

THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE

WEDNESDAY, MARCH 25, 2020  
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR
2. DISCLOSURE OF PECUNIARY INTEREST
3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 1 a. **Staff Report PD009-20 submitted by the Manager of Planning and Development, re: Proposed Housekeeping Amendments to Township of Essa's Zoning By-law.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report PD009-20 be received; and That Council consider adopting a Zoning By-law Amendment to authorize updates to the Township's Zoning By-law affecting lands as detailed in and attached to this Report, following the Township's Public Meeting of March 4, 2020; and That the appropriate By-law be brought forward for Council's consideration in its Regular Meeting of this date.*

- p. 12 b. **Staff Report PD010-20 submitted by the Manager of Planning and Development, re: SanDiego Homes Inc. Subdivision Agreement Amendment No. 1.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report PD010-20 be received; and That Council consider entering into an Amending Agreement, "Subdivision Agreement Amendment No. 1", to the October 16, 2017 SanDiego Homes Inc. Subdivision Agreement; and That the appropriate By-law for execution of said Amendment No. 1 be presented to Council for its consideration at a future meeting.*

- p. 20 c. **Staff Report PD011-20 submitted by the Manager of Planning and Development, re: Request for Council Endorsement to the Healthy Community Committee’s Request of the NVCA to Support the EcoPark located in LeClair Park.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report PD011-20 be received; and That Council endorse the Healthy Community Committee’s request to the NVCA, to support the EcoPark located in the Township’s LeClair Park.*

- p. 23 d. **Staff Report PD012-20 submitted by the Manager of Planning and Development, re: Site Plan Approval – 7511 9<sup>th</sup> Line, Essa, to Allow an “Event Facility”.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report PD012-20 be received; and That Council consider entering into a Site Plan Control Agreement, for the property at 7511 9<sup>th</sup> Line, Essa, with David Langford and Michelle Langford, to allow for an “Event Facility” to be located on this property; and That a By-law be presented to Council for its consideration in its Regular Meeting of this date.*

## 5. PARKS AND RECREATION/ COMMUNITY SERVICES

- p. 25 a. **Staff Report PR005-20 submitted by the Manager of Parks and Recreation, re: Nottawasaga Pines Secondary School Graduation.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report PR005-20 be received.*

- p. 28 b. **Staff Report PR006-20 submitted by the Manager of Parks and Recreation, re: Fundraiser Event – Angus Arena.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report PR006-20 be received; and That Council authorize staff to adjust the rental contract price from the original contract, to reflect set-up and clean-up costs only for a fundraiser event; and That the Fee Schedule be adjusted accordingly in the future to reflect this decision.*

## 6. FIRE AND EMERGENCY SERVICES

**7. PUBLIC WORKS**

- p. 30 a. **Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2019) and Section 11 Annual Reports (2019) for the Angus, Baxter and Thornton Drinking Water Systems.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

*Recommendation: Be it resolved that the 2019 Schedule 22 Summary Reports and the 2019 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 2019 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.*

**8. FINANCE**

- 77 a. **Reduction in Securities – Nottawasaga Village (Stonemount) Subdivision Phase 3.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

*Recommendation: Be it resolved that Council approve the reduction in securities relating to Nottawasaga Village (Stonemount) Subdivision for Phase 3, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$316,844.80</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$220,377.62</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$96,467.18</i>

*And,  
That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

- p. 80 b. **Reduction in Securities – Nottawasaga Village (Stonemount) Subdivision Block 12.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

*Recommendation: Be it resolved that Council approve the reduction in securities relating to Nottawasaga Village (Stonemount) Subdivision for Block 12, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$73,459.23</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$50,894.79</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$22,564.44</i>

And,

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

- p. 83      **c.      Reduction in Securities – Nottawasaga Village (Stonemount) Subdivision Block 124/125.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Council approve the reduction in securities relating to Nottawasaga Village (Stonemount) Subdivision Block 124/125, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$719,032.43</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$616,964.90</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$102,067.53</i>

And,

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

- p. 86      **d.      Reduction in Securities – Sapphire Hills Homes (Greenwood Drive) Subdivision.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Council approve the reduction in securities relating to Sapphire Hills Homes (Greenwood Drive) Subdivision, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$1,840,664.43</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$1,633,978.37</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$206,686.06</i>

And,

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

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**9. CLERKS / BY-LAW ENFORCEMENT / IT**

- p. 88 a. **Staff Report C09-20 submitted by the Clerk, re: Pregnancy and Parental Leave – Council Policy.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report C009-20 be received; and That Council approve the Draft “Pregnancy and Parental Leave – Council Policy”, as attached.*

- p. 93 b. **Staff Report C010-20 submitted by the Clerk, re: Fees and Charges By-law 2013-28 – Proposed Amendments.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report C010-20 be received; and That Council approve the proposed amendments to the Fees and Charges By-law 2013-28; and That the appropriate amending By-law be brought forward for Council’s consideration in its Regular Meeting of this date.*

- p. 99 c. **Staff Report C011-20 submitted by the Deputy Clerk, re: Matthews House Hospice Request – Polo for Hospice.**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Recommendation: *Be it resolved that Staff Report C011-20 be received; and That Council approve the request of Matthews Hospice House by naming their event “Polo for Hospice” as a municipally significant event; and That the Clerk be authorized to send a letter designating the event as municipally significant.*

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

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

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 1<sup>st</sup> day of April, 2020 at 6:00 p.m.*



# TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD009-20

**DATE:** March 25<sup>th</sup>, 2020

**TO:** Committee of the Whole

**FROM:** Aimee Powell, BURPI., MPA, MCIP, RPP  
Manager of Planning and Development

**SUBJECT:** Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law 2003-50

## RECOMMENDATION

That Staff Report PD009-20 be received; and

That Council consider adopting a Zoning By-law Amendment to authorize updates to the Township's Zoning By-law, affecting lands as detailed in and attached to this report, following the Township's required Public Meeting held on March 4<sup>th</sup>, 2020.

## BACKGROUND

Planning Staff have recently provided a list of required updates and corrections to the Township's Zoning By-law (ZBL) 2003-50 including the rezoning of:

- The prohibition of a dwelling on farmlands where a surplus dwelling has been severed, due to farm consolidations, in accordance with the provisions of the Planning Act;
- Properties requiring zoning corrections where mis-labeled, or not zoned; and
- Township Fishing Parks prohibiting boat launching.

The Township held the required Public Meeting on March 4<sup>th</sup>, 2020, in accordance with the process outlined in the Planning Act, noting corrections to the Township's ZBL to review proposed Housekeeping Amendments to the Township of Essa's Zoning By-law 2003-50.

A concluding point from the Public Meeting, noted that prohibiting boat launches within Township parklands, has been referred to the Municipal Clerk's Office for the creation of a comprehensive Parks Use By-law.

## COMMENTS AND CONSIDERATIONS

The Township's Zoning By-law has an important role, serves as a planning tool in the vast number of planning inquiries and lists the permitted uses contained within each zone. This document is sourced daily by the Township's planning staff as well as the general public from the Township website and therefore requires updating from time to time to maintain its accuracy. The proposed changes in the subject Amendment will aid in relaying accurate information, self-navigation with general public inquiries and help lay out future permitted and appropriate uses on properties located within Essa Township's boundaries.

The subject property landowners were notified of the subject Amendments and the properties that require an amendment to the Zoning By-law are outlined in 'Attachment A'.

As part of the process in reviewing an update to the Township's Zoning By-law, a Public Meeting was held on March 4, 2020 where comments on the subject Amendment were shared by the Public, Council and staff. Through the required agency circulations, there were no objections to the proposed Amendment from the NVCA, County of Simcoe or Enbridge Gas. Based on comments received in accordance with the nature of this Amendment, Township staff recommend the approval of the subject amendments to the Zoning By-law (2003-50).

"Attachment B" of this report is the 'Draft' By-law for Council's consideration.

## FINANCIAL IMPACT

The required postage for Notice of Decision would be in the amount totalling approximately \$75.00, which was already budgeted for during the 2020 Budget Planning, this cost will come from taxation funds.



## SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Adopt a Zoning By-law Amendment to authorize updates to the Township's Zoning By-law, affecting lands as detailed in and attached to this report, following the Township's required Public Meeting held on March 4<sup>th</sup>, 2020.
3. Direct Staff in another manner that Council deems appropriate.

## CONCLUSION

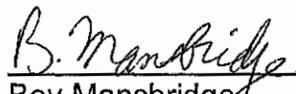
Option #2 is recommended.

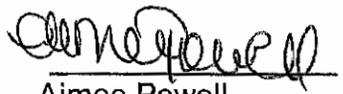
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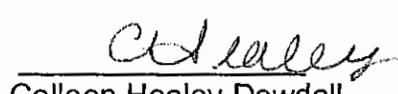
Respectfully Prepared:

Respectfully  
Submitted by:

Reviewed by:

  
Bev Mansbridge  
Planner

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

  
Colleen Healey-Dowdall  
CAO

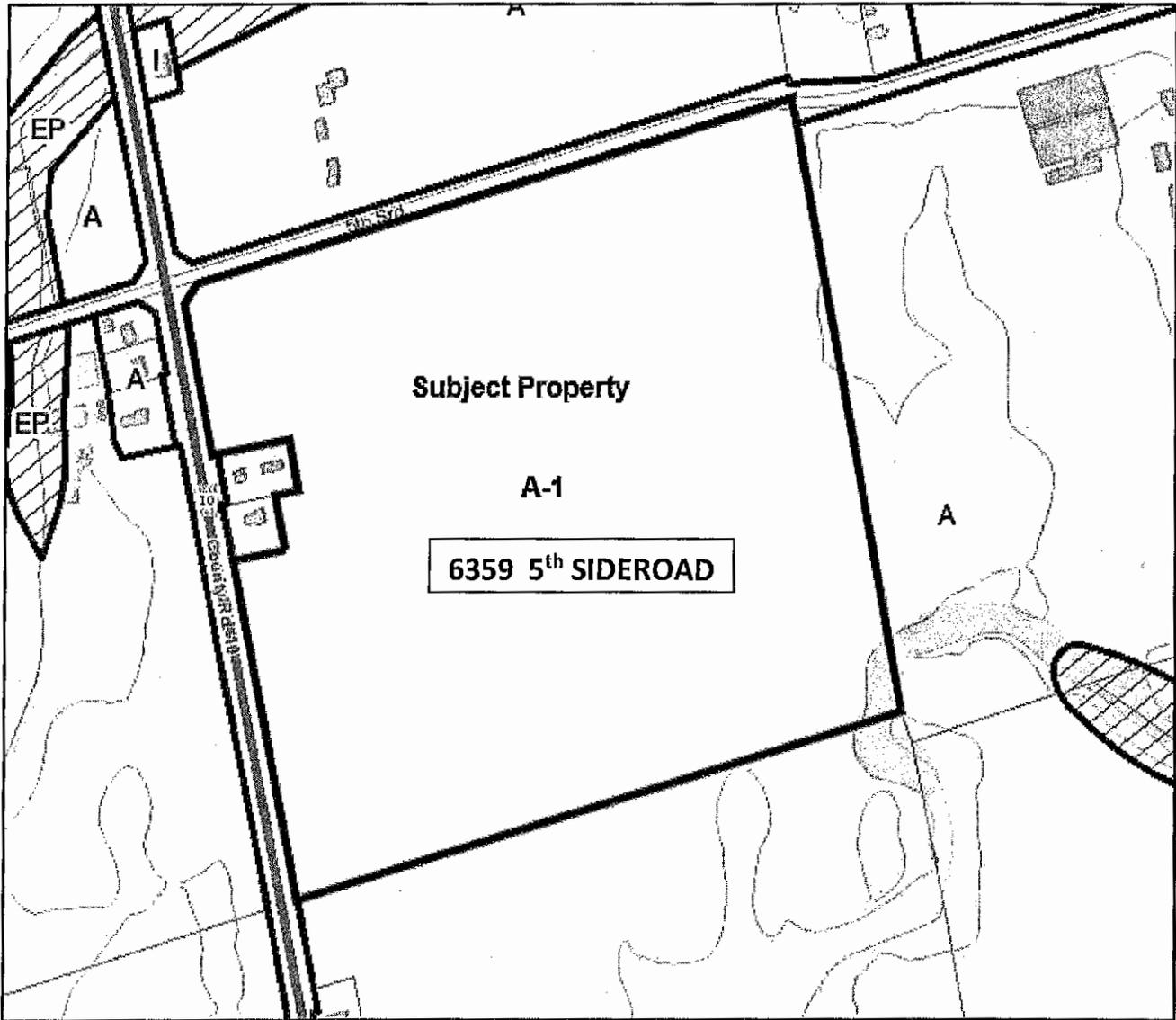
Attachment:

- A. Proposed Zoning By-law Amendments for Surplus Dwelling and Required Mapping Corrections
- B. Draft By-law

4a

# ATTACHMENT A

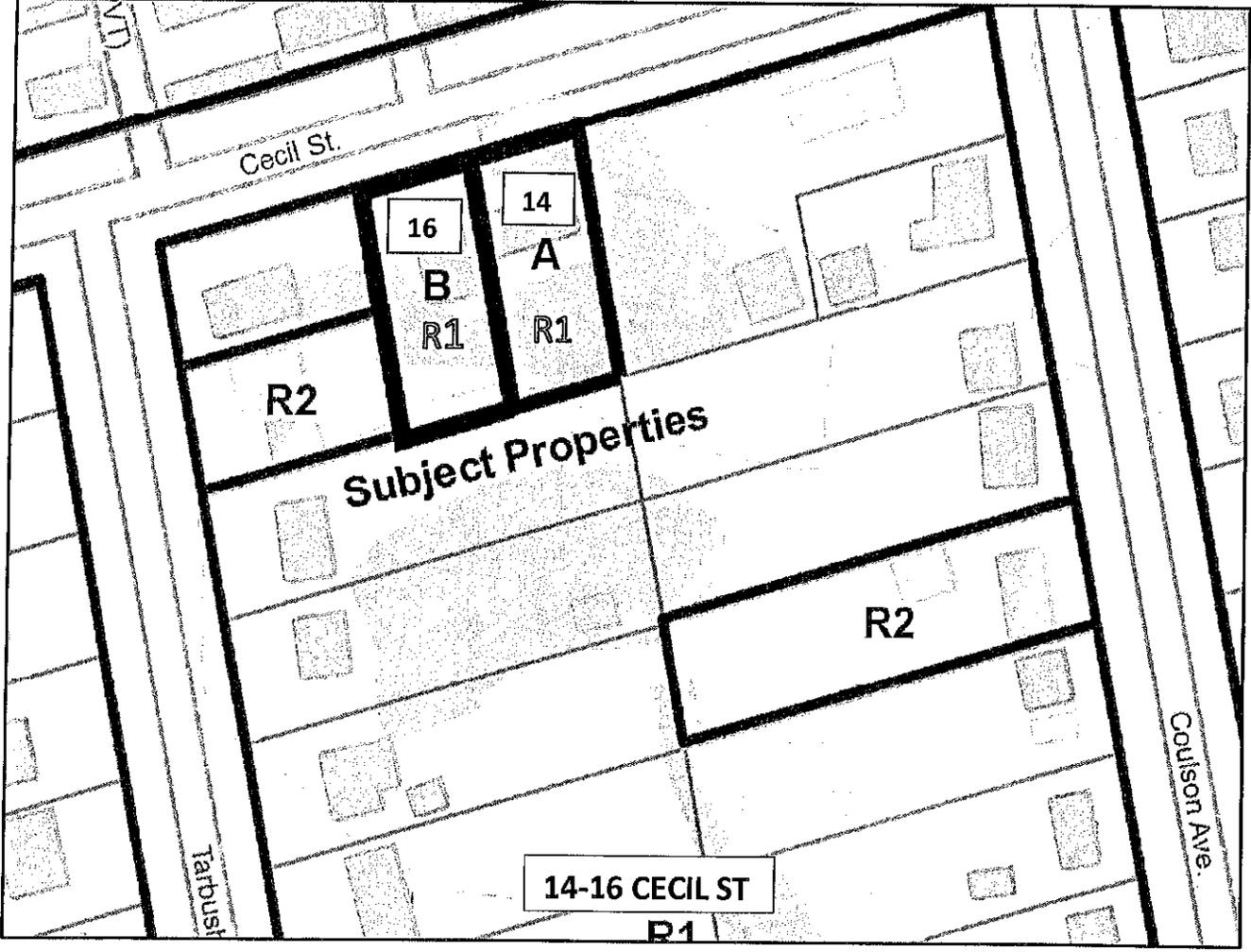
## ZONING BY-LAW UPDATES



**CONC. 4, PART 1/2 LOT 5 – AROUND 5563 COUNTY RD 10**

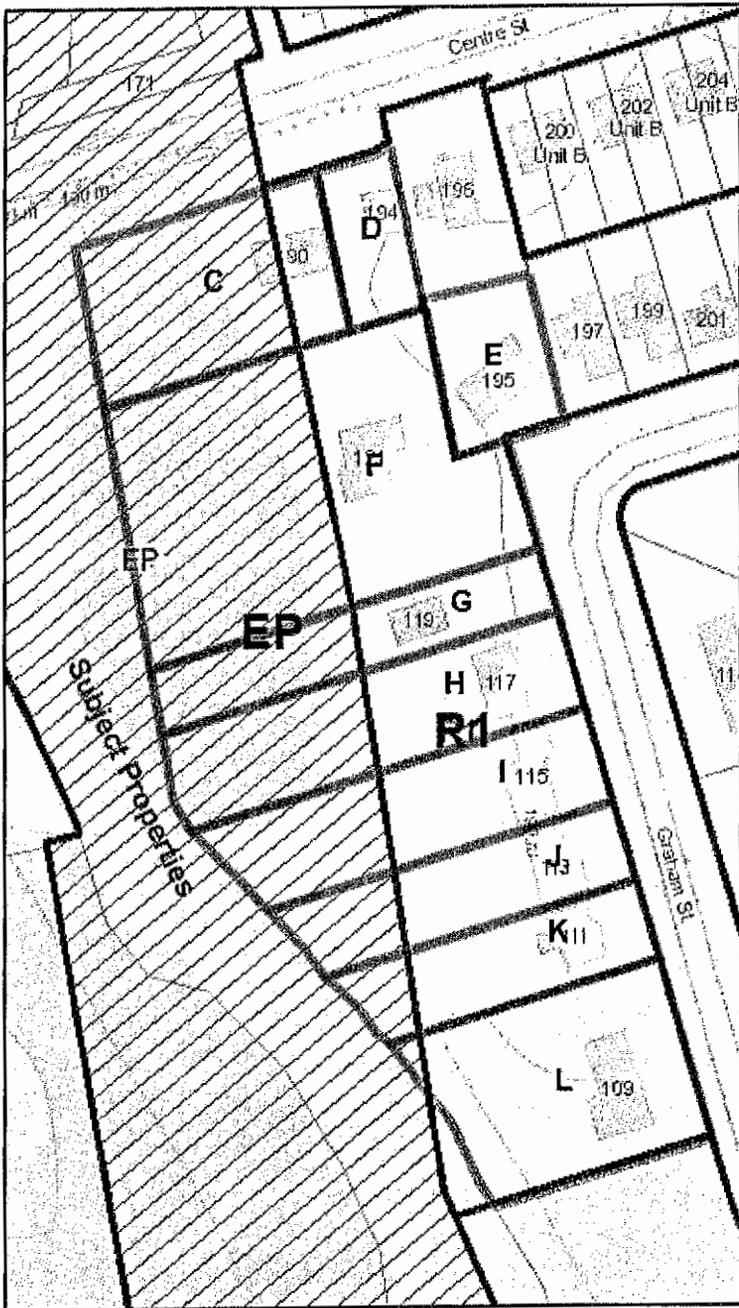
**REZONE TO A-1 - TO NO LONGER PERMIT A DWELLING UNIT**

*(as a result of severing a surplus dwelling)*



**PT LOTS 97 & 98, PLAN 1299, 51R-17376, PARTS 3 & 6 – 14 CECIL ST**  
**PT LOTS 97 & 98, PLAN 1299, 51R-17376, PARTS 2 & 5 – 16 CECIL ST**  
**REZONE TO R1 ZONE**

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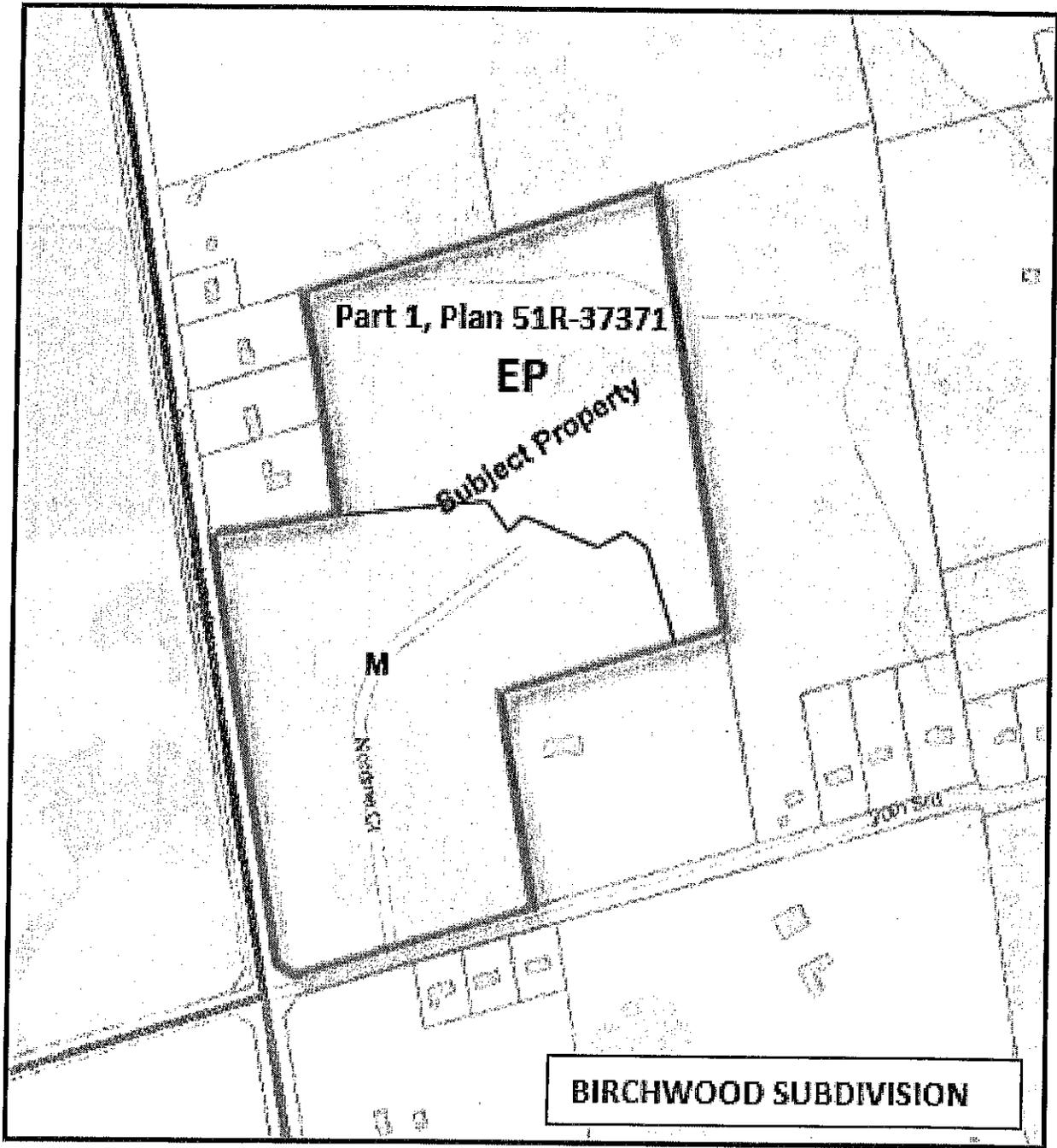


CIVIC #	LEGAL DESCRIPTION	REZONE TO
190 Centre St	Pt Lot 30, 51R18348 Part 1	R1 Zone & EP Zone See 'C'
194 Centre St	Pt Lot 30, 51R15803 Part 1	R1 Zone See 'D'
195 Calford St	Pt Lot 30, Conc. 4, 51R15428 Part 2	R1 Zone See 'E'
121 Graham St	W Pt Lot 30, Conc. 4, 51R21412 Part 1	R1 Zone & EP Zone See 'F'
119 Graham St	W Pt Lot 30, Conc. 4	R1 Zone & EP Zone See 'G'
117 Graham St	Plan 1372, N 1/2 Lot 42, 51R14102 Part 1	R1 Zone & EP Zone See 'H'
115 Graham St	Plan 1372, S 1/2 Lot 42, 51R14102 Part 2	R1 Zone & EP Zone See 'I'
113 Graham St	Plan 1372, Pt Lot 41, 51R14102 Part 3	R1 Zone & EP Zone See 'J'
111 Graham St	Plan 1372, S 1/2 Lot 41	R1 Zone & EP Zone See 'K'
109 Graham St	Plan 1372, Lot 40, Pt Blk A and 51R36258 Pt 1	R1 Zone & EP Zone See 'L'

**R1 Zone - Residential, Low Density, Detached**

**EP Zone - Environmental Protection**

6

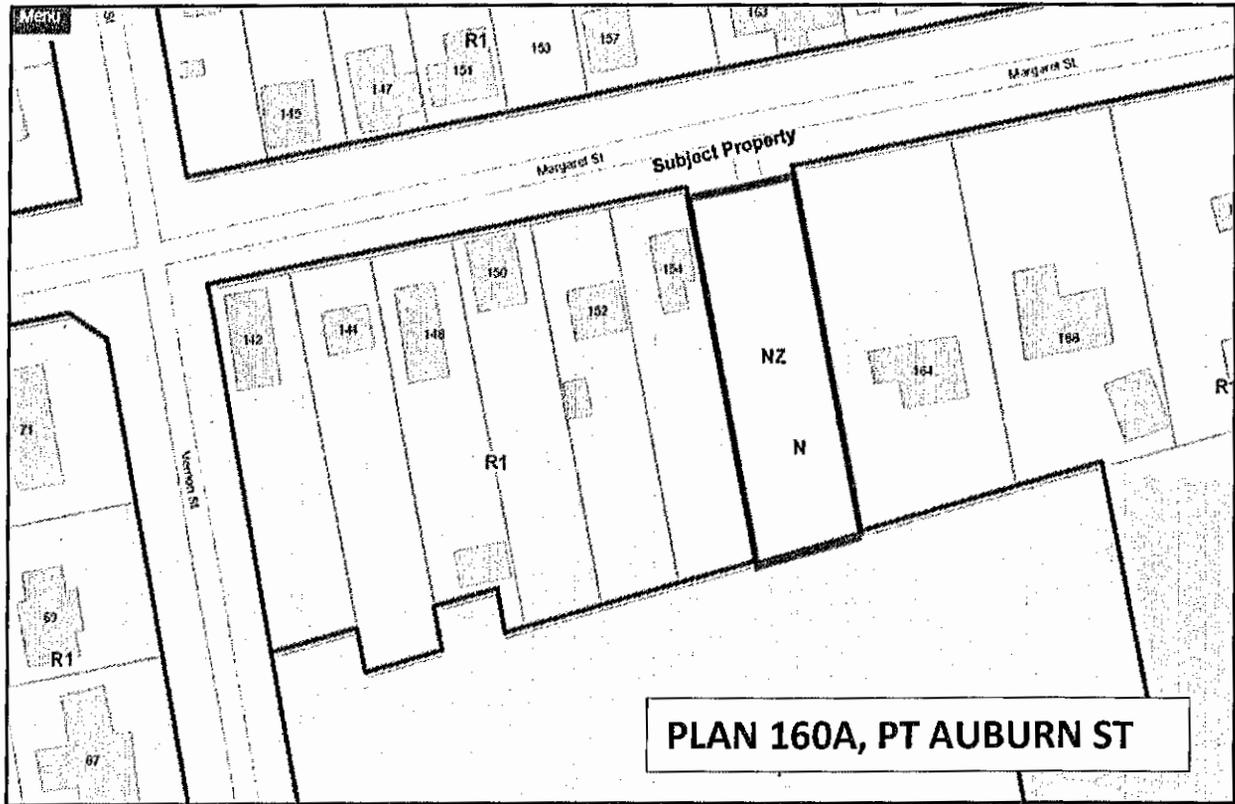


**PART 1, PLAN 51R-37371**

**REZONE TO ENVIRONMENTAL PROTECTION (EP) Zone**

(as per Subdivision Agreement, Draft Plan Conditions)

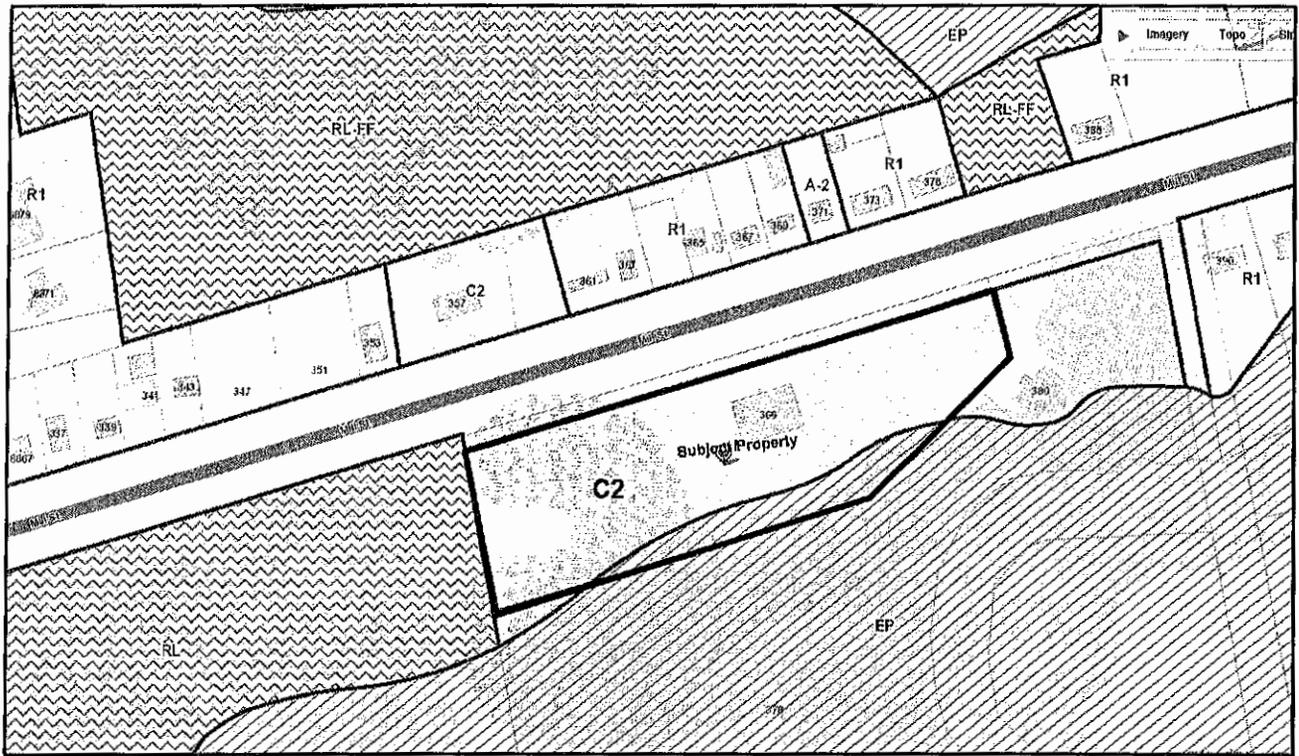
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**PLAN 160A, Pt AUBURN ST 51R-39917, PARTS 1 & 2**

**REZONE TO R1 ZONE**

42



**PART LOT 32, CONC. 3, 366 MILL ST  
REZONE TO C2, EP TO REMAIN**

9

4a

# ATTACHMENT B

## THE CORPORATION OF THE TOWNSHIP OF ESSA

### BY-LAW NO. 2020 -

Being a By-law to amend the Township's Zoning By-Law, By-law No. 2003-50, as amended, affecting properties throughout the Municipality.

**WHEREAS** the Council of the Corporation of the Township of Essa may pass by-laws pursuant to Section 34 of the Planning Act, R.S.O 1990, as amended;

**AND WHEREAS** the Council of the Corporation of the Township of Essa has determined a need to rezone farmland, where surplus dwelling has been severed, to prohibit a new home;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA HEREBY ENACTS AS FOLLOWS:

1. THAT Schedule A to By-law 2003-50 is hereby amended by rezoning those lands shown on Schedule 1, and attached herein, and labelled as "A-1", to no longer permit a dwelling.
2. THAT Section 6.4, Special Provisions, of By-law No. 2003-50, is amended by adding the following to 6.4.1:

"Conc 4, Part 1/2 Lot 5 (around 5563 County Road 10)

3. THAT Section 32.5, Environmental Protection (EP) Zone , of By-law No. 2003-50, is amended by adding the following to 32.5: (as indicated below, as per Draft Plan Condition of Subdivision).

"Part 1, Plan 51R-37371 (Birchwood Subdivision)

4. THAT Schedule B to By-law 2003-50 is hereby amended by rezoning those lands shown on Schedule 1 and attached herein, as indicated below.

Pt Lots 97 & 98, Plan 1299, 51R-17376 Parts 3 & 6, 14 Cecil St R1  
 Pt Lots 97 & 98, Plan 1299, 51R-17376 Parts 2 & 5, 16 Cecil St R1  
 Pt Lot 30, 51R18348 Part 1, 190 Centre St R1,EP  
 Pt Lot 30, 51R15803 Part 1, 194 Centre St R1  
 Pt Lot 30, 51R15428 Part 2, 195 Calford St R1  
 W Pt Lot 30, Conc. 4, 51R21412 Part 1, 121 Graham St R1,EP  
 W Pt Lot 30, Conc. 4, 51R21412 Part 1, 119 Graham St R1,EP  
 Plan 1372, N 1/2 Lot 42, 51R14102, Part 1, 117 Graham St R1,EP

Plan 1372, S 1/2 Lot 42, 51R14102, Part 2, 115 Graham St R1,EP  
 Plan 1372, Pt Lot 42, 51R14102, Part 3, 113 Graham St R1,EP  
 Plan 1372, S 1/2 Lot 41, 111 Graham St R1,EP  
 Plan 1372, Lot 40, Pt Block A & 51R36258, Part 1,109 Graham St  
 R1,EP  
 Plan 160A, Pt Auburn St, 51R39917, Parts 1 & 2 R1  
 Part Lot 32, Conc. 3, 366 Mill St C2, EP

5. THAT this By-law shall take effect as of the date of passing, subject to the provisions of the Planning Act, R.S.O. 1990, Chap. P.13 as amended.

**READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 25<sup>th</sup> day of March, 2020.**

\_\_\_\_\_  
 Sandie Macdonald, Mayor

\_\_\_\_\_  
 Lisa Lehr, Clerk



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD010-20

**DATE:** March 25<sup>th</sup>, 2020

**TO:** Committee of the Whole

**FROM:** Aimee Powell, BURPL., MPA, MCIP, RPP  
Manager of Planning & Development

**SUBJECT:** SanDiego Homes Inc. Subdivision Agreement  
Amendment #1

### RECOMMENDATION

That Staff Report PD010-20 be received; and

That Council consider entering into the Amending Agreement, 'Subdivision Agreement Amendment #1', to the October 16<sup>th</sup>, 2017 SanDiego Homes Inc. Subdivision Agreement.

### BACKGROUND

SanDiego Homes and the Township of Essa entered into a Subdivision Agreement on October 16<sup>th</sup>, 2017 and the plan of subdivision was registered on November 7<sup>th</sup>, 2017. This subdivision plan has 72 Blocks and Lots, and a mix of residential homes including single-detached homes, semi-detached homes, and townhouse blocks. Lancaster Homes, a Home Builder, purchased 102 lots from SanDiego Homes, the Developer, in 2019. The Lancaster Homes owned lots will have a mix of semi-detached and townhouse units. Lancaster Homes have since had strong sales activity for the lots they own within Phase 1 of the subject development and would like to maintain this activity by being able to offer lots, for semi-detached and townhouses only, within Phase 2 for sale, to prospective home buyers.

The subject Subdivision Agreement sets out conditions that were to have been met prior to the release of lots with Phase 2 for construction, as approved by the Township Engineer. An Amendment to the Subdivision Agreement has therefore been requested by Lancaster Homes, through SanDiego Homes Inc., to release subject lots within Phase 2 for sale and development. (See Attachment A for a copy of the Amended #1 to the Subdivision Agreement).

## COMMENTS AND CONSIDERATIONS

One of the intents of the subject Subdivision Agreement is to phase the orderly development of lots and subdivision elements, including but not limited to, privacy fencing, pedestrian walkways, landscaping, sodding, and tree planting. This phasing is also in place to ensure that Aboveground Works are progressed so that their Maintenance Period commences in a timely manner, working towards the Township's Assumption of the lands within Phase 1 of the Subdivision in advance of Phase 2. (See Attachment B for a copy of the Subdivision Phasing).

Due to Lancaster Homes' strong sales activity of these housing types in Q4 of 2019 and Q1 in 2020 within Phase 1 of the Subdivision, they deem it prudent to continue the offering of an affordable and desirable housing product in Essa through the release of more semi-detached and townhouse units for sale within Phase 2 of the subject development – the location of these units coincide with streets developed in Phase 1. Note that it is Staff's recommendation to still holdback on the single-detached homes from within Phase 2.

Staff and the Township's Engineer have evaluated this request in accordance with the housing market activity, the progress of on-site infrastructure development, and the Developer's and Builder's commitment to satisfying necessary works within Phase 1, such as improved privacy fencing, and construction of the pedestrian walkway. It is therefore recommended that the Township enter into the subject Amendment to ensure there is no unnecessary delay in the Subdivision's progress which is assisting with addressing the need for appropriate, affordable housing options for existing and future residents of Essa.

## FINANCIAL IMPACT

All costs associated with this Amendment will be born by the Developer, SanDiego Homes Inc.

## SUMMARY/OPTIONS

Council may:

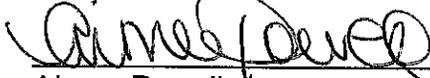
1. Take no further action.
2. Enter into the Amending Agreement, 'Subdivision Agreement Amendment #1', to the October 16<sup>th</sup>, 2017 SanDiego Homes Inc. Subdivision.
3. Direct Staff in another manner Council deems appropriate.

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**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:

  
\_\_\_\_\_  
Aimee Powell, BURPI., MPA, MCIP, RPP  
Manager of Planning & Development

Reviewed by:

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments:

- a. Amendment #1 to the Subdivision Agreement
- b. Subdivision Phasing Plan

4b

**SUBDIVISION AGREEMENT AMENDMENT #1**

**THIS AGREEMENT** dated the \_\_\_\_\_ day of March, 2020.

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

Hereinafter referred to as the "Township"

- and -

**SANDIEGO HOMES INC.**

Hereinafter referred to as the "Developer"

All of which are collectively referred herein to as the "Parties"

**RECITALS**

1. By Subdivision Agreement dated the 16th day of October, 2017 and registered on November 8, 2017 as Instrument No. SC1467785 on Plan 51M-1129 being Phase 1, and on November 9, 2017 as Instrument No. SC1467858 on Plan 51M-1130 being Phase 2 (the "Agreements"), the Township agreed to the development of a residential plan of subdivision, in the Township of Essa, in the County of Simcoe including:  
  
Lots 1 through 61 (inclusive) and Blocks 62 through 72 (inclusive) on Plan 51M-1129, being Phase 1, and Lots 1 through 42 (inclusive) and Blocks 43 through 46 (inclusive) on Plan 51M-1130, being Phase 2 (the "Lands")
2. The Township and the Developer now wish to amend the Agreements to allow for the construction of semi-detached homes and town homes on certain specified lots in Phase 2 on Plan 51M-1130, by way of a Subdivision Agreement Amendment (the "Amending Agreement") on the terms and conditions set out in the Amending Agreement.
3. The Developer warrants that there are no registered Mortgages on the Lands.
4. Pursuant to the Planning Act, R.S.O. 1990, c.P.13, the Parties are desirous of entering into the Amending Agreement affecting the said Lands.

**NOW THEREFORE** in consideration of the sum of One Dollar (\$1.00) now paid by each of the Parties herein to the other and for other good and valuable consideration (the receipt and sufficiency whereof is acknowledged by the execution of this Amending Agreement) and in consideration of the premises and the covenants and agreements contained herein, the Parties hereto covenant and agree as follows:

1. The Parties hereto agree that all of the recitals contained herein are deemed to be true and incorporate them as terms of the Agreement.
2. The Parties hereto agree that except for the amendment set out in paragraph 3 of the Amending Agreement, the Agreement shall continue in full force and effect in its registered form.

3. The Parties hereto agree that the following amendments shall henceforth form part of the Agreement as new subsection: 2.7.12, 8.28, 9.9 – *Additional Building Permit Requirements* and 10.4 – *Additional Occupancy Requirements*:

(i) "2.7.12

The Developer acknowledges and agrees that no request for a security reduction will be considered by the Township until the permanent walkway and associated privacy fencing are completed to the satisfaction of the Township and the Township's Engineers."

(ii) "**8.28 Construction of Temporary and Permanent Walkway**

8.28.1

The Township and the Developer acknowledge and agree that the construction of the temporary walkway and associated fencing at Block 72 on Plan 51M-1129 may be commenced by the Developer at any time."

(iii) "8.28.2

The Township and the Developer acknowledge and agree that the permanent construction of the walkway and associated fencing at Block 72 on Plan 51M-1129 will follow upon completion of the house and lot grading for both of Lot 17 on Plan 51M-1129 and Lot 1 on Plan 51M-1130."

(iv) "8.28.3

The Developer acknowledges and agrees it will be responsible for all costs associated with the temporary walkway and associated fencing and the permanent walkway and associated fencing and the replacement of wood privacy fence along the south limits of Phase 1 and Phase 2 on Plan 51M-1129 and Plan 51M-1130, respectively."

(v) "**9.9 Additional Building Permit Requirements**

9.9.1

The Township and the Developer acknowledge and agree that building permits are available for the following lots and units within Phase 2, being Plan 51M-1130, as follows:

- 9.9.1.1 A total of twenty-one (21) semi Lots, which allow for 42 building units, and a total of three (3) townhouse Blocks, which allow for 18 building units. The twenty-one semi Lots include Lots 9 to 17 (inclusive) and Lots 24 to 35 (inclusive) on Plan 51M-1130, and the three (3) townhouse Blocks include Blocks 43 to 45 (inclusive) on Plan 51M-1130."

(vi) "9.9.2.

The Township and the Developer acknowledge and agree that once the Developer has obtained building permits in Phase 1 Plan 51M-1129 for all but the last fifteen (15) single lots, then the single lots in Phase 2 Plan 51M-1130 will also be available for the release of building permits."

(vii) "**10.4 Additional Occupancy Requirements**

10.4.1

The Township and the Developer acknowledge and agree that occupancy of the homes or units set out in Section 9.9.1 will not be allowed until the following have occurred:

- 10.4.1.1. The wood privacy fencing along the south limits of Phase 1 and 2 is replaced due to its deteriorating condition; and

410

10.4.1.2. At the least the construction of the temporary walkway and associated fencing at Block 72 on Plan 51M-1129 is completed to the satisfaction of the Township and the Township's Engineer."

- 4. The Parties consent to the registration of this Amending Agreement on title to the Land as described herein at the sole discretion of the Township.
- 5. The Township and the Developer agree that all provisions contained in the Amending Agreement shall be severable, unless specifically stated otherwise herein, and that should any of the provisions of the Amending Agreement be declared invalid or unenforceable by a court of competent jurisdiction it shall not affect the enforceability of each and every other clause contained herein.
- 6. The Parties agree that the Amending Agreement shall be interpreted in accordance with and governed by the laws of the Province of Ontario.
- 7. Every provision of the Amending Agreement by which the Developer is obligated in any way is deemed to include the words "at the expense of the Developer" and "to the Township's satisfaction" acting reasonably unless specifically stated otherwise.
- 8. The headings inserted in the Amending Agreement are inserted for convenience only and shall not be used as a means of interpreting this Agreement.
- 9. The Amending Agreement shall be effective from the date it is executed by the Township and the Developer.
- 10. The Developer shall execute such further and other documents, consents or applications as are required, for any purpose that may affect the provisions of the Amending Agreement.
- 11. The Amending Agreement shall enure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

**IN WITNESS WHEREOF** the Parties hereto have hereunto affixed their respective corporate seals attested to under the hands of their proper signing officers duly authorized in that behalf.

Dated at \_\_\_\_\_, ON, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

Per: \_\_\_\_\_  
Name: Sandie Macdonald  
Title: Mayor

Per: \_\_\_\_\_  
Name: Lisa Lehr  
Title: Clerk

We have authority to bind the corporation.

Dated at \_\_\_\_\_, ON, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

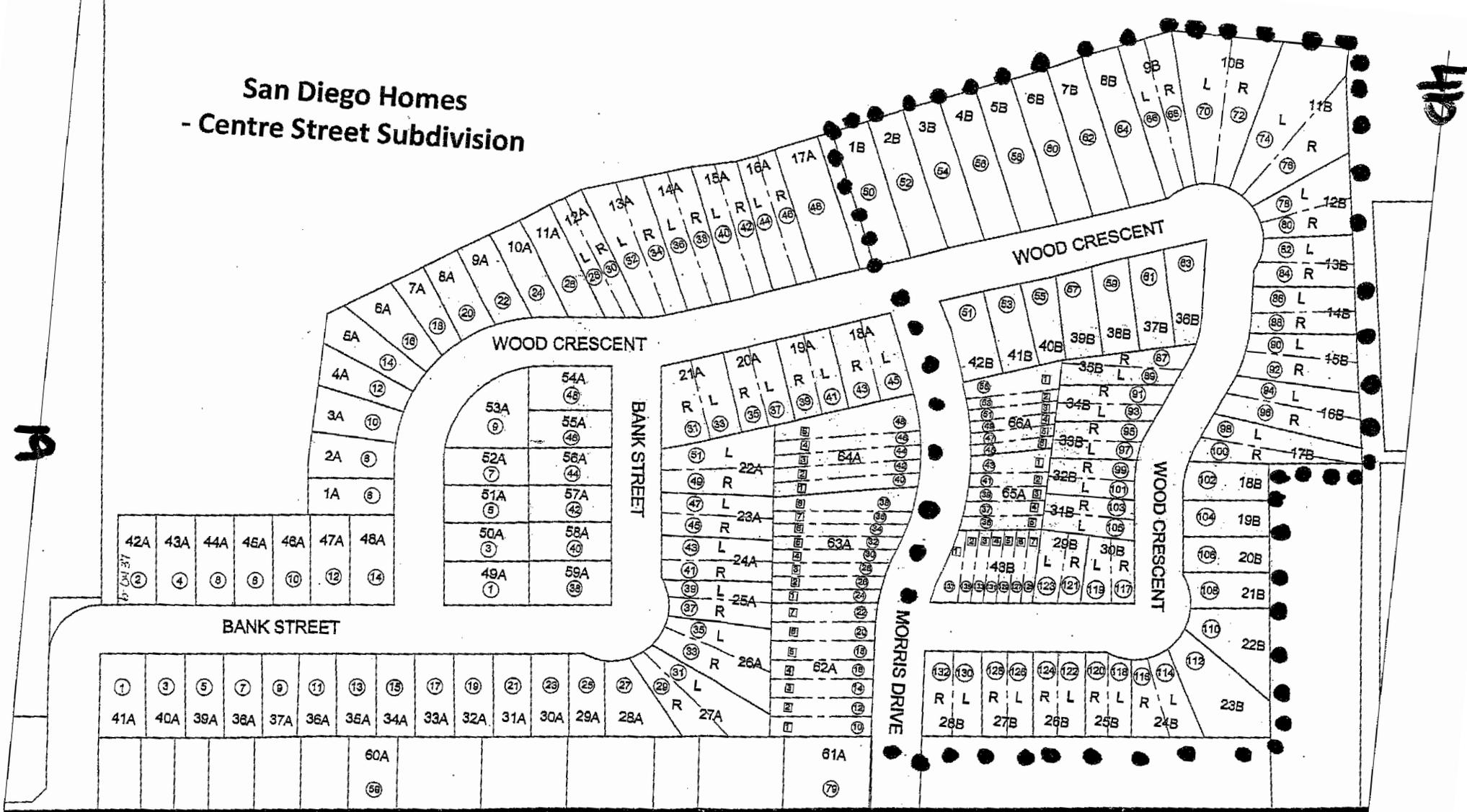
(Developer)  
**SANDIEGO HOMES INC.**

Per: \_\_\_\_\_  
Name: Diego Rizzardo  
Title: A.S.O.

I have authority to bind the corporation.

q:\a4\4.247\4.247.05\subdivision agr - amendment no.1\subdivision agr amendment no.1 - mar 10 2020 (clean).doc

# San Diego Homes - Centre Street Subdivision



Phase 2 Lots subject to Amendment



**TOWNSHIP OF ESSA STAFF REPORT**

**STAFF REPORT NO.:** PD011-20

**DATE:** March 25<sup>th</sup>, 2020

**TO:** Committee of the Whole

**FROM:** Aimee Powell, BURPI., MPA, MCIP, RPP  
Manager of Planning & Development

**SUBJECT:** Request for Council Endorsement to the Healthy  
Community Committee's Request of the Nottawasaga  
Valley Conservation Authority to Support the EcoPark  
Located in LeClair Park

**RECOMMENDATION**

That Staff Report PD011-20 be received; and

That Council consider endorsing the Healthy Community Committee's request to the Nottawasaga Valley Conservation Authority to support the EcoPark located in the Township's LeClair Park.

**BACKGROUND**

The Township of Essa's Healthy Community Committee (HCC) is a Committee of Council that advises Council on opportunities for the Township to promote a healthier community for all residents to enjoy. Their portfolio includes the preservation, protection and enhancement of natural, agricultural, and historic resources in Essa by linking people and communities through healthy active lifestyles.

Through the HCC's mandate, the Committee has identified restoring the EcoPark, located in the Township's owned LeClair Park, as a priority for Spring of 2020. In order to cover the costs associated with the EcoPark's restoration, the Committee will utilize upwards of \$5,000 from funding awarded to the Township in conjunction with their application to the RBC Futures Fund in 2019. The HCC wants to ensure that the re-creation of the EcoPark proves to be a sustainable initiative. Therefore, the HCC will be making a request to the Nottawasaga Valley Conservation Authority (NVCA) for staffing support and expertise towards the planning and execution of the EcoPark, and is requesting Council's endorsement of this request to the NVCA in this regard.



## COMMENTS AND CONSIDERATIONS

At the HCC's meeting held on March 11, 2020, it was decided that the funds being allocated to the HCC from the RBC Futures Grant would be best spent on re-creating the EcoPark, located in LeClair Park. In this regard, the HCC wants to utilize the Township's existing local partnership with the NVCA to better the EcoParks' ability to grow and contribute to the ecosystem. Below is the request of the HCC to Council regarding this initiative:

*As our next project, members of the Healthy Community Committee would like to focus on the (re)creation of an EcoPark at LeClair Park and along the Pine River Trail and Rippon Trail. To accomplish this goal, we will need partnerships in the community. We are asking Essa Council to support our request to the NVCA to provide staff expertise in planning and executing this project for the following reasons:*

- 1. The NVCA is our best resource for expertise in planning a nature-based project such as an EcoPark. Collectively, NVCA staff have extensive knowledge in outdoor education, streams and aquatic life, erosion control, planting native trees and pollinator plants in optimum conditions etc.*
- 2. The NVCA staff are familiar with conditions in local waterways and local plants and wildlife.*
- 3. We need good information to establish a vision for the EcoPark that will carry into the future. We have limited resources and will need to prioritize to make the best long-term use of what we have.*

*We look forward to working with the Township of Essa's Council, Staff and other Committee's of Council to make this very important initiative happen. Thank you for your consideration of endorsement.*

Given that the initiative proposed by the HCC:

- aligns with the Township's Strategic Plan as it addresses the ability to 'green the municipality',
- will be funded from grant dollars, not taxation dollars,
- is not being duplicated by another Township initiative or Committee of Council, will provide a community and ecosystem benefit, and;
- helps the HCC achieve their mandate,

Staff recommend that Council endorse the HCC's request.

## FINANCIAL IMPACT

There is no cost to the Township as taxation dollars are not required to support this initiative. All funding to support the re-creation of the EcoPark will be funded through grant dollars received from the RBC Futures Grant, to a maximum of \$5,000.00.

## SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Endorse the Healthy Community Committee's request to the Nottawasaga Valley Conservation Authority to support the EcoPark located in the Township's LeClair Park.
3. Direct Staff in another manner Council deems appropriate.

## CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Reviewed by:



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



Colleen Healey-Dowdall  
CAO



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD012-20

**DATE:** March 25<sup>th</sup>, 2020

**TO:** Committee of the Whole

**FROM:** Aimee Powell, BURPI., MPA, MCIP, RPP  
Manager of the Planning and Development Department

**SUBJECT:** Site Plan Approval – 7511 9<sup>th</sup> Line, Essa to allow an ‘Event Facility’

### RECOMMENDATION

That Staff Report PD012-20 be received; and

That Council consider entering into a Site Plan Control Agreement for the property at 7511 9<sup>th</sup> Line, Essa, with David Langford and Michelle Langford, the Landowners, to allow for an ‘Event Facility’ to be located on this property, and

That Council adopt a by-law to enter into a Site Plan Control Agreement with the Landowners of the subject property.

### BACKGROUND

Applications to amend the Township of Essa’s Official Plan and Zoning By-law were initially submitted by the Landowners on August 27<sup>th</sup>, 2018. A Public Meeting was held to introduce and gather public comments for both applications on March 20<sup>th</sup>, 2019. The Official Plan Amendment was adopted by Township Council on May 7<sup>th</sup>, 2019, later approved by the County of Simcoe, and officially came into force and effect on October 2<sup>nd</sup>, 2019. A Site Plan Application was submitted on May 21<sup>st</sup>, 2019 and the Zoning By-law Amendment Application is being processed by the Township.

The Official Plan Amendment re-designated the subject lands as ‘Country Event Facility – Special Policy’. This Amendment permits the establishment of an on-farm diversified use in the form of a Country Event Facility, that conforms to the provisions of the Provincial Policy Statement (PPS), Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas, the Growth Plan for the Greater Golden Horseshoe (‘the Growth Plan’) and the County of Simcoe Official Plan (SCOP).

Given that this application is based on an ‘as built’ facility, Staff determined it necessary for compliance to be achieved through Site Plan Control in advance of Staff making a recommendation and approval regarding the Zoning By-law Amendment.

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**COMMENTS AND CONSIDERATIONS**

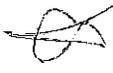
The Site Plan Control Agreement has been drafted by the Township's Lawyer, reviewed by the Manager of Planning & Development, the Township Engineer, the applicant and their Planning Consultant. Following this comprehensive review, Staff have approved the Site Plan Application and recommend Council enter into the Site Plan Control Agreement.

The current Official Plan designation supports the creation of an 'Event Facility, as the property has been designated as 'Country Event Facility – Special Policy'.

The proposed Zoning By-law Amendment will be brought in front of Council for its final approval following Site Plan Approval. Council has approved this Zoning By-law Amendment in principle.

**FINANCIAL IMPACT**

No costs will be incurred by the Township as the Landowners will be paying all legal and engineering fees associated with the preparation and registration of the Site Plan Control Agreement.



**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Enter into the Site Plan Control Agreement for 7511 9<sup>th</sup> Line, Essa, to allow for an 'Event Facility', to be located on this property, and adopt a by-law to enter into the Site Plan Control Agreement.
3. Direct Staff in another manner.

**CONCLUSION**

Option #2 is recommended.

Prepared by:

Respectfully submitted by:

Reviewed by:



Liam Munnoch, BURPI  
Junior Planner



Aimee Powell BURPI, MPA ,MCIP,  
RPP  
Manager of Planning &  
Development



Colleen Healey-Dowdall CAO



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR005-20  
**DATE:** March 25, 2020  
**TO:** Committee of the Whole  
**FROM:** Jason Coleman, Manager of Parks and Recreation  
**SUBJECT:** Nottawasaga Pines Secondary School Graduation

### RECOMMENDATION

That Staff Report PR005-20 be received.

### BACKGROUND

Each year, Nottawasaga Pines Secondary School holds Commencement in their cafeteria which has the capacity to accommodate two guests from each family to attend the ceremony. This year the high school is looking to move Commencement to Angus Recreation Centre as it will allow each student to bring more than two guests to Commencement as it is a larger venue.

### COMMENTS AND CONSIDERATIONS

The Manager of Parks and Recreation has been working with the school board over the last few months on all of the requests they have made for Commencement. The Township of Essa has already waived the fees associated with the week prior to Commencement which allows for set up, decorating, etc.

### FINANCIAL IMPACT

Nottawasaga Pines Secondary School has been invoiced for the actual day of graduation only at the cost of \$929.04. This cost will help the Township with staffing the event before, during and after. It will also assist with costs associated with the event such as garbage removal, recycling, electricity and hydro costs.

  
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**SUMMARY/OPTIONS**

Council may:

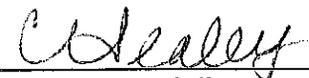
1. Take no further action and direct Nottawasaga Pines Secondary School to pay \$929.04 for the rental for Commencement.
2. Waive the fee of \$929.04 for Nottawasaga Pines Secondary School Commencement.
3. Direct Staff in another course of action.

**CONCLUSION**

Staff recommends Options # 1 be approved.

Respectfully submitted,

  
\_\_\_\_\_  
Jason Coleman  
Manager of Parks and Recreation

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

Attached: Nottawasaga Pines Secondary School Letter



# NOTTAWASAGA PINES SECONDARY SCHOOL

8505 County Road 10  
Angus, ON, L0M 1B1  
705-424-5030  
<http://nps.scdsb.on.ca>

Nancy Arnold-Sallows, Principal  
Kelly Lalonde, Vice Principal  
Brent Millsap, Vice Principal

February 27, 2020

Township of Essa  
5786 County Rd 21  
Utopia, ON L0M 1T0

Dear Members of Council,

Nottawasaga Pines Secondary School, is proud to announce that our 2020 Commencement Event will be taking place at the Angus Recreation Center on June 25, 2020 at 6:00 pm. We would like to thank the Township of Essa for always being a collaborative partner, advocate and an important part of the commencement event celebrations at NPSS since the school opening in 2011.

The movement of the commencement is a wonderful opportunity for NPSS. The Angus Recreation Center is a larger venue and creates a greater space to welcome and celebrate student achievement with parents, guardians, friends, families and members of the Essa community. This will be the first year that graduates are able to include all members of their family to celebrate without any restrictions.

The Township of Essa has always been so supportive and gracious towards the NPSS school community. Moving an event of this magnitude requires much planning and financial expense. There are now new expenses in which the school will have to take into consideration as we relocate to a community venue; the fees for chair rentals, drapes, decorations and charge of the community facility to name a few.

Currently the Essa Township recreation department has provided Nottawasaga Pines Secondary School with access to the Recreation Center for the week of June 22<sup>nd</sup>. This will allow for the staff to have opportunity to set up the 900 chairs and the venue for the commencement. At this time NPSS is requesting that the Township waive the fee for the Recreation Center on June 25, 2019. The total cost for this rental is \$929.04. This will help to offset the costs we have incurred to support the increase in audience and participation. We are preparing to celebrate this event with 1250 members of the Essa community. Commencement has always been a school expense, this year and in future years to come there will be significant fees for infrastructure, rentals and set up. We are hoping to continue supporting students and families within the school community on this important day for graduates at no cost to parents, guardians and family members.



*(for a written request)*

As per Mr. Coleman's request, we are asking for financial supports from the Township of Essa. Our request is to waive the monetary fees on the contract for 2020, and to open discussions for this to be an annual discussion for years to come.

Thank you for your consideration with this issue.

Nancy Arnold-Sallows  
Principal



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR006-20  
**DATE:** March 25, 2020  
**TO:** Committee of the Whole  
**FROM:** Jason Coleman, Manager of Parks and Recreation  
**SUBJECT:** Fundraiser Event, Angus Arena

### RECOMMENDATION

That Staff Report PR006-20 be received; and  
That Council consider adjusting a rental contract price from the original contract to reflect set up and cleanup only, for a fundraiser event; and that in the future, the Fee Schedule be adjusted to reflect this decision.

### BACKGROUND

A local resident is creating a fundraiser for a married couple who are residents and have both been diagnosed with cancer. The organizer has booked the Angus Gymnasium for April 18, 2020 for this event.

### COMMENTS AND CONSIDERATIONS

The organizer booked the rental space and paid for the contract at the time of signing at a total of \$308.94. She has since requested for the fees to be waived for this event. The Manager of Parks and Recreation is willing to adjust the contract for it to include only the set up and clean up at a total of \$221.20. Charging for set up and clean up would ensure that the municipality is not running at a loss.



## FINANCIAL IMPACT

The cost difference between the initial contract and the requested contract which includes set up/clean up fee only, would be a refund of \$87.74.

## SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct the Manager of Parks and Recreation to adjust the current contract to a set up/clean up fee only and return \$87.74 from the original contract.
3. Waive all fees associated with this rental, at a cost to the municipality.
4. Direct Staff in another course of action.

## CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,

\_\_\_\_\_  
Jason Coleman  
Manager of Parks and Recreation

\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

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**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

March 9, 2020

CAO  
Corporation Township of Essa  
5786 County Road 21  
Utopia, ON  
L0M 1T0

**Re: Safe Drinking Water Act, O.Reg. 170/03 Schedule 22 Summary Report for Angus DWS**

Dear CAO,

Attached is the 2019 Summary Report for the Angus Drinking Water System (DWS). This report has been completed based on the information in our records and in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act, which requires a Summary Report to be prepared no later than March 31<sup>st</sup> of each year for the preceding calendar year. This report covers the period of January 1, 2019 to December 31, 2019.

Please remember that any Orders that the Town has received directly from the Ministry of the Environment, Conservation and Parks (MECP) should be reviewed. If there is a non-compliance with the Order, we recommend that the information be added to this report, if not already. After your review and inclusion of any additional information, this Summary Report is to be provided to the members of the Municipal Council. Please ensure its distribution to the Council Members and please provide proof of their review.

We emailed a copy of the 2019 Annual Report for the Angus DWS to the Director/Manager of Public Works on February 28, 2020. The Annual Report must cover the period from January 1 to December 31 in a year and must be prepared in accordance with Section 11 of O. Reg 170/03 and submitted no later than February 28 of the following year.

Section 12 of O. Reg. 170/03 requires both the Summary Report and the Annual Report to be made available for inspection by any member of the public at the office of the municipality or at a location that is reasonably convenient to the users of the water system, as indicated in the Section 11 Annual Report, during normal business hours and without charge.

Please let me know if there are any questions or comments concerning the Summary and/or Annual Report(s).

Thanks,

**Colin Smith**

*Process Compliance Technician | Ontario Clean Water Agency  
North Simcoe Hub | Georgian Highlands Region  
30 Woodland Drive, Wasaga Beach, ON L9Z 2V4  
Office 705-429-2525 Ext: 24 | Cell 705.623.2390 | [csmith1@ocwa.com](mailto:csmith1@ocwa.com)*



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

# SUMMARY REPORT

ONTARIO REGULATION 170/03  
SCHEDULE 22

## ANGUS DRINKING WATER SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2019 – DECEMBER 31, 2019

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



ONTARIO CLEAN WATER AGENCY  
AGENCE ONTARIENNE DES EAUX

**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, 2019 – DECEMBER 31, 2019

<b>DRINKING-WATER SYSTEM NAME:</b>	<b>ANGUS DRINKING WATER SYSTEM</b>
<b>DRINKING-WATER SYSTEM NUMBER:</b>	<b>260001026</b>
<b>DRINKING-WATER SYSTEM CATEGORY:</b>	<b>LARGE MUNICIPAL RESIDENTIAL</b>
<b>MUNICIPAL DRINKING WATER LICENCE #:</b>	<b>118-203, issued December 23, 2015</b>
<b>DRINKING-WATER WORKS PERMIT #:</b>	<b>118-103, issued December 23, 2015</b>
<b>PERMIT TO TAKE WATER #:</b>	<b>0411-93LSQW</b>

### 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, 2019 to December 31, 2019. 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.

#### 1. March 29, 2019 – Non-Compliance for Incomplete 72-hour Review of Distribution Chlorine Analyzer

**Regulation:** O. Reg. 170/03 6-5. (1) 3.

**Requirement:** *Test results recorded under paragraph 1 or 2 must be examined, within 72 hours after the tests are conducted, i. by a certified operator, in the case of, A. a large municipal residential system, ...*

**Incident Description:** The 72-hour check on Wednesday March 27th was missed at the Angus DWS. The applicable continuous monitoring equipment was the distribution chlorine analyzer located at the Angus WPCP and the applicable parameters were the minimum and maximum free chlorine residuals for 72 hours.

**Corrective Action:** The incomplete 72-hour review was noted today (March 29) and then reported. The historical values were recorded on the plant data sheet. No alarms from this equipment were observed during 72-hour period. The Senior Operations Manager discussed the requirement with the Operator and a reminder/discussion about the 72-hour check requirements was included during the next monthly Operations meeting and captured in the meeting minutes.

**Status:** Complete

#### 2. April 29, 2019 – Non-Compliance for Incomplete 72-hour Review of Distribution Chlorine Analyzer

**Regulation:** O. Reg. 170/03 6-5. (1) 3.

**Requirement:** *Test results recorded under paragraph 1 or 2 must be examined, within 72 hours after the tests are conducted, i. by a certified operator, in the case of, A. a large municipal residential system, ...*

**Incident Description:** The 72-hour check on Friday April 26th was missed at the Angus DWS. The applicable continuous monitoring equipment was the distribution chlorine analyzer located at the Angus WPCP and the applicable parameters were the minimum and maximum free chlorine residuals for 72 hours. The incomplete 72-hour review was noted today (April 29) and then reported. The historical values were recorded on the plant data sheet. No alarms from this equipment were observed during 72-hour period; chlorine residuals were observed to be stable over the weekend.

33

# Ontario Regulation 170/03: Drinking Water Systems

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## Schedule 22 Summary Report

JANUARY 01, 2019 – DECEMBER 31, 2019

**Corrective Action:** The Senior Operations Manager discussed the requirement with the Operator and a reminder/discussion about the 72-hour check requirements was included during the next monthly Operations meeting and captured in the meeting minutes. Also the discussion started about sending the distribution chlorine analyzer minimums and maximums to another pumphouse as a way to back-up/double-up on the data.  
**Status:** Complete

**3. May 17, 2019 – Non-Compliance for Incomplete 72-hour Review of Distribution Chlorine Analyzer**

**Regulation:** O. Reg. 170/03 6-5. (1) 3.  
**Requirement:** *Test results recorded under paragraph 1 or 2 must be examined, within 72 hours after the tests are conducted, i. by a certified operator, in the case of, A. a large municipal residential system, ...*  
**Incident Description:** The 72-hour check on Friday May 17, 2019 was missed at the Angus DWS, specifically the minimum and maximum free chlorine residuals from the distribution analyzer located at the Angus WPCP. The incomplete 72-hour review was noted on Sunday May 19 and then reported today. The historical values were recorded on the plant data sheet. No alarms from this equipment were observed during this time period; chlorine residuals were observed to be stable over the weekend.  
**Corrective Action:** The Angus DWS distribution analyzer readings will be directed to the Mill Street pumphouse via programming updates and recorded on that plant data sheet as a back-up to the 72-hour data sheet at the Angus WPCP. The laminated signs were posted at the Angus WPCP in the meantime as a reminder about 72-hour check and that the last person leaving the facility at the end of the day will need to check that the 72-hour check data sheet has been completed for the day.  
**Status:** Complete

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 <sup>3</sup> /day)*	3,927.7
Maximum Allowable Flow Rate (L/s)**	45.47
Average Daily Flow (m <sup>3</sup> /day)	1432.47
Percentage of Maximum Daily Volume*	36.5
Maximum Daily Flow (m <sup>3</sup> /day)	2394.00
Percentage of Maximum Daily Volume*	61.0
Average Flow Rate (L/s)	36.189

34

## Ontario Regulation 170/03: Drinking Water Systems

### Schedule 22 Summary Report

JANUARY 01, 2019 – DECEMBER 31, 2019

Description	Well 1
Percentage of Maximum Allowable Flow Rate**	79.6
Maximum Instantaneous Peak Flow Rate (L/s)	42.39
Percentage of Maximum Allowable Flow Rate**	93.2
Total Annual Volume (m <sup>3</sup> )	523832.00

\*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 <sup>3</sup> /day)*	1,296.0	1,296.0
Maximum Allowable Flow Rate (L/s)**	15.00	15.00
Average Daily Flow (m <sup>3</sup> /day)	95.80	100.38
Percentage of Maximum Daily Volume*	7.4	7.7
Maximum Daily Flow (m <sup>3</sup> /day)	251.90	326.75
Percentage of Maximum Daily Volume*	19.4	25.2
Maximum Instantaneous Peak Flow Rate (L/s)	9.29	18.81 <sup>†</sup>
Percentage of Maximum Allowable Flow Rate**	61.9	125.4
Total Annual Volume (m <sup>3</sup> )	23216.03	30392.83

\*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.

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 <sup>3</sup> /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 <sup>3</sup> /day)	321.11	242.79	706.96
Percentage of Maximum Daily Volume*	17.8	37.1	39.3
Maximum Daily Flow (m <sup>3</sup> /day)	1094.30	756.39 <sup>^</sup>	1457.40
Percentage of Maximum Daily Volume*	60.8	115.5	81.0
Average Flow Rate (L/s)	8.933	5.401	15.869
Percentage of Maximum Allowable Flow Rate**	42.9	71.3	76.2
Maximum Instantaneous Peak Flow Rate (L/s)	34.92 <sup>†</sup>	17.93 <sup>†</sup>	34.90 <sup>†</sup>

**Ontario Regulation 170/03: Drinking Water Systems**

**Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

Description	Well 4	Well 5	Well 6
Percentage of Maximum Allowable Flow Rate**	167.6	236.5	167.5
Total Annual Volume (m <sup>3</sup> )	117609.94	87619.52	257272.27

\*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, and flow meter calibrations.

^Exceedances are due to pump failures/lock-outs that caused a low reservoir leading to high flows the following day.

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

Description	Mill Street Pumphouse	McGeorge Pumphouse	Brownley Pumphouse
Rated Capacity (m <sup>3</sup> /day)*	3,932.0	2,595.0	4,251.0
Average Daily Production (m <sup>3</sup> /day)	1370.23	202.26	1290.73
Percentage of Rated Capacity*	34.8	7.8	30.4
Maximum Daily Production (m <sup>3</sup> /day)	2248.00	500.95	5888.13
Percentage of Rated Capacity*	57.2	19.3	30.4
Total Annual Volume (m <sup>3</sup> )	501101.00	58615.71	471251.79
Total Annual System Volume (m <sup>3</sup> )	951544.04		

\*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, 2019 to December 31, 2019 indicates that the maximum daily volume specified in the PTTW was exceeded, at the Brownley Pump house in Well 5, on 5 dates during 3 events. The 3 events were equipment failures/lock-outs that resulted in a low reservoir and high flows the following day. 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 m<sup>3</sup> 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 <sup>3</sup> )	51.888
Total Annual Volume (m <sup>3</sup> )	17693.87

7a

**Ontario Regulation 170/03: Drinking Water Systems****Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

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/month)	Daily Flow Average (m/day)	Daily Flow Maximum (m/day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	33803.00	1090.42	1314.00	36.836	41.84	31
Feb	30586.00	1092.36	1394.00	39.298	42.26	28
Mar	34661.00	1118.10	1459.00	40.042	42.34	31
Apr	32941.00	1098.03	1460.00	40.673	42.06	30
May	39082.00	1260.71	2048.00	40.575	42.19	31
Jun	44870.00	1495.67	1962.00	40.411	42.39	30
Jul	56980.00	1838.06	2394.00	33.642	41.30	31
Aug	51177.00	1650.87	2182.00	32.934	37.13	31
Sep	44683.00	1489.43	1859.00	33.053	35.06	30
Oct	52609.00	1697.06	1843.00	32.239	39.92	31
Nov	50632.00	1687.73	2123.00	32.613	36.74	30
Dec	51808.00	1671.23	2015.00	32.218	34.00	31
<b>Total</b>	<b>523832.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>365</b>
<b>Avg.</b>	<b>-</b>	<b>1432.47</b>	<b>-</b>	<b>36.189</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>2394.00</b>	<b>-</b>	<b>42.39</b>	<b>-</b>

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

Month	Monthly Flow Total (m/month)	Daily Flow Average (m/day)	Daily Flow Maximum (m/day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2043.10	65.91	114.54	-	7.78	31
Feb	1733.75	61.92	107.50	-	9.29	28
Mar	1812.26	58.46	146.34	-	7.83	31
Apr	1784.44	59.48	99.84	-	7.87	30
May	2483.25	80.10	124.43	-	7.87	31
Jun	4219.14	140.64	251.90	-	7.81	30
Jul	6004.93	193.71	246.64	-	8.40	31
Aug	4541.56	146.50	212.17	-	8.98	31
Sep	760.52	152.10	164.77	-	7.65	5
Oct	129.67	43.22	104.55	-	7.48	3
Nov	1056.42	62.14	95.89	-	7.61	17
Dec	2646.99	85.39	105.97	-	7.54	31
<b>Total</b>	<b>23216.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>299</b>
<b>Avg.</b>	<b>-</b>	<b>95.80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>251.90</b>	<b>-</b>	<b>9.29</b>	<b>-</b>

57

# Ontario Regulation 170/03: Drinking Water Systems

**79**

## Schedule 22 Summary Report

JANUARY 01, 2019 – DECEMBER 31, 2019

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2031.68	65.54	114.01	-	9.00	31
Feb	1737.80	62.06	106.49	-	8.39	28
Mar	1804.47	58.21	145.51	-	8.58	31
Apr	1779.59	59.32	99.26	-	8.59	30
May	2481.41	80.05	123.71	-	17.30	31
Jun	4119.24	137.31	250.34	-	8.54	30
Jul	6144.28	198.20	252.12	-	9.78	31
Aug	6317.39	203.79	326.75	-	18.81	31
Sep	781.89	156.38	169.63	-	7.80	5
Oct	123.32	61.66	104.02	-	7.48	2
Nov	863.01	50.77	85.71	-	8.24	17
Dec	2208.75	71.25	96.32	-	8.35	31
<b>Total</b>	<b>30392.83</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>298</b>
<b>Avg.</b>	<b>-</b>	<b>100.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>326.75</b>	<b>-</b>	<b>18.81</b>	<b>-</b>

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	0.15	0.00	0.13	0.000	19.19	31
Feb	702.15	25.08	373.43	2.569	16.23	28
Mar	6.55	0.21	6.50	0.000	11.26	31
Apr	4711.39	157.05	384.67	3.500	21.52	30
May	10241.32	330.37	653.32	6.232	17.07	31
Jun	10853.48	374.26	591.58	6.972	34.92	29
Jul	24505.52	790.50	1094.30	12.691	18.25	31
Aug	22621.77	729.73	997.90	14.306	18.07	31
Sep	16891.78	563.06	791.70	15.200	17.86	30
Oct	9804.59	316.28	491.59	15.147	17.75	31
Nov	8982.95	299.43	487.51	15.170	17.77	30
Dec	8288.29	267.36	549.94	14.958	17.60	31
<b>Total</b>	<b>117609.94</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>364</b>
<b>Avg.</b>	<b>-</b>	<b>321.11</b>	<b>-</b>	<b>8.933</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>1094.30</b>	<b>-</b>	<b>34.92</b>	<b>-</b>

**38**

7a

**Ontario Regulation 170/03: Drinking Water Systems****Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	7840.97	252.93	383.50	3.915	10.11	31
Feb	14927.28	533.12	756.39	8.659	10.39	28
Mar	13294.63	428.86	736.99	10.886	12.87	31
Apr	8920.84	297.36	478.36	5.403	8.92	30
May	8236.05	265.68	468.78	5.295	9.05	31
Jun	8014.51	276.36	438.28	5.134	17.93	29
Jul	7696.03	248.26	433.46	4.240	8.35	31
Aug	6001.32	193.59	254.34	4.065	8.35	31
Sep	4797.02	159.90	265.47	4.360	8.48	30
Oct	2947.78	95.09	193.33	4.415	8.48	31
Nov	2623.70	87.46	142.18	4.444	8.34	30
Dec	2319.40	74.82	160.07	4.244	8.48	31
<b>Total</b>	<b>87619.52</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>364</b>
<b>Avg.</b>	<b>-</b>	<b>242.79</b>	<b>-</b>	<b>5.401</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>756.39</b>	<b>-</b>	<b>17.93</b>	<b>-</b>

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	31005.59	1000.18	1457.40	15.835	18.03	31
Feb	21871.10	781.11	1119.10	12.890	19.68	28
Mar	23454.19	756.59	1130.00	13.077	405.00	31
Apr	24276.71	809.22	1285.00	14.759	15.92	30
May	21258.48	685.76	1215.90	14.106	27.14	31
Jun	22490.70	775.54	1239.60	14.390	34.90	29
Jul	33935.94	1094.71	1345.90	16.121	18.92	31
Aug	26853.54	866.24	1187.00	17.462	18.89	31
Sep	19717.36	657.25	944.30	17.773	18.88	30
Oct	11922.02	384.58	588.55	18.171	18.94	31
Nov	10693.69	356.46	581.38	18.132	18.88	30
Dec	9792.95	315.90	657.63	17.940	18.80	31
<b>Total</b>	<b>257272.27</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>364</b>
<b>Avg.</b>	<b>-</b>	<b>706.96</b>	<b>-</b>	<b>15.869</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>1457.40</b>	<b>-</b>	<b>405</b>	<b>-</b>

39

# ANNUAL REPORT

ONTARIO REGULATION 170/03  
SECTION 11

## ANGUS DRINKING WATER SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2019 – DECEMBER 31, 2019

*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:	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, 2019 to December 31, 2019

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

41



**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 30 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 m<sup>3</sup>/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 m<sup>3</sup> and 157 m<sup>3</sup> 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 m<sup>3</sup>/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 m<sup>3</sup> and 902 m<sup>3</sup> 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 m<sup>3</sup> 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 m<sup>3</sup>/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 m<sup>3</sup>. 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. Upgraded diesel fuel systems as per TSSA at all Pumphouses.
2. Repaired service line leaks
3. Repaired VFD on Brownley well pump #4
4. Repaired distribution valves and hydrants
5. Repaired system communication issues
6. Repaired chemical dosing pumps
7. Replaced chlorine probes and caps
8. Replaced facility chlorine control switches
9. Installed chemical dosing pumps
10. Replaced backflow preventer
11. Repaired reservoir (cleaning) and a high-lift pump
12. Installed level sensors and probes
13. Replaced well pump breaker switch

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	0	N/A	N/A	N/A
Raw - RW4	41 <sup>^</sup>	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	52	0	0	0	0	N/A	N/A	N/A

43



7a

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 - TW1	47 <sup>+</sup>	0	0	0	1	47 <sup>+</sup>	0	1320
Treated - TW2	52	0	0	0	0	51	0	3
Treated - TW3	52	0	0	0	0	52	0	4
Distribution - DW	252	0	0	0	0	102	0	640

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 numbering for Centre Street (i.e. McGeorge) and Mill Street wells altered in PTTW # 0411-93LSQW issued 24-Jan-13

^Well #4 was offline due to VFD repair work, so raw water samples could not be taken.

+McGeorge Pump house reservoir taken offline due to cleaning/repair work, so treated water samples could not be taken.

**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	0.05	0.87
Turbidity, Raw RW2 (Grab) [NTU]	12	0.08	0.73
Turbidity, Raw RW3 (Grab) [NTU]	12	0.09	1.3
Turbidity, Raw RW4 (Grab) [NTU]	12	0	2.47
Turbidity, Raw RW5 (Grab) [NTU]	12	0.16	2.96
Turbidity, Raw RW6 (Grab) [NTU]	12	0.39	3.15
Free Chlorine Residual, Treated TW1 (Continuous) [mg/L]	8760	0*	5
Free Chlorine Residual, Treated TW2 (Continuous) [mg/L]	8760	0.24	2.28
Free Chlorine Residual, Treated TW3 (Continuous) [mg/L]	8760	0.24	5
Free Chlorine Residual, Treated TW1 (Grab) [mg/L]	161	0.22	3.4
Free Chlorine Residual, Treated TW2 (Grab) [mg/L]	165	0.95	1.75
Free Chlorine Residual, Treated TW3 (Grab) [mg/L]	164	0.67	3.7
Total Chlorine Residual, Treated TW1 (Grab) [mg/L]	161	0.32	3.6
Total Chlorine Residual, Treated TW2 (Grab) [mg/L]	165	1.08	1.91
Total Chlorine Residual, Treated TW3 (Grab) [mg/L]	163	0.79	4.2
Free Chlorine Residual, Distribution (Continuous) [mg/L]	8760	0.25	5

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

\* The minimum treated free chlorine residual did not result in an Adverse Observation because in one instance the wells were locked out during the event. Adequate CT achieved. Another instance was a result of reservoir cleaning, where the DWS was offline and isolated.

44



**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
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	2019/01/07	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2019/04/05	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2019/07/15	<MDL 0.003	1.0	No	No

45



79

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Nitrite (mg/L) - TW1	2019/10/30	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2019/01/07	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2019/04/05	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2019/07/15	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2019/10/07	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2019/01/07	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2019/04/05	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2019/07/15	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2019/10/07	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW1	2019/01/07	0.019	10.0	No	No
Nitrate (mg/L) - TW1	2019/04/05	0.027	10.0	No	No
Nitrate (mg/L) - TW1	2019/07/15	0.018	10.0	No	No
Nitrate (mg/L) - TW1	2019/10/30	0.059	10.0	No	No
Nitrate (mg/L) - TW2	2019/01/07	0.01	10.0	No	No
Nitrate (mg/L) - TW2	2019/04/05	0.022	10.0	No	No
Nitrate (mg/L) - TW2	2019/07/15	<MDL 0.006	10.0	No	No
Nitrate (mg/L) - TW2	2019/10/07	0.012	10.0	No	No
Nitrate (mg/L) - TW3	2019/01/07	1.9	10.0	No	No
Nitrate (mg/L) - TW3	2019/04/05	1.47	10.0	No	No
Nitrate (mg/L) - TW3	2019/07/15	1.26	10.0	No	No
Nitrate (mg/L) - TW3	2019/10/07	1.61	10.0	No	No
Sodium: Na (mg/L) - TW1	2018/07/17	13.9	20*	No	Yes
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.

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 2019 were 172, 173, 174, 180, 183, 185, 209 and 214 mg/L as CaCO<sub>3</sub>.

\*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.

46



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	5.0	No	No
Alachlor (µg/L) - TW2	2018/01/03	<MDL 0.02	5.0	No	No
Alachlor (µg/L) - TW3	2018/01/03	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW1	2018/01/03	<MDL 0.01	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW2	2018/01/03	<MDL 0.01	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW3	2018/01/03	<MDL 0.01	5.0	No	No
Azinphos-methyl (µg/L) - TW1	2018/01/03	<MDL 0.05	20.0	No	No
Azinphos-methyl (µg/L) - TW2	2018/01/03	<MDL 0.05	20.0	No	No
Azinphos-methyl (µg/L) - TW3	2018/01/03	<MDL 0.05	20.0	No	No
Benzene (µg/L) - TW1	2018/01/03	<MDL 0.32	1.0	No	No
Benzene (µg/L) - TW2	2018/01/03	<MDL 0.32	1.0	No	No
Benzene (µg/L) - TW3	2018/01/03	<MDL 0.32	1.0	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	5.0	No	No
Bromoxynil (µg/L) - TW2	2018/01/03	<MDL 0.33	5.0	No	No
Bromoxynil (µg/L) - TW3	2018/01/03	<MDL 0.33	5.0	No	No
Carbaryl (µg/L) - TW1	2018/01/03	<MDL 0.05	90.0	No	No
Carbaryl (µg/L) - TW2	2018/01/03	<MDL 0.05	90.0	No	No
Carbaryl (µg/L) - TW3	2018/01/03	<MDL 0.05	90.0	No	No
Carbofuran (µg/L) - TW1	2018/01/03	<MDL 0.01	90.0	No	No
Carbofuran (µg/L) - TW2	2018/01/03	<MDL 0.01	90.0	No	No
Carbofuran (µg/L) - TW3	2018/01/03	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (µg/L) - TW1	2018/01/03	<MDL 0.16	2.0	No	No
Carbon Tetrachloride (µg/L) - TW2	2018/01/03	<MDL 0.16	2.0	No	No
Carbon Tetrachloride (µg/L) - TW3	2018/01/03	<MDL 0.16	2.0	No	No
Chlorpyrifos (µg/L) - TW1	2018/01/03	<MDL 0.02	90.0	No	No
Chlorpyrifos (µg/L) - TW2	2018/01/03	<MDL 0.02	90.0	No	No
Chlorpyrifos (µg/L) - TW3	2018/01/03	<MDL 0.02	90.0	No	No
Diazinon (µg/L) - TW1	2018/01/03	<MDL 0.02	20.0	No	No
Diazinon (µg/L) - TW2	2018/01/03	<MDL 0.02	20.0	No	No
Diazinon (µg/L) - TW3	2018/01/03	<MDL 0.02	20.0	No	No
Dicamba (µg/L) - TW1	2018/01/03	<MDL 0.2	120.0	No	No
Dicamba (µg/L) - TW2	2018/01/03	<MDL 0.2	120.0	No	No
Dicamba (µg/L) - TW3	2018/01/03	<MDL 0.2	120.0	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
1,2-Dichlorobenzene (µg/L) - TW1	2018/01/03	<MDL 0.41	200.0	No	No
1,2-Dichlorobenzene (µg/L) - TW2	2018/01/03	<MDL 0.41	200.0	No	No
1,2-Dichlorobenzene (µg/L) - TW3	2018/01/03	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (µg/L) - TW1	2018/01/03	<MDL 0.36	5.0	No	No
1,4-Dichlorobenzene (µg/L) - TW2	2018/01/03	<MDL 0.36	5.0	No	No
1,4-Dichlorobenzene (µg/L) - TW3	2018/01/03	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (µg/L) - TW1	2018/01/03	<MDL 0.35	5.0	No	No
1,2-Dichloroethane (µg/L) - TW2	2018/01/03	<MDL 0.35	5.0	No	No
1,2-Dichloroethane (µg/L) - TW3	2018/01/03	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (µg/L) - TW1	2018/01/03	<MDL 0.33	14.0	No	No
1,1-Dichloroethylene (µg/L) - TW2	2018/01/03	<MDL 0.33	14.0	No	No
1,1-Dichloroethylene (µg/L) - TW3	2018/01/03	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW1	2018/01/03	<MDL 0.35	50.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW2	2018/01/03	<MDL 0.35	50.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW3	2018/01/03	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.15	900.0	No	No
2,4-Dichlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.15	900.0	No	No
2,4-Dichlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW1	2018/01/03	<MDL 0.19	100.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW2	2018/01/03	<MDL 0.19	100.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW3	2018/01/03	<MDL 0.19	100.0	No	No
Diclofop-methyl (µg/L) - TW1	2018/01/03	<MDL 0.4	9.0	No	No
Diclofop-methyl (µg/L) - TW2	2018/01/03	<MDL 0.4	9.0	No	No
Diclofop-methyl (µg/L) - TW3	2018/01/03	<MDL 0.4	9.0	No	No
Dimethoate (µg/L) - TW1	2018/01/03	<MDL 0.03	20.0	No	No
Dimethoate (µg/L) - TW2	2018/01/03	<MDL 0.03	20.0	No	No
Dimethoate (µg/L) - TW3	2018/01/03	<MDL 0.03	20.0	No	No
Diquat (µg/L) - TW1	2018/01/03	<MDL 1.0	70.0	No	No
Diquat (µg/L) - TW2	2018/01/03	<MDL 1.0	70.0	No	No
Diquat (µg/L) - TW3	2018/01/03	<MDL 1.0	70.0	No	No
Diuron (µg/L) - TW1	2018/01/03	<MDL 0.03	150.0	No	No
Diuron (µg/L) - TW2	2018/01/03	<MDL 0.03	150.0	No	No
Diuron (µg/L) - TW3	2018/01/03	<MDL 0.03	150.0	No	No
Glyphosate (µg/L) - TW1	2018/01/03	<MDL 1.0	280.0	No	No
Glyphosate (µg/L) - TW2	2018/01/03	<MDL 1.0	280.0	No	No
Glyphosate (µg/L) - TW3	2018/01/03	<MDL 1.0	280.0	No	No
Malathion (µg/L) - TW1	2018/01/03	<MDL 0.02	190.0	No	No

48



# 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
Malathion (µg/L) - TW2	2018/01/03	<MDL 0.02	190.0	No	No
Malathion (µg/L) - TW3	2018/01/03	<MDL 0.02	190.0	No	No
Metolachlor (µg/L) - TW1	2018/01/03	<MDL 0.01	50.0	No	No
Metolachlor (µg/L) - TW2	2018/01/03	<MDL 0.01	50.0	No	No
Metolachlor (µg/L) - TW3	2018/01/03	<MDL 0.01	50.0	No	No
Metribuzin (µg/L) - TW1	2018/01/03	<MDL 0.02	80.0	No	No
Metribuzin (µg/L) - TW2	2018/01/03	<MDL 0.02	80.0	No	No
Metribuzin (µg/L) - TW3	2018/01/03	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW1	2018/01/03	<MDL 0.3	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW2	2018/01/03	<MDL 0.3	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW3	2018/01/03	<MDL 0.3	80.0	No	No
Paraquat (µg/L) - TW1	2018/01/03	<MDL 1.0	10.0	No	No
Paraquat (µg/L) - TW2	2018/01/03	<MDL 1.0	10.0	No	No
Paraquat (µg/L) - TW3	2018/01/03	<MDL 1.0	10.0	No	No
PCB (µg/L) - TW1	2018/01/03	<MDL 0.04	3.0	No	No
PCB (µg/L) - TW2	2018/01/03	<MDL 0.04	3.0	No	No
PCB (µg/L) - TW3	2018/01/03	<MDL 0.04	3.0	No	No
Pentachlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.15	60.0	No	No
Pentachlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.15	60.0	No	No
Pentachlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.15	60.0	No	No
Phorate (µg/L) - TW1	2018/01/03	<MDL 0.01	2.0	No	No
Phorate (µg/L) - TW2	2018/01/03	<MDL 0.01	2.0	No	No
Phorate (µg/L) - TW3	2018/01/03	<MDL 0.01	2.0	No	No
Picloram (µg/L) - TW1	2018/01/03	<MDL 1.0	190.0	No	No
Picloram (µg/L) - TW2	2018/01/03	<MDL 1.0	190.0	No	No
Picloram (µg/L) - TW3	2018/01/03	<MDL 1.0	190.0	No	No
Prometryne (µg/L) - TW1	2018/01/03	<MDL 0.03	1.0	No	No
Prometryne (µg/L) - TW2	2018/01/03	<MDL 0.03	1.0	No	No
Prometryne (µg/L) - TW3	2018/01/03	<MDL 0.03	1.0	No	No
Simazine (µg/L) - TW1	2018/01/03	<MDL 0.01	10.0	No	No
Simazine (µg/L) - TW2	2018/01/03	<MDL 0.01	10.0	No	No
Simazine (µg/L) - TW3	2018/01/03	<MDL 0.01	10.0	No	No
Terbufos (µg/L) - TW1	2018/01/03	<MDL 0.01	1.0	No	No
Terbufos (µg/L) - TW2	2018/01/03	<MDL 0.01	1.0	No	No
Terbufos (µg/L) - TW3	2018/01/03	<MDL 0.01	1.0	No	No
Tetrachloroethylene (µg/L) - TW1	2018/01/03	<MDL 0.35	10.0	No	No
Tetrachloroethylene (µg/L) - TW2	2018/01/03	<MDL 0.35	10.0	No	No
Tetrachloroethylene (µg/L) - TW3	2018/01/03	<MDL 0.35	10.0	No	No



Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
2,3,4,6-Tetrachlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.2	100.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.2	100.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.2	100.0	No	No
Triallate (µg/L) - TW1	2018/01/03	<MDL 0.01	230.0	No	No
Triallate (µg/L) - TW2	2018/01/03	<MDL 0.01	230.0	No	No
Triallate (µg/L) - TW3	2018/01/03	<MDL 0.01	230.0	No	No
Trichloroethylene (µg/L) - TW1	2018/01/03	<MDL 0.44	5.0	No	No
Trichloroethylene (µg/L) - TW2	2018/01/03	<MDL 0.44	5.0	No	No
Trichloroethylene (µg/L) - TW3	2018/01/03	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW1	2018/01/03	<MDL 0.25	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW2	2018/01/03	<MDL 0.25	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW3	2018/01/03	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW1	2018/01/03	<MDL 0.12	100.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW2	2018/01/03	<MDL 0.12	100.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW3	2018/01/03	<MDL 0.12	100.0	No	No
Trifluralin (µg/L) - TW1	2018/01/03	<MDL 0.02	45.0	No	No
Trifluralin (µg/L) - TW2	2018/01/03	<MDL 0.02	45.0	No	No
Trifluralin (µg/L) - TW3	2018/01/03	<MDL 0.02	45.0	No	No
Vinyl Chloride (µg/L) - TW1	2018/01/03	<MDL 0.17	1.0	No	No
Vinyl Chloride (µg/L) - TW2	2018/01/03	<MDL 0.17	1.0	No	No
Vinyl Chloride (µg/L) - TW3	2018/01/03	<MDL 0.17	1.0	No	No
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2019	28.0	100.0	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2019	5.3	80.0	No	No

Note: MDL = Minimum Detection Limit

\*The MAC for Haloacetic Acid does not come into effect until 2020.

**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
Sodium: Na – TW1	13.9	mg/L	2018/07/17
Sodium: Na – TW2	17.5	mg/L	2018/07/17
Sodium: Na – TW3	15.6	mg/L	2018/07/17

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

7a



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

March 9, 2020

CAO  
Corporation Township of Essa  
5786 County Road 21  
Utopia, ON  
L0M 1T0

**Re: Safe Drinking Water Act O.Reg. 170/03 Schedule 22 Summary Report for Baxter DWS**

Dear CAO,

Attached is the 2019 Summary Report for the Baxter Drinking Water System (DWS). This report has been completed based on the information in our records and in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act, which requires a Summary Report to be prepared no later than March 31<sup>st</sup> of each year for the preceding calendar year. This report covers the period of January 1, 2019 to December 31, 2019.

Please remember that any Orders that the Town has received directly from the Ministry of the Environment, Conservation and Parks (MECP) should be reviewed. If there is a non-compliance with the Order, we recommend that the information be added to this report, if not already. After your review and inclusion of any additional information, this Summary Report is to be provided to the members of the Municipal Council. Please ensure its distribution to the Council Members and please provide proof of their review.

We emailed a copy of the 2019 Annual Report for the Baxter DWS to the Director/Manager of Public Works on February 28, 2020. The Annual Report must cover the period from January 1 to December 31 in a year and must be prepared in accordance with Section 11 of O. Reg 170/03 and submitted no later than February 28 of the following year.

Section 12 of O. Reg. 170/03 requires both the Summary Report and the Annual Report to be made available for inspection by any member of the public at the office of the municipality or at a location that is reasonably convenient to the users of the water system, as indicated in the Section 11 Annual Report, during normal business hours and without charge.

Please let me know if there are any questions or comments concerning the Summary and/or Annual Report(s).

Thanks,

**Colin Smith**

*Process Compliance Technician | Ontario Clean Water Agency  
North Simcoe Hub | Georgian Highlands Region  
30 Woodland Drive, Wasaga Beach, ON L9Z 2V4  
Office 705-429-2625 Ext: 24 | Cell 705.623.2390 | csmith4@ocwa.com*



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

51

# SUMMARY REPORT

ONTARIO REGULATION 170/03  
SCHEDULE 22

## BAXTER DISTRIBUTION SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2019 – DECEMBER 31, 2019

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



ONTARIO CLEAN WATER AGENCY  
AGENCE ONTARIENNE DES EAUX

**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.

7a

## Ontario Regulation 170/03: Drinking Water Systems

### Schedule 22 Summary Report

JANUARY 01, 2019 – DECEMBER 31, 2019

<b>DRINKING-WATER SYSTEM NAME:</b>	<b>BAXTER DRINKING WATER SYSTEM</b>
<b>DRINKING-WATER SYSTEM NUMBER:</b>	<b>260086866</b>
<b>DRINKING-WATER SYSTEM CATEGORY:</b>	<b>SMALL MUNICIPAL RESIDENTIAL</b>
<b>MUNICIPAL DRINKING WATER LICENCE#:</b>	118-202, issued December 23, 2015
<b>DRINKING-WATER WORKS PERMIT #:</b>	118-102, issued December 23, 2015
<b>PERMIT TO TAKE WATER #:</b>	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, 2019 to December 31, 2019. 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 <sup>3</sup> )	100.0	-
Average Daily Flow (m <sup>3</sup> /day)	28.3	25.5
Percentage of Maximum Daily Volume	28.3	-
Maximum Daily Flow (m <sup>3</sup> /day)	63.0	56.0
Percentage of Maximum Daily Volume	63.0	-
Total Annual Volume (m <sup>3</sup> )	10339.2	8526.0

54

**Ontario Regulation 170/03: Drinking Water Systems**

79

**Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

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

Description	Potable Water Hauled
Total Volume (m <sup>3</sup> )	0

A review of flow information for the period of January 1, 2019 to December 31, 2019 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 <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)
Jan	840.60	27.116	46.300
Feb	720.20	25.721	37.100
Mar	737.00	23.774	35.300
Apr	784.90	26.163	42.600
May	981.50	31.661	63.000
Jun	976.70	32.557	56.700
Jul	1021.30	32.945	48.800
Aug	978.80	31.574	43.400
Sep	780.90	26.030	43.100
Oct	884.10	28.519	49.800
Nov	803.40	26.780	43.600
Dec	829.80	26.768	36.600
<b>Total</b>	10339.20	-	-
<b>Avg.</b>	-	28.327	-
<b>Max.</b>	-	-	63.00



# ANNUAL REPORT

ONTARIO REGULATION 170/03  
SECTION 11

## BAXTER DISTRIBUTION SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2019 – DECEMBER 31, 2019

*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:	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, 2019 to December 31, 2019

**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

**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 m<sup>3</sup> 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 (hauled 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. Repaired facility communications
2. Repaired chemical dosing pumps
3. Replaced chlorine probes and caps
4. Installed facility chlorine control switches

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	24
Distribution - DW	52	0	0	0	0	52	0	6

\*Treated Water from Storage Tank



**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, Storage (Continuous) [mg/L]	8760	0*	5.17
Free Chlorine Residual, Treated (Grab) [mg/L]	166	0.61	2.2
Total Chlorine Residual, Treated (Grab) [mg/L]	166	0.72	2.8
Free Chlorine Residual, Distribution (Grab) [mg/L]	105	0.7	2.19

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

\* Min treated chlorine residual due to an analyzer failure, residuals verified manually, CT met.

**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 2019. It is located at the following website: [www.collingwood.ca/water/docs](http://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.



79

**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 2019 were 75 and 76 mg/L as CaCO<sub>3</sub>.

\*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)					

Please refer to the Collingwood Drinking Water System Annual Compliance Report for 2019. It is located at the following website: [www.collingwood.ca/water/docs](http://www.collingwood.ca/water/docs)

60



Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
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)					
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 2019	45.75	100.00	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2019	31.725	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
Not Applicable			

*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.*



79



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

March 9, 2020

CAO  
Corporation Township of Essa  
5786 County Road 21  
Utopia, ON  
L0M 1T0

**Re: Safe Drinking Water Act, O.Reg. 170/03 Schedule 22 Summary Report for Thornton DWS**

Dear, CAO:

Attached is the 2019 Summary Report for the Thornton Drinking Water System (DWS). This report has been completed based on the information in our records and in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act, which requires a Summary Report to be prepared no later than March 31<sup>st</sup> of each year for the preceding calendar year. This report covers the period of January 1, 2019 to December 31, 2019.

Please remember that any Orders that the Town has received directly from the Ministry of the Environment, Conservation and Parks (MECP) should be reviewed. If there is a non-compliance with the Order, we recommend that the information be added to this report, if not already. After your review and inclusion of any additional information, this Summary Report is to be provided to the members of the Municipal Council. Please ensure its distribution to the Council Members and please provide proof of their review.

We emailed a copy of the 2019 Annual Report for the Thornton DWS to the Director/Manager of Public Works on February 28, 2020. The Annual Report must cover the period from January 1 to December 31 in a year and must be prepared in accordance with Section 11 of O. Reg 170/03 and submitted no later than February 28 of the following year.

Section 12 of O. Reg. 170/03 requires both the Summary Report and the Annual Report to be made available for inspection by any member of the public at the office of the municipality or at a location that is reasonably convenient to the users of the water system, as indicated in the Section 11 Annual Report, during normal business hours and without charge.

Please let me know if there are any questions or comments concerning the Summary and/or Annual Report(s).

Thanks,

**Colin Smith**

*Process Compliance Technician | Ontario Clean Water Agency  
North Simcoe Hub | Georgian Highlands Region  
30 Woodland Drive, Wasaga Beach, ON L9Z 2V4  
Office 705-429-2525 Ext: 24 | Cell 705.623.2390 | csmith4@ocwa.com*



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

62

# SUMMARY REPORT

ONTARIO REGULATION 170/03  
SCHEDULE 22

## THORNTON DRINKING WATER SYSTEM



**FOR THE PERIOD:  
JANUARY 1, 2019 – DECEMBER 31, 2019**

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



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

**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.

7a

# Ontario Regulation 170/03: Drinking Water Systems

## Schedule 22 Summary Report

JANUARY 01, 2019 – DECEMBER 31, 2019

<b>DRINKING-WATER SYSTEM NAME:</b>	<b>THORNTON DRINKING WATER SYSTEM</b>
<b>DRINKING-WATER SYSTEM NUMBER:</b>	<b>220006945</b>
<b>DRINKING-WATER SYSTEM CATEGORY:</b>	<b>LARGE MUNICIPAL RESIDENTIAL</b>
<b>MUNICIPAL DRINKING WATER LICENCE#:</b>	<b>118-201, issued December 23, 2015</b>
<b>DRINKING-WATER WORKS PERMIT #:</b>	<b>118-101, issued December 23, 2015</b>
<b>PERMIT TO TAKE WATER #:</b>	<b>0113-A4LMPV</b>

### 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, 2019 to December 31, 2019. 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.

**1. March 17 to March 23, 2019 – Weekly Distribution Chlorine Residuals**

**O. Regulation 170/03 Requirement:**  
*7-2 Chlorine Residual*  
 (4) *The following rules apply to the distribution samples referred to in subsection (3) unless at least one sample is taken on each day of the week:*

- 1. At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.*
- 2. At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the day referred to in paragraph 1.*
- 3. When more than one sample is taken on the same day of the week under paragraph 1 or 2, each sample must be taken from a different location.*

**Incident Description:** During the week of March 17 to March 23, 2019, the weekly distribution chlorine residuals were taken as follows:

- March 19, 2019 = two (2) distribution chlorine residuals
- March 20, 2019 = two (2) distribution chlorine residuals
- March 22, 2019 = three (3) distribution chlorine residuals

Which did not adhere to the O. Regulation 170/03 7-2 (4) requirements of four samples one day during a week and then three samples at least 48 hours later.

**Corrective Actions:** Immediate → ORO and Senior Operations Manager spoke with OIT about the incident and provided additional information and knowledge about the O. Regulation requirement, and also requested more thorough communication about daily tasks with the ORO; all actions to be discussed and approved beforehand. Short-Term → Topic was included for discussion during next monthly operations meeting and recorded in the meeting minutes.

**Status:** Complete

**2. March 29, 2019 – Monitoring Well Level Measurements**

**PTTW #0113-A4LMPV Requirement:**  
*4.3 The Permit Holder shall monitor and record static water levels in the Thornton Fire Hall Well (monitoring well) on a weekly basis.*

**Incident Description:** The weekly static water level measurement was taken at the

65

**Ontario Regulation 170/03: Drinking Water Systems**

**Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

73

Production Well #1 from October 31, 2017 to December 31, 2018 and March 22, 2019 instead of at the Fire Hall Monitoring Well. Please refer to the following graph of the Fire Hall Monitoring Well Levels from January 2015 to December 2018 with an indication of the time frame during which this occurred.

**Corrective Actions:** Production Wells and Fire Hall Monitoring Well to be labelled clearly; Senior Operations Manager to send out communication about the Fire Hall monitoring well level measurement; non-compliance was discussed with all Operational Staff at the next monthly Operations Meeting and captured in the meeting minutes; additional training to be provided, where required.

**Status:** Complete

**3. March 29, 2019: Monitoring Well Level Measurements**

**PTTW #0113-A4LMPV Requirement:**

4.3 The Permit Holder shall monitor and record static water levels in the Thornton Fire Hall Well (monitoring well) on a weekly basis.

**Incident Description:** The weekly measurement was missed between March 8, 2019 and March 22, 2019.

**Corrective Actions:** Production Wells and Fire Hall Monitoring Well to be labelled clearly; Senior Operations Manager to send out communication about the Fire Hall monitoring well level measurement; non-compliance was discussed with all Operational Staff at the next monthly Operations Meeting and captured in the meeting minutes; additional training to be provided, where required.

**Status:** Complete

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

Descriptor	Well#1	Well#2	Well#3	Well#4
Maximum Allowable Daily Volume (m <sup>3</sup> /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 <sup>3</sup> /day)	158.03	127.18	93.01	42.91
Percentage of Maximum Daily Volume*	30.2	24.3	18.9	13.1
Maximum Daily Flow (m <sup>3</sup> /day)	468.72	473.38	292.24	189.44
Percentage of Maximum Daily Volume*	89.7	90.6	59.3	57.7
Average Flow Rate (L/s)	4.518	4.306	2.572	1.242
Percentage of Maximum Allowable Flow Rate**	74.7	71.2	45.1	32.7
Maximum Instantaneous Peak Flow Rate (L/s)	6.50 <sup>+</sup>	6.70 <sup>+</sup>	6.70 <sup>+</sup>	5.30 <sup>+</sup>

66

7a

**Ontario Regulation 170/03: Drinking Water Systems**

**Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

Description	Well 1	Well 2	Well 3	Well 4
Percentage of Maximum Allowable Flow Rate**	107.4	110.7	117.5	139.5
Total Annual Volume (m <sup>3</sup> )	53123.37	39463.18	31874.48	13703.45

\*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 m<sup>3</sup>/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 <sup>3</sup> /day)*	1,866.24	-
Rated Capacity (m <sup>3</sup> /day)**	-	1,540.0
Average Daily Flow (m <sup>3</sup> /day)	379.226	382.864
Percentage of Maximum Daily System Volume* or Rated Capacity**	20.3	24.9
Maximum Daily Flow (m <sup>3</sup> /day)	873.300	865.780
Percentage of Maximum Daily System Volume* or Rated Capacity**	46.8	56.2
Total Annual Volume (m <sup>3</sup> )	137279.91	139745.47

\*As specified in the Permit to Take Water, where it stipulates a "Total Taking" of 1,866.24 m<sup>3</sup>/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, 2019 to December 31, 2019 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.

67

**Ontario Regulation 170/03: Drinking Water Systems**

**Schedule 22 Summary Report**

JANUARY 01, 2019 – DECEMBER 31, 2019

79

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2892.51	93.31	180.70	3.984	6.10	31
Feb	2246.20	80.22	194.82	3.274	6.10	28
Mar	2249.51	72.56	192.90	3.576	6.20	31
Apr	1695.10	56.50	315.69	2.328	6.50	30
May	3187.35	102.82	232.26	3.420	6.10	31
Jun	3942.57	131.42	313.30	5.882	6.10	30
Jul	8883.37	286.56	465.83	5.897	6.10	31
Aug	10682.45	344.60	468.72	5.816	6.10	31
Sep	4898.37	163.28	309.43	4.077	6.10	30
Oct	3318.00	184.33	253.36	5.817	6.10	18
Nov	2999.37	176.43	245.53	5.597	6.10	17
Dec	6128.57	204.29	244.35	5.774	6.10	30
<b>Total</b>	<b>53123.37</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>338</b>
<b>Avg.</b>	<b>-</b>	<b>158.03</b>	<b>-</b>	<b>4.62</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>468.72</b>	<b>-</b>	<b>6.50</b>	<b>-</b>

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2505.27	80.82	246.93	2.569	6.70	31
Feb	2826.58	100.95	256.40	3.581	6.50	28
Mar	3715.37	119.85	253.02	4.853	6.20	31
Apr	4425.98	147.53	255.88	4.438	6.60	30
May	2914.92	94.03	296.35	2.385	6.60	31
Jun	4033.67	134.46	366.19	5.689	6.70	30
Jul	6181.32	199.40	473.38	4.965	6.10	31
Aug	2303.03	74.29	322.72	5.568	6.40	31
Sep	3463.12	115.44	304.37	3.931	6.30	30
Oct	3545.93	197.00	324.19	5.686	6.00	18
Nov	3050.27	179.43	277.32	5.689	6.60	17
Dec	497.72	82.95	342.90	5.710	6.10	6
<b>Total</b>	<b>39463.18</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>314</b>
<b>Avg.</b>	<b>-</b>	<b>127.18</b>	<b>-</b>	<b>4.589</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>473.38</b>	<b>-</b>	<b>6.70</b>	<b>-</b>

68

79

# Ontario Regulation 170/03: Drinking Water Systems

## Schedule 22 Summary Report

JANUARY 01, 2019 – DECEMBER 31, 2019

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	2387.83	77.03	149.43	2.695	6.60	31
Feb	1857.61	66.34	161.56	3.191	6.00	28
Mar	1614.32	52.07	157.02	2.040	6.70	31
Apr	1391.72	46.39	259.70	1.623	6.70	30
May	2542.86	82.03	185.06	2.743	5.90	31
Jun	2706.92	90.23	217.01	4.280	5.40	30
Jul	4487.82	144.77	292.24	2.262	5.20	31
Aug	6705.21	216.30	269.50	3.381	4.90	31
Sep	3119.50	103.98	258.78	2.017	4.40	30
Oct	1374.95	80.88	105.25	2.643	3.90	17
Nov	1304.73	76.75	105.86	2.581	4.20	17
Dec	2381.01	79.37	98.10	2.296	4.10	30
<b>Total</b>	<b>31874.48</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>337</b>
<b>Avg.</b>	<b>-</b>	<b>93.01</b>	<b>-</b>	<b>2.646</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>292.24</b>	<b>-</b>	<b>6.70</b>	<b>-</b>

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

Month	Monthly Flow Total (m <sup>3</sup> /month)	Daily Flow Average (m <sup>3</sup> /day)	Daily Flow Maximum (m <sup>3</sup> /day)	Daily Average Flow Rate (L/sec)	Daily Peak Flow Rate (L/sec)	Number of Days of Water Taking
Jan	1015.36	32.75	99.61	1.523	4.00	31
Feb	1139.49	40.70	103.70	1.053	3.80	28
Mar	1197.54	38.63	101.42	1.496	3.90	31
Apr	1673.97	55.80	103.07	1.572	5.30	30
May	1191.62	38.44	121.55	0.988	4.00	31
Jun	1651.11	55.04	149.69	2.364	4.40	30
Jul	2135.16	68.88	189.44	0.980	5.10	31
Aug	157.92	5.09	79.21	0.000	4.30	31
Sep	963.75	32.13	120.30	0.692	4.10	30
Oct	1397.39	77.63	128.14	2.299	3.90	18
Nov	1179.33	69.37	97.23	2.302	3.40	17
Dec	0.81	0.41	0.80	2.310	-	2
<b>Total</b>	<b>13703.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>310</b>
<b>Avg.</b>	<b>-</b>	<b>42.91</b>	<b>-</b>	<b>1.465</b>	<b>-</b>	<b>-</b>
<b>Max.</b>	<b>-</b>	<b>-</b>	<b>189.44</b>	<b>-</b>	<b>5.30</b>	<b>-</b>

# ANNUAL REPORT

ONTARIO REGULATION 170/03  
SECTION 11

## THORNTON DRINKING WATER SYSTEM



**FOR THE PERIOD:  
JANUARY 1, 2019 – DECEMBER 31, 2019**

*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, 2019 to December 31, 2019

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 m<sup>3</sup>. 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. Repaired service line leaks and meters at multiple residences.
2. Replaced chlorine probes and caps
3. Repaired chemical dosing pumps
4. Installed facility chlorine control switches
5. Diesel generator upgrades
6. Installed chlorine Miltronics



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)
2019/08/06	Free Chlorine Residual	0.03	mg/L	Immediately flushed the watermains and restored secondary disinfection to above 0.05 mg/L (as per O. Reg. 170/03 17-4 1.). Oral and written notification. AWQI # 147069. No additional instructions were provided by the Public Health Inspector.	2019/08/06

**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	6	0	6	N/A	N/A	N/A
Raw - RW4	47*	0	0	0	1	N/A	N/A	N/A
Treated - TW	52	0	0	0	0	52	0	2
Distribution - DW	125	0	0	0	0	52	0	1

Note:

- RW1 – Raw Water Well #1
- RW2 – Raw Water Well #2
- RW3 – Raw Water Well #3
- RW4 – Raw Water Well #4

\*Well #4 was off line due to a well pump motor failure, so raw water samples could not be taken.

**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	0.2	0.88
Turbidity, Raw RW2 (Grab) [NTU]	12	0.28	3.34
Turbidity, Raw RW3 (Grab) [NTU]	12	0.22	0.92
Turbidity, Raw RW4 (Grab) [NTU]	11	0.29	2.04
Turbidity, Treated (Continuous) [mg/L]	8760	0.07	5
Turbidity, Treated (Grab) [mg/L]	80	0.09	0.55
Free Chlorine Residual, Treated (Continuous) [mg/L]	8760	0*	2.79
Free Chlorine Residual, Treated (Grab) [mg/L]	166	1.04	2.5
Total Chlorine Residual, Treated (Grab) [mg/L]	166	1.25	2.7



79

Location & Test	Number of Samples	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, Distribution (Grab) [mg/L]	366	0.86	2.9

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

\* Min chlorine residual was due to a high lift pump failure, a temporary pumping station and alternative water source was used during repairs.

**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	2019/01/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2019/04/05	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2019/07/15	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2019/10/28	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2019/01/14	1.46	10.0	No	No
Nitrate (mg/L) - TW	2019/04/05	1.23	10.0	No	No
Nitrate (mg/L) - TW	2019/07/15	1.55	10.0	No	No
Nitrate (mg/L) - TW	2019/10/28	1.33	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.



**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 2019 were 201, 208, 212, and 232 mg/L as CaCO<sub>3</sub>.

\*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	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW	2018/01/03	<MDL 0.01	5.0	No	No
Azinphos-methyl (µg/L) - TW	2018/01/03	<MDL 0.05	20.0	No	No
Benzene (µg/L) - TW	2018/01/03	<MDL 0.32	1.0	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	5.0	No	No
Carbaryl (µg/L) - TW	2018/01/03	<MDL 0.05	90.0	No	No
Carbofuran (µg/L) - TW	2018/01/03	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (µg/L) - TW	2018/01/03	<MDL 0.16	2.0	No	No
Chlorpyrifos (µg/L) - TW	2018/01/03	<MDL 0.02	90.0	No	No
Diazinon (µg/L) - TW	2018/01/03	<MDL 0.02	20.0	No	No
Dicamba (µg/L) - TW	2018/01/03	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (µg/L) - TW	2018/01/03	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (µg/L) - TW	2018/01/03	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (µg/L) - TW	2018/01/03	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (µg/L) - TW	2018/01/03	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW	2018/01/03	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (µg/L) - TW	2018/01/03	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW	2018/01/03	<MDL 0.19	100.0	No	No
Diclofop-methyl (µg/L) - TW	2018/01/03	<MDL 0.4	9.0	No	No
Dimethoate (µg/L) - TW	2018/01/03	<MDL 0.03	20.0	No	No
Diquat (µg/L) - TW	2018/01/03	<MDL 1.0	70.0	No	No
Diuron (µg/L) - TW	2018/01/03	<MDL 0.03	150.0	No	No
Glyphosate (µg/L) - TW	2018/01/03	<MDL 1.0	280.0	No	No
Malathion (µg/L) - TW	2018/01/03	<MDL 0.02	190.0	No	No
Metolachlor (µg/L) - TW	2018/01/03	<MDL 0.01	50.0	No	No
Metribuzin (µg/L) - TW	2018/01/03	<MDL 0.02	80.0	No	No
Monochlorobenzene	2018/01/03	<MDL 0.3	80.0	No	No



79

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
(Chlorobenzene) (µg/L) - TW					
Paraquat (µg/L) - TW	2018/01/03	<MDL 1.0	10.0	No	No
PCB (µg/L) - TW	2018/01/03	<MDL 0.04	3.0	No	No
Pentachlorophenol (µg/L) - TW	2018/01/03	<MDL 0.15	60.0	No	No
Phorate (µg/L) - TW	2018/01/03	<MDL 0.01	2.0	No	No
Picloram (µg/L) - TW	2018/01/03	<MDL 1.0	190.0	No	No
Prometryne (µg/L) - TW	2018/01/03	<MDL 0.03	1.0	No	No
Simazine (µg/L) - TW	2018/01/03	<MDL 0.01	10.0	No	No
Terbufos (µg/L) - TW	2018/01/03	<MDL 0.01	1.0	No	No
Tetrachloroethylene (µg/L) - TW	2018/01/03	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW	2018/01/03	<MDL 0.2	100.0	No	No
Triallate (µg/L) - TW	2018/01/03	<MDL 0.01	230.0	No	No
Trichloroethylene (µg/L) - TW	2018/01/03	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW	2018/01/03	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW	2018/01/03	<MDL 0.12	100.0	No	No
Trifluralin (µg/L) - TW	2018/01/03	<MDL 0.02	45.0	No	No
Vinyl Chloride (µg/L) - TW	2018/01/03	<MDL 0.17	1.0	No	No
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2019	23.25	100.00	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2019	16.125	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
Sodium: Na – TW	37.0	mg/L	2018/07/24

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

76



AECOM  
55 Cedar Pointe Drive, Suite 620  
Barrie, ON, Canada L4N 5R7  
www.aecom.com

705 721 9222 tel  
705 734 0764 fax

March 16, 2020

By Email & Mail

Mrs. C. Healey-Dowdall  
Chief Administrative Officer  
Township of Essa  
5786 County Road 21  
Utopia ON L0M 1T0

Dear Mrs. Healey-Dowdall:

**Project No: 60118287 (16-93039-50)**  
**Regarding: Township of Essa**  
**Nottawasaga Village (Stonemount) Subdivision**  
**Security Reduction for Phase 3**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the reduction in Securities for Phase 3 of the Nottawasaga Village (Stonemount) Subdivision.

• **Security Reduction Phase 3 [51M-1018]**

The total value of work for Phase 3 is \$4,823,359.01. The current securities posted under Section "E" of the Subdivision Agreement for Phase 3 is **\$316,844.80**. With the passing of BY-LAW No. 2020-11 on February 5, 2020 [Certificate of Maintenance and Final Acceptance (Aboveground Works) for Phase 3], and based on our review, in accordance with Section 3.8, Reduction of Securities; we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$4,823,359.01
	<b>Less the sum of:</b>	
3.7.2.2.1	2% of total estimated Cost of Underground Works as Maintenance Holdback	\$65,817.14
3.7.2.2.2	2% of total estimated Cost of Aboveground Works as Maintenance Holdback	\$30,650.04
3.7.2.2.3	0% of total installed Underground Works to date as Security Holdback	\$0.00
3.7.2.2.4	0% of total installed Aboveground Works to date as Security Holdback	\$0.00
3.7.2.2.5	Sum of Previous Reduction in Securities	\$4,506,514.21
3.7.2.2.6	Any Increase in Estimated Cost to Complete Works	\$0.00
	Amount of Discharge from Total Value of Work	<u>\$220,377.62</u>
	<b>Security to be Retained</b>	<b>\$96,467.18</b>

77

8a

We have attached a copy of our summary sheet, which provides a breakdown of the Completed and Uncompleted Works for Phase 3.

• **SUMMARY**

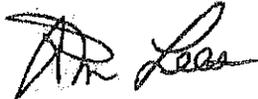
**The Township presently holds Letter of Credit RBC #P424822T07512 for Phase 3 in the Stonemount Development in the value of \$316,844.80.**

In our opinion, the Developer is entitled to a reduction and therefore the Township should retain \$96,467.18.

Reductions require the receipt of a Statutory Declaration, and that all legal and engineering invoices are paid as per Section 3.8.3. **We have attached the STATUTORY DECLARATION provided by the Developer for Phase 3.**

We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

Sincerely,  
**AECOM Canada Ltd.**



A. M. Lees, C.E.T.

AML:wh  
Encl.  
cc: C. Healey (email)  
C. Mohr (email)



86



AECOM  
55 Cedar Pointe Drive, Suite 620  
Barrie, ON, Canada L4N 5R7  
www.aecom.com

705 721 9222 tel  
705 734 0764 fax

March 16, 2020

By Email & Mail

Mrs. C. Healey-Dowdall  
Chief Administrative Officer  
Township of Essa  
5786 County Road 21  
Utopia ON L0M 1T0

Dear Mrs. Healey-Dowdall:

**Project No: 60118287 (16-93039-50)**

**Regarding: Township of Essa  
Nottawasaga Village (Stonemount) Subdivision  
Security Reduction for BLOCK 12**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the reduction in Securities for BLOCK 12 of the Nottawasaga Village (Stonemount) Subdivision.

• **Security Reduction BLOCK 12 of 51M-784 [51M-1067]**

The total value of work for BLOCK 12 is \$1,128,221.38. The current securities posted under Section "E" of the Subdivision Agreement for BLOCK 12 is \$73,459.23. With the passing of BY-LAW No. 2020-05 on January 15, 2020 [Certificate of Maintenance and Final Acceptance (Aboveground Works) for BLOCK 12], and based on our review, in accordance with Section 3.8, Reduction of Securities; we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$1,128,221.38
	<b>Less the sum of:</b>	
3.7.2.2.1	2% of total estimated Cost of Underground Works as Maintenance Holdback	\$14,734.46
3.7.2.2.2	2% of total estimated Cost of Aboveground Works as Maintenance Holdback	\$7,829.97
3.7.2.2.3	0% of total installed Underground Works to date as Security Holdback	\$0.00
3.7.2.2.4	0% of total installed Aboveground Works to date as Security Holdback	\$0.00
3.7.2.2.5	Sum of Previous Reduction in Securities	\$1,054,762.16
3.7.2.2.6	Any Increase in Estimated Cost to Complete Works	\$0.00
	Amount of Discharge from Total Value of Work	<u>\$50,894.79</u>
	<b>Security to be Retained</b>	<b>\$22,564.44</b>

80

We have attached a copy of our summary sheet, which provides a breakdown of the Completed and Uncompleted Works for BLOCK 12.

- **SUMMARY**

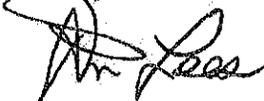
The Township presently holds Letter of Credit RBC #P448714T07512 for BLOCK 12 in the Stonemount Development in the value of \$73,459.23.

In our opinion, the Developer is entitled to a reduction and therefore the Township should retain \$22,564.44.

Reductions require the receipt of a Statutory Declaration, and that all legal and engineering invoices are paid as per Section 3.8.3. We have attached the STATUTORY DECLARATION provided by the Developer for BLOCK 12.

We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

Sincerely,  
AECOM Canada Ltd.



A. M. Lees, C.E.T.

AML:wh

Encl.

cc: C. Healey (email)

C. Mohr (email)

Province of Ontario )  
 Regional Municipality of Essa )  
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IN THE MATTER OF a Subdivison Agreement  
 dated the 16th day of October, 2015 between  
 Stonemount Developments Inc, and the Township of  
 Essa.(Residential subdivision E- T-1201  
 Registered Plan 51M-1067)

AND IN THE MATTER OF the reduction  
 of securities.

I, Peter Cipriano of the City of Vaughan, in the Regional Municipality of York,

SOLEMNLY DECLARE THAT:

1. I am the authorized signing officer of Stonemount Developments Inc. and as such have knowledge of the matters hereinafter deposed to.
2. All works required to be installed and completed on public property pursuant to the above-noted agreement in connection with Stonemount Blk 12 Residential Subdivision – E-T-1201 (Register Plan 51M-1067) have been completed and fully paid for and no one is entitled to a claim or lien in respect of labour or materials supplied in respect of such work.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City )  
 of Vaughan )  
 in the Province )  
 of Ontario )  
 this 16<sup>th</sup> day of March, 2020 )  
 )  
 )

  
 \_\_\_\_\_  
 Peter Cipriano, ASO  
 Stonemount Developments Inc.

  
**Graziano Stefani,**  
 a Commissioner, etc., Province of Ontario,  
 for Gold Park Management Inc.  
 Expires August 8, 2020.

2



AECOM  
55 Cedar Pointe Drive, Suite 820  
Barrie, ON, Canada L4N 5R7  
www.aecom.com

705 721 8222 tel  
705 734 0764 fax

March 16, 2020

By Email & Mail

Mrs. C. Healey-Dowdall  
Chief Administrative Officer  
Township of Essa  
5786 County Road 21  
Utopia ON L0M 1T0

Dear Mrs. Healey-Dowdall:

**Project No: 60118287 (16-93039-50)**  
**Regarding: Township of Essa**  
**Nottawasaga Village (Stonemount) Subdivision**  
**Security Reduction for BLOCK 124/125**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the reduction in Securities for BLOCK 124/125 of the Nottawasaga Village (Stonemount) Subdivision.

• **Security Reduction BLOCK 124/125 [51M-1097]**

The total value of work for BLOCK 124/125 is \$1,659,516.11. The current securities posted under Section "E" of the Subdivision Agreement for BLOCK 124/125 is \$719,032.43. With the passing of BY-LAW No. 2019-69 on September 18, 2019 [Certificate of Substantial Completion and Acceptance (Aboveground Works)], and BY-LAW No. 2019-81 on December 18, 2019 [Certificate of Maintenance and Final Acceptance (Belowground Works) for BLOCK 124/125], and based on our review, in accordance with Section 3.8, Reduction of Securities; we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$1,659,516.11
	<b>Less the sum of:</b>	
3.7.2.2.1	2% of total estimated Cost of Underground Works as Maintenance Holdback	\$15,971.77
3.7.2.2.2	2% of total estimated Cost of Aboveground Works as Maintenance Holdback	\$43,046.38
3.7.2.2.3	0% of total installed Underground Works to date as Security Holdback	\$0.00
3.7.2.2.4	0% of total installed Aboveground Works to date as Security Holdback	\$0.00
3.7.2.2.5	Sum of Previous Reduction in Securities	\$940,483.68
3.7.2.2.6	Any Increase in Estimated Cost to Complete Works	\$0.00
	Amount of Discharge from Total Value of Work	<u>\$616,967.90</u>
	<b>Security to be Retained</b>	<b>\$102,064.53</b>

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We have attached a copy of our summary sheet, which provides a breakdown of the Completed and Uncompleted Works for BLOCK 124/125.

- **SUMMARY**

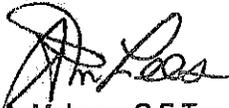
**The Township presently holds Two Letters of Credit for BLOCK 124/125 in the Stonemount Development.**

In our opinion, the Developer is entitled to a reduction and therefore the Township should retain **\$102,064.53.**

Reductions require the receipt of a Statutory Declaration, and that all legal and engineering invoices are paid as per Section 3.8.3. **We have attached the STATUTORY DECLARATION provided by the Developer for BLOCK 124/125.**

We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

Sincerely,  
**AECOM Canada Ltd.**



A. M. Lees, C.E.T.

AML:wh  
Encl.  
cc: C. Healey (email)  
C. Mohr (email)

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Province of Ontario )  
 Regional Municipality of Essa )  
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IN THE MATTER OF a Subdivision Agreement dated the 24th day of October, 2016 between Stonemount Developments Inc, and the Township of Essa. (Residential subdivision E- T-1203, Registered Plan 51M-1097)

AND IN THE MATTER OF the reduction of securities.

I, Peter Cipriano of the City of Vaughan, in the Regional Municipality of York,  
 SOLEMNLY DECLARE THAT:

1. I am the authorized signing officer of Stonemount Developments Inc. and as such have knowledge of the matters hereinafter deposed to.
2. All works required to be installed and completed on public property pursuant to the above-noted agreement in connection with Stonemount Blk 124 Residential Subdivision – E-T-1203 (Register Plan 51M-1097) have been completed and fully paid for and no one is entitled to a claim or lien in respect of labour or materials supplied in respect of such work.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City )  
 of Vaughan )  
 in the Province )  
 of Ontario )  
 this 16<sup>th</sup> day of March, 2020 )  
 )  
 )

  
 \_\_\_\_\_  
 Peter Cipriano, ASO  
 Stonemount Developments Inc.

  
**Graziano Stefani,**  
 a Commissioner, etc., Province of Ontario,  
 for Gold Park Management Inc.,  
 Expires August 8, 2020.

81



AECOM  
55 Cedar Pointe Drive, Suite 620  
Barrie, ON, Canada L4N 5R7  
www.aecom.com

705 721 9222 tel  
705 734 0764 fax

March 18, 2020

By Email & Mail

Mrs. C. Healey-Dowdall  
Chief Administrative Officer  
Township of Essa  
5786 County Road 21  
Utopia ON L0M 1T0

Dear Mrs. Healey-Dowdall:

**Project No: 60118287 (16-93039-50)**

**Regarding: Township of Essa  
Sapphire Hills Homes (Greenwood Drive) Subdivision  
Security Reduction for Sapphire Hills Homes**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the reduction in Securities for **Sapphire Hills Homes** Subdivision.

• **Security Reduction Sapphire Hills Homes [51M-1112]**

The total value of work for Sapphire Hills Homes is \$3,664,111.48. The current securities posted under Section "E" of the Subdivision Agreement for Sapphire Hills Homes is **\$1,840,664.43**. With the passing of BY-LAW No. 2020-12 on February 5, 2020 [Certificate of Maintenance and Final Acceptance (Belowground Works)], and BY-LAW No. 2020-13 on February 5, 2020 [Certificate of Substantial Completion and Acceptance (Aboveground Works)] for Sapphire Hills Homes, and based on our review, in accordance with Section 2.7, Reduction of Securities; we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$3,664,111.48
	<b>Less the sum of:</b>	
3.7.2.2.1	2% of total estimated Cost of Underground Works as Maintenance Holdback	\$56,904.54
3.7.2.2.2	5% of total estimated Cost of Aboveground Works as Maintenance Holdback	\$40,944.23
3.7.2.2.3	2% of total installed Underground Works to date as Security Holdback	\$56,904.54
3.7.2.2.4	5% of total installed Aboveground Works to date as Security Holdback	\$40,365.89
3.7.2.2.5	Sum of Previous Reduction in Securities	\$1,823,447.05
3.7.2.2.6	Any Increase In Estimated Cost to Complete Works	\$0.00
	Amount of Discharge from Total Value of Work	<u>\$1,633,978.37</u>
	<b>Security to be Retained</b>	<b>\$206,686.06</b>

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Province of Ontario )  
 Regional Municipality of Essa )  
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IN THE MATTER OF a Subdivision Agreement dated the 25th day of May, 2017 between Sapphire Hills Homes Inc, and the Township of Essa. (Residential subdivision E-T-0603, Registered Plan 51M-1112)

AND IN THE MATTER OF the reduction of securities.

I, Peter Cipriano of the City of Vaughan, in the Regional Municipality of York,

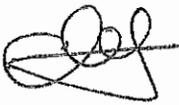
SOLEMNLY DECLARE THAT:

1. I am the authorized signing officer of Sapphire Hills Homes Inc. and as such have knowledge of the matters hereinafter deposed to.
2. All works required to be installed and completed on public property pursuant to the above-noted agreement in connection with Greenwood Drive Residential Subdivision – E-T-0603 (Register Plan 51M-1112) have been completed and fully paid for and no one is entitled to a claim or lien in respect of labour or materials supplied in respect of such work.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City )  
 of Vaughan )  
 in the Province )  
 of Ontario )  
 this 9th day of March, 2020 )  
 )  
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 )

  
 \_\_\_\_\_  
 Peter Cipriano, A.S.O.  
 Sapphire Hills Homes Inc.

  
**Graziano Stefani,**  
 a Commissioner, etc., Province of Ontario,  
 for Gold Park Management Inc..  
 Expires August 8, 2020.



**TOWNSHIP OF ESSA STAFF REPORT**

**STAFF REPORT NO.:** C009-20

**DATE:** March 25, 2020

**TO:** Committee of the Whole

**FROM:** Lisa Lehr, Clerk

**SUBJECT:** Pregnancy and Parental Leave – Council Policy

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**RECOMMENDATION**

That Staff Report C009-20 be received; and

That Council approve the Draft "Pregnancy and Parental Leave – Council Policy", as attached.

**BACKGROUND**

Bill 68 (the Modernization of Municipal Legislation Act) received Royal Assent on May 30, 2017, with phased-in implementation dates for various actions to be taken by municipalities in respect of transparency, accountability, financial sustainability, and responsive government.

One such amendment to the *Municipal Act* includes the requirement for municipalities to adopt and maintain a Policy in respect of Pregnancy and Parental Leaves for members of Council. Subsection 270(1) of the *Municipal Act* was amended accordingly, to include the following:

*270(1) A municipality shall adopt and maintain policies with respect to the following matters:*

- 8. Pregnancy and parental leaves of members of Council.*

As such, the Township is required to adopt a Policy.

[To Note: Section 259(1.1) of the *Municipal Act* was implemented to prevent a Council member's seat from being declared vacant while that member is absent for 20 consecutive weeks (or less) as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.]

**COMMENTS AND CONSIDERATIONS**

The attached Draft Policy (Attachment No. 1) meets the requirements under the *Municipal Act*. Under this Policy, the offices for members of Council absent as a result of parental or pregnancy leave shall not be deemed to be vacant for up to 20 consecutive weeks.



9a

The Draft Policy includes provisions for the member to be paid during their absence, and that any other expenses normally paid should continue to be covered. Unlike municipal employees who are entitled to maternity/pregnancy and/or parental leave under the Employment Standards Act, members of Council are not employees and are not eligible for employment insurance.

### FINANCIAL IMPACT

There is no financial impact to the municipality for the implementation of the attached Council Policy.

In accordance with By-law 2013-49, remuneration for members of Council is not based on Council meeting attendance. Should a member of Council go on parental or pregnancy leave they would still be entitled to receive their regular remuneration.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Draft "Pregnancy and Parental Leave – Council Policy", as attached.**
3. Proceed as Council deems appropriate.

### CONCLUSION

Staff recommends that Council approve Option No. 2.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Lisa Lehr  
Clerk

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
CORPORATE POLICY AND PROCEDURE MANUAL**

**Subject:** Pregnancy and Parental Leave

**Approved by Council:** xxx 2020

**Policy Number:** A03-2020

**Resolution No.:** xxx

**Department:** Council

**Effective Date:** xxx, 2020

**Date of Amendment:** n/a

**Approval:**

**1. POLICY STATEMENT**

The Township of Essa is committed to recognizing a Member of Council's right to take pregnancy and parental leave without a Council motion in accordance with subsections 259(1.1) and 270(1) of the Municipal Act, 2001.

**2. PURPOSE**

This Policy provides guidance on how the Township of Essa addresses a member's pregnancy or parental leave in a manner that respects a member's statutory role as an elected representative.

**3. DEFINITIONS**

3.1 **Pregnancy and/or Parental Leave** – shall mean an absence of 20 consecutive weeks or less as a result of a member's pregnancy, the birth of a member's child, or the adoption of a child by the member, in accordance with section 259(1.1) of the Municipal Act, 2001.

**4. SCOPE**

In accordance with Section 270 of the Municipal Act, 2001, this Policy applies to Members of Council only.

**5. GENERAL RULES**

5.1 Township of Essa Council supports a member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

- a) A Member of Council is elected to represent the interests of their constituents and exercise their legislative powers to move the Township of Essa forward in a positive and productive manner.
- b) A Member's pregnancy and/or parental leave does not require Council approval and/or a Resolution to be passed, and their office cannot be declared vacant as a result of the pregnancy/parental leave.
- c) The member on pregnancy/parental leave is entitled to continue to receive communication from the Township (ie: Council Agenda

9a

Policy Title: Pregnancy and Parental  
Leave  
Department: Council

Policy Number: A03-2020

Approved by Council: xx, 2020  
Date of Revision: n/a

- 
- packages, email, meeting invitations, etc.) as if the member were not on leave, in accordance with the wishes of the member.
- d) A member of Council that is on pregnancy/parental leave reserves the right to participate as a member at any time during their leave.
  - e) A member of Council on pregnancy/parental leave shall continue to receive all remuneration, reimbursements for expenses afforded to all members of Council.
- 5.2 Where a member of Council will be absent due to a pregnancy/parental leave, the member shall provide written notice to the Clerk outlining the expected duration of leave including a potential start date and return date.
  - 5.3 It is understood that under emergent circumstances, a member may not be able to submit the appropriate notice before the leave commences. Each member shall, nonetheless, endeavor to provide the appropriate notice in advance of any leave or as soon as possible after commencing the pregnancy and/or parental leave. The Clerk will provide the Mayor and the Chief Administrative Officer with a copy of any written notice.
  - 5.4 Council shall make temporary appointments to fill any vacancies of the member on leave to Committees and Boards, or other meetings or activities of the member.
  - 5.5 Notwithstanding, at any point in time during a member's pregnancy and/or parental leave, the member can provide written notice to the Clerk of their intent to lift any of the Council approved, temporary appointments. The member shall inform the Clerk, with proper notice, on any changes regarding their return date.
  - 5.6 At any time during the pregnancy and/or parental leave, the member on leave may attend meetings of Council on an intermittent basis. Should the member exercise this right during their leave of up to 20 weeks, their leave shall not be extended for any additional weeks.
  - 5.7 Upon return from leave, the member will resume all appointments to the Council Committees and Boards that they previously held before the leave.
  - 5.8 If a member fails to attend, in person or by any other means permitted under the *Municipal Act*, 2001 or the Township of Essa's Procedural By-law, Council's meeting immediately after the expiration of the member's leave of absence, Council may declare the members seat vacant on account of such absence subject to and in accordance with the provisions of the *Municipal Act*, 2001.

91

9a

Policy Title: Pregnancy and Parental Leave  
Department: Council

Policy Number: A03-2020

Approved by Council: xx, 2020  
Date of Revision: n/a

	<b>THE CORPORATION OF THE TOWNSHIP OF ESSA</b>	
	Form Name:	<b>PREGNANCY OR PARENTAL LEAVE NOTIFICATION</b>

<b>1. PREGNANCY OR PARENTAL LEAVE UP TO 20 WEEKS (complete if applicable)</b>
Council Member Name:
Date of Commencement of Leave:
Expected Date of Return:
Emergency Contact Number:

<b>2. LEAVE ADMINISTRATION</b>	
Would you like to receive the Council Agenda package while on Leave?	Yes / No
Will you initiate an out of office message during leave?	Yes / No
If yes, please indicate the name of the member of Council or staff person to be identified as the alternate contact for out of office messages.	
Do you wish to continue receiving mail and event invitations during leave?	Yes / No
If yes, all mail and invitations will be scanned and sent electronically.	

92



**TOWNSHIP OF ESSA STAFF REPORT**

**STAFF REPORT NO.:** C010-20

**DATE:** March 25, 2020

**TO:** Committee of the Whole

**FROM:** Lisa Lehr, Clerk

**SUBJECT:** Fees & Charges By-law 2013-28 – Proposed Amendments

**RECOMMENDATION**

That Staff Report C010-20 be received; and

That Council approve the proposed amendments to the Fees and Charges By-law 2013-28; and

That the appropriate amending By-law be brought forward for Council's consideration in its Regular Meeting of this date.

**BACKGROUND**

At its meeting of February 19, 2020, Council received Staff Report C006-20, which contained a listing (with justifications) of recommended amendments to the Township of Essa's Fees and Charges By-law 2013-28. These amendments were specific to fees for the following Departments: Fire, Public Works, Planning and Development, and Building.

In respect of imposing fees and charges, authority is granted under Section 391 of the *Municipal Act*, 2001, which permits a municipality to enact By-laws to impose fees or charges under the following circumstances:

- (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons
  - (a) Services or activities provided or done by or on behalf of it;
  - (b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
  - (c) For the use of its property including property under its control.

**Deferred Benefit**

- (2) A fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point.

**Costs Related to Administration**

(3) The costs included in a fee or charge may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

**Fees for Mandatory Services, etc.**

(4) A fee or charge may be imposed whether or not it is mandatory for the municipality imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property.

**COMMENTS AND CONSIDERATIONS**

In accordance with the Township's Procedural By-law, a Notice was provided on the Township's website of the municipality's Notice of Intent to pass a By-law to amend the current Fees and Charges By-law, in addition to advertising for the Public Meeting that took place on March 4, 2020. This allowed the public the opportunity to provide verbal and/or written comment in respect of the proposed amendments.

As was stated in the Public Meeting, the Clerk received one written submission of which expressed concern in relation to the new proposed Site Alteration and Fill Fees as follows:

- *The new fee structure places a significant undue hardship on farmers and residents, and in effect will prevent farmers from restoring their homes to the intended agricultural uses;*
- *The proposed Site Alteration and Fill Fees do not have a nexus to the services provided.*
- *The fee should be justified and reflect the anticipated costs associated with the service or program offered by the municipality in which the fees and charges are levied.*
- *Fees should be revenue neutral*

Additionally, one member of the public in attendance at the Public Meeting requested clarification on the Site Alteration and Fill Fees and expressed concern over the excessive dump trucks placing fill in the Township. [The Chief Administrative Officer provided clarification on the new requirements contained in Essa's new Site Alteration and Fill By-law 2019-84, and stated that the old fees are no longer applicable as the new Site Alteration and Fill By-law only permits permit holders approved by the municipality to a limit of 1,000 m<sup>3</sup> per year.]

Rationale provided by staff for the new proposed Site Alteration and Fill Fees (\$250.00 PLUS \$2.00/m<sup>3</sup>) was provided in Staff Report C006-20 as follows:

- *The increased cost is to help offset costs due to damage and maintenance to roads from truck traffic as well as extra patrols needed to inspect roads during filling activities.*

As Council is aware, there has been an increase noted in respect of damage to various roads in Essa Township which has resulted from the continuous travel of excessive dump trucks transporting fill to locations of current Fill Permit holders in Essa Township, with the municipality having received varying degrees of complaints (ie: mud on roads, road deterioration, truck traffic, excessive speed by dump trucks, etc.). This damage is

not only to the roads fronting the permit holder's property, but to roads taken by the dump trucks in their route to deliver the fill.

Additionally, it should be noted that the proposed Site Alteration and Fill fees (above) allow for cost-recovery which is necessary for enforcement of the Site Alteration and Fill By-law, as well as the necessary additional inspections to be performed on valid Fill Permits that have been approved by the municipality (the current Fee By-law contains a fee in the amount of \$500.00 per site inspection which only applies to inspections not included in a valid approval; ie: whereby residents were bringing in fill without a valid permit).

**FINANCIAL IMPACT**

The proposed fees are designed to ensure that the cost of providing a specific service is fully recovered for the user of that service, while minimizing the cost and affect to all ratepayers.



**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. **Approve the proposed amendments to the Fees and Charges By-law 2013-28;**
3. **Direct Staff to bring the appropriate amending By-law forward for Council's consideration in its Regular Meeting of this date.**
4. Further amend the Fees and Charges as Council deems appropriate.
5. Direct Staff in another manner.

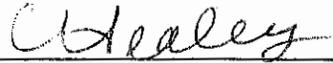
**CONCLUSION**

Staff recommends that Council approve Option Nos. 2 and 3.

Respectfully submitted:

Reviewed by:

  
 \_\_\_\_\_  
 Lisa Lehr  
 Clerk

  
 \_\_\_\_\_  
 Colleen Healey-Dowdall  
 Chief Administrative Officer

Attachments:

1. Copy of Proposed Amendments to Essa's Fee Schedule.
2. DRAFT By-law to amend the Township's Fees and Charges By-law 2013-28

96

**ATTACHMENT NO. 1  
COPY OF PROPOSED AMENDMENTS TO FEE SCHEDULE (BY-LAW 2013-28)**

<b>FIRE DEPARTMENT FEES</b>			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
<b>NEW FEE</b> <i>External Engineering and/or Legal Fees</i>	N/A	<i>Actual Cost Incurred</i>	Ensures consistency b/w Essa Fire Department and surrounding municipalities for the covering of engineering fees
<b>AMEND EXISTING FEE</b> <i>Fire Prevention Training</i>	\$100.00	\$150.00	Reflects actual cost to send three firefighters
<b>AMEND EXISTING FEE</b> <i>Other or Additional Follow-up Inspections</i>	\$40.00	\$50.00	Reflects true cost of inspections
<b>PUBLIC WORKS FEES – SITE ALTERATION AND FILL FEES</b>			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
<b>DELETE EXISTING FEE</b> Fill less than 1,000 m3	\$250.00 + \$.80/m3	Remove	No longer applies, per By-law 2019-84
<b>DELETE EXISTING FEE</b> Fill between 1,000 m3 and 5,000 m3	\$500.00 + \$.80/m3	Remove	No longer applies, per By-law 2019-84
<b>DELETE EXISTING FEE</b> Fill between 5,000 m3 and 10,000 m3	\$1,500.00 + .80/m3	Remove	No longer applies, per By-law 2019-84
<b>DELETE EXISTING FEE</b> Greater than 10,000 m3	\$2,500.00 + .80/m3	Remove	No longer applies, per By-law 2019-84
<b>NEW FEE</b> <i>Fill up to 1,000 m3</i>	n/a	<i>\$250.00 + \$2.00 / m3</i>	To assist in offsetting cost(s) due to damage and maintenance on roads from truck traffic, as well as extra patrols needed to inspect roads during filling activities.
<b>PLANNING AND DEVELOPMENT FEES</b>			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
<b>NEW FEE</b> <i>Staff Attendance at LPAT Hearing(s)</i>	n/a	<i>\$1,500.00/day PLUS \$750.00/subsequent days</i>	Fee to be collected IF required by an applicant that appeals a decision of Council and staff
<b>NEW FEE</b> <i>Validation of Title</i>	n/a	<i>\$500.00</i>	Standard fee collected in addition to Consent Application Fee
<b>NEW FEE</b> <i>Condominium Exemption</i>	n/a	<i>\$2,000.00 PLUS \$2,000.00 Legal and Engineering Deposit</i>	Clarification required for "Exemption" Applications which was never specified
<b>BUILDING DEPARTMENT FEES</b>			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
<b>AMEND EXISTING FEE</b> <i>15.1 - Revision Part 9 Permits/Applications</i>	\$50.00/hr	\$75.00/hr	Increase as per industry standard
<b>AMEND EXISTING FEE</b> <i>15.2 – Revision Part 3 Permits/Applications</i>	\$50.00/hr	\$75.00/hr	Increase as per industry standard
<b>AMEND EXISTING FEE</b> <i>15.4 Re-Inspection</i>	\$25.00	\$75.00	Increase as per industry standard
<b>AMEND EXISTING FEE</b> <i>5.11 Model Home</i>	\$100.00	\$500.00	Flat Fee - includes Review
<b>DELETE EXISTING FEE</b> <i>2.2 Tents – 2 to 10, same site (per site)</i>	\$50.00	Remove	Housekeeping Amendment to only have one fee for tents
<b>DELETE EXISTING FEE</b> <i>2.3 Tents - more than 10 (same site)</i>	\$50.00	Remove	Housekeeping Amendment to only have one fee for tents
<b>AMEND (Wording only)</b> Change from "Tents, one only (each) TO "Tents (each)"	\$50.00	Keep fee at \$50.00 per tent	Charge per tent

96

Attachment No. 2

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 – xx

A By-law to amend the Township’s Fees and Charges By-law (2013-28).

WHEREAS Section 11 (1) of the *Municipal Act*, 2001, S.O. 2001, c.M.25, as amended, provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4); and

WHEREAS Section 391(1) of the *Municipal Act 2001*, S.O. 2001, c.M.25, as amended, provides that municipalities may pass By-laws imposing fees or charges on any class of persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control; and,

WHEREAS Notice of Intent to amend its Fees and Charges By-law was provided to the public, and a Public Meeting was held on March 4, 2020 to provide the public with the opportunity to address Council and provide comments and/or objections to the proposed increase in fees and charges;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That By-law 2013-28 be and is hereby amended as outlined in Schedule “A” of this By-law, effective immediately upon passage of this By-law.
2. That this By-law shall come into full force and effect upon the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 6<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Sandie Macdonald, Mayor

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Lisa Lehr, Clerk

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**SCHEDULE "A" TO BY-LAW 2020-xx**

**Amendments to Fees and Charges**

<b>FIRE DEPARTMENT FEES</b>	
Fee Description	Fee
NEW FEE - External Engineering and/or Legal Fees	Actual Cost Incurred
AMEND EXISTING FEE - Fire Prevention Training	\$150.00
AMEND EXISTING FEE - Other or Additional Follow-up Inspections	\$50.00
<b>PUBLIC WORKS FEES – SITE ALTERATION AND FILL FEES</b>	
Fee Description	Fee
NEW FEE - Fill up to 1,000 m3	\$250.00 PLUS \$2.00/m3
DELETE EXISTING FEE - Fill less than 1,000 m3	
DELETE EXISTING FEE - Fill between 1,000 m3 and 5,000 m3	
DELETE EXISTING FEE - Fill between 5,000 m3 and 10,000 m3	
DELETE EXISTING FEE - Greater than 10,000 m3	
<b>PLANNING AND DEVELOPMENT FEES</b>	
Fee Description	Fee
NEW FEE - Staff Attendance at LPAT Hearing(s)	\$1,500.00/day PLUS \$750.00/subsequent days
NEW FEE - Validation of Title	\$500.00
NEW FEE - Condominium Exemption	\$2,000.00 PLUS \$2,000.00 Legal and Engineering Deposit
<b>BUILDING DEPARTMENT FEES</b>	
Fee Description	Fee
AMEND EXISTING FEE - 15.1 - Revision Part 9 Permits/Applications	\$75.00/hr
AMEND EXISTING FEE - 15.2 – Revision Part 3 Permits/Applications	\$75.00/hr
AMEND EXISTING FEE - 15.4 Re-Inspection	\$75.00
AMEND EXISTING FEE - 5.11 Model Home	\$500.00
DELETE EXISTING FEE - 2.2 Tents – 2 to 10, same site (per site)	
DELETE EXISTING FEE - 2.3 Tents - more than 10 (same site)	
AMEND (Wording only) - Change from "Tents, one only (each) TO "Tents (each)"	

98



## TOWNSHIP OF ESSA STAFF REPORT

9c

**STAFF REPORT NO.:** C011-20  
**DATE:** March 25, 2020  
**TO:** Committee of the Whole  
**FROM:** Krista Pascoe, Deputy Clerk  
**SUBJECT:** Matthews House Hospice Request – Polo for Hospice

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### RECOMMENDATION

That Staff Report C011-20 be received; and

That Council approve the request of Matthews Hospice House by naming their event “Polo for Hospice” as a municipally significant event; and

That the Clerk be authorized to send a letter designating the event as municipally significant.

### BACKGROUND

Matthews House Hospice is hosting a “Polo for Hospice” event on Saturday August 15<sup>th</sup>, 2020 at the Toronto Polo Club Alliston Fields, 5997 5<sup>th</sup> Line, Egbert, (See attachment 1). They are requesting that Council of the Township of Essa consider deeming their event “Polo for Hospice” as a municipally significant event.

As per the Township of Essa’s Special Occasion Permit Approval Policy A07-06, Municipally Significant Events are defined as:

*“public events that are held within the Township of Essa that are made available to the public at large that:*

- i. Enhance or promote community assets (ie: parks, trails);*
- ii. Encourage, attract and promote community involvement and/or participation at little or no cost;*
- iii. Partner with and/or provide a venue for local businesses, organizations and residents to form part of the activities (ie: vendors, facilitate an event activity).*

*Examples of municipally significant events would be the shutting down of the main street for a “midnight madness” type of event whereby alcohol would be permitted to be carried by patrons of legal age from one area to another.”*

### COMMENTS AND CONSIDERATIONS

As per the Alcohol and Gaming Commission of Ontario (AGCO), in order to be deemed as an event of municipal significance, it requires a designation by the municipality in which the event will take place. Therefore if Council wishes to deem “Polo for Hospice”

99

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as a municipally significant event, the Clerks Department will send a letter stating such to Matthews House Hospice in order for them to start the process through the AGCO.

Matthews House Hospice is also required to apply for a Special Occasion Permit through the Township of Essa; whereby the attached Policy will be followed and all supporting documents including insurance will be requested prior to approval.

**FINANCIAL IMPACT**

None.



**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. **Approve the request of Matthews House Hospice by deeming the event "Polo for Hospice" as Municipally Significant.**

**CONCLUSION**

It is recommended that approve Option No. 2.

Respectfully submitted:

Krista Pascoe  
Deputy Clerk

Reviewed by:

Lisa Lehr  
Clerk

Reviewed by:

Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments:

1. Matthews House Hospice Request and Site Plan
2. Special Occasion Permit Approvals Policy A07-06

Matthews House Hospice

Where Compassion Meets Community

February 26, 2020

Township of Essa

Re: Polo for Hospice Saturday August 15<sup>th</sup> 2020

Matthews House Hospice respectfully asks the Township of Essa to signify "Polo for Hospice" as a municipally significant event.

The event will take place on Saturday, August 15<sup>th</sup> 2020 (raindate Sunday, August 16<sup>th</sup> 2020) at the Toronto Polo Club Alliston Fields, 5997 5<sup>th</sup> Line Essa

2 Polo matches will be played commencing at 12noon. Lunch will be served to fieldside guests and a Bar serving wine and beer open from 12noon – 3pm.

Tables of 6 cost \$750 or individual tickets are \$125 per person. General Admission tickets are available at \$25 per car. Tickets will be purchased through Matthews House Hospice website at [www.matthewshousehospice.ca](http://www.matthewshousehospice.ca)

Volunteers and SmartServe licenced volunteer bartenders/servers will be assisting. Approximate number of attendees is 400.

The purpose of the event is to introduce the community to the sport of Polo and for the Polo community to connect to the community of Essa. It is also a fundraiser for Matthews House Hospice. Proceeds will be directed to supporting compassionate care programs and services that Matthews House Hospice delivers.

With Gratitude,

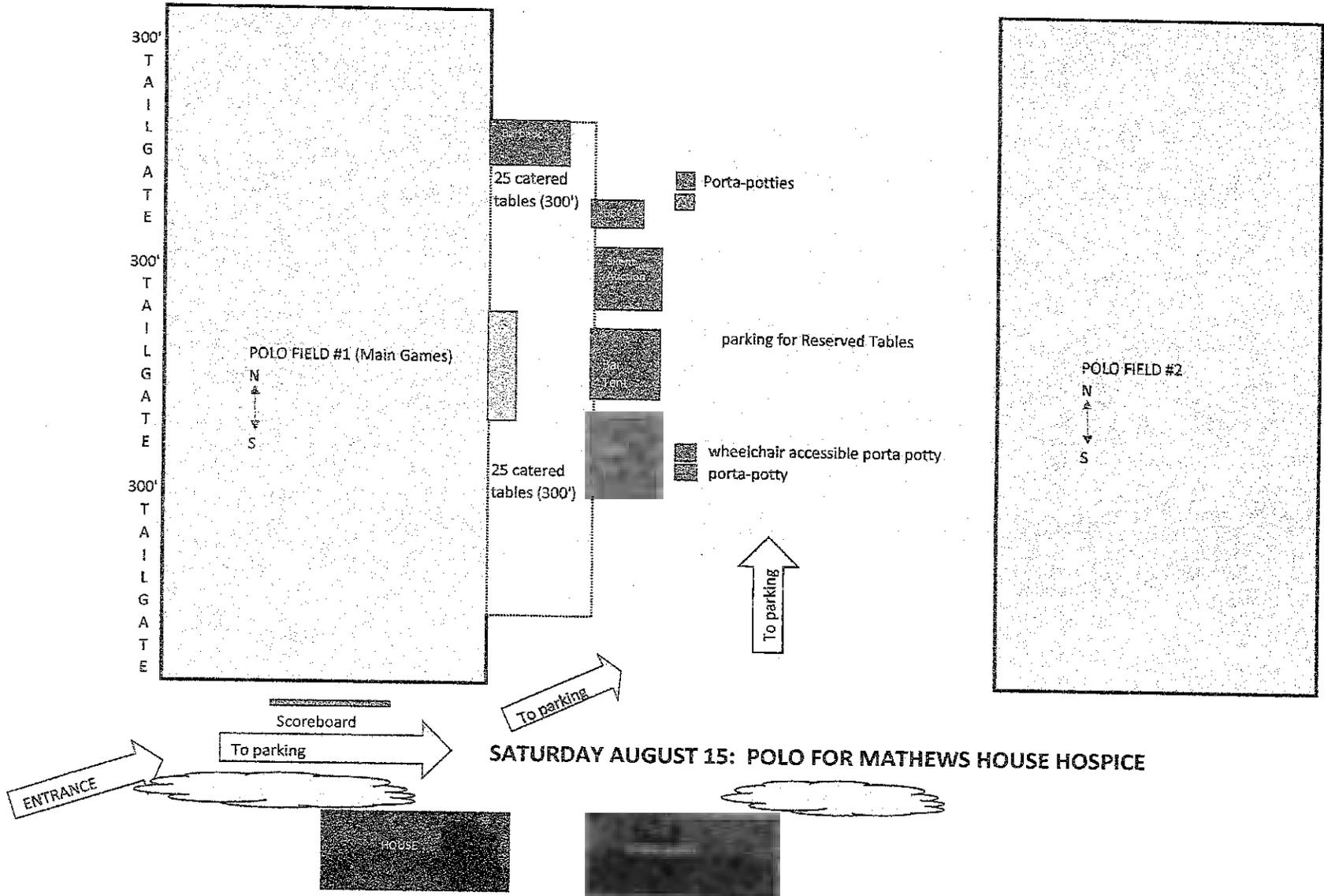
Andrea Roylance  
Director, Gifts and Gratitude



102



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**TOWNSHIP OF ESSA  
POLICY AND PROCEDURE MANUAL**

<b>Department:</b>	Clerks/Administration	<b>Date:</b>	November 7, 2012
<b>Subject/Title:</b>	Special Occasion Permit Approvals (for Alcohol Related Events)		
<b>Policy Number:</b>	A07-06	<b>Date Approved:</b>	June 15, 2013
		<b>Resolution No.:</b>	CW117-2013
<b>Supersedes</b>	A07-06 September 2007	<b>Effective:</b>	June 16, 2013

**1. AUTHORITY**

*Liquor Licence Act*, R.S.O 1990, Regulation 389/91

**2. POLICY STATEMENT AND RATIONALE**

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). SOPs are issued for *occasional special events only*, and not to operate an ongoing business.

The Corporation of the Township of Essa and its Management recognize the importance of public and community events that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of liquor related activities. As such this policy has been implemented to streamline the approval process between departments dealing with such approvals.

**3. SCOPE**

Individuals (or groups) wishing to hold an event where liquor will be served must apply for a Special Occasion Permit (SOP) through the Liquor Control Board of Ontario. As part of the approval process for such permit(s), approvals must be granted from the municipality in the form of a letter of non-objection (with approvals from each department and/or specific conditions as indicated by each particular department), and sometimes will require a resolution of Council declaring the event to be a *Municipally Significant Event*. (For events falling within the classification of "municipally significant", a resolution from Council is required.)

**Application**

This policy applies to municipal staff charged with the designation of signing authority for the issuance of approvals for such types of public and/or private events, whereby alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (by invitation only).

In accordance with Regulation 389/91 of the *Provincial Liquor Licence Act (Special Occasion Permits)*, all public events falling within the classification of "*Municipally Significant Events*", the applicant must give written notification before the event is to take place to the Clerk, a **minimum** of 30 days before the event is to take place (if it is

9c

expected that fewer than 5,000 people will attend the event); or 60 days before the event is to take place (if it is expected that more than 5,000 people will attend the event).

**Definitions**

**Private Event SOP's** are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. **Private events are for invited guests only** and the event must not be advertised to the public, including by way of flyers, newspaper, internet or radio. The event cannot be open to the general public, and there can be no intention to profit from the sale of alcohol at the event.

**Public Event SOP's** are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. A Public Event permit holder may advertise the event and can fundraise or profit from the sale of alcohol.

A SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- "provincial, national or international significance", as agreed to by the Registrar of Alcohol and Gaming (the Registrar); or
- \* • "**municipal significance**"\*\* for which a **municipal resolution** or letter from the municipal clerk or designated authority which designates the event as one of municipal significance is required.

\* **\*\*Municipally Significant Events** are defined as *public events that are held within the Township of Essa that are made available to the public at large that:*

- i. *Enhance or promote community assets (ie: parks, trails);*
- ii. *Encourage, attract and promote community involvement and/or participation at little or no cost;*
- iii. *Partner with and/or provide a venue for local businesses, organizations and residents to form part of the activities (ie: vendors, facilitate an event activity).*

Examples of municipally significant events would be the shutting down of the main street for a "midnight madness" type of event whereby alcohol would be permitted to be carried by patrons of legal age from one area to another.

**Industry Promotional SOP** is intended to promote a manufacturer's product(s). These events may be open to the general public or for invited guests only. They can be either "Sale" or "No Sale" liquor events. There can be no intent to profit from the sale of alcohol at the event. Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken. Samples at these events must be provided by a manufacturer or AGCO licensed representative of a manufacturer or an

9c

event organizer acting on behalf of either. All orders must be processed through authorized government retail stores.

An Industry Promotional event can also be for the purposes of conducting market research on a product. Market research events must be held by a manufacturer, or by an AGCO licensed representative of a manufacturer, or on behalf of a manufacturer by another party authorized by the manufacturer to represent them. If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

#### 4. PROCEDURE AND IMPLEMENTATION



- a. The Clerk's Office is the intake agent for all special occasion permit requests. Applicants are required to submit a letter to the municipality indicating the following:
  - Name and contact information of the event organizer, association, organization;
  - Description of the Event (Private, Public, Industry Promotional Event) including target audience, entrance fees and activities;
  - Date and Time of Event (including times when alcohol will be served);
  - Logistics of the Event - Indoor/Outdoor, location, written property owner consent if public event held on private property, security measures for event, number of servers, etc);
  - Purpose of the event and how it benefits the Township of Essa;
  - Number of people attending (or approximation);
  - Proof of insurance in the amount of \$ 2 million naming the Township of Essa as an additional insured.
  
- b. The applicant is responsible for submitting a sketch/drawing that clearly shows buildings, access, fire routes, fencing, parking, location of tent (if applicable), location of washrooms (if outdoors), etc.
  
- c. The applicant is responsible for paying the appropriate fee(s) associated with the issuance of such permits (ie: Special Occasion Permit Fee, Building Permit Application Fee, Fire Department Inspection Fee, etc.). Please refer to the Township of Essa's Schedule of Fees.
  
- d. The Clerk's Office is responsible for sending/emailing a copy of the letter/application as well as the proposed site plan to the following departments for their review and/or approval of the event:
  - Council (if declaration of event as "municipally significant" is required)
  - Fire Department
  - Building Department
  - Planning and Development Department
  - By-law Enforcement Department
  - Public Works Department
  - County of Simcoe (if applicable)

105

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- OPP (contact via email)
  - Health Unit
- e. Where necessary, each Department Head shall provide the applicant with a listing of conditions to be met that are necessary for approval of the event. Each department shall provide the same listing to the Clerk (or Clerk's designate) for information.
- f. Upon successful inspections and/or conditions being met, all approvals are to be provided to the Clerk's Department, whereby the Clerk (or designate) shall communicate the approval/decline to the applicant providing the applicant with a letter stating such approval/decline. In the event that the municipality declines the approval, the letter to the applicant will outline reasons for the decline based on the comments provided from the various departments.
- g. Upon receipt of municipal approval from the respective departments, the applicant is to provide a copy of the municipality's approval to the OPP and the Simcoe Muskoka District Health Unit separately. Should the applicant's request be declined by the municipality, the Clerk's Department will forward a copy of the decline to the OPP via email.

## 5. SUMMARY

Effective July 1, 2012, amendments in the form of Ontario Regulation 389/91 make it necessary for this municipality to have a policy in place defining *Events of Municipal Significance*. As such, this policy has been updated to reflect necessary changes. The use of such a policy will help in streamlining the process for approvals/declines of such applications based on the amendments to the *Liquor Licence Act*.

106