	2600.00	2500.00	5600.00	2150.00	1700.00	1700.00	2400.00	2800.00	2400.00	1500.00	1300.00	1500.00		2330.77	5600.00	1300.00			



MANAGEMENT REPORT

Date: March 11, 2025
To: Infrastructure, Transportation, Safety Sub-committee
From: Kirstin Riddell, Events Coordinator
Report Number: ITS25-006
Attachments: None

Title: Request for an Exemption to the Noise Control By-law 113-79 for the Caribbean and African Day Event

Objective: To consider a request from the Multicultural Association from Noise Control By-law 113-79 for the event taking place on May 25, 2025, between the hours of 10:00 a.m. to 12:00 a.m., including load-in and load-out times.

Background: Noise By-laws are designed to reduce and control both unnecessary and excessive sounds which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods. The Noise By-law identifies different rules and restrictions for noise based on four geographical areas throughout the city known as zones (Quiet zone, Residential zone, Commercial zone, Park zone).

The production, reproduction, or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79. The nature of this event would include the aforementioned sounds.

Below are the schedules and clauses within the Noise By-law applicable to this event that organizers are requesting an exemption to.

Schedule 2, Clause 2 – “The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction, or amplification of sound.”

Prohibited all day Sundays and Statutory Holidays, and from 5:00 p.m. of one day to 7:00 a.m. the next day.

Schedule 2, Clause 4 – “The loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects.”

Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. the next day.

Schedule 1, Clause 8 – “Unreasonable noise provision.”

Analysis: The event will be held in Market Square. As the event is taking place on a Sunday, event organizers are requesting an exemption to permit amplification of sound in a Commercial Zone.

The intent of this noise exemption request on Sunday, May 25, 2025, from 10:00 a.m. – 12:00 a.m. in a Commercial Zone, is to:

- Permit the operation of loudspeakers and amplification of sound for the duration of the event.
- Allow for certain noise during set up and take down.
- Support an exemption from the unreasonable noise provision for the duration of the event.

Notice of Intent to Neighbouring Residents

A notice of the noise exemption request was issued in the Town Crier and the event organizers hand delivered notices to residents within 120m of the event location. The deadline for comments due back to staff and organizers is Friday, March 21, 2025.

The Multicultural Association of Perth-Huron have hosted numerous events in the past in the City of Stratford. However, as this event is taking place on a Sunday with amplified sound, an exemption to Noise Control By-law 113-79 is subject to Council review and final approval.

Financial Implications:

There are no financial implications because of this report.

Alignment with Strategic Priorities:

Work Together For Greater Impact

This report aligns with this priority as it is a community-based event featuring festive activities to bring people of all ages together, strengthening the culture of the community.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Travel and Transport

Reducing the need to travel, encouraging walking, cycling and low carbon transport.

Staff Recommendation: THAT direction be given on the noise exemption requested by the Multicultural Association for the Caribbean and African Day event on Sunday, May 25, 2025, from 10:00 a.m. to 12:00 a.m. from the following provisions:

- **Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. the next day;**
- **Unreasonable noise provision [Schedule 1, Clause 8];**
- **Loading and unloading [Schedule 2 clause 4].**

Prepared by:

Kirstin Riddell, Events Coordinator

Recommended by:

Tim Wolfe, Director of Community Services

Joan Thomson, Chief Administrative Officer



**BY-LAW NUMBER XX-2025
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the execution of an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General to receive funds through the Fire Protection Grant program.

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, ("the Municipal Act, 2001") 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 Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board approval for \$30.0M grant over 3 years in funding to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided, known as the Fire Protection Grant;

AND WHEREAS Year one of the Fire Protection Grant focuses on firefighter health and safety (specifically cancer prevention measures) and minor infrastructure updates;

AND WHEREAS The Corporation of the City of Stratford was approved for funding to support the purchase of an NFPA rated extractor to properly wash and clean firefighting equipment as well as a second flashhood and structural firefighting gloves for each firefighter/officer who may be exposed to the carcinogens;

AND WHEREAS the Parties wish to enter into an Ontario Transfer Payment Agreement to receive funds through the Fire Protection Grant program;

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

1. That the Ontario Transfer Payment Agreement between The Corporation of the City of Stratford and His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General be entered into and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 28th day of April, 2025.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2025
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a tender by
Zamboni Company Ltd. the supply and delivery of a new
Electric Ice Resurfacer.

WHEREAS Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, (“the Municipal Act, 2001”) 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;

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

1. That the tender of Zamboni Company Ltd. for the supply and delivery of a new Electric Ice Resurfacer, be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.
2. That the accepted amount of the tender for the supply and delivery of a new Electric Ice Resurfacer is \$215,510.21, including HST.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 28th day of April, 2025.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2025
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 10-2022, as amended, with respect to zone change application Z05-24 to amend the Central Commercial (C3) Zone at 156 Albert Street to a Central Commercial (C3) Zone with site specific regulations.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

AND WHEREAS the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended;

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

1. THAT Schedule "A1", Map 5, to Zoning Bylaw 10-2022, is hereby amended:

by changing from Central Commercial (C3) Zone to a Central Commercial (C3) Zone with site specific regulations, those lands outlined in heavy solid lines and described as C3-___ on Schedule "A" attached hereto and forming part of this By-law, and known municipally as 156 Albert Street, Stratford, Ontario.

2. AND THAT By-law 10-2022, as amended, be further amended by adding to Section 15.9, being the Exceptions of the Central Commercial (C3) Zone, the following:

"15.9. ___

- a) Defined Area (156 Albert Street)
Central Commercial C3-___ as shown on Schedule "A", Map 5.
- b) Permitted uses shall include:
 - Apartment building with ground floor dwelling units within the Central Business District.
- c) Parking areas shall be permitted within driveway visibility triangles provided the parking areas do not encroach more than 1.6 metres into the driveway visibility triangles.

3. AND THAT this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and
FINALLY PASSED this 28th day of April, 2025.

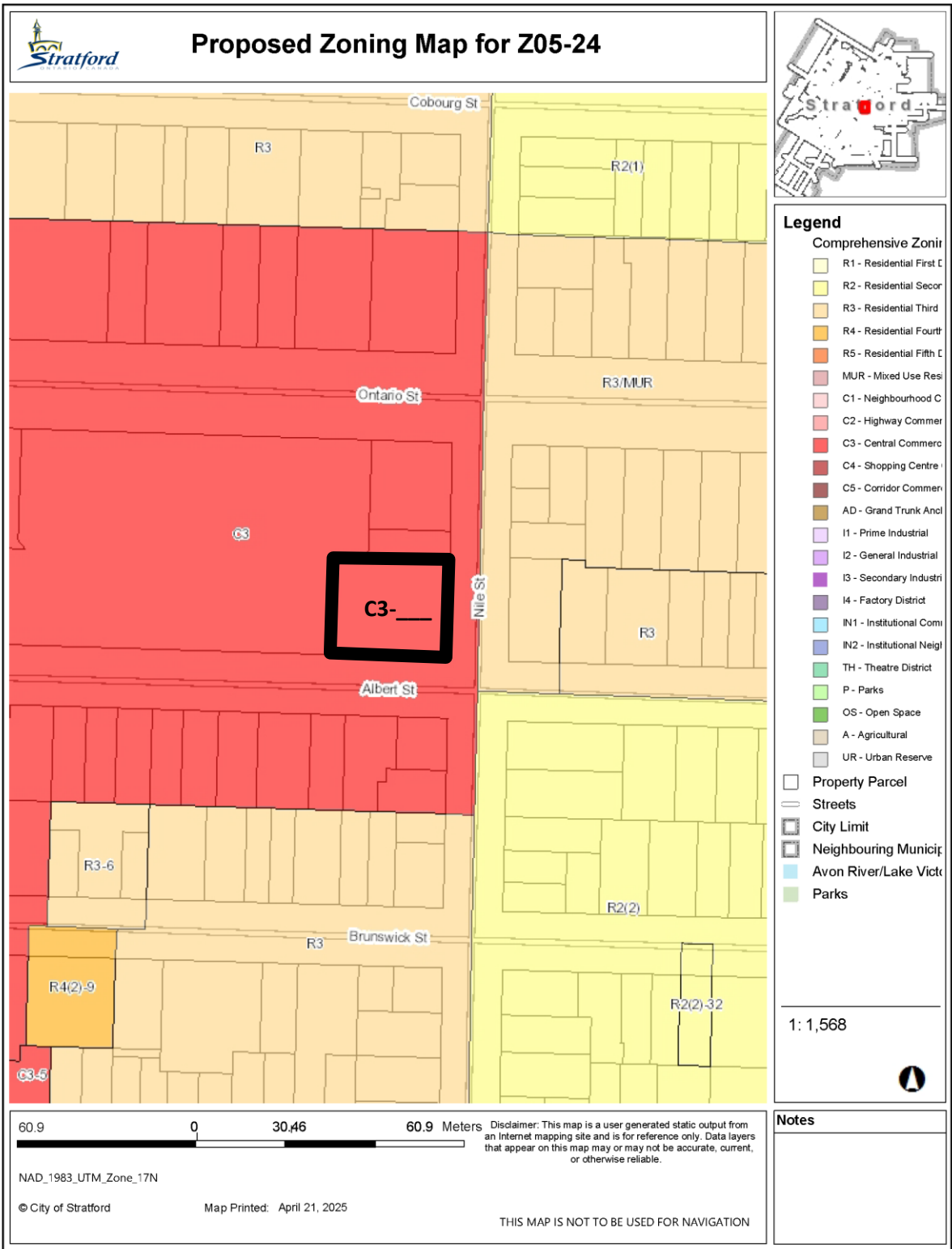
Mayor – Martin Ritsma

Clerk – Tatiana Dafoe

This is Schedule "A" to By-law XXX-2025

Adopted this 28th day of April, 2025

Amending By-law 10-2022 of the Corporation of the City of Stratford





**BY-LAW NUMBER XXX-2025
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a tender, execution of the contract and the undertaking of work by Elgin Construction Company Limited for the Avon Street and Avondale Avenue Reconstruction (T-2025-04).

WHEREAS Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, (“the Municipal Act, 2001”) 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;

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

1. That the tender (T-2025-04) of Elgin Construction Company Limited for the Avon Street and Avondale Avenue Reconstruction, be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.
2. That the accepted amount of the tender for the Avon Street and Avondale Avenue Reconstruction (T-2025-04) is \$3,843,881.88, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 28th day of April, 2025.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



STRATFORD CITY COUNCIL

CONSENT AGENDA

April 28, 2025

REFERENCE NO. CONSENT AGENDA ITEM

CA-2025-051 In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

- Lakeside Drive, westbound only, from Front Street to Waterloo Street, will be temporarily closed Monday, April 7, 2025 to allow for Warrior Hockey one-way traffic parking eastbound, beginning at 3 p.m. The closure will be removed after the game.
- O'Loane between Oakdale and Short Street is closed April 8, 2025 due to a tree limb on hydro lines.
- Lakeside Drive, westbound only, from Front Street to Waterloo Street, will be temporarily closed Friday, April 11, 2025 to allow for Warrior Hockey one-way traffic parking eastbound, beginning at 3 p.m. The closure will be removed after the game.
- Beginning April 14 to April 18, a double lane shift is required on Erie Street between Ontario Street and St. Patrick Street due to demolition equipment operations on Erie Street.

Northbound and southbound traffic will be reduced to single lanes.

CA-2025-052 Road Closure Request – Walk for Alzheimer's

I, Taylor Crinklaw, Director of Infrastructure Services, as authorized by By-law 102-2008, do hereby authorize the temporary closure to vehicular traffic of the below noted street for the time period noted:

On Saturday, May 24, 2025, from 7:00 a.m. to 12:00 p.m.:

- Richard Monette Way
- Queens Park Drive from Lakeside Drive north to Richard Monette Way
- Parkview Drive from Richard Monette Way to Water Street

That these temporary street closures are not subject to Ministry of Transportation approval with respect to a connecting link;

That the event organizer provides the Event Coordinator with the required certificate of insurance at least 48 hours prior to the event;

That the Events Coordinator cause notice of these temporary street closures to be posted to the City's website and to be sent to emergency services, Chamber of Commerce, and Stratford Tourism Alliance; and

That the Clerk's Office advise Council of these authorized temporary street closures on the next available Consent Agenda.

CA-2025-053

Road Closure Request – Miller Cup

I, Taylor Crinklaw, Director of Infrastructure Services, as authorized by By-law 102-2008, do hereby authorize the temporary closure to vehicular traffic of the below noted street for the time period noted:

On Tuesday, May 6, 2025, from 8:30 a.m. to 4:30 p.m.:

- Matilda Street between Oakdale Avenue and Smith Street

That these temporary street closures are not subject to Ministry of Transportation approval with respect to a connecting link;

That the event organizer provides the Event Coordinator with the required certificate of insurance at least 48 hours prior to the event;

That the Events Coordinator cause notice of these temporary street closures to be posted to the City's website and to be sent to emergency services, Chamber of Commerce, and Stratford Tourism Alliance; and

That the Clerk's Office advise Council of these authorized temporary street closures on the next available Consent Agenda.

CA-2025-054

Noise Exemption Request – Stratford Live Music and Food

I, Tim Wolfe, Director of Community Services, as authorized by By-law 135-2017, do hereby authorize that:

- An exemption be granted from Noise Control By-law 113-79 to the Stratford Live Music & Food Committee for the 2025 Stratford Live Music & Food Festival as follows:
 - For the amplification of sound in a Residential Zone [Schedule 2 clause 2] on Friday, June 20, and Saturday June 21, until 11:00 p.m. and Sunday, June 22, from 10:00 a.m. to 6:00 p.m.

- From the unreasonable noise provision [Schedule 1 clause 8] for the duration of the 2025 Stratford Live Music & Food event, including setup on Thursday, June 19 from 8:00 a.m. to 8:00 p.m. and take down on Sunday, June 22 from 6:00 p.m. to 8:00 p.m.
- That the grant of this exemption is subject to change should new information become available prior to the start of the Event;
- All other provisions of Noise By-law 113-79 that are applicable remain in force and effect.

CA-2025-055 Notification that the Community Services Department, Transit Division intends to call tenders in accordance with the City's Purchasing Policy for:

- 1 Regular Fuel Mobility Bus (Replacement)
- 1 Regular Fuel Mobility Bus (New)

Endorsement of the following resolution has been requested:

CA-2025-056 Resolutions regarding a response to Strong Mayor Powers designation:

1. Resolution from The Town of Amherstburg regarding Opposition to Strong Mayor Designation for the Town of Amherstburg.

Attachment – Letter from The Town of Amherstburg dated April 15, 2025.

2. Resolution from the Township of Rideau Lakes regarding Strong Mayor Powers.

Attachment – Letter from the Township of Rideau Lakes dated April 16, 2025.

3. Resolution from the Town of Parry Sound regarding response to Strong Mayor powers.

Attachment – Letter from the Town of Parry Sound dated April 22, 2025 and Resolution from The Municipality of North Middlesex Resolution of Council dated April 23, 2025.

4. Resolution from the Town of Greater Napanee regarding Opposition to Strong Mayor Powers.

Attachment – Letter from the Town of Greater Napanee dated April 23, 2025.

5. Resolution from the Township of Zorra regarding Opposition to Strong Mayor Powers.

Attachment – Letter from the Township of Zorra dated April 24, 2025.



Town of Amherstburg

OFFICE OF THE MAYOR

Michael Prue, Mayor

April 15, 2025

SENT VIA EMAIL

Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4
VIA EMAIL: premier@ontario.ca

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution# 20250414-011 - Opposition to Strong Mayor Designation for the Town of Amherstburg

At its regular meeting on **April 14, 2025**, Amherstburg Town Council passed **Resolution 20250414-011** in response to the Province's recent proposal to designate Amherstburg as a **"Strong Mayor" municipality**, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the Town of Amherstburg as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Town of Amherstburg has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Town of Amherstburg did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Amherstburg Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Amherstburg from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial



Town of Amherstburg OFFICE OF THE MAYOR

Michael Prue, Mayor

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

Michael Prue, Mayor
Town of Amherstburg

Cc: The Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Regional Members of Provincial Parliament
All Ontario Municipalities
The Association of Municipalities of Ontario (AMO)



**TOWNSHIP OF RIDEAU LAKES
Special Council Meeting**

RESOLUTION 104-2025
Title: MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)
Date: Wednesday, April 16, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

AND WHEREAS said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

NOW THEREFORE be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

YES: 5 NO: 2 ABSTAIN: 0 CONFLICT: 0 ABSENT: 1

Carried

YES: 5 Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings
Deputy Mayor P. Banks

NO: 2 Councillor Maxwell Councillor Pollard

CONFLICT: 0

ABSTAIN: 0

ABSENT: 1 Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES
Municipal Services Committee (PW)**

RECOMMENDATION: 78-2025

Title: Ontario Proposing to Expand Strong Mayor Powers to 169
Additional Municipalities

Date: Monday, April 14, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

AND WHEREAS these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

AND WHEREAS municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

AND WHEREAS there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

AND WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

AND WHEREAS the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

AND WHEREAS the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

AND WHEREAS democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

NOW THEREFORE be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
 - The Honourable Rob Flack Minister of Municipal Affairs and Housing
 - MPP Steve Clark
 - The Honourable Premier of Ontario Doug Ford
 - The Association of Municipalities of Ontario (AMO)
 - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
 - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5 NO: 3 ABSTAIN: 0 ABSENT: 0

Carried

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard



52 Seguin Street, Parry Sound, Ontario P2A 1B4
 Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Office of the Mayor

April 22, 2025

Honourable Rob Flack
 Minister of Municipal Affairs & Housing
 College Park, 17th floor,
 777 Bay St.
 Toronto ON M7A 2J3

Via email: minister.mah@ontario.ca

Dear Minister Flack,

On behalf of Council of the Town of Parry Sound, please accept my congratulations on your recent appointment as Minister of Municipal Affairs & Housing. It's an important Ministry and we look forward to working with you and Ministry staff.

The Ministry of Municipal Affairs & Housing provided notice on April 9th that the Ministry was seeking comments regarding its intent to extend strong mayor powers to an additional 169 municipalities, including the Town of Parry Sound. The comment period was open until April 16th. These additional powers are not powers that I as Mayor believe are necessary and do not wish to exercise them. At our April 15th meeting, Council unanimously voted to reject strong mayor powers, request the province to repeal the legislation, or alternatively permit municipalities to opt out.

We were disappointed that there was no previous communication before the April 9th letter, with a comment period of only one week. Contrary to provincial claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape and accelerate the delivery of key priorities, research by the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has found no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and moreover the strong mayor powers have blurred the political-administrative authority between the roles of head of council and Chief Administrative Officers (CAOs) and senior staff, threatening the neutrality of the public service and politicizing local government leadership. We have seen very questionable use by mayors with strong mayor powers.

Our public expects a democratic process. Given the overwhelming use of executive orders by the current US President and multiple respected analysts' concerns about the US slipping into authoritarianism, our country and its democratic institutions should be safeguarding these democratic principles that provide accountability to the public and not undermining them.

We encourage the provincial government to repeal this legislation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie McGarvey', with a long horizontal line extending to the right.


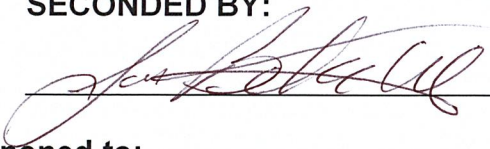
Jamie McGarvey
Mayor, Town of Parry Sound

c.c. Premier Doug Ford
MPP Graydon Smith
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Members of Town of Parry Sound Council
CAO Clayton Harris
Clerk Rebecca Johnson



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 047

DIVISION LIST	YES	NO	DATE: April 15, 2025
Councillor G. ASHFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOVED BY: 
Councillor J. BELESKEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor P. BORNEMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SECONDED BY: 
Councillor B. KEITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor D. McCANN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor C. McDONALD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mayor J. McGARVEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CARRIED: <input checked="" type="checkbox"/> DEFEATED: <input type="checkbox"/> Postponed to: _____			

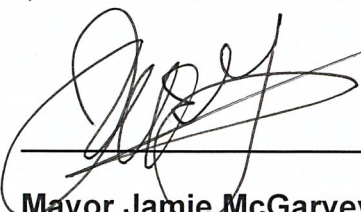
Whereas the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

Whereas the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and
Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

Whereas strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

Now Therefore the Council of the Corporation of the Town of Parry Sound hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

That this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



Mayor Jamie McGarvey



**THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX
RESOLUTION OF COUNCIL**

Member Present	YES	NO	DATE: APRIL 23, 2025
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Councillor A. Cornelissen	✓	_____	MOVED BY: 
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Councillor C. Daigle	✓	_____	
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Councillor B. Irwin	✓	_____	
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Councillor S. Nirta	✓	_____	SECONDED BY: 
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Deputy Mayor P. Hodgins	✓	_____	
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Mayor B. Ropp	✓	_____	
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RESULT: Carried

WHEREAS the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

WHEREAS the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

WHEREAS strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

NOW THEREFORE the Council of the North Middlesex hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

THAT this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Steve Pinsonneault, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



Executive Services
99-A Advance Avenue, Napanee, ON K7R 3Y5 www.greaternapanee.com

April 23, 2025

Township of Rideau Lakes
1439 County Road 8
Delta, ON K0E 1G0
Sent via email: mtruelove@rideaulakes.ca

Re: Strong Mayor Powers

To Whom It May Concern,

Please be advised that the Council of the Town of Greater Napanee passed a resolution at its regular session meeting of April 22, 2025 in support of your correspondence regarding Strong Mayor Powers Legislation. A copy of the resolution is enclosed for your reference.

Please do not hesitate to contact me at jwalters@greaternapanee.com if you require any further information with respect to this resolution.

Sincerely,

Jessica Walters
Clerk

cc: Honourable Premier Doug Ford
Honourable Ric Bresee, MPP Hastings-Lennox and Addington
Honourable Rob Flack, Minister of Municipal Affairs and Housing
AMO
AMCTO
All Ontario municipalities

RESOLUTION #194/25 Pinnell Jr., Norrie

That the Town of Greater Napanee sends a letter of support to the Township of Rideau Lakes in regard to their opposition of Ontario Expanding Strong Mayor Powers to 169 Additional Municipalities, and that the Town of Greater Napanee also request to be excluded from the Strong Mayor Powers;

And that a copy of the letter of support be sent to the Honorable Premier Doug Ford, the Honorable MPP Ric Bresee; the Honorable Rob Flack, Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, and all other municipalities in Ontario for their consideration and support.

For: 5 Opposed: 2 Abstained:0 Absent: 0

CARRIED.

For:

Councillor Schenk, Councillor Hicks, Councillor Pinnell Jr., Councillor Norrie, Councillor Martin

Opposed:

Mayor Richardson, Deputy Mayor Calver



April 24, 2025

Hon. Doug Ford
Premier of Ontario

Via email: Premier@ontario.ca

At the April 16, 2025 regular meeting of the Council of the Township of Zorra, the following resolution was passed:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Zorra opposes the expansion of Strong Mayor Powers;

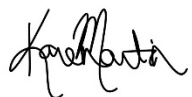
AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

AND THAT the Council encourages advocacy for democratic principles and for municipal governance systems that prioritize collaboration, inclusivity, and democratic engagement;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

Disposition: Carried

Yours truly,



Karen Martin
Clerk
Township of Zorra

25-009

CC: Hon. Rob Flack, Minister of Municipal Affairs and Housing minister.mah@ontario.ca
All Ontario Municipalities
Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca



**BY-LAW NUMBER XX-2025
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 April 28, 2025.

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

AND WHEREAS subsection 5(3) of the Municipal Act, 2001, 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 April 28, 2025, 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 28th day of April, 2025.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe