



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

Date: Wednesday, February 26, 2020

Time: 4:30 P.M.

Location: Council Chamber, City Hall

Sub-committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Gaffney, Councillor Ingram, Councillor Sebben

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Michael Humble - Director of Corporate Services, Michael Mortimer - Manager of Environmental Services, Tatiana Dafoe - Acting Clerk, Jodi Akins - Council Clerk Secretary

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

.....

3. Delegations

None scheduled.

4. Report of the Director of Infrastructure and Development Services

4.1 Responsible Pet Ownership Campaign (ITS20-011)

4 - 10

Motion by _____

Staff Recommendation: THAT the City proceed with a Responsible Pet Ownership Campaign in conjunction with the Stratford Perth Humane Society at a cost of \$4,600 including HST.

5. Report of the Manager of Environmental Services

5.1 2019 Water Summary Report (ITS20-012)

11 - 27

Motion by _____

Staff Recommendation: THAT the 2019 Water Summary Report be received for information.

6. Report of the Project Engineer

6.1 Redford Crescent Reconstruction (St. Vincent Street to St. Vincent Street) – Open House and Recommendations (ITS20-014)

28 - 34

Motion by _____

Staff Recommendation: THAT Council receive for information the description of the proposed design for Redford Crescent Reconstruction;

THAT Council receive for information the comments from the public open house conducted on January 22, 2020;

AND THAT Council accept the design and authorize proceeding to tender for construction.

7. Report of the Acting Clerk

7.1 Microchipping as Sole Method of Cat and Dog Licensing (COU20-013)

35 - 38

Motion by _____

Staff Recommendation: THAT the report entitled "Analysis of Animal Control Working Group Recommendation – Microchipping as Sole Method of Cat and Dog Licensing" be received for information;

THAT the current method of licensing cats and dogs in the City of

Stratford be maintained;

AND THAT the Acting Clerk, or designate, undertake a review of cat and dog licensing fee discounts for microchipping and provide a recommended fee structure as part of the 2020 Animal Control By-law amendments.

8. Capital Project Update

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

9. Advisory Committee/Outside Board Minutes

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

10. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is March 25, 2020 at 4:30 p.m. in the Council Chamber, City Hall. Councillor Burbach has provided regrets for this meeting.

11. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

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



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: ITS20-011
Attachments: Responsible Pet Ownership Campaign Proposal

Title: Responsible Pet Ownership Campaign

Objective: The City received a request from a resident requesting the City of Stratford enact a by-law requiring the leashing of cats when outdoors and not allowed to roam freely. The concern was raised as a result of a recent report published in the journal *Science* (September 2019) of the decrease in the bird population by 3 billion (29%) when compared to the 1970 population.

Background: In early 2018, Council was presented with a summary report as a result of the work done by the Animal Control Working Group (ACWG). The ACWG reviewed numerous issues including the leashing of cats. The ACWG was opposed to the leashing of cats and were in support of the City's Animal Control By-law 195-2002 that allows cats to be at large provided they have an identification tag or have a valid microchip. Feral cats are also permitted to roam at large. A public survey was done with 51% in favour of allowing cats to roam at large. The ACWG also recommended a public education program with the emphasis that cats should be kept indoors.

Analysis: City staff approached the Stratford Perth Humane Society to provide a proposal to launch a Responsible Pet Ownership campaign. The campaign, to develop wider awareness, would be aimed at residents of Stratford, as well as, pet owners. The Humane Society has recommended a number of marketing elements that are shown on the attached proposal.

The purpose of the campaign is to provide information on:

- Principles of responsible pet ownership
- Main highlights of the by-laws
- Lost and found procedures
- Contact numbers

- Why licensing is important (more likely to be reunited, identification for officers, ensures that this service can be provided and lost dogs helped in the community)
- Adopting from your local shelter to help homeless pets in your community
- Services available to responsible pet owners in the community: low cost spay neuter, TNR and barn cat program, low cost drop-in microchipping services, low cost rabies and microchip clinics, behaviour hotline.

The proposal also included information on updating the City's website. This initiative has been undertaken by City staff.

Financial Impact: The cost to develop the 10,000 pieces of the various Responsible Pet Ownership Campaign components is approximately \$4,600 including HST which is approximately \$4,150 after the partial HST rebate. This is for the printed materials only. The Humane Society will distribute the materials at no additional cost to the City. Funding for the materials would be provided from the approved 2020 Roads Operating Budget.

Strategic Priority that Aligns with Recommendation:

Strengthening our Plans, Strategies and Partnerships

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

Staff Recommendation: THAT the City proceed with a Responsible Pet Ownership Campaign in conjunction with the Stratford Perth Humane Society at a cost of \$4,600 including HST.



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



Responsible Pet Ownership Campaign Proposal

City of Stratford

Overview

The following proposal outlines options for the launch of a Responsible Pet Ownership campaign aimed at Stratford residents and particularly, pet owners. It is recommended that this project be executed as a campaign, versus individual marketing efforts, to receive wider awareness.

Marketing Elements

We would recommend the following marketing pieces to support the campaign:

1) Responsible Pet Ownership brochure

- 8.5x14, two-sided, full colour brochure
- Either roll fold, tri fold or accordion

5000 brochures: Approx \$550 with taxes and shipping

7500 brochures: Approx \$965 with taxes and shipping

10,000 brochures: Approx \$990 with taxes and shipping

Information to include:

- Principles of responsible pet ownership
- Main highlights of the bylaws
- Lost and found procedures
- Contact numbers
- Why licensing is important (more likely to be reunited, identification for officers, ensures that this service can be provided and lost dogs helped in the community)
- Adopting from your local shelter to help homeless pets in your community

How to use:

- Sent in all licensing mailers with receipts
- Handed out at events, town hall and at the animal centre
- Could ask vets and pet stores to stock as well

Examples:

Calgary has great responsible pet ownership brochures and information on their website:

https://catsandbirds.ca/wp-content/uploads/sites/3/2017/09/Calgary-responsible_cat_ownership-brochure.pdf



2) Magnet – contact for bylaw and animal control services, where to find bylaw info etc

- 2x3.5, full colour
- Co-branded logos

1000 magnets: Approx \$200 with taxes and shipping

2000 magnets: Approx 370 with taxes and shipping

3000 magnets: Approx \$720 with taxes and shipping

5000 magnets: Approx \$790 with taxes and shipping

Information to include:

- Where to call for lost/found pet, to make pet owners aware that we are the animal control contractor (help increase return to owner rate – many people still don't know where to call to find a lost pet)
- Where to find bylaw information

How to use:

- Sent in all licensing mailers with receipts
- Handed out at events, at town hall and at the animal centre
- Could ask vets and pet stores to stock as well

3) Buckslip – services for responsible pet owners

- 8.5x3.5, double sided, full colour

5000 buckslips: Approx \$170 with taxes and shipping

7500 buckslips: Approx \$245 with taxes and shipping

10,000 buckslips: Approx \$345 with taxes and shipping

Information to include:

- Services available to responsible pet owners in the community: low cost spay neuter, TNR and barn cat program, low cost drop-in microchipping services, low cost rabies and microchip clinics, behaviour hotline.
 - Part of responsible pet ownership is ensuring your pet is fixed (preventing unplanned litters or overpopulation), vaccinated and not roaming – to name a few. These services help to combat issues bylaw would often deal with (feral hotspots, cat overpopulation, roaming cats, dog-at-large, aggressive dogs etc)

How to use:

- Sent in all licensing mailers with receipts
- Handed out at events, at town hall and at the animal centre
- Could ask vets and pet stores to stock as well



4) Pop-Up Banner – promoting responsible pet ownership

- 33x81, full colour

1 banner: Approx \$170 with taxes and shipping

Information to include:

- Imaging of responsible pet owners
- Where to find information about responsible pet ownership and accessible services for responsible pet ownership

How to use:

- In town hall lobby, at the animal centre, at local events that the city attends or hosts

5) Door Hangers

- 8.5x3.5, double sided, full colour

5,000 door hangers: Approx \$475 with taxes and shipping

10,000 door hangers: Approx \$850 with taxes and shipping

Information to include:

- side 1: responsible pet ownership highlights, link to the city's website/responsible pet ownership page, including brochure
- side 2 – friendly licensing reminder if they have pets, could have a blank space for officer name and number if they want to

How to use:

- Used by officers doing door to door, could be used as a blanket campaign in dense living areas (ie city centre)
 - Show a friendly side to the officers
 - Show that the City is trying to encourage a safe, friendly, pet friendly Town, working in partnership with their local humane society to ensure that all pets are cared for.

TOTAL COST (at 5,000 pieces): \$2,705

TOTAL COST 9at 10,000 pieces): \$3,935

***all items have been costed through eprintfast.com (large run printer with low pricing). If you have a contracted printer, please feel free to provide this information to them for pricing.**



Notes

- If budget is smaller, we would recommend the brochure and the magnets. The pop up banner could also be changed for a roll banner with grommets (72x36 banner would be roughly \$70 including taxes and shipping).
- If budget is larger, we would recommend adding some promo items to spread awareness in the community at local events:
 - Branded poop-bag holders and poop bags (to encourage stoop and scoop!)
 - Branded frisbees, pet bowls, can lids
 - 4imprint is a cost friendly supplier

Design

PLEASE NOTE: The pricing provided is for printing/product only and does not include the product design. Designs would need to be created by a graphic designer.

The Humane Society would be pleased to work with the City's graphic designer to provide images, content and layout suggestions to complete the project.

Other Campaign Elements

We would recommend tying in other campaign elements such as:

- Press release
- Social media campaign throughout the year
- Find other avenues to disseminate information:
 - Some towns/cities will use things like tax mailouts, hydro or water bills etc to include brochures or buckslips
- Get out in the community! Find local events to bring a booth to, hand out information and free swag.
 - There have been successful campaigns by animal services groups, bylaw departments and even small towns with just a local pound contractor, because they find as many local events as possible and attend them. The awareness in the community spreads, bylaw officers are seen as friendly and approachable, and pet owners are typically keen to ask questions when they have a more friendly opportunity. It's also a great way to hear about any issues in the community.
 - Use City swag – pens, poop bag holders, frisbees etc to hand out and draw people in.
- Create a responsible pet ownership webpage on your website
 - Include brochure
 - Give more information as to what responsible pet ownership is
 - List services for the responsible pet owner
 - List where to find bylaws
 - List contact information of who to call, and for what



Website Notes

One of the main complaints we get from the public is that they don't know where to find animal control information through their City. If it's buried on the city's website, they often can't find it.

Right now, animal control and bylaw is under the WILDLIFE tab on your website.

From the HOME page, the user can hover over LIVE HERE, but there is no wildlife option from this menu. You have to click MORE SERVICES.

From any other page, when you hover over LIVE HERE, you get a full list of services, but no "animal control" or other option, just WILDLIFE. To the average user though, they would not click on WILDLIFE if they had a stray dog/cat, licensing or bylaw issue.

Recommendation: To help increase awareness for responsible pet ownership, along with adherence and recognition of the bylaws, we would recommend separating WILDLIFE and creating two new pages:

- Animal Control – listing services, times that services are offered, processes and who to call. Place this option in the home page menu under LIVE HERE.
- Responsible Pet Ownership – link to brochure, responsible pet ownership of cats, dogs, other domestic pets, links to accessible services for the responsible pet owner, or lower income residents, and other responsible pet ownership information. Also place on the LIVE HERE menu, and include a link to this page from the Animal Control webpage.

Conclusion

The Humane Society of Kitchener Waterloo and Stratford Perth would be pleased to work with the City of Stratford to develop a robust and effective Responsible Pet Ownership campaign. We believe that with our strong partnership, we could bring a lot of awareness to the topic.



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation & Safety Sub-committee
From: Mike Mortimer, Manager of Environmental Services
Report#: ITS20-012
Attachments: 2019 Water Summary Report

Title: 2019 Water Summary Report

Objective: To present the 2019 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.Reg170/03), 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. The report will be found on the City of Stratford website by this date.

Analysis: This 2019 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.

Overall, there are no non-compliances or adverse water quality incidents to report for 2019.

Once received and approved by Council, the 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: 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, a financial impact could occur if requirements of the Acts and Regulations are not met, resulting in non-compliance penalties.

Strategic Priority that Aligns with Recommendation:**Developing our Resources**

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

Staff Recommendation: THAT the 2019 Water Summary Report be received for information.



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



The City of Stratford

Water Distribution and Supply



Summary Report

2019

City of Stratford Members of Council

March 2020

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2019 SUMMARY REPORT

1.0 OVERVIEW AND BACKGROUND

Safe Drinking Water Act

Ontario Regulation 170/03, Schedule 22-2, requires that owners of municipal drinking water systems prepare a summary report and present this report to the members of Municipal Council by March 31 of each year. The report is prepared for the previous calendar year, and the following criteria must be included as per the regulation:

- a) List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any order applicable to the system that was not met at any time during the period covered by the report.
- b) For each requirement referred to in clause (a) that was not met specify the duration of the failure and the measures that were taken to correct the failure.
- c) A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- d) A comparison of the summary referred to in (c) to the rated capacity and flow rates approved by the system's approval, drinking water works permit or municipal drinking water licence.

This Summary Report also 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.

Municipal Drinking Water Licensing Program

A Municipal Drinking Water License (MDWL) is required to operate the drinking water system. The Municipal Drinking Water License (# 074-101 - Issue Number 4) is valid until June 24, 2020. A copy of this license can be viewed at 82 Erie Street, 3rd Floor Engineering. The application for renewal was submitted to the Ministry of Environment, Conservation and Parks (MECP) in December 2019 and there are no expected issues with the renewal process.

Five requirements must be achieved to obtain an MDWL.

- A valid Drinking Water Works Permit
- A valid Permit to Take Water for each source
- An Operational Plan
- Must have an Accredited Operating Authority
- A Financial Plan approved by City Council

2019 SUMMARY REPORT

Drinking Water Works Permit (#074-201 – Issue 3)

The Drinking Water Works Permit (Issue Number 3) was issued in December of 2016 and is valid until June 24, 2020. A copy of this Permit can be viewed at 82 Erie Street, 3rd Floor Engineering.

Permit to Take Water (# 6661-77DL9X)

The Permit to Take Water (PTTW) expires on February 15, 2027, and includes water taking information and recordkeeping requirements for 11 production wells and several monitoring wells.

Operational Plan

An Operating Authority must establish and maintain a Quality Management System (QMS) to become accredited. This QMS is documented in an Operational Plan which must be accepted by the Ministry of Environment, Conservation and Parks. The Operational Plan contains 21 elements and numerous appendices and tables and is reviewed and amended on a continuous basis. The City of Stratford Operational Plan can be viewed at 82 Erie Street, 3rd Floor Engineering.

Accredited Operating Authority

The Safe Drinking Water Act, 2002 requires Owners and Operating Authorities of municipal residential drinking water systems to have an accredited Operating Authority. There are specified minimum requirements that must be met to become accredited by a third party Accreditation Body.

The Certificate of Accreditation was issued on November 22, 2019 and expires on April 22, 2022.

Financial Plan

A Water and Wastewater Rate Study was completed by Watson and Associates in February 2020 for the City of Stratford and meets the requirements of the Municipal Drinking Water Licensing Program. This study will be sent to the Ontario Ministry of Municipal Affairs and Housing once final approval by Council is obtained. This is expected to be completed in March 2020. A copy of the report can be viewed on the City of Stratford website or at 82 Erie Street, 3rd Floor Engineering.

2019 SUMMARY REPORT

2.0 HEALTH-RELATED NOTIFICATIONS – BOIL WATER ADVISORIES (BWA) / DRINKING WATER ADVISORIES (DWA)

The City of Stratford, in collaboration with the Perth County District Health Unit, ensures a safe water supply. There were no BWA or DWA issued during 2019.

3.0 REGULATORY COMPLIANCE

Regulations & Documents

All municipal owned and operated water systems are governed under the Safe Drinking Water Act, 2002, Ontario Water Resources Act (OWRA), and associated regulations. The following regulations and associated standards and documents are all applicable, and most relevant, to the compliant operation of the City of Stratford Drinking Water system:

- Ontario Regulation 170/03
- Ontario Regulation 169/03
- Ontario Regulation 128/04
- Wells Regulation 903 (OWRA)
- Drinking Water Quality Management Standard
- Municipal Drinking Water License & Drinking Water Works Permit

Ontario Regulation 170/03

This regulation includes requirements for:

- Sampling and analytical testing (microbiological and chemical)
- Adverse incident reporting
- Corrective actions
- Continuous water quality monitoring

Supporting documents include:

- Watermain Disinfection Procedure
- Procedure for Disinfection of Drinking Water

Ontario Regulation 169/03

This regulation includes requirements for:

- Water Quality Standards

2019 SUMMARY REPORT

Ontario Regulation 128/04

This regulation includes requirements for:

- Classifications of Drinking Water Systems
- Certifications of Operators
- Responsibilities of Operators
- Proper record keeping of the drinking water system

Wells Regulation 903

This regulation includes requirements for:

- Well maintenance
- Well specifications

Drinking Water Quality Management Standard (DWQMS)

This Standard specifies:

- Minimum requirements for the Quality Management System to allow for the accreditation of the Operating Authority

Municipal Drinking Water License

This document includes requirements for:

- Specific conditions / testing / monitoring
- Flow limits through the treatment system
- Regulatory relief conditions
- Operations & Maintenance manual criteria

Drinking Water Works Permit License

This document includes criteria for:

- Making alterations to the system
- References supporting documentation for Watermain Disinfection practices

2019 SUMMARY REPORT

Non-Compliances and Adverse Water Quality

2019 Ministry of Environment, Conservation and Parks (MECP)

On an annual basis, the MECP inspects the drinking water system. The MECP drinking water system inspections focus on compliance with the Safe Drinking Water Act, related regulations, and other documents, as referenced above.

Findings

The last inspection report was conducted on December 3, 2019 and the compliance evaluation was from January 1, 2019 to October 31, 2019. There were no non-compliances identified in the report.

2019 Non-Compliances

An operating authority is self-regulated to identify any non-compliance issues under the Safe Drinking Water Act, Municipal Drinking Water License, Drinking Water Works Permit, Ontario Water Resources Act and any supporting documentation.

Findings

There were no non-compliances self-identified.

Adverse Water Quality Incidents

Any adverse water quality incidents, as per Ontario Regulation 170/03, are summarized in the City of Stratford Annual Water Quality Report. This report is found on the City of Stratford website or can be viewed at 82 Erie Street, 3rd Floor Engineering.

It should be noted that water quality exceedances for Fluoride and Sodium were observed in samples taken in 2018 and reporting was required for these exceedances. For both parameters, a result exceeding the concentration in the Ontario Drinking Water Standards is only required to be reported, and corrective actions are taken, if it has been 57 months since the last report. In 2018, the 57 month requirement was met and the results were reported accordingly.

The next reporting requirement for Fluoride, for all treated entry locations, is June 12, 2023.

The next reporting requirement for Sodium, for all treated entry locations, is March 12, 2023.

2019 SUMMARY REPORT

4.0 DWQMS & MUNICIPAL DRINKING WATER LICENSING PROGRAM

Third Party Audit and Accreditation

On an annual basis, a third party accreditation authority conducts an audit to determine whether the Quality Management System conforms to the requirements of the Ontario Ministry of the Environment's Drinking Water Quality Management Standard (DWQMS).

On October 24, 2019, SAI Global completed an on-site reaccreditation audit and there were no non-conformances identified. All findings were included in the Management Review.

Internal Audit

As per the DWQMS, an internal audit is to be conducted once per year. On May 23-24, 2019 an internal audit was conducted by qualified city staff and Acclaims Environmental. There were 5 non-conformances identified during the internal audit. All findings were included in the Management Review including corrective actions for all non-conformances.

Management Review

As per the DWQMS, an annual Management Review is to be conducted, and findings conveyed to the Owner. A Management Review was conducted on October 31, 2019. The review included findings from the internal and external audits, MECP inspections and other prescribed items. The review period was from August 16, 2018 to October 31, 2019.

At the December 16, 2019 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT the summary report entitled Council Report – 2019 Top Management Review for Drinking Water Quality Management System be received for information.

2019 SUMMARY REPORT

Endorsement by Council

As per the DWQMS, the Owner (Council) must endorse the Operational Plan and QMS through a Council Resolution at least once during each council term (4 years).

At the December 16, 2019 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT the Drinking Water Quality Management Standard Operational Plan for the City of Stratford's drinking water system be endorsed.

Infrastructure Review

As per the DWQMS (Elements 14 and 15), an annual Infrastructure Review is to be conducted to monitor the effectiveness of the Operating Authority's infrastructure maintenance, rehabilitation, and renewal programs. The programs and any updates are to be conveyed to the Owner.

The 2019 Infrastructure Review was conducted on October 31, 2019. The Infrastructure Review looked at 3 components:

- Maintenance Review (January 1, 2018 to October 31, 2019) – provided a summary of operational maintenance activities in the water distribution system.
- Major Projects Review (November 31, 2019 to December 31, 2020 based on approval of 2020 budget) – provided a summary of distribution and supply projects, both operational and capital, that cover a wide range of topics. A description for each project is included along with the objective of each project.
- Major Projects (completed) – provided a summary of completed projects for the review period along with costing.

Significant water distribution and supply rehabilitation and renewal projects, which occurred in 2019, are summarized in the City of Stratford Annual Water Quality Report. This report is found on the City of Stratford website or can be viewed at 82 Erie Street, 3rd Floor Engineering.

At the December 16, 2019 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT the summary report entitled Drinking Water Quality Management Standard 2019 Infrastructure Review be received for information.

2019 SUMMARY REPORT

5.0 HYDRAULIC PERFORMANCE

Production Wells and Treated Flows

There were no flow exceedances of the Permit to Take Water or Municipal Drinking Water License in 2019.

The tables contained within APPENDIX A summarize the flow rates for 2019, including Municipal Drinking Water License Schedule C flow limits, treated water monthly and average daily volumes, and raw water instantaneous flow rate maximums.

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 2018 final report was prepared by Lotowater Technical Services Inc. on December 31, 2019. The 2019 final report was prepared by Lotowater Technical Services Inc. on February 11, 2020. Both reports can be viewed at 82 Erie Street, 3rd Floor Engineering.

General comments include:

- There have been no reported negative impacts or interference effects from the city well pumping over the last 10+ years.
- In 2018 and 2019, aquifer levels fluctuated between 2-6m depending on the time of season and well location.
- There was a 5.9% increase in water use from 2017 to 2018.
- There was a 4.2% decrease in water use from 2018 to 2019.
- Since 2006, levels in the deep monitoring wells have recovered approximately 5 meters. There was a slight decrease in levels in 2018 (40 cm) and a slight increase in 2019 (20cm), likely in correlation to the pumping trends for each year.
- The current water taking is sustainable and not having any negative effects on other wells or the environment.

APPENDIX 'A' - TREATED WATER FLOW DATA

Chestnut Street Well and Pumphouse			
	Raw Peak Flow Rate (Max = 2500 L/min)	Treated Water (MDWL Limit = 3600 m ³ /day)	Monthly Average (m ³ /day)
January	43	0	0
February	43	0	0
March	43	0	0
April	43	0	0
May	1450	139	4
June	1799	992	268
July	1443	1376	925
August	1431	1360	993
September	1435	1048	863
October	1438	985	777
November	1446	1856	948
December	1453	1883	699
Average			456
Maximum	1799	1883	

Morningside Street Well and Pumphouse			
	Raw Peak Flow Rate (Max = 3410 L/min)	Treated Water (MDWL Limit = 4910 m ³ /day)	Monthly Average (m ³ /day)
January	2905	447	214
February	2895	401	260
March	2893	427	65
April	2197	22	10
May	2196	45	16
June	2186	40	20
July	2169	1928	464
August	2142	547	300
September	2148	628	203
October	2160	306	60
November	2183	2673	443
December	2195	297	85
Average			178
Maximum	2905	2673	

APPENDIX 'A' – TREATED WATER FLOW DATA

Lorne Avenue Well and Pumphouse			
	Raw Peak Flow Rate (Max = 1370 L/min)	Treated Water (MDWL Limit = 1973 m ³ /day)	Monthly Average (m ³ /day)
January	1041	140	85
February	1035	160	109
March	1021	900	143
April	1016	160	100
May	1023	240	100
June	1023	510	116
July	1014	180	115
August	1018	190	95
September	1028	200	114
October	1024	190	100
November	1028	910	427
December	1036	340	104
Average			134
Maximum	1041	910	

Dunn Road Well and Pumphouse			
	Raw Peak Flow Rate (Max = 5000 L/min)	Treated Water (MDWL Limit = 7200 m ³ /day)	Monthly Average (m ³ /day)
January	2957	1520	1118
February	2793	1520	1221
March	2803	1640	1305
April	2994	1670	1206
May	2995	1650	1293
June	2914	1700	1363
July	2801	2190	1438
August	2750	1730	1376
September	2914	1460	1199
October	3028	1420	1119
November	2859	2750	1374
December	2793	2860	972
Average			1249
Maximum	3028	2860	

APPENDIX 'A' – TREATED WATER FLOW DATA

O'Loane Avenue Well and Pumphouse			
	Raw Peak Flow Rate (Max = 3406 L/min)	Treated Water (MDWL Limit = 4905 m ³ /day)	Monthly Average (m ³ /day)
January	3027	2010	1442
February	3027	1960	1558
March	3027	2170	1619
April	3027	2120	1507
May	3027	2270	1660
June	3011	2090	1773
July	3356	2430	1785
August	2980	2460	1867
September	2980	2070	1636
October	3121	1950	1513
November	3011	2820	1789
December	3011	2890	1249
Average			1617
Maximum	3356	2890	

Romeo Street Pumping Station			
	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		6672	5995
February		6670	6057
March		6786	6164
April		6800	6039
May		7014	6217
June		6800	6337
July		7018	6545
August		7166	6483
September		6596	6173
October		6498	6024
November		6516	2705
December		6786	5673
Average			5868
Maximum		7166	

APPENDIX 'A' – TREATED WATER FLOW DATA

Romeo Street Pumping Station Raw Peak Flow Rates – Field Wells 1,2,3,4,6,7 (PTTW allowable water taking is per individual field well)						
	FW1 (L/min)	FW2 (L/min)	FW3 (L/min)	FW4 (L/min)	FW6 (L/min)	FW7 (L/min)
January	1059	986	831	993	2839	2266
February	1061	984	823	995	2828	2326
March	1062	1015	822	996	2833	2270
April	2063	1009	824	998	2909	2309
May	1041	996	832	999	2846	2281
June	1080	992	833	984	2800	2289
July	1081	987	824	981	2781	2278
August	1083	992	824	989	2724	2269
September	1093	993	820	975	2715	2273
October	1098	994	819	970	2700	2280
November	1112	1008	835	990	3180	2324
December	1106	1018	842	991	2855	2327
Average						
Maximum	2063	1018	842	999	3180	2327
Max Limit	1136	1136	1136	1136	3858	3410



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation and Safety Sub-committee
From: Nathan Bottema, Project Engineer
Report#: ITS20-014
Attachments: Redford Crescent Reconstruction Open House Comments and Responses

Title: Redford Crescent Reconstruction (St. Vincent Street to St. Vincent Street) – Open House and Recommendations

Objective: To present the comments and concerns from the Open House, and to obtain Council approval to initiate the Redford Crescent Reconstruction Project.

Background: The section of Redford Crescent selected for reconstruction is approximately 700 m in length that curves around Redford Park and intersects St. Vincent Street twice 250 m from one another.

The municipal infrastructure proposed for replacement within Redford Crescent dates back to the 1960s when the neighbourhood was constructed in phases from north to south. The current infrastructure consists of a roadway surface with varying widths (7.2 m on the north leg and 9.7 m on the west / south legs), sidewalk on outer radius, sidewalk on the inner radius of the south and west legs, curb and gutter, street lighting, and storm sewer, sanitary sewer and watermain service.

This aging neighbourhood has been identified as having insufficient fire flow capacity, storm water capacity, and poor asphalt surface conditions in the various studies completed by the Engineering Division. The existing infrastructure does not meet current standards or City policies and has deteriorated over the last 60 years. As a result of the general condition, it is proposed that Redford Crescent undergo a full width reconstruction to improve the surface and subsurface services.

Redford Crescent is zoned as residential (R1 & R2).

Analysis: The existing 150 mm cast iron watermain has had 14 recorded breaks since 1990. It has been recommended in the 2018 Water Infrastructure Needs Report that cast iron watermains with historic break record be upgraded. Redford Crescent has been

identified in this report as having reduced fire flow capacity due to the perceived scaling in the cast-iron watermain and is recommended for replacement. This project will replace the watermain with an equivalent sized 150 mm PVC pipe to ensure fire flow capacities are maintained.

The sanitary sewer within Redford Crescent consists of a 200 mm concrete transit pipe (asbestos cement pipe). Deterioration of the transite pipe and failure of the joint material are suspected to be potential contributing factors to the Inflow and Infiltration in the sanitary system. The sanitary sewer on Redford is proposed to be replaced to meet the current design standards.

The storm sewer within Redford Crescent on the south and west legs is part of the Redford/St. Vincent/Patricia trunk storm sewer. This main trunk consists of 100 m of 1050 mm and 375 m of 1200 mm diameter pipe. Inspections have shown that the sewer trunk is in good condition, however, the 1050 mm storm sewer acts as a bottleneck and restricts upstream flow as identified in the Storm Master Plan. The storm sewer within the north leg consists of a 250 mm and 375 mm diameter concrete tile pipe and is undersized for current service standards. The Project's proposed design is to eliminate the 1050 mm bottleneck to address the capacity issue and upgrade the north leg to meet the current standards for pipe sizes and materials.

On the surface, Redford's road width varies from 7.2 m to 9.7 m and the pavement quality is considered to be in poor condition. In 2019, a City wide pavement condition survey was completed by Stantec Consulting and the pavement quality on Redford was assessed to be in very poor condition (the lowest category). Reconstruction of the Redford Crescent will address the substandard pavement quality and allow for a consistent road width of 7.6 m to be established. The reduced road width also allows for new infrastructure to be fit in the established neighbourhood without impacting the mature trees.

As part of the reconstruction, a new sidewalk, curb and gutter, and street lighting will also be provided. The 1.5 m wide sidewalk is proposed on the outside radius of Redford Crescent. This is consistent with Council's Policy S.2 that states a sidewalk is to be provided on one side for local residential streets.

The Accessibility Advisory Committee (AAC) was provided with plans for review and to solicit feedback. The public walkway from Dingman Place to Redford Crescent will be improved to include curb cuts and concrete ramps that will create a barrier-free walkway to the park entrance.

On January 13, 2020, a notice containing the project information, date, location of the Public Open House and a resident/owner questionnaire was hand delivered to all properties on Redford Crescent. The owners of addresses that were identified as potential rental units were distributed notices via mail. A notice was also posted to the City Website and on the City's Facebook page.

The Open House was held on Wednesday, January 22, 2020, in the City Hall Auditorium from 5:00 p.m. to 7:00 p.m. Approximately 30 property owners or property owner representatives attended the open house. The Manager of Engineering, Manager of Environmental Services and the Project Engineer were available throughout the meeting to handle questions raised by the property owners and representatives. The property owners unable to attend the Open House were requested to contact Engineering staff to review project plans and to provide comment.

The following design objectives were discussed by the Engineering Division at the Open House:

- Upgrade the existing storm sewer, sanitary sewer and water mains,
- Replace existing sanitary and water services to the property line,
- Curb and gutter, and one sidewalk will be installed on the outside radius of Redford Crescent,
- New street lighting,
- Upgrade the asphalt roadway,
- Widening of the road from 7.2 m to 7.6 m on the north leg, and
- Reducing the road width from 9.7 m to 7.6 m on the west and south legs.

Overall, the project received positive responses. The majority of property owners understood the requirement to improve municipal infrastructure and were interested in participating in the sanitary subsidy program to upgrade their private sanitary service. The main concern focused on construction logistics and how will access be maintained. A detailed list of specific questions and City Staff responses is outlined in the attached letter.

Construction of the proposed project is planned from May to October 2020. The intent is to put the project out for tender in March 2020.

Financial Impact: The 2020 Capital Budget contains a total of \$3,050,000 for this project to be funded as follows:

Provincial Infrastructure Grants	\$	2,100,000	
Water Reserve	\$	540,000	R-R11-WATER
Sanitary Reserve	\$	410,000	R-R11-WWTR
	\$	3,050,000	

Strategic Priority that Aligns with Recommendation:

Developing our Resources

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

Staff Recommendation: THAT Council receive for information the description of the proposed design for Redford Crescent Reconstruction;

THAT Council receive for information the comments from the public open house conducted on January 22, 2020;

AND THAT Council accept the design and authorize proceeding to tender for construction.

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Nathan Bottema, Project Engineer

A handwritten signature in blue ink, appearing to read 'Ed Dujlovic', with a long horizontal line extending to the right.

Ed Dujlovic, Director of Infrastructure and Development Services

A handwritten signature in blue ink, appearing to read 'Joan Thomson', with a long horizontal line extending to the right.

Joan Thomson, Acting Chief Administrative Officer



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February 10, 2020

Redford Crescent Open House **Questions, Comments and Responses**

The following list includes questions, comments and responses generated from the Redford Crescent Reconstruction Project Open House, held January 22, 2020 from 5:00 PM to 6:00 PM at the City Hall Auditorium.

Comments 1: Will our taxes increase to pay for this project.

Response 1: These improvements are being done to upgrade the underground services and above-ground surface features in order to prevent future system failure. The project will be funded through City reserve funds and will not result in a direct charge to the homeowner.

Comment 2: Why is the inner radius sidewalk being eliminated?

Response 2: City policy is to have one sidewalk on residential streets (Policy S.2). Reconstructing the sidewalk on the outer radius of the Crescent provides a continuous sidewalk with minimal impacts to property owners.

Comment 3: The current placement of the Canada Post mailboxes at the southern St. Vincent / Redford Crescent Intersection blocks driver's sight lines turning onto St. Vincent when residents are park to get their mail. Can a restricted parking area be created around the mailbox?

Response 3: The Canada Post community mailboxes will be removed and relocated. Canada Post will consult with the City's design team to determine the appropriate location with the public safety being paramount.

Comment 4: Where can we park during construction?

Response 4: On-street parking will be permitted, in legal parking areas, during construction on adjacent side streets when property frontages cannot be accessed.

Comment 5: How can I access my property during construction.

Response 5: Pedestrian access will be maintained to all properties at all times and vehicular access to all properties within the construction area will be restricted during construction. Redford Crescent will be considered a construction zone during construction hours (Monday to Friday 7:30AM to 5:00PM) and residents are requested

to avoid vehicle access to ensure public safety and minimize the construction interruptions. Emergency vehicles will be permitted to enter the project limits. Accommodations will be made for residents with mobility restraints or health conditions.

Comment 6: How is garbage collected during construction?

Response 6: During construction the Contractor will collect garbage placed at the edge of the road and will take it to the corner for pickup by the City garbage Contractor. Residence are asked to mark your blue and green bins with your address number and bring them to the curb on regular scheduled collection days by 8AM.

Comment 7: How long will the project take?

Response 7: The project is estimated to take approximately five months.

Comment 8: Will residents receive notification of the construction schedule? Will this project be done in phases?

Response 8: The City will provide a construction update once a Contractor has been selected (estimated to be in the end of April) and the Contractor has developed the work plan.

Comment 9: Will my driveway ramp be restored? Can I request a concrete ramp instead of asphalt?

Response 9: Driveway ramps will be restored to match the existing driveway material. If an owner wishes to have an alternative material be used, they must pay the difference between the cost of asphalt and concrete ramp. This request will require the resident to enter into a Resident Agreement with the City of Stratford. The City will not provide a stamped concrete ramp.

Comment 10: Will Wightman Communications install the fibre infrastructure before or after this project?

Response 10: It has been requested by the City that Wightman complete their work ahead of the construction phase unless an agreement is reached between Wightman and the Contractor to work concurrently. Working concurrently proved to be a successful approach during previous projects of similar scope.

Comment 11: Will this reconstruction project improve my water quality and pressure?

Response 11: This project will improve the fire flow capacity to the neighborhood with marginal effects to the water pressure. The water quality will also improve as a result of replacing the cast-iron pipe with PVC.

Comment 12: What is the sanitary subsidy program? How can I enroll? How do I know the condition of my existing sanitary lateral service?

Response 12: During the reconstruction of Redford Crescent, the City is providing a sanitary subsidy program to encourage residence to upgrade the sanitary lateral from the property line to the building envelope. Upgrading sanitary laterals will potentially help reduce unwanted water infiltration into the sanitary system, depending on the

health of the current lateral, and reduce the volume of wastewater in the sanitary system that needs to be treated at the Water Pollution Control Plant.

This upgrade must be completed within one year of signing the subsidy agreement with the City of Stratford. It will be the sole responsibility of the homeowner to procure a contractor and co-ordinate the work. Upon substantial completion of the reconstruction, this subsidy opportunity will be no longer available. The subsidy of \$800 will be available upon completion and full payment of the upgrade. In order to receive the subsidy, a Resident Agreement must be established between the resident and City of Stratford.

The condition of the existing private laterals is unknown. The City of Stratford can perform a camera inspection of the laterals for a fee and notify home owners verbally of the general condition (poor or good).

Prepared by Nathan Bottema



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Acting Clerk
Report#: ITS20-013
Attachments: None

Title: Microchipping as Sole Method of Cat and Dog Licensing

Objective: The purpose is to provide information and analysis of the Animal Control Working Group's recommendation that microchipping become the sole method of cat and dog licensing in the City of Stratford.

Background: In 2016 Council appointed an Animal Control Working Group (ACWG) to help the City complete a review of Animal Control Bylaw 195-2002. The Working Group provided a forum for consultation and an opportunity to review and exchange information regarding the City's Animal Control and some relevant sections of the Business Licensing By-law.

The ACWG made a series of recommendations that were considered by City Council at the April 9, 2018 meeting and several recommendations were approved. A number of the recommendations were referred to staff for review and analysis. This report addresses the following:

"That microchipping should become the form of cat and dog licensing in the City of Stratford."

Analysis: Microchipping as Sole Method of Cat & Dog Licensing in Stratford:

The ACWG discussed this matter at length, listened to presentations and obtained information from the Animal Welfare Agency South Western Ontario (AWASWO) and the Stratford Perth Humane Society (now the Kitchener Waterloo Stratford Perth Humane Society- KWSPHS).

Based on KWSPHS information provided in 2018 and research undertaken by staff, the following is a summary of the challenges associated with microchipping as the sole method of licensing cats and dogs:

1. Less convenient for pet owners, and may result in a reduction of licensing and renewals:
 - With this program, new licenses would need to be purchased at KWSPHS or a veterinary clinic, where the microchip would be implanted. Owners with microchips implanted at a veterinarian must provide paperwork to the City or KWSPHS directly so that a new record can be created in the PetPoint software system (the system used to track licensing).
 - This would eliminate the ability to purchase or renew licenses at local pet stores as they would not have access to the necessary software. Purchasing and renewing would have to be done online or in-person at the KWSPHS or City Services desks.
2. KWSPHS anticipates a loss of revenue with this program:
 - Unless the cost of microchipping is increased, the KWSPHS would lose revenue if the first-year license fee is waived when a microchip is purchased (this was initially considered by the ACWG)
 - There would also be additional costs for a by-law officer to carry a chip scanner. In 2018 the cost of chip scanner was approximately \$160/each and it is anticipated that it would need to be replaced every two years.
3. Issues with microchips
 - Microchips may flip or come out of the cat or dog, making it difficult for owners to renew or prove the animal is licensed.
 - To date, there is no universal scanner that reads every model of microchip.
 - Aggressive cats or dogs may not be able to be microchipped unless sedated (by a vet, at an extra cost).
 - Some cat or dog owners have expressed concerns over the protection of their privacy (data saved on the chip to be read by a scanner).
 - Unfounded, but not uncommon medical concerns.

Staff are not aware of a Canadian municipality that has implemented microchipping as the sole method of cat and dog licensing. Staff has also been unable to find an example where the entire licensing fee has been waived in the first year that a microchip is inserted.

Current Programs

The KWSPHS offers a drop-in microchipping service available two days per week for just \$30.00 per pet. In order to promote this service, staff will include information about this service on the City's website.

Additional Consideration – Discounted Licensing Fees

There are a number of benefits to microchipping and some municipalities having recognized this have discounted their licensing fees for microchipped animals, similar to spay/neuter discounts. These discounts reflect the benefits of microchipping for the owner and municipality.

Consideration could be given to providing a discount on pet licences for those who microchip their animal. A licensing discount will impact KWSPHS and City revenue. In order to mitigate this, licensing fees may have to be increased to cover the revenue shortfall.

With Council support, staff will research options for discounting cat and dog licenses in a manner which would encourage owners to microchip their pets, but not negatively impact budgets. Staff will bring forward recommendations for licensing fee adjustments (if any) that, if supported, would be included in the upcoming Animal Control By-law amendments.

Financial Impact: Microchipping as the sole method of licensing cats and dogs in the City of Stratford would create inconveniences and challenges to City pet owners. In all likelihood, it would discourage licensing and renewals and negatively impact City and KWSPHS revenues. These revenues are vital to supporting the existing animal control programs offered by both the City and local humane society. It is, however, evident that there are benefits to encouraging pet owners to microchip which may be encouraged through offering discounted licensing fees. Staff will undertake this analysis and provide recommendations to Council for consideration.

Alignment with Strategic Priorities:

Not applicable: The purpose of pet licencing in the City is to assist animal control officers in identifying and returning lost pets, teaching about animal safety and keeping our neighbourhoods safe for pets and individuals. While this initiative does not directly relate to a strategic priority, it is an important program provided by the City.

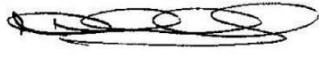
Staff Recommendation: THAT the report entitled "Analysis of Animal Control Working Group Recommendation – Microchipping as Sole Method of Cat and Dog Licensing" be received for information;

THAT the current method of licensing cats and dogs in the City of Stratford be maintained;

AND THAT the Acting Clerk, or designate, undertake a review of cat and dog licensing fee discounts for microchipping and provide a recommended fee structure as part of the 2020 Animal Control By-law amendments.



Tatiana Dafoe, Acting Clerk

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Michael Humble, Director of Corporate Services

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Joan Thomson, Acting Chief Administrative Officer