

THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING

WEDNESDAY, MARCH 24, 2021
6:00 p.m.

To view our live stream visit the Township of [Essa's YouTube Channel](#)

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 a. **Delegation – Integrity Commissioner, Janice Atwood & Jeff Abrams
re: Integrity Commissioner's Periodic Report.**

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 8 a. **Staff Report PD006-21 submitted by the Manager of Planning and
Development, re: Proposed Additional Residential Units Process.**

Recommendation: *Be it resolved that Staff Report PD006-21 be received; and
That Council authorize Staff to proceed to a Public Meeting to present the Draft Official
Plan Amendment (OPA) and Zoning By-Law Amendment (ZBA) to implement an
Additional Residential Unit Process.*

- p. 35 b. **Staff Report PD007-21 submitted by the Manager of Planning and
Development, re: Official Plan Review Update – Discussion Paper #2.**

Recommendation: *Be it resolved that Staff Report PD007-21 be received for
information.*

- p. 68 c. **Staff Report PD008-21 submitted by the Manager of Planning and
Development, re: Third-Party Planning Review.**

Recommendation: *Be it resolved that Staff Report PD008-21 be received for
information; and
That Council authorize Staff to utilize Third-Party Planning Consulting Services for all
Plan of Subdivision and Plan of Condominium (or Condominium Exemption)
Applications, at the cost of the Applicant.*

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 70 a. **Staff Report PR003-21 submitted by the Manager of Parks and Recreation, re: 2021 Grant and Funding Opportunities.**

Recommendation: *Be it resolved that Staff Report PR003-21 be received for information.*

- p. 75 b. **Staff Report PR004-21 submitted by the Manager of Planning and Development, re: Township of Essa 2021 Summer Camp.**

Recommendation: *Be it resolved that Staff Report PR004-21 be received; and That Council direct the Manager of Parks and Recreation to proceed with deferring the 2021 summer camp to 2022 summer due to implications of COVID-19.*

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 78 a. **Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2020) and Section 11 Annual Reports (2020) for the Angus, Baxter and Thornton Drinking Water Systems.**

Moved by: _____ **Seconded by:** _____

Recommendation: *Be it resolved that the 2020 Schedule 22 Summary Reports and the 2020 Section 11 Annual Reports from the Ontario Clean Water Agency for the Angus, Baxter and Thornton Drinking Water Systems be received; and That a notice be posted on the Township's website stating that the 2020 Summary Reports are available for inspection at the Administration Centre or on the Township website by any member of the public during normal business hours, at no charge.*

- p. 120 b. **Staff Report PW007-21 submitted by the Manager of Public Works, re: 25th Sideroad Re-Surfacing Project – Consulting Engineering Service.**

Recommendation: *Be it resolved that Staff Report PW007-21 be received; and That the quotation as received from Planmac Engineering Inc. for the Consulting Engineering Services required for the 25th Sideroad Re-Surfacing Project be accepted as per Township specifications, in the amount of \$53,160.00 excluding H.S.T.*

8. FINANCE

a. Release of Securities – Briarwood (Angus) Subdivision Earthworks.

Recommendation: *Be it resolved that Council approve the release of securities relating to Briarwood (Angus) Subdivision for Earthworks, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$2,359,494.24</i>
<i>Securities to be Transferred by Township of Essa to secure the Preservicing Agreement:</i>	<i>\$2,359,494.24</i>

And,

That the return of securities is conditional upon the Developer providing the Municipality with a finalization of works with documentation provided to the Township for final approval.

p.127 **b. Staff Report TR002-21 submitted by the Manager of Finance, re: Statement of Treasurer – Remuneration 2020.**

Recommendation: *Be it resolved that Staff Report TR002-21 be received; and That the Treasurer’s Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2020 be received as circulated.*

p.130 **c. Staff Report TR003-21 submitted by the Manager of Finance, re: 2021 OCWA Budget Revised.**

Recommendation: *Be it resolved that Staff Report TR003-21 be received; and That Council approve the revised 2021 OCWA Operating and Capital budgets in the amount of \$2,293,123.00.*

p. 142 **d. Staff Report TR004-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of December 31st, 2020.**

Recommendation: *Be it resolved that Staff Report TR004-21 be received; and That the Budget to Actuals Update for the period ending December 31st, 2020 be received as circulated.*

p. 161 **e. Staff Report TR005-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of February 28th, 2021.**

Recommendation: *Be it resolved that Staff Report TR005-21 be received; and That the Budget to Actuals Update for the period ending February 28th, 2021 be received as circulated.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

- p. 179 **a. Staff Report CAO011-21 submitted by the Chief Administrative Officer, re: Taxi Voucher Assistance (Trial Program) for Seniors.**

Recommendation: *Be it resolved that Staff Report CAO011-21 be received; and That Council approve the intake of applications for a trial Taxi Voucher Assistance Program for seniors, with staff to select 10 qualifying applications by lottery to be the recipients of 40 taxi vouchers made out in \$10.00 denominations.*

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 7th day of April, 2021 at 6:00 p.m.*

February 2021

Integrity Commissioner's Periodic Report
Township of Essa

Principles *Integrity* is pleased to submit this periodic report, covering the period from its appointment on April 1, 2018 to January 31, 2021.

The purpose of an integrity commissioner's periodic report is to provide the public with the opportunity to understand the ethical well-being of the Township's elected and appointed officials through the lens of our activities.

This being our first report to Council, we also take the opportunity to introduce ourselves and state our perspective on our role.

About Us:

In 2017 we formed Principles *Integrity*, a partnership focused on accountability and governance matters for municipalities. Since its formation, Principles *Integrity* has been appointed as integrity commissioner (and occasionally as lobbyist registrar and closed meeting investigator) in over 40 Ontario municipalities. Principles *Integrity* is an active member of the Municipal Integrity Commissioner of Ontario (MICO).

The Role of Integrity Commissioner, Generally:

Recent amendments to the *Municipal Act, 2001* mandated that all municipalities have codes of conduct and integrity commissioners for elected and appointed (local board) officials as of March 1, 2019. The Township of Essa has had a code of conduct for several years.

The integrity commissioner's statutory role is to carry out the following functions in an independent manner. Put succinctly, the role is to:

- Advise on ethical policy development
- Educate on matters relating to ethical behaviour
- Provide, on request, advice and opinions to members of Council and Local Boards
- Provide, on request, advice and opinions to Council
- Provide a mechanism to receive inquiries (often referred to as 'complaints') which allege a breach of ethical responsibilities
- Resolve complaints
- And where it is in the public interest to do so, investigate, report and make recommendations to council within the statutory framework, while guided by Council's codes, policies and protocols.

This might contrast with the popular yet incorrect view that the role of the integrity

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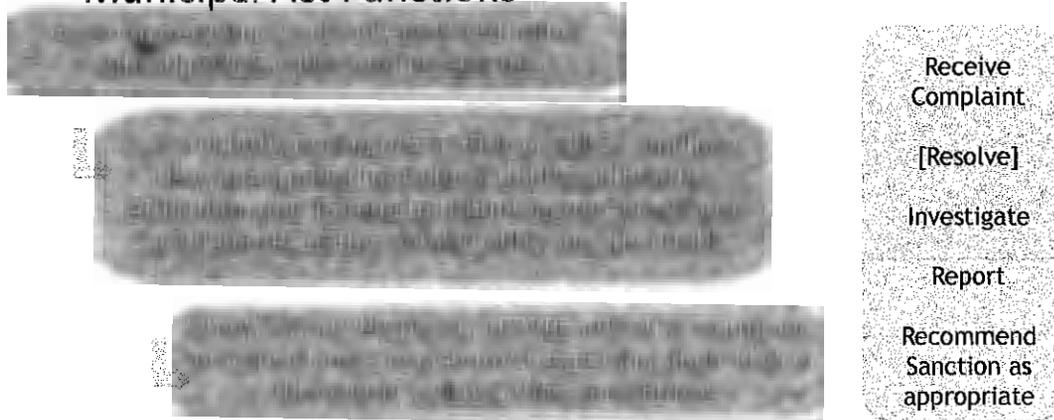
commissioner is primarily to hold elected officials to account; to investigate alleged transgressions and to recommend 'punishment'. The better view is that integrity commissioners serve as an independent resource, coach and guide focused on enhancing the municipality's ethical culture.

The operating philosophy of Principles Integrity recites this perspective. We believe there is one overarching objective for a municipality in appointing an Integrity Commissioner, and that is to raise the public's perception that its elected and appointed officials conduct themselves with integrity:

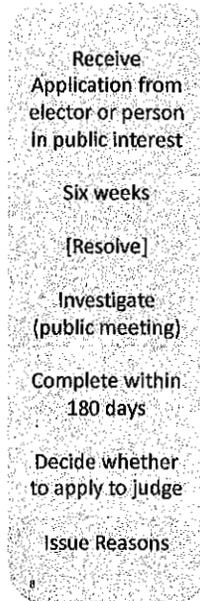
The perception that a community's elected representatives are operating with integrity is the glue which sustains local democracy. We live in a time when citizens are skeptical of their elected representatives at all levels. The overarching objective in appointing an Integrity Commissioner is to ensure the existence of robust and effective policies, procedures, and mechanisms that enhance the citizen's perception that their Council (and local boards) meet established ethical standards and where they do not, there exists a review mechanism that serves the public interest.

In carrying out our broad functions, the role falls into two principle areas. 'Municipal Act' functions, focused on codes of conduct and other policies relating to ethical behaviour, and 'MCIA' or *Municipal Conflict of Interest Act* functions, set out graphically in the following two charts:

The broad role of an Integrity Commissioner: Municipal Act Functions



The broad role of an Integrity Commissioner: MCIA Functions



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In each of the charts above the primary functions of the integrity commissioner are summarized in the horizontal boxes to the left, and the review mechanism (or inquiry function) appears in the vertical box on the right.

The emphasis of *Principles Integrity* is to help municipalities enhance their ethical foundations and reputations through the drafting of effective codes of conduct and other policies governing ethical behaviour, to provide meaningful education related to such policies, and to provide pragmatic binding advice to Members seeking clarification on ethical issues. As noted in the Toronto Computer Leasing Inquiry report authored by the Honourable Madam Justice Bellamy (the “Bellamy Report”, seen by many as the inspiration for the introduction of integrity commissioners and other accountability officers into the municipal landscape), “*Busy councillors and staff cannot be expected to track with precision the development of ethical norms. The Integrity Commissioner can therefore serve as an important source of ethical expertise.*”

Because the development of policy and the provision of education and advice is not in every case a full solution, the broad role of the integrity commissioner includes the function of seeking and facilitating resolutions when allegations of ethical transgressions are made, and, where it is appropriate and in the public interest to do so, conducting and reporting on formal investigations. This in our view is best seen as a residual and not primary role.

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Confidentiality:

Much of the work of an integrity commissioner is done under a cloak of confidentiality. While in some cases secrecy is required by statute, the promise of confidentiality encourages full disclosure by the people who engage with us. We maintain the discretion to release confidential information when it is necessary to do so for the purposes of a public report, but those disclosures would be limited and rare.

Activity as Integrity Commissioner:

We consider that our services can be subdivided roughly into three categories:

1. Policy Development and Education

Following the 2018 Municipal Elections, on November 19, 2018 we participated in the Simcoe County Council Orientation program, at which members of Essa Council were in attendance. We provided broad-based training to County Council through a session on the ethical framework, the Municipal Conflict of Interest Act and the Council Code of Conduct.

2. Advice

The advice function of the integrity commissioner is available to all Members of Council and where applicable their staff and Members of local boards on matters relating to the code of conduct, the *Municipal Conflict of Interest Act* and any other matter touching upon the ethical conduct of Members. Advice provided by the integrity commissioner is confidential and independent, and where all the relevant facts are disclosed, is binding upon the integrity commissioner.

Our advice is typically provided in a short Advice Memorandum which confirms all relevant facts and provides with clarity our analysis and a recommended course of action.

Though advice is confidential, we can advise that some of the issues we provided guidance on this year arose in the context of properly identifying and appropriately recognizing actual and perceived conflicts of interest. The clarifications and guidance provided to Members seemed to be readily understood and welcome.

During the period covered in this report we have responded to three (3) such requests for advice with respect to the Township's Code of Conduct and the *Municipal Conflict of Interest Act*.

3. Complaint Investigation and Resolution

Our approach to reviewing complaints starts with a determination as to whether an inquiry to us is within our jurisdiction, is beyond a trifling matter, is not either frivolous or vexatious, and importantly, whether in its totality it is in the public interest to pursue. We always look to the possibility of informal resolution in favour of formal investigation and reporting. Once a formal investigation is commenced, the opportunity to seek informal

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resolution is not abandoned.

Where we are able to resolve a matter without concluding a formal investigation, our practice is to provide a written explanation to the complainant to close the matter. Often the potentially respondent Member is involved in preliminary fact-finding and will also be provided with an explanation.

Where formal investigations commence, they are conducted under the tenets of procedural fairness and Members are confidentially provided with the name of the Complainant and such information as is necessary to enable them to respond to the allegations raised.

During the period covered by this report, no complaints have been filed with us.

Ethical Themes In and Around the Province:

With due regard to our obligation to maintain confidentiality, this annual report enables us to identify learning opportunities from advice requests and investigations conducted in a variety of municipalities.

Conflicts of Interest

One area Members frequently require additional clarification on is recognizing and appropriately identifying conflicts of interest when they arise. These often include when members are part of another organization or club whose interests are impacted by a matter before Council, or when members are active professionally within the community and a matter before Council may potentially impact one of their current or past clients.

As always, obtaining clear and reliable advice can help avoid a costly and time-consuming investigation.

Respect and Non-Disparagement

Another area of prominence is the failure of some Members of Council to adhere to rules against disparagement. Members of Council are entitled, and indeed expected to disagree on all manner of issues. However, one of the cornerstones to democracy must be the recognition that different opinions and perspectives are to be respected, and disagreement should not devolve into disrespect, disparagement and name-calling.

Some Members of Council hold a view was that they are entitled to their freely express their opinion, even if that includes disparagement of others, and so long as they share it via personal email, and not on the municipal server, they are not constrained by any rules around decorum. This is incorrect. Members are bound by the Code provisions of respectful and non-disparaging communication, whether sharing views on their own email, social media, or elsewhere.

Regardless of the medium, regardless of the intended audience, and regardless of motive, we have observed several instances where Members of Council in municipalities around

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the province have been found to have breached ethical standards by saying or recording things they have come to regret.

Staying in Your Lane

One area of concern that arises from time to time is members of Council overstepping their role, attempting to 'take the reins' to fix a constituent's problem, or directing staff how to do their job. Members of Council serve an important role in putting constituents in touch with appropriate staff, and following established processes, but it is important to strike the correct balance. Failing to recognize this may be perceived by staff as undermining staff or interfering with their duties, and may attract exposure for the Member and the municipality where the Member's activities are not in compliance with the relevant regulatory scheme (such as using mandated personal protective equipment; following proper risk management processes; ensuring safety for the Member, their constituents, and the general public). Equally importantly, it interferes with the line-management routines properly established by the municipality so that its workers have clarity in who they are to take instructions from.

Public Trust

Recent events have ushered in a new era of electronic participation in meetings, and challenged municipalities to respond quickly to ensure the health and safety of the municipality, provide social distancing for staff, and ensure public transparency. Public trust in local government rests on confidence that important decisions are subject to public debate and that there exists a strong ethical framework. While the rules around participation in electronic meetings have been adjusted, the safeguards around transparency, accountability and ethical conduct remain firmly in place. To the extent routines are changed out of necessity, municipalities should be able to explain why their substituted processes amount to reasonable restrictions on the normal democratic rights of their constituents and be prepared to return to regular practice as soon as practicable.

Conclusion:

We look forward to continuing to work with Members of Council and Members of Local Boards to ensure a strong ethical framework. We embrace the opportunity to elevate Members' familiarity with their obligations under the Code and to respond to emerging issues.

As always, we welcome Members' questions and look forward to continuing to serve as your Integrity Commissioner.

We wish to recognize the Members of Council who are responsible for making decisions at the local level in the public interest. It has been a privilege to assist you in your work by providing advice about the Code of Conduct and resolving complaints. We recognize that public service is not easy and the ethical issues that arise can be challenging. The public rightly demands the highest standard from those who serve them, and we congratulate

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Council for its aspirational objective to strive to meet that standard.

Finally, we wish to thank the Clerk and the Chief Administrative Officer for their professionalism and assistance where required.



TOWNSHIP OF ESSA STAFF REPORT

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STAFF REPORT NO.: PD006-21
DATE: March 24th, 2021
TO: Committee of the Whole
FROM: Aimee Powell, B.URPI., MPA, MCIP, RPP
Manager of Planning & Development
SUBJECT: Proposed Additional Residential Units Process

RECOMMENDATION

That Staff Report PD006-21 be received; and

That Council authorize Staff to proceed to a Public Meeting to present the Draft Official Plan Amendment (OPA) and Zoning By-Law Amendment (ZBA) to implement an Additional Residential Unit Process.

BACKGROUND

The Province directs for affordable housing to be promoted and provided in its municipalities. One means of achieving affordable housing is through the creation of Additional Residential Units (ARU). Township Staff receive many inquiries and requests for the creation of Additional Residential Units. The need for ARUs has also been established through our Official Plan Review process.

There is no specific regard for, or framework concerning ARUs in the Township of Essa's Official Plan, 2001 (OP) or Zoning By-law 2003-50, (ZBL), in accordance with provincial direction. The Township OP and ZBL allow for multi-unit housing but achieving conformity for new construction projects have proven to be very costly, in terms of time and money, for landowners. The objective is to have ARUs be permitted in all Zones that allow for Residential uses, to best achieve provincial direction.

In this regard, Planning Staff have drafted an Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBA), along with a Framework that can help bring ARUs into fruition. The proposed Amendments would be implemented Township-wide, specifically in the Residential, Rural, and Agricultural Zones, and better identify zones, that may not be suitable for the subject use.

This report will cover legislation, currently in effect, that requires municipalities to implement ARU, the Township's need for these Amendments, topics for Staff to further explore, as well as the Framework Staff have identified to implement and support ARU.

Below please find the Framework components:

- Draft OPA/ZBA
- Land Registry By-law
- Registration Form
- Public Consultation and Consideration
- Implementation program

COMMENTS AND CONSIDERATIONS

Legislation in Effect

The stated intent of the legislation below, is to encourage the provision of more housing across Ontario, through streamlining the development approvals process and by making housing more affordable. The Regulations require municipalities must update their OPs and ZBL to reflect the changes.

Bill 140, Strong Communities through Affordable Housing Act, 2011

This Bill requires Municipalities to focus growth within existing built areas. The Province has attempted to provide a greater range of affordable housing options by amending the *Planning Act* with *Bill 140: Strong Communities through Affordable Housing Act, 2011*. *Bill 140* implements Ontario's Long-Term Affordable Housing Strategy, 2010, which requires municipalities to consider one second unit, as-of-right in ground-related dwellings or their ancillary structures.

Bill 108, More Homes, More Choices, 2019

In 2019 *Bill 108, More Homes, More Choices*, resulted in amendments to the previous *Bill 140*, particularly relating to the *Planning Act* second unit policies. *Bill 140, Strong Communities through Affordable Housing Act, 2011* required municipalities (subject to zoning) to permit secondary units in either a dwelling or an accessory building/structure on a property, but not both. This has currently been amended to require that municipalities authorize ARU for detached, semi-detached and row houses in both the primary dwelling and/or any accessory building/structure.

The Planning Act

This *Act* sets a framework for planning and development in Ontario. The *Act* is continually evolving, as new Bills and Regulations provide new direction on how land use planning is to be conducted provincially. Section 2 of the *Act* identifies Provincial Interests;

specifically, subsection 2j of the *Act* identifies "...the full range of housing, including affordable housing..." as a matter of Provincial interest. The more recent, Section 16(3) of the *Act* requires municipal OPs to authorize the use of ARU (*Bill 108*). In the *Act*, Regulation 299/19, was published August 29, 2019, to provide Regulations to allow ARU in the Province.

The following are the Regulations from the *Act*:

- Each ARU shall have one parking space that is provided and maintained for the sole use of the occupant of the ARU, unless a By-law is passed not requiring a parking space to be provided.
- A parking space that is provided and maintained for the sole use of the occupant in the ARU may be a tandem parking space.
- An ARU may be occupied by any person regardless of whether:
 - The person who occupies the unit is related to the person who occupies the primary residential unit and;
 - The person who occupies either the primary or ARU is the owner of the lot.

Community Benefits

At the Township of Essa, there is an expressed need for affordable and alternate housing, especially with its growing population. In Angus, where intensification is directed, the average price of a house is approximately \$700,000 (Zolo market data from January 02 – February 27, 2020). For a new home buyer that chooses to opt out of the Canada Mortgage Housing Corporation's (CMHC) Mortgage Loan Insurance, a 20% down is required; that equates to \$140,000 on a \$700,000 purchase price. The median after-tax income of Canadian families and single household individuals is \$61,400 (Canadian Income Survey, 2018). Therefore, housing ownership is hard to attain.

The Township needs more alternatives for people who want to work and live in Essa, in accordance with the principles of good planning, and provincial direction. Staff deem it imperative that the Township implement a means for residents and rate payers to establish and live in ARU in all Zones that allow for Residential uses.

Allowing landowners, the opportunity to create ARU within their existing homes or accessory building/structures enables them to generate regular rental income while continuing to pay down debts and earn equity in their homes. There are numerous benefits that can result from the implementation of ARU. Staff have provided some examples of these benefits below:

- The health and safety of our Residents is better achieved, in accordance with the Ontario Building Code and Ontario Fire Code standards, through the inspection and approval, where appropriate, of ARU.

- Municipalities can better meet affordable housing targets.
- Providing more options for live-in caregivers or extended families in multiple zones including Rural and Agricultural Zones
- The creation of complete communities fostering residents' ability to live and work in the Township.
- Increasing housing opportunities for the more vulnerable populations.

At the Township of Essa, we aim to protect, preserve, and maintain Agricultural lands, as echoed in our OP and ZBL. However, with the Township's growing population and limited residentially Zoned areas, there is pressure from Developers to Rezone Agricultural and Rural lands to Residential, to better accommodate for housing demand. Establishing ARU policies will alleviate some of this pressure as we utilize the existing housing stock and infrastructure in not only in Residential Zones but also within Agricultural and Rural Zones. The overall intent to not alter or inappropriately intensify our Agricultural or Rural areas, however, where merit is established, there should be consideration for the ability to create ARU in these Zones.

Areas to Explore Further

Approved Temporary Garden Suites

- The only legal option for residents to permit an additional unit within a residence is "Garden Suites"
- Presently the *Planning Act* allows for the municipality to enter into an agreement to enact a temporary use by-law for these garden suites for a period of 20 years
- The agreement is entered into the Township regarding the maintenance, alterations, improvements, and eventual removal of the Garden Suite unit

Development Charges

- In 2018 Council passed an updated By-law to the previous Development Charges By-law 2013-60 that expired
- Currently there are no By-laws referencing additional units or Garden suites to development Charges
- *Bill 108*, in an effort to encourage the development of ARU in existing structures, introduced provisions which exempt development charges for ARU in existing residential buildings or accessory structures/buildings
- Consideration for living in tandem will be given during the construction of the ARU

Servicing - Building code/Fire code/Public Works

- The Draft OPA polices will have language requiring the units to be accurately serviced and shall comply with all applicable up-to-date health and safety standards

- Building Department, Public Works and the Fire Department will provide their official recommendation on the Draft OPA and ZBA. To ensure all safety standards are implemented
- ARU counts will inform and be managed in conjunction with the Township's Water and Wastewater Allocation Ledger as applicable, that is currently being monitored by our Engineering Staff
- This proposed framework will be provided to the County of Simcoe for comment and further approval, at which time, Staff anticipate being in receipt of any concerns regarding additional garbage and recycling resources that may be required to service ARU

Consent Policies

- The Draft OPA policies will have language to ensure that all applicable consent policies are still appropriate, with additional wording for surplus farm dwelling severances to prohibit the creation of separate lots for ARU

Secondary Suites Funding Program – County of Simcoe

- Additional unit(s) support the overall strategy to create 2,685 new affordable housing units in Simcoe County by 2024 – this includes additional unit(s) and garden suites, rent-supplements, new construction, and home ownership down payment assistance
- The Simcoe County Secondary Suites Program offers financial assistance to those who meet certain criteria (a) for creating new, additional residential units, for rent, that aim to provide affordable housing options for the public
- This program provides financial assistance only in the form of a 15-year forgivable loan (Maximum if \$30,000) and is reduced at an equal rate each year until the 15th year at which time it would be \$0. No payments are required, or interest charged so long as the terms of the loan are adhered to
- The residents of Essa Township can utilize this funding with polices in place such as the ones presented in this report for the OPA and ZBA

(a) Criteria required to apply for funding:

- Property must be located in Simcoe County
- All property taxes must be paid and remain paid throughout the term of the loan
- Rent charges cannot exceed the Canadian Mortgage and Housing Average Market Rent for the area for the full term of the loan
- Insurance and mortgage payments must be up to date and remain paid throughout the term of the loan
- Property owner(s) must be a Canadian citizen or landed immigrant
- Must be new construction and for rental purposes only
- Must remain with original owner(s) throughout the term of the loan
- Loan must be used for the construction on the ARU
- The ARU must comply with all municipal/building regulations



Framework

The framework for ARU would include the following components, noting that some components may be undertaken simultaneously:

- Implement an OPA to permit an ARU

The drafted OPA text will permit ARU in any zone that permits a single detached dwelling, semidetached dwelling or rowhouse, and located within a detached accessory building on the same lot as a permitted primary residential use. Some exceptions will apply to prohibit ARU in hazardous lands, vulnerable, environmentally protected lands or through the process of consent. Staff have drafted an OPA for ARU (see Attachment A).

- Implement a ZBA to permit an ARU

Staff have also drafted an associated ZBA to implement the policy guidance proposed within the draft OPA to provide zone requirements and definitions for an ARU and a Primary Dwelling. (see Attachment B)

- Implement a By-law for the Registration of ARU

An ARU registry is strongly recommended by the Province and would help the Township be aware of where ARU exist. This will also assist in creating inspection processes to ensure public safety and provide emergency services with information that there are two units in the home.

A By-law for the registration of ARU would be enacted by Council in accordance with the ZBL and OP. Staff have drafted a Registration By-law, please see Attachment C.

- Draft a Registration Form

Registration of ARU would be achieved through a Registration Form. Registering ARU is important because it allows the municipality to track growth and ensure public health and safety. Please see Attachment D for the Draft Registration Form.

- Public Consultation and Consideration

The public will be informed of the program at numerous stages and by multiple means. Initially they will have the opportunity for input during the public meetings for the OPA, ZBA and ARU Registry By-law.

After the By-laws are in place the public can be informed by:

- Information Sheets and pamphlets

- Township website and social media
- Signage throughout the Township
- Newspaper adds

- Program Implementation

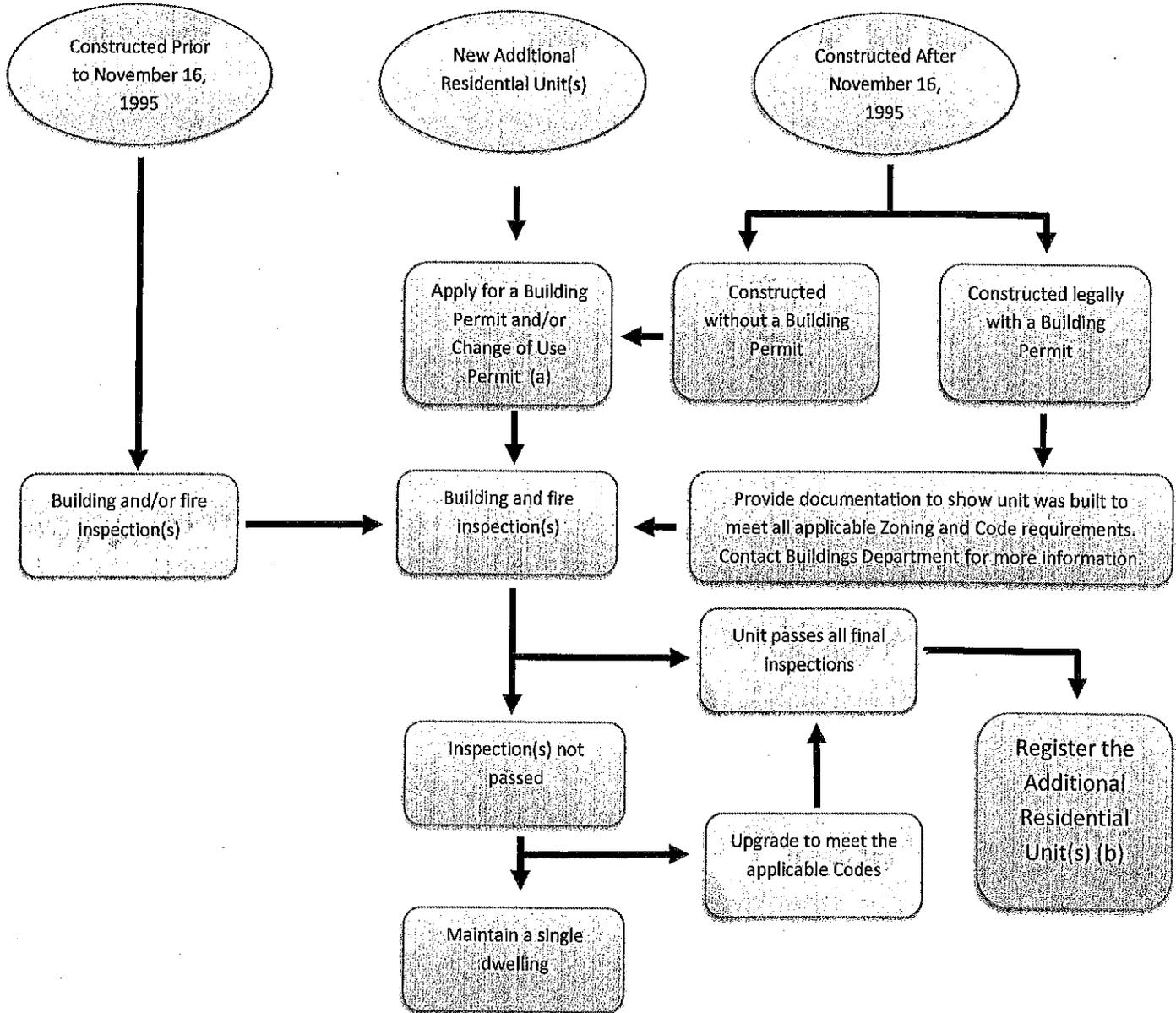
The Ontario Building Code (OBC) and/or Fire Code cover the approval and permitting of ARU. Upon registry the application falls into one of five categories.

- 1.Existing ARU constructed prior to November 16, 1995.
- 2.Existing ARU constructed after November 16, 1995 in a primary dwelling that is more than 5 years old.
- 3.Existing ARU constructed after November 16, 1995 in a primary dwelling that is less than 5 years old.
- 4.New ARU constructed after November 16, 1995 in a primary dwelling that is more than 5 years old.
- 5.New ARU constructed after November 16, 1995 in a primary dwelling that is less than 5 years old.

The process for selecting the appropriate path for permitting can be seen in the following DRAFT flowchart:

How do I make my Additional Residential Unit(s) legal?

To be legal, your ARU must be registered with the Town. To register your unit, it must comply with the Town's ZBL and the OBC, Fire Code and Electrical Code. The chart below gives an overview of the process:



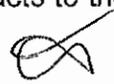
(a) Plans must conform to all Policies and Guidelines (ZBL, OPA), If you cannot meet all zoning requirements, you can apply for a ZBA or Minor Variance for your property.

(b) Will be registered after you have received a Final Inspection Report.

Other materials to help the public easily understand and complete the permitting process will be drafted. Many municipalities use an 'Application Checklist' that would accompany the building permit. Staff have drafted an Application Checklist, please refer to Attachment E.

FINANCIAL IMPACT

None. Staff anticipate positive financial impacts to the Township, as the ARU will increase future Building Permit revenue.



SUMMARY/OPTIONS

Council may:

- 1. Take no further action.
- 2. Authorize Staff to proceed to a Public Meeting to present the Draft Official Plan Amendment (OPA) and Zoning By-Law Amendment (ZBA) to implement an Additional Residential Unit (ARU) Process.
- 3. Direct Staff in another manner Council deems appropriate.

CONCLUSION

Option #2 is recommended.

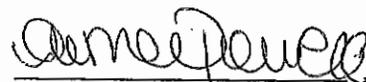
Respectfully prepared by:

Respectfully submitted by:

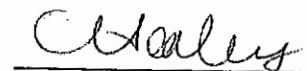
Reviewed by:



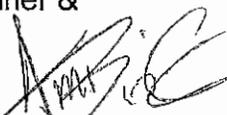
 Jaspreet Sidhu
 Planner &



 Aimee Powell, B.URPI, MPA, MCIP, RPP
 Manager of Planning
 & Development



 Colleen Healey-Dowdall
 CAO



 Yancy Ambing, CET
 Deputy Chief Building Official

Attachments:

- A. Draft OPA
- B. Draft ZBA
- C. Draft Registration By-law
- D. Draft Registration Form
- E. Application Checklist

Amendment XX
To the Township of Essa Official Plan

Introduction

Part A – The Preamble does NOT constitute a part of this Amendment

Part B – The Amendment consisting of the following text constitutes Amendment No. ____ to the Township of Essa Official Plan.

Part C – The Appendices attached hereto do NOT constitute part of this Amendment.

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Part A – The Preamble

Purpose

The proposed amendments seek to align the Township of Essa Official Plan policies with the Provincial Policies in effect currently. In 2019, the Province amended the Planning Act to require that municipalities have provisions that authorize the use of Additional Residential Units. The amendments have the effect of replacing the legislation authorizing Second Units to instead allow up to three units on properties which contain a detached house, semi-detached house or rowhouse. Of the three units, one Additional Residential Unit may be in the same building as the primary residential unit and one Additional Residential Unit may be in the accessory building/structure on the same lot. The proposed amendments are intended to remove the barriers that residents may currently face with the limited options for affordable housing in the Township.

Location

This Amendment applies to lands within the entire geographic area of the Township of Essa.

Basis

The provisions of Subsections 16(3), of the Planning Act, R.S.O., 1990, c.P. 13, as amended, provides that an Official Plan shall include a framework through polices that authorize the use of additional residential units by permitting, (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and (b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.

Implementation and Interpretation

The implementation and interpretation of his Amendment shall be in accordance with the relevant policies of the Township of Essa Official Plan.

Part B – The Amendment

Introductory Statement

All of this part of the document entitled "Part B – The Amendment" consisting of the following text constitutes Amendment No. XX to the Official Plan of the Township of Essa.

Details of the Amendment

The Official Plan of the Township of Essa is hereby amended as follows:

1. THAT the TABLE OF COTENTS is amended by:
 - a. Adding Section 5.X with the following heading "Additional Residential Unit(s)"
 - b. Adding Section 5.X.1 with the following heading "Additional Residential Unit within a Primary Residence"
 - c. Addition Section 5.X.2 with the following heading "Additional Residential Unit within an Accessory Building or Structure"
2. THAT "Section 5.X" be added with the following text:

Additional Residential Unit(s), also known as accessory or basement apartments, secondary suites or in-law suites are self-enclosed residential units with separate kitchen, bathroom and sleeping accommodations. These units are subordinate in size and function to the principal building on the property. Additional Residential Unit(s) are an efficient form of intensification and improve the supply of affordable rental housing; provide an additional source of income for homeowners; and offer the community alternative housing options. The Municipality may create a registration or licensing program to regulate and/or administrate Additional Residential Unit(s).

Garden suites are temporary dwellings and are not considered Additional Residential Unit(s) under this Plan.

It is the policy of this Plan to permit:

- a) The use of two residential units in a single detached dwelling, semidetached dwelling or rowhouse

- b) The use of a residential unit in a building or structure accessory to a single detached dwelling, semi-detached dwelling or rowhouse.

For further transparency, the intent of this policy is to permit up to a total of **three** residential units, which includes the primary dwelling unit, on eligible properties.

An Additional Residential Unit within a main residence or within an accessory building or structure on a property will not be permitted within hazardous lands as defined and regulated by the Local Conservation Authority, Nottawasaga Valley Conservation Authority. An Additional Residential Unit will be required to be serviced by appropriate water and wastewater/stormwater services in a manner that is acceptable to the Township. Additional Residential Units located within vulnerable or Environmental – Significant Areas, Environmental – Wetlands, and Environmental – Flood Prone Areas designation may not be permitted. All applicable consent policies continue to apply. Additionally, surplus farm dwelling severance policies shall not be used to create separate lot for additional residential units.

3. THAT "Section 5.X.1" be added with the following text:

Additional Residential Unit Within a Primary Residence

The Township shall enact zoning provisions to allow one Additional Residential Unit within a single detached dwelling, semi-detached dwelling, or rowhouse on a property.

In developing zoning provisions for Additional Residential Units within a principal residence, the Township should consider the following:

- a. That safe road access can be provided;
- b. The establishment of an Additional Residential Unit does not require the construction of an additional driveway access;
- c. Additional Residential Unit(s) will be regulated by the provisions of the Implementing Zoning By-law;
- d. That any exterior alterations to the main residence, necessary to accommodate the Additional Residential Unit, are minimized to reduce visual impacts on the streetscape;
- e. That the character of the primary residence be maintained;

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- f. That sufficient amenity areas are offered for the principal residence and Additional Residential Unit;
- g. The Additional Residential Unit meets the applicable Building Code, Fire Code and local property regulations; and
- h. That a garden suite and Additional Residential Unit(s) cannot be permitted on the same lot.
- i. The Additional Residential Unit will be established in accordance with the minimum distance Separation Formulae
- j. That adequate off-street parking can be provided on site for both the main residence and additional residential unit;
- k. All applicable permits and or approvals are required to be obtained from the Nottawasaga Valley Conservation Authority and any other agencies;
- l. The Additional Residential Unit is not considered multi-residential use for the purposes of the Site Plan Control By-law

3. THAT "Section 5.X.2" be added with the following text:

Additional Residential Unit Within an Accessory Building or Structure

The Township shall enact zoning provisions to allow one Additional Residential Unit within a building or structure that is accessory to a single detached dwelling, semi-detached dwelling or rowhouse, provided that a residential unit does not already exist in an accessory building or structure on the property. An Additional Residential Unit is prohibited from being severed from the property.

When developing zoning provisions to address Additional Residential Units in accessory building or structures the Township shall give consideration to the items listed in section 5.X.1 and shall have zoning provisions to address the following:

- a. The Additional Residential Unit is situated within the principal building on the property;
- b. The Additional Residential Unit will be evidently secondary to the main residence on the property; and

c. Minimum Distance Separation formula is complied with, where applicable. The Township of Essa may apply Site Plan Control to Additional Residential Units in accessory buildings or structures.

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Attachment B – ZBA

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NUMBER 2021-

A BY-LAW TO AMEND TOWNSHIP OF ESSA COMPREHENSIVE ZONING BY-LAW NO. 2003-50, AS AMENDED

WHEREAS, pursuant to Section 34 of the *Planning Act*, R.S.O., 1990, c.P.13, as amended, the Council of the Township of Essa has passed a comprehensive Zoning By-Law No. 2003-50 for the Township of Essa;

AND WHEREAS, authority is granted under Section 34 and XX of the *Planning Act*, R.S.O. 1990. C.P.13 as amended, to enact such amendments;

AND WHEREAS the provisions of this By-law conform to the Official Plan of the Township of Essa;

AND WHEREAS, Council deems it advisable and expedient to amend Zoning By-Law No. 2003-50;

NOW THEREFORE, the Council of The Corporation of the Township of Essa HEREBY ENACTS as follows:

1) THAT Zoning By-Law No. 2003-50, as amended, is hereby amended by adding the following to Section 4 to read as follows:

4.XX.1. Additional Residential Unit(s) - Any Additional Residential Unit(s) shall be developed in accordance with the following provisions:

4.XX.1.1. Additional Residential Unit(s) shall be permitted on lands zoned to permit a single detached dwelling, semi-detached dwelling, or rowhouse and/or located within a detached accessory building/structure on the same lot as the Primary Dwelling.

4.XX.1.2. A maximum of two Additional Residential Units shall be permitted on a lot, one within the same building as the Primary Dwelling and one located in a detached accessory building/structure to the Primary Dwelling.

4.XX.1.3 Additional Residential Unit(s) shall not be permitted on properties that are accessed from a private street.

4.XX.1.4 In accordance with the Off-Street Parking Requirements provided within this by-law, one (1) parking spaces per Additional Residential Unit is required to

be provided and maintained on site for the sole use of the occupant of an Additional Residential Unit and may include tandem parking spaces.

4.XX.1.5. Additional Residential Unit(s) shall be appropriately serviced and shall comply with all applicable health and safety standards, including but not limited to those set out in the Ontario Building Code and the Ontario Fire Code. By-law 5000-XXX Page 2 of 3.

4.XX.1.6 The maximum floor area of an Additional Residential unit(s) shall be 50% of the gross floor area of the primary dwelling.

4.XX.1.7 Additional Residential Unit(s) shall only be permitted if there is adequate connection to both municipal water supply and municipal sanitary sewers.

4.XX.1.7.1 despite section 4.XX.1.6 Additional Residential Unit(s) may be permitted where municipal water supply and municipal sanitary sewer are unavailable, provided that it can demonstrate, to the satisfaction of the Township, that all servicing is appropriately complied with including but not limited to the Ontario Building Code.

4.XX.1.8. Additional Residential Unit(s) shall have separate sanitary and kitchen facilities from the principal unit.

4.XX.1.9. Additional Residential Unit(s) shall not be permitted on a lot that is used for a Bed and Breakfast, Group Home, Private Home Tutor, Private Home Daycare, or Correctional use.

4.XX.1.10. No Additional Residential Unit(s) shall be permitted within the flooding and erosion hazard limits of all watercourses.

4.XX.1.11 Where any lot contains a Primary Dwelling, and Additional Residential Unit(s) and is permitted to have a home occupation, the home occupation shall be permitted in only 1 (one) of the units.

4.XX.1.12 The civic address of a lot containing an Additional Residential Unit(s) shall clearly indicate the existence of an Additional Residential Unit(s) by adding signage in accordance with By-law 2008.15 as amended.

4.XX.1.13. A separate entrance shall be required for the Additional Residential Unit(s).

4.XX.2. Additional Residential Unit within a Primary Dwelling:

4.XX.2.1. A separate entrance shall be required for the Additional Residential Unit that resides in the same dwelling as the Primary Dwelling and shall be

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located on the rear or side of the dwelling Primary Dwelling; this does not limit the ability to utilize existing entrances on the front main wall of the Primary Dwelling.

4.XX.2.2. All other provisions of the respective zones are complied with.

4.XX.3. Additional Residential Unit within a detached Accessory Building/Structure:

4.XX.3.1 The Additional Residential Unit within a Detached Accessory Building/Structure shall not exceed the maximum permitted accessory building/structure floor area for the applicable zone.

4.XX.3.2 The maximum Building Height of an Additional Residential Unit contained within a Detached Accessory Building/Structure is two (2) storeys and shall not exceed the height of Primary Dwelling.

4.XX.2.3 The applicable setbacks for the Detached Accessory Building/Structure within the applicable zone applies to an Additional Residential Unit on a residential use.

4.XX.2.4. A minimum of 3 metres shall be provided between the Additional Residential Unit in a Detached Accessory Building/Structure on the same Lot and any other structure permitted on the lot.

4.XX.2.5 All other provisions of the respective zones are complied with.

2) THAT Schedule "A" By-law 2013-28 as amended, is hereby further amended by adding the following

5.12 Additional Residential Unit initial inspection: \$150.00 flat rate

5.12.1 Subsequent Inspections per Additional Residential Unit (if permit is not needed): \$75.00 per inspection

3) THAT By-Law NO. 2003-50 as amended, is hereby further amended by removing the following definitions in Section 3

"Dwelling, Row"

Means a building divided vertically into three or more dwelling units, situated on one lot.

4) THAT By-Law NO. 2003-50 as amended, is hereby further amended by adding the following definitions to Section 3

"Additional Residential Unit" shall mean a separate and self-contained dwelling unit that is subordinate to the Primary Dwelling and located within the same

building or within a detached accessory building/structure on the same lot as the Primary Dwelling.

"Primary Dwelling" shall mean the main dwelling unit to which additional residential units may be subordinate.

"Rowhouse" shall mean a consecutive series of similar residential units that shall share a maximum of two common walls with the adjacent units, situated on one lot

- 5) THAT all other respective provisions of the Zoning By-law 2003-50, as amended, shall apply.
- 6) THAT this By-law shall come into force and take effect on the date of passing thereof, subject to the provisions of Section 34 of the *Planning Act*, R.S.O., 1990, c.P.13 as amended.

READ A FIRST, SECOND AND THIS TIME AND FINALLY PASSED THIS _____ DAY OF _____, 2021.

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Mayor Sandie Macdonald

Clerk Lisa Lehr

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Attachment C - Registration By-law

THE CORPORATION OF THE TOWNSHIP OF

ESSA BY-LAW 2021 - XX

Being a By-law to for Additional Residential Unit(s)

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25 provides that the Council of the local Municipality shall in each year prepare and adopt estimates of all sums required during the year on all rateable property in the local municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25 provides that the Council of the local Municipality shall in each year pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25 Sections 308(2)(5), provides that a set of tax ratios shall be established for every municipality and that the County of Simcoe By-law No. 6847 passed on April 8, 2020, established these tax ratios; and

WHEREAS the *Assessment Act*, R.S.O. 1990, Chapter A.31, as amended, establishes the classes of real property and methods of assessment, as well as provides for alterations to the Collector's Roll;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. DEFINITIONS

In this By-law, the following definitions apply:

- (a) "single detached dwelling", "semi-detached dwelling", "row housing", "primary residence", and "accessory building/structure", shall have the meanings assigned to such terms as defined in the Zoning By-law;
- (b) "Inspector" means a Building Inspector, Municipal Law Enforcement Officer or Fire Prevention Officer;
- (c) "Registrar" means the Director of Building & By-law Services or his or her designate;
- (d) "Town" means The Corporation of the Township of Essa; and
- (e) "two-unit lot" means a lot which contains a primary residence and one (1) additional unit.
- (f) "three-unit lot" means a lot which contains a primary residence and two (2) additional units

2. PROHIBITION

No person shall operate or permit the occupancy of more than one (1) dwelling unit in a two-unit house, unless the two-unit house is registered as required by this By-law.

3. REGISTRATION

- (a) Every person who owns a two-unit lot or three-unit lot shall register the two-unit lot or three-unit lot, with the Registrar as required by this By-law.
- (b) Prior to registration:

- (i) each dwelling unit in a two-unit lot or three-unit lot shall be inspected to ensure that it complies with all relevant standards set out in the Building Code and the Fire Code;
- (ii) the owner shall ensure that each unit is equipped with an operable smoke alarm and carbon monoxide detector to the satisfaction of the Inspector;
- (iii) the owner shall provide the Registrar with a letter of compliance from the Electrical Safety Authority;
- (iv) the owner shall pay a one-time, non-refundable registration fee as set out in Schedule "A" to this By-law;
- (v) where work is required to be undertaken by the owner and said work does not require a building permit, the owner shall pay a re-inspection fee as set out in Schedule "A" to this By-law; and
- (vi) the owner shall submit a completed application form provided by the Town.

4. REFUSAL AND REVOCATION

- (a) The Registrar may refuse to register any two-unit lot or three-unit lot that does not meet the requirements set out in this By-law.
- (b) The Registrar may revoke the registration of any two-unit lot or three-unit lot, which, at any time after registration, ceases to meet the requirements set out in this By-law.
- (c) The onus of proving that each dwelling unit in a two-unit lot or three-unit lot meets the requirements set out in this By-law is on the owner of the building.
- (d) Where the Registrar has revoked the registration of a two-unit lot or three-unit lot, the owner may re-apply for registration in accordance with this By-law and will be required to pay the applicable fees.

5. NOTIFICATION OF REVOCATION

- (a) Prior to the revocation of the registration of a two-unit lot or three-unit lot, the Registrar shall notify the owner of the two-unit lot or three-unit lot of his or her "intent to revoke" and provide an explanation of the reasoning behind this intention.
- (b) Such notice shall be sent by registered mail to the owner of the two-unit lot or three-unit lot, at the address of the two-unit lot or three-unit lot and the address supplied on the application for registration.
- (c) The owner shall have a period of no more than sixty (60) days to comply with the requirements of registration as set out in this By-law. Where the owner fails to comply, the Registrar shall revoke the registration of the two-unit lot or three-unit lot.

6. MUNICIPAL ADDRESSING

Upon registration of the two-unit lot or three-unit lot, the Town shall assign a municipal address to indicate that the house contains two-unit or three-unit and the owner shall be required to display the municipal address in accordance with By-law No. 4748-05.P.

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7. OFFENCES

Any person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

8. EXCEPTION

The owners of two-unit lot or three-unit lot that were occupied on or prior to November 16, 1995, or the owners of any legally existing two-unit lot or three-unit lot, shall not be required to register said two-unit lot or three-unit lot as required by this By-law.

9. SEVERABILITY

If any section of this By-law, or parts thereof, are found by any court of law to be illegal or beyond the power of Council to enact, such section, sections, part or parts shall be deemed to be severable, and all other sections or parts shall be deemed to be separate and independent therefrom and to be enacted as such.

10. COMING INTO FORCE

The provisions of this By-law shall come into force and take effect upon third reading.

READ A FIRST AND SECOND TIME THIS XXTH DAY OF XXXX, 2021.

READ A THIRD TIME AND FINALLY PASSED THIS XXTH DAY OF XXXX 2021.

MAYOR

CLERK

SCHEDULE "A" TO BY-LAW 2021-XX

FEE SCHEDULE

1. REGISTRATION FEE: \$150.00
 - Upon Application (Non-Refundable)

2. RE-INSPECTION FEE: \$75.00
 - Payable if more than one inspection is required and the works do not require a building permit (payment due prior to release of registration)

Note: *Building permit fees or any other agency administration or inspection fees are not included in the above and are payable by the applicant, as required.*

4a Attachment D - Registration Form

Application for Additional Residential Unit(s) Registration

5786 County Road 21 | Utopia, ON L0M 1T0
 Phone: 705-424-9917 Fax: 705-424-2367



Application No.: _____ Date Received: _____

Location

Municipal Address:	Legal Description/ Lot & Plan:
--------------------	--------------------------------

Owner

Last Name:	First Name:
Mailing Address (if different than above):	Telephone: Email:

Agent (if other than registered owner)

Last Name:	First Name:
Relationship: Contractor: <input type="checkbox"/> Property Manager: <input type="checkbox"/> Other: <input type="checkbox"/>	Telephone: Email:

Primary Residential Unit

Single detached dwelling: <input type="checkbox"/>	Semi-detached dwelling: <input type="checkbox"/>	Row housing: <input type="checkbox"/>
--	--	---------------------------------------

Occupancy of the Primary Residential Unit

Owner: <input type="checkbox"/>	Tenant: <input type="checkbox"/>	Other (eg. Relationship to owner): <input type="checkbox"/>
---------------------------------	----------------------------------	---

Location of ARU

Within the same building as the primary residential unit: <input type="checkbox"/>	Within accessory building or structure: <input type="checkbox"/>
--	--

Is the ARU Existing?

Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
-------------------------------	------------------------------

Application for Additional Residential Unit(s) Registration

5786 County Road 21 | Utopia, ON L0M 1T0
 Phone: 705-424-9917 Fax: 705-424-2367



Total Number of Parking Spaces on the Subject Property

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	More than 4 <input type="checkbox"/>
-------------------------------	-------------------------------	-------------------------------	-------------------------------	---

Are There Any Existing, Registered ARUs on the Subject Property?

No—This is the first ARU <input type="checkbox"/>	Yes— There is one or more registered ARU(s) <input type="checkbox"/>
---	--

Size

Floor area of primary residence (1):	Floor area of additional unit (2):	Floor area of additional unit (3):
--------------------------------------	------------------------------------	------------------------------------

Location of Dwelling Units

Primary Residential Unit (1)	Additional Residential Unit (2)	Additional Residential Unit (3)
Main Floor <input type="checkbox"/>	Main Floor <input type="checkbox"/>	Main Floor <input type="checkbox"/>
Second Floor <input type="checkbox"/>	Second Floor <input type="checkbox"/>	Second Floor <input type="checkbox"/>
Basement <input type="checkbox"/>	Basement <input type="checkbox"/>	Basement <input type="checkbox"/>
Accessory Structure <input type="checkbox"/>	Accessory Structure <input type="checkbox"/>	Accessory Structure <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

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Application for Additional Residential Unit(s) Registration

5786 County Road 21 | Utopia, ON L0M 1T0
Phone: 705-424-9917 Fax: 705-424-2367



Required Documents	Provided
Property Sketch (including the dimensions of the building, the location and setbacks of all buildings on the property, as well as the location and dimensions of all parking spaces)	<input type="checkbox"/>
Floor Plan Sketch (showing location and sizes of all rooms and all walls, doors, windows, stairs, kitchen facilities, bathroom facilities, heating systems and smoke alarms for all storeys)	<input type="checkbox"/>
Electrical Safety Authority (ESA) Clearance letter (no older than 6 months)	<input type="checkbox"/>
Final approval from Building Department	<input type="checkbox"/>

Owner Declaration

The undersigned hereby applies for registration of a Additional Residential Unit(s) in accordance with the provisions of the Municipal Act and the Township of Essa By-law 2021-xx

I/We, (print name(s)) _____ certify that:

I/We am/are the registered owner(s) of the land that is subject to this application for approval of this document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I/We authorize and consent to use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Municipal Act, 2001 for the purposes of processing this application.

Authorization

Consent of the Owner(s) for Applicant to Make Application:
I/We, (print name(s)) _____ am/are the owner(s) of the land that is the subject of this application and

I/We authorize (print name) _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Attachment E - Checklist

5786 County Road 21 | Utopia, ON L0M 1T0
 Phone: 705-424-9917 Fax: 705-424-2367



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Name of Applicant : _____ Application No.: _____
 Municipal Address: _____ Date Received: _____

Checklist for Additional Residential Unit(s) Please submit with Building Permit	
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is the Primary Dwelling unit is either located within a single detached dwelling, semi-detached dwelling, or rowhouse?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Does the Primary Dwelling units and ARU(s) has direct access to a public street?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Including the Primary Dwelling unit, will there more than dwelling units on the lot?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is there one parking space per unit? (tandem parking spaces allowed) eg. if you have a Primary dwelling unit and one ARU, you must have at least 2 parking spaces available.
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is the ARU(s) maximum gross floor area less than 50% of the gross floor area of the Primary Dwelling unit?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is there is adequate connection to both municipal water and sanitary sewer supply? If not please speak to Township for approval of adequate private connection.
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Does the Primary Dwelling unit and ARU(s) have separate bathroom and kitchen facilities?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Does the lot have a Bed & Breakfast, Group Home, Private Home Tutor, Private Home Daycare, or Correctional Use operating?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is the lot located within any flood and/or erosion hazard limit of any/all watercourses?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is there only one Home Occupation residing on the lot?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Are all applicable setbacks are complied with? (please refer to the Zoning By-law 2003-50)
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is the maximum Building Height of an ARU contained within a Detached Accessory Building/Structure that is two (2) storeys and does not exceed the height of Primary Dwelling?
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Does the ARU within a Detached Accessory Building/Structure exceed the maximum permitted accessory building/structure floor area for the applicable zone? Refer to Zoning By-law 2003-50.
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Has a minimum of 3 metres been provided between the ARU in a Detached Accessory Building/Structure on the same Lot and any other structure permitted on the lot?

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD007-21

DATE: Mach 24th, 2021

TO: Committee of the Whole

FROM: Aimee Powell, B.URPI., MPA, MCIP, RPP
Manager of Planner and Development

SUBJECT: Official Plan Review Update – Discussion Paper #2

RECOMMENDATION

That Staff Report PD007-21 be received for information.

BACKGROUND

Through the 2020 Budget Planning process, and subsequently through the 2021 Budget Planning process, Council approved Staff's request to undertake a new Official Plan Review (OPR) to begin in 2020. In the Spring of 2020, Staff posted a Request for Proposal to retain a Planning Consulting Firm to complete the Official Plan Review and its update and were successful in hiring MHBC in the summer of 2020 for the project to begin in the Fall of 2020.

The first milestone of the OPR was a Visioning Workshop period that took place during September 2020 to October 2020 and concluded with In-Person and Virtual Town Hall Meetings that took place on October 27th, 2020. The Visioning Workshop period was a forum where residents, landowners and stakeholders of Essa provided their input on our local:

- Growth and Development
- Economy
- Natural Environment
- Agricultural and Rural Areas
- Key (current and future) Planning Issues; and
- Valuable Community Attributes

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The input received from the Visioning Workshop was used to create the Draft Discussion Paper #1, that focussed on the alignment of the community's key land use planning topics with five (5) central themes that would serve as the framework of the creation of the pending new Township of Essa Official Plan. The five (5) themes presented in Discussion Paper # 1 are:

- Rural Essa
- Natural Essa
- Growing Essa
- Resilient Essa; and
- Connecting Essa

Draft Discussion Paper #1 also introduced the County of Simcoe's Municipal Comprehensive Review (MCR) project plan, included policy suggestions in accordance with each of the five (5) themes, and provided comment on general recommendations to strengthen current policy within existing Township Official Plan. Draft Discussion Paper # 1 was released for comment via direct circulation and published on the Township's OPR webpage on December 22nd, 2020, with a 30+ day commenting window that concluded on January 29, 2021.

A Virtual Town Hall Meeting was held on February 23rd to present the findings of the circulation comments on the Draft Discussion Paper # 1, provide further context on the County MCR project in relation to the OPR, and to discuss the five (5) themes guiding the direction for the pending new Official Plan.

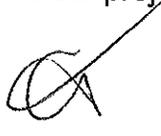
Discussion Paper #2, (See Attachment A), provides a summary of the OPR's key milestones and notable components that have been evaluated to date, with an introduction to the next step, which is the creation of the Draft policies for the pending new Official Plan.

COMMENTS AND CONSIDERATIONS

In accordance with the updated October 20, 2020 Work Plan (see Attachment B), the OPR is moving forward in accordance with its projected timelines and deliverables and is expected to be completed by March 2022. The next major milestone of the OPR is for the Township to be in receipt of the Draft Official Plan policies and mapping, from MHBC, for the pending new Official Plan, which are expected by May 2021.

FINANCIAL IMPACT

None. The Official Plan Review project was budgeted for and approved in the 2021 Budget Planning process.

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SUMMARY/OPTIONS

Council May:

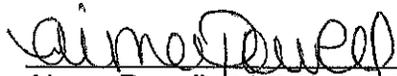
1. Receive this Report for Information.
2. Direct Staff in another manner that Council deems appropriate.

CONCLUSION

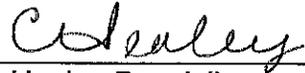
Option # 1 is recommended.

Respectfully Prepared By:

Reviewed By:



Aimee Powell, B.URPI., MPA, MCIP, RPP
Manager of Planning and Development



Colleen Healey-Dowdall
CAO

Attachment A: Discussion Paper #2 and its Attachments
Attachment B: Updated Work Plan (October 20, 2020)

4b

Official Plan Review Discussion Paper #2 - Draft



Where Town and Country Meet

Date:

March 2020

Prepared for:

Township of Essa

Prepared by:

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC)

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1.0 INTRODUCTION

The purpose of this Discussion Paper is to:

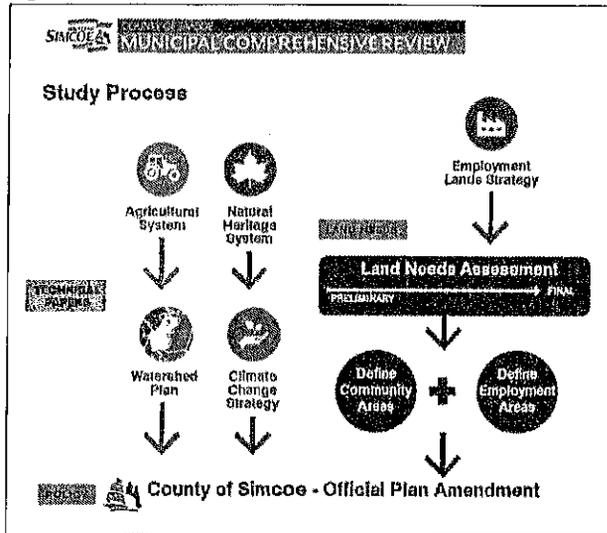
- provide an overview of the submissions made by the community to the Public Release of Discussion Paper #1 and the results of the Virtual Town Hall Meeting held on February 23, 2021; and
- confirm policy directions for the new Official Plan.

1.1 County MCR

The 2020 Growth Plan requires that the County of Simcoe undertake a Municipal Comprehensive Review (MCR) to bring its Official Plan into conformity with the Growth Plan by July 1, 2022. A MCR is a comprehensive planning study that addresses a broad range of complex planning and policy matters including a growth management strategy to allocate population and employment growth to the year 2051. Ultimately, the MCR will result in an amendment to the County of Simcoe Official Plan to bring the policies and schedules into conformity with the Growth Plan. The MCR amendment to the County Official Plan will require approval from the Province of Ontario.

The County has formally launched its MCR, held a kickoff meeting with local municipal planning staff, and has published its MCR page on the County website ([Municipal Comprehensive Review - Planning \(simcoe.ca\)](https://www.simcoe.ca/municipal-comprehensive-review-planning)) providing further details on the study content and process. **Figure 1** describes the MCR process:

Figure 1 – MCR Process



Further details of the MCR will be forthcoming from the County. There is synergy between the County MCR process and the new Official Plan process for the Township of Essa including those addressing the Provincial Natural Heritage and Agricultural Systems identified in Discussion Paper #1. The Township will continue to work closely with the County and, where possible and appropriate, prepare the new Official Plan in concert with the County MCR process.

1.2 Requests for re-designation as part of new Official Plan process

It is typical that during the development of a new Official Plan for landowners to make requests of Council for changes to the land use designation(s) and/or policies that apply to their properties. This could result in the increase of development permissions and rights; and, the development potential of the property without having to undertake an owner initiated Official Plan Amendment application process that is subject to site specific consultation and review.

Making changes of this nature, particularly depending on type and basis for the request, raises three key concerns:

- a) The Township should generally not consider property owner based re-designations/amendments through a new Official Plan process, as such requests would tend to get lost in the broader details of the development of the new Plan. Moreover, focused public consultation and engagement regarding the re-designation may not occur in regards to the requested changes and the full technical and supporting documentation normally required as part of an owner initiated application process is generally not submitted. All of this could hinder Council's

ability to appropriately consider the request and make an informed decision on the nature and scale of the request being made.

- b) Essa has developed its planning process requirements on a user-pay basis so that growth pays for growth and that existing residents are not subsidizing the review and consideration of development applications. Requests as part of a new Official Plan process would not be accompanied by the normal and required fees, not be supported by a complete application, and may not be subject of an applicant funded independent peer review and vetting.
- c) The primary focus of an Official Plan Review, and preparing a new Official Plan, is to ensure that the Township's planning documents are brought into conformity with the relevant Provincial and County plans and policies. In addition, preparing a new Official Plan includes appropriately developing a planning framework to guide decision making for growth and change, to define what is valuable and important to the broader community, and ensure that policy guidelines are provided to determine how property owners may request, through the amendment application process, changes to the Official Plan, where required. The new Official Plan project is intended to prepare a new Official Plan that is in the best interest of the Township as a whole and not permit site specific re-designations or amendments outside of the normal and required application process established by the Town and by the *Planning Act*.

It is recommended that all re-designation requests submitted as part of the public consultation and engagement process will be responded to by MHBC as part of the public commenting/response process. MHBC's analysis of such requests would be based generally on consistency and conformity with relevant plans and policies and a determination whether the request is minor or major, based on the following criteria:

- Level of anticipated impact on adjacent properties.
- Impacts on public and community services and infrastructure.
- Degree of increase in development permissions and potential of the property.
- Would the request equally benefit all lands in the same designation or similar class of development?
- The likelihood that the request would result in a broader public objective being achieved and an improvement in the public policy being developed for the new Official Plan.
- Would the request address an error or omission in the existing or past Official Plans?

Only minor changes may be considered and only where the request generally meets the above-noted criteria. Major requests, being those that would increase the development

permissions for the property and those that could have impacts on the adjacent properties and on community services and infrastructure, would be recommended to not be included or further considered as part of the new Official Plan development. Establishing such a process ensures that the new Official Plan process remains open and transparent, ensures that there is a record of all such requests, and will ensure that changes are only made where they achieve a broader public policy objective as approved by Council.

2.0 DISCUSSION PAPER

#1

Discussion Paper #1 – Official Plan Review, was published and released for public comments on December 22nd, 2020. A more than thirty (30) day commenting period was provided with comments accepted until January 29, 2021. The purpose of Discussion Paper #1 was to:

- provide an overview of the submissions made by the community on the introductory project questionnaire and the results of the Visioning Workshop for the new Official Plan;
- propose possible options for revised and new policy areas for the new Official Plan;
- seek further input from residents and other stakeholders about the specific policy options and directions for the new Official; and
- to use the views and ideas collected through consultation on Discussion Paper #1 to further develop the policy options for the preparation of the first Draft of the new Official Plan.

2.1 Five Themes

We heard from the community, through the Visioning sessions, that there were five main themes to those matters of value and importance to the Township. These five themes were as follows:

- Rural Essa – comments focused on the agricultural areas and lands in the municipality and its critical importance to the local economy, along with the importance and function of the rural areas that form part of the landscape and character of the community.
- Natural Essa – we heard that the Township is comprised of a wealth of natural areas and resources and that the protection of these areas was of high value to the community.
- Growing Essa – in balance with the values of the protection the agricultural, rural and natural areas of the Township, the community identified the need to continue

to grow in a measured and orderly fashion to provide a range of places to live, work and play.

- Resilient Essa – the community identified climate change as a major concern and the need to develop the Official Plan in a fashion that ensured Essa was climate resilient now and into the future, was energy efficient and sustainable, and was guided by the principles of healthy communities and age-friendly design.
- Connecting Essa – there was plenty of interest and opinions regarding the multiple ways Essa is connected together and connected to the broader region and world. Roads, transit, and trails, rail are all matters that the community felt must be addressed in the new Official Plan.

Discussion Paper #1 reviewed the Provincial and County plans and policies for each theme area, discussed the current approach and potential gaps, and recommended a series of policy directions for a range of planning issues related to each of the themes. The identified policy directions were intended to provide a clear sense of the focus and directions to be taken in the preparation of the first Draft of the new Official Plan.

2.2 Proposed Directions

Discussion Paper #1 identified 50 policy directions for the five themes for the new Official Plan. These are provided in detail in Discussion Paper #1, but are summarized in Table 1.

Table 1

THEME	DIRECTIONS
Rural Essa	Agricultural Lands and Economy
	Rural Lands
	Mineral Aggregate Resources
Natural Essa	Natural Heritage System and Natural Environment
	Natural Hazards
	Water Resources
Growing Essa	Growth Management Strategy
	Housing Strategy
	Employment Strategy
	Infrastructure
Resilient Essa	Climate Change
	Energy
	Healthy Communities
	Waste Management
Connecting Essa	Road System
	Transit
	Active Transportation

3.0 WHAT DID WE HEAR?

The Township consulted and engaged the community in two ways concerning Discussion Paper #1. First, the Discussion Paper was published for a period of thirty (30) days for the submission of written public comments. Second, a Virtual Town Hall was held on February 23rd via Zoom to provide a different approach and venue for residents and stakeholders to gain a better understanding of the proposed directions for the new Official Plan and to provide direct comment and input to the process.

3.1 Written responses to Discussion Paper #1

The Township received detailed and thoughtful written comments via emails and letters in response to Discussion Paper #1. Provided in **Attachment 1** to this report is a summary of the written comments received by the Township and responses to the suggestions and input received. Comments received covered a broad range of subjects and issues including growth management, agricultural areas and issues, flooding protection approaches, natural heritage areas and protection, watershed concerns, age-friendly communities, urban forestry, and tree protection.

Proposed approaches to addressing the identified subjects and issues are set out in **Attachment 1** as noted.

3.2 Virtual Open House – February 23rd

The Virtual Open House, held in respect of Public Health and Township Covid-19 guidelines, included a presentation regarding the status and stage of the Official Plan Review, the current information about the County MCR, the results of the Visioning Workshop and the proposed directions for the new Official Plan. The presentation slide deck is available on the project webpage at www.essatownship.on.ca/government/official-plan-review

Comments made at the Virtual Open House are also provided in **Attachment 1** together with responses to the suggestions and input received.

4.0 ARE THE THEMES RIGHT?

Preparing a new Official Plan is an iterative and collaborative process that is based on regular consultation and engagement with residents, agencies and a broad range of stakeholders. The intent of the consultation regarding Discussion Paper #1 was to 'check in' with the community to ensure that we had identified the major themes and provided the major policy directions to guide the preparation of the first Draft of the new Official Plan.

4.1 Directions

Essa residents are committed and care deeply about their homes, their community, and their Township. We heard that at the visioning sessions, read it in the written submissions, and heard it again at the Virtual Town Hall. We heard a range of comments and a need for more detail, more specificity, and to see the actual Draft new Official Plan.

It is our sense that the major themes and directions were captured, but greater detail is required when the Draft the new Official Plan. There were a number of additional comments that identified policy matters that will have to be addressed in some fashion in the new Official Plan including tree preservation and other urban forestry programs, urban and community design, and telecommunications issues like high speed internet. These issues and policy matters, and more, will take shape with the preparation of the Draft of the new Official Plan.

4.2 Project Schedule

Yes. The project is tracking generally on time and on schedule. The development and drafting of the new Official Plan will parallel with the schedule for the County MCR as noted earlier in the Discussion Paper. The next step, described in section 5, is where the consulting team takes all the review and analysis, all the input and comments, and prepares the first Draft of the new Official Plan.

5.0 NEXT STEPS

Subject to Council acknowledgment and concurrence, the next step in the Official Plan Review process is to prepare the first Draft of the new Official Plan.

5.1 A New Official Plan

As noted above, the next task in the Work Program is to write the first Draft of the new Official Plan.

The first Draft of the New Official Plan should provide a clear picture of the format and structure for the policy framework and land use mapping. It will also provide a clear sense of the vision that has been expressed by the community and the policies and guidelines that will manage land use change and growth during the time frame for the Plan.

After a series of intensive public engagement sessions in September and October 2020, public release and comment period for Discussion Paper #1, and a Virtual Open House on February 23, 2021 the communities input will be incorporated into a first Draft of the new Official Plan. The 'Draft' will not be the final Plan to be adopted by Township Council, but will reflect the initial findings and input gathered from the community.

Attachment 2 provides the proposed format and structure for the new Official Plan and will provide the structure for the drafting of the policies and guidelines under the major headings and sections for the Plan. The proposed format describes both a land use and policy structure that will be the guiding framework for the first Draft of the new Official Plan and, while detailed and fine grained, it is not the full and complete expression of the proposed content of the new Official Plan nor a listing of all sub-sections and clauses. This will only come with the writing and with a full public review and commenting on the first Draft for Public Comment.

5.2 Continued Public Consultation

As the project moves forward, there will be multiple additional opportunities for you to participate and submit input and comments in the preparation of the new Official Plan including the release of the first Draft of the new Official Plan, a second open house, and the formal public meeting required under the *Planning Act*.

6.0 **STAY INVOLVED!**

Stay informed, stay involved and stay engaged. Your ideas, comments and suggestions will help inform the preparation of the new Official Plan for the Township of Essa.

Comments can be submitted in writing to the Township's Official Plan email account at officialplan@essatownship.on.ca or feel free to drop off hard copies of your responses to the Planning Department at the Township of Essa to the attention of Aimee Powell, Manager of Planning and Development.

Please check the Township's Official Plan Review webpage, on the Township's website, for further details on the status of the project, release of documents for review, and upcoming consultation and engagement events.

The link to the website is: www.essatownship.on.ca/government/official-plan-review

4b

Attachments

Attachment 1

	Comments	Response
WRITTEN SUBMISSIONS		
Brookfield Residential – Letter dated February 1, 2021		
1.	We feel that consideration should be given to including Baxter as a "Prime Settlement Area", or have its own level on the hierarchy. As a result of the Draft Plan Approved Brookfield Marshall residential subdivision, a portion of the community will be on full services. Water and wastewater services are being brought to the community, and consideration has been given to the future expansion of these facilities. Upon completion of this infrastructure in the short-term horizon, there will be the ability to provide additional development on full municipal services. In addition, the construction of the residential development will help define to define the built boundary.	The term "Prime Settlement Area" originates in the Growth Plan and generally reflects communities that are fully serviced (sewer and water) and complete communities. The Discussion Paper recommended the implementation of the growth strategy and hierarchy as described in the Ainley Growth Management Strategy and updated as necessary in concert with the County Municipal Comprehensive Review (MCR).
2.	We feel that consideration should be given for a level of commercial lands be designated in Baxter to allow the community to grow into a complete community.	As recommended in the Discussion Paper, no expansion to the Settlement Area boundaries are contemplated at this time.
Susan Antler – Email dated January 27, 2021		
1.	Please provide a map of the existing trail system that is acknowledged as being throughout Essa Township	Available from the Township.
2.	Please provide a map identifying all the farmland in Essa and its current designation (eg. 1,2,3 etc.)	Both the existing Township and County Official Plans detail agricultural designations. The County MCR will also refine the Provincial Agricultural System mapping that will be incorporated into the new Essa Official Plan.
3.	Why is the Township accepting Energy from Waste? Is it willing to site an incinerator in the Township?	New policies for waste management facilities will be drafted and typically new private and public facilities, including incinerators, would require local planning approval processes and amendments to both the local Official Plan and Zoning By-law.
4.	Do the comments on transportation improvements mean that every east-west concession road from County Road 21 up to County Road 90 will be expanded to four lanes?	The reference was specific as noted.
5.	Please provide further explanation regarding the Busway with trail south of Highway 90.	This reflected information from GO.
Doug Drysdale – Comments received January 22, 2021		

Attachment 1
Discussion Paper #1 –Township of Essa Official Plan Review
Comment & Responses

	Comments	Response
1.	NVCA has done nothing to remove the debris in the river, the blockages become dams when river floods in springtime.	Management of river conditions is both a public and private responsibility based on adjacent ownership.
2.	Would like more protection on the flood prone areas in Angus where all development is focused for intensification.	New Official Plan will include appropriate mapping and policies regarding flooding in accordance with Provincial requirements.
4.	Our natural areas must be protected as it causes issues and damage.	New Official Plan will identify and protect natural heritage areas.
5.	We are able to predict the flood more reliably and if the protocols are adjusted slightly in Angus, the normal spring floods are very predictable, what is not predictable is what happens when some physical thing is happening to the flow such as an ice/log dam in the swamp. When you have the regional floods (100 year flood) water is coming from north to south and recommends it will be possible for the municipality to protect the town by utilizing the 400-500 acres on the highway, not a whole lot of development there and should be kept that way, he believes that it would be able to flood proof the town of Angus by raising the grade on the 400-500 acres.	New Official Plan will incorporate flood mapping and provide policies in accordance with Provincial requirements.
6.	Need to tighten our protections on natural wetlands	New Official Plan will identify and protect natural heritage areas including wetlands.
7.	For development to occur in commercial/industrial/residential it should be mandatory to do a flood line study and Environmental Impact Study	Agreed.
8.	OP should look at science in future development in the area of Angus, for intelligent change to take place.	Agreed.
9.	In Angus they are converting prime Agricultural farmland to residential	Lands within designated Settlement Areas are permitted to convert to appropriate urban uses in accordance with previous approvals.
10.	Dumping fees should be charged to Toronto companies that dump all their topsoil in the river	General permissive policies could be considered in support of a Site Alteration By-law and implementation of the Provincial excess soil management guidelines.

	Comments	Response
Friends of the Utopia Gristmill and Park – Letter dated October 6, 2020		
1.	The watershed resources, agricultural land wealth, presence of CFB Borden, heritage and Simcoe Forests surround our people with the richness of life that is to be treasured. The Official Plan Review is a great opportunity and should reflect this positive-Essa reality.	New Official Plan should reflect the unique character and make up of Essa Township.
2.	The watershed, with its myriad of tributaries, woodlots and treed creeks, provides an opportunity to protect and advance this uniqueness. These resources are tremendous assets and provide for the well-being of our community, both in a natural way and in terms of economic activities and opportunities. Given the possible threats to this balance by encroaching development pressures, these tremendous assets need to be protected and enhanced.	The natural heritage system of the Township is to be identified and protected by the new Official Plan. The County MCR study will also refine the Provincial Natural Heritage System for inclusion in the County and Essa OPs.
3.	Agricultural lands need to be kept as agricultural lands. Naturalized areas need to be kept as naturalized areas.	Policies for the protection of important agricultural and natural areas will be developed.
4.	Built-up areas like Angus and Thornton should be more intensively built to accommodate any forecasted growth.	This approach is supported by the PPS and Growth Plan.
5.	Eco-Tourism needs to be a vision within the future growth in Essa Township.	This could be captured in the new Official Plan.
6.	Our roadways should be planted with trees on each side. Our ecological assets (eg. Minesing Wetlands, Tiffin Conservation, Utopia Conservation Area, the Nottawasaga River) need to be linked with pedestrian and bicycle paths as well as needing to be protected and enhanced as biodiversity corridors for our flora and fauna.	Permissive policies for an urban forestry program could be added to the new Official Plan.
7.	Both the Utopia Conservation Area and the Utopia Hall are on the 6th Concession. New housing subdivisions cannot be envisioned on the east side of the 5th Concession and beyond or any points any east thereof.	New developments will be directed to defined and designated settlement areas.
Rossly Danby – Email dated January 29, 2021		
1.	Angus needs a focal point. Its growth has either been on a commercial strip through the center of town (never an attractive Main Street), or sprawling subdivisions on the edges of town. The military park is a nod to Base Borden, but doesn't reflect the independent value of our community.	Urban and community design policies could be proposed for inclusion in the new Official Plan. Policies supporting secondary plans, tertiary plans and master plans as implementation tools could be added to the Plan for each settlement area.

Attachment 1
 Discussion Paper #1 –Township of Essa Official Plan Review
 Comment & Responses

	Comments	Response
2.	I strongly encourage our township to continue to have a clear vision for protecting and promoting our environmental and geo-cultural (I'm not sure if that's a real word) heritage, as has already been discussed. The treasure we have of living near a protected wetland and three rivers, the trails and our forests are all an attraction to present and future residents.	The natural heritage system of the Township is to be identified and protected by the new Official Plan. The County MCR study will also refine the Provincial Natural Heritage System for inclusion in the County and Essa OPs.
3.	I have mother approaching 90 who uses a walker. I have a grandson who uses a wheelchair. Accompanying them on walks to local stores has given me a new perspective on the level of accessibility in our town. Perhaps our council members should have a day when they travel in wheelchairs (non-electric) to see areas that need improvements.	Active transportation policies and age-friendly policies are proposed to be included in the new Official Plan.
4.	Finally, we need to plan for our senior population in terms of independent living spaces and local long term care. Many communities have small pods of single level apartments that are attractive and affordable.	Policies supporting a range of housing choices and forms are proposed for inclusion in the new Official Plan.
Meghna Isloor – Email dated January 11, 2021		
1.	I see nothing addressing the tree protection proposal in the draft plan.	The natural heritage system of the Township, including significant woodlands, is to be identified and protected by the new Official Plan. Permissive policies for an urban forestry program could be added to the new Official Plan.
D.P. Drysdale – Email dated January 28, 2021		
1.	The property (200 acres in former Sunnidale Twsp) is strategically located and with protection from backwater flooding (100 year & regional floods). It could be used for major industrial, commercial, residential and recreational purposes. I am requesting that our 200 acres be reinstated with the Angus settlement area.	As set out in the Discussion Paper, no changes to the existing settlement areas or boundaries are proposed at this time.
J. Lord-Genyk on behalf of Aware Essa - January 12, 2021		
1.	We are extremely disappointed to see that very little, in fact nothing in the way of tree protection, has been included. Therefore we have shared our concerns with local citizens and many are alarmed at the flooding of Essa's rivers, the sudden clear cutting of trees for	The natural heritage system of the Township, including significant woodlands, is to be identified and protected by the new Official Plan. Permissive policies for an urban forestry program could be added to the new Official Plan.

	Comments	Response
	<p>development, the invasion of Gypsy moths and especially, the disastrous effects that failure to address climate change will have on their current and future health and well-being. A responsible Municipal Tree Strategy would help provide solutions for these issues. Healthy tree cover gives enormous returns on dollars invested, now and in the near future. We ask that, as part of this review, you take the necessary steps to include tree protection in the revised Official Plan</p>	
<p>Friends of the Utopia Gristmill & Park – January 29, 2021</p>		
2.	<p>It is our understanding that Essa has already achieved the population growth envisioned by 2031. There is nothing in the current discussion papers that reflects this, identifying gaps which must be addressed or lessons-learned based on prior development decisions.</p>	<p>As set out in the Discussion Paper, no changes to the existing settlement areas or boundaries are proposed at this time. However, as the County MCR study progresses, further review of urban lands as part of the OP process may be required.</p>
3.	<p>We ask that the OP development team review the current statements in the draft which assume provincial support for environmental protection measures, incorporating additional measures within the plan to ensure/support the Township's environmental priorities.</p>	<p>The natural heritage system of the Township is to be identified and protected by the new Official Plan.</p>
4.	<p>The Official Plan should have a detailed map of what current is available throughout the Township; identify the gaps and set a plan how to correct the gaps.</p>	<p>New OP will have multiple land uses schedules.</p>
5.	<p>There needs to be a plan for wildlife corridors throughout the Township. Right now, it is piecemeal, dependent on private landowners and their decisions. Some subdivisions that are being developed have wholesale destroyed forest lands and wildlife habitat, putting pressure on other sections of the township. A corridor system throughout the township should be identified and protected.</p>	<p>The natural heritage system of the Township, including significant woodlands, is to be identified and protected by the new Official Plan. Significant wildlife habitat is also to be considered.</p>
6.	<p>It is important to add and acknowledge SOIL as a community asset within the Official Plan & Resilient Essa's approach, supporting the direction of decisions and development management approaches (e.g. alternatives to the current procedure to remove topsoil in</p>	<p>General permissive policies could be considered in support of a Site Alteration By-law and the implementation of the Provincial excess Soil management guidelines.</p>

Attachment 1
Discussion Paper #1 –Township of Essa Official Plan Review
Comment & Responses

	Comments	Response
	areas being prepared for development, enhanced valuation of agricultural lands).	
7.	We do not support reducing the classification of PRIME AGRICULTURAL LANDS from 1,2,3,4 to 1,2,3. There is no indication of how much land this involves nor any discussion on the implications of this reduction. Prior to making this reduction, more details should be provided as well as more fulsome discussion on the ensuring implications.	The Discussion Paper indicates the identification and designation of agricultural lands will be guided by Provincial plans and policies and by the County OP and the County MCR and the refinement and implementation of the Provincial Agricultural System mapping.
8.	We are very concerned with the proposed statement "Review and inclusion of permissions for non-agricultural uses in prime agricultural areas", asking for a more fulsome discussion on the details of this statement as well as involvement in how this will be shaped.	Any inclusions will be guided by the PPS and will be supportive of the overall agricultural system.
9.	While aggregate is acknowledged as an important economic component for the Township, there are no details as to what this means nor a map of where these locations are. Very little community support or involvement is seen as coming from this sector presently. It is not understood why this sector should be allowed to expand nor why without more detail discussion on their value to the Township and community.	Existing aggregate operations are shown in the County Official Plan and existing Essa Official Plan. Existing licenced aggregate operations will be appropriately designated in the new Official Plan. Aggregate potential areas as identified by the Province and required by the PPS will also be shown in the new OP.
10.	We ask the OP development team to provide further discussion and information regarding the implications to the recommendation that the Official Plan update may also consider the application of a two zone concept for flood plains, whereby development and site alteration may be permitted in the flood fringe.	This is a policy option of the PPS and may be considered in the preparation of the new OP. Both approaches are approved for use in Ontario.
11.	As the OP develops, there needs to be a complete and associated financial analysis to better understand the full implications for the determined growth strategy re: additional services needed to accommodate growth and implications to the full Township community.	As noted in the Discussion Paper, there are no proposed changes to the existing settlement areas or their boundaries. Any growth strategy changes would occur in concert with the County MCR.
12.	We do not believe that Waste-from-Energy (i.e. Incineration) should be allowed within the Township – to date, there has been insufficient emphasis on conservation measures as well as	New policies for waste management facilities will be drafted and all types of new private and public facilities, including incinerators, would require local planning

	Comments	Response
	it is incompatible with the rural nature of our community. This reference should be removed in the options identified in the waste management section of the OP Draft.	approval processes and amendments to both the local Official Plan and zoning By-law.
Janet Lord-Genyk - On behalf of Aware Essa – January 15, 20		
1.	There is very little mention of trees in the framework of the Discussion Paper and those instances concern only "woodlands" which narrowly defines groups of trees of certain sizes and densities covering a specific area. In Section 3.1 , under Natural Heritage System, woodlands are included in a list of "significant natural heritage features and their ecological functions." Given that all trees are significant and provide invaluable benefits, Aware Essa Supports a much broader approach to tree policy, including an Urban Forestry approach in settlement areas that would include planting and preserving trees in public spaces, boulevards, roadsides, as outlined in our Tree Policy submission.	The natural heritage system of the Township, including significant woodlands, is to be identified and protected by the new Official Plan. Permissive policies for an urban forestry program could be added to the new Official Plan.
David Guergis – Email dated January 29, 2021		
1.	Floodway OP mapping pre 2006 (Schedule B) be reinstated and that the newer version showing low velocity fingers and puddles be abandoned. The new mapping is in contradiction with Township Zoning By-Law 2003-50. A Floodway is high velocity, the Flood Fringe is low velocity.	New Official Plan will incorporate appropriate flood mapping and provide policies in accordance with Provincial and conservation authority requirements.
K. Robbins - Jones Consulting, on behalf of S. McKeever 8649 Smith Road - Email January 18, 2021		
1.	The County currently designates these lands as Agricultural which limits development to predominantly agricultural and agricultural-related uses; however, in the Township of Essa Official Plan these lands are designated industrial and rural. Are you able to speak to the Township's involvement in the County MCR process for these lands? Has/will the Township consider requesting the County designate these lands for development?	As noted in the Discussion Paper, there are no proposed changes to the existing settlement areas or their boundaries. Any growth strategy changes would occur in concert with the County MCR which the Township will fully monitor and participate throughout and as required.
Georgina Shelton – Letter dated January 29, 2021		
1.	Regarding the preservation of farmland and protection of the remaining natural features, from what I have read so far, the document is well-written and has covered many or all of the issues I would have expected to see in such a document.	Appreciated and noted.

	Comments	Response
2.	I have concern over the broad array of permitted uses on the lands designated as 'Rural'. While these in theory occur on land of "lower agricultural capability", there are too many examples of failed ventures along highways, county roads, concession roads, and sideroads that look like waste disposal sites and are eyesores on the landscape. Hopefully, there will be discretion and control over permits issued and by-laws requiring clean-up if the ventures fail.	Concerns understood. Permitted uses in each designation should be based on planned use and function for the land use, but at the same time ensure appropriate and controlled development and land use change.
Simcoe County District School Board – Letter dated January 29, 2021		
1.	Simcoe County District School Board Planning staff request policies within each municipality's Official Plan which support the ever changing needs of educational facilities. Many policies in the proposed plan such as active transportation, partnerships, and community uses are directly related to the role schools play in supporting families and children in communities. Planning staff reviewed the Township of Essa Official Plan Review Discussion Paper #1 - Draft and requested a number of specific policies.	Comments are appreciated and specific policy suggestions will be incorporated in to the first Draft of the new Official Plan.
KLM Planning on behalf of Tesmar Holdings Inc. (9078 MacKinnon Road) – Letter dated February 2, 2021		
1.	Suggest that the Township work with the County through that process to ensure a sufficient amount of future growth is allocated to the Township to assist in achieving this objective. Our client has additional land holdings north of their lands within the current Angus Settlement Area Boundary (as shown in the attached OMB decision issued on March 8, 2018 for Case No. PL090519), and will be making submissions to the County requesting the inclusion of those lands within same through that exercise.	As noted in the Discussion Paper, there are no proposed changes to the existing settlement areas or their boundaries. Any growth strategy changes would occur in concert with the County MCR which the Township will monitor and participate throughout and as required.
2.	We would also like to ensure that the portion of our client's lands that are currently within the Angus Settlement Area Boundary as a result of the OMB decision noted above, continue to be identified as part of the Angus Settlement Area in the updated Official Plan.	See above.
NVCA – Email dated January 29, 2021		

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Attachment 1
Discussion Paper #1 –Township of Essa Official Plan Review
Comment & Responses

	Comments	Response
1.	<p>Please consider providing an overall plan / drawing visually outlining the applicable 2-zone policy areas. Please reconsider identifying the flood fringe associated with the 2-zone policy area. The flood fringe is recommended to be defined as areas which meet NVCA's safe access criteria. This is different than using the 100-year event as the definition of the floodway.</p> <p>The following criteria for flood fringe is recommended to be:</p> <p>Maximum depth of flooding of 0.3 m Maximum velocity of flooding of 1.7 m/s Combined depth velocity product of 0.4 m²/s.</p>	<p>New Official Plan will incorporate appropriate flood mapping and provide policies in accordance with Provincial and conservation authority requirements.</p>
2.	<p>The Township should consider updating the Intensity, Duration and Frequency (IDF) values to account for climate change similar to Springwater / Barrie, etc.</p>	<p>Additional policy direction regarding climate resiliency are proposed for the Plan,</p>
3.	<p>Consider mentioning which LID measures / techniques are acceptable to the Township of Essa or where to source / reference various LID measures</p>	<p>Best practices, including LID, will be incorporated in to the new Plan.</p>
4.	<p>Mention the importance of LID measures to achieve water balance targets and phosphorous pre-development loading rates.</p>	<p>LID measures will be included.</p>
5.	<p>The report notes steep slopes with respect to erosion hazard. There needs to be text / wording around meander erosion too (confined versus unconfined watercourses).</p>	<p>Natural Hazard policies to be included.</p>
6.	<p>Please consider / state the importance to maintain wetlands hydrologically using existing conditions (e.g. overland flow, groundwater migration, hydroperiods, etc.) in post-development conditions.</p>	<p>Wetland policies to be included.</p>
7.	<p>Staff recommend inclusion of additional resources within OP text which address technical aspects of natural heritage-related policies of the Provincial Policy Statement, Growth Plan, and County of Simcoe Official Plan. The OP should address logistics associated with broad-scale and site-specific identification of Key Natural Heritage Features and Key Hydrologic Features. This is required to appropriately implement planning policies related to protection of the Natural Heritage System, with emphasis on Section 4.2.3 and 4.2.4 of the Growth Plan. To accomplish this, several steps are recommended.</p>	<p>Detail policies regarding the natural heritage system that conform to the relevant plans and policies, including the Growth Plan, will be incorporated into the new Official Plan.</p>

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Attachment 1
Discussion Paper #1 –Township of Essa Official Plan Review
Comment & Responses

	Comments	Response
8.	NVCA staff recommend that the Town consider the inclusion of text within the OP which speaks to opportunities for ecological offsetting related to development applications within the municipality, in scenarios where natural feature removals are permitted under relevant policies.	Ecological offsetting policies to be considered.
9.	NVCA staff recommend providing specific criteria (i.e. minimum education/credentials) to define qualified professionals eligible to submit Environmental Impact Studies, Natural Heritage Evaluations, etc.	Appropriate policies for the preparation and submission of supporting studies by qualified professionals as part of a "complete applications" policy framework for the new Plan.
10.	NVCA staff recommend including an objective in the Official Plan to prioritize the formal evaluation of wetlands within the municipality that remain 'unevaluated', through the application of the Ontario Wetland Evaluation System. Staff suggest that such assessments be a requirement in development processes where proponents may propose some form of wetland removal/encroachment.	Request will be reviewed.
11.	Source Water Protection is covered under Direction 1 of Section 3.3 Water Resources. Please advise if the municipality requires the guidance document to assist with policy development. Also it is encouraged that the Town considers mapping Ecologically Significant Groundwater Recharge areas.	The new Official Plan will map all relevant source protection features and functions including significant recharge areas and provide a full policy framework for these mapped features.
12.	Section 3.3 - Direction 2- It is recommended that reference to the maintenance of groundwater recharge as a result of development, both from a natural heritage and infiltration perspective, be included.	Water policies, including groundwater policies to be included.

VIRTUAL OPEN HOUSE

Darren Vella – Innovative Planning Solutions (IPS)

	Questions regarding how would Township be considering expansions to the Angus Settlement area?	Comment noted. As noted in the Discussion Paper, there are no proposed changes to the existing settlement areas or their boundaries. Any growth strategy changes would occur in concert with the County MCR which the Township will fully monitor and participate throughout and as required.
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Jeff Bolichowski

	Questions about urban design guidelines and preserving small town feel to Township and settlement areas.	Discussion Paper mentions creating policy framework that would permit the Township to consider establishing design guidelines
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	Comments	Response
		and providing policy guidance for appropriate development in defined settlement areas.
Anne Sharpe		
	Questions about natural heritage areas, urban forestry policy and ensuring that development does not clear cut trees.	Comments noted; in particular support for an urban forestry policy.
Name missed		
	Questions about broadband and hi-speed internet.	Noted that telecommunications is a federal jurisdiction and Township has limited role to play. County involvement in the SWIFT initiative was noted.
Janet Lord-Genyk (Aware Simcoe)		
	Questions about climate change and need to address impacts and resiliency.	Comments noted and significant directions provided to incorporate climate resiliency, energy efficiency and related infrastructure policies in the new Official Plan.
Tim Schilling - KLM Planning		
	Question about how settlement area boundary's will be determined and working with the County on its municipal comprehensive review study.	Comment noted. As noted in the Discussion Paper, there are no proposed changes to the existing settlement areas or their boundaries. Any growth strategy changes would occur in concert with the County MCR which the Township will fully monitor and participate throughout and as required.
Peter Kiezebrink		
	Questions regarding requirements to consider and permit additional residential units (secondary units) in the Township.	Township staff confirmed that a municipally initiated process to consider steps to address additional residential units would be considered by Council in the near future.
Janet Lord-Genyk (Aware Simcoe)		
	Question to ensure that Aware Simcoe input and comments are considered in the preparation of the new Official Plan.	Comments received and acknowledged.

Attachment 2

TOWNSHIP OF ESSA OFFICIAL PLAN

- A INTRODUCTION
- B VISION, GOALS, AND OBJECTIVES
 - B.1 INTRODUCTION
 - B.2 RURAL ESSA
 - B.3 NATURAL ESSA
 - B.4 GROWING ESSA
 - B.4 CONNECTING ESSA
 - B.5 RESILIENT ESSA
- C LAND USE STRUCTURE AND GROWTH MANAGEMENT STRATEGY
 - C.1 INTRODUCTION
 - C.2 RURAL ESSA
 - C.3 NATURAL ESSA
 - C.4 SETTLEMENTS
 - C.4 CONNECTING ESSA
 - C.5 CFB BORDEN
- D LAND USE DESIGNATIONS
 - D.1 INTRODUCTION
 - D.2 AGRICULTURAL
 - D.3 RURAL
 - D.4 NATURAL HERITAGE SYSTEM
 - D.5 SETTLEMENT AREA DESIGNATIONS
 - D.5.1 SETTLEMENT RESIDENTIAL
 - D.5.2 SETTLEMENT COMMERCIAL
 - D.5.3 SETTLEMENT EMPLOYMENT
 - D.5.4 ENVIRONMENTAL PROTECTION

- D.5.5 OTHER SETTLEMENT DESIGNATIONS
 - D.6 COUNTRYSIDE RESIDENTIAL
 - D.7 AGGREGATE RESOURCE
 - D.8 MAJOR RECREATION
 - D.9 CENTRE FOR ATMOSPHERIC RESEARCH EXPERIMENTS
 - D.10 WASTE MANAGEMENT
- E OVERLAY DESIGNATIONS
- E.1 INTRODUCTION
 - E.2 SOURCE WATER PROTECTION
 - E.3 MINERAL AGGREGATE POTENTIAL AREAS
 - E.4 WASTE DISPOSAL ASSESSMENT AREAS
 - E.5 CONSERVATION AUTHORITY REGULATORY LIMITS
 - E.6 EXCEPTIONS
- F GENERAL DEVELOPMENT POLICIES
- F.1 LAND USE COMPATIBILITY
 - F.2 CLIMATE CHANGE AND CLIMATE ADAPTION
 - F.3 ENERGY CONSERVATION
 - F.4 HEALTHY COMMUNITIES
 - F.5 HOUSING CHOICE AND HOUSING AFFORDABILITY
 - F.5 EMPLOYMENT AREAS AND EMPLOYMENT LANDS
 - F.6 HERITAGE RESOURCES
 - F.7 COMMUNITY DESIGN
 - F.8 COMMUNITY FACILITIES
 - F.9 PARKS AND TRAILS
 - F.10 NATURAL HAZARDS
 - F.11 HUMAN-MADE HAZARDS
 - F.12 URBAN FORESTRY
- G INFRASTRUCTURE
- G.1 INTRODUCTION
 - G.2 WASTEWATER SERVICING
 - G.3 WATER SERVICING
 - G.4 TRANSPORTATION
 - G.5 ACTIVE TRANSPORTATION
 - G.6 STORMWATER MANAGEMENT

- G.7 TRANSIT
- G.8 UTILITIES AND TELECOMMUNICATIONS

H IMPLEMENTATION

- H.1 INTRODUCTION
- H.2 INTERPRETATION
- H.3 OFFICIAL PLAN REVIEW, IMPLEMENTATION AND MONITORING
- H.4 PUBLIC CONSULTATION AND ENGAGEMENT
- H.5 COMPLETE APPLICATIONS AND PRECONSULTATION
- H.6 BY-LAWS
- H.7 URBAN DESIGN, ARCHITECTURAL CONTROL AND SITE PLAN CONTROL
- H.8 LAND DIVISION AND COMMITTEE OF ADJUSTMENT
- H.9 EXISTING USES - NON-CONFORMING AND NON-COMPLYING
- H.10 COMMUNITY IMPROVEMENT PLANS
- H.11 MASTER PLANS
- H.12 PARKLAND DEDICATION AND ACQUISITION
- H.13 PUBLIC USES
- H.14 TRANSITION
- H.15 DEFINITIONS

SCHEDULES

- Schedule A – Land Use and Settlement Structure
- Schedule B – Land Use
- Schedule C1 – Urban Settlement Area - Angus
- Schedule C2 – Urban and Rural Settlement Areas – (Urban Settlement Areas – Angus, Thornton & Baxter; Rural Settlement Areas – Ivy, Utopia & Colwell)
- Schedule D - Transportation
- Schedule E - Overlay Designations/Policy Areas/Exceptions
- Schedule F - Source Water Protection
- Schedule G - Conservation Authority Regulation Limits

APPENDICES

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ATTACHMENT B

Updated Work Plan (October 20, 2020)																	
Township of Essa - Official Plan																	
																	
Task	2020						2021										
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Phase 1 - Background Research																	
1 Start-up Meeting with Township Staff																	
2 Review of Background Information, Provincial Legislation and Plans																	
3 Project Initiation Meeting with Council																	
4 Visioning Workshop																	
5 Discussion Paper #1																	
6 Open House #1																	
7 Stakeholders Breakfast																	
8 Project Team Meeting/Council Meeting																	
Phase 2 - Draft Official Plan																	
9 Preparation of Draft Official Plan																	
10 Discussion Paper #2																	
11 Meeting with County Staff																	
12 Project Team Meeting/Council Meeting																	
13 Open House #2																	
14 Discussion Paper #3																	
15 Project Team Meeting/Council Meeting																	
16 Finalize Draft Official Plan																	
17 Statutory Public Meeting																	
Phase 3 - Final Official Plan																	
18 Discussion Paper #4																	
19 Project Team Meeting/Council Meeting																	
20 Preparation of Final Official Plan																	
21 Adoption of New Official Plan																	

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TOWNSHIP OF ESSA STAFF REPORT

4c

STAFF REPORT NO.: PD008-21
DATE: Mach 24th, 2021
TO: Committee of the Whole
FROM: Aimee Powell, B.URPI., MPA, MCIP, RPP
Manager of Planner and Development
SUBJECT: Third-Party Planning Review

RECOMMENDATION

That Staff Report PD008-21 be received for information, and

That Council authorize Staff to utilize Third-Party Planning Consulting Services for all Plan of Subdivision and Plan of Condominium (or Condominium Exemption) Applications, at the cost of the Applicant.

BACKGROUND

There has been a notable increase in the number and nature of Planning Act applications before the Planning and Development Department, in accordance with the interest in growth and development in the geographical boundaries of the Township of Essa. The Department currently has carriage of over 40 active files and has traditionally not processed Plan of Condominium Applications.

It has been a common practice for the Planning and Development Department to utilize Third-Party Consulting services to supplement the Department's Staff complement, through a Council approved budgeted line item or through an Applicant's desire to progress a project's deliverables in an efficient manner, outside of what Staffing resources allow.

As the number of Plan of Subdivision and Plan of Condominium (or Condominium Exemption) applications are increased alongside a time when Staff are experiencing a steadily increasing volume of all other applications and managing the Official Plan Review, Staff deem it necessary to utilize Third-Party Planning Consultant review to assist with the processing of the subject applications. The number of new staff members in the Department also hinders our ability to process applications of this nature.

LB

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COMMENTS AND CONSIDERATIONS

Applicants have been receptive to Staff recommending the Third-Party Review Plan of Subdivision and Plan of Condominium (or Condominium Exemption) Applications as this review allows for a more efficient and timely review of files, while still being in receipt of Staff's support concerning file management and providing on-going direction to Consultants.

Staff currently utilize the Senior Planning Consulting services of Ainley Group for the Township's Third-Party Planning review, who also act as one of the Township's Engineers, and wish to continue with this arrangement for the applicable current and future applications.

The Township's Planning and Development Application Fees cannot cover the costs incurred with publicly funded Third-Party Review. Staff therefore deem Third-Party review of this nature, and as described in this Report's recommendation, to be fiscally responsible and in line with the wish of Council that 'growth should pay for growth'.

FINANCIAL IMPACT

None. All costs associated with Third-Party Review will be borne by the Applicant.



SUMMARY/OPTIONS

Council May:

1. Take no further action.
2. Authorize Staff to utilize Third-Party Planning Consulting Services for all Plan of Subdivision and Plan of Condominium Applications (or Condominium Exemption) at the cost of the Applicant.
3. Direct Staff in another manner that Council deems appropriate.

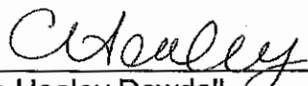
CONCLUSION

Option # 2 is recommended.

Respectfully Prepared By:

Reviewed By:


 Aimee Powell, B.URPI., MPA, MCIP, RPP
 Manager of Planning and Development


 Colleen Healey-Dowdall
 Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

5a

STAFF REPORT NO.: PR003-21
DATE: March 24, 2021
TO: Committee of the Whole
FROM: Jason Coleman, Manager of Parks and Recreation
SUBJECT: **2021 Grant and Funding Opportunities**

RECOMMENDATION

That Staff Report PR003-21 be received for information.

BACKGROUND

Each year, the Parks and Recreation Department investigates and pursues multiple grants that are released and become available for which the Township is eligible to apply for. In 2020, staff were successful in receiving \$15,748 for the Canada Summer Jobs Program grant which assisted with part time summer staff wages while also providing work experience to students.

In addition, the Township was the first recipient of Covid relief funding in the amount of \$800 from the Trans Canada Trail in relation to a contribution agreement. This funding was used to install signage along the trails when they were first closed in March of 2020.

Staff also applied to the Trans Canada Trail Spring Clean Up grant in 2020. An amount of \$1000 received was utilized for general repairs and maintenance along with the purchase of 3 new benches that were installed at multiple locations for trail enthusiasts to take a rest break.

COMMENTS AND CONSIDERATIONS

To date in 2021, Parks and Recreation has applied for the Canada Summer Jobs Program in anticipation that these funds will once again assist with part time staff wages. This should be extremely beneficial this year as the grass cutting services, which now also includes the Thornton Cemetery, is going to be performed in-house. It should be noted that if the Township is unsuccessful in receiving funding for 2021, the 2021 Operating Parks Salaries and Wages Budget has accounted for these positions and wages.

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Parks and Recreation has once again applied to the 2021 Trans Canada Trail Spring Clean Up grant. These funds would assist in trail upkeep, general repairs, maintenance, or other miscellaneous expenses directly related to the trails that may be incurred such

as a new chain saw to assist in branch trimming and pruning along the trails. The 2021 Healthy Community Initiative Grant has also been applied for, prior the deadline closure. The goal of this grant application is to revitalize and improve public spaces in the Township. This type of project would assist in pavilion and open space upgrades such as modern benches/picnic tables and bike racks. Bike racks would be installed each in Thornton Arena Park, Angus Community Park and Stonemount Park. Many of the existing benches are in older condition and some have been deployed at local school yards to assist with outdoor learning earlier on from the onset of Covid-19.

The 2021 County of Simcoe Tourism, Culture and Sport Grant has been reinstated by the County of Simcoe. Due to COVID-19, in April 2020, Simcoe County Council voted to suspend the Tourism, Culture and Sport Grant and apply the allocated \$300,000 for 2020 to the 2021 envelope, increasing the 2021 budget to \$600,000. The objective of the County of Simcoe Tourism, Culture and Sport Grant Program is to support and enhance Tourism, Culture and Sport in Simcoe County Contributing to the County of Simcoe's overall economic health and sense of place. This is the fourth grant application that is currently underway to be submitted. It has a maximum total ask by a participant of \$10,000 with a ratio of \$1 to \$1 for most of the streaming initiatives. The initial objective for the Township was to apply for funds directly related to help offset the canoe/kayak capital project construction itself. Unfortunately, the County of Simcoe has classified the canoe/kayak launch as a building project, a capital expense, and therefore ineligible. However, if the canoe/kayak ramp construction is complete this year in 2021, the Township is eligible in applying for trail head signage. The design would need to meet RTO7 specifications. At the time this report was written, an update from the Structural Engineer hired by the Township was not yet available to better determine accuracy for timelines of the canoe/kayak launch installation project. The goal is to apply for trail head signage for the canoe/kayak launch site in Angus at Community Park, Rippon Trail, Pine River Trail and the Trans Canada Trail in Thornton. These signs would be similar to the sign created at the Nottawasaga Fishing Park and Centennial Park. A picture has been attached for reference. The phase of sign implementation would be to first establish uniform and transparent signage at required locations. The next phase of the project would be to include adequate wayfinding signage within the trails.

FINANCIAL IMPACT

The 3 Parks students, summer contracts, are expected to be a maximum 6-month duration, in total an amount of \$41,040, that has been approved in the 2021 Operating Budget. If successful with the Canada Summer Jobs Program funding, any amount received will contribute to help offset this account.

The Trans Canada Trail Spring Clean Up grant typically ranges anywhere between \$500 and \$2000 in received funds in a year. In the upcoming month(s), notification is expected to be delivered on the status of the application. If successful, these funds would help offset expenses in the 2021 Operating Budget.

The Healthy Community Initiative Grant is directly related to creating and adapting public spaces for the public interest. The amount applied for is in the outright amount of \$10,000. If the Township is successful in receiving the funds, the Parks and Recreation

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approved, the Township will still be able to enhance parks, however, not on a larger scale or as many items as anticipated with grant funding assistance.

The 2021 Tourism, Culture & Sport Grant offers up to \$10,000 in matched funds. If successful, the Township will look to complete signage at the 4 locations mentioned above. In the event the Township is unsuccessful, the current Operating Budget is expected to allow for 2 of these signs to be completed.



SUMMARY/OPTIONS

Council may choose:

1. **To receive this for information purposes.**
2. Direct Staff to apply for grant funding that has not been included in this report.
3. Direct staff in another course of action.

CONCLUSION

Staff recommends **Options # 1** be approved at this time.

Respectfully submitted,



Jason Coleman
Manager of Parks and Recreation
Attachment: Sign Installation and Pavilions



Colleen Healey-Dowdall
Chief Administrative Officer



Existing Fishing Park Signage to be replicated for Boat Launch, Rippon Trail, Pine River and Trans Canada Trail.



Baxter Pavilion to have upgraded commercial grade engineered recycled plastic benches.



Angus Community Pavilion to have upgraded commercial grade engineered recycled plastic benches along with 2 bike racks.



Thornton Gazebo to have upgraded commercial grade engineered recycled plastic benches and accessible bench.





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR004-21

DATE: March 24, 2021

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks and Recreation

SUBJECT: Township of Essa 2021 Summer Camp

RECOMMENDATION

That Staff Report PR004-21 be received; and

That Council consider directing the Manager of Parks and Recreation to proceed with deferring the 2021 summer camp to 2022 summer due to the implications of Covid-19.

BACKGROUND

Typically, each summer, the Township of Essa offers a summer camp experience for children 6 to 13 years of age. The camp is offered for a duration of 8 weeks through the months of July and August. Campers can register for 1-week intervals or multiple full weeks if they are interested. The most recent rate made available to campers was \$150 per week per child per camp. In previous years, there has typically been one camp located in Thornton and one camp located in Angus which offer varied locations to residents of the Township. From previous information made available, a typical camp week in Angus was able to accommodate up to a maximum of 40 child campers per week. The Thornton location was able to accommodate up to having a maximum of 20 child campers per week. This would have required a total of 10 summer camp staff to have been hired depending on the weekly number of campers at each location. A camp counsellor to participant ratio is usually 1 counsellor to 6 children depending on age. Examples of some activities typically included in a week of summer camp are a mixture of indoor and outdoor activities, arts/crafts, indoor/outdoor sport activities, local field trips which could include NVCA, onsite mini petting zoos, inflatable fun bounce structures, etc. Each camp location is equipped with outdoor water splash pad activities to cool down. Angus Community Park and Thornton Arena are air conditioned which ensures a safe cooling environment in the extreme heat in the summer months for all participants and staff. Washroom amenities along with running water is available at both locations as well.



COMMENTS AND CONSIDERATIONS

As Covid-19 rapidly progressed in 2020, the Township was unable to safely operate and provide summer camps for the summer of 2020.

It is the Manager of Parks and Recreation's opinion that it would be in the best interest of the Township to defer the 2021 summer camps until the summer of 2022 in belief that there will be a better understanding on clearer strategies on how to implement camp policies, procedures and protocols surrounding Covid-19. Over the last 12 months, there have been multiple changes in regulations relating to protocols, safety, and policies both from the province and the Health Unit occurring at times weekly that pertain specifically to Parks and Recreation matters. This has been very challenging and a difficult task for staff and the public to adapt to at times.

In anticipation of possible further adjustments/changes from the province regarding restrictions, lockdowns, and risk of a third wave, these items would significantly pose a greater challenge to ensure proper procedures are not only in place but are able to be carried out in a safe, effective, and reliable manner to all participants of the Township. Deferring camps to the summer of 2022 would give Parks and Recreation staff and the Township proper time to ensure any additional Covid-19 safety matters, procedures, protocols are in place and that they would be able to be carried out by staff, camp counsellors, and young participants successfully with safety being the number one factor and top priority to all. This would also allow time for staff to investigate and pursue the possibility of online virtual camp options. Currently with limited staffing time, resources, budget, and workload, it would be very difficult to ensure all the enhanced safety measures, precautions and protocols would be accurately and properly met in accordance with the province, Health Unit as well as the Childcare Act in a shorter period. It should be noted that if camps were to operate, there could be a strong possibility that some of the service delivery activities that were previously offered may no longer be made available, possibly have reduced capacity requirements, or may be significantly altered due to the criteria guidelines set out to reduce the spread of Covid-19.

FINANCIAL IMPACT

Since Essa summer camp did not operate in 2020, there were no actual dollars taken in and a "savings" in spending realized in the amount of \$6,419 from the 2020 Operating Budget.

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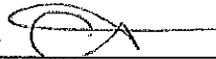
2020 Summer Camp

	<u>Budgeted Revenue</u>	<u>Actual Revenue</u>	<u>Budgeted Expenses</u>	<u>Actual Expenses</u>	<u>2020 savings due to camp not operating</u>
			\$60,600 - Staff Wages		
			\$27,200 - Supplies	\$381 - Office Supplies	
Total	\$81,000	0	\$87,800	\$381	\$6,419

2021 Summer Camp

	<u>Budgeted Revenue</u>	<u>Actual Revenue</u>	<u>Budgeted Expenses</u>	<u>Actual Expenses</u>	<u>2020 savings due to camp not operating</u>
	\$80,000	0	\$60,600 - Staff Wages		
			\$27,200 - Supplies		
Total	\$80,000	0	\$87,800	0	\$7,800

If the Township decides to defer the 2021 summer camps, the Township can anticipate a "savings" in spending of approximately \$7,800 based on the budget figures from the 2021 operating budget below.



Manager of Finance Signature

SUMMARY/OPTIONS

Council may choose:

1. To not defer the 2021 summer camps and look to direct the Manager of Parks and Recreation to proceed with booking summer camps with limited adequate policies and resources available in an ever-changing environment due to the ongoing pandemic.
2. **Direct the Manager of Parks and Recreation to proceed with deferring the 2021 summer camp to 2022 summer due to the implications of Covid-19 and the fact that there is little certainty and stability currently which makes program planning extremely challenging and at times frustrating.**
3. Direct staff in another course of action.

CONCLUSION

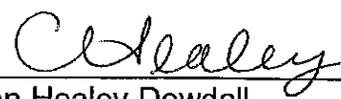
Staff strongly recommends **Option # 2** be approved at this time.

Respectfully submitted,



 Jason Coleman
 Manager of Parks and Recreation

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 Colleen Healey-Dowdall
 Chief Administrative Officer

SUMMARY REPORT

ONTARIO REGULATION 170/03
SECTION 22

ANGUS DRINKING WATER SYSTEM



FOR THE PERIOD:
JANUARY 1, 2020 – DECEMBER 31, 2020

*Prepared for the Corporation of the Township of Essa
by the Ontario Clean Water Agency*



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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SCHEDULE 22
SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (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.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. 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.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

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Ontario Regulation 170/03: Drinking Water Systems

Schedule 22 Summary Report

JANUARY 01, 2020 – DECEMBER 31, 2020

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DRINKING-WATER SYSTEM NAME:	ANGUS DRINKING WATER SYSTEM
DRINKING-WATER SYSTEM NUMBER:	260001026
DRINKING-WATER SYSTEM CATEGORY:	LARGE MUNICIPAL RESIDENTIAL
MUNICIPAL DRINKING WATER LICENCE #:	118-203, issued December 28, 2020
DRINKING-WATER WORKS PERMIT #:	118-103, issued December 28, 2020
PERMIT TO TAKE WATER #:	0411-93LSQW

REPORT

This report is a summary of water quantity information for the Angus Drinking Water System (DWS) in the Township of Essa written in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1, 2020 to December 31, 2020. This report was prepared by the Ontario Clean Water Agency on behalf of the Corporation of the Township of Essa.

ISSUES OF NON-COMPLIANCE

The following outlines any instances when the DWS failed to meet the requirements of the Act, Regulations, System Approval(s) and any Order during this reporting period and the measures taken to correct each failure.

Not Applicable for Reporting Period

Please refer to the Section 11 Annual Report for the Angus DWS for information regarding Adverse Water Quality Incident(s) that may have occurred during the reporting period.

SYSTEM PERFORMANCE

The following tables (Tables 1 to 5) summarize the quantities and flow rates of the raw water taken and treated water supplied during the period covered by this report, including monthly average and maximum day flows, and daily instantaneous peak flow rates, as well as a comparison with the maximum daily volume and flow rates specified in the system approval:

Table 1: Angus DWS – Mill Street Pumphouse – Raw Water (RW) Summary for Reporting Period

Description	Well 1
Maximum Allowable Daily Volume (m ³ /day)*	3,927.7
Maximum Allowable Flow Rate (L/s)**	45.47
Average Daily Flow (m ³ /day)	1878.7
Percentage of Maximum Daily Volume*	47.8%
Maximum Daily Flow (m ³ /day)	3153.0
Percentage of Maximum Daily Volume*	80.3%
Average Flow Rate (L/s)	35.0
Percentage of Maximum Allowable Flow Rate**	77.0%
Maximum Instantaneous Peak Flow Rate (L/s)	42.08
Percentage of Maximum Allowable Flow Rate**	92.5%
Total Annual Volume (m ³)	687619.2

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JANUARY 01, 2020 – DECEMBER 31, 2020

**As specified in the Permit to Take Water, where the "maximum daily volume" is the "Maximum Taken per Day" per well expressed as litres per day and does not stipulate a "Total Taking" for the Angus DWS.*

***As specified in the Permit to Take Water, where the "maximum flow rate" is the "Maximum Taken per Minute" per well expressed as litres per minute.*

Table 2: Angus DWS – McGeorge Pumphouse – Raw Water (RW) Summary for Reporting Period

Description	Well 2	Well 3
Maximum Allowable Daily Volume (m ³ /day)*	1,296.0	1,296.0
Maximum Allowable Flow Rate (L/s)**	15.00	15.00
Average Daily Flow (m ³ /day)	83.3	73.1
Percentage of Maximum Daily Volume*	6.4%	5.6%
Maximum Daily Flow (m ³ /day)	258.7	255.0
Percentage of Maximum Daily Volume*	20.0%	19.7%
Maximum Instantaneous Peak Flow Rate (L/s)	13.0	18.9
Percentage of Maximum Allowable Flow Rate**	86.7%	126.0%
Total Annual Volume (m ³)	30330.1	26751.0

**As specified in the Permit to Take Water, where the "maximum daily volume" is the "Maximum Taken per Day" per well expressed as litres per day and does not stipulate a "Total Taking" for the Angus DWS.*

***As specified in the Permit to Take Water, where the "maximum flow rate" is the "Maximum Taken per Minute" per well expressed as litres per minute.*

Table 3: Angus DWS – Brownley Pumphouse – Raw Water (RW) Summary for Reporting Period

Description	Well 4	Well 5	Well 6
Maximum Allowable Daily Volume (m ³ /day)*	1,800.0	654.6	1,800.0
Maximum Allowable Flow Rate (L/s)**	20.83	7.58	20.83
Average Daily Flow (m ³ /day)	416.0	116.5	449.5
Percentage of Maximum Daily Volume*	23.1%	17.8%	25.0%
Maximum Daily Flow (m ³ /day)	1291.3	411.0	1094.4
Percentage of Maximum Daily Volume*	71.7%	62.8%	60.8%
Average Flow Rate (L/s)	14.7	4.1	18.0
Percentage of Maximum Allowable Flow Rate**	70.6%	54.1%	86.4%
Maximum Instantaneous Peak Flow Rate (L/s)	25.4	14.1	29.5
Percentage of Maximum Allowable Flow Rate**	121.9% ⁺	186.0% ⁺	141.6% ⁺
Total Annual Volume (m ³)	151852.8	42533.4	147435.1

**As specified in the Permit to Take Water, where the "maximum daily volume" is the "Maximum Taken per Day" per well expressed as litres per day and does not stipulate a "Total Taking" for the Angus DWS.*

***As specified in the Permit to Take Water, where the "maximum flow rate" is the "Maximum Taken per Minute" per well expressed as litres per minute.*

+Exceedances are due to well pump start-ups and their instantaneous flow rate measurements.

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Table 4: Angus DWS – Treated Water Summary for Reporting Period

Description	Mill Street Pumphouse	McGeorge Pumphouse	Brownley Pumphouse
Rated Capacity (m ³ /day)*	3,932.0	2,595.0	4,251.0
Average Daily Production (m ³ /day)	1846.1	154.3	933.8
Percentage of Rated Capacity*	47.0%	5.9%	22.0%
Maximum Daily Production (m ³ /day)	3022.0	511.3	2302.3
Percentage of Rated Capacity*	76.9%	19.7%	54.2%
Total Annual Volume (m ³)	673807.0	56454.9	341767.5
Total Annual System Volume (m ³)	1072029.0		

*As specified in the Municipal Drinking Water Licence, where the "rated capacity" is the "the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system," expressed in cubic metres per day.

A review of flow information for the period of January 1, 2020 to December 31, 2020 indicates that the maximum daily volume specified in the PTTW was not exceeded on any well. Also, the drinking water system did not exceed the MDWL Rated Capacity for treated water that flows from the treatment subsystem to the distribution system. The instances of exceeding the allowable PTTW maximum flow rate are explained by instantaneous flow rate measurements and well pump start-ups. Instantaneous flow rate exceedances do not result in non-compliances because the PTTW dictates daily and total water taking volumes only.

The Mill Street Pumphouse Reservoir received the daily difference of 100 m³ less the daily water taking of the Baxter Distribution System from the New Tecumseth Pipeline (i.e. the treated water transmission pipeline from Collingwood to Alliston).

Table 5: Mill Street – New Tecumseth Pipeline Volume Usage at Pumphouse for Reporting Period

Description	New Tecumseth Pipeline Water Usage
Average Daily Usage (m ³)	67.5
Total Annual Volume (m ³)	24642.6

The following tables (Tables 6 to 11) outline a more detailed flow summary for each Well.

Table 6: Angus DWS - Facility Flow Summary for Raw Water Source Well 1 (Mill St.)

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	52343.00	1688.48	1929.00	32.02	33.68	31
Feb	49423.00	1704.24	1947.00	31.75	38.33	29
Mar	52147.00	1682.16	1904.00	31.62	39.14	31
Apr	51622.00	1720.73	2504.00	31.03	34.46	30
May	71584.00	2309.16	3153.00	32.54	41.98	31
Jun	71221.00	2374.03	2725.00	37.97	41.98	30
Jul	74633.91	2407.55	3059.00	37.12	41.96	31

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JANUARY 01, 2020 – DECEMBER 31, 2020

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Aug	66736.00	2152.77	2632.00	37.00	41.31	31
Sep	54460.00	1815.33	2205.00	37.23	40.31	30
Oct	48566.32	1566.66	1967.00	37.30	38.98	30
Nov	49503.00	1650.10	2385.00	37.38	40.93	30
Dec	45380.00	1463.87	1754.00	37.23	42.08	31
Total	687619.20	-	-	-	-	366
Avg.	-	1878.74	-	35.02	-	-
Max.	-	-	3153.00	-	42.08	-

Table 7: Angus DWS - Facility Flow Summary for Raw Water Source Well 2 (McGeorge)

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2946.09	95.04	126.14	-	8.12	31
Feb	3088.53	106.50	123.37	-	7.62	29
Mar	3058.91	98.67	109.40	-	7.55	31
Apr	3367.55	112.25	258.73	-	12.00	30
May	2470.52	79.69	204.45	-	7.59	31
Jun	3183.75	106.13	144.10	-	10.43	30
Jul	3832.19	123.62	156.12	-	8.44	31
Aug	3043.81	104.96	155.12	-	12.64	29
Sep	1862.86	62.10	82.67	-	12.96	30
Oct	1446.96	46.68	116.88	-	10.47	31
Nov	938.16	31.27	46.99	-	7.82	30
Dec	1090.78	35.19	47.16	-	7.78	31
Total	30330.11	-	-	-	-	364
Avg.	-	83.32	-	-	-	-
Max.	-	-	258.73	-	12.96	-

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Schedule 22 Summary Report

JANUARY 01, 2020 – DECEMBER 31, 2020

Table 8: Angus DWS - Facility Flow Summary for Raw Water Source Well 3 (McGeorge)

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2589.14	83.52	109.46	-	8.47	31
Feb	2570.97	88.65	106.23	-	8.43	29
Mar	2438.65	78.67	91.85	-	15.48	31
Apr	2847.48	94.92	254.98	-	16.50	30
May	2032.73	65.57	193.99	-	8.39	31
Jun	2820.19	94.01	132.60	-	8.88	30
Jul	3686.29	118.91	156.33	-	11.92	31
Aug	2803.48	90.43	152.04	-	18.94	31
Sep	1505.22	50.17	80.44	-	8.79	30
Oct	1443.59	46.57	115.97	-	8.50	31
Nov	929.81	30.99	46.57	-	8.49	30
Dec	1083.42	34.95	46.76	-	8.49	31
Total	26750.97	-	-	-	-	366
Avg.	-	73.09	-	-	-	-
Max.	-	-	254.98	-	18.94	-

Table 9: Angus DWS - Facility Flow Summary for Raw Water Source Well 4 (Brownley)

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	7525.29	242.75	352.53	14.77	17.81	31
Feb	7360.72	253.82	366.55	14.70	17.91	29
Mar	8590.39	277.11	369.72	14.59	17.76	31
Apr	9425.21	314.17	901.77	14.71	25.43	30
May	8094.48	261.11	812.91	14.75	17.70	31
Jun	16670.18	555.67	811.31	14.58	17.38	30
Jul	20681.10	667.13	1291.30	14.53	17.35	31
Aug	20910.62	697.02	1046.90	14.98	17.38	30
Sep	18158.15	605.27	882.88	15.18	17.48	30
Oct	11095.78	357.93	561.44	14.58	17.67	31
Nov	10302.27	343.41	452.12	14.71	17.54	30
Dec	13038.60	420.60	530.58	14.71	17.56	31
Total	151852.80	-	-	-	-	365
Avg.	-	416.04	-	14.73	-	-
Max.	-	-	1291.30	-	25.43	-

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Schedule 22 Summary Report

JANUARY 01, 2020 – DECEMBER 31, 2020

Table 10: Angus DWS - Facility Flow Summary for Raw Water Source Well 5 (Brownley)

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2035.35	65.66	96.38	4.00	8.57	31
Feb	1951.91	67.31	96.91	3.91	8.41	29
Mar	2238.31	72.20	94.28	3.74	8.08	31
Apr	2409.94	80.33	221.32	3.83	14.13	30
May	2288.67	73.83	204.14	4.44	6.53	31
Jun	4230.91	141.03	199.49	3.71	6.15	30
Jul	5896.46	190.21	411.01	3.97	6.12	31
Aug	6582.17	219.41	339.81	4.38	6.12	30
Sep	5481.42	182.71	277.33	4.43	6.40	30
Oct	3004.33	96.91	150.63	4.00	6.17	31
Nov	2823.87	94.13	133.79	4.13	6.17	30
Dec	3590.10	115.81	144.98	4.10	7.71	31
Total	42533.44	-	-	-	-	365
Avg.	-	116.53	-	4.05	-	-
Max.	-	-	411.01	-	14.13	-

Table 11: Angus DWS - Facility Flow Summary for Raw Water Source Well 6 (Brownley)

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	8865.92	286.00	423.14	17.72	18.67	31
Feb	8736.84	301.27	437.70	17.54	18.45	29
Mar	10448.96	337.06	439.57	17.47	18.38	31
Apr	11135.76	371.19	1073.20	17.38	29.53	30
May	9822.91	316.87	970.59	17.51	18.67	31
Jun	19804.19	660.14	969.45	17.29	18.11	30
Jul	21393.36	709.78	1094.40	17.39	18.88	30
Aug	5754.78	523.16	725.35	17.77	18.88	11
Sep	7392.29	568.64	832.43	20.38	23.77	13
Oct	14879.85	480.00	726.56	19.15	23.40	31
Nov	12718.56	423.95	582.88	19.06	19.58	30
Dec	16581.65	534.89	683.14	18.69	19.48	31
Total	147435.10	-	-	-	-	328
Avg.	-	449.50	-	18.03	-	-
Max.	-	-	1094.40	-	29.53	-

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SUMMARY REPORT

ONTARIO REGULATION 170/03
SECTION 22

BAXTER DISTRIBUTION SYSTEM



FOR THE PERIOD:
JANUARY 1, 2020 – DECEMBER 31, 2020

*Prepared for the Corporation of the Township of Essa
by the Ontario Clean Water Agency*



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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SCHEDULE 22
SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (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.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. 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.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

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Ontario Regulation 170/03: Drinking Water Systems

Schedule 22 Summary Report

JANUARY 01, 2020 – DECEMBER 31, 2020

DRINKING-WATER SYSTEM NAME:	BAXTER DRINKING WATER SYSTEM
DRINKING-WATER SYSTEM NUMBER:	260086866
DRINKING-WATER SYSTEM CATEGORY:	SMALL MUNICIPAL RESIDENTIAL
MUNICIPAL DRINKING WATER LICENCE#:	118-202, issued December 28, 2020
DRINKING-WATER WORKS PERMIT #:	118-102, issued December 28, 2020
PERMIT TO TAKE WATER #:	Not Applicable

REPORT

This report is a summary of water quantity information for the Baxter Drinking Water System (DWS) in the Township of Essa written in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1, 2020 to December 31, 2020. This report was prepared by the Ontario Clean Water Agency on behalf of the Corporation of the Township of Essa.

The Raymond A. Barker Ultrafiltration Plant in Collingwood supplies safe drinking water via the New Tecumseth Pipeline to the Baxter DWS. When Alliston has a demand (i.e. the Honda Plant is open), the Baxter DWS is allowed 100 cubic metres per day and if not all treated water is utilized, then the remainder is pumped to the Angus Mill Street Pumphouse Reservoir. If the Pipeline is shut down for maintenance and/or repairs, then potable water has to be delivered by a licensed water hauler to the storage tank at Baxter DWS.

ISSUES OF NON-COMPLIANCE

The following outlines any instances when the DWS failed to meet the requirements of the Act, Regulations, System Approval(s) and any Order during this reporting period and the measures taken to correct each failure.

Not Applicable for Reporting Period

Please refer to the Section 11 Annual Report for the Baxter DWS for information regarding Adverse Water Quality Incident(s) that may have occurred during the reporting period.

SYSTEM PERFORMANCE

The following tables (Tables 1 and 2) summarize the quantities of water received from the New Tecumseth Pipeline and then distributed through the Baxter distribution system, including average and maximum day volumes, and hauled water, during the period covered by this report.

Table 1: Baxter DWS - Treated Water Summary for Reporting Period

Description	New Tecumseth Pipeline (to Baxter Pumphouse)	Treated Water (to Distribution System)
Maximum Allowable Daily Volume (m ³)	100.0	-
Average Daily Flow (m ³ /day)	33.3	30.7
Percentage of Maximum Daily Volume	33.3%	-
Maximum Daily Flow (m ³ /day)	100.5	105.0
Percentage of Maximum Daily Volume	100%	-
Total Annual Volume (m ³)	12196.0	11229.0



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Ontario Regulation 170/03: Drinking Water Systems

Schedule 22 Summary Report

JANUARY 01, 2020 – DECEMBER 31, 2020

Table 2: Baxter DWS - Potable Water Haulage for Reporting Period

Description	Potable Water Hauled
Total Volume (m ³)	0

A review of flow information for the period of January 1, 2020 to December 31, 2020 indicates that the agreed-to maximum daily volume was not exceeded.

The following table (Table 3) outlines a more detailed summary for treated water flow from the New Tecumseth Pipeline to the Baxter DWS.

Table 3: Baxter DWS – Facility Summary for Treated Water Flow from the Pipeline to Baxter DWS

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)
Jan	688.00	22.19	27.00
Feb	639.00	22.03	28.00
Mar	700.00	22.58	29.00
Apr	777.00	25.90	38.00
May	1037.00	33.45	77.00
Jun	1393.00	46.43	78.00
Jul	1860.00	60.00	105.00
Aug	1032.00	33.29	51.00
Sep	843.00	28.10	36.00
Oct	821.00	26.48	38.00
Nov	696.00	23.20	26.00
Dec	743.00	23.97	31.00
Total	11229.00	-	-
Avg.	-	30.68	-
Max.	-	-	105.00

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SUMMARY REPORT

ONTARIO REGULATION 170/03

SECTION 22

THORNTON DRINKING WATER SYSTEM



**FOR THE PERIOD:
JANUARY 1, 2020 – DECEMBER 31, 2020**

*Prepared for the Corporation of the Township of Essa
by the Ontario Clean Water Agency*



**ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX**



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SCHEDULE 22
SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (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.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. 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.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

Ontario Regulation 170/03: Drinking Water Systems

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Schedule 22 Summary Report

JANUARY 01, 2020 – DECEMBER 31, 2020

DRINKING-WATER SYSTEM NAME:	THORNTON DRINKING WATER SYSTEM
DRINKING-WATER SYSTEM NUMBER:	220006945
DRINKING-WATER SYSTEM CATEGORY:	LARGE MUNICIPAL RESIDENTIAL
MUNICIPAL DRINKING WATER LICENCE#:	118-201, issued December 28, 2020
DRINKING-WATER WORKS PERMIT #:	118-101, issued December 28, 2020
PERMIT TO TAKE WATER #:	0113-A4LMPV

REPORT

This report is a summary of water quantity information for the Thornton (Glen Avenue) Drinking Water System (DWS) in the Township of Essa written in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1, 2020 to December 31, 2020. This report was prepared by the Ontario Clean Water Agency on behalf of the Corporation of the Township of Essa.

ISSUES OF NON-COMPLIANCE

The following outlines any instances when the DWS failed to meet the requirements of the Act, Regulations, System Approval(s) and any Order during this reporting period and the measures taken to correct each failure.

Not Applicable for Reporting Period

Please refer to the Section 11 Annual Report for the Thornton DWS for information regarding Adverse Water Quality Incident(s) that may have occurred during the reporting period.

SYSTEM PERFORMANCE

The following tables (Tables 1 and 2) summarize the quantities and flow rates of the raw water taken and treated water supplied during the period covered by this report, including monthly average and maximum day flows, and daily instantaneous peak flow rates, as well as a comparison with the maximum daily volume and flow rates specified in the system approval:

Table 1: Thornton DWS – Raw Water (RW) Summary for Reporting Period

Description	Well 1	Well 2	Well 3	Well 4
Maximum Allowable Daily Volume (m ³ /day)*	522.72	522.72	492.48	328.32
Maximum Allowable Flow Rate (L/s)**	6.05	6.05	5.70	3.80
Average Daily Flow (m ³ /day)	213.22	182.03	62.65	86.32
Percentage of Maximum Daily Volume*	40.79%	34.82%	12.72%	26.29%
Maximum Daily Flow (m ³ /day)	509.75	501.00	253.00	250.56
Percentage of Maximum Daily Volume*	97.50%	95.84%	51.42%	76.32%
Average Flow Rate (L/s)	5.89	5.32	2.39	2.30
Percentage of Maximum Allowable Flow Rate**	97.36%	87.93%	41.92%	60.53%
Maximum Instantaneous Peak Flow Rate (L/s)	6.60	6.70	6.20	5.50
Percentage of Maximum Allowable Flow Rate**	109.09% ⁺	110.74% ⁺	108.77% ⁺	144.74% ⁺
Total Annual Volume (m ³)	67165.40	49148.07	17605.78	21666.97

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*As specified in the Permit to Take Water, where the "maximum daily volume" is the "Maximum Taken per Day" per well expressed as litres per day and stipulates a "Total Taking" of 1,866.24 m³/day.

**As specified in the Permit to Take Water, where the "maximum flow rate" is the "Maximum Taken per Minute" per well expressed as litres per minute.

+Exceedances are due to well pump start-ups and their instantaneous flow rate measurements.

Table 2: Thornton DWS – Total Raw Water (RW) and Treated Water (TW) Summary for Reporting Period

Description	Total RW	Total TW
Maximum Allowable Daily System Volume (m ³ /day)*	1,866.24	-
Rated Capacity (m ³ /day)**	-	1,540.0
Average Daily Flow (m ³ /day)	388.08	421.38
Percentage of Maximum Daily System Volume* or Rated Capacity**	20.79%	27.36%
Maximum Daily Flow (m ³ /day)	1022.00	1128.00
Percentage of Maximum Daily System Volume* or Rated Capacity**	54.76%	73.25%
Total Annual Volume (m ³)	120691.50	154225.50

*As specified in the Permit to Take Water, where it stipulates a "Total Taking" of 1,866.24 m³/day.

**As specified in the Municipal Drinking Water Licence, where the "rated capacity" is the "the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system," expressed in cubic metres per day.

A review of flow information for the period of January 1, 2020 to December 31, 2020 indicates that the maximum daily volume specified in the PTTW was not exceeded on any well. Also, the drinking water system did not exceed the MDWL Rated Capacity for treated water that flows from the treatment subsystem to the distribution system. The instances of exceeding the allowable PTTW maximum flow rate are explained by instantaneous flow rate measurements and well pump start-ups. Instantaneous flow rate exceedances do not result in non-compliances because the PTTW dictates daily and total water taking volumes only.

The following tables (Tables 3 to 6) outline a more detailed flow summary for each Well.

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Table 3: Thornton DWS - Facility Flow Summary for Raw Water Source Well 1

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	6688.36	215.75	261.41	5.78	6.10	30
Feb	5297.65	220.74	284.42	5.78	6.60	28
Mar	3840.82	213.38	299.25	11.66	6.10	31
Apr	4181.48	220.08	362.05	3.67	6.10	22
May	3709.49	264.96	509.00	4.75	6.10	21
Jun	12317.00	410.57	509.00	5.73	6.10	17
Jul	9021.23	346.97	509.00	4.84	6.10	9
Aug	9502.75	306.54	509.75	4.79	6.10	31
Sep	3296.00	109.87	320.00	5.74	6.10	30
Oct	2998.27	93.49	320.00	5.85	6.50	31
Nov	2554.41	85.15	193.00	5.41	6.60	30
Dec	3857.94	124.45	203.19	5.74	6.40	31
Total	67165.40	-	-	-	-	315
Avg.	-	213.22	-	5.89	-	-
Max.	-	-	509.75	-	6.60	-

Table 4: Thornton DWS - Facility Flow Summary for Raw Water Source Well 2

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	1.92	0.48	1.02	0.00	6.10	4
Feb	1172.45	117.25	249.72	6.46	6.70	10
Mar	3189.57	177.20	249.83	5.80	6.60	18
Apr	3303.66	173.88	284.95	3.50	6.30	19
May	5715.38	259.79	412.00	5.75	6.60	22
Jun	4114.00	293.86	501.00	5.65	6.10	14
Jul	11393.00	379.77	501.00	5.50	6.60	30
Aug	6653.00	214.61	501.00	4.21	5.90	31
Sep	4764.35	158.81	354.92	5.47	6.60	30
Oct	3826.99	123.45	246.00	6.42	6.40	31
Nov	2978.94	99.60	238.00	5.65	6.60	30
Dec	2025.81	65.35	226.00	5.63	6.60	31
Total	49148.07	-	-	-	-	270
Avg.	-	182.03	-	5.32	-	-
Max.	-	-	501.00	-	6.70	-

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JANUARY 01, 2020 – DECEMBER 31, 2020

Table 5: Thornton DWS - Facility Flow Summary for Raw Water Source Well 3

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2106.74	67.96	82.55	1.86	3.30	31
Feb	1472.78	61.37	80.24	1.65	5.20	24
Mar	945.64	52.54	71.47	1.47	3.10	18
Apr	855.93	53.50	89.74	0.77	2.90	16
May	1138.74	54.23	95.00	1.26	1.80	21
Jun	889.05	55.57	76.00	0.78	2.00	16
Jul	58.86	29.43	30.68	0.00	4.90	2
Aug	62.83	2.03	33.27	0.00	5.80	31
Sep	2731.00	91.03	253.00	4.70	6.10	30
Oct	2343.67	75.60	253.00	4.62	5.90	31
Nov	1963.23	65.44	151.00	4.67	6.20	30
Dec	3037.31	97.98	160.20	4.68	6.00	31
Total	17605.78	-	-	-	-	281
Avg.	-	62.65	-	2.39	-	-
Max.	-	-	253.00	-	6.20	-

Table 6: Thornton DWS - Facility Flow Summary for Raw Water Source Well 4

Month	Monthly Flow Total (m ³ /month)	Daily Flow Average (m ³ /day)	Daily Flow Maximum (m ³ /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	0.00	0.00	0.00	0.00	0.00	0
Feb	450.37	64.34	98.49	2.30	3.00	7
Mar	1344.48	74.69	106.23	1.96	3.90	18
Apr	1471.79	86.58	141.63	1.37	4.30	17
May	1098.47	78.46	127.00	2.49	5.00	14
Jun	2061.73	128.86	250.00	3.14	4.50	16
Jul	5443.00	209.35	250.00	2.93	3.50	26
Aug	3295.87	106.32	250.56	1.62	3.50	31
Sep	2360.11	78.67	175.55	2.96	4.30	30
Oct	1747.00	56.35	120.00	2.85	4.50	31
Nov	1480.10	49.34	117.00	2.84	3.90	30
Dec	914.05	29.49	112.00	2.82	4.20	31
Total	21666.97	-	-	-	-	251
Avg.	-	86.32	-	2.30	-	-
Max.	-	-	250.56	-	5.00	-

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ANNUAL REPORT

ONTARIO REGULATION 170/03
SECTION 11

ANGUS DRINKING WATER SYSTEM



FOR THE PERIOD:
JANUARY 1, 2020 – DECEMBER 31, 2020

*Prepared for the Corporation of the Township of Essa
by the Ontario Clean Water Agency*



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Drinking-Water System Number:	260001026
Drinking-Water System Name:	Angus Drinking Water System
Drinking-Water System Owner:	The Corporation of the Township of Essa
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2020 to December 31, 2020

Does your Drinking-Water System serve more than 10,000 people?

Yes

Is your annual report available to the public at no charge on a web site on the Internet?

Yes

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Summary Report is available for inspection at the Township of Essa Municipal Office at 5786 Simcoe County Road 21, Utopia, Essa Township, ON, L0M 1T0 or on the following website: <http://www.essatownship.on.ca>

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Not Applicable	Not Applicable

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Not Applicable

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method


Description of Drinking-Water System:

The Angus Drinking Water System, Pumphouses and Storage Works serving the Town of Angus include the Mill Street Pumphouse, McGeorge Pumphouse and Brownley Pumphouse. These facilities supply water through a common distribution system.

McGeorge (Centre Street) Pumphouse

The McGeorge Pumphouse is located on Side Road 3 in Angus. Raw Water is supplied from two 203 mm diameter drilled groundwater wells (Well 2 and Well 3) capable of providing up to 2627 m³/day potable water. As groundwater flows out of the (artesian) wells, pumps are automatically activated to add sodium silicate (for iron sequestering) and sodium hypochlorite (for primary disinfection). Treated water is stored in two underground reservoirs with capacities of 95 m³ and 157 m³ respectively. Online monitoring equipment continuously monitors chlorine residual and flow rates, and that data is recorded on a data logger. The recorded data is downloaded periodically and stored on the main server at the OCWA in Wasaga Beach. The system is alarmed for numerous parameters and monitored by Huronia Alarms in Midland, Ontario. This pumphouse is equipped with a 64 kW diesel generator and auto switch over to provide stand by power in the event of a power failure.

Mill Street Pumphouse

The Mill Street Pumphouse is located at 28 Mill Street in Angus. Raw Water is supplied from one 610 mm diameter drilled groundwater well (Well 1) that can provide up to 3,927 m³/day of potable water. As groundwater is pumped from the well, chemical feed pumps are automatically activated to add sodium silicate (for iron sequestering) and sodium hypochlorite (for primary disinfection). Treated water is stored in two underground reservoirs, with a capacity of 2,500 m³ and 902 m³ respectively. Flow is measured before entering the reservoir and as the treated water enters the distribution system. On-line monitoring equipment continuously monitors chlorine residual and flow rates, and that data is recorded on a datalogger. The datalogger is downloaded periodically and stored on the main server at the OCWA office in Wasaga Beach. The system is alarmed for numerous parameters and monitored by Huronia Alarms in Midland, Ontario. This pumphouse is equipped with a 400 kW diesel generator and auto switch over to provide stand by power in the event of a power failure. *Note: The Mill Street Water Treatment Plant has received the daily difference of 100 m³ minus Baxter Water System daily water taking from the New Tecumseth Pipeline as of 2015. The Raymond A. Barker Ultrafiltration Plant in Collingwood supplies safe drinking water through the Pipeline to the Baxter and Mill Street facilities. Collingwood water sample results are found in the Annual Compliance Reports at: <http://www.watercollingwood.ca>*

Brownley Pumphouse

The Brownley Pumphouse is located on 5th Line just north of Willoughby Road. Raw Water is supplied from two 200 mm and one 150 mm diameter drilled groundwater wells (Well 4, Well 5 and Well 6) capable of providing up to 4,251 m³/day potable water. As groundwater is pumped from the wells, chemical feed pumps are automatically activated to add sodium silicate (for iron sequestering) and sodium hypochlorite (for primary disinfection). Treated water is stored in one (1) underground reservoir, two interconnected cells with a total capacity of 2,500 m³. Flow is measured before entering the reservoir and as the treated water enters the distribution system. Online monitoring equipment continuously monitors chlorine residual and flow rates, and that data is recorded on a datalogger. The datalogger is downloaded periodically and stored on the main server at the OCWA office in Wasaga Beach. The system is alarmed for numerous parameters and monitored by Huronia Alarms in Midland, Ontario. This pumphouse is equipped with a 400 kW diesel generator and auto switch over to provide stand by power in the event of a power failure.



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

List of water treatment chemicals used during the reporting period:

- Sodium Hypochlorite 12% Solution NSF, Primary Disinfection
- Sodium Silicate, NSF, Iron Sequestering

Significant expenses incurred to:

- Install required equipment
- Purchase required equipment
- Repair required equipment
- Replace required equipment

Description of significant expenses incurred:

1. Completed distribution system flushing.
2. Diesel Generator Repairs
3. General Building Maintenance
4. SCADA Integration For All Well Sites
5. McGeorge - Raw and Treated Flow Meter Replacement

Details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre:

Incident Date (yyyy/mm/dd)	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date (yyyy/mm/dd)
Not Applicable					

Table 1: Microbiological testing done under the Schedule 11 of Regulation 170/03 during this reporting period.

Location	Number of Samples	Range of E. Coli or Fecal Results		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Samples	
		Min	Max	Min	Max		Min	Max
Raw - RW1	52	0	0	0	0	N/A	N/A	N/A
Raw - RW2	52	0	0	0	0	N/A	N/A	N/A
Raw - RW3	52	0	0	0	7	N/A	N/A	N/A
Raw - RW4	52	0	0	0	0	N/A	N/A	N/A
Raw - RW5	52	0	0	0	0	N/A	N/A	N/A
Raw - RW6 [^]	49	0	0	0	12	N/A	N/A	N/A
Treated - TW1	52	0	0	0	0	52	0	334
Treated - TW2	52	0	0	0	0	52	0	10
Treated - TW3	52	0	0	0	0	52	0	20
Distribution - DW	247	0	0	0	0	103	0	181

Note:

- RW1 – Raw Water Well #2 at McGeorge
- RW2 – Raw Water Well #3 at McGeorge
- RW3 – Raw Water Well #1 at Mill
- RW4 – Raw Water Well #4 at Brownley
- RW5 – Raw Water Well #5 at Brownley
- RW6 – Raw Water Well #6 at Brownley
- TW1 – Treated Water McGeorge Pumphouse
- TW2 – Treated Water Mill Pumphouse
- TW3 – Treated Water Brownley Pumphouse

[^]Well #6 was offline due to servicing, raw water samples were not taken during this time.



Table 2: Operational testing done under Schedule 7 of Regulation 170/03 during the period covered by this Annual Report.

Location & Test	Number of Samples	Range of Results	
		Minimum	Maximum
Turbidity, Raw RW1 (Grab) [NTU]	12	0.10	0.73
Turbidity, Raw RW2 (Grab) [NTU]	12	0.06	0.69
Turbidity, Raw RW3 (Grab) [NTU]	13	0.00	0.89
Turbidity, Raw RW4 (Grab) [NTU]	13	0.00	0.87
Turbidity, Raw RW5 (Grab) [NTU]	12	0.23	0.71
Turbidity, Raw RW6 (Grab) [NTU] [^]	11	0.30	0.98
Free Chlorine Residual, Treated TW1 (Continuous) [mg/L]	8760	0.58	3.48
Free Chlorine Residual, Treated TW2 (Continuous) [mg/L]	8760	0.72	1.95
Free Chlorine Residual, Treated TW3 (Continuous) [mg/L]	8760	0.32	2.96
Free Chlorine Residual, Treated TW1 (Grab) [mg/L]	165	0.97	1.80
Free Chlorine Residual, Treated TW2 (Grab) [mg/L]	167	0.77	1.87
Free Chlorine Residual, Treated TW3 (Grab) [mg/L]	165	1.07	1.99
Total Chlorine Residual, Treated TW1 (Grab) [mg/L]	165	1.09	1.94
Total Chlorine Residual, Treated TW2 (Grab) [mg/L]	167	0.88	2.03
Total Chlorine Residual, Treated TW3 (Grab) [mg/L]	165	1.30	2.19
Free Chlorine Residual, Distribution (Continuous) [mg/L]	8760	0.34	3.10

Note: The number of samples used for continuous monitoring units is 8760.

[^]Well #6 was offline due to servicing, turbidity readings were not taken during this time.

Table 3: Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of Legal Instrument Issued	Parameter	Date Sampled	Result	Unit of Measure
Not Applicable				

Table 4: Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Antimony: Sb (µg/L) - TW1	2018/01/03	<MDL 0.02	6.0	No	No
Antimony: Sb (µg/L) - TW2	2018/01/03	<MDL 0.02	6.0	No	No
Antimony: Sb (µg/L) - TW3	2018/01/03	<MDL 0.02	6.0	No	No
Arsenic: As (µg/L) - TW1	2018/01/03	0.3	10.0	No	No
Arsenic: As (µg/L) - TW2	2018/01/03	0.6	10.0	No	No
Arsenic: As (µg/L) - TW3	2018/01/03	<MDL 0.2	10.0	No	No
Barium: Ba (µg/L) - TW1	2018/01/03	92.4	1000.0	No	No
Barium: Ba (µg/L) - TW2	2018/01/03	125.0	1000.0	No	No



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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Barium: Ba (µg/L) - TW3	2018/01/03	58.5	1000.0	No	No
Boron: B (µg/L) - TW1	2018/01/03	27.0	5000.0	No	No
Boron: B (µg/L) - TW2	2018/01/03	29.0	5000.0	No	No
Boron: B (µg/L) - TW3	2018/01/03	29.0	5000.0	No	No
Cadmium: Cd (µg/L) - TW1	2018/01/03	<MDL 0.003	5.0	No	No
Cadmium: Cd (µg/L) - TW2	2018/01/03	<MDL 0.003	5.0	No	No
Cadmium: Cd (µg/L) - TW3	2018/01/03	<MDL 0.003	5.0	No	No
Chromium: Cr (µg/L) - TW1	2018/01/03	0.11	50.0	No	No
Chromium: Cr (µg/L) - TW2	2018/01/03	0.09	50.0	No	No
Chromium: Cr (µg/L) - TW3	2018/01/03	0.23	50.0	No	No
Mercury: Hg (µg/L) - TW1	2018/01/03	<MDL 0.01	1.0	No	No
Mercury: Hg (µg/L) - TW2	2018/01/03	<MDL 0.01	1.0	No	No
Mercury: Hg (µg/L) - TW3	2018/01/03	<MDL 0.01	1.0	No	No
Selenium: Se (µg/L) - TW1	2018/01/03	<MDL 0.04	50.0	No	No
Selenium: Se (µg/L) - TW2	2018/01/03	<MDL 0.04	50.0	No	No
Selenium: Se (µg/L) - TW3	2018/01/03	0.18	50.0	No	No
Uranium: U (µg/L) - TW1	2018/01/03	0.015	20.0	No	No
Uranium: U (µg/L) - TW2	2018/01/03	0.108	20.0	No	No
Uranium: U (µg/L) - TW3	2018/01/03	2.3	20.0	No	No
Fluoride (mg/L) - TW1	2018/07/17	0.21	1.5	No	No
Fluoride (mg/L) - TW2	2018/07/17	0.17	1.5	No	No
Fluoride (mg/L) - TW3	2018/07/17	0.19	1.5	No	No
Nitrite (mg/L) - TW1	2020/01/27	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2020/04/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2020/07/13	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2020/10/13	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2020/01/27	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2020/04/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2020/07/13	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2020/10/13	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2020/01/27	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2020/04/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2020/07/13	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2020/10/13	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW1	2020/01/27	0.024	10.0	No	No
Nitrate (mg/L) - TW1	2020/04/14	0.019	10.0	No	No
Nitrate (mg/L) - TW1	2020/07/13	0.02	10.0	No	No
Nitrate (mg/L) - TW1	2020/10/13	0.025	10.0	No	No
Nitrate (mg/L) - TW2	2020/01/27	0.013	10.0	No	No
Nitrate (mg/L) - TW2	2020/04/14	0.024	10.0	No	No



Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Nitrate (mg/L) - TW2	2020/07/13	<MDL 0.006	10.0	No	No
Nitrate (mg/L) - TW2	2020/10/13	0.008	10.0	No	No
Nitrate (mg/L) - TW3	2020/01/27	1.96	10.0	No	No
Nitrate (mg/L) - TW3	2020/04/14	2.01	10.0	No	No
Nitrate (mg/L) - TW3	2020/07/13	1.78	10.0	No	No
Nitrate (mg/L) - TW3	2020/10/13	2.06	10.0	No	No
Sodium: Na (mg/L) - TW1	2018/07/17	13.9	20*	No	No
Sodium: Na (mg/L) - TW2	2018/07/17	17.5	20*	No	Yes
Sodium: Na (mg/L) - TW3	2018/07/17	15.6	20*	No	Yes

Note: MDL = Minimum Detection Limit

*There is no "MAC" for Sodium. The aesthetic objective is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets. A Sodium exceedance was last reported for TW3 to the MOH on May 2009.

Table 5: Summary of lead testing under Schedule 15.1 during this reporting period

Location Type	Number of Samples	Range of Lead Results		MAC	Number of Exceedances
		Minimum	Maximum		
Lead – Plumbing (µg/L)	Not Applicable - Relief from all Plumbing Requirements*				
Lead – Distribution** (µg/L)	Not Applicable for the Reporting Period				

Note: The Alkalinity results for 2020 ranged from 165 to 192 mg/L as CaCO₃.

*This system qualifies for the plumbing exemption as per O. Regulation 170/03 Schedule 15.1-5 (9) (10).

**Distribution lead samples are taken every 36 months. The next set of distribution lead samples is scheduled for 2021.

Table 6: Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Alachlor (µg/L) - TW1	2018/01/03	<MDL 0.02	5.00	No	No
Alachlor (µg/L) - TW2	2018/01/03	<MDL 0.02	5.00	No	No
Alachlor (µg/L) - TW3	2018/01/03	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW1	2018/01/03	<MDL 0.01	5.00	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW2	2018/01/03	<MDL 0.01	5.00	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW3	2018/01/03	<MDL 0.01	5.00	No	No
Azinphos-methyl (µg/L) - TW1	2018/01/03	<MDL 0.05	20.00	No	No
Azinphos-methyl (µg/L) - TW2	2018/01/03	<MDL 0.05	20.00	No	No
Azinphos-methyl (µg/L) - TW3	2018/01/03	<MDL 0.05	20.00	No	No
Benzene (µg/L) - TW1	2018/01/03	<MDL 0.32	1.00	No	No
Benzene (µg/L) - TW2	2018/01/03	<MDL 0.32	1.00	No	No

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Benzene (µg/L) - TW3	2018/01/03	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (µg/L) - TW1	2018/01/03	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (µg/L) - TW2	2018/01/03	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (µg/L) - TW3	2018/01/03	<MDL 0.004	0.01	No	No
Bromoxynil (µg/L) - TW1	2018/01/03	<MDL 0.33	5.00	No	No
Bromoxynil (µg/L) - TW2	2018/01/03	<MDL 0.33	5.00	No	No
Bromoxynil (µg/L) - TW3	2018/01/03	<MDL 0.33	5.00	No	No
Carbaryl (µg/L) - TW1	2018/01/03	<MDL 0.05	90.00	No	No
Carbaryl (µg/L) - TW2	2018/01/03	<MDL 0.05	90.00	No	No
Carbaryl (µg/L) - TW3	2018/01/03	<MDL 0.05	90.00	No	No
Carbofuran (µg/L) - TW1	2018/01/03	<MDL 0.01	90.00	No	No
Carbofuran (µg/L) - TW2	2018/01/03	<MDL 0.01	90.00	No	No
Carbofuran (µg/L) - TW3	2018/01/03	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (µg/L) - TW1	2018/01/03	<MDL 0.16	2.00	No	No
Carbon Tetrachloride (µg/L) - TW2	2018/01/03	<MDL 0.16	2.00	No	No
Carbon Tetrachloride (µg/L) - TW3	2018/01/03	<MDL 0.16	2.00	No	No
Chlorpyrifos (µg/L) - TW1	2018/01/03	<MDL 0.02	90.00	No	No
Chlorpyrifos (µg/L) - TW2	2018/01/03	<MDL 0.02	90.00	No	No
Chlorpyrifos (µg/L) - TW3	2018/01/03	<MDL 0.02	90.00	No	No
Diazinon (µg/L) - TW1	2018/01/03	<MDL 0.02	20.00	No	No
Diazinon (µg/L) - TW2	2018/01/03	<MDL 0.02	20.00	No	No
Diazinon (µg/L) - TW3	2018/01/03	<MDL 0.02	20.00	No	No
Dicamba (µg/L) - TW1	2018/01/03	<MDL 0.2	120.00	No	No
Dicamba (µg/L) - TW2	2018/01/03	<MDL 0.2	120.00	No	No
Dicamba (µg/L) - TW3	2018/01/03	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (µg/L) - TW1	2018/01/03	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (µg/L) - TW2	2018/01/03	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (µg/L) - TW3	2018/01/03	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (µg/L) - TW1	2018/01/03	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (µg/L) - TW2	2018/01/03	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (µg/L) - TW3	2018/01/03	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (µg/L) - TW1	2018/01/03	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (µg/L) - TW2	2018/01/03	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (µg/L) - TW3	2018/01/03	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (µg/L) - TW1	2018/01/03	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (µg/L) - TW2	2018/01/03	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (µg/L) - TW3	2018/01/03	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW1	2018/01/03	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW2	2018/01/03	<MDL 0.35	50.00	No	No



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Dichloromethane (Methylene Chloride) (µg/L) - TW3	2018/01/03	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW1	2018/01/03	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW2	2018/01/03	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW3	2018/01/03	<MDL 0.19	100.00	No	No
Diclofop-methyl (µg/L) - TW1	2018/01/03	<MDL 0.4	9.00	No	No
Diclofop-methyl (µg/L) - TW2	2018/01/03	<MDL 0.4	9.00	No	No
Diclofop-methyl (µg/L) - TW3	2018/01/03	<MDL 0.4	9.00	No	No
Dimethoate (µg/L) - TW1	2018/01/03	<MDL 0.03	20.00	No	No
Dimethoate (µg/L) - TW2	2018/01/03	<MDL 0.03	20.00	No	No
Dimethoate (µg/L) - TW3	2018/01/03	<MDL 0.03	20.00	No	No
Diquat (µg/L) - TW1	2018/01/03	<MDL 1.0	70.00	No	No
Diquat (µg/L) - TW2	2018/01/03	<MDL 1.0	70.00	No	No
Diquat (µg/L) - TW3	2018/01/03	<MDL 1.0	70.00	No	No
Diuron (µg/L) - TW1	2018/01/03	<MDL 0.03	150.00	No	No
Diuron (µg/L) - TW2	2018/01/03	<MDL 0.03	150.00	No	No
Diuron (µg/L) - TW3	2018/01/03	<MDL 0.03	150.00	No	No
Glyphosate (µg/L) - TW1	2018/01/03	<MDL 1.0	280.00	No	No
Glyphosate (µg/L) - TW2	2018/01/03	<MDL 1.0	280.00	No	No
Glyphosate (µg/L) - TW3	2018/01/03	<MDL 1.0	280.00	No	No
Malathion (µg/L) - TW1	2018/01/03	<MDL 0.02	190.00	No	No
Malathion (µg/L) - TW2	2018/01/03	<MDL 0.02	190.00	No	No
Malathion (µg/L) - TW3	2018/01/03	<MDL 0.02	190.00	No	No
Metolachlor (µg/L) - TW1	2018/01/03	<MDL 0.01	50.00	No	No
Metolachlor (µg/L) - TW2	2018/01/03	<MDL 0.01	50.00	No	No
Metolachlor (µg/L) - TW3	2018/01/03	<MDL 0.01	50.00	No	No
Metribuzin (µg/L) - TW1	2018/01/03	<MDL 0.02	80.00	No	No
Metribuzin (µg/L) - TW2	2018/01/03	<MDL 0.02	80.00	No	No
Metribuzin (µg/L) - TW3	2018/01/03	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW1	2018/01/03	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW2	2018/01/03	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW3	2018/01/03	<MDL 0.3	80.00	No	No
Paraquat (µg/L) - TW1	2018/01/03	<MDL 1.0	10.00	No	No
Paraquat (µg/L) - TW2	2018/01/03	<MDL 1.0	10.00	No	No

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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Paraquat (µg/L) - TW3	2018/01/03	<MDL 1.0	10.00	No	No
PCB (µg/L) - TW1	2018/01/03	<MDL 0.04	3.00	No	No
PCB (µg/L) - TW2	2018/01/03	<MDL 0.04	3.00	No	No
PCB (µg/L) - TW3	2018/01/03	<MDL 0.04	3.00	No	No
Pentachlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.15	60.00	No	No
Pentachlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.15	60.00	No	No
Pentachlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.15	60.00	No	No
Phorate (µg/L) - TW1	2018/01/03	<MDL 0.01	2.00	No	No
Phorate (µg/L) - TW2	2018/01/03	<MDL 0.01	2.00	No	No
Phorate (µg/L) - TW3	2018/01/03	<MDL 0.01	2.00	No	No
Picloram (µg/L) - TW1	2018/01/03	<MDL 1.0	190.00	No	No
Picloram (µg/L) - TW2	2018/01/03	<MDL 1.0	190.00	No	No
Picloram (µg/L) - TW3	2018/01/03	<MDL 1.0	190.00	No	No
Prometryne (µg/L) - TW1	2018/01/03	<MDL 0.03	1.00	No	No
Prometryne (µg/L) - TW2	2018/01/03	<MDL 0.03	1.00	No	No
Prometryne (µg/L) - TW3	2018/01/03	<MDL 0.03	1.00	No	No
Simazine (µg/L) - TW1	2018/01/03	<MDL 0.01	10.00	No	No
Simazine (µg/L) - TW2	2018/01/03	<MDL 0.01	10.00	No	No
Simazine (µg/L) - TW3	2018/01/03	<MDL 0.01	10.00	No	No
Terbufos (µg/L) - TW1	2018/01/03	<MDL 0.01	1.00	No	No
Terbufos (µg/L) - TW2	2018/01/03	<MDL 0.01	1.00	No	No
Terbufos (µg/L) - TW3	2018/01/03	<MDL 0.01	1.00	No	No
Tetrachloroethylene (µg/L) - TW1	2018/01/03	<MDL 0.35	10.00	No	No
Tetrachloroethylene (µg/L) - TW2	2018/01/03	<MDL 0.35	10.00	No	No
Tetrachloroethylene (µg/L) - TW3	2018/01/03	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.2	100.00	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.2	100.00	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.2	100.00	No	No
Triallate (µg/L) - TW1	2018/01/03	<MDL 0.01	230.00	No	No
Triallate (µg/L) - TW2	2018/01/03	<MDL 0.01	230.00	No	No
Triallate (µg/L) - TW3	2018/01/03	<MDL 0.01	230.00	No	No
Trichloroethylene (µg/L) - TW1	2018/01/03	<MDL 0.44	5.00	No	No
Trichloroethylene (µg/L) - TW2	2018/01/03	<MDL 0.44	5.00	No	No
Trichloroethylene (µg/L) - TW3	2018/01/03	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.25	5	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW1	2018/01/03	<MDL 0.12	100	No	No



Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW2	2018/01/03	<MDL 0.12	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW3	2018/01/03	<MDL 0.12	100	No	No
Trifluralin (µg/L) - TW1	2018/01/03	<MDL 0.02	45	No	No
Trifluralin (µg/L) - TW2	2018/01/03	<MDL 0.02	45	No	No
Trifluralin (µg/L) - TW3	2018/01/03	<MDL 0.02	45	No	No
Vinyl Chloride (µg/L) - TW1	2018/01/03	<MDL 0.17	1	No	No
Vinyl Chloride (µg/L) - TW2	2018/01/03	<MDL 0.17	1	No	No
Vinyl Chloride (µg/L) - TW3	2018/01/03	<MDL 0.17	1	No	No
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2020	28.5	100.00	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2020	6.4	80.00	No	No

Note: MDL = Minimum Detection Limit

Table 7: List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
Not Applicable			

Note: This table highlights parameters with a "Yes" in the ½ MAC columns of Table 4 and Table 6.

ANNUAL REPORT

ONTARIO REGULATION 170/03

SECTION 11

BAXTER DISTRIBUTION SYSTEM



**FOR THE PERIOD:
JANUARY 1, 2020 – DECEMBER 31, 2020**

*Prepared for the Corporation of the Township of Essa
by the Ontario Clean Water Agency*



**ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX**

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Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Drinking-Water System Number:	260086866
Drinking-Water System Name:	Baxter Distribution System
Drinking-Water System Owner:	The Corporation of the Township of Essa
Drinking-Water System Category:	Small Municipal Residential
Period being reported:	January 1, 2020 to December 31, 2020

Does your Drinking-Water System serve more than 10,000 people?

No

Is your annual report available to the public at no charge on a web site on the Internet?

Yes

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Summary Report is available for inspection at the Township of Essa Municipal Office at 5786 Simcoe County Road 21, Utopia, Essa Township, ON, L0M 1T0 or on the following website: <http://www.essatownship.on.ca>

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Not Applicable	Not Applicable

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Not Applicable

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method



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Description of Drinking-Water System:

On November 21, 2007, the Baxter drinking water system was switched over to the treated water transmission main (pipeline) from Collingwood to Alliston. The Raymond A. Barker Ultrafiltration Plant (RAB) in Collingwood supplies safe drinking water through the pipeline to the Baxter Facility. Modifications to the chlorination system enable re-chlorination of the treated water in the pipeline prior to filling the storage tank. Treated water from Collingwood is monitored by an online free chlorine analyzer in the pumphouse. An above-ground water storage tank provides a storage capacity of 300 m³ and is equipped with a separate fill and discharge pipe. Two (2) high lift distribution pumps with VFD (one duty and one standby) are connected to the storage tank discharge pipe. An online free chlorine analyzer monitors the treated water from the storage tank.

A "dry hydrant" is provided for fire truck filling or for filling the storage tank (hailed water) if the pipeline was down for maintenance and is unavailable. The system is alarmed for numerous parameters and monitored by Huronia Alarms in Midland, Ontario. The Baxter Distribution System is equipped with a 35 kW generator and auto switch-over to provide stand-by power in the event of a power failure.

List of water treatment chemicals used during the reporting period:

- Sodium Hypochlorite 12% Solution NSF, Primary Disinfection

Significant expenses incurred to:

- Install required equipment
- Purchase required equipment
- Repair required equipment
- Replace required equipment

Description of significant expenses incurred:

1. Diesel Generator Replacement
2. Diesel Generator Third Party Repairs

Details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre:

Incident Date (yyyy/mm/dd)	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date (yyyy/mm/dd)
Not Applicable					

Table 1: Microbiological testing done under the Schedule 11 of Regulation 170/03 during this reporting period.

Location	Number of Samples	Range of E. Coli or Fecal Results		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Samples	
		Min	Max	Min	Max		Min	Max
Treated – TW*	52	0	0	0	0	52	0	10
Distribution - DW	52	0	0	0	0	52	0	10

*Treated Water from Storage Tank



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Table 2: Operational testing done under Schedule 7 of Regulation 170/03 during the period covered by this Annual Report.

Location & Test	Number of Samples	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, Treated (Continuous) [mg/L]	8760	0.00*	5.00
Free Chlorine Residual, Treated (Grab) [mg/L]	165	0.58	2.90
Total Chlorine Residual, Treated (Grab) [mg/L]	165	0.74	3.10
Free Chlorine Residual, Distribution (Grab) [mg/L]	54	0.65	2.20

Note: The number of samples used for continuous monitoring units is 8760.

*Low chlorine residual values are due to analyzer calibration and maintenance activities. No water was directed to users at this time.

Table 3: Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of Legal Instrument Issued	Parameter	Date Sampled	Result	Unit of Measure
Not Applicable				

Table 4: Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Antimony: Sb (µg/L)					
Arsenic: As (µg/L)					
Barium: Ba (µg/L)					
Boron: B (µg/L)					
Cadmium: Cd (µg/L)					
Chromium: Cr (µg/L)					
Mercury: Hg (µg/L)					
Selenium: Se (µg/L)					
Uranium: U (µg/L)					
Fluoride: F (mg/L)					
Nitrite (mg/L)					
Nitrate (mg/L)					
Sodium: Na (mg/L)*					

Please refer to the Collingwood Drinking Water System Annual Compliance Report for 2020. It is located at the following website: www.collingwood.ca/water/docs

*There is no "MAC" for Sodium. The aesthetic objective is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

Table 5: Summary of lead testing under Schedule 15.1 during this reporting period

Location Type	Number of Samples	Range of Lead Results		MAC	Number of Exceedances
		Minimum	Maximum		
Lead – Plumbing (µg/L)	Not Applicable - Relief from all Plumbing Requirements*				
Lead – Distribution** (µg/L)	Not Applicable for Reporting Period				

Note: The Alkalinity results for 2020 ranged from 72 and 73 mg/L as CaCO₃.

*This system qualifies for the plumbing exemption as per O. Regulation 170/03 Schedule 15.1-5 (9) (10).

**Distribution lead samples are taken every 36 months. The next set of distribution lead samples is scheduled for 2021.



Table 6: Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Alachlor (µg/L)					
Atrazine + N-dealkylated metabolites (µg/L)					
Azinphos-methyl (µg/L)					
Benzene (µg/L)					
Benzo(a)pyrene (µg/L)					
Bromoxynil (µg/L)					
Carbaryl (µg/L)					
Carbofuran (µg/L)					
Carbon Tetrachloride (µg/L)					
Chlorpyrifos (µg/L)					
Diazinon (µg/L)					
Dicamba (µg/L)					
1,2-Dichlorobenzene (µg/L)					
1,4-Dichlorobenzene (µg/L)					
1,2-Dichloroethane (µg/L)					
1,1-Dichloroethylene (µg/L)					
Dichloromethane (Methylene Chloride) (µg/L)					
2,4-Dichlorophenol (µg/L)					
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L)					
Diclofop-methyl (µg/L)					
Dimethoate (µg/L)					
Diquat (µg/L)					
Diuron (µg/L)					
Glyphosate (µg/L)					
Malathion (µg/L)					
Metolachlor (µg/L)					
Metribuzin (µg/L)					
Monochlorobenzene (Chlorobenzene) (µg/L)					
Paraquat (µg/L)					
PCB (µg/L)					
Pentachlorophenol (µg/L)					
Phorate (µg/L)					
Picloram (µg/L)					
Prometryne (µg/L)					
Simazine (µg/L)					

Please refer to the Collingwood Drinking Water System Annual Compliance Report for 2020. It is located at the following website: www.collingwood.ca/water/docs



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Terbufos (µg/L)					
Tetrachloroethylene (µg/L)					
2,3,4,6-Tetrachlorophenol (µg/L)					
Triallate (µg/L)					
Trichloroethylene (µg/L)					
2,4,6-Trichlorophenol (µg/L)					
Trifluralin (µg/L)					
Vinyl Chloride (µg/L)					
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2020	52.25	100.00	No	Yes
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2020	31.15	80.00	No	No

Table 7: List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
Trihalomethane: Total Annual Average	52.25	µg/L	4 Quarters of 2020

Note: This table highlights parameters with a "Yes" in the ½ MAC columns of Table 4 and Table 6. Please refer to the Town of Collingwood website for any ½ MAC exceedances.

ANNUAL REPORT

ONTARIO REGULATION 170/03
SECTION 11

THORNTON DRINKING WATER SYSTEM



**FOR THE PERIOD:
JANUARY 1, 2020 – DECEMBER 31, 2020**

*Prepared for the Corporation of the Township of Essa
by the Ontario Clean Water Agency*



**ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX**



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Drinking-Water System Number:	220006945
Drinking-Water System Name:	Thornton Drinking Water System
Drinking-Water System Owner:	The Corporation of the Township of Essa
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2020 to December 31, 2020

Does your Drinking-Water System serve more than 10,000 people?

No

Is your annual report available to the public at no charge on a web site on the Internet?

Yes

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Summary Report is available for inspection at the Township of Essa Municipal Office at 5786 Simcoe County Road 21, Utopia, Essa Township, ON, L0M 1T0 or it can be found at the following website: <http://www.essatownship.on.ca>

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Not Applicable	Not Applicable

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Not Applicable

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method



Description of Drinking-Water System:

The Thornton Drinking Water System pumphouse is located on Glen Avenue in the Village of Thornton in the Township of Essa. Raw water is supplied to the pumphouse by means of four (4) drilled wells each equipped with submersible well pumps. Wells 1 and 2 are comprised of 150 mm diameter casings extending to depths of 50 m and 52 m, respectively. Wells 1 and 2 are located adjacent to the pump house each with a maximum pumping rate of 6.06 L/s at a TDH of 73 m. Wells 3 and 4 are located in the Thornton Creek Estate subdivision, North of the Glen Avenue pumphouse. Well 3 is comprised of a 300 mm diameter casing extending to a depth of 32 m and is capable of pumping 5.7 L/s at a TDH of 60 m. Well 4 is comprised of a 160 mm diameter casing extending to a depth of 31.4 m and is capable of pumping 3.8 L/s at a TDH of 73 m. Controls for wells 3 and 4 are located in an adjacent building. Water is pumped from the wells to the Glen Avenue pumphouse where it is disinfected with NSF certified 12% Sodium Hypochlorite. The Sodium Hypochlorite is stored in a 1,000 L bulk storage tank and a 300 L day tank. The solution is injected into the main header by one of two (2) chemical feed pumps, each capable of pumping 2.5 L/hr. Treated water is pumped to two (2) fused glass-lined bolted steel above-ground storage tanks, each with a capacity of 556 m³. Water is pumped from the storage tanks to the distribution system by four (4) variable frequency drive high lift pumps, each with a rated pumping capacity of 26.52 L/s.

Online analyzers monitor treated water for free chlorine residual and turbidity. Operational data, including pump run hours, flow rates, free chlorine residual, and turbidity are recorded on a data logger located on the MCC panel. The logged data is downloaded periodically and stored on the main server at the OCWA office in Wasaga Beach. The system is alarmed for numerous parameters and is monitored continuously by Huronia Alarms in Midland Ontario. The Glen Avenue pumphouse is equipped with a 175 kW diesel generator with automatic switch over to provide power in the event of a power failure.

List of water treatment chemicals used during the reporting period:

- Sodium Hypochlorite 12% Solution NSF, Primary Disinfection

Significant expenses incurred to:

- Install required equipment
- Purchase required equipment
- Repair required equipment
- Replace required equipment

Description of significant expenses incurred:

1. Chemical Pump Rebuild Kits
2. Diesel Generator Repairs
3. Raw and Treated Flow Meter Replacements
4. Well Pump #3 & #4 Repairs and Replacement

Details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre:

Incident Date (yyyy/mm/dd)	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date (yyyy/mm/dd)
Not Applicable					


Table 1: Microbiological testing done under the Schedule 11 of Regulation 170/03 during this reporting period.

Location	Number of Samples	Range of E. Coli or Fecal Results		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Samples	
		Min	Max	Min	Max		Min	Max
Raw - RW1	53	0	0	0	16	N/A	N/A	N/A
Raw - RW2	53	0	0	0	2	N/A	N/A	N/A
Raw - RW3	45*	0	0	0	8	N/A	N/A	N/A
Raw - RW4	45*	0	0	0	3	N/A	N/A	N/A
Treated - TW	53	0	0	0	0	53	0	18
Distribution - DW	120	0	0	0	0	54	0	29

Note:

- RW1 – Raw Water Well #1
 - RW2 – Raw Water Well #2
 - RW3 – Raw Water Well #3
 - RW4 – Raw Water Well #4
- *Wells not sampled during schedule maintenance activities.

Table 2: Operational testing done under Schedule 7 of Regulation 170/03 during the period covered by this Annual Report.

Location & Test	Number of Samples	Range of Results	
		Minimum	Maximum
Turbidity, Raw RW1 (Grab) [NTU]	12	0.21	0.70
Turbidity, Raw RW2 (Grab) [NTU]	12	0.21	0.79
Turbidity, Raw RW3 (Grab) [NTU]*	11	0.26	0.77
Turbidity, Raw RW4 (Grab) [NTU]*	11	0.19	0.64
Turbidity, Treated (Continuous) [mg/L]^	0	n/a	n/a
Turbidity, Treated (Grab) [mg/L]^	0	n/a	n/a
Free Chlorine Residual, Treated (Continuous) [mg/L]	8760	0.55	3.75
Free Chlorine Residual, Treated (Grab) [mg/L]	164	1.03	3.00
Total Chlorine Residual, Treated (Grab) [mg/L]	164	1.12	3.20
Free Chlorine Residual, Distribution (Grab) [mg/L]	375	0.84	2.20

Note: The number of samples used for continuous monitoring units is 8760.

*Wells not sampled during schedule maintenance activities.

^Turbidity Analyzer was removed from service and required Form 2 was complete

Table 3: Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of Legal Instrument Issued	Parameter	Date Sampled	Result	Unit of Measure
Not Applicable				

Table 4: Summary of Inorganic parameters tested during this reporting period or the most recent sample results



Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Antimony: Sb (µg/L) - TW	2018/01/03	<MDL 0.02	6.0	No	No
Arsenic: As (µg/L) - TW	2018/01/03	<MDL 0.2	10.0	No	No
Barium: Ba (µg/L) - TW	2018/01/03	80.8	1000.0	No	No
Boron: B (µg/L) - TW	2018/01/03	34.0	5000.0	No	No
Cadmium: Cd (µg/L) - TW	2018/01/03	<MDL 0.003	5.0	No	No
Chromium: Cr (µg/L) - TW	2018/01/03	0.33	50.0	No	No
Mercury: Hg (µg/L) - TW	2018/01/03	<MDL 0.01	1.0	No	No
Selenium: Se (µg/L) - TW	2018/01/03	0.1	50.0	No	No
Uranium: U (µg/L) - TW	2018/01/03	0.689	20.0	No	No
Fluoride: F (mg/L) - TW	2018/07/17	0.22	1.5	No	No
Nitrite (mg/L) - TW	2020/01/27	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/27	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/07/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/13	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/27	1.04	10.0	No	No
Nitrate (mg/L) - TW	2020/04/27	2.16	10.0	No	No
Nitrate (mg/L) - TW	2020/07/14	1.41	10.0	No	No
Nitrate (mg/L) - TW	2020/10/13	1.98	10.0	No	No
Sodium: Na (mg/L) - TW	2018/07/24	37.0	20*	Yes	Yes

Note: MDL = Minimum Detection Limit

*There is no "MAC" for Sodium. The aesthetic objective is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets. The Sodium exceedance was last reported to the MOH on July 23, 2018.

Table 5: Summary of lead testing under Schedule 15.1 during this reporting period

Location Type	Number of Samples	Range of Lead Results		MAC	Number of Exceedances
		Minimum	Maximum		
Lead – Plumbing (µg/L)	Not Applicable - Relief from all Plumbing Requirements*				
Lead – Distribution** (µg/L)	Not Applicable for Reporting Period.				

Note: The Alkalinity results for 2020 were between 183 to 222 mg/L as CaCO₃.

*This system qualifies for the plumbing exemption as per O. Regulation 170/03 Schedule 15.1-5 (9) (10).

**Distribution lead samples are taken every 36 months. The next set of distribution lead samples is scheduled for 2021.

Table 6: Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Alachlor (µg/L) - TW	2018/01/03	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW	2018/01/03	<MDL 0.01	5.00	No	No



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Azinphos-methyl (µg/L) - TW	2018/01/03	<MDL 0.05	20.00	No	No
Benzene (µg/L) - TW	2018/01/03	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (µg/L) - TW	2018/01/03	<MDL 0.004	0.01	No	No
Bromoxynil (µg/L) - TW	2018/01/03	<MDL 0.33	5.00	No	No
Carbaryl (µg/L) - TW	2018/01/03	<MDL 0.05	90.00	No	No
Carbofuran (µg/L) - TW	2018/01/03	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (µg/L) - TW	2018/01/03	<MDL 0.16	2.00	No	No
Chlorpyrifos (µg/L) - TW	2018/01/03	<MDL 0.02	90.00	No	No
Diazinon (µg/L) - TW	2018/01/03	<MDL 0.02	20.00	No	No
Dicamba (µg/L) - TW	2018/01/03	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (µg/L) - TW	2018/01/03	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (µg/L) - TW	2018/01/03	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (µg/L) - TW	2018/01/03	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (µg/L) - TW	2018/01/03	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW	2018/01/03	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (µg/L) - TW	2018/01/03	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW	2018/01/03	<MDL 0.19	100.00	No	No
Diclofop-methyl (µg/L) - TW	2018/01/03	<MDL 0.4	9.00	No	No
Dimethoate (µg/L) - TW	2018/01/03	<MDL 0.03	20.00	No	No
Diquat (µg/L) - TW	2018/01/03	<MDL 1.0	70.00	No	No
Diuron (µg/L) - TW	2018/01/03	<MDL 0.03	150.00	No	No
Glyphosate (µg/L) - TW	2018/01/03	<MDL 1.0	280.00	No	No
Malathion (µg/L) - TW	2018/01/03	<MDL 0.02	190.00	No	No
Metolachlor (µg/L) - TW	2018/01/03	<MDL 0.01	50.00	No	No
Metribuzin (µg/L) - TW	2018/01/03	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW	2018/01/03	<MDL 0.3	80.00	No	No
Paraquat (µg/L) - TW	2018/01/03	<MDL 1.0	10.00	No	No
PCB (µg/L) - TW	2018/01/03	<MDL 0.04	3.00	No	No
Pentachlorophenol (µg/L) - TW	2018/01/03	<MDL 0.15	60.00	No	No
Phorate (µg/L) - TW	2018/01/03	<MDL 0.01	2.00	No	No
Picloram (µg/L) - TW	2018/01/03	<MDL 1.0	190.00	No	No
Prometryne (µg/L) - TW	2018/01/03	<MDL 0.03	1.00	No	No
Simazine (µg/L) - TW	2018/01/03	<MDL 0.01	10.00	No	No
Terbufos (µg/L) - TW	2018/01/03	<MDL 0.01	1.00	No	No
Tetrachloroethylene (µg/L) - TW	2018/01/03	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW	2018/01/03	<MDL 0.2	100.00	No	No
Triallate (µg/L) - TW	2018/01/03	<MDL 0.01	230.00	No	No



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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Trichloroethylene (µg/L) - TW	2018/01/03	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (µg/L) - TW	2018/01/03	<MDL 0.25	5.00	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW	2018/01/03	<MDL 0.12	100.00	No	No
Trifluralin (µg/L) - TW	2018/01/03	<MDL 0.02	45.00	No	No
Vinyl Chloride (µg/L) - TW	2018/01/03	<MDL 0.17	1.00	No	No
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2020	22.75	100.00	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2020	21.33	80.00	No	No

Note: MDL = Minimum Detection Limit

Table 7: List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
Not Applicable			

Note: This table highlights the parameters with a "Yes" in the ½ MAC columns of Table 4 and Table 6.



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW007-21
DATE: March 24, 2021
TO: Committee of the Whole
FROM: Michael Mikael, P.Eng., Manager of Public Works
SUBJECT: 25th Sideroad Re-Surfacing Project – Consulting Engineering Service

RECOMMENDATION

That Staff Report PW006-21 be received; and

That the quotation as received from PLANMAC ENGINEERING INC. for the Consulting Engineering Services required for the 25th Sideroad Re-Surfacing Project be accepted in the amount of \$53,160 (excluding HST).

BACKGROUND

The 25th Sideroad Re-Surfacing project is considered a high priority. This rural road is very busy with an average daily traffic (O.Reg366/18) 6000 between the 9th Line & 10th Line. The existing asphalt surface reached its end of life and developed several surface failures (potholes) over the last few year. Worth to mention that this road was included for resurfacing in the 2014 Roads need study (prepared by Ainley Group in 2014). The original project, between the 9th Line and the 10th line (total length of approximately 1.5 KM) was deferred from 2020 due to Covid and budget constraints. There are some preliminary safety concerns related to the current road alignment and existing guiderail system and current speed limit / lack of signage in the area. These concerns will be reviewed during the preliminary engineering with the consultant.

This report is requesting approval of the Consulting Engineering Service fees that will be required to complete the preliminary engineering, detail design, tender package preparation (including construction drawings) and award, construction and contract supervision and post construction services.

The consultant will handle all aspects of this project.

COMMENTS AND CONSIDERATIONS

The Request for Proposal (RFP) document was posted on the Biddingo website on February 11th, 2021 and closed on Mar. 1st, 2021.

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There were only a total of 2 bids received due to strict timelines. The bids are summarized below.

Bidder	Total Tender
1. PLANMAC ENGINEERING INC	\$53,160.00 (based on 23 on site working days)
2. AINLEY GROUP	\$77,920.00 (based on 23 onsite working days)

Both RFPs were evaluated based on the Evaluation weight criteria set in section 4 of the Request for Proposal as stated below. Planmac Engineering Inc Ranked the highest.

Criteria	Weight (%)
Corporate Qualifications and Experience	10
Key Staff Qualifications and Experience	20
Project Time Scheduling	10
Cost of Services / Fee Schedule	60
Total	100

FINANCIAL IMPACT

Council approved \$334,000 in the 2021 Public Works Prioritized Capital Budget. There is a carry-over of \$450,000 from 2020. The total in the budget for the entire project (including construction costs) is \$784,000.



SUMMARY / OPTIONS

Council may

1. Take no action.
2. Award the RFP to PLANMAC ENGINEERING INC. in the amount of \$53,160.
3. Direct Staff in another course of action.

CONCLUSION

Staff recommends that option 2 be approved.

Respectfully submitted,



Michael Mikael, P.Eng
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer

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Attachments:

1. Financial Document Extraction
2. Estimate Option



**25TH SIDEROAD RE-SURFACING PROJECT –
CONSULTING ENGINEERING SERVICE FEES**

**2021 Budget (Including Carry-Over from 2020):
\$784,000.00**

BIDDER	TOTAL TENDER (not including HST)
PLANMAC GROUP	\$53,160.00
AINLEY GROUP	\$77,920.00

Attended by:
Michael Mikael, Manager of Public Works
Debbie Dollmaier, Public Works Co-Ordinator

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR002-21
DATE: March 24, 2021
TO: Committee of the Whole
FROM: Carol Traynor, Manager of Finance
SUBJECT: Statement of Treasurer – Remuneration 2020

RECOMMENDATION

That Staff Report TR002-21 be received; and

That the Treasurer’s Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2020 be received as circulated.

BACKGROUND

This statement details remuneration and expenses paid to Members of Council and Members appointed by Council in 2020. Council remuneration is authorized by By-Law 2013-53. Other expenses are authorized by By-Law 2017-41 and the 2020 Final Budget. This report is prepared pursuant to section 284 (1) of the Municipal Act, 2001 (S.O. 2001, c.25).

COMMENTS AND CONSIDERATIONS

Remuneration Paid to Council: (\$)

Name	Remuneration	Per Diem	Health Benefits	Car Allow. & Mileage	Conference & Other Expenses	Total	
Mayor S. Macdonald	35,270.64	0.00	5,520.48	1,000.00	943.26	42,734.38	
Deputy-Mayor M. Smith	27,478.08	0.00	43.32	1,000.00	766.94	29,288.34	
Councillors:							
R. Henderson	22,052.04	300.00	5,516.16	1,291.84	1,353.56	30,513.60	
W. Sander	22,052.04	0.00	5,516.16	1,000.00	694.80	29,263.00	
K. White	22,052.04	0.00	5,516.16	1,000.00	724.53	29,292.73	
K. White re: NVCA	2,500.00	1,312.48	0	94.40	0	3,906.88	
Totals	131,404.84	1,612.48	22,112.28	5,386.24	4,483.09	164,998.93	



Remuneration Paid to Committee of Adjustment Members: (\$)

Name	Remuneration	Total
D. Davis	625.00	625.00
S. Fisher	625.00	625.00
K. Ogilvie	625.00	625.00
J. Truax	625.00	625.00
D. Tucker	500.00	500.00
Totals	3,000.00	3,000.00

Remuneration Paid to Essa Accessibility Advisory Committee: (\$)

Name	Remuneration	Total
P. Foster	35.00	35.00
M. Dandy	35.00	35.00
J. Robertson	35.00	35.00
S. McCann	35.00	35.00
N. Willoughby	35.00	35.00
Totals	175.00	175.00

Remuneration Paid to Library Board: (\$)

Name	Remuneration	Total
A. Morrison	600.00	600.00
J. Bushey	600.00	600.00
C. Cryer	600.00	600.00
J. Hunter	600.00	600.00
S. Malick	600.00	600.00
D. McKeever	600.00	600.00
Totals	3,600.00	3,600.00

Attended the OGRA Conference:

Mayor Sandie Macdonald [\$0]
Deputy Mayor Michael Smith [\$86.50] Cancellation Fee
Councillor Ron Henderson [\$666.53]
Councillor Henry Sander [\$0]
Councillor Keith White [\$0]

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Attended the AMO Conference:

Mayor Sandie Macdonald [\$0]
Deputy Mayor Michael Smith [\$0]
Councillor Ron Henderson [\$0]
Councillor Henry Sander [\$0]
Councillor Keith White [\$0]

Cellular, Telephone & Other Expenses:

Mayor Sandie Macdonald [\$943.26]
Deputy Mayor Michael Smith [\$680.44]
Councillor Ron Henderson [\$687.03]
Councillor Henry Sander [\$694.80]
Councillor Keith White [\$724.53]
Nottawasaga 8 golf vouchers [\$2,500.00]

Statutory deductions and employer remittances for CPP, EI, EHT and WSIB have not been included in the reported amounts.

FINANCIAL IMPACT

Council and Committee remuneration and expenses were included in the 2020 budget.

SUMMARY/OPTIONS

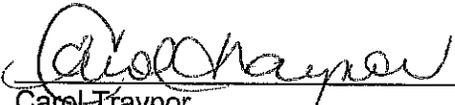
Council may:

1. Take no further action.
2. That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2020 be received as circulated.

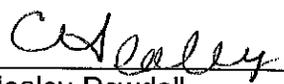
CONCLUSION

Respectfully submitted:

Reviewed by:



Carol Traynor
Manager of Finance



Colleen Healey-Dowdall
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR003-21 – **REVISED as at March 24, 2021 at 4:14 p.m.**

DATE: March 24, 2021

TO: Committee of the Whole

FROM: Carol Traynor, Manager of Finance

SUBJECT: 2021 OCWA Budget revised

RECOMMENDATION

That Staff Report TR003-21 be received; and

That Council consider approving the revised 2021 OCWA Operating and Capital budgets in the amount of \$2,293,123.

BACKGROUND

At the March 3rd, 2021 in-camera meeting Council elected to re-open the 2021 OCWA budget process based on additional information received.

COMMENTS AND CONSIDERATIONS

Below outlines the changes to the 2021 OCWA budget as directed for Council's consideration.

Operating Water Works

Remove the Transfer to Water Rate Stabilization Reserve in the amount of \$405,945,
Add a new account line for OCWA Water operating budget in the amount of \$563,963.26.

Operating Wastewater

Reduce the OCWA WWTP Contract Services from \$749,500 to \$174,500,
Increase OCWA Linear Infrastructure & Unplanned Repairs from \$60,000 to \$98,893,
Add a new account line for OCWA Sewer operating budget in the amount of \$466,767.

Capital Wastewater Works

Disk Filter Integration and Completion \$550,000 to be funded from Wastewater reserve.

Attached are the revised 2021 Water and Wastewater Operating and Capital budgets, along with OCWA's recommended Capital/Major Maintenance work plan from 2021 to 2026.

It should be noted that if Council approves the above noted changes there will be no impact on the tax rates or the water/sewer rates as funding is being drawn from reserves.

SUMMARY/OPTIONS

Council may:

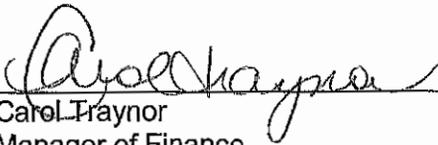
1. Take no further action.
2. Approve the revised 2021 OCWA Operating and Capital budgets in the amount of \$2,293,123.
3. Direct staff to proceed with this matter as deemed appropriate by Council.

CONCLUSION:

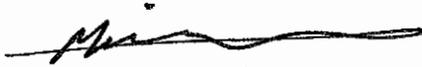
Option #2 is recommended.

Respectfully submitted:

Reviewed by:

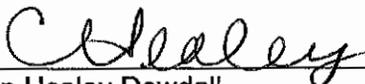


 Carol Traynor
 Manager of Finance



 Michael Mikael
 Manager of Public Works

Reviewed by:



 Colleen Healey-Dowdall
 CAO

- Attachment: 2021 Water/Wastewater budgets
 Attachment: OCWA's recommended Capital/Major Maintenance work plan from 2021 to 2026.



Township of Essa
2021 Budget
March 24, 2021

	Account	Revised 2021 Budget	2020 Budget	2020 Actuals to date	2019 Actuals
Water Works					
Wages and Salaries:					
Salaries/Wages	02-08-310-410-6000	97,930	60,221	60,908	62,643
Salaries/Wages Part Time	02-08-310-410-6002		3,500	3,931	
Salaries/Wages Full Time Overtime	02-08-310-410-6004			723	813
Employee Benefits Full Time	02-08-310-410-6020	5,775	3,050	3,312	3,919
Extended Health Benefits	02-08-310-410-6026	11,190	6,100	4,763	8,160
Employee Health Tax	02-08-310-410-6030	1,910	1,175	963	1,324
Employee Assistance Plan	02-08-310-410-6031	70	40	26	43
OMERS	02-08-310-410-6032	8,835	5,443	5,065	6,464
WSIB	02-08-310-410-6033	2,782	1,717	1,407	2,131
WATERWORK Wages & Benefits Transfer	02-08-310-410-6012	5,760	24,830		
Total Wages and Salaries		134,252	106,076	81,098	85,496
Admin Operating Expenses:					
Mileage	02-08-310-410-6035	700	350	131	453
Office Supplies	02-08-310-410-6050	5,000	600	2,301	674
Computer Software & Maintenance	02-08-310-410-6060	15,000		3,485	
Advertising	02-08-310-410-6062	600		511	231
Insurance	02-08-310-410-6063	5,100	5,000	5,000	4,967
Interest on Borrowing	02-08-310-410-6065	11,787	15,228	8,039	53,770
OCWA Contract Services	02-08-310-410-6069	331,000	455,714	566,709	420,618
Water Principal Payment	02-08-310-410-6150	140,781	137,340	68,245	433,303
Other Write-offs	02-08-310-411-6081	500	300	1,512	2,274
Meter Reads	02-08-310-411-6350	5,000	15,000	23,936	23,889
WATERWORK-Pipeline Consumption Fee	02-08-310-411-6355	30,000	27,500	33,561	28,911
Transfer to Reserve from Water Revenues	02-08-310-410-6094				
Transfer to Water Rate Stab Reserve	02-08-310-410-6093	0			
Transfer to Capital	02-08-310-410-6098	293,000	180,000		
OCWA Water Operating Budget	02-08-310-410-6283	563,964			
Total Admin Operating Expenses		1,402,432	837,532	713,430	969,090
Angus Waterworks Expenses:					
Postage - Angus Water	02-08-310-412-6052	12,000	12,000	14,496	15,655
Telephone Communications	02-08-310-412-6054	4,000	4,000	8,159	3,874
Hydro	02-08-310-412-6055	120,000	120,000	116,339	124,970
Miscellaneous Expense - Angus Water	02-08-310-412-6089		306,500	73,134	281,254
OCWA Unplanned Reparis Contract Service	02-08-310-412-6069	40,000			
Total Angus Waterworks Expenses		176,000	442,500	212,128	425,753
Thornton Waterworks Expenses:					
Postage - Thornton Water	02-08-310-416-6052	1,500	1,500	1,734	1,827
Hydro	02-08-310-416-6055	18,000	18,000	14,899	16,987
Miscellaneous Expense - Thornton Water	02-08-310-416-6089		59,000	50,189	39,074
Snow Removal	02-08-310-416-6275	2,600	1,200	2,424	1,785
OCWA Contract Services	02-08-310-416-6069	61,000			
Total Thornton Waterworks Expenses		83,100	79,700	69,245	59,673
BaxterWaterworks Expenses:					
Postage - Baxter Water	02-08-310-420-6052	160	160	182	190
Telephone Communications	02-08-310-420-6054	2,000	2,500	451	2,541
Hydro	02-08-310-420-6055	4,000	4,000	3,956	4,469
Miscellaneous Expense-Baxter Water	02-08-310-420-6089		7,000	3,791	7,724
Snow Removal	02-08-310-420-6275	2,600	1,200	2,424	1,785
OCWA Contract Services	02-08-310-420-6069	7,000			
Water Antenna Lease	02-08-310-420-6072	4,800			
Total BaxterWaterworks Expenses		20,560	14,860	10,804	16,708
Total Expenses:		1,816,344	1,480,668	1,086,705	1,556,720



Township of Essa
2021 Budget
March 24, 2021

	Account	Revised 2021 Budget	2020 Budget	2020 Actuals to date	2019 Actuals
Revenues:					
Provincial OSTAR Water Funding	02-40-310-187-4602				-588,159
Water Penalty	02-40-310-440-4702	-15,000	-15,000	-3,496	-18,081
Miscellaneous Revenue	02-40-310-440-4707	-15,000	-15,000	-17,393	-13,701
Developer's Contribution	02-40-310-440-4715			-1,899	-91,042
Water Permits	02-40-310-440-4862	-3,000	-3,000	-13,200	-2,540
Final Water Reading Certificate	02-40-310-440-4863	-3,000	-3,000	-1,470	-1,890
Connection Fees	02-40-310-440-4865			-6,688	
Angus Water Service Fees	02-40-310-440-4870	-1,100,000	-1,100,000	-1,522,686	-1,466,828
Thornton Water Service Fees	02-40-310-440-4872	-175,000	-175,000	-233,314	-215,316
Baxter Water Service Fees	02-40-310-440-4874	-15,200	-15,200	-20,341	-15,589
Principal Loan Installment	02-40-310-440-4880	-39,125	-260,000	-59,131	-259,379
WATERWORKS-R-Development Charges E	02-40-310-440-4954	-293000			-118,656
Loan Authorized Interest	02-40-310-440-4719				
WATERWORKS-R-Contribution from Reser	02-40-310-440-4950	-158,019			
Total Revenues		-1,816,344	-1,586,200	-1,879,618	-2,791,181
Reserve Transfer From/ (To)		0	-105,532	-792,913	-1,234,461



Township of Essa
2021 Budget
March 24, 2021

Account	Revised 2021 Budget	2020 Budget	2020 Actuals to date	2019 Actuals	
Waste Water					
Wages and Salaries:					
Salaries/Wages	02-08-330-450-6000	32,340	39,790	38,102	36,293
Salaries/Wages Part Time	02-08-330-450-6002			1,123	
Salaries/Wages Full Time Overtime	02-08-330-450-6004			243	813
Employee Benefits Full Time	02-08-330-450-6020	1,715	2,080	2,388	2,230
Extended Health Benefits	02-08-330-450-6026	3,535	4,125	3,343	4,490
Employee Health Tax	02-08-330-450-6030	635	750	690	775
Employee Assistance Plan	02-08-330-450-6031	20	25	18	23
OMERS	02-08-330-450-6032	2,925	3,500	3,526	3,779
WSIB	02-08-330-450-6033	915	1,100	1,008	1,247
WASTEWATER Wages & Benefits Transfer	02-08-330-450-6012	5,759	8,275		
Total Wages and Salaries		47,844	59,645	50,442	49,651
Admin Operating Expenses:					
Mileage	02-08-330-450-6035	500	200	82	156
Advertising	02-08-330-450-6062			1,541	
Interest on Borrowing	02-08-330-450-6065	133,129	142,992	142,992	152,401
OCWA WWTP Contract Services	02-08-330-450-6069	174,500	551,128	484,367	661,780
Sewer Principal Payment	02-08-330-450-6150	213,778	203,915	203,915	194,506
Transfer to Reserve from Sewer Revenues	02-08-330-450-6095				
Transfer to Capital	02-08-330-450-6098	550,000			
OCWA Sewer Operating Budget	02-08-330-450-6283	466,767			
Total Admin Operating Expenses		1,538,674	898,235	832,895	1,008,843
Wastewater Operations:					
Hydro	02-08-330-454-6055	160,000	160,000	155,406	161,601
Heat	02-08-330-454-6056	4,000	3,000	5,157	4,513
Other Write-offs	02-08-330-454-6081	250	250	1,406	2,230
OCWA Linear Infrastructure & Unplanned R	02-08-330-454-6089	98,893	307,000	206,600	292,062
Gasoline	02-08-330-454-6210			11,278	
Snow Removal	02-08-330-454-6275	3,000	3,000		11,647
Total Wastewater Operations		266,143	473,250	379,847	472,054
Total Expenses:		1,852,661	1,431,130	1,263,184	1,530,547
Revenues:					
Sewer Penalty	02-40-330-458-4702	-15,000	-15,000	-3,327	-16,817
Miscellaneous Revenue	02-40-330-458-4707				-582
Angus Sewer Service Fees	02-40-330-458-4860	-1,100,000	-1,100,000	-1,436,874	-1,477,495
Sewer Permits	02-40-330-458-4861	-5,000	-5,000	-8,850	-4,800
Connection Fees	02-40-330-458-4865	-20,600	-22,000	-24,717	-20,642
Frontage Fees	02-40-330-458-4866	-24,000	-24,000	-23,522	-23,522
Development Charges Earned	02-40-330-458-4954				-346,907
SANITARY SEWER REVENUE- Contributic	02-40-330-458-4950	-688,061			
Total Revenues		-1,852,661	-1,166,000	-1,497,290	-1,890,765
Reserve Transfer From/ (To)		0	265,130	-234,106	-360,218



Township of Essa
 Capital Budget
 For the 2021 Fiscal Year

	Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Project Funding					Grants		Total	
					Taxation	Trade In (surplus Equip)	User Fees	DC's	Reserve	Gov't fundng	Source		
Water and Wastewater												0	
Thornton Standpipe Expansion	WD2001	293,000	180,000	113,000				293,000			Water DC's Thornton	293,000	
Disk Filter Integration		550,000	200,000	350,000					350,000		Sewer Infrastructure Reserve		
									\$ 200,000		2020 Carry Forward		
Total for Waterand Wastewater:		\$843,000	\$380,000	\$463,000	\$0	\$0	\$0	\$0	\$293,000	\$550,000	\$0	\$0	\$293,000

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FINAL

2021

ESSAXY5645_0000 - Angus WWT

Billing Address: Township of Essa
5786 Simcoe County Rd. 21

Utopia
Ontario
L0M1T0

Insurable Value: \$30,807,961

Summary of Charges

1. Operations & Maintenance \$466,766.73

2. Debt Servicing Charges

Total Charges \$466,766.73

2021 Monthly Charges for 12 Periods \$38,897.23

Business Development Manager: Natalie Baker Phone: (705) 730-3480

Comments:

13b

8b

FINAL

2021

ESSAXY6065_0001 - Essa Mill WT O&M

Billing Address: Township of Essa
5786 Simcoe County Rd. 21

Utopia
Ontario
L0M1T0

Insurable Value: \$6,043,455

Summary of Charges

1. Operations & Maintenance \$563,963.26

2. Debt Servicing Charges

Total Charges \$563,963.26

2021 Monthly Charges for 12 Periods \$46,996.94

Business Development Manager: Natalie Baker Phone: (705) 730-3480

Comments:

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ance from 2021 to 2026)
 llowing capital projects/major maintenance for your review and approval.

Project Description	2021					2022					Total	Funding Source	Priority	Milestone	Risk	Status	Notes	
	Q1	Q2	Q3	Q4	YTD	Q1	Q2	Q3	Q4	YTD								
Installation of accumulating and eliminate Safety Issues)																		
Installation of the treatment																		
Install new Pumps)																		
Rebuild 2 pumps)																		
As requested generators Inc change year to recommended																		
Mandatory TS/MECP and Ma																		
Permit Renewal																		
License Renewal																		
Maintain heat																		
Last rebuilt in																		
Seaca will allow pressure cont times of day to																		
New Probes in Annual audits																		
As requested generators Inc change year to																		
Mandatory TS/MECP and Ma																		
Cleaning of re from the botto structure																		
Caps replaced operation)																		
3 pump																		
generators as																		
ing																		
annually																		
0 years)																		

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Since from 2021 to 2026)
 following capital projects/major maintenance for your review and approval.

Project Description	Estimated					2018	2019	2020	2021	2022	2023	2024	2025	2026	Total	Priority	Remarks
	2021	2022	2023	2024	2025												
Improve appearance hydrants per year	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			Improve appearance hydrants per year
Swabbing water and improve w complaints	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000			Swabbing water and improve w complaints
There are man replacement p	\$15,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000			There are man replacement p
Based on Hist excavated and	\$30,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000			Based on Hist excavated and
Leak detection system in 202	\$13,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000			Leak detection system in 202
	\$33,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000	\$123,000			
	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000			Based on Hist
	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000			Based on Hist
	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000			Based on Hist
	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000			Based on Hist
	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000			Based on Hist
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
	\$1,248,500	\$908,500	\$1,349,500	\$614,500	\$614,500	\$489,500	\$491,000										

2019 Recommended Capital Presented by: Name
 2018 Recommended Capital Approved by: Name

ones of the risk assessment (RA) documented under Element 8 as part of the system's Infrastructure review

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR004-21

DATE: March 24, 2021

TO: Committee of the Whole

FROM: Rob Rosilius, Deputy Treasurer

SUBJECT: Budget to Actuals Update as of December 31st, 2020

RECOMMENDATION

That Staff Report TR004-21 be received; and

That the Budget to Actuals Update for the period ending December 31st, 2020 be received as circulated.

BACKGROUND

During the 2020 Budget deliberations, Council requested staff to bring forward quarterly updates on the budget. With the outbreak of COVID 19, Council requested staff provide updates on a regular basis while the Township is under a state of emergency. This report includes activities recorded as of December 31st, 2020.

COMMENTS AND CONSIDERATIONS

Staff have reviewed actual revenues and expenses that have been currently posted to the general ledger as of December 31st and compared them to the approved 2020 Budget. As staff are still working through year end items, the final unaudited results may vary from the information contained in this report.

Summary of Budget Variances by Department (Attachment #1) summarizes the operating budget into three major sections:

- **Employee Related Expenses** - includes salaries and hourly wages, Township benefits along with mandatory contributions.
- **Operating Expenses** – all other non-employee related expenses, which include taxation amounts being transferred to the Capital Budget to fund the departments capital project(s).
- **Revenues** - revenues relating to that department.
- **Taxation Required** – this is the difference between the expenses and revenues for the department or sub-department. If the amount is positive taxation levy is required to balance department; whereas if the value is negative it reduces the taxation levy.



The Columns of the Attachment #1 include;

- **Actuals to Date** – what has been processed into the general ledger.
- **2020 Budget** – the approved budget amount.
- **Variance Actuals to Budget to Date** – the dollar value difference between actual recorded during the reporting period compared to the budget to date.
 - **Expenses** – for sections that are expenses, If the *Variance Actuals to Budget to Date* value is negative, the actuals are less than the budget to date. If the dollar value is positive, the actuals are greater than the budget to date.
 - **Revenues** – for the revenue sections if the *Variance Actuals to Budget to Date* value is negative the actuals are greater than the budget to date. If the dollar value is positive, the actuals are less than the budget to date.
- **Variance Actuals to Annual Budget** – a percentage of the actual amount as of the reporting period in comparison to the 2020 approved budget.

In Attachment #2, each approved Capital Budget item is listed with its approved budgeted amount and then lists the actual costs incurred as of December 31st.

As the summary section indicates, the budget for 2020 currently stands at a surplus of \$267,648. In the current surplus, a few items should be considered;

- There are some 2020 expenses that are yet to be posted.
- \$232,600 of the Phase 1 COVID funding have been recorded into the 2020 revenues. Staff's initial expectation is to use \$223,706.00 of these funds to offset the combined loss of revenues from Bank Interest and Penalty and Interest from unpaid taxes. The remaining \$8,894.00 would be used to offset other revenue losses within the municipality.
- The transfer to capital amounts (which are captured under Operating Expenses) are based on current taxation requirements of the capital projects. The transfer to capital reflects any project over or under budget and also includes the \$193,500 in projects that were previously deferred by Council (the Bob Geddes parking lot paving and the road surface treatment).
- Year-end reconciliation between the school boards and county have yet to completed and may alter the surplus.
- Final reconciliation of the BIA has yet to be completed, which once complete, will have a positive impact on the deficit/surplus.

FINANCIAL IMPACT

As mentioned above, the current favourable variance in the operations for the Township is \$267,648.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive the Budget to Actuals as of December 31st, as circulated.

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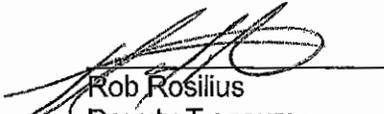
CONCLUSION

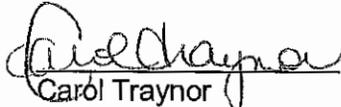
Option #2 is recommended.

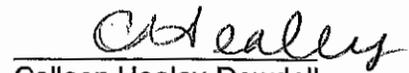
Respectfully submitted:

Reviewed by:

Reviewed by:


Rob Rosilius
Deputy Treasurer


Carol Traynor
Manager of Finance


Colleen Healey-Dowdall
Chief Administrative Officer

Attachment #1 – Summary of Budget Variances by Department
Attachment #2 – Capital Budget Variance by Department

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Summary of Municipal Operations (excl Water & Wastewater)				
Total Operating Expenses:	\$13,718,563	\$16,458,976	(\$2,740,413)	83.35%
Total Revenues:	(\$14,146,435)	(\$16,458,976)	\$2,312,541	85.95%
Total Reserve Transfer From/(To):	\$160,224	0	\$160,224	0
Deficit/ (Surplus)	(\$267,648)	(\$0)	(\$267,648)	
Summary of Water and WasteWater				
Total Operating Expenses:	\$2,919,246	\$2,911,798	\$7,448	100.26%
Total Revenues:	(\$3,376,908)	(\$2,752,200)	(\$624,708)	122.70%
Total Reserve Transfer From/(To)	(\$457,662)	\$159,598	(\$617,259)	(286.76%)

Council

Wages and Salaries	\$158,740	\$157,616	\$1,124	100.71%
Operating Expenses	\$33,864	\$56,050	(\$22,186)	60.42%
Total Expenses:	\$192,603	\$213,666	(\$21,063)	90.14%
Taxation required:	\$192,603	\$213,666	(\$21,063)	90.14%

CAO

Admin Wages and Salaries	\$231,552	\$229,703	\$1,849	100.81%
Office Building Wages and Salaries	\$957	\$7,243	(\$6,286)	13.22%
Admin Operating Expenses	\$92,889	\$44,600	\$48,289	208.27%
Office Building Operating Expenses	\$0	\$50	(\$50)	0.00%
Total Expenses:	\$325,399	\$281,596	\$43,803	115.56%
Revenues	0	0	0	0
Taxation required:	\$325,399	\$281,596	\$43,803	115.56%



Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Clerks Department				
Clerks				
Clerk's Wages and Salaries	\$246,028	\$214,866	\$31,162	114.50%
Election Wages and Salaries	0	0	0	0%
Clerk's Operating Expenses	\$121,505	\$170,250	(\$48,745)	71.37%
Election Operating Expenses	\$13,857	\$13,860	(\$3)	99.98%
Total Expenses:	\$381,390	\$398,976	(\$17,586)	95.59%
Revenues	(\$29,318)	(\$40,000)	\$10,682	73.30%
Taxation required:	\$352,072	\$358,976	(\$6,904)	98.08%
By-Law				
Wages and Salaries	\$85,197	\$100,277	(\$15,080)	84.96%
Operating Expenses	\$2,628	\$8,450	(\$5,822)	31.10%
Total Expenses:	\$87,825	\$108,727	(\$20,903)	80.78%
Revenues	(\$17,080)	(\$19,800)	\$2,720	86.26%
Taxation required:	\$70,745	\$88,927	(\$18,183)	79.55%
Animal Control				
Wages and Salaries	\$6,047	\$21,903	(\$15,856)	27.61%
Operating Expenses	\$28,069	\$28,765	(\$696)	97.58%
Total Expenses:	\$34,116	\$50,668	(\$16,552)	67.33%
Revenues	(\$12,110)	(\$18,000)	\$5,890	67.28%
Taxation required:	\$22,006	\$32,668	(\$10,662)	67.36%
Operating Assistance				
Operating Expenses	\$9,112	\$14,350	(\$5,238)	63.50%
Taxation required:	\$9,112	\$14,350	(\$5,238)	63.50%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Treasury				
Finance Department				
Wages and Salaries	\$456,397	\$497,558	(\$41,161)	91.73%
Operating Expenses	\$948,499	\$890,723	\$57,776	106.49%
Total Expenses:	\$1,404,896	\$1,388,281	\$16,615	101.20%
Revenues	(\$502,558)	(\$721,500)	\$218,942	69.65%
Taxation required:	\$902,338	\$666,781	\$235,557	135.33%
Taxation				
Operating Expenses	\$16,235,717	0	\$16,235,717	0
Revenues	(\$26,962,845)	(\$11,000,150)	(\$15,962,695)	245.11%
Total Taxation:	(\$10,727,128)	(\$11,000,150)	\$273,022	97.52%
General Revenues	(\$1,319,497)	(\$2,732,500)	\$896,311	67.20%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Fire / Emergency Services				
Fire Department				
Admin Wages and Salaries	\$251,262	\$330,612	(\$79,350)	76.00%
Fire Fighting Wages and Salaries	\$365,555	\$347,400	\$18,155	105.23%
Fire Training Wages and Salaries	\$120,250	\$145,000	(\$24,750)	82.93%
Admin Operating Expenses	\$225,563	\$223,300	\$2,263	101.01%
Fire Fighting Operating Expense	\$220,644	\$217,570	\$3,074	101.41%
Fire Training	\$1,347	\$4,000	(\$2,653)	33.67%
Angus Fire Hall	\$22,798	\$25,515	(\$2,717)	89.35%
Thornton Fire Hall	\$34,012	\$36,010	(\$1,998)	94.45%
Fleet	\$91,905	\$107,900	(\$15,995)	85.18%
Total Expenses:	\$1,333,335	\$1,437,307	(\$103,972)	92.77%
Revenues	(\$161,326)	(\$117,000)	(\$44,326)	137.89%
Taxation required:	\$1,172,009	\$1,320,307	(\$148,298)	88.77%
Emergency Measures				
Wages and Salaries	\$17,945	\$14,015	\$3,930	128.04%
Operating Expenses	\$65,754	\$6,400	\$59,355	1027.42%
Total Expenses:	\$83,699	\$20,415	\$63,284	409.99%
Revenues	\$0	\$0	\$0	0.00%
Taxation required:	\$83,699	\$20,415	\$63,284	409.99%
Policing				
Operating Expenses	\$3,009,491	\$2,973,297	\$36,194	101.22%
Revenues	(\$30,813)	(\$93,000)	\$62,187	33.13%
Taxation required:	\$2,978,678	\$2,880,297	\$98,381	103.42%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Planning and Development				
Planning				
Wages and Salaries	\$176,872	\$204,402	(\$27,530)	86.53%
Operating Expenses	\$236,726	\$377,084	(\$140,358)	62.78%
Total Expenses:	\$413,599	\$581,486	(\$167,888)	71.13%
Revenues	(\$202,228)	(\$371,250)	\$169,022	54.47%
Taxation required:	\$211,370	\$210,236	\$1,134	100.54%
Committee of Adjustment				
Wages and Salaries	\$46,421	\$57,571	(\$11,150)	80.63%
Operating Expenses	\$86	\$8,250	(\$8,164)	1.04%
Total Expenses:	\$46,507	\$65,821	(\$19,314)	70.66%
Revenues	(\$42,500)	(\$15,000)	(\$27,500)	283.33%
Taxation required:	\$4,007	\$50,821	(\$46,814)	7.89%
Economic Development				
Wages and Salaries	\$12,781	\$11,840	\$941	107.95%
Operating Expenses	\$68	\$1,200	(\$1,132)	5.65%
Total Expenses:	\$12,849	\$13,040	(\$191)	98.53%
Taxation required:	\$12,849	\$13,040	(\$191)	98.53%
Building Department				
Wages and Salaries	\$284,754	\$300,861	(\$16,107)	94.65%
Operating Expenses	\$51,083	\$55,650	(\$4,567)	91.79%
Total Expenses:	\$335,837	\$356,511	(\$20,674)	94.20%
Revenues	(\$496,061)	(\$356,511)	(\$139,550)	139.14%
Reserve Transfer From/ (To)	(\$160,224)	0	(\$160,224)	0

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Public Works				
Public Works				
Public Works Operating Expenses	\$121,921	\$133,500	(\$11,579)	91.33%
Sidewalk Wages and Salaries	\$30,938	\$95,288	(\$64,350)	32.47%
Sidewalk Operating Expenses	\$96,770	\$64,000	\$32,770	151.20%
Streetlights Operating Expense	\$135,678	\$110,000	\$25,678	123.34%
Public Transit Operating Expense	\$0	\$182,711	(\$182,711)	0.00%
Tile Drainage	\$0	\$12,175	(\$12,175)	0.00%
Total Expenses:	\$385,307	\$597,674	(\$212,367)	398.34%
Revenues	(\$35,970)	(\$4,300)	(\$31,670)	836.52%
Taxation required:	\$349,337	\$593,374	(\$244,037)	58.87%
Roads				
Wages and Salaries	\$1,164,582	\$1,213,594	(\$49,013)	95.96%
Operating Expenses	\$1,091,790	\$1,054,200	\$37,590	103.57%
Roadways Maintenance	\$354,518	\$357,000	(\$2,482)	99.30%
Roadside Maintenance	\$227,924	\$318,500	(\$90,576)	71.56%
Fleet	\$433,732	\$440,000	(\$6,268)	98.58%
Bridges & Culverts	\$0	\$10,500	(\$10,500)	0.00%
Total Expenses:	\$3,272,546	\$3,393,794	(\$121,248)	96.43%
Revenues	(\$82,357)	(\$95,000)	\$12,643	86.69%
Taxation required:	\$3,190,188	\$3,298,794	(\$108,606)	96.71%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Water Works				
Wages and Salaries	\$87,334	\$106,076	(\$18,742)	82.33%
Admin Operating Expenses	\$808,180	\$837,532	(\$29,352)	96.50%
Angus Waterworks Expenses	\$464,491	\$442,500	\$21,991	104.97%
Thornton Waterworks Expenses	\$92,338	\$79,700	\$12,638	115.86%
Baxter Waterworks Expenses	\$10,804	\$14,860	(\$4,056)	72.70%
Total Expenses:	\$1,463,146	\$1,480,668	(\$17,522)	98.82%
Revenues	(\$1,879,618)	(\$1,586,200)	(\$293,418)	118.50%
Reserve Transfer From/ (To)	(\$416,472)	(\$105,532)	(\$310,940)	394.64%
Waste Water				
Wages and Salaries	\$56,678	\$59,645	(\$2,967)	95.03%
Admin Operating Expenses	\$899,887	\$898,235	\$1,652	100.18%
Wastewater Operations	\$499,536	\$473,250	\$26,286	105.55%
Total Expenses:	\$1,456,101	\$1,431,130	\$24,971	101.74%
Revenues	(\$1,497,290)	(\$1,166,000)	(\$331,290)	128.41%
Reserve Transfer From/ (To)	(\$41,190)	\$265,130	(\$306,319)	(15.54%)

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Parks and Recreation				
Angus Arena				
Admin Wages and Salaries	\$42,754	\$62,118	(\$19,364)	68.83%
Arena Wages and Salaries	\$200,096	\$151,355	\$48,741	132.20%
Operating Expenses	\$205,876	\$273,400	(\$67,525)	75.30%
Total Expenses:	\$448,726	\$486,873	(\$38,147)	92.16%
Revenues	(\$164,067)	(\$256,900)	\$92,833	63.86%
Taxation required:	\$284,659	\$229,973	\$54,686	123.78%
Thornton Arena				
Admin Wages and Salaries	\$42,753	\$62,218	(\$19,465)	68.72%
Arena Wages and Salaries	\$103,776	\$128,698	(\$24,922)	80.63%
Operating Expenses	\$227,713	\$286,850	(\$59,137)	79.38%
Total Expenses:	\$374,242	\$477,766	(\$103,524)	78.33%
Revenues	(\$102,855)	(\$254,500)	\$151,645	40.41%
Taxation required:	\$271,388	\$223,266	\$48,121	121.55%
Recreation Programming				
Rec Programs Wages and Salaries	\$0	\$0	\$0	0.00%
Day Camp Wages and Salaries	\$0	\$60,600	(\$60,600)	0.00%
Rec Programs Operating Expenses	\$9,247	\$33,500	(\$24,253)	27.60%
Day Camp Operating Expenses	\$381	\$27,200	(\$26,819)	1.40%
Total Expenses:	\$9,628	\$121,300	(\$111,672)	7.94%
Revenues	(\$5,755)	(\$127,000)	\$121,245	4.53%
Taxation required:	\$3,873	(\$5,700)	\$9,573	(67.95%)

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Golf Tournament				
Golf Tournament Expenses	(\$442)	\$35,000	(\$35,443)	(1.26%)
Golf tournament Revenues	\$0	(\$35,000)	\$35,000	0.00%
Surplus/Deficit	(\$442)	\$0	(\$442)	0.00%
Parks				
Park Operations Wages and Salaries	\$194,553	\$217,092	(\$22,540)	89.62%
Recreation Activities Wages and Salaries	\$80,697	\$84,846	(\$4,149)	95.11%
Building Maintenance Wages and Salaries	\$957	\$7,300	(\$6,343)	13.11%
Admin Operating Expenses	\$44,209	\$105,000	(\$60,791)	42.10%
Parks Operating Expense	\$180,527	\$232,365	(\$51,838)	77.69%
Recreation Activities Operating Expense	\$793	\$2,700	(\$1,907)	29.38%
Building Maintenance Operating Expense	\$7,097	\$26,150	(\$19,054)	27.14%
Total Expenses:	\$508,833	\$675,454	(\$166,621)	75.33%
Revenues	(\$71,684)	(\$48,500)	(\$23,185)	147.80%
Taxation required:	\$437,148	\$626,954	(\$189,805)	69.73%
Salmon Derby				
Operating Expenses	\$32	\$10,100	(\$10,068)	0.32%
Revenues	(\$7,922)	(\$9,000)	\$1,078	88.02%
Surplus/Deficit	(\$7,890)	\$1,100	(\$8,990)	(717.34%)

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Township of Essa

Summary of Budget Variances by Department For the Period Ending December 31, 2020

	Actuals to Date	2020 Budget	Variance	
			Actuals to Annual Budget (\$)	Actuals to Annual Budget (%)
Library				
Admin Wages and Salaries	\$601,241	\$604,267	(\$3,027)	99.50%
Subsidized Program & Board Wages	\$12,853	\$16,645	(\$3,792)	77.22%
Admin Operating Expenses	\$98,719	\$120,940	(\$22,221)	81.63%
Angus Branch Operating Expenses	\$17,174	\$52,363	(\$35,189)	32.80%
Thornton Branch Operating Expenses	\$8,521	\$15,650	(\$7,129)	54.45%
Operations Expenses	\$70,208	\$91,562	(\$21,354)	76.68%
Subsidized Program & Board Operating Expense	\$1,538	\$1,775	(\$237)	86.65%
Total Expenses:	\$810,255	\$903,202	(\$92,947)	89.71%
Revenues	(\$110,027)	(\$117,065)	\$7,038	93.99%
Taxation required:	\$700,228	\$786,138	(\$85,909)	89.07%
BIA				
Operating Expenses	\$52,455	\$27,500	\$24,954	190.74%
Revenues	(\$25,177)	(\$27,000)	\$1,823	93.25%
Taxation required:	\$27,278	\$500	\$26,778	5455.15%
NVCA				
Operating Expenses	\$186,323	\$186,323	(\$0)	100.00%
Revenues	\$0	\$0	\$0	0.00%
Taxation required:	\$186,323	\$186,323	(\$0)	100.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending December 31st, 2020

			Variance
	Project Code	Actual To Date	2020 Approved Budget
			Actuals to Annual Budget
<u>Treasury Department</u>			
Administration Building Interior Painting		\$0	\$8,450
LED Lights Administration Building	GG2001	\$41,872	\$36,000
Retaining Wall	GG2002	\$90,079	\$60,000
Asset Management Consultant/Software		\$0	\$96,000
			0.00%
			116.31%
			150.13%
			0.00%
<u>Council</u>			
Electrical for AV Equipment	operating	\$1,980	\$1,300
2 TV's, 3 monitors, casting devices	operating	\$5,415	\$5,750
			152.31%
			94.17%
<u>Administration</u>			
IT Strategic Plan	operating	\$6,945	\$20,000
			34.73%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending December 31st, 2020

			Variance
	Project Code	Actual To Date	2020 Approved Budget
			Actuals to Annual Budget
<u>Fire Service</u>			
Resurface Station 2		\$0	\$15,000
Diesel Exhaust Extraction System	FD2010	\$46,501	\$45,000
Air Compressor Station 1	FD2008	\$107,529	\$100,000
Training Props (Fire Marque)		\$0	\$30,000
Mobile repeater, pagers, & Mics	FD2006	\$34,697	\$25,000
PPE – improved hood protection & Boots one add't set	FD2003	\$48,395	\$48,800
SCBA masks		\$4,052	\$4,500
Hose & Nozzles	FD2005	\$16,261	\$16,000
Rescue Equipment – Extrication	FD2007	\$4,070	\$6,500
New Fire Hall in Angus	FD2011	\$6,740	\$0
			0.00%
			103.34%
			107.53%
			0.00%
			138.79%
			99.17%
			90.05%
			101.63%
			62.61%
			0.00%
<u>Planning</u>			
Official Plan Update		\$26,628	\$75,000
Zoning By-law Update		\$0	\$50,000
Health Community Committee Initiatives		\$0	\$17,000
Community Benefit Charges Study		\$0	\$30,000
			35.50%
			0.00%
			0.00%
			0.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending December 31st, 2020

		Variance			
		Project Code	Actual To Date	2020 Approved Budget	Actuals to Annual Budget
<u>Parks and Recreation</u>					
<u>Parks</u>					
	Canoe/Kayak Boat Launch		\$0	\$7,200	0.00%
	Trail to Boat Launch		\$7,530	\$9,362	80.43%
	Playground – Bob Geddes	RD2004			
	ATV Side by Side	RD2002	\$121,817	\$125,000	97.45%
	Paving Bob Geddes Parking Lot	RD2003	\$24,314	\$25,000	97.26%
	Angus Community Park Perimeter Track		\$0	\$49,500	0.00%
	Dump Truck with attachments (Plow & Salter)	RD2006	\$11,809	\$12,500	94.47%
			\$0	\$73,550	0.00%
<u>Thornton Arena</u>					
	Olympia	TA2003	\$71,990	\$84,000	85.70%
	Washroom Renovations Upstairs	TA2001	\$15,840	\$28,000	56.57%
	Arena Refrigeration Mycom Compressor (2)		\$11,087	\$12,000	92.39%
	Arena Chiller Replacement		\$118,600	\$0	0.00%
		TA2004			
<u>Angus Arena</u>					
	Gym Dividing Wall	AA2002	\$9,348	\$9,000	103.87%
	Arena Dehumidifiers		\$0	\$57,470	0.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending December 31st, 2020

			Variance	
	Project Code	Actual To Date	2020 Approved Budget	Actuals to Annual Budget
Roads/Public Works				
Margaret Street Urbanization Mill to Elm	TR2008	\$113,462	\$1,100,000	10.31%
Road Supervisor Pickup Truck replace 2010	PW2003	\$50,375	\$50,000	100.75%
Plow Truck	PW2002	\$151,999	\$260,000	58.46%
Sidewalk Machine	PW2001	\$167,041	\$165,000	101.24%
Gradall (rent to own agreement expired)		\$335,436	\$339,000	98.95%
Replace 2005 Hot Box	PW2004	\$0	\$45,000	0.00%
Slurry Seal 50,000 sq. meters		\$0	\$187,500	0.00%
Surface Treatment 6 th south of County Road 21 to gravel —1600 meters 8 th Highland to Speers Hill 1700 meters 10 th SR County Road 56 to gravel 35 meters		\$0	\$144,000	0.00%
Pedestrian Crosswalk Robert Street, Thornton at trail	TR2005	\$11,307	\$115,000	9.83%
5 th Line Bridge, Bridge #9 continue EA		\$1,433	\$300,000	0.48%
Replace Elizabeth Street Bridge	TR2007	\$37,252	\$737,000	5.05%
Engineering Design Standards update	operating	\$9,120	\$50,000	18.24%
Sign Inventory	operating	\$0	\$7,000	0.00%
Road Side Grass Mower replace 2010 mower	PW2005	\$13,585	\$21,000	64.69%
Traffic Calming	TR2009	\$32,228	\$60,000	53.71%
Re surface Scotch Line 1KM		\$0	\$350,000	0.00%
Re surface 25 th Side road between 9 th and 10 th 5th Line Stabilization		\$0	\$450,000	0.00%
			\$100,000	

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Township of Essa
 Capital Budget Variance by Department
 For the Period Ending December 31st, 2020

	Project Code	Actual To Date	2020 Approved Budget	Variance Actuals to Annual Budget
<u>Water (High Priority)</u>				
Water tank expansion		\$0	\$180,000	0.00%
Water Meter Replacement & Tower Base Reading		\$296,657	\$600,000	49.44%
<u>Sanitary Sewer (High Priority)</u>				
Disc Filter Installation and Sand Filter Removal		\$101,086	\$300,000	33.70%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending December 31st, 2020

			Variance
	Project Code	Actual To Date	2020 Approved Budget
<u>Library</u>			Actuals to Annual Budget
Angus Branch Debt Repayment		\$0	\$28,350
Furniture	LB2001	\$4,623	\$5,500
Equipment	LB2002		\$2,000
Computer Equipment	LB2004	\$5,693	\$8,200
Books Collection Materials	LB2003	\$84,906	\$97,500

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR005-21
DATE: March 24, 2021
TO: Committee of the Whole
FROM: Rob Rosilius, Deputy Treasurer
SUBJECT: Budget to Actuals Update as of February 28th, 2021

RECOMMENDATION

That Staff Report TR004-21 be received; and

That the Budget to Actuals Update for the period ending February 28th, 2021 be received as circulated.

BACKGROUND

During the 2020 Budget deliberations, Council requested staff to bring forward quarterly updates on the budget. With the outbreak of COVID 19, Council requested staff provide updates on a regular basis while the Township is under a state of emergency. This report includes activities recorded as of February 28th, 2020.

COMMENTS AND CONSIDERATIONS

Summary of Budget Variances by Department (Attachment #1) summarizes the operating budget into three major sections:

- **Employee Related Expenses** - includes salaries and hourly wages, Township benefits along with mandatory contributions.
- **Operating Expenses** – all other non-employee related expenses, which include taxation amounts being transferred to the Capital Budget to fund the departments capital project(s).
- **Revenues** - revenues relating to that department.
- **Taxation Required** – this is the difference between the expenses and revenues for the department or sub-department. If the amount is positive taxation levy is required to balance department; whereas if the value is negative it reduces the taxation levy.

The Columns of the Attachment #1 include;

- **Actuals to Date** – what has been processed into the general ledger.
- **Budget to Date** – represents 1/6 or 16.6% of the annual budget.
- **2021 Budget** – the approved budget amount.

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- **Variance Actuals to Budget to Date** – the dollar value difference between actual recorded during the reporting period compared to the budget to date.
 - **Expenses** – for sections that are expenses, If the *Variance Actuals to Budget to Date* value is negative, the actuals are less than the budget to date. If the dollar value is positive, the actuals are greater than the budget to date.
 - **Revenues** – for the revenue sections if the *Variance Actuals to Budget to Date* value is negative the actuals are greater than the budget to date. If the dollar value is positive, the actuals are less than the budget to date.
- **Variance Actuals to Annual Budget** – a percentage of the actual amount as of the reporting period in comparison to the 2021 approved budget.

In Attachment #2, each approved Capital Budget item is listed with its total approved budgeted along with the amount(s) approved for 2021. The Actual to Date include all the costs, both current and previous years, incurred as of February 28th. The Variance Actuals to Total Budget is a percentage of the Actuals to Date compared to the Total Budget for the project.

FINANCIAL IMPACT

For the reporting period, the expected actuals should be roughly 17% of the annual budget. Review of the summaries by department indicate the figures are on target based on the Budget that was approved by Council on January 20th, 2021.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive the Budget to Actuals as of February 28th, as circulated.

CONCLUSION

Option #2 is recommended.

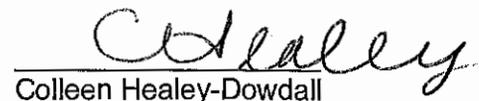
Respectfully submitted:


Rob Rosilius
Deputy Treasurer

Reviewed by:


Carol Traynor
Manager of Finance

Reviewed by:


Colleen Healey-Dowdall
Chief Administrative Officer

Attachment #1 – Summary of Budget to Actuals as of February 28th, 2021
Attachment #2 – Capital Budget Update as of February 28th, 2021

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Summary of Municipal Operations (excl Water & Wastewater)					
Total Operating Expenses:	\$976,951	\$1,550,480	\$18,605,762	-\$573,530	5.25%
Total Revenues:	-\$162,610	-\$1,550,480	-\$18,605,762	\$1,387,870	0.87%
Total Reserve Transfer From/(To):	\$14,650	\$0	\$0	\$14,650	
Summary of Water and WasteWater					
Total Operating Expenses:	\$364,058	\$228,110	\$2,737,326	\$135,947	13.30%
Total Revenues:	-\$20,136	-\$228,111	-\$2,737,326	\$207,974	0.74%
Total Reserve Transfer From/(To)	\$343,922	\$0	\$0	\$343,922	
Council					
Wages and Salaries	\$28,046	\$13,305	\$159,662	\$14,741	17.57%
Operating Expenses	\$32	\$2,975	\$35,700	-\$2,943	0.09%
Total Expenses:	\$28,078	\$16,280	\$195,362	\$11,798	14.37%
Taxation required:	\$28,078	\$16,280	\$195,362	\$11,798	14.37%
CAO					
Admin Wages and Salaries	\$35,039	\$19,577	\$234,920	\$15,463	14.92%
Office Building Wages and Salaries	\$0	\$0	\$0	\$0	0.00%
Admin Operating Expenses	\$8,345	\$5,017	\$60,200	\$3,328	13.86%
Office Building Operating Expenses	\$0	\$0	\$0	\$0	0.00%
Total Expenses:	\$43,384	\$24,593	\$295,120	\$18,791	14.70%
Revenues	\$0	\$0	\$0	\$0	0
Taxation required:	\$43,384	\$24,593	\$295,120	\$18,791	14.70%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Clerks Department					
Clerks					
Clerk's Wages and Salaries	\$37,446	\$19,443	\$233,320	\$18,003	16.05%
Election Wages and Salaries	\$0	\$0	\$0	\$0	0%
Clerk's Operating Expenses	\$10,440	\$15,137	\$181,650	-\$4,698	5.75%
Election Operating Expenses	\$1,857	\$1,155	\$13,860	\$702	13.40%
Total Expenses:	\$49,743	\$35,736	\$428,830	\$14,007	11.60%
Revenues	-\$1,730	-\$2,504	-\$30,050	\$774	5.76%
Taxation required:	\$48,013	\$33,232	\$398,780	\$14,782	12.04%
By-Law					
Wages and Salaries	\$14,423	\$10,866	\$130,392	\$3,557	11.06%
Operating Expenses	\$612	\$3,021	\$36,250	-\$2,409	1.69%
Total Expenses:	\$15,034	\$13,887	\$166,642	\$1,148	9.02%
Revenues	-\$4,810	-\$1,508	-\$18,100	-\$3,302	26.57%
Taxation required:	\$10,224	\$12,379	\$148,542	-\$2,154	6.88%
Animal Control					
Wages and Salaries	\$895	\$1,957	\$23,482	-\$1,062	3.81%
Operating Expenses	\$2,062	\$1,435	\$17,220	\$627	11.97%
Total Expenses:	\$2,956	\$3,392	\$40,702	-\$435	7.26%
Revenues	-\$4,280	-\$1,508	-\$18,100	-\$2,772	23.65%
Taxation required:	-\$1,324	\$1,884	\$22,602	-\$3,207	(5.86%)
Operating Assistance					
Operating Expenses	\$7,600	\$792	\$9,500	\$6,808	80.00%
Taxation required:	\$7,600	\$792	\$9,500	\$6,808	80.00%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Treasury					
Finance Department					
Wages and Salaries	\$80,229	\$40,137	\$481,641	\$40,092	16.66%
Operating Expenses	\$29,393	\$367,877	\$4,414,524	-\$338,484	0.67%
Total Expenses:	\$109,622	\$408,014	\$4,896,165	-\$298,392	2.24%
Revenues	-\$61,824	-\$58,708	-\$704,500	-\$3,116	8.78%
Taxation required:	\$47,798	\$349,305	\$4,191,665	-\$301,508	1.14%
Taxation					
Operating Expenses	\$0	\$0	\$0	\$0	0
Revenues	\$0	-\$949,304	-\$11,391,650	\$949,304	0.00%
Total Taxation:	\$0	-\$949,304	-\$11,391,650	\$949,304	0.00%
General Revenues	\$0	-\$401,663	-\$4,819,950	\$401,663	0.00%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Fire / Emergency Services					
Fire Department					
Admin Wages and Salaries	\$40,546	\$26,985	\$323,819	\$13,561	12.52%
Fire Fighting Wages and Salaries	\$29,289	\$29,042	\$348,500	\$247	8.40%
Fire Training Wages and Salaries	\$5,880	\$12,083	\$145,000	-\$6,203	4.06%
Admin Operating Expenses	\$1,784	\$63,239	\$758,865	-\$61,455	0.24%
Fire Fighting Operating Expense	\$3,367	\$20,791	\$249,490	-\$17,424	1.35%
Fire Training	\$0	\$333	\$4,000	-\$333	0.00%
Angus Fire Hall	\$3,068	\$2,375	\$28,500	\$693	10.76%
Thornton Fire Hall	\$2,703	\$2,333	\$28,000	\$370	9.65%
Fleet	\$7,750	\$8,992	\$107,900	-\$1,242	7.18%
Total Expenses:	\$94,386	\$166,173	\$1,994,074	-\$71,787	4.73%
Revenues	-\$16,822	-\$10,383	-\$124,600	-\$6,439	13.50%
Taxation required:	\$77,563	\$155,789	\$1,869,474	-\$78,226	4.15%
Emergency Measures					
Wages and Salaries	\$3,319	\$1,175	\$14,096	\$2,145	23.55%
Operating Expenses	\$689	\$908	\$10,900	-\$219	6.32%
Total Expenses:	\$4,009	\$2,083	\$24,996	\$1,926	16.04%
Revenues	\$0	\$0	\$0	\$0	0.00%
Taxation required:	\$4,009	\$2,083	\$24,996	\$1,926	16.04%
Policing					
Operating Expenses	\$1,436	\$253,334	\$3,040,010	-\$251,898	0.05%
Revenues	\$0	-\$7,750	-\$93,000	\$7,750	0.00%
Taxation required:	\$1,436	\$245,584	\$2,947,010	-\$244,148	0.05%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Planning and Development					
Planning					
Wages and Salaries	\$30,305	\$17,059	\$204,709	\$13,246	14.80%
Operating Expenses	\$2,687	\$30,446	\$365,355	-\$27,759	0.74%
Total Expenses:	\$32,992	\$47,505	\$570,064	-\$14,513	5.79%
Revenues	-\$17,750	-\$10,221	-\$122,650	-\$7,529	14.47%
Taxation required:	\$15,242	\$37,285	\$447,414	-\$22,042	3.41%
Committee of Adjustment					
Wages and Salaries	\$2,593	\$4,112	\$49,338	-\$1,518	5.26%
Operating Expenses	\$0	\$521	\$6,250	-\$521	0.00%
Total Expenses:	\$2,593	\$4,632	\$55,588	-\$2,039	4.66%
Revenues	-\$8,600	-\$1,642	-\$19,700	-\$6,958	43.65%
Taxation required:	-\$6,007	\$2,991	\$35,888	-\$8,998	(16.74%)
Economic Development					
Wages and Salaries	\$2,217	\$994	\$11,930	\$1,223	18.59%
Operating Expenses	\$0	\$233	\$2,800	-\$233	0.00%
Total Expenses:	\$2,217	\$1,228	\$14,730	\$990	15.05%
Taxation required:	\$2,217	\$1,228	\$14,730	\$990	15.05%
Building Department					
Wages and Salaries	\$34,239	\$32,607	\$391,282	\$1,632	8.75%
Operating Expenses	\$1,598	\$4,979	\$59,750	-\$3,381	2.67%
Total Expenses:	\$35,837	\$37,586	\$451,032	-\$1,749	7.95%
Revenues	-\$21,187	-\$37,586	-\$451,032	\$16,400	4.70%
Reserve Transfer From/ (To)	\$14,650	\$0	\$0	\$14,650	

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Public Works					
Public Works					
Public Works Operating Expenses	\$1,521	\$2,000	\$24,000	-\$479	6.34%
Sidewalk Wages and Salaries	\$0	\$3,146	\$37,750	-\$3,146	0.00%
Sidewalk Operating Expenses	\$5,567	\$6,267	\$75,200	-\$700	7.40%
Streetlights Operating Expense	\$5,623	\$8,750	\$105,000	-\$3,127	5.36%
Public Transit Operating Expense	\$0	\$0	\$0	\$0	0.00%
Tile Drainage	\$0	\$181	\$2,175	-\$181	0.00%
Total Expenses:	\$12,711	\$20,344	\$244,125	-\$7,632	5.21%
Revenues	-\$228	-\$250	-\$3,000	\$22	7.60%
Taxation required:	\$12,484	\$20,094	\$241,125	-\$7,610	5.18%
Roads					
Wages and Salaries	\$225,112	\$109,943	\$1,319,313	\$115,169	17.06%
Operating Expenses	\$9,282	\$42,413	\$508,957	-\$33,131	1.82%
Roadways Maintenance	\$2,487	\$30,708	\$368,500	-\$28,222	0.67%
Roadside Maintenance	\$10,366	\$31,125	\$373,500	-\$20,759	2.78%
Fleet	\$57,225	\$38,500	\$462,000	\$18,725	12.39%
Bridges & Culverts	\$3,238	\$0	\$0	\$3,238	0.00%
Total Expenses:	\$307,709	\$252,689	\$3,032,270	\$55,020	10.15%
Revenues	-\$9,379	-\$8,333	-\$100,000	-\$1,046	9.38%
Taxation required:	\$298,330	\$244,356	\$2,932,270	\$53,974	10.17%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Water Works					
Wages and Salaries	\$6,081	\$11,188	\$134,252	-\$5,106	4.53%
Admin Operating Expenses	\$239,685	\$79,284	\$951,413	\$160,401	25.19%
Angus Waterworks Expenses	\$13,565	\$14,667	\$176,000	-\$1,102	7.71%
Thornton Waterworks Expenses	\$1,710	\$6,925	\$83,100	-\$5,215	2.06%
Baxter Waterworks Expenses	\$1,425	\$1,713	\$20,560	-\$288	6.93%
Total Expenses:	\$262,466	\$113,777	\$1,365,325	\$148,689	19.22%
Revenues	-\$12,162	-\$113,777	-\$1,365,325	\$101,615	0.89%
Reserve Transfer From/ (To)	\$250,304	\$0	\$0	\$250,304	
Waste Water					
Wages and Salaries	\$6,081	\$3,987	\$47,844	\$2,094	12.71%
Admin Operating Expenses	\$77,836	\$91,409	\$1,096,907	-\$13,573	7.10%
Wastewater Operations	\$17,675	\$18,937	\$227,250	-\$1,262	7.78%
Total Expenses:	\$101,592	\$114,333	\$1,372,001	-\$12,741	7.40%
Revenues	-\$7,974	-\$114,333	-\$1,372,001	\$106,359	0.58%
Reserve Transfer From/ (To)	\$93,618	\$0	\$0	\$93,618	

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Parks and Recreation					
Angus Arena					
Admin Wages and Salaries	\$5,951	\$2,445	\$29,339	\$3,506	20.28%
Arena Wages and Salaries	\$32,335	\$13,958	\$167,495	\$18,377	19.31%
Operating Expenses	\$6,862	\$18,301	\$219,613	-\$11,439	3.12%
Total Expenses:	\$45,148	\$34,704	\$416,447	\$10,444	10.84%
Revenues	-\$690	-\$27,100	-\$325,200	\$26,410	0.21%
Taxation required:	\$44,458	\$7,604	\$91,247	\$36,854	48.72%
Thornton Arena					
Admin Wages and Salaries	\$5,950	\$2,445	\$29,339	\$3,506	20.28%
Arena Wages and Salaries	\$15,165	\$11,456	\$137,474	\$3,709	11.03%
Operating Expenses	\$5,875	\$14,808	\$177,700	-\$8,934	3.31%
Total Expenses:	\$26,990	\$28,709	\$344,513	-\$1,719	7.83%
Revenues	\$0	-\$7,340	-\$88,075	\$7,340	0.00%
Taxation required:	\$26,990	\$21,370	\$256,438	\$5,621	10.53%
Recreation Programming					
Rec Programs Wages and Salaries	\$0	\$6,110	\$73,325	-\$6,110	0.00%
Day Camp Wages and Salaries	\$0	\$5,050	\$60,600	-\$5,050	0.00%
Rec Programs Operating Expenses	\$0	\$917	\$11,000	-\$917	0.00%
Day Camp Operating Expenses	\$0	\$2,267	\$27,200	-\$2,267	0.00%
Total Expenses:	\$0	\$14,344	\$172,125	-\$14,344	0.00%
Revenues	\$0	-\$7,583	-\$91,000	\$7,583	0.00%
Taxation required:	\$0	\$6,760	\$81,125	-\$6,760	0.00%
Golf Tournament					
Golf Tournament Expenses	\$0	\$2,917	\$35,000	-\$2,917	0.00%
Golf tournament Revenues	\$0	-\$2,917	-\$35,000	\$2,917	0.00%
Surplus/Deficit	\$0	\$0	\$0	\$0	0.00%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Parks					
Park Operations Wages and Salaries	\$23,268	\$34,346	\$412,150	-\$11,078	5.65%
Recreation Activities Wages and Salaries	\$13,648	\$7,212	\$86,542	\$6,436	15.77%
Building Maintenance Wages and Salaries	\$0	\$0	\$0	\$0	0.00%
Admin Operating Expenses	\$989	\$22,499	\$269,986	-\$21,510	0.37%
Parks Operating Expense	\$13,669	\$21,573	\$258,875	-\$7,904	5.28%
Recreation Activities Operating Expense	\$74	\$225	\$2,700	-\$151	2.72%
Building Maintenance Operating Expense	\$141	\$2,817	\$33,800	-\$2,676	0.42%
Total Expenses:	\$51,789	\$88,671	\$1,064,053	-\$36,882	4.87%
Revenues	-\$1,372	-\$4,383	-\$52,600	\$3,012	2.61%
Taxation required:	\$50,417	\$84,288	\$1,011,453	-\$33,871	4.98%
Salmon Derby					
Operating Expenses	\$0	\$1,008	\$12,100	-\$1,008	0.00%
Revenues	\$0	-\$750	-\$9,000	\$750	0.00%
Surplus/Deficit	\$0	\$258	\$3,100	-\$258	0.00%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending February 28, 2021

	Actuals to Date	Budget to Date	2021 Budget	Variance	
				Actuals vs Budget to Date	Actuals to Annual Budget
Library					
Admin Wages and Salaries	\$85,940	\$54,190	\$650,280	\$31,750	13.22%
Subsidized Program & Board Wages	\$0	\$1,041	\$12,495	-\$1,041	0.00%
Admin Operating Expenses	\$1,667	\$7,598	\$91,180	-\$5,931	1.83%
Angus Branch Operating Expenses	\$305	\$4,351	\$52,210	-\$4,046	0.58%
Thornton Branch Operating Expenses	\$1,717	\$1,088	\$13,050	\$629	13.16%
Operations Expenses	\$12,799	\$7,668	\$92,010	\$5,131	13.91%
Subsidized Program & Board Operating Expens	\$0	\$106	\$1,275	-\$106	0.00%
Total Expenses:	\$102,427	\$76,042	\$912,500	\$26,386	11.22%
Revenues	-\$13,938	-\$9,046	-\$108,555	-\$4,891	12.84%
Taxation required:	\$88,490	\$66,995	\$803,945	\$21,494	11.01%
BIA					
Operating Expenses	\$288	\$0	\$0	\$288	0.00%
Revenues	\$0	\$0	\$0	\$0	0.00%
Taxation required:	\$288	\$0	\$0	\$288	0.00%
NVCA					
Operating Expenses	\$0	\$15,818	\$189,814	-\$15,818	0.00%
Revenues	\$0	\$0	\$0	\$0	0.00%
Taxation required:	\$0	\$15,818	\$189,814	-\$15,818	0.00%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Variance Actuals to Total Budget
<u>Administration</u>						
	GG2102	\$25,000	\$0	\$25,000	\$21,421	85.68%
Total for Administration:		\$25,000	\$0	\$25,000	\$21,421	85.68%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Variance Actuals to Total Budget
Fire Service						
Thermal Imaging Cameras x2	FD2104	\$20,000	\$0	\$20,000		0.00%
Replace Pump 2	FD2102	\$685,000	\$0	\$685,000		0.00%
Mobile repeater, pagers, & Mics	FD2106 P6	\$25,000	\$0	\$25,000		0.00%
PPE – improved hood protection & Boots one add't set	FD2103 P3	\$57,500	\$0	\$57,500		0.00%
SCBA masks	FD2103 P3	\$7,000	\$0	\$7,000		0.00%
Hose & Nozzles	FD2105 P5	\$20,000	\$0	\$20,000		0.00%
Rescue Equipment – Extrication	FD2107 P4	\$8,000	\$0	\$8,000		0.00%
New Fire Hall in Angus Land Purchase & Development	FD2101	\$250,000	\$0	\$250,000	\$422	0.17%
Total for Fire Department:		\$1,072,500	\$0	\$1,072,500	\$422	0.04%

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**Township of Essa
Capital Budget
For the 2021 Fiscal Year**

					Variance	
	Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Actuals to Total Budget
<u>Parks and Recreation</u>						
	Canoe/Kayak Boat Launch	RD2001	\$78,000	\$7,200	\$70,800	0.00%
	Video Surveillance	RD2103	\$13,537	\$0	\$13,537	0.00%
	Mike Hart Basketball Court installation	RD2104	\$25,072	\$0	\$25,072	0.00%
	Dump Truck 2020 carry forward	RD2005	\$80,277	\$73,550	\$6,727	0.00%
175	Pick-up	RD2102	\$50,000	\$0	\$50,000	\$39,542 79.08%
	Grass cutting Equipment	RD2105	\$135,000	\$0	\$135,000	0.00%
	Outdoor Pads LED Upgrade	RD2106	\$15,350	\$0	\$15,350	\$14,399 93.80%
	Baxter Subdivision		\$850,000	\$0	\$850,000	0.00%
	Total For Parks and Recreation:		\$1,247,236	\$80,750	\$1,166,486	\$53,941 4.32%

PB



Township of Essa
Capital Budget
For the 2021 Fiscal Year

					Variance	
	Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Actuals to Total Budget
Roads/Public Works						
Elizabeth Street Culvert Replacement	TR2007	\$1,423,252	\$737,000	\$686,252	\$47,875	3.36%
Margaret Street Urbanization Phase 1 & 2	TR2008	\$3,769,474	\$1,100,000	\$2,669,474	\$155,673	4.13%
25th Sideroad Repaving (1.5km)	TR2004	\$784,000	\$450,000	\$334,000		0.00%
Plow Truck to replace Unit 22 & Water Tank	PW2102	\$355,000	\$0	\$355,000		0.00%
Sidewalk Trackless Replacement & Attachment	PW2103	\$63,000	\$0	\$63,000		0.00%
Thornton Pedestrian Crossing	TR2005	\$165,307	\$115,000	\$50,307	\$11,307	6.84%
Traffic Calming	TR2109	\$110,000	\$0	\$110,000		0.00%
RFP Engineering work for 2022	PW2105	\$80,000	\$0	\$80,000		0.00%
Angus Infra-Structure Master Plan	PW2106	\$200,000	\$0	\$200,000		0.00%
Bridge OSIM inspection	PW2107	\$30,000	\$10,000	\$20,000		0.00%
SWM Pond Maintenance	PW2108	\$15,000	\$0	\$15,000		0.00%
Survey equipment & Drones	PW2104	\$80,000	\$0	\$80,000		0.00%
Replace 2005 Hot Box	PW2004	\$55,000	\$45,000	\$10,000		0.00%
Slurry Seal	TR2101	\$93,500	\$0	\$93,500		0.00%
Total for Roads/Public Works:		\$7,223,533	\$2,457,000	\$4,766,533	\$214,855	2.97%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

					Variance
Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Actuals to Total Budget
Water					
Thornton Standpipe Expansion	293000	180000	113000		0
Total for Water:	\$293,000	\$180,000	\$113,000	\$0	0

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Variance
					Actuals to Total Budget
Library					
Angus Branch Debt Repayment	\$9,000	\$0	\$9,000		0.00%
Furniture	LB2101 P9 \$2,500	\$0	\$2,500		0.00%
Equipment	LB2102 P9 \$2,000	\$0	\$2,000		0.00%
Computer Equipment	LB2103 P9 \$6,200	\$0	\$6,200		0.00%
Books Collection Materials	LB2104 P1 \$76,165	\$0	\$76,165	\$20,467	26.87%
Total for Library:	\$95,865	\$0	\$95,865	\$20,467	21.35%

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO011-21
DATE: March 24, 2021
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Taxi Voucher Assistance (Trial Program)
For Seniors

RECOMMENDATION

That Staff Report CAO011-21 be received; and

That Council consider taking applications for a trial Taxi Voucher Assistance Program for seniors, with staff to select 10 qualifying applications by lottery to be the recipients of 40 taxi vouchers made out in \$10 denominations.

BACKGROUND

At its meeting of February 17, 2021, Council directed that staff initiate a Taxi Voucher Assistance (TVA) Program for seniors without a vehicle and/or driver's license. The request was put forward in a petition to Council primarily from seniors living at Angus Legion Gardens (ALG) on Centre Street in Angus (att'd).

Currently it costs between \$8 - \$12 one way to go from ALG on Centre Street to a grocery store or another destination in Angus using a local taxi. Thus, a weekly trip out to get groceries will cost an extra \$24. Obviously, additional trips can have a significant impact on a senior living on a fixed income. Council has an extra \$400 in its assistance budget this year. With this in mind, Council directed that the \$400 (surplus) in this particular budget/ General Ledger this year, be directed to a new Taxi Voucher Assistance Program. \$400 could be used to provide 40, \$10 taxi vouchers or 80, \$5 taxi vouchers for seniors who apply to the Township and meet established criteria. This amount of taxi vouchers will not cover a whole trip but may serve to help. Certainly, Council could start up the program on a trial basis and add to the program if deemed appropriate later and if funds allow.

There is also, potential, additional assistance since it is currently not necessary to provide "tax relief" in association with the affordable housing agreement entered into with the owner of the 3-storey affordable housing complex built at 40 Margaret Street (to extend to 2031).

Note that Uber does not seem to be the best fit as an option in the situation nor is there sufficient interest to give cause for a bus system.

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COMMENTS AND CONSIDERATIONS

Staff is proposing to circulate news of the Taxi Voucher Assistance Program and applications which would have to be filled out and returned to the Township (applications could also be collected in a convenient spot in Angus to assist). Once collected, staff could review applications and select seniors to fund with taxi vouchers by:

- a) Criteria Eligibility (such as age and/or meeting the low-income criteria)
- b) Number (first 20 seniors)
- c) Lottery
- d) Other

FINANCIAL IMPACT

\$400 for the trial program. If the program is popular, then Council may wish to dedicate additional funds towards the program in future years. Revenue sources to draw from may be parking fees or funds from parking tickets at specific times of the year or when tickets are issued for parking in a space designated for the disabled (in a pay-it-forward sense much the same as the toy drive at Christmas).

Manager of Finance or Deputy Treasurer Approval: _____



SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Take applications for a trial Taxi Voucher Assistance Program with staff to select 20 seniors for eligibility based on age and income/need.
3. Take applications for a trial Taxi Voucher Assistance Program with staff to select the first 20 applications returned.
4. Take applications for a trial Taxi Voucher Assistance Program with staff to select 10 applications by lottery.
5. Direct staff in another course of action, possibly to include additional funds from the affordable housing "grant" paid between 2011 and 2019 inclusive to fund those living at 40 Margaret Street in Angus.

CONCLUSION

Option #4 is recommended, although staff is open to Council direction on this matter.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Letter/petition received by Council

Application used by County for Accessible Transportation as reference

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Angus Gardens Senior Citizens' Complex
257 Centre Street
Angus, ON
L0M 1B5

Ms Sandie MacDonald, Mayor
Mr. Michael Smith, Deputy Mayor
Mr. Keith White, Ward 1 Councillor
Mr. Henry Sander, Ward 2 Councillor
Mr. Ron Henderson, Ward 3 Councillor
Township of Essa
5786 County Road 21
Utopia, ON L0M 1T0

October 6, 2020

Dear Mayor MacDonald and Members of Council:

This letter is to respectfully request Council's consideration of affordable transportation options in the upcoming budget.

At the end of 2019, the agreement between the municipality and the City of Barrie to provide public transportation in Angus ended. We realize this was partially because the County has been steadily implementing bus service to connect most municipalities and there was some concern about duplication of services. Recently Abe's Taxi Service also discontinued Angus operations, which left many residents without any means of transportation. Another company, On Time Taxi, has since begun offering taxi service. Unfortunately, many residents have found the costs of transportation to be a strain on their budgets.

Although the Linx bus provides direct service to Barrie and other municipalities, it is necessary to travel to the stop at Peacekeepers' Park. From Angus Gardens, the cost is approximately \$12 one way. Likewise, the cost to shop at No Frills/Sobeys is same, each way. The cost to Giant Tiger from our building is \$10; the Legion \$8.

We do not object to any business charging a living price, but there are many in our community for whom this represents a hardship. Angus Gardens residents on fixed limited income, as well as other residents throughout the community, will find it increasingly difficult to make ends meet. They may have to forgo nutritional meals, medical appointments, or leisure/social activities in order to meet these transportation costs.

We ask that Council give consideration to possible ways to make transportation more accessible to low income seniors and residents in Angus. Perhaps a subsidy to a taxi company or a small van/bus service through the major routes of the community? Knowing that you will soon begin budget deliberations for the upcoming year, we respectfully request consideration of our concerns.

If you have questions or comments, please contact our superintendent, Mr. Gabby Eyged at 705-790-9707.

We thank you for all your work on behalf of Essa residents.

Respectfully,

Name Ross Gough
(Please print)
Signature [Signature]
Address _____

Name Mary Anne Gough
(Please print)
Signature [Signature]
Address _____

Name JANET Johnson
(Please print)
Signature [Signature]
Address _____

Name Kanda McComb
(Please print)
Signature [Signature]
Address _____

Name Janette Craft
(Please print)
Signature [Signature]
Address _____

Name CAROL CANNINGS
(Please print)
Signature [Signature]
Address _____

Name EDWARD DESLAURIEN
(Please print)
Signature [Signature]
Address _____

Name BILL ALLEN
(Please print)
Signature [Signature]
Address _____

Name LESLIE ALLEN
(Please print)
Signature [Signature]
Address _____

Name ARLENE COCHRANE
(Please print)
Signature [Signature]
Address _____

Name FLOY (FLOY CATT)
(Please print)
Signature [Signature]
Address _____

Name BETH ALLISON
(Please print)
Signature [Signature]
Address _____

Name DANNA TREEMAN
(Please print)
Signature Danna Treeman
Address _____

Name DON CLARK
(Please print)
Signature [Signature]
Address _____
(if different than 257 Centre St.)

Name PAULINE ELLIS
(Please print)
Signature Pauline Ellis
Address _____

Name KAY DESROCHES 209
(Please print)
Signature _____
Address Kay DesR.

Name P.B. WENZELL
(Please print)
Signature P.B. Wenzell
Address _____

Name HORST KAREIN
(Please print)
Signature H. Karein
Address _____

Name D CARNOCK
(Please print)
Signature Dobbie Carnock
Address _____

Name Pauline Harrison
(Please print)
Signature Pauline Harrison
Address _____

Name BARB LETRIARD
(Please print)
Signature Barb Letriard
Address _____

Name JEAN M CAMPBELL
(Please print)
Signature Jean Campbell
Address _____

Name B&B Adams
(Please print)
Signature _____
Address _____

Name DORATTA BONNETTE
(Please print)
Signature Doratta Bonnette
Address _____



LINX+

SIMCOE COUNTY LINX+

ACCESSIBLE TRANSIT

ELIGIBILITY APPLICATION

This application is for County of Simcoe residents who wish to apply for the County of Simcoe's specialized transit service. This service is intended for persons with disabilities, either permanent or temporary, which prevent them from being able to access the County of Simcoe's conventional transit service. The specialized transit service operates within 400 metres, each side of the conventional fixed route service and is a pre-arranged door-to-door service and/or service to and from conventional transit for registered users.

The information obtained in this application process will be used by the County of Simcoe only to assess the applicant's eligibility for the specialized transit service. All information contained in the application will be kept confidential. Failure to complete this application in full will delay the application process.

If you have questions, need assistance or an alternate format, please call Service Simcoe at 1-800-263-3199.

How to Apply for Simcoe County Linx+

1. Complete Part B of this application.
2. Have your health-care professional complete Part C.

How to Submit the Application

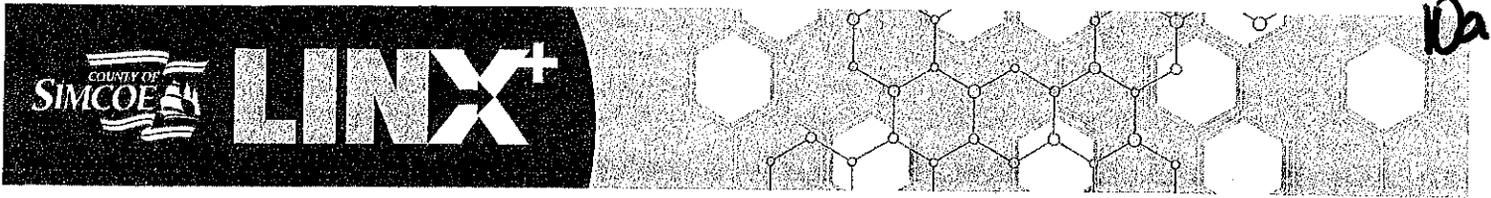
Once the application is completed in full, mail, hand-deliver, fax or email the application to:

County of Simcoe
 Attn. Transit Department
 1110 Highway 26, Midhurst, ON L9X 1N6
 Phone: 1-866-893-9300 ext. 1003
 Fax: 705-727-4276
 Email: transit@simcoe.ca

Eligibility

Eligibility for Simcoe County Linx+ service is approved on the basis of three categories:

1. **Unconditional** – All trips require specialized service, for example a permanent disability.
2. **Temporary** – All trips require specialized services for a limited duration, for example during recovery from surgery.
3. **Conditional** – Trips taken by a person with a disability who requires specialized services under certain circumstances, such as extreme weather conditions.



Part A: Applicant Information

PLEASE PRINT

Last Name: _____ First Name: _____

Address: _____ Apt: _____

Town: _____ Postal Code: _____

Age: 15-24 25-44 45-64 65+

Phone: _____

Would you like to receive your correspondence by Email? No Yes

Emergency Contact(s):

Name: _____ Phone: _____

Name: _____ Phone: _____

I hereby authorize the health-care professional named in Part B to provide information regarding my physical and/or mental limitations by responding to the questions in Part B for the purpose of determining my eligibility or service delivery options for Simcoe County Linx+.

Signature: _____ Date: _____

If you are not the applicant, but have completed the application on the applicants' behalf, provide the information below:

In accordance with Part A of this application, I hereby confirm, to the best of my knowledge, that the information is true.

Name: _____ Phone: _____

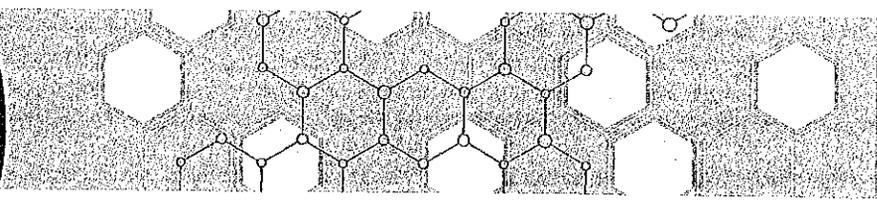
Signature: _____ Date: _____

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LINX+



Part B

To be completed by treating Licensed Health-Care Professional

Specialized transit is intended for persons with disabilities, either permanent or temporary, which prevent them from being able to access the County of Simcoe's conventional transit service. The specialized transit service operates within 400 metres, each side of the conventional fixed route service and is a pre-arranged door-to-door service and/or service to and from conventional transit for registered users. You may be contacted if any questions remain.

Name and Official Capacity of Health-Care Professional: _____

Address: _____ Apt: _____

Town: _____ Postal Code: _____

Please answer all questions in order for this application to be processed.

- 1. Can the applicant walk 175 metres (approximately 600 feet) with or without an assistive device?
 Yes No
- 2. Can the applicant get on and off the Simcoe County conventional bus unaided? (All vehicles are equipped with a ramp)
 Yes No

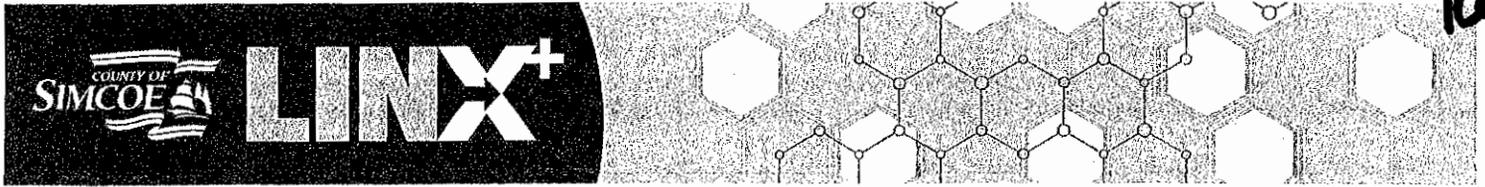
If no, describe how the disability prevents them from using conventional transit:

3. Please check the assistive devices the applicant normally travels with:

- | | | |
|--|--|--|
| <input type="checkbox"/> Manual Wheelchair | <input type="checkbox"/> Walker | <input type="checkbox"/> White Cane |
| <input type="checkbox"/> Powered Wheelchair
(Clients who use a scooter must transfer to a seat) | <input type="checkbox"/> Powered ¾ Wheel Scooter | <input type="checkbox"/> Oxygen Bottle |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Crutches | <input type="checkbox"/> Cane |

Note: Vehicle ramps can accommodate wheelchair/scooters that are no larger than 42" long, 30" wide and not exceed a total weight of 800 lbs.

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4. Can the applicant recognize and understand when and where to board the bus, their destination, and when to safely leave the bus? Yes No
5. Can the applicant maneuver their assistive device and/or travel to and from the vehicle independently, and while at their destination? Yes No
6. Does the applicant require a support person when travelling? Yes No
7. Can the applicant communicate with the Operator? Yes No
8. Does the applicant require a service animal? Yes No
9. Does the applicant suffer from vertigo to the degree that he/she would fall? If yes, please consider a support person for applicant's safety. Yes No
10. How long does the applicant require the service?
 - Unconditional/Permanent – all trips require specialized services.
 - Temporary (up to one year) – all trips require specialized services for a limited duration.
 - Conditional/Seasonal – under certain circumstances, trips require specialized services.
Indicate which months are required:
 - Winter (October to April)
 - Summer (May to September)

In accordance with Part B of this application, I hereby confirm that the information is true.

Health-Care Professional Signature: _____

Stamp, License or Certification Number: _____

Date: _____

Notice of Collection/Use/Disclosure: Personal information is being collected on this form pursuant to Section 8 and 11 of the Municipal Act and will be used to determine your eligibility for Accessible Public Transit and to provide you with appropriate transit services. We will also use de-identified data to compile statistical information for program planning. Questions regarding the collection of this information and how it is used may be directed to the Transit Operations Supervisor, Transit Department, County of Simcoe, 1110 Highway 26, Midhurst, ON L9X 1N6 1-866-893-9300 ext. 1003.

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