

## Town of Petrolia Accomplishments 2015 - present

- Council approval of our finance policy
- Set up Budget Stabilization Reserve as approved by Council for annual budget surpluses/deficits
- Reviewed and improved our General Ledger account structure working with each Director
- Switch banks to CIBC
- Have better managed our tax arrears (down from over \$1M to \$220K)
- Streamlining water ORO, prepared succession plan effectively
- Successful hire of Chad Williams
- Petrolia Line Phase 1 successful completion
- WWTP project commencing
- Successful succession plan for Works Foreman – hiring Paul Martin
- Committee of Adjustment – 3 hearings with preparation for 2 to be heard in early January
- Site Plans x 3
- In progress development
  - Gables
  - Phase IV Countryview
  - Glenview Estates
  - Diocese Lands – Spectra
  - Giampietri next phase
- Successful Plow RFP
- Mandaumin Reservoir – Public meetings and initiated process
- Official Plan review
- Streamlined development TAC meeting – implemented Office Hours for Rob Nesbitt
- Re-started WM Leachate process
- Valliquette re-zoning
- Florence/Egan Kerby on-going engineering
- SOP creation in process for PW
- MMS log book implementation
- Tool Box meetings re-instating binders for all Departments
- Updating of key by-laws
- Committee – stronger organization of their role with Council and receiving agenda/minutes for Council
- Lottery Licencing – better hold on requirements and process
- Successful Council Administration
- Update of fees for development cost recovery for Town
- Legal proceedings & Insurance claims – administration – 10 in 2015
- DWQMS stream-lining and complete review of Operational Plan
- Continuation of cemetery restoration plan
- Development of Sewer Use by-law (2016 review and implementation)
- Development Guide
- Re-introduced Compost updated user system

## Town of Petrolia Accomplishments 2015 - present

- Successful switch to Office 365, new IT support
- Launch of new, AODA compliant Town website
- Combined Town and Centre Golf Tournament – revamped to include breakfast with the Mayor
- Hosted the Sarnia Heavy Equipment Association Dinner
- Nominated for Outstanding Business Achievement Award – Sarnia-Lambton Chamber of Commerce for Marketing
- #PetroliaSelfie Contest and social media events
- Tourist Cart
- Volunteer Marketing Committee successful in obtaining Creative County Fund Grant \$3500
- Hosted first Business After 5 at Heritage Heights
- Agreed to host each September Business After 5 moving forward
- Participated in the Chamber Showcase, Sarnia
- Created and executed Big Dig Marketing and Communications Plan
- Launch of Big Dig Website, social media sites
- Experienced growth in social media followers across all platforms and for all accounts
- Experience the Magic in Petrolia Christmas campaign – radio and print promoting Shop Petrolia
- Dining Guide developed (Summer Student)
- Launch of new Branding Guide and supporting documents
- Updated Residents Guide
- Two Operation: Clean Sweep clean up days (May & September)
- Big Dig Road Closing Party featuring HOTEL CALIFORNIA
- Seat Campaign developed and implemented
- Canada Day Shuttle – Hull Bus Lines
- 40 Cedar Rope Garlands delivered to downtown businesses
- Petrolia Community Fund payed out first four Community Impact Grants
- Grew Pizzafest by almost 300%
- Landscaping at Town entry sign
- Volunteer Appreciation dinner – hosted more than 100 volunteers, Mayor awarded 4 Volunteers with Volunteer of the Year in specific categories
- Victoria Hall Art Advisory Committee had largest and most successful Juried Art Show
- Petrolia line Phase 1
- Installation of Victoria Hall Generator
- Refurbish Mary Beach Tennis Courts
- Installation of 1st park located solar light
- Installation of 1/2 court basketball pad
- Successful (and enhanced) Pizzafest
- Successful Big Dig
- Canada Day relocated
- Canada Day Grant
- 1st annual Dog Show

## Town of Petrolia Accomplishments 2015 - present

- Successful secure of 3 more years of Dog Show
- Successful and expanded Art in the Park
- Successful Barndance
- Boat launch / Dock for Bridgeview Park
- Detailed report on Petrolia Discovery
- Expansion of memorial bench program
- Successful fall tree program
- Successful sale of King Street property
- Successful E waste program
- Installation of aquatic LED's lights
- Installation of aquatic VFD's
- Kerr Park playground replacement commitment
- Ball diamond usage @ 90%
- Sport field usage @ 90%
- implemented new In-house payroll system resulting in improved service, flexibility and annual savings of about \$8k
- Petrolia was the 18th municipality to submit their 2015 Financial Information Return out of 444. Submission of timely, accurate FIR is a condition of applying for and receiving federal and provincial grants.
- Received a province-wide award for Petrolia's contributions to improving municipal strategic planning
- Negotiated a rate stabilization clause for the Town's insurance program generating savings of about \$6,400 per year over the next three years.
- Updated the Town's 10-year Asset Management Plan
- Researched and determined best replacement software for OHDCC management system, and completed prep work to ensure smooth transition in 2017.
- Completed the many approved grant reports and documentation required by the Province to receive grant funding.
- Transitioned to a new bank resulting in lower credit and debit card fees, and higher bank interest for Town funds.
- Improved financial management framework and reporting for OHDCC.
- Developed options (including LAWSS) and recommendations for Council to address projected major water rate increases of 5% per year for 10 years down to 2%.
- Worked with Sewer operator and Town engineers to prioritize, schedule and significantly reduce capital infrastructure funding requirements which resulted in lower sewer rates (reduced capital infrastructure by \$5M over 10-year planning horizon).
- Worked with Water operator and Town engineers to prioritize, schedule and significantly reduce capital infrastructure funding requirements which resulted in lower sewer rates (reduced capital infrastructure by \$8M over 10-year planning horizon).

## Town of Petrolia Accomplishments 2015 - present

- Negotiated a private-public sector partnership with Waste Management to process their leachate resulting in a Waste Management capital contribution to our sewer operations of \$520K.
- Sought out by MPAC for the Service Level Agreement pilot. One of 20 municipalities including Toronto and Ottawa.
- Sought out by MFOA to provide feedback in their development of "Role of the Treasurer" framework & guidelines. One of 5 municipalities out of 444.
- Renegotiated new Wastewater Treatment Plant contract
- Renegotiated new Water Treatment Plant and Distribution contract
- Ontario Community Investment Fund – Formula Based grant increased from \$75K in 2016, \$136K for 2017, \$192K for 2018, and \$291K for 2019.
- Successful Canada 150 grant for Arena boards/seating/netting –\$128K.
- Successful application to Ontario 150 Community Capital Program for Arena capital – \$183K.
- Successful application to Clean Water and Wastewater Fund grant to address combined sewers at Florence-Egan-Kerby – grant - \$628K.
- Town General Operating Budget has had a year-end surplus for past three years (2013 \$90, 2014 \$50K, and 2015 \$80K)
- The PNEFD doubled the participation of our local youth by offering for the first time a "all female" Junior Firefighter Program. One of the program objectives is to increase the number of females applying for membership in the PNEFD in the future.
- PNEFD is one of the first volunteer fire departments in the Province, to hire members for the sole purpose of "Public Education" of the fire and emergency management programs.
- Substantial migration from a paper based, to an electronic records system, for all aspects of the Fire Department operation.
- Completed a major revision of 86 Standard Operating Guidelines used by the departments members to provide consistent service to the public and to enhances firefighter safety.
- New technical rescue capability established to meet the National Fire Protection Assoc. requirements. These requirements include training, equipment, guidelines etc.
- Petrolia Line Reconstruction Project - \$2M OCIF Grant
- Mandaumin Reservoir Replacement Project - \$2M Grant
- Waste Water Treatment Plant Upgrade - \$14.3M Grant
- Sold 6,000 slices of pizza at Pizzafest
- Added Downtown shuttles to Art in the Park
- Four Micro-grants from Petrolia Community Fund given @ 2016 New Year's Eve Levee
- Petrolia 150 Celebrations – 3 permanent signs created in celebration
- Kidtastic Weekend – over 100 kids @ Fishing Derby, hugely successful "Kids Big Dig" and Paw Patrol event
- New garbage cans and combo recycle and garbage

## Town of Petrolia Accomplishments 2015 - present

- New Trees and Flower pots downtown
- New Olympia ice resurfacers – wrap sponsorship \$25K over five years
- New snowplough truck
- Implemented Farmers' Market entertainment list handouts
- Recipient of Sarnia Community Foundation "Women of Excellence" Award
- Nominated for "Member of the Year", "Marketing and Promotions" Awards from Sarnia-Lambton Chamber of Commerce
- Google Event – SOLD OUT!
- Theo Fleury Event – SOLD OUT. More than \$10,000 donated to local charities for mental health
- Kraft Hockeyville bid
- Paul Harris Fellow recognition for community involvement for Rotary Club of Petrolia
- Accessibility for Ontarians with Disabilities Act mandatory training completed
- Time Capsule launched for Petrolia150
- Family Day event and snow sculpture contest
- Rotary donation of \$5,800 for Woodland Park swings
- Optimist donation of \$4,214 for Kerr Park playground equipment
- Volunteer Dinner and Mayor presented four special Volunteer Awards
- Marketing Committee created and marketed postcards
- Pet150 \$10,000 grant from Creative County
- Petrolia Bucks - \$10,000 sold
- Jingle Bucks - \$5,000 sold
- Hosted September Business After 5
- Closing Party @ Ontario Contact in preparation to host Ontario Contact 2017
- Added Dance Party event in June @ Market site
- Screened final Tragically Hip Concert
- Canada Day with biggest fireworks to date
- Added Legion Breakfast to Canada Day
- Barn Dance
- Colouring Contest @ Market/Fishing Derby
- Submitted video to "Canada in a Day"
- Scarecrow Festival
- Fall Tree Giveaway
- Fence and garden Town lot on Petrolia Line
- VPP estimated economic impact is \$5M with over 40,000 visitors
- VPP summer season outsold 2015 @ 89% of capacity
- VPP summer season had 34 of the 90 show dates completely sold out
- "In Conversation with Michael Learned" raised \$14,000 for Victoria Seat Campaign
- "Achy Breaky Seat" concerts raised over \$45,000 for Victoria Hall Seat Campaign
- VPP sponsorships were up over 2015
- VPP received a \$120,000 grant from Celebrate Ontario

## Town of Petrolia Accomplishments 2015 - present

- VPP received a \$11,000 grant from South Western Ontario Tourism Group
- Summer camp was the busiest one ever; highest attendance #'s
- 10th anniversary celebration – October 2016
- Wellness revenue is up: fitness classes and Personal Training sessions
- Swimming lessons have increased
- Aqua memberships increased, since we never offered them before
- Fitness memberships increased; again, never offered them prior
- MudRun – successful fundraiser for the 3rd year
- Hosted the 5th annual Spinathon
- 4th annual Princess Tea Party sold out (established in 2013)
- \$135K grant from the Alix Foundation
- Gym floor replaced in December - \$80K
- Boomers (hosted every Thursday from Sept to June continues to grow from 2009 start)
- Raised the front reception desk to create a more welcoming desk/entrance
- Successful 7th annual Seniors Fair
- Partnered with Bricks 4 Kids: adding more program options for our members
- ½ Basketball Court at Woodland
- Passed Accessibility for Ontarians with Disabilities Act (AODA) audit from provincial government
- Public Works hired 3 new employees
- Road resurfacing three streets
- Had a very successful 2015 independent financial statements audit. Did not receive a management letter which is a major achievement.
- Hosted a strategic grant planning session with our MP, Marilyn Gladu and our MPP, Bob Bailey to communicate our Town's future priority infrastructure requirements to better enable them to lobby on behalf of the Town of Petrolia and its residents
- Estimated economic impact of the numerous community events held in Petrolia over the past year is \$2M with over 20,000 visitors (this excludes economic impact of the VPP)
- Submitted a request for the Ontario Community Investment Fund – 4<sup>th</sup> Intake for \$7M grant to replace our Clearwell and pumps at our Water Treatment Plant. This is the first time the province has had 4 municipalities pool their grant application authority together for a joint critical infrastructure project. We should know by January 2018 if our application was approved.
- Implemented new In-house payroll system resulting in improved service, flexibility and annual savings of about \$8k
- Petrolia was the 12th municipality to submit its 2016 Financial Information Return (FIR) out of 444. Minister of Municipal Affairs sent Town letter recognizing this great accomplishment as Petrolia won an FIR Award. Submission of timely, accurate FIR is a condition of applying for and receiving federal and provincial grants.

## Town of Petrolia Accomplishments 2015 - present

- Council Welsh presented Petrolia's lessons learned on Asset Management at the annual Canadian Network of Asset Managers (CNAM) in Calgary.
- Mayor McCharles to present Petrolia's success and experience regarding Asset Management at the annual Association of Municipal Clerks and Treasurers of Ontario (AMCTO) Conference in Toronto on 1 December 2017.
- Introduced electronic tax billing to provide better service to residents and reduce costs.
- Negotiated a rate stabilization clause for the Town's insurance program generating savings of about \$6,400 per year over the next three years.
- Updated the Town's 10-year Asset Management Plans and Strategic Financial Plans.
- Implemented a new management operating system for the Community Centre (Moved from CLASS to Theatre Manager, which is the same software we use for the VPP)
- Completed the many approved grant reports and documentation required by the Province and federal government to receive grant funding.
- \$628K Clean Water Wastewater Fund grant to help fund construction on Florence-Egan-Kerby
- \$274.5K Ontario 150 grant to help fund major arena renovations Arena
- Received a letter of appreciation from MPAC for Petrolia's active participation in MPAC's working group on Service Level Agreements. Petrolia was one of 20 municipalities including Toronto and Ottawa.
- Petrolia was key member of Municipal Finance Officers Association of Ontario's (MFOA) initiative to update their landmark "Role of the Municipal CFO/Treasurer" reference document. One of 5 municipalities out of 444.
- Improved financial management framework and reporting for OHDCC.
- Received \$520K capital contribution from Waste Management in accordance with our a private-public sector partnership agreement to process their leachate from their Petrolia landfill site.
- Received \$250K Waste Management contribution to help fund our major Arena renovations estimated at \$550K.
- Ontario Community Investment Fund – Formula Based grant increased from \$75K in 2016, \$136K for 2017, \$192K for 2018, and \$291K for 2019.
- Ontario 150 Community Capital Program for Arena capital grant approved for \$274.5K.
- Seniors grant \$8K to help fund Rec Room
- Pizzafest – most successful to date
- New event – Victorian Porches and Verandas luncheon
- Expanded Canada Day for Canada150 to three days
- Visitpetrolia.ca to launch January 2018
- Town General Operating Budget has had a year-end surplus for past four years (2013 \$90, 2014 \$50K, 2015 \$80K and 2016 \$92K)
- Council decided to use our \$92K 2016 Town General Operating Budget surplus towards paying off our internal Streetlights LED project which will now be fully paid in 2018 vice 2019 removing some financial pressure off of 2019.

## Town of Petrolia Accomplishments 2015 - present

- Petrolia Line Reconstruction Project - \$2M OCIF Grant. Project completed.
- Mandaumin Reservoir Replacement Project - \$2M Grant. Project completed.
- Waste Water Treatment Plant Upgrade - \$14.3M Grant. Project is now over 90% complete.
- Implemented a new computer – wireless notification/readiness system for the Fire Department and CERV members
- Developed a plan (required by the Ministry of Labour), protocols, and response capabilities to respond to Post Traumatic Stress
- Increased firefighter health initiatives, and by partnering with the Family Health Team, introduced medical monitoring for firefighters
- Developed a multi-year equipment replacement plan for all equipment over \$5000
- iCompass implementation for Agenda & Minutes management (accessibility & records retention)
- Columbarium project at Cemetery (cremation section addition)
- Englehart Mausoleum restoration
- In year 5 of 5-year monument restoration program at Hillsdale
- Successful tendering of Plow Truck (on budget)
- Implementation of GovBid for surplus disposal
- Water Treatment Plant intake upgrade with cribbing
- Gables final phase – subdivision agreement
- CountryView Estates – Englehart Drive extension subdivision agreement
- Negotiation with coming business sectors – planning & development
- 2017 property tax rate increase of 1%, composite rate stayed the same (increase of 0%)
- 2017 Water rate increase 2%.
- 2017 Sewer rate **decrease** of 5%.
- VPP Received \$127,000 2017 Celebrate Ontario Grant
- VPP Received \$50,000 2017 Ontario Cultural Attractions Fund Grant
- Victoria Hall theatre floors refinished, and new seating installed along with a relocation of the audio mixing console at no cost to the ratepayer. \$88K project completely fundraised
- OHDCC hosted the 2017 Oil Slick Mudrun with 78 participants and 30 youth participating in the Mini Mudrun
- Rec Room Drop In Centre for seniors and youth opened in March 2017
- Both Pools at the OHDCC were drained and the pools re-grouted in January of 2017
- New event – Petrolia Day
- New event – Farm to Table Harvestfest
- Street banners and parking lot banners
- New LED Christmas Lights
- New Town entrance signs
- Recruiting and hiring of new CAO/Treasurer
- Successful YMCA transition



## Town of Petrolia Accomplishments 2015 - present

- VPP sales ahead of 2017 by about \$100K at this point in the year
- New seat donor plaque installed in Victoria Hall
- Victoria Hall Feasibility Study has started, with help from a \$24,500 grant from Canadian Heritage – Cultural Spaces Fund
- The Mandaumin Reservoir was awarded the “Project of the Year Award” in 2017 by the Ontario Public Works Association
- A woodchipper was purchased to assist residents in disposal of brush
- The Wasterwater Treatment Plant upgrade has been completed
- The final phase of Florence, Egan and Kerby reconstruction set to begin
- \$500K in road resurfacing is scheduled for 2018
- \$8M Water Treatment Plant Clearwell/Pump project, of which \$7M in funding has been obtained through an OCIF grant
- Completed at \$500K arena renovation with help from an Ontario150 grant