

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, MARCH 9, 2022  
6:00 p.m.**

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

**AGENDA**

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**
  - a. Delegation – Martin Myler**  
re: Parking Concerns
  - p. 1 **b. Public Meeting – Zoning By-law Amendment (No. Z3/21)**  
re: 62 Centre Street, Angus.
  - p. 11 **c. Public Meeting – Zoning By-law Amendment (no. Z4/19) and Draft Plan of Subdivision.**  
re: 68 Gold Park Gate, Angus.

**STAFF REPORTS**

- 4. PLANNING AND DEVELOPMENT**
- 5. PARKS AND RECREATION / COMMUNITY SERVICES**
- 6. FIRE AND EMERGENCY SERVICES**
  - p. 25 **a. Staff Report FD002-22 submitted by the Fire Chief, re: Purchase of a Replacement Chief Vehicle as Part of Budget Approval 2022.**

Recommendation: *Be it resolved that Staff Report FD002-22 be received: and That Council authorize the Fire Chief to purchase a 2022 Chevrolet Silverado RST at the purchase price of \$54,788.00 excluding applicable taxes and licensing.*

## 7. PUBLIC WORKS

- p. 27 a. **Staff Report PW003-22 submitted by the Manager of Public Works,  
re: Award of Tender – 2022 Street Sweeping.**

Recommendation: *Be it resolved that Staff Report PW003-22 be received: and That the quotation as received from Glen's Sweeping Ltd. for the 2022 Street Sweeping RFQ be accepted in the amount of \$35,999.00 (excluding HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and That Council authorize the Roads Supervisor to arrange for the necessary works to be completed.*

- p. 29 b. **Staff Report PW004-22 submitted by the Manager of Public Works,  
re: Award of Tender – 2022 Dust Suppressant Application.**

Recommendation: *Be it resolved that Staff Report PW004-22 be received: and That the quotation as received from Den-Mar Brines Ltd. be accepted in the amount of \$33,000.00 (excluding HST), to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

- p. 31 c. **Staff Report PW005-22 submitted by the Manager of Public Works,  
re: Award of Quotation – 2022 Granular Gravel Supply.**

Recommendation: *Be it resolved that Staff Report PW005-22 be received: and That the quotation as received from Duivenvoorden Haulage Ltd. be accepted in the amount of \$347,340.00 (excluding HST), to supply and place Granular 'A' Gravel on various locations within the Township limits, and to deliver to stockpile granular for supply, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

- p. 34 d. **Staff Report PW006-22 submitted by the Manager of Public Works,  
re: Water Reservoir Repairs – Angus Brownley Pumphouse.**

Recommendation: *Be it resolved that Staff Report PW006-22 be received: and That the quotation as received from Perma-Seal Contracting for the repairs and re-parging of the Brownley Pumphouse Cell # 2,3 and 4 be accepted in the amount of \$96,700.00 (excluding HST).*

- p. 42 e. **Staff Report PW007-22 submitted by the Manager of Public Works, re: Award of Quotation – 2022 Double Surface Treatment (Combined).**

Recommendation: *Be it resolved that Staff Report PW0007-22 be received: and That the quotation as received from Duncor Enterprises Inc. be accepted in the amount of \$352,097.60 (excluding HST and 50mm shoulder granular), to complete the 2022 double surface treatment projects, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

- p. 46 f. **Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2021) and Section 11 Annual Reports (2021) for the Angus, Baxter and Thornton Drinking Water Systems.**

Recommendation: *Be it resolved that the 2021 Schedule 22 Summary Reports and the 2021 Section 11 Annual Reports from the Ontario Clean Water Agency for the Angus, Baxter and Thornton Drinking Water and Distribution Systems be received; and That a notice be posted on the Township's website stating that the 2021 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

- p. 89 a. **Staff Report TR002-22 submitted by the Manager of Finance, re: Statement of Treasurer – Remuneration 2021.**

Recommendation: *Be it resolved that Staff Report TR002-22 be received: and That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2021 be received as circulated.*

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

- p. 92 a. **Staff Report C002-22 submitted by the Manager of Legislative Services, re: Election Sign By-law Review.**

Recommendation: *Be it resolved that Staff Report C002-22 be received: and That Council approve the Draft Election Sign By-law; and That the Draft By-law as attached be brought forward at a future meeting for passage.*

- p. 104 b. **Staff Report C003-22 submitted by the Deputy Clerk, re: Request for Sponsorship – Canadian Armed Forces Day and Air Show – June 18 and 19, 2022.**

Recommendation: *Be it resolved that Staff Report C003-22 be received: and That Council approve a sponsorship in the amount of \$4,000.00 for the 2022 Canadian Armed Forces Day and Air Show.*

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

- p. a. **Staff Report CAO007-22 submitted by the Chief Administrative Officer, re: County of Simcoe Fire Services Review.**

Recommendation: *Be it resolved that Staff Report CAO007-22 be received: and That Council direct staff to:*

- a) investigate and attempt to enhance data collection on types of calls, response and outcome with the County of Simcoe,*
- b) continue to pursue training opportunities with other municipalities, such as, neighbours New Tecumseth and Springwater,*
- c) investigate shared services with neighbours,*
- d) prepare for a new Station 2 Firehall in Angus, and*
- e) forward Essa comments on the County's Fire Services Review Report to the County of Simcoe.*

- p. 112 b. **Staff Report CAO009-22 submitted by the Chief Administrative Officer, re: Proposed Mileage Rate Increase.**

Recommendation: *Be it resolved that Staff Report CAO009-22 be received: and That Council approve increasing the rate for staff using their personal vehicles to conduct Township business from \$0.58 per km to \$0.61 per km due to the increase in fuel costs and other maintenance expenses associated with operating such vehicles.*

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at \_\_\_\_\_ p.m., to meet again on the 23<sup>rd</sup> day of March, 2022 at 6:00 p.m.*





**PUBLIC MEETING OUTLINE  
PROPOSED ZONING BY-LAW AMENDMENT**

RE: 62 CENTRE STREET, ANGUS  
NOTICE TO RE-ZONE THE LANDS FROM RESIDENTIAL LOW DENSITY DETACHED (R1),  
TO RESIDENTIAL LOW-DENSITY SEMI-DETACHED WITH SITE-SPECIFIC ZONING (R2-X)  
TO PERMIT THE DEVELOPMENT OF 2 NEW SEMI-DETACHED RESIDENTIAL UNITS.

**MARCH 9, 2022**

**INTRODUCTION BY MAYOR:**

The purpose of this Public Meeting is to discuss the proposed amendment to the Township's Zoning By-law 2003-50 in accordance with Section 34 of the Planning Act, R.S.O., c.p. 13, to hear a presentation from Kristine Loft from Loft Planning Inc. introduced by Aimee Powell, the Manager of Planning and Development, and to hear all comments from residents of the Township of Essa.

**DESCRIPTION OF THE PROPOSAL – MANAGER OF PLANNING AND DEVELOPMENT**

The Township is in receipt of complete application submission for 62 Centre Street Angus. The submission includes applications for a Zoning By-law Amendment (ZBA) and a Consent application was heard before the Committee of Adjustment in January 2022, whereas the Decision was deferred pending the outcome of the Zoning By-law Amendment request.

62 Center Street Angus is 0.075 hectares in size, designated 'Residential' in the Township's Official Plan, and is zoned 'Residential Low Density Detached (R1)' in the Township's Zoning By-law. There are currently no buildings or structures on the subject lands.

The Zoning By-law Amendment is to further zone the lands to Residential, Low Density, Semi-Detached Exception (R2-X) to provide site specific zoning seeking relief of the minimum lot area, minimum lot frontage, and reduced parking standards.

A full comment set concerning this application's circulation is pending Staff's review and will inform the forthcoming recommendation Report that will be provided to Council for their decision at a future meeting of the Committee of the Whole. Staff will be intaking comments on this matter until March 29<sup>th</sup>, 2022.

Staff welcomes Kristine Loft from Loft Planning Inc. to deliver her presentation on the subject applications.

**COMMENTS FROM THE PUBLIC – PLANNER**

Those wishing to ask questions or provide comments must type their name and address into the 'Chat Function' on Zoom so that proper records may be kept, and Notice of future decisions can be sent to those persons involved in the review process.

**REPLY – MAYOR**

Council may ask questions for clarification.

**FINAL STATEMENT – MAYOR**

If there are no further questions, Council wishes to thank all those in attendance for their participation. The Planning and Development Department will be preparing a Staff Report to be presented to Council at a future meeting of the Committee of the Whole.



COUNCIL  
Geoffrey Smith

62 Centre Street, Township of Essa

File: Z3/21

March 9, 2022



LOFT PLANNING

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# LOCATION:

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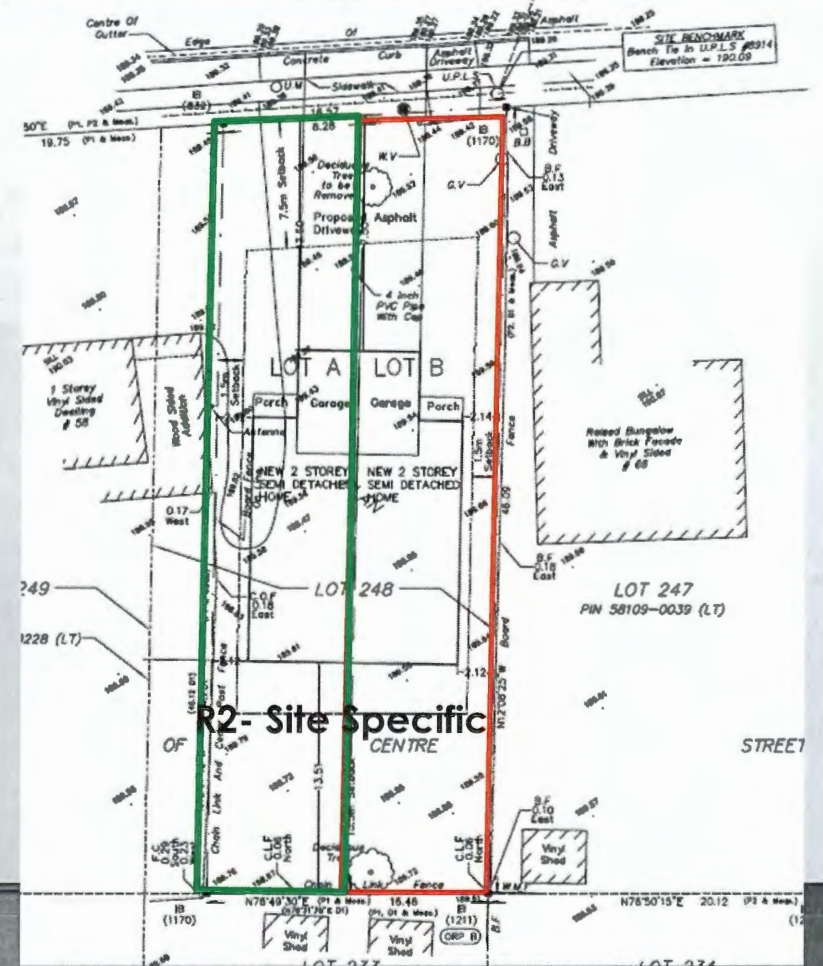
## SITE DETAILS:

- 62 Centre Street, Township of Essa
- Existing Vacant Lot
  - Lot Area of 750 sqm
  - Lot Frontage of 16.5 m
- Surrounding Uses –
  - North: Residential
  - West: Residential
  - South: Residential
  - East: Residential



# PROPOSED ZONING BY-LAW AMENDMENT:

- To re-zone the lands from “Residential, Low Density, Detached (R1)” to “Residential, Low Density, Semi-Detached Exception (R2-Site Specific Exception).”
- The proposed By-law would implement Consent Application B3.2022 which proposes to sever the lot for the purposes of building a two semi-detached units.

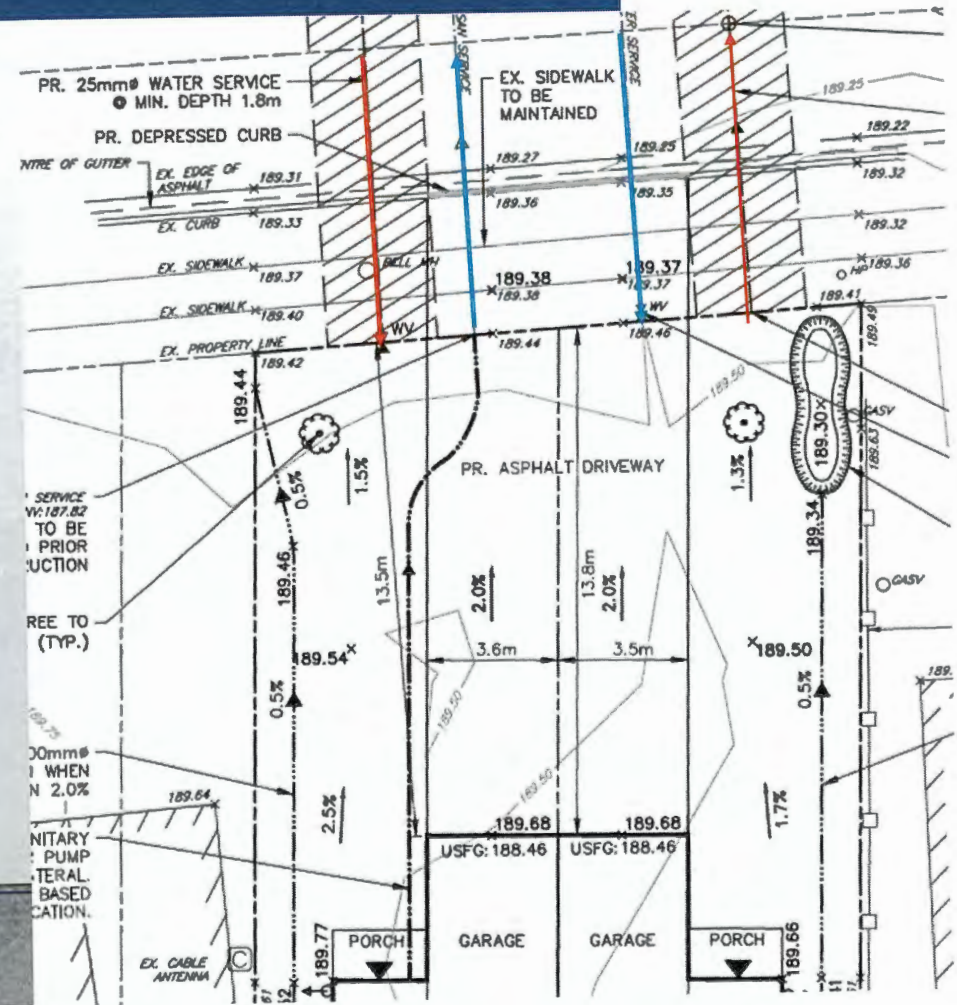






# Lot Grading and Servicing

- Lot Grading Plan and FSR were prepared by Tatham. **EXISTING** **PROPOSED**
- **Sanitary:**
  - There is an existing 400 mm dia sanitary sewer within Centre Street. The existing service will remain and will be utilized to service the west unit.
  - Lot B will be serviced by a new 125 mm dia sanitary service lateral.
- **Water:** Lot A will be serviced by a proposed 25 mm dia water service. Lot B will utilize existing service.
- **Drainage:** Grading will match the existing grades along the limits of the property.



# PROPOSED ZONING



R2	Requirements	Severed	Retained
Minimum Lot Area	390 ha	373.34 sqm	377.73 sqm
Minimum Lot Frontage	11 m	8.23 m	8.23m
Front Yard	7.5 m	13.5 m	13.8 m
Interior Side Yard	1.5 m	2.12 m	2.12 m
Rear Yard	9.0 m	13.51 m	13.51 m
Lot Coverage	35%	28.86%	28.52%
Minimum GFA	84 sqm	102.75 sqm	102.75 sqm
Building Height	10.5 m	7.54 m	7.54 m

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# PROPOSED ZONING



Municipality	Lot Area for Semi Detached	Lot Frontage for Semi Detached
Essa	390 sqm	11 m
<b>Requested</b>	<b>373 sqm</b>	<b>8.23 m</b>
Innisfil	240 sqm	8 m
Collingwood	275 sqm	9 m
Barrie	300 sqm	9 m
Bradford West Gwillimbury	200 sqm	6.8 m
	230 sqm	7.0
Township of King (urban)	225 sqm	7.5 m

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- **Previous Approvals in Angus:**

- R2-3, R2-4
  - Lot Frontage - 9 m
  - Lot Area - 330 sqm
- R2-7, R2-9
  - Lot Frontage - 9m
  - Lot Area - 270 sqm
- R2-6
  - Lot Frontage – 9m
  - Lot Area - 300 sqm



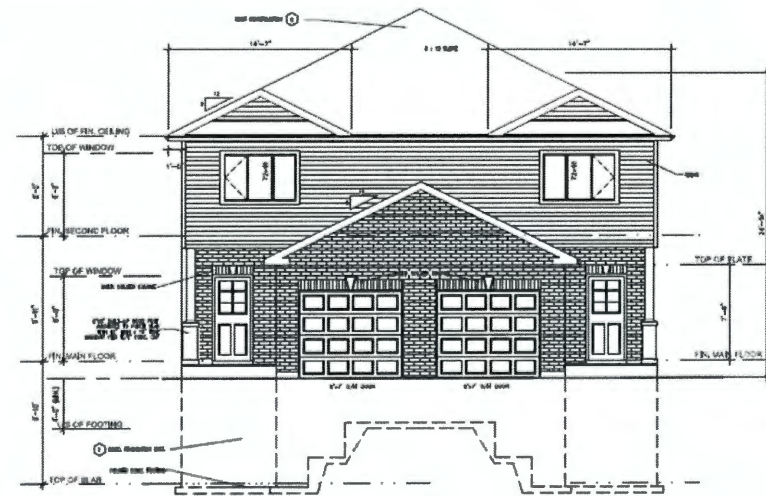
## PROPOSED SEMI DETACHED UNIT DESCRIPTION

- Two semi-Detached Units.
- Two Storey units.
- Each unit will have a ground floor area of 107.76 sqm and a gross floor area of 176 sqm (201 sqm with garage).
- Unit widths 6.14 m, Unit depths 9.08 m.
- Substantial backyards with 13.75 m.
- Front porch.
- Mix of brick and siding.
- Compatible with residential area.
- Walkability to school.



# CONCLUSION

- The proposed Zoning By-Law Amendment will permit a semi-detached building to be constructed.
- The exception will include a reduction in lot frontage and lot area.
- A lot frontage of 8.2 m is a permitted lot frontage in other settlement areas.
- A lot area of 323 sqm is a permitted lot area in other settlement areas.
- Meets front yard setback to avoid any parking issues.
- Substantial backyards with 13.75 m.
- Compatible with residential area.
- Walkability to school and park areas.
- Works towards providing more attainable housing options.



FRONT ELEVATION

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**PUBLIC MEETING OUTLINE  
PROPOSED ZONING BY-LAW AMENDMENT AND DRAFT PLAN OF SUBDIVISION**

RE: 68 GOLD PARK GATE, BLOCK 13, PLAN 51M-784, ANGUS  
NOTICE TO RE-ZONE 'COMMUNITY COMMERCIAL (C1)' LANDS TO 'RESIDENTIAL,  
MEDIUM DENSITY, TOWN HOMES (R3) WITH SPECIAL PROVISIONS AND 'OPEN SPACE  
PARK (OSP)' AND COMMERCIAL C1 FOR MIXED USE WITH PROVISIONS  
TO PERMIT TWENTY-SIX TOWNHOMES AND FOUR MIXED USE DWELLINGS.

**MARCH 9, 2022**

**INTRODUCTION BY MAYOR:**

The purpose of this Public Meeting is to discuss a proposed Amendment to Zoning By-law 2003-50 and a proposed Draft Plan of Subdivision in accordance with Sections 34 and 51 of the Planning Act, R.S.O., c.p. 13, to hear a presentation from Nadia Zuccaro from EMC Group Limited introduced by Aimee Powell, the Manager of Planning and Development, and to hear all comments from residents of the Township of Essa.

**DESCRIPTION OF THE PROPOSAL – PLANNER**

The Township is in receipt of a complete application resubmission for 68 Gold Park Gate, Block 13, Plan 51M-784, Angus. Following the May 2021 Public Meeting, a revised Concept Plan has been provided by the Applicant. The submission includes applications for a Zoning By-law Amendment (ZBA) and a proposed Draft Plan of Subdivision to rezone the subject lands and to permit the division of the subject lands into five (5) blocks of twenty-six (26) residential medium density townhome and four (4) Work-Live mixed use dwellings. The proposed development includes thirty (30) townhome units, four (4) mixed-use units, and a parkette block.

68 Gold Park Gate, Block 13 - is less than 1 hectare in size, designated 'Residential-Future' in the Township's Official Plan and is zoned 'Community Commercial (C1)' in the Township of Essa's Official Plan. There are currently no buildings or structures on the subject lands.

The Zoning By-law Amendment is being requested by the applicant to rezone the subject lots to permit medium-density residential uses on 68 Gold Park Gate. The applicant is seeking to rezone the lands to 'Residential, Medium Density, Townhome (R3) with Special Provisions (R3-X)', 'Open Space Park (OSP)', and maintain the Community Commercial (C1) zoning. Special Provisions are requested to provide site specific zoning standards that allow for relief of the minimum lot area requirements, minimum lot frontage requirements for the townhome dwellings, minimum front yard setbacks, minimum interior side yard setbacks, minimum rear yard setbacks, and maximum lot coverage requirements.

A full comment set concerning this application's circulation is pending Staff's review and will inform the forthcoming recommendation Report that will be provided to Council for their decision at a future meeting of the Committee of the Whole. Staff will be intaking comments on this matter until Tuesday March 29<sup>th</sup>, 2021.

Staff welcomes Nadia Zuccaro, Senior Planner with EMC Group Limited to deliver her presentation on the subject applications.

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**COMMENTS FROM THE PUBLIC – PLANNER**

Those wishing to ask questions or provide comments must type their name and address into the 'Chat Function' on Zoom so that proper records may be kept, and Notice of future decisions can be sent to those persons involved in the review process.

**REPLY – MAYOR**

Council may ask questions for clarification.

**FINAL STATEMENT – MAYOR**

If there are no further questions, Council wishes to thank all those in attendance for their participation. The Planning and Development Department will be preparing a Staff Report to be presented to Council at a future meeting of the Committee of the Whole.



# **PUBLIC MEETING PRESENTATION**

## **March 9<sup>th</sup>, 2022**

**68 Gold Park Gate**

**B**

*Stonemount Developments Inc.*  
Block 13, Registered Plan 51M-784  
Angus, Township of Essa

Draft Plan of Subdivision  
Zoning By-law Amendment Application Z4/19



**EMC** GROUP LIMITED

**B**



# Aerial Overview & Site Characteristics



**Parcel Statistics:**

**Area:** 9,588.64 m<sup>2</sup> (0.96ha or 2.37 acres)

**Frontage (Gold Park Gt.):** 78.0 m (255ft)

**Frontage (Greenwood Dr.):** 64.85 m (212ft)



## Site and Surrounding Area Photographs



1. Looking North from Gold Park Gate



2. Looking North from Gold Park Gate



3. Looking East from Greenwood Drive



4. Looking North East from corner of Greenwood and Gold Park Gate



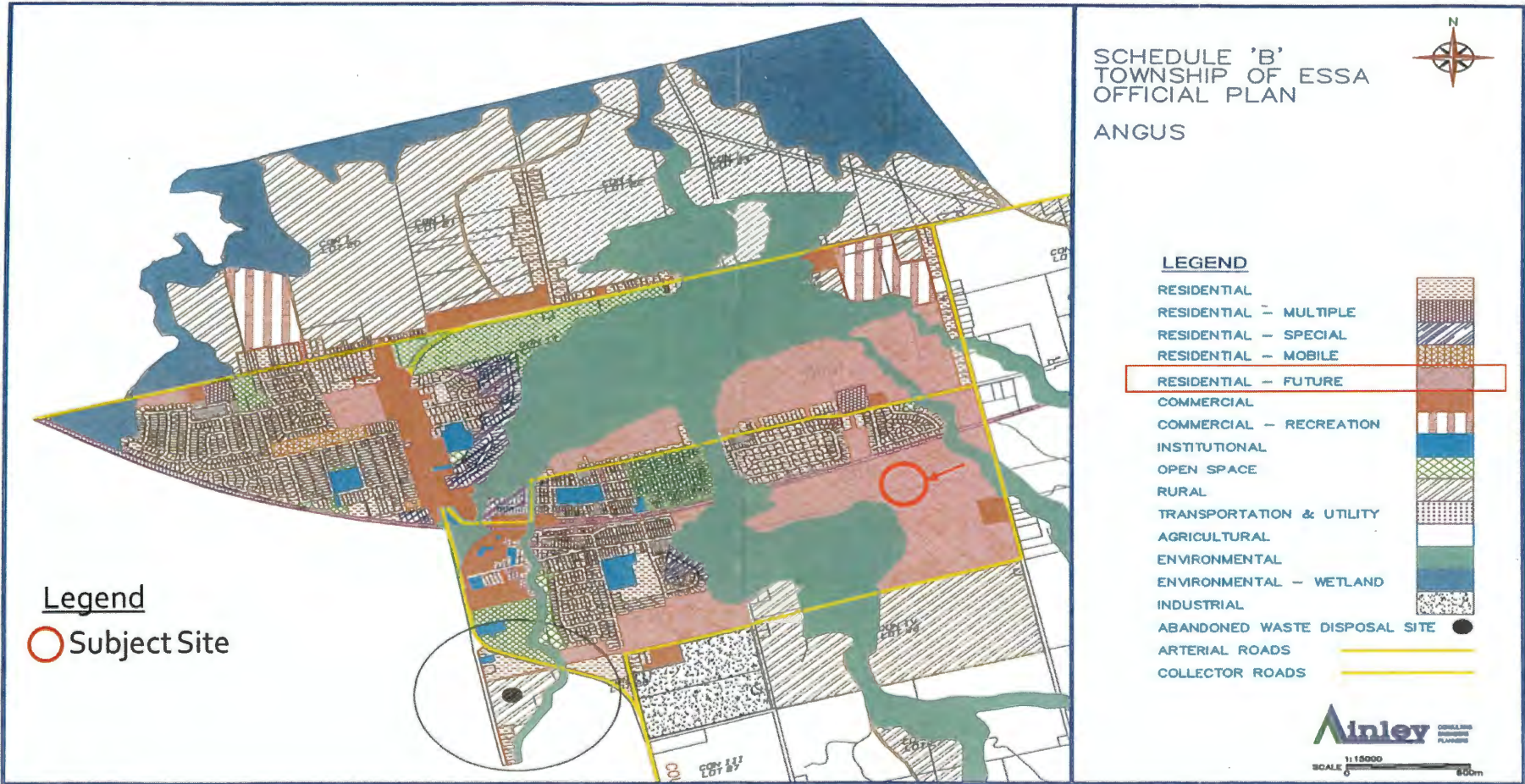
5. Looking South from McCann Ln towards Subject Site



6. Neighbourhood Park – 152 Greenwood Dr.

# Township of Essa Official Plan- "Residential - Future"

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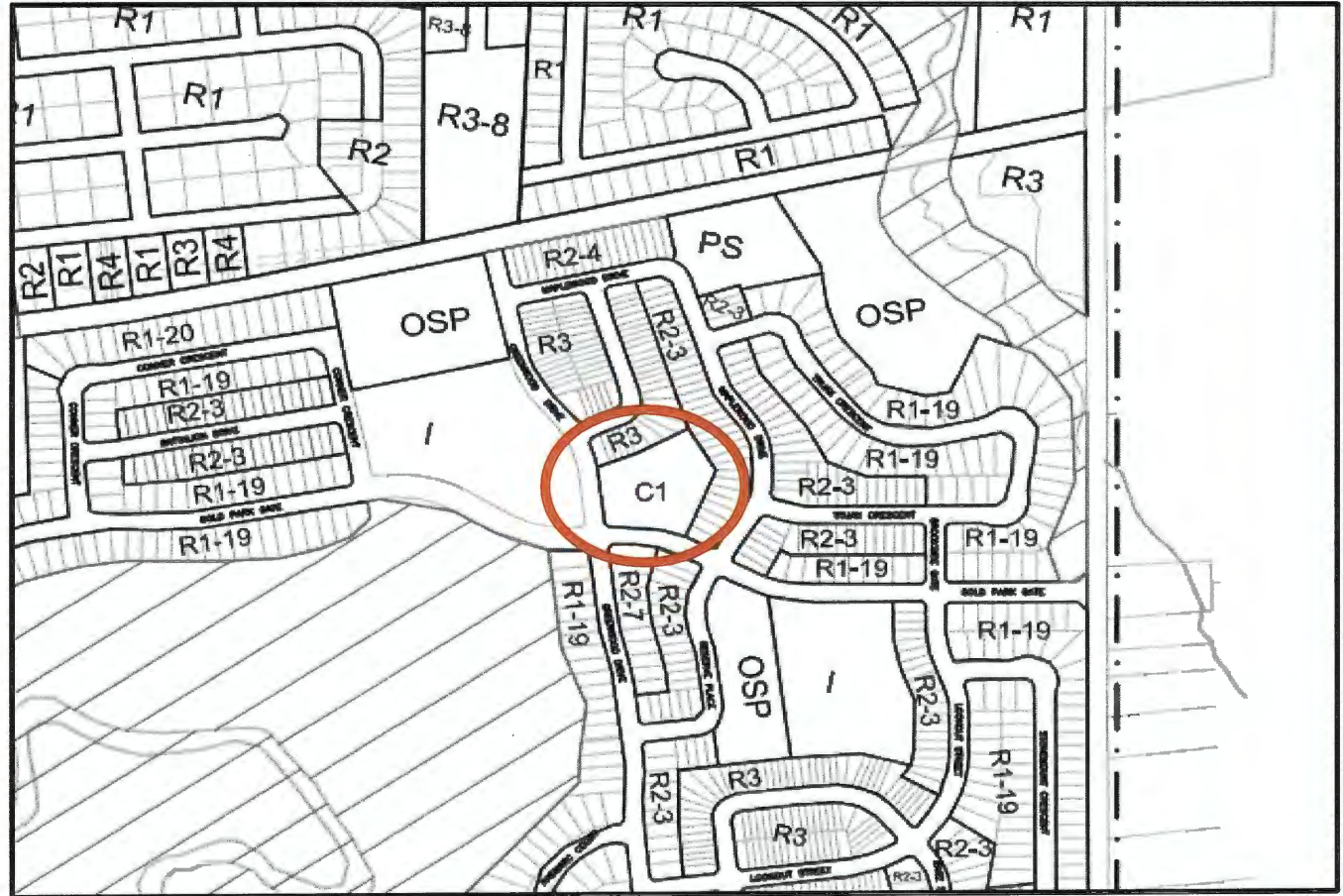


# Township of Essa - Zoning- By-law 2003-50

## Community Commercial "C1"

### Current Permitted Uses:

- Retail Stores
- Personal Service Shops
- Service Shops
- Business or Professional Offices
- Nursery or Commercial Schools including daycares
- Antique Dealers
- Auto Service Stations
- Artist Studios
- Accessory Buildings or Structures subsidiary to any of the above.



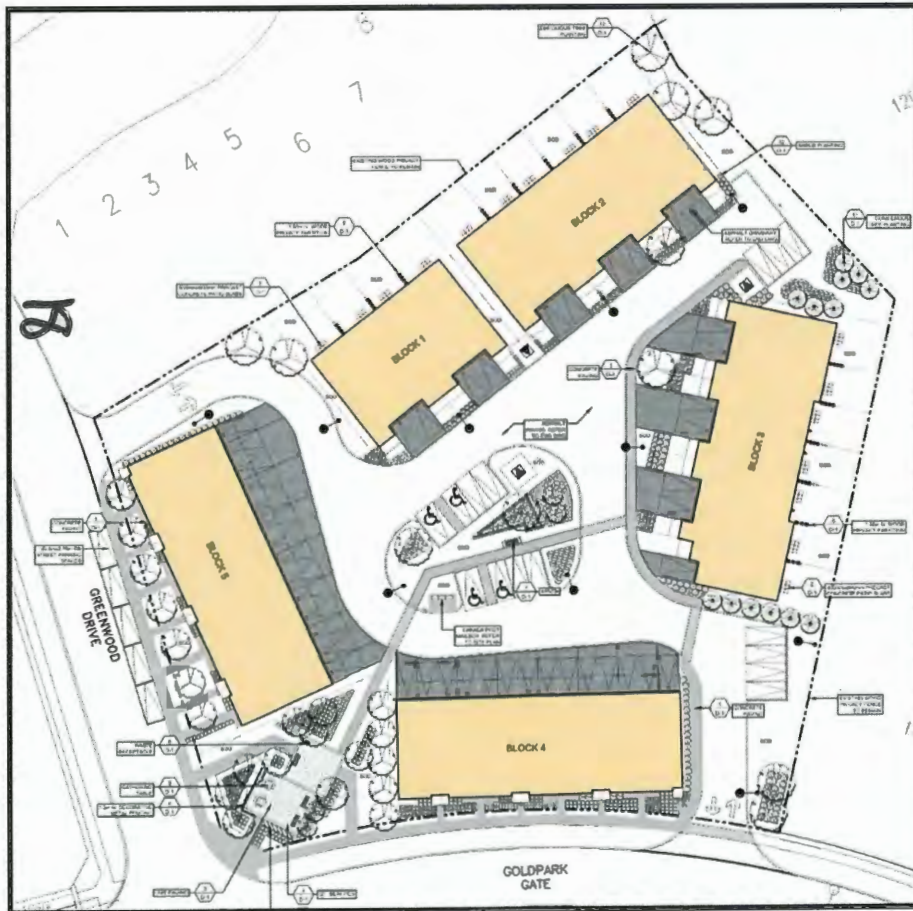
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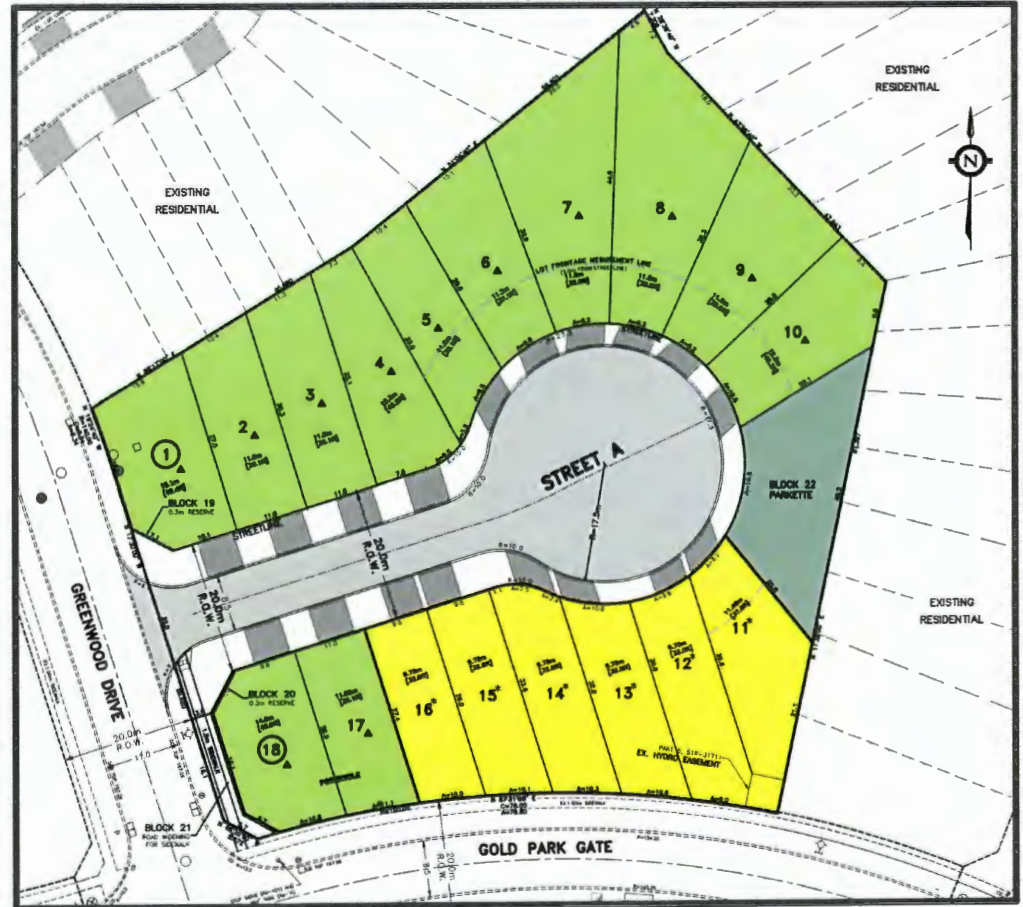


# Previous Site Development Proposals

1. Mixed Use Condominium Proposal



2. Draft Plan of Subdivision Proposal- Detached & Links





# Development Proposal

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**HUNT & DESIGN ASSOCIATES INC.**  
**GOLDPARK HOMES - 220019**  
**GOLD PARK GATE AND GREENWOOD DRIVE, ANGUS, ON**  
 9066 Woodbine Ave, Markham, ON L3R 0J7 ■ T 905.737.5133 ■ F 905.737.7326 ■ SEPT. 2021 ■ JA ■  
 CONCEPTUAL SITE PLAN - SCHEME B  
 SCALE 1:500  
 220019D8P01




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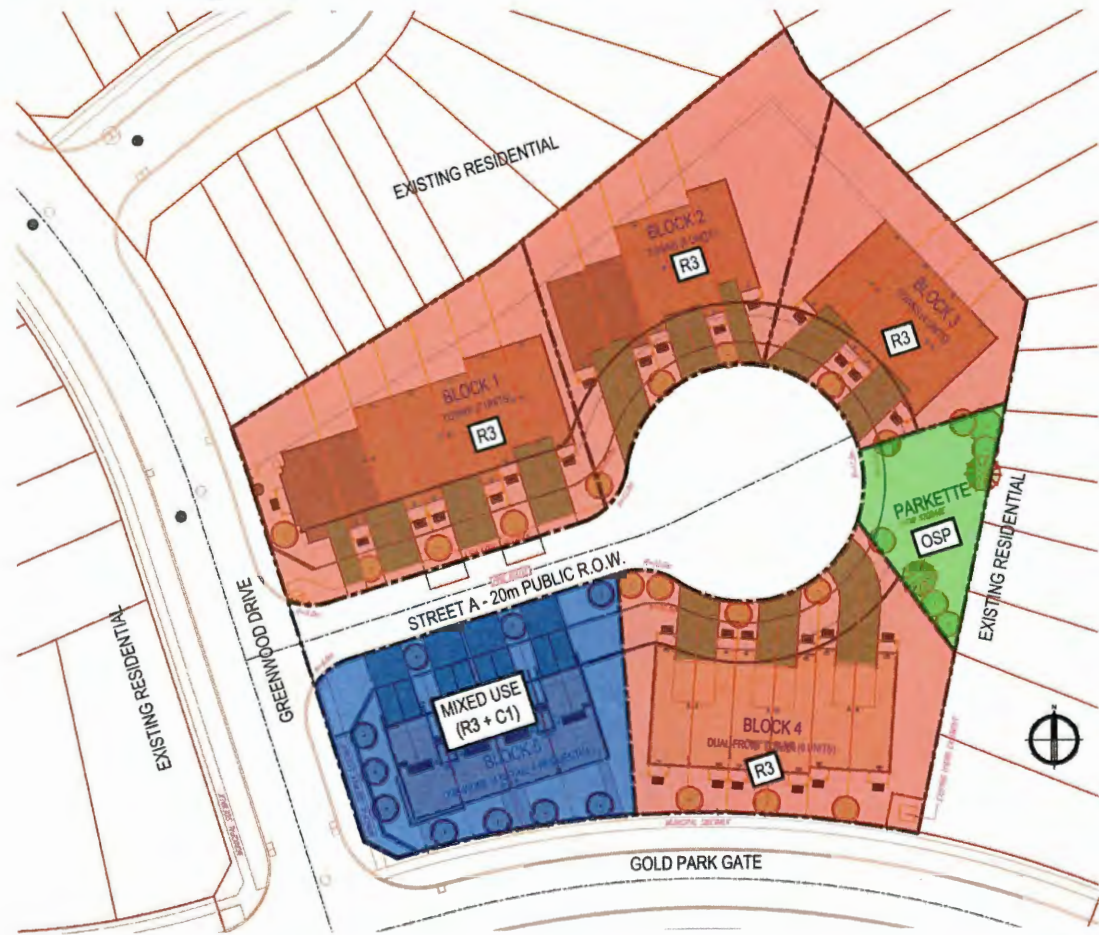
# Proposed Zoning By-law Amendment

## Lands to be Rezoned from:

Community Commercial "C1" to Residential, Medium Density, Townhome Zone "R3-X" and "C1-X" & Open Space Park "OSP"

## Proposed Zones:

-  Residential Townhome (R3-X)
-  Mixed-Use/Live-Work (Residential/Commercial) (R3X, C1-X)
-  Parkette (OSP)





# Unit Types

**Type 'A'**- 3 Storey (7.62m)  
Live-Work Townhouse – 4 units  
Residential Units- 4 units

**Type 'B'**- 3 Storey (6m)  
Conventional Townhouse- 12 units

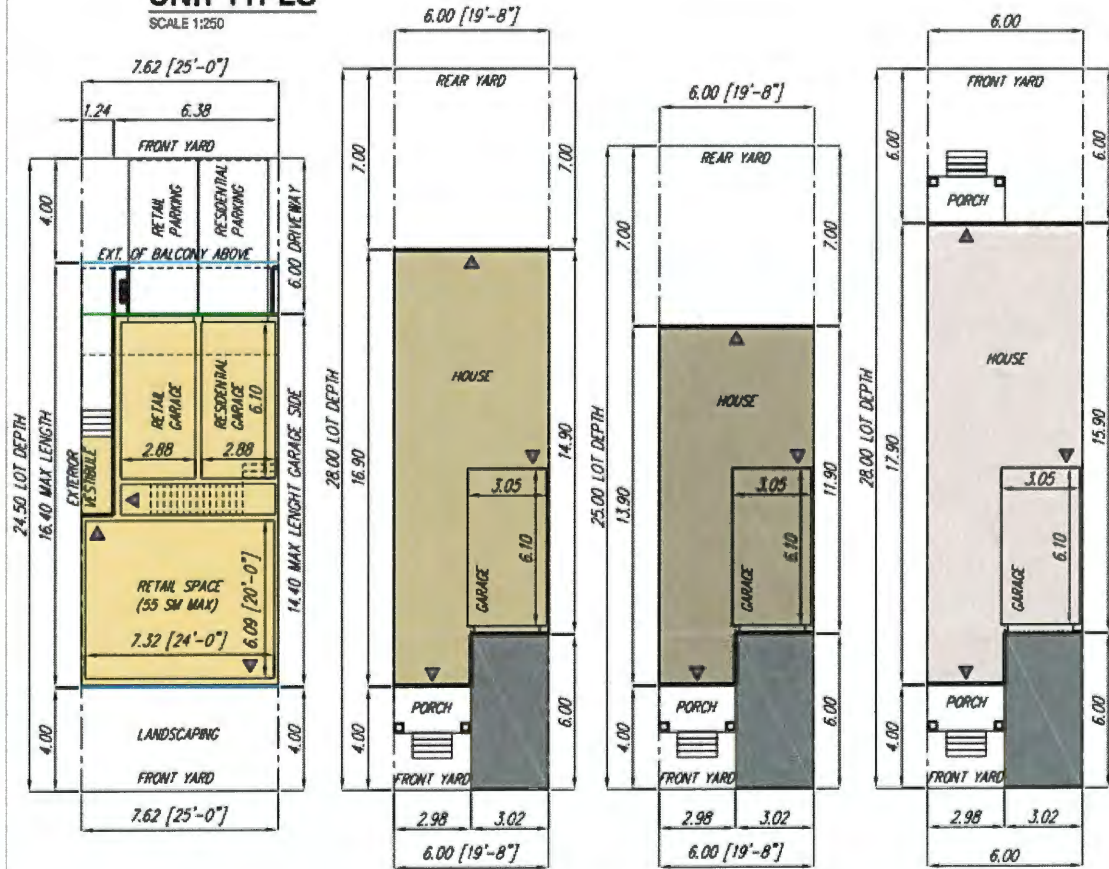
**Type 'B'- Shallow**- 3 Storey (6m)  
Conventional Townhouse- 4 units

**Type 'C'**- 3 Storey (6m)  
Dual Frontage Townhouse- 6 units

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## UNIT TYPES

SCALE 1:250



### TYPE 'A'

3 STOREY  
LIVE-WORK TOWNHOUSE  
7.62m x 24.50m  
RESIDENTIAL MAX +/- 2200 SQ.FT.  
RETAIL MAX +/- 600 SQ. FT.

### TYPE 'B'

3 STOREY  
CONVENTIONAL TOWNHOUSE  
6.0m x 28.0m  
MAX +/- 2850 SQ.FT.

### TYPE 'B' - SHALLOW

3 STOREY  
CONVENTIONAL TOWNHOUSE  
6.0m x 25.0m  
MAX +/- 2250 SQ.FT.

### TYPE 'C'

3 STOREY  
DUAL FRONTAGE TOWNHOUSE  
6.0m x 28.0m  
MAX +/- 3000 SQ.FT.



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Sample Elevation Drawing – Mixed Use Building

## SUPPORTING TECHNICAL DOCUMENTATION

### REPORTS

- Planning Justification Report – EMC Group Ltd.
- Retail Demand Study- Urban Metrics
- Traffic and Parking Study- JD Engineering
- SWM Report- EMC Group Ltd.
- Functional Servicing Report – EMC Group Ltd.

### DRAWINGS

- Legal Survey – J.D. Barnes Ltd.
- Site Plan – Hunt Design Associates Inc.
- Site Servicing and Grading Plan
- Landscape Plan- Landscape Planning Ltd.

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23



22

Presentation by:



Engineers, Planners and Project Managers

Website:

72  
[www.emcgroup.ca](http://www.emcgroup.ca)

Email:

[planning@emcgroup.ca](mailto:planning@emcgroup.ca)  
[engineering@emcgroup.ca](mailto:engineering@emcgroup.ca)

Contact Number:

(905) 738-3939





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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** FD002-22

**DATE:** March 9, 2022

**TO:** Committee of the Whole

**FROM:** D Burgin

**SUBJECT:** Purchase of a Replacement Chief Vehicle as Part of Budget Approval 2022.

### RECOMMENDATION

That Staff Report FD002-22 be received; and

That Council authorize the Fire Chief to purchase a 2022 Chevrolet Silverado RST at the purchase price of \$ 54,788.00 excluding applicable tax and licensing.

### BACKGROUND

The Essa Fire Department has been operating a 2007 Ford F-150 pick-up truck as a senior fire officer vehicle for an extensive period. This vehicle was purchased used and has reached a mileage level of over 260,000 kilometers as well as 15 years of service life. In order to provide ongoing reliability this vehicle was approved for replacement in the 2022 capital budget.

This capital project will also require the purchase of all the items to convert the pick-up truck into a fire emergency response vehicle such as emergency lighting, siren, box cap and roll out tray, stripping, emergency center console, radio/repeater installation. All items are included within the proposed budgetary amount.

### COMMENTS AND CONSIDERATIONS:

The Essa Fire Department looked at two types of vehicles, SUV versus pick-up truck and obtained three quotes based on these vehicle types. Only one quote was provided with an expected delivery time frame

The following quotes have been reviewed.

- |   |  |
|---|--|
| Georgian Chevrolet – 2022 Silverado RST | \$ 54,788.00 excluding applicable tax and licensing fees. <b>Expected delivery date of late April early May 2022</b> |
| Hanna Ford – 2022 F-150 XLT             | \$ 54,180.00 excluding applicable tax and licensing fees. <b>No delivery date information could be provided</b>      |
| Hanna Ford – 2022 Expedition SSV        | \$58,265.00 excluding applicable tax and licensing fees. <b>No delivery date information could be provided</b>       |

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**FINANCIAL IMPACT:**

The purchase of a replacement Chief vehicle has been included in the 2022 Fire Department Capital Budget with funding approval of \$ 95,000.00 to cover the vehicle and all remaining components required to make it operational as an emergency vehicle.

**SUMMARY/OPTIONS**

Council may:

1. Take no action.
2. Authorize the Fire Chief to purchase a 2022 Chevrolet Silverado RST from Georgian Chevrolet at the cost of \$54,788.00 excluding tax and licensing fees **based on delivery time frames.**
3. Direct Staff in another course of action.

**CONCLUSION**

Option 2 is recommended by the Fire Chief. The Procurement Policy (Policy A17-01) allows 'emergency purchasing' when "a good or service is required immediately to prevent the possible loss of life or assets, to restore minimum service, and to ensure the safety of the public" (section 4). It is the opinion of the Fire Chief and CAO that securing a delivery date is important to the municipality to avoid an unsafe situation.

Respectfully submitted:

Reviewed by:

*Doug Burgin*

*Colleen Healey-Dowdall*

\_\_\_\_\_  
Doug Burgin  
Fire Chief

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



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW003 -22

**DATE:** March 9, 2022

**TO:** Committee of the Whole

**FROM:** Michael Mikael – Manager of Public Works

**SUBJECT:** Award of Tender – 2022 Street Sweeping

### RECOMMENDATION

That Staff Report PW003 -22 be received; and

That the quotation as received from **Glen's Sweeping Ltd.** for the 2022 Street Sweeping RFQ be accepted in the amount of **\$35,999 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and

That the Roads Superintendent be authorized to arrange for the necessary works to be completed.

### BACKGROUND

The RFQ for the 2022 Street Sweeping was posted on the Township's website, as well as Biddingo website and circulated in accordance with Essa's Procurement Policy A05-01. The closing date for this was February 18, 2022 at 2:00 pm.

Included in the 2021 budget, Council approved \$45,000 for this project to be completed.

### COMMENTS AND CONSIDERATIONS

The following is a summary of results:

BIDDER	Dep. ✓	ESSA	COUNTY	DEVELOPER (*ESTIMATE)	SUB-TOTAL (NO HST)	HOURLY RATE
A&G Ltd.	\$10,000.	\$42,490.	\$3,975.	-\$1,900	\$46,465.	\$138
Glen's Sweeping	\$10,000.	\$35,999.	\$3,899.	-\$1,900	\$39,898.	\$129.50

*\*The Gold Park Group developer has agreed to pay back the Township for sweeping Sasco Way (Plan 51M-1097) and Greenwood from Centre Street to Maplewood (Plan 51M-1112) since both*

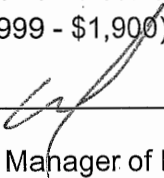
**road sections are not assumed yet by the Township. The estimated charge back to the developer is \$1,900.**

Other roads not yet assumed in Angus include but are not limited to: Wood Cres., Bank St., Morris Dr., Hutton Cres., Wagner Cres. (these roads may be swept by the developer's contractor).

All received quotations were evaluated by staff utilizing the established evaluation weight criteria. In accordance with the Procurement Policy, "the lowest bid **is not** necessarily accepted".

**FINANCIAL IMPACT**

**2022 approved budget - \$45,000.** The lowest bid submitted for Essa streets is **\$35,999** with the developer's estimated pay back charge excluded (\$35,999 - \$1,900) as noted above.

  
\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**

Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder, **Glen's Sweeping Ltd.** in the amount of **\$35,999** excluding HST and other described additions for the County and unassumed streets.
3. Direct Staff in another course of action

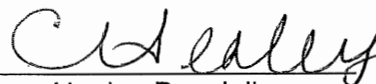
**CONCLUSION**

Staff recommends that **Option 2** be approved, given that Glen's Sweeping Ltd. is in a good standing with the Township and with no known past performance problems.

Respectfully submitted,



\_\_\_\_\_  
Michael Mikael, P.Eng  
Manager of Public Works



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



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW004-22

**DATE:** March 9, 2022

**TO:** Committee of the Whole

**FROM:** Michael Mikael – Manager of Public Works

**SUBJECT:** Award of Tender – 2022 Dust Suppressant Application

### RECOMMENDATION

That Staff Report PW004-22 be received; and

That the quotation as received from **Den-Mar Brines Ltd.** be accepted in the amount of **\$33,000 (excluding HST)**, to supply and place one treatment of Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

### BACKGROUND

The RFQ for the 2022 Dust Suppressant was posted on the Township's website, as well as Biddingo website and circulated in accordance with Essa's Procurement Policy A05-01. The closing date for this was February 18, 2022 at 2:00 pm.

Included in the 2022 Operating Budget, Council approved \$35,500 for this project to be completed (one application).

### COMMENTS AND CONSIDERATIONS

The following is a summary of bid results:

Bidder	Type of Dust Suppressant	Quantity (Litres)	Unit Price	Total Price Excluding HST
Den-Mar Brines	1) Liq. Calcium Chloride 18%	300,000	\$0.11	\$33,000
Pollard Distribution	1) Liq. Calcium Chloride 18%	300,000	\$0.15	\$45,000
Da-Lee	1) Liq. Calcium Chloride 35%	150,000	\$0.30	\$45,500

*Note that these 2022 bid amounts are consistent with 2019 and 2020 bid amounts.*

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**FINANCIAL IMPACT**

Council approved \$35,500 in the 2022 Public Works Operating Budget.

  
\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**

Council may:

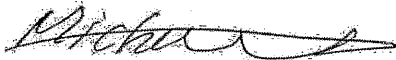
1. Take no action.
2. Award the Quotation to the lowest bidder, **Den-Mar Brines Ltd.**
3. Direct Staff in another course of action

**CONCLUSION**

Staff recommends that **Option 2** be approved, given that this supplier is in a good standing with the Township and with no known past performance problems.

Respectfully submitted,

Reviewed by,



\_\_\_\_\_  
Michael Mikael, P.Eng  
Manager of Public Works



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



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW005-22

**DATE:** March 9, 2022

**TO:** Committee of the Whole

**FROM:** Michael Mikael – Manager of Public Works

**SUBJECT:** Award of Quotation – 2022 Granular Gravel Supply

### RECOMMENDATION

That Staff Report PW005-22 be received; and

That the quotation as received from **Duivenvoorden Haulage Ltd.** be accepted in the amount of **\$347,340 (excluding HST)**, to supply and place Granular 'A' Gravel on various locations within the Township limits, and to deliver to stockpile granular for supply, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

### BACKGROUND

The RFQ for the 2022 Granular Supply was posted on the Township's website, as well as Biddingo and was circulated in accordance with Essa's Procurement Policy A05-01. The closing date for this was February 18, 2022.

Included in the 2022 budget under Roadway Maintenance – Gravel, Resurfacing, Patching and Pits, Council approved \$93,000 for the following gravel roads (Table 1):

Road	Length (m)	Area (m2)	Depth (m)	Volume (m3)	Total Tonnes
Mckinnon Road	800	5600	0.15	840	1,680
19 Sideroad/6 <sup>th</sup> Line	900	6300	0.15	945	1,890
Browns Line	900	6300	0.15	945	1,890
Dead end 25	350	2450	0.15	735	1,890
<b>Total Tonne</b>					<b>6,195</b>

The following quantities of Gravel Type A were estimated in the 2022 Capital Budget for the resurfacing projects (Table2):

Road	Length (m)	Area (m2)	Depth (m)	Volume (m3)	Total Tonnes
6 <sup>th</sup> Line South of 21 Resurfacing	1,500	13,500	0.15	2025	4,050
8 <sup>th</sup> Line Resurfacing	1,200	10,800	0.15	1620	3,240
6 <sup>th</sup> Line Dead end Resurfacing	1700	18,000	0.15	2700	5,400
<b>Total Tonnes</b>					<b>12,690</b>

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## COMMENTS AND CONSIDERATIONS

In addition, the following is a summary of results:

BIDDER	TOTAL PER ITEM BID: 1) Type A - Various locations in Essa – 19,000 tonnes 2) Stockpile – 2,000 tonnes 3) Type B – 300 tonnes	Unit Price	TOTAL BID (excluding applicable tax)
Robinson Haulage Inc.	1) \$311,600 2) \$30,000 3) \$5,400	1) \$16.4 2) \$15.00 3) \$18.00	\$347,000
Lafarge Canada	1) \$322,050 2) \$33,000 3) \$3,885	1) \$16.95 2) \$16.50 3) 12.95	\$358,935
<b>Duivenvoorden Haulage Ltd.</b>	<b>1) \$310,000 2) \$31,400 3) \$5,940</b>	<b>1) \$16.32 2) \$15.70 3) 19.80</b>	<b>\$347,340</b>
John Eek & Son Ltd.	1) \$336,300 2) \$34,300 3) \$3,825	1) \$17.70 2) \$17.15 3) 12.75	\$374,425

## FINANCIAL IMPACT

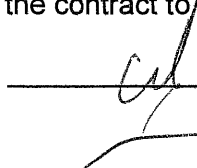
The 2022 Operating Budget approval for Gravel Roads Maintenance is **\$93,000 for 6,195 tonnes**. The Duivenvoorden price is \$101,102.40 based on supplying 6,195 tonnes. Staff can reduce the required quantities to 5,700 tonnes to remain within the 2022 approved Operating Budget. **This approach will not significantly impact the level of service on gravel roads within the Township limits.**

The following table applies the Duivenvoorden pricing onto the 2022 Public Works Capital Budget approved resurfacing projects:

Road	Total Tonne	Duivenvoorden Unit Price per tonne	Total Cost excluding HST	Approved Capital Budget	Remaining Capital Budget
6 <sup>th</sup> Line South of 21 Resurfacing	4,050	\$16.32	\$66,096	\$297,000	<b>\$230,904</b>
8 <sup>th</sup> Line Resurfacing	3,240	\$16.32	\$52,876.8	\$270,000	<b>\$217,123.2</b>
6 <sup>th</sup> Line Dead end Resurfacing	5,400	\$16.32	\$88,128	\$265,000	<b>\$176,872</b>

All received quotations were evaluated by staff utilizing the established evaluation weight criteria. As well note, in accordance with the Procurement Policy, "the lowest bid is not necessarily accepted".

Reference checks were conducted by staff, as per the provisions stated in the RFQ, which formed a part of the decision to recommend to Council awarding the contract to Duivenvoorden Haulage Ltd.

  
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 Manager of Finance



## SUMMARY/OPTIONS

Council may:

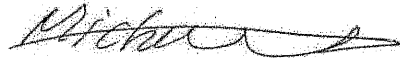
1. Take no action.
2. **Award the Quotation to Duivenvoorden Haulage Ltd.**
3. Re-issue the Request for Quote although prices typically increase as the calendar year progresses.
4. Authorize exceeding the approved budget in order to complete jobs as planned with the additional funds to be taken from reserves.

## CONCLUSION

Staff recommends that Option 2 be approved given that this supplier is in a good standing with the Township and with no known past performance problems. Note that the planned work can be trimmed without significant impact on taxpayers.

Respectfully submitted,

Reviewed by,



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Michael Mikael, P.Eng  
Manager of Public Works



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Colleen Healey-Dowdall  
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW006-22  
**DATE:** March 9, 2022  
**TO:** Committee of the Whole  
**FROM:** Michael Mikael – Manager of Public Works  
**SUBJECT:** Water Reservoir Repairs- Angus Brownley Pumphouse

**RECOMMENDATION**

That Staff Report PW006-22 be received; and

That the quotation as received from **Perma-Seal Contracting** for the repairs and re-parging of the Brownley Pumphouse Cell # 2, 3 and 4 be accepted in the amount of \$96,700 (excluding HST).

**BACKGROUND**

The Angus Municipal Water Supply consists of 3 major pumphouses that supply the community with approximately a total design capacity of 10,805 m3/day of potable water (limited to 9,585 m3/day as per Ministry Water Taking Permit PTTW #0411-93LSQW).

Below, is the approved Design Capacity for each pumphouse in Angus:

Pumphouse	Design Capacity (m3/day)
McGeorge	2,627
Mill Street	3,927
Brownley	4,251

The Brownley Pumphouse provides Angus residents up to 4,251 m3/day of potable water which represents approximately **40% of the total capacity** required to provide Angus with a stable municipal water supply. The Brownley Pumphouse includes three vertical turbine high lift pumps and two major interconnected cells, as well as two high lift chambers.

OCWA performs a regular inspection for all reservoirs. During the 2021 cleaning process, OCWA staff discovered that the parging (seal) had fallen off the walls of the Brownley Pumphouse reservoir (Cell 1, 2, 3 and 4) as per the attached photos.

In 2021, the Manager of Public Works attended a site meeting and participated in inspecting the reservoirs. The reservoirs appeared to be in need of immediate repairs and Cell 1 repairs were completed in 2021 by Perma-Seal Contracting - Cells 2, 3 and 4 were deferred to 2022.

**COMMENTS AND CONSIDERATIONS**

OCWA staff reached out to some contractors for quotes to complete the repairs on reservoirs (companies that take on this 'confined space' type of work are limited with health and safety factors at play). One contractor was unavailable to perform the required repairs and another provided a quotation which was significantly higher in price than the industry average. The received quotation from Perma-Seal Contracting ranked the most advantageous to Essa.

**FINANCIAL IMPACT**

The approved 2022 Public Works, Water and Sewer Capital Budget included \$120,000 for the repairs of the Brownley Pumphouse Cells 2, 3 and 4.

  
\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**

Council may:

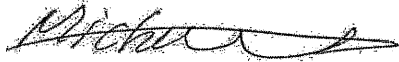
- 1. Take no action.
- 2. Award the project to **Perma-Seal Contracting** for the repairs and re-parging of the Reservoir (Cell 2, 3 and 4) in the amount of \$96,700 (excluding HST).
- 3. Direct Staff in another course of action.

**CONCLUSION**

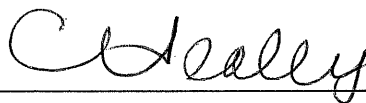
Staff recommends that **Option 2** be approved given that this contractor is in a good standing with the Township and with no known past performance problems (Cell 1 was repaired by this same contractor last year).

Respectfully submitted,

Reviewed by,

  
\_\_\_\_\_

Michael Mikael, P.Eng  
Manager of Public Works

  
\_\_\_\_\_

Colleen Healey-Dowdall,  
Chief Administrative Officer

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<b>BIDDER</b>	<b>TOTAL BID (excluding applicable tax)</b>
Perma-Seal Contracting	\$96,700

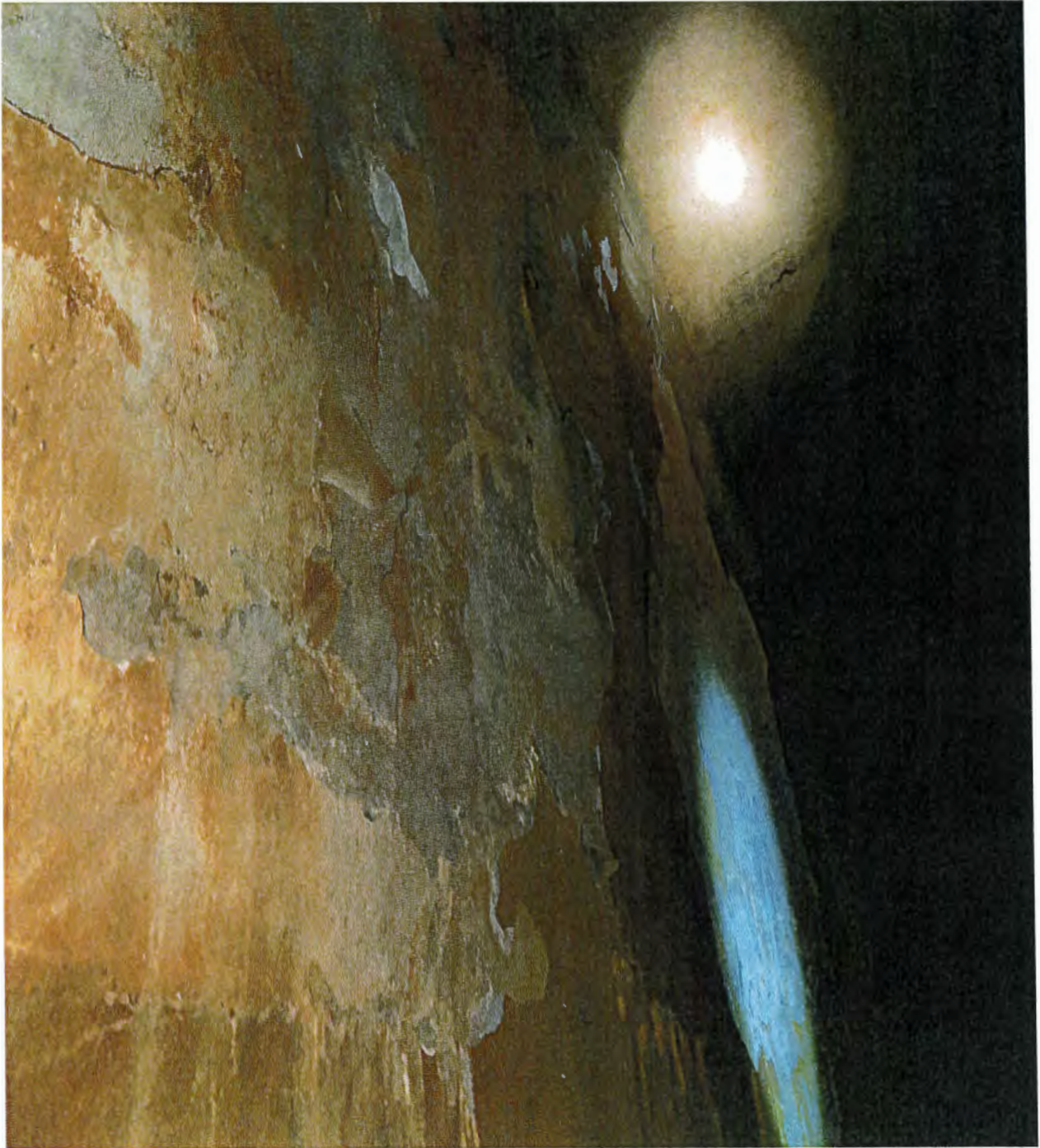
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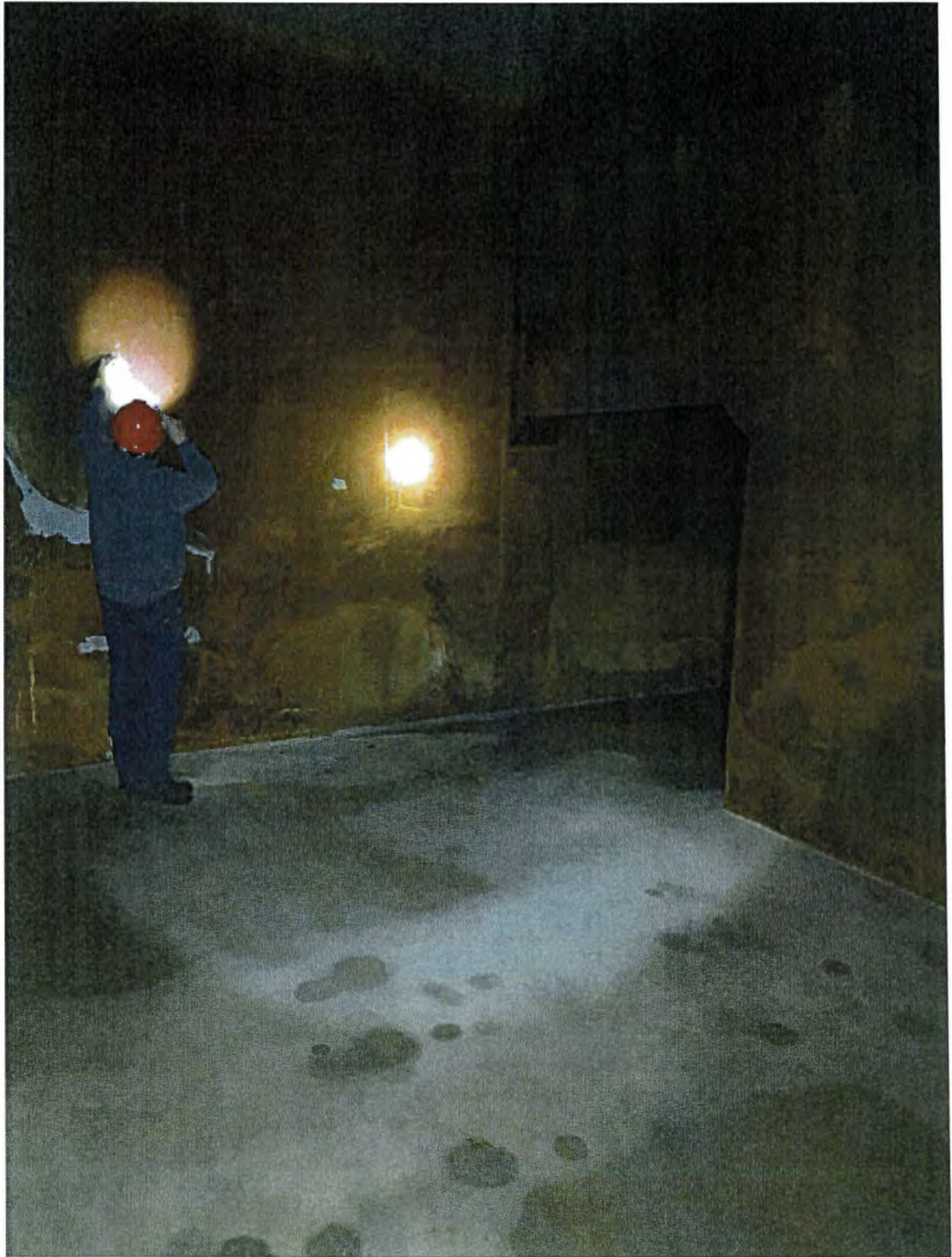


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### TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW007-22

**DATE:** March 9, 2022

**TO:** Committee of the Whole

**FROM:** Michael Mikael – Manager of Public Works

**SUBJECT:** Award of Quotation – 2022 Double Surface Treatment (Combined)

#### RECOMMENDATION

That Staff Report PW007-22 be received; and

That the quotation as received from **Duncor Enterprises Inc.** be accepted in the amount of **\$352,097.60 (excluding HST and 50mm shoulder granular)**, to complete the 2022 double surface treatment projects, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township’s satisfaction.

#### BACKGROUND

The RFQ for the 2022 Surface Treatment projects was posted on the Township’s website, as well as Biddingo and was circulated in accordance with Essa’s Procurement Policy A05-01. The closing date for this was March 3, 2022.

2022 Public Works Capital Budget included the following resurfacing projects:

Project Name	Total Approved Capital Budget (excluding HST)
6 <sup>th</sup> Line South of 21 Double Surface Treatment	\$297,000
8 <sup>th</sup> Line Double Surface Treatment	\$270,000
6 <sup>th</sup> Line Dead-end Double Surface Treatment	\$265,000
Pine River Road Double Surface Treatment	\$175,000

#### COMMENTS AND CONSIDERATIONS

The scope of work includes HF 150S emulsion double surface treatment (OPSS. PROV 1103). Double surface treatment will follow OPSS 304. Aggregates shall follow OPSS 1003, as determined by an approved laboratory in Ontario’s inter-laboratory correlation program:

- Aggregates for the first application (first pass {Binder}) shall be Class 2.
- Aggregates for the first application (first pass {Binder}) shall be Class 2.

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The Tender Analysis is included in Attachment no. 1.

The following conditions will apply:

- The Contractor shall complete this contract in its entirety by August 31<sup>st</sup>, 2022
- Gravel A will be supplied by the Township for final grading and 50mm shoulder raising as per PW005-22
- Liquidated damages will apply to this contract in the amount of \$500 for each and every calendar day after August 31<sup>st</sup>, 2022, in case all the work called for under the contract is not finished or completed within the date of completion of contract time (August 31<sup>st</sup>, 2022), or completed within the date of completion specified aforementioned or as extended in accordance with subsection GC3.07, of MTO General Conditions of Contract
- One year warranty shall apply to work

**FINANCIAL IMPACT**

The table below depicts the low bidder's quotes as compared to the approved projects/budgets:

Project Name	Total Approved Capital Budget (excl HST)	Required Budget to Cover Gravel (excl HST)	Duncor Enterprises Inc. (lowest bidder) - excl 50mm shoulder granular Bid amounts as per Attachment no. 1	Remaining Capital Budget
6 <sup>th</sup> Line South of 21 Resurfacing	\$297,000	\$66,096	\$110,247.20	\$120,656.8
8 <sup>th</sup> Line Resurfacing	\$270,000	\$52,876.8	\$102,256.80	\$114,866.4
6 <sup>th</sup> Line Dead-end Resurfacing	\$265,000	\$88,128	\$97,946.40	\$78,925.6
Pine River Road	\$175,000	NIL	\$41,647.20	\$133,352.8
<b>*Total Remaining Budget (Surplus) : \$447,801.60</b>				

***The majority of the work will be completed in house, such as:***

- Realignment and surveying services as required
- Pulverization and grading the roads
- Inspection and replacement of any deficient culverts
- Contract Administration and Hydro seeding
- 50mm thick layer of granular A (quarried) on shoulders
- Supplying Type, A gravel as per PW005-22



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All received quotations were evaluated by staff utilizing the established evaluation weight criteria. In accordance with the Procurement Policy, "the lowest bid is not necessarily accepted".



\_\_\_\_\_  
Manager of Finance

### SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to **Duncor Enterprises Inc.** in accordance with this Report and Attachment no. 1 details.
3. Re-issue the Request for Quote.

### CONCLUSION

Staff recommends that Option 2 be approved given that this contractor is in a good standing with the Township.

Respectfully submitted,

Reviewed by,



\_\_\_\_\_  
Michael Mikael, P.Eng  
Manager of Public Works



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



Project: **Double Surface Treatment**

Date: 3-Mar-22  
Project #: Q-22-04

### Tender Analysis

Item No.	Item	Qty/m2	Unit	OPSS/SPEC	Miller Paving Ltd.		Duncor Enterprises Inc.	
					Total Bid	Total Bid	Total Bid	Total Bid
<b>1.0</b>	<b>6TH Line Dead End (1.7KMS)</b>							
1.1	Double Surface Treatment (including final garding)	10,540	L.S.	304 SP	\$ 104,346.00	\$ 104,556.80	\$ 104,346.00	\$ 104,556.80
	<b>SUB-TOTAL - 6th Line Dead End (1.7KMS)</b>				<b>\$ 104,346.00</b>	<b>\$ 104,556.80</b>	<b>\$ 104,346.00</b>	<b>\$ 104,556.80</b>
<b>2</b>	<b>8th Line (1.2 KMS)</b>							
2.1	Double Surface Treatment (including final garding)	7,440	L.S.	304 SP	\$ 73,656.00	\$ 73,804.80	\$ 73,656.00	\$ 73,804.80
	<b>SUB-TOTAL - 8th Line (1.2 KMS)</b>				<b>\$ 73,656.00</b>	<b>\$ 73,804.80</b>	<b>\$ 73,656.00</b>	<b>\$ 73,804.80</b>
<b>3.0</b>	<b>6th Line (1.5 KMS)-North of County Road 21</b>							
3.1	Double Surface Treatment (including final garding)	9,300	L.S.	304 SP	\$ 92,070.00	\$ 92,256.00	\$ 92,070.00	\$ 92,256.00
	<b>SUB-TOTAL - 6th Line (1.5 KMS)</b>				<b>\$ 92,070.00</b>	<b>\$ 92,256.00</b>	<b>\$ 92,070.00</b>	<b>\$ 92,256.00</b>
	<b>Pine River Road (0.3KMS)-West of County Road 90</b>							
4.0	Pulverization of exsiting surface treatment (full depth)	1,625	L.S.	330	\$ 7,312.50	\$ 17,940.00	\$ 7,312.50	\$ 17,940.00
4.1	Double Surface Treatment	1,625	L.S.	304 SP	\$ 16,087.50	\$ 16,120.00	\$ 16,087.50	\$ 16,120.00
	<b>SUB-TOTAL - Pine River Road (0.3KMS)</b>				<b>\$ 23,400.00</b>	<b>\$ 34,060.00</b>	<b>\$ 23,400.00</b>	<b>\$ 34,060.00</b>
<b>5.0</b>	<b>Provisional Items</b>							
5.1	6th Line Dead end Paving Residential driveways (50mm)	60	L.S.	HL3	\$ 12,600.00	\$ 5,690.40	\$ 12,600.00	\$ 5,690.40
5.2	8th Line Paving Residential driveways (50mm)	300	L.S.	HL3	\$ 63,000.00	\$ 28,452.00	\$ 63,000.00	\$ 28,452.00
5.3	6th Line Paving Residential driveways (50mm)	60	L.S.	HL3	\$ 12,600.00	\$ 5,690.40	\$ 12,600.00	\$ 5,690.40
5.4	Pine River Road Paving Residential driveways (50mm)	80	L.S.	HL3	\$ 16,800.00	\$ 7,587.20	\$ 16,800.00	\$ 7,587.20
<b>5.5</b>	<b>50mm thick layer of granular A (quarried) on shoulders</b>	<b>9,300</b>	<b>L.S.</b>	<b>21/32</b>	<b>\$ 37,200.00</b>	<b>\$ 98,859.00</b>	<b>\$ 37,200.00</b>	<b>\$ 98,859.00</b>
	<b>SUB-TOTAL - Provisional Items</b>				<b>\$ 142,200.00</b>	<b>\$ 146,279.00</b>	<b>\$ 142,200.00</b>	<b>\$ 146,279.00</b>

<b>TOTAL BID: (Excluding G.S.T)</b>	<b>\$ 435,672.00</b>	<b>\$ 450,956.60</b>
<b>TOTAL BID: (Excluding G.S.T) &amp; Item 5.5</b>	<b>\$ 398,472.00</b>	<b>\$ 352,097.60</b>
<b>HST (13%)</b>	<b>\$ 51,801.36</b>	<b>\$ 45,772.69</b>
<b>TOTAL BID: (including G.S.T) &amp; Excluding 5.5</b>	<b>\$ 450,273.36</b>	<b>\$ 397,870.29</b>

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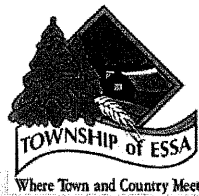
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# SUMMARY REPORT

ONTARIO REGULATION 170/03

SECTION 22

## ANGUS DRINKING WATER SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2021 – DECEMBER 31, 2021

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



ONTARIO CLEAN WATER AGENCY  
AGENCE ONTARIENNE DES EAUX



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**SCHEDULE 22**  
**SUMMARY REPORTS FOR MUNICIPALITIES**

Municipal: Large Residential  
Small Residential

**Application**

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

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

**Report**

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

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

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

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

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

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

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

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

**Schedule 22 Summary Report**

JANUARY 01, 2021 – DECEMBER 31, 2021

<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>118-103, issued December 28, 2020</b>
<b>DRINKING-WATER WORKS PERMIT #:</b>	<b>118-203, issued December 28, 2020</b>
<b>PERMIT TO TAKE WATER #:</b>	<b>0411-93LSQW</b>

**1. 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, 2021 to December 31, 2021. This report was prepared by the Ontario Clean Water Agency on behalf of the Corporation of the Township of Essa.

**2. 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. January 29<sup>th</sup>, 2021 – Microbiological Sampling and Testing**

**Ontario Regulation 170/03 Requirement:**  
Schedule 10, Microbiological Sampling And Testing: 10-2, 10-3, 10-4

**Incident Description:** Weekly samples were collected from the Angus DWS on Friday January 29<sup>th</sup> for additional samples to ensure the monthly requirements of 21 distribution samples were completed. The samples were dropped off at the Purolator shipment depot, however, they were not shipped in time to the lab for analysis. As such, only 19 of the 21 required distribution samples were completed for the month of January, resulting in a non-compliance.

- Corrective Actions:**
- Operators were reminded to follow the sampling schedule as provided.
  - Operators were reminded that deviations from the intended sampling schedule should be relayed to the Process and Compliance Technician who has oversight of the sampling program.

**Status:** Complete

**2. September 15<sup>th</sup>, 2021– Monitoring Data Loss**

**Ontario Regulation 170/03 Requirement:**  
Section 13-1 (1) ii: Retention of Records

**Incident Description:** During regularly scheduled Red Lion updates, the software had locked up the computer between the time of 0850hrs and 1024hrs (94 minutes). During this time, no continuous monitoring data from the Angus DWS was relayed to the recording software, causing the data to not be retained. During this time, the online treated chlorine analyzer and alarms were unaffected by this incident and there were no indications of adverse water during

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# Ontario Regulation 170/03: Drinking Water Systems

## Schedule 22 Summary Report

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this period.

### Corrective Actions:

- Functions were restored as soon as reasonably possible.
- This item was discussed at the next monthly operations meeting to see if any work needed to be done with the software in the future. Operations staff were also reminded to check Red Lion on a more frequent basis.
- This was a one-time occurrence and not expected to be an ongoing issue.

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.

### 3. 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)	1842.36
Percentage of Maximum Daily Volume*	46.9%
Maximum Daily Flow (m <sup>3</sup> /day)	3024.0
Percentage of Maximum Daily Volume*	77.0%
Average Flow Rate (L/s)	38.58
Percentage of Maximum Allowable Flow Rate**	80.8%
Maximum Instantaneous Peak Flow Rate (L/s)	55.00+
Percentage of Maximum Allowable Flow Rate**	121%+
Total Annual Volume (m <sup>3</sup> )	673028.00

\*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 liters per minute.

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



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**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)	81.20	74.94
Percentage of Maximum Daily Volume*	6.3%	5.8%
Maximum Daily Flow (m <sup>3</sup> /day)	244.57	243.37
Percentage of Maximum Daily Volume*	18.9%	18.8%
Maximum Instantaneous Peak Flow Rate (L/s)	17.82+	25.0+
Percentage of Maximum Allowable Flow Rate**	118.8%+	166.7%+
Total Annual Volume (m <sup>3</sup> )	29697.57	27225.20

\*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)	377.5	171.47	604.02
Percentage of Maximum Daily Volume*	21%	20.2%	33.6%
Maximum Daily Flow (m <sup>3</sup> /day)	1020.0	412.1	1194.5
Percentage of Maximum Daily Volume*	56.7%	63.0%	66.4%
Average Flow Rate (L/s)	12.26	5.1	18.41
Percentage of Maximum Allowable Flow Rate**	58.9%	67.3%	88.4%
Maximum Instantaneous Peak Flow Rate (L/s)	23.18+	12.9+	21.97+
Percentage of Maximum Allowable Flow Rate**	111.3%+	164.3%+	105.5%+
Total Annual Volume (m <sup>3</sup> )	113528.8	53975.6	192700.4

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

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

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

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

Description	Mill Street Pumphouse	McGeorge Pumphouse	Brownley Pumphouse
Rated Capacity (m <sup>3</sup> /day)*	3,932.0	2,595.0	4,251.0
Average Daily Production (m <sup>3</sup> /day)	1804.2	153.06	1164.6
Percentage of Rated Capacity*	45.9%	5.9%	27.4%
Maximum Daily Production (m <sup>3</sup> /day)	2862.0	499.4	2683.1
Percentage of Rated Capacity*	72.8%	19.2%	63.1%
Total Annual Volume (m <sup>3</sup> )	659168.0	56043.5	353906.8
Total Annual System Volume (m <sup>3</sup> )	1,069,118.3		

\*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, 2021 to December 31, 2021 indicates that the maximum daily volume specified in the PTTW was not exceeded on any well. Also, the drinking water system did not exceed the MDWL Rated Capacity for treated water that flows from the treatment subsystem to the distribution system. The instances of exceeding the allowable PTTW maximum flow rate are explained by instantaneous flow rate measurements and well pump start-ups. Instantaneous flow rate exceedances do not result in non-compliances because the PTTW dictates daily and total water taking volumes only.

The Mill Street Pumphouse Reservoir received the daily difference of 100 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> )	68.58
Total Annual Volume (m <sup>3</sup> )	22836.72

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 <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	44452.00	1433.94	1759.00	38.39	40.95	31
Feb	40085.00	1431.61	1836.00	38.52	42.87	28
Mar	68848.00	2220.90	2540.00	38.25	42.15	31
Apr	68868.00	2295.60	3024.00	37.99	46.89	30

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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
May	52153.00	1682.35	2539.00	39.43	42.04	31
Jun	71765.00	2392.17	2940.00	38.86	41.93	30
Jul	63023.00	2033.00	2383.00	38.52	42.62	31
Aug	69963.00	2256.87	2661.00	37.83	41.43	31
Sep	55732.00	1857.73	2311.00	37.92	41.80	30
Oct	50256.00	1621.16	1918.00	40.06	50.94	31
Nov	44684.00	1489.47	1819.00	39.57	55.00	30
Dec	43199.00	1393.52	1639.00	37.64	55.00	31
<b>Total</b>	673028.00	-	-	-	-	365
<b>Avg.</b>	-	1842.36	-	38.58	-	-
<b>Max.</b>	-	-	3024.00	-	55.00	-

**Table 7: Angus DWS - Facility Flow Summary for Raw Water Source Well 2 (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	1052.68	33.96	44.51	-	7.78	31
Feb	995.24	36.86	53.50	-	7.74	27
Mar	4660.38	150.33	203.90	-	15.00	31
Apr	4572.05	152.40	244.57	-	14.50	30
May	3752.70	121.05	232.22	-	8.61	31
Jun	2960.40	98.68	183.67	-	14.08	30
Jul	2230.28	71.94	103.43	-	14.40	31
Aug	3732.38	120.40	153.96	-	17.82	31
Sep	2276.62	75.89	118.61	-	14.33	30
Oct	1541.94	49.74	72.90	-	7.71	31
Nov	1035.67	34.52	47.58	-	6.47	30
Dec	887.23	28.62	46.54	-	8.40	31
<b>Total</b>	29697.57	-	-	-	-	364
<b>Avg.</b>	-	81.20	-	-	-	-
<b>Max.</b>	-	-	244.57	-	17.82	-

**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	1044.22	33.68	44.14	-	8.50	31
Feb	1018.83	36.39	53.09	-	8.47	28
Mar	4608.50	148.66	202.32	-	25.00	31
Apr	4545.40	151.51	243.27	-	15.27	30
May	3745.32	120.82	230.86	-	18.01	31



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JANUARY 01, 2021 – DECEMBER 31, 2021

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
Jun	2891.75	96.39	147.47	-	15.01	30
Jul	1980.12	63.87	82.68	-	15.38	31
Aug	3066.00	105.72	143.38	-	15.21	29
Sep	1762.08	58.74	99.58	-	15.23	30
Oct	1109.15	35.78	53.02	-	8.29	31
Nov	768.42	25.61	37.71	-	7.19	30
Dec	685.41	22.11	34.64	-	8.37	31
<b>Total</b>	27225.20	-	-	-	-	363
<b>Avg.</b>	-	74.94	-	-	-	-
<b>Max.</b>	-	-	243.27	-	25.00	-

**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	13402.92	432.35	589.74	14.58	17.61	31
Feb	13210.25	471.79	591.98	14.64	20.14	28
Mar*	-	-	-	-	-	0
Apr	893.20	446.60	825.08	17.44	19.73	2
May	17282.91	557.51	953.90	13.48	18.80	31
Jun	18401.41	613.38	1020.20	14.95	19.00	30
Jul	12816.78	413.44	670.64	14.83	18.72	31
Aug	16102.57	519.44	709.97	14.66	18.68	31
Sep	6187.54	206.25	582.50	5.84	18.55	30
Oct	2122.68	68.47	574.74	6.64	23.18	31
Nov	718.04	23.93	448.92	6.07	20.80	30
Dec	12390.52	399.69	685.41	16.9	18.91	31
<b>Total</b>	113528.82	-	-	-	-	306
<b>Avg.</b>	-	377.53	-	12.26	-	-
<b>Max.</b>	-	-	1020.20	-	25.43	-

\* Brownley Wells were offline for maintenance activities.

**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	3732.02	120.39	164.52	4.07	7.14	31
Feb	3831.95	136.86	171.73	4.26	12.90	28
Mar*	-	-	-	-	-	0
Apr	511.27	127.82	332.50	6.98	9.12	4
May	5995.97	193.42	329.17	4.7	8.95	31

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**Schedule 22 Summary Report**

JANUARY 01, 2021 – DECEMBER 31, 2021

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
Jun	6468.44	215.61	412.10	5.26	8.66	30
Jul	4539.67	146.44	234.91	5.28	8.65	31
Aug	5734.26	184.98	251.75	5.23	8.66	31
Sep	6295.35	209.85	363.75	5.52	8.92	30
Oct	6934.84	223.70	310.00	5.72	8.39	31
Nov	6221.44	207.38	304.81	5.71	6.89	30
Dec	3710.35	119.69	202.52	5.11	10.36	31
<b>Total</b>	42533.44	-	-	-	-	308
<b>Avg.</b>	-	116.53	-	5.10	-	-
<b>Max.</b>	-	-	411.01	-	12.90	-

\* Brownley Wells were offline for maintenance activities.

**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	16985.61	547.92	745.87	18.6	19.19	31
Feb	16494.82	589.10	748.98	18.49	20.48	28
Mar*	-	-	-	-	-	0
Apr	1003.27	334.42	931.14	19.47	20.30	3
May	21524.34	694.33	1190.30	16.86	20.73	31
Jun	22715.71	757.19	1160.20	18.57	20.29	30
Jul	15980.00	515.48	836.71	18.61	19.96	31
Aug	20283.02	654.29	897.60	18.53	19.82	31
Sep	21106.30	703.54	1194.50	18.64	21.85	30
Oct	22733.14	733.33	1024.00	18.75	21.84	31
Nov	20379.64	679.32	1003.40	18.72	21.97	30
Dec	13494.55	435.31	739.82	18.34	21.79	31
<b>Total</b>	192700.40	-	-	-	-	307
<b>Avg.</b>	-	604.02	-	18.41	-	-
<b>Max.</b>	-	-	1194.50	-	21.97	-

\* Brownley Wells were offline for maintenance activities.

# SUMMARY REPORT

ONTARIO REGULATION 170/03  
SECTION 22

## BAXTER DISTRIBUTION SYSTEM



**FOR THE PERIOD:  
JANUARY 1, 2021 – DECEMBER 31, 2021**

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





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**SCHEDULE 22**  
**SUMMARY REPORTS FOR MUNICIPALITIES**

Municipal: Large Residential  
Small Residential

**Application**

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

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

**Report**

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

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

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

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

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

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

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

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

**Schedule 22 Summary Report**

JANUARY 01, 2021 – DECEMBER 31, 2021

<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>	<b>118-202, issued December 28, 2020</b>
<b>DRINKING-WATER WORKS PERMIT #:</b>	<b>118-102, issued December 28, 2020</b>
<b>PERMIT TO TAKE WATER #:</b>	<b>Not Applicable</b>

**1. 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, 2021 to December 31, 2021. 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.

**2. 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
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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.

**3. 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)	34.3	31.4
Percentage of Maximum Daily Volume	34.3%	-

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## Ontario Regulation 170/03: Drinking Water Systems

### Schedule 22 Summary Report

JANUARY 01, 2021 – DECEMBER 31, 2021

Maximum Daily Flow (m <sup>3</sup> /day)	100.6*	102.0
Percentage of Maximum Daily Volume	100%*	-
Total Annual Volume (m <sup>3</sup> )	12,507.74	11,456.0

\* Due to local fire department activities in the area from June 12–14, 2021.

**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, 2021 to December 31, 2021 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	705.0	22.74	28.0
Feb	655.0	23.39	26.0
Mar	754.0	24.32	28.0
Apr	754.0	25.13	42.0
May	1,464.0	47.23	79.0
Jun	1,745.0	58.17	102.0
Jul	905.0	29.19	56.0
Aug	1,163.0	37.52	56.0
Sep	913.0	30.43	40.0
Oct	859.0	27.71	33.0
Nov	761.0	25.37	29.0
Dec	778.0	25.1	32.0
<b>Total</b>	11,456.0	-	-
<b>Avg.</b>	-	31.39	-
<b>Max.</b>	-	-	102.0

# SUMMARY REPORT

ONTARIO REGULATION 170/03  
SECTION 22

## THORNTON DRINKING WATER SYSTEM



**FOR THE PERIOD:  
JANUARY 1, 2021 – DECEMBER 31, 2021**

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





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**SCHEDULE 22**  
**SUMMARY REPORTS FOR MUNICIPALITIES**

Municipal: Large Residential  
Small Residential

**Application**

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

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

**Report**

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

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

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

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

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

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

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

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# Ontario Regulation 170/03: Drinking Water Systems

## Schedule 22 Summary Report

JANUARY 01, 2021 – DECEMBER 31, 2021

<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>	118-101, issued December 28, 2020
<b>DRINKING-WATER WORKS PERMIT #:</b>	118-201, issued December 28, 2020
<b>PERMIT TO TAKE WATER #:</b>	0113-A4LMPV

### 1. 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, 2021 to December 31, 2021. This report was prepared by the Ontario Clean Water Agency on behalf of the Corporation of the Township of Essa.

### 2. ISSUES OF NON-COMPLIANCE

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

Not Applicable for Reporting Period

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

### 3. SYSTEM PERFORMANCE

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

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

Description	Well 1	Well 2	Well 3	Well 4
Maximum Allowable Daily Volume (m <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)	200.45	126.68	151.17	77.93
Percentage of Maximum Daily Volume*	38.34%	24.23%	30.69%	23.74%
Maximum Daily Flow (m <sup>3</sup> /day)	350.97	501.12	303.28	250.56
Percentage of Maximum Daily Volume*	67.14%	95.87%	61.58%	76.32%
Average Flow Rate (L/s)	4.96	3.92	3.82	3.19

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## Ontario Regulation 170/03: Drinking Water Systems

### Schedule 22 Summary Report

JANUARY 01, 2021 – DECEMBER 31, 2021

Description	Well 1	Well 2	Well 3	Well 4
Percentage of Maximum Allowable Flow Rate**	81.98%	64.79%	67.02%	83.95%
Maximum Instantaneous Peak Flow Rate (L/s)	6.60	7.30	6.50	5.40
Percentage of Maximum Allowable Flow Rate**	109.10 <sup>+</sup>	120.66% <sup>+</sup>	114.04% <sup>+</sup>	142.11% <sup>+</sup>
Total Annual Volume (m <sup>3</sup> )	66,918.49	32,523.18	44,255.94	19,156.46

\*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)	315.70	447.56
Percentage of Maximum Daily System Volume* or Rated Capacity**	16.92%	29.06%
Maximum Daily Flow (m <sup>3</sup> /day)	997.02	1030.77
Percentage of Maximum Daily System Volume* or Rated Capacity**	53.42%	66.93%
Total Annual Volume (m <sup>3</sup> )	162,854.07	162,463.30

\*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, 2021 to December 31, 2021 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.

**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	5,970.91	192.61	241.00	5.77	6.50	31
Feb	5,215.00	186.25	233.00	5.78	6.30	28

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# Ontario Regulation 170/03: Drinking Water Systems

## Schedule 22 Summary Report

JANUARY 01, 2021 – DECEMBER 31, 2021

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
Mar	4,129.59	133.21	228.00	5.53	6.60	31
Apr	2,237.16	74.57	337.00	5.04	6.60	30
May	8,634.43	297.74	484.43	5.78	6.50	29
Jun	9,827.02	350.97	509.74	5.78	6.40	28
Jul	4,438.80	261.11	400.45	5.77	6.50	17
Aug	9,139.95	338.52	509.74	5.79	6.40	27
Sep	7,960.72	265.36	374.25	5.76	6.50	30
Oct	3,627.10	117.00	270.53	3.35	6.50	31
Nov	2,737.99	91.27	221.82	3.05	6.50	30
Dec	2,999.82	96.77	380.92	2.97	6.60	31
<b>Total</b>	66,918.49	-	-	-	-	343
<b>Avg.</b>	-	200.45	-	4.96	-	-
<b>Max.</b>	-	-	509.74	-	6.60	-

**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	2.78	0.93	1.17	2.7	5.90	3
Feb	3.63	0.91	1.23	5.5	6.00	4
Mar	1452.91	46.87	237.89	5.62	6.00	31
Apr	4517.43	150.58	332.91	5.7	6.70	30
May	766.89	153.38	387.49	2.28	5.80	5
Jun	4490.08	280.63	494.93	5.59	7.30	16
Jul	5880.75	309.51	475.74	5.68	6.80	19
Aug	4735.59	225.50	501.12	5.7	6.90	21
Sep	253.63	8.45	221.32	0.38	6.40	30
Oct	3610.15	116.46	306.05	3.13	6.80	31
Nov	3241.04	108.03	256.85	3.42	6.80	30
Dec	3568.30	118.94	296.72	4.02	6.70	30
<b>Total</b>	32,523.18	-	-	-	-	250
<b>Avg.</b>	-	126.68	-	3.92	-	-
<b>Max.</b>	-	-	501.12	-	7.30	-

**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	2347.00	123.53	161.00	4.56	6.00	19
Feb	1995.00	117.35	149.00	5.11	6.00	17
Mar	2226.00	71.81	152.04	4.65	5.90	31

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# Ontario Regulation 170/03: Drinking Water Systems

## Schedule 22 Summary Report

JANUARY 01, 2021 – DECEMBER 31, 2021

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
Apr	1231.99	41.07	162.95	4.61	5.80	30
May	6688.92	230.65	369.75	4.51	5.70	29
Jun	6672.21	303.28	392.72	4.53	5.70	22
Jul	3289.24	205.58	305.96	4.53	5.90	16
Aug	6503.59	282.76	380.16	4.47	6.50	23
Sep	6271.76	209.06	280.17	4.51	5.90	30
Oct	2780.89	89.71	206.22	2.66	5.80	31
Nov	2011.39	67.05	169.86	2.12	5.90	30
Dec	2237.95	72.19	288.90	2.33	6.10	31
<b>Total</b>	44255.94	-	-	-	-	309
<b>Avg.</b>	-	151.17	-	3.82	-	-
<b>Max.</b>	-	-	392.72	-	6.50	-

**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	1466.00	47.29	117.00	2.85	4.20	31
Feb	1281.00	45.75	112.00	2.86	4.60	28
Mar	1456.92	47.00	117.24	2.86	4.20	31
Apr	2204.34	73.48	165.42	2.89	4.30	30
May	549.15	78.45	192.49	2.76	3.80	7
Jun	2056.17	171.35	246.44	31.19	4.30	12
Jul	2961.73	155.88	236.36	2.83	4.30	19
Aug	2015.33	143.95	250.56	2.9	5.40	14
Sep	16.49	4.12	5.52	0	4.50	4
Oct	1791.29	57.78	158.31	1.45	4.20	31
Nov	1642.61	54.75	132.26	1.59	4.50	30
Dec	1715.43	55.34	123.10	1.53	4.40	31
<b>Total</b>	19156.46	-	-	-	-	268
<b>Avg.</b>	-	77.93	-	3.19	-	-
<b>Max.</b>	-	-	250.56	-	5.40	-

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# ANNUAL REPORT

ONTARIO REGULATION 170/03  
SECTION 11

## ANGUS DRINKING WATER SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2021 – DECEMBER 31, 2021

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





# 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, 2021 to December 31, 2021

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

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**Description of Drinking-Water System:**

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

McGeorge (Centre Street) Pumphouse

The McGeorge Pumphouse is located on Side Road 3 in Angus. Raw Water is supplied from two 203 mm diameter drilled groundwater wells (Well 2 and Well 3) capable of providing up to 2627 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: <https://www.collingwood.ca/town-services/water-sewer-services>*

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.



**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. Flow Meter Replacement and Install- McGeorge
2. Repair of Injector on Genset- McGeorge
3. Install sodium silicate QDOS peristaltic metering pump- McGeorge
4. Third Party Leak Detection
5. General Building Maintenance
6. Fire Hydrant Replacement and Painting- Mill Street
7. System Swabbing
8. Elizabeth Street Culvert Replacement- Mill Street
9. Reservoir Cleaning- Brownley
10. Alarm panel, panel programming, and dialer repairs- Brownley
11. Well pump # 4 lifted cleaned and inspected - Brownley

**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*	46	0	0	0	28	N/A	N/A	N/A
Raw - RW5*	45	0	0	0	0	N/A	N/A	N/A
Raw - RW6*	46	0	0	0	0	N/A	N/A	N/A
Treated - TW1	52	0	0	0	0	52	<10	20
Treated - TW2	52	0	0	0	0	52	<10	80
Treated - TW3	43*	0	0	0	0	43	<10	50
Distribution - DW	246	0	0	0	0	94	0	110

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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

\*Brownley Wells were offline due to servicing, raw water samples were not taken during this time.

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

Location & Test	Number of Samples	Range of Results	
		Minimum	Maximum
Turbidity, Raw RW1 (Grab) [NTU]	12	0.15	0.64
Turbidity, Raw RW2 (Grab) [NTU]	12	0.14	0.52
Turbidity, Raw RW3 (Grab) [NTU]	12	0.13	0.9
Turbidity, Raw RW4 (Grab) [NTU]*	11	0.31	0.98
Turbidity, Raw RW5 (Grab) [NTU]*	11	0.15	0.96
Turbidity, Raw RW6 (Grab) [NTU]*	11	0.4	0.98
Free Chlorine Residual, Treated TW1 (Continuous) [mg/L]	8760	0.15	4.99*
Free Chlorine Residual, Treated TW2 (Continuous) [mg/L]	8760	0.34	1.71
Free Chlorine Residual, Treated TW3 (Continuous) [mg/L]	8760	0 <sup>^</sup>	5
Free Chlorine Residual, Treated TW1 (Grab) [mg/L]	164	0.64	2.6
Free Chlorine Residual, Treated TW2 (Grab) [mg/L]	163	0.92	1.75
Free Chlorine Residual, Treated TW3 (Grab) [mg/L]	135	0.91	2.2
Total Chlorine Residual, Treated TW1 (Grab) [mg/L]	164	0.76	2.9
Total Chlorine Residual, Treated TW2 (Grab) [mg/L]	163	1.00	1.88
Total Chlorine Residual, Treated TW3 (Grab) [mg/L]	135	1.06	2.5
Free Chlorine Residual, Distribution (Continuous) [mg/L]	8760	0.20	2.63

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

\*Well #4, 5 and 6 were offline due to servicing, turbidity readings were not taken during this time.

<sup>^</sup> Offline due to servicing, repair and maintenance activities.

+The maximum treated free chlorine residuals were due to system flushing and calibrations; they were not authentic chlorine residuals that was distributed throughout the system.

**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)	Exceedances	
				MAC	½ MAC
Antimony: Sb (µg/L) - TW1	2021/01/26	<MDL 0.9	6.0	No	No



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

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedances	
				MAC	½ MAC
Antimony: Sb (µg/L) - TW2	2021/01/26	<MDL 0.9	6.0	No	No
Antimony: Sb (µg/L) - TW3	2021/01/26	<MDL 0.9	6.0	No	No
Arsenic: As (µg/L) - TW1	2021/01/26	0.4	10.0	No	No
Arsenic: As (µg/L) - TW2	2021/01/26	0.7	10.0	No	No
Arsenic: As (µg/L) - TW3	2021/01/26	0.3	10.0	No	No
Barium: Ba (µg/L) - TW1	2021/01/26	86.5	1000.0	No	No
Barium: Ba (µg/L) - TW2	2021/01/26	139.0	1000.0	No	No
Barium: Ba (µg/L) - TW3	2021/01/26	61.1	1000.0	No	No
Boron: B (µg/L) - TW1	2021/01/26	28.0	5000.0	No	No
Boron: B (µg/L) - TW2	2021/01/26	36.0	5000.0	No	No
Boron: B (µg/L) - TW3	2021/01/26	34.0	5000.0	No	No
Cadmium: Cd (µg/L) - TW1	2021/01/26	<MDL 0.003	5.0	No	No
Cadmium: Cd (µg/L) - TW2	2021/01/26	<MDL 0.003	5.0	No	No
Cadmium: Cd (µg/L) - TW3	2021/01/26	0.014	5.0	No	No
Chromium: Cr (µg/L) - TW1	2021/01/26	0.24	50.0	No	No
Chromium: Cr (µg/L) - TW2	2021/01/26	0.35	50.0	No	No
Chromium: Cr (µg/L) - TW3	2021/01/26	0.42	50.0	No	No
Mercury: Hg (µg/L) - TW1	2021/01/26	<MDL 0.01	1.0	No	No
Mercury: Hg (µg/L) - TW2	2021/01/26	<MDL 0.01	1.0	No	No
Mercury: Hg (µg/L) - TW3	2021/01/26	<MDL 0.01	1.0	No	No
Selenium: Se (µg/L) - TW1	2021/01/26	<MDL 0.04	50.0	No	No
Selenium: Se (µg/L) - TW2	2021/01/26	<MDL 0.04	50.0	No	No
Selenium: Se (µg/L) - TW3	2021/01/26	0.09	50.0	No	No
Uranium: U (µg/L) - TW1	2021/01/26	0.024	20.0	No	No
Uranium: U (µg/L) - TW2	2021/01/26	0.072	20.0	No	No
Uranium: U (µg/L) - TW3	2021/01/26	1.61	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	2021/01/26	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2021/05/03	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2021/07/20	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	2021/10/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2021/01/26	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2021/05/03	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2021/07/20	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2	2021/10/14	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2021/01/26	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2021/05/10	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	2021/07/20	<MDL 0.003	1.0	No	No

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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedances	
				MAC	½ MAC
Nitrite (mg/L) - TW3	2021/10/14	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW1	2021/01/26	0.03	10.0	No	No
Nitrate (mg/L) - TW1	2021/05/03	0.019	10.0	No	No
Nitrate (mg/L) - TW1	2021/07/20	0.022	10.0	No	No
Nitrate (mg/L) - TW1	2021/10/14	0.022	10.0	No	No
Nitrate (mg/L) - TW2	2021/01/26	0.017	10.0	No	No
Nitrate (mg/L) - TW2	2021/05/03	0.013	10.0	No	No
Nitrate (mg/L) - TW2	2021/07/20	0.01	10.0	No	No
Nitrate (mg/L) - TW2	2021/10/14	0.011	10.0	No	No
Nitrate (mg/L) - TW3	2021/01/26	1.88	10.0	No	No
Nitrate (mg/L) - TW3	2021/05/10	2.35	10.0	No	No
Nitrate (mg/L) - TW3	2021/07/20	1.73	10.0	No	No
Nitrate (mg/L) - TW3	2021/10/14	1.83	10.0	No	No
Sodium: Na (mg/L) - TW1	2018/07/17	13.9	20*	N/A	N/A
Sodium: Na (mg/L) - TW2	2018/07/17	17.5	20*	N/A	N/A
Sodium: Na (mg/L) - TW3	2018/07/17	15.6	20*	N/A	N/A

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. Sodium is sampled and reportable every 60 months. The last Sodium exceedance reported to the MOH was for TW3 in May 2009, resample taken and no further actions advised. Sodium is scheduled to be sampled next in 2023.

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

Location Type	Number of Samples	Range of Lead Results		MAC	Exceedances
		Minimum	Maximum		
Lead – Plumbing (µg/L)	Not Applicable - Relief from all Plumbing Requirements*				
Lead – Distribution** (µg/L)	8	0.06	0.46	10	0

Note: The Alkalinity results for 2021 ranged from 161 to 188 mg/L as CaCO<sub>3</sub>. pH results for 2021 ranged from 7.76 to 8.32. The aesthetic objective/operational guideline for pH is 6.5-8.5.

\*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, last set of lead sampling was completed in 2021. Next set of lead sampling is scheduled for 2024.

**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	2021/01/26	<MDL 0.02	5.0	No	No
Alachlor (µg/L) - TW2	2021/01/26	<MDL 0.02	5.0	No	No
Alachlor (µg/L) - TW3	2021/01/26	<MDL 0.02	5.0	No	No



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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Atrazine + N-dealkylated metabolites (µg/L) - TW1	2021/01/26	<MDL 0.01	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW2	2021/01/26	<MDL 0.01	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW3	2021/01/26	<MDL 0.01	5.0	No	No
Azinphos-methyl (µg/L) - TW1	2021/01/26	<MDL 0.05	20.0	No	No
Azinphos-methyl (µg/L) - TW2	2021/01/26	<MDL 0.05	20.0	No	No
Azinphos-methyl (µg/L) - TW3	2021/01/26	<MDL 0.05	20.0	No	No
Benzene (µg/L) - TW1	2021/01/26	<MDL 0.32	1.0	No	No
Benzene (µg/L) - TW2	2021/01/26	<MDL 0.32	1.0	No	No
Benzene (µg/L) - TW3	2021/01/26	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (µg/L) - TW1	2021/01/26	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (µg/L) - TW2	2021/01/26	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (µg/L) - TW3	2021/01/26	<MDL 0.004	0.01	No	No
Bromoxynil (µg/L) - TW1	2021/01/26	<MDL 0.33	5.0	No	No
Bromoxynil (µg/L) - TW2	2021/01/26	<MDL 0.33	5.0	No	No
Bromoxynil (µg/L) - TW3	2021/01/26	<MDL 0.33	5.0	No	No
Carbaryl (µg/L) - TW1	2021/01/26	<MDL 0.05	90.0	No	No
Carbaryl (µg/L) - TW2	2021/01/26	<MDL 0.05	90.0	No	No
Carbaryl (µg/L) - TW3	2021/01/26	<MDL 0.05	90.0	No	No
Carbofuran (µg/L) - TW1	2021/01/26	<MDL 0.01	90.0	No	No
Carbofuran (µg/L) - TW2	2021/01/26	<MDL 0.01	90.0	No	No
Carbofuran (µg/L) - TW3	2021/01/26	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (µg/L) - TW1	2021/01/26	<MDL 0.17	2.0	No	No
Carbon Tetrachloride (µg/L) - TW2	2021/01/26	<MDL 0.17	2.0	No	No
Carbon Tetrachloride (µg/L) - TW3	2021/01/26	<MDL 0.17	2.0	No	No
Chlorpyrifos (µg/L) - TW1	2021/01/26	<MDL 0.02	90.0	No	No
Chlorpyrifos (µg/L) - TW2	2021/01/26	<MDL 0.02	90.0	No	No
Chlorpyrifos (µg/L) - TW3	2021/01/26	<MDL 0.02	90.0	No	No
Diazinon (µg/L) - TW1	2021/01/26	<MDL 0.02	20.0	No	No
Diazinon (µg/L) - TW2	2021/01/26	<MDL 0.02	20.0	No	No
Diazinon (µg/L) - TW3	2021/01/26	<MDL 0.02	20.0	No	No
Dicamba (µg/L) - TW1	2021/01/26	<MDL 0.2	120.0	No	No
Dicamba (µg/L) - TW2	2021/01/26	<MDL 0.2	120.0	No	No
Dicamba (µg/L) - TW3	2021/01/26	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (µg/L) - TW1	2021/01/26	<MDL 0.41	200.0	No	No
1,2-Dichlorobenzene (µg/L) - TW2	2021/01/26	<MDL 0.41	200.0	No	No
1,2-Dichlorobenzene (µg/L) - TW3	2021/01/26	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (µg/L) - TW1	2021/01/26	<MDL 0.36	5.0	No	No
1,4-Dichlorobenzene (µg/L) - TW2	2021/01/26	<MDL 0.36	5.0	No	No



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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
1,4-Dichlorobenzene (µg/L) - TW3	2021/01/26	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (µg/L) - TW1	2021/01/26	<MDL 0.35	5.0	No	No
1,2-Dichloroethane (µg/L) - TW2	2021/01/26	<MDL 0.35	5.0	No	No
1,2-Dichloroethane (µg/L) - TW3	2021/01/26	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (µg/L) - TW1	2021/01/26	<MDL 0.33	14.0	No	No
1,1-Dichloroethylene (µg/L) - TW2	2021/01/26	<MDL 0.33	14.0	No	No
1,1-Dichloroethylene (µg/L) - TW3	2021/01/26	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW1	2021/01/26	<MDL 0.35	50.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW2	2021/01/26	<MDL 0.35	50.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW3	2021/01/26	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (µg/L) - TW1	2021/01/26	<MDL 0.15	900.0	No	No
2,4-Dichlorophenol (µg/L) - TW2	2021/01/26	<MDL 0.15	900.0	No	No
2,4-Dichlorophenol (µg/L) - TW3	2021/01/26	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW1	2021/01/26	<MDL 0.19	100.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW2	2021/01/26	<MDL 0.19	100.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW3	2021/01/26	<MDL 0.19	100.0	No	No
Diclofop-methyl (µg/L) - TW1	2021/01/26	<MDL 0.4	9.0	No	No
Diclofop-methyl (µg/L) - TW2	2021/01/26	<MDL 0.4	9.0	No	No
Diclofop-methyl (µg/L) - TW3	2021/01/26	<MDL 0.4	9.0	No	No
Dimethoate (µg/L) - TW1	2021/01/26	<MDL 0.06	20.0	No	No
Dimethoate (µg/L) - TW2	2021/01/26	<MDL 0.06	20.0	No	No
Dimethoate (µg/L) - TW3	2021/01/26	<MDL 0.06	20.0	No	No
Diquat (µg/L) - TW1	2021/01/26	<MDL 1.0	70.0	No	No
Diquat (µg/L) - TW2	2021/01/26	<MDL 1.0	70.0	No	No
Diquat (µg/L) - TW3	2021/01/26	<MDL 1.0	70.0	No	No
Diuron (µg/L) - TW1	2021/01/26	<MDL 0.03	150.0	No	No
Diuron (µg/L) - TW2	2021/01/26	<MDL 0.03	150.0	No	No
Diuron (µg/L) - TW3	2021/01/26	<MDL 0.03	150.0	No	No
Glyphosate (µg/L) - TW1	2021/01/26	<MDL 1.0	280.0	No	No
Glyphosate (µg/L) - TW2	2021/01/26	<MDL 1.0	280.0	No	No
Glyphosate (µg/L) - TW3	2021/01/26	<MDL 1.0	280.0	No	No
Malathion (µg/L) - TW1	2021/01/26	<MDL 0.02	190.0	No	No
Malathion (µg/L) - TW2	2021/01/26	<MDL 0.02	190.0	No	No
Malathion (µg/L) - TW3	2021/01/26	<MDL 0.02	190.0	No	No
Metolachlor (µg/L) - TW1	2021/01/26	<MDL 0.01	50.0	No	No
Metolachlor (µg/L) - TW2	2021/01/26	<MDL 0.01	50.0	No	No
Metolachlor (µg/L) - TW3	2021/01/26	<MDL 0.01	50.0	No	No

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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Metribuzin (µg/L) - TW1	2021/01/26	<MDL 0.02	80.0	No	No
Metribuzin (µg/L) - TW2	2021/01/26	<MDL 0.02	80.0	No	No
Metribuzin (µg/L) - TW3	2021/01/26	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW1	2021/01/26	<MDL 0.3	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW2	2021/01/26	<MDL 0.3	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW3	2021/01/26	<MDL 0.3	80.0	No	No
Paraquat (µg/L) - TW1	2021/01/26	<MDL 1.0	10.0	No	No
Paraquat (µg/L) - TW2	2021/01/26	<MDL 1.0	10.0	No	No
Paraquat (µg/L) - TW3	2021/01/26	<MDL 1.0	10.0	No	No
PCB (µg/L) - TW1	2021/01/26	<MDL 0.04	3.0	No	No
PCB (µg/L) - TW2	2021/01/26	<MDL 0.04	3.0	No	No
PCB (µg/L) - TW3	2021/01/26	<MDL 0.04	3.0	No	No
Pentachlorophenol (µg/L) - TW1	2021/01/26	<MDL 0.15	60.0	No	No
Pentachlorophenol (µg/L) - TW2	2021/01/26	<MDL 0.15	60.0	No	No
Pentachlorophenol (µg/L) - TW3	2021/01/26	<MDL 0.15	60.0	No	No
Phorate (µg/L) - TW1	2021/01/26	<MDL 0.01	2.0	No	No
Phorate (µg/L) - TW2	2021/01/26	<MDL 0.01	2.0	No	No
Phorate (µg/L) - TW3	2021/01/26	<MDL 0.01	2.0	No	No
Picloram (µg/L) - TW1	2021/01/26	<MDL 1.0	190.0	No	No
Picloram (µg/L) - TW2	2021/01/26	<MDL 1.0	190.0	No	No
Picloram (µg/L) - TW3	2021/01/26	<MDL 1.0	190.0	No	No
Prometryne (µg/L) - TW1	2021/01/26	<MDL 0.03	1.0	No	No
Prometryne (µg/L) - TW2	2021/01/26	<MDL 0.03	1.0	No	No
Prometryne (µg/L) - TW3	2021/01/26	<MDL 0.03	1.0	No	No
Simazine (µg/L) - TW1	2021/01/26	<MDL 0.01	10.0	No	No
Simazine (µg/L) - TW2	2021/01/26	<MDL 0.01	10.0	No	No
Simazine (µg/L) - TW3	2021/01/26	<MDL 0.01	10.0	No	No
Terbufos (µg/L) - TW1	2021/01/26	<MDL 0.01	1.0	No	No
Terbufos (µg/L) - TW2	2021/01/26	<MDL 0.01	1.0	No	No
Terbufos (µg/L) - TW3	2021/01/26	<MDL 0.01	1.0	No	No
Tetrachloroethylene (µg/L) - TW1	2021/01/26	<MDL 0.35	10.0	No	No
Tetrachloroethylene (µg/L) - TW2	2021/01/26	<MDL 0.35	10.0	No	No
Tetrachloroethylene (µg/L) - TW3	2021/01/26	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW1	2021/01/26	<MDL 0.2	100.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW2	2021/01/26	<MDL 0.2	100.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW3	2021/01/26	<MDL 0.2	100.0	No	No
Triallate (µg/L) - TW1	2021/01/26	<MDL 0.01	230.0	No	No



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Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Number of Exceedances	
				MAC	½ MAC
Triallate (µg/L) - TW2	2021/01/26	<MDL 0.01	230.0	No	No
Triallate (µg/L) - TW3	2021/01/26	<MDL 0.01	230.0	No	No
Trichloroethylene (µg/L) - TW1	2021/01/26	<MDL 0.44	5.0	No	No
Trichloroethylene (µg/L) - TW2	2021/01/26	<MDL 0.44	5.0	No	No
Trichloroethylene (µg/L) - TW3	2021/01/26	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW1	2021/01/26	<MDL 0.25	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW2	2021/01/26	<MDL 0.25	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW3	2021/01/26	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW1	2021/01/26	<MDL 0.12	100.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW2	2021/01/26	<MDL 0.12	100.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW3	2021/01/26	<MDL 0.12	100.0	No	No
Trifluralin (µg/L) - TW1	2021/01/26	<MDL 0.02	45.0	No	No
Trifluralin (µg/L) - TW2	2021/01/26	<MDL 0.02	45.0	No	No
Trifluralin (µg/L) - TW3	2021/01/26	<MDL 0.02	45.0	No	No
Vinyl Chloride (µg/L) - TW1	2021/01/26	<MDL 0.17	1.0	No	No
Vinyl Chloride (µg/L) - TW2	2021/01/26	<MDL 0.17	1.0	No	No
Vinyl Chloride (µg/L) - TW3	2021/01/26	<MDL 0.17	1.0	No	No
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2021	30.25	100.00	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2021	5.3	80.00	No	No

Note: MDL = Minimum Detection Limit

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

Parameter	Result Value	Unit of Measure	Date of Sample
Not Applicable			

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# ANNUAL REPORT

ONTARIO REGULATION 170/03  
SECTION 11

## BAXTER DISTRIBUTION SYSTEM



FOR THE PERIOD:  
JANUARY 1, 2021 – DECEMBER 31, 2021

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



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<b>Drinking-Water System Number:</b>	260086866
<b>Drinking-Water System Name:</b>	<b>Baxter Distribution System</b>
<b>Drinking-Water System Owner:</b>	The Corporation of the Township of Essa
<b>Drinking-Water System Category:</b>	Small Municipal Residential
<b>Period being reported:</b>	January 1, 2021 to December 31, 2021

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

**List of water treatment chemicals used during the reporting period:**

- Sodium Hypochlorite 12% Solution NSF, Primary Disinfection

**Significant expenses incurred to:**

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

**Description of significant expenses incurred:**

1. Not Applicable for this reporting period

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*	13	0	0	0	0	13	10	10
Distribution - DW	52	0	0	0	0	52	<10	30

\*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, Treated (Continuous) [mg/L]	8760	0.00*	1.42
Free Chlorine Residual, Treated (Grab) [mg/L]	161	0.9	1.59
Total Chlorine Residual, Treated (Grab) [mg/L]	161	1.04	1.79
Free Chlorine Residual, Distribution (Grab) [mg/L]	55	0.83	1.43

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

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

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

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

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

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	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 2021. It is located at the following website: <https://www.collingwood.ca/town-services/water-sewer-services>

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

Location Type	Number of Samples	Range of Lead Results		MAC	Exceedances
		Minimum	Maximum		
Lead – Plumbing (µg/L)	Not Applicable - Relief from all Plumbing Requirements*				
Lead – Distribution (µg/L) **	2	0.23	3.28	10	0

Note: The Alkalinity results for 2021 ranged from 72 and 73 mg/L as CaCO<sub>3</sub>. pH results for 2021 ranged from 7.3 to 8.41. The aesthetic objective/operational guideline for pH is 6.5-8.5.

\*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, last set of lead sampling was completed in 2021. Next set of lead sampling is scheduled for 2024.





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

Please refer to the Collingwood Drinking Water System Annual Compliance Report for 2021. It is located at the following website: <https://www.collingwood.ca/town-services/water-sewer-services>



Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedances	
				MAC	½ MAC
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 2021	55.00	100.00	No	Yes
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2021	31.83	80.00	No	No

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

Parameter	Result Value	Unit of Measure	Date of Sample
Trihalomethane: Total Annual Average	55.0	µg/L	4 Quarters of 2021

Please refer to the Town of Collingwood website for any further ½ MAC exceedances.

# ANNUAL REPORT

ONTARIO REGULATION 170/03  
SECTION 11

## THORNTON DRINKING WATER SYSTEM



**FOR THE PERIOD:  
JANUARY 1, 2021 – DECEMBER 31, 2021**

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





<b>Drinking-Water System Number:</b>	220006945
<b>Drinking-Water System Name:</b>	Thornton Drinking Water System
<b>Drinking-Water System Owner:</b>	The Corporation of the Township of Essa
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	January 1, 2021 to December 31, 2021

**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 overflow capacity of 704.94m<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. Replacement of Well 1 submersible pump motor
2. Diesel Generator Repairs
3. VFD Replacement- High Lift Pumps
4. Storage Pressure Transducer Installation- Reservoir
5. Stand pipes increased by 1 ring
6. Well 1&2 lifted for inspection and cleaning

**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	9	N/A	N/A	N/A
Raw - RW2	48*	0	0	0	2	N/A	N/A	N/A
Raw - RW3	52	0	0	0	3	N/A	N/A	N/A
Raw - RW4	52	0	0	0	3	N/A	N/A	N/A
Treated - TW	52	0	0	0	0	52	<10	10
Distribution - DW	120	0	0	0	0	56	<10	20

Note:

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

\*Wells not sampled during scheduled maintenance and repair activities.

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

Location & Test	Number of Samples	Range of Results	
		Minimum	Maximum
Turbidity, Raw RW1 (Grab) [NTU]	13	0.14	0.78
Turbidity, Raw RW2 (Grab) [NTU]	13	0.22	0.97
Turbidity, Raw RW3 (Grab) [NTU]	13	0.18	0.88
Turbidity, Raw RW4 (Grab) [NTU]	13	0.14	0.78
Free Chlorine Residual, Treated (Continuous) [mg/L]	8760	0.77	4.14
Free Chlorine Residual, Treated (Grab) [mg/L]	161	1.17	2.3
Total Chlorine Residual, Treated (Grab) [mg/L]	161	1.29	2.30
Free Chlorine Residual, Distribution (Grab) [mg/L]	359	1.08	2.12

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

**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)	Exceedances	
				MAC	½ MAC
Antimony: Sb (µg/L) - TW	2021/01/26	<MDL 0.09	6.0	No	No
Arsenic: As (µg/L) - TW	2021/01/26	<MDL 0.2	10.0	No	No
Barium: Ba (µg/L) - TW	2021/01/26	84.2	1000.0	No	No
Boron: B (µg/L) - TW	2021/01/26	35.0	5000.0	No	No
Cadmium: Cd (µg/L) - TW	2021/01/26	<MDL 0.003	5.0	No	No
Chromium: Cr (µg/L) - TW	2021/01/26	0.62	50.0	No	No
Mercury: Hg (µg/L) - TW	2021/01/26	<MDL 0.01	1.0	No	No
Selenium: Se (µg/L) - TW	2021/01/26	0.05	50.0	No	No
Uranium: U (µg/L) - TW	2021/01/26	0.539	20.0	No	No
Fluoride: F (mg/L) - TW	2018/07/17	0.22	1.5	No	No
Nitrite (mg/L) - TW	2021/01/26	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2021/05/03	0.004	1.0	No	No
Nitrite (mg/L) - TW	2021/07/20	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2021/10/14	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2021/01/26	1.65	10.0	No	No
Nitrate (mg/L) - TW	2021/05/03	1.45	10.0	No	No
Nitrate (mg/L) - TW	2021/07/20	1.7	10.0	No	No
Nitrate (mg/L) - TW	2021/10/14	1.71	10.0	No	No
Sodium: Na (mg/L) - TW	2018/07/24	37.0	20*	N/A	N/A

Note: MDL = Minimum Detection Limit

\*There is no "MAC" for Sodium. The aesthetic objective is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets. The Sodium exceedance was last reported to the MOH on July 23, 2018, resample was taken and no further instructions given by the MOH. Sodium is reportable every 60 months. Next set of sodium samples is due in 2023.

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

Location Type	Number of Samples	Range of Lead Results		MAC	Exceedances
		Minimum	Maximum		
Lead – Plumbing (µg/L)*	Not Applicable - Relief from all Plumbing Requirements*				
Lead – Distribution (µg/L)**	4	0.17	0.65	10	0

Note: The Alkalinity results for 2021 were between 213 to 223 mg/L as CaCO<sub>3</sub>. pH results for 2021 ranged from 6.98 to 7.93. The aesthetic objective/operational guideline for pH is 6.5-8.5.

\*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, last set of lead sampling was completed in 2021. Next set of lead sampling is scheduled for 2024.



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

**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)	Exceedances	
				MAC	½ MAC
Alachlor (µg/L) - TW	2021/01/26	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (µg/L) - TW	2021/01/26	<MDL 0.01	5.0	No	No
Azinphos-methyl (µg/L) - TW	2021/01/26	<MDL 0.05	20.0	No	No
Benzene (µg/L) - TW	2021/01/26	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (µg/L) - TW	2021/01/26	<MDL 0.004	0.01	No	No
Bromoxynil (µg/L) - TW	2021/01/26	<MDL 0.33	5.0	No	No
Carbaryl (µg/L) - TW	2021/01/26	<MDL 0.05	90.0	No	No
Carbofuran (µg/L) - TW	2021/01/26	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (µg/L) - TW	2021/01/26	<MDL 0.17	2.0	No	No
Chlorpyrifos (µg/L) - TW	2021/01/26	<MDL 0.02	90.0	No	No
Diazinon (µg/L) - TW	2021/01/26	<MDL 0.02	20.0	No	No
Dicamba (µg/L) - TW	2021/01/26	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (µg/L) - TW	2021/01/26	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (µg/L) - TW	2021/01/26	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (µg/L) - TW	2021/01/26	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (µg/L) - TW	2021/01/26	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (µg/L) - TW	2021/01/26	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (µg/L) - TW	2021/01/26	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW	2021/01/26	<MDL 0.19	100.0	No	No
Diclofop-methyl (µg/L) - TW	2021/01/26	<MDL 0.4	9.0	No	No
Dimethoate (µg/L) - TW	2021/01/26	<MDL 0.06	20.0	No	No
Diquat (µg/L) - TW	2021/01/26	<MDL 1.0	70.0	No	No
Diuron (µg/L) - TW	2021/01/26	<MDL 0.03	150.0	No	No
Glyphosate (µg/L) - TW	2021/01/26	1.0	280.0	No	No
Malathion (µg/L) - TW	2021/01/26	<MDL 0.02	190.0	No	No
Metolachlor (µg/L) - TW	2021/01/26	<MDL 0.01	50.0	No	No
Metribuzin (µg/L) - TW	2021/01/26	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW	2021/01/26	<MDL 0.3	80.0	No	No
Paraquat (µg/L) - TW	2021/01/26	<MDL 1.0	10.0	No	No
PCB (µg/L) - TW	2021/01/26	<MDL 0.04	3.0	No	No
Pentachlorophenol (µg/L) - TW	2021/01/26	<MDL 0.15	60.0	No	No
Phorate (µg/L) - TW	2021/01/26	<MDL 0.01	2.0	No	No
Picloram (µg/L) - TW	2021/01/26	<MDL 1.0	190.0	No	No
Prometryne (µg/L) - TW	2021/01/26	<MDL 0.03	1.0	No	No
Simazine (µg/L) - TW	2021/01/26	<MDL 0.01	10.0	No	No
Terbufos (µg/L) - TW	2021/01/26	<MDL 0.01	1.0	No	No





Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedances	
				MAC	½ MAC
Tetrachloroethylene (µg/L) - TW	2021/01/26	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW	2021/01/26	<MDL 0.2	100.0	No	No
Triallate (µg/L) - TW	2021/01/26	<MDL 0.01	230.0	No	No
Trichloroethylene (µg/L) - TW	2021/01/26	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (µg/L) - TW	2021/01/26	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW	2021/01/26	<MDL 0.12	100.0	No	No
Trifluralin (µg/L) - TW	2021/01/26	<MDL 0.02	45.0	No	No
Vinyl Chloride (µg/L) - TW	2021/01/26	<MDL 0.17	1.0	No	No
Trihalomethane: Total Annual Average (µg/L) - DW	4 Quarters of 2021	22.75	100.00	No	No
Haloacetic Acid: Total Annual Average (µg/L) - DW	4 Quarters of 2021	14.4	80.00	No	No

Note: MDL = Minimum Detection Limit

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

Parameter	Result Value	Unit of Measure	Date of Sample
Not Applicable			

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## TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR002-22  
 DATE: March 9, 2022  
 TO: Committee of the Whole  
 FROM: Carol Traynor, Manager of Finance  
 SUBJECT: Statement of Treasurer – Remuneration 2021

### RECOMMENDATION

That Staff Report TR002-22 be received; and

That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2021 be received as circulated.

### BACKGROUND

This statement details remuneration and expenses paid to Members of Council and Members appointed by Council in 2021. Council remuneration is authorized by By-Law 2013-53. Other expenses are authorized by the 2021 Final Budget. This report is prepared pursuant to section 284 (1) of the Municipal Act, 2001 (S.O. 2001, c.25).

### COMMENTS AND CONSIDERATIONS

#### Remuneration Paid to Council: (\$)

Name	Remuneration	Per Diem	Health Benefits	Car Allow. & Mileage	Conference & Other Expenses	Total	
Mayor S. Macdonald	35,565.61	0.00	5,740.43	1,000.00	756.28	<b>43,062.32</b>	
Deputy-Mayor M. Smith	27,686.77	0.00	43.81	1,000.00	801.33	<b>29,531.91</b>	
M Smith re: NVCA		410.15				<b>410.15</b>	
Councillors:							
R. Henderson	22,260.31	0.00	5,417.03	1,000.00	625.61	<b>29,302.95</b>	
W. Sander	22,263.42	0.00	5,736.16	1,000.00	693.36	<b>29,692.94</b>	
K. White	9,276.17	0.00	2,387.49	0.00	373.24	<b>12,036.90</b>	
K. White re: NVCA		328.12		11.80		<b>339.92</b>	
P. Kiezebrink	11,125.35		2,391.95	500.00	343.76	<b>14,361.06</b>	
<b>Totals</b>	<b>128,177.63</b>	<b>738.27</b>	<b>21,716.87</b>	<b>4,511.80</b>	<b>3,593.58</b>	<b>158,738.15</b>	

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

Name	Remuneration	Total
D. Davis	625.00	625.00
S. Fisher	545.00	545.00
K. Ogilvie	380.00	380.00
J. Truax	625.00	625.00
D. Tucker	585.00	585.00
<b>Totals</b>	<b>2,760.00</b>	<b>2,760.00</b>

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

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

**Remuneration Paid to Library Board: (\$)**

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

**Attended the OGRA Conference:**

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

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**Attended the AMO Conference:**

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

**Cellular, Telephone & Other Expenses:**

Mayor Sandie Macdonald [\$756.28]  
Deputy Mayor Michael Smith [\$801.33]  
Councillor Ron Henderson [\$625.61]  
Councillor Henry Sander [\$693.36]  
Councillor Keith White [\$373.24]  
Councillor Pieter Kiezebrink [\$343.76]

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

**FINANCIAL IMPACT**

Council and Committee remuneration and expenses were included in the 2021 budget.

**SUMMARY/OPTIONS**

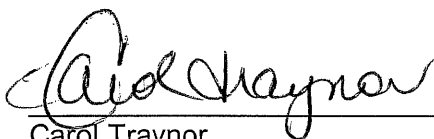
Council may:

1. Take no further action.
2. That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2021 be received as circulated.

**CONCLUSION**

Respectfully submitted:

Reviewed by:



Carol Traynor  
Manager of Finance



Colleen Healey-Dowdall  
CAO





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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C002-22  
**DATE:** March 9, 2022  
**TO:** Committee of the Whole  
**FROM:** Lisa Lehr, Manager of Legislative Services  
**SUBJECT:** Election Sign By-law Review

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### RECOMMENDATION

That Staff Report C002-22 be received, and

That Council consider approving the Draft Election Sign By-law; and

That the Draft By-law as attached be brought forward at a future meeting for passage.

### BACKGROUND

Election signs within the municipal boundaries of the Township are currently regulated by Essa's Municipal Election Sign By-law (By-law 2018-34), which was approved by Council at its meeting of April 18, 2018. The intent of the By-law is to regulate and/or prohibit the placement of municipal election signs, thereby assisting in the reduction of visual pollution that generally accompanies the scattering of signs throughout the municipality, and to mitigate any potential risk(s) that could be associated with the placement of these signs to users of the municipal road system and/or pedestrians.

Although the current By-law proved to be useful and effective with the regulation of municipal election signs in the 2018 Municipal Election, there were a few issues that arose that could be avoided by amending the Election Sign By-law. Some of the issues resulted from a general lack of understanding and/or confusion with respect to restrictions which ultimately resulted in non-compliance issues and public complaints during the municipal election period.

The purpose of this Report is to provide Council with suggested amendments to Essa's current Election Sign By-law. As Council is aware, it is inherent in the nature of the Clerk's position in respect of the upcoming Election to attempt to provide clear, concise rules to candidates, registered third parties and members of the public. A Draft By-law has been prepared (Attachment No. 1) of which contains all proposed amendments, for Council's consideration.

### COMMENTS AND CONSIDERATIONS

The author of this Report met remotely with representatives from each municipality of the South Simcoe Election Working Group (New Tecumseth, Adjala-Tosorontio, Essa, Innisfil, and Bradford-West Gwillimbury). The intent of the remote meeting was to compare and discuss Election Sign By-laws between the group and the challenges that were presented during the last municipal election. Additionally, members of the group proposed amendments that would allow for easier enforcement of the By-law by municipal staff, as well as providing for a clear, concise understanding of the provisions by candidates and third party advertisers.

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As a result of the meeting, proposed amendments are outlined for Council's consideration as follows:

**1. DEFINITIONS**

- New - The following terms have been added:
  - Boulevard, Highway, Recurring Offenders, Road Right-of-Way, and Sidewalk / Pathway
- Amendments - Housekeeping for the following terms:
  - Candidate, Election Sign, and Registered Third Party

**2. ADMINISTRATION**

- New section added - allows for the Clerk to review issues not contained in the By-law and make a decision on action(s) to be taken to uphold the integrity of the By-law.

**3. SIGN DEPOSIT & REFUND**

- Amendment - propose to increase deposit from \$100.00 to **\$300.00**
  - The increase will act as a deterrent, thereby encouraging voluntary compliance with adherence to the By-law
  - Amended to include the requirement for the sign deposit to apply to candidates of provincial and federal elections
- Amendment – requires election signs having to be removed **within 3 calendar days from Election Day** (currently our By-law allows for 5 days to remove election signs)
- Amendment – includes conditions having to be met prior to the refund of the sign deposit:
  - Satisfactory removal of all election signs within 3 calendar days from Election Day
  - Satisfactory adherence to the provisions of this By-law throughout the duration of the campaign period
- New – provision included for sign deposit to be retained by municipality where candidates or registered third party advertisers are deemed to be “recurring offenders” (where 3 election signs have been removed by staff as a result of non-compliance with the By-law)

**4. GENERAL PROVISIONS**

- New – provisions provided for election signs to be posted where By-election has been called
- New – the number of election signs per candidates or registered third party to be placed on private property or in front of private property is limited to the number of street lines abutting the private property

**5. RESTRICTIONS AND ENFORCEMENT**

- New – election signs are not permitted on or within a vehicle or trailer parked within 45.72 (150 ft) of a Voting location
- New – election signs are not permitted to be posted on the property and split island facing the Angus Recreation Centre from the road right-of-way at the Mill Street and County Road 10 intersection, extending the boundary limits of the Angus Recreation Centre and Nottawasaga Pines Secondary School
- Amendment – election signs are not permitted to be placed within the road right-of-way limits, of which includes the driving surface as well as all ditches in rural

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settings, and all boulevards and sidewalks in urban settings (current By-law states 1.524 metres (5 feet)).

- New – added “regardless of consent having been received by a property owner, sight lines shall always be maintained at intersections for all traffic movement directions” (per Manager of Public Works)
- New – election signs not permitted to be placed on centre medians of roadway/highway

#### 6. REMOVAL OF SIGNS

- New – Clerk is authorized to remove election signs that portray profanity or unlawful activity
- New – Township not liable for damage/loss of election signs removed by municipal staff

#### 7. NOTIFICATION

- New – allows for communication and/or notification to candidates or third party advertisers via email, re: removal of signs, infractions of By-law, etc.

#### 8. ENFORCEMENT

- New - This section has been added

Attachment No. 1 provides Council with a DRAFT By-law that contains all proposed provisions mentioned in this Report.

#### FINANCIAL IMPACT

There is no financial impact on the municipality.



#### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the DRAFT Election Sign By-law as attached, and direct staff to bring the DRAFT By-law forward at a future meeting of Council.**
3. Approve the DRAFT Election Sign By-law with further amendments as deemed appropriate by Council.

#### CONCLUSION

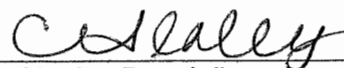
Staff recommends that Council approve Option No. 2.

Respectfully Submitted by:



Lisa Lehr  
Manager of Legislative Services

Reviewed by:



Colleen Healey Dowdall  
Chief Administrative Officer

Attachments:

1. Draft Election Sign By-law

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Attachment No. 1

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 – xx

**Being a By-law to repeal By-law 2018-34 and to regulate the number, location and size of Election Campaign Signs within the Township of Essa.**

WHEREAS section 8 of the Municipal Act, 2001, S.O., c.25 (the "Act") provides that the Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising authority under this or any other Act; and

WHEREAS section 11 of the Act provides that a lower tier municipality 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 subsection 11(93) of the Act provides that a lower-tier municipality may pass by-laws, subject to the rules set out in subsection (4) respecting matters of structures, including signs; and

WHEREAS Council of the Township of Essa deems it advisable to have a By-law to regulate the number, location and erection of election signs;

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

**1. DEFINITIONS**

- 1.1 **"Boulevard"** means that part of a road from the edge of the road to the nearest lateral property line of the road.
- 1.2 **"Candidate"** means a person who has been nominated under the *Canada Elections Act*, the *Election Act*, or the *Municipal Elections Act*.
- ~~1.3 "Certified Candidate" means, in relation to an election in a municipality or school board, a candidate whose nomination has been certified under Section 35 of the *Municipal Elections Act, 1996 and the Education Act, 1990.*~~
- ~~1.3 "Election Campaign Sign" means any sign, poster or other advertising device that advertises or promotes a candidate in a federal, provincial or municipal election, including an election of a local board or commission; or, is intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under Section 8 of the *Municipal Elections Act, 1996.*~~
- 1.3 **"Election Sign"** includes any surface or structure, and their component parts, which are used or are capable of being used as a visual medium to attract attention to a specific subject matter, or to create a design or convey a message:
- a) To advertise or promote a candidate in a federal, provincial or municipal election, including an election of local board or commission; or

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b) **Intended to influence persons to vote for or against any candidate or any question, law or by-law submitted to electors.**

1.4 **“Highway” means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property line thereof**

1.5 **“Recurring Offenders” means any candidate or registered third party advertiser who has had an election sign removed on three or more separate occasions by the Township of Essa as a result of violations of this By-law.**

1.6 **“Registered Third Party Advertiser” means one of the following and whose notice of registration has been certified by the Clerk of the Township of Essa pursuant to section 88.6 of the Municipal Elections Act:**

- a) **An individual who is normally a resident in Ontario;**
- b) **A corporation that carries on business in Ontario; or**
- c) **A trade union that holds bargaining rights for employees in Ontario.**

1.7 **“Roadway” means that part of the highway that is improved, designed or ordinarily used for vehicular traffic.**

- a) **In an urban area, a roadway is the portion of the street between the curbs.**
- b) **In a rural area, the roadway is situated from the top edge of the shoulder on one side of the road to the top edge of the shoulder on the opposite side of the roadway.**

1.8 **“Road right-of-way” means a type of easement granted or reserved by the municipality on all roads within the municipality including the driving surface (paved or gravel) and beyond the driving surface over the land for transportation purposes.**

1.9 **“Sidewalk / Pathway” means that portion of the highway as is set aside by the Township of Essa for the use of pedestrians.**

1.10 **“Voting Location” means a location where voters cast their ballots in accordance with the Municipal Elections Act, the Election Act, or the Canada Elections Act, and shall include the entire property and all boundaries associated with it when such voting location is within a public premises and shall mean the common elements when the voting place is located on private property.**

- a) **Notwithstanding the above, individual units, and their doors, windows, balconies, etc. shall not be deemed to be common elements on private premises.**

**2. ADMINISTRATION**

2.1 **This By-law shall be administered by the Clerk or his/her designate.**

2.2 **The Clerk or his/her designate has the delegated authority to review any issue(s) regarding an election sign and decide if any action is needed to uphold the general integrity of this By-law. The Clerk’s decision shall be final.**

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### 3. SIGN DEPOSIT AND REFUND

3.1 Prior to any election campaign sign being affixed, displayed or otherwise erected within the Township of Essa, candidates and registered third party advertisers shall file a deposit fee in the amount of ~~\$100.00.~~ **\$300.00.**

~~3.1.1 The requirement to pay a sign deposit does not apply to federal or provincial election campaign signs.~~

3.2 Deposits shall be submitted to the Clerk and may be paid in the form of cash, debit card or cheque payable to the Township of Essa.

3.3 Election sign deposits are due and payable at the time of the filing of candidate nomination/third party registration papers, and prior to the erection of any election campaign signs for any municipal or school board candidates.

3.4 The ~~\$100.00~~ election sign deposit ~~will~~ shall be refunded upon the following conditions having been met:

- a) satisfactory removal of all election signs prior to the expiry timeframe outlined in section 3.5.
- b) **satisfactory adherence to the provisions of this By-law throughout the duration of the campaign period.**

All candidates and registered third party advertisers will be advised of this By-law upon the filing of their nomination papers with the Clerk and/or designate.

3.5 Election campaign signs shall be removed from all public and private properties within ~~five (5)~~ **three (3) calendar** days following Election Day. If not removed within this timeframe, the Clerk shall direct that the signs be removed by staff and the deposit shall be retained by the municipality.

3.6 The Clerk's decision to retain the deposit shall be final and not subject to review.

3.7 In the event that the deposit is not retained, the Clerk shall direct the Manager of Finance to refund the deposit paid under this By-law to candidates and registered third party advertisers that have adhered to the conditions outlined in section 3.4.

**3.8 Sign deposits shall be retained by the municipality where candidates or registered third party advertisers are deemed to be "recurring offenders" as a result of non-compliance with provisions of this By-law.**

### 4. GENERAL PROVISIONS

4.1 Election campaign signs shall not be affixed, displayed or otherwise erected prior to 45 days from Voting Day in the year of a regular municipal election, or prior to the writ of the election in a federal or provincial election.

**4.1.1 In the case of a By-Election, if Nomination Day is less than 45 days prior to Voting Day, no election campaign signs shall be affixed, displayed or otherwise erected prior to Nomination Day.**

4.2 a) The candidate to whom the sign relates shall be responsible for the erection, maintenance and display of the election campaign sign, and shall ensure that all requirements of this By-law are met.

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- b) Registered third party advertisers are required to:
  - i. identify themselves on election signs so that it is clear who is responsible for each election sign;
  - ii. shall comply with all provisions in this By-law; and
  - iii. shall ensure that all election campaign signs contain the mandatory information as outlined in the *Municipal Elections Act*, 1996.

4.3 The number of municipal election campaign signs that may be erected on public property are limited to:

- a) Candidates running for Mayor and Deputy Mayor in the Township of Essa are permitted to erect a maximum of 150 election signs on public property throughout the whole of the Township within its municipal boundaries.
- b) Candidates running for Ward Councillor in the Township of Essa are permitted to erect a maximum of 50 election signs on public property, which shall be placed only within the ward in which the candidate is running.
- c) Registered Third Party Advertisers are permitted to erect:
  - i. a maximum of 25 signs on public property per Ward - if opposing Mayoral or Deputy Mayoral Candidate, or opposing a question on the ballot
  - ii. a maximum of 25 signs on public property only in the Ward of which the candidate is running that the Registered Third Party Advertiser is supporting/opposing. Third Party Advertisers are required to comply with all provisions within the *Municipal Elections Act* and/or *Canada Elections Act* and/or *Election Act*, and shall be placed in accordance with all provisions outlined in this By-law.

**4.4 The number of election signs per candidate or registered third party permitted to be placed on private property or in front of private property is limited to the number of street lines abutting the private property.**

- 4.5 a) In a municipal election, no person shall display, affix or erect, or cause to display, affix or erect an election sign except within the ward boundary for which the candidate is running.
- b) In a provincial or federal election, no person shall display, affix or erect, or cause to display, affix or erect a provincial or federal election sign except within the candidate's riding boundary.

4.6 Election signs shall not be affixed, displayed or otherwise erected on private property without the express written consent of the owner and/or occupant.

**4.7 No candidate, registered third party or any other person shall affix, erect or otherwise display an election sign except as permitted by this By-law.**

**5. RESTRICTIONS AND ENFORCEMENT**

5.1 No election campaign sign face shall be larger than 1.2m x 1.2m (4ft. x 4ft.).

5.2 The maximum election sign height shall be no higher than 1.5 m (5 feet) above grade and shall not interfere with intersection sightline triangles as per Figure 1 (Schedule A).

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- 5.3 No candidate, registered third party, or any other person shall affix, erect or display an election sign, or permit an election sign to be affixed, erected or displayed:
- At any Voting location;
  - Within 45.72 m (150 ft) of any voting location including the parking lot and road allowance leading into any voting location unless the express consent of the Clerk has been granted.
  - On or within a vehicle or trailer parked within 45.72 m (150 ft) of a Voting location.**
- 5.4 Illuminated election signs are prohibited.
- 5.5 Election signs erected on private property shall be placed in a location that is not visible from a voting location.
- 5.6 No election campaign sign shall be located within 45.72 m (150 ft) in either direction from the driveway across the frontage of the Essa Administration Centre.
- 5.7 No election sign shall be erected at any designated voting location, including the property and split island facing the Angus Recreation Centre from the road right-of-way at the Mill Street (County Road 90) and County Road 10 intersection, extending to the boundary limits of the Angus Recreation Centre and Nottawasaga Pines Secondary School.**
- 5.8 No person shall at any time place an election sign, or cause an election sign to be placed, in any public park or on any property owned or occupied by the Township of Essa or any local board except as permitted by this By-law.
- 5.9 No election signs shall be displayed, affixed or erected:
- on a boulevard area or road allowance fronting private property without the express consent of the property owner and/or occupant. Certified candidates are be required to produce proof of written consent from the property owner / occupant to the Township Clerk within 24 hours upon request.
  - Within the road right-of-way limits, of which includes the driving surface as well as all ditches in rural settings(Figure 2.1 Schedule A), and all boulevards and sidewalks in urban settings (Figure 2.2 Schedule A).**
- 5.10 Regardless of consent having been received by a property owner for the sign location, sight lines shall always be maintained at intersections for all traffic movement directions.**
- 5.11 Where a highway or roadway includes a centre median, no election sign shall be affixed, displayed or erected on the centre median between the highway.**
- 5.12 Where the road allowance includes a roadside ditch, no election sign shall be erected on the portion of the road allowance between the roadside and the ditch.
- 5.13 No more than two (2) election signs per certified candidate shall be permitted at any one intersection, and no more than one (1) election campaign sign per candidate shall be permitted on any one (1) corner of an intersection.
- 5.14 Notwithstanding any other provisions of this By-law, where a road serves as a boundary between wards, no person shall display an election campaign sign except on the side of the road within the boundaries of the Ward/Riding to which the election sign relates.

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- 5.15 No election campaign sign shall be placed on any of the following items located on municipal property or road allowances:
  - a) Tree;
  - b) Post;
  - c) Utility pole;
  - d) Fence;
  - e) Attenuation wall; or
  - f) Any other natural or artificial feature that rests on Township property.
  
- 5.16 No election campaign sign shall:
  - a) Obstruct the visibility of any pedestrian or driver, or obstruct the visibility of any traffic sign or device, or interfere with vehicular traffic in any manner;
  - b) Obstruct openings required for light, ventilation, ingress, egress, or firefighting;
  - c) Constitute a danger or hazard to the general public.
  
- 5.17 No candidate or registered third party advertiser shall affix or erect election signs where the placement of the sign may cause injury or danger to pedestrians or persons utilizing the municipal road system.

**6. REMOVAL OF SIGNS**

- 6.1 **The Clerk and/or designate is hereby authorized to remove signs that portray profanity or unlawful activity, as well as signs that may be offensive or discriminatory as defined in the Ontario Human Rights Code.**
  
- 6.2 Where election signs have been erected or affixed in contravention of this By-law, the Township shall:
  - a) Notify the candidate or registered third party to repair or remove the sign, or take the necessary action to ensure the election sign complies with the provisions of this By-law within 24 hours; or
  - b) If necessary, remove the election sign after 24 hours of non-compliance and notify the candidate or registered third party advertiser, and maintain a record of the compliance enforcement action.
  
- 6.3 Election signs removed by municipal staff will be available for retrieval by candidates and registered third party advertisers after Voting Day.
  
- 6.4 In accordance with provision 3.5 of this By-law, election campaign signs must be removed within ~~five (5)~~ **three (3) calendar days** following the election. If they are not removed within this time frame, Township staff will remove the sign(s) and the deposit will be retained by the municipality.
  
- 6.5 **The Township of Essa shall not be liable for any damage or loss of an election sign that was displayed in accordance with this By-law, or that was removed by municipal staff.**

**7. NOTIFICATION**

**The Township may notify candidates and registered third party advertisers of infractions and compliance enforcement actions by email.**

**8. ENFORCEMENT**

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- 8.1 The provisions of this By-law shall be enforceable by a Municipal Law Enforcement Officer or other such persons appointed by the municipality.
- 8.2 No person shall hinder or obstruct or attempt to hinder or obstruct any person who is exercising a power or performing a duty under this By-law.
- 8.3 Every person who contravenes this By-law is, upon conviction in a court of competent jurisdiction, therefore guilty of an offence and shall be liable to a fine as provided under the Municipal Act, 2001, as amended.

**9. SEVERABILITY**

If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

**10. FORCE AND EFFECT**

- 10.1 By-law 2018-34 be and is hereby repealed.
- 10.2 That this By-law shall be cited as the "Election Sign By-law".
- 10.3 That this By-law shall come into force and take effect on the date of passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the xx day of March, 2022.

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

\_\_\_\_\_  
Lisa Lehr, Manager of Legislative Services

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TOWNSHIP OF ESSA  
By-law 2022-xx  
ELECTION SIGN BY-LAW  
Schedule 1

A. Intersection Sightlines

Figure 1

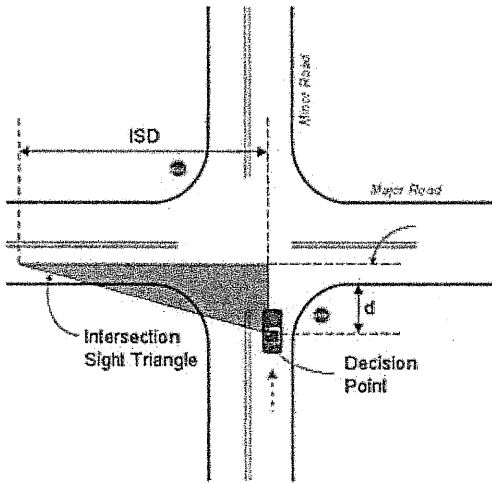


Figure 1. Left turners looking left

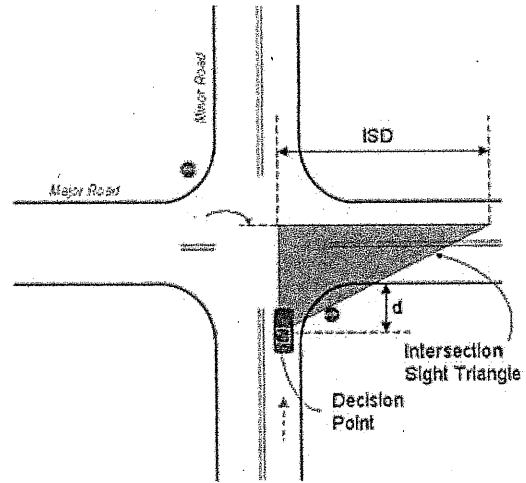


Figure 2. Left turners looking right

DRAFT

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## B. ROAD RIGHT-OF-WAY LIMITS

Figure 2.1 – Rural Setting

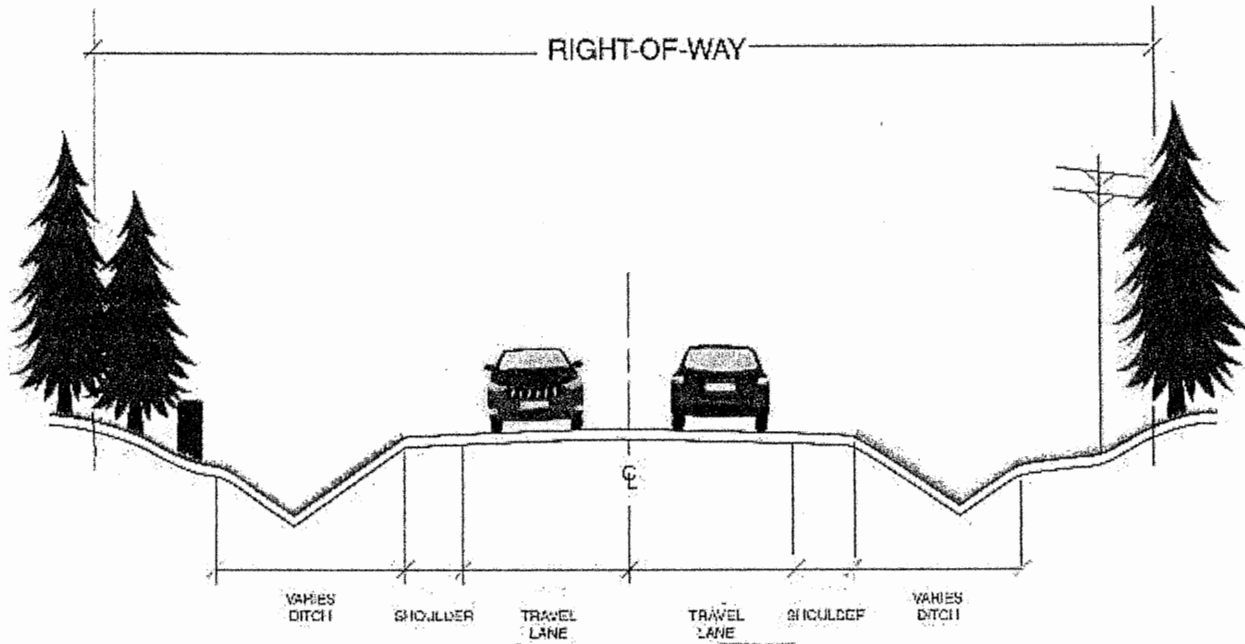
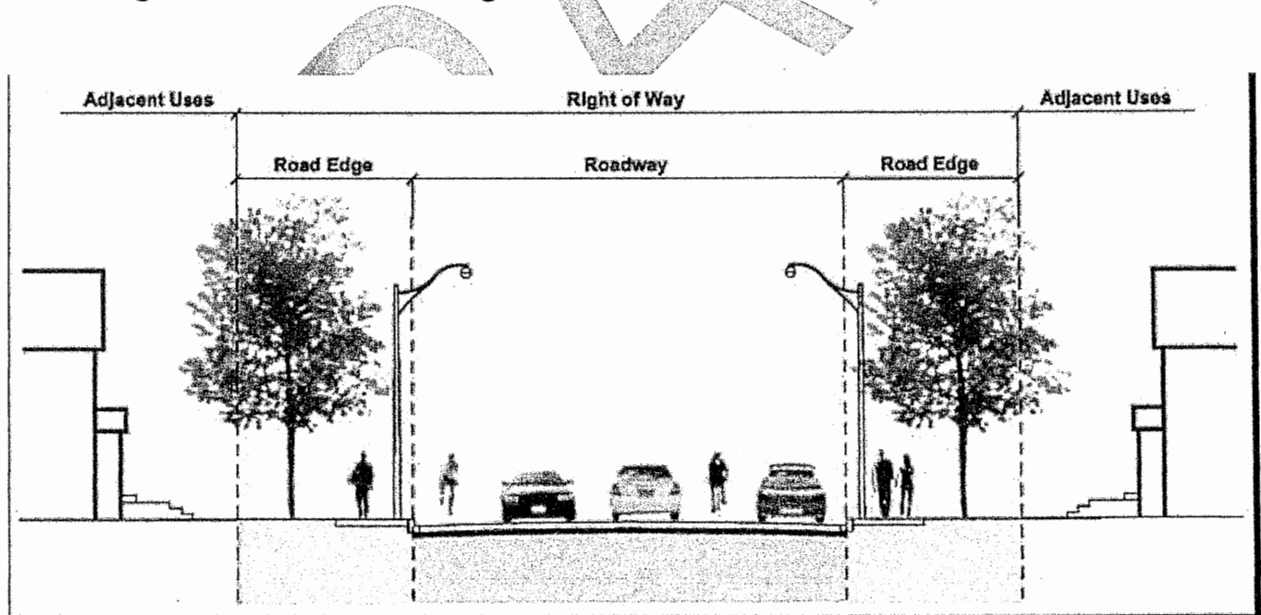


Figure 2.2 – Urban Setting







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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C003-22  
**DATE:** March 9, 2022  
**TO:** Committee of the Whole  
**FROM:** Krista Pascoe, Deputy Clerk  
**SUBJECT:** Request for Sponsorship – Canadian Armed Forces Day and Air Show – June 18 and 19, 2022.

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### RECOMMENDATION

That Staff Report C003-22 be received, and

That Council consider approving a sponsorship in the amount of \$4000.00 for the 2022 Canadian Armed Forces Day and Air Show.

### BACKGROUND

In 2018 Essa Township supported the Biennial Canadian Armed Forces Day and Air Show sponsorship in the amount of \$4,000.00.

This year the Department of National Defence is seeking a Sponsorship from the Township of Essa for the upcoming Canadian Armed Forces Day and Air Show (June 18 and 19, 2022). The package has increased to the amount of \$5,000.00, however CFB has offered to honour the price paid in 2018 and provide the same deliverables which includes:

- 10 x 10 on site display space inside admission gates during the event
- Opportunity to display one (1) company banner inside admission gates during the event (3' x 8', supplied)
- Two (2) Social Media posts on CFB's Facebook page
- Logo displayed on Event website ([www.bordenairshow.com](http://www.bordenairshow.com))
- Logo on Borden CAF Connection website (Logo displayed on our Borden Citizen newsletter Event Guide)
- 1/3-page color advertisement in the Souvenir Program (5000 copies)
- Twenty (20) General admission passes to the Event
- Recognition in a "Thank You Announcement" in the Borden Citizen E-newsletter

### COMMENTS AND CONSIDERATIONS

The Canadian Armed Forces Day and Air Show is expected to host an extensive number of military ground displays, army vehicles and specialty events. As well, the Air show will feature the Canadian Forces Snowbirds, the CF-18 Hornet Fighter Jet, and the Canadian Forces Skyhawks Parachute Team.

The attached document contains a listing of sponsorship opportunities for Council's review.

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**FINANCIAL IMPACT**

Council included \$8000.00 in the 2022 Council Miscellaneous Operating Budget G/L 02-03-010-101-6089. The purpose of these funds is to allow for contributions to fundraising events such as golf tournaments, hospital fundraisers, etc. If Council approves sponsoring the Canadian Armed Forces Day, the approved amount of \$4000.00 would come from this line/area of the budget.

Manager of Finance:

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. **Sponsor the Canadian Armed Forces Day and Air Show in the amount of \$4000.00**
3. Sponsor the Canadian Armed Forces Day and Air Show in a lesser amount as specified by Council.

**CONCLUSION**

Staff recommends Option No. 2.

Respectfully submitted:

Krista Pascoe  
Deputy Clerk

Reviewed by:

Lisa Lehr  
Manager of Legislative Services

Reviewed by:

Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments:

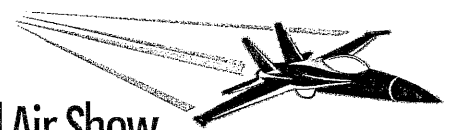
1. 2022 Borden Canadian Armed Forces Day and Air Show Sponsorship Guide.



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# BORDEN



Canadian Armed Forces Day and Air Show  
Journée des Forces armées canadiennes et spectacle aérien

**18 & 19 June 2022**  
**Sponsorship Guide**

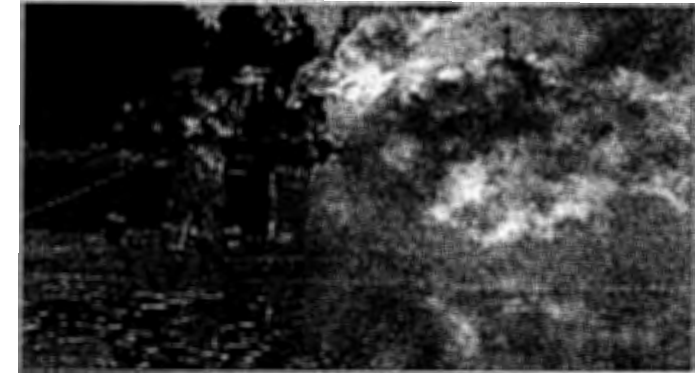
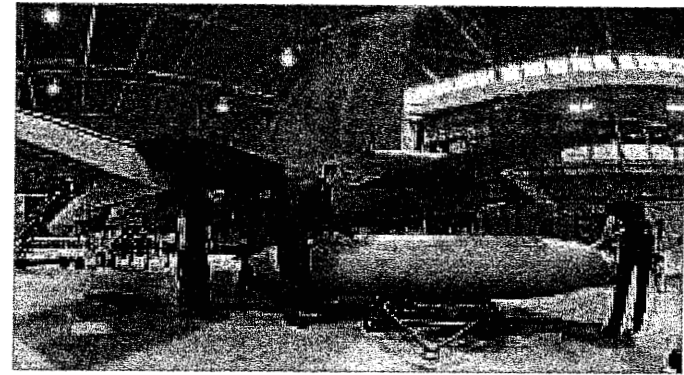
[www.bordenairshow.ca](http://www.bordenairshow.ca)

# A MODERN MILITARY ON DISPLAY



Each year, Canadian Forces Base (CFB) Borden trains 20,000 soldiers, sailors, and aviators to meet the challenges of modern security, warfare and peacekeeping.

The Borden Canadian Armed Forces Day and Air Show is an opportunity to view military aircraft, vehicles and equipment up close and meet the men and women who use these tools to get the job done!



CFB Borden is a part of your community

“

CFB Borden actively participates and gives back to the community.

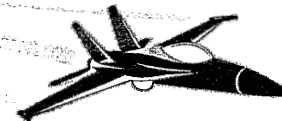
NDWCC (National Defence Workplace Charitable Campaign)

M\*A\*S\*H Bash

Barrie Dragon Boat Festival, Local Food Banks

Terry Fox Foundation, Seasonal Sharing Basket

Hockey-thon for Soldier On, Operation Red Nose



18 & 19 June 2022  
Sponsorship Guide

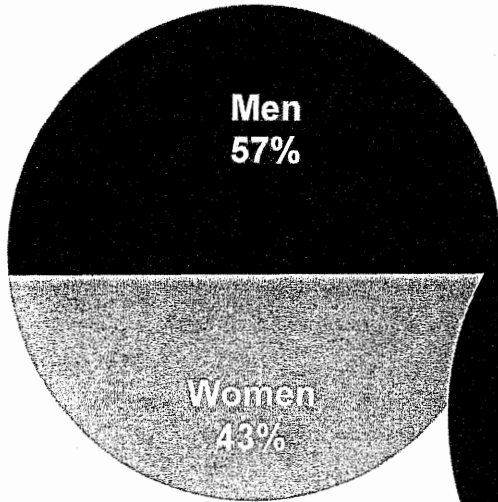
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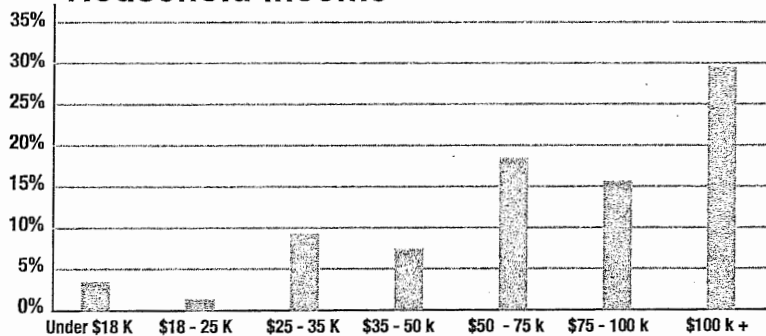


# AIR SHOW AUDIENCE DEMOGRAPHICS\*

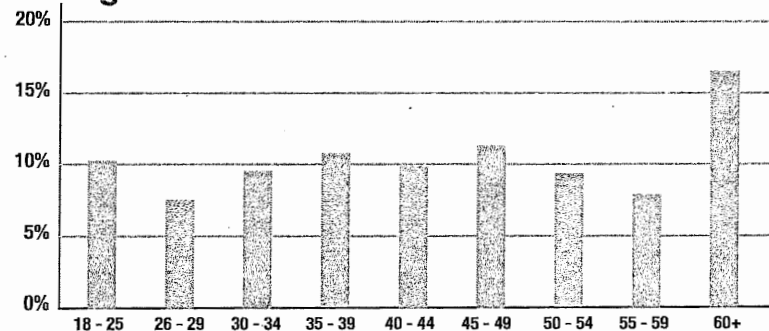


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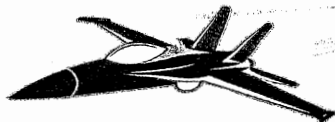
Household Income



Age



\*2016 ICAS Spectator Survey



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# PARTNER WITH THOSE WHO KEEP CANADA STRONG AND FREE

Showcase your brand at one of North America's most exciting aerial and ground display events!

1. Positive brand recognition with over 30,000+ spectators
2. Engage a captive audience
3. Highlight your brand to senior military decision makers
4. Demonstrate your support for the Canadian Armed Forces

## Endless Opportunities

### Event Sponsorship

Opportunity for on-site brand activation, build brand awareness, take advantage of high traffic.

### Corporate Hospitality

Leverage our VIP experience to invite groups and associates. Advertise your brand message to thousands of spectators. Engage military members and surrounding communities through the Borden Citizen advertising and social media outlets.

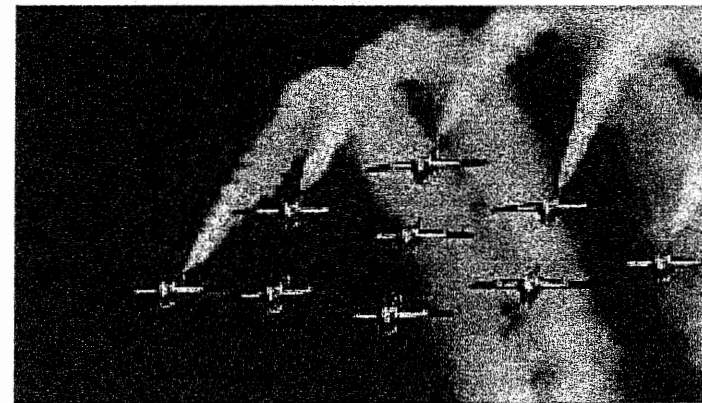
### Showcase Exhibit

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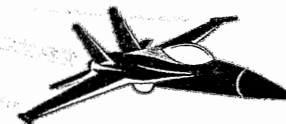


A highlight of our sponsorship in 2018 was being able to support both Base Borden and engaging with the community. We are very proud of the Canadian Armed Forces and everything they do for us domestically and abroad. Another big part of our sponsorship success came from the engagement with all of the attendees during the two day show. Regardless of the industry you may be in, the Air Show is a great way to meet tons of people from your community and you never know what types of connections you'll make. We have attended many events at Base Borden over the years and the one thing you can always count on is professionalism, a fun atmosphere and well attended!"

- Barrie Harley Davidson



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SPONSORSHIP BENEFITS	PRESENTING SPONSOR COLONEL \$30K	PLATINUM SPONSOR MAJOR \$20K +	PREMIER SPONSOR CHIEF WARRANT OFFICER \$15K	ASSOCIATE SPONSOR SERGANT \$10K	CONTRIBUTING SPONSOR CORPORAL \$5K +	SUPPORTING SPONSOR PRIVATE \$2K
Recognition as "Presenting Sponsor" on event tickets and all event advertising (including radio, TV, print)	✓					
Flyer (supplied) distributed at event gates	✓	✓				
10' x 20' corporate cabana for 25 guests/day including food, beverage service and VIP parking	✓	✓	✓			
Invitations to Base Commander's reception on Friday, June 17	10 ✓	6 ✓	4 ✓	2 ✓		
Base Commander's reception presented by (\$30k Sponsor)	✓					
Select Snowbird(s) assigned seating at the Sponsor table during Base Commander's reception	✓	✓				
Corporate banner (supplied) inside event gates	4 ✓	2 ✓	1 ✓			
Logo on event poster (500) displayed throughout Simcoe County	✓	✓	✓	✓		
Display area at event	✓ 30'x30'	✓ 20'x20'	✓ 15'x15'	✓ 10'x10'	✓ 5'x5'	
Public address recognition at event	✓	✓	✓			
Advertisement in souvenir program (5,000 copies)	✓ Outside Back Cover	✓ Full Page	✓ 1/2 Page	✓ 1/3 Page		
Logo in souvenir program (5,000 copies)	✓	✓	✓	✓	✓	✓
Logo in Borden Citizen Newsletter event guide	✓	✓	✓	✓	✓	✓
Hyperlinked logo on event website	✓	✓	✓	✓	✓	✓
Social media posts on Borden Citizen FB page	8 ✓	6 ✓	4 ✓	2 ✓	Group Thank You	Group Thank You
General admission passes	✓ Ref Corp Cabana	✓ Ref Corp Cabana	✓ Ref Corp Cabana	✓ Ref Corp Cabana	20	10
Recognition in post-event thank you in Borden Citizen Newsletter	✓	✓	✓	✓	✓	✓
Guided tour of the Base Borden Military Museum by Dr. Andrew Gregory	✓	✓				
One flight during Media Day in performer aircraft *(subject to flight safety and regulations)	✓					
Guest passes to Media Day at Lake Simcoe Regional Airport	6 passes ✓	4 passes ✓	2 passes ✓			
Sponsor "Tank Crush" experience	✓					
Sponsor "Jaws of Life" experience		✓				
Other promotional opportunities as negotiated with our sponsorship team	✓	✓	✓	✓	✓	✓





## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO07-22  
**DATE:** March 9, 2022  
**TO:** Committee of the Whole  
**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer  
**SUBJECT:** County of Simcoe Fire Services Review

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### RECOMMENDATION

That Staff Report CAO07-22 be received; and

That staff be directed to:

- a) investigate and attempt to enhance data collection on types of calls, response and outcome with the County of Simcoe,
- b) continue to pursue training opportunities with other municipalities, such as, neighbours New Tecumseth and Springwater,
- c) investigate shared services with neighbours,
- d) prepare for a new Station 2 Firehall in Angus, and
- e) forward Essa comments on the County's Fire Services Review Report to the County of Simcoe.

### BACKGROUND

The County of Simcoe formed a Regional Government Task Force to review certain County services to look for efficiencies (and sharing opportunities) and hired consultants to carry out the requested reviews (refer to the attached County Gant Chart). Member municipalities, Council and Staff, were consulted and updated along the way. The consultants have now reported in the areas selected (some are final reports and some not as of yet), and, upon receiving such reports, the County Task Force has now asked that lower tier municipalities comment on the final Fire Services Review Report.

More specifically, Recommendation RGR-32-21 stated as follows:

*That Item RGR 2021-309, dated December 6, 2021, regarding Fire Services Review Follow-up, be received; and*

*That the Pomax report be forwarded to member municipal council's, with a request to review and consider the efficiencies, service delivery models and*

*recommendations outlined in the review and advise the Regional Government Task Force on how the municipality would like to move forward in light of the review's findings; and*

*That should the member municipalities see promise in some or all of the recommendations, the County can be identified to assist where appropriate, which can be initiated via a written response to the various recommendations outlined in the Pomax report by February 28, 2022.*

As further background, Simcoe County Council passed the following resolution which initiated the Fire Services Review:

*That the County engage a third-party consultant to conduct a comprehensive review of Fire Services in Simcoe County, identifying possible efficiencies and preferred service delivery models including regional and sub-regional service models.*

Pomax Consulting Inc. was selected to complete the Fire Services Review through an RFP process. The primary objective of the 'Pomax Report' was to provide an in-depth analysis of current fire services including the development of detailed service delivery profiles within the County. All municipal CAO's and Fire Chiefs were updated bi-weekly with regular communications and/or joint meetings. Funding for the Review was provided by provincial Modernization funds.

The Final Report prepared by Pomax Consulting Inc. is available upon request. Section 7 of the Final Report is attached to this report – this section provides recommendations and should be read in its entirety. Areas of particular interest include availability of data and using data to make informed decisions, and sharing services with adjacent municipalities.

## **COMMENTS AND CONSIDERATIONS**

### **Pomax Fire Services Review Report – Findings and Comments**

Pomax undertook a detailed analysis of all available data, including station and response area, as well as the changing nature of fire services across the province and country. They concluded that there are significant opportunities to increase efficiency and effectiveness with a more fulsome use of information that is currently not being used to its potential and in some cases, not available at all. Pomax stated that it would likely have recommended that the County and its member municipalities move to a county-based fire service, however, this recommendation was not possible given the lack of data to support such a change. Instead, the findings suggest developing sub-regional fire service models, sharing resources and understanding the availability and usefulness of data which can provide fire departments, senior officials and Councils with valuable information upon which to make good and responsible decisions for a municipality.

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Essa collects and maintains data on call volume and response to the variety of calls that are received. Pomax recommends that additional data should be collected with respect to the outcome of the call and corresponding response, to provide for a better understanding of the service. This would be important in discussing tiered medical response. Essa currently responds to Tier B medical calls. Tier B equates to less medical calls requiring a fire response.

This recommendation-area is not to be confused with a slight of any means. Pomax is not suggesting a deficiency in Essa's data collection and tracking, or that of any municipality, rather, the Pomax recommendations relating to data are looking at the bigger picture and suggest going beyond what is the norm. More specifically, Pomax recommend exploring the use of the County to provide for enhanced data collection.

As an example, Essa tracks the mandated information as required by the province for the Provincial Standard Incident Response Database. Additional information could be tracked in the future to better understand the efficiency and effectiveness of the fire service. Additional data could be used to compare to the benchmark of the National Fire Protection Association.

Furthermore, Pomax made several recommendations for neighbouring municipalities to consider sharing elements of fire services, such as fire training, prevention and education. Essa already works closely with its neighbours in these areas. In fact, there are mutual aid agreements in place, established with amalgamation, and the County's member municipalities all support one another and continue to investigate opportunities in the area of training. Still, keeping in mind the objectives of the Fire Services Review, Essa could further investigate opportunities in the way of fire prevention and public education (Pomax also suggest recruitment, on-boarding and equipment be considered).

Essa reviewed its own situation in-house, with the retirement of Chief Ross-Tustin in 2021, and had determined that it would be best to move forward with its own Fire Chief. This does not preclude Essa from continuing to work with its neighbours to continue to look for ways to save or produce cost-avoidance while still maintaining service levels to Essa residents. In fact, at this time, the Essa Fire Department is arranging to establish training contracts with New Tecumseth and Springwater. Both the Essa CAO and Fire Chief have robust relationships with adjacent counterparts and are actively working in a collaborative fashion, again, to continuously seek out efficiencies and strengthen effectiveness.

The Essa Fire Department has a strong connection with the community and there is a common theme of a loss of commitment as departments and services grow larger and removed from the local level. Sharing of personnel may mean that responsibilities may be dropped and/or costs simply shifted. It is agreed by the CAO and Fire Chief that mutual aid, automatic aid agreements and agreements for technical rescue response are all working well.

Station 2 in Angus is older and not of sufficient size for the equipment required today. Angus and Essa have grown, and as a result, the Fire Department has outgrown the Angus Firehall. The planned replacement of Station 2 is not a frill but a long, overdue

necessity. The need for a new firehall is included in the Development Charges Background Study for the municipality.

### FINANCIAL IMPACT

None directly related to this report although it is hoped that future results will yield efficiencies and cost savings.

Manager of Finance Approval: \_\_\_\_\_

### SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Direct Staff to:
  - a) investigate and attempt to enhance data collection on types of calls, response and outcome with the County of Simcoe,
  - b) continue to pursue training opportunities with other municipalities, such as, neighbours New Tecumseth and Springwater,
  - c) investigate shared services with neighbours,
  - d) prepare for a new Station 2 Firehall in Angus, and
  - e) forward Essa comments on the County's Fire Services Review Report to the County of Simcoe.
3. Direct Staff in another course of action.

### CONCLUSION

Staff recommends that Option #2 be approved.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments:

County Consultant Gant Chart prepared for the Regional Government Task Force  
Excerpt of Pomax Consulting Inc. Fire Services Review (section 7)



### County of Simcoe - RGR Service Delivery Review Gantt Chart

Service	Lead	Task	Progress	2020			2021												2022					
				Jan-Sept (COVID-19 Delay)	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Conservation Authorities RGR-12-19	David Parks	Task 1 - Send letter to Ministers Yurek, MECP and Clark, MMAH	Complete																					
		Task 2 - Response letter received from Minister Yurek on May 21, 2020	Complete																					
		Task 3 - Convene with RGR Service Delivery Task Force and obtain direction from Council	Complete																					
		Task 4 - Merged with Land Use Planning RFP	Pending																					
		Task 5 - MECP process and consultation	Ongoing																					
		Task 1 - Develop Terms for RFP and seek input from Member Municipalities	Complete																					
Fire Services RGR-13-19	Trevor Wilcox	Task 2 - Issue RFP	Complete																					
		Task 3 - Engagement with local CAOs and Fire Chiefs	Complete																					
		Task 4 - Complete Review (including Stakeholder Interviews)	Complete																					
		Task 5 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Pending																					
		Task 6 - Implementing recommendations	Pending																					
		Task 1 - Develop Terms for RFP and seek input from Member Municipalities	Complete																					
Land Use Planning RGR-14-19	David Parks	Task 2 - Issue RFP	Complete																					
		Task 3 - Engagement with local CAOs and Planners	Complete																					
		Task 4 - Complete Review (including Stakeholder Interviews)	Complete																					
		Task 5 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Complete																					
		Task 6 - Implementing recommendations	Pending																					
		Task 1 - Develop Terms for RFP and seek input from Member Municipalities	Complete																					
Library Services RGR-15-19	Allan Greenwood	Task 2 - Issue RFP	Complete																					
		Task 3 - Engagement with local Municipal Officials and Chief Librarians	Complete																					
		Task 4 - Complete Review (including Stakeholder Interviews)	Complete																					
		Task 5 - Analysis and validation of engagement and survey data/feedback	Complete																					
		Task 6 - Report Development	Complete																					
		Task 7 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Pending																					
		Task 8 - Implementing recommendations	Pending																					
		Task 1 - Engagement with local public works professionals to scope issues	Complete																					
Storm Water Management RGR-16-19	Christian Meile	Task 2 - Prepare technical memorandum summarizing issues and proposed work program	Complete																					
		Task 3 - Second engagement with local public works professionals to finalize work	Complete																					
		Task 4 - Complete review and formulate report	Complete																					
		Task 5 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Complete																					
		Task 6 - Implementing recommendations	Complete																					
		Task 1 - Research regarding legal service delivery models and dual representation	Complete																					
Legal Services RGR-17-19	Loretta Wilcock	Task 2 - Survey to member municipalities seeking input on alternate legal service delivery models	Complete																					
		Task 3 - Engagement with member municipalities to scope issues and formulate solutions	Complete																					
		Task 4 - Complete review and formulate report	Complete																					
		Task 5 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Complete																					
		Task 6 - Implementing recommendations	Complete																					
		Task 1 - Include in Transportation Master Plan RFP (See Notes)	Complete																					
Transit RGR-18-19	Adrianna Spinoso	Task 2 - Award RFP and project initiation	Complete																					
		Task 3 - Consultation with local municipalities, review agencies, stakeholders and the public	Pending																					
		Task 4 - Complete review by Spring 2022	Pending																					
		Task 5 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Pending																					
		Task 6 - Implementing recommendations	Pending																					
		Task 1 - Develop Terms for RFP and seek input from Member Municipalities	Complete																					
Water and Wastewater RGR-19-19	Rob Elliott	Task 2 - Issue RFP	Complete																					
		Task 3 - Engagement with local Municipal Officials and Water and Wastewater Staff	Underway																					
		Task 4 - Complete Review (including Stakeholder Interviews)	Underway																					
		Task 5 - Review findings with RGR Service Delivery Task Force and Council / Receive Direction	Pending																					
		Task 6 - Implementing recommendations	Pending																					

Notes:

1. Review of Transit will be completed as part of the Transportation Master Plan Update. This will allow for integration with other forms of transportation for a comprehensive review and recommendations. All tasks to be completed by Spring 2022.

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## 7. Recommendations

Our recommendations follow.

1. Share fire chiefs wherever possible. Examples of this include Innisfil and Bradford-West Gwillimbury, and Penetanguishene and Midland. There is an expectation that the number of responses will decline in the next few years as the province implements MPDS. An advantage of sharing fire chiefs may be that the joint chief will find realistic ways to rationalize training, prevention, public education, and stations. Essa Township has an opportunity to share a fire chief with a neighbouring community or even amalgamating.
2. Share recruitment, intake, selection, training, and equipment in the same manner as takes place in North Simcoe. Duplication of these processes can be expensive. Sharing also supports consistency so that when the time comes that firefighters from different departments have to work together at mutual aid or other major incidents, they are familiar with common practices.
3. Share public education and prevention resources. This may not save money but may accomplish consistency in neighbouring communities and may enhance some communities that have inadequate resources.
4. Where possible consolidate fire services. This is not a minor step but it is one that has been accomplished before when municipalities amalgamate or a decision is made that shared services is best for a community <https://lincoln.ca/news/2021/06/media-release-towns-lincoln-and-grimsby-embark-shared-fire-service-pilot-project>.
5. Several fire departments, during interviews, discussed establishing training centres – some with the perspective of providing services for a fee to other fire departments. Prior to taking those steps, partnerships should be discussed to defray costs and to determine the best location for training centres. Training centres that are established with the objective of defraying costs by renting to other fire departments do not have a history of success.
6. Prior to considering building a new fire station, undertake a needs analysis including response modelling and incident type. Fires may be an impetus for establishing a new or additional fire station but sometimes medical incidents are held out as part of the justification. Fires are on a downward trend. It is possible medical responses will also trend downwards.

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7. Where possible, consider contracting services with a neighbouring municipality. Ramara Station 2's response area is a possible opportunity as are responses to areas that border other full time fire departments.
8. Employ the precept of closest or quickest vehicle responds. Although some form of cost per call may have to be worked out using the closest fire resource delivers service sooner.
9. Obtaining and understanding fire department data and information, particularly outcome information to answer the question "Why are we doing what we are doing?" should be the primary objective of all municipalities. It does not exist now notwithstanding the efforts of some departments who are attempting to secure information. This is a major undertaking that is not realistic for individual departments but could be provided by the county on a cost recovery basis. We recommend that municipalities work with the county to obtain that service, or the county should establish the service and offer it to those municipalities who see it as an advantage. During our interviews several CAOs envisioned the county as being the data and information centre.
10. We recommend that representatives of Simcoe County and the municipalities form a committee to further explore these recommendations, particularly the provision of a data service by the county as noted in recommendation 9.

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## Earlier Commenting from Essa prior to the Final Fire Services Report

Comments from Essa regarding the Fire review:

Thank you for giving Pomax an opportunity to respond to these comments. **Our answers are shown in blue font.**

To Whom It May Concern:

The Township of Essa is in receipt of and has reviewed the Regional Fire Services Review as developed by Pomax Consulting. After reviewing the document, we would offer the following statements and comments, in no particular order:

- In our opinion, this report failed to emphasize the positive aspects of the Fire Service operations within the County whereby we have one of the most robust mutual aid programs in the province and in many cases, we as Fire Departments, already routinely find efficiencies within our operations and share without the need for amalgamation. We continuously explore partnerships with other Departments. Examples of this are shared training ventures, sharing of training equipment, sharing of instructional staff etc.

In many cases Simcoe County may be held in a position that others aspire to. Equally, using an objective contest, there is room for improvement. The goal of the report was not to diminish the value of any individual municipality or fire service but to promote objective discussion about enhancing the service(s) and the delivery of said service.

The significant level of cooperation and sharing in Simcoe was identified in the report, and in the presentation, and almost every meeting with the fire chiefs and CAOs. They were all recorded on Teams.

- The report clearly treats motor vehicle accident responses in the same vein as tiered medical calls which we strongly believe is not real or accurate. Medical components are only a small portion of the actions/disciplines at a motor vehicle accident. As Fire, we consider extrication requirements, vehicle stabilization and fire prevention security (de-energizing vehicles), hazardous materials spills and mitigation and offering traffic control and road closure assistance to the OPP who, in Essa, are often taxed to provide sufficient personnel and vehicles for this evolution (noting we have an excellent working relationship with Nottawasaga OPP). We feel that Pomax has taken a very limited review of these types of incidents and may not be operating with an understanding of current Fire operations at these types of incidents.

The report was asked to examine the current fire protection practices in place and consider and suggest potential efficiencies within a regional or subregional context.

As identified by the Chief neighbouring Essa, when being dispatched to a motor vehicle accident, the fire services often don't know what services may be required. Dispatch may not



identify that there are victims, any entrapment, or any environmental concerns. Better, or additional triage during the call taking process may assist in ensuring the correct assignment of resources.

Although it is common for fire services to provide support to the OPP regarding scene security and or traffic control, the report questions if that is the correct use of municipal resources. Perhaps the OPP should resource an MVC with additional staff or the highway maintenance contractors need to provide those services.

If municipal staff were to be injured or apparatus damaged during a MVC response ultimately deemed non urgent (no entrapment, no fire, no environmental concern) the municipality may be at risk.

The report does not say stop resourcing MVCs but to better educate and the need to resource them correctly

However, Research articles provide information about what studies have found. Municipalities can use that information as a catalyst for finding out what happens in their own community. For example

- A study published in the American Journal of Medicine called "Necessity of fire department response to the scene of motor vehicle crashes" found that
  - ❖ of 14,450 motor vehicle collisions,
  - ❖ 2,095 (14.5%) resulted in personal injury (PIAC),
  - ❖ the fire department responded to 198 (9.5% of personal injury accidents)
  - ❖ 24 required simple door release (1.1%),
  - ❖ 14 (0.7% of personal injury accidents) required more extensive extrication,
  - ❖ no MVC required fire suppression,
  - ❖ specialized equipment and personnel were rarely needed for patient extrication from MVCs in the municipality being studied.
- The study concluded that
  - Routine FD response to MVCs for purposes of extrication or fire suppression is not warranted in this emergency response system.
  - A prospective study, including a cost analysis, should be undertaken to further clarify the role of FD response to MVCs.

How does that research apply to your municipality? Is the outcome in your municipality the same? different?

The message we are offering is that municipalities can use readily available studies to create inquisitiveness to assess the circumstances in their own response area.

- The report mentions the term Non-Fire Calls. In Essa, as with many other locations the name may state Fire Department, but we are typically an All-Emergency Services Department which is much broader than the view that has been presented.

The resourcing of non-fire calls with fire service staff is what the report is questioning. Should a municipality consider sending other resources to deal with non-fire related calls? Municipalities' hiring practice and training practices indicate they are developing these staff resources to deal with delivery of fire protection. Assigning staff to non-fire also limits the ability to respond to emergent calls

Municipalities have indicated the concern of staff burnout, especially those that have volunteers. All calls impact the wellbeing of staff.

- We have noted that on page 10 of the Final Report Part 1 document that there are inaccuracies that might be present thus misrepresenting the data that was provided. Call volumes from our records as supplied by us to Pomax have been altered or so it appears. We reported in 2016 – 490 calls vs the 447 Pomax reported, 2017 – 445 calls vs the 395 Pomax reported, 2018 – 466 calls vs the 425 Pomax reported, 2019 – 487 calls vs the 441 Pomax reported and 2020 – 452 calls vs the 403 Pomax reported. We are unclear why there is a discrepancy with the information and why the numbers appear to be reported as being far less than the numbers that were provided. Does this put into question accuracy of other information that has been reported?

The quality of available data is questioned in this report and many of the reports that we undertake to such a degree that we have made recommendation that a records management system be acquired to benefit the entire county.

With respect to the discrepancies noted above let us describe how we come to the number of calls we use. Keep in mind that much of the data we used came from the Office of the Fire Marshal which was supplied by the fire services. The other data we used was supplied to us by the fire services and, as we noted, some fire services were not familiar with accessing data already available to them.

Here's an example of data we received from Essa Township, and the amount of data we could use, and why:

Total records received from the fire service for the years 2016 - 2020	7,208
Filtered out records noted as administration, boats, other non-fire apparatus, left us with 5,936 records for the period (some of the administration vehicles may have responded to calls but if they weren't identified as that, we couldn't use them in the calculations)	5,936
Removed vehicles and records that didn't have depart station or on scene arrival times. If we don't know whether they left the station, we can't use the records. That left us with 5,923 records for 2016 - 2020	5,923

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Removed 1,193 records that showed trucks arrived on scene before they departed station	4,730
Removed 1,111 records that showed that trucks departed the station before they were notified of the call	3,619
Remainder of records with useable times	3,619
Unique incidents that could be determined from the original 7,208 records	2,111

What the table above shows is that there were many record inconsistencies and even though we can assume some of them were due to transposed times, as consultants we can't take the time to cleanse the data to make them valid.

With respect to the record numbers and the comment about missing records; it doesn't matter. Although it is desirable for the count to be accurate, we use the data the fire service reported to the fire marshal or provided to us directly. The point we are trying to get across is to stop concentrating on whether 490 calls were done rather than 447; instead concentrate on whether any benefit was provided by responding to those calls considering that the majority are alarms, medical, and MVCs, all types which have ample science-based, peer reviewed studies published in the literature questioning the value of those responses. If municipalities define the value of response to those calls as 'just in case' or 'we may be able to provide comfort', then that is a municipal decision and explains why fire services cost what they do. Would a municipality be better off responding to 300 calls and using the balance of time for education and fire prevention at the same or lower cost? Or setting up community responder programs for CPR, first aid, or automatic external defibrillators?

- On page 13 of the Final Report Part 1, under the Incident By Type section there are comments made about a reluctance to participate in the review as there was a feeling of the recommendations being a foregone conclusion and that Pomax would recommend a County wide Fire Service. Pomax indicates they have not recommended this within this section of the report. Yet, if we refer to page 2 of the report and the first paragraph, Pomax has obviously manipulated their terminology to state "our overall recommendation for the County and municipalities likely would be to move to a county-based fire service" then they indicate that the data was a hold back to this recommendation. In our opinion this is somewhat deceiving wording to put into a report and yet indicate later they have not recommended this.

We take exception to the statement that we manipulated wording. There are a number of ways to increase efficiency and effectiveness in the fire services throughout the county which are much more difficult to accomplish under 16 administrations than one. For that reason, we might recommend a single county fire entity. But we couldn't prove it. If we can't prove it, we can't recommend it. That's being forthright rather than manipulative.

- In terms of the data, we feel that the data gathering process should have seen more involvement by Pomax with Pomax working closer with the Fire Department to research

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and determine their needs. To simply send out copy after copy of blank requests for data and expect us to do all the leg work and data input is not, in our opinion, the most tactful approach by consultants to gather the information they felt they required.

Thank you for the comment but it is the fire service and municipalities data which the municipality is already paying for – just not using. We sent out several examples of what we were requesting; we had individual conversations with some engaged fire services about securing data (Bradford West Gwillimbury and Innisfil were two, as were Tiny, Tay, Midland, Penetanguishene and several others) and some services attempted by themselves to secure the information.

- The report speaks to a couple of departments, specifically Tiny and Penetanguishene responding to a restricted set of medical calls and other departments responding to all manner of medical incidents. This is, in our opinion, a very misleading statement. The County operates on tiered response agreements that see Fire Departments respond based on level A or B agreements. The criterion within these agreements is clearly laid out and many operate in Level B in the County. Under level B, Fire is to be sent to Non-Responsive, Choking-not breathing, profuse bleed, cardiac chest pain and paramedics delayed 15 minutes or greater. We do not respond to all manner of medical calls rather we are tiered based on the Level and nature of the call. Perhaps more emphasis on working on improving simultaneous dispatch and tiering all agencies in timely manners should have been captured within the report rather than seeking the direction of reducing Fire Service involvement.

There are scientific studies provided within the report that indicate where and when fire service responses to medical emergencies have improved patient outcomes, in contrast it also identifies many responses by fire services are without the same merits.

Simultaneous dispatch is one of the most misleading concepts making the rounds. Simultaneous dispatch is important in those very select group of medical emergencies where time might make a difference but seconds don't count in almost every medical call and when they do, you can't get there quickly enough which is why we advocate for fire to use their time for setting up community responder programs for CPR, first aid, or automatic external defibrillators rather than attending many calls which may not have a positive impact on incident outcome.

- On page 24 of the Final Report Part 1 there are several comments which cause us some concern. There is a mention of platooning as an option to savings whereby not all personnel are called out to a response, just a select number or group. For many, many, years the Ontario Fire Service has operated on the premise that, for volunteer departments, you must have 3-4 personnel in the hopes of getting 1 to respond. Platooning has been tried in other communities with varying levels of success. We



would suggest that, based on actual numbers of personnel responding here in Essa that platooning would be a detriment rather than a cost savings. We, like many volunteer departments, have a hard time especially during the day in fielding sufficient staff to respond. The report also mentions that concurrent calls are very rare and when they are received, they are usually medical type incidents. We can state that here in Essa in the last few months alone we have had several incidents of concurrent calls and in all cases except for one they were not for medical calls.

Staffing of emergency calls by volunteers is a significant concern, the report suggests platooning as an option to reduce any fire fighter from having to respond to every notification but it is a decision that has to be made in each community.

One of the things we suggest that fire services study is the number of volunteers that respond to a confirmed fire compared to alarms, medical calls, collisions, and other non-fire calls. If there is a difference – and there is in many fire services where we have been able to assess that – it might be an indication to temper the type of incidents volunteers are being called out for.

- The report speaks to sharing resources to reduce costs. In our opinion, most departments within the County already have limited resources and as such those that they do have are maxed out within their own departments. Examples are training officers and fire prevention officers. Most only have one individual in this role and they have more than ample workloads within their own department. Based on the operations now we believe that trying to share resources such as these would prove to be very difficult at best.

Sharing of resources is essential to building efficiencies, example: perhaps municipalities with a training officer and a fire prevention officer could be sharing with their neighbour. This may be accomplished by each municipality having one or the other not both, then the said individual could support the next municipality along with their home municipality

- Overall, we feel that many of the areas identified within the report as recommendations, we as a group of departments within the County are already making work. We are of the opinion that we do not see the value added with this study and recommendations for the most part.

The report acknowledges that the member municipalities of Simcoe County have a history of coming together to accomplish the “task,” and the cooperation between municipalities is very evident. The municipalities may benefit if they consider formalizing their existing practices.

We are not diminishing the work of the fire chiefs and firefighters, or municipalities. We are, however, indicating that there is a great deal of research readily available, most for free on sites such as Science Direct and Google Scholar, which can be used to provide ideas for examining your own operations and improving effectiveness and efficiency. That doesn’t always mean

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cutting back but it does mean using the resources that are already being paid for in your RMS licensing and subscriptions.

We acknowledged that using the data that is already there, and being gathered call by call, and turning it into information, is not easy for individual fire services which is why a recommendation is to centralize that expertise at the county.

We thank you for the opportunity to present our thoughts and comments and respectfully ask you to consider the input herein.

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November 05, 2021

To Whom It May Concern:

The Township of Essa is in receipt of and has reviewed the Regional Fire Services Review as developed by Pomax Consulting. After reviewing the document, we would offer the following statements and comments, in no particular order:

- In our opinion, this report failed to emphasize the positive aspects of the Fire Service operations within the County whereby we have one of the most robust mutual aid programs in the province and in many cases, we as Fire Departments, already routinely find efficiencies within our operations and share without the need for amalgamation. We continuously explore partnerships with other Departments. Examples of this are shared training ventures, sharing of training equipment, sharing of instructional staff etc.
- The report clearly treats motor vehicle accident responses in the same vein as tiered medical calls which we strongly believe is not real or accurate. Medical components are only a small portion of the actions/disciplines at a motor vehicle accident. As Fire, we consider extrication requirements, vehicle stabilization and fire prevention security (de-energizing vehicles), hazardous materials spills and mitigation and offering traffic control and road closure assistance to the OPP who, in Essa, are often taxed to provide sufficient personnel and vehicles for this evolution (noting we have an excellent working relationship with Nottawasaga OPP). We feel that Pomax has taken a very limited review of these types of incidents and may not be operating with an understanding of current Fire operations at these types of incidents.
- The report mentions the term Non-Fire Calls. In Essa, as with many other locations the name may state Fire Department, but we are typically an All-Emergency Services Department which is much broader than the view that has been presented.

- We have noted that on page 10 of the Final Report Part 1 document that there are inaccuracies that might be present thus misrepresenting the data that was provided. Call volumes from our records as supplied by us to Pomax have been altered or so it appears. We reported in 2016 – 490 calls vs the 447 Pomax reported, 2017 – 445 calls vs the 395 Pomax reported, 2018 – 466 calls vs the 425 Pomax reported, 2019 – 487 calls vs the 441 Pomax reported and 2020 – 452 calls vs the 403 Pomax reported. We are unclear why there is a discrepancy with the information and why the numbers appear to be reported as being far less than the numbers that were provided. Does this put into question accuracy of other information that has been reported?
- On page 13 of the Final Report Part 1, under the Incident By Type section there are comments made about a reluctance to participate in the review as there was a feeling of the recommendations being a foregone conclusion and that Pomax would recommend a County wide Fire Service. Pomax indicates they have not recommended this within this section of the report. Yet, if we refer to page 2 of the report and the first paragraph, Pomax has obviously manipulated their terminology to state “our overall recommendation for the County and municipalities likely would be to move to a county-based fire service” then they indicate that the data was a hold back to this recommendation. In our opinion this is somewhat deceiving wording to put into a report and yet indicate later they have not recommended this.
- In terms of the data, we feel that the data gathering process should have seen more involvement by Pomax with Pomax working closer with the Fire Department to research and determine their needs. To simply send out copy after copy of blank requests for data and expect us to do all the leg work and data input is not, in our opinion, the most tactful approach by consultants to gather the information they felt they required.
- The report speaks to a couple of departments, specifically Tiny and Penetanguishene responding to a restricted set of medical calls and other departments responding to all manner of medical incidents. This is, in our opinion, a very misleading statement. The County operates on tiered response agreements that see Fire Departments respond based on level A or B agreements. The criterion within these agreements is clearly laid out and many operate in Level B in the County. Under level B, Fire is to be sent to Non-Responsive, Choking-not breathing, profuse bleed, cardiac chest pain and paramedics delayed 15 minutes or greater. We do not respond to all manner of medical calls rather we are tiered based on the Level and nature of the call. Perhaps more emphasis on working on improving simultaneous dispatch and tiering all agencies in timely manners should have been captured within the report rather than seeking the direction of reducing Fire Service involvement.



- On page 24 of the Final Report Part 1 there are several comments which cause us some concern. There is a mention of platooning as an option to savings whereby not all personnel are called out to a response, just a select number or group. For many, many, years the Ontario Fire Service has operated on the premise that, for volunteer departments, you must have 3-4 personnel in the hopes of getting 1 to respond. Platooning has been tried in other communities with varying levels of success. We would suggest that, based on actual numbers of personnel responding here in Essa that platooning would be a detriment rather than a cost savings. We, like many volunteer departments, have a hard time especially during the day in fielding sufficient staff to respond. The report also mentions that concurrent calls are very rare and when they are received, they are usually medical type incidents. We can state that here in Essa in the last few months alone we have had several incidents of concurrent calls and in all cases except for one they were not for medical calls.
- The report speaks to sharing resources to reduce costs. In our opinion, most departments within the County already have limited resources and as such those that they do have are maxed out within their own departments. Examples are training officers and fire prevention officers. Most only have one individual in this role and they have more than ample workloads within their own department. Based on the operations now we believe that trying to share resources such as these would prove to be very difficult at best.
- Overall, we feel that many of the areas identified within the report as recommendations, we as a group of departments within the County are already making work. We are of the opinion that we do not see the value added with this study and recommendations for the most part.

We thank you for the opportunity to present our thoughts and comments and respectfully ask you to consider the input herein.



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO09-22

**DATE:** March 9, 2022

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer

**SUBJECT:** Proposed Mileage Rate Increase

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### RECOMMENDATION

That Staff Report CAO09-22 be received; and

That Council consider increasing the mileage rate for staff using their personal vehicles to conduct Township business from \$0.58 per km to \$0.61 per km due to the increase in fuel costs and other maintenance expenses associated with operating such vehicles.

### BACKGROUND

During the 2015 budget deliberations, it was decided to reduce the mileage rate paid to staff who use their personal vehicles to conduct municipal business from \$0.52 per km to \$0.45 per km due to the low fuel costs at that time. Similarly, but in the reverse direction, Council agreed to raise the mileage rate in 2019 to \$0.58 per km. This was in keeping with the County and other neighbouring municipalities. The mileage rate remains at \$0.58 per km today.

There are not many staff that use their own vehicle. The staff that use their own vehicles include, but is not limited to, the CAO, Clerk, Deputy Clerk, Manager of Parks & Recreation, the CBO, Planner and parks and planning staff (plus Committee of Adjustment members). These positions would only use their vehicle on occasion or moderately, and even with an increase, should stay within budget for mileage (in part due to the new COVID environment).

### COMMENTS AND CONSIDERATIONS

During 2015 budget deliberations when the reduced mileage rate was approved by Council, it was mentioned that if fuel prices increased significantly, then Council would reconsider the mileage rate. Since then, the price for gasoline has increased from (approximately) the \$0.80 per litre range to the \$1.65 per litre range. The current mileage reimbursement rate is set at \$0.58 per km, however, the automobile allowance rates for 2022 are at a rate of \$0.61 per km (as attached).

The Township of Essa's Corporate Policy No. HR11-01 (see attached), approved by Council May 18, 2011, states that mileage rates will be reviewed annually. The CAO has been monitoring the rate on an annual basis and has decided it is now time to approach Council with a proposed increase given the economic climate.

**FINANCIAL IMPACT**

Each Operating Budget includes an approved allocation for mileage. If this proposed increase in mileage rate is approved by Council, managers will monitor trips to attempt to keep within budget.

Manager of Finance Approval: \_\_\_\_\_



**SUMMARY/OPTIONS**

Council may:

- 1. Take no further action.
- 2. Approve increasing the mileage rate from \$0.58 per km to \$0.61 per km.
- 3. Approve increasing/decreasing the mileage rate as deemed appropriate by Council.

**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments:

Government of Canada Automobile allowance rates  
Township of Essa Corporate Policy No. HR11-01

**TOWNSHIP OF ESSA**  
**CORPORATE POLICY MANUAL**

**Department:** Administration

**Approved by Council:** May 18, 2011

**Policy Number:** HR11-01

**Effective Date:** May 18, 2011

**Policy Subject:** Mileage Expense

**Date of Amendment:** November 18, 2019

Approval: *C. Healey*

**PURPOSE/DEFINITION:**

The purpose of this policy is to establish consistent parameters for mileage reimbursement requests related to Council members and staff conducting Township business.

**APPLICATION:**

This policy applies to all employees who drive their own vehicle on Township business who are eligible to be reimbursed for such driving in accordance with this policy. It also applies to those members of Council using their own vehicle when conducting Township business outside the municipality.

**POLICY STATEMENT/GUIDELINES:**

**Purpose and Scope**

Whenever an employee is required and authorized by their Department Head, (employee to seek permission in writing from their Department Head prior to the date of the anticipated claim) to use their vehicle on business for the Township, the Township shall pay the employee an allowance based on the number of kilometers traveled while conducting Township business. The starting point for calculation purposes shall depend on the traveling location whichever is less either closer to home or the employee's regular workplace and the employee will be required to use a direct route when calculating their mileage.

Mileage rates will be reviewed annually and the Chief Administrative Officer shall submit a recommendation to Council for consideration. The rate may be established based on the average of rates paid by comparable municipalities within Simcoe County or equivalent to what the County's rate is; taking into consideration any increases or decreases in fuel costs.

Council members and employees claim their mileage expenses through completion of the Mileage Form (as the example attached). The Mileage Form must be signed, both by the



employee making the claim and the supervisor/manager authorizing the claim, before submitting them to Accounts Payable for processing.

If Council members or an employee drives their own vehicle on Township business, they shall keep accurate records (including destinations, dates and distances driven) of all such driving. To receive reimbursement, a properly completed Mileage Form must be submitted within each pay period during which the authorized travel occurred, or monthly, documenting the reason for the claim.

Employees may only claim mileage incurred for business purposes, they cannot claim travel over their lunch break or for their daily commute to/from work. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating kilometers driven, claiming kilometers that were not related to regular Township business or any other misreporting will be subject to disciplinary action up to and including termination.

#### **Limit of Liability**

Township of Essa will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.



# Mileage Form

Employee Name

Authorized By

Reviewed By

G / L #

Date Prepared

SAMPLE

Date	Description/Destination	Odometer Reading		Distance Traveled	Rate \$0.58	Total
		Start	Finish			
<b>TOTALS</b>					.58	



## Automobile allowance rates

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The automobile allowance rates for **2022** are:

- 61¢ per kilometre for the first 5,000 kilometres driven
- 55¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2021** are:

- 59¢ per kilometre for the first 5,000 kilometres driven
- 53¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2020** are:

- 59¢ per kilometre for the first 5,000 kilometres driven
- 53¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2019** are:

- 58¢ per kilometre for the first 5,000 kilometres driven
- 52¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2018** are:

- 55¢ per kilometre for the first 5,000 kilometres driven
- 49¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2016** and **2017** are:

- 54¢ per kilometre for the first 5,000 kilometres driven
- 48¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2015** are:

- 55¢ per kilometre for the first 5,000 kilometres driven
- 49¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

**Date modified:**

2022-01-04