

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MARCH 20, 2024
6:00 p.m.**

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers in the Administration Centre located at 5786 County Road 21, Utopia.

1. OPENING OF MEETING BY THE MAYOR

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 a. **Public Meeting**
Re: Proposed Zoning By-law Amendment Z1-24, Housekeeping

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 21 a. **Staff Report PD005-24 submitted by the Chief Building Official, re: Amendment to By-law 2008-7 (Property Standards By-law).**

Recommendation: ***BE IT RESOLVED THAT*** Staff Report PD005-24 be received; and ***THAT*** Council approve an amendment to Essa's Property Standards By-law 2008-7, to better align with the requirements of the Building Code Act, 1992, S.O. 1992, as follows:

1. Amend subsection 3.2.4 to include "adverse effects of storm water on adjacent properties"; and
2. Amend subsection 3.2.5 to include a requirement for grading to prevent the accumulation of water at or near buildings; and
3. Amend subsection 3.4.3 to include a six-month period of violation notification, and a requirement for the submission of building permits and lot grading plans; and
4. Add 4.2.5 as a new subsection under section 4.2, requiring the clearing of properties and submission of building permits and lot grading plans within a six-month period of violation notification.

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 24 a. **Staff Report PR005-24 submitted by the Manager of Parks and Recreation re: Award of Tender – Angus Arena Chiller Replacement.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR005-24 be received; and **THAT** the quotation received from **Berg Industrial Services Inc.** be accepted in the amount of **\$187,500.00 (excluding HST)** as per Township specifications, contingent upon the WSIB Clearance Certificate and a copy of Insurance being provided to the municipality.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 26 a. **Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2023) for the Angus, Baxter and Thornton Drinking Water Systems.**

Recommendation: **BE IT RESOLVED** that the 2023 Schedule 22 Summary 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 2023 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

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 60 a. **Staff Report C003-24 submitted by the Manager of Legislative Services, re: 2024 General Assistance Grants.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C003-24 be received; and **THAT** Council approve the recommended tax exemption and donation amounts as presented in Attachment No. 2 of the Report.

- p. 69 b. **Staff Report C004-24 submitted by the Manager of Legislative Services and the Deputy Clerk, re: ASE AP By-law.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C004-24 be received; and **THAT** Council direct Staff to bring the draft By-law forward for passage.

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

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** *this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 3rd day of April, 2024 at 6:00 p.m.*



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NOTICE OF PUBLIC MEETING CONCERNING PROPOSED ZONING BY-LAW AMENDMENT (Affecting all lands within the Township of Essa)

28 February 2024

NOTICE OF PUBLIC MEETING

CONCERNING PROPOSED ZONING BY-LAW AMENDMENTS (Housekeeping)

(Affecting all lands within the Township of Essa)

TAKE NOTICE that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the **20th day of March 2024, at approximately 6:00 p.m.** at the Essa Administration Centre, 5786 County Road No. 21, located two (2) kilometres east of Baxter, just west of County Road No. 56 (7th Line), to consider proposed Zoning By-law Amendments under the *Planning Act*.

THE PURPOSE of this Public Meeting is to introduce proposed Amendments to the Zoning By-law in accordance with Section 34 of the Planning Act, R.S.O., c.P.13, and to hear comments and review written submissions from the public and other plan review agencies.

THE PROPOSED ZONING BY-LAW AMENDMENT

1. List of proposed changes to Zoning By-law (2003-50) listed in the table below:

<u>Item Description</u>	<u>Proposed Changes</u>
SECTION 3 - DEFINITIONS	To separate the definitions "Boarding & Rooming House" from "Bed & Breakfast".
SECTION 3 - DEFINITIONS	To redefine the term "Group Home"

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SECTION 4.38.1 – ADDITIONAL RESIDENTIAL UNIT	To update the Zoning By-law to accurately reflect the as-of-right status for ARUs on 'Urban Parcels' of land, which are defined as 'lots with full municipal servicing' (i.e., Sewerage and Water connections).
SECTION 4.38.1 – ADDITIONAL RESIDENTIAL UNIT	To update the parking requirements to be in conformance with the Planning Act.
SECTION 4.38.1 – ADDITIONAL RESIDENTIAL UNIT	To add a provision to Section 4.38.1 to make an unobstructed path a general provision.
SECTION 4.38.1 – ADDITIONAL RESIDENTIAL UNIT	To make more explicit what 'Full municipal' servicing is.
SECTION 4.38.1 – ADDITIONAL RESIDENTIAL UNIT	To make the provision for Home Occupation more explicit.
SECTION 4.38.1, 4.38.2, AND 4.38.3	To clearly state that all provisions of the respective zone are complied with.
SECTION 4.38.1 – ADDITIONAL RESIDENTIAL UNIT	To replace the '102 square metre' maximum for ARUs with '139 square metres' in A and RL zones.
SECTION 3 – DEFINITIONS & SECTION 4.38.2 – ADDITIONAL RESIDENTIAL UNIT	To add Carriage House definition and to increase the maximum allowable building height for an Additional Residential Unit in and allow them to exceed in the instance they are located in a Carriage House.
SECTION 4.38.3 – ADDITIONAL RESIDENTIAL UNIT	To add a provision to prevent ARUs from being considered 'surplus' to farming operations and being severed.
SECTION 5.3 – GENERAL PROVISIONS FOR AGRICULTURAL (A) & RURAL (RL) ZONES	To include a provision that the minimum distance from a main building shall be 3.0 m.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Amendment. If you wish to be

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notified of the adoption of the proposed Amendment, you must make a written request to the Clerk of the Township of Essa.

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If a person or a public body that files a Notice of Appeal of a decision of the Township of Essa, in respect of the proposed Zoning By-law Amendment, does not make oral submission at a public meeting or make written submissions to the Township of Essa before the proposed Amendment is adopted, the Ontario Land Tribunal (OLT) may dismiss all or part of the appeal.

ADDITIONAL INFORMATION related to the proposed Amendment is available through the Planning Department during regular business hours at (705) 424-9770 ext. 104 or email at ocurnew@essatownship.on.ca

DATED this 28th day of February 2024.

Owen Curnew

Development Planner

Share



Essa Township

100 Main Street East

Essa, Ontario L9R 4R7

705-424-0321

www.essatownship.on.ca



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Housekeeping By-law March 20, 2024

Respectfully submitted by:
Essa Township's Planning Department

House Keeping Items:

Item	By-law Section	Description
1	Section 3	To separate the definitions "Boarding & Rooming House" from "Bed & Breakfast"
2	Section 3	To redefine the term "Group Home"
3	Section 4.38.1	To update the Zoning By-law to accurately reflect the as-of-right status for ARUs on 'Urban Parcels' of land, which are defined as 'lots with full municipal servicing' (i.e. sewer and water connections)
4	Section 4.38.1	To update the parking requirements to be in conformity with the Planning Act.
5	Section 4.38.1	To add a provision to Section 4.38.1 to make an unobstructed path a general provision.
6	Section 4.38.1	To make more explicit what 'Full Municipal' servicing is.
7	Section 4.38.1	To make the provision for Home Occupation more explicit.

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House Keeping Items:

Item	By-law Section	Description
8	Section 4.38.1, 4.38.2, 4.38.3	To clearly state that all provisions of the respective zone are complied with
9	Section 4.38.1	To replace the '102 square metre' maximum for ARUs with '139 square metres' in A and RL zones.
10	Section 4.38.2	To add a 'carriage house' definition and to increase the maximum allowable building height for an Additional Residential Unit to allow them to exceed in the instance they are located in a carriage house.
11	Section 4.38.3	To add a provision to prevent ARUs from being considered 'surplus' to farming operations and from being severed.
12	Section 5.3	To include a provision that the minimum distance from a main building shall be 3.0m

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Item 1: Section 3

Changes to definitions based on "Boarding or Rooming House" updates

Existing

"Boarding or Rooming House" or "Bed and Breakfast"

means a dwelling in which lodging with or without meals is supplied for gain, up to four bedrooms but does not mean or include a motel, hotel, hospital or similar commercial or institutional use, or apartment building.

Proposed

"Boarding or Rooming House" or "Bed and Breakfast"

means a dwelling in which lodging with or without meals is supplied for gain, up to four bedrooms but does not mean or include a motel, hotel, hospital or similar commercial or institutional use, or apartment building.

Short-Term Accommodation

means a place of temporary residence, lodging or occupancy by way of concession, permit lease, rental agreement or similar commercial arrangement for any period equal to or less than thirty (30) consecutive calendar days. This includes "Boarding or Rooming House" and "Bed and Breakfast" but excludes hotels, motels, and accommodations where there is no exchange for remuneration.

Purpose: To update "Boarding or Rooming House" definition.

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Item 1: Section 3

Existing Proposed

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"Boarding or Rooming House"

means a dwelling in which lodging is provided for between 5-8 tenants but shall not include a group home, hotel, motel, children's home, or a bed and breakfast establishment, or other similar establishments.

Purpose: To update "Boarding or Rooming House" definition.

Item 2: Section 3

Changes to "Group Home" definition

Existing

Proposed

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"Group Home"

means a building or buildings licensed or approved under Provincial Statute, in which not more than seven persons, not including staff or other family members, live as a single housekeeping unit under responsible supervision consistent with the requirements of its residents.

"Group Home"

means a building or buildings licensed or approved under Provincial Statute, in which **no less than 3 people, but no more than 8 people**, not including staff or other family members, live as a single housekeeping unit under responsible supervision consistent with the requirements of its residents.

Purpose:

To update the "Group Home" definition.

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Item 3: Section 4.38.1

Changes to Additional Residential Units provisions

Existing

Proposed

b) A maximum of one Additional Residential Unit shall be permitted on a lot, one within the primary residence or one located in a detached accessory building/structure to the primary residence in the specified zones.

b) A maximum of two Additional Residential Units shall be permitted on a lot, one within the primary residence and/or one located in a detached accessory building/structure to the primary residence in the specified zones. Two Additional Residential Units may be permitted in the primary dwelling where no residential unit exists in a detached accessory building on the same lot. An Additional Residential Unit shall only be considered once the maximum number of primary residential units has been met.

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Purpose:

To update the number of ARUs permitted on a lot to be in compliance with Planning Act changes (Section 35.1 (1) (2)).

Item 4: Section 4.38.1

Changes to Additional Residential Units provisions

Existing

Proposed

In accordance with the Off-Street Parking Requirements provided within this by-law, a minimum of two (2) parking spaces per Additional Residential Unit are required to be provided and maintained on site for the sole use of the occupants of an Additional Residential Unit and may include tandem parking spaces.

In accordance with the Off-Street Parking Requirements provided within this by-law, one (1) parking space per Additional Residential Unit are required to be provided and maintained on site for the sole use of the occupants of an Additional Residential Unit and may (where more than one external parking space is provided), include tandem parking.

Purpose:

To update the parking requirements to be in compliance with the Planning Act (Section 35.1 (1.1))

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Item 5: Section 4.38.1

Changes to Additional Residential Units provisions

Existing

Proposed

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- o) An unobstructed path of travel of 1.2 metres in width and 3.0 metres in height must be provided to the main entrance of the Additional Residential Unit from the main access of the property.

Purpose:

To add a provision to Section 4.38.1 to make an unobstructed path a general provision. This is in keeping with Emergency width/height requirements.

Item 6: Section 4.38.1

Changes to Additional Residential Units provisions

Existing

Proposed

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g) An Additional Residential Unit shall be connected to both municipal water supply and municipal sanitary sewers, where available, and the Township confirms there is sufficient capacity to service the Additional Residential Unit.

g) An Additional Residential Unit shall be connected to both municipal water supply and municipal sanitary sewers (Full Municipal Services), where available, and the Township confirms there is sufficient capacity to service the Additional Residential Unit.

Purpose:

To make more explicit the meaning of 'Full Municipal Services'.

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Item 7: Section 4.38.1

Changes to Additional Residential Units provisions

Existing	Proposed
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l) Home occupations shall only be permitted in the primary dwelling.

l) Home occupations shall only be permitted in the primary dwelling and shall not be located within an Additional Residential Unit which resides in a primary dwelling.

Purpose:

To make the provision for Home Occupation more explicit regarding ARUs.

Item 8: Section 4.38.1

Changes to Additional Residential Units provisions

Existing

Proposed

p) All other provisions of the respective zone are complied with.

Purpose:

To clearly state that all provisions of the respective zone are complied with.

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Item 9: Section 4.38.3

Changes to Additional Residential Units provisions

Existing

Proposed

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a) The maximum gross floor area of an Additional Residential unit in a Detached Accessory Structure shall be the lessor of 102 square metres or 50% of the gross floor area of the principle dwelling unit.

a) The maximum gross floor area of an Additional Residential unit in a Detached Accessory Structure shall be the lessor of 139 square metres or 50% of the gross floor area of the principal dwelling unit in Agricultural and Rural zones; and 102 square metres or 50% of the gross floor area of the principal dwelling unit in all other zones.

Purpose:

To replace the '102 square metre' maximum for ARUs with '139 square metres' in A and RL zones.

Item 10: Section 3 and 4.38.3

Changes to Additional Residential Units provisions

Existing

Proposed

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b) The maximum building height of an Additional Residential Unit is one (1) storey and shall not exceed the height of 4.5 metres.

"Carriage House"

means a building that consists of a garage and an Additional Residential Unit that are separated horizontally between two (2) storeys. The Additional Residential Unit is completely independent of the garage and has a separate entrance.

b) The maximum building height of an Additional Residential Unit is one (1) storey and shall not exceed the height of 4.5 metres. An Additional Residential Unit may exceed this if it is located within a Carriage House and shall not exceed 7.5 metres in height.

Purpose:

To add a Carriage House definition and to increase the maximum allowable building height for an Additional Residential Unit located in a Carriage House.

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Item 11: Section 4.38.3

Changes to Additional Residential Units provisions

Existing

Proposed

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q) No Additional Residential Unit is permitted to be severed from the lot that contains its associated primary building. An Additional Residential Unit shall not be considered a residence surplus to a farming operation.

Purpose:

To add a provision to prevent ARUs from being considered 'surplus' to farming operations and being severed.

Item 12: Section 5.3

Changes to General Provisions for Agricultural (A) and Rural (RL) Zones

Existing

Proposed

- 19
- a) No accessory building or structure shall occupy more than 8% or 93.0m² of floor area, whichever is the lesser, of the area of a lot, nor exceed 6.0 m in height on any lot, which is less than 1.0 ha in size; and
No accessory building or structure shall occupy more than 8% or 139.0m² of floor area, whichever is the lesser, of the area of a lot, nor exceed 6.0 m in height on any lot, which is from 1.0 ha to 4.0 ha in size.

- a) No accessory building or structure shall occupy more than 8% or 93.0m² of floor area, whichever is the lesser, of the area of a lot, nor exceed 6.0 m in height on any lot, which is less than 1.0 ha in size; and
No accessory building or structure shall occupy more than 8% or 139.0m² of floor area, whichever is the lesser, of the area of a lot, nor exceed 6.0 m in height on any lot, which is greater than or equal to 1.0 ha in size.
- e) The minimum distance from a main building shall be 3.0 m

Purpose:

To remove a maximum size of lot and to include a provision that the minimum distance from a main building shall be 3.0 m in A and RL Zones.

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Thank You

Questions or Comments?

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD005-24
DATE: March 20, 2024
TO: Committee of the Whole
FROM: Pedro Granes, Chief Building Officer
SUBJECT: Amendment to By-Law 2008-7
 (The Essa Property Standards By-law)

RECOMMENDATION

That Staff Report PD005-024 be received; and

That Council approve an amendment to By-law 2008-7 to better align with the requirements of the Building Code Act, 1992, S.O. 1992. as follows:

- a. To amend Section 3.2.4 to include adverse effects of storm water on adjacent properties;
- b. To amend Section 3.2.5 to include a requirement for grading to prevent accumulation of water at or near buildings;
- c. To amend Section 3.4.3 to include a 6 month period of violation notification and a requirement for submission of building permits and lot grading plans;
- d. To add a new subsection to Section 4.2 (i.e. Subsection 4.2.5) requiring the clearing of properties and submission of building permits and lot grading plans within a 6 month period of violation notification.

BACKGROUND

Standards and Maintenance within the Township are enforced by the Building Department with direction from *Building Code Act, S.O., 1992* and The Essa Property Standards By-law (By-Law 2008-7).

Due to updates of the Building Code Act not being reflected in the Essa Property Standards By-law, amendments are necessary. These amendments are intended to streamline the Township's Property Standards Procedures.

COMMENTS AND CONSIDERATIONS

To service By-Law 2008-7 with *Building Code Act, S.O., 1992*, the following changes are recommended;

Section 3.2 Sewage and Drainage

3.2.4 Storm water, including basement sump water and rainwater, shall not be drained into a sanitary sewer **or adversely affect any adjacent property.**

3.2.5 No roof drainage, storm water drainage, sump pump discharge, discharge from swimming pool, or a similar discharge, shall be directed onto a sidewalk, stair or abutting property. **The site shall be graded so that water will not accumulate at or near any building.**

Section 3.4 Accessory Buildings

3.4.3 All properties shall be clear, **within a 6-month period of violation notification,** of dilapidated buildings, structures or erections, including all dilapidated accessory buildings, structures or erections. **Building Permits and Lot Grading Plan shall be submitted for removal of dilapidated accessory buildings, structures or erections,** the property shall be left level and in graded condition according to Lot Grading Plan.

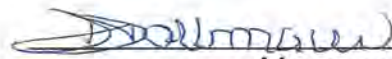
Section 4.2 Building and Structures

4.2.5 All properties shall be clear, within a 6-month period of violation notification, of dilapidated buildings, structures or erections, including all dilapidated buildings, structures or erections. Building Permits and Lot Grading Plan shall be submitted for removal of dilapidated buildings, structures or erections, the property shall be left level and in graded condition according to Lot Grading Plan.

FINANCIAL IMPACT

All costs associated with these proposed changes are to be borne by the property owner / applicant at no cost to the municipality.

No financial impact to the municipality.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve an amendment to By-law 2008-7 to better align with the requirements of the Building Code Act, 1992, S.O. 1992 as contained in this report, and direct staff to prepare the amending by-law.

CONCLUSION

Option #2 is recommended as this amendment of relevant policies and procedures in the *Building Code Act, S.O. 1992*. will streamline the Township's Property Standards Procedures.

Respectfully submitted by:



Pedro Granes – Chief
Building Official

Reviewed by:



Samuel Haniff-
Manager of Planning

Reviewed by:



Michael Mikhael, Acting
Chief Administrative Officer/
Manager of Public Works



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR005-24
DATE: March 20,2024
TO: Committee of the Whole
FROM: Chris Rankin – Manager of Parks and Recreation
SUBJECT: Award of Tender – Angus Arena Chiller Replacement

RECOMMENDATION

That Staff Report PR005-24 be received; and

That the quotation received from **Berg Industrial Services Inc.** be accepted in the amount of **\$187,500.00 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

BACKGROUND

The current Chiller at the Angus Arena is an aged asset and has reached the end-of its life cycle and requires immediate replacement.

The Request for Tender for the **2024 Retrofit of Plate and Frame Chiller** was posted on the Township’s website, digital board, and circulated in accordance with Essa’s Procurement Policy A17-01 on February 9th, 2024. The closing date for the Request of Tender was March 1, at 2:00 pm. One Addendum was issued during the bidding process.

COMMENTS AND CONSIDERATIONS

The following is a summary of the Tender results:

BIDDER	Price (Ex. HST)
BERG INDUSTRIAL SERVICES INC.	\$187,500
CIMCO REFRIDGERATION	\$194,500
BLACK AND MCDONALD LIMITED	201,790

FINANCIAL IMPACT – Funding Strategy

The 2024 approved Parks and Recreation prioritized Capital Budget included **\$190,000.00** for the Angus Arena Chiller Replacement Project (**Parks and Recreation Obligatory Reserve # 50-80-002-060-3630**). The lowest bidder is \$187,500.00 (excluding applicable tax) resulting in a surplus of \$2,500.00 (assuming no change orders).

A consideration shall be given to fund this project from the **Township Asset Management Reserve (02-80-002-060-3581)** with respect to Council's direction related to **CA003-24**.

Worth to mention; that the estimated closing balance (December -31-2024) of the **Asset Management Reserve (02-80-002-060-3581)** is **\$2,493,170.00**.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder, **Berg Industrial Services Inc.** in the amount of **\$187,500** (excluding HST) as per the funding strategy contained in this report.
3. Direct Staff in another course of action

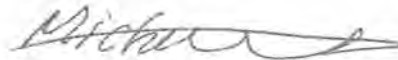
CONCLUSION

Staff recommends that **Option 2** be approved, given that this contractor is in a good standing with the Township and based on the fact that the Angus Arena Chiller has reached the end of its life cycle and requires immediate replacement.

Respectfully submitted,

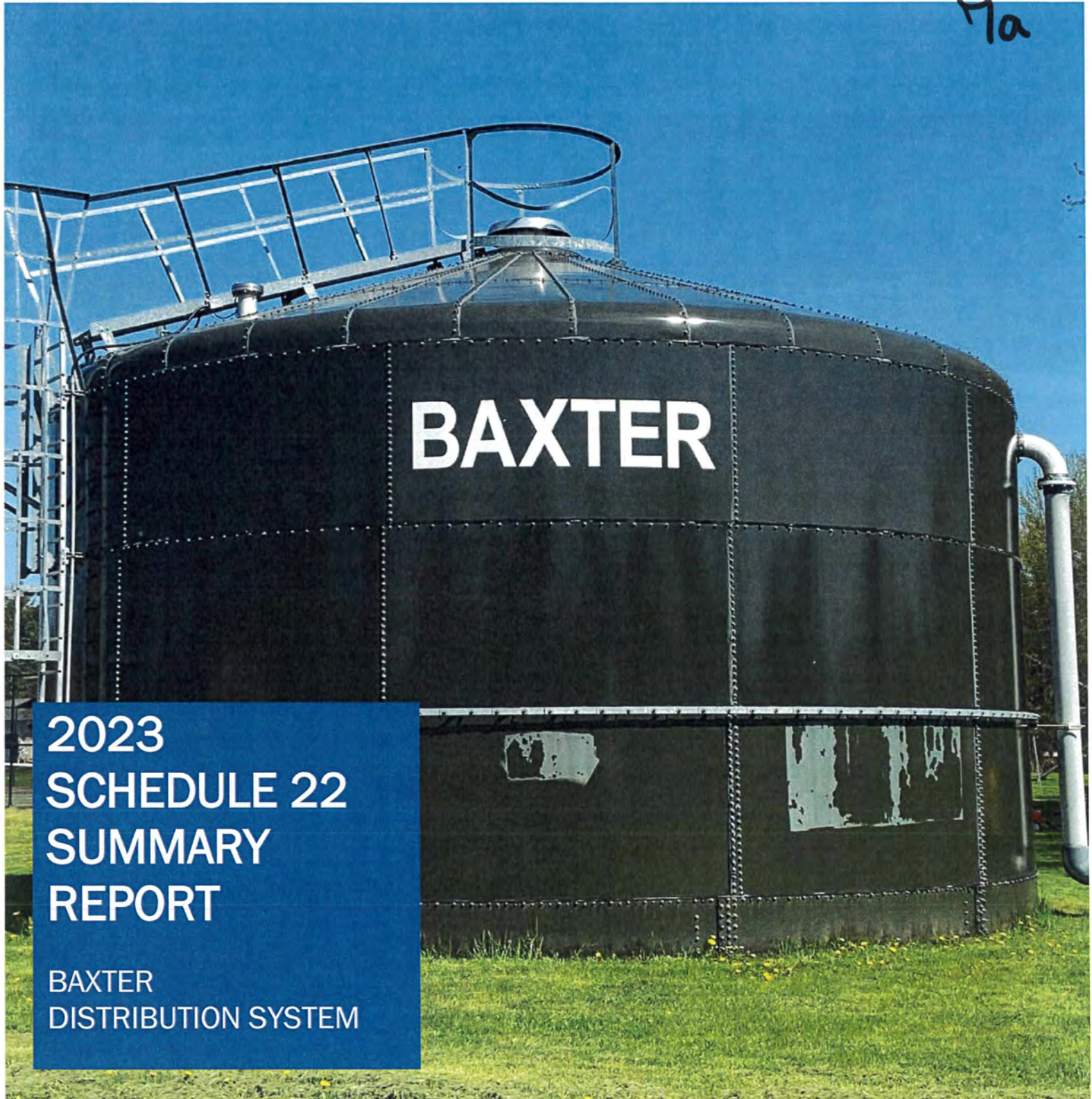


Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
CAO (Interim)/ Manager of Public Works

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**2023
SCHEDULE 22
SUMMARY
REPORT**

**BAXTER
DISTRIBUTION SYSTEM**

For the period of
January 1st, 2023 to December 31st, 2023

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



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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Baxter Distribution System

This report was prepared in accordance with the requirements of O.Reg 170/03, Schedule 22, Summary Reports for Municipalities for the following system and reporting period:

Drinking-Water System Number:	220004064
Drinking-Water System Name:	Baxter Distribution System
Drinking-Water System Owner:	The Corporation of the Township of Essa
Drinking-Water System Category:	Small Municipal Residential
Period being reported:	January 1, 2023 – December 31, 2023

1. Issue(s) of Non-Compliance

A Ministry of Environment, Conservation and Parks (MECP) Drinking Water System Inspection was conducted on May 11, 2023 for the period covering May 1, 2022 to May 11, 2023. September 27, 2023 the Inspection Report was issued. An Inspection Summary Rating Record (IRR) of 100% was received.

The following is a summary of non-compliances noted in the MECP Inspection Report, as well as the duration and the measures that were taken to correct the non-compliance. If any self-reported non-compliances were included in the inspection report, they will be noted in Table 1.

Table 1. Non-Compliances and Corrective Actions noted in the 2022/2023 MECP Inspection Report

Non-Compliance(s)	Duration	Required Actions & Corrective Actions
N/A	N/A	N/A

The following table (Table 2) is a summary of any incidents that the Operating Authority interpreted as a instances where any requirements of the Act, the regulations, the system's approval, drinking water works permit (DWWP), municipal drinking water licence (MDWL), and any orders applicable were not met. The Operating Authority reported the following incidents to the MECP and confirmation of whether the incidents are considered non-compliances are noted in the MECP Inspection Report and included in Table 1.

Table 2. Self-Reported Incidents and Corrective Actions for the Reporting Period

Incident	Duration	Corrective Actions
N/A	N/A	N/A

For information on any Adverse Water Quality Incident(s) that may have occurred during the reporting period, please refer to the Baxter Distribution System Annual Report (Section 11).

2. Assessment of Flowrates and Quantity of Water Supplied

In 2017, Baxter Drinking Water System became a stand-alone distribution system receiving treated water from the Raymond A. Ultrafiltration Plant owned by the Town of Collingwood. Treated water is transported via a water transmission main (pipeline) that stretches from the Town of Collingwood to Alliston, in the Township of New Tecumseth. The Township of Essa has

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Baxter Distribution System

an agreement with the Township of New Tecumseth to receive 100 m³/day from the pipeline. The balance of the 100m³/day that is not taken by the Baxter DS is sent to the Mill Street Pumphouse in Angus, Ontario. Since treated water is supplied to the distribution system, Baxter DS does not have a Permit to Take Water as it does not draw from a raw water source.

In September, 2023 OCWA began preparing for the new Baxter Booster Station to come online, as part of pre-approved works to the system. Work included filling the two (2) on-site grade level water storage tanks for sampling and testing. On December 6, 2023 the old pumphouse on Marshall Avenue was decommissioned and the treated water from the pipeline began entering the newly commissioned Baxter Booster Station on Murphy Road in Baxter and in turn conveyed water to the distribution system.

The following tables (Table 3 and 4) summarize the quantities and flowrates of water received from the New Tecumseth Pipeline and then supplied to the Baxter Distribution System during the reporting period, including average and maximum day volumes as well as a comparison to the allowable takings approved in the system's approval, DWWP or MDWL.

2.1 Treated Water

Municipal Drinking Water License (MDWL):	118-102 (Issue Number: 4)
Allowable Rated Capacity:	Not Applicable
Allowable Flowrate into Treatment System:	Not Applicable

The applicable MDWL does not contain an allowable rated capacity or allowable flowrate into the treatment system. Rated capacity is assessed based on the contractual agreement between the Township of Essa and the Township of New Tecumseth, which stipulates that the Baxter Distribution System may take up to 100 m³/day of treated water from the transmission pipeline.

Table 3. Treated Water Annual and Monthly Average and Maximum Flows with Comparison to the New Tecumseth Pipeline Allowable Daily Takings and Total Volume for 2023

Timeframe	Average Daily Takings (m ³ /day)	Maximum Daily Takings (m ³ /day)	Total Volume Taken (m ³)
January	25.67	32.60	795.9
February	26.10	36.60	730.9
March	26.39	31.20	818.2
April	29.00	97.30	870.1
May	36.71	58.50	1138
June	46.67	87.10	1400.2
July	34.45	59.20	1068
August	27.64	38.30	856.99
September	42.71 ^{3B}	115.60 ^{3A}	1,281.30 ^{3A}

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Baxter Distribution System

Timeframe	Average Daily Takings (m ³ /day)	Maximum Daily Takings (m ³ /day)	Total Volume Taken (m ³)
October	39.22 ^{3B}	60.00 ^{3B}	888.46 ^{3B}
November	36.36 ^{3B}	42.00 ^{3B}	1,090.80 ^{3B}
December	32.65 ^{3B}	71.00 ^{3B}	1,012.15 ^{3B}
2023	28.03	115.60^{3A}	9,362.04

^{3B}Note that from September 13 to December 7, 2023 the incoming (pipeline) flowmeter was not functioning at the new Baxter DS Booster Station. Flows were calculated based on the flows to the distribution system, plus the two free chlorine analyser flows (6m³/day each).

A review of flow information for the reporting period indicates that the Baxter distribution system operated within the allowable taking volume (100 m³/day) stipulated in the contract between the Township of Essa and the Township of New Tecumseth, with the exception of:

- September 12, 2023- flow exceedance was a result of filling the new water storage tanks at the new Baxter Booster Station. To accommodate the increased takings on September 12, 2023 no water was taken from the pipeline on September 13, 2023.

2.2 Distribution Water

Table 4. Distribution Water Annual and Monthly Average and Total Flow for 2023

2023 Flow from the Baxter Pumphouse to the Distribution System		
Timeframe	Average Daily Flow (m ³ /day)	Total Flow (m ³ /day)
January	23.00	713.00
February	22.93	642.00
March	23.55	730.00
April	26.07	782.00
May	36.35	1,127.00
June	41.97	1,259.00
July	30.03	931.00
August	25.06	777.00
September	34.37	1,031.00
October	27.23	844.00
November	24.37	731.00
December	13.77	426.98
2023	27.38	9,993.98

The applicable MDWL and contact do not list a maximum allowable limit for flow or flowrate of water that flows into the distribution system.

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2023 SCHEDULE 22 SUMMARY REPORT

THORNTON (GLEN AVENUE)
DRINKING WATER SYSTEM

For the period of
January 1st, 2023 to December 31st, 2023

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



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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Thornton (Glen Avenue) Drinking Water System

This report was prepared in accordance with the requirements of O.Reg 170/03, Schedule 22, Summary Reports for Municipalities for the following system and reporting period:

Drinking-Water System Number:	220006945
Drinking-Water System Name:	Thornton (Glen Avenue) 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, 2023 – December 31, 2023

1. Issue(s) of Non-Compliance

A Ministry of Environment, Conservation and Parks (MECP) Drinking Water System Inspection was conducted on May 11, 2023 for the period covering June 1, 2022 to May 11, 2023. On September 29, 2023 the Inspection Report was issued and an Inspection Summary Rating Record (IRR) of 100% was received.

The following is a summary of non-compliances noted in the MECP Inspection Report, as well as the duration and the measures that were taken to correct the non-compliance. If any self-reported non-compliances were included in the inspection report, they will be noted in Table 1.

Table 1. Non-Compliances and Corrective Actions noted in the 2022/2023 MECP Inspection Report

Non-Compliance(s)	Duration	Required Actions & Corrective Actions
N/A	N/A	N/A

The following table (Table 2) is a summary of any incidents that the Operating Authority interpreted as a instances where any requirements of the Act, the regulations, the system’s approval, drinking water works permit (DWWP), municipal drinking water licence (MDWL), and any orders applicable were not met. The Operating Authority reported the following incidents to the MECP and confirmation of whether the incidents are considered non-compliances are noted in the MECP Inspection Report and included in Table 1.

Table 2. Self-Reported Incidents and Corrective Actions for the Reporting Period

Incident	Duration	Corrective Actions
<ul style="list-style-type: none"> Non-Compliance with O.Reg 170/03, Schedule 6 - Operational Checks – Chlorine Residual Operations staff reviewed monthly data sheets and it was observed due to operational oversight that one (1) of the seven required weekly distribution free chlorine 	October 2 to October 13 and October 23 to November 17	<ul style="list-style-type: none"> Verbal and written notification of non-compliance was provided on November 20, 2023 to the MECP OCWA immediately reviewed regulatory requires with operational staff following the incident Additional, follow-up training was provided to Operations staff on O.Reg 170/03, Schedule 7,

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Incident	Duration	Corrective Actions
residuals was missed each week during the weeks of October 2 to 13, 2023 and between October 23 to November 17, 2023		Operational Checks on January 18, 2024 <ul style="list-style-type: none"> • Since the incident, OCWA has been routinely taking the required amount of distribution free chlorine residuals as required under O.Reg 170/03, Schedule 7. • No further actions required by MECP.

For information on any Adverse Water Quality Incident(s) that may have occurred during the reporting period, please refer to the Thornton (Glen Avenue) Drinking Water System Annual Report (Section 11).

2. Assessment of Flowrates and Quantity of Water Supplied

The following tables (Table 3 to 13) summarize the quantities and flowrates of water supplied during the reporting period, including monthly averages and maximum daily flows as well as a comparison to the rated capacity and flowrates approved in the system’s approval, DWWP or MDWL.

As required by the MDWL, regulatory flow measuring devices are checked/verified and where necessary calibrated. These checks/verifications/calibrations are performed annually by a third party to ensure the flow measuring devices are within acceptable deviation limits.

2.1 Treated Water

Municipal Drinking Water License (MDWL):	118-101 (Issue Number: 4)
Allowable Rated Capacity:	1,540 m ³ /day
Allowable Flowrate into Treatment System:	17.82 L/s

As per the MDWL, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the listed rated capacity. However, the MDWL allows a system to be operated temporarily at a maximum daily volume and/or a maximum flowrate above the values set out in the MDWL for the purposes of fighting a large fire or for the maintenance of the drinking water system.

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Thornton (Glen Avenue) Drinking Water System

Table 3. Treated Water Annual and Monthly Average and Maximum Flows with Comparison to Rated Capacity and Total Volume for 2023

Treated Water Flow					
Timeframe	Average Flow (m ³ /day)	Percent of Rated Capacity	Maximum Flow (m ³ /day)	Percent of Rated Capacity	Total Volume (m ³)
January	292.43	18.99%	361.43	23.47%	9,065.18
February	297.41	19.31%	342.95	22.27%	8,327.45
March	296.21	19.23%	371.38	24.12%	9,182.44
April	339.85	22.07%	879.41	57.10%	10,195.44
May	476.96	30.97%	871.04	56.56%	14,785.91
June	698.05	45.33%	1,067.74	69.33%	20,672.21
July	526.04	34.16%	754.82	49.01%	16,307.39
August	489.74	31.80%	662.57	43.02%	15,182.06
September	478.75	31.09%	704.89	45.77%	14,362.46
October	418.22	27.16%	819.57	53.22%	12,964.72
November	335.26	21.77%	426.91	27.72%	10,057.74
December	346.15	22.48%	409.53	26.59%	10,730.54
2023	415.51	26.98%	1,067.74	69.33%	151,833.54

A review of flow information for the reporting period indicates that the Thornton drinking water system operated within the rated capacity specified in the MDWL (1,540 m³/day), for the maximum treated volume of treated water that flows from the treatment subsystem to the distribution system.

Table 4. Treated Water Annual and Monthly Maximum Flowrates for 2023

Treated Water Maximum Flowrate	
Timeframe	Maximum Flowrate (L/sec)
January	10.4
February	9.70
March	52.6
April	72.0
May	73.8
June	33.5
July	49.2
August	57.2
September	47.9
October	77.4
November	10.3
December	17.7
2023	77.4

A summary of flowrates of water that flows out of the Thornton treatment subsystem to the distribution system can be found in the above table. A summary of flowrates of water that flows into the Thornton treatment subsystem can be found in Tables 6, 8, 10 and 12.

2.2 Raw Water

Permit to Take Water Number (PTTW):	0113-A4LMPV
Allowable Maximum Raw Water Volume - Well #1:	522.72 m ³ /day
Allowable Maximum Raw Water Flowrate - Well #1:	363 L/min (6.05 L/sec)
Allowable Maximum Volume of Raw Water - Well #2:	522.72 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #2:	363 L/Min (6.05 L/sec)
Allowable Maximum Volume of Raw Water - Well #3:	492.48 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #3:	342 L/min (5.70 L/sec)
Allowable Maximum Volume of Raw Water - Well #4:	328.32 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #4:	228 L/min (3.80 L/sec)
Allowable Maximum Combined Raw Water Volume from Well #1, Well #2, Well #3 and Well #4	1,540.00 m ³ /day

As per the PTTW, water shall only be taken from the specified source(s) and at the rates and amounts taken as specified in the permit. Notwithstanding the totals identified above for each well, the maximum combined taking per day from Well #1, #2, #3 and #4 is limited to 1,540,000 litres (1,540.0 m³/day). The PTTW also stipulates that wells #3 and #4 shall not be operated simultaneously. The system is design so that well #3 and well #4 cannot physical run at the same time, an internal lockout mechanism has been installed to lock out one well when the other well is running.

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Thornton (Glen Avenue) Drinking Water System

Table 5. Raw Water (Well #1) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Well #1					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	76.80	14.69%	207.70	39.73%	2,380.69
February	87.42	16.72%	194.28	37.17%	2,447.69
March	91.86	17.57%	198.09	37.90%	2,847.60
April	103.78	19.85%	363.21	69.48%	3,113.51
May	132.54	25.36%	436.31	83.47%	4,108.85
June	234.14	44.79%	472.07	90.31%	7024.29
July	140.07	26.80%	417.76	79.92%	4,342.21
August	160.93	30.79%	382.52	73.18%	4,988.74
September	164.57	31.48%	407.26	77.91%	4,937.06
October	123.63	23.65%	382.24	73.13%	3,832.43
November	94.22	18.02%	206.64	39.53%	2,826.71
December	102.45	19.60%	235.53	45.06%	3,175.84
2023	126.03	24.11%	472.07	90.31%	46,025.62

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable daily raw water volume for Well #1 (522.72 m³/day).

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Table 6. Raw Water (Well #1) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Well #1		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	3.25	6.00
February	3.85	6.50 ^{6A}
March	6.04	6.40 ^{6A}
April	3.57	6.30 ^{6A}
May	3.67	6.40 ^{6A}
June	4.16	6.10 ^{6A}
July	3.26	6.30 ^{6A}
August	3.87	6.20 ^{6A}
September	4.02	6.40 ^{6A}
October	3.54	6.40 ^{6A}
November	3.66	6.40 ^{6A}
December	3.49	6.30 ^{6A}
2023	3.79	6.50^{6A}

A review of flow information for the reporting period indicates:

- ^{6A}February to December - flowrate exceedances were a result of instantaneous well pump starts. Maximum flowrates exceedances for all months were 0.05-0.45 L/sec higher than the allowable flowrates (6.05 L/sec). The average monthly flowrate for each reporting month was below the allowable maximum rate.

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Thornton (Glen Avenue) Drinking Water System

Table 7. Raw Water (Well #2) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Well #2					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	103.29	19.76%	228.98	43.81%	3,201.98
February	94.33	18.05%	224.70	42.99%	2,641.26
March	124.41	23.80%	243.29	46.54%	2,737.07
April	109.90	21.02%	295.92	56.61%	3,296.88
May	170.52	32.62%	478.73	91.58%	5,286.04
June	209.85	40.15%	475.96	91.05%	6,295.53
July	187.26	35.82%	462.93	88.56%	5,805.18
August	138.08	26.42%	383.67	73.40%	4,280.53
September	133.20	25.48%	405.90	77.65%	3,996.03
October	134.29	25.69%	334.77	64.04%	4,163.07
November	112.51	21.52%	254.03	48.60%	3,375.40
December	110.55	21.15%	248.21	47.48%	3,427.20
2023	135.68	25.96%	478.73	91.58%	48,506.17

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable daily raw water volume for Well #2 (522.72 m³/day).

Table 8. Raw Water (Well #2) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Well #2		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	2.87	5.60
February	2.58	5.63
March	5.57	5.59
April	3.03	5.61
May	3.71	5.53
June	3.93	5.47
July	2.96	5.53
August	1.98	5.41
September	2.32	5.39
October	3.29	5.46
November	3.09	5.69
December	2.61	5.42
2023	3.05	5.69

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Drinking Water System Regulation: O. Reg 170/03
Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
Township of Essa: Thornton (Glen Avenue) Drinking Water System

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable raw water flowrate for Well #2 (6.05 L/sec).

Table 9. Raw Water (Well #3) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Well #3					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	57.47	11.67%	153.73	31.22%	1,781.57
February	65.91	13.38%	146.46	29.74%	1,845.54
March	113.31	23.01%	149.40	30.34%	2,152.89
April	73.21	14.87%	269.01	54.62%	2,196.31
May	88.66	18.00%	319.40	64.86%	2,748.44
June	139.50	28.33%	451.86	91.75%	4,185.13
July	101.62	20.63%	305.31	61.99%	3,150.15
August	117.94	23.95%	280.05	56.87%	3,656.23
September	114.98	23.35%	297.63	60.43%	3,334.37
October	92.51	18.79%	279.76	56.81%	2,867.89
November	70.16	14.25%	159.31	32.35%	2,104.82
December	73.95	15.02%	174.00	35.33%	2,292.38
2023	92.44	18.77%	451.86	91.75%	32,315.72

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable daily raw water volume for Well #3 (492.48 m³/day)

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Drinking Water System Regulation: O. Reg 170/03
Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
Township of Essa: Thornton (Glen Avenue) Drinking Water System

Table 10. Raw Water (Well #3) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Well #3		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	2.14	5.60
February	2.39	5.60
March	4.48	5.80 ^{10A}
April	2.21	5.50
May	1.83	5.80 ^{10A}
June	2.02	5.30
July	1.97	5.80
August	2.56	5.70
September	2.45	5.70
October	2.15	6.00 ^{10A}
November	2.25	6.30 ^{10A}
December	2.27	5.80 ^{10A}
2023	2.31	6.30^{10A}

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable raw water flowrate for Well #3 (5.70 L/sec), with the exception of:

- ^{10A}March, May, October, November and December, 2023 - flowrate exceedances were a result of instantaneous at well pump starts. Maximum flowrate exceedance were only 0.10 to 0.60 L/sec higher than the allowable flowrates (5.70 L/sec). The average monthly flowrates for each reporting month were below the allowable maximum rate.

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Table 11. Raw Water (Well #4) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Well #4					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	54.87	16.71%	122.49	37.31%	1,700.94
February	49.75	15.15%	118.25	36.02%	1,392.96
March	90.31	27.51%	128.09	39.01%	1,444.88
April	52.96	16.13%	154.51	47.06%	1,588.74
May	85.24	25.96%	248.87	75.80%	2,642.58
June	105.58	32.16%	247.80	75.48%	3,167.26
July	97.09	29.57%	243.80	74.26%	3,009.85
August	72.79	22.17%	202.36	61.63%	2,256.56
September	69.83	21.27%	200.55	61.08%	2,095.00
October	67.78	20.64%	179.69	54.73%	2,101.33
November	58.36	17.78%	133.02	40.52%	1,750.81
December	59.20	18.03%	130.94	39.88%	1,835.12
2023	71.98	21.92%	248.87	75.80%	24,986.03

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable daily raw water volume for Well #4 (328.32 m³/day).

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Thornton (Glen Avenue) Drinking Water System

Table 12. Raw Water (Well #4) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Well #4		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	1.54	4.50
February	1.40	4.70
March	2.99	4.40 ^{12A}
April	1.46	4.30 ^{12A}
May	1.68	4.50 ^{12A}
June	1.54	4.40 ^{12A}
July	1.59	4.20 ^{12A}
August	1.24	3.80
September	1.26	4.10 ^{12A}
October	1.50	4.80 ^{12A}
November	1.45	4.70 ^{12A}
December	1.42	3.80
2023	1.52	4.80^{12A}

A review of flow information for the reporting period indicates that the system operated within the PTTW maximum allowable raw water flowrate for Well #4 (3.80 L/sec) with the exception of:

- ^{12A}January, February, March, April, May, June, July September, October, November- flowrate exceedances were a result of instantaneous at well pump starts. Maximum flowrate exceedance were only 0.20 to 1.00 L/sec higher than the allowable flowrates (3.80 L/sec). The average monthly flowrates for each reporting month were below the allowable maximum rate.

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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Thornton (Glen Avenue) Drinking Water System

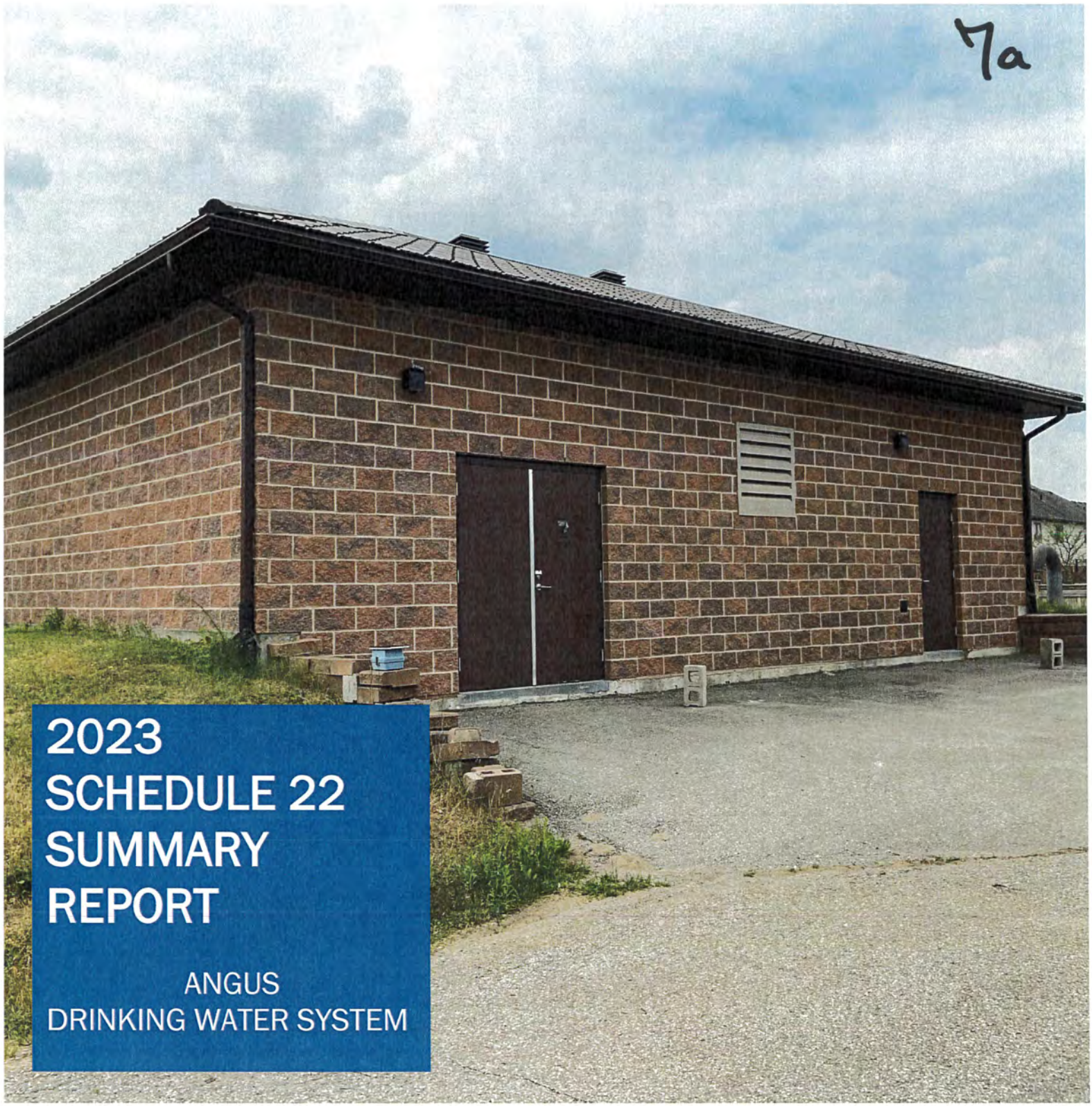
Table 13. Combined Well (Well #1, Well #2, Well #3 and Well #4) Annual and Monthly Flow and Annual Volume for 2023

Combined Well Flow (Well #1, Well #2, Well #3 and Well #4)					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	292.43	18.99%	361.43	23.47%	9,065.18
February	297.41	19.31%	342.95	22.27%	8,327.45
March	296.21	19.23%	371.38	24.12%	9,182.44
April	339.85	22.07%	879.41	57.10%	10,195.44
May	476.96	30.97%	871.04	56.56%	14,785.91
June	698.05	45.33%	1,067.74	69.33%	20,672.21
July	526.04	34.16%	754.82	49.01%	16,307.39
August	489.74	31.80%	662.57	43.02%	15,182.06
September	478.75	31.09%	704.89	45.77%	14,362.46
October	418.22	27.16%	819.57	53.22%	12,964.72
November	335.26	21.77%	426.91	27.72%	10,057.74
December	346.15	22.48%	409.53	26.59%	10,730.54
2023	415.51	26.98%	1,067.74	69.33%	151,833.54

A review of the flow information for the reporting period indicates that the system operated within the PTTW maximum allowable daily taking of water from the taking of water from all wells identified (1,540 m³/day).

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**2023
SCHEDULE 22
SUMMARY
REPORT**

ANGUS
DRINKING WATER SYSTEM

For the period of
January 1st, 2023 to December 31st, 2023

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



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Drinking Water System Regulation: O. Reg 170/03
 Schedule 22 Summary Report: January 1, 2023 to December 31, 2023
 Township of Essa: Angus Drinking Water System

This report was prepared in accordance with the requirements of O.Reg 170/03, Schedule 22, Summary Reports for Municipalities for the following system and reporting period:

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, 2023 – December 31, 2023

1. Issue(s) of Non-Compliance

A Ministry of Environment, Conservation and Parks (MECP) Drinking Water System Inspection was conducted on June 8, 2023, for the period covering May 10, 2022 to June 8, 2023. October 11, 2023, the Inspection Report with an Inspection Summary Rating Record (IRR) of 100% was received.

The following is a summary of non-compliances noted in the MECP Inspection Report, as well as the duration and the measures taken to correct the non-compliance. If any self-reported non-compliances were included in the inspection report, they will be noted in Table 1.

Table 1. Non-Compliances and Corrective Actions noted in the 2022/2023 MECP Inspection Report

Non-Compliance(s)	Duration	Required Actions & Corrective Actions
N/A	N/A	N/A

The following table (Table 2) is a summary of any incidents that the Operating Authority interpreted as a instances where any requirements of the Act, the regulations, the system’s approval, drinking water works permit (DWWP), municipal drinking water licence (MDWL), and any orders applicable were not met. The Operating Authority reported the following incidents to the MECP and confirmation of whether the incidents are considered non-compliances are noted in the MECP Inspection Report and included in Table 1.

Table 2. Self-Reported Incidents and Corrective Actions for the Reporting Period

Incident	Duration	Corrective Actions
<p>July 17, 2023- SAC reference number N38NH- Chlorinated Drinking Water- Overflow Spill event from Brownley reservoir.</p> <p>On July 16 an equipment failure stopped the high lift pumps and the wells failed to shutdown causing the Brownley reservoir to overflow and 2,923 m³ of chlorinated water to spill</p>	<p>July 16 to July 17</p> <p>8 hours</p>	<ul style="list-style-type: none"> • OCWA arrived on site on July 17 and found the reservoir overflowing. • OCWA turned the wells off and observed the spilled chlorinated water in the ditch. Volume of spilled water was calculated. • OCWA took free chlorine residuals- 1.56 mg/L • OCWA restored operations to normal operating conditions by repairing failed equipment

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<p>out onto the ground and into the ditch near the pumphouse.</p>		<ul style="list-style-type: none"> • Verbal notification of spill was made to SAC, MOH and MECP on July 17. • Written notification provided to SAC, MOH, MECP and Owner on July 18, 2023. No further actions required.
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For information on any Adverse Water Quality Incident(s) that may have occurred during the reporting period, please refer to the Angus Drinking Water System Annual Report (Section 11).

2. Assessment of Flowrates and Quantity of Water Supplied

The following tables (Table 3 to 21) summarize the quantities and flowrates of water supplied during the reporting period, including monthly averages and maximum daily flows as well as a comparison to the rated capacity and flowrates approved in the system’s approval, DWWP or MDWL.

As required by the MDWL, regulatory flow measuring devices are checked/verified and where necessary calibrated. To ensure flow measuring devices are within acceptable deviation limits, checks/verifications/calibrations are performed annually by a third party.

2.1 Treated Water

Municipal Drinking Water License (MDWL):	118-103 (Issue Number: 6)
Allowable Rated Capacity for Mill Street Well Supply System:	3,932 m ³ /day
Allowable Rated Capacity for McGeorge Street Well Supply System:	2,592 m ³ /day
Allowable Rated Capacity for Brownley Well Supply System:	4,251 m ³ /day
Allowable Flowrate into Treatment System:	N/A

As per the MDWL, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the listed rated capacity. However, the MDWL allows a system to be operated temporarily at a maximum daily volume and/or a maximum flowrate above the values set out in the MDWL for the purposes of fighting a large fire or for the maintenance of the drinking water system.

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Drinking Water System Regulation: O. Reg 170/03
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Table 3. Treated Water Annual and Monthly Average and Maximum Flows with Comparison to Rated Capacity and Total Volume for Mill Street Well Supply System in 2023

Treated Water Flow- Mill Street Well Supply System					
Timeframe	Average Flow (m ³ /day)	Percent of Rated Capacity	Maximum Flow (m ³ /day)	Percent of Rated Capacity	Total Volume (m ³)
January	1,245.19	31.17%	1,410	35.86%	28,784.83
February	1,096.61	27.89%	1,383	35.17%	32,762.58
March	1,185.71	30.16%	1,370	34.84%	33,310.72
April	1,338.07	34.03%	1,693	43.06%	30,181.55
May	1,882.84	47.89%	2,683	68.23%	41,919.67
June	2,255.63	57.37%	2,965	75.41%	46,494.30
July	1,859.16	47.28%	2,779	70.68%	43,793.94
August	1,475.71	37.53%	1,778	45.22%	45,045.96
September	1,992.60	50.68%	2,405	61.16%	32,110.54
October	1,671.42	42.51%	2,564	65.21%	31,025.82
November	1,456.33	37.04%	1,607	40.87%	26,437.05
December	1,455.39	37.01%	1,670	42.47%	28,276.64
2023	1,576.22	40.09%	2,965	75.41%	420,143.60

A review of Mill Street Well Supply System flow information for the reporting period indicates it operated within the rated capacity specified in the MDWL (3,932 m³/day), for the maximum volume of treated water to the distribution system.

Table 4. Treated Water Annual and Monthly Average and Maximum Flowrates for Mill Street Well Supply System in 2023

Treated Water Flowrate- Mill Street Well Supply System		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	14.89	24.72
February	12.70	15.03
March	13.77	14.44
April	15.43	18.11
May	21.77	31.00
June	26.52	32.82
July	21.96	30.25
August	16.91	20.64
September	22.84	27.64
October	18.12	25.21
November	16.86	17.58
December	16.87	20.39

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Treated Water Flowrate- Mill Street Well Supply System		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
2023	18.24	32.82

A summary of flowrates of water that flows out of the Mill Street treatment subsystem to the distribution system can be found in the above table. A summary of flowrates of water that flows into the Mill Street treatment subsystem can be found in Table 10. The applicable MDWL for the reporting period did not list a maximum allowable limit for the flowrate of water that flows into the treatment subsystem.

Table 5. Treated Water Annual and Monthly Average and Maximum Flows with Comparison to Rated Capacity and Total Volume for McGeorge Well Supply System in 2023

Treated Water Flow- McGeorge Well Supply System					
Timeframe	Average Flow (m ³ /day)	Percent of Rated Capacity	Maximum Flow (m ³ /day)	Percent of Rated Capacity	Total Volume (m ³)
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-
2023	-	-	-	-	-

Note: McGeorge Well Supply System has been offline since June 11, 2022 and for the duration of 2023 for maintenance and inspection activities. Any flow displayed in 2023 was a result of flushing to waste. No raw water was sent to the treatment system, distribution or users from this pumphouse.

A review of flow information for the reporting period indicates that the McGeorge Well Supply System operated within the rated capacity specified in the MDWL (2,592 m³/day), for the maximum treated volume of treated water that flows from the treatment subsystem to the distribution system.

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Drinking Water System Regulation: O. Reg 170/03
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Table 6. Treated Water Annual and Monthly Maximum Flowrates for McGeorge Well Supply System in 2023

Treated Water Flowrate- McGeorge Well Supply System		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	-	-
February	-	-
March	-	-
April	-	-
May	-	-
June	-	-
July	-	-
August	-	-
September	-	-
October	-	-
November	-	-
December	-	-
2023	-	-

Note: McGeorge Well Supply System has been offline since June 11, 2022 and for the duration of 2023 for maintenance and inspection activities. No raw water was sent to the treatment system, distribution or users from this pumphouse.

A summary of flowrates of water that flows out of the McGeorge treatment subsystem to the distribution system can be found in the above table. A summary of flowrates of water that flows into the McGeorge treatment subsystem can be found in Tables 12 and 14. The applicable MDWL for the reporting period did not list a maximum allowable limit for the flowrate of water that flows into the treatment subsystem.

Table 7. Treated Water Annual and Monthly Average and Maximum Flows with Comparison to Rated Capacity and Total Volume for Brownley Well Supply System in 2023

Treated Water Flow- Brownley Well Supply System					
Timeframe	Average Flow (m ³ /day)	Percent of Rated Capacity	Maximum Flow (m ³ /day)	Percent of Rated Capacity	Total Volume (m ³)
January	933.31	21.96%	1,261.31	29.67%	28,932.75
February	1172.29	27.58%	2,159.16	50.79%	32,824.05
March	1077.71	25.35%	1,347.56	31.70%	33,409.12
April	1006.01	23.67%	1,359.41	31.98%	30,180.24
May ^{7A}	1355.68	31.89%	2,471.04	58.13%	42,026.17
June	1604.01	37.73%	2,549.61	59.98%	48,120.44
July	1369.28	32.21%	1,897.02	44.63%	42,447.65

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Drinking Water System Regulation: O. Reg 170/03
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Treated Water Flow- Brownley Well Supply System					
Timeframe	Average Flow (m ³ /day)	Percent of Rated Capacity	Maximum Flow (m ³ /day)	Percent of Rated Capacity	Total Volume (m ³)
August	1464.05	34.37%	1,787.20	42.04%	45,385.41
September	1070.88	25.19%	1,869.06	43.97%	32,126.43
October	1008.76	23.73%	1,827.47	42.99%	30,262.93
November	887.84	20.89%	1,144.03	26.91%	26,635.23
December	923.98	21.74%	1,166.23	27.43%	28,643.52
2023	1156.15	27.20%	2,549.61	59.98%	42,0993.94

A review of flow information for the reporting period indicates that the Brownley Well Supply System operated within the rated capacity specified in the MDWL (4,251 m³/day), for the maximum treated volume of treated water that flows from the treatment subsystem to the distribution system.

Table 8. Treated Water Annual and Monthly Maximum Flowrates for Brownley Well Supply System in 2023

Treated Water Flowrate- Brownley Well Supply System		
Timeframe	Average Flowrate ^{8A} (L/sec)	Maximum Flowrate (L/sec)
January	-	65.38
February	-	42.77
March	-	47.33
April	-	277.70
May	-	68.77
June	-	136.89
July	-	88.01
August	-	69.30
September	-	134.54
October	-	128.03
November	-	38.70
December	-	80.46
2023	-	277.70

^{8A} Average flow rates are not calculated for the Brownley Well Supply System. The MDWL does not list a maximum or average allowable flowrate limit of water that flows into the treatment subsystem.

A summary of maximum flowrates of water that flows out of the Brownley treatment subsystem to the distribution system can be found in the above table. A summary of flowrates of water that flows into the Brownley treatment subsystem can be found in Tables 16, 18 and 20. The applicable MDWL for the reporting period did not list a maximum allowable limit for the flowrate of water that flows into the treatment subsystem.

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2.2 Raw Water

Permit to Take Water Number (PTTW):	0411-93LSQW 0244-CU4QCG
Allowable Maximum Raw Water Volume - Well #1: Mill Street	3,927.77 m ³ /day
Allowable Maximum Raw Water Flowrate - Well #1: Mill Street	2,728 L/Min (45.47 L/sec)
Allowable Maximum Volume of Raw Water - Well #2: Centre Street (McGeorge)	1,296.00 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #2: Centre Street (McGeorge)	900 L/Min (15.00 L/sec)
Allowable Maximum Volume of Raw Water - Well #3: Centre Street (McGeorge)	1,296.00 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #3 Centre Street (McGeorge)	900 L/Min (15.00 L/sec)
Allowable Maximum Volume of Raw Water - Well #4: Brownley	1,800.00 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #4: Brownley	1,250.00 L/Min (20.83 L/sec)
Allowable Maximum Volume of Raw Water - Well #5: Brownley	654.62 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #5: Brownley	455 L/Min (7.58 L/sec)
Allowable Maximum Volume of Raw Water - Well #6: Brownley	1,800.00 m ³ /day
Allowable Maximum Raw Water Flowrate – Well #6: Brownley	1,250 L/Min (20.83 L/sec)
Allowable Maximum Combined Raw Water Volume from Well #1, Well #2, Well #3, Well #4, Well #5 and Well #6:	9,585.00 m ³ /day

During the reporting period Angus Drinking Water System operated under two separate PTTWs:

- From January 1 to September 11, 2023: Angus DWS operated under PTTW #0411-93LSQW, which was set to expire on December 31, 2022. Under the approval of the MECP, PTTW #0411-93LSQW was to remain in effect until a determination on the PTTW renewal could be made.
- From September 12, 2023 to the end of the reporting period: Angus DWS operated under PTTW #0244-CU4QCG as the new PTTW was issued. Upon issuance, PTTW #0244-CU4QCG was backdated to December 31, 2022. There were no changes to the raw water allowable maximum volume takings or flowrates. There was no change in the allowable maximum combined raw water volume from all wells.

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As per both PTTWs, water shall only be taken from the specified source(s) and at the rates and amounts taken as specified in the permit. Notwithstanding, the above maximum daily takings, the maximum daily taking of water from all wells identified is limited to 9,585.00 m³/day. See table 21 for a review of the combined maximum daily takings of water from all wells identified within the Angus Drinking Water System.

Table 9. Raw Water (Well #1- Mill Street) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Mill Street Well #1					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	1,203.81	30.65%	1,459.00	37.15%	37,318.00
February	1,059.82	26.98%	1,683.00	42.85%	29,675.00
March	1,145.10	29.15%	1,410.00	35.90%	35,498.00
April	1,315.37	33.49%	1,754.00	44.66%	39,461.00
May	1,845.81	46.99%	2,803.00	71.36%	57,220.00
June	2,224.37	56.71%	2,788.00	70.98%	66,731.00
July	1,831.48	46.63%	2,775.00	70.65%	56,776.00
August	1,420.16	36.16%	2,292.00	58.35%	44,025.00
September	2,071.90	52.75%	2,699.00	68.72%	64,229.00
October	1,630.68	41.52%	2,552.00	64.97%	50,551.00
November	1,419.10	36.13%	1,653.00	42.08%	42,573.00
December	1,426.55	36.32%	1,649.00	41.98%	44,223.00
2023	1,549.51	39.45%	2,803.00	71.36%	568,280.00

A review of flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable daily raw water volume for Well #1 (3,927.77 m³/day).

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Table 10. Raw Water (Well #1- Mill Street) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Mill Street Well #1		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	40.92	45.12
February	41.06	54.68 ^{10A}
March	41.21	49.97 ^{10A}
April	40.53	46.93 ^{10A}
May	40.13	44.75
June	39.42	43.53
July	39.48	44.72
August	40.17	49.69 ^{10A}
September	40.58	45.01
October	39.39	46.35 ^{10A}
November	40.67	48.94 ^{10A}
December	40.76	47.51 ^{10A}
2023	40.35	54.68^{10A}

A review of Mill Street Well #1 flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable raw water flowrate (45.47 L/sec) with the exception of:

- ^{10A}February, March, April, August, October, November and December 2023- flowrate exceedances were of very short duration and were a results of well pump start-up

Table 11. Raw Water (Well #2- Centre Street (McGeorge)) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Centre Street (McGeorge) Well #2					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-

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Raw Water Flow – Centre Street (McGeorge) Well #2					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
December	-	-	-	-	-
2023	-	-	-	-	-

Note: McGeorge Well Supply System has been offline since June 11, 2022 and for the duration of 2023 for maintenance and inspection activities. No raw water was sent to the treatment system, distribution or users from this pumphouse.

A review of Well #2 flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable daily raw water volume (1,296.00 m³/day).

Table 12. Raw Water (Well #2- Centre Street (McGeorge)) Annual and Monthly Maximum Flowrates for 2023.

Raw Water Flowrate – Centre Street (McGeorge) Well #2	
January	-
February	-
March	-
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
2023	-

Note: McGeorge Well Supply System has been offline since June 11, 2022 and for the duration of 2023 for maintenance and inspection activities. No raw water was sent to the treatment system, distribution or users from this pumphouse.

A review of for Well #2 flow information for the reporting period indicates that the system operated within the PTTW’s the maximum allowable raw water flowrate (15.00 L/sec).

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Table 13. Raw Water (Well #3-Centre Street (McGeorge)) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Centre Street (McGeorge) Well #3					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-
2023	-	-	-	-	-

Note: McGeorge Well Supply System has been offline since June 11, 2022 and for the duration of 2023 for maintenance and inspection activities. No raw water was sent to the treatment system, distribution or users from this pumphouse.

A review of Well #3 flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable daily raw water volume (1,296.00 m³/day).

Table 14. Raw Water (Well #3-Centre Street (McGeorge)) Annual and Monthly Maximum Flowrates for 2023

Raw Water Flowrate – Centre Street (McGeorge) Well #3	
January	-
February	-
March	-
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
2023	-

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Note: McGeorge Well Supply System has been offline since June 11, 2022 and for the duration of 2023 for maintenance and inspection activities. No raw water was sent to the treatment system, distribution or users from this pumphouse.

A review of Well #3 flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable raw water flowrate (15.00 L/sec).

Table 15. Raw Water (Well #4- Brownley) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Brownley Well #4					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	387.49	21.53%	522.07	29.00%	12,012.21
February	511.19	28.40%	958.17	53.23%	14,313.43
March	446.25	24.79%	558.55	31.03%	13,833.61
April	417.60	23.20%	565.42	31.41%	12,527.86
May	561.28	31.18%	1,035.63	57.54%	17,399.59
June	658.06	36.56%	1,056.36	58.69%	19,741.67
July	585.69	32.54%	954.12	53.01%	18,156.45
August	623.31	34.63%	1,056.53	58.70%	19,322.64
September	444.22	24.68%	731.42	40.63%	13,326.54
October	438.21	24.35%	833.48	46.30%	13,584.36
November	364.38	20.24%	482.30	26.79%	10,931.49
December	377.40	20.97%	488.71	27.15%	11,699.54
2023	484.59	38.76%	1,056.53	58.70%	176,849.39

A review of Well #4 flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable daily raw water volume (1,800.00 m³/day).

Table 16. Raw Water (Well #4- Brownley) Annual and Monthly Average and Maximum Flowrates for 2022

Raw Water Flowrate – Brownley Well #4		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	16.70	18.30
February	16.72	18.31
March	16.70	18.20
April	16.72	18.22
May ^{16A}	16.62	18.53
June	16.60	18.26
July	16.65	18.03

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Raw Water Flowrate – Brownley Well #4		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
August	16.69	18.03
September	14.39	34.90 ^{16A}
October	16.60	18.35
November	16.58	18.32
December	16.55	18.11
2023	16.46	34.90^{16A}

A review of Well #4 flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable raw water flowrate (20.83 L/sec) except for:

- ^{16A}September 2023 – Flowrate exceedances due to external third party flow measuring device verification and calibration.

Table 17. Raw Water (Well #5- Brownley) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Brownley Well #5					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	126.83	19.37%	174.71	26.69%	3,931.74
February	172.03	26.28%	330.04	50.42%	4,816.92
March	150.02	22.92%	186.50	28.49%	4,650.66
April	141.26	21.58%	190.58	29.11%	4,237.77
May	188.35	28.77%	342.76	54.36%	5,838.72
June	220.10	33.62%	345.67	52.80%	6,602.94
July	198.32	30.30%	318.91	48.72%	6,148.04
August	212.50	32.46%	372.85	56.96%	6,587.41
September	149.60	22.85%	243.72	37.23%	4,487.94
October	141.30	21.59%	268.23	40.97%	4,380.42
November	125.74	19.21%	170.00	25.97%	3,772.12
December	129.27	19.75%	166.84	25.49%	4,007.34
2023	162.94	24.89%	372.85	56.96%	59,462.02

A review of Well #5 flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable daily raw water volume (654.62 m³/day).

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Table 18. Raw Water (Well #5- Brownley) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Brownley Well #5		
Timeframe	Average Flowrate (L/sec)	Flowrate (L/sec)
January	5.64	6.49
February	5.65	6.56
March	5.64	6.52
April	5.68	6.53
May	5.62	7.65 ^{18A}
June	5.59	6.49
July	5.67	6.49
August	5.69	6.52
September	4.85	17.93 ^{18B}
October	5.72	6.59
November	5.79	6.5
December	5.71	6.55
2023	5.60	17.93^{18B}

A review of flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable raw water flowrate for Well #5 (7.58 L/sec), with the exception of:

- ^{18A}May 30, 2023, momentary flow exceedance on startup
- ^{18B}September 2023 – Flowrate exceedances due to external third party flow measuring device verification and calibration.

Table 19. Raw Water (Well #6- Brownley) Monthly Average, Maximum Flow and Total Volume for 2023

Raw Water Flow – Brownley Well #6					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	414.22	23.01%	561.04	31.17%	12840.88
February	486.87	27.05%	1,034.32	57.46%	13,632.23
March	478.27	26.57%	600.39	33.36%	14,826.45
April	447.20	24.84%	606.41	33.69%	13,415.92
May	602.62	33.48%	1,117.93	62.11%	18,681.36
June	671.66	37.31%	1,138.49	63.25%	20,149.69
July	628.69	34.93%	1,027.44	57.08%	19,489.45
August	617.29	34.29%	803.69	44.65%	19,135.91
September	476.54	26.47%	785.88	43.66%	14,296.06
October	421.32	23.41%	861.49	47.86%	13,061.04

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Raw Water Flow – Brownley Well #6					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
November	391.11	21.73%	518.54	28.81%	11,733.44
December	405.48	22.53%	525.79	29.21%	12,569.76
2023	503.44	27.96%	1,138.49	63.25%	183,832.19

A review of Well #4 flow information for the reporting period indicates the system operated within the PTTW's maximum allowable daily raw water volume (1,800.00 m³/day).

Table 20. Raw Water (Well #6- Brownley) Annual and Monthly Average and Maximum Flowrates for 2023

Raw Water Flowrate – Brownley Well #6		
Timeframe	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	18.04	18.69
February	18.04	18.63
March	18.01	18.61
April	18.02	18.60
May	17.94	18.59
June	17.76	18.54
July	17.85	18.56
August	17.26	18.59
September	15.50	34.90 ^{20A}
October	17.89	18.76
November	17.92	18.48
December	17.87	18.45
2023	17.68	34.90^{20A}

A review of flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable raw water flowrate for Well #6 (20.83 L/sec) with the exception of:

- ^{20A}September -Flowrate exceedances due to external third party flow measuring device verification and calibration.

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**Table 21. Combined Well (Well #1, Well #2, Well #3, Well #4, Well #5, Well #6)
 Annual and Monthly Flow and Annual Volume for 2023**

Combined Well Flow (Well #1, Well #2, Well #3, Well #4, Well #5 & Well #6)					
Timeframe	Average Flow (m ³ /day)	Percent of Allowable Volume	Maximum Flow (m ³ /day)	Percent of Allowable Volume	Total Volume (m ³)
January	2,132.35	22.24%	2,620.16	27.34%	66,102.83
February	2,229.91	23.26%	2,966.68	30.95%	62,437.58
March	2,220.24	23.26%	2,613.44	27.27%	68,827.57
April	2,321.84	24.22%	2,893.15	30.21%	69,655.07
May	3,198.59	33.37%	4,923.32	51.36%	99,156.36
June	3,774.18	39.38%	5,328.52	55.59%	11,3225.30
July	3,244.19	33.85%	4,707.47	49.11%	100,569.94
August	2,873.26	29.98%	3,869.47	40.37%	89,070.96
September	3,152.15	32.89%	4,235.21	44.19%	94,564.54
October	2,631.51	27.45%	4,067.03	42.43%	81,576.82
November	2,300.34	24.00%	2,817.96	29.40%	69,010.05
December	2,338.70	24.40%	2,828.86	29.51%	72,499.64
2023	2,703.28	28.20%	5,328.52	55.59%	986,696.66

A review of total well flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable daily taking of water (9,585.00 m³/day).

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C003-24
DATE: March 20, 2024
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services / Clerk
SUBJECT: 2024 General Assistance Grants

RECOMMENDATION

That Staff Report C004-24 be received; and

That Council approve the recommended tax exemption and donation amounts as presented in Attachment No. 2 of this Report.

BACKGROUND

Each year the municipality provides an opportunity for non-profit and/or charitable organizations to submit an application for the consideration of Council to receive tax exemptions and/or financial grants as part of its General Assistance Grant Program (see Attachment No. 1 to review Policy A01-19 "Community Assistance Grants"). The purpose of the Program is to assist in providing support to organizations whose initiatives add to the quality of life for residents of Essa Township.

The application period opens in November and closes January 31st each calendar year.

In accordance with the Policy, eligibility criteria to met by the applicant is as follows:

- A not-for-profit, or registered charitable organization; and
- Operated by a volunteer base; and
- Provide accessible, needed, and worthwhile service proven to benefit the Township of Essa residents.

COMMENTS AND CONSIDERATIONS

Letters and applications were mailed out to previous recipients on November 14, 2023, informing that submission for consideration of Essa's 2024 Municipal Grant must be made prior to the deadline of January 31, 2024. Additionally, staff advertised by posting notice on its website (NewsFeed as well as the Municipal Grant webpage) and on social media channels, where it was pushed during the months of December 2023 and January 2024.

As of the deadline date for submission (January 31, 2024), the Clerk's Department has received 17 applications (with the required supplementary documentation) of which are summarized for Council's consideration (Attachment No. 2) and approval.

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FINANCIAL IMPACT

\$9,000.00 was approved in the 2024 Operating Assistance Budget for the Municipal Grants/Donations Program.

Should Council approve the amounts as recommended (refer to Attachment No. 2), the total to be awarded to recipients would be \$8,550.00, thereby leaving \$450.00 for Council's consideration of future requests (in the event that applications are received at a later date in 2024).


Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action, thereby receiving the Report and not approving any municipal grants in 2023.
2. **Approve the recommended tax exemption and donation amounts as presented in Attachment No. 2 of this Report.**
3. Approve the tax exemption and donation amounts with adjustments as deemed appropriate by Council.

CONCLUSION

It is recommended that Council approve Option No. 2.

Respectfully submitted by:

Reviewed by:





Lisa Lehr
Manager of Legislative Services

Michael Mikael
Interim Chief Administrative Officer

Attachments:

1. Copy of Policy A01-19 "Community Assistance Grants"
2. Summary of 2024 Community Assistance Grant Applicants with recommended allocations

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Attachment #1

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**Township of Essa
Policy # A01-19 "Community Assistance Grants"**

SUBJECT: Community Assistance Grants	Date issued: February 28, 2019	Effective Date: March 6, 2019	Resolution No: CW045-19
SCOPE: STAFF, COUNCIL AND APPLICANTS		Revised: n/a	Page 1 of 2

A. PURPOSE:

The Township of Essa's Community Assistance Grants Policy establishes eligibility requirements and outlines application requirements. The Community Assistance Grant Program is available to help support not-for-profit organizations, whose initiatives add to the quality of life for the residents of Essa Township as a whole.

B. GRANT APPLICATION PROCESS:

All completed applications must be submitted to the Clerk's Department, no later than January 31st of each calendar year, with all supporting documentation attached as follows;

1. Brief description of the organization, including its constitution, mission statement, or statement of purpose.
2. Purpose for which the Grant will be used.
3. Previous Years financial statement.
4. Proposed Budget for the current operating year.
5. Reporting on how previous years Grants were used.
6. List of volunteer Board of Directors/Executive (name, address and telephone number).
7. Other sources of funding the applicant has applied for or obtained.
8. Signature of signing authority (ies).

C. ELIGIBILITY CRITERIA

In order to be eligible for a Community Grant, applicants must meet all of the following criteria:

1. Must be a not-for-profit, or registered charitable organization; and
2. Must be operated by a volunteer base; and
3. Provide an accessible, needed and worthwhile service proven to benefit the Township of Essa residents.

D. APPLICATION APPROVAL PROCESS:

Upon commencement of the annual budget process each fall, the Township will provide notification to the public through its electronic media (website and twitter) as well as mailing the notice to past recipients.

1. Applications must be submitted using the prescribed form.
2. Only complete applications received on or before the deadline will be reviewed.
3. Applications will be reviewed by members of staff and recommendations for assistance will be prepared and submitted for Council approval.
4. The application process is a competitive process and there is no guarantee that any award will be granted, or that the amount requested will be awarded in full.
5. Only successful applicants will be contacted, and a cheque will be forwarded.

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Township of Essa
Policy # A01-19 "Community Assistance Grants"

SUBJECT: Community Assistance Grants	Date issued: February 28, 2019	Effective Date: March 6, 2019	Resolution No: CW045-19
SCOPE: STAFF, COUNCIL AND APPLICANTS		Revised: n/a	Page 2 of 2

Notwithstanding the eligibility and criteria above, Council may approve application requests that do not meet all criteria or are inconsistent with the requirements in this Policy, at their discretion, provided that the requested amount in the application does not exceed the annual approved Community Assistance Grant Program budget.

Appendices:

1. Township of Essa Grant Application.

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Appendix 1
TOWNSHIP OF ESSA

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GRANT APPLICATION

Applications for grants and donations are not automatically renewed each year; each application is reviewed based on merit each budget year.

Organizations requesting donations may be required to submit recent bank statements and/or financial statements.

Please attach a separate sheet if additional space is required to complete your application.

REQUESTING: Financial Donation in the amount of \$ _____

OR Township Tax Grant – Property Roll Number: _____

Organization Name and Address Information

Organization Name _____

Address _____

Town _____ Postal Code _____

Contact Name _____ Telephone _____

e-mail _____ Fax _____

Organization Information

Number of _____ Essa _____ Membership Fee _____
Members _____ Residents _____ If Applicable _____

Geographic Area Served: _____ Date Formed _____

Outline the mission, purpose and objectives of your organization.

Purpose for which the current grant/donation would be used, if approved. Give complete details, i.e. project or event description, time frame, and community benefits relative to The Township of Essa.

Type of Organization (i.e. Registered Charity, Non-Profit Organization, etc.) and registration number.

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Other Sources of Revenue (include all amounts that have been or will be received – other donations, grants/subsidies, private funding, etc.).

Do you currently receive other gratuities from the Township, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

Have you received grants/donations from the Township of Essa in the past?

Amount Requested _____ Amount Approved _____ Year(s) _____

A FINANCIAL STATEMENT FOR THE PREVIOUS YEAR IS TO BE ATTACHED.

Signature of Authorized Official(s)

Name and Position Date _____

Name and Position Date _____

For Office Use Only

Approved _____ Denied _____
Amount \$ _____ Date _____

Additional Comments:

Note: Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of determining eligibility for grants. Questions about this collection should be directed to the Clerk/Freedom of Information Coordinator, The Corporation of the Township of Essa, 5786 County Road 21, Utopia, Ontario, L0M 1T0.

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Grant Application Summary

Organization	Address	Contact Name/Info	Contact Info	Purpose/Event	Notes	T/E / Grant	2023 Amount Approved	2024 Requested Amount	Notes	2024 Recommended Amount	2024 Council Approved Amount
Alliston Food Bank	52 Wellington St. West, Alliston ON L9R1M5	Jaime Karsch, Executive Director	jaime@allistonfoodbank.com	Purchase food for clients	area serviced: East of CR27; south of 8th Line (New Tec); West Airport Road; north of CR 21 (b/w CR27 & King Street Alliston-Includes Baxter area) and 15th SR Tosorontio b/w King St to Tioga; Lisle;	Grant	n/a	\$5,000.00	Currently Essa has 2 Food Banks operating within its boundaries; Although the Alliston Food Bank provides for a portion of residents within Essa's boundaries, it is not located within Essa Boundary. Not in keeping with the policy	\$0.00	
Angus & District Lions Club	61 King Street, Angus ON L0M1B0	Dan Malloch	705-424-5688	Funds to be used for Canada Day Costs (parade of flags, local talent, music/dance etc.)		Grant	\$ 1,000.00	\$ 1,000.00	Same a previous year	\$1,000.00	
Angus Legion / Angus Lions	Confirm Address	Nancy Willoughby 705-424-6309		assist with costs for band/bands (Santa Claus Parade)	each band / bands cost \$750.00	Grant	\$ 500.00	\$ 500.00	Same a previous year	\$500.00	
Canadian Christian Police Ministry	7801 5th Line, Angus ON L0M1B1	Jennifer Claus, Ministry Director	canadianchristianpolice@gmail.com	assist with costs incurred for participants and supplies for first responders healing course	All of Canada; mostly Ontario	Grant	n/a	\$1,500.00	Although this is a worthy cause, not many of Essa residents would directly benefit from their services. Not in keeping with the policy	\$0.00	
CLASS	233 Church Street South, Alliston ON L9R2B7	Barbara Barta 705-435-4792	barbarabarta@class.on.ca	assist with costs to purchase 2 safe park benches (cost ranges from \$780-\$1200)	serves South Simcoe (New Tecumseth, Essa, Adjala-Tosorontio, parts of Bradford and Innisfil)	Grant	0	\$780-\$1200	New applicant; Essa residents are referred to CLASS as there is not any organization within Essa's boundaries to support people with developmental disabilities	\$750.00	
Essa & District Agricultural Society	7505 10th Line, PO Box 1099, Thornton ON L0L2N0	Ryan Johnson 705-726-1200	ryan@essaagriplex.ca	to support the 2nd Annual Spring Showdown (Truck & Tractor Pull located at Essa Agriplex). Funds received will assist with greater reach for advertising and spending to promote the show across Simcoe County.	Previous grant funds provided for the purchase of educational themed sheds assistin gwith paying fo rsupplies, plant/seed growign kits provided to community (free of charge); purchase of construction materials to build accessibility ramps in Kids Zone; supported operation and advertising of Essa National Draft Horse Show	Grant	\$ 300.00	\$ 5,000.00	Same a previous year	\$300.00	
Friends of the Utopia Mill & Park	5901 Old Mill Road, Utopia ON L0M1T0	Susan Antler, Chair	susan@utopia.ca	Grant would be used towards the exterior restoration of Utopia Gristmill (siding/roof; completion target date July 1, 2024)	one application received requesting consideratin of Grant and Tax Exemption total request of \$1,500.00	Grant	\$ 1,000.00	\$ 1,000.00	Same a previous year	\$1,000.00	
Friends of the Utopia Mill & Park	5901 Old Mill Road, Utopia ON L0M1T0	Susan Antler, Chair	susan@utopia.ca	Tax Exemption assists in the retention of the Utopia Conservation Area		T/E	\$ 500.00	\$ 550.00	Same a previous year	\$500.00	
Museum on the Boyne	250 Fletcher Crescent, Alliston ON L9R1M1	Katie Huddleston		to assist with the purchase of proper archival boxes to store items from a large donation from the family of Walter Bail (whom grew up on a farm in Essa Township) *Walter Ball was a cartoonist popular for the Rural Route Comic Strip)		Grant	\$ 300.00	\$ 300.00	Same a previous year	\$300.00	
Next Step Literacy Council of South Simcoe	16 Victoria Street East, Alliston ON L9R1T4	Shira Harrison, Executive Director	shira@nextstepliteracy.ca	Assist with transportation costs for clients; clients served cannot navigate for online tutoring		Grant	\$ 400.00	\$ 500.00	Same a previous year	\$400.00	
Nottawasaga Pines Secondary School	8505 County Road 10 Angus ON L0M 1B1			2 Graduating Student Bursaries		Grant	\$200		Due to changeover in staffing, an application not received however Council generally approves \$200/year	\$200.00	
Renegade Derby Dmes Roller Derby League	Confirm Address - 847-882-1246	Amanda Hardman, President	hardmania@renegadederbydames.com	Offset league operational costs (away game contracts, supplies for home games, arena rental costs)	New Tecumseth; Essa; Innisfil and Barrie (some members from Adjala-Tosorontio, Clearview, Springwater, Bradford, East Gwillimbury		n/a	\$1,500.00	Not a non-profit or charitable organization - Not in keeping with the policy.	\$0.00	
South Simcoe Streams Network - Nottawasaga Community Economic Development Corporation	39 Victoria Street E., Alliston ON L9R 1T3	Theresa Parent, Environmental Project Coordinator	Theresa@nottawasaga.com	assist with purchas eof trees, shrubs, materials for spring planting event. (proposed spring plant along Nottawasaga River in Essa Township)	Benefits to Essa-create and enhance fish habitat; improve water quality; engage community to foster environmental stewardship	Grant	n/a	\$950.00	New applicant; SSSN Tree Plant scheduled to take place in Essa in spring 2024	\$950.00	
Simcoe County Plowmen's Association	7825 10th Line, RR 3, Thornton ON L0L2N0	Barry DeGeer 705-734-5193	debryan@hotmail.com	Grant would be used to assist in paying our advertising, prize money for competitors, judges, etc.		Grant	\$ 300.00	\$ 300.00	Same a previous year	\$300.00	
South Simcoe 4-H Association	c/o 16 Birch Grove Drive, Barrie ON L4M4Y8	Jill Azis	southsimcoe4h@gmail.com	Grant would be used to subsidize membership fee and help with costs of youth camps and		Grant	\$ 500.00	\$ 500.00	Same a previous year	\$500.00	

Attachment #2

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Attachment 1
2023 Grant Application Summary

Organization	Address	Contact Name/Info	Contact Info	Purpose/Event	Notes	T/E / Grant	2023 Amount Approved	2024 Requested Amount	Notes	2024 Recommended Amount	2024 Council Approved Amount
Thornton and Area Action Committee	c/o 241 Barrie Street, Thornton ON L0L2N0	Diana Jacobs 705-718-2558	diana@jacobs@rogers.com	Funds would be used to continue planing flowrs at the Thornton Library and Gazebo, help pay for banners & special event supplies		Grant	\$ 1,500.00	\$ 3,000.00	Same a previous year	\$1,500.00	
Thornton Horticultural Society	33 Robert Street, Thornton ON L0L2N0	Willy Vanderpost 705-458-9290	n/a	assist with purchase of plants, flowers for Thornton Gazebo		Grant	\$ 500.00	\$ 350.00	Same a previous year	\$350.00	
Victim Services of Simcoe County	110 Fairview Drive, Barrie ON L4N8X8	Marie McCallum, Executive Director 705-725-7025 Ext 2021	mmccallumbps110@outlook.com	Assist with costs to put together 16 human trafficking/domestic violence kits (\$300/per kit)		Grant	n/a	\$4,800.00	Not in keeping with the policy; Organization (social services) is funded by County of Simcoe already.	\$0.00	
Total Grants (Recommended by Staff)										\$8,050.00	
Total Tax Exemptions (based on Recommendation)										\$500.00	
Subtotal										\$8,550.00	
Total Budget - General Assistance Grant Account										\$9,000.00	
Amount Remaining in General Grant Account to be kept for future requests throughout the year										\$450.00	

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2023 Applicants that DID NOT submit Municipal Grant Application			2023 Council Approved Amounts
Angus Royal Legion Branch 499	One joint application received for 2024 Grant; Legion did not submit anything separate from the joint application	Grant	\$1,000
Camphill Communities	No application received	Grant	\$600.00
Nottawasaga Pines Secondary School	No application received; Council historically has approved two \$100.00 awards for two (2) well deserving	Grant	\$200.00
Pinewoods Chapel	No application received	Grant	\$300.00
S.H.I.F.T	No application received	Grant	\$0.00
South Simcoe Arts Council	No application received	Grant	\$300.00
The Good Shepherd Food Bank of Alliston	No application received	Grant	\$0.00

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C004-24
DATE: March 20, 2024
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services / Clerk
Sarah Corbett, Deputy Clerk
SUBJECT: ASE AP By-law

RECOMMENDATION

That Staff Report C004-24 be received; and
That Council direct staff to bring the draft By-law forward for passage.

BACKGROUND

By-law 2023-38 was passed by Council and came into effect on July 5, 2023.

The purpose of this By-law was to establish and implement an Administrative Penalty (AP) System for contraventions detected using Automated Speed Enforcement (ASE) cameras, within the Township of Essa.

Essa's first Penalty Notices were issued to the registered owners of contravening motor vehicles on January 2, 2024. Essa's first Screening Review was held on January 11, 2024 and the first Hearing Review was held on February 7, 2024.

COMMENTS AND CONSIDERATIONS

Since implementation of By-law 2023-38, Staff have been working behind the scenes with our vendor, Global Traffic Group, Ontario Traffic Council, Ministry of Transportation and an independent ASE consultant to ensure that our policies, procedures and associated By-laws are done so in accordance with the *Highway Traffic Act*, *O.Reg 398/19* and *355/22*.

Subsequent to the initial passing of Essa's AP By-law 2023-38, a review has been conducted by an independent consultant (deemed to be an expert in the provincial AP program for ASE). The review identified several housekeeping amendments which were recommended to be addressed.

Attachment #1 - Draft By-law 2024-xx, contains all recommended amendments. Staff are suggesting that Council pass draft By-law 2024-XX to replace By-law 2023-38. This will provide greater clarity and consistency within the Township of Essa's ASE AP program in addition to those being initiated across the province.

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Notable changes reflected in the draft By-law (Attachment #1) are:

1. Reference to fees have been removed as there is no requirement for fees to be outlined within a municipal by-law. Authority for fees within the ASE AP program are outlined in *O. Reg 355/22 of the Highway Traffic Act*.
2. Direction regarding applicable governing Acts has been provided resulting in the removal of irrelevant references.
3. Clarity regarding Definitions has been provided.

FINANCIAL IMPACT

No financial impact.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the recommended changes, and direct staff to proceed with bringing the draft By-law forward for passage.**
3. Direct staff in another manner.

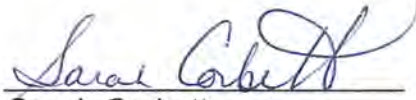
CONCLUSION

Option #2 is recommended.

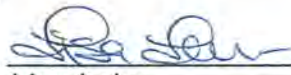
Respectfully submitted by:

Respectfully submitted by:

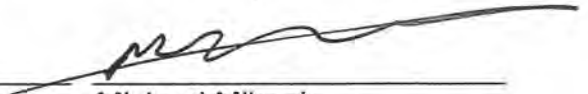
Reviewed by:



Sarah Corbett
Deputy Clerk



Lisa Lehr
Manager of Legislative
Services / Clerk



Michael Mikael
Interim Chief Administrative
Officer

Attachments:

- 1 – Draft ASE AP By-law

THE CORPORATION OF THE TOWNSHIP OF ESSA

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BY-LAW 2024 – xx

A By-law to establish and implement an Administrative Penalty System (APS) for Contraventions Detected Using Automated Speed Enforcement (ASE) Cameras, within the Township of Essa.

WHEREAS Section 11 of the *Municipal Act*, R.S.O. 2001, c.25, authorizes municipalities to enact by-laws respecting matters within the sphere of jurisdiction of highways, including traffic on highways, in conjunction with the *Highway Traffic Act*; and

WHEREAS Section 128 of the *Highway Traffic Act* (“HTA”), R.S.O. 1990, c.H.8 as amended, establishes that the council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law prescribe a rate of speed that is not greater than 100 kilometres per hour and may prescribe different rates of speed for different times of day;

WHEREAS O. Reg. 355/22 under the *Highway Traffic Act*, R.S.O. 1990, c.H.8, as amended, authorizes the use of Administrative Penalties for vehicle-based contraventions captured by Automated Speed Enforcement Systems; and

WHEREAS Section 21.1 of the HTA and O. Reg. 355/22, authorize the municipalities to establish an administrative penalty system to promote compliance with the HTA and its Regulations, and impose an administrative penalty within a prescribed time period on a prescribed class of persons that have contravened or failed to comply with prescribed provisions of the HTA and its Regulations; and

WHEREAS the purpose of the Administrative Penalty System as established by this municipality is to assist with promoting compliance of its Speed Limit, Community Safety Zone and School Zone By-laws; and

WHEREAS sections 23.2, 23.3 and 23.5 of the *Municipal Act* authorizes municipalities to delegate its administrative and hearing powers; and

WHEREAS the Council of the Corporation of the Township of Essa considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Sections of the HTA, or portions of the designated HTA Sections set out herein;

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

1.0 TITLE

1.1 This By-law shall be known and cited as the "Administrative Penalty By-law for Contraventions Detected Using Camera Systems".

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DEFINITIONS

2.1 Where words and phrases used in this By-law are not defined herein but are defined in the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended from time to time or any successor thereof (the HTA), the definitions in the HTA shall apply.

2.2 In this By-law:

Administrative Fee – means any fee specified in this By-law or set out in Ontario Regulation 355/22 made under the *Highway Traffic Act*;

Administrative Penalty - means any monetary penalty as set out and calculated in accordance with Section 6 of O. Reg 355/22 made under the *Highway Traffic Act*;

A.P.S. – means Administrative Penalty System;

Designated Section - means a section or portions of sections of the HTA to which this APS By-law applies, as designated under this By-law;

Director – means the person performing the function or the functions of the municipality's Manager of Legislative Services and/or their designate;

Hearing Decision - means a notice which contains the decision of a Hearing Officer, as set out in Section 6.10 of this By-law;

Hearing Officer - means a person who is appointed by Council to perform the duties of the Hearing Officer as set out in section 6 of this By-law, and meeting the requirements that a Hearing Officer cannot be a member of Council or an employee of the municipality. The Hearing Officer shall have knowledge of and experience in administrative law; such as a lawyer, retired lawyer, paralegal, retired paralegal, retired police officer, retired municipal clerk or retired municipal deputy clerk;

Holiday - means a Saturday, Sunday and any statutory holiday in the province of Ontario, or any day on which the offices of the Township of Essa are officially closed for business;

Officer (Provincial Offences Officer) - means a person employed by the Township of Essa and designated as a Provincial Offences Officer by the Minister of Transportation in accordance with s. 4 of O. Reg 355/22, that being a person authorized to administer and enforce s. 128 of the *Highway Traffic Act* in relation to speeding infractions caught by an automated speed enforcement camera system.

Owner - means the person whose name appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and

different persons are named on each portion, the person whose names appears on the plate portion;

Penalty Order - means an order made under Subsection 21.1(2) of the HTA;

Penalty Order Date - means the date of the contravention specified on the Penalty Order;

Penalty Order Number - means the reference number specified on the Penalty Order that is unique to that Penalty Order;

Person - includes an individual, a corporation, partnership, sole proprietorship, or an authorized representative thereof.

Regulation - means O. Reg. 355/22, made under the HTA, as amended from time to time, or any successor thereof;

Request for Review by Hearing Officer - means the request which may be made in accordance with section 6 of this By-law for the review of a Screening Decision;

Request for Review by Screening Officer - means the request made in accordance with section 5 of this By-law for the review of a Penalty Order;

Review by Hearing Officer and Hearing - means the process set out in section 6 of this By-law;

Review by Screening Officer and Screening Review - means the process set out in section 5 of this By-law;

Screening Decision - means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 5.7 of this By-law;

Screening Officer - means a person employed by the Township of Essa and appointed by Council pursuant to this By-law, who performs the duties of Screening Officer as set out in section 5 of this By-law and meeting the requirements that a Screening Officer cannot be a Member of Council.

Township - means The Corporation of the Township of Essa.

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3.0 APPLICATION OF THIS BY-LAW

3.1 In accordance with the *Highway Traffic Act* ("HTA"), or portions of the HTA, the following sections shall be designated sections for the purposes of Section 21.1(2) of the HTA:

a) Subsection 128(1);

3.2 Schedule "A" of this By-law sets out Administrative Penalty Amounts for contraventions of the designated sections or portions of the designated sections of the HTA, as in accordance with section 6 of O. Regulation 355/22. Where a discrepancy in the Administrative Penalty Amount occurs, the penalties outlined in section 6 of O. Regulation 355/22 shall prevail.

4.0 PENALTY ORDER

4.1 An Officer who has reason to believe that a person has contravened a designated section or portions of designated sections may issue a Penalty Order in accordance with this By-law set out in one or more of the following parts of the HTA:

a) Part XIV.1 "Automated Speed Enforcement".

4.2 The Penalty Order shall include the following information:

a) A unique file number.

b) The provision contravened.

c) The date and location of the contravention.

d) An identification of the motor vehicle that is involved in the contravention.

e) The amount of the administrative penalty determined under section 6 of O. Regulation 355/22.

f) A statement that the owner of the motor vehicle must, no later than 30 days after the day the order is served on them, pay the administrative penalty unless they commence an appeal in accordance with O. Regulation 355/22.

g) A statement that the owner of the motor vehicle may, no later than 30 days after the day the order is served on them, commence an appeal in accordance with O. Regulation 355/22.

h) Information regarding the appeal process including the manner in which to commence an appeal.

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- i) A copy of a photograph or image of the motor vehicle involved in the contravention may be included in the penalty order.
- j) The penalty order will include statements by the authorized person that are certified to be true in respect of the contravention or in respect of the service of the penalty order.
- k) The penalty order shall be in the form specified by the municipality that employs the authorized person.

5.0 REVIEW BY SCREENING OFFICER

- 5.1 A person who is served a Penalty Order may, within 30 calendar days after the Effective Date of Service, may request that the Administrative Penalty be reviewed by a Screening Officer.
- 5.2 A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Order Number and the person's contact information. Where a request is made by a person who is not the Owner, the person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
- 5.3 The Screening Officer may only extend the time to request a review of the Administrative Penalty when the person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
- 5.4 Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.
- 5.5 Where neither a review nor an extension of time for review are requested in accordance with this By-law, or where the person fails to request a review within any extended period of time granted by the Screening Officer:
 - a) The person shall be deemed to have waived the right to a screening and a hearing;
 - b) The Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - c) The Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.

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- 5.6 Upon review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty including any applicable Administrative Fees, or the Screening Officer may cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- a) Where the Screening Officer is satisfied, on a balance of probabilities, that a contravention of section 128 of the *Highway Traffic Act*, was not proven as set out in the Penalty Order; or
 - b) Where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.
- 5.7 Every person who has been granted a review by the Screening Officer shall be sent a copy of the Screening Decision as soon as is practical after the decision has been made, in accordance with Section 7.3 of this By-law.

6.0 REVIEW BY HEARING OFFICER

- 6.1 Any person to whom a Screening Decision is issued may request a review of the Screening Decision by a Hearing Officer within 30 calendar days after the date on which the Screening Decision was issued.
- 6.2 A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Order Number and the person's contact information. Where a request is made by a person who is not the Owner, the person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
- 6.3 The Hearing Officer may only extend the time to request a review of the Screening Decision where the person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.
- 6.4 Where an extension of time for a hearing review is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed, and shall not be subject to review.
- 6.5 Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this By-law, or where the person fails to request a hearing review within any extended period of time granted by the Hearing Officer:

- a) The person shall be deemed to have waived the right to a hearing review;
 - b) The Screening Decision shall be deemed to be affirmed; and
 - c) The Screening Decision shall not be subject to review.
- 6.6 Upon review of the Screening Decision, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- a) Where the Hearing Officer is satisfied, on a balance of probabilities, that a contravention of section 128 of the *Highway Traffic Act* was not proven as set out in the Penalty Order; or
 - b) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.
- 6.7 A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person and the Township an opportunity to be heard.
- 6.8 In making a determination, the Hearing Officer may consider and rely on documentation as outlined in s.13(3) of O. Regulation 355/22. Those items being photographs or images taken by the camera system; certified statements of the Officer that imposed the penalty order; certified documents setting out the name/address of the person who is subject to the penalty order; a description of the permit and the number plate of the motor vehicle; statements made by the appellant (either in writing or in the manner in which the appeal is conducted); statements by or on behalf of the municipality in which the contravention that is the subject of the penalty order occurred, made in the manner in which the appeal is conducted; any other information, materials or submissions that the Hearing Officer considers to be credible or trustworthy in the circumstances.
- 6.9 The person requesting the hearing shall be served with a copy of the Hearing Decision as soon as practicable after the review is complete.
- 6.10 The decision of a Hearing Officer is final.
- 6.11 Where notice has been given in accordance with this By-law, and the person fails to appear at the time and place scheduled for a review by the Hearing Officer:
- a) The person shall be deemed to have abandoned the hearing; and

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- b) The Screening Decision shall be deemed to be affirmed.

7.0 SERVICE OF DOCUMENTS

7.1 Service of a Penalty Order in any of the following ways is deemed effective by:

- a) A penalty order may be served on the person who is subject to the order by sending the order by mail to the most recent address that appears on the Ministry of Transportation records in respect of the holder of the plate portion of the permit for the motor vehicle involved in the contravention.
- b) If the authorized person who imposed the penalty order believes that the person who is subject to the order resides outside Ontario or, in the case of a corporation has its principal place of business outside Ontario, the penalty order may be served on the person by sending the order by mail or by courier to the address outside Ontario at which the authorized person believes the person resides or has its principal place of business.
- c) The address mentioned in subsection (b) may be determined from a document obtained from the government of any province or territory of Canada or from the government of a state of the United States of America, or from a person or entity authorized by any such government to keep records of vehicle permits, number plates or other evidence of vehicle ownership in that jurisdiction.
- d) Service of a penalty order mailed or couriered in accordance with this section is deemed to be served on the seventh (7th) day following the day on which it was mailed or couriered.

7.2 For purposes of this By-law, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Enforcement Services offices of the Township at the time of service, such updated address.

7.3 Any Penalty Order or document sent in writing to the Owner by regular mail, as set out in this By-law, is deemed to have been served on the seventh calendar day after the date of mailing.

7.4 Service of any document or notice (other than a Penalty Order) on an authorized representative of the Owner shall be deemed service on the Owner.

8.0 ADMINISTRATION

8.1 The Director shall administer this By-law.

8.2 The Director may:

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- a) Designate the location within the Township of Essa for conducting reviews and hearings under this By-law, as well as setting the time(s) for such reviews and hearings;
- b) Prescribe all forms, notices, including the Penalty Order, guidelines, processes, policies and procedures, necessary to implement the By-law and the administrative penalty system, and to amend such forms, notices, guidelines, procedures and processes from time to time as the Director deems necessary; and

8.3 Any Administrative Fee(s) prescribed within Schedule "A" of this By-law shall be added to, and deemed to be, part of the Administrative Penalty amount unless otherwise rescinded by the Hearing Officer.

- i. In accordance with s. 14 of O. Regulation 355/22, if the appellant fails to attend any stage of an appeal, the amount of the penalty shall be increased by \$60.00.

9.0 GENERAL PROVISIONS

9.1 A Penalty Order that is paid prior to a screening review shall be deemed as final and will not be subject to screening, unless there is an error on the face of the Penalty Order as determined by the Director may cancel the Penalty Order and direct a refund of all amounts paid.

9.2 Unless otherwise stated in this By-law, an Administrative Penalty is due and payable within 30 calendar days following the Effective Date of Service.

9.3 Where an Administrative Penalty, including any Administrative Fees, is affirmed or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be.

9.4 Where an Administrative Penalty, including any Administrative Fees, is not paid within 30 calendar days after it has become due and payable, the Township may notify the Ministry of Transportation of the default. Plate denial is at the discretion of the Ministry of Transportation. If the Ministry of Transportation does deny a plate renewal, they would be responsible to charge and collect the associated fee.

9.5 All amounts due and payable to the Township pursuant to this By-law constitute a debt to the Township.

9.6 Where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with the extension of time, and:

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- a) the Penalty Order will not be subject to the Late Payment Fee, until the time for payment has expired, and then in accordance with the provisions herein; and
- b) the enforcement mechanisms available to the Township shall be suspended until the extension of time has expired, and then shall apply in accordance with the provisions herein.

9.7 Where a person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced by a Screening Officer or Hearing Officer, the Township shall refund the amount cancelled or reduced.

9.8 No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.

9.9 Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law and will not be credited until received by the Township.

9.10 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

9.11 An authorized representative is permitted to appear on behalf of a person at a Screening Review or a Hearing Review or to communicate with the Township of Essa on behalf of a person where a written Authorization to Act as an Agent form has been provided.

9.12 Any person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Screening Officer or Hearing Officer, as applicable.

9.13 All Administrative Penalties associated with automated speed enforcement are administered and calculated in accordance with O. Reg 355/22 made under the *Highway Traffic Act*.

10.0 SEVERABILITY

10.1 Should any provision, or any part of a provision, of this By-law, be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

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11.0 OFFENCES

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11.1 Any person who:

- a) Makes a false, misleading or fraudulent statement in relation to a Penalty Order, or on any form submitted to the Township in relation to a Penalty Order; or
- b) Obstructs an Officer exercising any authority under this By-law;

is guilty of an offence and, upon conviction, is subject to a penalty in accordance with s.128(1) of the *Highway Traffic Act section 128(1), O. Reg 355/22 and 398/19.*

11.2 No person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with the Screening Officer or Hearing Officer respecting a Penalty Order and/or respecting a Power of Decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer:

12.0 EFFECTIVE DATE

12.1 This By-law shall come into force and effect upon the date it is finally passed.

12.2 That By-law 2023-38 be and is hereby superseded.

READ A FIRST TIME AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of March, 2024.

DRAFT

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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SCHEDULE "A" TO BY-LAW 2023-38

Administrative Penalty Amounts for Automated Speed Enforcement

Excerpts from O. Reg. 355/22

6. (1) The amount of the administrative penalty shall be the sum of the following amounts:

1. In respect of a contravention of subsection 128 (1) of the Act, the amount determined in accordance with the following formula,

$$A \times B$$

in which,

"A" is the number of kilometres per hour by which the person driving the motor vehicle exceeds the speed limit set out in subsection 128 (1) of the Act, and

"B" is the penalty rate set out in Column 2 of Table 1 that is opposite the value of "A" described in Column 1 of Table 1.

5. \$8.25, to reflect costs incurred by the authorized person to access the name and most recent address of the person who is subject to the penalty order.

6. The amount determined under subsections (2) to (4) as applicable, to be credited to the victims justice fund account in accordance with O. Reg 355/22 section 19.

(2) For a contravention of subsection 128 (1) of the Act, the amount mentioned in paragraph 6 of subsection (1) is,

(a) if the amount determined under paragraph 1 of subsection (1) is \$1000 or less, the amount set out in Column 2 of Table 2 that is opposite the amount determined under paragraph 1 of subsection (1) described in Column 1 of Table 2; or

(b) if the amount determined under paragraph 1 of subsection (1) is greater than \$1000, the amount that is 25 per cent of that amount.

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TABLE 1

Item	Column 1 Kilometres per hour over the maximum speed limit	Column 2 Penalty rate in community safety zone or school zone
1.	1 to 19 kilometres per hour over the maximum speed limit	\$5.00 per kilometre
2.	20 to 29 kilometres per hour over the maximum speed limit	\$7.50 per kilometre
3.	30 to 49 kilometres per hour over the maximum speed limit	\$12.00 per kilometre
4.	50 kilometres per hour or more over the maximum speed limit	\$19.50 per kilometre

TABLE 2

Item	Column 1 Amount determined under paragraph 1 of subsection (1) of this section	Column 2 Amount mentioned in paragraph 6 of subsection (1) of this section
1.	\$0 - \$50	\$10
2.	\$51 - \$75	\$15
3.	\$76 - \$100	\$20
4.	\$101 - \$150	\$25
5.	\$151 - \$200	\$35
6.	\$201 - \$250	\$50
7.	\$251 - \$300	\$60
8.	\$301 - \$350	\$75
9.	\$351 - \$400	\$85
10.	\$401 - \$450	\$95
11.	\$451 - \$500	\$110
12.	\$501 - \$1000	\$125

Decision

14(3) If the appellant failed to attend any stage of an appeal, in accordance with subsection 12(2), the amount of the penalty shall be increase by \$60.

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