



**The Corporation of the Township of Tay
Committee of all Council Meeting**

**April 11, 2018
10:00 a.m.**

**Municipal Office Council Chambers
Agenda**

1. Call to Order:

2. Adoption of the Agenda:

3. Disclosure of Interest:

4. Delegations

5. Standing Committee Business:

A: Protection to Persons & Property

B: General Government & Finance

C: Public Works

D: Planning & Development

6. Closed Session:

6.1 Report - Chief Administrative Officer – Re: Personal matters about an identifiable individual, including municipal or local board employees (Citizen Committee Appointments).

6.2 Verbal – Chief Administrative Officer – Re: Personal matters about an identifiable individual, including municipal or local board employees (Employee Matter).

7. Adjournment:

Note: Delegations will commence at the schedule time; however, commencement time for each Committee will be adjusted as the meeting takes place.

**Protection to Persons & Property Committee
April 11, 2018**

Agenda

1. Call to Order:

2. Reports of Municipal Officials:

- 2.1 Report from the Fire Chief
Report No. PPP-2018-21
Re: Fire Chief Monthly Activity Report – March 2018
- 2.2 Report from the Deputy Fire Chief/FPO
Report No. PPP-2018-22
Re: Deputy Fire Chief/Fire Prevention Officer Monthly Activity Report – March 2018
- 2.3 Report from the Municipal Law Enforcement Officer
Report No. PPP-2018-24
Re: By-law Monthly Activity Report - March 2018
- 2.4 Report from the Municipal Law Enforcement Officer
Report No. PPP-2018-23
Re: MLEO/Canine Monthly Activity Report – March 2018
- 2.5 Report from the Municipal Law Enforcement Officer
Report No. PPP-2018-09
Re: Housekeeping Amendments to Regulatory By-laws (Canine and Parking Schedule Changes)
- 2.6 Report from the Clerk
Report No. PPP-2018-25
Re: Renewal of 911 CERB Services Agreement
- 2.7 Report from the Fire Chief
Report No. PPP-2018-26
Re: Public Boat Launch Access

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:



STAFF REPORT

Department/Function: Protection to Persons and Property

Chair: Councillor Sandy Talbot

Meeting Date: April 11, 2018

Report No.: **PPP-2018-21**

Report Title: Fire Chief Monthly Activity Report - March 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-21 regarding the Fire Chief's Monthly Activity Report: March 2018 be received for information;

The Chief Attended	1	MVC Call
	1	False Alarms
	2	Fire Calls
	2	Medical Calls
	1	Ice Water Call
	1	Building Collapse

This month I attended a meeting at the Ontario Fire Marshal's Office in Toronto regarding smoke alarm programs. In the past, studies have indicated that most homeowners assume that the hard wired alarms last for the life of the building, whereas the actual life expectancy of hard wired smoke alarms is 10 years. As a result of this meeting, I will be working with our IT Department to develop a tracking system of homes that are 10 years old, which will be sent letters advising them to replace their existing hard wired alarms.

The Department responded to a number of minor calls this month, with the most serious being a partial building collapse at an abandoned building that was under renovation at the time. We were also called regarding an individual driving aggressively on the ice. The Tay Ice Water Team attended the shoreline to assist the Police in the event the vehicle broke through the ice and the driver required rescue.

I would like to thank Council for the Medal of Valor recognition ceremony, which honoured four members of our Department for their actions in a recent structure fire. I believe that by recognizing the efforts of not just the four medal recipients, but the entire Department, Council has demonstrated without a doubt the appreciation that they have for all its Firefighters.

The tender for the new Tanker has closed, and we are in the process of reviewing each of the submissions. A report will come forward to Council in the near future after the review is completed.

Recruitment:

Training continues to go well and a graduation ceremony has been set for June.

Monthly Training:

This month staff completed training on Search and Rescue, which included what steps are required when arriving on scene and determining whether there an aggressive or a defensive attack is required.

Tay Fire & Emergency Services were dispatched to 15 emergency calls during the month of March.

Year to Date Totals:

2018	60
2017	64
2016	50
2015	51
2014	73

Dispatches This Month:

Here is a partial breakdown of calls dispatched:

<u>Call Type</u>	<u>Month</u>	<u>YTD</u>
Fire	2	15
Medical	7	14
Motor Vehicle Collision	1	14
False Alarms	1	7
Carbon Monoxide	0	1
Hazardous Material	2	4

By-law:

Officer Kennedy has started sending out the letters regarding the recent closed session on potential property standards violations. They will be enforced in a timeframe that will allow him to be able to fulfill his other Township duties without becoming overwhelmed.

Prepared By:

Date: April 4, 2018

Brian Thomas
Fire Chief/CEMC

Recommended By:

Date: April 4, 2018

Brian Thomas
Fire Chief

Reviewed By:

Date: April 4, 2018

Robert J. Lamb, CECD, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: April 11, 2018

Report No.: **PPP-2018-22**

Report Title: Deputy Fire Chief/Fire Prevention Officer
Monthly Activity Report – March 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-22 regarding Deputy Fire Chief/FPO Monthly Activity report – March be received for information;

INTRODUCTION/BACKGROUND:

Activity	This Month	YTD 2018	YTD 2017	YTD 2016
Routine Inspections	2	6	6	4
Request Inspections	0	1	3	3
Complaint Inspections	0	2	1	0
Information Inspection	1	3	1	1
Follow up Inspections	4	11	9	9
Courses Attended	1	2	2	0
Fire Calls Attended	4	21	11	15
Meetings(PIP/OP-co-op etc)	5	14	10	11
Orders issued	1	4	1	2
Immediate threat to life	0	0	0	0
Burning Complaint(s)	0	0	0	0
Training Presented	1	3	3	3
Pub Ed Performed	0	1	0	3
Hall Meetings	4	12	10	7
Hall Practices	0	0	0	0
Council	1	1	1	0
Misc. (dept related)	7	19	13	16
Court	0	0	0	0
Fire safety plans reviewed	4	11	7	3
TOTAL	35	111	78	77

TICKETS ISSUED

Ticket	Quantity	Total
PART I	0	0
PART II	0	0
PART III	0	0
TOTAL	0	0

Prepared By:

Date: April 4, 2018

Shawn Aymer
Deputy Fire Chief/ Fire Prevention Officer

Recommended By:

Date: April 4, 2018

Brian Thomas
Fire Chief

Reviewed By:

Date: April 4, 2018

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: Protection to Persons & Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: April 11th, 2018

Report No.: **PPP-2018-24**

Report Title: By-law Monthly Activity Report – March 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-24 regarding By-law Monthly Activity Report March 2018 be received for information;

COMPLAINT OVERVIEW – March 2018

By-Law	Open this Month	Closed this Month	Ongoing/Working towards Compliance
Clean Yards	7	1	24
Dogs	7	1	6
DOLA	1	0	1
Long Grass	0	0	0
Noise	0	0	0
Property Standards	8	0	18
Zoning	7	1	14
Fill	0	0	1
Burning	0	0	0
House Numbering	20	0	20

Total files opened YTD

58

Total files closed YTD

9

As it can be seen by the amount of files opened it was quite a busy month for By-law staff. Most of the "ongoing" files have deadlines that are due in April and will hopefully be in compliance when the re-inspections occur. April is forecasted to be another busy month with the snow departing and re-inspections being done. It has already been shown that now that the snow is gone more residents are calling in to voice their concern on the cleanliness of some properties within the Township.

Type of Actions Taken

<u>Actions</u>	<u>March 2018</u>
Notice of Violation	50
Order to Comply	1
Charges	2 (1 DOLA)

PON/Tickets Issued

<u>Type of Ticket</u>	<u>Quantity</u>	<u>By-law</u>
Part 1	1	Canine
Part 2	20	Parking
Part 3	1	DOLA

Winter Parking Updates

<u>Type of Parking Ticket</u>	<u>Tickets written</u>	<u>Paid</u>	<u>No Payment</u>
Park on/within 3.05M of road	4	4	4
Interfere with Snow removal	0	0	1
Park with vehicle facing wrong direction	8	8	1
Park on Boulevard/Sidewalk	6	3	3
Park in Prohibited Area	1	1	0
Park within 3 metres of fire hydrant	1	1	0

Parking ticket numbers have been consistent throughout the year so far for each month. With little snowfall there was not much enforcement for winter

parking but regular patrols are still conducted when staff is able to which ensures that vehicles are not in violation of the parking by-law.

A chart with the total numbers for winter parking will be provided in next month's By-law report.

Additional Items/ Future Considerations

There was no court date in March for any matters and the next court date is scheduled for April 12th, 2018 with multiple by-law matters on the docket including two DOLA cases, one trial matter from a Part 1 ticket written from last year and a Building code violation which is set for an ex-parte trial.

Prepared By:

Date: April 4, 2018

Rob Kennedy
Municipal Law Enforcement Officer

Recommended By:

Date: April 4, 2018

Brian Thomas
Fire Chief/CEMC

Reviewed By:

Date: April 4, 2018

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councilor Sandy Talbot

Meeting Date: April 11, 2018

Report No.: **PPP-2018-23**

Report Title: MLEO/Canine Monthly Activity Report - March 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-23 MLEO/Canine Monthly Activity Report - March 2018 be received for information.

MLEO/ Canine Activity Report

Activity	Count
Complaints and Investigations	11
Pound and Seizure	0
DOLA Orders	1
Dog Tags Sold	62
Dog Tags Sold YTD	799
Fines Issued	1
Files Opened	7
Files Closed	2
Approved Kennel Inspections	2

Tags by Year	Tags Sold (YTD)
Total	799
2018 Tags	622
2019 Tags	102
2020 Tags	75

Dog licence sales in March totaled 62 tags. Sales decreased after the discount price deadline of February 28. A list of addresses which had one or more dog licences in 2017 but have not purchased a licence in 2018 was created in order to gain compliance from those residents. Once it is confirmed that an owner still has a dog, notices to license dogs within a timeframe will be sent, followed by fines if licences are not purchased.

Seven files were opened for dog licensing. These cases originated from either dog related complaints or officers noticing unlicensed dogs while investigating other matters. Once the time given to license dogs expires, fines will be issued for failing to license. One such file was closed when a dog licence was purchased.

One fine was issued for failing to purchase a dog licence. This fine stemmed from a running at large complaint. Following the fine, dog licences were purchased and the file was closed.

Two kennel inspections were conducted and both kennels received a kennel licence. There is one more known kennel which is not yet licensed and is scheduled for an inspection this month.

As the snow melts, more calls are coming in regarding dog excrement. Regular patrols are being conducted in areas noted by complainants. These complaints are indirect and are not tracked as they do not represent a single incident and the dog and owner are not known or observed.

This month 11 direct dog-related complaints were made. Of these 11 complaints, 7 were for dogs running-at-large, 3 were for barking dogs, and 1 was for exceeding the two-dog limit.

Prepared By:

Date: April 3, 2018

Ethan Dyer,
Municipal Law Enforcement Officer

Recommended By:

Date: April 4, 2018

Brian Thomas
Fire Chief

Reviewed By:

Date: April 4, 2018

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer



STAFF REPORT

<u>Department/Function:</u>	Protection to Persons and Property
<u>Chair:</u>	Councillor Sandy Talbot
<u>Meeting Date:</u>	April 11 th , 2018
<u>Report No.:</u>	PPP-2018-09
<u>Report Title:</u>	Housekeeping Amendments to Regulatory By-laws (Canine and Parking Schedule Changes)

RECOMMENDATION:

That Staff Report No. PPP-2018-09 regarding Housekeeping Amendments to Regulatory By-laws be received;

And that the housekeeping amendments as detailed in Staff Report No. PPP-2018-09 be approved;

And that the required amending by-laws be brought forward to the next regular meeting of Council for consideration.

INTRODUCTION/BACKGROUND:

The Township of Tay Municipal Law Enforcement Officer regularly checks all regulatory by-laws in order to amend definitions and re-word certain sections in order to clarify regulations and to add or delete sections for Councils consideration.

ANALYSIS:

Following a review the following amendments are proposed to the Canine Control and Dog Licencing By-law as well as the Parking By-law:

Canine Control and Dog Licensing

Section 4.1 (b) reads: Every owner of a dog shall cause the dog to be registered with a license by the Township for each calendar year, before the 1st day of March of that year, unless the dog came into his possession or care after that date.

A suggested addition to that section is as follows (highlighted in yellow):
Every owner of a dog shall cause the dog to be registered with a license by the Township for each calendar year, before the 1st day of March of that year, unless the dog came into his possession or care after that date or an officer has directed a dog owner to purchase tags before the date of March 1st of that year.

This will enable any officer that is enforcing canine control to have the option to give a set timeline for a dog owner to come into the office to purchase tags before the set deadline of March 1st. This will alleviate issues at the start of the year for when an officer receives a complaint regarding dogs or while on routine patrol comes across an issue regarding dogs and there are no licenses for that said dog(s). As it stands right now if an officer receives a complaint within the first two weeks of the year of a dog constantly running at large, the officer can now set a deadline of 2-3 weeks for the dog owner to purchase licenses or run the risk of being charged.

Parking By-law

The definition of "BOULEVARD" to be changed from: "BOULEVARD" shall mean the grassed area between the sidewalk and the curb;

To: "BOULEVARD" Shall mean the grassed area between the sidewalk and the curb or the curb to the nearest street line thereto.

For the convenience to Council curb is defined in the parking by-law as follows:

"CURB"- shall mean the raised concrete edging which separates the paved street from the boulevard

As per Councils direction the definition of "boulevard" has been amended to allow parking on boulevards without curbs. This will also make sure that any part of the street that does not have a curb will not be considered a boulevard under the Parking By-law ONLY.

The definition of "BOULEVARD" in the snow removal By-law is as follows:
"Boulevard" means any part of the street between the curb or edge of the roadway and the street line, exclusive of the area covered by the sidewalk;

The differences in the definitions will be exclusive to each by-law and how Municipal Law Enforcement handles complaints that fall under each of these above mentioned by-laws.

Schedule "A" Changes

The following is a list of all additions, amendments, and deletions within **schedule "A" of the parking by-law**, following that will be the full schedule with the following colours:

Green: Additions

Yellow: Amendments

Red: Deletions

Additions:

1. Albert Street on the northwest side which will cover from Waldie Avenue to where the boat launch is at the bottom of Albert Street.
2. Albert Street on the Northeast side that will cover from Wycliffe Cove to where the boat launch is at the bottom of Albert Street.

Amendments:

1. Albert Street on the Northeast side will be changed to show 49 feet to be consistent with 15 metres
2. Albert Street on the Southwest side will be changed to show fifteen (15) metres and 49 feet to be consistent with the intersection part of the parking by-law
3. Albert Street will be changed from the Southwest side to the Northeast side to correspond with the signage
4. Ellen Street on the Northeast side will be changed to show 49 feet to be consistent with 15 metres
5. Fallowfield Lane will be changed on both sides of the road to now cover from Pine Street to the opposite side of the driveway to Bridgeview park
6. Grandview Road will now show fifteen metres and 49 feet to be consistent with the intersection part of the Parking by-law
7. Hoyt Avenue on the Southeast side will now show fifteen (15) metres and 49 feet to be consistent with the intersection part of the parking by-law
8. Talbot Street on the South side will now show fifteen (15) metres and 49 feet to be consistent with the intersection part of the parking by-law
9. William Street on the Northwest and the Southeast side of the road will now show fifteen (15) metres and 49 feet to be consistent with the intersection part of the parking by-law

NO PARKING

The following areas are designated as no parking zones:

COLUMN 1 Road	COLUMN 2 Side	COLUMN 3 Between
Albert Street	Southwest	Six (6) metres (20ft.) feet northwest of William Street
Albert Street	Northeast	Fifteen (15) metres (49ft.) southeast of William Street
Albert Street	Southwest	Fifteen (15) metres (49ft.) southeast of William Street
Albert Street	Northeast	Sixty (60) metres (200ft.) northwest of Jephson Street
Albert Street	Southwest	Six (6) metres (20ft.) northwest of Waldie Ave
Albert Street	Northwest	Waldie Avenue to the boat launch
Albert Street	Northeast	Wycliffe Cove to boat launch
Assiniboia Street	South	Forty (40) metres east of Simcoe Street
Ellen Street	Northeast	Fifteen (15) metres (49ft.) from Hoyt Ave
Fallowfield Lane	Northwest	From Pine Street to the opposite side of driveway to Bridgeview Park
Fallowfield Lane	Southeast	From Pine Street to the opposite side of driveway to Bridgeview Park
Grandview Road	North	Fifteen (15) metres (49ft.) east of Triple Bay Road
Highway 93	East	Sixty (60) metres (200ft.) north of Vasey Road
Hoyt Ave	Northwest	From 40 Ellen Street (Sewage Pump Station) to Juneau Road
Hoyt Ave	Southeast	Fifteen (15) metres (49ft.) from Ellen Street
Industrial Road	South	Park Street until lot line of 49 Industrial Road
Pine Street	East	Twelve (12) metres (40ft.) south of Tay Trail

SCHEDULE "A"
TO BY-LAW 2009-20, as amended

NO PARKING

The following areas are designated as no parking zones:

COLUMN 1 Road	COLUMN 2 Side	COLUMN 3 Between
Waldie Ave	North	Fifty eight (58) metres (190ft.) west of Albert Street
Waldie Ave	South	One hundred six (106) metres (350ft.) west of Albert Street
Talbot Street	North	From Ninth Ave to Triple Bay Road
Talbot Street	South	From Ninth Ave to Triple Bay Road
Talbot Street	North	Thirty (30) metres (100ft.) east of Fourth Ave
Talbot Street	South	Fifteen (15) metres (49ft.) east of Ney Ave
Triple Bay Road	East	Three hundred seventy five (375) metres from Hwy 12
Triple Bay Road	West	Three hundred seventy five (375) metres from Hwy 12
Winfield Drive	East	Thirty (30) metres (100ft.) from waters edge
William Street	Northwest	Fifteen (15) metres (49ft.) southwest of Albert Street
William Street	Southeast	Fifteen (15) metres (49ft.) northeast of Albert Street
Wycliffe Cove	Northeast	Albert St. & Ellen St.

Schedule "B" Changes

The following is a list of all amendments which are highlighted in yellow that will change in the "tow away" schedule of the parking by-law.

1. Duck Bay Road on the East side of the road will be changed to now show "from the driveway of 5 Duck Bay Road to a spot 200 metres north of the bridge"
2. Duck Bay Road on the West side of the road will be changed to show "from the driveway of 10 Duck Bay Road to a spot 200 metres north of the bridge"

TOW AWAY

The following areas are designated as Tow Away zones:

COLUMN 1 Road	COLUMN 2 Side	COLUMN 3 Between
Alcove Drive	North	Thirty (30) metres, (100ft.) east of 100 Alcove Drive
Alcove Drive	South	Thirty (30) metres, (100ft.) east of 100 Alcove Drive
Duck Bay Road	East	From the driveway of 5 Duck Bay Road to a spot 200 meters north of the bridge
Duck Bay Road	West	From the driveway of 10 Duck Bay Road to a spot 200 meters north of the bridge

Schedule "C" Changes

The following is a list of all additions which are highlighted in green that will be added to Schedule "C" with respect to "time limit parking":

1. Jephson Street on the Southeast side of the road, between Albert Street and the property line of 95 Jephson Street will be no parking Monday-Friday between 8:00am and 5:00pm from the dates of September 1st to June 30th excluding holidays

TIME LIMIT PARKING

COLUMN 1 Highway	COLUMN 2 Side	COLUMN 3 Between	COLUMN 4 Hours	COLUMN 5
Albert Street	Southwest Side	212 Albert Street and 230 Albert Street	Monday to Sunday, between 8:00 a.m. & 6:00 p.m.	15 Minutes
Jephson Street	Southeast Side	Albert Street and property line of 95 Jephson Street	Monday to Friday between 8:00am & 5:00pm from September 1 st - June 30 th excluding holidays	Anytime between 8:00am and 5:00pm

This addition is for the time that the school is in operation and through multiple complaints and routine patrols through the area it has been found that due to many safety concerns, one side of Jephson Street should be no parking for the ease of large vehicles such as a bus or fire truck to travel down the road unimpeded. It has been witnessed by the Municipal Law Enforcement Officer on multiple occasions where due to cars being parking on both sides of the road, a bus has been unable to get into the school parking lot to pick up/drop off children.

FINANCIAL/BUDGET IMPACT:

There will be costs associated with ordering new signs, posts and as well as staff time to install the posts.

There are two options to consider for the order of signs

Option 1: "Maximum Signs"

4 TOW AWAY ZONE signs:	69.00
39 NO PARKING signs:	224.25
30 U-FLANGE posts:	1280.40
30 HARDWARE kits:	118.50

Option 2: "Stinson Owl-Lite"

4 TOW AWAY ZONE signs:	58.00
39 NO PARKING signs:	480.48

Another option just for the purchase of posts is as follows:
"Cedar Posts"

30 U-FLANGE posts: 1045.82

*Hardware and delivery not included

All prices have been listed without the addition of tax (13%).

Staff time and allocation to this job is as follows:

\$40/30min = \$20/person

\$80/1hr = \$40/person

CONCLUSION:

This report includes small changes to the Canine Control and Licensing By-law which was found to have wording that contradicted other sections within the by-law. **The definition of a "disabled person" was updated to incorporate the changing scenery of a disability and to be current with the laws pertaining to accessibility.**

Staff recommends that the amendments detailed in the report be approved and that the required amending by-laws be brought forward to the next regular Council meeting.

Prepared By:

Date: April 4, 2018

Rob Kennedy
Municipal Law Enforcement Officer

Recommended By:

Date: April 4, 2018

Brian Thomas
Fire Chief

Reviewed By:

Date: April 4, 2018

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: Protection to Person & Property

Chair: Deputy Mayor David Ritchie

Meeting Date: April 11, 2018

Report No.: **PPP-2018-25**

Report Title: Renewal of 911 CERB Services Agreement

RECOMMENDATION:

That Staff Report No. PPP-2018-25 regarding Renewal of 911 CERB Services Agreement be received; and
That the required by-law be brought forward to the next regular Council meeting for consideration.

INTRODUCTION/BACKGROUND:

The Township of Tay has been a party to the 911 Central Emergency Response Bureau (CERB) Service Agreement between the O.P.P. and County of Simcoe since 2002.

As the current five year agreement expires, the County is requesting that the Township enter into a new agreement that will go to 2023.

ANALYSIS:

Since 911 began, 911 calls from within the borders of the County of Simcoe have been dealt with pursuant to the agreement between the County and O.P.P., to which the area municipalities are a party.

In order to ensure continuity of service it is necessary to renew the existing agreement.

FINANCIAL/BUDGET IMPACT:

The County pays an annual rate based the total County municipalities' residential population which are then billed to each participating municipality at a per capita cost of \$0.561. For the new five year contract Tay's costs will be \$5,433.29.

CONCLUSION:

Staff is recommending that the Township of Tay enter into a new 5-year agreement with the County of Simcoe and O.P.P. for 911 CERB Services.

Prepared By: Alison Gray, Clerk

Recommended By:

Date: April 4, 2018

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By:

Date:

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer

Attachment: County of Simcoe Staff Report CCW-18-061
CERB Agreement



To: **Committee of the Whole**

Agenda Section: Human Services
Division: Health and Emergency Services
Department: Emergency Management

Item Number: CCW - 18-061

Meeting Date: February 13, 2018

Subject: 9-1-1 Central Emergency Response Bureau Contract Renewal

Recommendation

That Item CCW 18-061, dated February 13, 2018, regarding the 9-1-1 Central Emergency Response Bureau Contract Renewal, be received; and

That the necessary By-law be presented to County Council to authorize the Warden and County Clerk to execute the Central Emergency Response Bureau Contract Renewal with the Ontario Provincial Police, substantively in the form attached as Schedule 1 to Item CCW 18-061.

Executive Summary

Since the inception of 9-1-1 service in Simcoe County, the majority of 9-1-1 calls made from within the geographical borders of the County have been answered pursuant to an agreement between the County of Simcoe and the Ontario Provincial Police. The current agreement with the Ontario Provincial Police, which came into effect on April 1, 2013, will expire on March 31, 2018. As a result, to ensure continuity of 9-1-1 call-answering services, it is necessary to renew the agreement for a new five (5) year term.

Background/Analysis/Options

In Simcoe County, 9-1-1 call-answering services are provided to the communities of Beausoleil First Nation and CFB Borden; the Towns of Bradford West Gwillimbury, Collingwood, Innisfil, Midland, New Tecumseth, Penetanguishene and Wasaga Beach; and, the Townships of Adjala-Tosorontio, Clearview, Essa, Springwater, Tay and Tiny under the auspices of an agreement between the County of Simcoe and the Ontario Provincial Police. 9-1-1 call-answering services for the Chippewas of Rama First Nation, the City of Orillia, and the Townships of Oro-Medonte, Ramara and Severn are provided by the City Orillia. 9-1-1 call-answering services for the City of

Barrie are also provided by the Ontario Provincial Police under a separate agreement at the same per capita rate.

Since 2004, the Ontario Provincial Police have maintained a stable cost for the provision of 9-1-1 call-answering services, and this cost remains unchanged at \$0.561 per capita. However, what is new in this contract renewal is Section 3.1(b), which, for the first time, allows the annual rate to be increased or decreased during the full term of the agreement if the population of the County increases or decreases by more than (10) ten percent. This is a reasonable expectation and any change in the annual rate would be passed on to participating communities. However, Section 3.1(b) also indicates that the annual rate could also be increased or decreased if the Ontario Provincial Police were to vary the current per capita rate. Although we have been verbally assured that this is unlikely, should a per capita increase occur that was considered by the County to be unacceptable, the agreement does include a clearly delineated dispute resolution process. As a failsafe measure, the County could also execute its right to terminate the agreement with ninety (90) days written notice.

Since 2004, the Ontario Provincial Police Central Emergency Response Bureau, located at the North Bay Provincial Communications Centre, has consistently exceeded the North American Standard established by the National Emergency Number Association to answer calls within twelve (12) seconds, ninety (90) percent of the time. Currently, this standard is achieved on average more than ninety-six (96) percent of the time. In addition, senior Ontario Provincial Police personnel provide timely and accurate reports on both monthly activity and in response to incident-specific inquiries.

It is recommended that the Warden and Clerk be authorized to execute the Central Emergency Response Bureau Contract Renewal with the Ontario Provincial Police, substantively in the form attached as Schedule 1 to this Item.

Financial and Resource Implications

Pursuant to the recommended agreement, the annual cost for the term April 1, 2018 – March 31, 2023 will be \$136,095.80, based on the total population of participating communities as posted to the Ontario Municipal Directory. This amount is consistently included in the Emergency Management Departmental Operating Budget. Although the County is billed for the annual costs, these costs are then billed by the County to each participating community based on population. The population figures for this agreement have been shared with community Treasurers and are attached as Schedule 2 to this Item for your convenience.

Relationship to Corporate Strategic Plan

No relationship to the Corporate Strategic Plan.

Reference Documents

No reference documents for this Item.

Attachments

Schedule 1: Draft Agreement with the Ontario Provincial Police
Schedule 2: Population Figures for Participating Communities

Prepared By: Cathy Clark, Manager, 9-1-1 and Emergency Planning

Approvals**Date**

Jane Sinclair, General Manager, Health and Emergency Services	February 1, 2018
Corporate Performance	February 5, 2018
Mark Aitken, Chief Administrative Officer	February 5, 2018



**AGREEMENT FOR THE
PROVISION
OF
9-1-1 C.E.R.B. SERVICES**

BETWEEN

**THE COMMISSIONER OF
THE ONTARIO PROVINCIAL POLICE**

AND

**THE CORPORATION OF
THE COUNTY OF SIMCOE**

This Agreement made in two (2) originally executed copies.

AGREEMENT FOR THE PROVISION OF 9-1-1 CERB SERVICES

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as
represented by the MINISTRY OF COMMUNITY SAFETY
AND CORRECTIONAL SERVICES
on behalf of the ONTARIO PROVINCIAL POLICE**

(“O.P.P.”)

OF THE FIRST PART

AND:

**THE CORPORATION OF THE COUNTY OF SIMCOE
(the “County”)**

AND

**SUCH MUNICIPALITIES AND OTHER LEGAL ENTITIES AS ARE LISTED IN
SCHEDULE “A” (COLLECTIVELY “SIMCOE MUNICIPALITIES”)**

OF THE SECOND PART

RECITALS:

- A. WHEREAS** Bell Canada has entered into an agreement with the Simcoe Municipalities to provide the County with a 9-1-1 Public Emergency Reporting Service – Ontario;
- B. AND WHEREAS** it is the obligation of the County under its agreement with Bell Canada to ensure that a Central Emergency Reporting Bureau serves the County;
- C. AND WHEREAS** the County is permitted under its agreement with Bell Canada to contract with a third party for the management and operation of the Central Emergency Reporting Bureau;
- D. AND WHEREAS** the Simcoe Municipalities wishes to contract with the O.P.P. for the management and operation of the Central Emergency Reporting Bureau;
- E. AND WHEREAS** each of the Simcoe Municipalities confirms its adherence to this Agreement by executing it, as provided for herein, and providing the O.P.P. with a certified copy of the resolution or by-law authorizing it entering into this Agreement;

NOW THEREFORE, in consideration of the promises and covenants herein, the Parties agree as follows:

- 0.1** The Parties warrant that the recitals are true.

1.0 DEFINITIONS AND INTERPRETATION

1.1 Definitions - For the purposes of this Agreement, the following terms have the meanings ascribed below:

“Agreement” means this agreement and Schedules “A” and “B”, which are attached to, and forms part of this Agreement.

“ALI” means an automatic location identification, which consists of a database feature that displays, to the CERB and Remote Agencies, address and location data with respect to a telephone line from which the 9-1-1 Call originates.

“ANI” means an automatic number identification, which consists of a database feature that displays the telephone number of the primary exchange service that originates the 9-1-1 Call to the CERB.

“Call Control” means a feature that allows the 9-1-1 call taker at the CERB to maintain control of the line upon which the 9-1-1 Call was made regardless of calling-party action.

“CERB” means the Central Emergency Reporting Bureau serving the County, and located at the O.P.P. Provincial Communications Centre (PCC), which is the first point of reception by the O.P.P. of 9-1-1 Calls.

“Director” means the Director of Provincial Communication Operations, Communications and Technology Services Bureau.

“ESZ” means an Emergency Services Zone, which is a geographic area served by a Remote Agency in the County.

“Party” means the O.P.P. or the County, and “Parties” shall mean both of them.

“Mayor” or “Reeve” means Mayor or Reeve for a Simcoe Municipality as listed in Schedule “A” of this Agreement.

“Remote Agency” means the communication center of a fire, police or ambulance agency, within an ESZ, to which 9-1-1 Calls are transferred from the CERB, and for which the Remote Agency is then responsible for taking appropriate action.

“Selective Routing and Transfer” means a feature that automatically routes a 9-1-1 Call to the appropriate CERB or Remote Agency based upon the ANI of the telephone line from which the 9-1-1 Call originates.

“Warden” means Warden for the County.

“9-1-1 Call” means a phone call received at the CERB, which requires an emergency response, typically the transfer of the call to a Remote Agency.

“9-1-1 PERS” means the Public Emergency Reporting Service – Ontario, which is a telecommunications service provided by Bell Canada pursuant to Bell Canada General Tariff Item 1400 to Municipalities for the delivery of 9-1-1 Calls to the CERB and to Remote Agencies and pursuant to the agreement between Bell Canada and the County.

1.2 **Severability** - If any term of this Agreement shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.

1.3 **Section Headings** - The section headings contained herein are for purposes of convenience only, and shall not be deemed to constitute a part of this Agreement or to affect the meaning or interpretation of this Agreement in any way.

1.4 **Entire Agreement** - This Agreement constitutes the entire agreement of the Parties, with respect to the provision and operation of services as defined hereunder and supersedes any previous agreement whether written or verbal. In the event of a conflict or inconsistency between this Agreement, and a tender document such as request for proposals issued by the County for the provision of services as described hereunder or the proposal that the O.P.P. submitted in response to the tender document, this Agreement shall prevail to the extent of the conflict or inconsistency.

1.5 **Amendments** – Any amendments to this Agreement shall be in writing and shall not take effect until approved in writing by both Parties.

2.0 **NOTICES**

2.1 **Notice** - Any notice required pursuant to this Agreement shall be in writing and delivered personally, sent by facsimile transmissions (“FAX”) or by registered mail to the following addresses:

To the County.

Attention: Manager, 9-1-1 & Emergency Planning,
The County of Simcoe
1110 Hwy 26
Midhurst, Ontario, L0L 1X0
FAX: 705-726-3991

To the O.P.P.

Attention: Director – Provincial Communications Operations,
Communications and Technology Services Bureau
General Headquarters
777 Memorial Avenue
Orillia, Ontario
L3V 7V3
FAX: (705) 329-6230

Or to such other addresses either of the Parties may indicate in writing to the other. Any notice given in accordance with this Agreement shall be deemed to have been received upon delivery, if delivered personally, at the time of transmission if sent by FAX, or five (5) days after posting, if sent by registered mail.

2.2 **Notices in Writing** – All notices required under this Agreement shall be in writing.

3.0 **RATES AND METHOD OF PAYMENT**

3.1 The County shall pay the O.P.P. for providing and operating the CERB as follows:

- (a) **Amount of Annual Rate** - The County shall be charged and shall be required to pay an annual rate of **\$136,095.80** based on Simcoe County Municipalities' residential population of 242,595 at a per capita cost of **\$0.561**.
- (b) **Review of Annual Rate** - The annual rate specified in clause (a) of section 3.1 herein shall be reviewed at the end of every calendar year and it may be revised by the OPP based on changes to the residential population or to the per capita cost charged by the OPP. In the event that the residential population of the County increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the County shall be obliged to pay the O.P.P. the revised annual rate. The O.P.P. shall determine the annual revisions to the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.
- (c) **Invoices** - The first invoice shall be issued immediately to the County upon the start of the Agreement. The County shall subsequently be invoiced annually at the beginning of each calendar year, and the invoice shall cover the time period for the subsequent calendar year, or portion thereof that this Agreement is in effect.
- (d) **Interest for Late Payments** – In addition to any other remedies the O.P.P. may have at law, the County shall be charged and required to pay interest at the rate set by the Minister of Finance for Ontario from time to time if the O.P.P. has not received full payment from the County within thirty (30) days of the date the O.P.P. issued an invoice.

4.0 RESPONSIBILITIES OF THE O.P.P.

The O.P.P. shall manage and operate the CERB and:

- 4.1 **Personnel** - Staff the CERB at a level appropriate to answer, handle and transfer 9-1-1 Calls to the appropriate Remote Agency in a manner and at a level based on typical 9-1-1 call volumes in the County.
- 4.2 **Equipment** - Provide, in its operation of the CERB, terminal equipment which permits the utilization of features provided by Bell Canada to the County under 9-1-1 PERS consisting of “ALI”, “ANI”, “Selective Routing and Transfer” and “Call Control” features, and such features can be adapted, where required, for callers who are hearing or voice impaired.
- 4.3 **Hours** - Operate the CERB twenty-four (24) hours a day, (7) seven days a week.
- 4.4 **9-1-1 Call Response** - Answer, handle and transfer all 9-1-1 Calls received by the CERB, and associated ANI/ALI information, to a designated Remote Agency within the proper ESZ, as deemed appropriate by CERB personnel. This shall include maintaining control of the line upon which each 9-1-1 Call is received until the 9-1-1 Call is confirmed as being transferred to the appropriate Remote Agency or until the 9-1-1 Call is terminated.
- 4.5 **Record Retention** - Retain digital voice records of all 9-1-1 Calls received at the CERB, for five (5) years and hard copy records of all Bell PERS E911 ANI/ALI printer data for one hundred eighty (180) days from the date such records are created. The O.P.P. is prepared to provide, to authorized personnel, certified copies of audio recordings and/or copies of PERS printer data, as it directly pertains to the CERB for the purposes of civil litigation and/or criminal proceedings provided the request is received no later than five days prior to the end of the retention period of the recordings or records. The O.P.P. shall retain the original recordings or records until the conclusion of any civil or criminal proceedings to which such records relate.
- 4.6 **Back up CERB** - Provide an operational back-up CERB to which 9-1-1 Calls shall be transferred at the discretion of the O.P.P. or Bell Canada in the event that the primary CERB is unable to accept the 9-1-1 Calls, except that 9-1-1 Calls shall not be transferred to the back-up CERB where call overflow occurs because of high call volumes to the primary CERB.
- 4.7 **Non-English Callers** - Make reasonable efforts to respond to 9-1-1 Calls from non-English callers, subject to the O.P.P.’s ability to access the services of a third party provider. The O.P.P. does not warrant that it shall be able to provide services to non-English callers, or that it shall be able to access such services from a third party provider.
- 4.8 **Reports** - Provide reports, the frequency of which shall be monthly or as determined by the O.P.P. in consultation with the County, which show the overall efficiency of the CERB in answering 9-1-1 Calls, including the volume of 9-1-1 Calls.

5.0 RESPONSIBILITIES OF THE COUNTY

The County shall:

- 5.1 **Payment** - Be responsible to the O.P.P. for the amount of payment, in the manner, and within the time lines set out in Article 3.0 herein.
- 5.2 **Designate Remote Agencies** - Designate Remote Agencies for each and every ESZ in the County to which the CERB shall answer, handle and transfer a 9-1-1 Call, and co-ordinate the participation of all such Remote Agencies in the manner required by this Agreement.
- 5.3 **Warranty** - Warrant and represent that each Remote Agency shall operate twenty-four (24) hours a day, seven (7) days a week and shall answer and respond to all 9-1-1 Calls directed to it from the CERB.
- 5.4 **9-1-1 PERS**– notify the O.P.P. in writing immediately upon becoming aware of any changes to 9-1-1 PERS that shall affect or are likely to affect the services the O.P.P. is offering under this Agreement, or of any changes to, or the termination or expiry of any agreement between the County and Bell Canada related to 9-1-1 PERS.

6.0 INSURANCE AND LIMITATION OF LIABILITY

- 6.1 **Insurance** - The County and the O.P.P. shall, during the term of this Agreement, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of the same to each other or, if the Parties are self-insured, each Party shall provide to the other Party evidence that is satisfactory to that Party that the County and/or the O.P.P., as the case may be, is and shall be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under the Agreement.
- 6.2 **Limitation of Liability** - Notwithstanding any other provision in this Agreement, the O.P.P. shall not be responsible or liable for any injury, death or property damage to the County, its employees, subcontractors or agents or for any claim by any third party against the County, its employees, subcontractors or agents arising from:
 - (a) **External Information** - The accuracy or completeness or lack thereof of any information the O.P.P. receives from the County, Bell Canada or any other third party, and which the O.P.P. relies upon in providing services under this Agreement;
 - (b) **Equipment and Services** – Equipment or services provided by any other party (including the failure of any other party to provide equipment or services) which the O.P.P. uses and relies upon to provide services under this Agreement including but not limited to:

- (i) Equipment or services required to transfer services provided under this Agreement from any other party to the O.P.P.,
 - (ii) Services provided to non-English speakers who place 9-1-1 Calls,
 - (iii) Services provided by Bell Canada to the County under 9-1-1 PERS; and,
 - (iv) Services provided by Remote Agencies.
- (c) **Call Volumes** - The inability of the O.P.P. to respond to 9-1-1 Calls due to call volumes that exceed the capacity of the CERB, including the equipment and personnel who work at the CERB.

6.3 **Survival** – Section 6.2 shall survive the termination or expiry of this Agreement.

7.0 COMPLIANCE WITH LAWS AND CONFIDENTIALITY

- 7.1 **Compliance with Laws** - Both Parties agree to comply with all applicable laws in effect in the Province of Ontario in performing their respective obligations and duties under this Agreement.
- 7.2 **Confidential Information** – Both Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Agreement, neither Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Agreement, any confidential information belonging to the other Party, unless the other Party has provided its written consent. Both Parties further agree that when this Agreement terminates or expires, they shall return all confidential information belonging to the other Party.

8.0 DISPUTE RESOLUTION

- 8.1 **Dispute Resolution** – Subject to Article 9.0 herein, if any dispute arises between the O.P.P. and the County as to their respective rights and obligations under this Agreement, the Parties may use the following dispute resolution mechanism to resolve such disputes:
- (a) The Unit Commander of the CERB and the County Representative named in Section 2.1 herein shall attempt to settle the dispute within fourteen (14) business days of the dispute arising;
 - (b) If the Unit Commander of the CERB and the County Representative are unable to settle the dispute within fourteen (14) business days of the dispute arising, they shall refer the dispute to the Director. The Director and the County Representative shall attempt to resolve the dispute within fourteen (14) business days;

- (c) If the Parties are still unable to resolve the dispute, the Commissioner or the Deputy Commissioner of the O.P.P. and the County Representative agrees to attempt to resolve the dispute within fourteen (14) business days; and,
- (d) If the Parties are still unable to resolve the dispute, each may, with the agreement of the other Party, refer the dispute to arbitration in accordance with the Arbitration Act, 1991, as amended.

9.0 TERM, TERMINATION AND RENEWAL

- 9.1 **Term** – Subject to this Agreement being terminated in accordance with this Article, this Agreement shall be effective from the 01st day of April, 2018 until the 31st day of March, 2023.
- 9.2 **Renewal** - This Agreement may be renewed for a further term of five (5) years, upon the County giving six (6) months written notice to the O.P.P., on the same terms and conditions with the possible exception of the payment of the annual rate, which shall be agreed to by the Parties.
- 9.3 **Termination** - Either Party to this Agreement may terminate this Agreement without cause and without incurring any liability upon providing ninety (90) days written notice of termination to the other Party, in which case this Agreement shall terminate ninety (90) days following the delivery of such notice. Should a notice to terminate be given, the County shall continue to be obligated to pay for the cost of the services under this Agreement up to and including the date of such termination and the O.P.P. shall continue to be responsible to provide the services described in this Agreement up to and including the date of such termination.
- 9.4 **Immediate Termination** – Either Party may terminate this Agreement immediately without incurring any liability if Bell Canada withdraws offering 9-1-1 PERS to the County or if the agreement between Bell Canada and the County for the provision of 9-1-1 PERS is terminated or is expired and not renewed.

10.0 GENERAL

- 10.1 **No Waiver** - The failure of a Party to this Agreement to enforce at any time any of the provisions of this Agreement or any of its rights in respect thereto or to insist upon strict adherence to any term of this Agreement shall not be considered to be a waiver of such provision, right or term or in any way to affect the validity of this Agreement.
- 10.2 **Waiver in Writing** - Any waiver by any Party hereto of the performance of any of the provisions of this Agreement shall be effective only if in writing and signed by a duly authorized representative of such Party.
- 10.3 **No Prejudice** -The exercise by any Party to this Agreement of any right provided by

this Agreement shall not preclude or prejudice such Party from exercising any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

- 10.4 **Restructuring** – The County shall notify, and consult with the O.P.P. before the County’s boundaries are altered, the County is amalgamated with another County, the County is dissolved or the legal status of the County is subject to other substantive changes.
- 10.5 **Relations** – The Agreement shall not create nor shall it be interpreted as creating any association, partnership, any employment relationship or any agency relationship between the Parties.
- 10.6 **Media** – Both Parties agree that they shall not at any time directly or indirectly communicate with the media in relation to this Agreement unless they first provide written notice to the other Party.
- 10.7 **Promotion** – Neither Party shall publicize or issue any publications related to this Agreement unless they first notify the other Party in writing.
- 10.8 **Assignment** - Neither Party shall assign this Agreement or any portion thereof without the prior written consent of the other, which consent may not be arbitrarily withheld.
- 10.9 **Force Majeure** - Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one’s reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.
- 10.10 **Counterparts** - This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written. An executed copy of this Agreement may be delivered by any party by facsimile.

IN WITNESS WHEREOF, each of the Parties hereto have executed this Agreement:

The Corporation of the County of Simcoe

Title Warden

Date: ____ day of _____, 2018

Title: Chief Administrative Officer - Clerk

Date: ____ day of _____, 2018

Ontario Provincial Police

Title: Provincial Commander

Date: ____ day of _____, 2018

**LIST OF SIMCOE MUNICIPALITIES OTHER THAN THE CORPORATION OF
THE COUNTY OF SIMCOE**

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as
represented by the MINISTRY OF COMMUNITY SAFETY
AND CORRECTIONAL SERVICES
on behalf of the ONTARIO PROVINCIAL POLICE**

Canadian Forces Base Borden

_____ **Date:** ____ day of _____, 2018
Title:

**P.O. Box 1000, Station Main
Borden, Ontario
L0M 1C0
Phone: (705) 424-1200
Fax: (705) 423-2907**

The Chippewas of Beausoleil First Nations

_____ **Date:** ____ day of _____, 2018
Title: Chief in Council

**Christian Island, Cedar Point Post Office
via - Penetanguishene, Ontario
L0K 1P0
Tel: (705) 247-2051
Fax: (705) 247-2239**

The Township of Clearview

_____ **Date:** ____ day of _____, 2018
Title: Clerk

_____ **Date:** ____ day of _____, 2018
Title: Mayor

**P.O. Box 200, 217 Gideon Street
Stayner, Ontario
L0L 2P0
Phone: (705) 428-6230
Fax: (705) 428-0288**

The Town of Collingwood

Title: Clerk Date: ____ day of ____, 2018

Title: Mayor Date: ____ day of ____, 2018

**P. O. Box 157, 97 Hurontario Street
Collingwood, Ontario
L9Y 3Z5
Phone: (705) 445-1030
Fax: (705) 445-2448**

The Township of Essa

Title: Clerk Date: ____ day of ____, 2018

Title: Mayor Date: ____ day of ____, 2018

**5786 County Road 21
Utopia, Ontario
L0M 1T0
Phone: (705) 424-9770
Fax: (705) 487-0133**

The Town of Innisfil

Title: Clerk Date: ____ day of ____, 2018

Title: Mayor Date: ____ day of ____, 2018

**PO Box 5000
2147 Innisfil Beach Road
Innisfil Ontario
L9S 1A1
Phone: (705) 436-3710
Fax: (705) 436-7120**

The Town of Midland

Title: Clerk Date: ____ day of ____, 2018

Title: Mayor Date: ____ day of ____, 2018

575 Dominion Avenue
Midland, Ontario
L4R 1R2
Phone: (705) 526-4275
Fax: (705) 435-2873

The Town of New Tecumseth

Title: Clerk Date: ____ day of ____, 2018

Title: Mayor Date: ____ day of ____, 2018

P.O. Box 910, 10 Wellington Street E.
Alliston, Ontario
L9R 1A1
Phone: (705) 435-6219
Fax: (705) 435-2873

The Town of Penetanguishene

Title: Clerk Date: ____ day of ____, 2018

Title: Mayor Date: ____ day of ____, 2018

P. O. Box 5009, 10 Robert St. W.
Penetanguishene, Ontario
L9M 2G2
Phone: (705) 549-7453
Fax: (705) 549-3743

The Township of Springwater

Date: ____ day of _____, 2018
Title: Clerk

Date: ____ day of _____, 2018
Title: Mayor

**2231 Nursery Road
Minesing, Ontario
L0L 1Y2
Phone: (705) 728-4784
Fax: (705) 728-6957**

The Township of Tay

Date: ____ day of _____, 2018
Title: Clerk

Date: ____ day of _____, 2018
Title: Mayor

**Box 100
Victoria Harbour, Ontario
L0K 2A0
Phone: (705) 534-7248
Fax: (705) 534-4493**

The Township of Tiny

Date: ____ day of _____, 2018
Title: Clerk

Date: ____ day of _____, 2018
Title: Mayor

**130 Balm Beach Road, R.R. #1
Perkinsfield, Ontario
L0L 2J0
Phone: (705) 526-4204
Fax: (705) 526-2372**

The Town of Wasaga Beach

Title: Clerk

Date: ____ day of _____, 2018

Title: Mayor

Date: ____ day of _____, 2018

**P.O. Box 110, 30 Lewis Street
Wasaga Beach, Ontario
L0L 2P0**

Phone: (705) 429-3844

Fax: (705) 429-6732

SCHEDULE “B”

BYLAW OF COUNCIL

Attached to and forming part of the Agreement between

**HER MAJESTY THE QUEEN
IN RIGHT OF THE PROVINCE OF ONTARIO
as represented by the MINISTRY OF COMMUNITY SAFETY
AND CORRECTIONAL SERVICES
on behalf of the ONTARIO PROVINCIAL POLICE**

And

**THE CORPORATION OF THE COUNTY OF SIMCOE
AND**

**SUCH MUNICIPALITIES AND OTHER LEGAL ENTITIES AS ARE LISTED IN
SCHEDULE “A” (COLLECTIVELY “SIMCOE MUNICIPALITIES”)**

Insert Bylaws Here



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: April 11, 2018

Report No.: **PPP-2018-26**

Report Title: Public Boat Launch Access

RECOMMENDATION:

That Staff Report No. PPP-2018-26 regarding Public Boat Launch Access be received; and

That the launching, loading/unloading or the docking of watercraft described as barges be restricted at public boat launches within the Township of Tay; and

That the required by-law be brought forward to the next Council meeting for consideration.

INTRODUCTION/BACKGROUND:

The Township of Tay Council directed staff to draft a by-law that restricts barges from using Township of Tay public boat launches due to a number of residential complaints that were received.

ANALYSIS:

To be effective and efficient for the public, boat launches need to be available for quick boat launching in and out of the water. When a barge is launched, loaded or tied up to a public launch, the access and timeframe for the public to launch in a timely manner is dramatically impacted.

There are few free public launching access locations available; however, there are a number of commercial launching ramps through the many local marinas within the Township that are available to accommodate the barges that take longer to launch or load.

As such, to restrict the use of the Township's boat launch from barge use would lower the time it would take for pleasure craft to launch in and out of the water.

It is recognized that there should be an exemption to the by-law if the Township requires the use of a barge for Municipal or Emergency purposes only, and that these exemptions must be approved by the Director of Public Works prior to the use of the boat launch.

It is also recommended that the public boat launch be posted that barge use is not permitted and that a fine of non-compliance of \$400.00 be requested from the Courts.

FINANCIAL/BUDGET IMPACT:

There would be no impact to the Township's budget. There is the possibility that more business would be directed to our local marina's that have the accommodations to handle the needs of the barge operators.

CONCLUSION:

It is recommended that the restriction on the use of public boat launches by barges be approved and that the required by-law be brought forward.

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By: Date: April 4, 2018

Brian Thomas
Fire Chief/CEMC

Reviewed By: Date:

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer

**General Government & Finance Committee
April 11, 2018**

Agenda

1. Call to Order:

2. Reports of Municipal Officials:

- 2.1 Report from the C.A.O.
Re: CAO's Report – March 5 to April 4, 2018
- 2.2 Report from the Clerk
Re: Clerk's Report – February/March 2018
- 2.3 Report from the Director of Finance
Report No. GGF-2018-16
Re: 2017 Treasurer's Statement for Reserve Funds
- 2.4 Report from the Financial Analyst
Report No. GGF-2018-17
Re: Municipal Act 2001, O. Reg. 284/09 Budget Matters
- 2.5 Report from the Financial Analyst
Report No. GFF-2018-18
Re: 2018 Operating and Capital Budget

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from the Ministry of Seniors Affairs
Re: Seniors Community Grant Program 2017-19
- 4.2 Correspondence from AMO
Re: One-Third Tax Free Exemption for Municipal Officials
- 4.3 Resolution from the Township of Severn
Re: Tax on Transient Accommodation
- 4.4 Resolution from the Township of Severn
Re: Study Area for a Proposed Greenbelt Expansion

STAFF REPORT

Department/Function: General Government & Finance Committee

Chair: Deputy Mayor David Ritchie

Date: April 11, 2018

Subject: **CAO's Report – March 5 to April 4, 2018**

The following are some of the highlights for this time period:

- Attended EDCNS Board meeting as well as hosted the business attracting sub-committee meeting as the Township's representative
- Held multiple Department Head meetings
- Attended Newmarket Tay Hydro meeting
- Wye Marsh Fundraising Committee meeting. A reminder that this **year's dinner is being held on Friday, May 11th**
- Along with the Deputy Treasurer and Director of Finance, attended a one day workshop on Bill 148 held at the County of Simcoe to assess impacts to the Township. As a result we will be bringing forward a series of Personnel Policy Changes in the next couple of months
- Met with Mike Burton, O.P.P. Staff Sargent and staff on site of new Port McNicoll Community Policing Office. We are targeting a late April to early May opening.
- Attended North Simcoe Heads of Council with the Mayor and Deputy Mayor
- Attended multiple North Simcoe CAOs meetings as well as a meeting of CAOs and various staff from the four municipalities to talk about upcoming meetings with Paula Dill, the Provincial Facilitator on discussions about the future of Water/Wastewater in the County of Simcoe
- Discussion with staff on different H.R. related issues
- Working on Department Head and reviewing staff annual performance reviews
- Multiple meetings about the new Recreation Online Software and Fire Permits launch
- Attended Joint Health and Safety Committee meeting
- Attended meeting regarding the Old Victoria Harbour Fire Hall
- Held multiple conversations with representatives from the **Ombudsman's office**
- Attended meetings re: Accessibility Office Renovations
- Attended Tender Openings
- Post Council meeting with inside staff

Respectfully submitted;
Robert J. Lamb, CAO

STAFF REPORT

Department/Function: General Government & Finance Committee

Chair: Deputy Mayor Dave Ritchie

Date: March 14, 2018

Subject: **Clerk's Report – February/March 2018**

The following are the highlights for February/March 2018:

- The renovation of the Port McNicoll Library Community Room is substantively completed with all interior work now complete. The exterior work will be completed in the spring.
- 2018 Election:
 - Candidate Information Session to be held at the North Simcoe Recreation Centre on April 18th at 6:30 p.m. This session is joint with all four North Simcoe municipalities and will be presented by the Ministry of Municipal Affairs.
 - Nominations open on May 1st and staff are organizing a candidate information package that will be available in April
 - Meeting held with County Clerks on March 19th to organize and plan the process, procedures and recruitment for the Joint Compliance Audit Committee.
- Continued regular correspondence with the Privacy Commissioner's Office respecting privacy complaint and a new complaint related to the release of information. At this time new complaint has been resolved; however, the original privacy complaint remains open. It should be noted that all the recent complaints to the Privacy Commissioner's Office relate to one 2017 FOI Request.
- Processed one 2018 FOI Request with a second having been received yesterday.
- Orientation completed for the new Library C.E.O., Terri Pope. She will be based out of the Victoria Harbour Branch with the expectation of her visiting the other 2 branches weekly.
- Spent significant time working with staff to prepare records for the year-end records shred, which was completed on April 4th with a significant amount of records destroyed in accordance with our records management policies.

- Seniors Advisory Committee met on March 26th with the focus of discussion on next steps due to the lack of Provincial grant to assist in the development of a seniors aging strategy for Tay. The Committee will be working to produce a strategy similar to the Township of Tiny's which was recently completed and will be organizing some speakers sessions later in the year.
- Property Standards hearing was held on March 21st with the Committee rendering a decision that provided the property owner with various timelines to have work completed on the property.
- Horticulture Committee has begun planning for 2018 events including the Tay Blooms event on June 2nd, which will include the annual plant exchange & mulch pick up, Bus Tour on August 14, and garden awards.

Respectfully submitted;

Alison Gray, Clerk



STAFF REPORT

<u>Department/Function:</u>	General Government & Finance
<u>Chair:</u>	Deputy Mayor David Ritchie
<u>Meeting Date:</u>	April 11, 2018
<u>Report No.:</u>	GGF-2018-16
<u>Report Title:</u>	2017 Treasurer's Statement for Reserve Funds

RECOMMENDATION:

That Staff Report No. GGF-2018-16 regarding the 2017 Treasurer's Statement for Reserve Funds be received and posted on the Township's website.

INTRODUCTION/BACKGROUND:

The Development Charges Act, 1997 (DCA) requires development charge collections (and associated interest) to be placed in separate reserve funds.

Section 43 of the Development Charges Act requires the Treasurer of a municipality to provide each year a financial statement to Council relating to development charge by-laws and reserve funds established under section 33 of the Development Charges Act. These statements must be made available to the public and to the Minister of Municipal Affairs and Housing on request.

ANALYSIS:

Development Charges

The Development Charges by-law 2014-01 in effect for 2017, is based on the background study which looked at anticipated development, estimated increase in the need for services, the existing infrastructure, level of service and the historical cost of completed projects. The background study and by-law must be updated every five years and is planned for the fall of 2018. This allows for up to date information to be used to calculate the charge imposed on developers.

Section 33 of the DCA requires a municipality that has passed a development charge by-law to establish a separate reserve fund for each service to which the development charge relates. The categories of services for which development charges are imposed under By-law 2014-01 are described as follows:

Administration - General Gov't	Growth related studies
Public Works - Roads & Related	Provision for growth related road works Roads Master Plan Storage bay addition Sidewalk Plow, 1 Tonne Dump Truck
Fire Protection	Tanker/Pumper Old Fort Station Expansion (land acquisition) Jaws of Life Defibrillators
Recreation	Park and Trail Development Provision for Vehicles and Minor Capital Parking Expansion (Oakwood)
Library	Provision of additional collection materials
Wastewater	Plant expansion Victoria Harbour & Port McNicoll Debenture Financing – growth share only Recovery of past expansion Membrane replacement and Equalization Tank
Water	Tay Area Water Treatment Plant Victoria Harbour booster pumping station Water Storage (Standpipe) Debenture Financing – growth share only

Attached is the 2017 Treasurer's statement for the Development Charge Reserve Funds as well as Parkland reserve funds.

Development Charges funded by Debt

Where development charge receipts are not sufficient to cover the development charge funded portion cost of capital works debt has been secured. This assists in spreading the expenditure over a period of time allowing for development charge receipts to be collected. This has been the case for the upgrade of the Port McNicoll Waste plant in 2002, the Tay Area Water Treatment Plant in 2016 and Victoria Harbour Waste plant upgrade in 2017.

Parkland Reserve Fund

This fund is a result of cash in lieu of park land during the subdivision process and is to be used for future park land purchases or park land development.

FINANCIAL/BUDGET IMPACT:

Development charges used to fund growth related expenditures have been included in the annual Operating and Capital Budgets.

CONCLUSION:

The attached 2017 Treasurer's Statement of Reserve Funds is provided in accordance with section 43 of the Development Charges Act.

Prepared By:

Date Prepared:

Joanne Sanders
Treasurer

April 3, 2018

Reviewed By:

Date:

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer

April 3, 2018

2017 Treasurer's Statement for Development Charge Reserve Funds

	Township Wide					Water & Wastewater		DCA Funding Total	Other Reserve Funds
	Admin	Roads & Related	Fire Protection	Recreation	Library	Sewer	Water		Parkland Dedication
Balance Forward January 1, 2016	\$ 5,021	\$ 522,500	\$ (136,733)	\$267,219	\$ (10,600)	\$ (296,035)	\$ 149,152	\$ 500,525	\$ 52,136
Funds Received	27,349	177,999	75,091	111,238	16,097	260,189	238,179	\$ 906,142	6,867
Debt Proceeds						1,200,000		\$1,200,000	
Interest Earned/Charged	217	6,035	(1,285)	3,920	(57)	(6,806)	2,894	\$ 4,918	595
Total	\$ 32,587	\$ 706,535	\$ (62,927)	\$382,376	\$ 5,440	\$1,157,348	\$ 390,226	\$2,611,585	\$ 59,598
Less: Expenditures on Eligible Projects									
Official Plan/Growth & Settlement Plan	\$ 499							\$499	
Firehall with Roads Storage		\$ 59,325						\$59,325	
Roads Capital Construction		111,299						\$111,299	
Additional Sidewalk Plow		132,836						\$132,836	
Roads Needs Study		33,552						\$33,552	
Library Collection					\$ 8,325			\$8,325	
Water Treatment Plant Debt Payments							\$90,665	\$90,665	
Wastewater Plant Upgrades						\$796,317		\$796,317	
Vict Harbour Wastewater Plant Debt						\$26,883		\$26,883	
Port McNicoll Wastewater Plant Debt Payments						100,186		\$100,186	
Total Expenditures	\$ 499	\$ 337,013	\$ -	\$ -	\$ 8,325	\$923,386	\$90,665	\$1,359,887	\$0
Balance Ending December 31, 2017	\$ 32,089	\$ 369,522	\$ (62,927)	\$382,376	\$ (2,885)	\$233,962	\$299,561	\$1,251,697	\$59,598

The Municipality is compliant with s.s.59.1 (1) of the Development charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

2017 Treasurer's Statement for Development Charge Reserve Funds						
Eligible Projects	DC Reserve Fund Draw	Other Funding Sources				Total Financing
		Utility/Tax Rate	Gas Tax/ Grants	Donations & Other	Reserves/ Debt)	
Official Plan/Growth & Settlement Plan	499				\$ 717	\$ 1,216
Firehall with Roads Storage	59,325	\$ 14,851			520,639	\$ 594,815
Roads Capital Construction	111,299	708,414	\$766,137	\$101,000	132,142	\$ 1,818,991
Roads Equipment - Sidewalk Plow	132,836				\$ 11,551	\$ 144,387
Roads Needs Study	33,552	15,624				\$ 49,176
Library Collection	8,325	16,020				\$ 24,345
Debt Payment Water Treatment Plant	90,665	\$302				\$90,968
Wastewater Plant Upgrades	796,317	\$326,263			\$1,506,297	2,628,876
Vict Harbour Wastewater Plant Debt	26,883	\$26,883				53,766
Port McNicoll Wastewater Plant Debt	100,186	\$23,501				123,687
	\$ 1,359,887	\$1,131,858	\$766,137	\$101,000	\$2,171,346	\$5,530,227



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: April 11, 2018

Report No.: **GGF-2018-17**

Report Title: Municipal Act 2001, O. Reg. 284/09
Budget Matters

RECOMMENDATION:

That report GGF-2018-17 regarding excluded expenditure budgets in compliance with O.Reg 284/09 be adopted.

INTRODUCTION/BACKGROUND:

As a municipality, the Township is required to follow the accounting standards established by the Public Sector Accounting Board (PSAB). With the introduction of tangible capital asset accounting in 2009, the PSAB accounting standards do not require budgets to be prepared on a fully accrued basis. The Township of Tay continues to prepare budgets on a modified cash basis. The annual budget of a municipality is an important exercise, one which plans for current and future activities and acquisitions. A key outcome of the annual budget is a tax rate which Council is asked to approve. This tax rate is based on annual cash requirements and therefore does not include the PSAB requirements around accrual accounting for "non-financial assets and liabilities".

The Province of Ontario introduced Ontario Regulation 284/09, which allows a municipality to exclude from its annual budget estimated expenses related to the following:

1. Amortization
2. Post-employment benefits
3. Solid waste landfill closure and post-closure.

The regulation requires that the municipality report on the impact of these excluded costs and, before adopting a budget for the year that excludes any of the expenses listed above, Council must adopt the report by resolution.

ANALYSIS:

This report details the impact of the inclusion of these expenditures should they have been included within the 2018 budget. As the authority over landfills is with the County of Simcoe, this report only includes amortization expenses and post-employment benefit liabilities.

Amortization Expenses

Amortization is an expense that allocates the cost of tangible capital assets over the period of time the assets are used to deliver services and programs (useful life) to the businesses and residents of the Township.

Amortization expenses are not budgeted and therefore excluded from the calculation of the tax levy during the budget process. However, the Township does provide a budget for contributions to reserves, principal debt payments, as well as funding for capital purchases from the operating budget. The contributions to reserves are more closely tied to future replacement costs but can be used as a basic comparator with amortization expenses (based on historical costs) to determine if the reserves are adequately being funded to support future capital replacement. Staff believes that the current level of annual contributions is inadequate to maintain the lifecycle replacement requirements of the Township's growing capital asset base over the long term.

The estimated impact of the exclusion of amortization, on future tangible capital asset funding, cannot be determined without looking at capital asset funding through annual transfers from tax and utility rates and contributions to reserves for capital replacement as well as the annual reduction in debt due to debt principal payments.

Post-Employment Benefits Expenses

Post-employment benefit expenses are benefits provided to qualifying employees who retire before the age of 65. The PSAB standards do not require liabilities associated with post-employment benefits to be fully funded. The Township has reported post-employment benefit liabilities within the financial statements since the retirees benefit plan provisions were adopted in 2007. To date, the Township has not set aside any funds in reserves to fund these liabilities.

The total accumulated Post-employment benefit liability for the Township as at December 31, 2017 was \$615,400. The Township does budget on an annual basis the current year costs of post-employment benefits which are \$22,322 in 2018. The projected 2018 post-employment benefit liability is \$612,700. The post-employment benefit actuarial is updated every three years and will need to be updated for the 2019 fiscal year-end.

If amortization and the post-employment benefits expense had been included in the 2018 budget, the estimated impact on the annual surplus (deficit) would be calculated as follows:

2018 BUDGET YEAR			
	Tax Rate/Other	User Pay	Total
	Funded	Funded	
2018 Operating Budget Surplus/(Deficit)	-	-	-
Capital Assets			
Add:			
2018 Tangible Capital Asset Acquisitions funded by Other (grants, reserves, DC's)	4,197,416	17,957,570	22,154,986
2018 Tangible Capital Asset Acquisitions funded by Transfers to Capital	1,056,007	-	1,056,007
2018 Transfer to Reserves (capital & operating)	882,100	1,343,927	2,226,027
Principal Portion of Long Term Debt	124,173	586,635	710,808
Less:			
2018 Transfer from Reserves (capital & operating)	3,087,745	430,504	3,518,249
2018 Estimated Amortization Expense	2,007,695	2,239,191	4,246,886
2018 Estimated Gain/Loss on Disposal (no estimate provided)	-	-	-
Proceeds of Long Term Debt	-	-	-
Post-Employment Benefits			
Less:			
Unfunded Post Employment Benefits Liability	498,570	114,130	612,700
Post-Closure Landfill Expenses			
Less:			
N/A	-	-	-
Estimated Impact on the Ending Accumulated Surplus/(Deficit)	665,686	17,104,307	17,769,993

* Under full accrual accounting restricted contributions (grants, DC's) related to capital acquisitions would be deferred and recognized as revenue in the period in which the related expenses (amortization) are incurred. This adjustment is not reflected in the above table.

This estimated surplus calculated in the table above is based on budget figures and may vary significantly from actual year end results if all of the capital projects do not get completed or if funding decisions change. Also, in order to calculate the actual investment in assets each year, any gain/loss on disposal of assets would need to be included as well. Due to the complexity, an estimate for the gain/loss has not been provided above, as this would be need to be calculated on an asset by asset basis.

From the comparison we could conclude that reserve transfers are adequate, however there are a number of other factors that would need to be taken into consideration. This analysis only covers replacement of current assets at historical costs; it does not contemplate the costs of enhancements to capital assets. Also assets that are fully depreciated will not be included in the amortization expense and transfers to reserves sometimes vary depending on other factors such as lot sales, and capital spending fluctuates depending on circumstances (i.e. surplus funds available and or upgrading a wastewater plant). Further, this year's capital budget includes \$11M in grant funding that would not be considered a predictable or renewing revenue source.

FINANCIAL/BUDGET IMPACT:

This report identifies the impact of excluding costs of amortization and post-employment expenses from the 2018 budget. Amortization is based on the estimated cost of when our assets were first built or purchased and not necessarily the current cost to repair or replace the assets. Therefore, even though the amortization appears to be fully funded, there will likely still be a shortfall of funds when the future replacement of the asset is required. Our Asset Management Plan (AMP) considers this shortcoming and uses the asset's replacement cost as a measure to calculate the annual savings required to fund the future replacement of an asset.

Prepared By: Lindsay Barron, Financial Analyst

Recommended By:

Joanne Sanders
Director of Finance

Date:
April 4, 2018

Reviewed By:

Date:
April 4, 2018

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor David Ritchie

Meeting Date: April 11, 2018

Report No.: GGF-2018-18

Report Title: 2018 Operating and Capital Budget

RECOMMENDATION:

That the 2018 Operating and Capital Budget Report No. GGF-2018-18, be received and that the following recommendations as outlined in the report be approved:

(a) That the Treasurer is hereby authorized to make the following transfers related to reserves and reserve funds:

Transfer to reserves	\$ 2,206,027
Transfer from reserves	\$ 3,452,680
Transfer from development charges fund	\$ 490,200

(b) That the 2018 total capital expenditures in the amount of \$23,117,893 be approved.

(c) That the 2018 budget as amended, be approved and that staff are hereby directed to proceed with the preparation of the tax rate by-law for 2018.

INTRODUCTION/BACKGROUND

Council approved the preliminary budget December 20, 2017 with an increase to the tax levy of \$342,169 over 2017. **This draft of the budget proposes no additional changes to the overall tax levy previously approved by Council.**

Items to be reviewed with the final budget include:

- Changes resulting from analysis of the 2017 total costs
- Significant changes in 2018 cost projections
- Carry forwards for projects not completed
- Assessment and tax rate information

The budget attached is presented as follows:

- Staff Report highlighting changes from Preliminary Budget
- Updated Reserve Schedules
- Updated Capital Summary
- Updated Budget Summaries
 - Green sheets - Operating Budget
 - Yellow sheets - Capital Budget
 - White sheets – Additional Budget Request forms

The budget is presented in a summary format. Council members wishing to see the line by line detail that supports the summary format should contact the Treasurer.

ANALYSIS

The Municipal budget increase to be absorbed by the taxpayer in this draft of the final budget is **2.86 %**.

The impact to the taxpayer in the preliminary budget was based on projected growth in assessment at that time of 1.18%; final assessments show this to be **1.26%**.

The Municipal Budget, as written, has an increase over 2017 of \$342,169. Of this, approximately \$104,600 will be absorbed by growth related assessment (newly assessed properties) with the balance being raised by an increase in taxation.

The budget to budget comparison to the prior year is shown below:

2018 Final Budget Summary					
	Budget		\$ Change	% Change	Less 1.26% Assessment Growth
	2017	2018			
OMPF Revenue	(1,095,600)	(1,191,800)	(96,200)	8.8%	
Committee Summaries:					
General Government	\$ 1,291,249	\$ 1,297,202	5,953	0.5%	
Protection to Persons & Property	\$ 1,244,993	\$ 1,324,908	\$ 79,915	6.4%	
Policing	\$ 1,618,234	\$ 1,618,234	\$ -	0.0%	
Public Works	\$ 3,150,231	\$ 3,330,581	\$ 180,350	5.7%	
Culture & Recreation	\$ 1,172,209	\$ 1,228,397	\$ 56,188	4.8%	
Library Municipal Grant	\$ 342,620	\$ 360,935	18,315	5.3%	
Library Municipal Grant in Lieu of Allocated Costs	\$ 4,500	\$ 87,594	\$ 83,094	1847%	
Planning & Development	\$ 505,957	\$ 485,511	(20,446)	-4.0%	
Capital Transfer	\$ 65,000	\$ 100,000	35,000	53.8%	
	\$ 9,394,993	\$ 9,833,362	\$ 438,369	4.7%	
Total Requirement	\$ 8,299,393	\$ 8,641,562	\$ 342,169	4.12%	2.86%

Assessment and Property Tax Impacts

2018 is the second year of a four year phase in of property assessments using a valuation date of January 1, 2016. With each re-assessment there are taxation shifts that occur as a result of assessments on different properties and classes of properties increasing or decreasing at different rates. There are also shifts which occur when growth (new construction) occurs at different rates between classes of properties or between municipalities affecting the distribution of school and county taxes. Lastly there are shifts that occur as a result of changes in tax policy.

Assessment Growth

On a county wide basis the annualized assessment growth for 2018 in total is approximately 3.45%, however, there are some substantial differences between different classes of properties. The Farm class shows a .81% decrease in assessment in comparison to an increase in Managed Forest of 4.54% and Residential of 3.57%. Within the County of Simcoe we also saw varying degrees of growth with the low end being .44% and the high end being 6.62%. **Tax shows growth of approximately 1.26%.** This creates shifts in taxation making it difficult to identify increases or decrease for individual properties.

Taxation Policy

The County of Simcoe has the responsibility of establishing County wide tax ratios and tax rate reductions as well as the County tax rates. After consultation with member municipalities, County staff prepared a report for their March 27th committee which included recommendations for changes to tax ratios and tax reductions. The By-law to establish the tax ratios and set the tax rates will be brought forward to the next County Council meeting.

The County is required to establish tax ratios for classes of property annually. These ratios either increase or decrease the amount of taxes payable for each property class when compared to the residential class which has a ratio of 1. In 2017, the County approved a four year reduction in the ratio for the multi-residential class in order to bring it to the same ratio as the residential class. In 2018 County staff is recommending that a phased approach also be adopted to bring the Industrial ratio of 1.5385% down to equal the commercial ratio of 1.2521%.

The County must also establish a policy to reduce the tax burden (tax rate) on vacant commercial and industrial land. In 2017, and prior years this percentage was 30% for commercial and 35% for industrial. County staff is recommending that if the industrial ratio is to be phased in to equal the commercial ratio, the percentage used for reducing the tax burden on industrial vacant and excess land should also be aligned with the commercial class at 30%.

These changes will shift the burden of taxes from commercial/industrial to residential and other classes. This shift is estimated at .18% County wide.

Property Tax Increase

Municipal Tax Equity Consultants Inc. provides the County of Simcoe with data extracted from the assessment database for each lower tier municipality. This information includes average assessment changes for typical properties in a variety of classes.

The following tables show a couple of classes of properties and the change in taxation for 2018 over 2017. As you can see there are significant differences between classes of property within the Township. The Farm Class continues to see an increase mainly due to assessments on farm properties increasing at a much higher percentage in the last re-assessment than other properties. This will continue for the duration of the four year assessment cycle.

TOWNSHIP OF TAY

Impact on the "Typical Property" Single Residential Class				
2017 Assessment of \$201,653 to 2018 of \$207,556 (2.93% increase)				
	2017	2018	\$ Increase	% Increase
Municipal	\$ 1,345	\$ 1,381	36	2.68%
County	\$ 594	\$ 592	- 2	-0.34%
Education	\$ 361	\$ 353	- 8	-2.22%
Total Tax Increase	\$ 2,300	\$ 2,326	\$ 26	1.13%

Impact on the "Typical Property" Farm Class				
2017 Assessment of \$253,476 to 2018 of \$282,794 (11.57% increase)				
	2017	2018	\$ Increase	% Increase
Municipal	\$ 423	\$ 470	47	11.11%
County	\$ 187	\$ 202	15	8.02%
Education	\$ 113	\$ 120	7	6.19%
Total Tax Increase	\$ 723	\$ 792	\$ 69	9.54%

Impact on the "Typical Property" Commercial Class				
2018 Assessment of \$356,223 to 2018 of \$375,027 (5.28% increase)				
	2017	2018	\$ Increase	% Increase
Municipal	\$ 2,974	\$ 3,124	150	5.04%
County	\$ 1,314	\$ 1,338	24	1.83%
Education	\$ 4,061	\$ 4,088	27	0.66%
Total Tax Increase	\$ 8,349	\$ 8,550	\$ 201	2.41%

Changes in Operating Budget from Preliminary

A proposed increase to the Bridges and Culverts budget of \$10,000 has been included in this draft of the budget. The Director of Public Works is requesting that the scope of the statutory bi-annual bridge inspections be increased in 2018 in order to refine cost estimates and prepare an effective bridge program. The Preliminary Budget included an extra \$10,000 in funding for the Township's Phragmites Program. This funding has been reallocated to fund Public Work's request.

Wage budgets were also re-allocated between departments to reflect the staffing changes approved during the Preliminary Budget deliberations.

The Operating Budget has also been amended to include the increased administration revenue of \$31,215 and offsetting expenses resulting from the Township taking on the Treasurer role for the Severn Sound Environmental Association.

The Operating Budget was further amended to reflect the recommendations of the Township's Reserve and Reserve Funds Policy, where excess interest revenue (above the 2017 budget amount of \$78,000) has been estimated and transferred to the Future Capital Reserve.

Changes in Capital Budget from Preliminary

The Capital Budget has been amended to include the resurfacing of the section of Gervais Road between Nielsen and Hogg Valley Road. At the January 24th Council meeting, Council approved the pulverizing of the existing surface and resurfacing with either asphalt at 60mm (first priority) or surface treatment (2nd priority). The budget has been set based on option 3 of the report, with an upset limit of \$171,000.

Capital budgets were also adjusted to update carry forwards based on final 2017 expenditures, and for pricing, demand and contract changes.

Annually each year, departments advise the Treasurer of unfinished projects that will require funding in a future year. In 2016 Council passed a motion to approve the carry forward of projects not completed within the year along with the balance of the funding allocated to the project. The following projects have unspent 2017 budget amounts carried forward to 2018.

2017 Budget Carry Forwards:

• Printer/Fax/Copier – Public Works	\$7,000
• Colour Laser Printers	\$6,000
• Mini Mailer/Stuffer	\$16,000
• Financial Server	\$25,000
• Land Manager Upgrade	\$9,000
• Work Order System	\$9,000
• Recreation Software	\$2,712
• Road/Water Project – (Road's portion)	\$242,217
• Albert & John Dillingno –Engineering	\$31,876
• Road Needs Study	\$5,000
• Albert Street Washroom	\$100,000
• MacKenzie Beach Improvements (includes donations)	\$110,000
• Oakwood Park –Ball Diamond Refurbishment	\$3,500
• Official Plan	\$19,644
• Source Water Protection	\$42,300
• Septage Receiving – Wastewater	\$70,000
• Refurbish Aeration Tanks - Wastewater	\$40,000
• SCADA Upgrade – Wastewater	\$35,000
• First Avenue Sewage Lift Station	\$40,000
• Equipment & Vehicle Storage Building	\$100,000
• Retro-fit high lift pump suction	\$25,000
• Road/Water Project –(Water portion)	\$47,806
• Paradise Point & Grandview Beach	\$2,883,909
• Master Servicing Study – Wastewater	\$33,967
• Master Servicing Study – Water	\$100,000

Budgets Updated as a Result of Pricing, Demand and Contract Changes:

• Postage Machine.	\$7,500	(2017 budget - \$4,000)
• P/C Monitor Replacements.	\$65,506	(2017 remaining Budget - \$60,506)
• Office Server.	\$23,254	(2017 remaining Budget - \$20,254)
• Community Sign Boards.	\$3,000	(approved contingency)
• Rescue Vehicle (Hall 1).	\$155,693	(2016 tender price)
• Pumper Truck (Hall 1).	\$393,200	(2017 tender price)

OTHER FINANCIAL CONSIDERATIONS AND INFORMATION

Reserve Transfers *(see page 11)*

In 2017, Council adopted a Reserve and Reserve Funds Policy, to provide a framework for reserves and reserve funds, for planned future capital expenditures, unexpected or unpredictable events, or extraordinary expenditures which would otherwise cause fluctuations in the tax or user rates.

Transfers to reserves for the replacement of assets are reviewed with the Long Term Plan in the fall each year and these are reflected in the budget.

The reserves for financial purposes (working funds), are held to offset accounts receivable (predominantly outstanding taxes and water/wastewater receivables) ensuring enough cash is on hand to operate. As part of the recommendations put forward during the adoption of the Reserve and Reserve Funds Policy, a significant re-allocation of funds previously held in the Contingency Reserve were transferred to the Working Funds Reserve in order to better reflect the reserve’s purpose. Updated balances held in reserves have been provided for Council’s information.

Development Charges *(see page 12)*

Updated balances held in the Development Charge Reserve Fund have been provided for Council’s information.

Recommendation (a)

It is recommended that the Treasurer be authorized to make the following transfers related to reserves and reserve funds:

Transfer to reserves	\$ 2,206,027
Transfer from reserves	\$ 3,452,680
Transfer from development charges fund	\$ 490,200

Capital Expenditures *(yellow sheets throughout the document)*

The 2018 budget provides for \$23.1 million in capital expenditures, including the Water and Wastewater budgets.

Recommendation (b)

It is recommended that the 2018 total capital expenditures in the amount of \$23,117,893 be approved.

CONCLUSION:

The 2018 Municipal budget includes increases in capital infrastructure funding as well as service enhancements relating to parks, sidewalk maintenance, communications and administration support. These additional costs have been included in the budget while keeping the overall cost to the ratepayers at a reasonable increase. Staff continues to look for areas to reduce costs as well as increase revenues from other sources in order to provide good service at the lowest cost possible.

Department Heads look forward to discussing this report with you further with the expectation of preparing the tax rate by-law for presentation to Council at the April 25, 2018 Council meeting.

Recommendation (c)

It is recommended that the 2018 budget as amended, be approved and that staff are hereby directed to proceed with the preparation of the tax rate by-law for 2018.

Prepared By: Lindsay Barron, Financial Analyst
Joanne Sanders, Treasurer

Recommended By: Date: April 4, 2018

Joanne Sanders
Treasurer

Reviewed By: Date: April 4, 2018

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer



Tay Township

2018 Budget Request

2018 Bridge Inspections															
Budget Type	Operating														
Department	Public Works														
Division	Roads and related														
Prepared by	Peter Dance														
Approved by	Peter Dance														
Department Priority	A														
Request Summary	<p>The Township is required to complete bridge inspections every-other-year. In the past we issued an RFP with limited direction - basically meet the minimum statutory requirements to call it an inspection. While this achieved compliance at the cost of about \$8,000 for each report, the reports were limited in the effectiveness of preparing an effective bridge program. It is requested that the budget allocation of \$15,000 be revised to \$25,000 so that the RFP could reasonably request an expanded scope of work. In particular, we would request a more scoped recommendation for the first few years work.</p>														
Service Level Impact	Improve														
Expected Useful Life	N/A														
Current Year Budget	<table border="1"> <thead> <tr> <th>Expenses</th> <th>Revenue</th> </tr> </thead> <tbody> <tr> <td>Materials</td> <td>Grants</td> </tr> <tr> <td>Consultants</td> <td>10,000 Reserve</td> </tr> <tr> <td>Equipment</td> <td>Development</td> </tr> <tr> <td>Legal</td> <td>Utility</td> </tr> <tr> <td>Other</td> <td>Other</td> </tr> <tr> <td>Total</td> <td>10,000 Total 0</td> </tr> </tbody> </table>	Expenses	Revenue	Materials	Grants	Consultants	10,000 Reserve	Equipment	Development	Legal	Utility	Other	Other	Total	10,000 Total 0
Expenses	Revenue														
Materials	Grants														
Consultants	10,000 Reserve														
Equipment	Development														
Legal	Utility														
Other	Other														
Total	10,000 Total 0														
	2018 Tax Levy Impact \$10,000														
Future Year Budget	Average \$7,500 increase to the base budget														
Cost-Benefit Analysis and Other Financial Considerations	Should improve budgetting and reduce the need for small scoping projects.														
Administrative Recommendation															

By-law 2018-17				Schedule A
CORPORATION OF THE TOWNSHIP OF TAY				
Reserve Projection 2018				
	Balance 31-Dec-17	Transfer to Reserve	Transfer from Reserve	Projected Balance 31-Dec-18
Financial Purpose Reserves				
Working Funds	1,785,043			1,785,043
Contingency Reserve	369,134	47,800	44,940	371,994
Future Capital Reserve	117,197	140,000	161,858	95,339
Policing Reserve Fund	411,238		46,763	364,475
	2,682,612	187,800	253,561	2,616,851
Municipal Buildings Reserve Fund	76,905	65,000	49,950	91,955
Municipal Equipment Reserve Fund	209,910	58,000	168,510	99,400
Municipal Fleet and Equipment Reserve Fund	1,466,240	415,500	2,246,893	(365,153)
Recreation Programs & Facilities				
Parks & Recreation Reserve Fund	556,587	-	214,712	341,875
Tay Shore Trail/Albert Street Docks Reserve Fund	122,782	43,000		165,782
Recreation - Talbot Park Donations	8,022	-		8,022
Recreation & Special Events Reserve	20,000	-		20,000
	707,391	43,000	214,712	535,679
Works				
Infrastructure/Bridges Reserve Fund	279,306	65,000		344,306
Streetlighting Reserve Fund	47,829	17,800	20,000	45,629
	327,135	82,800	20,000	389,935
Water & Wastewater Operations				
Water & Wastewater Vehicles Reserve Fund	79,706	22,000		101,706
Wastewater Operations Reserve Fund	190,551			190,551
Wastewater Capital Reserve Fund	1,418,866	395,295	111,873	1,702,288
Water Operations Reserve Fund	49,027			49,027
Water Capital Reserve Fund	2,279,903	926,632	318,631	2,887,904
	4,018,053	1,343,927	430,504	4,931,476
Planning				
Studies and Hearings Reserve Fund	152,817	10,000	68,550	94,267
TOTAL	9,641,062	2,206,027	3,452,680	8,394,409

By-law 2018-17				
				Schedule A
CORPORATION OF THE TOWNSHIP OF TAY				
Estimated Reserve Fund Transactions 2018				
	Balance Dec, 31, 2017	Projected Receipts (Based on 40 New Residential Units)	Transfer from Reserve	Projected Balance December 31, 2018
Development Charges Reserve Fund				
- General Government	32,089	16,040	30,194	17,935
- Roads and Related	369,522	97,760	125,670	341,612
- Fire Protection	(62,927)	44,040	-	(18,887)
- Parks and Recreation	382,376	82,560	54,000	410,936
- Library Services	(2,885)	11,960	8,325	750
- Wastewater *	233,962	248,400	181,346	301,016
- Water	299,561	187,720	90,665	396,616
Total Development Charge Reserve	1,251,698	688,480	490,200	1,449,978
Parkland Dedication	52,136	-	-	52,136
Gas Tax Grant (Federal)	3,105	310,101	310,101	3,105
<p>* Only 50% of the payments on the VHHWTP debt are currently being funded by DC's. This funding strategy will be reviewed as part of the 2018 Development Charges Background Study.</p>				

Township of Tay

2018 Capital Summary

Capital Summary

General Government	\$ 256,510
Protection to Persons & Property	-
Fire Protection Services	950,093
Public Works - Fleet	1,250,000
Public Works - Roads & Bridges	2,248,008
Public Works - Street Lighting	20,000
Wastewater	14,905,000
Water	3,052,570
Parks and Recreation	435,712
Building	-

Total	\$ 23,117,893
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Funding Sources:

Tax Rate	1,038,832
Benefiting Properties	4,007,747
Investment - Hydro	196,500
Municipal Reserves	3,291,427
Development Charges	179,670
Grants	11,021,473
Gas Tax	310,101
Wastewater Rate	-
Water Rate	60,000
Debt	-
Donations	27,500
Deferred Revenue - PB/GB Grant	2,700,000
Prior Year's Surplus	284,643

Total	\$ 23,117,893
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BY-LAW 2018-17**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	2017 ACTUAL	2017 BUDGET	2018 BUDGET
GENERAL GOVERNMENT			
REVENUE:			
User Fees and Service Charges	96,310	94,200	97,856
Penalties and Interest	248,983	267,000	250,000
Licences, Permits, Rents	52,281	41,600	45,600
Land Sales	574,216	112,000	35,000
Investment & Interest Income	118,386	79,300	119,300
Transfers from Reserves / Reserve Funds	18,170	20,000	54,940
Other	16,505	14,900	46,115
TOTAL REVENUE	1,124,851	629,000	648,811
EXPENSES:			
Administrative / Overhead			
Salaries and Benefits	1,169,724	1,197,768	1,209,315
Contracted Services	160,330	157,105	81,705
Grants & Donations	45,658	43,800	56,300
Health & Safety	6,912	14,115	14,715
Computer Maintenance	61,671	61,500	61,800
Insurance	50,688	49,752	52,208
Election	-	10,000	59,940
Other - (Postage, Advertising, Supplies, etc.)	109,370	129,009	141,630
Municipal Buildings - (Office, Old VH Firehall, Albert St)			
Utilities	49,476	62,600	52,300
Materials & Equipment Expenditures	5,522	7,800	7,800
Repairs and Maintenance	13,400	24,000	22,500
Transfer to Own Funds			
Capital/Reserves	138,033	98,000	138,000
Election	15,000	5,000	-
Strategic Plan	10,000	10,000	10,000
Proceeds from Land Sales	500,124	49,800	37,800
TOTAL EXPENSES:	2,335,909	1,920,249	1,946,013
TOTAL GENERAL GOVERNMENT	(1,211,058)	(1,291,249)	(1,297,202)

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

GENERAL GOVERNMENT

2-1-1123-100-0320	GOVERNMENT GRANTS		(18,500)
2-1-1123-100-0998	PRIOR YEARS SURPLUS		(10,550)
2-1-1123-100-0921	TRANSFER FROM RESERVES		(227,460)
	Building Vehicle Reserve - \$9,000		
	General Municipal Building -\$49,950		
	General Municipal Equipment - \$168,510		
2-1-1123-100-5210	EQUIPMENT		36,500
	Printer/Fax/Copier Public Works	7,000	
	Colour Laser Printer	6,000	
	Mini Mailer/Stuffer	16,000	
	Postage Machine	7,500	
2-1-1123-100-5210	COMMUNITY SIGN BOARDS - LED Conversion		3,000
	2017- \$36,090		
2-1-1123-100-5211	COMPUTER HARDWARE ACQUISITION		125,010
	PC/Monitor Replacements	65,506	
	Council Laptops	6,250	
	Financial Server	25,000	
	Office Server	23,254	
	VPN Router/Firewall	5,000	
2-1-1123-100-5212	COMPUTER SOFTWARE ACQUISITION		18,000
	Land Manager Upgrade	9,000	
	Work Order System	9,000	
2-1-1123-201-5230	MUNICIPAL BUILDING, PARK STREET: CAPITAL EXPENSE BUILDING		30,000
	2 HVAC units		
2-1-1123-201-5230	MUNICIPAL BUILDING, PARK STREET: CAPITAL EXPENSE BUILDING		37,000
	Accessibility Retro-fit - Reception Counter		
2-1-1123-201-5230	MUNICIPAL BUILDING, PARK STREET: CAPITAL EXPENSE BUILDING		7,000
	Walkway into building		

TOTAL GENERAL GOVERNMENT

0

BY-LAW 2018-17**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	2017 ACTUAL	2017 BUDGET	2018 BUDGET
PROTECTION TO PERSONS AND PROPERTY			
Policing			
REVENUE:			
Fines and Penalties	70,290	45,000	45,000
Taxation Levied for Policing	1,623,355	1,618,234	1,618,234
Transfers from Reserves / Reserve Funds	3,624	47,468	46,763
Other	22,449	8,750	8,750
TOTAL REVENUE	1,719,718	1,719,452	1,718,747
EXPENSES			
Contracted Services	1,719,456	1,719,452	1,713,747
Port McNicoll OPP Office	262	-	5,600
TOTAL EXPENSES	1,719,718	1,719,452	1,719,347
TOTAL POLICING	-	-	(600)

**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	<u>2017 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2018 BUDGET</u>
By-Law, Fire Department, Emergency Preparedness, and Policing			
REVENUE:			
Grants	586	800	800
User Fees and Service Charges	449	5,900	900
Fines and Penalties	6,365	7,000	7,000
Licences and Permits	22,542	23,000	23,000
Transfers from Reserves / Reserve Funds	1,000	1,000	11,000
Other	25,562	10,100	10,300
TOTAL REVENUE	56,504	47,800	53,000
EXPENSES			
Administrative / Overhead			
Salaries and Benefits	394,438	418,857	468,239
Volunteer Compensation	185,680	225,985	233,928
Contracted Services	41,805	35,626	48,126
Emergency Preparedness	6,255	8,522	8,804
Communications	27,835	27,825	29,625
Equipment and Materials	38,905	43,800	42,800
Staff Vehicles	26,654	20,553	22,418
Fire Prevention	1,341	3,800	3,800
Volunteer Training	28,037	27,746	27,746
Debt (Interest and Principal)	34,719	107,138	106,743
Insurance	34,259	26,936	34,729
Other	52,340	52,048	48,978
Fire Halls			
Utilities	27,159	28,150	32,550
Building Repairs and Maintenance	23,811	15,715	14,245
Vehicle Operating Costs	49,026	42,392	45,277
Transfer to Own Funds			
Fire Equipment & Buildings	173,000	173,000	188,000
By-Law Vehicle	1,500	1,500	1,500
Capital/Reserves	33,848	33,200	19,200
	-	-	-
TOTAL EXPENSES	1,180,613	1,292,793	1,376,708
TOTAL PROTECTION TO PERSONS AND PROPERTY	(1,124,109)	(1,244,993)	(1,324,308)

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

PROTECTION TO PERSONS & PROPERTY

EMERGERENCY PREPAREDNESS **0**

BY LAW ENFORCEMENT **0**

FIRE

2-1-2231-100-0900	TRANSFER FROM OPERATING BUDGET	(19,200)
2-1-2231-100-0921	TRANSFER FROM RESERVES Municipal Fleet Reserve (Fire Capital)	(930,893)
2-1-2231-100-5210	EQUIPMENT Auto Extrication	50,000
2-1-2231-102-5210	EQUIPMENT Digital Radio Conversion	82,000
2-1-2231-582-5210	EQUIPMENT Ice Water Rescue Suits	4,000
2-1-2231-585-5210	EQUIPMENT Bunker Gear	15,200
2-1-2232-442-5210	EQUIPMENT Waubashene Hall - Rescue Truck - (Chassis already purchased) 2016 tender price	155,693
2-1-2232-445-5210	EQUIPMENT Waubashene Hall - Pumper 2017 tender price	393,200
2-1-2232-444-5210	EQUIPMENT Waubashene Hall- Tanker	250,000

TOTAL PROTECTION TO PERSONS AND PROPERTY	0
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**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	2017 ACTUAL	2017 BUDGET	2018 BUDGET
ROADS			
REVENUE			
Grants	-	1,372	1,372
User Fees and Service Charges	7,937	6,000	7,000
Licences, Permits, Rents	3,570	2,000	2,500
Transfers from Reserves / Reserve Funds	9,000	9,000	-
Other	4,337	900	500
TOTAL REVENUE	24,844	19,272	11,372
EXPENSES			
Administrative / Overhead			
Salaries and Benefits	1,001,144	1,016,993	1,101,109
Insurance / Insurance Deductible	71,961	66,135	65,541
Contracted Services	7,980	29,000	7,500
Communications	3,205	4,800	3,850
Roads Building, Shop, and Fleet Supplies	53,873	45,385	48,455
Debt (Interest and Principal)	68,543	68,947	68,902
Other	25,574	19,500	20,100
Operations			
Bridges and Culverts	9,775	12,000	32,000
Roadside Maintenance	70,554	49,500	54,500
Hardtop Maintenance	102,010	95,000	95,000
Loosetop Maintenance	24,609	34,000	34,000
Winter Maintenance	100,548	100,000	100,000
Signs, Guiderails, Sidewalks, etc.	14,710	13,100	14,500
Vehicles and Equipment			
Heavy Service			
Diesel, License, and Insurance	72,187	68,908	69,376
Repairs and Maintenance	139,246	84,000	96,000
Light & Medium Service			
Diesel, License, and Insurance	31,830	29,624	31,194
Repairs and Maintenance	13,691	15,000	15,000
Equipment			
Diesel, License, and Insurance	33,849	33,294	37,471
Repairs and Maintenance	130,490	41,900	55,800
Streetlighting	158,404	154,523	154,523
Transfer to Own Funds			
Infrastructure/Bridges	60,000	60,000	65,000
Municipal Fleet	199,265	206,000	206,000
Capital	925,403	921,894	966,132
Amortization, Gain/Loss, and Contributed Assets		-	-
TOTAL EXPENSES	3,318,851	3,169,503	3,341,953
TOTAL ROADS	(3,294,007)	(3,150,231)	(3,330,581)

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

ROADS VEHICLES & EQUIPMENT

2-1-3351-100-0684	Sale of Fixed Asset	0
2-1-3351-100-0921	TRANSFER FROM RESERVES	(1,250,000)
2-1-3351-415-5210	EQUIPMENT Plough Truck	250,000
2-1-3351-416-5210	EQUIPMENT Plough Truck	250,000
2-1-3351-419-5210	EQUIPMENT Plough Truck	250,000
2-1-3351-422-5210	EQUIPMENT Grader	450,000
2-1-3351-428-5210	EQUIPMENT Plough attachment for Articulating Tractor	50,000
TOTAL ROADS VEHICLES & EQUIPMENT		0

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

ROAD OPERATIONS

2-1-3352-100-0321	GOVERNMENT OF CANADA (GAS TAX REBATE)	(310,101)
2-1-3352-100-0315	CONDITIONAL GRANTS	(309,154)
2-1-3352-100-0900	TRANS OPERATING BUDGET	(966,132)
2-1-3352-100-0910	TRANSFER INVESTMENT INCOME FROM OPERATING	(101,000)
2-1-3352-100-0920	TRANS FROM RESERVE FUNDS	(125,670)
2-1-3352-100-0998	PRIOR YEAR SURPLUS/DEFICIT	(274,093)
2-1-3352-100-0921	TRANSFER FROM RESERVES	(161,858)
	- Future Capital Reserve	

ROAD NEEDS STUDY

2-1-3352-393-2281	TENDERED CONTRACTS	5,000
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ROAD RESURFACING

2-1-3352-574-2281	TENDERED CONTRACTS	171,000
	Gervais Road -\$113,000 (surface treatment), \$171,000 (asphalt)	

ROAD RECONSTRUCTION

2-1-3352-695-2281	TENDERED CONTRACTS	1,573,895
	Grandview Beach & Paradise Point	

ROAD RECONSTRUCTION

	ENGINEERING - Carry forward from 2017	31,876
2-1-3352-571-2140	Albert Street - Jephson to Maple	
2-1-3352-871-2140	John Dillingno - West to Park Street	
	2016 - \$23,651, 2017 estimate -\$9,473	

ROAD RECONSTRUCTION

2-1-3352-100-2140	ENGINEERING - Carry forward from 2017	22,285
	2017 Water/Roads Project	
	2016 - \$18,621, 2017 -\$9,094	

2-1-3352-100-2281	TENDERED CONTRACTS	219,932
	2017 Water/Roads Project	
	Simcoe Avenue - Talbot to Alberta St.	
	Assiniboia Street- Fourth to First St.	
	Alberta Street - Simcoe to Barnes Ave.	
	2017 -\$1,583,784	

CRACK SEALING PROGRAM

2-1-3352-503-2250	OUTSIDE SERVICES	25,000
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GRAVEL PROGRAM

2-1-3352-504-2281	TENDERED CONTRACTS	124,020
	Fifth Ave. - North Limit to Arpin St.	5,655
	Seventh Ave. - K St. to Arpin St.	3,315
	Arthur Ave. - North Limit to Arpin St.	4,388
	Barnes Ave. - North Limit to Arpin St.	5,363
	David Ave. - North Limit to Arpin St.	5,363
	K St. - Seventh Ave. to Barnes Ave.	4,388
	Thorpe Ave. - North Limit to Arpin St.	5,363
	Young Ave. - North Limit to Arpin St.	4,973
	McMann Sideroad - Highway 93 to Wood Rd.	85,212

SIDEWALKS

2-1-3352-522-2281	TENDERED CONTRACTS	75,000
	Seventh Street - McNicoll to Alberta	

ROAD OPERATIONS

0

**TOWNSHIP OF TAY
2018 CAPITAL BUDGET**

STREETLIGHTING

STREETLIGHTING PROGRAM		
2-1-3353-100-5210	FIXTURES AND EQUIPMENT	20,000
2-1-3353-100-0921	TRANSFER FROM RESERVES	(20,000)
TOTAL STREETLIGHTING		0

**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	<u>2017 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2018 BUDGET</u>
PARKS AND RECREATION			
REVENUE			
Grants (Includes Deferred Revenue)	47,100	55,600	4,000
Program Registration	61,965	57,000	61,575
Tay Community Rink	20,599	12,600	17,000
Community Rentals	18,691	16,400	30,438
Donations	5,480	3,500	3,500
Other (Prior Year Surplus and Grass Cutting)	14,949	14,948	15,022
TOTAL REVENUE	168,783	160,048	131,535
EXPENSES			
Recreation Programming			
Salaries and Benefits	103,164	106,990	114,702
Administrative / Overhead	10,673	11,300	13,800
Donations	3,900	4,000	-
Camp and Program Costs	39,593	43,200	44,700
Parks			
Salaries and Benefits	656,834	663,800	690,870
Insurance / Insurance Deductible	31,802	31,103	32,756
Administrative / Overhead	63,704	44,900	54,500
Parks, Facilities, and Diamonds	170,188	177,891	172,854
Community Centres	24,783	36,250	34,550
Grant Program Expenses	56,508	61,601	20,000
Vehicles and Equipment			
Vehicle Fuel, License, and Insurance	20,269	19,723	19,700
Vehicle Repairs and Maintenance	11,235	10,000	10,000
Equipment Rental and Fuel	1,681	5,000	5,000
Equipment Repairs and Maintenance	14,327	10,000	10,000
Library Grant	347,120	347,120	448,529
Transfer to Own Funds			
Municipal Fleet, Buildings & Trail/Docks	63,000	63,000	83,000
Capital	43,500	43,500	53,500
TOTAL EXPENSES	1,662,280	1,679,378	1,808,461
TOTAL PARKS AND RECREATION	(1,493,496)	(1,519,330)	(1,676,926)

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

PARKS

2-1-3775-100-0315	GRANTS - COUNTY OF SIMCOE		(30,000)
2-1-3775-100-0684	SALE OF FIXED ASSETS		0
2-1-3775-100-0900	TRANS OPERATING BUDGET		(53,500)
2-1-3775-100-0630	DONATIONS		(27,500)
2-1-3775-100-0920	TRANSFER FROM RESERVE FUNDS		(54,000)
2-1-3775-100-0921	TRANSFER FROM RESERVES		(270,712)
	Municipal Fleet - \$56,000		
	Recreation Reserve - \$214,712		
	RECREATION SOFTWARE		2,712
2-1-3775-100-5212	COMPUTER SOFTWARE ACQUISITION- Carry Forward from 2017 2017 - 12,288		
2-1-3775-100-5240	PARK IMPROVEMENTS Tree Replacement Program - Emerald Ash Borer		5,000
	MacKenzie Beach Park		
2-1-3775-100-5240	PARK IMPROVEMENTS - Carry Forward from 2017 Includes 25% raised through community donations		110,000
	ALBERT STREET PARK		
2-1-3775-368-5230	CAPITAL BUILDING - Carry Forward from 2017 New Washroom Building Water Refill Station	100,000 3,500	103,500
	OAKWOOD PARK		
2-1-3775-354-5240	PARK IMPROVEMENTS Ball Diamond Refurbishment - Fence work (carry forward from 2017) Lighting Retro fit - Rink & Ball Diamond	3,500 5,000	8,500
2-1-3775-358-5240	PATTERSON PARK PARK IMPROVEMENTS Pavillion		5,000
2-1-3775-359-5240	WAVERLEY PARK PARK IMPROVEMENTS Ball Diamond Refurbishment		10,000
2-1-3775-364-2281	TAY SHORE TRAIL PARK IMPROVEMENTS Pave portion of First. Ave. Trail		90,000
2-1-3775-363-5230	PORT MCNICOLL COMMUNITY CENTRE LAND IMPROVEMENTS Resurface Parking Lot		30,000
2-1-3775-369-5210	TAY COMMUNITY RINK EQUIPMENT Penalty Boxes		15,000
2-1-3775-405-5210	EQUIPMENT 2018 3/4 ton Van		38,000
2-1-3775-432-5210	EQUIPMENT 2018 Riding Lawn Mower		18,000
TOTAL PARKS			0

**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	2017 ACTUAL	2017 BUDGET	2018 BUDGET
PLANNING AND DEVELOPMENT			
REVENUE			
Grants (Includes Deferred Revenue)	33,913	76,246	42,300
User Fees and Service Charges	41,700	34,000	40,500
Licences and Permits	293,882	184,000	196,000
Transfers from Reserves / Reserve Funds	1,216	72,960	98,744
Other	46,439	36,004	9,700
TOTAL REVENUE	417,150	403,210	387,244
EXPENSES			
Planning and Development			
Salaries and Benefits	369,569	295,103	269,874
Contracted Services	62,629	105,746	102,300
Economic Development	60,166	64,000	37,000
Official Plan	1,216	20,860	19,644
Development Charge Study	-	-	27,000
Severn Sound Environmental Association	58,154	58,019	63,857
Sustainable Severn Sound	9,800	9,800	10,000
Martyrs' Shrine Grant	10,681	10,681	-
Administrative / Overhead	10,971	11,045	12,660
Building			
Salaries and Benefits	247,141	255,132	260,482
Contracted Services	407	8,000	-
Septic Reinspection Program	-	-	10,000
Martyrs' Shrine Grant	3,606	3,713	-
Vehicles	7,361	5,558	6,738
Administrative / Overhead	13,647	20,300	21,200
Heritage Committee	22,928	26,210	17,000
Transfer to Own Funds			
Transfer to Reserve	15,000	15,000	15,000
TOTAL EXPENSES	893,276	909,167	872,755
TOTAL PLANNING AND DEVELOPMENT	(476,126)	(505,957)	(485,511)

**TOWNSHIP OF TAY
2018 CAPITAL BUDGET**

PLANNING & BUILDING

TOTAL PLANNING & BUILDING

0

BY-LAW 2018-17**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	2017 ACTUAL	2017 BUDGET	2018 BUDGET
WASTEWATER			
REVENUE			
Billings	1,901,949	1,874,967	2,001,461
Late Payment Penalties	17,525	15,000	15,000
Transfers from Reserves / Reserve Funds	127,069	156,121	181,346
Interest	21,782	25,000	10,000
Vacant Lot Levies	12,608	13,365	24,400
Other	1,664	-	-
TOTAL REVENUE	2,082,597	2,084,453	2,232,207
EXPENSES			
Administrative / Overhead			
Salaries and Benefits	371,496	380,683	454,246
Insurance / Insurance Deductible	75,753	82,064	78,026
Contracted Services	26,018	49,200	51,200
Communications	10,751	11,650	11,250
Master Servicing Study	-	33,967	33,967
Plant Supplies and Equipment	8,552	7,400	7,400
Chemicals	29,658	35,000	30,000
Other	21,865	23,756	26,667
Port McNicoll			
Hydro, Water, and Gas	211,954	311,200	250,900
Collection Repairs and Maintenance	54,499	65,000	65,000
Building Repairs and Maintenance	43,644	20,000	20,000
Sludge Disposal	30,604	30,000	30,000
TWP. Vehicles and Equipment Rental	587	2,000	2,000
Chemicals and Testing	6,233	9,000	9,000
Debt (Interest and Principal)	123,687	123,687	123,687
Other (Taxes, Grass Cutting)	4,541	6,681	6,686
Victoria Harbour			
Hydro, Water, and Gas	152,165	123,600	151,800
Collection Repairs and Maintenance	54,206	55,000	55,000
Building Repairs and Maintenance	78,873	70,000	70,000
Sludge Disposal	116,731	140,000	140,000
TWP. Vehicles and Equipment Rental	-	1,000	1,000
Chemicals and Testing	9,226	9,000	9,000
Debt (Interest and Principal)	53,766	108,600	161,638
Other (Taxes, Grass Cutting)	19,195	18,023	20,045
Vehicles			
Fuel, License, and Insurance	9,179	11,115	13,400
Repairs and Maintenance	6,304	6,000	6,000
Transfer to Own Funds			
Vehicle Reserve Transfer	9,516	9,000	9,000
Transfer to Reserve	211,767	-	395,295
Capital Projects	341,828	341,828	-
TOTAL EXPENSES	2,082,597	2,084,453	2,232,207
TOTAL WASTEWATER	-	-	-

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

WASTEWATER

2-4-3458-100-0320	CONDITIONAL GRANTS	(10,353,127)
2-4-3458-100-0343	BENEFITING PROPERTY OWNERS	(3,880,000)
2-4-3458-100-0684	SALE OF FIXED ASSETS	-
2-4-3458-100-0900	TRANS OPERATING BUDGET	-
2-4-3458-100-0921	TRANSFER FROM RESERVES	(111,873)
2-4-3458-100-0782	TRANSFER FROM WATER RESERVE	(60,000)
2-4-3458-100-0916	DEFERRED REVENUE - PP & GB Grant	(500,000)
2-4-3458-100-5210	EQUIPMENT Capital Contingency Allowance (pumps, blowers etc.)	20,000
COLLECTION SYSTEM		
2-4-3458-642-2281	TENDERED CONTRACTS - Carry Forward from 2017 First Avenue Sewage Lift Station	40,000
PM WASTEWATER TREATMENT PLANT		
2-4-3458-606-2282	TENDERED CONTRACTS - Carry Forward from 2017 Septage Receiving	70,000
2-4-3458-606-5210	EQUIPMENT - Carry Forward from 2017 SCADA Upgrade	35,000
VH WASTEWATER TREATMENT PLANT		
2-4-3458-693-5210	EQUIPMENT - Carry Forward from 2017 Refurbish Aeration Tanks	40,000
2-4-3458-693-5230	CAPITAL BUILDING - Carry Forward from 2017 Equipment & Vehicle Storage	100,000
2-4-3458-695-2281	PARADISE POINT & GRANDVIEW BEACH SERVICING (Contingent on grant funding)	14,600,000
TOTAL WASTEWATER		0

**TOWNSHIP OF TAY
2018 OPERATING BUDGET**

	2017 ACTUAL	2017 BUDGET	2018 BUDGET
WATER			
REVENUE			
Billings	2,751,777	2,704,725	2,799,838
Late Payment Penalties	26,417	25,000	25,000
Transfers from Reserves / Reserve Funds	90,665	90,665	90,665
Interest	27,707	22,000	25,000
Vacant Lot Levies	21,760	22,892	42,700
Other	4,619	1,000	1,000
TOTAL REVENUE	2,922,945	2,866,282	2,984,203
EXPENSES			
Administrative / Overhead			
Salaries and Benefits	549,647	554,255	660,784
Insurance / Insurance Deductible	63,971	53,544	65,890
Contracted Services	6,357	11,500	9,500
Communications	12,090	16,400	16,400
Master Servicing Study	-	100,000	100,000
Plant Supplies and Equipment	11,855	11,400	15,400
Water Debt - DCA (Interest and Principal)	90,968	90,665	90,605
C of A Upgrades Debt (Interest and Principal)	490,275	490,824	490,071
Other	51,947	40,585	43,413
Tay Area WTP			
Hydro, Water, and Gas	108,802	115,400	112,000
Equipment Repairs and Maintenance	62,477	40,000	40,000
Building Repairs and Maintenance	3,154	10,000	10,000
Chemicals, Testing, and Disposal	122,900	63,000	70,000
Contracted Services	8,083	12,600	12,600
Other (Taxes, Grass Cutting)	10,552	10,761	10,773
Tay Area Water Distribution			
Hydro, Water, and Gas	37,935	48,900	41,000
Equipment Repairs and Maintenance	87,514	80,000	100,000
TWP. Vehicles and Equipment Rental	3,678	8,000	8,000
Contracted Services	43,624	37,000	37,000
Other (Taxes, Grass Cutting)	5,984	6,403	6,432
Rope WTP			
Hydro and Telephone	15,673	24,300	20,700
Equipment Repairs and Maintenance	32,099	35,000	35,000
Building Repairs and Maintenance	150	-	-
Chemicals, Testing, and Disposal	32,923	17,000	21,500
Other (Taxes, Outside Services)	2,490	5,381	5,386
Vehicles			
Fuel, License, and Insurance	15,984	15,019	16,117
Repairs and Maintenance	4,637	6,000	6,000
Transfer to Own Funds			
Transfer to Reserve	147,177	62,345	939,632
Capital Projects	900,000	900,000	-
TOTAL EXPENSES	2,922,945	2,866,282	2,984,203
TOTAL WATER	0	-	-

TOWNSHIP OF TAY 2018 CAPITAL BUDGET

WATER

2-4-3459-100-0315	GRANTS - CWWF	0
2-4-3459-100-0320	CONDITIONAL GRANTS - OCIF	(274,837)
2-4-3459-100-0380	BENEFITING PROPERTIES	(127,747)
2-4-3459-100-0910	TRANSFER INVESTMENT INCOME FROM OPERATING	(95,500)
2-4-3459-100-0916	TRANSFER FROM DEFERRED REVENUE - PP & GB Grant	(2,200,000)
2-4-3459-100-0921	TRANSFER FROM RESERVES	(318,631)

2-4-3459-100-2281	TENDERED CONTRACTS - Carry Forward from 2017 2017 Water/Roads Project - Simcoe Ave. Assiniboia & Alberta Street 2017 - \$730,342.24	47,806
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2-4-3459-100-2582	COST SHARING BETWEEN DEPTS Equipment & Vehicle Storage at VHWWT	60,000
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ROPE WATER TREATMENT PLANT

2-4-3459-350-5210	EQUIPMENT - Retrofit the High lift Pump Suctions	25,000
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PARADISE POINT GRANDVIEW BEACH

2-4-3459-695-2281	TENDERED CONTRACTS - Carry Forward from 2017 2017 - \$1,516,091	2,883,909
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TOTAL WATER

0

Ministry of Seniors Affairs

777 Bay Street, Suite 601C
Toronto ON M7A 2J4
www.ontario.ca/seniors

**Ministère des Affaires des
personnes âgées**

777, rue Bay, bureau 601C
Toronto, ON M7A 2J4
www.ontario.ca/personnesagees



March 2018

Alison Gray
Township of Tay
450 Park Street
Victoria Harbour, ON L0K 2A0

Dear Sir/Madam,

Re: Seniors Community Grant Program 2017-19

Thank you for submitting a grant application for the Seniors Community Grant Program (SCG).

We recognize the effort in developing your application and your commitment to help seniors stay connected, active and involved in their community. As per the program guidelines, the application submitted was deemed ineligible for at least **one** of the following reason(s):

- the request exceeded the limits on food, staffing, technology or portable asset purchases
- the project did not meet funding criteria
- the project's start and/or end date is ineligible for this funding period
- you submitted a project previously funded by the Seniors Community Grant Program.

Please email seniorscommunitygrant@ontario.ca or call 1-844-724-4636 if you have any questions or to set up time to receive additional feedback.

Sincerely,

Deanna Blair

Manager, Public Education and Awareness Unit

From: AMO Communications [mailto:communicate@amo.on.ca]
Sent: March-27-18 4:34 PM
To: Alison Gray
Subject: AMO Policy Update - One-Third Tax Free Exemption for Municipal Officials

March 27, 2018

One-Third Tax Free Exemption for Municipal Officials

In March 2017, the federal budget announced the government's intention to eliminate the one-third tax free exemption for municipal elected officials beginning in 2019. The 2018 federal budget delivered last month did not signal any change from that plan.

AMO's Board of Directors passed a resolution last June seeking the involvement of the Federation of Canadian Municipalities (FCM) on this matter. FCM has advised they have been raising this issue with federal officials over the past months but again, there have been no signs to suggest a change of plan for 2019.

While 2019 is nine months away, a municipal government may want to begin considering what course of action to take or at least to note it as a matter for the incoming council after the fall's municipal election.

AMO would also like to thank the 144 municipal treasurers who took part in our salary survey. Over 90% of survey respondents indicated their municipality uses the exemption. This information was provided to FCM in support of their advocacy efforts.

Here are some examples from the survey which illustrate the impact of this change in 2019:

- The cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000.
- The cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000.
- The cost increase for a southwestern Ontario municipality with a council of seven and a population of 24,000 will be at least \$14,000.

For almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000.

Also available for member municipal governments is 2017 survey results on council salaries. Use your AMO login to access the salary survey information available on the Dashboard. If you have forgotten your login details, please email amo@amo.on.ca.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of these email communications from AMO please click [here](#)





TOWNSHIP OF SEVERN

THE CORPORATION OF THE TOWNSHIP OF SEVERN

February 8, 2018

County of Simcoe Municipalities

Dear Madam/Sir:

RE: Tax on Transient Accommodation

A letter from the Ministry of Municipal Affairs, dated November 24, 2017, (copy attached) with respect to the above-noted matter was presented to the Corporate Services Committee at a meeting held January 24, 2018. The following is a copy of a resolution adopted by Council:

" *THAT a letter from the Ministry of Municipal Affairs, dated November 24, 2017, with respect to taxation on transient accommodation be received;
AND FURTHER THAT this municipality does not choose to implement this taxation at this time.*

CARRIED "

Yours truly,


Sharon R. Goerke, CMO, AOMC
Clerk

/srg

**Ministry of
Municipal Affairs**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télec. : 416 585-6470



Ontario

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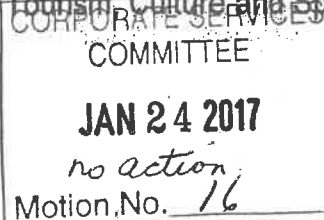
Dear Head of Council:

As you know, the 2017 Ontario Budget proposed that single-tier and lower-tier municipalities be provided with the authority to implement a tax on transient accommodation, should they choose to do so. I am writing to inform you that the relevant legislative changes will come into force on December 1, 2017.

Under the legislation, it will be the choice of a municipality whether to implement a tax on transient accommodation. Should a municipality choose to implement a tax, it would have the flexibility to determine the design of the tax, including its rate(s), administration, collection and the scope of its application.

Regulations under the *Municipal Act, 2001* and *City of Toronto Act, 2006*, set out rules for tax revenue sharing with eligible not-for-profit tourism organizations. These regulations will come into force on December 1, 2017. Key matters addressed by the Municipal Act regulation include:

- Municipalities that choose to implement a tax on transient accommodation will be required to share revenues from the tax with eligible not-for-profit tourism organizations.
- Where no Destination Marketing Program (DMP) existed prior to the imposition of the tax, the municipality will generally be required to share 50 per cent of transient accommodation tax revenues with one or more eligible not-for-profit tourism organizations chosen by the municipality.
- Where a DMP existed in a municipality prior to the imposition of a transient accommodation tax, the municipality will generally be required to share an amount equal to the greater of:
 - the total amount of DMF revenues received by the eligible not-for-profit tourism organization under a DMP from accommodations in the municipality, in the fiscal year before the tax came into effect; and
 - the total sharing amount paid by the municipality to the eligible not-for-profit tourism organization in the previous year, adjusted by a 10-year rolling average of the annual percentage change in Ontario's total tourism receipts, as published by the Ministry of Tourism, Culture and Sport.



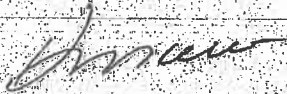
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- Municipalities would need to ensure they share revenues pursuant to the rules set out in the regulations. Municipalities may retain any remaining tax proceeds for their own purposes.
- The rules set out the amount of tax revenue sharing that must occur, but in no case do the regulations require municipalities to make payments to tourism organizations that exceed the tax revenue they collect in a particular year.

The provincial government recognizes the importance of helping municipalities invest in their communities. We also recognize the importance of promoting Ontario as a destination for tourism, and ensuring the vitality of Ontario's tourism sector. Therefore, the regulations balance the interests of the tourism and municipal sectors. To help ensure the tax is implemented in a way that benefits the municipality and the local tourism industry, we encourage both sectors to work together on this important issue.

The provincial government recognizes that municipalities are mature, accountable and responsible local governments. We have a strong record of supporting and working with the municipal sector and we look forward to continuing this partnership.

Sincerely,



Bill Mauro
Minister

c. The Honourable Eleanor McMahon, Minister of Tourism, Culture and Sport
The Honourable Charles Sousa, Minister of Finance
Municipal clerks of all single-tier and lower-tier Ontario municipalities



TOWNSHIP OF SEVERN

THE CORPORATION OF THE TOWNSHIP OF SEVERN

February 8, 2018

Ministry of Municipal Affairs
c/o Honorable Minister Bill Mauro
minister.mma@ontario.ca

Dear Minister Mauro:

RE: Study Area for a Proposed Greenbelt Expansion

The following is a copy of a resolution enacted by Severn Township Council at a regular meeting held February 7, 2018:

“ *THAT Planning Report No. P18-002, dated January 30, 2018, with respect to the Study Area for a Proposed Greenbelt Expansion be received;
AND WHEREAS the Ministry of Municipal Affairs issued a Policy Proposal Notice on the Ontario Environmental Registry on December 7, 2017 seeking input on a study area for potential greenbelt expansion to protect water resources in the outer ring of the Greater Golden Horseshoe (GGH), including the Township of Severn, with the comment period to expire on March 7, 2018;
NOW THEREFORE BE IT RESOLVED THAT the Clerk be directed to contact the Ministry of Municipal Affairs to request a 6 month extension to the commenting period, being July 9, 2018, to ensure that the Township of Severn has sufficient time to review the scope of the proposal and to be fully engaged in the public commenting process;
AND FURTHER THAT in the event that the extension is not granted, the preliminary comments contained in Appendix “3” to this Report be submitted electronically through Ontario’s Environmental Registry (013-1661) before the March 7, 2018 deadline by the Director of Planning & Development.*

CARRIED “

As directed by Council, the Township of Severn respectfully requests an extension of the commenting period to July 9, 2018 in order to provide the necessary review of the proposed greenbelt expansion. Your consideration of this request is truly appreciated.

Yours truly,



Sharon R. Goerke, CMO, AOMC
Clerk

/srg

c.c. County of Simcoe Municipalities

**Public Works Committee
April 11, 2018**

Agenda

1. Call to Order

2. Report of Municipal Officials

- 2.1 Report from Superintendent of Water/Wastewater Operations
Report No.: 2018-27
Re: March Activity Report
- 2.2 Report from Manager of Parks, Recreation & Facilities
Report No.: 2018-28
Re: March Activity Report
- 2.3 Report from Manager of Roads & Fleet
Report No.: 2018-29
Re: March Activity Report
- 2.4 Report from Director of Public Works
Report No.: 2018-30
Re: March Activity Report
- 2.5 Report from Director of Public Works
Report No.: 2018-24
Re: 2017 Victoria Harbour WWTP Annual Report
- 2.6 Report from Director of Public Works
Report No.: 2018-25
Re: 2017 Port McNicoll WWTP Annual Report
- 2.7 Report from Director of Public Works
Report No.: 2018-26
Re: Development Securities Policy
- 2.8 Report from Director of Public Works
Report No.: 2018-33
Re: Plough Equipment Approved Supplier
- 2.9 Report from Director of Public Works
Report No.: 2018-32
Re: Park Street Stop Sign

3. Other Business:

- 3.1 Correspondence from
Re:

4. Items for Information:

- 4.1 Correspondence from
Re:



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: Apr 11, 2018

Report No.: **PW-2018-27**

Report Title: **Monthly Activity Report –
Water/Wastewater Operations**

ORIGIN

Superintendent of Water & Wastewater Operations for the period from February 28, 2018 to March 30, 2018.

TENDERED PROJECTS

The Grandview Beach – Paradise Point watermain upgrades are currently underway. The servicing along Patterson Blvd. to Limestone and along Limestone to Woodland and back to First Ave. are now complete. As well, the excavation work along Woodland to the end of Silver Birch is now completed. The contractor has brought in a second excavation team that has completed excavations and watermain installation in the majority of Grandview Beach. Work will now be centered on the completion of the Paradise Point area weather permitting. The installed water mains have been loaded and disinfected in preparation for the commissioning of the majority of servicing area for the long weekend in May. There will be a small number of lots that will still be serviced from the seasonal system until such time as the installations are completed.

TREATMENT PLANTS

The automated sewage effluent weir gate failed at the Victoria Harbour WWTP in the early morning of March 11, 2018. The drive gear was damaged due to improper installation and setup and required replacement however we were able to construct a temporary weir out of wood which was used until the warranty replacement parts were manufactured and re-installed on

March 14, 2018. The manufacture was quick to respond to this failure and cover all costs associated with the repairs.

The Victoria Harbour Wastewater Grit Vortex remains out of service. The General Contractor for Maple Reinders provided the following update "In the short term we are coordinating a repair date with WTP, from our discussion with them they are awaiting delivery of the pinion drive sprocket once they have firmed up a delivery time they will be able to schedule the repair."

On the week of March 12 through 16 staff conducted membrane strand repairs on one cartridge of train 2 which significantly improved the overall Filter performance. After repairs to train 2 had been completed it was cleaned and re-commissioned and is now meeting our turbidity objectives continuously. We will continue to complete membrane repairs as time permits in the near future prior to summer season.

DISTRIBUTION & COLLECTIONS SYSTEMS

We had a sanitary service backup at 438 Armstrong Street in Port McNicoll on March 10 it should be noted that we had to repair the lateral on the Municipal road allowance as it had been previously damaged a number of years ago and was incorrectly repaired as found a 100mm sewer lateral connected to a 2m section of 150mm sewer which was then connected back to a 100mm lateral which was the cause of the backup. The 150mm section was removed and replaced with 100mm section.

We are experiencing problems with the sewage pumps at the Winfield Drive lift stations as the pumps are not seating properly. It appears that there is a problem with the pump connection at the discharge flange we are awaiting and inspection by Travis Industrial regarding our costs to repair the connection problem within the sewage lift. We will have Wessuc on site during Travis Industrials site visit to ensure we get a better look at what is wrong with the connection.

Wessuc will also be conducting cleaning of all lift stations during their site visit for this issue. We have all sewage lift station wet wells cleaned bi annually.

ADVERSE DRINKING WATER

We have not had any adverse water quality issues this month.

Prepared By:

Date Prepared: February 28, 2018

Mike Emms,
Water/Wastewater Superintendent



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No.: PW-2018-28

Report Title: Monthly Activity Report – Parks,
Recreation & Facilities

ORIGIN Manager of Parks, Recreation & Facilities for the period of March 8 to March 28, 2018

RECREATION

Volunteer Appreciation Event

Plans are underway to host another Volunteer Appreciation event on April 7th in order to give thanks to all of the volunteers in Tay Township who have given their time in order to help the community in one way or another. Volunteers are a vital part of Tay Township, and many community events and activities would not take place without their support.

Tay Townships Volunteer Appreciation luncheon will be held on **Saturday April 7th from 11:00am – 1:00pm at Oakwood Community Centre.** There will be a brief appreciation presentation by the Mayor at 11:15am. Lunch will follow.

Active Living Programs & Youth Programs

The winter program session came to a close on the week of March 12th. During the winter session, registration numbers were approximately 100 participants registered in 6 different programs.

The Spring program sessions began the week of March 26th.

T.O.T.S. Outdoor Soccer – Ages 3 to 13

The Township of Tay Soccer Program is gearing up for another successful season starting the week of July 2nd to the week of August 20th (8 wks.) at the St. Antoine Daniel School field. This non-competitive, fun league focuses on skill development and having fun. Registration fee includes a team jersey which players get to keep, team photo, medal & season end party. Program details will be worked out once the Summer Program Coordinator begins her employment.

Canada Day Celebrations

The Canada Day Committee is well on their way to firming up plans for the annual Canada Day Celebration that will take place in Victoria Harbour on June 22nd/23rd. The event will take place again this year at the Oakwood Community Centre/Outdoor rink. Local community groups will again be involved in helping host various events/meals over the course of the weekend and plans are in place to have stage entertainment both evenings. Friday night will feature a mix of three different tribute artists, they include, 'The Beach Boys', 'Frankie Valli and the Four Seasons' and the best of 'American Graffiti'. Saturday evening will feature North America's #1 AC/DC Tribute Band '21 Gun Salute'. The ever popular parade will be back again on Saturday morning with the afternoon filled with various family activities. Further details regarding the various other events can be found on their website at www.taycanadaday.ca

Portarama Committee

The Committee is beginning to put the final touches on the weekend's program schedule. For a full event listing please check out their website at <http://www.portarama.info>

Waubashene Recreation Committee

The Waubashene Recreation Committee has been open and operational for seven years now, and is holding a celebration to mark the occasion at the portable in Bridgeview Park on April 3rd, 2018. This group of hard working volunteers has put countless hours into ensuring that the children of Waubashene have a place to go and get involved in activities every Tuesday and Friday evening from 6pm-8pm at Bridgeview Park. Congratulations to the group on their seventh anniversary.

Youth Dances

Youth dances are hosted by the Victoria Harbour Recreation Committee on the following dates from 7pm to 10pm. The fee is \$5 at the door.

Oakwood Community Centre

April 13, May 4, September 21, October 14, November 16 & December 14.

PARKS

Trails Connecting Communities Program Grant – County of Simcoe

Township staff is awaiting the release of the 2018 program details. The project earmarked to apply for through this fund in 2018 is the asphalt surfacing of the trail on First Ave in Port McNicoll.

MacKenzie Park Improvements

The Committee has been busy approaching various business and organizations for potential sponsorships towards the project. To date approximately five sponsorships have been received. The Committee meets again in late March to finalize details around their proposed Golf Tournament.

FACILITIES

Tay Community Rink Operations

Tay Community Rink concluded winter ice operations on Tuesday March 20th. By all accounts it was another great winter ice season at the facility with steady turnouts of users for both free public times and private bookings. Without the finalized numbers tallied up yet, it seemed to be to busiest season to date for private bookings at the facility.

Oakwood Community Centre

Bruce Stanton has booked the Oakwood Community Centre on Monday April 9th for a passport clinic. Details about the event can be found here: <http://www.brucestantonmp.ca/passports/>

Date Prepared: March 28, 2018

Prepared By:



Bryan Anderson
Manager of Parks, Recreation & Facilities

Dates to remember:

May 18th – 20th - Portarama

June 2nd – Tay Blooms (free mulch and plant exchange)

June 16th - Tay Bike Day

June 22nd & 23rd – Canada Day Celebrations

July 7th – MacKenzie Park Improvements Golf Tournament

August 6th – Tay Heritage Car Rally

August 14th – Hamilton Botanical Gardens Trip

November 25th – Santa Claus Parade

December 2nd – Township Tree Lighting Event



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No.: **PW-2018-29**

Report Title: **Monthly Activity Report Roads & Fleet**

ORIGIN

Manager of Roads and Fleet from March 7, 2018 to March 27, 2018.

OPERATIONS

Staff has been completing service requests and correcting deficiencies noted through regular road patrolling.

Staff has been cold patching roads and the grader has been routinely grading gravel roads.

WINTER CONTROL

The Township responded to six winter events.

TENDERS

An RFP for the pre-selection of the approved body builder has been issued. Staff will report separately with a recommendation to Committee of All Council.

The grader tender has been issued and will close on April 10, 2018. Staff anticipates bringing the report with a recommendation of award directly to the April 25, 2018 Council Meeting. The benefit of this item going straight to Council is some vendors have new in-stock machines available so there is a possibility of savings and given the unreliability of our existing machine seeing the replacement machine sooner could reduce our operating cost of our existing grader.

ROADSIDE TREE CLEARING

Staff has been clearing trees along the roadside in the rural areas.

SIGN MAINTENANCE

Staff has been repairing and replacing street name signs or relocating to more a consistent and visible location.

WINTER ROAD PATROL

Providing the weather stays favorable, we hope to end our daily winter road patrol early. Staff will continue to monitor the weather and patrol if the needed.

REDUCED LOAD PERIOD

It is anticipated at this point if the weather remains favorable through April, the reduced load period will end on its predetermined end date of April 30th.

SEWER REPAIR

Staff assisted the Waste Water Division with a sanitary lateral repair.

FLEET

All units are receiving regular maintenance.

UPCOMING WORK FOR APRIL

- Complete service requests
- Winter control
- Begin spring cleanup
- Drainage work

Prepared By:

Date Prepared: March 27, 2018

Bryan Ritchie
Manager of Roads and Fleet



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No.: **PW-2018-30**

Report Title: **Monthly Activity Report
Public Works Department**

ORIGIN

Director of Public Works for the period from March 8 to April 3, 2018.

ROADS/PARKS

- Plough truck equipment request for proposals and report
- Drainage at Newton and Hogg Valley Road review
- Grader tender review and issue
- Preparation for road program issues meeting

WATER/WASTEWATER OPERATIONS

- Grandview Beach and Paradise Point: site meetings, road closures, construction updates, site inspection
- Review of wastewater annual reports

DEVELOPMENT

- Victoria Mews (400 newton) – stormwater review and meeting
- Waverley Heights – issues review with Township lawyer: storm pond discharge, communications infrastructure, ground water
- Review of development securities and report
- Victoria Glen: Phase 4 and 5 drawing review

GENERAL

- GIS options review (County/Township info)
- Status of old Harbour fire hall staff meeting
- Custodial Contract review of proposals and award
- IMS 100 (emergency Incident Management System) course
- Health and Safety inspections – water and wastewater

MEETINGS

- COAC
- Council
- Joint Health and Safety Committee meeting
- Department Heads' meetings
- Public Works Mangers' meetings

Prepared By:

Date Prepared: April 3, 2018

Peter Dance
Director of Public Works



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No.: PW-2018-24

Report Title: 2017 Victoria Harbour WWTP Annual Report

RECOMMENDATION:

That Staff Report No. PW-2018-24 regarding the 2017 Victoria Harbour WWTP Annual Report be received for information.

INTRODUCTION/BACKGROUND:

The 2017 Annual Report (attached) for Victoria Harbour WWTP has been prepared in accordance with the M.O.E.C.C. guideline.

This report is intended to brief the Municipal officials and the residents serviced by the Victoria Harbour WWTP system's performance over the past calendar year (January 1, 2017 to December 31, 2017).

ANALYSIS:

The report includes a statement of compliance with the terms and conditions of all Approvals, Licenses and Permits issued by the Ministry of the Environment and Climate Change. The report contains a summary of the plant performance and effluent flow rates, including monthly averages and maximum daily effluent flows during January 1st through to December 31, 2017.

FINANCIAL/BUDGET IMPACT:

There is no financial impact with this report.

CONCLUSION:

Staff recommends that the 2017 Victoria Harbour WWTP Annual Report be accepted.

Prepared By: Mike Emms, Water/Wastewater Superintendent

Recommended By: Date: March 26, 2018

Peter Dance
Director of Public Works

Reviewed By: Date: March 26, 2018

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF TAY



2017

YEAR END REPORT

**VICTORIA HARBOUR
WASTEWATER TREATMENT PLANT**

Mike Emms, Water/Wastewater Superintendent

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Section 1: Background

1.1: Introduction and Scope

The following performance report is generated and submitted to the Ontario Ministry of the Environment and Climate Change, District Manager to satisfy Condition 10 (6) of the Environmental Compliance Approval 3389-A5BKJJ issued Feb 1, 2016. The report is required on an annual basis and is to be submitted within 90 days following the end of the reporting period.

This report shall contain the following information:

- a) A summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 7;
- b) A description of operating problems encountered and corrective actions taken;
- c) A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;
- d) A summary of any effluent quality assurance or control measures undertaken in the reporting period;
- e) A summary of the calibration and maintenance carried out on all effluent monitoring equipment;
- f) A description of efforts and results achieved in meeting the Effluent Objectives of Condition 6;
- g) A tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;
- h) A summary of complaints received during the reporting period and any steps taken to address the complaints;
- i) A summary of all bypass, spill or abnormal discharge events;
- j) A copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification;
- k) A report summarizing all modifications completed as a result of Schedule B, Section 3;
- l) Any other information the Water Supervisor requires from time to time.

This report will summarize the performance and related activities in accordance with the Environmental Compliance Approval.

Section 1: Background

1.2: Wastewater System Overview

The Water/Wastewater Operations oversee the treatment and collection of the municipality's wastewater. The system includes two treatment facilities, eight pumping stations, approximately 36 km of sanitary pipe and 6 km of forcemain pipe. The treatment plants are located in Victoria Harbour and Port McNicoll.

After wastewater is treated the final effluent (essentially water) is returned to Georgian Bay by means of two outfall pipes from the two wastewater treatment plants.

Biosolids from these plants are transported and removed by Entec Waste Management Inc.

The Township of Tay's mission is to operate and maintain the wastewater system in the most efficient manner while protecting the public's health, adhering to Ministry regulations and, to protect our water resource.

This report will summarize the performance and related activities in accordance with the Environmental Compliance Approval.

Regulations

The provincial government sets the regulations for the management of wastewater. The municipality operates its plants in accordance with operational certificates. The Ministry of Environment and Climate Change oversees the amount, quality and content of effluent returned to Georgian Bay. The Water/Wastewater Operations Division follows a stringent sampling schedule to meet or exceed Ministry guidelines.

Section 1: Background

1.3: Victoria Harbour Wastewater Synopsis

The Victoria Harbour Waste Water Treatment Plant was constructed in 1982. There have not been any upgrades to the plant prior to 2016. Phase 1 of upgrades to the plant commenced in May 2016 and completed in 2017 which were comprised of a new head works building to remove all incoming debris and grit from the wastewater. Also included in the first phase will be the installation of an ultraviolet disinfection system to eliminate the need to chlorinate the treated effluent

The Rated Capacity for this facility is 2364m³/day. The Inlet Works is designed for a Peak Flow of 6,600m³/day.

The plant consists of seven pumping stations and inlet works.

The inlet works consist of two parallel inlet works at the head works. The original double grit channels each 6.5 m long and 0.75m wide equipped with a manually cleaned bar screen(process & bypass) which has been left in place as a redundant inlet which is not currently in service. The new inlet works with a mechanical automated fine screen having a peak flow of 18,920m³/d; a screening dewatering press; a standby manual coarse bar; a 3000mm diameter vortex grit separator having a peak flow of 18,820m³/d.

The Aeration consists of two each 30m x 4m SWD aeration tanks equipped with fine bubble aeration system; three blowers (one standby) each rated at 307L/s at 48 kPa.

The Clarification consists of one 16m diameter by 4m deep clarifier with sludge and scum removal.

The Effluent Filtration consists of one 3.8m wide x 12.2m long automatic backwash filter with a surface area of approximately 46m² which is operating at a peak design rate of 6m/h having a Peak Flow Rate of 6600m³/day.

Phosphorus removal is achieved with two dosing pumps (one standby) each rated at 727 L/day, dosing at the aeration effluent; one 23,000L chemical storage tank.

The outfall consists of 130m of 750mm diameter (land portion) and 600m of 560mm diameter (marine portion) terminating with a 34m, 8 port diffuser discharging into Georgian Bay.

The UV disinfection system consists of two (one standby) each having a peak flow capacity of 13,594 m³/day.

Ultra-violet light is used for a disinfection system before the effluent is discharged into Georgian Bay.

A 650 kW outdoor standby emergency diesel generator is on site.

Section 1: Background

1.4: Victoria Harbour Wastewater System E.C.A. Guidelines

Environmental Compliance Approval Guidelines

3389-A5BKJJ Issue Date: Feb. 1, 2016

Plant – Effluent Objectives (Best Effort) (Condition 6 (1))

Effluent Parameter	Concentration Objective (mg/L)
CBOD5	10.0
Total Suspended Solids	10.0
Total Phosphorus	0.30
Total Ammonia Nitrogen (May 1 – Oct 31)	8.0
(Nov 1 – Apr 30)	10.0
Ecoli	100 org./100mL

The Owner shall use best efforts to achieve the following;

Best efforts are made to ensure that the Total Phosphorus does not exceed 0.30mg/L.

Best efforts are made to ensure the plant does not exceed the Rated Capacity of the Works.

Best efforts are made to ensure pH does not exceed the range of 7.0-9.0.

Best efforts are made to ensure that ecoli does not exceed 100 org/100mL. The owner must notify the Ministry in writing when plant requirement levels are not achieved as per the Environmental Compliance Approval Condition 6 (1).

Plant - Effluent Limits: (Condition 7 (1))

Effluent Parameter	Max. Concentration	Max. Waste Loading
CBOD5	15.0 mg/L	
Total Suspended Solids	15.0 mg/L	
Total Phosphorus	0.50 mg/L	1.18 kg/day

The Owner shall operate and maintain the Works to achieve the following;

The Owner shall ensure that the CBOD5 monthly average concentration of 15.0 mg/L is not exceeded.

The Owner shall ensure that the Total Suspended Solids monthly average concentration of 15.0 mg/L is not exceeded.

The Owner shall ensure that the Total Phosphorus Limit of 0.50 mg/L and a max waste loading limit of 1.18kg/day. Samples are required to be taken once per month minimum. Non-compliance with respect to Total Phosphorus concentration and loading is considered to have occurred when the arithmetic mean value of 12 consecutive monthly values exceed 0.50mg/L and/or 1.18kg/day respectively.

The Owner shall ensure that the pH does not exceed the range of 6.0-9.5.

The Owner shall ensure that the Ecoli does not exceed the range of 100 organisms per 100mL of effluent discharged from the Works.

Section 1: Background

1.4: Victoria Harbour Wastewater System E.C.A. Sampling Frequency

The Environmental Compliance Approval specifies that the Influent water shall be collected and sampled monthly for the following parameters:

- BOD5
- Total Suspended Solids
- Total Phosphorous
- Total Kjeldahl Nitrogen (TKN)

The Environmental Compliance Approval specifies that the Effluent Outfall water composite samples must be collected weekly for the following parameters:

- CBOD5
- Total Suspended Solids
- Total Phosphorous
- TAN
- Ecoli
- pH (On-site)
- Temperature (On-site)

Effluent parameters are analyzed by SGS Lakefield Laboratory, an accredited laboratory from Lakefield, Ontario.

Lab Analytical Sampling Observation With Staff

Staff are given copies of the weekly analytical lab results and are required to initial that they have reviewed the lab results on the weekly check list.

Section 2 (A): Summary of Monitoring Data – Comparison to Effluent Limits

EFFLUENT PARAMETERS AS PER THE E.C.A. LIMIT: (CONDITION 7)

	Actual Annual Avg (mg/L)	Percentage Achieved as per Limit	E.C.A. Limit Requirement (mg/L)
CBOD5	3.56	100	15.0 mg/L
TSS	2.92	100	15.0 mg/L
Total Phos	0.07	100	0.50 mg/L 1.18 kg/day Waste Loading
Ecoli	7.99	200 org./100mL	
pH	7.80	6.0 – 9.5	

There were two Ecoli samples in March that exceeded the Limit and the Objective. (Reported to MOECC)
 March 9, 2018–7200cfu/100mL / March 14, 2018–1400cfu/100mL/Monthly Geomean Avg.–70.8cfu/100mL

Section 2: Operational Overview

Section 2 (A) Summary of Monitoring Data – Comparison to Effluent Limits & Loading Performance

Effluent Limits:

Annual monthly loading performance averages as outlined in the Environmental Compliance Approval Condition 7 is as follows:

- The **CBOD5** annual monthly average is **3.56 mg/L** which surpasses the Limit of 15.0 mg/L and the Best Effort Effluent Objectives of 10.0 mg/L.
- The **Total Suspended Solids** annual monthly average is **2.92 mg/L** which surpasses the Limit of 15.0 mg/L and the Best Effort Effluent Objectives of 10.0 mg/L.
- The **Total Phosphorus** annual monthly average is **0.07 mg/L** which surpasses the Limit of 0.50 mg/L and the Best Effort Effluent Objectives of 0.30 mg/L.
- The **TAN** annual monthly average from May-Oct is **0.97 mg/L** which surpasses the Best Effort Effluent Objectives of 8.0 mg/L.
- The **TAN** annual monthly average from Nov-Apr is **0.81 mg/L** which surpasses Best Effort Effluent Objectives of 10.0 mg/L.
- The **Ecoli** annual monthly geomean average is **7.99 organisms per 100mL** which surpasses the Limit of 200 organisms per 100mL and the Best Effort Effluent Objectives of 100 organisms per 100mL.
- The **pH** annual average was **7.80** mg/L and the requirement is 7-9 mg/L.

Loading Performance

* The **Total Phosphorus** annual monthly loading concentration average is **0.13 kg/day** which surpasses the Limit of 1.8 kg/day as per the Environmental Compliance Approval.

Efforts Made to Achieve Best Effort Results

Regular maintenance and inspections are conducted by staff to ensure the plant is running in an efficient manner.

Staff review sampling results by the laboratory to ensure best effort results are achieved or, if modifications are required.

**Victoria Harbour Wastewater Treatment Plant
as per Environmental Compliance Approval 3389-A5BKJJ**

Effluent Parameter		Limit	Obj	J	F	M	A	M	J	J	A	S	O	N	D	Annual		
~~~		~~~	~~~													Avg	Min	Max
T S S	Avg	15mg/L	10mg/L	2.0	2.0	2.5	2.5	2.4	3.3	3.5	3.6	2.5	3.0	3.8	4.0	2.92	2.0	4.0
Monthly	Min			2.0	2.0	2.0	2.0	2.0	2.0	3.0	2.0	2.0	2.0	2.0	3.0	2.17	2.0	3.0
Monthly	Max			2.0	2.0	4.0	4.0	3.0	4.0	4.0	6.0	3.0	4.0	6.0	5.0	3.92	2.0	6.0
T Phos	Avg	0.5mg/L	0.3mg/L	0.09	0.06	0.07	0.06	0.05	0.06	0.05	0.06	0.06	0.08	0.10	0.17	0.07	0.1	0.2
Monthly	Min			0.06	0.06	0.05	0.04	0.03	0.03	0.03	0.03	0.03	0.04	0.07	0.13	0.05	0.0	0.13
Monthly	Max			0.11	0.07	0.10	0.07	0.07	0.08	0.06	0.09	0.08	0.14	0.12	0.20	0.10	0.1	0.20
T Phos Loading	Avg	1.8kg/day	~~~	0.18	0.12	0.15	0.13	0.12	0.10	0.10	0.09	0.09	0.11	0.18	0.27	0.13	0.1	0.3
Monthly	Min			0.12	0.10	0.10	0.09	0.07	0.05	0.05	0.05	0.04	0.06	0.12	0.21	0.09	0.0	0.21
Monthly	Max			0.23	0.12	0.20	0.16	0.16	0.15	0.11	0.14	0.11	0.19	0.21	0.33	0.18	0.1	0.33
CBOD5	Avg	15mg/L	10mg/L	2.0	2.0	2.5	2.3	2.8	3.5	5.8	7.0	3.0	3.2	2.3	6.5	3.56	2.0	7.0
Monthly	Min			2.0	2.0	2.0	2.0	2.0	2.0	4.0	5.0	2.0	2.0	2.0	3.0	2.50	2.0	5.0
Monthly	Max			2.0	2.0	4.0	3.0	4.0	5.0	7.0	13.0	4.0	4.0	3.0	10.0	5.08	2.0	13.0
TAN - (May - Oct 31)		~~~	8mg/L	~	~	~	~	15	17	0.2	16	0.2	0.7	~	~	0.97	0.2	1.7
TAN - (Nov - April 30)		~~~	10mg/L	0.3	0.1	3.0	0.7	~	~	~	~	~	~	0.3	0.5	0.81	0.1	3.0
Amm+Amm (N)	Avg	(T.A.N.)		0.3	0.1	2.1	0.7	15	17	0.2	16	0.2	0.0	0.3	0.5	0.76	0.0	2.1
Monthly	Min	(T.A.N.)		0.1	0.1	0.2	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.2	0.12	0.1	0.2
Monthly	Max	(T.A.N.)		0.8	0.1	6.4	2.3	4.7	6.2	0.3	7.7	0.3	2.7	0.9	0.8	2.77	0.1	7.7
pH	Avg	6-9.5 incl.	7-9 incl.	7.9	7.9	7.9	7.8	7.8	7.9	8.1	7.8	7.6	7.5	7.6	7.6	7.80	7.5	8.1
Monthly	Min			7.8	7.7	7.5	7.5	7.5	7.7	8.0	7.3	7.5	7.4	7.5	7.6	7.58	7.3	8.0
Monthly	Max			8.1	8.0	8.1	8.1	8.0	8.1	8.2	8.1	7.9	7.8	7.9	7.6	7.98	7.6	8.2
Ecoli (Geomean)	Avg	100org/100mL		2.0	2.8	70.8	2.0	0.7	2.0	3.6	2.4	2.0	2.0	3.6	2.0	7.99	0.7	70.8
Monthly	Min			2.0	2.0	2.0	2.0	0.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.83	0.0	2.0
Monthly	Max			2.0	4.0	7200.0	2.0	2.0	2.0	210	6.0	2.0	2.0	20.0	2.0	605.42	2.0	7200.0

## **Section 2: Operational Overview**

### **Section 2 (B) Operating Problems Encountered & Corrective Actions Taken**

**Rated Capacity for the plant as per the ECA is 2364m³/day.**

The actual average daily flow (ADF) calculated was 1844.69 m³/day for 2017.

**Peak Daily Flow for the plant as per the ECA is 6600m³/day.**

The peak daily flow (PDF) was 5071m³/day.

#### **Control Measures Taken in Reporting Period - Rated Capacity vs. Avg. Daily Flow (ADF)**

The daily sheets document ADF volume for operator knowledge therefore, for operators to document due to abnormal flow to note likely cause.

#### **Control Measures Taken in Reporting Period - Rated Capacity vs. Max Daily Flow (PDF)**

Ensure Operators are aware of PDF volume and are checking regularly and noted in the logbook for abnormality or cause.

#### **Issues that may have contributed to Exceeding Rated Capacity**

Infiltration and inflow.

## **Section 2: Operational Overview**

### **Section 2 (B): Efforts Made to Achieve Objective ECA Cond. 6**

Regular maintenance and inspections are conducted by staff to ensure the plant is running in an efficient manner.

Staff review sampling results by the laboratory to ensure best effort results are achieved or, if modifications are required.

Upgrades to the plant are underway in 2016/17 that will benefit the overall operation of the plant for the following:

- New Headworks Building complete with a screening system, by-pass channel with fixed inclined bar screen, vortex grit separator, air compressor, grit classifier, odour control unit, and all associated appurtenances.
- Modifications to Control Building including removal of the existing shallow bed tertiary filtration system, removal of existing sodium hypochlorite chemical systems and installation of preselected Aqua Disk cloth media filtration system, installation of a new UV disinfection system, upgraded instrumentation and control and a new diesel standby generator.
- Complete site grading and finishes including watermain and hydrant, inlet and outlet sanitary sewers, asphalt drive and access, landscaping, maintenance holes and site restoration.
- All modifications need to be constructed while the existing plant is maintained in continuous operation.

## **Section 2: Operational Overview**

### **Section 2 (C): Maintenance Summary – Major Part of Works**

The Tay Township Water/Wastewater Operation staff performs regular equipment checks on a weekly and monthly basis to ensure equipment reliability and redundancy. All checks are documented and reviewed by the Lead Hand and Water Wastewater Operations Superintendent.

The Tay Township Water/Wastewater Operation staff perform calibration maintenance throughout the year for turbidity meters as per manufacturer's guidelines.

Routine maintenance is carried out throughout the year including several minor items that were repaired, serviced or replaced.

Upgrades to the plant commenced in 2016 and were completed in 2017 which will benefit the overall operation of the plant for the following:

- New Headworks Building complete with a screening system, by-pass channel with fixed inclined bar screen, vortex grit separator, air compressor, grit classifier, odour control unit, and all associated appurtenances.
- Modifications to Control Building including removal of the existing shallow bed tertiary filtration system, removal of existing sodium hypochlorite chemical systems and installation of preselected AquaDisk cloth media filtration system, installation of a new UV disinfection system, upgraded instrumentation and control and a new diesel standby generator.
- Complete site grading and finishes including watermain and hydrant, inlet and outlet sanitary sewers, asphalt drive and access, landscaping, maintenance holes and site restoration.
- All modifications need to be constructed while the existing plant is maintained in continuous operation.

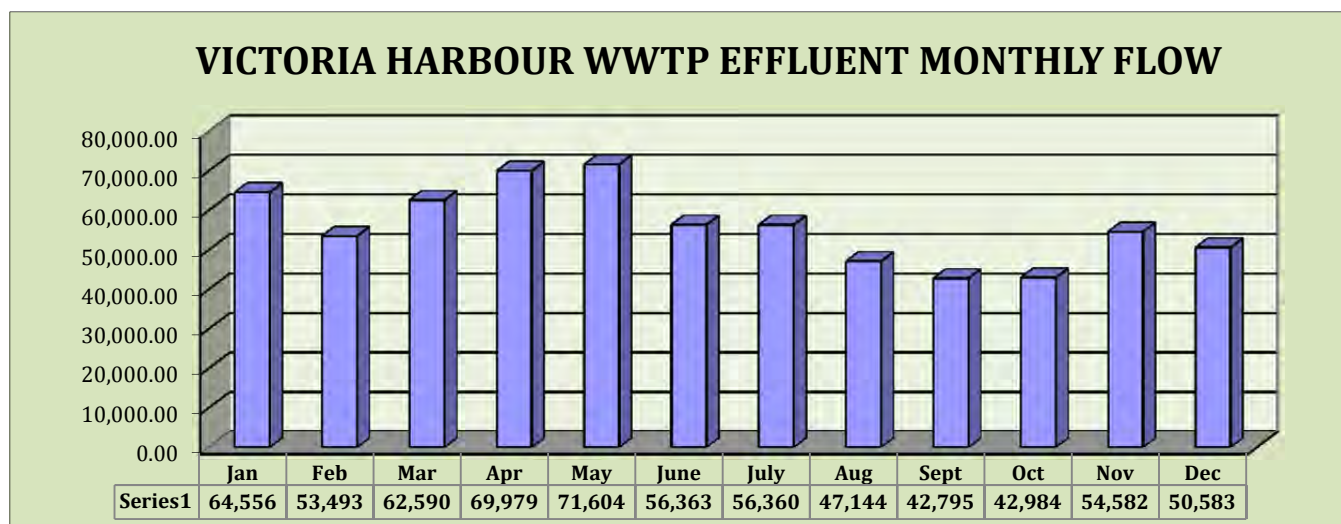
## Section 2: Operational Overview

### Section 2 (D) Effluent Quality Flow & Control Measures Victoria Harbour WWTP Annual Final Effluent Flows m3

VICTORIA HARBOUR WWTP FINAL EFFLUENT FLOW					
Month	Total Monthly m3	ADF (m3)	ADF %	MDF (m3)	MDF %
Jan	64,556.00	2,082.45	88.09%	2,660.00	40.30%
Feb	53,493.00	1,910.46	80.81%	2,898.00	43.91%
Mar	62,590.00	2,019.03	85.41%	2,950.00	44.70%
Apr	69,979.20	2,332.64	98.67%	3,958.00	59.97%
May	71,604.00	2,309.81	97.71%	5,071.00	76.83%
June	56,363.90	1,878.80	79.48%	4,022.00	60.94%
July	56,360.40	1,818.08	76.91%	2,505.00	37.95%
Aug	47,144.00	1,520.77	64.33%	1,738.00	26.33%
Sept	42,795.00	1,426.50	60.34%	1,614.00	24.45%
Oct	42,984.00	1,386.58	58.65%	1,608.00	24.36%
Nov	54,582.00	1,819.40	76.96%	2,497.00	37.83%
Dec	50,583.00	1,631.71	69.02%	1,907.00	28.89%
<b>Total</b>	<b>673,034.50</b>	<b>1844.69 (Avg)</b>	<b>98.67 (Max)</b>	<b>5071.00(Max)</b>	<b>76.83%(Max)</b>

As per the Environmental Compliance Approval (ADF) the Average Daily Flow allowable is 2364m3/day.

As per the Environmental Compliance Approval (PDF) the Peak Daily Flow allowable is 6600m3/day.



For information, the 2017 total annual flow is 9% higher in comparison to 2016 the total annual flow was 618,991.92m3.

## Section 2: Operational Overview

### Section 2 (D) Effluent Average Monthly Temperature

<b>VICTORIA HARBOUR WWTP</b>	
<b>TEMPERATURE - EFFLUENT</b>	
Month	Avg Monthly Temp Celcius
Jan	11.20
Feb	12.75
Mar	8.20
Apr	12.25
May	14.00
June	16.25
July	21.25
Aug	19.00
Sept	17.00
Oct	14.20
Nov	9.50
Dec	4.00

## **Section 2: Operational Overview**

### **Section 2(E) Calibration Report & Maintenance Summary**

Calibration and maintenance was completed for 2017 by Corix Water Products.

Both the raw and effluent flows are measured with magnetic flow meters and are installed in the applicable pipelines. The raw water is metered from a local pumping station and the treated final effluent discharged and metered from the plant.

For results of the calibration conducted during the reporting period please refer to the attached certificate.

As per requirements of the regulation there is a continuous measure of volume for the influent and effluent flow, annual calibration and accuracy requirements for monitoring equipment are currently in place.

The Township of Tay currently has a program in place to support flow monitoring and pH devices to be calibrated on an annual basis.

As well, the Tay Township Wastewater staffs perform regular calibration maintenance throughout the balance of the year for turbidity meters as per manufacturer's guidelines.

Calibration Reports included for Reference





#### 4 - 20mA Current Output Signal - Accuracy Report

Date: Aug 16 2017  
Client: Tay Township  
Location: Victoria WWTP Final  
Meter Type and S/N: Krohne A116038207

##### Testing Parameters

Units = L/S  
Minimum = 0  
Maximum = 175

##### mA Measurement Conversion

Scale = 0.091

Equipment Reading	Multi-Meter Reading (mA)	Expected Reading (mA)	Accuracy %
0.00	3.980	4.000	99.50
15.70	5.430	5.435	99.90
15.80	5.440	5.445	99.92
16.00	5.460	5.463	99.95

Equipment Reading	Multi-Meter Reading	Calculated Maximum Equipment Reading
16.00	5.46	175.34

Comments:	
	Pass X
	Fail

Technician J.Cutajar



#### 4 - 20mA Current Output Signal - Accuracy Report

Date: Aug 16 2017  
Client: Tay Township  
Location: Victoria WWTP Raw  
Meter Type and S/N: Siemens PBD/VN290116

##### Testing Parameters

Units = CM/D  
Minimum = 0  
Maximum = 12000

##### mA Measurement Conversion

Scale = 0.001

Equipment Reading	Multi-Meter Reading (mA)	Expected Reading (mA)	Accuracy %
0.00	3.980	4.000	99.50
503.00	4.670	4.671	99.99
511.00	4.680	4.681	99.97
529.00	4.700	4.705	99.89
548.00	4.730	4.731	99.99

Equipment Reading	Multi-Meter Reading	Calculated Maximum Equipment Reading
548.00	4.73	12010.96

Comments:	
	Pass X
	Fail

Technician J.Cutajar



## *Certificate of Instrument Performance*

## *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40142061

Certification Number / Numéro du Certificat : 5733206

Part Number / No. de pièce : HQ40D	vv HQ40d MULTI PORTABLE METER
Serial Number / No. de série : 150900015832	
External Reference / Référence externe : Victoria Harbour wwtp	

Hach Sales & Service Canada Ltd. certifies that your instrument has been serviced, calibrated, verified with standards and now meets new product specifications.

Hach Sales & Service Canada Ltd. atteste que votre instrument a été entretenu, calibré et vérifié selon les normes en vigueur. Ses spécifications actuelles sont équivalentes à celles d'un produit neuf.

Certified by / Certifié par :  
Bilton, Stephen

Certification Date / Date de certification :  
31-MAY-17



## *Certificate of Instrument Performance* *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40142061

Certification Number / Numéro du Certificat : 5733206

Part Number / No. de pièce : DR2800-01	oo aa DR2800 SPECTRO W/O BATTERY PACK
Serial Number / No. de série : 1228461	
External Reference / Référence externe : Victoria Harbour wwtp	

Hach Sales & Service Canada Ltd. certifies that your instrument has been serviced, calibrated, verified with standards and now meets new product specifications.

Hach Sales & Service Canada Ltd. atteste que votre instrument a été entretenu, calibré et vérifié selon les normes en vigueur. Ses spécifications actuelles sont équivalentes à celles d'un produit neuf.

Certified by / Certifié par :  
Bilton, Stephen

Certification Date / Date de certification :  
31-MAY-17



## *Certificate of Instrument Performance*

## *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40142061

Certification Number / Numéro du Certificat : 5733206

Part Number / No. de pièce : 5870000	rr POCKET CLRMTR II CHLORINE SYSTEM
Serial Number / No. de série : 08050E096539	
External Reference / Référence externe : Victoria Harbour wwtp	

Hach Sales & Service Canada Ltd. certifies that your instrument has been serviced, calibrated, verified with standards and now meets new product specifications.

Hach Sales & Service Canada Ltd. atteste que votre instrument a été entretenu, calibré et vérifié selon les normes en vigueur. Ses spécifications actuelles sont équivalentes à celles d'un produit neuf.

Certified by / Certifié par :  
Bilton, Stephen

Certification Date / Date de certification :  
01-JUN-17



## *Certificate of Instrument Performance* *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40142061

Certification Number / Numéro du Certificat : 5733206

Part Number / No. de pièce : 4677000	oo POCKET COLOR. CHLORINE REPL.INST
Serial Number / No. de série : TTAY-XXXXXXXI	
External Reference / Référence externe : VH WWTP	

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Certified by / Certifié par :  
Bilton, Stephen

Certification Date / Date de certification :  
01-JUN-17





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Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40142061

Certification Number / Numéro du Certificat : 5733206

Part Number / No. de pièce : 4677000	oo POCKET COLOR. CHLORINE REPL.INST
Serial Number / No. de série : TTAY-XXX3139	
External Reference / Référence externe : VH WWTP	

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Certified by / Certifié par :  
Bilton, Stephen

Certification Date / Date de certification :  
01-JUN-17



## *Certificate of Instrument Performance* *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40142061

Certification Number / Numéro du Certificat : 5733206

Part Number / No. de pièce : 4677000	oo POCKET COLOR. CHLORINE REPL.INST
Serial Number / No. de série : TTAY-XXXXXX81	
External Reference / Référence externe : VH WWTP	

Hach Sales & Service Canada Ltd. certifies that your instrument has been serviced, calibrated, verified with standards and now meets new product specifications.

Hach Sales & Service Canada Ltd. atteste que votre instrument a été entretenu, calibré et vérifié selon les normes en vigueur. Ses spécifications actuelles sont équivalentes à celles d'un produit neuf.

Certified by / Certifié par :  
Bilton, Stephen

Certification Date / Date de certification :  
01-JUN-17



## Section 2: Operational Overview

### 2(F) Efforts Made to Achieve Objective – Condition 6

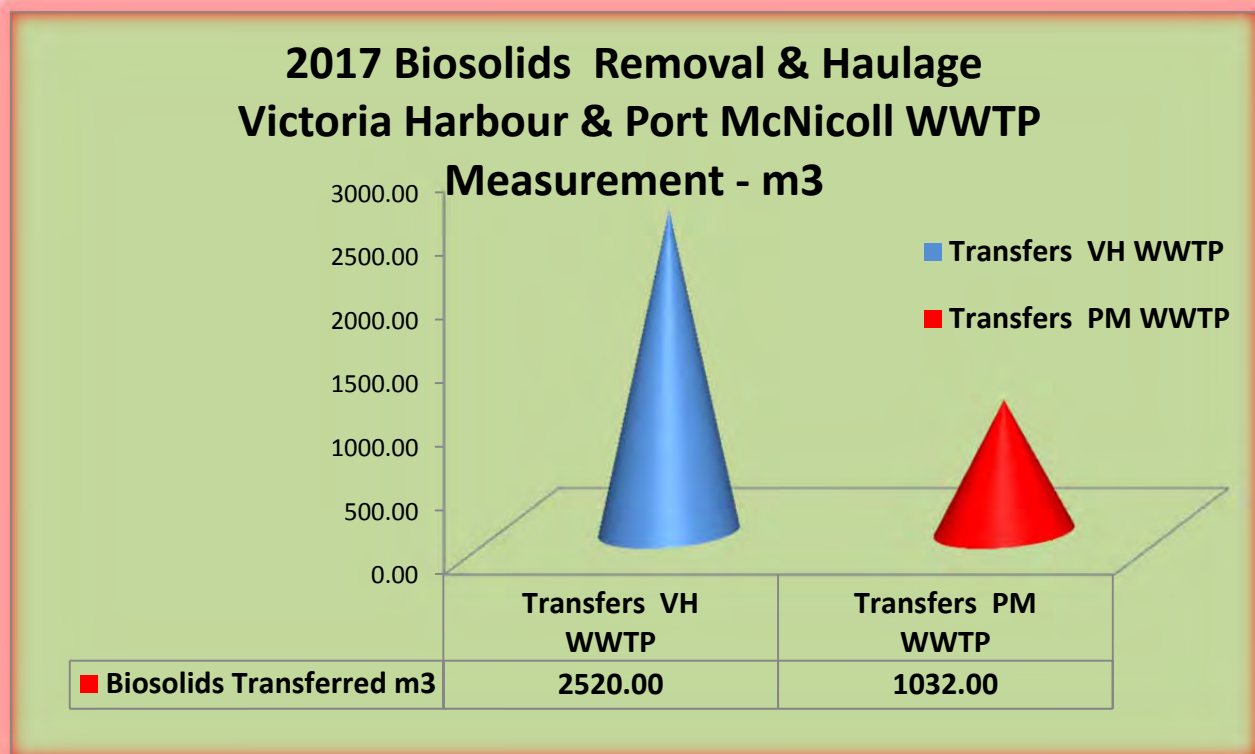
	Actual Annual Avg (mg/L)	Percentage Achieved as per Limit	E.C.A. Limit Requirement (mg/L)
CBOD5	3.56	100	15.0 mg/L
TSS	2.92	100	15.0 mg/L
Total Phos	0.07	100	0.50 mg/L 1.18 kg/day Waste Loading
Ecoli	7.99	200 org./100mL	
pH	7.80	6.0 – 9.5	

## Section 2: Operational Overview

### Section 2(G) Sludge Volume & Management Summary

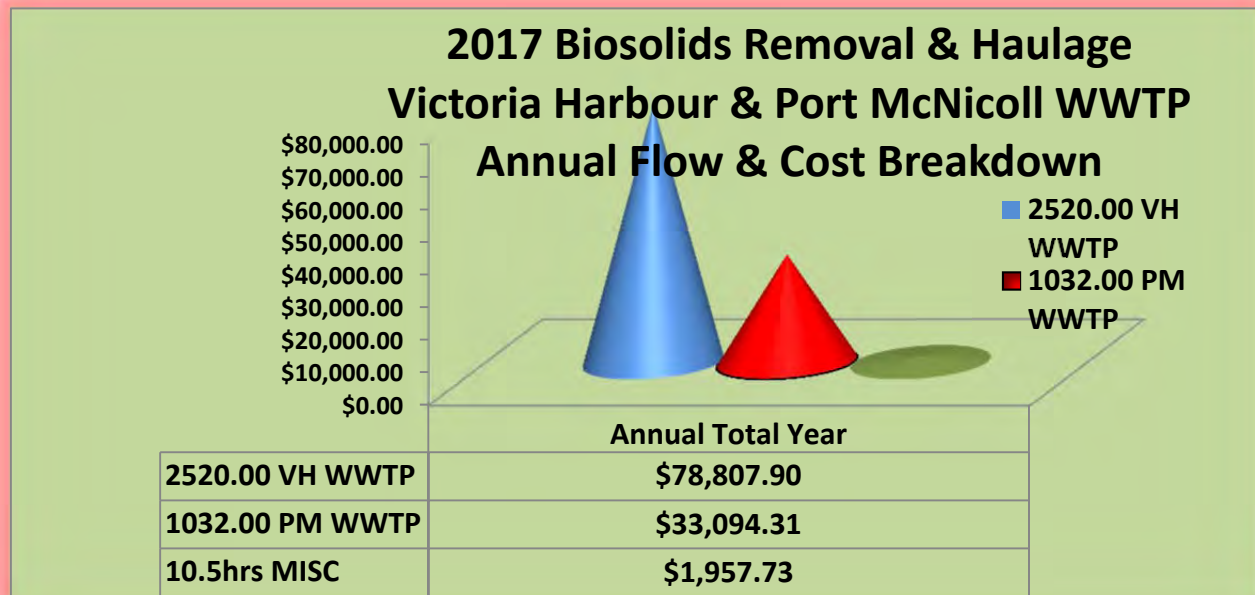
The total volume of biosolids (sludge) removed from the Victoria Harbour Wastewater Treatment Plant in 2017 was 2520.0m³.

Last year 3329m³ of sludge was transferred from the plant therefore, the forecast for 2017 is expected to be comparable.



## Section 2(G) Sludge Volume & Management Summary

As of June 1, 2014 Entec Waste Management Inc. was contracted to transport and remove biosolids from the Port McNicoll Wastewater Treatment Plant and the Victoria Harbour Wastewater Treatment Plant.



## **Section 2: Operational Overview**

### **Section 2 (H) Complaint Summary**

There were no complaints received during this reporting period.

## **Section 2: Operational Overview**

### **Section 2 (I) Bypass, Spill & Abnormal Event Annual Summary**

There were no bypass or spill events during this period.

## **Section 2: Operational Overview**

### **Section 2 (J) Notice of Modifications Submissions – Schedule B Section 1**

#### **1.1 Sewage Pumping Stations**

Pump repairs and piping replacement.

#### **1.2 Sewage Treatment Process**

Upgrades to the plant commenced in 2016 and were completed in 2017 which will benefit the overall operation of the plant for the following:

- New Headworks Building complete with a screening system, by-pass channel with fixed inclined bar screen, vortex grit separator, air compressor, grit classifier, odour control unit, and all associated appurtenances.
- Modifications to Control Building including removal of the existing shallow bed tertiary filtration system, removal of existing sodium hypochlorite chemical systems and installation of preselected AquaDisk cloth media filtration system, installation of a new UV disinfection system, upgraded instrumentation and control and a new diesel standby generator.
- Complete site grading and finishes including watermain and hydrant, inlet and outlet sanitary sewers, asphalt drive and access, landscaping, maintenance holes and site restoration.
- All modifications need to be constructed while the existing plant is maintained in continuous operation.

#### **1.3 Sewage Treatment Plant Outfall**

No changes.

#### **1.4 Pilot Systems**

Temporary filter installed to replace existing during plant upgrades. Was removed after system improvements were commissioned.

**Note: Plant upgrades in progress and not completed until 2017.**

## **Section 2: Operational Overview**

### **Section 2 (K) Notice of Modifications Submissions – Schedule B Section 3**

#### **Schedule B Section 3:**

##### **Normal or Emergency Operational Modifications**

Added alarm for temporary filter.

**Note: Plant upgrades in progress and not completed until 2017.**

## Section 2: Operational Overview

### Section 2 (L) Exceedance Summary and Corrective Actions

Victoria Harbour Wastewater Treatment Plant						
Annual Exceedances/Spill Reports 2017						
PLANT LOCATION	DATE	PARAMETER	RESULT MONTHLY AVERAGE	UNIT MEASURE	DESCRIPTION/COMMENT "Description of the efforts made and results achieved in meeting the Effluent"	RESOLUTION DATE
VH WWTP	Mar 9 2017	Ecoli  Geomean Monthly Avg	7200.0	Org 100/mL	Note: Exceeds Objective & Limit of 100 org/100mL Monthly Average: 70.8mg/L which is lower than the Objective & Limit. Description/Cause of Events: Low Chlorine. UV Commission Issues During Start Up	Emailed MOECC March 13 & 20, 2018
	Not'd Mar 13 2017		1400.0			
	Mar 14 2017					
	Not'd Mar 21 2017		70.8			

There was an Ecoli exceedance reported due to low chlorine at the plant and equipment issues during commissioning of the UV system during start up.



## **Section 2 (M) Effluent Regulatory Reporting Information System (ERRIS) Annual Summary**

The Effluent Regulatory Reporting Information System is an online reporting system for the submission of effluent reports required by regulation, license or permit for participating federal/provincial/territorial jurisdictions.

Wastewater systems that are subject to quarterly reporting, the deadlines for each reporting period are as follows:

- January 1 to March 31 – **May 15**
- April 1 to June 30 – **August 14**
- July 1 to September 30 – **November 14**
- October 1 to December 31 – **February 14**

### **Victoria Harbour WWTP - Quarterly Report**

Total Volume of Effluent Deposited (m3)

- Jan – Mar – 180,639.0
- Apr – June – 197,947.1
- July – Sept – 146,299.4
- Oct – Dec – 148,149.0

**Total Annual Effluent Deposited – 673,034.50**

Average CBOD (mg/L)

- Jan – Mar – 2.2
- Apr – June – 2.9
- July – Sept – 5.3
- Oct – Dec – 4.0

**Annual CBOD Monthly Average – 3.6**

Average Concentration of Total Suspended Solids (mg/L)

- Jan – Mar - 2.2
- Apr – June - 2.7
- July – Sept – 3.2
- Oct – Dec – 3.6

**Annual TSS Monthly Average – 2.9**

## **Section 3.0 R1, R2 Forms**



Ministry  
of the  
Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No. <b>4 6</b> 1 2	Works Number <b>1 2 0 0 0 3 2 2 7</b> 3 11	Data Period Month Year <b>0 1 1 7</b> 16 19	Days <b>3 1</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 80
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C.P.
<b>0 1</b> 12 13

**FLOWs**

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³ ) <b>5 0 0 1 0</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>4</td><td>.</td><td>5</td><td>5</td><td>6</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>8</td><td>2</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>6</td><td>6</td><td>0</td></tr></table> 38					6	4	.	5	5	6						2	.	0	8	2						2	.	6	6	0
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(10 ³ m ³ /d) <b>5 0 0 2 0</b> 30 34	<b>3</b> 35																															

<b>2 6</b> 12 13
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**BYPASS**

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³ ) <b>5 0 0 2 6</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table> 38						.								.								.								.		
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# of Occurrences
<b>0</b>

<b>0 3</b> 12 13
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**RAW SEWAGE**

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																			
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>0</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>7</td><td>6</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>8</td><td>2</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>2</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>6</td></tr></table> 38					7	6	.					8	2	.					2	2	.					2	.	4					2	.	6
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# of Samples
<b>5</b>
<b>5</b>
<b>5</b>
<b>5</b>

<b>0 4</b> 12 13
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**FINAL EFFLUENT**

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																			
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>2</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td></tr></table> 38					2	.	0					2	.	0					0	.	2					0	.	8					0	.	0
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<b>5</b>
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<b>5</b>

<b>0 7</b> 12 13
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**DISINFECTION**

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
<b>5 0 1 0 0</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> 38					.					.					0
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<b>8 0 4 1 0</b> 30 34	<b>1</b> 35																
<b>8 0 4 2 0</b> 30 34	<b>1</b> 35																

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Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248
-------------------------------------------------------------------------------------------------------------------------------------------------------

Return completed blue form to: Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

File No.

Works Number								
1	2	0	0	0	3	2	2	7
2								11

Data Period			
Month		Year	
0	1	1	7

Days	
3	1
20	21

Discharge Type

**2**

Update Code  
**R**

C.P.	
0	3

## RAW SEWAGE

Parameter Code

Dec.

### Monthly Average Results

# of Samples

[illegible][illegible][illegible]

# of Samples			
			0
			0
			0
			0
			0
			0
			5

0	4
12	13

**FINAL EFFLUENT**

Parameter Code

Dec.

### Monthly Average Results

# of sampl

[illegible]

1
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2
0
2
2

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[illegible]

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Return completed blue form to:



Ministry  
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Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

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C.P.
<b>0 1</b> 12 13

**FLOWs**

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
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<b>2 6</b> 12 13
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**BYPASS**

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³ ) <b>5 0 0 2 6</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table> 38						.								.								.								.		
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(hours) <b>8 0 5 6 5</b>	<b>1</b>																																	

# of Occurrences

<b>0 3</b> 12 13
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**RAW SEWAGE**

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>0</b> 35	<table border="1"><tr><td></td><td></td><td></td><td>1</td><td>0</td><td>3</td><td>.</td></tr><tr><td></td><td></td><td></td><td>9</td><td>1</td><td>.</td><td>5</td></tr><tr><td></td><td></td><td></td><td>2</td><td>6</td><td>.</td><td>7 5</td></tr><tr><td></td><td></td><td></td><td>2</td><td>.</td><td>6</td><td></td></tr></table> 38				1	0	3	.				9	1	.	5				2	6	.	7 5				2	.	6	
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(mg/L) <b>0 0 0 2 0</b>	<b>2</b>																													
(mg/L) <b>0 0 0 3 3</b>	<b>1</b>																													

# of Samples

<b>0 4</b> 12 13
---------------------

**FINAL EFFLUENT**

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																			
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<b>0 7</b> 12 13
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**DISINFECTION**

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
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<b>8 0 4 2 0</b>	<b>1</b>																

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

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Municipality:	<b>Township of Tay</b>	Operating Authority:	<b>Corporation of the Township of Tay</b>
Project Name:	<b>Victoria Harbour WWTP</b>		
Mailing Address:	<b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

Diagram illustrating the layout of the 80-character data block:

- File No.**: 2 characters (4, 6)
- Works Number**: 11 characters (1, 2, 0, 0, 0, 3, 2, 2, 2, 7)
- Data Period**: 4 characters (Month: 0, 2; Year: 1, 7)
- Days**: 2 characters (2, 9)
- Discharge Type**: 1 character (2)
- Update Code**: 1 character (R)

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:



Ministry  
of the  
Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No. <b>4 6</b> 1 2	Works Number <b>1 2 0 0 0 3 2 2 7</b> 3 11	Data Period Month Year <b>0 3 1 7</b> 16 19	Days <b>3 1</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 80
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C.P.
<b>0 1</b> 12 13

**FLOWs**

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																																				
(10 ³ m ³ ) <b>5 0 0 1 0</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>2</td><td>.</td><td>5</td><td>9</td><td>0</td></tr><tr><td>(10³ m³/d) <b>5 0 0 1 5</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>1</td><td>9</td></tr><tr><td>(10³ m³/d) <b>5 0 0 2 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>5</td><td>0</td></tr></table></td></tr></table></td></tr></table>					6	2	.	5	9	0	(10 ³ m ³ /d) <b>5 0 0 1 5</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>1</td><td>9</td></tr><tr><td>(10³ m³/d) <b>5 0 0 2 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>5</td><td>0</td></tr></table></td></tr></table>						2	.	0	1	9	(10 ³ m ³ /d) <b>5 0 0 2 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>5</td><td>0</td></tr></table>						2	.	9	5	0
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					2	.	9	5	0																													

<b>2 6</b> 12 13
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**BYPASS**

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																																	
(10 ³ m ³ ) <b>5 0 0 2 6</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>(10³ m³) <b>5 0 0 4 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr></table></td></tr></table></td></tr></table>											(hours) <b>8 0 5 6 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>(10³ m³) <b>5 0 0 4 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr></table></td></tr></table>											(10 ³ m ³ ) <b>5 0 0 4 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr></table>											(hours) <b>8 0 5 6 5</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
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# of Occurrences

<b>0 3</b> 12 13
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**RAW SEWAGE**

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																										
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>0</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>4</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 0 6</b></td><td><b>0</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>1</td><td>4</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>4</td><td></td></tr></table></td></tr></table></td></tr></table></td></tr></table>					1	4	4	.	(mg/L) <b>0 0 0 0 6</b>	<b>0</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>1</td><td>4</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>4</td><td></td></tr></table></td></tr></table></td></tr></table>					2	1	4	.	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>4</td><td></td></tr></table></td></tr></table>					1	4	.	8	0	(mg/L) <b>0 0 0 3 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>4</td><td></td></tr></table>					2	.	4	
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				2	.	4																																						

# of Samples

<b>0 4</b> 12 13
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**FINAL EFFLUENT**

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																																				
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>5</td><td></td></tr><tr><td>(mg/L) <b>0 0 0 0 6</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>5</td><td></td></tr><tr><td>(mg/L) <b>0 0 0 1 9</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>1</td><td>3</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table></td></tr></table></td></tr></table></td></tr></table>					2	.	5		(mg/L) <b>0 0 0 0 6</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>5</td><td></td></tr><tr><td>(mg/L) <b>0 0 0 1 9</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>1</td><td>3</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table></td></tr></table></td></tr></table>					2	.	5		(mg/L) <b>0 0 0 1 9</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>1</td><td>3</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table></td></tr></table>					2	.	1	3	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table>					2	.	9	8	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table>					0	.	0	7
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(mg/L) <b>0 0 0 1 9</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>1</td><td>3</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table></td></tr></table>					2	.	1	3	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table>					2	.	9	8	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table>					0	.	0	7																						
				2	.	1	3																																															
(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>9</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table></td></tr></table>					2	.	9	8	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table>					0	.	0	7																																	
				2	.	9	8																																															
(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>7</td></tr></table>					0	.	0	7																																												
				0	.	0	7																																															


<b>0 7</b> 12 13
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**DISINFECTION**

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results																								
<b>5 0 1 0 0</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td><b>8 0 4 1 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td><b>8 0 4 2 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table></td></tr></table></td></tr></table>						.	<b>8 0 4 1 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td><b>8 0 4 2 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table></td></tr></table>						.	<b>8 0 4 2 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table>						.
					.																					
<b>8 0 4 1 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td><b>8 0 4 2 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table></td></tr></table>						.	<b>8 0 4 2 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table>						.									
					.																					
<b>8 0 4 2 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table>						.																		
					.																					

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

Return completed blue form to:
Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).

File No.

Works Number								
1	2	0	0	0	3	2	2	7
2								11

Data Period			
Month		Year	
0	3	1	7

Days	
3	1
20	21

Discharge Type

**2**

Update Code  
R

C.P.	
0	3
12	12

## RAW SEWAGE

Parameter Code

Dec.

### Monthly Average Results

# of Samples

[illegible][illegible]

				1	1	.	0	0
						.		
						.		
						.		
						.		
						.		
					7	.	4	0
						.		
						.		
						.		
						.		
						.		

# of Samples			
			4
			0
			0
			0
			0
			0
			4

0	4
12	13

**FINAL EFFLUENT**

Parameter Code

Dec.

### Monthly Average Results

# of sampl

[illegible]

1
1
2
0
2
2

						.		
					8	.	2	0
						.		
			6	6	6	.	0	0
					7	.	9	0
						.		
				7	0	.	7	6
						.		
						.		
						.		
						.		
						.		

# of samples			
			0
			4
			0
			4
			4
			0
			4

Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:





Ontario

Ministry  
of the  
Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No.	Works Number	Data Period Month Year	Days	Discharge Type	Update Code
<b>4 6</b> <small>1 2</small>	<b>1 2 0 0 0 3 2 2 7</b> <small>3 11</small>	<b>0 4 1 7</b> <small>16 19</small>	<b>3 0</b> <small>20 21</small>	<b>2</b> <small>22</small>	<b>R</b> <small>80</small>

C.P.
<b>0 1</b> <small>12 13</small>

### FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³ ) <b>5 0 0 1 0</b> <small>30 34</small>	<b>3</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>9</td><td>.</td><td>9</td><td>7</td><td>9</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>3</td><td>3</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>9</td><td>5</td><td>8</td></tr></table> <small>38</small>					6	9	.	9	7	9						2	.	3	3	3						3	.	9	5	8
				6	9	.	9	7	9																							
					2	.	3	3	3																							
					3	.	9	5	8																							
(10 ³ m ³ /d) <b>5 0 0 1 5</b> <small>30 34</small>	<b>3</b> <small>35</small>																															
(10 ³ m ³ /d) <b>5 0 0 2 0</b> <small>30 34</small>	<b>3</b> <small>35</small>																															

<b>2 6</b> <small>12 13</small>
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### BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³ ) <b>5 0 0 2 6</b> <small>30 34</small>	<b>3</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table> <small>38</small>						.								.								.								.		
					.																													
					.																													
					.																													
					.																													
(hours) <b>8 0 5 6 3</b> <small>30 34</small>	<b>1</b> <small>35</small>																																	
(10 ³ m ³ ) <b>5 0 0 4 0</b> <small>30 34</small>	<b>3</b> <small>35</small>																																	
(hours) <b>8 0 5 6 5</b> <small>30 34</small>	<b>1</b> <small>35</small>																																	

# of Occurrences

--

<b>0 3</b> <small>12 13</small>
------------------------------------

### RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) <b>0 0 0 0 1</b> <small>30 34</small>	<b>0</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>7</td><td>8</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>1</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>3</td></tr></table> <small>38</small>					7	8	.					1	1	4					1	4	.					1	.	3
				7	8	.																								
				1	1	4																								
				1	4	.																								
				1	.	3																								
(mg/L) <b>0 0 0 0 6</b> <small>30 34</small>	<b>0</b> <small>35</small>																													
(mg/L) <b>0 0 0 2 0</b> <small>30 34</small>	<b>2</b> <small>35</small>																													
(mg/L) <b>0 0 0 3 3</b> <small>30 34</small>	<b>1</b> <small>35</small>																													

# of Samples

<b>0 4</b> <small>12 13</small>
------------------------------------

### FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																			
(mg/L) <b>0 0 0 0 1</b> <small>30 34</small>	<b>1</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>6</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td></tr></table> <small>38</small>					2	.	3					2	.	5					0	.	6					1	.	5					0	.	0
				2	.	3																															
				2	.	5																															
				0	.	6																															
				1	.	5																															
				0	.	0																															
(mg/L) <b>0 0 0 0 6</b> <small>30 34</small>	<b>1</b> <small>35</small>																																				
(mg/L) <b>0 0 0 1 9</b> <small>30 34</small>	<b>2</b> <small>35</small>																																				
(mg/L) <b>0 0 0 2 0</b> <small>30 34</small>	<b>2</b> <small>35</small>																																				
(mg/L) <b>0 0 0 3 3</b> <small>30 34</small>	<b>2</b> <small>35</small>																																				


<b>0 7</b> <small>12 13</small>
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### DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results																		
<b>5 0 1 0 0</b> <small>30 34</small>	<b>1</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td></tr></table> <small>38</small>																	0	.
				0	.															
<b>8 0 4 1 0</b> <small>30 34</small>	<b>1</b> <small>35</small>																			
<b>8 0 4 2 0</b> <small>30 34</small>	<b>1</b> <small>35</small>																			

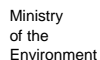
--

Operator's Comments and **Contact Person's Phone number & e-mail address:**

Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

Return completed blue form to:

Environmental Monitoring and Reporting Branch, MOE at  
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE  
(http://www.ene.gov.on.ca/en/contact/regionalmap.php).

Municipal Utility Monitoring Program  
Mechanical Plants **R2**File No.

Works Number								
1	2	0	0	0	3	2	2	7
3								11

Data Period			
Month		Year	
0	4	1	7

Days	
3	0
20	21

Discharge Type

**2**

22

Update Code  
**R**  
80

C.P.	
0	3

## RAW SEWAGE

## Parameter Code

## Dec.

### Monthly Average Results

## # of Samples

[illegible][illegible]

						.		
						.		
						.		
						.		
						.		
						.		
					7	.	0	0
						.		
						.		
						.		
						.		
						.		

# of Samples			
			0
			0
			0
			0
			0
			0
			4

0	4
12	12

**FINAL EFFLUENT**

## Parameter Code

## Dec.

### Monthly Average Results

## # of sample

[illegible]

1
1
2
0
2
2

						.		
					9	.	5	0
						.		
			6	4	0	.	0	0
					7	.	8	3
						.		
					2	.	0	0
						.		
						.		
						.		
						.		
						.		

# of samples			
			0
			4
			0
			4
			4
			0
			4

**Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248**

Return completed blue form to:



Ontario

Ministry  
of the  
Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No.	Works Number	Data Period Month Year	Days	Discharge Type	Update Code
<b>4 6</b>	<b>1 2 0 0 0 3 2 2 7</b>	<b>0 5 1 7</b>	<b>3 1</b>	<b>2</b>	<b>R</b>
1 2	3 11	16 19	20 21	22	80

C.P.
<b>0 1</b>
12 13

### FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results
(10 ³ m ³ ) <b>5 0 0 1 0</b>	<b>3</b>	<b>7 1 . 6 0 4</b>
(10 ³ m ³ /d) <b>5 0 0 1 5</b>	<b>3</b>	<b>2 . 3 1 0</b>
(10 ³ m ³ /d) <b>5 0 0 2 0</b>	<b>3</b>	<b>5 . 0 7 1</b>
30 34	35	38

<b>2 6</b>
12 13

### BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

(10 ³ m ³ ) <b>5 0 0 2 6</b>	<b>3</b>	
(hours) <b>8 0 5 6 3</b>	<b>1</b>	
(10 ³ m ³ ) <b>5 0 0 4 0</b>	<b>3</b>	
(hours) <b>8 0 5 6 5</b>	<b>1</b>	
30 34	35	38

# of Occurrences
<b>0</b>

<b>0</b>
----------

<b>0 3</b>
12 13

### RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

(mg/L) <b>0 0 0 0 1</b>	<b>0</b>	<b>2 1 9 .</b>
(mg/L) <b>0 0 0 0 6</b>	<b>0</b>	<b>3 4 3 .</b>
(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<b>2 2 . 9 8</b>
(mg/L) <b>0 0 0 3 3</b>	<b>1</b>	<b>3 . 6</b>
30 34	35	38

# of Samples
<b>5</b>
<b>5</b>
<b>5</b>
<b>5</b>

<b>0 4</b>
12 13

### FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

(mg/L) <b>0 0 0 0 1</b>	<b>1</b>	<b>2 . 8</b>
(mg/L) <b>0 0 0 0 6</b>	<b>1</b>	<b>2 . 4</b>
(mg/L) <b>0 0 0 1 9</b>	<b>2</b>	<b>1 . 5 2</b>
(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<b>2 . 2 8</b>
(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<b>0 . 0 5</b>
30 34	35	38

<b>5</b>
<b>5</b>
<b>5</b>
<b>5</b>
<b>5</b>

<b>0 7</b>
12 13

### DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

<b>5 0 1 0 0</b>	<b>1</b>	
<b>8 0 4 1 0</b>	<b>1</b>	
<b>8 0 4 2 0</b>	<b>1</b>	<b>0</b>
30 34	35	38

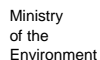
--

Operator's Comments and **Contact Person's Phone number & e-mail address:**

Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

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WasteWaterReporting@ontario.ca & your local District/Area Office, MOE  
(http://www.ene.gov.on.ca/en/contact/regionalmap.php).

File No.

Works Number								
1	2	0	0	0	3	2	2	7
3								11

Data Period			
Month		Year	
0	5	1	7

Days	
3	1
20	21

Discharge Type

**2**

22

Update Code  
R  
80

C.P.	
0	3

## RAW SEWAGE

## Parameter Code

## Dec.

### Monthly Average Results

## # of Samples

[illegible][illegible][illegible]

# of Samples			
			0
			0
			0
			0
			0
			0
			5

0	4
12	13

**FINAL EFFLUENT**

### Parameter Code

## Dec.

### Monthly Average Results

## # of sample

[illegible]

1
1
2
0
2
2

35

						.		
					9	.	8	0
						.		
			5	9	6	.	0	0
					7	.	8	2
						.		
					0	.	6	9
						.		
						.		
						.		
						.		
						.		

# of samples			
			0
			5
			0
			5
			5
			0
			5

**Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248**

Return completed blue form to:

Diagram illustrating the layout of the data file:

- File No.**: 2 digits (4, 6)
- Works Number**: 11 digits (1, 2, 0, 0, 0, 3, 2, 2, 2, 7)
- Data Period**: 4 digits (Month: 0, 6; Year: 1, 7)
- Days**: 2 digits (3, 0)
- Discharge Type**: 1 digit (2)
- Update Code**: 1 digit (R)

C.P.		
0	1	<b>FLOWs</b>
12	13	

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code					
(10 ³ m ³ )	5	0	0	1	0
(10 ³ m ³ /d)	5	0	0	1	5
(10 ³ m ³ /d)	5	0	0	2	0
20					34

Dec.
3
3
3
36

				5	6	.	3	6	4
					1	.	8	7	9
					4	.	0	2	2

2		6	BYPASS												# of Occurrences			
12	13		Plant Bypass Volume	(10 ³ m ³ )	5	0	0	2	6	3								0
			Duration	(hours)	8	0	5	6	3	1								
			Secondary Bypass Volume	(10 ³ m ³ )	5	0	0	4	0	3								
			Duration	(hours)	8	0	5	6	5	1								

<b>0</b>	<b>3</b>	<b>RAW SEWAGE</b>														# of Samples
<small>12</small>	<small>13</small>	BOD ₅	(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>							
		Suspended Solids	(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>							
		TKN	(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>							
		Total Phosphorus	(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>							
				<small>20</small>				<small>24</small>	<small>36</small>							

0		4		FINAL EFFLUENT																			
12		13																					
BOD ₅				(mg/L)	0	0	0	0	1	1					3	.	5					4	
Suspended Solids				(mg/L)	0	0	0	0	6	1					3	.	3					4	
Ammonia + Ammonium				(mg/L)	0	0	0	1	9	2					1	.	6	8					4
TKN				(mg/L)	0	0	0	2	0	2					2	.	8	8					4
Total Phosphorus				(mg/L)	0	0	0	3	3	2					0	.	0	6					4
				20 34					36														

[illegible]

Operator's Comments and <b>Contact Person's Phone number &amp; e-mail address:</b>
Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

**Return completed blue form to:**

Environmental Monitoring and Reporting Branch, MOE at  
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE  
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Victoria Harbour WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

File No.

4	6
1	2

Works Number

1	2	0	0	0	3	2	2	2	7
3									11

Data Period

Month		Year	
0	6	1	9
16			19

Days

3	0
20	21

Discharge Type

2
22

Update Code

R
80

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to: Ray Knuff, Environmental Superintendent



Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>

File No. <table border="1"><tr><td>4</td><td>6</td></tr><tr><td>1</td><td>2</td></tr></table>	4	6	1	2	Works Number <table border="1"><tr><td>1</td><td>2</td><td>0</td><td>0</td><td>0</td><td>3</td><td>2</td><td>2</td><td>7</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>11</td></tr></table>	1	2	0	0	0	3	2	2	7	3								11	Data Period Month Year <table border="1"><tr><td>0</td><td>7</td><td>1</td><td>7</td></tr><tr><td>16</td><td></td><td></td><td>19</td></tr></table>	0	7	1	7	16			19	Days <table border="1"><tr><td>3</td><td>1</td></tr><tr><td>20</td><td>21</td></tr></table>	3	1	20	21	Discharge Type <table border="1"><tr><td>2</td></tr><tr><td>22</td></tr></table>	2	22	Update Code <table border="1"><tr><td>R</td></tr><tr><td>80</td></tr></table>	R	80
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	Chlorine Dosage - (mg/L as Cl ₂ )																																										
	Chlorine Residual - (mg/L as Cl ₂ )																																										

Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

Return completed blue form to:
Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).

Municipal Utility Monitoring  
Program Mechanical Plants **R2**

R  
80

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Return completed blue form to: Ray Knuff, Environmental Superintendent





Ministry  
of the  
Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No. <b>4 6</b> 1 2	Works Number <b>1 2 0 0 0 3 2 2 7</b> 3 11	Data Period Month Year <b>0 8 1 7</b> 16 19	Days <b>3 1</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 80
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C.P.
<b>0 1</b> 12 13

**FLOWs**

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																																			
(10 ³ m ³ ) <b>5 0 0 1 0</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>4</td><td>7</td><td>.</td><td>1</td><td>4</td><td>4</td></tr><tr><td>(10³ m³/d) <b>5 0 0 1 5</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>5</td><td>2</td><td>1</td></tr><tr><td>(10³ m³/d) <b>5 0 0 2 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>7</td><td>3</td><td>8</td></tr></table></td></tr></table></td></tr></table>					4	7	.	1	4	4	(10 ³ m ³ /d) <b>5 0 0 1 5</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>5</td><td>2</td><td>1</td></tr><tr><td>(10³ m³/d) <b>5 0 0 2 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>7</td><td>3</td><td>8</td></tr></table></td></tr></table>						1	5	2	1	(10 ³ m ³ /d) <b>5 0 0 2 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>7</td><td>3</td><td>8</td></tr></table>						1	.	7	3	8
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**BYPASS**

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																									
(10 ³ m ³ ) <b>5 0 0 2 6</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(10³ m³) <b>5 0 0 4 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table></td></tr></table></td></tr></table></td></tr></table>						.			(hours) <b>8 0 5 6 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(10³ m³) <b>5 0 0 4 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table></td></tr></table></td></tr></table>						.			(10 ³ m ³ ) <b>5 0 0 4 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table></td></tr></table>						.			(hours) <b>8 0 5 6 5</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>						.		
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(hours) <b>8 0 5 6 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(10³ m³) <b>5 0 0 4 0</b></td><td><b>3</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table></td></tr></table></td></tr></table>						.			(10 ³ m ³ ) <b>5 0 0 4 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table></td></tr></table>						.			(hours) <b>8 0 5 6 5</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>						.													
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(10 ³ m ³ ) <b>5 0 0 4 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td>(hours) <b>8 0 5 6 5</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table></td></tr></table>						.			(hours) <b>8 0 5 6 5</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>						.																								
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(hours) <b>8 0 5 6 5</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>						.																																			
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# of Occurrences
<b>0</b>

<b>0 3</b> 12 13
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**RAW SEWAGE**

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																										
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>0</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>0</td><td>3</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 0 6</b></td><td><b>0</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>3</td><td>7</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>8</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table></td></tr></table></td></tr></table></td></tr></table>					2	0	3	.	(mg/L) <b>0 0 0 0 6</b>	<b>0</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>3</td><td>7</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>8</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table></td></tr></table></td></tr></table>					1	3	7	.	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>8</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table></td></tr></table>					2	8	.	8	0	(mg/L) <b>0 0 0 3 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table>					3	.	1	
				2	0	3	.																																					
(mg/L) <b>0 0 0 0 6</b>	<b>0</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>3</td><td>7</td><td>.</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>8</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table></td></tr></table></td></tr></table>					1	3	7	.	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>8</td><td>.</td><td>8</td><td>0</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table></td></tr></table>					2	8	.	8	0	(mg/L) <b>0 0 0 3 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table>					3	.	1												
				1	3	7	.																																					
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				2	8	.	8	0																																				
(mg/L) <b>0 0 0 3 3</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>1</td><td></td></tr></table>					3	.	1																																			
				3	.	1																																						

# of Samples
<b>3</b>
<b>3</b>
<b>3</b>
<b>3</b>

<b>0 4</b> 12 13
---------------------

**FINAL EFFLUENT**

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																																				
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>7</td><td>.</td><td>0</td><td></td></tr><tr><td>(mg/L) <b>0 0 0 0 6</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>6</td><td></td></tr><tr><td>(mg/L) <b>0 0 0 1 9</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6</td><td>2</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table></td></tr></table></td></tr></table></td></tr></table></td></tr></table>					7	.	0		(mg/L) <b>0 0 0 0 6</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>6</td><td></td></tr><tr><td>(mg/L) <b>0 0 0 1 9</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6</td><td>2</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table></td></tr></table></td></tr></table></td></tr></table>					3	.	6		(mg/L) <b>0 0 0 1 9</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6</td><td>2</td></tr><tr><td>(mg/L) <b>0 0 0 2 0</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table></td></tr></table></td></tr></table>					1	.	6	2	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table></td></tr></table>					2	.	0	8	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table>					0	.	0	6
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(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>8</td></tr><tr><td>(mg/L) <b>0 0 0 3 3</b></td><td><b>2</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table></td></tr></table>					2	.	0	8	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table>					0	.	0	6																																	
				2	.	0	8																																															
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				0	.	0	6																																															

<b>6</b>
<b>6</b>
<b>6</b>
<b>6</b>
<b>6</b>

<b>0 7</b> 12 13
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**DISINFECTION**

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results																								
<b>5 0 1 0 0</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr><tr><td><b>8 0 4 1 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr><tr><td><b>8 0 4 2 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr></table></td></tr></table></td></tr></table>					.	0	<b>8 0 4 1 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr><tr><td><b>8 0 4 2 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr></table></td></tr></table>					.	0	<b>8 0 4 2 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr></table>					.	0
				.	0																					
<b>8 0 4 1 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr><tr><td><b>8 0 4 2 0</b></td><td><b>1</b></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr></table></td></tr></table>					.	0	<b>8 0 4 2 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td><td>0</td></tr></table>					.	0									
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				.	0																					

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

Return completed blue form to:
Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).

File No.

Works Number								
1	2	0	0	0	3	2	2	7
2								11

Data Period			
Month		Year	
0	8	1	7

Days	
3	1
20	21

Discharge Type

**2**

Update Code  
R

C.P.	
0	3
12	12

## RAW SEWAGE

## Parameter Code

## Dec.

### Monthly Average Results

## # of Samples

[illegible][illegible][illegible]

# of Samples			
			0
			0
			0
			0
			0
			0
			5

0	4
12	13

**FINAL EFFLUENT**

### Parameter Code

## Dec.

### Monthly Average Results

## # of sampl

[illegible]

1
1
2
0
2
2

						.		
				1	2	.	9	0
						.		
			6	2	7	.	2	0
					7	.	8	0
						.		
					2	.	4	0
						.		
						.		
						.		
						.		
						.		

# of samples			
			0
			5
			0
			5
			5
			0
			5

Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to: Ray Knuff, Environmental Superintendent

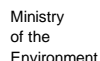


Diagram illustrating the layout of the 80-bit data field:

- File No.**: 4 bits (bits 1-4)
- Works Number**: 11 bits (bits 5-15)
- Data**: 16 bits (bits 16-31)
- Period**: 19 bits (bits 32-50)
- Days**: 20 bits (bits 51-70)
- Discharge Type**: 22 bits (bits 71-92)
- Update Code**: 80 bits (bits 93-172)

<b>0</b>	<b>7</b>	<b>DISINFECTION</b>									
12	13	Chlorine Used - (kg as Cl ₂ )	5	0	1	0	0	1			
		Chlorine Dosage - (mg/L as Cl ₂ )	8	0	4	1	0	1			
		Chlorine Residual - (mg/L as Cl ₂ )	8	0	4	2	0	1			
			30				34	36	38		

**Return completed blue form to:**

Environmental Monitoring and Reporting Branch, MOE at  
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE  
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

File No.

Data Period			
Month		Year	
0	9	1	7

Discharge Type  
2

Update Code  
**R**

## RAW SEWAGE

Parameter CodeDec.

### Monthly Average Results

# of Samples[illegible][illegible][illegible]

# of Samples			
			0
			0
			0
			0
			0
			0
			4

**FINAL EFFLUENT**

Parameter CodeDec.

### Monthly Average Results

# of samples[illegible]

1
1
2
0
2
2

[illegible]

# of samples			
			0
			4
			0
			4
			4
			0
			4

Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to: Ray Knuff, Environmental Superintendent



Ministry  
of the  
Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No. <b>4 6</b> 1 2	Works Number <b>1 2 0 0 0 3 2 2 7</b> 3 11	Data Period Month Year <b>1 0 1 7</b> 16 19	Days <b>3 1</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 80
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C.P.
<b>0 1</b> 12 13

**FLOWs**

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³ ) <b>5 0 0 1 0</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>4</td><td>2</td><td>.</td><td>9</td><td>8</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>3</td><td>8</td><td>7</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6</td><td>0</td><td>8</td></tr></table>					4	2	.	9	8	4						1	.	3	8	7						1	.	6	0	8
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(10 ³ m ³ /d) <b>5 0 0 2 0</b> 30 34	<b>3</b> 35																															

<b>2 6</b> 12 13
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**BYPASS**

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³ ) <b>5 0 0 2 6</b> 30 34	<b>3</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>						.								.								.								.		
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(hours) <b>8 0 5 6 5</b> 30 34	<b>1</b> 35																																	

# of Occurrences
<b>0</b>

<b>0 3</b> 12 13
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**RAW SEWAGE**

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>0</b> 35	<table border="1"><tr><td></td><td></td><td></td><td>1</td><td>8</td><td>1</td><td>.</td></tr><tr><td></td><td></td><td></td><td>1</td><td>8</td><td>6</td><td>.</td></tr><tr><td></td><td></td><td></td><td>2</td><td>4</td><td>.</td><td>0 4</td></tr><tr><td></td><td></td><td></td><td>2</td><td>.</td><td>7</td><td></td></tr></table>				1	8	1	.				1	8	6	.				2	4	.	0 4				2	.	7	
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(mg/L) <b>0 0 0 3 3</b> 30 34	<b>1</b> 35																													

# of Samples
<b>2</b>
<b>2</b>
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<b>2</b>

<b>0 4</b> 12 13
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**FINAL EFFLUENT**

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																														
(mg/L) <b>0 0 0 0 1</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td>3</td><td>.</td><td>2</td></tr><tr><td></td><td></td><td></td><td>3</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td>0</td><td>.</td><td>6 8</td></tr><tr><td></td><td></td><td></td><td>2</td><td>.</td><td>1 6</td></tr><tr><td></td><td></td><td></td><td>0</td><td>.</td><td>0 8</td></tr></table>				3	.	2				3	.	0				0	.	6 8				2	.	1 6				0	.	0 8
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			2	.	1 6																											
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(mg/L) <b>0 0 0 2 0</b> 30 34	<b>2</b> 35																															
(mg/L) <b>0 0 0 3 3</b> 30 34	<b>2</b> 35																															

<b>2</b>
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<b>0 7</b> 12 13
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**DISINFECTION**

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
<b>5 0 1 0 0</b> 30 34	<b>1</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr></table>					.					.					.
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<b>8 0 4 1 0</b> 30 34	<b>1</b> 35																
<b>8 0 4 2 0</b> 30 34	<b>1</b> 35																

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705-534-7248

Return completed blue form to:
Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).

Ministry  
of the  
Environment

## Municipal Utility Monitoring Program Mechanical Plants

## R2

Municipality:	<b>Township of Tay</b>	Operating Authority:	<b>Corporation of the Township of Tay</b>
Project Name:	<b>Victoria Harbour WWTP</b>		
Mailing Address:	<b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

File No.	Works Number	Data Period	Days	Discharge Type	Update Code
4 6	1 2 0 0 0 3 2 2 2 7	Month Year 1 0 1 7	3 1	2	R
1 2	3 11	16 19	20 21	22	80

[illegible]

0	4	FINAL EFFLUENT				Parameter Code				Dec.	Monthly Average Results						# of samples									
12	13	Alkalinity										1						.								
		Nitrate/Nitrite										1				1	4	.	2	0						0
		Chlorides										2						.								0
		Conductivity										0				5	9	.	9	0						4
		PH										2						.	7	0						4
		Disolved Reac. P.										2						.	5	0						0
		Ecoli																.								4
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Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to: Ray Knuff, Environmental Superintendent



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Environment

Municipal Utility Monitoring Program  
Mechanical Plants **R1**

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Victoria Harbour WWTP</b>	Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>
Mailing Address: <b>450 Park Street, Victoria Harbour, ON L0K 2A0</b>	

File No. <b>4 6</b> 1 2	Works Number <b>1 2 0 0 0 3 2 2 7</b> 3 11	Data Period Month Year <b>1 1 1 7</b> 16 19	Days <b>3 0</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 80
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C.P.
<b>0 1</b> 12 13

**FLOWs**

Total Flow

Average Daily Flow

Maximum Daily Flow

	Parameter Code					Dec.	Monthly Results						
(10 ³ m ³ )	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>			<b>5</b>	<b>4</b>	<b>5</b>	<b>8</b>	<b>2</b>
(10 ³ m ³ /d)	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>3</b>				<b>1</b>	<b>8</b>	<b>1</b>	<b>9</b>
(10 ³ m ³ /d)	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>				<b>2</b>	<b>4</b>	<b>9</b>	<b>7</b>

<b>2 6</b> 12 13
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**BYPASS**

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

	Parameter Code					Dec.	Monthly Results						
(10 ³ m ³ )	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>3</b>					<b>.</b>		
(hours)	<b>8</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>1</b>					<b>.</b>		
(10 ³ m ³ )	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>3</b>					<b>.</b>		
(hours)	<b>8</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>1</b>					<b>.</b>		

# of Occurrences

<b>0 3</b> 12 13
---------------------

**RAW SEWAGE**

BOD₅

Suspended Solids

TKN

Total Phosphorus

	Parameter Code					Dec.	Monthly Results						
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>			<b>1</b>	<b>8</b>	<b>8</b>	<b>.</b>	
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>			<b>2</b>	<b>4</b>	<b>9</b>	<b>.</b>	
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>			<b>2</b>	<b>1</b>	<b>.</b>	<b>4</b>	<b>0</b>
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>			<b>3</b>	<b>.</b>	<b>0</b>		

# of Samples

<b>0 4</b> 12 13
---------------------

**FINAL EFFLUENT**

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

	Parameter Code					Dec.	Monthly Results						
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>			<b>2</b>	<b>.</b>	<b>3</b>		
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>			<b>3</b>	<b>.</b>	<b>8</b>		
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>2</b>			<b>0</b>	<b>.</b>	<b>3</b>	<b>0</b>	
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>			<b>1</b>	<b>.</b>	<b>1</b>	<b>0</b>	
(mg/L)	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>			<b>0</b>	<b>.</b>	<b>1</b>	<b>0</b>	


<b>0 7</b> 12 13
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**DISINFECTION**

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

	Parameter Code					Dec.	Monthly Results						
	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>					<b>.</b>		
	<b>8</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>					<b>.</b>		
	<b>8</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>1</b>					<b>.</b>		

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Project Name:	Victoria Harbour WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

File No.

4	6
1	2

Works Number

1	2	0	0	0	3	2	2	7
3								11

Data Period

Month		Year	
1	1	1	7
16			19

Days

3	0
20	21

Discharge Type

2
22

Update Code

R
80

[illegible]

<b>0</b>	<b>4</b>	<b>FINAL EFFLUENT</b>				<b>Parameter Code</b>				<b>Dec.</b>	<b>Monthly Average Results</b>						<b># of samples</b>									
12	13	Alkalinity									<b>1</b>						.									
		Nitrate/Nitrite									<b>1</b>					1	.	6	0						0	
		Chlorides									<b>2</b>						.								0	
		Conductivity									<b>0</b>				6	4	9	.	0	0						4
		PH									<b>2</b>					7	.	6	0						4	
		Dissolved React. P.									<b>2</b>						.								0	
		Ecoli														3	.	5	5						4	
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Diagram illustrating the layout of the 80-bit data field:

- File No.**: 4 bits (bits 1-4)
- Works Number**: 11 bits (bits 5-15)
- Data**: 16 bits (bits 16-31)
- Period**: 19 bits (bits 32-50)
- Days**: 21 bits (bits 51-71)
- Discharge Type**: 22 bits (bits 72-93)
- Update Code**: 80 bits (bits 94-173)

<b>0</b>	<b>7</b>	<b>DISINFECTION</b>
12	13	
Chlorine Used -     (kg as Cl ₂ )		
Chlorine Dosage - (mg/L as Cl ₂ )		
Chlorine Residual - (mg/L as Cl ₂ )		
30	34	
36		
38		

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(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).



## STAFF REPORT

---

**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** April 11, 2018

**Report No.:** PW-2018-25

**Report Title:** 2017 Port McNicoll WWTP Annual Report

---

### **RECOMMENDATION:**

**That Staff Report No. PW-2018-25 regarding the 2017 Port McNicoll WWTP Annual Report be received for information.**

### **INTRODUCTION/BACKGROUND:**

The 2017 Annual Report (attached) for Port McNicoll WWTP has been prepared in accordance with the M.O.E.C.C. guideline.

This report is intended to brief the Municipal officials and the residents serviced by the Port McNicoll WWTP system's performance over the past calendar year (January 1, 2017 to December 31, 2017).

### **ANALYSIS:**

The report includes a statement of compliance with the terms and conditions of all Approvals, Licenses and Permits issued by the Ministry of the Environment and Climate Change. The report contains a summary of the plant performance and effluent flow rates, including monthly averages and maximum daily effluent flows during January 1st through to December 31, 2017.

### **FINANCIAL/BUDGET IMPACT:**

There is no financial impact with this report.

**CONCLUSION:**

Staff recommends that the 2017 Port McNicoll WWTP Annual Report be accepted.

Prepared By: Mike Emms, Water/Wastewater Superintendent

Recommended By: Date: March 26, 2018

Peter Dance  
Director of Public Works

Reviewed By: Date: March 26, 2018

Robert J. Lamb, CECd, Ec.D.  
Chief Administrative Officer

# **THE CORPORATION OF THE TOWNSHIP OF TAY**



**2017**

## **YEAR END REPORT**

### **PORT MCNICOLL WASTEWATER TREATMENT PLANT**

Mike Emms – Water/Wastewater Superintendent

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### **Section One - Background**

1.1 .....	Introduction and Scope
1.2 .....	Wastewater System Overview
1.3 .....	Port McNicoll Wastewater System Synopsis
1.4 .....	Port McNicoll Wastewater System ECA Guidelines

### **Section Two – Operational Overview**

#### **ECA Requirement (A-L)**

2. (A).....	Summary of Monitoring Data – Comparison to Effluent Limits
2. (B).....	Operating Problems & Corrective Actions Taken
2. (C) .....	Maintenance Summary – Major Part of Works
2. (D).....	Effluent Flow & Summary
2. (E).....	Calibration Report & Maintenance Summary
2. (F).....	Efforts Made to Achieve Objective
2. (G).....	Sludge Volume & Management Summary
2. (H).....	Complaint Summary
2. (I) .....	Bypass, Spill & Abnormal Event Annual Summary
2. (J).....	Notice of Modifications Schedule B Section 1
2. (K).....	Notice of Modifications Schedule B Section 3
2. (L).....	Exceedance Summary and Corrective Actions
2. (M) .....	Effluent Regulatory Reporting Information System (ERRIS)

### **Section Three - Appendices**

3.1 .....	R1 R2 Forms
-----------	-------------

## **Section1: Background**

### **1.1 Introduction and Scope**

The following performance report is generated and submitted to the Ontario Ministry of the Environment and Climate Change, District Manager to satisfy Section 10 Reporting of the Environmental Compliance Approval Number 8421-9PMHXN issued Oct. 21, 2014. The report is required on an annual basis and is to be submitted within 45 days following the end of the reporting period.

This report shall contain the following:

- a) A summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 6; including an overview of success and adequacy of the works;
- b) A description of operating problems encountered and corrective actions taken;
- c) A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;
- d) A summary of any effluent quality assurance or control measures undertaken in the reporting period;
- e) A summary of the calibration and maintenance carried out on all effluent monitoring equipment;
- f) A description of efforts and results achieved in meeting the Effluent Objectives of Condition 5;
- g) A tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to there the sludge was disposed;
- h) A summary of complaints received during the reporting period and any steps taken to address the complaints;
- i) A summary of all bypass, spill or abnormal discharge events;
- j) A copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification;
- k) A report summarizing all modifications completed as a result of Schedule B, Section 3;
- l) Any other information the Water Supervisor requires from time to time.

This report will summarize the performance and related activities in accordance with the Environmental Compliance Approval.

## **Section1: Background**

### **1.2 Wastewater System Overview**

The Water/Wastewater Operation oversees the treatment and collection of the municipality's wastewater. The system includes two treatment facilities, eight pumping stations, approximately 36 km of sanitary pipe and 6 km of forcemain pipe. The treatment plants are located in Victoria Harbour and Port McNicoll.

After wastewater is treated the final effluent (essentially water) is returned to Georgian Bay by means of two outfall pipes from the two wastewater plants.

Biosolids from these plants are transported and removed by Entec Waste Management Inc.

The Township of Tay's mission is to operate and maintain the wastewater system in the most efficient manner while protecting the public's health, adhering to Ministry regulations to protect our water resource.

This report will summarize the performance and related activities in accordance with the Environmental Compliance Approval.

### **Regulations**

The provincial government sets the regulations for the management of wastewater. The municipality operates its plants in accordance with operational approvals. The Ministry of Environment and Climate Change oversees the amount, quality and content of effluent returned to Georgian Bay. The water/wastewater operations division follows a stringent sampling schedule to meet or exceed Ministry guidelines.

## **Section1: Background**

### **1.3 Port McNicoll Wastewater System Synopsis**

The Port McNicoll Wastewater Treatment Plant was constructed in the year 2000. The plant services a population of approximately 1,600.

The plant was designed for an average daily flow of 1,918m³/d and a daily peak flow of 3836m³/day. This plant also has the capacity to receive and treat septage waste at a rate of 18m³/d. The plant consist of one pumping station, an inlet works, aeration system, Zenon filtration system & UV disinfection, Zenon sludge thickening, sludge digester, and sludge storage tank and a 5000m³ equalization tank.

The pumping station was designed to handle a peak flow of 90L/s. The pumping station is equipped with two Gorman-Rupp "T-series" self-priming centrifugal pumps, a stand-by diesel generator is located in a fenced area outside the station, and P.L.C. and level control system.

The inlet works consist of two inlet channels, one with a manual bar screen and one with a screw type mechanical screen. The inlet works also has a main splitter box, which diverts flow to three places two anoxic zones in the aeration system and one plant by-pass. The plant bypass is connected to an outside 5000m³ equalization tank in the event of high flows such as heavy infiltration and inflow events.

The aeration system consists of two anoxic zones which assist in the phosphorous removal and in ammonia-ammonium reduction, two "trains" which are the main aeration tanks, housing the sludge waste pumps, sludge return pumps, and the Zenon filtration systems.

The treated water then flows through a ultra-violet light disinfection system before effluent is discharged into Georgian Bay.



## Section1: Background

### 1.4 Port McNicoll Wastewater System ECA Guidelines

8421-9PMHXN Issue Date: Oct. 21, 2014

#### Plant – Effluent Limits (Condition 6)

Effluent Parameter	Effluent Concentration mg/L	Waste Loading kg/day
CBOD5	15 mg/L	28.77 kg/day
Suspended Solids	15 mg/L	28.77 kg/day
Total Phosphorous	0.25 mg/L	0.48 kg/day
Ammonia + Ammonium Nitrogen (NFP) June 1 to – Aug 31 (FP) Sept 1 to May 31	5.0 mg/L 15 mg/L	9.59 kg/day 28.77 kg/day

#### Plant – Effluent Objectives (Best Effort) (Condition 5)

Effluent Parameter	Effluent Concentration mg/L	Total Loading kg/day
CBOD5	7.0 mg/L	13.43 kg/day
Suspended Solids	7.0 mg/L	13.43 kg/day
Total Phosphorous	0.15 mg/L	0.29 kg/day
Ammonia+Ammonium Nitrogen (NFP) June 1-Aug 31	2.0 mg/L	3.8 kg/day
E.Coli	200 org. / 100mL	

NFP- Non-Freezing Period

FP- Freezing Period

The owner shall ensure that the rate of flow of sewage into the wastewater treatment plant does not exceed the peak daily flow rate of 3836m³/day for any period of time greater than one calendar day by utilizing the equalization tank to contain the extra flow.

The owner shall ensure that the rate of flow of sewage into the wastewater treatment plant does not exceed the peak weekly flow rate of 3356m³/day for any period of time greater than one calendar week.

The owner shall ensure that the rate of flow of sewage into the wastewater treatment plant does not exceed the peak monthly flow rate of 3068m³/day for any period of time greater than one calendar month.

The owner shall ensure that the rate of flow of sewage into the wastewater treatment plant does not exceed the average daily flow rate of 1918m³/day for any period of time greater than one calendar year.

## **Sampling Frequency**

The Environmental Compliance Approval specifies that Influent Water samples shall be collected bi-weekly (every other week) for the following parameters:

- BOD5
- Suspended Solids
- Total Phosphorous
- Dissolved Reactive phosphorous
- Total Kjeldahl Nitrogen
- Nitrate + Nitrite Nitrogen
- Alkalinity
- Chlorides
- Conductivity
- pH

The Environmental Compliance Approval specifies that Final Effluent samples shall be collected bi-weekly (every other week) for the following:

- CBOD5
- Suspended Solids
- Total Phosphorous
- Dissolved Reactive Phosphorous
- Total Kjeldahl Nitrogen
- Nitrate + Nitrite Nitrogen
- Alkalinity
- Chlorides
- Conductivity
- pH
- Ecoli (only bi-weekly)

Influent and Effluent parameters are analyzed by SGS Lakefield Laboratory, an accredited laboratory from Lakefield, Ontario.

### **Lab Analytical Sampling Observation With Staff**

Staff are given copies of the weekly analytical lab results and are required to initial that they have reviewed the lab results on the weekly check list.

## Section 2 (A): Operational Overview

### EFFLUENT PARAMETERS COMPARED TO THE LIMIT (CONDITION 6):

	Actual Annual Avg (mg/L)	Percentage Achieved as per LIMIT	E.C.A. Limit Requirement (mg/L)
CBOD5	2.17	100%	15.0 28.77 kg/day Waste Loading
TSS	2.00	100%	15.0 28.77 kg/day Waste Loading
Total Phos	0.06	100%	0.25 0.48 kg/day Waste Loading
TAN (June 1 – Aug 31)	0.10	100%	5.0 9.59 kg/day Waste Loading
TAN (Sept 1 – May 31)	0.11	100%	15.0 28.77 kg/day Waste Loading
Ecoli (Geomean)	2.12	200 org./100mL	
pH	8.05	6.0 – 9.5	

## Section 2: Operational Overview

### 2. (A) Summary of Monitoring Data – Comparison to Effluent Limits & Loading Performance – Condition 6

#### **Effluent Limits:**

The Owner shall operate and maintain the Works such that the concentrations and waste loadings of the materials named below as effluent parameters are not exceeded as per Condition 6 of the ECA:

- The **CBOD5** annual monthly average concentration level was **2.17mg/L** which met the Effluent Limit for the year.
- The **Total Suspended Solids** annual monthly average concentration level is **2.00mg/L** which met the Effluent Limit for the year.
- The **Total Phosphorous** annual monthly average concentration level is **0.06mg/L** which met the Effluent Limit for the year.

The Total Phosphorous in the months of July & August was **0.15mg/L**, which were reported to exceed both the Objective not the Limit.

- The **TAN - Ammonia + Ammonium Nitrogen** (June 1 – Aug 31 Conc. Limit is 5 mg/L) monthly average plant concentration is **0.10mg/L**.
- The **TAN - Ammonia + Ammonium Nitrogen** (Sept 1 – May 31 Conc. Limit is 15 mg/L) monthly average plant concentration is **0.11mg/L**.
- The **E.Coli** annual monthly geomean average concentration level is **2.12 organisms /100mL** which met the Effluent Limit for the year.
- The **pH** annual monthly average level is **8.05** which met the Effluent Limit for the year.

### **Effluent – Waste Loading Limits:**

The Owner shall operate and maintain the Works such that the concentrations and waste loadings of the materials named below as effluent parameters are not exceeded as per Condition 6 of the ECA:

- The **CBOD5** annual monthly average concentration level was **2.92kg/day** which met the Effluent Waste Loading Limit for the year.
- The **Total Suspended Solids** annual monthly average concentration level is **2.77kg/day** which met the Effluent Waste Loading Limit for the year.
- The **Total Phosphorous** annual monthly average concentration level is **0.08mg/L** which met the Effluent Waste Loading Limit for the year.
- The **TAN - Ammonia + Ammonium Nitrogen** (June 1 – Aug 31 Conc. Limit is 9.59 kg/day) monthly average plant concentration is **0.11kg/day** which met the Effluent Waste Loading Limit for the year.
- The **TAN - Ammonia + Ammonium Nitrogen** (Sept 1 – May 31 Conc. Limit is 28.77 kg/day) monthly average plant concentration is **0.17kg/day** which met the Effluent Waste Loading Limit for the year.

*The average monthly loading concentration for all the above parameters surpass the best effort practices outlined in the Environmental Compliance Approval as well.

PORT MCNICOLL WASTE WATER TREATMENT PLANT- MONTHLY AVERAGES																	
PARAMETER	Effluent																
	LIMIT	OBJECTIVE	J	F	M	A	M	J	J	A	S	O	N	D	ANNUAL MIN/MAX/AVG		
	~~~	~~~													AVG	MIN	MAX
Total Suspended Solids	15 mg/L	7 mg/L	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.00	2.0	2.0
Monthly Min			2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.00	2.0	2.0
Monthly Max			2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.00	2.0	2.0
Total Suspended Solids Loading	28.77 kg/day	13.43 kg/day	3.9	3.6	4.1	4.1	3.8	2.5	2.3	1.6	1.3	1.3	2.4	2.2	2.77	1.3	4.1
Monthly Min			3.9	3.6	4.1	4.1	3.8	2.5	2.3	1.6	1.3	1.3	2.4	2.2	2.77	1.3	4.1
Monthly Max			3.9	3.6	4.1	4.1	3.8	2.5	2.3	1.6	1.3	1.3	2.4	2.2	2.77	1.3	4.1
Total Phosphorus	0.25mg/L	0.15 mg/L	0.03	0.04	0.04	0.03	0.04	0.07	0.145	0.14	0.08	0.09	0.04	0.03	0.06	0.0	0.1
Monthly Min			0.03	0.04	0.03	0.03	0.03	0.07	0.14	0.12	0.03	0.06	0.03	0.03	0.05	0.0	0.1
Monthly Max			0.03	0.04	0.04	0.03	0.05	0.07	0.15	0.15	0.13	0.12	0.05	0.03	0.07	0.0	0.2
Total Phosphorus Loading	0.48 kg/day	0.29 kg/day	0.06	0.07	0.07	0.06	0.08	0.09	0.17	0.11	0.05	0.06	0.0	0.0	0.08	0.0	0.2
Monthly Min			0.06	0.07	0.06	0.06	0.06	0.09	0.16	0.10	0.02	0.04	0.04	0.03	0.07	0.0	0.2
Monthly Max			0.06	0.07	0.08	0.06	0.10	0.09	0.17	0.12	0.09	0.08	0.06	0.03	0.08	0.0	0.2
CBOD5	15 mg/L	7 mg/L	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	2.0	2.0	3.0	2.17	2.0	3.0
Monthly Min			2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.00	2.0	2.0
Monthly Max			2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	4.0	2.0	2.0	4.0	2.33	2.0	4.0
CBOD5 Loading	28.77 kg/day	13.43 kg/day	3.9	3.6	4.1	4.1	3.8	2.5	2.3	1.6	2.0	1.3	2.4	3.2	2.92	1.3	4.1
Monthly Min			3.9	3.3	4.1	4.0	3.8	2.4	2.3	1.6	1.3	1.3	2.3	2.2	2.72	1.3	4.1
Monthly Max			3.9	3.3	4.1	4.0	3.8	2.4	2.3	1.6	2.5	1.3	2.3	4.3	3.00	1.3	4.3
TAN - (June-Aug 31) Conc	5 mg/L	2 mg/L	~	~	~	~		0.1	0.1	0.1			~	~	0.10	0.1	0.1
TAN - (June-Aug 31) Loading	9.59 kg/day	3.8 kg/day	~	~	~	~		0.1	0.1	0.1			~	~	0.11	0.1	0.1
TAN - (Sept-May 31)	15 mg/L	~	0.1	0.1	0.1	0.1	0.2	~	~	~	0.2	0.1	0.1	0.1	0.11	0.1	0.2
TAN - (Sept-May 31) Loading	28.77 kg/day	~	0.2	0.2	0.2	0.2	0.3	~	~	~	0.1	0.1	0.1	0.1	0.17	0.1	0.3
Ph	6.0 - 9.5		8.1	8.1	8.2	8.1	8.1	8.1	8.1	8.0	7.7	7.8	8.2	8.0	8.05	7.7	8.2
Monthly Min			8.1	8.0	8.1	8.0	8.0	8.1	8.1	7.9	7.6	7.6	8.1	8.0	7.97	7.6	8.1
Monthly Max			8.2	8.1	8.3	8.3	8.3	8.2	8.2	8.0	7.9	8.0	8.3	8.1	8.15	7.9	8.3
Ecoli (Geomean)	200 org./100mL		2.0	2.0	8.2	0.3	2.0	2.0	2.0	0.7	2.0	2.0	0.3	2.0	2.12	0.3	8.2
Monthly Min			2.0	2.0	0.1	0.0	2.0	0.0	2.0	0.0	2.0	2.0	0.0	2.0	1.18	0.0	2.0
Monthly Max			2.0	2.0	4.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.17	2.0	4.0

* Min Detection Limit (MDL) is 2.0mg/L

Section 2: Operational Overview

2. (B) Operating Problems & Corrective Actions Taken

Rated Capacity for plant as per the ECA is - 1918m³/day.

In January the average daily flow (ADF) exceeded the rated capacity at 1941.2 m³/day.

In March the average daily flow (ADF) exceeded the rated capacity at 1993.9 m³/day.

In April the average daily flow (ADF) exceeded the rated capacity at 1964.6 m³/day.

Peak Monthly Flow for plant as per the ECA is—1.6 x 1918m³/day=3068.8 m³/day.

Therefore, in January (1941.2m³/d) the plant did not exceed the monthly flow rate.

Therefore, in March (1993.9m³/d) the plant did not exceed the monthly flow rate.

Therefore, in April (1964.6m³/d) the plant did not exceed the monthly flow rate.

Peak/Max Daily Flow for plant as per the ECA is - 3836m³/day.

In February the maximum daily flow (MDF) exceeded the allowable peak/max at 3852m³/d.

In March the maximum daily flow (MDF) exceeded the allowable peak/max at 4043 m³/d.

Control Measures Taken in Reporting Period – Rated Capacity vs Avg. Daily Flow (ADF)

Operator Awareness.

Control Measures Taken in Reporting Period – Rated Capacity vs Max Daily Flow (MDF)

Operator Awareness.

Issues that may have contributed to exceeding Rated Capacity

Infiltration and inflow.

Section 2: Operational Overview

Section 2 (C) Maintenance Summary – Major Part of Works

The Tay Township Water/Wastewater Operations Division staff performs regular equipment checks on a weekly and monthly basis to ensure equipment reliability and redundancy. All checks are documented and reviewed by the Lead Hand and Water Wastewater Operations Superintendent.

There were no major operating problems that occurred within this reporting period.

Routine maintenance is carried out throughout the year including several minor items that were repaired, serviced or replaced.

Continuous upgrading of equipment is ongoing as a preventative maintenance measure.

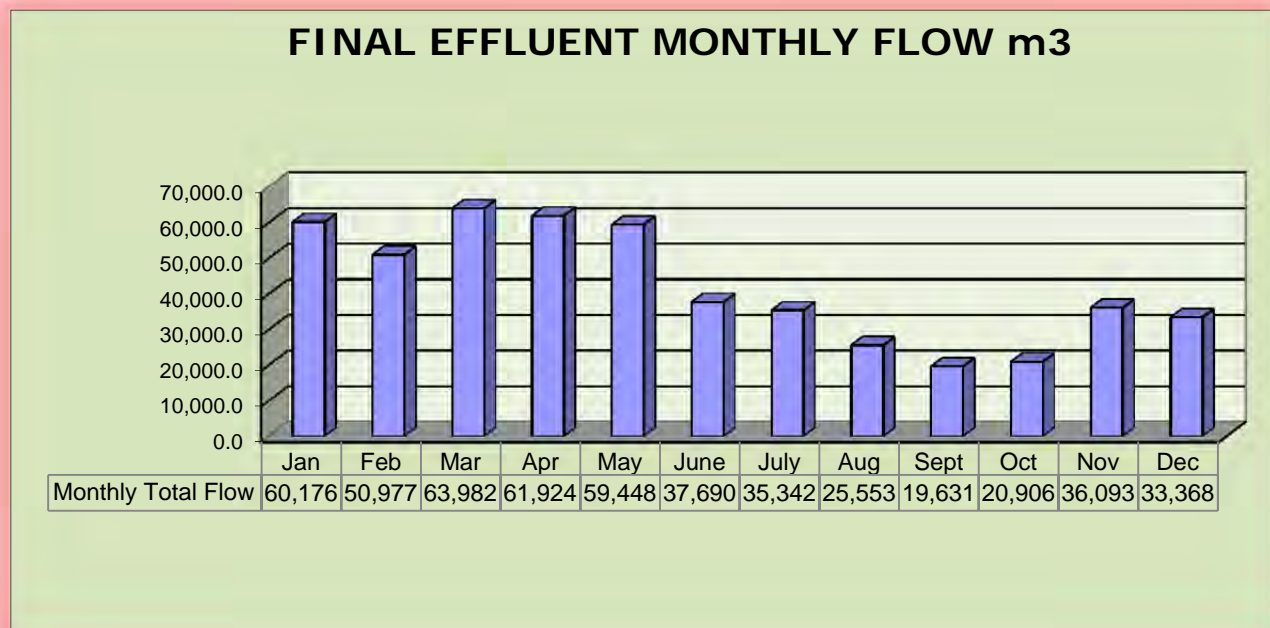
This year the 3 Zenon Supplemental air blowers and, one dip tank pump were replaced. The Municipality makes every effort to ensure the process and equipment is operating efficiently and compliant with the ECA requirements.

In addition we replaced water and sewer infrastructure along Simcoe Avenue and Assiniboia Street and remove individual sump hole connections from the sewer mains and installed them to the new storm water drainage infrastructure.

Section 2 (D) Effluent Flow Summary

Port McNicoll WWTP Annual Final Effluent Flows m3

PORT MCNICOLL WWTP FINAL EFFLUENT FLOW m3					
Month	Total Monthly m3	ADF (m3)	ADF %	MDF (m3)	MDF %
Jan	60,176.0	1,941.2	101.2%	2,655.0	69.2%
Feb	50,977.0	1,820.6	94.9%	3,820.0	99.6%
Mar	63,982.0	2,063.9	107.6%	3,584.0	93.4%
Apr	61,924.0	2,064.1	107.6%	3,651.0	95.2%
May	59,448.0	1,917.7	100.0%	3,693.0	96.3%
June	37,690.0	1,256.3	65.5%	2,279.0	59.4%
July	35,342.0	1,140.1	59.4%	1,637.0	42.7%
Aug	25,553.0	824.3	43.0%	1,320.0	34.4%
Sept	19,631.0	654.4	34.1%	771.0	20.1%
Oct	20,906.0	674.4	35.2%	809.0	21.1%
Nov	36,093.0	1,203.1	62.7%	1,831.0	47.7%
Dec	33,368.0	1,076.4	56.1%	1,187.0	30.9%
Annual Total m3	505,090.0	1386.4 (Avg)	107.6% (Max)	3820.0 (Max)	99.6% (Max)



As per the Environmental Compliance Approval (ADF) the Average Daily Flow allowable is 1918m³/day.

As per the Environmental Compliance Approval (PDF) the Peak Daily Flow allowable is 3836m³/day.

In January the plant effluent flow exceeded the rated capacity by 1%. (1941.2m³)

In March the plant effluent flow exceeded the rated capacity by 7%. (2063.9m³)

In April the plant effluent flow exceeded the rated capacity by 7%. (2064.1m³)

Peak Monthly Flow for plant as per the ECA is— $1.6 \times 1918\text{m}^3/\text{day} = 3068.8 \text{ m}^3$

Therefore, in January (1941.2m³/d) the plant did not exceed the monthly flow rate.

Therefore, in March (1993.9m³/d) the plant did not exceed the monthly flow rate.

Therefore, in April (1964.6m³/d) the plant did not exceed the monthly flow rate.

Section 2: Operational Overview

Section 2 (E) Calibration Report & Maintenance Summary

Calibration and maintenance was completed for 2017 by Corix Water Products.

Both the raw and effluent flows are measured with magnetic flow meters and are installed in the applicable pipelines. The raw water is metered from a local pumping station and the treated final effluent discharged and metered from the plant.

For results of the calibration conducted during the reporting period please refer to the attached certificate.

As per requirements of the regulation there is a continuous measure of volume for the influent and effluent flow, annual calibration and accuracy requirements for monitoring equipment are currently in place.

The Township of Tay currently has a program in place to support flow monitoring and pH devices to be calibrated on an annual basis.

As well, the Tay Township Wastewater staffs perform regular calibration maintenance throughout the balance of the year for turbidity meters as per manufacturer's guidelines.

Calibration Reports included for Reference.



4 - 20mA Current Output Signal - Accuracy Report

Date: Aug 16 2017
Client: Tay Township
Location: Port Final
Meter Type and S/N Krohne SW78-2/2

Testing Parameters

Units = I/s
Minimum = 0
Maximum = 800

mA Measurement Conversion

Scale = 0.020

Equipment Reading	Multi-Meter Reading (mA)	Expected Reading (mA)	Accuracy %
0.00	3.920	4.000	98.00
89.30	5.770	5.786	99.72
89.70	5.800	5.794	100.10
90.50	5.810	5.810	100.00
94.80	5.910	5.896	100.24

Equipment Reading	Multi-Meter Reading	Calculated Maximum Equipment Reading
94.80	5.91	794.14

Comments:	
	Pass X
	Fail

Technician J.Cutajar



4 - 20mA Current Output Signal - Accuracy Report

Date: Aug 16 2017
Client: Tay Township
Location: Port WWTP Raw
Meter Type and S/N Fisher Porter 4211000201

Testing Parameters

Units = I/s
Minimum = 0
Maximum = 95

mA Measurement Conversion

Scale = 0.168

Equipment Reading	Multi-Meter Reading (mA)	Expected Reading (mA)	Accuracy %
0.00	3.920	4.000	98.00
47.47	11.810	11.995	98.46
48.97	12.170	12.248	99.37
49.16	12.210	12.280	99.43
49.19	12.240	12.285	99.64

Equipment Reading	Multi-Meter Reading	Calculated Maximum Equipment Reading
49.19	12.24	95.51

Comments:	
	Pass X
	Fail

Technician J.Cutajar



Certificate of Calibration and Conformity

2085 Piper Lane
London, Ontario
N5V 3S5
Tel: (519) 659-1144
Fax: (519) 453-2182

Customer Name: Township of Tay WWTP
Customer Address: 551 First ave.
City/ Province: Port McNicoll, ON
Postal Code: L0K 1R0

Make/ Model Detcon 610-FB
Serial Number: Q610A0-XP-002
Calibration Date: Aug 17, 2017
Calibrated by: Pam Quenneville
Service Order #: ORD0027420

This instrument has been calibrated and tested in accordance with our process and conforms to the quality and calibration standards laid out by the manufacturers requirements.

Head/ Location	Calibration Information		Calibration Cylinder Information		
	Gas Detected	Before Reading	After Reading	Concentrations	Registration Numbers
	H2S	28 ppm	25 ppm	25 ppm	642147 <input checked="" type="checkbox"/> Adjusted Zero
	O2	20.7	20.9	20.9	Ambiant Air <input checked="" type="checkbox"/> Adjusted Zero
	LEL	58 LEL	50 LEL	50 LEL	642147 <input checked="" type="checkbox"/> Adjusted Zero

Other Information

- ☐ Clean Air Test
☒ Verified Alarms
☐ Checked Attachments

General Comments: Zeroed and Calibrated working as per factory specs.

The instrument has been calibrated with mixtures which are prepared and analyzed to a known tolerance of the major components, traceable to national standards, and the results are within the calibration tolerance.


Technician Signature



2085 Piper Lane
London, ON N5V 3S5
Ph: (519) 659-1144
Fax: (519) 453-2182
Toll Free: 1-888-432-8422
www.hetek.com

Service Order ORD0027420



Service on 8/18/2017

Bill To

Township of Tay
450 Park Street
PO Box 100
VICTORIA HARBOUR, ON L0K 2A0

Ship To

Township of Tay
Wastewater Plant
551 First Ave.
PORT MCNICOLL, ON L0K 1R0

Purchase Order	Ship Via	Reference	Entered By	Sales rep	Terms		
	FedEx Standard	DETCO 610A-FB	PAM 8/18/2017	CC-PQ	Net 30		
Date	Product	W/H	Description	Ordered	Price	Disc	Amount
8/18/2017	FIXED-ON		Per head fee for fixed systems Aug 18,2017, Zeroed and Calibrated, working as per factory specs.	3.00 Ea	50.00 Ea	0.00	150.00 T
	SITEFEE-ON		Site fee for fixed monitoring system service	1.00 Ea	140.00 Ea	0.00	140.00 T

Sub-total

CAD 290.00

THIS IS NOT AN INVOICE - DO NOT PAY - FREIGHT & TAXES EXTRA

Section 2: Operational Overview

2 (F) Efforts Made to Achieve Objective – Condition 5

	Actual Annual Avg (mg/L)	Percentage Achieved as per Objective	E.C.A. Objective Requirement (mg/L)
CBOD5	2.17	100%	7.0 13.43 kg/day Waste Loading
TSS	2.00	100%	7.0 13.43 kg/day Waste Loading
Total Phos	0.06	100%	0.15 0.29 kg/day Waste Loading
TAN (June 1 – Aug 31)	0.10	100%	2.0 3.8 kg/day Waste Loading
TAN (Sept 1 May 31)	0.11	n/a	n/a
Ecoli	2.12	200 org./100mL	
pH	8.05	6.0 – 9.5	

2 (F) Efforts Made to Achieve Objective – Condition 5

Total Phos (Sample Met Objective Max) – There were two samples one in July and one in August of 0.15mg/L which is the maximum Objective limit.

Regular maintenance and inspections are conducted by staff to ensure the plant is running in an efficient manner.

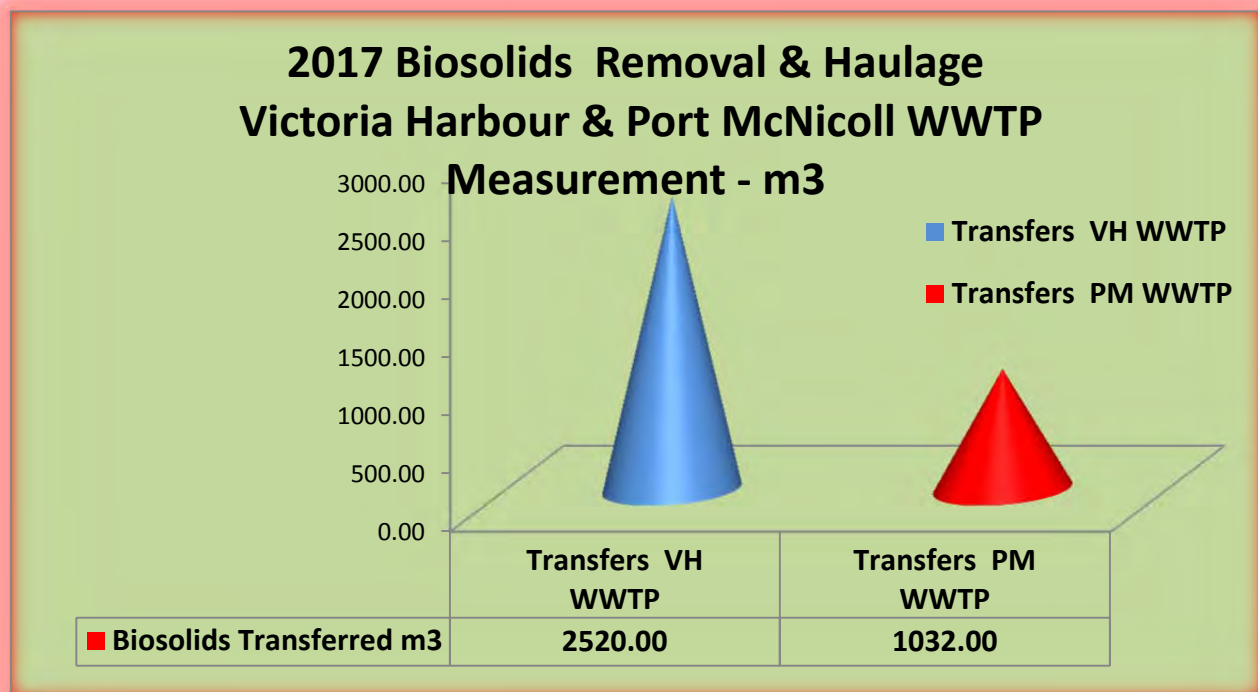
Staff review sampling results by the laboratory to ensure best effort results are achieved or, if modifications are required.

Section 2: Operational Overview

Section 2 (G) Sludge Volume & Management Summary

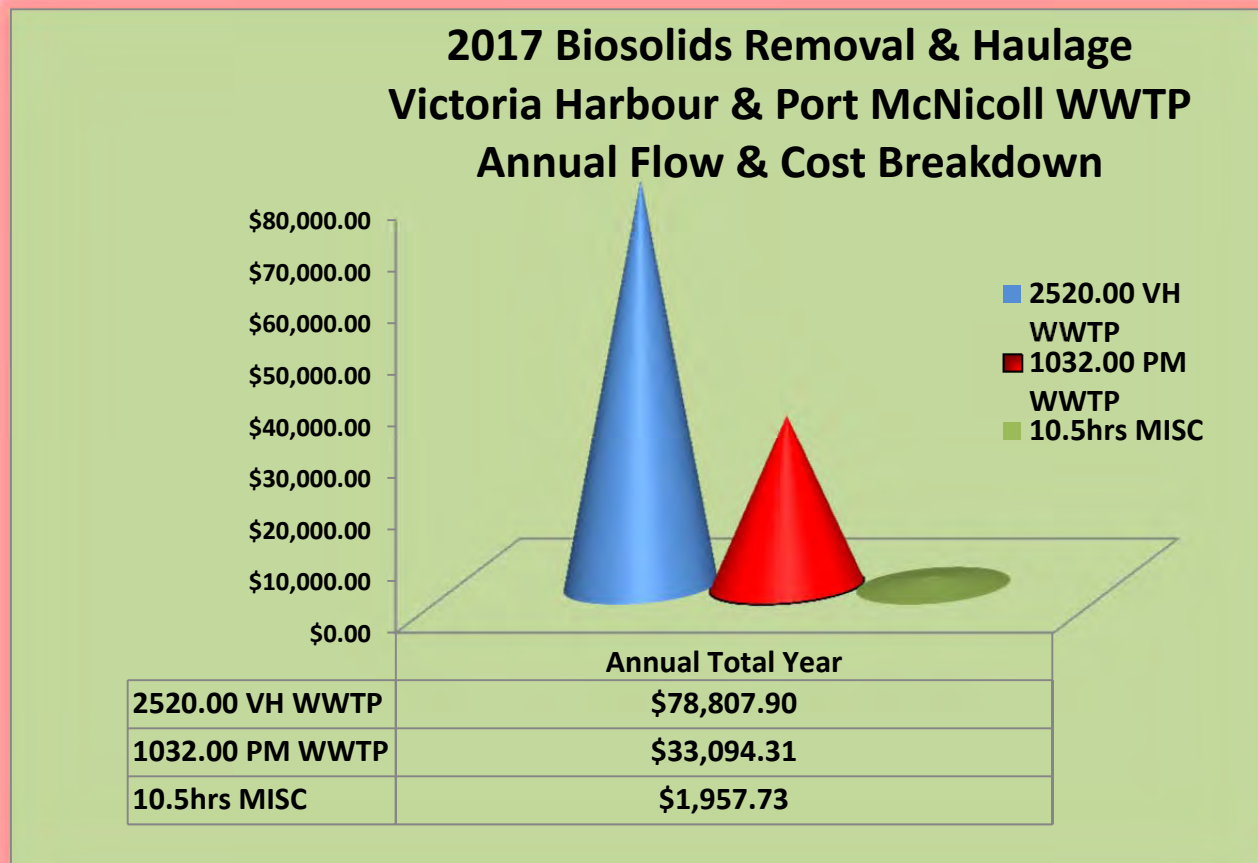
The total volume of biosolids (sludge) removed from the Port McNicoll Wastewater Treatment Plant in 2017 was 1032.0m³.

In comparison, in 2016 945.0m³ of sludge was transferred from the plant therefore, the forecast for 2018 is expected to be comparable.



Section 2 (G) Sludge Volume & Management Summary

As of June 1, 2014 Entec Waste Management Inc. was contracted to transport and remove biosolids from the Port McNicoll Wastewater Treatment Plant and the Victoria Harbour Wastewater Treatment Plant.



Section 2: Operational Overview

Section 2 (H) Complaint Summary

There were no complaints received during this reporting period.

Section 2: Operational Overview

Section 2 (I) Bypass, Spill & Abnormal Event Annual Summary

CNB Pumping Station -Spill					
Start Date	End Date	Duration (Hrs)	Volume (1000m3)	Reason	MOE Report #
Feb 4 2017 (2:45pm)	Feb 6 2017 (10:30am)	43.75 hrs	Less than 0.10m3	Spill	6684-AJBMU2
				~	~

One event was reported in 2017 at the CNB Pumping Station due to a equipment malfunction. The inspection plate on the discharge pipe that is connected to pump cracked and required repair.

Section 2: Operational Overview

Section 2 (J) Notice of Modifications Submissions – Schedule B Section 1

1.1 Sewage Pumping Stations

Piping and pump replacement.

1.2 Sewage Treatment Process

This year the 3 Zenon Supplemental air blowers and, one dip tank pump were replaced. The Municipality makes every effort to ensure the process and equipment is operating efficiently and compliant with the ECA requirements

1.3 Sewage Treatment Plant Outfall

Not applicable.

1.4 Sanitary Sewers

In addition we replaced water and sewer infrastructure along Simcoe Avenue and Assiniboia Street and remove individual sump hole connections from the sewer mains and installed them to the new storm water drainage infrastructure.

1.5 Pilot Systems

Not applicable.

Section 2: Operational Overview

Section 2 (K) Notice of Modifications Submissions – Schedule B Section 3

Normal or Emergency Operational Modifications

Not applicable.

Section 2: Operational Overview

2 (L) Exceedance Summary & Corrective Actions

Exceedances of rated flow can be attributed to ground water infiltration the Municipality has been working diligently in conducting a sewer inspection/repair program over the last three years and also upgrading much of the aging infrastructure as funding becomes available.

This should be the comment for both –Rated capacity average and max flows

Section 2: Operational Overview

2 (M) Effluent Regulatory Reporting Information System (ERRIS) Annual Summary

The Effluent Regulatory Reporting Information System is an online reporting system for the submission of effluent reports required by regulation, license or permit for participating federal/provincial/territorial jurisdictions.

Wastewater systems that are subject to quarterly reporting, the deadlines for each reporting period are as follows:

- January 1 to March 31 – **May 15**
- April 1 to June 30 – **August 14**
- July 1 to September 30 – **November 14**
- October 1 to December 31 – **February 14**

Port McNicoll WWTP- Quarterly Report

Total Volume of Effluent Deposited (m3)

- Jan – Mar – 175,135.0
- Apr – June – 159,062.0
- July – Sept – 80,526.0
- Oct – Dec – 90,367.0

Total Annual Effluent Deposited – 505,090

Average CBOD (mg/L) - 2.1

- Jan – Mar – 2.0
- Apr – June – 2.0
- July – Sept – 2.3
- Oct – Dec – 2.3

Annual Monthly Average – 2.2

Average Concentration of Suspended Solids (mg/L)

- Jan – Mar - 2.0
- Apr – June - 2.0
- July – Sept - 2.0
- Oct – Dec - 2.0

Annual Monthly Average – 2.0

Section 3:

R1 & R2'S

January 1, 2017 – December 31, 2017



The diagram illustrates the layout of the 80-bit data field. It is organized into several fields:

- File No.**: 4 bits (bits 1-4)
- Works Number**: 11 bits (bits 5-15)
- Data**: 16 bits (bits 16-31)
- Period**: 19 bits (bits 32-50)
- Days**: 21 bits (bits 51-71)
- Discharge Type**: 22 bits (bits 72-93)
- Update Code**: 80 bits (bits 94-173)

[illegible]

Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Enviornmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Port McNicoll WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

The diagram illustrates the layout of a 100-byte record. The fields and their byte positions are as follows:

- File No.:** 2 bytes (positions 1-2)
- Works Number:** 11 bytes (positions 3-13)
- Data Period:** 4 bytes (positions 16-19)
 - Month: 2 bytes (positions 16-17)
 - Year: 2 bytes (positions 18-19)
- Days:** 2 bytes (positions 20-21)
- Discharge Type:** 1 byte (position 22)
- Update Code:** 1 byte (position 80)

[illegible]

0	4	FINAL EFFLUENT					Parameter Code					Dec.	Monthly Average Results							# of Samples									
12	13	Alkalinity mg/L											2				1	8	0	.	0	0							2
		Nitrate/Nitrite mg/L											2						9	.	3	3							2
		Chlorides mg/L											2					7	4	.	5	0							2
		Conductivity uS/cm											2				7	2	6	.	5	0							2
		Ph											2						8	.	1	2							2
		Ecoli											0						2	.	0	0							5
		Disolved Reac. P mg/L											2						0	.	0	3							2
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Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248

Return completed blue form to:



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 0 2 1 7 16 19	Days 2 9 20 21	Discharge Type 2 22	Update Code R 80
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C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³) 5 0 0 1 0 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>5</td><td>0</td><td>.</td><td>9</td><td>7</td><td>7</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>8</td><td>2</td><td>1</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>8</td><td>2</td><td>0</td></tr></table> 38					5	0	.	9	7	7						1	.	8	2	1						3	.	8	2	0
				5	0	.	9	7	7																							
					1	.	8	2	1																							
					3	.	8	2	0																							
(10 ³ m ³ /d) 5 0 0 1 5 30 34	3 35																															
(10 ³ m ³ /d) 5 0 0 2 0 30 34	3 35																															

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																								
(10 ³ m ³) 5 0 0 2 6 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 38																																								
(hours) 8 0 5 6 3 30 34	1 35																																									
(10 ³ m ³) 5 0 0 4 0 30 34	3 35																																									
(hours) 8 0 5 6 5 30 34	1 35																																									

of Occurrences

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0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																
(mg/L) 0 0 0 0 1 30 34	0 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>5</td><td>5</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>3</td><td>8</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>9</td><td>.</td><td>2</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>9</td><td></td></tr></table> 38					5	5	.					3	8	.						9	.	2	0						0	.	9	
				5	5	.																												
				3	8	.																												
					9	.	2	0																										
					0	.	9																											
(mg/L) 0 0 0 0 6 30 34	0 35																																	
(mg/L) 0 0 0 2 0 30 34	2 35																																	
(mg/L) 0 0 0 3 3 30 34	1 35																																	

of Samples

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																									
(mg/L) 0 0 0 0 1 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>7</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>4</td></tr></table> 38					2	.	0					2	.	0						0	.	1	0						0	.	7	5						0	.	0	4
				2	.	0																																					
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(mg/L) 0 0 0 0 6 30 34	1 35																																										
(mg/L) 0 0 0 1 9 30 34	2 35																																										
(mg/L) 0 0 0 2 0 30 34	2 35																																										
(mg/L) 0 0 0 3 3 30 34	2 35																																										

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results																		
5 0 1 0 0 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table> 38						.						.						.
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					.															
8 0 4 1 0 30 34	1 35																			
8 0 4 2 0 30 34	1 35																			

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:
Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Port McNicoll WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

Diagram illustrating the layout of the 10-digit file number:

- File No.**: 4 6
- Works Number**: 1 1 0 0 0 1 4 1 7
- Data Period**:
 - Month: 0 2
 - Year: 1 7
- Days**: 2 9
- Discharge Type**: 2
- Update Code**: R

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuff@tay.ca 705 534 7248

Return completed blue form to:



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 0 3 1 7 16 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 80
-------------------------------	--	--	-----------------------------	----------------------------------	-------------------------------

C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³) 5 0 0 1 0 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>3</td><td>.</td><td>9</td><td>8</td><td>2</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td>6</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>3</td><td>.</td><td>5</td><td>8</td><td>4</td></tr></table>					6	3	.	9	8	2						2	.	0	6	4						3	.	5	8	4
				6	3	.	9	8	2																							
					2	.	0	6	4																							
					3	.	5	8	4																							
(10 ³ m ³ /d) 5 0 0 1 5	3																															
(10 ³ m ³ /d) 5 0 0 2 0	3																															

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																								
(10 ³ m ³) 0 0 30 34		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
(hours) 0																																										
(10 ³ m ³) 0 0 0																																										
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of Occurrences
0

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																															
(mg/L) 0 0 0 0 1 30 34	0 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>5</td><td>2</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>1</td><td>4</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>.</td><td>3</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>5</td></tr></table>					5	2	.					1	1	4	.					1	4	.	3	0					1	.	5
				5	2	.																											
				1	1	4	.																										
				1	4	.	3	0																									
				1	.	5																											
(mg/L) 0 0 0 0 6	0																																
(mg/L) 0 0 0 2 0	2																																
(mg/L) 0 0 0 3 3	1																																

of Samples
2
2
2
2

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																						
(mg/L) 0 0 0 0 1 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>4</td></tr></table>					2	.	0					2	.	0					0	.	1	0					0	.	8	5					0	.	0	4
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(mg/L) 0 0 0 1 9	2																																							
(mg/L) 0 0 0 2 0	2																																							
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2
2

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results																		
5 0 1 0 0 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table>						.						.						.
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8 0 4 2 0	1																			

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Operator's Comments and Contact Person's Phone number & e-mail address:

Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

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(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).



Municipal Utility Monitoring Program Mechanical Plants

R2

Return completed blue form to:



Diagram illustrating the structure of the 10-byte data field:

- File No.** (2 bytes): 4 (1), 6 (2)
- Works Number** (8 bytes): 1 (3), 1 (4), 0 (5), 0 (6), 0 (7), 1 (8), 4 (9), 1 (10), 7 (11)
- Data Period** (4 bytes): Month (0 (16), 4 (17)), Year (1 (18), 7 (19))
- Days** (2 bytes): 3 (20), 0 (21)
- Discharge Type** (1 byte): 2 (22)
- Update Code** (1 byte): R (23)

C.P.																		
0	1	FLOWs																
12	13	Total Flow	(10 ³ m ³)	5	0	0	1	0	Dec.	Monthly Results								
Average Daily Flow		(10 ³ m ³ /d)	5	0	0	1	5	3					6	1	.	9	2	4
Maximum Daily Flow		(10 ³ m ³ /d)	5	0	0	2	0	3						2	.	0	6	4
			30	31	32	33	34	35						3	.	6	5	1

2		6		BYPASS															# of Occurrences				
12		13																					
Plant Bypass Volume				(10 ³ m ³)		5	0	0	2	6	3												
Duration				(hours)		8	0	5	6	3	1												
Secondary Bypass Volume				(10 ³ m ³)		5	0	0	4	0	3												
Duration				(hours)		8	0	5	6	5	1												
						30				24	36												
						30				24	36												

[illegible]

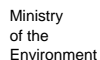
0		4		FINAL EFFLUENT																			
12		13																					
BOD ₅				(mg/L)	0	0	0	0	1	1						2	.	0					2
Suspended Solids				(mg/L)	0	0	0	0	6	1						2	.	0				2	
Ammonia + Ammonium				(mg/L)	0	0	0	1	9	2						0	.	1	0			2	
TKN				(mg/L)	0	0	0	2	0	2						0	.	5	0			2	
Total Phosphorus				(mg/L)	0	0	0	3	3	2						0	.	0	3			2	
					30				34	36					38								

0		7		DISINFECTION															
12		13																	
Chlorine Used - (kg as Cl ₂)				5 0 1 0 0					1		<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr> </table>								.
					.														
Chlorine Dosage - (mg/L as Cl ₂)				8 0 4 1 0					1		<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr> </table>								.
					.														
Chlorine Residual - (mg/L as Cl ₂)				8 0 4 2 0					1		<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr> </table>								.
					.														
30		31		32		33		34		35		36							

Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

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Enviornmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

Municipal Utility Monitoring Program
Mechanical Plants **R2**File No

Works Number								
1	0	0	0	1	4	1	7	
2								11

Data Period			
Month		Year	
0	4	1	7

Days	
3	0
20	21

Discharge Type

2

Update Code
R

[illegible]

Operator's Comments and <u>Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248</u>

Return completed blue form to:

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Port McNicoll WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

The diagram illustrates the layout of the data table, showing the sequence of fields and their corresponding column positions (1 through 22). The fields are arranged as follows:

- File No.**: Columns 1 and 2.
- Works Number**: Columns 3 through 11.
- Data Period**: Columns 12 through 15.
 - Month**: Columns 12 and 13.
 - Year**: Columns 14 and 15.
- Days**: Columns 16 and 17.
- Discharge Type**: Column 18.
- Update Code**: Column 19.

The column positions are indicated by numbers below the field boxes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22.

C.P.

0 1	FLOWS																												
Total Flow ($\times 10^3 \text{ m}^3$)	<table border="1" style="width: 100%; font-family: monospace; font-weight: bold;"> <thead><tr><th colspan="7">Parameter Code</th></tr></thead> <tbody> <tr><td>5</td><td>0</td><td>0</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td>5</td><td>0</td><td>0</td><td>1</td><td>5</td><td></td><td></td></tr> <tr><td>5</td><td>0</td><td>0</td><td>2</td><td>0</td><td></td><td></td></tr> </tbody> </table> <div style="position: absolute; bottom: -10px; left: 10px; font-size: x-small;">30 34</div>	Parameter Code							5	0	0	1	0			5	0	0	1	5			5	0	0	2	0		
Parameter Code																													
5	0	0	1	0																									
5	0	0	1	5																									
5	0	0	2	0																									
Average Daily Flow	($\times 10^3 \text{ m}^3/\text{d}$)																												
Maximum Daily Flow	($\times 10^3 \text{ m}^3/\text{d}$)																												

	Dec.	
3	3	3

Monthly Results										
					5	9	.	4	4	8
						1	.	9	1	8
						3	.	6	9	3

38 42
35 39

2		6		BYPASS										# of Occurrences			
12	13	Plant Bypass Volume		(10 ³ m ³)					3								
		Duration		(hours)					1								
		Secondary Bypass Volume		(10 ³ m ³)					3								
		Duration		(hours)					1								

[illegible]

0		4		FINAL EFFLUENT																			
12		13																					
BOD ₅				(mg/L)	0	0	0	0	1	1					2	.	0					2	
Suspended Solids				(mg/L)	0	0	0	0	6	1					2	.	0					2	
Ammonia + Ammonium				(mg/L)	0	0	0	1	9	2					0	.	1	7					2
TKN				(mg/L)	0	0	0	2	0	2					0	.	6	7					2
Total Phosphorus				(mg/L)	0	0	0	3	3	2					0	.	0	4					2
				30		31		34		35				38		39				42		43	

0		7		DISINFECTION				
12		13		Chlorine Used - (kg as Cl ₂)				
				5	0	1	0	0
				8	0	4	1	0
				8	0	4	2	0
				30	34			
				Chlorine Dosage - (mg/L as Cl ₂)				
				1				
				1				
				1				
				36				
				Chlorine Residual - (mg/L as Cl ₂)				
								.
								.
								.
				38				

Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Environmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Port McNicoll WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

File No.

4	6
1	2

Works Number

1	1	0	0	0	1	4	1	7
3								11

Data Period

Month		Year	
0	5	1	7
16			19

Days

3	1
20	21

Discharge Type

2
22

Update Code

R
20

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248

Return completed blue form to:



The diagram illustrates the layout of the data structure, showing the following fields and their lengths:

- File No.**: 2 digits (4, 6)
- Works Number**: 8 digits (1, 1, 0, 0, 0, 1, 4, 1, 7)
- Data Period**: 4 digits (0, 6, 1, 7)
- Days**: 2 digits (3, 0)
- Discharge Type**: 1 digit (2)
- Update Code**: 1 digit (R)

C.P.																	
0	1	FLOWs															
12	13	Total Flow	(10 ³ m ³)	5	0	0	1	0	Dec.	Monthly Results							
Average Daily Flow		(10 ³ m ³ /d)	5	0	0	1	5	3				3	7	.	6	9	0
Maximum Daily Flow		(10 ³ m ³ /d)	5	0	0	2	0	3					1	.	2	5	6
			30	31	32	33	34	35					2	.	2	7	9

2		6		BYPASS															# of Occurrences				
12		13																					
Plant Bypass Volume				(10 ³ m ³)		5	0	0	2	6	3												
Duration				(hours)		8	0	5	6	3	1												
Secondary Bypass Volume				(10 ³ m ³)		5	0	0	4	0	3												
Duration				(hours)		8	0	5	6	5	1												
						30					36												
												32											

0		3	RAW SEWAGE																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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0		4		FINAL EFFLUENT																		
12		13																				
BOD ₅				(mg/L)	0	0	0	0	1	1						2	0					2
Suspended Solids				(mg/L)	0	0	0	0	6	1						2	.	0				2
Ammonia + Ammonium				(mg/L)	0	0	0	1	9	2						0	.	1	0			2
TKN				(mg/L)	0	0	0	2	0	2						1	.	3	0			2
Total Phosphorus				(mg/L)	0	0	0	3	3	2						0	.	0	7			2
					30				34	36					38							

0		7		DISINFECTION									
				Chlorine Used - (kg as Cl ₂)									
				Chlorine Dosage - (mg/L as Cl ₂)									
				Chlorine Residual - (mg/L as Cl ₂)									

5	0	1	0	0
8	0	4	1	0
8	0	4	2	0
30				34

1
1
1
16

						.
						.
						.
22						

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Enviornmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Port McNicoll WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

File No.

4	6
1	2

Works Number

1	1	0	0	0	1	4	1	7
3								11

Data Period

Month		Year	
0	6	1	7
16			19

Days

3	0
20	21

Discharge Type

2
22

Update Code

R
80

[illegible]

0	4	FINAL EFFLUENT					Parameter Code					Dec.	Monthly Average Results							# of Samples						
12	13	Alkalinity mg/L											2				1	6	3	.	5	0				2
		Nitrate/Nitrite mg/L											2					1	2	.	9	0				2
		Chlorides mg/L											2					6	0	.	0	0				2
		Conductivity uS/cm											2				6	6	2	.	0	0				2
		Ph											2						8	.	1	4				2
		Ecoli											0						2	.	0	0				5
		Disolved Reac. P mg/L											2						0	.	0	4				2
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Operator's Comments and <u>Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248</u>

Return completed blue form to:



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 0 7 1 7 16 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 80
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C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³) 5 0 0 1 0 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>5</td><td>.</td><td>3</td><td>4</td><td>2</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>1</td><td>1</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6</td><td>3</td><td>7</td></tr></table>					3	5	.	3	4	2						1	.	1	1	4						1	.	6	3	7
				3	5	.	3	4	2																							
					1	.	1	1	4																							
					1	.	6	3	7																							
(10 ³ m ³ /d) 5 0 0 1 5	3																															
(10 ³ m ³ /d) 5 0 0 2 0	3																															

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³) 5 0 0 2 6 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							
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(hours) 8 0 5 6 3	1																																	
(10 ³ m ³) 5 0 0 4 0	3																																	
(hours) 8 0 5 6 5	1																																	

of Occurrences
0

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) 0 0 0 0 1 30 34	0 35	<table border="1"><tr><td></td><td></td><td></td><td>1</td><td>0</td><td>3</td><td>.</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>5</td><td>.</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>.</td><td>3 5</td></tr><tr><td></td><td></td><td></td><td>1</td><td>.</td><td>5</td><td></td></tr></table>				1	0	3	.				1	2	5	.				1	2	.	3 5				1	.	5	
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			1	2	5	.																								
			1	2	.	3 5																								
			1	.	5																									
(mg/L) 0 0 0 0 6	0																													
(mg/L) 0 0 0 2 0	2																													
(mg/L) 0 0 0 3 3	1																													

of Samples
2
2
2
2

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																			
(mg/L) 0 0 0 0 1 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1 0</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6 5</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1 5</td></tr></table>					2	.	0					2	.	0					0	.	1 0					1	.	6 5					0	.	1 5
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(mg/L) 0 0 0 2 0	2																																				
(mg/L) 0 0 0 3 3	2																																				

2
2
2
2
2

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
5 0 1 0 0 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr></table>					.					.					.
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8 0 4 2 0	1																

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Operator's Comments and Contact Person's Phone number & e-mail address:

Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

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Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R2**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No.	Works Number	Data Period	Days	Discharge Type	Update Code																																						
<table border="1"><tr><td>4</td><td>6</td></tr><tr><td>1</td><td>2</td></tr></table>	4	6	1	2	<table border="1"><tr><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td><td>1</td><td>4</td><td>1</td><td>7</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>11</td></tr></table>	1	1	0	0	0	1	4	1	7	3								11	<table border="1"><tr><td>0</td><td>7</td><td>1</td><td>7</td></tr><tr><td>16</td><td></td><td></td><td>19</td></tr></table>	0	7	1	7	16			19	<table border="1"><tr><td>3</td><td>1</td></tr><tr><td>20</td><td>21</td></tr></table>	3	1	20	21	<table border="1"><tr><td>2</td></tr><tr><td>22</td></tr></table>	2	22	<table border="1"><tr><td>R</td></tr><tr><td>80</td></tr></table>	R	80
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C.P.	RAW SEWAGE	Parameter Code	Dec.	Monthly Average Results	# of Samples													
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	Ammonium mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>1</td><td>.</td><td>4</td><td>5</td></tr></table>					1	1	.	4	5	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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	Dissolved React. P. mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td><td>2</td></tr></table>						0	.	8	2	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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	Nitrate/Nitrite mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>6</td></tr></table>						0	.	0	6	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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	Alkalinity mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td>2</td><td>5</td><td>0</td><td>.</td><td>0</td><td>0</td></tr></table>				2	5	0	.	0	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
			2	5	0	.	0	0										
			2															
	Chlorides mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>0</td><td>.</td><td>5</td><td>0</td></tr></table>					6	0	.	5	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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			2															
	Conductivity mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td>6</td><td>9</td><td>3</td><td>.</td><td>5</td><td>0</td></tr></table>				6	9	3	.	5	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 0 8 1 7 16 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 80
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C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³) 5 0 0 1 0 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>5</td><td>.</td><td>5</td><td>5</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td><td>2</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>3</td><td>2</td><td>0</td></tr></table>					2	5	.	5	5	3						0	.	8	2	4						1	.	3	2	0
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					1	.	3	2	0																							
(10 ³ m ³ /d) 5 0 0 1 5 30 34	3 35																															
(10 ³ m ³ /d) 5 0 0 2 0 30 34	3 35																															

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³) 5 0 0 2 6 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							
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(10 ³ m ³) 5 0 0 4 0 30 34	3 35																																	
(hours) 8 0 5 6 5 30 34	1 35																																	

of Occurrences
0

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) 0 0 0 0 1 30 34	0 35	<table border="1"><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>1</td><td>.</td></tr><tr><td></td><td></td><td></td><td>1</td><td>0</td><td>4</td><td>.</td></tr><tr><td></td><td></td><td></td><td>2</td><td>3</td><td>.</td><td>0 5</td></tr><tr><td></td><td></td><td></td><td>4</td><td>.</td><td>3</td><td></td></tr></table>				1	2	1	.				1	0	4	.				2	3	.	0 5				4	.	3	
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			4	.	3																									
(mg/L) 0 0 0 0 6 30 34	0 35																													
(mg/L) 0 0 0 2 0 30 34	2 35																													
(mg/L) 0 0 0 3 3 30 34	1 35																													

of Samples
2
2
2
2

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																			
(mg/L) 0 0 0 0 1 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1 0</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>0 5</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1 4</td></tr></table>					2	.	0					2	.	0					0	.	1 0					1	.	0 5					0	.	1 4
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(mg/L) 0 0 0 2 0 30 34	2 35																																				
(mg/L) 0 0 0 3 3 30 34	2 35																																				

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0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
5 0 1 0 0 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr></table>					.					.					.
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8 0 4 1 0 30 34	1 35																
8 0 4 2 0 30 34	1 35																

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Operator's Comments and Contact Person's Phone number & e-mail address:

Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Environmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Port McNicoll WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

Diagram illustrating the layout of the 10-digit data block:

- File No.**: 2 digits (4, 6)
- Works Number**: 8 digits (1, 1, 0, 0, 0, 1, 4, 1, 7)
- Data Period**: 4 digits (0, 8, 1, 7)
 - Month: 2 digits (0, 8)
 - Year: 2 digits (1, 7)
- Days**: 2 digits (3, 1)
- Discharge Type**: 1 digit (2)
- Update Code**: 1 digit (R)

[illegible]

0	4	FINAL EFFLUENT				Parameter Code				Dec.	Monthly Average Results								# of Samples											
12	13	Alkalinity mg/L									2				1	0	4	.	0	0										
		Nitrate/Nitrite mg/L									2					1	5	.	7	5										
		Chlorides mg/L									2					6	7	.	0	0										
		Conductivity uS/cm									2				6	6	9	.	0	0										
		Ph									2						7	.	9	9										
		Ecoli									0						1	.	0	0										
		Disolved Reac. P mg/L									2						0	.	1	0										
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Operator's Comments and <u>Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuff@tay.ca 705 534 7248</u>

Return completed blue form to:



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 0 9 1 7 16 19	Days 3 0 20 21	Discharge Type 2 22	Update Code R 80
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C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

	Parameter Code					Dec.	Monthly Results						
(10 ³ m ³)	5	0	0	1	0	3			1	9	6	3	1
(10 ³ m ³ /d)	5	0	0	1	5	3				0	6	5	4
(10 ³ m ³ /d)	5	0	0	2	0	3				0	7	7	1

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

	Parameter Code					Dec.	Monthly Results						
(10 ³ m ³)	5	0	0	2	6	3					.		
(hours)	8	0	5	6	3	1					.		
(10 ³ m ³)	5	0	0	4	0	3					.		
(hours)	8	0	5	6	5	1					.		

of Occurrences

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

	Parameter Code					Dec.	Monthly Results					
(mg/L)	0	0	0	0	1	0			1	3	0	.
(mg/L)	0	0	0	0	6	0			2	6	8	.
(mg/L)	0	0	0	2	0	2			2	4	.	2 0
(mg/L)	0	0	0	3	3	1			4	.	2	

of Samples

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

	Parameter Code					Dec.	Monthly Results					
(mg/L)	0	0	0	0	1	1			3	.	0	
(mg/L)	0	0	0	0	6	1			2	.	0	
(mg/L)	0	0	0	1	9	2			0	.	1 5	
(mg/L)	0	0	0	2	0	2			1	.	5 5	
(mg/L)	0	0	0	3	3	2			0	.	0 8	

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

	Parameter Code					Dec.	Monthly Results					
	5	0	1	0	0	1					.	
	8	0	4	1	0	1					.	
	8	0	4	2	0	1					.	

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Operator's Comments and Contact Person's Phone number & e-mail address:

Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Environmental Monitoring and Reporting Branch, MOE at
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(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R2**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No.	Works Number	Data Period	Days	Discharge Type	Update Code																																						
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C.P.	RAW SEWAGE	Parameter Code	Dec.	Monthly Average Results	# of Samples													
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	Ammonium mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>6</td><td>.</td><td>0</td><td>5</td></tr></table>					1	6	.	0	5	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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	Dissolved React. P. mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>5</td><td>2</td></tr></table>						0	.	5	2	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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	Alkalinity mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td>2</td><td>2</td><td>1</td><td>.</td><td>0</td><td>0</td></tr></table>				2	2	1	.	0	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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	Chlorides mg/L		2	<table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>2</td><td>.</td><td>5</td><td>0</td></tr></table>					6	2	.	5	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
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Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 1 0 1 7 16 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 80
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C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³) 5 0 0 1 0 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>0</td><td>.</td><td>9</td><td>0</td><td>6</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>6</td><td>7</td><td>4</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td><td>0</td><td>9</td></tr></table> 38					2	0	.	9	0	6						0	.	6	7	4						0	.	8	0	9
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					0	.	6	7	4																							
					0	.	8	0	9																							
(10 ³ m ³ /d) 5 0 0 1 5	3																															
(10 ³ m ³ /d) 5 0 0 2 0	3																															

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³) 5 0 0 2 6 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table> 38							
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(10 ³ m ³) 5 0 0 4 0	3																																	
(hours) 8 0 5 6 5	1																																	

of Occurrences
0

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0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																														
(mg/L) 0 0 0 0 1 30 34	0 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>8</td><td>9</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>6</td><td>0</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>5</td><td>.</td><td>0</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>6</td></tr></table> 38					8	9	.					6	0	.					1	5	.	0	3					1	.	6
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				6	0	.																										
				1	5	.	0	3																								
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(mg/L) 0 0 0 0 6	0																															
(mg/L) 0 0 0 2 0	2																															
(mg/L) 0 0 0 3 3	1																															

of Samples
2
2
2
2

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																																						
(mg/L) 0 0 0 0 1 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>9</td></tr></table> 38					2	.	0					2	.	0					0	.	1	0					0	.	8	3					0	.	0	9
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(mg/L) 0 0 0 0 6	1																																							
(mg/L) 0 0 0 1 9	2																																							
(mg/L) 0 0 0 2 0	2																																							
(mg/L) 0 0 0 3 3	2																																							

			2
			2
			2
			2
			2

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
5 0 1 0 0 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr></table> 38					.					.					.
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				.													
8 0 4 1 0	1																
8 0 4 2 0	1																

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Operator's Comments and Contact Person's Phone number & e-mail address:

Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Environmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

File No.

Data Period			
Month		Year	
1	0	1	7

Discharge Type
2

Update Code
R

RAW SEWAGEParameter CodeDec.

Monthly Average Results

of Samples[illegible]

2
2
2
2
2
2

[illegible]

# of Samples			
			2
			2
			2
			2
			2
			2
			2

FINAL EFFLUENT

Parameter Code

Dec.

Monthly Average Results

of Samples[illegible]

2
2
2
2
2
0
2

[illegible]

# of Samples			
			2
			2
			2
			2
			2
			2
			2

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248

Return completed blue form to:



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 1 1 1 7 16 19	Days 3 0 20 21	Discharge Type 2 22	Update Code R 80
-------------------------------	--	--	-----------------------------	----------------------------------	-------------------------------

C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																														
(10 ³ m ³) 5 0 0 1 0 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>6</td><td>.</td><td>0</td><td>9</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>2</td><td>0</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>.</td><td>8</td><td>3</td><td>1</td></tr></table>					3	6	.	0	9	3						1	.	2	0	3						1	.	8	3	1
				3	6	.	0	9	3																							
					1	.	2	0	3																							
					1	.	8	3	1																							
(10 ³ m ³ /d) 5 0 0 1 5	3																															
(10 ³ m ³ /d) 5 0 0 2 0	3																															

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																
(10 ³ m ³) 5 0 0 2 6 30 34	3 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							
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					.																													
					.																													
					.																													
(hours) 8 0 5 6 3	1																																	
(10 ³ m ³) 5 0 0 4 0	3																																	
(hours) 8 0 5 6 5	1																																	

of Occurrences
0

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) 0 0 0 0 1 30 34	0 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>4</td><td>5</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>7</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>0</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td></tr></table>					4	5	.					2	7	.					1	0	.					0	.	0
				4	5	.																								
				2	7	.																								
				1	0	.																								
				0	.	0																								
(mg/L) 0 0 0 0 6	0																													
(mg/L) 0 0 0 2 0	2																													
(mg/L) 0 0 0 3 3	1																													

of Samples
2
2
2
2

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

Parameter Code	Dec.	Monthly Results																												
(mg/L) 0 0 0 0 1 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>5</td></tr></table>					2	.	0					2	.	0					0	.	1					0	.	5
				2	.	0																								
				2	.	0																								
				0	.	1																								
				0	.	5																								
(mg/L) 0 0 0 0 6	1																													
(mg/L) 0 0 0 1 9	2																													
(mg/L) 0 0 0 2 0	2																													
(mg/L) 0 0 0 3 3	2																													

2
2
2
2
2

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

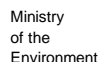
Chlorine Residual - (mg/L as Cl₂)

Parameter Code	Dec.	Monthly Results															
5 0 1 0 0 30 34	1 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>.</td></tr></table>					.					.					.
				.													
				.													
				.													
8 0 4 1 0	1																
8 0 4 2 0	1																

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Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:
Environmental Monitoring and Reporting Branch, MOE at WasteWaterReporting@ontario.ca & your local District/Area Office, MOE (http://www.ene.gov.on.ca/en/contact/regionalmap.php).

File No.

Works Number								
1	1	0	0	0	1	4	1	7

Data Period			
Month		Year	
1	1	1	7

Days	
3	0

Discharge Type

2

Update Code
R

C.P.	
0	3
12	13

RAW SEWAGEParameter CodeDec.

Monthly Average Results

of Samples[illegible]

2						8	.	3	0
2						0	.	2	4
2						0	.	8	5
2				2	5	0	.	0	0
2					5	6	.	5	0
2				7	0	1	.	0	0
2						7	.	9	1
							.		
							.		
							.		
							.		
							.		
							.		
							.		
							.		
25									

# of Samples			
			2
			2
			2
			2
			2
			2
			2

0	4
12	13

FINAL EFFLUENT

Parameter Code

Dec.

Monthly Average Results

of Samples[illegible][illegible]

# of Samples			
			2
			2
			2
			2
			2
			2
			2

Operator's Comments and **Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248**

Return completed blue form to:



Ministry
of the
Environment

Municipal Utility Monitoring Program
Mechanical Plants **R1**

Municipality: Township of Tay	Operating Authority: Corporation of the Township of Tay
Project Name: Port McNicoll WWTP	Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0
Mailing Address: 450 Park Street, Victoria Harbour, ON L0K 2A0	

File No. 4 6 1 2	Works Number 1 1 0 0 0 1 4 1 7 3 11	Data Period Month Year 1 2 1 7 16 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 80
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C.P.
0 1 12 13

FLOWs

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code					
(10 ³ m ³)	5	0	0	1	0
(10 ³ m ³ /d)	5	0	0	1	5
(10 ³ m ³ /d)	5	0	0	2	0

Dec.
3
3
3

Monthly Results									
				3	3	.	3	6	8
					1	.	0	7	6
					1	.	1	8	7

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

(10 ³ m ³)	5	0	0	2	6
(hours)	8	0	5	6	3
(10 ³ m ³)	5	0	0	4	0
(hours)	8	0	5	6	5

3
1
3
1

					.		
					.		
					.		
					.		

# of Occurrences			
			0

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

(mg/L)	0	0	0	0	1
(mg/L)	0	0	0	0	6
(mg/L)	0	0	0	2	0
(mg/L)	0	0	0	3	3

0
0
2
1

				8	6	.
				8	3	.
				1	0	.
					0	0

# of Samples			
			2
			2
			2
			2

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

(mg/L)	0	0	0	0	1
(mg/L)	0	0	0	0	6
(mg/L)	0	0	0	1	9
(mg/L)	0	0	0	2	0
(mg/L)	0	0	0	3	3

1
1
2
2
2

				3	.	0
				2	.	0
				0	.	1
				0	.	5
				0	.	0

			2
			2
			2
			2
			2

0 7 12 13

DISINFECTION

Chlorine Used - (kg as Cl₂)

Chlorine Dosage - (mg/L as Cl₂)

Chlorine Residual - (mg/L as Cl₂)

5	0	1	0	0
8	0	4	1	0
8	0	4	2	0

1
1
1

				.
				.
				.

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Operator's Comments and Contact Person's Phone number & e-mail address:

Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to:

Environmental Monitoring and Reporting Branch, MOE at
WasteWaterReporting@ontario.ca & your local District/Area Office, MOE
(<http://www.ene.gov.on.ca/en/contact/regionalmap.php>).

File No.

Works Number								
1	1	0	0	0	1	4	1	7

Data Period			
Month		Year	
1	2	1	7

Days	
3	1

Discharge Type
2

Update Code
R

C.P.	
0	3
12	12

RAW SEWAGE

Parameter Code

Dec.

Monthly Average Results

of Samples

[illegible]

2					9	.	1	5
2					0	.	4	3
2					0	.	6	8
2			2	3	8	.	5	0
2				6	0	.	5	0
2			6	9	6	.	5	0
2					7	.	7	7
						.		
						.		
						.		
						.		
						.		
36	36					.		

# of Samples			
			2
			2
			2
			2
			2
			2
			2

0	4
12	13

FINAL EFFLUENT

Parameter Code

Dec.

Monthly Average Results

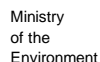
of Samples

[illegible][illegible]

# of Samples			
			2
			2
			2
			2
			2
			2
			2

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tay.ca & rknuuff@tay.ca 705 534 7248

Return completed blue form to:

Municipal Utility Monitoring Program
Mechanical Plants **R2**

Municipality:	Township of Tay	Operating Authority:	Corporation of the Township of Tay
Project Name:	Victoria Harbour WWTP		
Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0	Mailing Address:	450 Park Street, Victoria Harbour, ON L0K 2A0

Diagram illustrating the layout of the 80-character data block:

- File No.**: 2 characters (1, 2)
- Works Number**: 11 characters (3, 4, 5, 6, 7, 8, 9, 10, 11)
- Data Period**: 4 characters (16, 17, 18, 19)
 - Month**: 2 characters (16, 17)
 - Year**: 2 characters (18, 19)
- Days**: 2 characters (20, 21)
- Discharge Type**: 1 character (22)
- Update Code**: 1 character (80)

[illegible]

0	4	FINAL EFFLUENT						Parameter Code						Dec.	Monthly Average Results								# of samples					
12	13	Alkalinity												1						.								
		Nitrate/Nitrite												1				1	2	.	0	0						0
		Chlorides												2						.								0
		Conductivity												0			6	4	6	.	0	0						5
		PH												2					7	.	6	0						5
		Dissolved Reactct. P.												2					0	.	0	0						0
		Ecoli																2	.	0	0						5	
																			.									
																			.									
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Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca & Raymond Knuff rknuff@tay.ca 705 534 7248

Return completed blue form to: Ray Knuff, Environmental Superintendent



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No: PW-2018-26

Report Title: Development Securities Policy

RECOMMENDATION:

That Staff Report No. PW-2018-26 regarding the Development Securities Policy be received;
And that Council adopts the new Development Securities Policy.

INTRODUCTION/BACKGROUND:

Currently, there is not an approved Council policy that lays out the framework for the collection of development security deposits.

The Subdivision Manual has a guideline but is not reflective of current practices. Past agreements have not been consistent. The engineering and contingency factor has varied, and the way that HST has been applied has varied.

This report compares current practices to proposed practices. This report will describe the changes that would be imposed with the adoption of the Development Securities Policy. This will provide consistency in the way that Development Security Deposits are collected and released for all developments and development projects within the Township of Tay

ANALYSIS:

Current Township practice with respect to collecting development security deposits are as follows:

The consultant provides a cost estimate for all works related to the subdivision. At Registration, 15% of the total estimated cost of the works is posted. Prior to the commencement of construction, additional 85% of the total estimated cost of the works is posted, totaling 100% of total cost.

Currently the practice of what is included in the costs is not consistent. There is no guideline of how the cost estimate is calculated other than 100% of proposed works. Typically this will include a contingency of some sort, but the amount varies from 5% to 15%, and the way HST is applied varies as well.

Proposed Procedure:

To provide consistency with the security deposits for development the following is proposed. The consultant provides cost estimate for all works related to the development. The security amount is then calculated based on 100% of the outstanding works plus 10% contingency and engineering. 13% HST will then be applied to the combined total.

Prior to execution of Subdivision Agreement a security of at least 15% of Gross Security Amount shall be posted. Prior to the Registration of the subdivision a security of an additional 65% of Gross Security Amount shall be posted (15% + 65% = 80%).

At such time as works have been completed such that the Security Amount required is less than 80% of the Gross Security Amount security reductions can be considered, while retaining 15% of work completed. At no time until following Final Acceptance shall the security be reduced to less than 15% of the Gross Security Amount.

This approach provides some relief to Developers at the start of the project while protecting the Township and public's interest for works not completed.

FINANCIAL/BUDGET IMPACT:

There are no financial impacts with this report.

CONCLUSION:

The Township lacks a development security policy. A policy is proposed which provides some relief for developers while protecting the Township and public interest.

Prepared by: Lyell Bergstrom, Engineering Technologist

Recommended by:

Date: March 26, 2018

Peter Dance
Director of Public Works

Reviewed by:

Date: March 26, 2018

Robert Lamb CEC, Ec.D.
Chief Administrative Officer



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

SUBJECT: Development Securities Policy	EFFECTIVE DATE: April 25, 2018
REVISION DATE:	PAGE: X of 3

Purpose:

To provided consistency in the way that Development Security Deposits are collected and released for all developments and development projects within the Township of Tay.

Background:

To ensure satisfactory completion of the works and to protect the Township for any incurred or potential costs associated with development the developer posts securities in cash, certified cheque or Letter of Credit in a form satisfactory to the Township. Securities can be related to municipal works, connections to Township services or utilities, construction of any access to a public street, illumination, trees, landscaping, site grading and other works.

Procedure for the Subdivisions:

1. The consultant provides, for review, a complete cost estimate for all completed and outstanding works related to the subdivision. If acceptable to the Township it will be approved.
2. The Security Amount for the subdivision will be calculated based on the approved cost estimate as follows:
100% of the works plus 10% contingency and engineering, 13% HST will be applied to the combined total.
3. For the entire subdivision, or phase thereof, a Gross Security Amount for the entire subdivision, or phase. Shall be calculated as above.
4. Prior to the execution of the Subdivision Agreement a security of at least 15% of Gross Security Amount shall be posted.



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

SUBJECT: Development Securities Policy	EFFECTIVE DATE: April 25, 2018
REVISION DATE:	PAGE: X of 3

5. Prior to the Registration of the subdivision a security of at least 80% of the Gross Security Amount shall be posted ($15\% + 65\% = 80\%$).

6. When works have been completed such that the Security Amount required is less than 80% of the Gross Security Amount security reductions can be considered, while retaining 15% of the value of works completed.

7. At no time until following Final Acceptance shall the security be reduced to less than 15% of the Gross Security Amount.

Pre-Servicing Agreements:

1. Pre-servicing agreements will be treated in a manner similar to subdivisions.
2. The Director of Public Works and the Director of Planning and Development shall have the delegated authority to reduce the required security amount, when compared to a full subdivision, such that it includes:
 - a. the full Security Amount for works on municipal land
 - b. the full Security Amount for earthworks and landscaping, and
 - c. the full Security Amount for other works that they may deem required to protect the Township or public interest.
3. The Township shall retain 15% of the pre-servicing security until such time as the subdivision agreement has been signed.
4. The developer shall post 15% of the Security Amount of completed works at the time the plan of subdivision is registered.
5. The intent for subdivision securities is maintained.



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

SUBJECT: <p style="text-align: center;">Development Securities Policy</p>	EFFECTIVE DATE: <p style="text-align: center;">April 25, 2018</p>
REVISION DATE:	PAGE: <p style="text-align: center;">X of 3</p>

Example of Security Calculation

Project	_____	
Date	_____	
Consultant	_____	
Item No.	Description	Estimated Cost
1	Erosion/Sediment Controls and Earthworks	\$50,000
2	Sanitary	\$100,000
3	Watermain	\$100,000
4	Storm	\$50,000
5	Road	\$100,000
6	Landscape	\$50,000
7	Park Land	\$50,000
8	Miscellaneous	
<u>Sub-Total</u>		\$500,000
<u>Contingency/ Engineering (10%)</u>		\$50,000
<u>Total</u>		\$550,000
<u>HST(13%)</u>		\$71,500
<u>Grand Total (Gross Security Amount)</u>		\$621,500
<u>Posted Security Amount (80% of Gross Security Amount)</u>		\$497,200

This example contains headings only, a detailed version will be provided in the subdivision Manual



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No.: PW-2018-33

Report Title: Plough Equipment Approved Supplier

RECOMMENDATION:

That Staff Report No. 2018-33 regarding the plough equipment approved supplier be received;

And that the proposal submitted by Alliston Truck Equipment in the amount of \$308,794.75 for the supply and install of three ploughs and equipment be accepted;

And that the by-law authorizing the execution of the contract between the Township of Tay and Alliston Truck Equipment as the approved equipment supplier be ratified.

INTRODUCTION/BACKGROUND:

At the February 28, 2018 Council Meeting, Council directed staff to conduct a two part process for purchasing three new snow ploughs in 2019. Part One was to pre-select an approved equipment supplier of the ploughs and equipment by issuing a Request for Proposal. Part Two is to tender for the supply and delivery of three cabs and chassis which will follow after the award of this contract.

Staff issued a Request for Proposal (RFP) and it was advertised on Biddingo and the Township website. There was one addendum issued during the bidding period to clarify some ambiguities and to correct dimensions with some of the specifications. The RFP closed on March 29, 2018 at 2:00 p.m. At that time there were two proposals received. The proposals were opened by the Clerk, Director of Public Works, Administrative Assistant for the Roads and Parks Operations and the Manager of Roads and Fleet.

ANALYSIS:

The RFP listed the conditions of this two part process and that the approved equipment supplier must hold their price for the duration of the tendering and delivery period of the three cabs and chassis. The RFP also required that the approved equipment supplier enter into an agreement and accept a purchase order from who the Township awards the contract to for the supplier of the three cabs and chassis.

The detailed specifications of the proposal included specifications for two tandem mounted ploughs and equipment and one single axle mounted plough and equipment.

The list of proposals and their prices are as follows:

- Alliston Truck Equipment \$308,749.75
- Viking-Cives Ltd. \$314,471.00

The proposals were evaluated on the following:

- a) Proposal Price quoted for the Deliverables;
- b) Compliance with the Proposal Specifications;
- c) Delivery schedule;
- d) Additional technical features, not specified in this Proposal, appropriate to the Township's operations;
- e) Best overall value for the Township.
- f) Suitability of the proposed equipment for the intended purpose

After completing a thorough review the proposal from Alliston Truck Equipment had better value for the Township. Alliston Truck and Equipment was the lowest price, their bid met all specifications, and they are planning a quicker delivery date.

There was no additional features mention by either bid.

Both bidders are stationed in central Ontario with an inventory of spare parts which makes them both a sustainable product; however Alliston Truck Equipment is located in Bolton Ontario which is a bit closer to the Township.

The proposal submitted by Viking-Cives Ltd. did not include the addendum. As mentioned, some of the dimensions were revised and since the bidding has closed the Township can't review this discrepancy to know how it affected their proposal or accept a different price.

Alliston Truck and Equipment was the low bidder on a plough equipment tender issued by the Township in 2015. Staff has had no concerns with the operation of that equipment or dealing with the company. Many municipalities within Simcoe County and the County of Simcoe themselves use Alliston Truck Equipment for their snow removal equipment.

Alliston Truck Equipment is an established company who has provided this type of service for many years and is suitable for this type of work.

FINANCIAL/BUDGET IMPACT:

The actual purchase will be made to the cab and chassis supplier upon delivery of each completed unit in 2019. The total budget in 2019 for three complete units is \$750,000 or \$250,000 per unit. These funds are made available through the equipment reserve which is sufficiently funded for this purchase.

The proposal price, excluding HST, from Alliston Truck Equipment of \$308,749.75 is a combined price for the equipment on two tandem units and equipment for one single axle unit.

The cost break down by unit including Net HST is as follows:

For Two Tandem Units

Proposal Price from Alliston:	\$207,576.04
Budget:	\$500,000.00
Available funding for cabs and chassis:	\$292,423.96
Estimated price for cabs and chassis:	\$280,000.00

For one Single Axle Unit

Proposal Price from Alliston:	\$101,173.71
Budget:	\$250,000.00
Available funding for cabs and chassis:	\$148,826.00
Estimated price for a cab and chassis:	\$140,000.00

The Township in 2015 paid \$96,000 for a plough and equipment to be installed on one of our existing trucks.

It is noted that the Township will retain a 5% bid security until the Equipment Supplier has accepted purchase order from the complete truck supplier.

CONCLUSION:

An RFP was issued for the pre-selection of an approved equipment supplier for the three ploughs and equipment due for replacement in 2019. Actual purchase of this equipment will be through the supplier of the cabs and chassis upon delivery in 2019. Staff reviewed both proposals and the proposal from Alliston Truck Equipment is the best overall value for the Township; lowest price, soonest delivery and compliance with specifications are some of the evaluation criteria where they outperformed the other proponent. It is recommended that the contract for the approved equipment supplier be awarded to Alliston Truck Equipment.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended By: Date:

Peter Dance
Director of Public Works

Reviewed By: Date:

Robert J. Lamb, CECd, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 11, 2018

Report No: PW-2018-32

Report Title: Park Street Stop Sign

RECOMMENDATION:

That report PW-2018-32 regarding a resident's request regarding consideration of changes to traffic control at Park Street and Richard Street be received;

And that Council approve replacing the STOP sign at Park Street and Richard Street with a YIELD sign as set out in Option 2 of this report;

And that the required amendment to By-law 2015-01 be approved.

INTRODUCTION/BACKGROUND:

Staff received a citizen's request to replace the northbound STOP sign at Park Street at and Richard Street intersection with a YIELD sign. The location is shown below.

Sign Location



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0 0.0175 0.035 0.07 km
 1:1,128



March 27, 2018

Ontario Traffic Manual, Book 5 Regulatory Sign Manual it states that:

"Where no traffic control device is present at an intersection of two roadways, the basic rules of the road apply. The Highway Traffic Act assigns priority to vehicles already within the intersection or, in the event two or more vehicles are approaching the intersection at approximately the same time, the Act requires the driver on the left to yield to the vehicle on the right."

As this intersection is oriented in such a way that it has been designated that the driver to the Right has to yield right of way to the driver of the Left, which in doing so requires the use of traffic control devices such as a STOP or YIELD sign.

- A YIELD sign can be an effective control device at intersections, if it is found that:
 - The normal right-of-way rule does not provide safe, convenient and efficient traffic movement;
 - and
 - A stop regulation at one or more of the approaches is too restrictive.

Vehicles approaching the sign must yield the right-of-way at the intersection to oncoming vehicles on the priority road,

- The purpose of the STOP sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted and it has been determined that a YIELD sign is inadequate. The STOP sign requires the driver to stop the vehicle before entering the intersection, yield to any traffic in or approaching the intersection and then proceed when safe to do so.

The traffic counts at the intersection taken from the Road Needs Study 2017 are noted below. A detailed turning movement count was not completed.

- Intersection count
 - Richard - 2230 vehicles per day
 - Park south - 2310
 - Park north – 1790
- 24 hour count
 - Park north – 2030

There have been very few collisions at this intersection and, in particular, this location.

ANALYSIS:

Anecdotal evidence suggests a lower compliance with the stop condition at this location. This may be due to good visibility and low perception of risk.

Generally, stop signs should be placed where there is a clear need a high level of compliance should be enforced.

This location functions more like a turning lane (governed by a yield condition) rather than a conventional intersection.

There are several options for this intersection as noted below:

Option 1 – Do Nothing

Do nothing, intersection will remain with a stop condition for North bound traffic. No budget impact.

Option 2 – Replace Stop Sign with Yield

Remove stop sign and install yield sign at noted intersection.

Minimal staff time and materials required for sign removal and replacement. Thus having minimal financial impact.

Option 3 – Reconfiguration of Intersection

Reconfigure the intersection at Park Street and Richard Street. This is the most costly option that should only be considered when this section of road is due for reconstruction.

This option would have huge impact on budget and would have to be considered in future capital budget.

FINANCIAL/BUDGET IMPACT:

The financial impact of Option 2 is minimal (less than \$200).

CONCLUSION:

It is recommended that the Council approve Report PW-2018-32 directing staff to remove the stop sign replacing it with a yield sign at the North leg of the intersection of Park Street and Richard Street.

Prepared by: Lyell Bergstrom, Engineering Technologist

Recommended by:

Date: April 4, 2018

Peter Dance
Director of Public Works

Reviewed by:

Date: April 5, 2018

Robert Lamb CEC, Ec.D.
Chief Administrative Officer

Planning & Development Committee
April 11, 2018

Agenda

1. Call to Order:

2. Reports of Municipal Officials:

- 2.1 Report from the Chief Building Official
Report No. PD-2018-16
Re: Building Services Division Monthly Update – March 2018
- 2.2 Report from the Director of Planning & Development
Report No. PD-2018-17
Re: Planning and Development Director March Update
- 2.3 Report from the Director of Planning & Development
Report No. PD-2018-18
Re: Official Plan Amendment (2016-OPA-01) (OPA#37) and
Amendment to the Zoning By-law (2016-ZBA-04) – Oakwood
Community Park

3. OTHER BUSINESS:

- 3.1 Correspondence from Sustainable Severn Sound
Re: Request for a Letter of Support – Grow Grant Submission

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from EDCNS
Re: EDO Report, February, 2018
- 4.2 Correspondence from the Ministry of Municipal Affairs
Re: County of Simcoe Council Municipal Comprehensive Review
Workshop



STAFF REPORT

Department / Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: April 11, 2018

Report No: **PD-2018-16**

Subject: Building Services Division Monthly Update Report March 2018

RECOMMENDATION:

That Report No. PD-2018-16 regarding Building Services Division Monthly Update Report March 2018 be received.

INTRODUCTION/BACKGROUND

The following is an overview of the activities of the Building Services Division for the March 2018 calendar month.

PERMITS	MARCH 2017	MARCH 2018
Number of Permits Issued this Month	23	36
Number of Permits Issued to Date	46	57
New Dwelling Units	0	8
Total New Dwelling Units to Date	0	10
Accessory Buildings(garages,sheds,gazebos etc.)	2	4
Additions	0	2
Decks	4	0
Demolition	2	4
Water line services/Plumbing	2	12
Farm Buildings	0	0
Renovations	7	1
Solid Fuel-Fired Appliances	0	1
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	2	1
Transfer	0	0
Temporary Structures	1	0

Other Government New	0	0
Residential Solar Panel/Mechanical	1	1
Change of Use	1	1
Septic System	1	1
Inspections and Orders		
Inspections Conducted	84	179
Site Inspections/Consultations Conducted without a Permit	70	69
Inspections Conducted to Date	378	570
Orders to Comply Issued	0	0
Stop Work Orders Issued	0	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	1
Orders to Uncover	0	0
Permits Closed	34	72
Total Permits Closed to Date	51	95
Total Permits Outstanding	619	642
Fees and Construction Value		
Permit Fees	\$7,303.34	\$30,433.48
Total Permit Fees to Date	\$14,886.66	\$42,356.03
Construction Value	\$347,500.00	\$3,609,340.00
Total Construction Value to Date	\$1,160,500.00	\$4,580,840.00

Prepared by: Terry Tompkins, CBCO, CRBO, CPSO
Chief Building Official

Recommended by:

Date: April 11, 2018

Steven Farquharson, B.URPL, MCIP, RPP
Director of Planning and Development

Reviewed by:

Date: April 11, 2018

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer



STAFF REPORT

Department/Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: April 11th, 2018

Report Number: PD-2018-17

Report Title: Planning and Development Director March Update

The following are the highlights from March 1, 2018 to March 31, 2018:

Zoning Certificates

1. For the month of March, 23 applications were received, 19 have been issued with a review period of 2.9 days. There are 2 on hold for lot grading review and 1 does not comply with the minimum setback requirements and has been returned to the applicant and 1 was incomplete with the application submission requirements.

Development

2. Environmental Impact Study has been completed for the Oakwood Park OPA and ZBA applications. A potential 4 acre area on the site has a potential building envelope and will be presented to Council at the April 11th, 2018 meeting for consideration.
3. Attended various training sessions on the newly established Local Planning Appeals Tribunal (LPAT), which comes into effect on April 3rd, 2018. <http://elto.gov.on.ca/tribunals/lpat/about-lpat/>
4. Staff will be working towards updating all forms and will provide a staff report to Council outlining the changes that have occurred. At present the Township of Tay has one outstanding appeal under the OMB process, which was adjourned by the appellant.
5. Staff are continuing to finalize the Official Plan and Zoning By-law and aiming for a public meeting to occur on May 16, 2018, pending Council availability.

Meetings/Training

6. Attended Department Head Meetings
7. Simcoe County Planners Meeting
8. Ontario Municipal Board
9. Heritage Committee
10. Committee of Adjustment
11. Joint Health and Safety
12. Meeting with various private developers for proposed and existing developments.

Prepared and Recommended By;

Steven Farquharson, B.URPL, MCIP, RPP
Director of Planning and Development



STAFF REPORT

Department/Function: Planning and Development

Chair: Councillor Heinrich Naumann

Meeting Date: April 11th, 2018

Report No.: **PD-2018-18**

Report Title: Official Plan Amendment (2016-OPA-01) (OPA#37) and Amendment to the Zoning By-law (2016-ZBA-04) – Oakwood Community Park

RECOMMENDATION:

That Report No. PD-2018-18 regarding Official Plan Amendment application 2016-OPA-01 (OPA#37) and Amendment to the Zoning By-law application 2016-ZBA-04 for the Oakwood Community Park be received information;

That Amendment Number 37 to the Official Plan of the Township of Tay be approved;

That Zoning By-law Amendment for 280 Park Street, be rezoned from Open Space "OS" Zone to Institutional Exception Three Hold "I-3(H)" Zone;

And that the appropriate By-law be brought forward at the next Council Meeting.

INTRODUCTION/BACKGROUND:

Application Details

- a) Application No.: 2016-OPA-01 and 2016-ZBA-04
- b) Owner: The Corporation of the Township of Tay
- c) Location: Concession 7, Part Lot 14, 51R-3313; Part 1 and municipally known as 266 and 280 Park Street
- d) Official Plan: Village Residential, Open Space, and Institutional
- Zoning: Open Space and Institutional

e) Zoning By-law Application Request:

The proposed re-designation and rezoning does not propose to remove any of the existing uses from Oakwood Park or community facilities such as the Oakwood Community Centre and the Victoria Harbour Fire Hall.

1.2 Application Background

The County of Simcoe in its correspondence to the Township dated March 29, 2016, provided an opportunity for those municipalities who are interested in participating in an affordable housing development within their respective municipalities. This is in direct connection to the County of Simcoe's *Our Community 10 Year Affordable Housing and Homelessness Prevention Strategy*, in which municipal partners had expressed interest in participating in affordable housing developments. As a result of these discussions the County has forwarded to the municipal partners a *Call for Proposal (CFP)* for those municipalities who are interested in contributing resources for affordable rental housing development. This would include the municipal resources such as land, and buildings.

In response to the direction at the June 8, 2016 Committee of all Council meeting, Council provided direction to staff to proceed with the necessary Planning applications to re-designate and re-zone the westerly portions of Oakwood Park to allow for the site to be selected as a potential affordable seniors housing development.

Planning Staff have received direction from Council at the June 8, 2016, Committee of All Council meeting to proceed with the formal Planning application to re-designate and rezone the subject lands in order to allow for an Affordable Seniors Housing Development.

The Applications propose to re-designate and rezone the subject lands in order to allow for the lands to be developed for an affordable housing development geared towards seniors. The proposed applications would be to allow for an institutional development in addition to the existing permitted open space and institutional uses. By re-designating the entire park parcel it allows for the flexibility of the site to be developed for an affordable seniors housing project, while at the same time not affecting the existing uses and their operations. There is no concept plan being considered at this time, and Council has not made a decision on where the development would occur on the site or where access and parking will be located. These details would be further refined at the site plan control stage, if the application is approved.

Planning Policy Background of the parcel

The Village of Victoria Harbour acquired approximately 4.7 hectares of land in 1989 for recreational purposes. It was during this time that the Village had identified the need for a community park and additional facilities to accommodate increased growth in population and the needs of the residents. The Village of Victoria Harbour Council re-designated the lands through OPA-09 (By-law 323-1990) which re-designated from Residential and Commercial to Institutional and Open Space in order to allow for the development of the community centre, ball diamond and skating rink and associated uses as well as a future Municipal Town Hall and/or Fire Station. The lands were also rezoned to Institutional and Open Space through By-law 320-1990, to recognize the intended uses that were approved through the OPA. There is a small portion in the south-west corner of the site that is designated Village Residential in the Official Plan, but was zoned Residential Multiple Third Density (RM3) (By-law 364-1990) with the allowable uses being a low rise apartment dwelling to be used expressly for a Senior Citizen's accommodations. Secondary uses on the site also permitted a Library, Place of Worship, a Retail Store and a Daycare Centre.

After amalgamation in 1994, the Official Plans and Zoning By-laws of all the former towns and villages had to be updated and combined into a new Official Plan and Comprehensive Zoning By-law. The new Township of Tay Official Plan designated the lands as Institutional along Park Street to recognize the Oakwood Community Centre and the Victoria Harbour Fire Hall, while the remaining portions were designated Open Space, and the south-west portions retained the Village Residential designation. The zoning of the property was Institutional (I) Zone along Park Street and all remaining portions of the site including the south-west corner were rezoned to Open Space (OS) Zone. The subject lands are zoned OS which does not permit an Affordable Senior's Housing Development.

Planning Staff have received direction from Council at the June 8, 2016, Committee of All Council meeting to proceed with the formal Planning applications to re-designate and rezone the subject lands in order to allow for an Affordable Seniors Housing Development.

Site Description

The subject lands are located within the Victoria Harbour settlement area and have municipal services available at the property limits. The property currently has a community centre, fire hall, ball diamond, multiple purpose ice rink, and walking trails, which would provide opportunities for the future residents to utilize these public amenities.

Surrounding Land Use:

North - Residential, Commercial and Institutional uses

South - Residential

East - Residential and Commercial uses

West - Institutional

Public Meeting

The Public Meeting was held on June August 24th, 2016, where comments from members of the public were received. Concerns for the proposed change in land use ranged from vehicular movements, future uses of Oakwood Park and environmental constraints.

While a detail design of the site has not occurred it is anticipated that the existing un-opened road allowance along the west lot line, could serve as an access point to the site from Elizabeth Street and/or Maple Street. This may change as a result of a further review of the site at the site plan control stage.

The proposed change in the Official Plan and Zoning By-law does not propose a defined building envelope but rather provide a degree of flexibility when developing the lands. These applications would result in the existing uses within Oakwood Park to remain, with the recreational uses, as well as the fire hall and community centre being institutional. By reviewing the site comprehensively it provides for an opportunity for shared uses of the public facilities.

Environmental Impact Study

It was also discussed at the public meeting that prior to any development occurring on the site an Environmental Impact Study (EIS) would be completed in order to ensure that any environmental features are identified and the appropriate mitigation measures are put into place. Council provided direction to Planning staff that prior to a staff report being brought back for consideration and EIS is to be completed that the Township retain Cambium, to completed the study, which has been reviewed by Planning staff and the Severn Sound Environmental Association.

The purpose of the EIS was to establish a conceptual development envelope within the site, while at the same time ensuring that the existing uses of Oakwood Park and community facilities would remain. The EIS was prepared to assess the woodland of the park and the potential for any species at risk (SAR). The EIS was completed with existing mapping available and site investigation to ensure that all potential features were identified. As a result of the bat maternity roots,

this identified areas to avoid, in order to achieve this, the proposed building envelope remains outside of these high quality bat trees and would be subject to site plan control.

ANALYSIS:

The proposed Amendment to the Zoning By-law and Official Plan proposes to rezone a portion of the lands from Open Space "OS" to Institutional Exception Three Holding Provision "I*3(H)" Zone, in order to facilitate the approvals for an affordable seniors housing development.

In addition to the allowable uses under Section 27 of Zoning By-law 2000-57, an *Independent Retirement Home* shall also be permitted. The proposed holding provision would be lifted once a site plan agreement has been entered into and registered on title with the Township.

Internal Departmental Comments

In terms of internal comments from departments the revised submission was discussed with the Director of Public Works

- a) CAO: **No issues or concerns.**
- b) Clerks: **No concerns.**
- c) Treasury: **No concerns.**
- d) Building Services: **No comments received to date.**
- e) Fire Department: **No concerns**
- f) Public Works: **No issues.**

2.2 External Comments

- a) Simcoe County District School Board: **No objection**
- b) County of Simcoe: **County planning staff have provided an overview through its correspondence dated August 24, 2016. The County provided comments on the County Planning policies for Township staff to consider, which staff have done so throughout this report.**
- c) Enbridge Gas Distribution: **No comments received to date**
- d) Severn Sound Environmental Association: **Comments outlined in August 18, 2016 correspondence**
- e) Chief Phyllis Williams, Curve Lake First Nations **correspondence dated September 16, 2016**

2.3 Policy Planning Framework

The following provides a review of the applicable provincial policies, as well as the County of Simcoe Official Plan and the Township of Tay Official Plan.

2.4 Provincial Policy Statement (2014) (PPS)

The Provincial Policy Statement (PPS) (2014) promotes efficient development and land use patterns and a mix of residential, employment, recreational and open space. In addition, the policies promote cost effective development standards to minimize land consumption and facilitate compact form.

The PPS stipulates that municipalities will provide healthy, liveable and safe communities which are sustained by:

- ☒ Providing for an appropriate mix of residential (including second units, affordable housing and housing for older person);
- ☒ Promoting cost-effective development patterns and standards to minimize land consumption and servicing cost;
- ☒ Improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society.

The PPS identifies that settlement areas are intended to be the focus for where growth is to occur within the municipality. Section 1.1.3 of the PPS provides this policy direction as it pertains to Settlement Areas. Development within the Settlement Areas shall be based on a density and mix of land uses and efficiently use land and resources; are appropriate for and efficiently use infrastructure avoid the need for unjustified or uneconomical expansion of infrastructure; and provide for a range of uses promoting intensification and redevelopment. The Site is located within the Victoria Harbour Settlement Area. The proposed applications provided for an opportunity for intensification and would contribute to the intensification targets of the County and the Township. While it is not known at this time, the anticipated built-form could be a 2-3 storey low rise apartment.

Section 1.5 of the PPS provides policy direction on health, active communities for public spaces, recreation parks, trails and open space. The subject lands are located in close proximity to a multi-use trail network (Tay Shore Trail) with municipal sidewalks along Maple Street and Park Street. Once design of the site is further developed it will

include the necessary connections to the amenity space and recreational and community facilities at Oakwood Park.

Section 1.6.6 of the PPS contains infrastructure policies in relation to sewage, water, and storm water. The preferred means of providing services within settlement areas is on municipal sewage and water services and intensification should be promoted within these areas. The proposed development will have access to full municipal services on Maple and Elizabeth Street.

Section 2 of the PPS provides policies regarding the natural environment and resources and states that the ecological function and the biodiversity of the natural heritage system should be maintained, restored, and where possible, improved, recognizing linkages between and among natural heritage feature areas. While the site is a wooded area, the Township has completed an Environmental Impact Study, which concluded any potential negative impacts to ecological function can be mitigated through the EIS recommendations.

It is the opinion of the Planning and Development that the proposed application would be consistent with the policies of the PPS.

Growth Plan for the Greater Golden Horseshoe (2017) (The Growth Plan)

The Growth Plan for the Greater Golden Horseshoe (2017) (the “Growth Plan”) was created by the Province to guide the building of stronger more prosperous communities through the management of growth.

The proposed applications would provide residents with affordable rental housing that is close to commercial uses and recreational amenities within the area, and provides for access to public transit offered through the pilot offered by the Muskoka Extended Transit program. The County of Simcoe is also working towards a regional transit system that would have a route from Orillia to Midland, with stops in Tay Township.

With respect to the Growth Plan’s principles, the policies support compact growth and complete communities which protect environmental features, support a range of housing options including affordable housing, and optimize the use of existing and new infrastructure to support a strong economy.

The Growth Plan directs a significant portion of new growth to the built-up area of the community, supports mixed-use, transit supportive, pedestrian-friendly urban environments, encourages municipalities to develop as complete communities, directs developments to settlement

areas and areas which offer municipal water and wastewater systems. Section 2 of the Growth Plan provides policies on 'where and how to grow'.

In accordance with Section 2.2.1 of the Growth Plan which includes policies for how to manage growth, and directs a vast majority of growth to Settlement Areas that have a delineated built boundary, have existing or planned municipal water and wastewater systems, and can support the achievement of a complete community. The Site is located within the Victoria Harbour settlement area and is also located within the built boundary of the Township. The Site is to be serviced by existing municipal water and sewage system and the proposed development supports the development of a complete community by providing future residents with access to existing commercial areas and services, as well as public transportation.

Section 2.2.2 of the Growth Plan includes policies that relate to delineated built-up areas of a Municipality. The policies provide for a target of 60% for all development to be located within the delineated built-up area on a County wide basis. The proposed applications would help facilitate the Township to achieve the intensification targets of the Growth Plan. The housing policy section of the Growth Plan is a municipal wide planning policy that supports the achievement of minimum intensification and density targets while including policies for a diverse range of housing types and a mix of housing options (including affordable housing) and to support the achievement of complete communities. The proposed development provides affordable housing units to the Township in a potential low rise apartment building which provides for a mix of housing options for residents within a complete community.

The Township of Tay is located within the County of Simcoe and is therefore subject to the Simcoe Sub-Area policies of Section 6 of the Growth Plan. The policies in Section 6 direct growth to communities where development can be most effectively serviced and where growth improves the range of opportunities for people to live, work, and play in their communities. It is submitted that the Township meets this general policy framework.

Growth forecasts for the lower tier municipalities of Simcoe County are outlined in Schedule 7 of the Growth Plan. The Township of Tay is forecasted to have a population of 11,400 by the year 2031. The proposed application will facilitate a development that will assist the Township in reach these targets by providing a different housing option (affordable rental) than currently exists within the community.

As such, Staff are satisfied that the proposed development would meet the intent and policies found in both the PPS and the Growth Plan. The proposed development represents a built-form that is not provided in the general area and thereby adding to a range of housing available, provides for much variation in housing units within the Township.

County of Simcoe Official Plan (CSOP)

The subject property is designated Settlement in the County of Simcoe Official Plan. This designation permits a wide range of uses including open space, residential, and institutional, therefore no amendment to the County Official Plan is required. One of the objectives of the CSOP states under Section 3.5.2 is *“to develop a compact urban form that promotes the efficient use of land and provision of water, sewer, transportation, and other services.”*

Section 3.5.3 is “to develop mixed use settlement as strong and vibrant central places and to create healthy settlements and communities that are sustainable.”

The proposed applications would meet Section 3.1.4 of the CSOP provides direction for the development of a wide range of housing types and costs, including affordable housing. The County of Simcoe has an intensification rate of 20%. This proposed development would assist the Township in meeting the intensification targets as outlined in the County of Simcoe Official Plan.

The application was circulated to the County of Simcoe Planning staff who provided comments, stating they generally support the redevelopment of vacant and underutilized parcels that are designated settlement.

Based on the above, Planning staff are of the opinion that the proposed amendment to the Official Plan and Zoning By-law would satisfy the policies of the County of Simcoe.

Township of Tay Official Plan

The subject property is designated Institutional along Park Street, which recognizes the Oakwood Community Centre and the Victoria Harbour Fire Hall. The remaining portions of the land that includes the playground, outdoor rink, and baseball diamonds and portions of the wooded area, are designated Open Space. The area that is directly north of 44 and 54 Maple Street is designated Village Residential. This would facilitate the proposed affordable seniors housing development and further permits public, quasi-public or private institutional uses and may include hospitals, medical clinics, cemeteries, schools, daycares and places of

worship. The proposed use of an independent retirement home would be considered a permitted use within the institutional designation.

In determining new institutional designation, the Official Plan provides policy direction in Section 4.7.3 ***“General Policies”***. This proposed re-designation would facilitate a future affordable senior’s housing project, which is needed within the community and would utilize surrounding public facilities; and would be buffered to surrounding residential properties. The site would remain subject to site plan control, which would provide the Township additional opportunity for review and comment on site layout, to ensure that impact to the surrounding uses is minimized.

Zoning By-law 2000-57

The property is presently zoned Institutional “I” and Open Space “OS”, which allows for a variety of uses such as public park, clinic, club, community centre, nursing home, retirement home and place of worship.

The “I” zone does permit a form of seniors’ housing, in the form of a retirement home which is defined as: ***“shall mean a residence providing accommodation primarily for private persons or couples where each private bedroom or living unit has a separate private bathroom and separate entrance from a common hall but where common facilities for the preparation and consumption of foods are provided, and common lounges, recreation rooms and medical care facilities may also be provided.”***

Staff are proposing that an ***Independent Retirement Home*** be permitted, to allow for a more flexible form of housing, which would include a more non-medical assistance form of housing within the Institutional zone. This use is presently not permitted as of right in the Zoning By-law and therefore needs to be clearly defined. The following definition is proposed: ***shall mean a residential building(s) containing dwelling units including apartment building, designed to provide residence primarily for senior citizens and others with special needs such as barrier-free accessibility and assisted mobility requirements, who do not require assistance with daily living, and which may provide ancillary health, personal service, and/or recreational services to serve the residents of the home. The definition of independent retirement home shall not include a long-term care facility.***

If the lands are, the established building envelope would be conveyed to the County of Simcoe, who would be owning and operating the affordable housing building. A special provision to recognize the reduced lot frontage off of Maple Street from 30 metres to 20 metres is required. While this is the existing frontage for the entire land holdings of Oakwood Park, it will

need to be identified as part of the Zoning By-law Amendment. A 20 metre lot frontage is following the existing unopened road allowance off of Maple Street and would serve as the primary or secondary access to the site. If this application is approved and the lands are conveyed to the County of Simcoe, the remaining park lands will maintain a frontage of 21 meters and zoned Open Space, which does not have a minimum lot frontage requirement.

As this would be a new use in the Zoning By-law, a new parking standard had to be established which proposes a site specific parking rate of 1 space per independent retirement home unit; 1 space for every 20 square metres of gross floor area, and 1 parking space per 7 independent retirement home units for reserved visitor parking. If there is a use that is proposed to be added that does not encompass the Independent Retirement Home use, the applicable parking requirement in the Zoning By-law would apply.

In response to comments received from members of the public regarding privacy and the proposed development, Staff are also recommending that a 5.0 metre landscaping strip be provided to those properties that are adjacent to the proposed development. This provision however would not apply to the un-open road allowances from Maple Street and Elizabeth Street.

The Institutional Exception Three Hold "I-3(H)" would permit the following:

- Add Independent Retirement Home as a permitted use
- Reduced minimum lot frontage of 20.0 metres
- Have a parking requirement of 1 space per independent retirement home unit; and 1 parking space per 7 independent retirement home units for reserved visitor parking.
- Have a minimum 5 metre landscaping strip to the rear lot lines of properties that are in a residential zone.

The Holding Provision would be removed once a site plan agreement has been entered into with the Township for an affordable housing development that is geared towards seniors. The proposed development would also need to achieve the recommendations of the Environmental Impact Study that was completed to the satisfaction of the SSEA and the Ministry of Natural Resources and Forestry.

It is the opinion of Planning staff that the proposed site-specific zoning provisions proposed would be appropriate and would meet the intent of the Zoning By-law.

Affordable Housing

Approved by the County of Simcoe Council in January 2014, Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy outlines steps for the development and implementation of creative solutions for increasing affordable housing for all residents in Simcoe County. Ensuring a range of affordable housing options will ensure greater access to a range of affordable housing options; a commitment has been made to achieving a minimum of 2,685 new affordable housing units throughout the region by 2024.

While Tay Township presently does not have any affordable housing projects on municipally owned lands, by having these lands with the appropriate land use permissions it would assist the Township to achieving the required 46 units under the Affordable Housing Strategy. It is in the interest of the Township of Tay that the demands of local senior residents be effectively met. The Township of Tay supports the County of Simcoe's senior-dedicated affordable housing program as it will help to bring a number of mixed-income housing facilities to the community.

To further support the new senior's housing development within the Township, students from Georgian College completed a study in 2013 looking at the needs of seniors within the Township. The report "*Staying and Greying*" reviewed at the current and projected needs of affordable housing options for seniors within the township. Through a series of mail-out survey's and in person interviews, the response overwhelmingly supported the development of a seniors housing facility within the Township of Tay. By having an affordable senior's housing project in the Township, it would allow for the residents to stay and contribute to the community.

FINANCIAL / BUDGET IMPACT:

There are no anticipated financial impacts as a result of this recommendation at this time. However, if this site is selected by the County of Simcoe for an affordable senior's housing development, there are reductions or exemption in certain fees that the Township has proposed as part of the Call for Proposal, which are outlined in Staff Report PD-2016-29.

CONCLUSION:

The proposed applications would facilitate a form of housing to be geared towards seniors as an affordable housing option. This type of affordable housing would meet the current and future needs of the residents of the

Township and County of Simcoe. The proposed amendments would help the Township and the County of Simcoe is meeting the goals of the Community 10-Year Affordable Housing and Homelessness Prevention Strategy. Staff have completed a review of the Provincial and local planning documents, while at the same time considering the location and surrounding land uses and are of the opinion that the proposal meets the intent of these planning documents.

Prepared and Recommended By:

Date: April 4, 2018

Steven Farquharson, B.URPL, MCIP, RPP
Director of Planning and Development

Reviewed by,

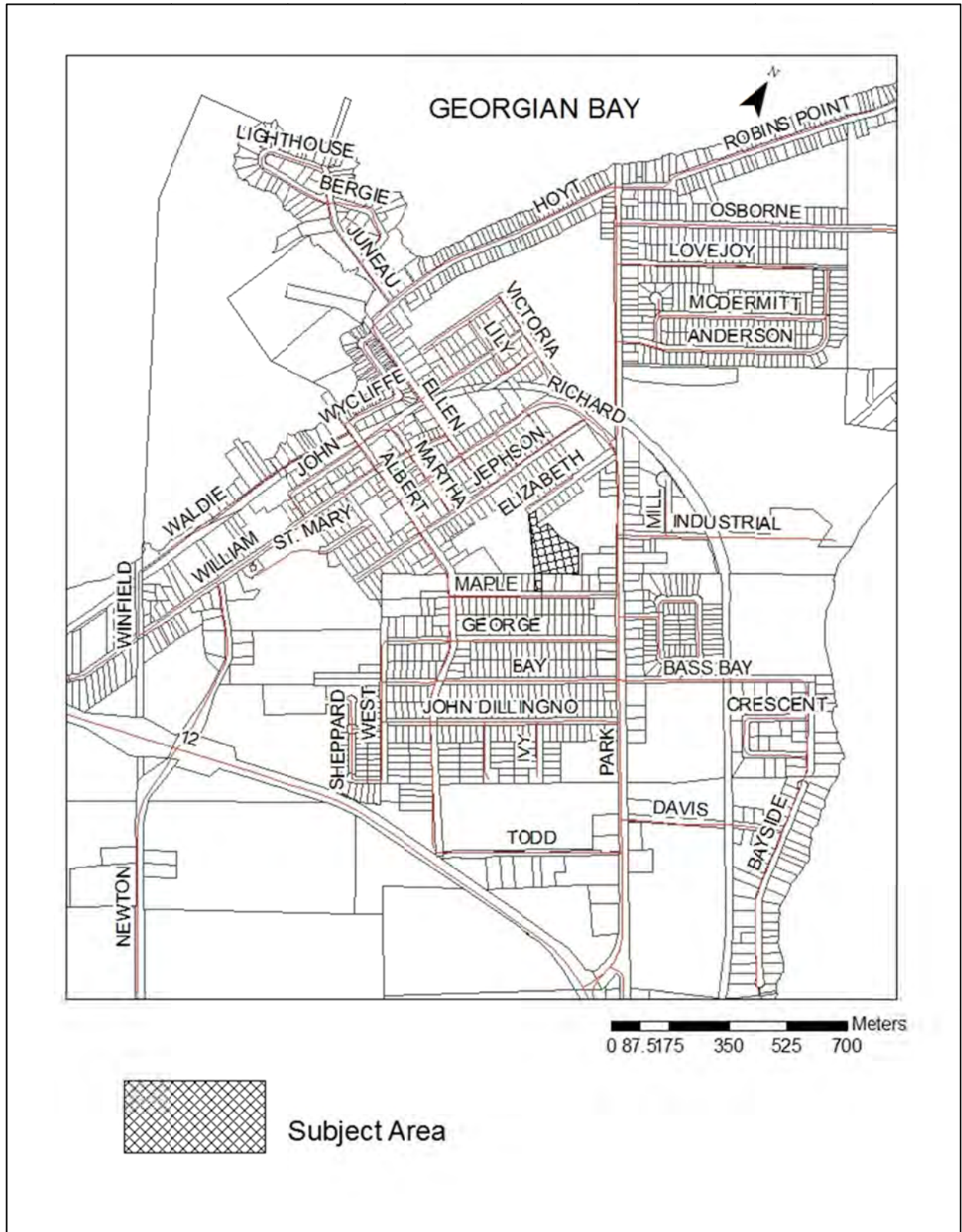
Date: April 4, 2018

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer

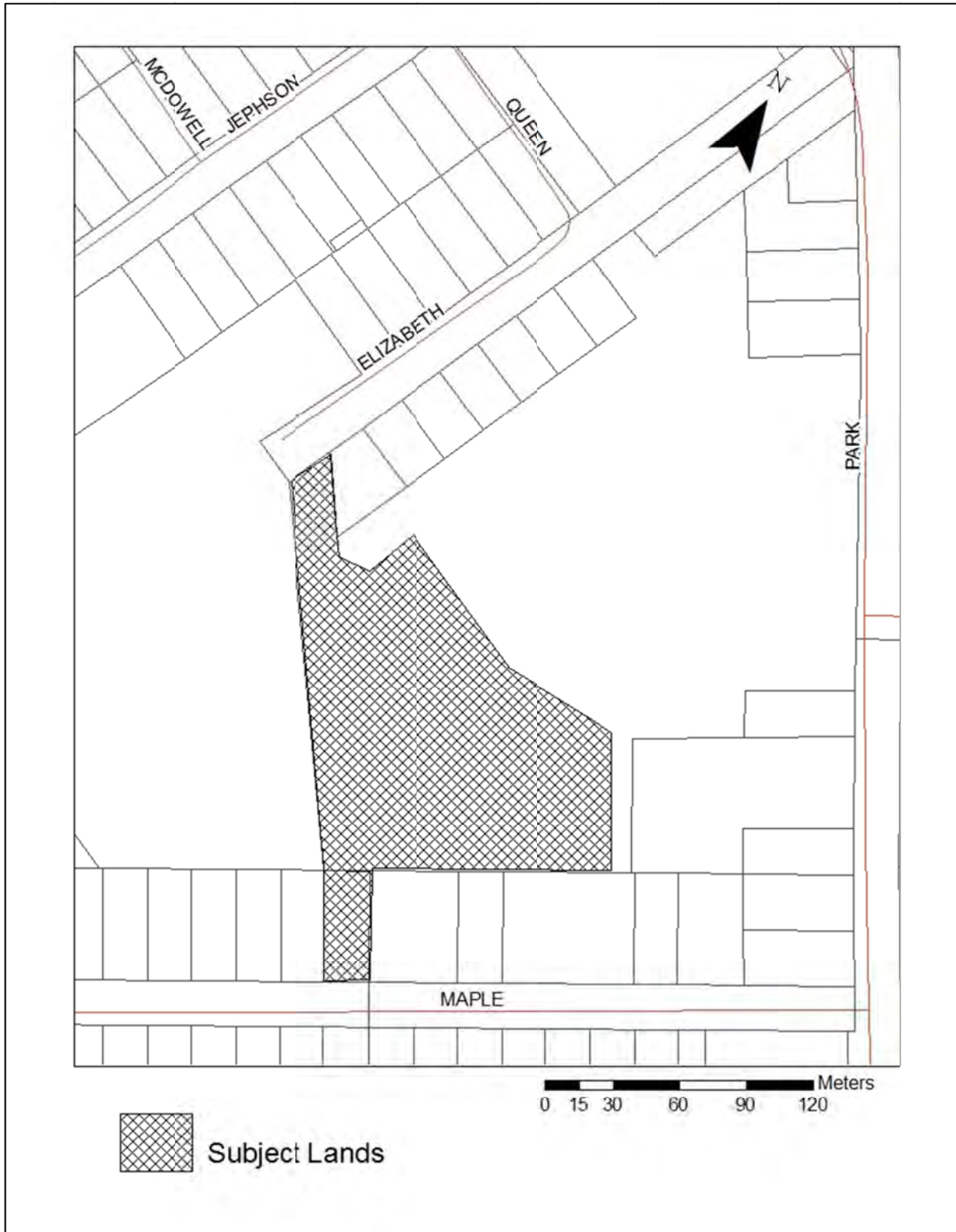
Attachment #1- Location Map

Attachment #2- Site Map

Attachment #3- Draft OPA 37



Attachment #2



**AMENDMENT NUMBER 37 TO
THE OFFICIAL PLAN FOR THE
TOWNSHIP OF TAY**



AMENDMENT NO. 37 TO
THE OFFICIAL PLAN FOR THE
TOWNSHIP OF TAY

The attached explanatory text and Schedule "A" constituting Amendment No. 37 to the Official Plan for the Township of Tay, was prepared and adopted by the Municipal Council of the Township of Tay by By-law Number **2018-*** in accordance with the provisions of Section 17 and 21 of the *Planning Act*, R.S.O., 1990, as amended, on the ___ day of April, 2018.

Mayor, Scott Warnock

Clerk, Alison Gray

Corporate Seal

THE CORPORATION OF THE TOWNSHIP OF TAY

BY-LAW NUMBER 2018-**

*"Being a By-law to amend Adopt Official Plan
Amendment Number 37 to the Official Plan of the
Township of Tay"*

WHEREAS The Corporation of the Township of Tay is empowered to amend its Official Plan as required; and,

WHEREAS the process for considering such an Amendment was in accordance with Sections 17 and 21 of the Planning Act, R.S.O. 1990 c.P.13;

WHEREAS the Council of the Corporation of the Township of Tay have deemed it appropriate and in the public interest to amend the Official Plan;

NOW THEREFORE be it resolved that:

1. Amendment Number 37 to the Official Plan of the Township of Tay consisting of the attached explanatory text and map schedule, is hereby adopted.
2. The Clerk is hereby authorized and directed to make application to the County of Simcoe under the Planning Act for approval of Amendment Number 37 to the Official Plan for the Township of Tay.
3. This By-law shall come into force and take effect pursuant to the provisions of the Planning Act, R.S.O. 1990 c.P.13.

**BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY
PASSED THIS __ DAY OF APRIL, 2018.**

THE CORPORATION OF THE TOWNSHIP OF TAY

MAYOR, Scott Warnock

CLERK, Alison Gray

INDEX

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Appendix 1 – Background Report

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THE CONSTITUTIONAL STATEMENT

The following amendment to the Official Plan for the Township of Tay consists of three parts:

Part A – The Preamble – consists of the purpose, location and basis for the Amendment and does not constitute part of the actual Amendment.

Part B – The Amendment - consisting of the following text, and Schedule "A", constitute Amendment No. 37 to the Official Plan for the Township of Tay.

Part C – The Appendices – consists of information pertinent to this Amendment in the form of background information. This section does not constitute part of the actual Amendment.

PART A - THE PREAMBLE

1.0 PURPOSE

The primary purpose of this Official Plan Amendment is to redesignate lands from the Open Space and Village Residential Designations to Institutional designation. The amendment is required in order to permit the development of the property for the development of a seniors affordable housing development.

2.0 LOCATION

The subject lands are located on the west side of Park Street north of Maple Street in the settlement area of Victoria Harbour. The lands are municipally known as 280 Park Street.

The subject lands are designated Village Residential and Open Space in the Township of Tay Official Plan as shown on Schedule "D".

3.0 BASIS

3.1 Background

The surrounding lands uses are Open Space, Institutional and Village Residential and Commercial. In order for the lands to be developed as an affordable housing for seniors, the lands need to be re-designated in the official Plan and rezoned in the Zoning By-law from Open Space and Village Residential to Institutional.

The subject lands are serviced with municipal sewer and water, so there would be no additional municipal infrastructure needed to service the lot.

3.2 Provincial Policy Statement (PPS)

Section 1.4.1 "Housing" of the PPS states:

"To provide for an appropriate range and mix of housing types and densities required to meet protected requirements of current and future residential of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development; and.*
- b) maintain at all times where development is to occur, land with servicing capacity sufficient to provides at least a three-year supply*

of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.”

Section 1.4.3(b) “Housing” of the PPS states:

“Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

b) permitting and facilitating:

1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and

2. all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;

c) directing the development of new housing towards locations where appropriate levels of infrastructure and public services facilities are or will be available to support current and projected needs;

d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in area where it exists or is to be developed; and

e) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.”

The Official Plan amendment is consistent with the Provincial Policy Statement.

3.3 Places to Grow for the Greater Golden Horseshoe (PTG)

The subject lands are located within the Built Boundary as defined by Places to Grow.

Section 2.2.1 (2) “Managing Growth” of the Growth Plan states:

a) The vast majority of growth will be directed to settlement areas that:

i. Have a delineated built boundary;

ii. Have existing or planned municipal water and wastewater systems; and

iii. Can support the achievement of complete communities;

4. Applying the policies of this Plan will support the achievement of complete communities that:

(c) provide a diverse range and mix of housing options, including second units and affordable housing, to accommodate people at all

stages of life, and to accommodate the needs of all household sizes and incomes.

Section 2.2.2 "Delineated Built-up Areas" of the Growth Plan states:

1. *By the year 2031, and for each year thereafter a minimum of 60 per cent of all residential development occurring annually with each upper- or single-tier municipality will be within the delineated built-up boundary.*

As the County of Simcoe is presently completing a Municipal Comprehensive Review, which will propose an alternative intensification target for the 2017 Growth Plan. The existing approved County of Simcoe Official Plan provides an alternative intensification target of 20 percent.

Section 7 of Places to Grow is the definitions section. Built-up Area is defined as "all lands within the built boundary."

The subject lands are located within the built boundary and therefore via OPA 37, will contribute to the Township's ability to meet the minimum 20% of all new dwellings to be within the built boundary.

Section 2.2.6 "Housing" of Places to Grow states:

1(a) *supports the achievement of the minimum intensification and density targets in this Plan, as well as the other policies of this Plan by:*

- i) *Identifying a diverse range and mix of housing options and densities, including second suites and affordable housing to meet the projected needs of current and future residents; and*
- ii) *Establishing targets for affordable ownership housing and rental housing.*

3.4 County of Simcoe Official Plan

One of the objectives of the County Official Plan stated under Section 3.5.2 is *"to develop a compact urban form that promotes the efficient use of land and provision of water, sewer, transportation, and other services."*

Section 3.5.3 is "to develop mixed use settlement as strong and economically viable central places."

Section 3.5.4 states that "where a settlement has municipal water and sewer services, compact development shall be promoted."

Official Plan Amendment 37 appears to conform to the objectives of the County of Simcoe Official Plan.

3.5 Tay Official Plan

The Township's Official Plan sets a number of goals and objectives including:

Section 2.3.6 states the general objectives of the Plan are: "to encourage the infilling and completion of existing settlement areas, developments and communities."

Section 4.7.3.1 states that "General Policies in the "Institutional" designation states: Where an application is made to redesignate land to the "Institutional" land use designation the application Council may require the submission of a Report addressing the following information:

(a) The need for the proposed facility;

(b) The locational requirements for the proposed facility;

(c) Review of public facilities such as schools, parks, open space, medical services, emergency services, etc. to ensure the adequacy thereof in accordance with the proposed use;

(d) Review of municipal hard services to the site in accordance with Section 6 of this Plan; and

(e) Concept plan of the proposed use including any buffering and screening to be provided. "

Section 4.7.3.3 states that "All new institutional uses shall have sufficient land area to accommodate the parking requirements generated by the use. Institutional uses should be located to minimize potential conflicts with adjacent uses particularly residential areas. Visual screening, planting, fencing, and buffering between institutional uses and adjacent residential uses shall be required"

The subject property is within a public park, with surrounding low-density neighbourhood, commercial and other institutional uses. The development of the lands will respect the surrounding character of the area and community.

PART B – THE AMENDMENT

1.0 INTRODUCTION

All of this part of the document entitled Part B – The Amendment, which consists of the following Schedule “A”, constitutes Amendment No. 37 to the Official Plan for the Township of Tay.

2.0 DETAILS OF THE AMENDMENT

The Official Plan is amended as follows:

Official Plan Land Use Schedule “D” of the Official Plan of the Township of Tay, is hereby amended by re-designating the lands within PT E PT LT 14 CON 7 TAY PT 1, 2, &, 51R18687; TAY and is municipally known as 280 Park Street, Township of Tay, County of Simcoe, as shown on Schedule “A” attached hereto, from Village Residential and Open Space designations to the to Institutional designation.

3.0 IMPLEMENTATION

The provisions of the Official Plan regarding implementation of the Plan also apply to this amendment.

4.0 INTERPRETATION

The interpretation of the Official Plan for the Township of Tay, as amended from time to time, shall apply to this amendment.

5.0 SCHEDULES

Schedule “A” Land Use Map

SCHEDULE "A"
TOWNSHIP OF TAY
OFFICIAL PLAN AMENDMENT No. 37

Amending Schedule "D", Victoria Harbour Settlement Area
Official Plan of the Township of Tay



Lands Re-designated from Open Space and Village Residential
to Institutional

**OFFICIAL PLAN AMENDMENT NO. 37 OF
THE TOWNSHIP OF TAY OFFICIAL PLAN**

PART C - APPENDICES

**APPENDIX 1 OF OPA 37 TO
THE TOWNSHIP OF TAY OFFICIAL PLAN**

PLANNING REPORTS

**APPENDIX 2 OF OPA 37 TO
THE TOWNSHIP OF TAY OFFICIAL PLAN
STAFF/COMMITTEE REPORTS AND NOTICE AND MINUTES OF PUBLIC
HEARING**

Tracy Roxborough, Sustainability Coordinator
Sustainable Severn Sound
105 Fourth Street, P.O. Box 8
Midland, ON
L4R 4K6

April 3, 2018

Honourable Mayor Warnock and Members of Council
Township of Tay
450 Park Street
Victoria Harbour, ON
L0K 2A0

Re: Request from Sustainable Severn Sound (SSS) for a Letter of Support from the Township of Tay

Honourable Mayor Warnock and Members of Council:

As the Sustainability Coordinator for Sustainable Severn Sound and on behalf of the Sustainability Committee¹ membership, I am respectfully submitting this letter to you to offer details on our request for a Letter of Support to accompany SSS's upcoming submission to the Ontario Trillium Foundation Grow grant stream, which is due May 19, 2018.

As you are aware, Sustainable Severn Sound (SSS) and the Sustainability Committee are currently preparing a Local Climate Change Action Plan in collaboration with seven local municipalities² and three³ community partner organizations. Sustainable Severn Sound's action plan includes the development of a community-wide greenhouse gas (GHG) inventory, the setting of GHG reduction targets for both the corporate and community sectors, and the preparation of an action plan to identify and prioritize actions to reduce GHG emissions.

Over the past six months, SSS has engaged in conversations with hundreds of members of the community and representatives of our local municipalities. Through those discussions, which have also

¹ The Sustainability Committee serves as an advisory committee to Sustainable Severn Sound by supporting the SSS objectives to: (1) educate municipalities on best practices and connect them to resources, (2) encourage the adoption of practices/policies within local municipal operations to support sustainable communities, and (3) to advocate for sustainable environmental, social and economic practices/policies within our service area.

² Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Oro-Medonte, Severn, Tay and Tiny.

³ Simcoe Muskoka District Health Unit, the North Simcoe Community Futures Development Corporation, and the Severn Sound Environmental Association.

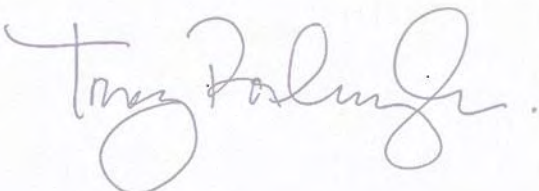
taken place on-line, the region's citizens have helped to shape the goals, targets and initiatives that will be included in the Local Climate Change Action Plan. In the fall of 2018, SSS will move from planning and releasing the Local Climate Change Action Plan to the challenge of implementation. The first phase of implementation will focus on empowerment, communications and engagement. Success with the implementation of the Local Climate Change Action Plan will require the effort and input of many agencies and organizations – from our municipal and community partners, to other local non-profit organizations, businesses and residents.

To contribute to our success, SSS will be applying the Collective Impact model to the implementation of the Local Climate Change Action Plan. Successful collective impact initiatives typically have five conditions that together produce alignment and lead to powerful results: a common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and a backbone supporting organization.

Projects being developed under this phase are educational and fun; and are community, neighborhood or business-based challenges and contests related to energy reduction, water conservation, limiting waste and supporting and celebrating local food. Marketing campaigns will be implemented that use both on-line and social networking strategies to encourage people to take action and personally contribute to the implementation of the Local Climate Change Action Plan.

Thank you for your continued support, and thank you for considering our request. If I can answer any questions, please contact me at your convenience at 705.526.1371 x.112, or via e-mail at tracy@sustainablesevernsound.ca

Sincerely,



Tracy Roxborough
Sustainability Coordinator
Sustainable Severn Sound (SSS)

Cc: *Councillor Catherine Root, Sustainability Committee representative; Douglas Luker, CAO, Township of Tiny, Chairperson of the Sustainability Committee*

<insert Township of Tay logo/letterhead>

Mayor Warnock and Members of Council
Township of Tay
450 Park Street
Victoria Harbour, ON
L0K 2A0

April 3, 2018

Ontario Trillium Foundation
Grow Grant Review Team
800 Bay Street, 5th Floor
Toronto, ON
M5S 3A9

**RE: Letter of Support from the Township of Tay for the May 2018 Grow Grant Submission
by Sustainable Severn Sound (SSS) and the Sustainability Committee**

Grow Grant Review Team:

The Township of Tay is pleased to provide this letter of support for the Grow Grant submission by Sustainable Severn Sound and the Sustainability Committee membership to assist with the implementation of the region's Local Climate Change Action Plan. In 2017, Council supported Sustainable Severn Sound's phased approach to the development of the Local Climate Change Action Plan involving a five performance-focused milestone framework to identify and guide effective and measurable greenhouse gas (GHG) reduction initiatives.

Further to that, in 2018 the Township formally joined the Federation of Canadian Municipalities Partners for Climate Protection Program through a Council resolution, recognizing SSS as the representative on behalf of the municipality. The Partners for Climate Protection Program is a network of Canadian municipal governments committed to reducing GHGs and to acting on climate change. The implementation of the Local Climate Change Action Plan by Sustainable Severn Sound in partnership with the Township of Tay will educate and inform both the municipality and the community on climate change mitigation measures, and inspire innovative responses to the climate challenge.

As a funding member of Sustainable Severn Sound, the Township provides monthly Council-appointed representation to the Sustainability Committee, offering project oversight and helping to direct the work of Sustainable Severn Sound staff. In addition, Communications staff from the Township have worked closely with Sustainable Severn Sound to support past initiatives, and this service would be continued to be offered per the approval of Council and the Chief Administrative Officer.

<insert Township of Tay logo/letterhead>

Thank you for supporting transformative projects across the province, and thank you for considering this proposal by Sustainable Severn Sound.

With regards,

Mayor Scott Warnock
The Corporation of the Township of Tay
450 Park Street
Victoria Harbour, ON
L0K 2A0

<insert stamp or?>

Cc: Mr. Robert Lamb, Tay Township, CAO

Cc: Councillor Catherine Root, Tay Township, Sustainability Committee Representative
Mr. Douglas Luker, Township of Tiny, CAO, Chairperson for the Sustainability Committee

EDO Report, February, 2018

Sharon Vegh, Economic Development Director

EDCNS was recruiting between December, 2017 through February, 2018 resulting in new talent.

NEW TALENT

- Véronique Puderecki, EDCNS Marketing and Communications Coordinator (January 3)
- Brianne Dubeau, North Simcoe Tourism Coordinator (February 20)
- Brent Graham, EDCNS Board Director and Healthcare Ambassador (March 22)
- You can view Brent's biography at <http://www.edcns.ca/about-edcns/board-of-directors/>.

NORTH SIMCOE DATA REPORT & PRESENTATIONS

EDCNS created a version of the County of Simcoe individual municipal data reports corresponding with the Statistics Canada Census release. The North Simcoe data report is available on the EDCNS website, www.edcns.ca.

The Economic Developers Council of Ontario (EDCO) held their 61st annual conference in February. The presentations on Economic Development and Tourism can be viewed on the EDCO website, www.edco.on.ca.

BUSINESS DEVELOPMENT 2018

- Amvic Building System from Toronto, 16567 12 Hwy, Midland
- Streit Manufacturing has a new General Manager replacing Florin Fleseriu
- Over 1,000 prospective businesses are designated to call between now and June.

UPCOMING EDCNS EVENTS AND KEY DATES

- April 12: Manufacturers' Roundtable. The short film version of "13 Ways to Kill Your Community" will be presented.
- May 9-TAY; May 23-Tiny/Penetanguishene; May 28-Midland: Municipal Deputations
- May 17: Annual General Meeting (AGM) joint with North Simcoe Tourism
- June 22: EDCNS Prosperity Summit 2018, "Convergence of Healthcare and Manufacturing". The Prosperity Summit is by invitation only as we have limited capacity. The EDCNS objective is to fill the seats with prospective investors, however, everyone will have access to the event film.

NORTH SIMCOE DOES HOLLYWOOD

This is a celebration of North Simcoe Talent, not an EDCNS outcome. Midland Film Company President and Film Director Nate Lacroix will be in Hollywood, California as a finalist for a 48-hour film competition. The awards gala is Thursday, March 15. You can see the film here: <https://www.48filmproject.com/screening-room/2017/drama/spoons>

**Ministry of
Municipal Affairs**

**Ministère des
Affaires municipales**



Ministry of Housing

Ministère du Logement

Municipal Services Office
Central Ontario
777 Bay Street, 13th Floor
Toronto ON M5G 2E5
Phone: 416 585-6226
Facsimile: 416 585-6882
Toll-Free: 1 800 668-0230

Bureau des services aux municipalités
du Centre de l'Ontario
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Téléphone : 416 585-6226
Télécopieur : 416 585-6882
Sans frais : 1 800-668-0230

March 2, 2018

Via email only

Debbie Korolnek
General Manager, Engineering, Planning and Environment
County of Simcoe
1110 Highway 26
Midhurst, ON L9X 1N6

Dear Ms. Korolnek:

Re: County of Simcoe Council Municipal Comprehensive Review Workshop

Thank you for inviting Ministry of Municipal Affairs ("Ministry") staff to attend the County of Simcoe ("County") Council meeting on November 28, 2017 to discuss the Growth Plan for the Greater Golden Horseshoe, 2017 ("Growth Plan"). We commend County staff for engaging your Council and lower-tier partners to establish roles in your municipal comprehensive review process and to better understand implications of the Growth Plan on lower-tier official plan updates. We welcome this opportunity to support the County by addressing some of the questions and comments we received during the workshop. Additionally, we endorse sharing the enclosed with your Council as appropriate.

Alternative Notice Provisions

Members of County Council raised the impracticality of providing newspaper notices for planning matters in light of many publishing companies closing or reducing printed circulation. The *Planning Act* and its associated regulations require notice be given for public meetings, open houses, and complete applications. Notice for these matters is to be published in a newspaper that is, in the opinion of the clerk, of sufficient circulation in the area to which the proposed application applies. Alternatively, notice may be given by personal service or mail to every landowner within a specified distance and by posting a clearly visible notice of the application on the subject property.

The *Planning Act* additionally provides municipalities with the authority to develop local alternative notification processes through official plan policies, where it is determined a departure from the standard approach outlined in the *Planning Act* is appropriate. When considering the establishment of alternative notice procedures, municipal councils need to ensure that the public is involved in developing and defining the alternative notice policies and that the alternative notice provisions afford the public a fair opportunity to present their views on a proposal. These official plan policies are subject to, not only a full public review, but also to an appeal process.

Stormwater Master Plans for Serviced Settlement Areas

During the Council workshop a question was raised with respect to the application of Growth Plan policy 3.2.7.1. This policy requires municipalities with “serviced settlement areas” to prepare a stormwater master plan, and the question was in regards to the applicability of this policy to settlement areas with partial services. The intent of this policy is to ensure that, where development is concentrated, stormwater management is adequately taken into consideration to ensure the protection of human and environmental health. It is assumed that areas which are serviced by municipal water and wastewater services will experience comparatively higher concentrations of development and, consequently, have more significant need (e.g., increased densities, compact built form and more impervious surfaces) to plan for stormwater management. In implementing this policy, and considering the above, municipalities are advised to determine the appropriateness of developing a stormwater master plan for settlement areas which are not serviced by both municipal water and wastewater services. It is additionally noted that the Growth Plan emphasizes the integration of decisions on growth with planning for infrastructure, including stormwater, to inform and be informed by environmental and watershed management exercises. For instance, any proposed settlement area expansion is required to demonstrate alignment with any stormwater master plans completed pursuant to 3.2.7.1 as well as using watershed planning to ensure the protection of water resources, among other criteria.

The Proposed Provincial Mapping of the Agricultural and Natural Heritage System

County Council also raised questions and concerns regarding the provincial agricultural and natural heritage system mapping to implement the Growth Plan. As you are aware, the Ministry of Agricultural, Rural Affairs and Food (OMAFRA) and the Ministry of Natural Resources and Forestry (MNR) consulted on their proposed maps through the Environmental Registry.

We understand that our partner ministry colleagues heard from a range of stakeholders and municipalities through this public consultation, including the County and many of its lower-tiers regarding the mapping, the approach taken and the anticipated challenges with implementing these provincial maps when issued. We also shared the concerns we heard from County Council with our partner ministry colleagues, to be carefully considered along with the other consultation feedback received as they finalized their maps and implementation guidance that was released on February 9, 2017. Provincial staff will work closely with the County to implement the mapping of these systems, including making any necessary refinements to the maps through the County’s municipal comprehensive review process in a manner that is consistent with the provincial guidance documents.

Recent Provincial Initiatives

We would also like to take this opportunity to inform you of other announcements from the Province that have taken place since the County Council meeting on November 28th, including the passage of the *Building Better Communities and Conserving Watersheds Act, 2017* (Bill 139) which makes transformative changes to the land use planning and appeal system. As many of these recent announcements (listed in Appendix ‘A’) are proposed, we encourage the County and its lower-tiers partners to participate in the related consultation processes. If planning staff at the County or any of the lower-tiers have questions about these initiatives, please do not hesitate to contact me at 416-585-6063 or by email at ross.lashbrook@ontario.ca. Alternatively, you may contact Aldo Ingraldi, Senior Planner at 416-585-6154 or aldo.ingraldi@ontario.ca or Steven Barber, Planner at 416-585-6085 or steven.barber@ontario.ca.

Sincerely,



Ross Lashbrook
Manager
Community Planning & Development (East)

- c. David Parks, Director of Planning, Economic Development and Tourism, County of Simcoe
Kathy Suggitt, Manager of Policy Planning, County of Simcoe
Nathan Westendorp, Manager of Development Planning, County of Simcoe
Jacquie Tschekalin, Director of Planning, Township of Adjala-Tosorontio
Ryan Windle, Manager of Community Planning, Town of Bradford West Gwillimbury
Mara Burton, Director Community Services, Township of Clearview
Nancy Farrer, Director of Planning Services, Town of Collingwood
Colleen Healey, Manager of Planning and Development, Township of Essa
Tim Cane, Manager of Land Use Planning, Town of Innisfil
Wes Crown, Director of Planning and Building Services, Town of Midland
Bruce Hoppe, Director of Planning & Development, Town of New Tecumseth
Andria Leigh, Director of Development Services, Township of Oro-Medonte
Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
Dave Wellman, Chief Building Official. Township of Ramara
Andrea Woodrow, Director of Planning & Development. Township of Severn
Brent Spagnol, Director of Planning Services & Bylaw Enforcement, Township of Springwater
Steve Farquharson, Director of Planning and Development, Township of Tay
Shawn Persaud, Director of Planning & Development, Township of Tiny
Doug Herron, Manager of Planning, Town of Wasaga Beach

Appendix A

Building Better Communities and Conserving Watersheds Act, 2017 (Bill 139):

The changes the [Building Better Communities and Conserving Watersheds Act, 2017](#) (Bill 139) – which received Royal Assent on December 12, 2017 – will make to the [land use planning and appeal system](#) will come into effect on **April 3, 2018**, as specified by proclamation. This includes changes to:

- establish the Local Planning Appeal Tribunal (the Tribunal) as the province-wide appeal body for land use planning matters;
- improve the hearing process at the Tribunal;
- establish the Local Planning Appeal Support Centre to provide legal and planning support services to eligible Ontarians for matters before the Tribunal;
- limit the Tribunal's ability to overturn municipal decisions that adhere to municipal official plans, provincial plans and the Provincial Policy Statement;
- give municipalities more control over local planning, resulting in fewer decisions being appealed; and
- shelter certain major planning decisions from appeal.

These changes are in response to the province-wide consultation the government undertook through the [Ontario Municipal Board Review](#).

To facilitate implementation of the Building Better Communities and Conserving Watersheds Act, 2017, several new and amended regulations have been proposed.

Proposals for the regulations under the Act were posted on Ontario's Regulatory and Environmental Registries for a 45-day public consultation period from December 7, 2017 to January 21, 2018.

We anticipate providing you with an update on the proposed regulation changes and finalized approach to transition in the near future.

If you have any questions about the changes to the land use planning and appeal system, please email OMBReview@ontario.ca.

Inclusionary Zoning

The Ministry of Municipal Affairs consulted with municipalities, the development and housing sectors, and other interested parties, on a summary of proposed regulatory content for inclusionary zoning through a posting on the Environmental Registry (EBR Registry Number 013-1977), which closed on February 1, 2018: <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTM0MDk1&statusId=MjAzOTg2&language=en&language=en>

The government appreciates and is considering the extensive input received from municipalities, the development and housing sectors, and other interested parties.

Protecting Water Resource by Growing the Greenbelt:

The Ministry of Municipal Affairs has released a consultation document and study area map related to protecting water resources by growing the Greenbelt. Details of the announcement can be found at: <https://news.ontario.ca/mma/en/2017/12/protecting-water-resources-by-growing-the-greenbelt.html>

And the consultation document can be found through the Ministry's webpage at: <http://www.mah.gov.on.ca/Page17658.aspx>

As this initiative may impact your municipality, your feedback is important and can be submitted in any of the following ways:

- online through the Ministry's [website](#)
- through the [Environmental Registry posting](#) (EBR Registry Number 013-1661)
- by email to protectingwater@ontario.ca
- by mail to:

Protecting Water
Ministry of Municipal Affairs
Provincial Planning Policy Branch
777 Bay Street, 13th Floor
Toronto, ON M5G 2E5

The deadline to provide comments on this initiative is **March 7, 2018**.

Proposed Land Needs Methodology for the Growth Plan for the Greater Golden Horseshoe

The Ministry of Municipal Affairs consulted with municipalities, the development sector and other interested parties on the draft provincial land needs assessment to implement the 2017 Growth Plan on the Environmental Registry (Environmental Bill of Rights (EBR) Registry Number 013-2016), which closed on February 28, 2018: <https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTM0MTM0&statusId=MjA0MDcx&language=en>

Upper- and single-tier municipalities subject to the 2017 Growth Plan are required to use this standard provincially-developed process to calculate the amount of land they will need for development until 2041. Once submissions and comments are considered, the province will establish a final land needs assessment methodology.

Natural Heritage System for the Growth Plan for the Greater Golden Horseshoe:

The Decision Notice for the Natural Heritage System (NHS) mapping for the Growth Plan for the Greater Golden Horseshoe, and the "Regional Natural Heritage System for the Growth Plan for the Greater Golden Horseshoe Summary of Criteria and Methods" document have been posted on the Environmental Registry (ERB posting: 013-1014).

The final NHS, mapped by the Ministry of Natural Resources and Forestry (MNRF), is responsive to the policies of the Growth Plan for the Greater Golden Horseshoe, 2017, which committed the province to mapping a NHS for the Great Golden Horseshoe using a "comprehensive, integrated, and long-term approach to planning for the protection of the region's natural heritage and biodiversity".

The "Regional Natural Heritage System for the Growth Plan for the Greater Golden Horseshoe: Summary of Criteria and Methods" document can be found here:

<https://apps.mnr.gov.on.ca/eb/docs/growth-plan-natural-heritage-system-summary-report.pdf>.

To view the NHS mapping, please use the Make A Map: Natural Heritage Areas application:

<https://www.ontario.ca/page/make-natural-heritage-area-map>.

To download GIS data and download the technical methodology document, go to Land Information Ontario. <https://www.javacoeapp.lrc.gov.on.ca:443/geonetwork?uuid=bd4d1354-22bf-45ac-a19b-a140e1c906ec>.

Agricultural System for the Growth Plan for the Greater Golden Horseshoe:

The Decision Notice for the Agricultural System for the Growth Plan for the Greater Golden Horseshoe was posted on the Environmental Registry (EBR Registry Number: 013-0968):

<https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMzMDA2&statusId=MjA0NTU3&language=en>

Similar to the NHS mapping, the Agricultural System responds to the policies of the Growth Plan for the Greater Golden Horseshoe, 2017, which committed the province to mapping an Agricultural System for the Great Golden Horseshoe. More information on the system can be found here:

<http://www.omafra.gov.on.ca/english/landuse/agsys-ggh.htm>.

The “Implementation Procedures for the Agricultural System” can be found here:

<http://www.omafra.gov.on.ca/english/landuse/agsys-ggh-final.htm>. It explains the Agricultural System approach and describes the agricultural land base and the agri-food network. It provides implementation procedures for the Agricultural System including guidance on municipal refinement of the agricultural land base map and the integration of land use planning and economic development to achieve Agricultural System objectives.

The Agricultural System Portal can be found here:

http://www.omafra.gov.on.ca/english/landuse/gis/WCAG_AGOL/index.html?appid=3cbd2393a1e548949450e21d90646353.

In addition, the Agricultural Land Base map can be found here:

<http://www.omafra.gov.on.ca/english/landuse/agsys.jpg>.

The GIS data of the Agricultural Land Base can also be found at Land Information Ontario:

<https://www.javacoeapp.lrc.gov.on.ca/geonetwork/srv/en/main.home?uuid=0ce4957e-2e50-4cf5-a4d8-ca936254307e%20>

Watershed Planning Guidance:

Ministry of Environment & Climate Change (MOECC) together with MNRF are seeking input on draft watershed planning guidance for municipalities and other planning authorities in Ontario. This proposed guidance has been posted on the Environmental Registry for a 60-day review period. Comments will be taken into consideration, along with input received through additional consultation opportunities.

Watershed planning is an opportunity for municipalities and other planning authorities to work collaboratively towards watershed objectives by creating a framework for the management of human activities, land, water, aquatic life and resources within a watershed, and for the assessment of cumulative, cross-jurisdictional and cross-watershed impacts.

The proposed Watershed Planning Guidance supports the implementation of policy amendments to the four provincial land use plans (Growth Plan for the Greater Golden Horseshoe, Niagara Escarpment Plan, Oak Ridges Moraine Conservation Plan, Greenbelt Plan) which strengthen requirements for watershed planning. It also supports the Provincial Policy Statement which identifies the watershed and subwatershed as the ecologically meaningful scale for integrated and long-term planning.

Comments are being accepted through the Environment Registry (EBR Registry Number 013-1817) at the following link: [Watershed Planning Guidance](#), until **April 7, 2018**.

Guideline on Community Emissions Reduction Planning:

MOECC released a draft guideline to support municipalities and other practitioners in completing greenhouse gas (GHG) inventories and developing community emissions reduction plans. This guideline is intended to support commitments under Ontario's Climate Change Action Plan, 2016-2020 and implementation of provincial direction in 2017 Growth Plan related to climate change mitigation. The draft is available on the Environmental Registry (EBR Registry Number 013-2083) for public review and consultation: <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTM0MjUy&statusId=MjA0MjMy&language=en>.

The deadline for comments on this draft guideline is **March 4, 2018**.

Asset Management Planning Regulation:

On December 13, 2017, the province approved a new municipal asset management planning regulation ([O. Reg. 588/17](#)) under the [Infrastructure for Jobs and Prosperity Act, 2015](#).

O. Reg. 588/17 will help municipalities take stock of their infrastructure challenges, better understand what important services need to be supported over the long-term, and seek new opportunities to address infrastructure challenges through innovative solutions.

O. Reg. 588/2017 comes after more than a year and a half of consultations with municipalities, stakeholders and the broader public, addressing feedback received from municipalities including increasing the phase-in period from four to six years according to the following dates:

- January 1, 2018: Effective date of Regulation (there are no requirements that must be met at this time).
- July 1, 2019: Date for municipalities to have a finalized strategic asset management policy.
- July 1, 2021: Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management) that discusses current levels of service and the cost of maintaining those services.
- July 1, 2023: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that discusses current levels of service and the cost of maintaining those services.
- July 1, 2024: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2023. This includes a discussion of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund the activities.

To align with the date of full phase in of the requirements in O. Reg. 588/17, the sections of O. Reg. 82/98 to the *Development Charges Act, 1997* that set out the content for asset management plans in respect of transit services will be repealed on July 1, 2024. The requirements in O. Reg. 82/98 will continue to apply until July 1, 2024 to municipalities that are preparing asset management plans to support a development charge by-law in respect of transit services. After this date, the asset management plan content requirements will be found in O. Reg. 588/17.

The Ministry of Infrastructure is also planning to collect information from municipal asset management plans, such as levels of service and financial planning information, but this information collection has not been set out in the regulation. The Ministry of Infrastructure is working with the Ministry of Municipal Affairs to plan for the collection of this information through the Financial Information Return and are proposing that this information would be collected starting in 2025 (one year after the final requirements of O. Reg. 588/17 are phased in). After the

initial submission in 2025, municipalities would submit asset management planning information every time their plan is updated (at least every 5 years). More information will be provided on the Ministry of Infrastructure's proposed data collection processes in 2018.

To address capacity concerns with the implementation of O. Reg. 588/17, the province will be providing up to \$25 million over the next five years in dedicated funding for asset management planning tools and supports. This funding will be targeted to build municipal capacity through coaching and communities of practice, as well as support to get planning activities done (e.g. condition assessments) in small communities. More details will be provided in 2018.

An email address has been established at MunicipalAssetManagement@ontario.ca to field questions on this regulation.