



**THE CORPORATION OF THE TOWNSHIP OF TAY
COMMITTEE OF ALL COUNCIL MEETING
MARCH 8, 2017
10:00 A.M.**

MUNICIPAL OFFICE – COUNCIL CHAMBERS

1. CALL TO ORDER:

2. DECLARATIONS OF INTEREST:

3. ADOPTION OF THE AGENDA:

4. DELEGATIONS:

10:00 - Mrs. Nahanni Born, Huronia Museum – Re: Museum Update

5. COMMITTEE BUSINESS:

A: Protection to Persons & Property

B: General Government & Finance

C: Public Works

D: Planning & Development

6. CLOSED SESSION:

6.1 Report – Director of Finance – Re: A proposed or pending acquisition or disposition of land by the municipality or local board (Tax Sale)

6.2 Report – Fire Chief – Re: Personal matters about an identifiable individual, including municipal or local board employees (By-law Enforcement Matters about Specific Properties)

7. ADJOURNMENT:

NOTE: DELEGATIONS WILL COMMENCE AT THE SCHEDULED TIME; HOWEVER, COMMENCEMENT TIME FOR EACH COMMITTEE WILL BE ADJUSTED AS THE MEETING TAKES PLACE.



The Township of Tay

www.tay.ca

Twitter: @TayTownship

450 Park Street,
P.O. Box 100
Victoria Harbour, ON
L0K 2A0

DELEGATION REQUEST FORM

PLEASE NOTE: Your request must be received by noon on the Monday prior to the meeting, outlining the subject matter of the delegation and submitting an electronic version of any Microsoft PowerPoint presentation proposed to be used.

Ten (10) minutes will be set aside for your presentation. A question period is also allowed for.

PLEASE PRINT

Name:Nahanni Born	E-mail:nahanni.born@huroniamuseum.com
Bus. Phone:705-526-2844	Home/Cell Phone:705-527-9269
Bus./Org. Name:	
Address 549 Little Lake Park Road, Midland Ontario	
SUBJECT MATTER: Huronia Museum- Programs, Services and Partnership Opportunities	
HISTORY/BACKGROUND Huronia Museum actively collects and preserves the history of North Simcoe for its communities, which includes, Tay Township, Tiny Township, Midland as well and Oro-Medonte and Springwater Townships.	
ACTION/SOLUTION REQUESTED	
No action will be requested. This is an informational delegation to familiarize the council members and the community with the museum, its collections, programs and services.	

Please use a separate sheet if more space is needed

The presenter will be as above ☐ OR _____

Date delegation requested for: ____Wednesday, March 8, 2017 - 1030 ____

Equipment to be used: ☐ Projector ☐ Township Laptop ☐ My Laptop ☐ USB Key

☐ Other: _____

Please submit your completed request to the Township Clerk, Ms. Alison Thomas
by email (athomas@tay.ca), by fax (705) 534-443 or by mail to 450 Park Street, P.O. Box 100, Victoria Harbour, ON, L0K 2A0.

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council is collected in accordance with the *Municipal Act, 2001*, and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council. All information submitted to the municipality is subject to disclosure under the *Municipal Freedom of Information Act* (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 705-534-7248 ext. 240.

**PROTECTION TO PERSONS & PROPERTY COMMITTEE
MARCH 8, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA**

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

- 2.1 Report from the O.P.P.
Re: 2016 OPP Year End Report
- 2.2 Report from the Fire Chief
Report No. PPP-2017-13
Re: Fire Chief Monthly Report – February
- 2.3 Report from the Fire Chief
Report No. PPP-2017-14
Re: Charging for Fire Permits
- 2.4 Report from the Deputy Fire Chief/FPO
Report No. PPP-2017-16
Re: Deputy Fire Chief/FPO Activity Report
- 2.5 Report from the Municipal Law Enforcement Officer
Report No. PPP-2017-15
Re: By-law Activity Report February 2017
- 2.6 Report from the Canine/Municipal Law Enforcement Officer
Report No. PPP-2017-12
Re: MLEO/Canine Activity Report February 2017

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:



2016 OPP Year End Report

Tay Township

Presented by Inspector Andrew Ferguson



Southern Georgian Bay OPP 2016 Annual Report Tay Township

As Detachment Commander for the Southern Georgian Bay Detachment, it gives me great pleasure and pride to present our 2016 Year End Report. Through detachment action planning, local analytics and regular reporting mechanisms, we hold ourselves accountable to our communities, partners, elected councils and our police services board.

2016 marked the third and final year of the OPP Action Plan (2014-2016) process. The Southern Georgian Bay Detachment Action Plan for 2017-2019 is presently being developed in consultation with the municipalities we serve, our police services board and members of the community. The plan will be operationally focused, responding to unique local community safety concerns and policing needs.

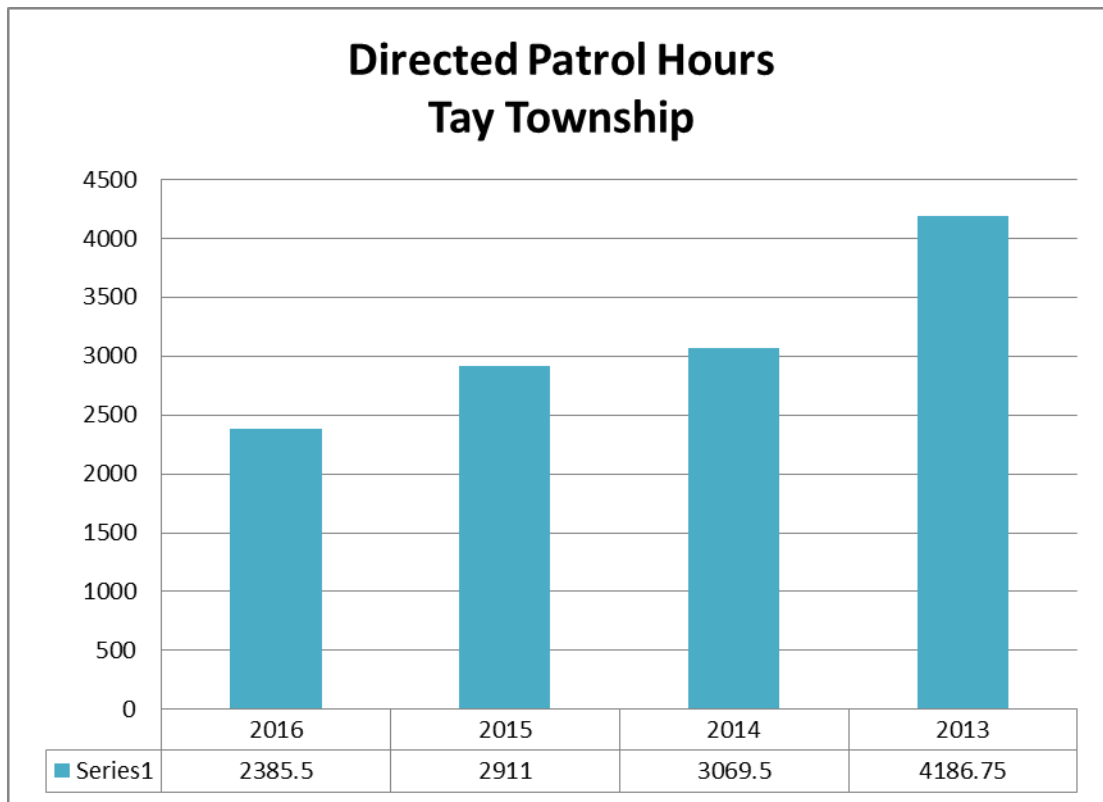
Locally, Ontario's Mobilization and Engagement Model of Community Policing has been embraced and was implemented on numerous occasions throughout the last year. We continue to utilize an analytical approach in reviewing both traffic and crime related information and trends. In 2016 we completed 14 Focused Patrols throughout the detachment area that resulted in 450 hours of dedicated patrol and 148 charges. This analysis, coupled with resulting intelligence, continues to better position us to strategically deploy our resources and maximize our impact and efficiencies. In 2016 we launched the North Simcoe Situational Table, we implemented a local Vulnerable Persons Registry and we hosted the Annual Festive RIDE – Red Ribbon kick-off in the Town of Penetanguishene, all integral to healthy and sustainable communities from a public safety perspective.

2016 also saw continued reinvestment locally that further benefits the communities we serve. After a pilot project a two member dedicated traffic management team was created from already existing internal positions. In order to keep our roads, trails and waterways safe, we continue to analyze trends in a bid to assign our members to the right place at the right time to target specific public safety concerns. From mid-April to late November our full-time dedicated Marine Unit patrols approximately 1,200 square kilometers of water responding to calls for service and engaging the boating community regarding safe boating practices. Come winter, we provide support and oversight on our trails through dedicated motorized snowmobile patrols.

The OPP delivers all of these services while remaining very cognizant of the economic environment it is operating in. We are committed in providing municipalities with cost-effective and professional police services. The continued dedication of all our members, both civilian and uniform together with the support and governance of our local police service board and municipalities are integral for our continued success in keeping our communities safe.

Andrew Ferguson
Inspector
Detachment Commander
Southern Georgian Bay Detachment

Directed Patrol:



Crime Statistics – 4 year trend

Tay Township

Source: BI Cube 21 February 2017

	Break & Enter	Theft of M/V	Theft from MV	Assault	Mischief	Alarms	911 Calls	Impaired C & C	Calls for Service
2016	17	7	18	36	36	103	154	8	2091
2015	38	15	15	31	49	118	206	7	2204
2014	29	9	27	40	42	109	228	9	2345
2013	47	7	19	38	56	89	230	14	2298

Crime Clearance Rates – TAY TOWNSHIP

	2016	2015	2014	2013
Violent Crime	80.9%	92.9%	90.9%	88.0%
Property Crime	20.5%	13.9%	13.6%	23.3%
Drugs	100%	83.3%	90.0%	75.0%

Crime Clearance Rates – SGB Detachment

	2016	2015	2014	2013
Violent Crime	93.8%	87.4%	90.6%	82.6%
Property Crime	25.7%	16.3%	17.3%	24.5%
Drugs	93.3%	91.7%	85.2%	85.8%

SOUTHERN GEORGIAN BAY DETACHMENT OFFICER ACTIVITY SUMMARY REPORT

YTD 2016 - DECEMBER

CHARGES

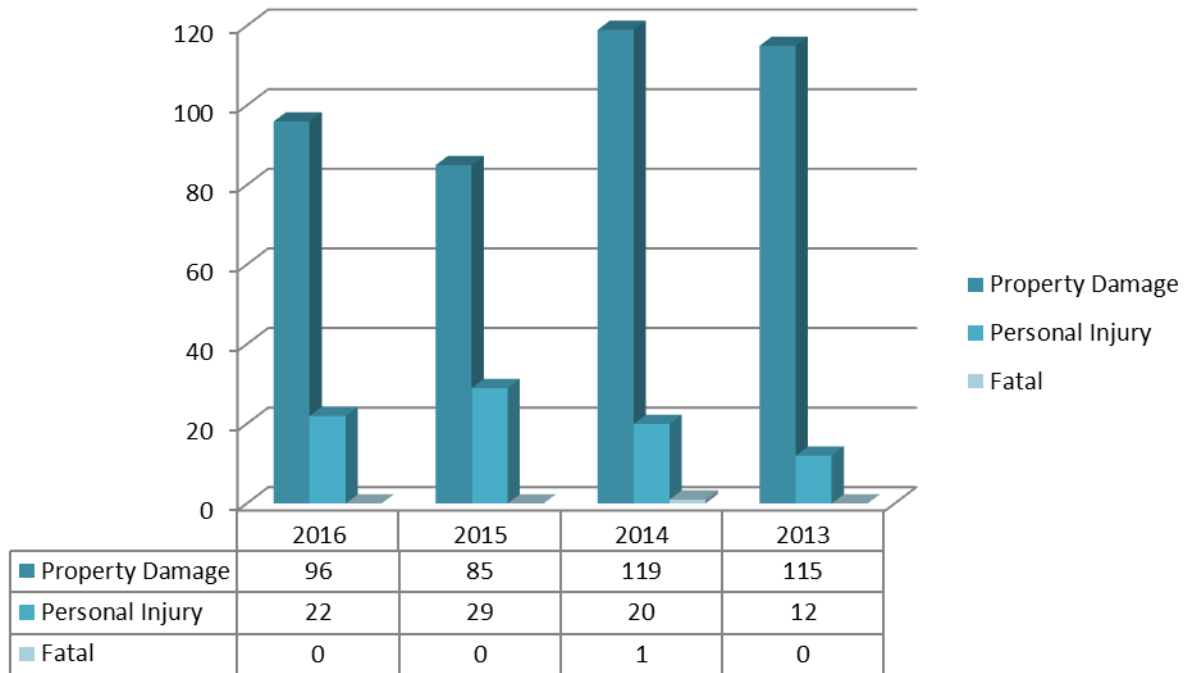
	2016	2015	% Change
Seatbelt	180	180	0.0%
Speeding	2343	2736	-14.4%
Distracted Driving HTA78, 78.1	189	143	32.2%
Impaired	91	97	-6.2%
Total Big 4 Charges	2803	3156	-11.2%
Other HTA	1372	1352	1.5%
Other CC	724	825	-12.2%
Other (i.e. CDSA, CAIA, etc.)	810	793	2.1%
Total Violations	5709	6126	-6.8%
	2016	2015	% Change
Arrests	526	378	39.2%
Warn Range Suspensions	54	25	116.0%
Street Checks	138	178	-22.5%
Traffic Stops	6118	5907	3.6%
Patrol Hours	14892	16472	-9.6%
Court Hours	2066.5	1444.8	43.0%

MVC Statistics: (including Motorized Snow Vehicle)

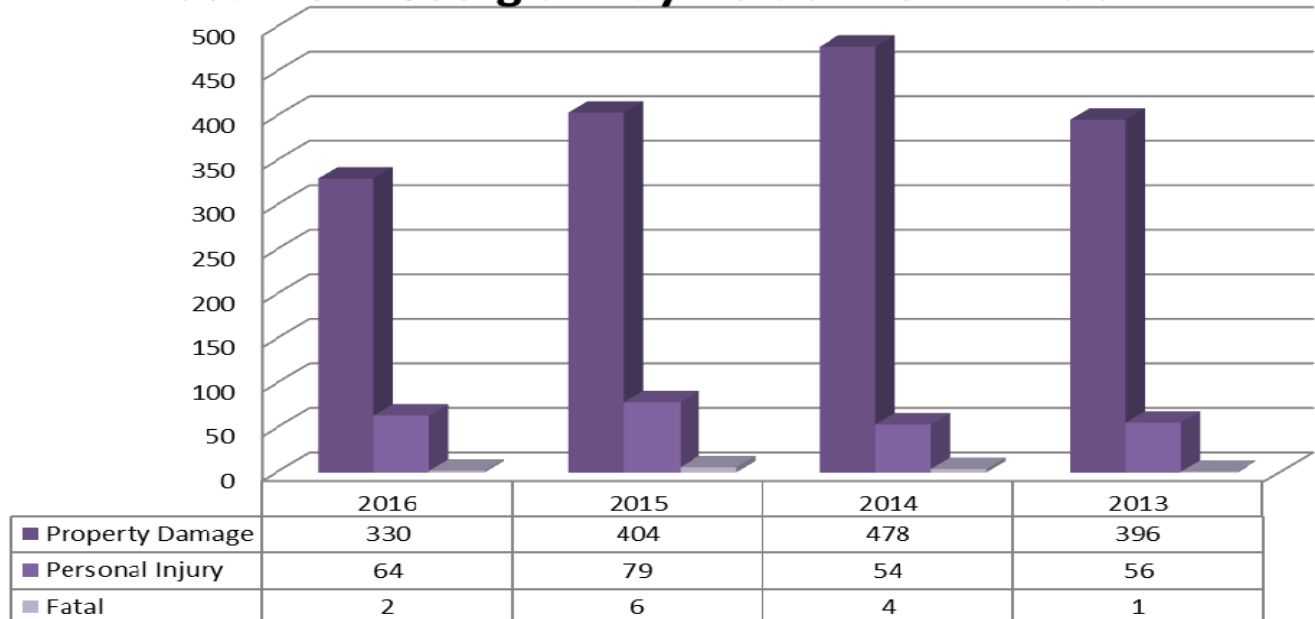
Source – Collision summary Report (14 Feb 2017)

Tay Township				Southern Georgian Bay Detachment Area		
Year	Property Damage	Personal Injury	Fatal	Property Damage	Personal Injury	Fatal
2016	96	22	0	330	64	2 (snowmobile)
2015	85	29	0	404	79	6
2014	119	20	1	478	54	4
2013	115	12	0	396	56	1

Tay Township MVC'S



Southern Georgian Bay Detachment MVC'S





Auxiliary Program:

Mission Statement: "To provide fully trained volunteer Auxiliary Members to perform police duties in special circumstances including emergencies"

Southern Georgian Bay Detachment has 11 auxiliary members.

Auxiliary members provide a valuable service to our communities and in 2016 they provided an average of 174 volunteer hours per month for a total of 1,909 for 2016. Locally, our members assisted with many community events including parades, concerts and Winterama weekend events. They may assist OPP officers with the following:

- Community policing initiatives and projects,
- Regular patrol,
- Crime and disaster scenes,
- Large gatherings or parades for crowd and traffic control, and
- Traffic accidents.

Of special mention is that Auxiliary Sergeant Nancy Moreau was recognized in 2016 at the OPP Central Region Awards Ceremony held in Barrie. Nancy received a Life Saving Award for saving the life of a small infant that had experienced a seizure in Victoria Harbour in May of 2015. An extremely proud day for Nancy, her family, Southern Georgian Bay Detachment and of course the family involved. Nancy was interviewed by the local media and appeared on the 6 o'clock news later that day.



Policing our Waterways

The Southern Georgian Bay Detachment of the Ontario Provincial Police is responsible for policing 1,200 square kilometers of water, including the southern portion of Georgian Bay, a section of the Trent Severn system and several inland lakes. The detachment provides marine policing services to the waterways in our area from mid-April to December. Our dedicated unit is comprised of 10 marine trained officers and assisted by 2 summer students. The detachment has 5 vessels ranging in size from 14 to 32 feet in length.

The Southern Georgian Bay O.P.P. Marine Unit enforces a number of relevant pieces of legislation including: the Criminal Code of Canada, the Canada Shipping Act (2001), the Small Vessels Regulations, the Vessel Operation Restriction Regulations, the Trespass to Property Act and the Liquor License Act. Our officers are experienced marine operators who know the issues of concern to cottagers and boaters within our area.

The Southern Georgian Bay marine unit works closely with many other specialized units including: OPP Underwater Search and Recovery Unit (USRU); OPP Emergency Response Team (ERT); Canadian Coast Guard; Provincial and Federal Wardens and other Municipal Policing agencies.

In 2016 our Marine Unit responded to 342 Calls for Service which included 19 in Midland Bay. We conducted 645 Vessel Inspections and laid 119 charges under various acts, plus laid 1 Impaired Care or Control Charge. We conducted 1,764 Marine Patrol Hours. Public Service hours totaled 31 and Cottage Checks totaled 103.



2015-2016 Snow Machine Summary:

The Southern Georgian Bay Detachment of the Ontario Provincial Police is responsible for policing approximately 200 kilometers of groomed OFSC snow vehicle trails as well as responding to issues on the frozen waters of Georgian Bay, Six Mile Lake and several other inland lakes. 2016 did not offer us a good season as far as favorable weather for Motorized Snow Vehicle patrol. It was a short, quick season with very little snow and very dangerous ice conditions. There were over 450 snow machines checked resulting in 36 charges and approximately 40 educational warnings. The Southern Georgian Bay OPP snow machines were involved in a number of incidents throughout the season. We conducted 161 hours and patrolled 727 kms. The snow machines were also deployed to Penetanguishene for the annual Winterama weekend event.



STAFF REPORT

Department/Function: Protection to Persons and Property

Chair: Councillor Sandy Talbot

Meeting Date: March 8, 2017

Report No.: PPP-2017-13

Report Title: Fire Chief Monthly Report: February

RECOMMENDATION:

That Staff Report No. PPP-2017-13 regarding the Fire Chief's Monthly Report: February be received for information;

The Chief Attended:

- 1 Fire Call
- 1 Carbon Monoxide Calls
- 1 MVC Calls
- 3 Medical Call

This month I have been working with two groups who are in the process of organizing events to be held within the Township of Tay. The Port McNicoll Centenary Committee has requested exemptions from our noise bylaw for August 4th, 5th and 6th, as their intentions are to hold a weekend-long event with live music playing until 1 AM each night. They will have performances through the afternoon and then end the festivities with a fireworks display at dusk. The live performances will be held within the arena area of the Tay Community Rink.

Council has previously given staff the authority to approve or deny noise and fireworks requests without a delegation to Council asking for exemptions. As such, both requests for this event have been approved. An email will be sent to the OPP advising them of the dates.

The second event is still in early building stages and I will keep Council apprised on its progress.

Specialty Sands on Old Fort Road have been issued an order to stop importing landfill, and to obtain a fill permit from the Township of Tay before any more fill is to be brought onsite. The property owner has submitted a permit application and it is being reviewed by staff at this time.

The Deputy Fire Chief and I have reviewed the line drawings for the new Medium Duty Rescue and are sending our questions back to the manufacturer. We still are expecting completion of this unit in 2017.

In 2018 our contract with the OSPCA will expire, so I am in the process of reviewing our current contract. Currently we pay approximately \$20,000 per year for their services. I feel that we can make a few changes that will not impact the level of service provided, but will come to a cost savings for the Township. Once this is done, towards the end of 2017 we will be sending out an RFP to obtain costing for a new contract in 2018.

New Fire Hall:

The mezzanine is almost complete, and we are still waiting on stairs. Interior walls, electrical and heating systems, HRV and drywall are being installed under the mezzanine.

Recruitment:

Recruit training continues and it looks like we will be bringing on some promising staff.

Monthly Training:

Staff completed training on Size Up and Building Construction. Size up starts as soon as the fire trucks leave the hall, and involves the firefighters taking into consideration things like wind direction, and whether it is raining/snowing. Once on scene, they start looking at the type of building, number of stories, if there is a chimney, as well as hydro lines, gas meters, fences around building, access points etc.

Building construction gives the firefighters the building basics regarding type of construction style. An older home built as a balloon type of framing has different fire characteristics than a building built of heavy timbers, or a newer building built with lightweight trusses. Being aware of this helps us while fighting a fire and keeping our firefighters safe.

Tay Fire & Emergency Services were dispatched to 24 emergency calls during the month of February.

Year to Date Totals:

2017	47
2016	38
2015	39
2014	48
2013	25

Of the 24 calls this month, we had:	11	Medical calls
	4	Fire Calls
	3	Motor Vehicle Collisions

Prepared By:	Brian Thomas, Fire Chief/CEMC
--------------	-------------------------------

Recommended By:	Date:
-----------------	-------

Brian Thomas
Fire Chief

Reviewed By:	Date:
--------------	-------

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



STAFF REPORT

Department/Function: Protection to Property & Persons

Chair: Councillor Sandy Talbot

Meeting Date: March 8, 2017

Report No.: PPP-2017-14

Report Title: Charging For Fire Permits

RECOMMENDATION:

That Staff Report No. PPP-2017-14 regarding Charging for Fire Permits be received;

And that Fire Permits, starting with 2018 Permits be sold for the price of \$25;

And that the Township's User Fees and Service Charges be amended to include the new Fire Permit fee.

INTRODUCTION/BACKGROUND:

Several years ago a report came to Council regarding cost recoveries and charging for Fire Permits. At that time, Council declined the implementation of a charge for permits, and decided to implement zones in which only recreational burning was allowed. Recently Council has inquired about charging for fire permits and requested that a report be brought forward to Council.

ANALYSIS:

Many manpower hours are accumulated each year attending and enforcing burning complaints. Each year approximately 2,200 fire permits are issued on a no charge basis. In order to help offset costs for attending and enforcement during burning complaints, as well as court costs, it would make sense to charge the residents that require a burn permit a nominal fee to lessen the impact to all Tay residents that do not burn.

A survey of nearby municipalities was done regarding recreational fire permits with the following results:

Township of Georgian Bay.: No charge for burning permit, season is between April 1st and October 31st.

Severn Township.: There are two options available for permits - \$5 for a 7 day permit or \$20 for the season between May 1st and October 31st.

Town of Penetanguishene.: There are three options available for permits – daily (\$10 fee), weekly (\$20 fee), Annual (\$50 fee).

Town of Midland.: \$25 for an annual permit (January 1st to December 31st).

Tiny Township.: \$20 for an annual permit (January 1st to December 31st).

FINANCIAL/BUDGET IMPACT:

Any amount agreed to by Council will help offset costs incurred by both the Bylaw and Fire Departments.

CONCLUSION:

Staff is recommending that a \$25 charge be implemented when a fire permit is issued, and that the fire permits continue to be valid from January 1st to December 31st.

Prepared By: Brian Thomas Fire Chief/CEMC

Recommended By: Date:

Brian Thomas
Fire Chief/CEMC

Reviewed By: Date:

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: March 8, 2017

Report No.: **PPP-2017-16**

Report Title: Deputy Fire Chief/Fire Prevention Officer
Activity Report

RECOMMENDATION:

That Staff Report No. PPP-2017-16 regarding Deputy Fire Chief/FPO Monthly report – February be received for information;

INTRODUCTION/BACKGROUND:

Activity	This Month	YTD 2017	YTD 2016	YTD 2015
Routine Inspections	3	4	1	2
Request Inspections	1	2	1	1
Complaint Inspections	0	0	0	2
Information Inspection	0	1	0	1
Follow up Inspections	4	6	5	6
Courses Attended	0	1	0	0
Fire Calls Attended	4	6	12	15
Meetings (PIP/OP-co-op etc)	5	6	5	5
Orders issued	0	0	1	1
Immediate threat to life	0	0	0	0
Burning Complaint(s)	0	0	0	0
Training Presented	1	2	2	4
Pub Ed Performed	0	0	2	0
Hall Meetings	2	6	3	8
Hall Practices	0	0	0	1
Council	1	1	0	0
Misc. (dept related)	7	10	12	9
Court	0	0	0	0
Fire safety plans reviewed	3	5	1	4
TOTAL	31	50	45	59

[illegible]

Prepared By: Shawn Aymer, Deputy Fire Chief/ Fire Prevention Officer

Recommended By:

Date:

Brian Thomas
Fire Chief

Reviewed By:

Date:

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



STAFF REPORT

Department/Function: Protection to Persons & Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: March 8, 2017

Report No.: PPP-2017-15

Report Title: By-law Activity Report February 2017

RECOMMENDATION:

That Staff Report No. PPP-2017-15 regarding Bylaw Activity Report February 2017 be received for information;

ACTIVITY REPORT - OPEN FILES BY CATEGORY

By-law	Open this Month	Closed this Month	Working towards Compliance	Open to Date	Closed to Date
Animal at Large	0	0	0	0	0
Burning	0	0	0	0	0
Clean Yards (Heavy Garbage)	0	1	0	0	1
Clean Yards	6	2	8	6	2
Dogs	1	1	3	3	1
Dumping/Littering	0	0	0	0	0
House Numbering	0	9	0	11	11
Long Grass	0	0	0	0	0
Noise	0	0	0	1	1
Pool Fence	0	0	0	0	0
Property Standards	0	5	4	0	5
Sign	0	0	0	0	0
Watering	0	0	0	0	0
Zoning	1	2	7	1	3
Other (Fill)	0	0	1	1	1
Encroachment	0	0	0	0	0
TOTAL	8	20	23	23	25

COMPARISON OF OPEN FILES 2017/2016

Month	2017	2016
February	8	5
YTD Total	23	14

TICKETS ISSUED

Ticket	Quantity	By-law
PART I	1	(1)Dog
PART II	0	Parking
PART III	1	Fail to Comply with Order
TOTAL	0	
YTD Total	5	

Actions	Feb/17	YTD 2017	Feb/16	YTD 2016
Notice of Violation	5	16	3	12
Order to Comply	3	4	0	0
Warning	3	7	2	4

Officer Time	Feb/17	YTD 2017	Feb/16	YTD 2016
Community Patrol	52	103	49.25	93.25
Court	2.5	2.5	3	3
Other	0.5	0.5	2.5	3
Office	81	180	97	194

ITEMS FOR INFORMATION

The Township of Tay had 8 matters on the court docket at the Ontario Court of Justice on February 16, 2017 and the following was the disposition;

- 5 Building Code violations for failing to comply with an Order to Comply in respect to an unsafe sewage system. There was no Justice of the Peace available for Court. As a result of this, the matters were put over to another date.
- 1 Property Standards violation for failing to comply with an Order to Comply in respect to a porch in disrepair. This matter was put over to another date.
- 1 violation under the Dog Owners Liability Act, which was put over to another date.
- 1 noise violation where a kennel was charged for excessive noise from barking dogs. The defendant agreed to pay the fine.

Prepared By:

Date: March 1, 2017

Jennifer Nichols
Municipal Law Enforcement Officer

Recommended By:

Date:

Brian Thomas
Fire Chief/CEMC

Reviewed By:

Date:

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: March 8, 2017

Report No.: PPP-2017-12

Report Title: MLEO/Canine Activity Report February 2017

RECOMMENDATION:

That Staff Report No. PPP-2017-12 MLEO/Canine Activity Report February 2017 be received for information.

ACTIVITY REPORT

	2017	2016
COMPLAINTS AND INVESTIGATIONS	19	23
POUND AND SEIZURE	2	0
DOLA ORDERS	0	0
UNCLAIMED DOGS	0	0
FINES ISSUED	1	1

	2017	2016
PATROL	57	12.5
OFFICE	56.5	57.5
COURT	3.5	0
FIRE	2	6
OTHER	0	0

February has been a busy month updating dog tags, 2 stray dogs taken to the OSPCA and issued 1 fine for a dog running at large.

Prepared By:

Nancy P. Moreau,
Municipal Law Enforcement Officer

Date: March 1, 2017

Recommended By:

Brian Thomas
Fire Chief

Date:

Reviewed By:

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

Date:

**GENERAL GOVERNMENT & FINANCE COMMITTEE
MARCH 8, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA**

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

- 2.1 Verbal Report from the C.A.O.
Re: CAO's Monthly Report
- 2.2 Verbal Report from the Clerk
Re: Clerk's Monthly Report
- 2.3 Report from the Clerk
Report No. GGF-2017-09
Re: 2018 Election – Alternative Voting Method
- 2.4 Report from the Director of Finance
Report No. GGF-2017-12
Re: 2016 Statement of Remuneration and Expenses
- 2.5 Report from the Financial Analyst
Report No. GGF-2017-014
Re: Update on Clean Water and Wastewater Fund
- 2.6 Report from the Financial Analyst
Report No. GGF-2017-010
Re: 2016 Financial Summary

3. OTHER BUSINESS:

- 3.1 Correspondence from Township of Springwater
Re: Annual Log-Sawing Contest – Elmvale Maple Syrup Festival

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from County of Simcoe
Re: Resolution for Paramedic Services Dispatch Advocacy
- 4.2 Correspondence from MPAC
Re: 2016 Assessment Update Municipal Summary Report
- 4.3 Correspondence from Enbridge
Re: Update on Natural Gas Expansion in Ontario
- 4.4 Correspondence from Henry Freitag
Re: Request for Information



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor David Ritchie

Meeting Date: March 8, 2017

Report No.: GGF-2017-09

Report Title: 2018 Election – Alternative Voting Method

RECOMMENDATION:

That Staff Report No. GGF-2017-09 regarding 2018 Election – Voting Method be received;

And that in accordance with Section 42 of the *Municipal Elections Act*, as amended, that the Council of the Township of Tay utilize the Vote By Mail Alternative Voting Method for the 2018 Election;

And that the required by-laws authorizing an alternative voting method and vote counting equipment be brought forward for consideration.

INTRODUCTION/BACKGROUND:

Section 42 of the *Municipal Elections Act, 1996* (MEA), provides the authority for the Township to use alternative voting methods for municipal elections.

With the recent amendments to the MEA, Council is required to authorize the use of any alternative voting method and vote counting equipment by May 1st of the year before the year of the election.

The 2010 Municipal Election, utilizing a traditional paper-based voting method with tabulators at the polls, resulted in only a 24.5% voter turnout. Following that election, in 2014 Council approved the use of the Vote By Mail alternative voting method with central count tabulators in an attempt to increase voter participation. As a result, the 2014 voter turnout was 35.41% which is a substantive increase over past results.

ANALYSIS:

Municipal Clerks through the MEA are established as the Returning Officer for their local municipality for municipal elections. As part of the planning for the election they must ensure that elections are established in accordance with the following principles:

- The secrecy and confidentiality of the voting process is paramount;
- The election shall be fair and non-biased;
- The election shall be accessible to the voters;
- The integrity of the process shall be maintained;
- There is certainty that the results of the election reflect the votes cast;
- Voters and candidates shall be treated fairly and consistently; and
- The property majority voter governs by ensuring that valid votes be counted and invalid votes be rejected so far as reasonably possible.

There are numerous voting methods, or combinations, available with respect to conducting municipal elections. While the most common remains a traditional voting model the move towards alternative voting methods continues to grow with every municipal election.

Vote By Mail

The Vote By Mail System, utilized for the 2014 Election, is a paper-based alternative voting method in which a package containing instructions, a ballot and a voter declaration form is mailed to every qualified elector on the voters list. A voter will mail back their completed ballot and declaration form, each in a separate prepaid postage envelop.

On voting day, in the same manner as in 2014, the municipality will tabulate the ballots using a central count tabulation system. Results are then transferred to an election reporting system and published.

The Vote By Mail system provides both the local and seasonal elector with the ability to vote, while also providing electors with the familiarity of a paper ballot to complete. Electors will be able to mail their kit back or drop it off in person. At any time during the voting process during office hours, should an elector require assistance they would be able to attend the municipal office to receive assistance and cast their ballot.

Pros

- no proxies
- anytime, anywhere voting
- audit trail/provision for recount as paper composite ballots used
- longer voting period, eliminates advance vote
- elector may drop off ballot to central location
- accessibility - ability to vote from home enables voters with mobility issues to vote

Cons

- Reliance on Canada Post to ensure mail out, with ballot, was accurate and that the return of ballots are received through system on time
- Roles of candidates/scrutineers changes
- Unsupervised voting
- Kits may be stolen and get into another's hands (mail fraud)

Other Considerations

- Staff required for opening, sorting and counting
- Accurate Voters List essential
- Disruption in mail service could jeopardize the election
- Ability to run voting method with the addition one central Election Day poll at the municipal office (2014 Election had one poll at the municipal office):
 - Additional accessibility features available at municipal office poll for those requiring enhanced accessibility features
 - Results may be delayed slightly as poll votes are not counted at the poll station but counted at central tabulating location
 - Poll requires extra election staff
 - Elector required to bring kit to poll station with them
- Cost of business reply postage
- Kits mailed after the designated date not guaranteed to arrive by Election Day, kits not opened or counted if received post-Election Day
- Possibility of voter confusion with returning kits (including ballot within same envelope as declaration rather than in secrecy envelop)
- Method provides the ability to start counting votes, with a tabulator, early on Election Day resulting in the delivery of results shortly after 8:00 p.m. on Election Day

Similar to 2014, should Council wish to have a poll-like station for voting on Election Day, staff recommend that only one poll be held at the municipal office to encourage the use of the alternative voting method; however, staff require direction on this matter as otherwise the election will be organized without a polling station.

Telephone/Internet Voting

Telephone/internet voting is another method where the qualified elector receives a voter package containing instructions on how to access and complete their ballot via telephone or internet.

The telephone voting system relies on the voter to process an audio ballot by way of dialing on the key pad. After voting selections are made for each office the voter will be prompted to review their decisions. Once confirmed by the voter, the final ballot data is transferred to a secure server which is tabulated at the end of Election Day and transferred to a results reporting system. A comparable process is that of calling a prescription refill to your local pharmacy.

The internet voting system is one where, the voter connects to the voting website from their phone, tablet or computer. The voter is asked to enter their PIN provided and to answer a personal security question (i.e. birth date). Following this, the voter is asked to verify that they are a qualified elector (similar to signing the declaration form within the Vote By Mail kit). Electors may then access the online ballot from their location. An elector may then complete, review and verify their completed ballot to make any changes prior to submission. This process is similar to conducting online banking whereby you login, answer a security question and proceed with the online transaction.

If access to the internet/digital telephone is unavailable to residents in their area, they may vote via internet at places such as; work, public libraries, Township facilities where Wi-Fi is offered. In addition, staff would establish a Help Centre that would be open for assistance during the voting period.

Pros

- Accurate count
- Easy access to vote
- No voting locations, reduced staffing requirements
- Anytime, anywhere voting
- Eliminates traditional advance vote
- No proxies
- Results within 10 to 20 minutes on Election Day
- No over votes
- Audit trail
- Longer voting period (10 days)
- Ability to vote from computer, tablet, or phone
- No tabulators, results delivered electronically
- No subjectivity relating to count/recount

Cons

- Voter card, with login & password, may be stolen and get into another person's hands (mail fraud)
- Roles of candidates/ scrutineers change
- Internet connectivity may be a problem
- Long distance charges to the municipality for 1-800 number
- Unsupervised voting

Other Considerations

- Significant additional time required by staff to answer calls responding to inquiries as to how to vote and
- Cost of postage and printing of voter information packages
- A voting station may be made available at the municipal office for those requiring assistance throughout the voting period
- If a poll environment is desired, kiosks would be set up to allow voters to use the internet voting option (with assistance if requested) - requires additional equipment.
- Operation of Poll on Election Day requires additional Election Day staff

- Accurate Voters List essential
- Dial-up internet voting shows in statistics as a telephone vote
- Access to computers must be considered
- May consider ability to vote through Public Access Computer at any of the three library branches
- System may be perceived as vulnerable to hackers
- Additional due diligence related to the technology may be required
- When voting by telephone, voter cannot see names of candidates so the elector would be encouraged to keep their voters information package with the list of candidates with the number to call
- In the past, last minute voting in some municipalities caused jammed lines. New technology may reduce this concern.

Additional Comments on any Alternative System

The success of any alternative voting system requires that electors be strongly encouraged and/or pushed to utilize the alternative system, rather than attending a traditional poll. By providing polls in all the traditional locations it would be impossible to determine what the real interest/level of participation would be with the alternative system.

Further, staff does not recommend the use of two voting methods (i.e. Internet/Telephone voting method with a Vote By Mail method). The use of two systems results in a higher chance of voter confusion, doubled election costs, increased opportunity for errors in the election method and much more complicated election administration.

If Council does not choose an alternative voting method and pass the required by-laws by May 1st, 2017, the default per the MEA is a traditional poll system.

FINANCIAL/BUDGET IMPACT:

The annual reserve transfer for the election is \$15,000 per year providing an anticipated 2018 Election Budget of \$60,000.

Vote By Mail

\$15,290 - Vote By Mail Kits with List Management estimated 11,000 kits @ \$1.39 per kit

\$16,700 – Central Count Tabulators with software and support, including the provision of an additional AODA Ballot Marker Device that would only be utilized at the central municipal office poll (\$4,060)

\$ 9,013 – Postage – Business Reply (based on 2014 actuals)

Further, if the Township uses the Vote By Mail method, the municipality will have some cost savings by doing joint vendor support with the Township of Tiny.

Telephone/Internet

\$ 6,060 – List Management services

\$ 7,350 – Postage – Business Reply (based on quoted estimate from vendor)

\$22,835 – Internet/Telephone Voting system including voter letter

Regardless of which voting method is selected, Council should note that there are some costs that will be incurred regardless of election method (approximately \$25,000); such as mandatory advertising per the Act, staffing, supplies and software. These costs have been factored in when advising as to whether or not additional funds would be needed beyond the established budget of \$60,000.

CONCLUSION:

All the alternative voting systems presented meet the principles previously noted as essential to the proper operation of an election. Staff is recommending that the Township of Tay use the Vote By Mail alternative voting method for the 2018 Election.

Prepared By: Alison Thomas, Clerk

Recommended By: Date: February 6, 2017

Alison Thomas, BAH, CMO
Clerk

Reviewed By: Date:

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



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: March 8, 2017

Report No.: GGF-2017-12

Report Title: 2016 Statement of Remuneration and Expenses

RECOMMENDATION:

That Report GGF-2016-07 regarding the 2016 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.

INTRODUCTION/BACKGROUND:

It is a requirement of the Municipal Act that the Treasurer provide Council an itemized statement on remuneration and expenses paid in the previous year to members of Council and to members appointed by the municipality to serve as a member of any body, including Local Boards. This report is due by March 31, of the following year.

ANALYSIS:

Accordingly, under the provision of Section 284 (1) of the Municipal Act, 2001 the attached itemized statement is submitted disclosing remuneration and expenses for each member of Council and appointed members to our Local Boards and Committees for the year ended December 31, 2016.

FINANCIAL/BUDGET IMPACT:

Funds are provided annually in the Township's operating budget under the Council section for Council remuneration and expenses and under various departmental sections for Boards and Committees.

CONCLUSION:

This report is provided to meet the requirements for reporting under section 284 (1) of the Municipal Act.

Prepared By;

Date Prepared:

Joanne Sanders
Treasurer

February 27, 2017

Reviewed By:

Date:

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

February 27, 2017

TOWNSHIP OF TAY						
Summary of Remuneration and Expenses						
Treasurer's Statement of Remuneration and Expenses paid as of December 31, 2016, as per the Municipal Act, Section 284.						
COUNCIL						
Office	Name		Remuneration	Per Diem	Expenses	Total
Mayor	Scott Warnock		\$ 25,291.00	\$ 494.40	\$ 2,534.36	\$ 28,319.76
Deputy Mayor	Bill Rawson		\$ 13,746.06		\$ -	\$ 13,746.06
Councillor	James Crawford		\$ 14,946.00	\$ 247.20	\$ 2,121.51	\$ 17,314.71
Councillor	Gerard LaChapelle		\$ 14,946.00	\$ 247.20	\$ 1,832.46	\$ 17,025.66
Councillor	Heinrich Naumann		\$ 1,245.50		\$ -	\$ 1,245.50
Councillor/Deputy Mayor	Dave Ritchie		\$ 15,509.78	\$ 247.20	\$ 1,470.12	\$ 17,227.10
Councillor	Catherine Root		\$ 14,946.00	\$ 329.60	\$ 2,718.33	\$ 17,993.93
Councillor	Sandy Talbot		\$ 14,946.00	\$ 741.60	\$ 3,354.14	\$ 19,041.74
			\$ 115,576.34	\$ 2,307.20	\$ 14,030.92	\$ 131,914.46
Rates for Remuneration and Expenses as set by Motion No. 3 December 10, 2008 and By-Law 2009-28						
Council Expenditures:					Expenses	Total
Scott Warnock	Great Lakes/SLCI Conference Expenses				\$ 1,848.91	\$ 1,848.91
	Great Lakes Public Forum				\$ 583.28	\$ 583.28
	Mileage - Health Care Summit/LHIN Meeting				\$ 102.17	\$ 102.17
					\$ 2,534.36	\$ 2,534.36
Bill Rawson					\$ -	\$ -
					\$ -	\$ -
James Crawford	2016 Internet Reimbursement				\$ 300.00	\$ 300.00
	OSUM Conference Expenses				\$ 953.90	\$ 953.90
	Mileage - Nottawasaga/County of Simcoe Meeting				\$ 105.93	\$ 105.93
	OGRA Conference Expenses				\$ 761.68	\$ 761.68
					\$ 2,121.51	\$ 2,121.51
Gerard LaChapelle	2016 Internet Reimbursement				\$ 300.00	\$ 300.00
	OGRA Conference Expenses				\$ 1,532.46	\$ 1,532.46
					\$ 1,832.46	\$ 1,832.46
Heinrich Naumann					\$ -	\$ -
					\$ -	\$ -
Dave Ritchie	2016 Internet Reimbursement				\$ 300.00	\$ 300.00
	OGRA Conference Expenses				\$ 1,095.87	\$ 1,095.87
	Mileage - County of Simcoe				\$ 74.25	\$ 74.25
					\$ 1,470.12	\$ 1,470.12
Catherine Root	2016 Internet Reimbursement				\$ 300.00	\$ 300.00
	OGRA Conference Expenses				\$ 1,250.90	\$ 1,250.90
	AMO - Human Services Symposium				\$ 304.26	\$ 304.26
	AMO - Change-Challenge-Opportunity				\$ 202.63	\$ 202.63
	Mileage - Sutton, ON/Sudbury, ON				\$ 356.40	\$ 356.40
	Mileage - Ontario Municipal West Conference				\$ 304.14	\$ 304.14
					\$ 2,718.33	\$ 2,718.33
Sandy Talbot	2016 Internet Reimbursement				\$ 300.00	\$ 300.00
	OGRA Conference Expenses				\$ 1,328.42	\$ 1,328.42
	OSUM Conference Expenses				\$ 1,100.60	\$ 1,100.60
	Risk Management Symposium Expenses				\$ 625.12	\$ 625.12
					\$ 3,354.14	\$ 3,354.14

Boards and Committees	
-----------------------	--

The following per diems and expense reimbursements were made to persons appointed by Council to serve as members of the various boards/committees:

Recreation Committee				Heritage Committee		
1-1-1771-100-1225				1-1-8840-115-1225		
BAKER, KEN		\$ 250.00		FEGARTY, TERRY		\$ 300.00
CARRIERE, NANCY		\$ 250.00		FOSTER, SHERRIL		\$ 50.00
CARRIERE, RAYMOND		\$ 320.00		HOOK, LYNDA		\$ 175.00
GLIDDEN, KRISTA		\$ 15.00		MANTEL, ALLAN		\$ 200.00
GUTKOWSKA, CATHY		\$ 320.00		O'CONNOR, STAN		\$ 250.00
KILLICK, BRENDA		\$ 320.00		TODD, JOHN		\$ 50.00
MAURICE, GEOFFREY		\$ 320.00				
MAURICE, TAMMY		\$ 320.00				\$ 1,025.00
OSTERTAG, TAMMY		\$ 170.00		Horticultural Committee		
PEARSON, CINDY		\$ 320.00		1-1-1771-100-1225		
VALE, DONNA		\$ 320.00				
		\$ 2,925.00		BOSLEY, GLENDA		\$ 125.00
				JOSEY, MARINA		\$ 125.00
				WAKISH, BETTY		\$ 115.00
						\$ 365.00

			Library Board				
			3-6-6761-100-1225				

	CORYELL, BOB	\$	450.00			
	RAMLER, JACKIE	\$	325.00			
	READ, SUSAN	\$	325.00			
		\$	1,100.00			

Committee of Adjustment

	MEETING REMUNERATION	INSPECTION TIME	MILEAGE	TOTAL		
	1-1-8881-166-1225	1-1-8881-166-1221	1-1-8881-166-2405			
CONSTANTINE-BARRON, CLAIRE	\$ 210.00	\$ 70.98	\$ 103.46	\$ 384.44		
NAUMANN, HEINRICH	Heinrich chose not to submit any expenses for 2016					
OTT, ANDY	\$ 210.00	\$ 58.45	\$ 114.35	\$ 382.80		
STRACHAN, DAVE	Dave chose not to submit any expenses for 2016					
VAN HALEM, MURRAY	\$ 245.00	\$ 25.05	\$ -	\$ 270.05		
	\$ 665.00	\$ 154.48	\$ 217.81	\$ 1,037.29		

LEGEND	
AMO	Association of Municipalities Ontario
OGRA	Ontario Good Roads Association
OSUM	Ontario Small Urban Municipalities
SEGBAY	South East Georgian Bay
SLCI	St. Lawrence Cities Initiative



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: March 8, 2017

Report No: GGF-2017-014

Report Title: Update on Clean Water and Wastewater Fund

RECOMMENDATIONS:

That Report GGF-2017-014 dated March 8, 2017 regarding the update on the Clean Water and Wastewater Fund be received for information.

INTRODUCTION/BACKGROUND:

The objective of the Clean Water and Wastewater Fund (CWWF) is to address the immediate drinking water, wastewater and storm water needs that also foster economic growth and support a cleaner and healthier environment for communities.

CWWF funding is not a competitive process. Eligible recipients were to submit a Project List for a total funding request equal to each recipient's maximum allocation amount as defined in the CWWF Letter of Allocation (estimated at \$891,567 for Tay).

With Council's endorsement, in late October, Staff submitted a funding application that identified two projects: 1) the 2017 Water/Roads Project in Port McNicoll and 2) the Water Servicing of Grandview Beach and Paradise Point.

Projects on the list had to satisfy the incrementality requirement and only projects that the Township was committed to undertake could be applied for. Up to 75% of a project cost could be requested. The funding between these two projects was evenly distributed on the Project list.

ANALYSIS:

In mid-February Staff was notified that applicants could not be successful under both the CWWF and the Ontario Community Infrastructure Fund – Application Based Component for the same project, and therefore were asked to re-submit our CWWF application. In speaking with Infrastructure Ontario, it was determined that different and distinct components of the same project might be successful in both funds. Staff resubmitted the CWWF application for the Design and Studies component only for the Water Servicing of Grandview Beach and Paradise Point. In doing so, some funding was shifted from the Grandview Beach and Paradise Point project to the Watermain replacement project in Port McNicoll. Below is a summary that shows the re-allocated funding between the two identified projects:

Project #	Description	Original Submission	Re-submission
Tay001	Replacement of watermain on Simcoe, Assiniboia and Alberta Street. Construct storm sewers and replace existing asphalt on Simcoe and Assiniboia Street.	\$445,783	\$669,888
Tay002	Detailed design and studies component of year-around municipal water services for Grandview Beach and Paradise Point.	\$445,784	\$221,679
Total		\$891,567	\$891,567

FINANCIAL/BUDGET IMPACT:

Funding was allocated in the 2017 budget for these projects from grants and water rates/reserves based on the engineers cost estimates. The budget will likely be amended in April during final budget revisions to reflect the tendered costs of these projects.

CONCLUSION:

At the time of writing this report funding announcements for the CWWF have not yet been released. Staff hopes to receive funding for the projects identified on our project list.

Date Prepared: February 28, 2017

Prepared By;

Lindsay Barron
Financial Analyst

Reviewed By;

Date: March 1, 2017

Joanne Sanders, Director of Finance



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: March 8, 2017

Report No: GGF-2017-010

Report Title: 2016 Financial Summary

RECOMMENDATIONS:

That Report GGF-2017-010 dated March 8, 2017 regarding the 2016 Financial Summary be received and that the following recommendations be brought forward to the next Council meeting:

- (a) That the transfer from the Policing Reserve be reduced from \$80,122 to \$38,868.
- (b) That the net proceeds (sale price less expenses) totaling \$31,132 for 2016 municipal land sale be transferred to the Contingency Reserve.
- (c) That the overage in streetlighting costs related to urban areas of \$10,459 be funded by reducing the budgeted streetlighting transfer to reserve of \$29,223 to \$18,764.
- (d) That the transfer to reserve for Wastewater be decreased from \$22,373 to \$0 and that a transfer from Wastewater Reserve in the amount of \$49,223 be made to cover the Wastewater department's operating budget overage.
- (e) That the transfer to the reserve for Water be increased from \$860,540 to \$883,722 to reflect the 2016 operating surplus.
- (f) That the 2016 surplus of approximately \$3,565 in the Library accounts be transferred to the Library reserve; and

RECOMMENDATIONS CONTINUED:

g) That the Martyrs' Shine Grants in Lieu of Development Charges and Building Permit Fees in the amount of \$14,394 be funded from the 2016 operating surplus.

(h) That the 2016 operating surplus balance of approximately \$67,329 be transferred to the Future Capital Reserve to be discussed in future budget discussions.

INTRODUCTION/BACKGROUND:

Section 290 of the Municipal Act requires Municipalities to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality. The Financial Analyst works with all departments to bring variances in budgets to Council in a timely manner throughout the year. The year-end summary reflects the information presented to Council throughout the year and the year-end adjusting entries done by Treasury staff.

ANALYSIS:

A review has been conducted of the accounts and information provided in this report to give Council information regarding the following:

- Summary information of budget to actual expenditures for the 2016 Operating and Capital Budgets
- Recommendations for changes in transfers to and from reserves
- Budget carry forwards not already in the 2017 Preliminary Budget
- Year end surplus
- Recommendations for the use of the year end surplus

The Financial Summary attached as Schedule "A" was compiled with the following assumptions:

- The transfer from the policing reserve was reduced to \$38,868
- The net proceeds on land sales of \$31,132 was transferred to the Contingency Reserve.
- The streetlighting budget overage of \$10,459 in the urban area is funded from a reduction in budgeted streetlighting transfer to reserves

At the time of writing this report the year-end review and corresponding entries have been substantially completed, however, staff is still working on year end audit papers and therefore the surplus amount may change.

FINANCIAL/BUDGET IMPACT:

With the carry forwards & funding assumptions included in this report, the projected surplus at the close of 2016 is anticipated to be approximately **\$130,723**. Of this amount, \$49,000 was committed during the 2017 Preliminary budget discussions, making the balance of uncommitted surplus funds **\$81,723**.

VARIANCES – OPERATING

Schedule "A" attached shows at a high level, the variances compared to budget. Schedule "B" shows details of significant variances in Schedule "A" (for General Municipal).

In order to effectively read the schedules, the reader should know that:

- A Favourable variance is revenue that is over budget or an expense that is under budget. This is displayed on the report as a **positive** number.
- An Unfavourable variance is revenue that is under budget or an expense that is over budget displayed as a **negative** number.

GENERAL MUNICIPAL HIGHLIGHTS

Revenues

Taxation

Adjustments to assessments in 2016 resulted in \$72,000 in additional general Municipal taxation and \$9,500 in additional Policing taxation.

Grants

Funds were received in excess of the budget from the Ontario Trillium Fund (OTF) for the Karma Community Garden project. The project experienced some delays in late 2015, early 2016, and therefore the budget amount did not reflect the updated payment schedule approved by OTF. The Project closed out the year with approximately \$16,000 remaining from year 3 funds received.

To date we have received \$75,000 of the \$90,000 allocated to our Municipality from the Source Protection Municipal Implementation Fund (SPMIF) and \$51,245 of the funds received remains unspent. Expenses on the Official Plan update related to policies for source water protection and signage have been recorded for 2016. The Ministry of the Environment and Climate Change (MOECC) has offered municipalities an extension to spend the funds. With a new deadline of December 4, 2017, Staff is hopeful that the balance of the funding can be spent on the proposed 2017 septic re-inspection program.

User Fees and Service Charges

In 2016, we received \$16,000 from payment out of court proceeds regarding excess funds from the 2014 tax sale that were not claimed.

Day Camp recreation fees exceeded the budget by \$5,000. The budget for 2017 has been increased to reflect the growing number of children attending our day camp program.

Aggregate pit fees levies collected is \$4,000 over budget this year. The Public Works Department has noted that this is a one-time catch up and does not expect an increase in revenue on a go forward basis.

Licences, Permits, Rents

Building Permit revenue recorded for 2016 has exceeded both the 2015 actuals and the 2016 budget due to an increase in the number of permits issued and processed. Permit revenue of \$116,000 (\$68,000 in 2015) was deferred to 2017 for permits that are still in progress.

Planning Application Fees have also increased and are double the 2016 budget. A small portion of fees for applications not yet approved have been deferred to 2017.

Staff has noticed an increase in the number of lottery licences issued to various community organizations. This increase has generated an additional \$3,200 in revenue for the Township.

Dog tags license fees are down \$4,500 from 2015. Staff has attributed this drop in revenue to the requirement for owners to provide proof of Rabies vaccination, before a dog tag can be issued. This is a change from previous years' requirements, and owners are still adjusting to this new (legislative) requirement, staff will be following up on unpaid fees in 2017.

Fines and Penalties

Provincial Offences Act (POA) revenue received to date includes the 3rd quarter payment. The total estimated 2016 revenue is expected to exceed the budget by \$15,000.

The revenue earned from penalties and interest on taxes is approximately \$20,000 under budget. This reduction in revenue indicates that our receivables are being collected in a timelier manner compared to the prior year. The outstanding taxes as a percentage of taxes billed decreased from 12.06% in 2015 to **10.69% in 2016**. This reduction is consistent with the results we saw in 2015 (over 2014), when the outstanding taxes as a percentage of taxes billed decreased from 12.46% in 2014 to 12.06% in 2015.

Transfers from Reserves/Reserve Funds

Due to the increase in taxation levied for Policing (supplemental billings), the court security grant received and the increase in POA revenue, the amount required from the Policing Reserve to fund 2016 Policing costs was reduced from \$80,122 to \$38,868.

Other budgeted transfers were adjusted based on actual spending (i.e. Official Plan and OMB Hearings (none)). Fire Marque funds were used on capital (SCBA) instead of equipment in the operating budget.

Recommendation (a)

That the transfer from the Policing Reserve be reduced from \$80,122 to \$38,868.

Land Sales

There was only one land sale to report for 2016. The proceeds on the sale amounted to just over \$44,000. The net proceeds (sale price less expenses) totaling \$31,132 has been transferred to the Contingency Reserve. Additional land sale expenses for legal and survey work investigating property boundaries and ownership has been expensed.

Recommendation (b)

That the net proceeds (sale price less expenses) totaling \$31,132 for the 2016 municipal land sale be transferred to the Contingency Reserve.

Other

Other revenue includes a Court Security Grant for \$14,500 for detachment revenue that is collected on behalf of municipalities by the OPP.

Investment & Interest Income

Bank interest received on Township held funds (operating & reserves) is \$10,600 under budget. We have noticed a marginal drop in the interest rate received on our investments, the majority of this decrease is attributable to lower reserve balances due to spending on capital projects.

Expenditures

Salaries & Benefits

Schedule "C" summarizes Salaries and Benefits for the 2016 year. Total salaries and benefits including those distributed to capital projects are included in this schedule. Overall, salaries and benefits were under budget by **\$41,118 or 1%**. Staff absences (sickness/maternity/short-term vacancies) provided savings in a few departments. The Fire Department had a noticeable savings, as the point compensation paid out for calls for service, and the number of firefighters qualifying for the attendance bonus was below budget. Paid overtime/standby time for taxation supported positions of \$96,400 exceeded the budget of \$57,000. This overage was predominantly noted in Public Works (\$30,000) and Fire (\$11,000), with a small savings in General Government. Paid overtime/standby time for Water & Wastewater was under budget by \$2,500 (\$35,000 vs. \$37,500). Budgets for overtime have been set low as adjustments are not made to the budget for staff absences. The overtime incurred in the Fire Department is consistent with prior years, and continues to be a budget overage, as the overtime budget is currently set at \$0. A \$5,000 budget for Fire overtime was included in the 2017 Preliminary Budget.

Contracted Services

The Official Plan and the Source Water Protection Project will continue into 2017.

Winter & Roadside Maintenance

The year-end inventory assessment of our winter sand and salt revealed that 90% of our annual supply stocked in the late fall had been consumed by December 31st (in 2015 only 60%). This usage combined with the additional load of sand purchased in April, has put **winter control \$43,600 over budget** for materials purchased. Some of this budget overage has been mitigated, as less was spent on road maintenance including bridges, culverts and signs.

Insurance Claims

There has been a notable increase in liability claims filed against municipalities in the past few years. The Township has a \$5,000 deductible for liability claims and currently does not budget for this expense. In 2016, there was \$27,000 paid out for cleanup after a Mercury Spill on our Township roadside in December of 2015. In 2015 an allowance of \$5,000 (deductible) for this liability was recorded, making the balance a budget overage for the 2016 taxation year.

Surveying Fees

As part of the Township's 2015 land review, staff discovered a few road connections that required clarification as to where the road lies. In 2016, a total of \$22,000 (\$3,000 budget) was spent to survey and dedicate these road connections.

Administrative/Overhead

The budget for conferences and training is under budget in 2016 mainly due to managers & other staff not attending the number of courses & conferences anticipated as part of their training programs. Budgets for manager training were adjusted in 2016 and again in 2017.

Vehicle licence renewal costs continue to increase. The renewal cost for our heavy service vehicles almost doubled our 2016 budgets.

Allowance for Doubtful Accounts

Annually accounts are reviewed for amounts that have been recorded as revenue but may not be collectable. This is typically for additions to the tax roll where the charge will not survive tax sale or in rare cases where charges may exceed the value of the property. An offsetting amount is expensed and set up for the future should charges not be collected. The allowance for taxes owing on an unsuccessful 2015 tax sale has been adjusted for 2016, as the unpaid water bills that have been deemed to be taxes have been charged back to the water department.

Utilities (Hydro, Gas, Fuel)

Utility costs have seen a notable decrease on a Township wide basis, particularly with the purchase of diesel and gasoline fuel. Lower fuel costs have resulted in budget savings of \$40,000. A savings has been recognized in heating expenses, with natural gas and propane costs coming in \$13,000 under budget. These savings have been offset with the rising cost of hydro, as budgets in hydro have been exceeded by \$19,000. The Township continues to look for energy efficiencies to offset rising hydro rates. In 2016, lighting retro-fits were completed on the Administration Building and Oakwood Community Centre under Newmarket/Tay Power's Save Energy Retrofit Program.

Materials & Equipment

As part of this year's roads program, staff have purchased several tonnes of pro-patch and emulsion to complete spray patch repairs on sections of the Township's roads that are currently in good to fair condition. The spray patch machine was rented for a month, and staff completed work on various sections of roads within the Township's limits. This work is intended to preserve the existing surface, thereby increasing the life and decreasing the overall lifecycle cost of maintaining these sections of roadways.

Repairs and Maintenance

Fleet

Vehicle and heavy equipment maintenance continues to be an area of concern for the Township.

The Public Works vehicle and equipment maintenance is **\$140,000 over budget** as significant repairs have been made this year to all of our heavy service vehicles, including an engine rebuild for plough truck #03-16 at a cost of \$16,000. Significant repairs have also been completed on the subcompact tractor and one of the riding mowers.

Staff has reviewed the vehicles maintenance budgets and has determined that significant increases are needed for the heavy and medium duty service vehicles used by the Public Works Department. A \$53,000 increase has been included in the 2017 Preliminary Budget for Public Works fleet maintenance.

The vehicles maintenance budget for Fire is \$9,200 over budget. A good portion of this overage was related to the failed rear differential assembly on Old Fort's Tanker.

Building repairs and maintenance costs for Fire Halls are \$5,300 under budget and \$6,800 under budget for recreation facilities. The Facilities Maintenance Coordinator has proved to be a tremendous asset to our staff complement, by performing routine maintenance on our facilities, and thus eliminating costly contracts with service professionals and coordinating contract work in a timely and cost effective manner.

Streetlighting

A number of LED bulbs were purchased in 2016 to replace existing streetlight bulbs contributing to the budget overage of \$14,200 in equipment. Some of this cost has been mitigated due to the rebate program offered by Newmarket/Tay Power (\$5,800) and a reduction in hydro consumption. The total budget overage was \$10,459 for urban areas and \$3,257 for rural.

Recommendation (c)

That the overage in streetlighting related to urban areas of \$10,459 be funded by reducing the budgeted streetlighting transfer to reserve of \$29,223 to \$18,764.

Debt

There is a savings of \$49,000 this year related to the debt payments on the new Old Fort Fire Hall. These payments were included in the 2016 budget with the intent to phase in the total debt over a two year period. This project has been construction financed, with \$1,400 in accrued interest being recorded for year end. Once construction is complete, the loan will be debentured, with the first semi-annual payment likely becoming payable in late 2017.

WASTEWATER AND WATER HIGHLIGHTS

Wastewater

In 2016, the Wastewater Department's revenue was over budget by \$23,000 and is largely attributable to the following:

- Billings for wastewater exceeded the budget by \$31,000, as throughout the year, 25 new users were connected to the system.
- Interest revenue received on the wastewater reserve and the Paradise Point/Grandview Beach grant was below budget by approximately \$5,000. This decreased revenue is attributable to the lower interest rates received on short-term deposits and the spending related to the upgrade to the Victoria Harbour Wastewater Treatment Plant.
- Late payment fees charged on outstanding wastewater billings were \$2,000 under budget.

The operating surplus budgeted to be transferred to reserves decreased from \$22,373 to \$0 and a transfer from reserves of \$49,223 is required to cover the operating **budget overage of \$71,596**.

This operating deficit can be largely attributed to the following:

- Hydro costs at the wastewater treatment plants were **\$112,000 over budget**
- Equipment repairs and repairs and maintenance to the collection system were **\$71,000 over budget** due to a force main break and pumping station problems.
- Rental of Township owned equipment exceeded budget by \$12,500
- Inflow and Infiltration exceeded budget by \$6,300
- Unbudgeted insurance deductible of \$5,600 paid
- Reduced sludge disposal costs of \$47,000
- Deferral of the Master Serving Study resulted in a budgeted savings of \$34,000
- Reduction in chemical purchases of \$20,000
- Salaries and benefits under budget by \$12,000

Recommendation (d)

That the transfer to reserve for Wastewater be decreased from \$22,373 to \$0 and that a transfer from wastewater reserve in the amount of \$49,223 be made to cover the wastewater department's operating budget overage.

Water

Overall, the Water Department's revenue was over budget by \$55,000 and is largely attributable to the following:

- Funding for debt payments from development charges (TAWTP) exceeded the budget by \$54,000, as the 2016 budget did not accurately reflect the annual payments due.
- Billings for water exceeded the budget by \$35,000, as throughout the year, 29 new users were connected to the system.
- Payment for one connection was received for the Bayview/Triple Bay main extension, and as per past practice, the \$2,500 was repaid to the Contingency Reserve.
- Water fee relief granted to those residents in Paradise Point Grandview Beach that are on the seasonal system resulted in \$22,000 in lost revenue.
- Interest revenue received on the Water Reserve was lower than budgeted \$7,500 due to the lower rate received on short-term deposits and the depletion of reserves to fund the completion of the Tay Area Water Treatment Plant.
- Revenue for services supplied by the Town of Midland was lower by \$3,700.
- Late payment fees charged on outstanding water billings were \$3,200 under budget.

The operating surplus budgeted to be transferred to reserves increased by \$23,182 from \$860,540 to approximately \$883,722. As well, the loss of \$2,061 from services provided by Midland was funded by a transfer from the Water Infrastructure Reserve- Midland.

The surplus revenue has been largely offset by the following:

- Debt payments were greater than budget by \$54,000 (funded by DC's).
- Equipment Repairs & Maintenance within the distribution system exceeded the budget by \$46,000.
- Hydro costs for the TAWTP exceeded the budget by \$38,000 as the budget did not consider the increased processing costs associated with treating the water to a better standard and the increase in available capacity (no water restrictions).
- Equipment Repairs & Maintenance at the treatment plants exceeded the budget by \$6,900
- Chemicals costs of \$22,000 due to the refurbishment of the plant (Pall system)
- Deferral of the Master Serving Study resulted in an additional under budget amount of \$100,000

Recommendation (e)

That the transfer to reserve for Water be increased from \$860,540 to \$883,722.

Note: Water and wastewater expenditures are kept in separate funds with any surplus or deficits adjusted through the transfer to reserves; therefore, not affecting the general surplus.

LIBRARY HIGHLIGHTS

The library operating fund has a surplus of \$3,565.

The cost of the Library Master/Strategic Plan is over budget by approximately \$11,000, with \$6,000 being paid in 2016. The balance of the contract (approx. \$5,000) for the Library Master/Strategic Plan will be settled in 2017, after the presentation to Council.

This budget overage was largely offset by savings in I.T. wages, building repairs and maintenance and a \$3,000 budget for equipment that was purchased the prior year.

Recommendation (f)

That the 2016 surplus of approximately \$3,565 in the library accounts be transferred to the Library General Reserve.

SUMMARY BY DEPARTMENT

Schedule "D" summaries the 2016 actual vs. budget spending for departments funded by taxation (net of revenues generated).

OUTSTANDING TAXES

Schedule "E" summarizes the outstanding taxes for the municipality. Outstanding taxes have decreased from 12.05% to 10.69%.

CAPITAL ANALYSIS

Schedule "F" shows a list of the approved capital projects for 2016, the actual expenditures incurred and a brief explanation as to the reason for the variance. It is important to note that the occurrence of a variance does not necessarily imply a surplus or deficit, as where feasible funding is returned to its source (i.e. reserves).

BUDGETS CARRIED FORWARD TO 2017

The following projects were not completed in 2016 and were not included in the 2017 Preliminary Budget and therefore require budgets to be carried forward to 2017 along with their funding source. The budgets for carry forwards will be updated in the final budget presentation in April.

2016 Project Carry Forwards			
Project Description	Carryover Required		Funding Source
Plans Plotter	\$13,500		Equipment Reserve
Postage Machine	\$4,000		Equipment Reserve
Financial Server	\$22,500		Equipment Reserve
PC/Monitor Replacements	\$10,000		Equipment Reserve
Office Server	\$5,000		Equipment Reserve
Waubauskene - Pumper	\$18,200		Fire Capital Reserve
Old Fort - New Fire Hall	\$357,569		Debt
Road/Water project -Engineering	\$31,379		Roads Capital surplus
Albert & John Dillingno - Engineering	\$41,349		Roads Capital surplus
Road/Water project -Engineering	\$33,903		Water Reserve
Library Strategic/Master Plan	\$5,856		Library General Reserve

2016 CAPITAL SURPLUS

The total 2016 Capital Surplus resulting from roads projects that are to be carried forward to 2017 is \$72,728. This surplus is made up of design/engineering work on the 2017 Road/Water Project and design/engineering work on Albert and John Dillingno.

2016 OPERATING SURPLUS

The 2016 operating surplus is estimated to be \$130,723 with \$49,000 already committed as part of the 2017 preliminary budget leaving a balance of \$81,723.

The following 2017 project is recommended to be funded from the remaining 2016 Surplus:

- Martyrs' Shrine Grant in Lieu of Development Charges - \$10,681
- Martyrs' Shrine Grant in Lieu of Building Permit Fees - \$3,713 (estimate)

Recommendation g)

That the Martyrs' Shrine Grants in Lieu of Development Charges and Building Permit Fees in the amount of \$14,394 be funded from the 2016 operating surplus.

Recommendation h)

That the 2016 operating surplus balance of approximately \$67,329 be transferred to the Future Capital Reserve to be discussed in future budget discussions.

CONCLUSION:

The 2016 Financial Summary provides Council with an overall review of the year-end revenues and expenses in comparison to budget as well as information where funding requirements have changed. The year-end projected surplus of \$130,723 represents less than 1% of the approved budget. The year-end surplus may change, as staff still has some areas to review and working papers for the year end audit to complete. As well, any known liabilities at the time the statements are approved by the auditors, must be recognized. This would include any ongoing legal/insurance actions that are in progress.

Prepared By: Lindsay Barron , Financial Analyst

Date Prepared:

February 28, 2017

Recommended By;

Date:

March 1, 2017

Joanne Sanders
Director of Finance

TOWNSHIP OF TAY - 2016 OPERATING BUDGET

AS AT DECEMBER 31, 2016

	2015 Actual	2016 Actual	2016 ANNUAL BUDGET	\$ VARIANCE	% Recorded
GENERAL MUNICIPAL					
REVENUE:					
Taxation - Municipal (Incl OPP)	7,456,798	7,922,668	7,839,572	83,096	101%
Taxation - Other	6,426,546	6,614,719	6,529,564	85,155	101%
Grants	1,168,280	1,300,310	1,222,297	78,013	106%
User Fees and Service Charges	176,199	192,637	178,872	13,765	108%
Licences, Permits, Rents	344,584	368,235	269,350	98,885	137%
Fines and Penalties	334,914	320,748	327,000	(6,252)	98%
Transfers from Reserves/ Reserve Funds	50,559	116,062	242,062	(126,000)	48%
Land Sales	35,083	45,248	40,000	5,248	113%
Other	169,965	48,645	33,400	15,245	146%
Investment & Interest Income	286,808	269,722	280,006	(10,284)	96%
TOTAL REVENUE	16,449,736	17,198,994	16,962,123	236,871	101%
EXPENSES:					
Salaries & Benefits	3,718,399	4,036,779	4,068,521	31,742	99%
Contracted Services	2,218,411	2,481,358	2,508,355	26,997	99%
Administrative / Overhead	886,428	896,744	945,102	48,358	95%
Utilities	444,282	466,207	491,884	25,677	95%
Materials & Equipment Expenditures	180,407	205,439	172,276	(33,163)	119%
Repairs and Maintenance	388,028	398,087	268,325	(129,762)	148%
Debt	63,658	130,623	179,643	49,020	73%
Transfer to Own Funds	2,260,300	1,976,348	1,935,176	(41,172)	102%
Taxation Paid To Others	6,289,823	6,476,686	6,392,841	(83,845)	101%
TOTAL EXPENSES:	16,449,736	17,068,271	16,962,123	(106,148)	101%
SURPLUS/(DEFICIT)	0	130,723	0	130,723	

TOWNSHIP OF TAY - 2016 OPERATING BUDGET					
AS AT DECEMBER 31, 2016					
	2015 Actual	2016 Actual	2016 ANNUAL BUDGET	\$ VARIANCE	% Recorded
WATER & WASTEWATER					
REVENUE:					
Billings	4,533,348	4,587,897	4,548,192	39,705	101%
Grants & Interest	110,949	100,311	112,000	(11,689)	90%
Local Improvements & Lot Levies	37,138	34,902	35,721	(819)	98%
User Fees and Service Charges	47,437	44,967	50,000	(5,033)	90%
Transfers from Reserves/Reserve Funds	104,862	192,870	137,043	55,827	141%
Sale of Assets	0	0	0	0	
Other	5,664	2,720	500	2,220	544%
TOTAL REVENUE	4,839,398	4,963,667	4,883,456	80,211	102%
EXPENSES:					
Salaries and Benefits	853,270	908,323	918,757	10,434	99%
Contracted Services	263,094	214,180	393,600	179,420	54%
Administrative/Overhead	222,964	244,167	248,544	4,377	98%
Utilities	532,738	691,048	543,950	(147,098)	127%
Materials and Equipment Expenditures	135,573	142,548	175,300	32,752	81%
Repairs and Maintenance	339,576	517,230	362,125	(155,105)	143%
Debt	615,697	706,838	651,367	(55,471)	109%
Transfer to Own Funds	1,876,486	1,587,747	1,589,813	2,066	100%
TOTAL EXPENSES:	4,839,398	5,012,081	4,883,456	(128,625)	103%
SURPLUS/(DEFICIT)	0	(48,414)	0	(48,414)	

TOWNSHIP OF TAY - 2016 OPERATING BUDGET					
AS AT DECEMBER 31, 2016					
	2015 Actual	2016 Actual	2016 ANNUAL BUDGET	\$ VARIANCE	% Recorded
LIBRARY					
REVENUE:					
Donations/Fundraising	4,670	4,497	2,150	2,347	209%
Grants	379,425	400,275	401,780	(1,505)	100%
Transfers from Reserves/Reserve Funds	3,629	1,713	1,400	313	122%
Other	6,601	7,350	3,950	3,400	186%
TOTAL REVENUE	394,325	413,835	409,280	4,555	101%
EXPENSES:					
Salaries and Benefits	269,980	280,014	282,899	2,885	99%
Contracted Services	13,008	40,745	34,736	(6,009)	117%
Administrative/Overhead	15,040	18,932	15,450	(3,482)	123%
Utilities	17,495	18,169	19,135	966	95%
Materials and Equipment Expenditures	5,663	6,210	8,600	2,390	72%
Repairs and Maintenance	21,650	6,852	9,200	2,348	74%
Program Expenditures	14,424	7,837	9,185	1,348	85%
Transfer to Own Funds	37,065	31,512	30,075	(1,437)	105%
TOTAL EXPENSES:	394,325	410,271	409,280	(991)	100%
SURPLUS/(DEFICIT)	0	3,564	0	3,564	

Township of Tay

SCHEDULE "B"

**Significant Variances shown on the Operating Budget Summary
December 31, 2016**

Revenues:

Taxation - Municipal & Policing		
. Supplementary tax bills less assessment adjustments	\$83,000	\$83,000
Taxation - Other		
. School & County portion of supplementals	\$84,700	
. Streetlighting levy	\$1,300	\$86,000
Grants - Current Year & Deferred Revenue		
. Trillium - Community Garden's	\$37,600	
. Source Water Protection	29,900	
. Student Grants	1,000	
. Livestock (reimbursement for amounts paid out)	2,500	
. Other - Energy & Healthy Communities	7,000	
		\$78,000
User Fees and Services charges		
. Tax certificates, municipal searches and admin fees	(\$5,500)	
. Court settlement - 2014 tax sale proceeds	\$16,000	
. Recreation registration up	5,500	
. Pit Fees/Levies	4,300	
. User Fee Bylaw - Fire Depart. recoveries	(3,000)	
. Marriage Solemnization	800	
. Interest on Water & Wastewater receivables	(2,600)	
. Septic Program (Summons/Inspection fees)	(1,500)	\$14,000
Licences, Permits, Rents		
. Building permit revenue & maintenance fees	\$67,500	
. Planning application fees	25,600	
. Rentals (advertising board, community facilities)	2,900	
. Entrance Permits, Septic Search	3,200	
. Dog Licences	(4,600)	
. Licences (lottery, marriage)	4,400	\$99,000
Fines and Penalties		
. POA revenue up	\$14,800	
. Bylaw Fines paid directly to Township	(1,200)	
. Penalties and interest on taxes	(19,800)	(\$6,200)
Transfers from Reserves / Reserve Funds		
. Policing	(\$41,200)	
. Heritage Committee prior year surplus	(3,600)	
. Port McNicoll 100th Anniversary Celebrations - advance	1,800	
. Fire Marque Funds - used on capital	(11,700)	
. OMB Hearings - Funds not required	(52,000)	
. Official Plan - carried forward to 2017	(19,200)	\$ (125,900)
Land Sales		
. Land Sales over budget	\$5,200	\$ 5,200
Other		
. Donations	(1,900)	
. Fire Marque & MTO	(1,700)	
. Sundry revenue	4,300	
. Sundry revenue - Court Security Grant	14,500	\$ 15,200
Investment & Interest Income		
. Bank Interest down	(10,600)	(\$10,600)
TOTAL INCREASE IN REVENUES		\$237,700

Township of Tay
Significant Variances shown on the Operating Budget Summary
December 31, 2016

SCHEDULE "B"

Expenditures:

Salaries & Benefits		
• See Schedule "C" for detail (does not include capital of \$600)	\$33,400	
• I.T Wages allocated to Water, Wastewater & Library	(1,500)	\$31,900
Contracted Services		
• Legal Fees - OMB hearings	\$50,000	
• Project not completed (Source Water Protection)	22,300	
• Project not completed (OP/Zoning)	19,200	
• Road maintenance (including bridges, culverts, signs)	24,600	
• Phragmites Program - costs charged to Salaries & Benefits	9,000	
• Legal Fees - Admin/Planning/Building	8,200	
• Asset Management Plan	5,000	
• Community Parks and Facilities	3,900	
• Actuarial - Post Employment Benefit report	3,200	
• Planning Consultants	2,000	
• Winter Control - Sand & Salt usage	(43,600)	
• Trillium: Community Gardens	(25,100)	
• Surveying fees - Road connections/dedications and Land Sales	(23,000)	
• Insurance claims - Mercury Spill, Vehicle Collision	(24,000)	
• Economic Development - maps & brochures	(2,900)	
• Miscellaneous	(2,000)	\$26,800
Administrative/Overhead		
• Memberships, Conferences, Seminars & Training	\$28,000	
• Miscellaneous (uniforms, livestock, events, bank charges & inspection fees)	5,600	
• Allowance for Bad Debt - Unsuccessful tax sale	5,200	
• Office (supplies, computer support)	5,100	
• Meals & Travel	5,000	
• Firefighters insurance and training aids	3,900	
• Vehicle Licences & Insurance	(4,000)	
• Advertising & Promotion	(1,500)	
• Miscellaneous	1,000	\$48,300

Township of Tay
Significant Variances shown on the Operating Budget Summary

SCHEDULE "B"

December 31, 2016

Expenditures Cont.:

Utilities		
• Diesel costs down	\$ 26,500	
• Natural Gas & Propane costs down	13,100	
• Gasoline costs down	12,400	
• Hydro costs up	(20,700)	
• Water & Waste charges for Township facilities	(3,700)	
• Telephone (including cell-phones)	(1,800)	\$ 25,800
Materials & Equipment Expenditures		
• Materials & Supplies - various	\$6,700	
• Office Furniture & Equipment	3,900	
• Parks & Trails	1,200	
• Hardtop Maintenance - materials for spray patching program	(22,500)	
• Bridges & Culverts	(9,600)	
• Equipment Testing & Certification - Fire	(5,200)	
• Loosetop, Signs and Guiderails	(4,600)	
• Safety Supplies & Clothing	(2,900)	\$ (33,000)
Repairs and Maintenance		
• Public Works Shed	\$13,400	
• Equipment repairs & maintenance - Fire	9,200	
• Building Repairs & Maintenance - Recreation Facilities	6,800	
• Building Repairs & Maintenance - Fire	5,300	
• Public Works Vehicle & Equipment Repairs & Maintenance	(140,000)	
• Street light bulb replacements (LED)	(14,200)	
• Fire Vehicle Repairs & Maintenance	(9,200)	
• Street light locates	(1,200)	\$ (129,900)
Debt		
• New Old Fort Fire hall - construction financing only	49,000	\$ 49,000
Transfer to Own Funds		
• Transfer to Own funds includes transfers to reserves and transfers to capital	(41,000)	\$ (41,000)
Taxation Paid To Others		
• Taxation Paid to Others includes transfers to school and county and transfers to water & wastewater	(83,800)	\$ (83,800)
TOTAL INCREASE IN EXPENDITURES		\$ (105,900)

Township of Tay
Salary and Benefits Comparison - Actual to Budget
December 31, 2016

Schedule "C"

	YTD Actual 2016	Budget 2016	\$ Variance	% Variance
Council & Retirees	\$ 151,807	\$ 153,156	\$1,349	1%
- Council Members				
- Retirees				
General Government	990,729	1,005,462	\$14,733	1%
- Administration				
- Treasury				
- Health and Safety				
Protection to Persons & Property	625,925	649,027	\$23,102	4%
- Fire				
- By-law				
Public Works	1,749,043	1,728,860	(\$20,183)	-1%
- Roads				
- Parks				
- Recreation				
Planning and Development	519,861	532,016	\$12,155	2%
- Planning				
- Building				
Library	280,014	282,899	\$2,885	1%
Sub-Total	\$ 4,317,379	\$ 4,351,420	\$ 34,041	0.8%
Environmental	911,680	918,757	\$7,077	1%
- Water & Wastewater				
Total	\$ 5,229,059	\$ 5,270,177	\$ 41,118	1%

Note: - Wages incurred for capital projects are included (\$3945)
Wages funded by Grants are included - (Phragmites, Source Protection)

Township of Tay
Department Summary - Actual vs. Budget
December 31, 2016

Schedule "D"

	YTD Actual 2016	Budget 2016	\$ Variance	% Variance
Council	\$ 200,697	\$ 207,056	6,359	3%
General Government	958,472	1,006,943	48,471	5%
- Administration				
- Treasury				
- Health and Safety				
Protection to Persons & Property	1,099,748	1,182,727	82,979	7%
- Fire				
-Emergency Management				
- By-law				
Public Works	4,139,552	3,946,065	(193,487)	-5%
- Roads				
- Parks				
- Recreation				
Planning and Development	390,352	499,513	109,161	22%
- Planning				
- Building				
Library	358,709	362,273	3,564	1%
Total	\$ 7,147,530	\$ 7,204,577	\$ 57,047	0.8%

Schedule "E"

Township of Tay

Outstanding Taxes at December 31st

			%
Taxes Receivable	2016	2015	Change
Taxes Receivable - Current Year	872,456	923,564	-5.53%
Taxes Past Due - 1 Year	430,786	496,894	-13.30%
Taxes Past Due - 2 Year	186,234	184,669	0.85%
Taxes Past Due - 3 Yrs & prior	25,248	38,334	-34.14%
Penalty Receivable - Current Year	40,565	40,593	-0.07%
Interest Receivable - Past Due 1 Year	43,903	44,431	-1.19%
Interest Receivable - Past Due 2 Years	28,878	22,323	29.37%
Interest Receivable - Past Due 3 Years +	10,971	9,793	12.03%
	1,639,041	1,760,601	-6.90%
Increase/(Decrease) in Outstanding Taxes		(121,559)	
Total Taxes Invoiced Incl. Supps	14,603,269	13,841,839	
Additions to Taxes:			
Unpaid Water/Sewer	443,059	455,163	
Unpaid Septic Reinspection	7,690	4,650	
Unpaid Building Permit and A/R	18,087	19,979	
Penalty	260,160	278,333	
Total Taxes (incl amounts added to taxes)	15,332,265	14,599,965	
Outstanding Taxes as % of taxes billed	10.69%	12.06%	

TOWNSHIP OF TAY						
2016 CAPITAL EXPENDITURE ANALYSIS						
	Schedule "F"					
	Total Expenditures to Dec 31, 2016	2016 Budget	Variance			Explanation
Administration						
Equipment						
Printer/Fax/Copier Public Works	0	7,000	7,000	}		Equipment functioning well. Carry forward to 2017.
Colour Laser Printers	0	6,000	6,000			
Mini-Mailer/Stuffer	0	16,000	16,000			
Postage Machine	0	4,000	4,000			
Plans Plotter	0	13,500	13,500			
Portable Projector	1,479	0	(1,479)			
Computer Hardware Acquisition						
PC/Monitor Replacement	4,874	66,000	61,126	}		Carry forward to 2017
Financial Server	0	25,000	25,000			
Officer Server	2,640	25,000	22,360			
Office Network Switches (MDF)/(IDF)	683	4,000	3,317			
Computer Software Acquisition						
Backup Tape Drive & Software	0	12,000	12,000			Carry forward to 2017
Land Manager Upgrade	0	9,000	9,000	}		Projects carried forward to 2017
Work Order System	0	9,000	9,000			
Total Administration	9,676	196,500	186,824			

TOWNSHIP OF TAY					
2016 CAPITAL EXPENDITURE ANALYSIS					
	Total Expenditures to Dec 31, 2016	2016 Budget	Variance		Explanation
Protection to Persons & Property					
Total PPP	0	0	0		
By-Law Enforcement					
Equipment - New Van	27,961	26,600	(1,361)		Purchase complete. Includes radio, lettering , lights and safety rack.
Total By-Law Enforcement	27,961	26,600	(1,361)		
TOWNSHIP OF TAY					
2016 CAPITAL EXPENDITURE ANALYSIS					
	Total Expenditures to Dec 31, 2016	2016 Budget	Variance		Explanation
Fire Equipment					
SCBA	362,490	363,300	810	}	Purchase complete. Transfer unspent amount to reserve. Full conversion scheduled to take place in 2018.
Bunker Suits	21,817	21,200	(617)		
Communication (Portable Radios)	1,559	17,000	15,441		
Rescue Vehicle (Hall 1)	102,602	190,000	87,398		Truck Chassis purchased. 20% Deposit paid for installation of rescue truck body. Remaining balance paid at time of delivery (2017). Total estimated cost of Rescue Vehicle is \$223,217 plus HST (PPP-2016-52).
Capital Building					
New Old Fort Fire Hall	1,275,149	1,700,000	424,851		Total project cost revised to \$1,832,718 (re: PPP-2015-45, PPP-2016-25 & 2016-36). Project did not progress as planned. Project expected to be completed late Spring.
Victoria Harbour Hall Roof replacement	52,456	65,000	12,544		Project complete.
Total Fire Department	1,816,073	2,356,500	540,427		

TOWNSHIP OF TAY
2016 CAPITAL EXPENDITURE ANALYSIS

	Total Expenditures to Dec 31, 2016	2016 Budget	Variance		Explanation
Roads Equipment					
Communication (Portable Radios)	8,168	7,800	(368)		Purchase complete.
1/2 Pick Up Truck	20,000	25,000	5,000		Purchased truck from By-Law @ NBV.
Plow Truck Equipment	17,500	16,000	(1,500)		Purchase complete. Included greasing new dump box/conveyors.
Sidewalk Tractor attachments	12,242	6,000	(6,242)		New trackless folding plow purchased as per budget. Staff received direction from Council after the Winter Control meeting to also purchase a sand & salt spreader.
Roads Equipment Total	57,909	54,800	(3,109)		

TOWNSHIP OF TAY					
2016 CAPITAL EXPENDITURE ANALYSIS					
	Total Expenditures to Dec 31, 2016	2016 Budget	Variance		Explanation
Roads Operations					
Engineering:					
2017 road/watermain detailed design	18,621	50,000	31,379	}	Balance carried forward to 2017 to complete Engineering and Design work
Albert & John Dillingno detailed design	23,651	65,000	41,349		
2015 Road/Watermain:					
Completion of Broderick St.	51,462	40,704	(10,758)		Project complete. Additional drainage work required on Fourth Ave.
Bridges & Culverts:					
Hogg Valley Culvert Guide Rail End Treatments	17,096	15,000	(2,096)		Project complete
Engineering - Rosemount Road South Bridge (B5) - Design	13,058	10,000	(3,058)		Topographic Survey completed. Preliminary Design in progress. Additional \$10,000 included in 2017 budget for design work.
Duck Bay Bridge	12,746	0	(12,746)		Contract admin and contractor costs. Liquidated damage claim settled. Holdback of \$5,000 remains for asphalt deficiency.
Gravel Program:					
Long Point Road	5,324	10,238	4,914	}	Project completed. Under budget.
Connors Court	7,252	10,823	3,571		
Granny White Side Road	50,393	79,365	28,972		
Arbour Trail	1,875	15,526	13,651		
Meadows	8,932	0	(8,932)		
Galko Cres.	2,272	0	(2,272)		
Sandhill Rd.	5,214	0	(5,214)		
Surface Treatment :					
Sections of Meadows, Sandhill & Galko Cres.	79,189	78,000	(1,189)		Project complete.
Section of Patterson Blvd.	15,905	0	(15,905)		Project added by Council during LTP discussions. Includes pulverizing old surface treatment and applying new double surface treatment.
Road Reconstruction:					
Pine Street	677,334	668,000	(9,334)		Project complete. Engineering budget from 2015 not carried forward.
Rumney & Grandview Road	563,877	520,000	(43,877)		\$30,000 was added to project at award of contract PW-2016-58 for net taxes & contingencies. Driveway restorations exceeded budget on Grandview.
Streetlighting:					
Equipment - LED conversion	12,293	20,000	7,707		LED conversion completed in Waubauskene
Roads Operations Total	1,566,495	1,582,656	16,161		

TOWNSHIP OF TAY
2016 CAPITAL EXPENDITURE ANALYSIS

	Total Expenditures to Dec 31, 2016	2016 Budget	Variance			Explanation
Parks & Recreation						
Recreation Software	0	15,000	15,000			Project to be carried forward to 2017.
Port McNicoll Harbour Park - Design	16,014	18,573	2,559			Conceptual design approved by Council. Public consultation workshop held.
Equipment:						
Talbot Park Play Structure Replacement	30,493	30,000	(493)	}		Purchase complete
1 Ton Dump Truck	55,017	70,000	14,983			
Communication (Portable Radios)	4,084	3,900	(184)			
3/4 Van from Wastewater	3,500	3,500	0			Van purchased from Wastewater Department
Capital Building:						
Sunset Park Roof	7,426	10,000	2,574			Project complete.
Port McNicoll Community Centre:						
Water Refill Stations	2,946	3,500	554	}		Project complete.
HVAC Unit	23,636	40,000	16,364			
Roof	37,001	73,000	35,999			
LED Conversion (Admin Building & Oakwood Community Centre)	14,877	5,000	(9,877)			Project complete. Rebate for materials of \$3,400 excluded from cost (net cost \$11,477)
Park Improvements - Talbot Park Tree Replacement (Emerald Ash Borer)	5,113	5,000	(113)			Project complete
Hogg River Trail Bridge	0	66,500	66,500			Project to be carried forward to 2017
Total Parks	200,106	343,973	143,867			

**TOWNSHIP OF TAY
2016 CAPITAL EXPENDITURE ANALYSIS**

	Total Expenditures to Dec 31, 2016	2016 Budget	Variance		Explanation
Waste Water					
Equipment:					
Communication (Portable Radios)	4,084	3,900	(184)		Purchase complete
3/4 Ton Van	31,955	45,000	13,045		Purchase complete. Under budget.
Pumps	6,920	0	(6,920)		Spare decanting pump purchased.
Port McNicoll Wastewater Treatment Plant:					
Septage Receiving	0	70,000	70,000	}	Project to be carried forward to 2017
SCADA Upgrade	0	35,000	35,000		
Televising Sewers	9,471	20,000	10,529		CCTV inspections have been completed. Move to operating. Work completed not considered capital.
Victoria Harbour Wastewater Treatment Plant Upgrades	4,634,933	7,900,000	3,265,067		Project on schedule to be completed by May 2017. Balance of budget to be carried forward to 2017.
Paradise Point Grandview Beach	6,675	0	(6,675)		\$15,000 allocated to advance project to pre-design status (PW 2016-63). Carry forward balance to 2017.
Total Waste Water	4,694,038	8,073,900	3,379,862		

TOWNSHIP OF TAY
2016 CAPITAL EXPENDITURE ANALYSIS

	Total Expenditures to Dec 31, 2016	2016 Budget	Variance		Explanation
Water					
Equipment- Communication (Portable Radios)	4,084	3,900	(184)		Purchase complete
Tay Area Water Treatment Plant: Upgrade	219		(219)	}	Project complete
Low Lift Building Roof	13,156	15,000	1,844		
Waubashene Standpipe Inspection	1,399	5,000	3,601	}	Project complete
Port McNicoll Standpipe Inspection	1,399	5,000	3,601		
Port McNicoll Standpipe	7,917	0	(7,917)		Altitude valve/Differential pilot
Engineering:					
2017 road/watermain detailed design	16,097	50,000	33,903		Carry forward balance to 2017 to complete engineering and design
2015 Road/Watermain: Completion of Broderick St.	13,084	14,000	916		Allocated funding required to complete project.
First Avenue Pipe Replacement	347,072	267,000	(80,072)		Council approved total project cost of \$328,310 in report PW-2016-67. Project is complete.
Install Fire Hydrant - Industrial Rd.	17,938	0	(17,938)		Identified as a need in the Fire Master Plan. Partial funding (\$6,600) from Fire Hydrant Reserve.
Paradise Point Grandview Beach	6,675	0	(6,675)		\$15,000 allocated to advance project to pre-design status (PW 2016-63). Carry forward balance to 2017.
Water Total	429,040	359,900	(69,140)		

TOWNSHIP OF TAY
2016 CAPITAL EXPENDITURE ANALYSIS

	Total Expenditures to Dec 31, 2016	2016 Budget	Variance			Explanation
Library						
Electronic Materials	5,407	6,000	593			2016 purchases complete.
Books	16,217	18,400	2,183			
6 Public Access Computers with software	0		0			Purchases to be carried forward to 2017.
Xerox Colour Laser Printer	0		0			
Computer Equipment (Grant Funded)	3,995	0	(3,995)			Purchased with grant for \$3,850 received in late 2015. Budget not updated. Balance from operating budget.
Port McNicoll Community Room washroom, ramp	0	66,000	66,000			Staff will continue to explore grant opportunities to make project move forward. Project carried forward to 2017.
Total Library	25,619	90,400	64,781			

February 6, 2017

Mayor Scott Warnock & Council
Township of Tay
450 Park Street
Box 100
Victoria Harbour ON L4N 9Z6

FEB - 9 2017

RE: Annual Log-Sawing Contest – Elmvale Maple Syrup Festival

Dear Mayor Warnock,

It is with pleasure that I invite you to compete in the Annual Log-Sawing Contest taking place at the **Elmvale Maple Syrup Festival on Saturday, April 29, 2017.**

The log-sawing contest is scheduled to commence at 12:00 noon following the Opening Ceremonies. We are asking that all participants meet at the Main Stage (corner of Queen Street and Maria Street) at 11:45 a.m. in preparation for the competition.

If you are interested in participating in the competition, please contact Nicole Audette at nicole.audette@springwater.ca or via telephone at 705-728-4784 Ext. 2067 **by April 3, 2017 to RSVP.** If you cannot find a brave enough soul to join you in the competition, we will find a partner for you to lumberjack with on the day of the event!

A women's only competition will be taking place again this year (subject to number of registrants). Please indicate which competition you would like to participate in.

As in previous years, this invitation has been extended to a number of local dignitaries, including area MPs, MPPs and representatives from neighbouring Municipal Councils. I hope to see everyone out to support this worthwhile and fun community event.

Sincerely,



Bill French
Mayor, Springwater Township
Bill.French@springwater.ca



County of Simcoe
Office of the Warden
1110 Highway 26,
Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300
Toll Free (866) 893-9300
Fax (705) 725-1285
simcoe.ca

FYI - GGF
RECEIVED
FEB 24 2017

February 14, 2017

The Honourable Kathleen Wynne
Premier of Ontario
Legislative Building, Room 281
Queens Park
Toronto, ON M7A 1A1

Dear Premier:

Re: Resolution for Paramedic Services Dispatch Advocacy

Please be advised that at its meeting of February 14, 2017, Simcoe County Council approved the following recommendation of the Council Committee of the Whole:

"That Item CCW 17-034, dated January 24, 2017 regarding Paramedic Services Dispatch Advocacy, be received; and

That the October 18, 2016 Report from the Region of Peel titled "Proposed Provincial Consultation on Expanding Medical Response through Fire Services", be endorsed; and

That the Minister of Health and Long-Term Care, the Boards of Directors of the North Simcoe Muskoka and Central Local Health Integration Networks, Hospital Alliance partners, local Simcoe County municipalities, the Association of Municipalities of Ontario and all local MPP's be advised; and

That the Province of Ontario be urged to implement dispatch reforms which will improve the provision of paramedic/emergency medical care to the public in Ontario."

A copy of Item CCW 17-034 is enclosed for your reference.

Thank you for your attention to this issue.

Yours sincerely,

Gerry Marshall
Warden

/jm

cc. Hon. Dr. Eric Hoskins, Minister of Health and Long-Term Care
Board of Directors of the North Simcoe Muskoka Local Health Integration Networks
Board of Directors of the Central Local Health Integration Networks

Simcoe County Hospital Alliance partners

Simcoe County local municipalities

Association of Municipalities of Ontario

Ms. Julia Munro, MPP York Simcoe

Mr. Patrick Brown, MPP Simcoe North

Mr. Jim Wilson, MPP Simcoe Grey

Ms. Ann Hoggarth, MPP Barrie



To: **Committee of the Whole**

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

Item Number: CCW - 17-034

Meeting Date: January 24, 2017

Subject: Paramedic Services Dispatch Advocacy

Recommendation

That Item CCW 17-034, dated January 24, 2017 regarding Paramedic Services Dispatch Advocacy, be received; and

That the October 18, 2016 Report from the Region of Peel titled "*Proposed Provincial Consultation on Expanding Medical Response through Fire Services*", be endorsed; and

That the Minister of Health and Long-Term Care, the Boards of Directors of the North Simcoe Muskoka and Central Local Health Integration Networks, Hospital Alliance partners, local municipalities, the Association of Municipalities of Ontario and all local MPP's be advised; and

That the Province of Ontario be urged to implement dispatch reforms which will improve the provision of paramedic/emergency medical care to the public in Ontario.

Executive Summary

In October 2016, the Region of Peel reviewed and subsequently distributed the report attached as Schedule 1 for information and endorsement.

The Peel Region report urges the Province of Ontario to implement paramedic dispatch reforms which will enhance the quality of services provided by Paramedic Services rather than enhance the role of firefighters in medical responses, as proposed by their Ontario professional fire union.

The Association of Municipalities of Ontario (AMO) also made similar comments related to the role of fire services and the need for dispatch reform.

County of Simcoe staff similarly endorse this advocacy of dispatch reform which will improve service to patients over enhancements to the role of fire services.

Background/Analysis/Options

The County of Simcoe has long advocated for enhanced dispatch services in partnership with neighbouring municipalities. New dispatch processes and practices will allow paramedic services to not only reduce response time to our most critically ill patients but will also support the redirection of 911 callers with needs that can be met outside of 911 response.

The Province of Ontario has begun to move forward on the modernization of dispatch and this must remain a priority to support the provision of effective, sustainable paramedic services and the provision of the right care, at the right place, at the right time. In 2016, the province announced they will be moving forward with procurement of an upgraded dispatch prioritization system. In 2017, the province has announced that they will move forward with the implementation of an upgraded dispatch operating system which will support other upgrades, such as the enhanced prioritization tool.

Though these recent developments are positive, municipalities assert that this must remain the top priority. Given recent activity of the Union for Professional Firefighters in Ontario, municipalities have significant concerns regarding provincial priorities in this area.

The Union for Professional Firefighters has previously advocated for changes/additions to their role in medical responses; previous attempts were not supported by the medical community or municipalities and therefore abandoned. The current controversial proposal from this Union suggests allowing full-time firefighters who are also certified active paramedics, to provide paramedic care when working for fire services. The Province has announced their intention to consult on this proposal.

The Association of Municipalities of Ontario (AMO) does not support the Fire Union proposal, as it lacks evidence and analysis. In addition, will negatively impact municipalities both financially and operationally. AMO's statement and related information can be accessed at:

- [AMO's Statement on Fire Union Proposal \(Linked\)](#)

Similarly, the Region of Peel has reviewed both paramedic and fire service models and advocate for maintenance of current roles, as well as, suggesting that paramedic dispatch reform is a higher priority. In their report (Attached as Schedule 1 to this Item) they also reference a similar City of Toronto review.

Further, on a local context, the County of Simcoe Base Hospital Program (Sunnybrook Centre for Pre-hospital Care) has undertaken a review of current information on this matter and have communicated a similar position to AMO and the Region of Peel. The Base Hospital Medical Director for Simcoe, Muskoka, Rama and Beausoleil Paramedic Services along with the Provincial Medical Advisor to the Ministry of Health and Medical Director for EMS Special Operations and Firefighter Emergency Patient Care Program have provided details attached under Schedule 2 of this Item.

Financial and Resource Implications

There are no financial implications associated with this item

Relationship to Corporate Strategic PlanGrowth Related Service Delivery

Create and strengthen partnerships with key stakeholders to support communities through the delivery of sustainable services.

A Culture of Workplace and Operational Excellence

Create and maintain a healthy work environment that:

- Provides services to residents in a fiscally sustainable and responsible Manner

Reference Documents

- CCW 16-194 May 10, 2016 – Paramedic Dispatch Advocacy

Attachments

Schedule 1 – Peel Region Report: Proposed Provincial Consultation on Expanding Medical Responses through Fire Services



Schedule 1 -
Region of Peel Repc

Schedule 2 – Support Letter



Schedule 2 -
Support Letter.pdf

Prepared By

Andrew Robert, Director and Chief, Paramedic Services

Approvals

Jane Sinclair, General Manager, Health and Emergency Services
Trevor Wilcox, General Manager, Corporate Performance
Mark Aitken, Chief Administrative Officer

Date

January 16, 2017
January 16, 2017
January 17, 2017



REPORT
Meeting Date: 2016-10-27
Regional Council

DATE: October 18, 2016

REPORT TITLE: **PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES**

FROM: Janette Smith, Commissioner of Health Services

RECOMMENDATION

That the Regional Chair and the Chair of the Health System Integration Committee request to meet with the Minister of Health and Long-Term Care to indicate that the Region of Peel does not support further exploration of alternative models of emergency medical response and to advocate that the Province initiate dispatch reforms to lead to improved emergency medical response times and patient outcomes;

And further, that the subject report be referred to the Government Relations Committee to include dispatch reform as an advocacy priority for the Region of Peel;

And further, that a copy of the report from the Commissioner of Health Services, titled "Proposed Provincial Consultation on Expanding Medical Response through Fire Services", be provided to the Boards of Directors for the Central West Local Health Integration Network, Mississauga Halton Local Health Integration Network, William Osler Health System and Trillium Health Partners and the local municipalities for their endorsement;

And further, that a copy of the report titled, "Proposed Provincial Consultation on Expanding Medical Response through Fire Services" from the Commissioner of Health Services, be provided to the Association of Municipalities of Ontario and all Peel area MPP's for their information.

REPORT HIGHLIGHTS

- Between 2011 and 2013, Regional Council through the Fire and Paramedic Services Related Study Steering Committee explored alternative fire and paramedic service models and recommended to maintain the current emergency medical response model.
- In June 2016, the Ontario Government announced plans to consult on the possibility of allowing full-time firefighters, who are also certified and employed as paramedics, to provide patient care as paramedics when both an ambulance and fire truck are dispatched in tiered response conditions. The timelines and approach for the provincial consultation have not yet been announced.
- The Association of Municipalities of Ontario has raised concerns from a municipal perspective about the proposed model and has highlighted that there are more pressing emergency response issues that need to be addressed, such as dispatch reform.
- Improvements to the ambulance dispatch system will have bigger impacts as it would improve the way all 911 medical calls are handled, ensuring appropriate and timely medical response and improved patient outcomes.

12.1-2**PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES****DISCUSSION****1. Background**

At the July 7, 2016 Regional Council meeting, Dr. Sheldon Cheskes, Medical Director for Peel Regional Paramedic Services, was asked to provide his input on the provincial government's recent announcement to conduct a consultation on how and whether to expand pre-hospital medical responses through fire services. Regional staff were requested to report back on the provincial consultation and the previous work undertaken by the Region of Peel to determine the most effective model of emergency medical response.

a) Region of Peel's Role in Emergency Medical Response

The Region of Peel is responsible for the provision of land ambulance services across Peel. The Ministry of Health and Long-Term Care provides oversight to the land ambulance (paramedic) system in Ontario and shares operating costs on a 50:50 basis with municipalities. The Sunnybrook Centre for Prehospital Medicine (Base Hospital) provides medical directives and oversight to Peel Regional Paramedic Services.

Ambulances are dispatched by the Mississauga Central Ambulance Communication Centre (Dispatch Centres) operated by the Ministry of Health and Long-Term Care. Under the tiered response agreement, the Dispatch Centres can mobilize municipal fire services simultaneously with paramedic services to ensure the fastest possible response time. Fire Services are dispatched to life-threatening emergencies, including scenarios where a person is choking, unconscious, having a cardiac arrest and where there is an absence of breathing or severe respiratory distress.

An overview of paramedic and fire services oversight and funding is included as Appendix I.

b) Fire and Paramedics Services Study

On September 11, 2011, Regional Council passed a recommendation to undertake a study of the delivery and funding of fire and paramedic services. The purpose of the proposed study was to identify opportunities to increase the effectiveness of fire and paramedic response to emergency medical calls, while maintaining or improving the current high standard of medical outcomes. At the same time, Council endorsed the proposed composition of a Steering Committee to guide the proposed study, together with a two-stage process to seek approval from the three local municipalities and Regional Council. All four Councils approved the Peel-based study in principle and the composition of the Fire and Paramedic Services Related Steering Committee, which included the following members:

- Regional Chair;
- Six Regional Councillors;
- Chief and Director of Peel Regional Paramedic Services;
- Medical Director, Sunnybrook Centre for Prehospital Medicine – Regions of Halton and Peel;
- Fire Chiefs from all three local municipalities;
- President and one additional member, Ontario Public Service Employees Union (Local 277, representing Peel Regional Paramedic Services);

12.1-3**PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES**

- President, Mississauga Professional Fire Fighters Association (Local 1212);
- President, Brampton Professional Fire Firefighters Association (Local 1068);
- President, Caledon Professional Fire Fighters Association (Local 4686);
- Representatives from the Province, including the Office of the Fire Marshall and the Emergency Health Services Branch of Ministry of Health and Long-Term Care.

In July 2012, Regional Council approved the scope, deliverables and approach for conducting a "Fire and Paramedic Services Related Study" in Peel. At the same time, staff learned of a similar study being conducted for the City of Toronto. Therefore, Regional Council decided to put a hold on the Peel-specific study until the study in Toronto was complete.

On June 25, 2013, the City of Toronto released their report, titled, "A Service and Organizational Study of Toronto's Emergency Medical Services and Fire Services". The report included a literature review and environmental scan of emergency response models in comparable jurisdictions across Canada, the US and internationally. The report concluded that there was no evidence to suggest that alternative models of emergency medical response and delivery systems were associated with improved patient outcomes, and that the City of Toronto should not implement any changes to the current emergency medical response system. Given that the findings of the City of Toronto's report aligned with the majority of the deliverables planned for the Peel study, the Fire and Paramedic Services Related Study Steering Committee recommended that, a Peel-specific study was not needed and that the findings of the Toronto report be accepted. In October 2013, Regional Council approved this recommendation and disbanded the Committee. A copy of the final report of the Committee, dated August 22, 2013 and titled "City of Toronto Study Findings and Proposed Direction for Peel Fire and Paramedic Services Study" is available through the Clerks Department.

2. Findings

At the annual Ontario Professional Fire Fighters Association Convention on June 13, 2016, Premier Kathleen Wynne announced plans to consult on the possibility of allowing full-time firefighters, who are also certified and employed as paramedics, to provide patient care as paramedics when both an ambulance and fire truck are dispatched in tiered response conditions. At this time, very little is known about the proposed provincial consultations, including the timelines and planned approach.

The Base Hospital maintains its position that there is no evidence to suggest that the current paramedic services delivery model requires change. At the July 7, 2016 Regional Council meeting, Dr. Cheskes was asked about the Province's announcement to consult on the expansion of emergency medical responses through fire services. Dr. Cheskes stated that the system that is currently in place in Peel is amongst the best in the world and that he sees no reason to change it. He noted that he has visited areas with fire-based systems and he has not found one that can provide the same standard as is currently provided in the Region of Peel.

A literature review recently conducted by Regional staff supports Dr. Cheskes' perspective. The review aimed to identify any recent literature regarding the impact of alternative fire and paramedic service models on patient outcomes. The review identified no findings indicating improved patient outcomes associated with alternative fire and paramedic service models of pre-hospital emergency medical care.

12.1-4**PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES****a) Response by the Association of Municipalities of Ontario**

On June 14, 2016, the Association of Municipalities of Ontario (AMO) issued a response to the Premier's proposed consultation, highlighting a number of concerns with the proposal from a municipal perspective. Initial areas of concern highlighted in AMO's response include:

- **Labour-related matters**, including the impact on different associations/union representation and other issues around salary and pensions.
- **Workforce capacity**, including implications for training and certification requirements, as well as the number of firefighters currently qualified.
- **Concern for public safety**, including patient care standards and the management of personal health information.
- **Base hospital physicians**, namely a lack of clarity around appropriate medical oversight.
- **Governance**, including challenges related to paramedics and firefighters having different employers as well as different budgeting and reporting requirements.

In addition to these employer-focused concerns, AMO has indicated that evidence of better patient outcomes would be required to warrant changes to the current emergency response model. Further, AMO has highlighted that there are more pressing emergency response issues, such as dispatch reform and offload delay, which, if addressed, would have a positive impact on paramedic response times and patient safety. The full response put out by the Association of Municipalities of Ontario is included as Appendix II.

b) Dispatch Advocacy a Priority for Council

Provincial dispatch system reform has been identified as an evidence-informed approach to improving emergency medical response in Ontario. Investment in dispatch reform would have a bigger impact on the overall intent of improving emergency medical response. Improvements to the provincially operated ambulance dispatch system will improve the way all 911 medical calls are handled, ensuring appropriate and timely medical response and improved patient outcomes. Reports from the Auditor General (2013, 2015) have highlighted that the current triage tool used by the provincial dispatch centres over-prioritizes ambulance calls, meaning more calls are categorized as life-threatening than necessary. In Peel, 72 per cent of calls are coded as life-threatening, compared to 40 per cent in jurisdictions that use more accurate triage tools (e.g. Toronto and Niagara). Over-prioritization places unnecessary demand on the paramedic system and puts patient safety at risk. Since 2006, the Region of Peel has actively advocated for changes to the dispatch technology and communication systems, to better match patient need with paramedic response in the community.

An update on "Regional Ambulance Communications Centre Advocacy" was provided at the July 7, 2016 Regional Council meeting. As noted in this report, the Region of Peel continues to push the Ministry of Health and Long-Term Care to expedite improvements related to the ambulance dispatch system by implementing the Medical Priority Dispatch System (triage tool) across the province. Given that the Mississauga Dispatch Centre that serves Halton and Peel is among the busiest in the province, Regional staff have also joined efforts with Halton to advocate that the Mississauga Dispatch Centre be a priority for implementation of improvements.

12.1-5**PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES**

While Regional staff are encouraged by the cooperative dialogue that has been achieved through advocacy and meetings with Ministry of Health and Long-Term Care staff, commitments to specific changes and timelines have not been announced.

CONCLUSION

Recent discussions about changes to the emergency medical response model distract time, attention, and resources away from the critical improvements that need to be made to the provincial paramedic dispatch system. Council, with the assistance of staff, will advocate to the Province and work with our local partners to redirect attention and advance progress towards making important changes to the provincial dispatch system. In addition to improving patient outcomes and improving paramedic response times, dispatch reform has the potential to improve overall health system functioning and enhance the capacity of the local health system to respond to urgent needs in the community.



Janette Smith, Commissioner of Health Services

Approved for Submission:



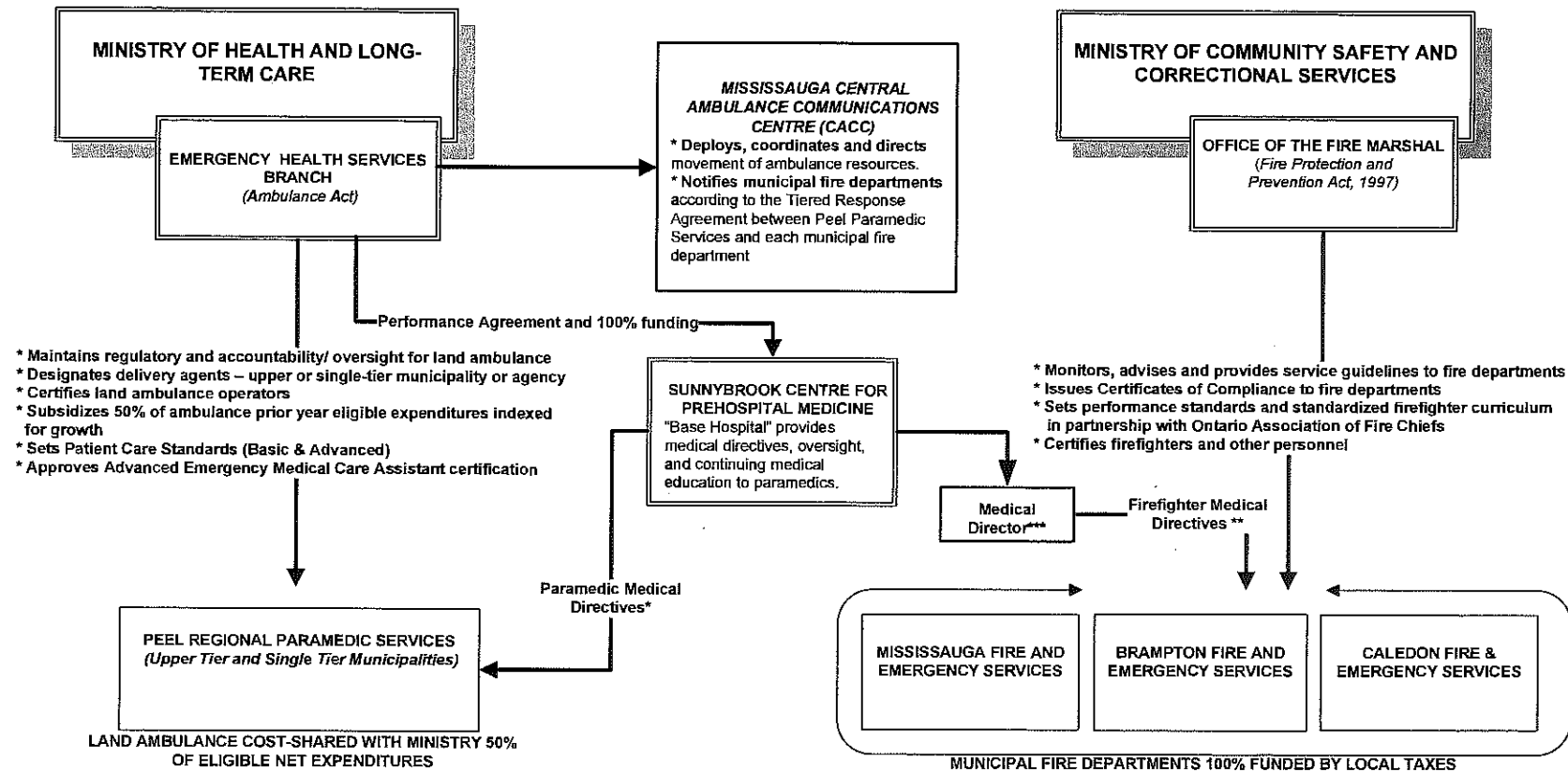
D. Szwarc, Chief Administrative Officer

APPENDICES

1. Appendix I - Oversight and Funding of Paramedic and Fire Services in Peel Region
2. Appendix II – AMO's Response: "Government to Consult on Expanding Medical Responses through Fire Services"

For further information regarding this report, please contact Dawn Langtry, Director, Strategic Policy, Planning, and Initiatives.

Authored By: Nicole Britten and Liz Estey

12.1-6**APPENDIX I****PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES****OVERSIGHT AND FUNDING OF PARAMEDIC AND FIRE SERVICES IN PEEL REGION****A Region of Peel Perspective**

* **Paramedic Medical Directives** provide detailed clinical instruction and protocols to Peel Paramedics, along with delegated medical acts by the Medical Director (Dr. Cheskes) based on legislated schedules and Ministry Patient Care Standards.

** **Firefighter Medical Directives** are overseen by an independent medical director (in Peel's case, Dr. Cheskes) who provides protocols and delegation to firefighters providing patient care at the Emergency Medical Responder (EMR) level of care. The Medical Director oversees all participation in prehospital research and provides all quality assistance and changes to the medical program.

*****Medical Director for Fire Services:** Fire services can have a contractual relationship with a medical director and support of a base hospital (eg. Brampton, Caledon, Mississauga and Toronto Fire Services), or independently contract a base hospital doctor who is funded separately, or can be physician with no affiliation to a base hospital. Any physician may be a medical director for fire service, provided that they adhere to the College of Physicians and Surgeons of Ontario guidelines governing delegation to non-physicians.

PROPOSED PROVINCIAL CONSULTATION ON EXPANDING MEDICAL RESPONSE THROUGH FIRE SERVICES



FOR IMMEDIATE RELEASE: JUNE 14, 2016

GOVERNMENT TO CONSULT ON EXPANDING MEDICAL RESPONSES THROUGH FIRE SERVICES



June 14, 2016

CONTACT

Monika Turner
Director of Policy
mtturner@amo.on.ca
T 416.971.9856 ext. 318
TF 1.877.426.6527
F 416.971.6191

We were told in recent meetings with the Minister of Health and Long-Term Care and the Premier that the government wanted to consult on "how and whether" a permissive voluntary approach that would enable municipal governments, if they chose, to allow full-time firefighters, who are also certified and employed as paramedics, to provide patient care as paramedics in tier response conditions. The Premier shared this yesterday with the OPFFA at its annual conference.

This is a different approach from the OPFFA's initial proposal of expanding the ability of any full-time firefighter to provide enhanced symptom relief after additional training. Fire services can currently administer epipens, CPR, and defibrillation. The latest proposal raises a number of issues from an employer's perspective that demand careful, full review and consideration. We have been assured that the interest is to have a fully informed policy analysis. The Minister has promised AMO that it will receive any current provincial analysis that has already been worked up. The timing and consultation process has not been confirmed as yet.

Some of the initial areas of concern:

- **Labour related matters:** such as impact on collective bargaining as fire fighters and paramedics are represented by different associations/unions; wage parity matters; how to prevent interest arbitration from making decisions that would rest with the employer; do pension related impacts arise (NRA 65 and NRA 60); who has the disciplinary role/representation.
- **Capacity of the workforce:** how many full time firefighters are currently qualified, trained paramedics; what risks arise in a 24/7 fire services model; staying certified and training requirements; managing the 'culture' of fire and paramedics.
- **Public safety:** treatment of personal health information; patient care standards; communicable disease; certification; adherence to standards.
- **Liability and insurance implications.**
- **Base hospital physicians:** how is medical oversight provided to a fire fighter who is also wearing a paramedic services hat.
- **Governance:** land ambulance/paramedic services and fire services have different employers and governance accountability, which also means different budgeting along with revenue and expenditure requirements and other reporting requirements.
- **Costs** will be impacted by all of the above and likely by more factors and will add to fiscal pressures.

OPFFA cites a quicker response time than ambulance. However, fire service response doesn't start until the truck has left the station whereas ambulance response begins when the 911 call is actioned. Understanding what this really means for service and the expectation for better patient outcomes is important to this policy decision. The problem of dispatch and offload at hospital emergency rooms, and the constraints they place on ambulance services, have been well documented and action has been promised. However, the solutions are not proceeding quickly. Improvements to dispatch, triage tools, and emergency room transfers would have a positive impact and improve ambulance services without attracting the type of issues that the OPFFA proposal raises.

AMO will be working with experts in all the areas of concern as we look at the technical, practical, financial, and governing concerns. We will keep you informed as this provincial consultation is undertaken.

January 16, 2017

Mr. Andrew Robert
Chief, County of Simcoe Paramedic Services
1110 Highway 26,
Midhurst, Ontario
L0L 1X0

Dear Andrew,

Ontario's emergency medical services (EMS) system is a comprehensive and collaborative effort requiring the involvement of paramedic services, first responders, and base hospital programs. Working together, the combined efforts of those involved in our EMS system provide exceptional patient safety and prehospital care.

At the centre of the agencies involved in the EMS system is the paramedic service provider. County of Simcoe Paramedic Service has expanded the scope of prehospital patient care in the last decade. They have worked diligently with their base hospital to improve prehospital medical care through paramedic education and feedback, and through systems of care involving integration with a variety of hospital programs. The result is a high functioning paramedic service that is known for providing excellent medical care to the residents of the County of Simcoe. As an example, the County of Simcoe has seen a 300% improvement in survival from cardiac arrest since 2006. The County of Simcoe Paramedic Service also enables county residents to enjoy rapid access to specialized stroke and cardiac treatment programs.

Firefighter first responders, who have first aid and CPR training as well as other comprehensive training programs, are an important part of the EMS system response for certain medical emergencies. Cardiac arrest, respiratory emergencies, and life threatening allergic reactions can all result in death or permanent disability within a few minutes. Firefighters who arrive before paramedics are trained to provide care for the first few minutes in these situations, and their assistance has been proven to improve survival. Deploying paramedics on fire apparatus provides no additional benefit to these patients over the existing system, and there is no benefit to other patients who are not suffering from one of these emergencies.

At present, there are various levels of first aid and CPR training for the various fire services in the County of Simcoe. Achieving a uniform minimum level of firefighter training and having increased coordination between responding agencies could benefit patients in Simcoe County.

One emerging trend in health care is to move more care into the prehospital setting. This requires highly trained, specialized paramedics and a sophisticated dispatch system to provide the right patient care, at the right place, and right time for all patients. An enhanced dispatch protocol would increase accuracy of recognition of life-threatening conditions even before paramedic arrival, reduce paramedic and firefighter response times to those calls where life-threatening conditions are believed to exist, increase the precision in choosing which calls warrant a tiered response, and reduce the number of unnecessary



emergency responses. The increased precision offered by an enhanced dispatch protocol also provides opportunities for future improvements to prehospital care in the County of Simcoe, such as being able to identify alternative levels of care for patients who don't require immediate transport to an emergency department.

We support the County of Simcoe Paramedic Service report emphasizing the benefits of continuing coordination and improvement of the existing system of paramedics and first responders, and we support the adoption of enhanced dispatch protocols to allow the County of Simcoe to evolve and innovate in the provision of emergency medical services to its residents.

Sincerely,



Michael Feldman,
MD, PhD, FRCPC
Medical Director, EMS Special
Operations/Firefighter
Emergency Patient Care
Program
Sunnybrook Centre for
Prehospital Medicine



Paul Hoogeveen
BSc, MD, CCFP (EM), FCFP
Medical Director, Simcoe,
Muskoka, Rama, Beausoleil
Sunnybrook Centre for
Prehospital Medicine



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

January 10, 2017

To: Municipal Clerks

From: Carla Y. Nell, Vice-President
Municipal and Stakeholder Relations

Subject: 2016 Assessment Update Municipal Summary Report

The return of 2016 assessment rolls to Ontario municipalities marks a key milestone in the organization's delivery of the province-wide 2016 Assessment Update.

2016 was a year of many firsts for MPAC's delivery of updated assessments. We made a number of changes to our operations and the products and services we deliver to property owners and stakeholders. Our goal was to undertake an Assessment Update that demonstrated a greater focus on roll stability, transparency and collaboration.

We have developed the enclosed report for municipal administration and elected officials to provide an Executive Summary of the work performed by MPAC in support of the 2016 Assessment Update, which includes municipal level snapshots of the property class changes unique to your area.

A copy of this report has been provided to the Chief Administrative Officers, Finance Officers, Treasurers and Tax Collectors. I would like to request your assistance to share the attached report with municipal councils. Please contact your Regional Manager or Account Manager Municipal and Stakeholder Relations if you have any questions about the report.

Yours truly,

A handwritten signature in blue ink, appearing to read "Carla Y. Nell", is written over a light blue horizontal line.

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

cc: Treasurers and Tax Collectors

2016 Assessment Update

Municipal Summary Report

December 2016



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

CONTENTS

Delivering the 2016 Assessment Update

About This Report	3
Introduction	3
Disclosure	4

2016 Assessment Update Rollout

Residential Properties	5
Farm Properties	7
Business Properties	10
Large and Special Purpose Business Properties	16

Our Approach to Value

The Municipal Experience	18
--------------------------------	----

Conclusion	19
-------------------------	----

Assessment Change Summary

by Property Class	Appendix 1
--------------------------------	------------

Assessment Base Distribution

Summary by Property Class	Appendix 2
--	------------

Delivering the 2016 Assessment Update

About This Report

The following report has been developed to provide municipal administration and elected officials with an executive summary of the work undertaken by Municipal Property Assessment Corporation (MPAC) in delivering assessed values for the 2016 Assessment Update.

MPAC is committed to providing property owners, municipalities and all its stakeholders with the best possible service. Our goal is a stable assessment base through greater transparency, shared understanding and accuracy in property values.

Introduction

In Ontario, property assessments are updated every four years. The 2016 Assessment Update reflects a legislated valuation date of January 1, 2016, for the 2017-2020 property tax years.

MPAC's work to deliver the 2016 Assessment Update began in 2015—nearly two years earlier than previous Assessment Updates. As part of our efforts, we introduced some of the most significant reforms to Ontario's property assessment system since 1998, and recognized early engagement and openness as keys to our success.

The following report summarizes the initiatives that MPAC has undertaken to:

- Deliver on our commitment to engage with and provide greater access to information for property owners, municipalities and stakeholders
- Improve our valuation analysis, methods and models
- Increase our assessment quality through stringent data cleansing, quality checks and testing our work through third parties

Our 2013-2016 Strategic Plan

MPAC provided property owners, municipalities and stakeholders with the best possible service through transparency, predictability and accuracy—and works with municipalities and property owners and industry associations to identify potential opportunities to further refine Ontario's property tax system.

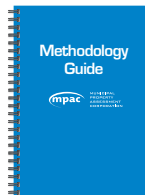
Disclosure

MPAC has launched disclosure initiatives to inform property owners and municipalities about how accurate property values are established. MPAC's approach to disclosure varies by property type. The disclosure initiatives include ongoing consultations with property owners and municipalities to determine appropriate valuation methodology and valuation parameters.



Three levels of Disclosure documentation were established:

1 Methodology Guides



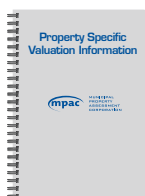
33 guides that explain assessment methodology, and reflect appraisal industry standards and best practices.

2 Market Valuation Reports (MVR)



161 reports that explain how assessment methodology is applied to value properties, at the sector level, including reports for each of MPAC's 128 residential market areas.

3 Property Specific Valuation Information



Detailed information is also provided for over 5 million properties in Ontario, including 600,000+ farm and business properties, available through secure access (aboutmyproperty.ca) to property taxpayers, their representatives and municipalities. MPAC has published 33 additional supporting documents, including our Information and Data Sharing Policy, Economic Obsolescence Reports, and Cost Analytics.

2016 Assessment Update Rollout



Residential Properties

Notices for residential property owners were mailed over a 21-week period starting on April 4, 2016. The staggered approach was intended for MPAC to:

- Resolve any property owner concerns before final Assessment Rolls are returned to municipalities
- Allow for more localized targeted outreach
- Manage the influx of calls to our call centre to better respond to enquiries

RESIDENTIAL Market Trends™

Residential Market Trends

Launched April 2016, Residential Market Trends is a new, user-friendly online tool on aboutmyproperty.ca designed to inform property taxpayers about key market shifts happening in their neighbourhood and across Ontario.

Through interactive maps, property owners can understand how property assessments have changed in any specified neighbourhood. The maps display information on the average assessment increase in an area, including the value of a typical home, condominium and waterfront property value from 2016 to 2017. Provincially, residential property values have increased on average by 4.5% annually since 2012. Over the next four years, the average residential property will increase by 18%.

Key Improvement Areas

Improved Sales/Data Validation

MPAC completed more sales investigations and data quality checks in preparation for this year's assessment update than past reassessments. MPAC staff investigated more than 200,000 sales since 2012, which is more than double the sales reviewed for the 2012 Assessment Update. MPAC also reviewed and updated more than 2.8 million data elements.

Redesigned Property Assessment Notice

MPAC redesigned the Property Assessment Notice as part of its commitment to enhance the residential taxpayer experience and educate property taxpayers on the valuation process.



MPAC conducted quantitative and qualitative research through a third party to receive feedback from residential taxpayers from across Ontario. Enhancements were made based on this feedback and through consultation with the Ministry of Finance.

Changes include:

- An Issue Date and specific Request for Reconsideration (RfR) deadline for each of the applicable tax years
- A clear explanation of phase-in
- A simple explanation of the Ontario Property Assessment System
- Information on the valuation process and the five key factors that affect residential property value

Improved Understanding

In advance of the residential Notice mailing, a variety of resources were provided to property owners, including:



- Brochures
 - [About MPAC](#)
 - [Understanding Your 2016 Property Assessment Notice](#)
 - [Resolving Assessment Concerns/Requests for Reconsideration \(RfR\)](#)
 - [Residential Properties](#)
 - [Newly Built Homes](#)
 - [Waterfront Properties](#)



- Videos
 - [AboutMyProperty™ Overview](#)
 - [How MPAC Assesses Properties](#)
 - [The Request for Reconsideration process](#)
 - [Property Assessment and Taxation](#)
- [Residential Market Trends](#)



Farm Properties

MPAC has strengthened the accuracy and equity of farm valuations for the 2016 Assessment Update. Property Assessment Notices were delivered starting October 11, 2016, with an average annual increase of 16% since 2012. Over the next four years, the average farm property will increase by 64%.

Farm Market Trends

Farm Market Trends were created for 48 different geographic regions, and the Current Value Assessment change shows the percentage increase for year one of the phase-in (2017). The maps also show a rate per acre of Class 1 farmland, which is often how farmers speak when referencing the value of their farm property.

1

Upward trends continue

Farmland property sales indicate that farm values have continued to increase provincially.

2

Interest rates are low

Historic low interest rates have allowed farmers to expand farming operations.

3

Demand outweighs supply

Over the last several years, the demand for farmland has significantly outweighed the supply, creating competition.

4

Not all buyers are farmers

Non-agricultural buyers in Ontario continue to purchase farmland.

5

More land is needed

Many sectors, including large intensive livestock enterprises, need land for nutrient management and cropping requirements.

6

Soil type is a factor

The availability of soil types that support high-value crops is driving up demand.

7

Farmland sales expand east

Producers continue to expand by purchasing land in Eastern Ontario and in neighbouring communities.

8

Lower priced land available in northeast

Buyers from Southern Ontario who are in search of lower priced land are finding it in the Northern and Eastern regions of Ontario.

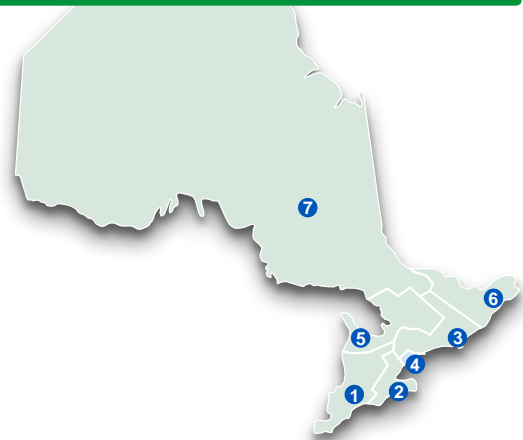
Farm Value Comparison



Overall

Average assessment change for 2016-2017

Ontario Overall	16%
South West ①	16%
Golden Horseshoe ②	12%
GTA Central Ontario ③	13%
City of Toronto ④	N/A
Central North East ⑤	16%
East ⑥	19%
North ⑦	18%



Average annual assessment changes reflect the median value for farm properties, regardless of the property class. This includes vacant farmland, farms with residences and outbuildings. The farm market trends map for 48 different geographic regions are available on aboutmyproperty.ca.

Key Improvement Areas

Data Integrity/Accuracy

For the 2016 Update, MPAC implemented a number of changes that have resulted in a better approach to farm valuations.

- **Improved farm sale verification process.** MPAC undertook significant analysis and only used sales of farmland sold to farmers to determine farmland rates. Farm verifications included a standard letter and questionnaire sent to new farm owners, and a mandatory review of vacant farm land sales that are 10 acres or greater.
- **Comprehensive review of vacant farm land sales back to January 2008.** A longer sales period increased the number of farm sales in MPAC's analysis by approximately 40% over past reassessments (sales are time-adjusted to reflect market changes over time).
- **Reduction in the number of farm neighbourhoods.** Farm neighbourhoods have been combined, resulting in a reduction from 228 to 167 neighbourhoods. This has enabled MPAC to use more sales transactions in its determination of the farm land rates. MPAC staff also reviewed the values for farms in bordering neighbourhoods to ensure equity in the valuations.
- **New Agricultural Cost Guide.** MPAC is now relying on a new, up-to-date agricultural cost guide to determine the value of farm structures.

Consultation and Engagement

In consultation with the Ontario Federation of Agriculture (OFA), the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA), municipalities and industry representatives, MPAC worked closely with the farming community to provide additional transparency regarding farmland valuations.



Redesigned Property Assessment Notice

MPAC engaged property owners and industry groups through focus groups to discuss potential enhancements to the Property Assessment Notice. As a result of feedback received, MPAC customized the Farm Notice to clearly indicate whether the property is classified in the residential or farm tax property class and include acreage as part of the property description.

Improved Understanding

In addition to outreach and consultation, MPAC created a suite of communication materials to help farm property owners understand the changes being introduced for farm properties as part of this year's province-wide Assessment Update. The materials include:



- A new [Farm brochure](#)
- [How MPAC Assesses Farm Properties](#) video
- An [Infographic](#) that explains how MPAC values farm properties
- [Understanding your Farm Property Assessment Notice Brochure](#)
- Access to all three levels of disclosure for their farm property through aboutmyproperty.ca
- [Farm Market Trends](#)



Business Properties

Business property owners received their 2016 Notices starting on October 18, 2016. Values reflect the local real estate market and MPAC's analysis of the market indicates that most categories of business property have increased in value over the last four years. MPAC has made considerable efforts to analyze local markets, review the data on file and talk to property owners in advance of the update.

Multi-Residential

MPAC has changed the way multi-residential properties are assessed and used the Direct Capitalization Approach for the 2016 Assessment Update. These changes were implemented as a result of feedback received during consultations with the Federation of Rental-Housing Providers of Ontario (FRPO), the Co-operative Housing Federation of Canada (Ontario Region Office) and the Ontario Non-Profit Housing Association. Provincially, multi-residential property values have increased on average by 7% annually since 2012. Over the next four years, the average multi-residential property will increase by 28%.

1

Upward trends continue

Multi-residential property sales indicate that values have continued to increase provincially.

2

Interest rates are low

Historic low interest rates have fueled an active sales market for multi-residential properties.

3

Demand outweighs supply

Competition for apartment investment properties in large urban centres has resulted in premium pricing.

4

REITs and large portfolio holders invest

Real estate investment trusts and large institutional investors continue to invest in this stable asset class.

5

Rent vs. buy

Many young professionals are choosing to rent instead of buy due to strong home prices.

6

Province-wide effects

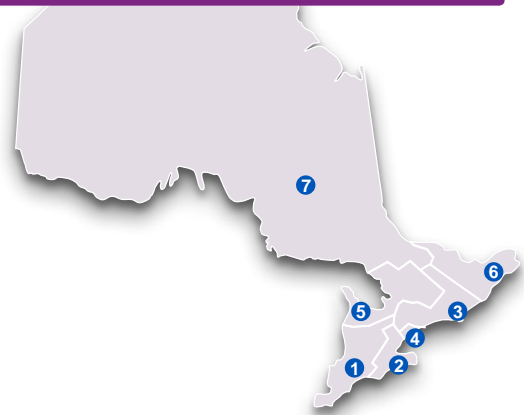
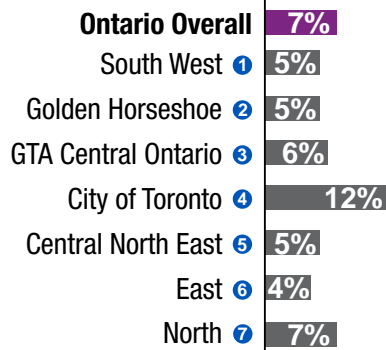
Sale prices have continued to climb across the province. Sault Ste. Marie, Thunder Bay, Barrie, Hamilton, Windsor and the Greater Toronto Area all show strengthening apartment markets.

Multi-Residential Value Comparison



Overall

Average assessment change for 2016-2017



Average annual assessment changes reflect the median value for multi-residential properties having seven or more units. Multi-residential market trends include average assessment change (2016-2017), Fair Market Rents, capitalization rates and vacancy rates.

Key Improvement Areas

- Reviewed four years of sales data to determine multi-residential values
- Researched and consulted third party sources, including Canada Mortgage and Housing Corporation, to validate our valuation components
- Launched the Property Income and Expense Return (PIER) tool enabling multi-residential property owners to submit their annual rental, income and expense information online
- Studied rental, financial and market information to determine Fair Market Rents, Vacancy and Bad Debt allowances, Expense Ratios and Capitalization Rates for Ontario's multi-residential properties

Commercial

Commercial properties have a broad range of uses including small retail, food service, shopping centres or big box centres, office buildings or other general commercial uses.

MPAC conducted pre-roll discussions and/or information sessions with Ontario Business Improvement Area Associations, large office and large retail property owners, major tenants (i.e., national chains) to review preliminary valuation parameters for the various sectors. In preparation for this year's Assessment Update, MPAC reviewed Fair Market Rents against market data submitted by property owners and reviewed three years of sales data to establish accurate values. Provincially, commercial property values have increased on average by 3.1% annually since 2012. Over the next four years, the average commercial property will increase by 12.4%.

1

Retail development in an expanding housing market

Retail development remains strong in areas with growing residential communities to support the demand for retail services from new residents.

2

Capitalization rates and office buildings

Capitalization rates continue to compress in most parts of Ontario. New supply continues to be added in several major markets, including Toronto, Richmond Hill, Mississauga and Oakville.

3

Ottawa faces decline in office building values

Ottawa continues to see a decline in rents and an increase in vacancy as the federal government continues to relinquish office space back to the market.

4

Big box vs. standard retail properties

Province-wide, big box properties are experiencing marginally lower increases in assessment when compared to standard retail properties due to the limited utility beyond their existing use and limited market demand within this sector.

5

Commercial in the Northwest

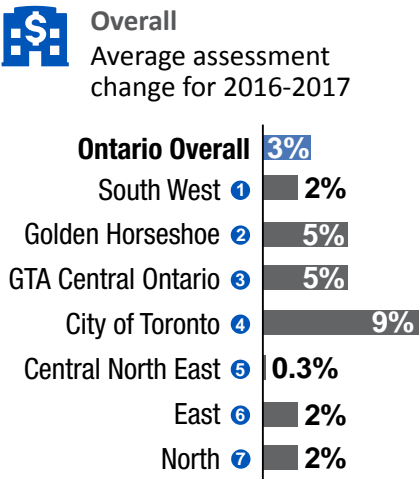
The main urban centres of Thunder Bay, Kenora, Dryden and Fort Frances are experiencing the most consistent assessment increases in the region. Affordable housing market conditions along with stability in the mining and forestry sector have contributed to steady market conditions in the commercial sector.

6

Commercial in Northeastern Ontario

Northeastern Ontario is seeing the lowest average change in commercial properties in the region. Increases to small retail properties are tempered in part due to the continued development of big box centres in these communities which have drawn consumers from traditional retail markets. Office buildings and large shopping centre values have outperformed small retail as sectors and investors outside of Northern Ontario see value in investing in the North due to low interest rates.

Commercial Value Comparison



Commercial market trends include average annual assessment change (2016-2017), Fair Market Rent, Vacancy, Non-Recoverable, Capitalization.

Industrial

MPAC conducted pre-roll consultations and/or information sessions with the Ontario Business Improvement Areas (BIA) Association and member BIAs from across Ontario, ONroute Service Centres, the Gravel Pit Industry, municipalities, the Ministry of Finance and Infrastructure Ontario to get an improved understanding of how assessment changes will impact various groups in this sector. Provincially, industrial property values have increased on average by 3% annually since 2012. Over the next four years, the average industrial property will increase by 12%.

1

Upward trends continue

Standard industrial property sales indicate the industrial market remains strong in the Greater Toronto Area.

2

Rebounding market in Southwestern Ontario

The market in Southwestern Ontario remains stable with industrial sales rebounding in Windsor/Chatham.

3

Logistics a key driver for this segment

Access to main transportation routes along the 400 series highways and large distribution centres continues to stimulate industrial markets.

4

Steady growth province-wide

Central, east and northern areas of the province continue to experience stable industrial markets.

5

Interest rates are low

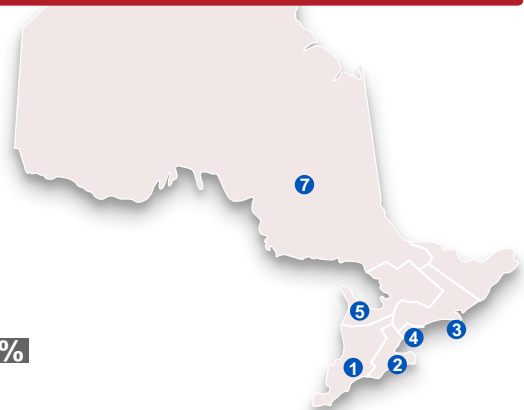
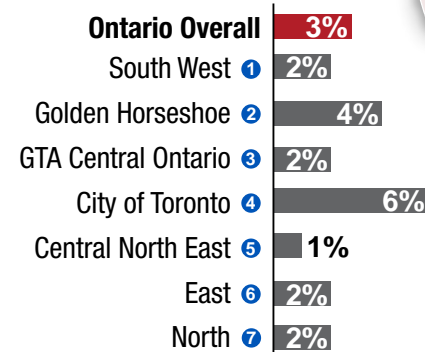
Historic low interest rates have fueled growth in industrial property sales.

Industrial Value Comparison



Overall

Average assessment change for 2016-2017



Industrial maps show the average annual assessment change for industrial properties for year one of the phase-in (2017) for standard industrial properties only.

Key Improvement Areas

- More than 62,000 sales investigations on commercial/industrial properties province-wide, representing almost 90% of all sales for the province
- Staff reviewed and updated more than 2.8 million data elements
- Engagement has focused on property owners and stakeholders most likely to be affected by changes (either in methodology or value) and those who have expressed an interest in participating in pre-roll discussion and consultation

Methodology Changes

MPAC engaged key stakeholder groups, municipalities, property owners and the Ministry of Finance in discussions about methodology changes in advance of the update. Key changes include:

- **Big Box Stores** – changed from the income approach to the cost approach
- **Consolidated Courthouses** – changed from the income approach to the cost approach
- **Billboards** – assessed using the regulated cost approach and included in the commercial property class
- **Equity Co-ops/Co-ownerships** – returning to its approach of valuing Equity Co-ops and Co-ownerships by the direct sales comparison approach
- **Multi-Residential** – changed the application of the income approach from a Gross Income Multiplier approach to a direct capitalization of net income

Improved Understanding

Multi-residential and business owners have access to a range of assessment tools and information to assist them in understanding how MPAC has assessed their property. These tools include:

- A new [Multi-Residential Brochure](#) and [Infographic](#) with an overview of MPAC's approach to valuing multi-residential properties
- A [Small Commercial and Industrial Properties Brochure](#)
- [Understanding your Business Property Assessment Notice Brochure](#)
- A video that explains the [Request for Reconsideration Process for Business Properties](#)
- [Business Market Trends](#) for Commercial, Industrial and Multi-Residential properties





Large and Special Purpose Business Properties

Large and special purpose business properties are generally characterized as properties that have a unique design, layout, size, construction materials and/or building services that facilitate one or a limited number of uses.

- They have limited market possibilities, except as a going concern business
- They typically have specialized building services
- They tend to serve large market areas that are more regional, national or international in scope
- They generally contain machines and machine fittings that are designed to facilitate one purpose
- Adaptation to other uses is typically challenging, requiring significant alterations and rarely finding economically viable uses for all of the improvements

As part of MPAC's delivery of the 2016 Assessment Update and the implementation of the recommendations under the Ministry of Finance's [Special Purpose Business Property Assessment Review \(SPBPAR\) Report](#), MPAC established an [Advance Disclosure Protocol for Large and Special Purpose Business Properties](#).

The protocol provided municipalities and property taxpayers with the opportunity to review and comment on MPAC's market analytics and preliminary assessed values for large and special purpose business properties in advance of roll return.

Under the Ministry of Finance's Section 10 directive, MPAC was required to develop [Methodology Guides](#) for the following large and special purpose business property types:

- Pulp and Paper Mills
- Saw Mills
- Value-Added Wood Products Manufacturing Plants
- Steel Manufacturing Plants
- Automotive Assembly Plants
- Automobile Parts Manufacturing Plants

Recognizing the complexities surrounding other property sectors, MPAC followed the same procedure for the following additional large and special purpose business property types:

- Pharmaceutical Manufacturing
- Chemical Manufacturing
- Oil Refineries
- Mining
- Food Processing
- Aerospace

Consultation

Engagement and collaboration has provided municipalities and property owners with an opportunity to review and comment on MPAC's sector level analytics and preliminary assessed values for large and special purpose business property types.

Preliminary valuation summaries were shared with property owners and municipalities in May of 2016 encouraging property owners and municipalities to review the information and provide feedback, and to share alternate data, evidence and analysis with MPAC. This feedback was reflected in the updated preliminary values distributed by MPAC on October 4, 2016, which allowed property owners and municipalities a final opportunity to review their revised preliminary summary and offer input prior to Property Assessment Notice delivery on November 28, 2016.

Our Approach to Value



The Municipal Experience

A redesigned [Municipal Connect™](#) allows for better understanding and management of the assessment base and assessment at risk, and offers municipalities a modern and flexible way to access assessment information.

To better support the management of municipal services and provide further insight into the 2016 Assessment Update, Municipal Connect™ provided municipalities with access to preliminary values allowing for early consultation/discussion with the goal of greater roll stability and predictability.

Many enhancements were made in the development of Municipal Connect 2.0. Key changes include:

- Access to preliminary values through the Pre-Roll Consultation File for the 2016 Current Value Assessment (2017 to 2020 tax years)
- Weighted assessments based on a municipality's specific ratios
- New and enhanced mapping and satellite photo capabilities, including property type and assessment parcel overlays
- Access to Commercial/Industrial preliminary values
- Access to Assessment Review Board appeal and Request for Reconsideration information

MPAC staff continue to work to provide additional enhancements to meet municipalities' unique needs. Throughout 2017, we will continue to transition functionality from the classic version of Municipal Connect, offer municipalities improved flexibility to build on-demand reports, as well as continue to improve the ability to search, sort, and monitor properties.

Conclusion

Throughout the 2016 Assessment Update, we have placed careful and deliberate focus on increased transparency and a shared understanding of property assessments.

Careful consideration was given to property sectors where there was a change in methodology, and we have worked collaboratively to engage municipalities, stakeholders and property owners to deliver fair and accurate property assessments.

Significant improvements were introduced this year including the early mailing of Notices, revamped aboutmyproperty.ca site, redesigned Property Assessment Notices, work on advance disclosure, early engagement and pre-roll discussions. These changes share a common goal that is rooted in MPAC's commitment to bring stability and predictability to municipalities' tax base.

As final rolls are delivered, and we enter the first year of Ontario's next four-year cycle, we remain focused on continuing to support all our stakeholders with regard to 2016 base year assessments. We are also committed to continuously improving our service to stakeholders and encourage you to share your feedback with us on the delivery of the 2016 Assessment Update.

Looking forward, we are excited to foster continuous improvements in service delivery through greater collaboration between MPAC and municipalities.

Your local [Municipal and Stakeholder Relations team](#) is available to support you throughout the Assessment Update and beyond. Please contact your Regional Manager, Account Manager or Account Support Coordinator if you have questions or would like more information about this report.

APPENDIX 1

Assessment Change Summary by Property Class Township of Tay

The following chart provides a comparison of the total assessment for the 2012 and 2016 base years, as well as a comparison of the assessment change for year one of the four year phase in (2017 property tax year), by property class.

Property Class/Realty Tax Class	2012 Full CVA	2016 Full CVA	Percent Change 2012 to 2016	2017 Phased-in CVA	Percent Change 2012 to 2017
R Residential	1,151,932,729	1,262,898,000	9.6%	1,158,927,903	0.6%
C Commercial	41,832,325	49,486,800	18.3%	42,202,521	0.9%
X Commercial (New Construction)	1,157,900	1,308,200	13.0%	1,195,475	3.2%
I Industrial	3,007,046	3,484,200	15.9%	2,977,559	-1.0%
J Industrial (New Construction)	3,154,500	3,186,900	1.0%	3,066,150	-2.8%
P Pipeline	3,766,000	4,195,000	11.4%	3,873,250	2.8%
F Farm	28,124,100	42,680,800	51.8%	31,763,275	12.9%
T Managed Forests	5,919,700	7,886,400	33.2%	6,359,775	7.4%
(PIL) R Residential	2,504,100	1,705,100	-31.9%	1,579,925	-36.9%
(PIL) C Commercial	2,657,700	3,395,500	27.8%	2,796,925	5.2%
(PIL) I Industrial	303,000	588,000	94.1%	374,250	23.5%
E Exempt	42,714,800	44,784,200	4.8%	40,952,675	-4.1%
TOTAL	1,287,073,900	1,425,599,100	10.76%	1,296,069,683	0.70%

APPENDIX 2

Assessment Base Distribution Summary by Property Class Township of Tay

The following chart provides a comparison of the distribution of the total assessment for the 2012 and 2016 base years, which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2012 Full CVA	Percentage of Total 2012 CVA	2016 Full CVA	Percentage of Total 2016 CVA	2017 Phased-in CVA	Percentage of Total 2017 CVA
R Residential	1,151,932,729	89.5%	1,262,898,000	88.6%	1,158,927,903	89.4%
C Commercial	41,832,325	3.3%	49,486,800	3.5%	42,202,521	3.3%
X Commercial (New Construction)	1,157,900	0.1%	1,308,200	0.1%	1,195,475	0.1%
I Industrial	3,007,046	0.2%	3,484,200	0.2%	2,977,559	0.2%
J Industrial (New Construction)	3,154,500	0.2%	3,186,900	0.2%	3,066,150	0.2%
P Pipeline	3,766,000	0.3%	4,195,000	0.3%	3,873,250	0.3%
F Farm	28,124,100	2.2%	42,680,800	3.0%	31,763,275	2.5%
T Managed Forests	5,919,700	0.5%	7,886,400	0.6%	6,359,775	0.5%
(PIL) R Residential	2,504,100	0.2%	1,705,100	0.1%	1,579,925	0.1%
(PIL) C Commercial	2,657,700	0.2%	3,395,500	0.2%	2,796,925	0.2%
(PIL) I Industrial	303,000	0.0%	588,000	0.0%	374,250	0.0%
E Exempt	42,714,800	3.3%	44,784,200	3.1%	40,952,675	3.2%
TOTAL	1,287,073,900	100.0%	1,425,599,100	100.0%	1,296,069,683	100.0%

February 14th, 2017

Re: Update on Natural Gas Expansion in Ontario

Dear Mayor and Members of Council,

The purpose of my writing is to inform you of the Ontario Energy Board (OEB) decision in its EB-2016-0004 proceeding and the implications of that decision on expanding natural gas service to Ontario communities that are not currently served.

In that proceeding, Enbridge proposed 39 potential expansion projects which to this point have not been feasible under the OEB's regulatory guidelines. Although none of the projects we proposed are located in your municipality, I communicated to you directly in May of 2016 because without the necessary regulatory changes, community expansion would not be feasible anywhere for the foreseeable future.

In an effort to make community expansion more feasible, Enbridge participated in the EB-2016-0004 community expansion proceeding and proposed a revised regulatory framework that included:

- An ongoing volumetric surcharge to allow new customers to pay for the capital costs of service over time;
- A mechanism that would allow municipalities to contribute toward the capital costs of service over time through a property tax rebate; and
- A modest subsidization of natural gas expansion by existing customers.

The OEB did not support the latter – instead reaffirming that costs of natural gas expansion to new communities are exclusively the responsibility of those benefitting from it. This was the most impactful element of the decision – being denied the ability to subsidize expansion through our existing customers meant that, without another source of funding, we would not be able to proceed with natural gas expansion to most of the communities we had identified on our projects list. This obviously does not bode well for potential expansion to communities that were not part of our submission.

The Government of Ontario's recently announced \$100 million Natural Gas Grant Program, should help make some pipeline expansion projects feasible. While details on the program's eligibility are not yet available, beyond the projects that ultimately qualify for funding under this program, it is unlikely we will be able to proceed in the foreseeable future with any other community expansion projects.

All of the materials, documents and evidence associated with the proceeding – along with the full decision, can be found on the [OEB website](http://www.oeb.ca) under docket EB-2016-0004. The Government of Ontario's News Release can be found at www.news.ontario.ca.

While natural gas expansion to your unserved communities may not be possible in the foreseeable future, we are committed to delivering reliable and affordable energy to Ontarians. To that end, we will continue to work towards making natural gas expansion more feasible in Ontario, while at the same time exploring other opportunities that in the future may allow us to deliver the reliable and affordable energy solutions your communities need. We will keep you informed as these opportunities develop.

Please do not hesitate to contact me at 416-758-7958 with any questions, comments or concerns. We would be pleased to attend a meeting and/or appear before a Committee or Council to discuss this further.

Sincerely,

A handwritten signature in black ink, appearing to be 'M. Wilson', written in a cursive style.

Mark Wilson
Sr. Advisor, Municipal Affairs

Henry W. Freitag
70 Lorne Avenue, Penetanguishene, ON, L9M 1H8 Canada
Telephone (705) 549-3332— Fax (705) 549-3605
Email: hfrei@sympatico.ca
<http://web.me.com/canadawakeup/Site/Welcome.html>
PARTICIPATORY DEMOCRACY IN ACTION
LETTER/REQUEST # Tay 2016-2 (Please use in reply)

Date: Thursday, February 17, 2017

Tay Township
450 Park Street, PO Box 100
Victoria Harbour, ON L0K 2A0
By Fax (705) 534-4493

To Mayor and all Council members

Dear Madam/Sir;

Kindly inform me of the following, re uilding code:

- 1 Is a permit required for the installation of a water closet, the first installation?
- 2 IS a permit required for the connection to a municipal water?
- 3 Is a permit required for the connection of hot water tank, kitchen sink, hand wash basin, and any other water source, to the new municipal water supply?
- 4 What is the statute of limitation, for incorrect work performed?

Should you have a question kindly call for clarification.

Best regards

H. Freitag

Henry W. Freitag

Henry W. Freitag
70 Lorne Avenue, Penetanguishene, ON, L9M 1H8 Canada
Telephone (705) 549-3332— Fax (705) 549-3605
Email: hfrei@sympatico.ca
<http://web.me.com/canadawakeup/Site/Welcome.html>
PARTICIPATORY DEMOCRACY IN ACTION
LETTER/REQUEST # Tay 2016-1 (Please use in reply)

Date: Thursday, February 17, 2017

Tay Township
450 Park Street, PO Box 100
Victoria Harbour, ON L0K 2A0
By Fax (705) 534-4493

To Mayor and all Council members

Dear Madam/Sir;

Canada is founded on the "Supremacy of God and the Rule of Law".

It is my understanding that it is a duty of all elected, and appointed officials to conform to the rule of law.

Some time back the "German Canadian Club Gemuetlichkeit" obtained a building permit for the construction of a ramp for the disabled, this ramp was approved by the Tay Building department.

The ramp has moved over time, and the reason was, there was no proper foundation provided, as per the Code, section 4.2.4.4.

If Mayor and Council, are of the understanding that section 4.2.4.4., is not applicable for the construction of a ramp, kindly inform me, also refer to the Code.

If you agree that a proper foundation was/is required, (code 4.2.4.4.) kindly state the reason, why the installation was approved?

Best regards



Henry W. Freitag

**PUBLIC WORKS COMMITTEE
MARCH 8, 2017**

COUNCIL CHAMBERS – VICTORIA HARBOUR

AGENDA

1. CALL TO ORDER

2. REPORTS OF MUNICIPAL OFFICIALS

- 2.1 Report from Superintendent of Water/Wastewater Operations
Report No.: 2017-20
Re: February Activity Report
- 2.2 Report from Manager of Parks, Recreation & Facilities
Report No.: 2017-23
Re: February Activity Report
- 2.3 Report from Manager of Roads & Fleet
Report No.: 2017-26
Re: February Activity Report
- 2.4 Report from Director of Public Works
Report No.: 2017-21
Re: February Activity Report
- 2.5 Report from Director of Public Works
Report No.: 2017-19
Re: 2016 Port McNicoll WWTP and Victoria Harbour WWTP Year-End Reports
- 2.6 Report from Director of Public Works
Report No.: 2017-22
Re: Grandview Beach & Paradise Point Water System Funding & Connection Costs
- 2.7 Report from Director of Public Works
Report No.: 2017-24
Re: Contract 2017-06 Slurry Seal
- 2.8 Report from Director of Public Works
Report No.: 2017-25
Re: Contract 2017-05 Gravel Rehabilitation

3. OTHER BUSINESS:

- 3.1 Correspondence from Port McNicoll Centenary Committee
Re: Road Closure

4. ITEMS FOR INFORMATION:



STAFF REPORT

Department/Function: Public Works Department

Chair: Councillor Jim Crawford

Meeting Date: March 8, 2017

Report No: PW-2017-20

Report Title: Monthly Activity Report - Water and Wastewater Operations

ORIGIN: Superintendent of Water/Wastewater Operations for the period of February 8, 2017 to March 1, 2017.

TENDERED PROJECTS:

- Staff have now been trained on the new equipment in the new headworks at the Victoria Harbour Wastewater Treatment Plant. Included in the new headworks building is an odour control system, a grit removal system, a HVAC unit, and related controls. The building was put online for the 14 day runtime trial starting February 28th.

The upgrade of the main operations building at the plant includes a supervisory control and data analysis system (SCADA) to monitor selected process and equipment parameters for the main plant and the headworks building, new cloth effluent filters, a new UV disinfection system, and a standby diesel generator for powering the entire plant in the event of a hydro outage.

Staff should be fully trained on the new equipment in the main building upgrade and it should be online for the 14 day trial run on March 20th.

- The tendering of the 2017 Watermain and Road Reconstruction Project including Simcoe Avenue, Assiniboia Street, and Alberta Street (a provisional item) is in progress.

TREATMENT PLANTS:

- The chemical storage at the Tay Area Water Treatment Plant is in the process of being increased allowing the plant to operate longer between chemical shipments. This project will allow bulk delivery for all treatment and membrane cleaning chemicals saving money in trucking costs for drum delivery and for surcharges due to smaller volume shipments.
- The highlift pump header at the Rope Water Treatment Plant is presently being modified for the installation of another suction foot valve. The second foot valve will provide redundancy in the event of needed replacement, provide more flow volume to the pumps if required, and reduce low pressure events during pump switch overs. The plan is to shut down the plant and clean out the clearwell during this process.
- The yearend reports for the wastewater treatment plants are attached to a separate report to Council for this committee meeting.

DISTRIBUTION AND COLLECTION SYSTEMS:

- The televising schedule for Victoria Harbour under the inflow and infiltration program has been completed. An average of 4700 meters of sanitary sewer main per year for five years will complete the televising and repairs. Quotations were sent out February 28 for the first year of this project.
- During heavy rain events there is still significant flow volumes received at the waste treatment plants. Televising and repairs have been completed in Port McNicoll including the manholes. There is one last repair to be completed on Alberta Street but we are waiting for the frost to come out of the road before that is attempted. The next step for this collection system is to get sump pumps disconnected from the sanitary mains. This part of the program will be very time consuming and will require a lot of legwork and notifications to residents. An evaluation of all ditching will also be required to ensure that the extra flow will drain away properly.

ADVERSE DRINKING WATER SYSTEM ITEMS:

- There was one lab result from a quarterly sample that has slightly exceeded the sodium level guidelines. With the continued use of road salt and subsequent leaching into the natural environment and water shed these levels could very easily be on the increase.

QMS PROGRESS REPORT:

Continued review of the elements of the Quality Management system is ongoing.

Prepared by:

Date Prepared: March 1, 2017

Raymond Knuff
Superintendent of Water/Wastewater Operations
Township of Tay



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: March 8, 2017

Report No.: PW-2017-23

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

ORIGIN Manager of Parks, Recreation & Facilities for the period of February 2, 2017 to March 1, 2017

RECREATION

Spring Recreation Guide

The Spring North Simcoe Recreation Guide was distributed through the Midland Mirror on Thursday February 23rd. It contains program details and information for our spring program schedule, which includes the T.O.T.S. Summer Soccer program registration.

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 3rd to the week of August 21st (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.

Volunteer Appreciation Event

Volunteers in Tay Township contribute a countless number of hours to make our community a better place to live, work and play without accepting anything in return for their contribution. National Volunteer Week allows us the opportunity to pay special tribute to our Volunteers and recognize the value and efforts they put forth.

Tay Townships Volunteer Appreciation luncheon will be held on **Saturday April 8th from 11:00am – 1:00pm at Oakwood Community Centre.** There will be a brief appreciation presentation at 11:15am. Lunch will follow.

Taste the Trail Event

The Karma Project is working on obtaining a grant from the County of Simcoe – Arts, Culture and Heritage Grant Program to introduce a new event to the area. The event called 'Taste the Trail' is a one day event that will celebrate the art, food, and culture of the Huronia region, by making special use of portions of the Tay Shore Trail system. Partnering with groups like Ste. Marie Among the Huron's, the Wye Marsh, Tay Township, and the Simcoe Muskoka District Health Unit, the Karma Project aims to pilot a unique outdoor festival along the Tay Shore Trail, where vendors, artists, farmers, and recreation facilitators share their products/services with the community. The event would run in conjunction with Ste. Marie's 'FEAST' event on Saturday July 29th. The Township supplied a letter of support for their grant application.

The Karma Project – Tree Canada – Edible Tress Program Grant

As part of the Karma Projects work at the Port McNicoll Youth Centre site there is a portion of their grant and approved site plan that shows the potential for an orchard. In order to get that section of the community garden space going the Karma Project is submitting a grant application to Tree Canada – Edible Tree Program in order to purchase some orchard trees. The Township supplied a letter of support for their grant application.

Youth Dances

Youth dances are hosted by Community Volunteers & Organizations on the following dates from 7pm to 10pm. The fee is \$5 at the door.

Oakwood Community Centre

March 17, April 7, May 19, June 16

PARKS

Summer Staff

The summer outside road/parks staff recruitment process began in the month of February. Resumes have been reviewed by staff and potential candidates were brought in for interviews throughout the month of February. It looks as though this summer there will be a good mix of returning/new staff.

Outdoor Rinks

This winter season proved to be a very difficult to keep the outdoor rinks operational. Although staff worked very diligently throughout the months of January and February to get the rinks open when weather conditions cooperated, keeping them open and operational for an extended period of time proved to be rather difficult. We were able to have the outdoor rinks open for roughly one week this season. The decision was made at the end of February to cease staff resources in trying to get the outdoor rinks open again this season.

FACILITIES

Tay Community Rink Operations

The Tay Community Rink has had a steady flow of users throughout the month of February. All operations are running smoothly and the shinny and public skating times have been well attended. Private booking numbers for February are significantly up from previous years.

Private bookings in February 2017: 48

Private bookings in February 2016: 18

Private bookings in February 2015: 20

Annual Safety Inspections

Facility annual checks for emergency lights, fire extinguishers and AED's have been completed and updated.

Energy Retrofit Program

This year the energy retrofit program will focus on the Roads/Parks garage. Progress has begun on compiling information on lights, fixtures, ballasts and energy consumption and will be forwarded to Newmarket-Tay Power.

Miscellaneous Facility Work

All non-working ballasts on light fixtures throughout the Township Municipal building were changed out as well as all faulty ballasts at the Victoria Harbour Post Office and Port McNicoll Fire Hall.

Annual roof top drain cleanouts have been completed on all facilities.

New hand rail installed on staircase at Waubaushene Fire Hall.

New outdoor LED lights installed at the Port McNicoll Library and repointed in parking lot to give more light and visibility to walkway leading to back door.

Prepared By:

Date Prepared: March 1, 2017

Bryan Anderson
Manager of Parks, Recreation & Facilities

Dates to remember:

April 8th – Volunteer Appreciation Event

May 18th – 21st - Portarama Reloaded

June 17th - Tay Bike Day

June 23rd & 24th – Canada Day Celebrations

August 4th – 6th – Port McNicoll 100th Anniversary Celebrations

November 26th – Santa Claus Parade

December 3rd – Township Tree Lighting Event



STAFF REPORT

Department/Function: Public Works Department

Chair: Councilor Jim Crawford

Meeting Date: March 8, 2017

Report No.: PW-2017-26

Subject: Monthly Activity Report – Roads & Fleet

ORIGIN

Manager of Roads and Fleet from February 1, 2017 to March 1, 2017.

OPERATIONS

Staff has been completing service requests and cold patching. The grader has been scarifying gravel roads to remove potholes.

WINTER CONTROL

The Township responded to the sixteen winter events. Prior to the mild weather and in between the winter events, staff was high-winging the snowbanks and hauling snow from intersections to improve sightlines.

FLOOD CONTROL

During the mild weather staff has been monitoring and addressing roads that are prone to flooding by opening up culverts and ditches to help convey the water.

PORT MCNICOLL ROAD AND WATERMAIN IMPROVEMENTS

The drawings and tender document have finalized and will be issued for bidding during the month of March. The recommendation will be brought forward to the April Council cycle.

VEHICLE TENDERS

I have been organizing the specifications for the ¾ ton pickup truck. The existing truck is used for garbage pickup at the parks, building maintenance and cleaning.

FLEET

- All vehicles are receiving their monthly servicing.

Upcoming Work For March

- Winter control
- Complete service requests
- Posting restricted load signs
- Cold patching
- Scarifying gravel roads
- Vehicle and equipment tenders

Prepared By:

Date Prepared: March 1, 2017

Bryan Ritchie
Manager of Roads and Fleet



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 8, 2017

Report No.: PW-2017-21

Report Title: Monthly Activity Report
Public Works Department

ORIGIN

Director of Public Works for the period from February 2 to March 2, 2017.

ROADS/PARKS

- Attended Ontario Good Roads Association annual conference for two days
- Roads needs study RFP report and award

WATER/WASTEWATER OPERATIONS

- Grandview Beach and Paradise Point: report on connection issues, meetings with Public Liaison Committee and Technical Advisory Committee, update letter to mailing list, funding discussion, water system design kick-off meeting
- Victoria Harbour WWTP Construction – construction meetings, commissioning meetings and review
- 2017 watermain and road project review

DEVELOPMENT

- Victoria Glen – rezoning and Phase 2 agreement
- Victoria Woods Phase 3 and 4 – drawing review and approval

GENERAL

- Staff reviews
- Six days' vacation

MEETINGS

- Public Works managers' meetings
- Department Heads' meetings
- COAC
- Council

Prepared By:

Date Prepared: March 2, 2017

Peter Dance
Director of Public Works



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: March 8, 2017

Report No.: PW-2017-19

Report Title: 2016 Port McNicoll WWTP and Victoria Harbour WWTP Year-End Report

RECOMMENDATION:

That Staff Report No. PW-2017-19 regarding the 2016 Port McNicoll WWTP and Victoria Harbour WWTP Year-End Report be received;

INTRODUCTION/BACKGROUND:

The year-end reports are generated and submitted to the Ministry of the Environment and Climate Change (MOECC) to confirm conformance to the Environmental Compliance Approvals (ECAs) for each of the wastewater treatment plants.

The reports are required on an annual basis and are required within 45 days of the end of the reporting period. A copy of each report is then presented to members of Council for their information.

ANALYSIS:

The attached reports provide a brief overview of the wastewater treatment and collection systems and operational activities from January 1, 2015 to December 31, 2016.

Also included in the reports are the monthly and annual averages for sample results and plant data collected and how the results relate to the ECA Guidelines and Objectives.

FINANCIAL BUDGET IMPACT:

There is no financial impact.

CONCLUSION:

Staff recommends that the 2016 Port McNicoll and Victoria Harbour WWTP annual year-end reports be accepted for information.

Prepared By: Raymond Knuff, Water and Wastewater Superintendent

Recommended by:

Date: March 1, 2017

Peter Dance, P. Eng.
Director of Public Works

Reviewed By;

Date: March 1, 2017

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

THE CORPORATION OF THE TOWNSHIP OF TAY



2016

YEAR END REPORT

PORT MCNICOLL WASTEWATER TREATMENT PLANT

Raymond Knuff – Water/Wastewater Superintendent

TABLE OF CONTENTS

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

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

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 Control, 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;
- 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 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.

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 Control 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 direct drive natural gas engine, 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

The Environmental Compliance Approval specifies that Final Effluent samples must be sampled weekly for ecoli only.

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: Operational Overview

2. (a) Summary of Monitoring Data

PARAMETER (Effluent)	ANNUAL AVERAGE mg/L	PERCENTAGE achieved/ECA Objective	REQUIREMENT as per the ECA Objective (mg/L)	PERCENTAGE achieved/ECA Limit	REQUIREMENT as per the ECA Limit (mg/L)
CBOD5	2.08	100%	7.0 13.43 kg/day Total Load	100%	15.0 28.77 kg/day Waste Loading
TSS	2.00	100%	7.0 13.43 kg/day Total Load	100%	15.0 28.77 kg/day Waste Loading
Total Phos.	0.08	88%	0.15 0.29 kg/day Total Load	88%	0.25 0.48 kg/day Waste Loading
TAN (June 1–Aug 31)	0.12 0.09 T/L	100%	2.0 3.8 kg/day Total Load	100%	5.0 9.59 kg/day Waste Loading
TAN (Sept 1-May 31)	0.10 0.14 T/L	n/a		100%	15.0 28.77 kg/day Waste Loading
ECOLI (Geomean)	2.22	200 org/100mL			200 org/100mL
pH	8.05	n/a			6.0-9.5

Total Phos. - Both monthly samples in July (0.26 mg/L & 0.30 mg/L) and, the monthly avg. (0.28 mg/L) exceeded the Objective & Limit.

Total Phos – One sample in August (0.32 mg/L) exceeded Objective & Limit, but, the monthly avg. (0.23 mg/L) met the Limit but not the Objective.

Section 2: Operational Overview

2. (b) 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 **2.08mg/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 **0.08mg/L** which met the Effluent Limit for the year.

The Total Phosphorous July monthly samples were **0.26mg/L**, & **0.30mg/L**, were reported to exceed both the Objective and the Limit. July monthly average of **0.28mg/L** exceed both the Objective and the Limit. The operators noted it was due to decanting from the equilization tank.

The Total Phosphorous August monthly samples were **0.32mg/L** was reported to exceed both the Objective and the Limit. August monthly average of **0.225mg/L** exceed the Objective but, met the Limit. The operators noted it was due to equipment failure.

- The **TAN - Ammonia + Ammonium Nitrogen** (June 1 – Aug 31 Conc. Limit is 5 mg/L) monthly average plant concentration is **0.12 mg/L**.
- The **TAN - Ammonia + Ammonium Nitrogen** (Sept 1 – May 31 Conc. Limit is 15 mg/L) monthly average plant concentration is **0.10mg/L**.
- The **E.Coli** annual monthly geomean average concentration level is **2.22 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 Limits – Waste Loading:

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 **2.68kg/day** which met the Effluent Waste Loading Limit for the year.
- The **Total Suspended Solids** annual monthly average concentration level is **2.48kg/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 **0.09kg/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 **0.14kg/day** which met the Effluent Waste Loading Limit for the year.

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

PORT MCNICOLL WASTE WATER TREATMENT PLANT- MONTHLY AVERAGES

	Effluent																
PARAMETER	LIMIT	OBJECTIVE	J	F	M	A	M	J	J	A	S	O	N	D	ANNUAL MIN/MAX/AVG		
	~~~	~~~													AVG	MIN	MAX
<b>Total Suspended Solids</b>	<b>15 mg/L</b>	<b>7 mg/L</b>	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	<b>2.00</b>	<b>2.0</b>	<b>2.0</b>
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	<b>2.00</b>	<b>2.0</b>	<b>2.0</b>
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	<b>2.00</b>	<b>2.0</b>	<b>2.0</b>
<b>Total Suspended Solids Loading</b>	<b>28.77 kg/day</b>	<b>13.43 kg/day</b>	3.2	3.8	4.6	4.2	2.3	1.6	1.4	1.5	1.4	1.6	1.5	2.7	<b>2.48</b>	<b>1.4</b>	<b>4.6</b>
Monthly Min			3.2	3.8	4.6	4.2	2.3	1.6	1.4	1.5	1.4	1.6	1.5	2.7	<b>2.48</b>	<b>1.4</b>	<b>4.6</b>
Monthly Max			3.2	3.8	4.6	4.2	2.3	1.6	1.4	1.5	1.4	1.6	1.5	2.7	<b>2.48</b>	<b>1.4</b>	<b>4.6</b>
<b>Total Phosphorus</b>	<b>0.25mg/L</b>	<b>0.15 mg/L</b>	0.03	0.03	0.03	0.03	0.04	0.15	0.28	0.23	0.07	0.05	0.03	0.03	<b>0.08</b>	<b>0.0</b>	<b>0.3</b>
Monthly Min			0.03	0.03	0.03	0.03	0.03	0.10	0.26	0.13	0.06	0.03	0.03	0.03	<b>0.07</b>	<b>0.0</b>	<b>0.3</b>
Monthly Max			0.03	0.03	0.03	0.03	0.06	0.20	0.30	0.32	0.07	0.06	0.04	0.03	<b>0.10</b>	<b>0.0</b>	<b>0.3</b>
<b>Total Phosphorus Loading</b>	<b>0.48 kg/day</b>	<b>0.29 kg/day</b>	0.05	0.06	0.07	0.06	0.05	0.12	0.19	0.17	0.05	0.04	0.0	0.0	<b>0.08</b>	<b>0.0</b>	<b>0.2</b>
Monthly Min			0.05	0.06	0.07	0.06	0.04	0.08	0.18	0.10	0.04	0.02	0.02	0.04	<b>0.06</b>	<b>0.0</b>	<b>0.2</b>
Monthly Max			0.05	0.06	0.07	0.06	0.07	0.16	0.21	0.24	0.05	0.05	0.03	0.04	<b>0.09</b>	<b>0.0</b>	<b>0.2</b>
<b>CBOD5</b>	<b>15 mg/L</b>	<b>7 mg/L</b>	2.0	2.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	<b>2.08</b>	<b>2.0</b>	<b>3.0</b>
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	<b>2.00</b>	<b>2.0</b>	<b>2.0</b>
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	<b>2.17</b>	<b>2.0</b>	<b>4.0</b>
<b>CBOD5 Loading</b>	<b>28.77 kg/day</b>	<b>13.43 kg/day</b>	3.2	3.8	7.0	4.2	2.3	1.6	1.4	1.5	1.4	1.6	1.5	2.7	<b>2.68</b>	<b>1.4</b>	<b>7.0</b>
Monthly Min			3.2	3.4	4.6	4.0	2.3	1.5	1.4	1.5	1.4	1.6	1.5	2.7	<b>2.43</b>	<b>1.4</b>	<b>4.6</b>
Monthly Max			3.2	3.4	9.3	4.0	2.3	1.5	1.4	1.5	1.4	1.6	1.5	2.7	<b>2.82</b>	<b>1.4</b>	<b>9.3</b>
TAN - (June-Aug 31) Conc	<b>5 mg/L</b>	<b>2 mg/L</b>	~	~	~	~		0.2	0.1	0.1			~	~	<b>0.12</b>	<b>0.1</b>	<b>0.2</b>
TAN - (June-Aug 31) Loading	<b>9.59 kg/day</b>	<b>3.8 kg/day</b>	~	~	~	~		0.1	0.1	0.1			~	~	<b>0.09</b>	<b>0.1</b>	<b>0.1</b>
TAN - (Sept-May 31)	<b>15 mg/L</b>	~	0.1	0.1	0.1	0.1	0.1	~	~	~	0.1	0.1	0.1	0.1	<b>0.10</b>	<b>0.1</b>	<b>0.1</b>
TAN - (Sept-May 31) Loading	<b>28.77 kg/day</b>	~	0.2	0.2	0.2	0.2	0.1	~	~	~	0.1	0.1	0.1	0.1	<b>0.14</b>	<b>0.1</b>	<b>0.2</b>
<b>Ph</b>	<b>6.0 - 9.5</b>		8.3	8.3	8.1	8.2	8.2	8.1	8.0	8.0	7.7	7.9	8.0	8.0	<b>8.05</b>	<b>7.7</b>	<b>8.3</b>
Monthly Min			8.2	8.3	8.0	8.1	8.1	8.0	7.9	7.9	7.5	7.8	7.8	7.9	<b>7.95</b>	<b>7.5</b>	<b>8.3</b>
Monthly Max			8.3	8.3	8.1	8.3	8.3	8.1	8.0	8.0	7.9	8.0	8.1	8.2	<b>8.14</b>	<b>7.9</b>	<b>8.3</b>
<b>Ecoli (Geomean)</b>	<b>200 org./100mL</b>		2.0	2.0	8.1	0.3	2.0	0.3	2.0	2.0	2.0	2.0	2.0	2.0	<b>2.22</b>	<b>0.3</b>	<b>8.1</b>
Monthly Min			2.0	2.0	2.0	0.0	2.0	0.0	2.0	2.0	2.0	2.0	2.0	2.0	<b>1.67</b>	<b>0.0</b>	<b>2.0</b>
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	<b>2.00</b>	<b>2.0</b>	<b>2.0</b>

## **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 – 174,326.0
- Apr – June – 122,595.0
- July – Sept – 65,711.0
- Oct – Dec – 89,048.0

Total Annual Effluent Deposited – 451,680

Average CBOD (mg/L) - 2.1

- Jan – Mar – 2.3
- Apr – June – 2.0
- July – Sept – 2.0
- Oct – Dec – 2.0

Annual Monthly Average – 2.1

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 2: Operational Overview**

### **2. (b) Operating Problems & Corrective Actions Taken**

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

The actual average daily flow (ADF) was 1235.7m³/day for 2016 but, it should be noted that in March the plant effluent flow exceeded the rated capacity as much as 21%. (2322.5m³) and, in April the plant effluent flow exceeded the rated capacity as much as 9%. (2088.5m³)

Peak Daily Flow for plant as per the ECA is - 3936m³/day.

In April the maximum daily flow (MDF) exceeded the allowable at 4054 m³/d.

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

Change daily sheets to indicate ADF volume and noting in the logbooks for abnormalities or causes.

#### **Control Measures Taken in Reporting Period – Rated Capacity vs Max Daily Flow (MDF)**

Ensure Operators are aware of MDF volume and are checking regularly and noting in the logbooks for abnormalities or causes.

#### **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.

G.E. the membrane supplier is contracted to provide technical support 24 hours a day 7 days per week.

## Section 2: Operational Overview

### Section 2 (d) Effluent Flow Summary

#### Port McNicoll WWTP Annual Final Effluent Flows m3

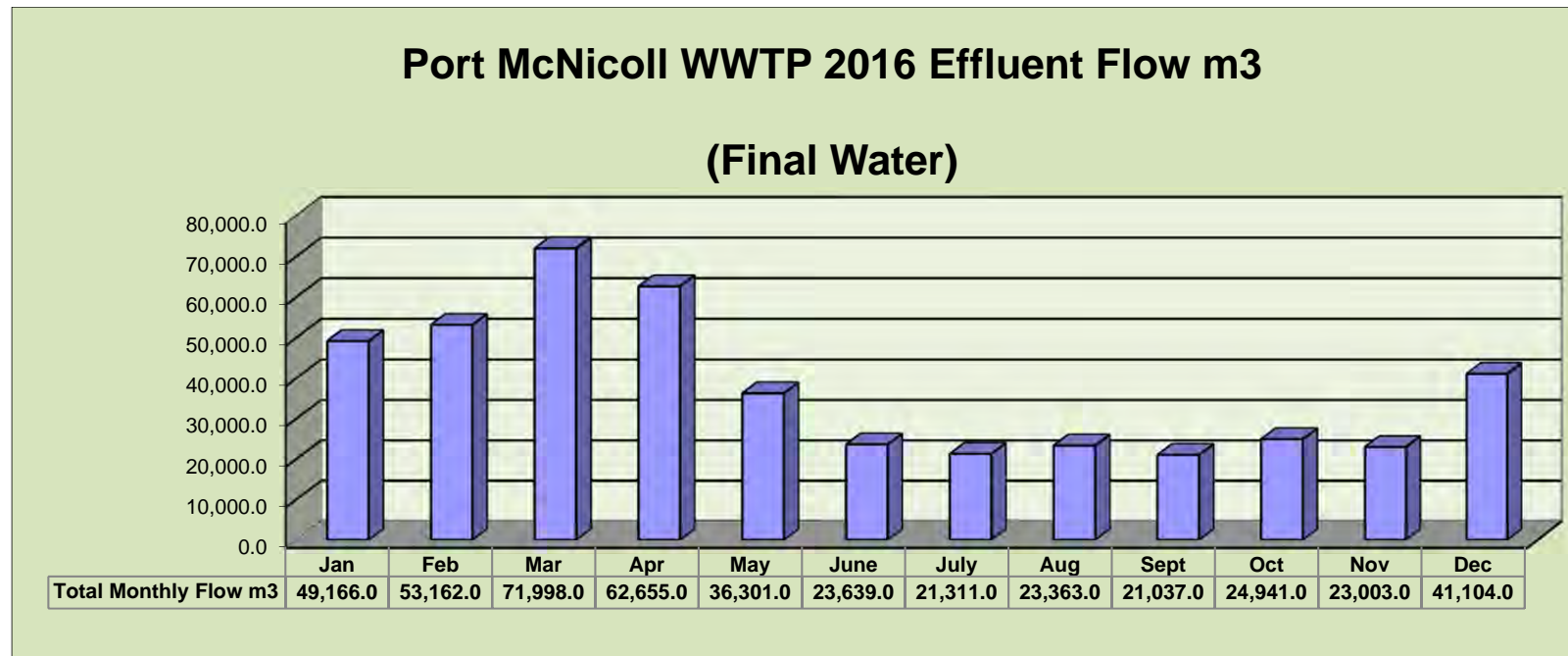
PORT MCNICOLL WWTP ANNUAL FINAL EFFLUENT FLOW m3					
Month	Total Monthly m3	ADF (m3)	ADF (%)	MDF (m3)	MDF (%)
			Comp to R/C		Comp to PDF
Jan	49,166.0	1,586.0	83%	2864	75%
Feb	53,162.0	1,833.2	96%	3212	84%
Mar	71,998.0	<b>2,322.5</b>	<b>121%</b>	3366	88%
Apr	62,655.0	<b>2,088.5</b>	<b>109%</b>	<b>4054</b>	<b>106%</b>
May	36,301.0	1,171.0	61%	2131	56%
June	23,639.0	788.0	41%	950	25%
July	21,311.0	687.5	36%	1328	35%
Aug	23,363.0	753.6	39%	1314	34%
Sept	21,037.0	701.2	37%	1005	26%
Oct	24,941.0	804.5	42%	1058	28%
Nov	23,003.0	766.8	40%	871	23%
Dec	41,104.0	1,325.9	69%	2076	54%
<b>Annual Total m3</b>	<b>451,680.0</b>	<b>1,235.7</b>	<b>64%</b>	<b>4,054.00</b>	<b>106%</b>

**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 March the plant effluent flow exceeded the rated capacity as much as 21%. (2322.5m3)  
In April the plant effluent flow exceeded the rated capacity as much as 9%. (2088.5m3)

## Port McNicoll WWTP Annual Final Effluent Flows m3



## **Section 2: Operational Overview**

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

Calibration and maintenance was completed for 2015 by Coulter Water Meter Service and Hach Sales & Service, Canada.

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.

## GS 8 B STANDARD SETTINGS

This spreadsheet is protected, thus entry is only allowed in the drop-down boxes & bright green cells.

To use this calculator, you will only need to input the requested information in the bright green cells from your data tags.

The Converter type, engineering units, diameter and frequency have drop down boxes, allowing the user to simply choose from the list.

This spreadsheet will automatically choose inch or metric (depending upon the converter), and state which GK(L) to use.

Printing of the programming results is allowed by simply choosing "Print" through your File menu.

**Important:** If there is a flowrate value present at the zero setting, you must compensate to obtain proper evaluation values.

You can zero your converter, but this might mean that you would have to redo a zero calibration once you reconnect with your primary head.

If you are unable to redo a zero calibration after reconnecting, then you should use the offset-compensated tables on the second sheet of this spreadsheet (Calculator + Zero Compensation).

Date Recorded: August 31 2016

Serial #: C010F1016

Tag #: 551 First Ave Pt. McNicoll FIT 7520

Flow Tube Model #: 010D

Commission #:

Tested by: Sam Pate

INPUT VARIABLES	
Converter	=
Q Fullscale	=
Select Meter Dia.	=
DN	=
Diameter	=
I _{0%}	=
I _{100%}	=
P _{100%} (Hz)	=
GK	=
GKL	=
K	=

$$X = \frac{Q_{100\%} \cdot K \cdot F}{GK(L) \cdot DN^2} = \frac{2436755.472}{336376} = 7.244$$

$$Y_{MAX} = \frac{Q_{100\%} \cdot K \cdot F}{GK(L) \cdot DN^2} = 7.244$$

Output Current	I	=	15.043	mA
Output Frequency	Freq MAX	=	690.213	Hz
Calibrated Flowrate	Q	=	724.724	m3/hr

GS 8 B Knob Setting	Current Output (mA)	Frequency Output (Hz)	Calculated Flowrate (m3/hr)	Observed Flowrate (m3/hr)	Deviation
0	4.00	0.00	0.00	0.00	
A	5.10	69.02	72.47	73.70	1.69%
B	6.21	138.04	144.94	148.50	2.52%
C	8.42	276.09	289.89	297.60	2.66%
D	15.04	690.21	724.72	748.40	6.91%
E					

Version: Rev 1.3.2-USA






### 1010N Ultrasonic Transit Time Meter Flow Report

#### Testing Parameters


Date: August 31, 2016  
Client: Tay Township  
Location: 551 First Ave Port McNicoll Raw FIT 7620  
Meter Type and S/N: Fisher - Porter 4211000101  
Test Meter Information: Controlotron 1010N, S/N U2105

1010N Flow Value (l/s)	Observed Flow Value (l/s)	Time Flow Ran (mins)	Accuracy
59.200	59.100	3.00	99.83%
55.600	55.600	3.00	100.00%
55.200	55.100	3.00	99.82%

<b>Comments</b>	Flowmeter verified and is operating with expected limits of +/-5%
	Pass 
	Fail 
	Marginal 

Technician J.Ostrowalker

180 Whiting St, Ingersoll On Ca (519) 485-6038 x401

A division of   
HOLDINGS INC.

# ERTH



CORPORATION

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

Date: August 31, 2016  
 Client: Tay Township  
 Location: 551 First Ave Port McNicoll Train - 1 FIT 3520-1  
 Meter Type and S/N Fischer - Porter 457700102

### Testing Parameters

Units = I/s  
 Minimum = 0  
 Maximum = 50

### mA Measurement Conversion

Scale = 0.320

Equipment Reading	Multi-Meter Reading (mA)	Expected Reading (mA)	Accuracy %
0.00	3.990	4.000	99.75
10.00	7.200	7.200	100.00
25.00	11.950	12.000	99.58
40.00	16.770	16.800	99.82

### Calculated Maximum (do not use 0 reading):

Equipment Reading	Multi-Meter Reading	Calculated Maximum Equipment Reading
40.00	16.77	50.12

Comments:

Pass

Fail

Technician J.Ostrowalker



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

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

Part Number / No. de pièce : HQ40D	vv HQ40d MULTI PORTABLE METER
Serial Number / No. de série : 090900034235	
External Reference / Référence externe : Port McNicoll wwip	

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 :  
24-MAY-16



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

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

Part Number / No. de pièce : LPV417.99.00002	1720E LR TURBIDITY SENSOR, HACH
Serial Number / No. de série : 100100346162	
External Reference / Référence externe : Port McNicoll WWTP Turb I	

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 :  
24-MAY-16



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

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

Part Number / No. de pièce : LPV417.99.00002	1720E LR TURBIDITY SENSOR, HACH
Serial Number / No. de série : 091000336054	
External Reference / Référence externe : Port McNicoll WWTP Turb 2	

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 :  
24-MAY-16

## **Section 2: Operational Overview**

### **2 (f) Efforts Made to Achieve Objective**

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

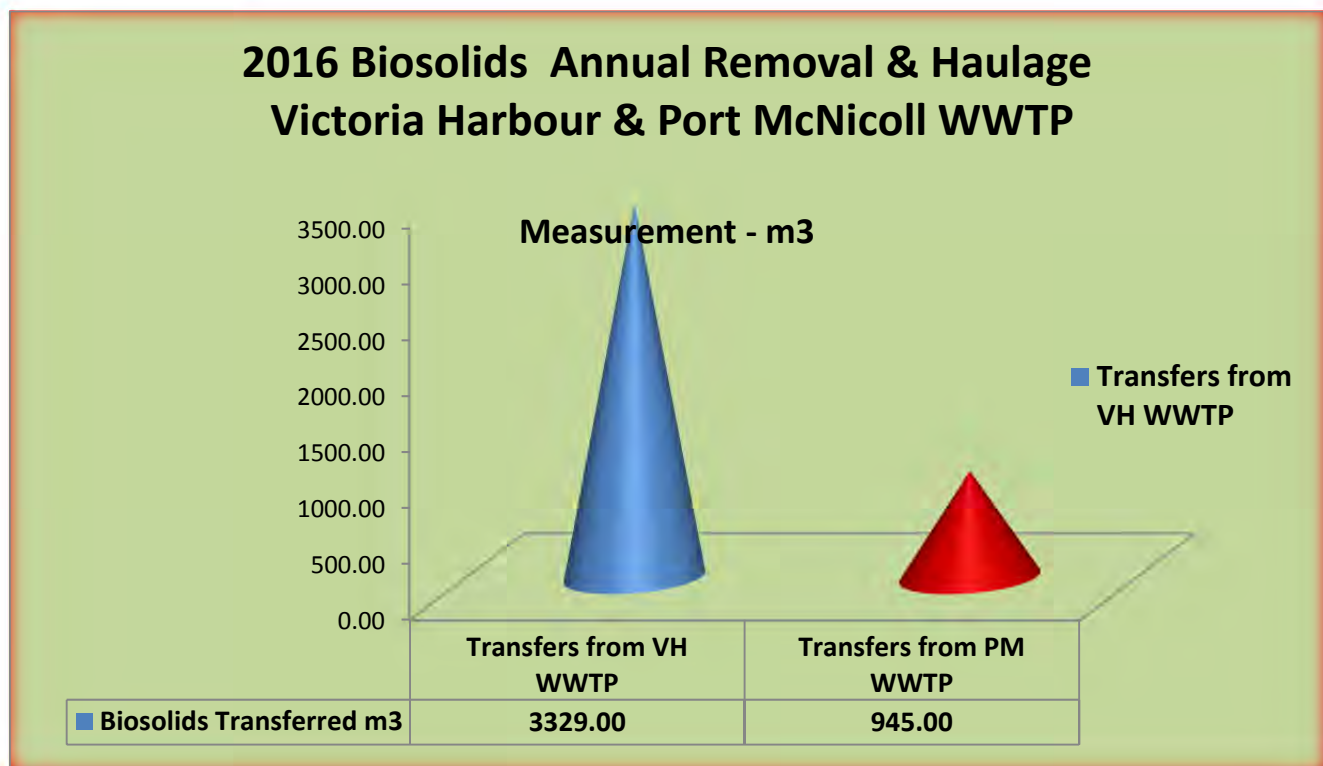
### Section 2 (g) Sludge Volume & Management Summary

The total volume of biosolids (sludge) removed from the Port McNicoll Wastewater Treatment Plant in 2016 was 945.0m³.

In comparison, last year 798.0m³ of sludge was transferred from the plant therefore, the forecast for 2017 is expected to be comparable.

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.

Entec Waste Management Inc. will provide a significant savings to the Township over the four years of the contract.



Biosolid Transfers - Annual Breakdown	m3 Disposed		Expenditure
Transfers from VH WWTP	3329.00	VH WWTP	\$102,328.12
Transfers from PM WWTP	945.00	PM WWTP	\$28,885.23
Total m3 Transfers	4274.00	Total Cost	\$131,213.35

## **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 events that occurred at the Port McNicoll Wastewater Treatment Plant throughout the year.

## **Section 2: Operational Overview**

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

#### **Schedule B Section 1:**

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

Piping and pump replacement.

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

Equipment replaced as required.

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

Not applicable.

##### **1.4 Sanitary Sewers**

Not applicable.

##### **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 (I) Exceedance Summary & Corrective Actions

Port McNicoll Wastewater Treatment Plant - Annual Exceedances						
PLANT LOCATION	DATE	PARAMETER	RESULT MONTHLY AVERAGE	UNIT MEASURE	DESCRIPTION/COMMENT "Description of the efforts made and results achieved in meeting the Effluent Objectives".	RESOLUTION DATE
PM WWTP	July 12 2016	Ttl Phos	0.26	mg/L	Note: Exceeds Objective 0.15 mg/L & Limit 0.25 mg/L Note: Exceeds Objective 0.15 mg/L & Limit 0.25 mg/L Monthly Average: 0.28 mg/L which is over the Objective & Limit. Description/Cause of Events: Due to decanting from the equilization tank.	MOE Advised Email Aug 4 2016
	July 26 2016		0.30			
	July Monthly Avg		0.28 (Avg)			
PM WWTP	August 9 2016	Ttl Phos	0.32	mg/L	Note: Exceeds Objective 0.15 mg/L & Limit 0.25 mg/L Monthly Average: 0.225 mg/L which is over the Objective but, under the Limit. Description/Cause of Events: Doasge was too low. Therefore they increased the delay at the CNB from 2 to 4 mins to solve the issue.	MOE Advised Email Aug 18 2016
	Aug Monthly Avg		0.225 (Avg)			

# **SECTION 3**

## **APPENDIX**

### **R1, R2**



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>Port McNicoll 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 1 0 0 0 1 4 1 7</b>
3 11

Data Period
Month Year
<b>0 1 1 6</b>
16 19

Days
<b>3 1</b>
20 21

Discharge Type
<b>2</b>
22

Update Code
<b>R</b>
80

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

**FLOWS**

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code
(10 ³ m ³ ) <b>5 0 0 1 0</b>
(10 ³ m ³ /d) <b>5 0 0 1 5</b>
(10 ³ m ³ /d) <b>5 0 0 2 0</b>
30 34

Dec.
<b>3</b>
35

Monthly Results
<b>4 9 . 1 6 6</b>
<b>1 . 5 8 6</b>
<b>2 . 8 6 4</b>
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>
(hours) <b>8 0 5 6 3</b>
(10 ³ m ³ ) <b>5 0 0 4 0</b>
(hours) <b>8 0 5 6 5</b>
30 34

<b>3</b>
<b>1</b>
<b>3</b>
<b>1</b>
35

<b>.</b>
<b>.</b>
<b>.</b>
<b>.</b>
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>
(mg/L) <b>0 0 0 0 6</b>
(mg/L) <b>0 0 0 2 0</b>
(mg/L) <b>0 0 0 3 3</b>
30 34

<b>0</b>
<b>0</b>
<b>2</b>
<b>1</b>
35

<b>3 5 .</b>
<b>3 2 .</b>
<b>6 . 1 0</b>
<b>0 . 6</b>
38

# 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

(mg/L) <b>0 0 0 0 1</b>
(mg/L) <b>0 0 0 0 6</b>
(mg/L) <b>0 0 0 1 9</b>
(mg/L) <b>0 0 0 2 0</b>
(mg/L) <b>0 0 0 3 3</b>
30 34

<b>1</b>
<b>1</b>
<b>2</b>
<b>2</b>
<b>2</b>
35

<b>2 . 0</b>
<b>2 . 0</b>
<b>0 . 1 0</b>
<b>0 . 5 0</b>
<b>0 . 0 3</b>
38

<b>3</b>
<b>3</b>
<b>3</b>
<b>3</b>
<b>3</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>8 0 4 1 0</b>
<b>8 0 4 2 0</b>
30 34

<b>1</b>
<b>1</b>
<b>1</b>
35

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

Figure 1 illustrates the data structure of the database, showing six main data fields with their respective components and values:

- File No.**: A two-digit field containing the values 4 and 6.
- Works Number**: A nine-digit field containing the values 1, 1, 0, 0, 0, 1, 4, 1, and 7.
- Data Period**: A field divided into two sub-fields:
  - Month**: A two-digit field containing the values 0 and 1.
  - Year**: A two-digit field containing the values 1 and 6.
- Days**: A two-digit field containing the values 3 and 1.
- Discharge Type**: A single-digit field containing the value 2.
- Update Code**: A single-character field containing the value 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: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Port McNicoll 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 1 0 0 0 1 4 1 7</b> 3 11	Data Period Month Year <b>0 2 1 6</b> 15 19	Days <b>2 9</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 30
-------------------------------	--------------------------------------------------	------------------------------------------------------	-----------------------------	----------------------------------	-------------------------------

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

**FLOWS**

Total Flow  
Average Daily Flow  
Maximum Daily Flow

Parameter Code
(10 ³ m ³ ) <b>5 0 0 1 0</b>
(10 ³ m ³ /d) <b>5 0 0 1 5</b>
(10 ³ m ³ /d) <b>5 0 0 2 0</b>

Dec.
<b>3</b>
<b>3</b>
<b>3</b>

Monthly Results									

<b>2 6</b> 12 13
---------------------

**BYPASS**

Plant Bypass Volume  
Duration  
Secondary Bypass Volume  
Duration

(10 ³ m ³ ) <b>5 0 0 2 5</b>
(hours) <b>8 0 5 6 3</b>
(10 ³ m ³ ) <b>5 0 0 4 0</b>
(hours) <b>8 0 5 6 5</b>

<b>3</b>
<b>1</b>
<b>3</b>
<b>1</b>


# of Occurrences			

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

**RAW SEWAGE**

BOD₅  
Suspended Solids  
TKN  
Total Phosphorus

(mg/L) <b>0 0 0 0 1</b>
(mg/L) <b>0 0 0 0 6</b>
(mg/L) <b>0 0 0 2 0</b>
(mg/L) <b>0 0 0 3 3</b>

<b>0</b>
<b>0</b>
<b>2</b>
<b>1</b>


# of Samples			

<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>
(mg/L) <b>0 0 0 0 6</b>
(mg/L) <b>0 0 0 1 9</b>
(mg/L) <b>0 0 0 2 0</b>
(mg/L) <b>0 0 0 3 3</b>

<b>1</b>
<b>1</b>
<b>2</b>
<b>2</b>
<b>2</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>8 0 4 1 0</b>
<b>8 0 4 2 0</b>

<b>1</b>
<b>1</b>
<b>1</b>


--	--	--	--

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

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>Port McNicoll 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>	Works Number <b>1 1 0 0 0 1 4 1 7</b>	Data Period Month: <b>0 3</b> Year: <b>1 6</b>	Days <b>3 1</b>	Discharge Type <b>2</b>	Update Code <b>R</b>
------------------------	------------------------------------------	---------------------------------------------------	--------------------	----------------------------	-------------------------

C.P. <b>0 1</b>	<b>FLOWS</b>	Parameter Code	Dec.	Monthly Results
	Total Flow	(10 ³ m ³ ) <b>5 0 0 1 0</b>	<b>3</b>	<b>7 1 . 9 9 8</b>
	Average Daily Flow	(10 ³ m ³ /d) <b>5 0 0 1 5</b>	<b>3</b>	<b>2 . 3 2 3</b>
	Maximum Daily Flow	(10 ³ m ³ /d) <b>5 0 0 2 0</b>	<b>3</b>	<b>3 . 3 6 6</b>

<b>2 6</b>	<b>BYPASS</b>	(10 ³ m ³ )								# of Occurrences
	Plant Bypass Volume	<b>0 0</b>								<b>0</b>
	Duration	(hours) <b>0</b>								
	Secondary Bypass Volume	(10 ³ m ³ ) <b>0 0 0</b>								
	Duration	(hours) <b>0</b>								

<b>0 3</b>	<b>RAW SEWAGE</b>	(mg/L)								# of Samples
	BOD ₅	<b>0 0 0 0 1</b>	<b>0</b>					<b>7 1 .</b>		<b>2</b>
	Suspended Solids	(mg/L) <b>0 0 0 0 6</b>	<b>0</b>					<b>2 8 .</b>		<b>2</b>
	TKN	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>					<b>5 . 7 5</b>		<b>2</b>
	Total Phosphorus	(mg/L) <b>0 0 0 3 3</b>	<b>1</b>					<b>. 6</b>		<b>2</b>

<b>0 4</b>	<b>FINAL EFFLUENT</b>	(mg/L)								
	BOD ₅	<b>0 0 0 0 1</b>	<b>1</b>					<b>3 . 0</b>		<b>2</b>
	Suspended Solids	(mg/L) <b>0 0 0 0 6</b>	<b>1</b>					<b>2 . 0</b>		<b>2</b>
	Ammonia + Ammonium	(mg/L) <b>0 0 0 1 9</b>	<b>2</b>					<b>0 . 1 0</b>		<b>2</b>
	TKN	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>					<b>0 . 5 0</b>		<b>2</b>
	Total Phosphorus	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>					<b>0 . 0 3</b>		<b>2</b>

<b>0 7</b>	<b>DISINFECTION</b>									
	Chlorine Used - (kg as Cl ₂ )	<b>5 0 1 0 0</b>	<b>1</b>					<b>.</b>		
	Chlorine Dosage - (mg/L as Cl ₂ )	<b>8 0 4 1 0</b>	<b>1</b>					<b>.</b>		
	Chlorine Residual - (mg/L as Cl ₂ )	<b>8 0 4 2 0</b>	<b>1</b>					<b>.</b>		

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 structure of the 100-byte record layout for the 'WORKS' file:

- File No.**: 2 bytes (1, 2)
- Works Number**: 10 bytes (3, 4, 5, 6, 7, 8, 9, 10, 11, 12)
- Data Period**: 4 bytes (13, 14, 15, 16)
  - Month: 2 bytes (13, 14)
  - Year: 2 bytes (15, 16)
- Days**: 2 bytes (17, 18)
- Discharge Type**: 1 byte (19)
- Update Code**: 1 byte (20)

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tav.ca & rknuff@tav.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>Port McNicoll 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 1 0 0 0 1 4 1 7</b> 3 11	Data Period Month Year <b>0 4 1 6</b> 16 19	Days <b>3 0</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 30
-------------------------------	--------------------------------------------------	------------------------------------------------------	-----------------------------	----------------------------------	-------------------------------

C.P. <b>0 1</b> 12 13	<b>FLOWS</b>	Parameter Code (10 ³ m ³ ) <b>5 0 0 1 0</b> (10 ³ m ³ /d) <b>5 0 0 1 5</b> (10 ³ m ³ /d) <b>5 0 0 2 0</b> 30 34	Dec. <b>3</b> 35	Monthly Results <table border="1"><tr><td></td><td></td><td></td><td></td><td>6</td><td>2</td><td>.</td><td>6</td><td>5</td><td>5</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>9</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>4</td><td>.</td><td>0</td><td>5</td><td>4</td></tr></table> 36					6	2	.	6	5	5						2	.	0	8	9						4	.	0	5	4
				6	2	.	6	5	5																									
					2	.	0	8	9																									
					4	.	0	5	4																									

<b>2 6</b> 12 13	<b>BYPASS</b>	Plant Bypass Volume (10 ³ m ³ ) <b>5 0 0 2 6</b> Duration (hours) <b>8 0 5 6 3</b> Secondary Bypass Volume (10 ³ m ³ ) <b>5 0 0 4 0</b> Duration (hours) <b>8 0 5 6 5</b> 30 34	Dec. <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> 36						.								.								.								.			# of Occurrences <table border="1"><tr><td></td><td></td><td></td><td>0</td></tr></table> <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				0				
					.																																								
					.																																								
					.																																								
					.																																								
			0																																										

<b>0 3</b> 12 13	<b>RAW SEWAGE</b>	BOD ₅ (mg/L) <b>0 0 0 0 1</b> Suspended Solids (mg/L) <b>0 0 0 0 6</b> TKN (mg/L) <b>0 0 0 2 0</b> Total Phosphorus (mg/L) <b>0 0 0 3 3</b> 30 34	Dec. <b>0</b> 35	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>3</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>4</td><td>2</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>5</td><td>.</td><td>3</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td>3</td><td>5</td><td>.</td><td>8</td><td></td></tr></table> 36					3	3	.					4	2	.						5	.	3	5					3	5	.	8		# of Samples <table border="1"><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr></table>				2				2				2				2
				3	3	.																																															
				4	2	.																																															
					5	.	3	5																																													
				3	5	.	8																																														
			2																																																		
			2																																																		
			2																																																		
			2																																																		

<b>0 4</b> 12 13	<b>FINAL EFFLUENT</b>	BOD ₅ (mg/L) <b>0 0 0 0 1</b> Suspended Solids (mg/L) <b>0 0 0 0 6</b> Ammonia + Ammonium (mg/L) <b>0 0 0 1 9</b> TKN (mg/L) <b>0 0 0 2 0</b> Total Phosphorus (mg/L) <b>0 0 0 3 3</b> 30 34	Dec. <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></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>5</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>3</td></tr></table> 36					2	.	0					2	.	0						0	.	1	0						0	.	5	0						0	.	0	3	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr></table>				2				2				2				2				2
				2	.	0																																																												
				2	.	0																																																												
					0	.	1	0																																																										
					0	.	5	0																																																										
					0	.	0	3																																																										
			2																																																															
			2																																																															
			2																																																															
			2																																																															
			2																																																															

<b>0 7</b> 12 13	<b>DISINFECTION</b>	Chlorine Used - (kg as Cl ₂ ) <b>5 0 1 0 0</b> Chlorine Dosage - (mg/L as Cl ₂ ) <b>8 0 4 1 0</b> Chlorine Residual - (mg/L as Cl ₂ ) <b>8 0 4 2 0</b> 30 34	Dec. <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> 36					.					.					.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
				.																				
				.																				
				.																				

Operator's Comments and Contact Person's Phone number & e-mail address: Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuuff@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										Data Period		Days		Discharge Type		Update Code	
4 6	1	1	0	0	0	1	4	1	7	Month	Year	3	0	2		R		
1 2	3								17	0	4	1	6				91	
										18	20	19			32			

[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:

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Port McNicoll 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> <small>1 2</small>	Works Number <b>1 1 0 0 0 1 4 1 7</b> <small>3 11</small>	Data Period Month Year <b>0 5 1 6</b> <small>15 19</small>	Days <b>3 1</b> <small>20 21</small>	Discharge Type <b>2</b> <small>22</small>	Update Code <b>R</b> <small>30</small>
----------------------------------------------	-----------------------------------------------------------------	---------------------------------------------------------------------	--------------------------------------------	-------------------------------------------------	----------------------------------------------

C.P. <b>0 1</b> <small>12 13</small>	<b>FLOWS</b>	Parameter Code	Dec.	Monthly Results										
	Total Flow	(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>3</td><td>6</td><td>.</td><td>3</td><td>0</td><td>1</td></tr></table>					3	6	.	3	0	1
				3	6	.	3	0	1					
	Average Daily Flow	(10 ³ m ³ /d) <b>5 0 0 1 5</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>1</td><td>.</td><td>1</td><td>7</td><td>1</td></tr></table>						1	.	1	7	1
					1	.	1	7	1					
	Maximum Daily Flow	(10 ³ m ³ /d) <b>5 0 0 2 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></td><td>2</td><td>.</td><td>1</td><td>3</td><td>1</td></tr></table>						2	.	1	3	1
					2	.	1	3	1					

<b>2 6</b> <small>12 13</small>	<b>BYPASS</b>	Parameter Code	Dec.	Monthly Results	# of Occurrences												
	Plant Bypass Volume	(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></table>						.			<table border="1"><tr><td></td><td></td><td></td><td>0</td></tr></table>				0
					.												
			0														
	Duration	(hours) <b>8 0 5 6 3</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><td></td><td></td></tr></table>						.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.												
	Secondary Bypass Volume	(10 ³ m ³ ) <b>5 0 0 4 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></td><td>.</td><td></td><td></td></tr></table>						.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.												
	Duration	(hours) <b>8 0 5 6 5</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><td></td><td></td></tr></table>						.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.												

<b>0 3</b> <small>12 13</small>	<b>RAW SEWAGE</b>	Parameter Code	Dec.	Monthly Results	# of Samples												
	BOD ₅	(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>3</td><td>8</td><td>.</td></tr></table>					3	8	.	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2		
				3	8	.											
		2															
	Suspended Solids	(mg/L) <b>0 0 0 0 6</b> <small>30 34</small>	<b>0</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>3</td><td>9</td><td>.</td></tr></table>					3	9	.	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2		
				3	9	.											
		2															
	TKN	(mg/L) <b>0 0 0 2 0</b> <small>30 34</small>	<b>2</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td><td>1</td><td>.</td><td>4</td><td>7</td></tr></table>					1	1	.	4	7	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2
				1	1	.	4	7									
		2															
	Total Phosphorus	(mg/L) <b>0 0 0 3 3</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>1</td><td>.</td><td>1</td></tr></table>						1	.	1	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2	
					1	.	1										
		2															

<b>0 4</b> <small>12 13</small>	<b>FINAL EFFLUENT</b>	Parameter Code	Dec.	Monthly Results	# of Samples											
	BOD ₅	(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>0</td></tr></table>					2	.	0	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2	
				2	.	0										
		2														
	Suspended Solids	(mg/L) <b>0 0 0 0 6</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>0</td></tr></table>					2	.	0	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2	
				2	.	0										
		2														
	Ammonia + Ammonium	(mg/L) <b>0 0 0 1 9</b> <small>30 34</small>	<b>2</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>1</td><td>0</td></tr></table>					0	.	1	0	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2
				0	.	1	0									
		2														
	TKN	(mg/L) <b>0 0 0 2 0</b> <small>30 34</small>	<b>2</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>5</td><td>0</td></tr></table>					0	.	5	0	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2
				0	.	5	0									
		2														
	Total Phosphorus	(mg/L) <b>0 0 0 3 3</b> <small>30 34</small>	<b>2</b> <small>35</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>4</td></tr></table>					0	.	0	4	<table border="1"><tr><td></td><td></td><td>2</td></tr></table>			2
				0	.	0	4									
		2														

<b>0 7</b> <small>12 13</small>	<b>DISINFECTION</b>	Parameter Code	Dec.	Monthly Results	# of Samples									
	Chlorine Used - (kg as Cl ₂ )	<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></tr></table>					.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
				.										
	Chlorine Dosage - (mg/L as Cl ₂ )	<b>8 0 4 1 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></tr></table>					.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
				.										
	Chlorine Residual - (mg/L as Cl ₂ )	<b>8 0 4 2 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></tr></table>					.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
				.										

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	
0	5	1	6

Discharge Type

**2**

Update Code  
R

Dec.
2
2
2
2
2
2

Dec.
2
2
2
2
2
0
2

# of Samples			
			2
			2
			2
			2
			2
			4
			2

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>Port McNicoll 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 1 0 0 0 1 4 1 7</b> 3 11	Data Period Month Year <b>0 6 1 6</b> 16 19	Days <b>3 0</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 60
-------------------------------	--------------------------------------------------	------------------------------------------------------	-----------------------------	----------------------------------	-------------------------------

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

**FLOWS**

Total Flow  
Average Daily Flow  
Maximum Daily Flow

Parameter Code
(10 ³ m ³ ) <b>5 0 0 1 0</b>
(10 ³ m ³ /d) <b>5 0 0 1 5</b>
(10 ³ m ³ /d) <b>5 0 0 2 0</b>

Dec.
<b>3</b>
<b>3</b>
<b>3</b>

Monthly Results									

<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>
(hours) <b>8 0 5 6 3</b>
(10 ³ m ³ ) <b>5 0 0 4 0</b>
(hours) <b>8 0 5 6 5</b>

<b>3</b>
<b>1</b>
<b>3</b>
<b>1</b>


# of Occurrences				

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

**RAW SEWAGE**

BOD₅  
Suspended Solids  
TKN  
Total Phosphorus

(mg/L) <b>0 0 0 0 1</b>
(mg/L) <b>0 0 0 0 6</b>
(mg/L) <b>0 0 0 2 0</b>
(mg/L) <b>0 0 0 3 3</b>

<b>0</b>
<b>0</b>
<b>2</b>
<b>1</b>


# of Samples				

<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>
(mg/L) <b>0 0 0 0 6</b>
(mg/L) <b>0 0 0 1 9</b>
(mg/L) <b>0 0 0 2 0</b>
(mg/L) <b>0 0 0 3 3</b>

<b>1</b>
<b>1</b>
<b>2</b>
<b>2</b>
<b>2</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>8 0 4 1 0</b>
<b>8 0 4 2 0</b>

<b>1</b>
<b>1</b>
<b>1</b>


--	--	--	--	--

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:	<b>Township of Tay</b>	Operating Authority:	<b>Corporation of the Township of Tay</b>
Project Name:	<b>Port McNicoll 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. 4 6

Works Number 1 1 0 0 0 1 4 1 7

Data Period  
Month: 0 6 Year: 1 6

Days 3 0

Discharge Type 2

Update Code R

[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:



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>Port McNicoll 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 1 0 0 0 1 4 1 7</b> 3 11	Data Period Month Year <b>0 7 1 6</b> 15 19	Days <b>3 1</b> 20 31	Discharge Type <b>2</b> 32	Update Code <b>R</b> 90
-------------------------------	--------------------------------------------------	------------------------------------------------------	-----------------------------	----------------------------------	-------------------------------

C.P. <b>0 1</b> 12 13	<b>FLOWS</b>	Parameter Code	Dec.	Monthly Results									
	Total Flow	(10 ³ m ³ ) <b>5 0 0 1 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>1</td><td>3</td><td>1</td><td>1</td></tr></table>					2	1	3	1	1
				2	1	3	1	1					
	Average Daily Flow	(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></td><td>6</td><td>8</td><td>7</td></tr></table>							6	8	7
						6	8	7					
	Maximum Daily Flow	(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>1</td><td>3</td><td>2</td><td>8</td><td></td></tr></table>					1	3	2	8	
				1	3	2	8						

<b>2 6</b> 12 13	<b>BYPASS</b>	Parameter Code	Dec.	Monthly Results	# of Occurrences													
	Plant Bypass Volume	(10 ³ m ³ ) <b>5 0 0 2 6</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></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td>0</td></tr></table>				0
						.												
			0															
	Duration	(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></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
						.												
	Secondary Bypass Volume	(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></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
						.												
	Duration	(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></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
						.												

<b>0 3</b> 12 13	<b>RAW SEWAGE</b>	Parameter Code	Dec.	Monthly Results	# of Samples													
	BOD ₅	(mg/L) <b>0 0 0 0 1</b>	<b>0</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>9</td><td>6</td><td>.</td><td></td><td></td></tr></table>					9	6	.			<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				9	6	.												
			2															
	Suspended Solids	(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>1</td><td>.</td><td></td></tr></table>					1	3	1	.		<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				1	3	1	.											
			2															
	TKN	(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>7</td><td>.</td><td>7</td><td>0</td></tr></table>					1	7	.	7	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				1	7	.	7	0										
			2															
	Total Phosphorus	(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>1</td><td></td><td></td></tr></table>					2	.	1			<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				2	.	1												
			2															

<b>0 4</b> 12 13	<b>FINAL EFFLUENT</b>	Parameter Code	Dec.	Monthly Results	# of Samples													
	BOD ₅	(mg/L) <b>0 0 0 0 1</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td><td></td><td></td></tr></table>					2	.	0			<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				2	.	0												
			2															
	Suspended Solids	(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>0</td><td></td><td></td></tr></table>					2	.	0			<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				2	.	0												
			2															
	Ammonia + Ammonium	(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>0</td><td>.</td><td>1</td><td>0</td><td></td></tr></table>					0	.	1	0		<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				0	.	1	0											
			2															
	TKN	(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>0</td><td>.</td><td>8</td><td>5</td><td></td></tr></table>					0	.	8	5		<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				0	.	8	5											
			2															
	Total Phosphorus	(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>2</td><td>8</td><td></td></tr></table>					0	.	2	8		<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
				0	.	2	8											
			2															

<b>0 7</b> 12 13	<b>DISINFECTION</b>	Parameter Code	Dec.	Monthly Results	# of Samples													
	Chlorine Used - (kg as Cl ₂ )	<b>5 0 1 0 0</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></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
						.												
	Chlorine Dosage - (mg/L as Cl ₂ )	<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><td>.</td><td></td><td></td></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
						.												
	Chlorine Residual - (mg/L as Cl ₂ )	<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><td>.</td><td></td><td></td></tr></table>							.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
						.												

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 data file, showing the structure of the data fields and their corresponding values:

File No.	Works Number	Data Period	Days	Discharge Type	Update Code
4 6	1 1 0 0 0 1 4 1 7	Month: 0 7, Year: 1 6	3 1	2	R

[illegible]

0	4	FINAL EFFLUENT	Parameter Code	Dec.	Monthly Average Results	# of Samples
12	13	Alkalinity mg/L		2	6 3 . 5 0	2
		Nitrate/Nitrite mg/L		2	1 6 . 9 5	2
		Chlorides mg/L		2	6 3 . 5 0	2
		Conductivity uS/cm		2	5 9 9 . 5 0	2
		Ph		2	7 . 9 5	2
		Ecoli		0	2 . 0 0	4
		Dissolved Reac. P mg/L		2	0 . 1 7	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:



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>Port McNicoll 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 1 0 0 0 1 4 1 7</b> 3 11	Data Period Month Year <b>0 8 1 6</b> 16 19	Days <b>3 1</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 30
-------------------------------	--------------------------------------------------	------------------------------------------------------	-----------------------------	----------------------------------	-------------------------------

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

### FLOW

Total Flow  
Average Daily Flow  
Maximum Daily Flow

Parameter Code
(10 ³ m ³ ) <b>5 0 0 1 0</b> 30 34
(10 ³ m ³ /d) <b>5 0 0 1 5</b> 30 34
(10 ³ m ³ /d) <b>5 0 0 2 0</b> 30 34

Dec.
<b>3</b> 30
<b>3</b> 30
<b>3</b> 30

Monthly Results
<b>2 3 . 3 6 3</b> 38 42
<b>. 7 5 4</b> 42 46
<b>1 . 3 1 4</b> 46 50

<b>2 6</b> 12 13
---------------------

### BYPASS

Plant Bypass Volume  
Duration  
Secondary Bypass Volume  
Duration

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

Dec.
<b>3</b> 30
<b>1</b> 30
<b>3</b> 30
<b>1</b> 30

<b>*</b>
<b>*</b>
<b>*</b>
<b>*</b>

# of Occurrences
<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> 30 34
(mg/L) <b>0 0 0 0 6</b> 30 34
(mg/L) <b>0 0 0 2 0</b> 30 34
(mg/L) <b>0 0 0 3 3</b> 30 34

Dec.
<b>0</b> 30
<b>0</b> 30
<b>2</b> 30
<b>1</b> 30

<b>4 9 .</b>
<b>5 3 .</b>
<b>1 6 . 6 5</b>
<b>2 . 0</b>

# of Samples
<b>2</b>
<b>2</b>
<b>2</b>
<b>2</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> 30 34
(mg/L) <b>0 0 0 0 6</b> 30 34
(mg/L) <b>0 0 0 1 9</b> 30 34
(mg/L) <b>0 0 0 2 0</b> 30 34
(mg/L) <b>0 0 0 3 3</b> 30 34

Dec.
<b>1</b> 30
<b>1</b> 30
<b>2</b> 30
<b>2</b> 30
<b>2</b> 30

<b>2 . 0</b>
<b>2 . 0</b>
<b>0 . 1 0</b>
<b>0 . 5 0</b>
<b>0 . 2 3</b>

<b>2</b>
<b>2</b>
<b>2</b>
<b>2</b>
<b>2</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> 30 34
<b>8 0 4 1 0</b> 30 34
<b>8 0 4 2 0</b> 30 34

Dec.
<b>1</b> 30
<b>1</b> 30
<b>1</b> 30

<b>*</b>
<b>*</b>
<b>*</b>

--

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

The diagram illustrates the following data fields and codes:

- File No.**: A box containing two digits, 4 and 6.
- Works Number**: A large box containing eight digits: 1, 1, 0, 0, 0, 1, 4, 1, 7.
- Data Period**: A box divided into two sections: "Month" (containing 0 and 8) and "Year" (containing 1 and 6).
- Days**: A box containing two digits, 3 and 1.
- Discharge Type**: A box containing one digit, 2.
- Update Code**: A box containing one letter, R.

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tav.ca & rknuuff@tav.ca 705 534 7248

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

File No.	Works Number								Data Period		Days	Discharge Type	Update Code	
4 6	1	1	0	0	0	1	4	1	7	Month	Year	3 0	2	R
1 2	3								11	0 9	1 6	10 11		01

[illegible]

<b>2</b>	<b>6</b>	<b>BYPASS</b>							# of Occurrences	
12	13								0	
		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	

0 3		RAW SEWAGE												# of Samples		
12	13															
BOD ₅		(mg/L)	0	0	0	0	1	0				6	9			2
Suspended Solids		(mg/L)	0	0	0	0	6	0				6	6			2
TKN		(mg/L)	0	0	0	2	0	2				1	7	1	5	2
Total Phosphorus		(mg/L)	0	0	0	3	3	1				1	9			2

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	7					2

07		DISINFECTION																																																						
12		13		Chlorine Used - (kg as Cl ₂ )		<table border="1"> <tr><td>5</td><td>0</td><td>1</td><td>0</td><td>0</td></tr> <tr><td>8</td><td>0</td><td>4</td><td>1</td><td>0</td></tr> <tr><td>8</td><td>0</td><td>4</td><td>2</td><td>0</td></tr> </table>					5	0	1	0	0	8	0	4	1	0	8	0	4	2	0	<table border="1"> <tr><td>1</td></tr> <tr><td>1</td></tr> <tr><td>1</td></tr> </table>		1	1	1	<table border="1"> <tr><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></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>.</td></tr> </table>											.							.							.
5	0	1	0	0																																																				
8	0	4	1	0																																																				
8	0	4	2	0																																																				
1																																																								
1																																																								
1																																																								
						.																																																		
						.																																																		
						.																																																		
				Chlorine Dosage - (mg/L as Cl ₂ )																																																				
				Chlorine Residual - (mg/L as Cl ₂ )																																																				

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>).

Municipal Utility Monitoring Program  
Mechanical Plants **R2**

The diagram illustrates the layout of the data structure with the following fields and their values:

- File No.:** 4 6
- Works Number:** 1 1 0 0 0 1 4 1 7
- Data Period:**
  - Month: 0 9
  - Year: 1 6
- Days:** 3 3
- Discharge Type:** 2
- Update Code:** R

[illegible][illegible]

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tav.ca & rknuff@tav.ca 705 534 7248

Return completed blue form to:



Ministry  
of the  
Environment

Municipal Utility Monitoring Program **R1**  
Mechanical Plants

Municipality: <b>Township of Tay</b>	Operating Authority: <b>Corporation of the Township of Tay</b>
Project Name: <b>Port McNicoll 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>	Works Number <b>1 1 0 0 0 1 4 1 7</b>	Data Period Month: <b>1 0</b> Year: <b>1 6</b>	Days <b>3 1</b>	Discharge Type <b>2</b>	Update Code <b>R</b>
------------------------	------------------------------------------	---------------------------------------------------	--------------------	----------------------------	-------------------------

C.P. <b>0 1</b>	<b>FLOWS</b>	Parameter Code	Dec.	Monthly Results										
	Total Flow	(10 ³ m ³ ) <b>5 0 0 1 0</b>	<b>3</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>4</td><td>.</td><td>9</td><td>4</td><td>1</td></tr></table>					2	4	.	9	4	1
				2	4	.	9	4	1					
	Average Daily Flow	(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>0</td><td>.</td><td>8</td><td>0</td><td>5</td></tr></table>						0	.	8	0	5
					0	.	8	0	5					
	Maximum Daily Flow	(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>0</td><td>5</td><td>8</td></tr></table>						1	.	0	5	8
					1	.	0	5	8					

<b>2 6</b>	<b>BYPASS</b>	Parameter Code	Dec.	Monthly Results	# of Occurrences												
	Plant Bypass Volume	(10 ³ m ³ ) <b>5 0 0 2 6</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></table>						.			<table border="1"><tr><td></td><td></td><td></td><td>0</td></tr></table>				0
					.												
			0														
	Duration	(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></table>						.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.												
	Secondary Bypass Volume	(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></table>						.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.												
	Duration	(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>						.			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.												

<b>0 3</b>	<b>RAW SEWAGE</b>	Parameter Code	Dec.	Monthly Results	# of Samples														
	BOD ₅	(mg/L) <b>0 0 0 0 1</b>	<b>0</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>8</td><td>7</td><td>.</td></tr></table>						8	7	.	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2		
					8	7	.												
			2																
	Suspended Solids	(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></td><td>8</td><td>5</td><td>.</td></tr></table>						8	5	.	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2		
					8	5	.												
			2																
	TKN	(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></td><td>1</td><td>4</td><td>.</td><td>9</td><td>5</td></tr></table>						1	4	.	9	5	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
					1	4	.	9	5										
			2																
	Total Phosphorus	(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></td><td>1</td><td>.</td><td>4</td></tr></table>						1	.	4	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2		
					1	.	4												
			2																

<b>0 4</b>	<b>FINAL EFFLUENT</b>	Parameter Code	Dec.	Monthly Results	# of Samples													
	BOD ₅	(mg/L) <b>0 0 0 0 1</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>2</td><td>.</td><td>0</td></tr></table>						2	.	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2	
					2	.	0											
			2															
	Suspended Solids	(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></td><td>2</td><td>.</td><td>0</td></tr></table>						2	.	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2	
					2	.	0											
			2															
	Ammonia + Ammonium	(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></td><td>0</td><td>.</td><td>1</td><td>0</td></tr></table>						0	.	1	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
					0	.	1	0										
			2															
	TKN	(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></td><td>0</td><td>.</td><td>5</td><td>0</td></tr></table>						0	.	5	0	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
					0	.	5	0										
			2															
	Total Phosphorus	(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></td><td>0</td><td>.</td><td>0</td><td>5</td></tr></table>						0	.	0	5	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr></table>				2
					0	.	0	5										
			2															

<b>0 7</b>	<b>DISINFECTION</b>	Parameter Code	Dec.	Monthly Results	# of Samples										
	Chlorine Used - (kg as Cl ₂ )	<b>5 0 1 0 0</b>	<b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>.</td></tr></table>						.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.										
	Chlorine Dosage - (mg/L as Cl ₂ )	<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></table>						.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.										
	Chlorine Residual - (mg/L as Cl ₂ )	<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>						.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
					.										

Operator's Comments and Contact Person's Phone number & e-mail address:
Tammy Campbell tcampbell@tay.ca Raymond Knuff rknuiff@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>Port McNicoll 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 1 0 0 0 1 4 1 7</b> 3 11	Data Period Month Year <b>1 0 1 6</b> 16 19	Days <b>3 1</b> 20 21	Discharge Type <b>2</b> 22	Update Code <b>R</b> 23
-------------------------------	--------------------------------------------------	------------------------------------------------------	-----------------------------	----------------------------------	-------------------------------

C.P. <b>0 3</b> 12 13	<b>RAW SEWAGE</b>	Parameter Code	Dec.	Monthly Average Results	# of Samples
	Ammonium mg/L		<b>2</b>	1 1 . 6 0	2
	Dissolved React. P. mg/L		<b>2</b>	0 . 9 4	2
	Nitrate/Nitrite mg/L		<b>2</b>	0 . 0 6	2
	Alkalinity mg/L		<b>2</b>	2 0 3 . 5 0	2
	Chlorides mg/L		<b>2</b>	4 9 . 0 0	2
	Conductivity mg/L		<b>2</b>	7 0 6 . 0 0	2
	Ph uS/cm		<b>2</b>	7 . 8 8	2
				*	
				*	
				*	
				*	

<b>0 4</b> 12 13	<b>FINAL EFFLUENT</b>	Parameter Code	Dec.	Monthly Average Results	# of Samples
	Alkalinity mg/L		<b>2</b>	6 3 . 5 0	2
	Nitrate/Nitrite mg/L		<b>2</b>	1 5 . 5 0	2
	Chlorides mg/L		<b>2</b>	5 4 . 0 0	2
	Conductivity uS/cm		<b>2</b>	5 9 3 . 0 0	2
	Ph		<b>2</b>	7 . 9 0	2
	Ecoli		<b>0</b>	2 . 0 0	4
	Dissolved React. P mg/L		<b>2</b>	0 . 0 3	2
				*	
				*	
				*	
				*	

Operator's Comments and Contact Person's Phone number & e-mail address: tcampbell@tav.ca & rknuff@tav.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>Port McNicoll 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>	Works Number <b>1 1 0 0 0 1 4 1 7</b>	Data Period Month Year <b>1 1 1 6</b>	Days <b>3 0</b>	Discharge Type <b>2</b>	Update Code <b>R</b>
------------------------	------------------------------------------	---------------------------------------------	--------------------	----------------------------	-------------------------

C.P. <b>0 1</b>	<b>FLOWS</b>	Parameter Code (10 ³ m ³ ) <b>5 0 0 1 0</b> (10 ³ m ³ /d) <b>5 0 0 1 5</b> (10 ³ m ³ /d) <b>5 0 0 2 0</b>	Dec. <b>3</b> <b>3</b> <b>3</b>	Monthly Results <table border="1"><tr><td></td><td></td><td></td><td></td><td>2</td><td>3</td><td>.</td><td>0</td><td>0</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>7</td><td>6</td><td>7</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>8</td><td>7</td><td>1</td></tr></table>					2	3	.	0	0	3						0	.	7	6	7						0	.	8	7	1
				2	3	.	0	0	3																									
					0	.	7	6	7																									
					0	.	8	7	1																									

<b>2 6</b>	<b>BYPASS</b>	(10 ³ m ³ ) <b>5 0 0 2 6</b> (hours) <b>8 0 5 6 3</b> (10 ³ m ³ ) <b>5 0 0 4 0</b> (hours) <b>8 0 5 6 5</b>	<b>3</b> <b>1</b> <b>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></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>						.								.								.								.			# of Occurrences <table border="1"><tr><td></td><td></td><td></td><td>0</td></tr></table>				0
					.																																				
					.																																				
					.																																				
					.																																				
			0																																						

<b>0 3</b>	<b>RAW SEWAGE</b>	(mg/L) <b>0 0 0 0 1</b> (mg/L) <b>0 0 0 0 6</b> (mg/L) <b>0 0 0 2 0</b> (mg/L) <b>0 0 0 3 3</b>	<b>0</b> <b>0</b> <b>2</b> <b>1</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>9</td><td>1</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>8</td><td>7</td><td>.</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>9</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>9</td><td></td><td></td></tr></table>					9	1	.					8	7	.					1	9	.	3	0					1	.	9			# of Samples <table border="1"><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr></table>				2				2				2				2
				9	1	.																																															
				8	7	.																																															
				1	9	.	3	0																																													
				1	.	9																																															
			2																																																		
			2																																																		
			2																																																		
			2																																																		

<b>0 4</b>	<b>FINAL EFFLUENT</b>	(mg/L) <b>0 0 0 0 1</b> (mg/L) <b>0 0 0 0 6</b> (mg/L) <b>0 0 0 1 9</b> (mg/L) <b>0 0 0 2 0</b> (mg/L) <b>0 0 0 3 3</b>	<b>1</b> <b>1</b> <b>2</b> <b>2</b> <b>2</b>	<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>7</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>0</td><td>.</td><td>0</td><td>3</td></tr></table>					2	.	0					2	.	0					0	.	1	0					0	.	7	0					0	.	0	3	<table border="1"><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr><tr><td></td><td></td><td></td><td>2</td></tr></table>				2				2				2				2				2
				2	.	0																																																									
				2	.	0																																																									
				0	.	1	0																																																								
				0	.	7	0																																																								
				0	.	0	3																																																								
			2																																																												
			2																																																												
			2																																																												
			2																																																												
			2																																																												

<b>0 7</b>	<b>DISINFECTION</b>	Chlorine Used - (kg as Cl ₂ ) <b>5 0 1 0 0</b> Chlorine Dosage - (mg/L as Cl ₂ ) <b>8 0 4 1 0</b> Chlorine Residual - (mg/L as Cl ₂ ) <b>8 0 4 2 0</b>	<b>1</b> <b>1</b> <b>1</b>	<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>					.					.					.	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
				.																				
				.																				
				.																				

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  
EnvironmentMunicipal Utility Monitoring Program  
Mechanical Plants

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 80-bit data field:

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

[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:



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>Port McNicoll 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>	Works Number <b>1 1 0 0 0 1 4 1 7</b>	Data Period Month: <b>1 2</b> Year: <b>1 6</b>	Days <b>3 1</b>	Discharge Type <b>2</b>	Update Code <b>R</b>
------------------------	------------------------------------------	---------------------------------------------------	--------------------	----------------------------	-------------------------

C.P. <b>0 1</b>	<b>FLOWS</b>	Parameter Code	Dec.	Monthly Results
	Total Flow	(10 ³ m ³ ) <b>5 0 0 1 0</b>	<b>3</b>	<b>4 1 . 1 0 4</b>
	Average Daily Flow	(10 ³ m ³ /d) <b>5 0 0 1 5</b>	<b>3</b>	<b>1 . 3 2 6</b>
	Maximum Daily Flow	(10 ³ m ³ /d) <b>5 0 0 2 0</b>	<b>3</b>	<b>2 . 0 7 6</b>

<b>2 6</b>	<b>BYPASS</b>	Parameter Code	Dec.	Monthly Results	# of Occurrences
	Plant Bypass Volume	(10 ³ m ³ ) <b>5 0 0 2 6</b>	<b>3</b>	<b>.</b>	<b>0</b>
	Duration	(hours) <b>8 0 5 6 3</b>	<b>1</b>	<b>.</b>	
	Secondary Bypass Volume	(10 ³ m ³ ) <b>5 0 0 4 0</b>	<b>3</b>	<b>.</b>	
	Duration	(hours) <b>8 0 5 6 5</b>	<b>1</b>	<b>.</b>	

<b>0 3</b>	<b>RAW SEWAGE</b>	Parameter Code	Dec.	Monthly Results	# of Samples
	BOD ₅	(mg/L) <b>0 0 0 0 1</b>	<b>0</b>	<b>1 6 9 .</b>	<b>2</b>
	Suspended Solids	(mg/L) <b>0 0 0 0 6</b>	<b>0</b>	<b>8 7 .</b>	<b>2</b>
	TKN	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<b>1 7 . 9 0</b>	<b>2</b>
	Total Phosphorus	(mg/L) <b>0 0 0 3 3</b>	<b>1</b>	<b>2 . 6</b>	<b>2</b>

<b>0 4</b>	<b>FINAL EFFLUENT</b>	Parameter Code	Dec.	Monthly Results	# of Samples
	BOD ₅	(mg/L) <b>0 0 0 0 1</b>	<b>1</b>	<b>2 . 0</b>	<b>2</b>
	Suspended Solids	(mg/L) <b>0 0 0 0 6</b>	<b>1</b>	<b>2 . 0</b>	<b>2</b>
	Ammonia + Ammonium	(mg/L) <b>0 0 0 1 9</b>	<b>2</b>	<b>0 . 1 0</b>	<b>2</b>
	TKN	(mg/L) <b>0 0 0 2 0</b>	<b>2</b>	<b>0 . 5 0</b>	<b>2</b>
	Total Phosphorus	(mg/L) <b>0 0 0 3 3</b>	<b>2</b>	<b>0 . 0 3</b>	<b>2</b>

<b>0 7</b>	<b>DISINFECTION</b>	Parameter Code	Dec.	Monthly Results	# of Samples
	Chlorine Used - (kg as Cl ₂ )	<b>5 0 1 0 0</b>	<b>1</b>	<b>.</b>	
	Chlorine Dosage - (mg/L as Cl ₂ )	<b>8 0 4 1 0</b>	<b>1</b>	<b>.</b>	
	Chlorine Residual - (mg/L as Cl ₂ )	<b>8 0 4 2 0</b>	<b>1</b>	<b>.</b>	

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).



Ontario

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>Port McNicoll 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.

4	6
---	---

Works Number

1	1	0	0	0	1	4	1	7
---	---	---	---	---	---	---	---	---

Data Period	
Month	Year
1	2
1	6

Days

3	1
---	---

Discharge Type

2
---

Update Code

R
---

C.P.	
0	3

**RAW SEWAGE**

Parameter Code

Ammonium mg/L					
Dissolved React. P. mg/L					
Nitrate/Nitrite mg/L					
Alkalinity mg/L					
Chlorides mg/L					
Conductivity mg/L					
Ph uS/cm					

Dec.

2
2
2
2
2
2
2

Monthly Average Results

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

# of Samples

			2
			2
			2
			2
			2
			2
			2

0	4
---	---

**FINAL EFFLUENT**

Parameter Code

Alkalinity mg/L					
Nitrate/Nitrite mg/L					
Chlorides mg/L					
Conductivity uS/cm					
Ph					
Ecoli					
Dissolved React. P mg/L					

Dec.

2
2
2
2
2
0
2

Monthly Average Results

			1	5	4	.	5	0
						5	8	
						5	0	
						5	0	
		7	0	0	.	5	0	
					.	0	3	
					.	0	0	
					.	0	3	
					.			
					.			
					.			
					.			

# 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:

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



**2016**

## **YEAR END REPORT**

### **VICTORIA HARBOUR WASTEWATER TREATMENT PLANT**

Raymond Knuff, Water/Wastewater Superintendent

## **TABLE OF CONTENTS**

### **Section One - Background**

1 .....	Introduction and Scope
2 .....	Wastewater System Overview
3 .....	Victoria Harbour Wastewater System Synopsis
4 .....	Victoria Harbour Wastewater System ECA Guidelines

### **Environmental Compliance Approval Summary Reporting Requirements**

<b>Section Two – Operational Overview</b>	<b>ECA Requirement</b>
-------------------------------------------	------------------------

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

### **Section Three - Appendices**

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

## **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 Control, 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 45 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 Control 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 which was 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 a mechanical fine screen, a screenings dewatering press, a standby manual coarse bar screen, a 3,000 mm diameter vortex grit separator and grit classifier.

The filtration consists of a wet well equipped with four filter feed pumps (one standby) each rated at 25.6L/s at 11m TDH and, one flocculation tank.

Phosphorus removal is achieved with two dosing pumps (one standby) each rated at 45 L/h, dosing at the clarifier effluent.

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.

There are two Aerobic Digesters equipped with coarse bubble aeration system and one digested sludge holding tank for a volume of 105m³.

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

A 650 kW outdoor standby emergency generator is on site with a 10,000 double walled diesel tank.

## 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	1.8 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

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

- 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: Operational Overview

### Section 2 (a) Summary of Monitoring Data – Comparison Effluent Limits & Objective

PARAMETER (Effluent)	ANNUAL AVERAGE mg/L	PERCENTAGE achieved/ECA Objective	REQUIREMENT as per the ECA Objective (mg/L)	PERCENTAGE achieved/ECA Limit	REQUIREMENT as per the ECA Limit (mg/L)
CBOD5	2.09	100%	10.0	100%	15.0
TSS	2.02	100%	10.0	100%	15.0
TTL PHOS	0.07	100%	0.30	100%	0.50 Loading Limit 1.18kg/day
TAN (May–Oct)	1.31	96%	8.0	N/A	
TAN (Nov-Apr)	1.48	100%	10.0	N/A	
ECOLI (Geomean)	5.01	100 org/100mL		200 org/100mL	
PH	7.82	7.0-9.0		6.0-9.5	

T.A.N. monthly (6.6 mg/L) met Obj. but, a sample on June 21 of 15.3 mg/L was reported to exceed the Obj.  
 Ecoli M/Geomean Avg. (6.4 mg/L) met Obj. but, a sample on May 31 of 108 mg/L was noted an exceedance.  
 Ecoli M/Geomean Avg. (8.4 mg/L) met Obj. but, a sample on July 5 of 1240 mg/L was noted an exceedance.  
 Ecoli M/Geomean Avg. (12.3 mg/L) met Obj. but, a sample on Aug 4 of 120 mg/L was noted an exceedance.

## 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 **2.09 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 **2.02 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 **1.31 mg/L** which surpasses the Best Effort Effluent Objectives of 8.0 mg/L.
- The **TAN** annual monthly average from Nov-Apr is **1.48 mg/L** which surpasses Best Effort Effluent Objectives of 10.0 mg/L.
- The **Ecoli** annual monthly geomean average is **5.01 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 7.82 mg/L and the requirement is 7-9 mg/L.

#### Loading Performance

* The **Total Phosphorus** annual monthly loading concentration average is **0.12 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	M/Avg	15mg/L	10mg/L	2.0	2.0	2.0	2.0	2.0	2.3	2.0	2.0	2.0	2.0	2.0	2.0	2.02	2.0	2.3	
Monthly	M/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	2.0	2.00	2.0	2.0
Monthly	M/Max			2.0	2.0	2.0	2.0	2.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.08	2.0	3.0
T Phos	M/Avg	0.5mg/L	0.3mg/L	0.10	0.09	0.06	0.04	0.04	0.09	0.10	0.10	0.07	0.08	0.05	0.04	0.07	0.0	0.1	
Monthly	M/Min			0.04	0.08	0.03	0.03	0.03	0.07	0.09	0.04	0.04	0.06	0.03	0.03	0.03	0.05	0.0	0.09
Monthly	M/Max			0.16	0.10	0.07	0.05	0.06	0.10	0.11	0.14	0.12	0.10	0.09	0.05	0.05	0.10	0.1	0.16
T Phos Loading	M/Avg	1.8kg/day	~~~	0.19	0.20	0.16	0.09	0.07	0.13	0.14	0.14	0.08	0.09	0.06	0.05	0.12	0.1	0.2	
Monthly	M/Min			0.08	0.16	0.08	0.07	0.05	0.10	0.13	0.06	0.05	0.07	0.03	0.04	0.03	0.08	0.0	0.16
Monthly	M/Max			0.31	0.19	0.20	0.11	0.11	0.15	0.16	0.21	0.14	0.12	0.10	0.07	0.07	0.16	0.1	0.31
CBOD5	M/Avg	15mg/L	10mg/L	2.0	2.0	2.2	2.3	2.0	2.0	2.0	2.0	2.0	2.0	2.4	2.3	2.09	2.0	2.4	
Monthly	M/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	2.0	2.00	2.0	2.0
Monthly	M/Max			2.0	2.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	4.0	3.0	2.42	2.0	4.0
TAN - (May - Oct 31)		~~~	8mg/L	~	~	~	~	0.2	6.6	0.4	0.2	0.3	0.2	~	~	1.31	0.2	6.6	
TAN - (Nov - April 30)		~~~	10mg/L	2.0	0.3	3.0	2.0	~	~	~	~	~	~	16	0.1	1.48	0.1	3.0	
Amm+Amm (N)	M/Avg	(T.A.N.)		2.0	0.3	2.3	2.0	0.2	6.6	0.4	0.2	0.3	0.1	16	0.1	1.34	0.1	6.6	
Monthly	M/Min	(T.A.N.)		13	0.1	0.1	0.1	0.1	0.8	0.2	0.1	0.1	0.1	0.1	0.1	0.27	0.1	1.3	
Monthly	M/Max	(T.A.N.)		2.6	0.5	8.0	6.2	0.6	15.3	0.6	0.8	0.5	0.3	7.5	0.2	3.59	0.2	15.3	
pH	M/Avg	6-9.5 incl.	7-9 incl.	8.1	8.1	7.9	7.9	7.8	7.8	7.6	7.8	7.7	7.7	7.8	7.7	7.82	7.6	8.1	
Monthly	M/Min			8.1	8.0	7.5	7.8	7.2	7.4	7.3	7.4	7.3	7.5	7.7	7.4	7.4	7.54	7.2	8.1
Monthly	M/Max			8.1	8.1	8.0	8.1	8.2	8.0	8.0	8.3	7.9	7.9	8.0	8.0	8.0	8.06	7.9	8.3
Ecoli (Geomean)	M/Avg	100org/100mL		2.0	3.1	4.9	4.8	6.4	8.1	8.4	12.3	2.0	3.6	2.6	2.0	5.01	2.0	12.3	
Monthly	M/Min			2.0	2.0	2.0	2.0	2.0	2.0	10	2.0	2.0	2.0	2.0	2.0	2.0	1.92	1.0	2.0
Monthly	M/Max			2.0	12.0	14.0	64.0	108	60.0	124.0	120	2.0	20.0	6.0	2.0	2.0	137.50	2.0	1240.0
CL2 Residual	M/Avg			0.52	0.38	0.46	0.38	0.34	0.42	0.36	0.43	0.56	0.61	0.45	0.39	0.44	0.34	0.6	
Monthly	M/Min			0.14	0.17	0.11	0.10	0.18	0.16	0.07	0.10	0.0	0.3	0.1	0.2	0.13	0.00	0.3	
Monthly	M/Max			0.90	0.92	0.93	0.86	0.58	0.99	0.99	0.83	2.2	19	0.9	0.9	1.08	0.58	2.2	

Legend: M/Avg - Monthly Average M/Min - Monthly Minimum M/Max - Monthly Maximum (If, M/Max exceeded Obj or Limit refer to Exceedance Sp

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 – 206,305.0
- Apr – June – 167,066.4
- July – Sept – 128,373.4
- Oct – Dec – 117,247.0

Total Annual Effluent Deposited – 618,991.92

Average CBOD (mg/L) - 2.1

- Jan – Mar – 2.1
- Apr – June – 2.1
- July – Sept – 2.0
- Oct – Dec – 2.2

Annual Monthly Average – 2.1

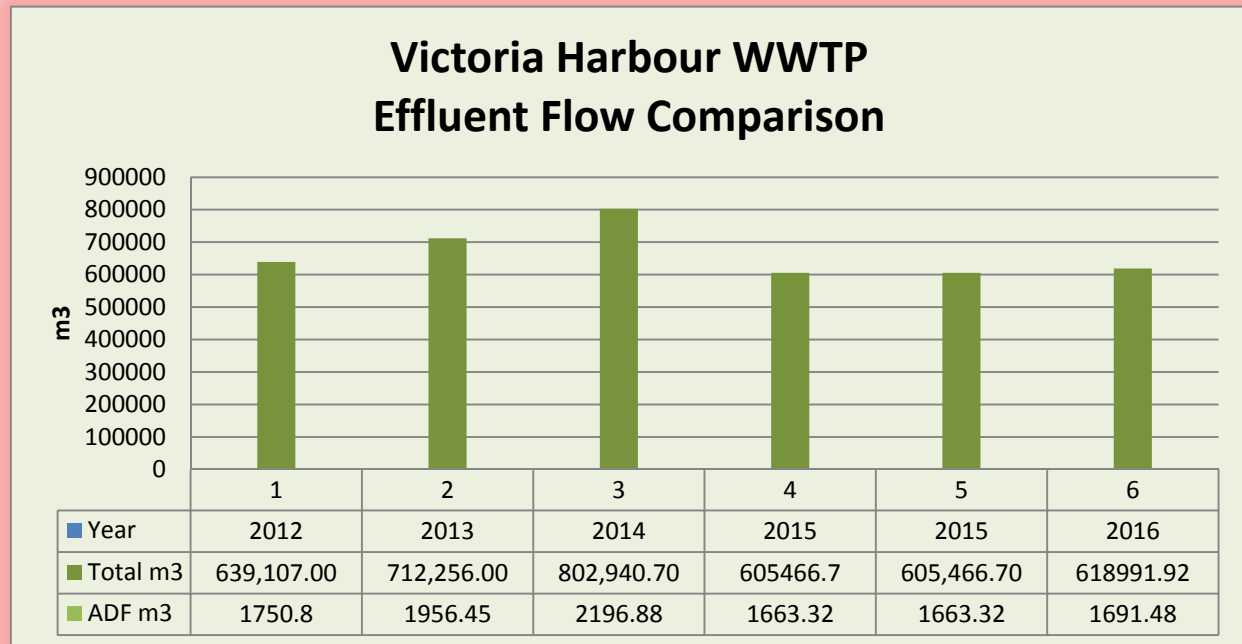
Average Concentration of Suspended Solids (mg/L)

- Jan – Mar - 2.0
- Apr – June - 2.1
- July – Sept - 2.0
- Oct – Dec - 2.0

Annual Monthly Average – 2.0

Section 2: Operational Overview

Effluent Flow Comparison 2012-2016



The plant effluent flow has been relative for the past 3 years due to the increasing development within the Municipality and growing population.

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 1691.48 m³/day for 2016 but, it should be noted that in March 2016 the plant effluent flow exceeded the rated capacity by 18%. (2801.10m³)

Peak Daily Flow for the plant as per the ECA is 6600m³/day.
In April the peak daily flow (PDF) was exceeded in March (6607m³/day).

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

Change daily sheets to indicate ADF volume and noted in the logbook for abnormality or 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(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 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 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 Flow & Summary

Victoria Harbour WWTP Annual Final Effluent Flows m3

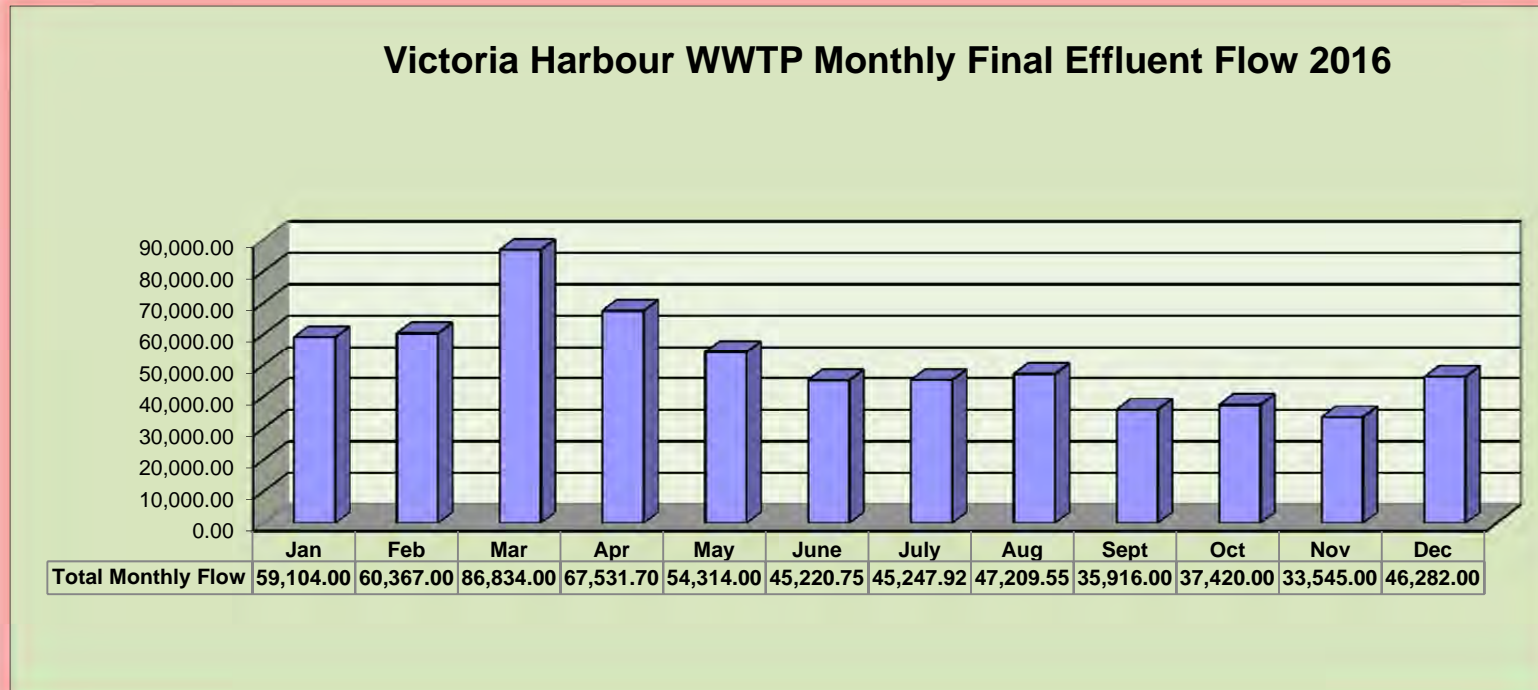
VICTORIA HARBOUR WWTP FINAL EFFLUENT FLOW					
Month	Total Monthly m3	ADF (m3)	ADF %	MDF (m3)	MDF %
			Comp to R/C		Comp to PDF
Jan	59,104.00	1,906.58	81%	2,538.00	38%
Feb	60,367.00	2,081.62	88%	4,098.00	62%
Mar	86,834.00	2,801.10	118%	6,607.00	100.1%
Apr	67,531.70	2,251.06	95%	3,545.00	54%
May	54,314.00	1,752.06	74%	2,163.00	33%
June	45,220.75	1,507.36	64%	1,723.00	26%
July	45,247.92	1,459.61	62%	1,775.00	27%
Aug	47,209.55	1,522.89	64%	2,605.00	39%
Sept	35,916.00	1,197.20	51%	1,379.00	21%
Oct	37,420.00	1,207.10	51%	2,178.00	33%
Nov	33,545.00	1,118.17	47%	1,543.00	23%
Dec	46,282.00	1,492.97	63%	1,945.00	29%
Total	618,991.92	1,691.48	72%	6,607.00	100%

In March 2016 the plant effluent flow exceeded the rated capacity by 18%. (2801.10m3)

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.

Victoria Harbour WWTP Annual Final Effluent Flows m3



Section 2: Operational Overview

Section 2 (e) Calibration Report & Maintenance Summary

Calibration and maintenance was completed for 2015 by Coulter Water Meter Service and Hach Sales & Service, Canada.

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



Certificate of Instrument Performance *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

Part Number / No. de pièce : 5870000	IT 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 :
24-MAY-16



Certificate of Instrument Performance *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

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 www	

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 :
24-MAY-16



Certificate of Instrument Performance *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

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 :
24-MAY-16



Certificate of Instrument Performance *Certificat de Conformité*

Company Name / Nom de la Compagnie : TOWNSHIP OF TAY

Account Number / No. de compte : 40170201

Certification Number / Numéro du Certificat : 5236466

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

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

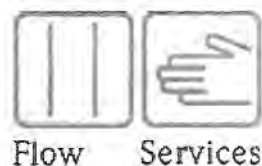
Hach Sales & Service Canada Ltd. atteste que votre instrument a été entretenu, calibré et vérifié selon les normes en vigueur. Ses spécifications actuelles sont équivalentes à celles d'un produit neuf.

Certified by / Certifié par :
Bilton, Stephen

Certification Date / Date de certification :
24-MAY-16

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Configuration

SYSTEM UNITS

UNIT VOLUME FLOW	l/s
UNIT VOLUME	l
UNIT TEMPERATURE	°C (CELSIUS)
UNIT VELOCITY	m/s
UNIT VISCOSITY	mm ² /s
UNIT LENGTH	INCH

OPERATION

LANGUAGE	ENGLISH
ACCESS CODE	0
DEF.PRIVATE CODE	91

USER INTERFACE

FORMAT	xx.xxx	
CONTRAST LCD	50	%

CURRENT OUTPUT

CURRENT SPAN	4-20mA HART NAM.	
VALUE 20mA	80.0000	l/s
TIME CONSTANT	1.00	s
CURRENT ADJUST	OFF	

29.08.2016 14:34:36

! = out of range

= not read or communication error

* = parameter changed

1/7

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Configuration

PULSE/STAT.OUT.

OPERATION MODE	PULSE	
PULSE VALUE	10.0000	I/P
PULSE WIDTH	100.000	ms
OUTPUT SIGNAL	PASSIVE/NEGATIVE	
SIMULATION PULSE	OFF	

COMMUNICATION

* TAG NAME	FILTER
TAG DESCRIPTION	-----
FIELD BUS ADDRESS	0
WRITE PROTECT	OFF
MANUFACT ID	ENDRESS+HAUSER
DEVICE ID	62 (hex)

PROCESSPARAMETER

ON-VAL.LF-CUTOFF	0.1577	I/s
ZEROPOINT ADJUST	CANCEL	
ZEROPOINT	0.000	ns

PIPE DATA

PIPE MATERIAL	PVC
---------------	-----

29.08.2016 14:34:36

! = out of range

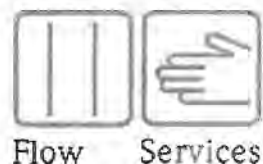
= not read or communication error

* = parameter changed

2/7

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Configuration

SOUND VEL.PIPE	2400.00	m/s
CIRCUMFERENCE	48.00	INCH
PIPE DIAMETER	15.28	INCH
WALL THICKNESS	0.500	INCH

LINER

LINER MATERIAL	LINER NONE
----------------	------------

LIQUID DATA

LIQUID	WATER	
TEMPERATURE	20.0000	°C (CELSIUS)
SOUND VEL.LIQ.	1487.40	m/s
VISCOSITY	1.0000	mm ² /s
S.VEL.NEG.	500.00	m/s
S.VEL.POS.	300.00	m/s

CONFIG CHANNEL

SENSOR TYPE	W-CL-1F-L-C	
SENSOR CONFIG.	2 TRAVERSES	
CABLE LENGTH	LEN.5m/15 feet	
POS.SENSOR	K 52	
SENSOR DISTANCE	17.27	INCH

29.08.2016 14:34:36

! = out of range

= not read or communication error

* = parameter changed

3/7

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Configuration

CALIBRATION DATA

CAL.FACTOR	1.000	
ZEROPOINT	0.000	
ZEROPOINT STAT.	0.000	ns
REYNOLDS NO. LOG	0.000	
CORR.FACTOR	1.000	

SYSTEM PARAMETER

INSTL.DIR.SENSOR	FORWARD	
MEASURING MODE	STANDARD	
POS. ZERO RETURN	OFF	
FLOW DAMPING	0.00	s

SUPERVISION

FAILSAFE MODE	MAXIMUM VALUE	
ALARM DELAY	0	s
TROUBLESHOOTING	CANCEL	
OPERATION HOURS	7:16:00	

SIMULAT. SYSTEM

SIM.FAILSAFEMODE	OFF
SIM. MEASURAND	OFF

29.08.2016 14:34:36

! = out of range

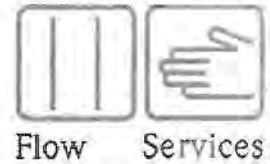
= not read or communication error

* = parameter changed

4/7

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Configuration

SENSOR VERSION

SERIAL NUMBER L8032916000

AMP. VERSION

DEVICE SOFTWARE V1.02.01
SW-REV. AMP. V1.02.01

TIME MEASUREMENT

NOM. TRANSIT TIME	548.711	us
TIME.FLIGHT MIN.	477.147	us
TIME.FLIGHT MAX.	781.267	us

AMP OPERATION

BURST FREQUENCY	1.100	MHz
RCV. FREQUENCY	1.000	MHz
RESON. FREQUENCY	0.118	MHz
BURST VOLTAGE	18.0	V
GAIN AMPLIFIER	22219	
STATUS AMPLIFIER	0	

29.08.2016 14:34:36

! = out of range

= not read or communication error

* = parameter changed

5/7

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Process values

MEASURING VALUES

VOLUME FLOW	0.0000	l/s
SOUND VELOCITY	0.0	m/s
FLOW VELOCITY	0.0000	m/s
SIGNAL STRENGTH	24.0	dB

TOTALISER

* SUM	0.0000	l
OVERFLOW	0	E7 l
SUM INVENTORY	0.2483	m ³
OVERFL. INVENT.	0	E7 m ³

SUPERVISION

HRS. SINCE RESET	4:05:05
------------------	---------

TIME MEASUREMENT

DELTA T	0.000	ns
ACT. TRANSIT TIME	0.000	us
SNR UP	24.7	dB
SNR DOWN	24.8	dB

29.08.2016 14:34:36

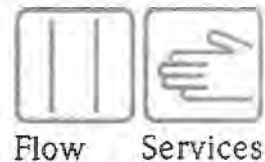
! = out of range

= not read or communication error

* = parameter changed

FieldServ

TAG: FILTER
PROSONIC FLOW 91
S/N: L8032916000



Diagnostics

SUPERVISION

ACTUAL SYS.COND	F 881 - SENS. SIGNAL
PREV.SYS.COND 1	C 281 INIT
PREV.SYS.COND 2	F 881 - SENS. SIGNAL
PREV.SYS.COND 3	C 281 INIT
PREV.SYS.COND 4	F 062 - SENSOR
PREV.SYS.COND 5	CONNECTION. DOWN
PREV.SYS.COND 6	C 281 INIT
PREV.SYS.COND 7	F 062 - SENSOR
PREV.SYS.COND 8	CONNECTION UP
PREV.SYS.COND 9	C 281 INIT
PREV.SYS.COND 10	F 062 - SENSOR
PREV.SYS.COND 11	CONNECTION UP
PREV.SYS.COND 12	C 281 INIT
PREV.SYS.COND 13	F 062 - SENSOR
PREV.SYS.COND 14	CONNECTION UP
PREV.SYS.COND 15	C 281 INIT
PREV.SYS.COND 16	F 062 - SENSOR
PREV.SYS.COND 17	CONNECTION UP
PREV.SYS.COND 18	C 281 INIT
PREV.SYS.COND 19	S 437 CONFIGURATION
PREV.SYS.COND 20	C 281 INIT
	F 881 - SENS. SIGNAL

29.08.2016 14:34:36

! = out of range

= not read or communication error

* = parameter changed

7/7

Field Service

Endress+Hauser Canada Ltd/Ltee

Telephone: 1-866-887-1666

Email: techs@ca.endress.com

Endress+Hauser 

People for Process Automation

Service Report

Date: 8/29/2016

Service Order No. 4411095473
Purch. Order No./ Date 4016280-001 8/8/2016
E+H Service Technician Mike Miller

Customer

Customer No.: 42017295
Customer: Selectra Inc.
Street: 750 Douro Street
City: N5A 0E3 Stratford
Phone: 519-271-0322 Fax: 519-271-0532

Customer Site

Customer No.: 42017295
Customer: Selectra Inc.
Street: 750 Douro Street
City: N5A 0E3 Stratford
Phone: 519-271-0322 Fax: 519-271-0532

Contact Person: Derek Luckhardt

CP at Site Loc.: Derek Hatton
Phone: 519-508-7071118 Fax: 519-508-7074

Reason for visit: Aug 29 11:30am-COMM-Township of Tay
Planned date on site: 8/29/2016 to 8/29/2016

Add. information

Selectra Inc.
Township of Tay

Site Contact: Derek Hatton
Endress Hauser: Mike Miller

Aug 29, 2016
Arrived: 14:00
Departed: 15:00

Work Completed:
Commissioned filter clamp on flow meter. See report for details.

Customer Signature

Derek Hatton



E+H Service Technician

Mike Miller



Field Service

Endress+Hauser Canada Ltd/Ltee

Telephone: 1-866-887-1666

Email: techs@ca.endress.com

Endress+Hauser 

People for Process Automation

Equipment list

Instrument location

Filter Flow Meter

TAG ID

FILTER

Serial number

L8032916000

Order Code

91WA1-AA2A20RCB4AA

BUS ID

Instrument as found :

Not configured

On site for commissioning

Causes :

Not applicable: n/a

Actions :

Commissioning

Customer had transmitter mounted and mounting posts for sensors on the PVC pipe.

Customer set up all pipe data.

Sensor position K52 at 17.27"

Set units to L/sec

4-20: 0 - 80 L/sec

10 P/L

(NOTE no outputs are used at this time)

When commissioning was completed, customer got water in pipe and signal strength was low <25 db.

Changed orientation of sensors from top to side and signal strength was to >75 db.

As left / Follow up actions

Measurement correct

Customer was unable to put flow through pipe while Endress Hauser was onsite.

There was a small flow present from the draining filter which showed a small flow in the positive direction.

V. Nowik Instrumentation & Controls	Calibration Report for Victoria Harbor WPCP 2016	51 Fourth St. Angus, ON L0M 1H3 Tel: (705) 440-7331
--	---	--

Location: Victoria Harbour STP	Manufacturer: Milltronics
Process: Final Effluent	Model: MultiRanger Plus
Calibration Oct. 17 2016	Serial #: NA
Technician: V. Nowik	Tag: Final Effluent
	Range: 5000 CM/DAY

Parameter #	factory set	As Found	As Left	Parameter #	factory set	As Found	As Left	Parameter #	factory set	As Found	As Left	Parameter #	factory set	As Found	As Left
1				17				33				49			
2				18				34				50			
3				19				35				51			
4				20				36				52			
5				21				37				53			
6				22				38				54			
7				23				39				55			
8				24				40				56			
9				25				41				57			
10				26				42				58			
11				27				43				59			
12				28				44				60			
13				29				45				61			
14				30				46				62			
15				31				47				63			
16				32				48				64			
17				33				49				65			
18				34				50				66			
19				35				51				67			
20				36				52				68			
21				37				53				69			
22				38				54				70			
23				39				55				71			
24				40				56				72			
25				41				57				73			
26				42				58				74			
27				43				59				75			
28				44				60				76			
29				45				61				77			
30				46				62				78			
31				47				63				79			
32				48				64				80			
33				49				65				81			
34				50				66				82			
35				51				67				83			
36				52				68				84			
37				53				69				85			
38				54				70				86			
39				55				71				87			
40				56				72				88			
41				57				73				89			
42				58				74				90			
43				59				75				91			
44				60				76				92			
45				61				77				93			
46				62				78				94			
47				63				79				95			
48				64				80				96			
49				65				81				97			
50				66				82				98			
51				67				83				99			
52				68				84				100			
53				69				85							
54				70				86							
55				71				87							
56				72				88							
57				73				89							
58				74				90							
59				75				91							
60				76				92							
61				77				93							
62				78				94							
63				79				95							
64				80				96							
65				81				97							
66				82				98							
67				83				99							
68				84				100							

Type:		
Manufacturer:		
Model:		
Serial No.:		
Last Cal. Date:		

Comments: De-Commissioned. No longer in Service

V. Nowik Instrumentation & Controls	Calibration Report for Victoria Harbor WPCP 2016	51 Fourth St Amherst, ON L0M 1B3 Tel: (705) 440-3331
---	---	---

Location:	Victoria Harbour STP	Manufacturer:	Fischer & Porter
Process:	Final Effluent	Model:	51-1102DBL
Calibration Date:	Oct. 17 2016	Serial #:	8206B2025/3/B1
Technician:	V. Nowik	Tag:	Final Effluent Chart Flow Recorder

Input			Output (Chart)		(Flow)	
Type:	made		Type or EGU:		CM/Day	
Min:	4.00		Min:	0.0	0.00	
Max:	20.00		Max:	25.0	5000.00	
			Before Calibration		After Calibration	
Cal. Input made	Input %	Chart Pen	Chart Pen	%Error	Chart Pen	%Error
4.00	0.00%	0.00	0.00	0.00%	0.00	0.00%
8.00	25.00%	6.25	6.25	0.00%	6.25	0.00%
12.00	50.00%	12.50	12.50	0.00%	12.50	0.00%
16.00	75.00%	18.75	18.75	0.00%	18.75	0.00%
20.00	100.00%	25.00	25.00	0.00%	25.00	0.00%

Calibration Equipment			
Type:			
Manufacturer:			
Model:			
Serial No.:			
Last Cal. Date:			

Comments:

De-Commisioned. No Longer in Service

Section 2: Operational Overview

Section 2 (f) 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

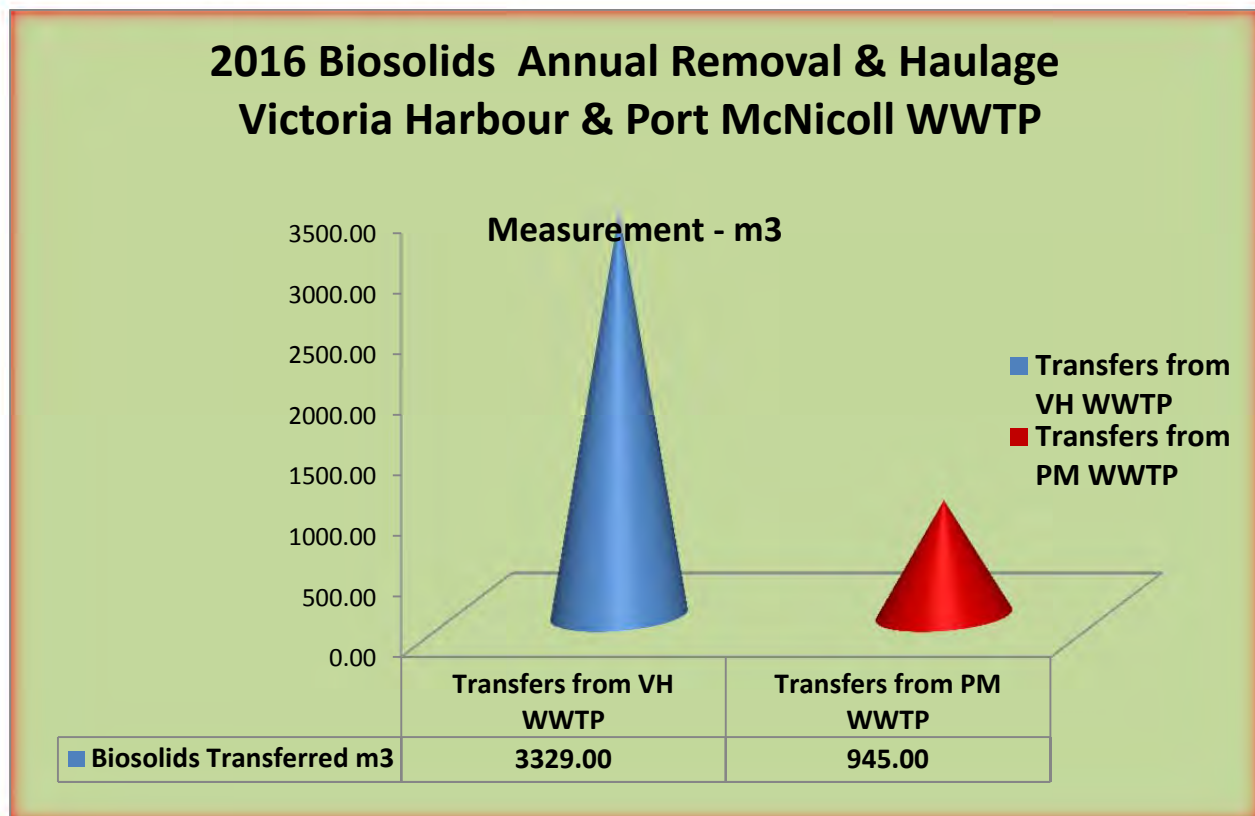
Section 2 (g) Sludge Volume & Management Summary

The total volume of biosolids (sludge) removed from the Victoria Harbour Wastewater Treatment Plant in 2016 was 3329.0m³.

Last year 5076.8m³ of sludge was transferred from the plant therefore, the forecast for 2017 is expected to be comparable.

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.

Entec Waste Management Inc. will provide a significant savings to the Township over the four years of the contract



Biosolid Transfers - Annual Breakdown	m3 Disposed		Expenditure
Transfers from VH WWTP	3329.00	VH WWTP	\$102,328.12
Transfers from PM WWTP	945.00	PM WWTP	\$28,885.23
Total m3 Transfers	4274.00	Total Cost	\$131,213.35

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

ANNUAL BYPASS/SPILL EVENT SUMMARY 2016					
Bypass Summary - January 1, 2016 through to December 31, 2016					
Bypass Details Include - Plant Location, Date, Total Duration Hours, Volume 1000m3					
Victoria Harbour Wastewater Treatment Facility					
Start Date	End Date	Duration (Hrs)	Volume (1000m3)	Reason	MOE Report #
Sept 14 2016	Sept 14 2016		20 Litres	Spill	7788-ADSSCW
Annual Total		0	0.000	~	~

Port McNicoll Wastewater Treatment Facility					
Start Date	End Date	Duration (Hrs)	Volume (1000m3)	Reason	MOE Report #
Annual Total		0	0.000	~	~

Ellen Street Pumping Station - Spill					
Start Date	End Date	Duration (Hrs)	Volume (1000m3)	Reason	MOE Report #
10/27/2016	10/27/2016	2hrs	100m3	Forcemain Break/Spill	2774-AF584P
Annual Total				~	~

Comment/Description:

Break in forcemain south of the Ellen Street sewage pumping station. Call in sewage haulers to remove liquid from pumping station to allow repair with the pumpir ion offline.

Called in another truck to remove spill from road surface and along roadside. Spill was entering a catchbasin leading to a 195 meter ditch choked with cattails making it impossible to do a proper cleanup in that area. Notified the spill to be 100 m3 but infact it could have been half of that volume. Called locates and proceeded to repair the forcemain at 8am due to other utilities in the area

Contractor removed contaminated soil and debris and took that to a contamination site. SAC was called previous to haulers arriving and updated during the morning hours. Health Unit was

called and Grant Lafontaine was sent pictures of the cattail choked ditch. There was no actually clean out the 195 meter long ditch due to the location, depth of ditch, rocks, and cattails.

Section 2: Operational Overview

Section 2 (j) Notice of Modifications Submissions – Schedule B Section 1

Schedule B Section 1:

1.1 Sewage Pumping Stations

Pump repairs and piping replacement.

1.2 Sewage Treatment Process

No changes.

1.3 Sewage Treatment Plant Outfall

No changes.

1.4 Pilot Systems

Temporary filter installed to replace existing during plant upgrades.

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 (I) Operating Problems Encountered & Corrective Actions Taken

Annual: Exceedance/Spill Report 2016

Victoria Harbour Wastewater Treatment Plant						
Annual Exceedances/Spill Reports 2016						
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	May 31 2016 May Monthly Avg	Ecoli	108.0 6.4 (Avg)	Org 100/mL	Note: Exceeds Objective & Limit of 100 org/100mL Monthly Average: 6.4 mg/L which is under the Objective & Limit. Description/Cause of Events: Skimmer pump issue was not removing solids from filter which contributed to inadequate chlorination. Repair conducted to resolve issue.	MOE Advised Email June 10 2016
VH WWTP	June 21 2016 June Monthly Avg	TAN Ammonia + Ammonium	15.3 6.6 (Avg)	mg/L	Note: Exceeds Objective 8.0 mg/L & Limit 10.0 mg/L Monthly Average: 6.6 mg/L which is under the Objective & Limit. Description/Cause of Events: Low D/O and High settling solids.	MOE Advised Email July 4 2016
VH WWTP	July 5 2016 July Monthly Avg	Ecoli	1240.0 8.4 (Avg)	Org 100/mL	Note: Exceeds Objective & Limit of 100 org/100mL Monthly Average: 8.4 mg/L which is under the Objective & Limit. Description/Cause of Events: Chlor Res Low & PEP bottle may have been contaminated.	MOE Advised Email July 2016
VH WWTP	Aug 4 2016 Aug Monthly Avg	Ecoli	120.0 12.3(Avg)	Org 100/mL	Note: Exceeds Objective & Limit of 100 org/100mL Monthly Average: 12.3 mg/L which is under the Objective & Limit. Description/Cause of Events: No explanation for result assuming human error or possible contamination to bottle Sample on Aug 3, 2016 Result was 2.0.	MOE Advised Email Aug 12 2016
VH WWTP	Sept 4,5	Ttl Chlor Res	2.2		Note: Exceeds C of A 802-82-006 (Sept 1982) limits. (May1-Sept 30) Currently, there is no limit or objective for the Total Chlorine Residual in current ECA 3389-A5BKJJ. Reported due diligence only.	Reported by Paul to SAC Sept 6 2016
VH WWTP 7788-ADSSCW	Sept 14 2016	Spill	20L Amount	Raw Sewage	Raw Sewage Spill: Liquid and soil cleaned up. Comment: Spill occurred due to cracked pipe.	Reported by Ray to SAC at 4:45pm Julien Aristizadal - SAC
VH WWTP 4671-AEDJEV	Oct 3 2016	Ttl Chlor Res	1.6		Note: Exceeds CofA 802-82-006 (Sept 1982) limits. (May1-Sept 30) 8:30am 1.61 T/C & F/C 0.12/10am 1.27 T/C & 0.27 F/C - Lowered & Resolved Currently, there is no limit or objective for the Total Chlorine Residual in current ECA3389-A5BKJJ. Reported due diligence only.	Reported by Michael to SAC Oct 3 2016 MOE Advised by Email October 3 2016
VH WWTP 2774-AF584P	Oct 27 2016	Spill	100m3 Amount	Raw Sewage Ellen St	Raw Sewage Spill due to Forcemain Break: Liquid and soil cleaned up. Comment: Spill occurred due to forcemain break Duration: 2hrs Completed repair at 4pm (Replaced 14 ft piece)	Reported by Ray to SAC & SMDHU at 1:12am Heather Croft - SAC Advised Ian at 4:10pm
VH WWTP 3342-AF9Q7C	Oct 31 2016	Ttl Chlor Res	1.92		Note: Exceeds CofA 802-82-006 (Sept 1982) limits. (May1-Sept 30) Adjusted the pumps and Lowered & Resolved Situation. Currently, there is no limit or objective for the Total Chlorine Residual in current ECA3389-A5BKJJ. Reported due diligence only.	Reported by Michael to SAC Oct 31 2016 MOE Advised by Email Oct 31 2016

Section 3

R1, R2 Forms



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: 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 0 1 1 6 18 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 23
-------------------------------	--	--	-----------------------------	----------------------------------	-------------------------------

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 30 34
(10 ³ m ³ /d) 5 0 0 1 5 30 34
(10 ³ m ³ /d) 5 0 0 2 0 30 34

Dec
3 35
3 35
3 35

Monthly Results					
				5	9 . 1 0 4
					1 . 9 0 7
					2 . 5 3 8

2 6 12 13

BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

(10 ³ m ³) 5 0 0 2 6 30 34
(hours) 8 0 5 6 3 30 34
(10 ³ m ³) 5 0 0 4 0 30 34
(hours) 8 0 5 6 5 30 34

3 35
1 35
3 35
1 35

					.		
					.		
					.		
					.		

of Occurrences
0

--	--	--	--

0 3 12 13

RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

(mg/L) 0 0 0 0 1 30 34
(mg/L) 0 0 0 0 6 30 34
(mg/L) 0 0 0 2 0 30 34
(mg/L) 0 0 0 3 3 30 34

0 35
0 35
2 35
1 35

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

of Samples
3
3
3
3

0 4 12 13

FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

(mg/L) 0 0 0 0 1 30 34
(mg/L) 0 0 0 0 6 30 34
(mg/L) 0 0 0 1 9 30 34
(mg/L) 0 0 0 2 0 30 34
(mg/L) 0 0 0 3 3 30 34

1 35
1 35
2 35
2 35
2 35

				2	0 .
				2	0 .
				1	9 5
				2	5 5
				0	1 0

		3
		3
		3
		3
		3

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 30 34
8 0 4 1 0 30 34
8 0 4 2 0 30 34

1 35
1 35
1 35

				.
				.
				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:

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).



Ontario

Ministry
of the
Environment

Municipal Utility Monitoring Program **R1**
Mechanical Plants

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.	Works Number	Data Period	Days	Discharge Type	Update Code
4 6	1 2 0 0 0 3 2 2 7	Month: 0 2 Year: 1 6	2 9	2	R

C.P.
0 1

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					
			6	0	3
			2	0	8
			4	0	9

2 6

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 3

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

				4	5
				5	7
				1	4
				1	3

# of Samples		
		2
		2
		2
		2

0 4

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

				2	0
				2	0
				0	2
				0	7
				0	0

		4
		4
		4
		4
		4

0 7

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

				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:

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**

Return completed blue form to:



Ontario

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: 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	Works Number 1 2 0 0 0 3 2 2 7	Data Period Month: 0 3 Year: 1 6	Days 3 1	Discharge Type 2	Update Code R
------------------------	--	---	--------------------	----------------------------	-------------------------

C.P.
0 1

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) 6 0 0 2 0

Dec.
3
3
3

Monthly Results					
				8 6 . 8 3 4	
				2 . 8 0 1	
				6 . 6 0 7	

2 6

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 3

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 4 .
				8 8 .
				1 2 . 8 8
				1 . 7

of Samples
2
2
2
2

0 4

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

				2 . 2
				2 . 0
				2 . 3 4
				2 . 9 6
				0 . 0 6

		2
		2
		2
		2
		2

0 7

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

				.
				.
				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:

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).



Ontario

Ministry
of the
Environment

Municipal Utility Monitoring Program **R1**
Mechanical Plants

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 7 3 11	Data Period Month Year 0 4 1 6 15 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					
(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									
						6	7	5	3
							2	2	5
							3	5	4

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 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

						6	3
						1	0
						1	4
						1	7

# of Samples	
	4
	4
	4
	4

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

						2	0
						2	0
						1	9
						2	2
						0	0

			4
			4
			4
			4
			4

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

				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:

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.

4	6
1	2

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

Data Period	
Month	Year
0	4
1	6
18	19

Days	
3	0
25	21

Discharge Type
2
22

Update Code
R
70

[illegible]

Return completed blue form to:



Ontario

Ministry
of the
Environment

Municipal Utility Monitoring Program **R1**
Mechanical Plants

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 7 3 11	Data Period Month Year 0 5 1 6 15 19	Days 3 1 20 21	Discharge Type 2 22	Update Code R 89
-------------------------------	--	--	-----------------------------	----------------------------------	-------------------------------

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	6
(10 ³ m ³ /d)	5	0	0	2	0

Dec.
3
3
3

Monthly Results									
					5	4	3	1	4
						1	7	5	2
						2	1	6	3

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
--	--	--	----------

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

			1	0	4
			1	4	7
			1	7	0
			1	8	

# of Samples			
			5
			5
			5
			5

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

				2	0
				2	0
				0	2
				0	5
				0	4

			5
			5
			5
			5
			5

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

				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:

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.

4	6
1	2

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

Data Period			
Month		Year	
0	5	1	6
19			19

Days	
3	1
20	21

Discharge Type	
2	
22	

Update Code	
R	
20	

[illegible]

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

Return completed blue form to:

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

```

graph LR
    FileNo[File No.] --- WorksNumber[Works Number]
    WorksNumber --- DataPeriod[Data Period]
    DataPeriod --- Days[Days]
    Days --- DischargeType[Discharge Type]
    DischargeType --- UpdateCode[Update Code]
    
    FileNo --- F1[4]
    FileNo --- F2[6]
    
    WorksNumber --- W1[1]
    WorksNumber --- W2[2]
    WorksNumber --- W3[0]
    WorksNumber --- W4[0]
    WorksNumber --- W5[0]
    WorksNumber --- W6[3]
    WorksNumber --- W7[2]
    WorksNumber --- W8[7]
    
    DataPeriod --- DP1[Month]
    DataPeriod --- DP2[Year]
    
    DP1 --- DP1_1[0]
    DP1 --- DP1_2[6]
    
    DP2 --- DP2_1[1]
    DP2 --- DP2_2[6]
    
    Days --- D1[3]
    Days --- D2[0]
    
    DischargeType --- DT1[2]
    
    UpdateCode --- UC1[R]
  
```

C.P.		FLOWS		Parameter Code						Dec.									
0	1	12	13	Total Flow		(10^3 m^3)		5 0 0 1 0		3									
				Average Daily Flow		$(10^3 \text{ m}^3/\text{d})$		5 0 0 1 5		3									
				Maximum Daily Flow		$(10^3 \text{ m}^3/\text{d})$		5 0 0 2 0		3									
BYPASS				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									
RAW SEWAGE				BOD ₅		(mg/L)		0 0 0 0 1		0									
				Suspended Solids		(mg/L)		0 0 0 0 6		0									
				TKN		(mg/L)		0 0 0 2 0		2									
				Total Phosphorus		(mg/L)		0 0 0 3 3		1									
FINAL EFFLUENT				BOD ₅		(mg/L)		0 0 0 0 1		1									
				Suspended Solids		(mg/L)		0 0 0 0 6		1									
				Ammonia + Ammonium		(mg/L)		0 0 0 1 9		2									
				TKN		(mg/L)		0 0 0 2 0		2									
				Total Phosphorus		(mg/L)		0 0 0 3 3		2									
DISINFECTION				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									

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:	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.	Works Number	Data Period	Days	Discharge Type	Update Code
4 6	1 2 0 0 0 3 2 7	Month: 0 6 Year: 1 6	3 0	2	R
1 2	3 11	10 10	10 10	22	

[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:	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 data file, showing the sequence of fields and their corresponding values:

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

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

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

				4	5	2	4	8
					1	4	6	0
					1	7	7	5

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

	0	3	RAW SEWAGE								# of Samples			
BOD ₅	(mg/L)	0	0	0	0	0	1	0				2		
Suspended Solids	(mg/L)	0	0	0	0	0	6	0				2		
TKN	(mg/L)	0	0	0	2	0		2			1	7	5	2
Total Phosphorus	(mg/L)	0	0	0	3	3		1				1	0	2

[illegible]

0	7	DISINFECTION											
12	13												
Chlorine Used -		(kg as Cl ₂)					1						
Chlorine Dosage -		(mg/L as Cl ₂)					1						
Chlorine Residual -		(mg/L as Cl ₂)					1		0 . 4				
14	15						1						

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

Figure 1 illustrates the data structure of the database, showing various fields and their values:

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

[illegible][illegible]

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

Return completed blue form to: Ray Knuff, Environmental Superintendent



Ontario

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: 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	Works Number 1 2 0 0 0 3 2 2 7	Data Period Month: 0 8 Year: 1 6	Days 3 1	Discharge Type 2	Update Code R
------------------------	--	---	--------------------	----------------------------	-------------------------

C.P. 0 1

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									
				4	7	.	2	1	0
							1	.	5
							2	.	6

2 6

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

Dec.
3
1
3
1

							.		
							.		
							.		
							.		

of Occurrences
0

0 3

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

Dec.
0
0
2
1

				1	4	0	.
				1	5	0	.
				3	1	.	2
					3	.	5

of Samples
3
3
3
3

0 4

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

Dec.
1
1
2
2
2

					2	.	0
					2	.	0
					0	.	2
					0	.	5
					0	.	1

			6
			6
			6
			6
			6

0 7

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

Dec.
1
1
1

				.	0
				.	0
				0	.

--	--	--	--

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/c ontact/regionalmap.php).

Municipal Utility Monitoring Program
Mechanical Plants **R2**

Diagram illustrating the layout of the 96-bit data structure:

- File No.**: 2 bits (4, 6)
- Works Number**: 11 bits (1, 2, 0, 0, 0, 3, 2, 2, 7)
- Data Period**: 15 bits (Month: 0, 8; Year: 1, 6)
- Days**: 2 bits (3, 1)
- Discharge Type**: 2 bits (2)
- Update Code**: 1 bit (R)

[illegible][illegible]

Return completed blue form to: Ray Knuff, Environmental Superintendent

Municipal Utility Monitoring Program
Mechanical Plants R1

Diagram illustrating the layout of the data fields in the file:

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

C. P.	
0	1
12	13

FLOWS

Total Flow (10^3 m^3) **5 0 0 1 0**

Average Daily Flow ($10^3 \text{ m}^3/\text{d}$) **5 0 0 1 5**

Maximum Daily Flow ($10^3 \text{ m}^3/\text{d}$) **5 0 0 2 0**

Dec.
3
3
3

Monthly Results						
				3	5 . 9	1 6
					1 . 1	9 7
					1 . 3	7 9

#	6	BYPASS									
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)	6 0 0 4 0	3					.			
Duration	(hours)	8 0 5 6 5	1					.			

0	3	RAW SEWAGE									# of Samples						
BOD ₅	(mg/L)	0	0	0	0	1	0			3	2	7	.				2
Suspended Solids	(mg/L)	0	0	0	0	6	0			1	5	4	.				2
TKN	(mg/L)	0	0	0	2	0	2				4	3	.	7	0		2
Total Phosphorus	(mg/L)	0	0	0	3	3	1					4	.	9			2

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	.	2	5				2
TKN				(mg/L)	0	0	0	2	0	2					0	.	8	0				2
Total Phosphorus				(mg/L)	0	0	0	3	3	2					0	.	0	7				2

0	7	DISINFECTION
12	13	
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
1		
1		
1		
		.
		.
		0 . 6

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**

The diagram illustrates the layout of a data record. It consists of several fields, each represented by a box containing its data values and a box below it showing the starting and ending positions of the field in the record.

- File No.:** Contains values 4 and 6. The positions are 1 and 2.
- Works Number:** Contains values 1, 2, 0, 0, 0, 3, 2, 2, and 7. The positions are 3 and 11.
- Data Period:** Contains values for Month (0, 9) and Year (1, 6). The positions are 16 and 19.
- Days:** Contains values 3 and 0. The positions are 20 and 21.
- Discharge Type:** Contains value 2. The position is 22.
- Update Code:** Contains value R. The position is 23.

[illegible][illegible]

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

Return completed blue form to: Ray Knuff, Environmental Superintendent



Ontario

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: 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	Works Number 1 2 0 0 0 3 2 2 7	Data Period Month: 1 Year: 0 1 6	Days 3 1	Discharge Type 2	Update Code R
------------------------	--	---	--------------------	----------------------------	-------------------------

C.P.
0 1

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 7 . 4 2 0
1 . 2 0 7
2 . 1 7 8

2 6

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

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

1 2 4 .
1 2 9 .
2 9 . 6 8
3 . 2

of Samples
2
2
2
2

0 4

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

2 . 0
2 . 0
0 . 1 5
0 . 8 5
0 . 0 8

2
2
2
2
2

0 7

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

.
.
.

--

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:	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	0	1	6
15			19

Days

3	1
30	31

Discharge Type

2
22

Update Code

R
25

[illegible]

0	4	FINAL EFFLUENT							Parameter Code						Dec.	Monthly Average Results									# of samples				
12	13	Alkalinity														1				.									0
		Nitrate/Nitrite													1			1	6	.	2	0						2	
		Chlorides													2					.								0	
		Conductivity													0			5	9	3	.	8	0					2	
		PH													2					7	.	7	0					2	
		Dissolved React. P													2					.								0	
		Ecoli																		.								4	
																			3	.	5	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



Ministry
of the
Environment

Municipal Utility Monitoring Program **R1**
Mechanical Plants

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 7 3 11	Data Period Month Year 1 1 1 6 18 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
(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 . 5 4 5
1 . 1 1 8
1 . 5 4 3

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

Dec
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

Dec
0
0
2
1

1 4 1 .
1 4 4 .
2 6 . 1 0
3 . 2

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

Dec
1
1
2
2
2

2 . 4
2 . 0
1 . 6 0
2 . 3 0
0 . 1 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

Dec
1
1
1

.
.
0 . 5

0

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).



Ontario

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: 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	Works Number 1 2 0 0 0 3 2 2 7	Data Period Month: 1 2 Year: 1 6	Days 3 1	Discharge Type 2	Update Code R
------------------------	--	---	--------------------	----------------------------	-------------------------

C.P.
0 1

FLOWS

Total Flow

Average Daily Flow

Maximum Daily Flow

Parameter Code	Dec.	Monthly Results																																	
(10 ³ m ³) 5 0 0 1 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td>4</td><td>6</td><td>2</td><td>8</td><td>2</td></tr><tr><td>(10³ m³/d) 5 0 0 1 5</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>9</td><td>3</td></tr><tr><td>(10³ m³/d) 5 0 0 2 0</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>9</td><td>4</td><td>5</td></tr></table></td></tr></table></td></tr></table>					4	6	2	8	2	(10 ³ m ³ /d) 5 0 0 1 5	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>9</td><td>3</td></tr><tr><td>(10³ m³/d) 5 0 0 2 0</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>9</td><td>4</td><td>5</td></tr></table></td></tr></table>						1	4	9	3	(10 ³ m ³ /d) 5 0 0 2 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>9</td><td>4</td><td>5</td></tr></table>						1	9	4	5
				4	6	2	8	2																											
(10 ³ m ³ /d) 5 0 0 1 5	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>4</td><td>9</td><td>3</td></tr><tr><td>(10³ m³/d) 5 0 0 2 0</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>9</td><td>4</td><td>5</td></tr></table></td></tr></table>						1	4	9	3	(10 ³ m ³ /d) 5 0 0 2 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>9</td><td>4</td><td>5</td></tr></table>						1	9	4	5												
					1	4	9	3																											
(10 ³ m ³ /d) 5 0 0 2 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>9</td><td>4</td><td>5</td></tr></table>						1	9	4	5																								
					1	9	4	5																											

2 6 BYPASS

Plant Bypass Volume

Duration

Secondary Bypass Volume

Duration

Parameter Code	Dec.	Monthly Results																																													
(10 ³ m ³) 5 0 0 2 6	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 3</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(10³ m³) 5 0 0 4 0</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 5</td><td>1</td><td><table border="1"><tr><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) 8 0 5 6 3	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(10³ m³) 5 0 0 4 0</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 5</td><td>1</td><td><table border="1"><tr><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) 5 0 0 4 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 5</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table></td></tr></table>						*				(hours) 8 0 5 6 5	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table>						*			
					*																																										
(hours) 8 0 5 6 3	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(10³ m³) 5 0 0 4 0</td><td>3</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 5</td><td>1</td><td><table border="1"><tr><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) 5 0 0 4 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 5</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table></td></tr></table>						*				(hours) 8 0 5 6 5	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table>						*															
					*																																										
(10 ³ m ³) 5 0 0 4 0	3	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr><tr><td>(hours) 8 0 5 6 5</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table></td></tr></table>						*				(hours) 8 0 5 6 5	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table>						*																											
					*																																										
(hours) 8 0 5 6 5	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td>*</td><td></td><td></td><td></td></tr></table>						*																																							
					*																																										

of Occurrences
0

0 3 RAW SEWAGE

BOD₅

Suspended Solids

TKN

Total Phosphorus

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

of Samples
2
2
2
2

0 4 FINAL EFFLUENT

BOD₅

Suspended Solids

Ammonia + Ammonium

TKN

Total Phosphorus

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

2
2
2
2
2

0 7 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	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>0</td><td></td><td></td></tr><tr><td>8 0 4 1 0</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>0</td><td></td><td></td></tr><tr><td>8 0 4 2 0</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>4</td><td></td><td></td></tr></table></td></tr></table></td></tr></table>					0	0			8 0 4 1 0	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>0</td><td></td><td></td></tr><tr><td>8 0 4 2 0</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>4</td><td></td><td></td></tr></table></td></tr></table>					0	0			8 0 4 2 0	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>4</td><td></td><td></td></tr></table>					0	4		
				0	0																											
8 0 4 1 0	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>0</td><td></td><td></td></tr><tr><td>8 0 4 2 0</td><td>1</td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>4</td><td></td><td></td></tr></table></td></tr></table>					0	0			8 0 4 2 0	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>4</td><td></td><td></td></tr></table>					0	4													
				0	0																											
8 0 4 2 0	1	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td><td>4</td><td></td><td></td></tr></table>					0	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:

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**

Update Code
R

Return completed blue form to: Ray Knuff, Environmental Superintendent



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: March 8, 2017

Report No: PW-2017-22

Report Title: Grandview Beach and Paradise Point
Water System Funding and
Connection Costs

RECOMMENDATION:

That report PW-2017-22 regarding the water system funding, connection costs and connection timing for Grandview Beach and Paradise Point servicing be received;

And that a Public Information Centre be held on Saturday, April 22, 2017 at the Port McNicoll Community Centre;

And that for properties which have a current connection to the water system and are paying water rates there will be no project costs assigned and that the project will provide a permanent water connection to the property line, and, for customers on the current seasonal system with rear yard watermain a seasonal connection from there to the existing plumbing system will be provided;

And that, based on 2018 contract completion, non-vacant properties not currently connected to the system be required to pay the connection charge, other connection costs and start paying water rates (deemed connection) by January 1, 2020 at the latest;

And those property owners will not be forced to connect to the water system;

And that non-vacant properties not currently connected to the system are required to pay \$5,831.20 to cover the connection charge and a portion of the lateral cost;

And that non-vacant properties not currently connected to the system that have withdrawn from the system pay the lesser of \$5,831.20 or the amount that they would have paid up to January 1, 2017 if they had not withdrawn;

And that a lateral be constructed to the property line for non-vacant properties not currently connected to the system;

And that a property owner waiver and seasonal shut-off be offered similar to the arrangement for Robin's Point Properties;

And that for the billing period following connection, or deemed connection, to the permanent water system, full water rates will apply;

And that vacant properties will not have laterals constructed in the current project, will not pay frontage charges in the future but will pay for their laterals and the development charge at the future rates if dwellings are constructed;

And that the project construction tender include options for basic and enhanced road restoration.

INTRODUCTION/BACKGROUND/ANALYSIS:

This report provides an update on various aspects of the Grandview Beach and Paradise Point servicing issue and provides recommendations on funding and connection issues. In order to provide better cross reference from the recommendations to the body of the report the sections below are in the same order as the recommendations.

Public Information Centre - Schedule B Class Environmental Assessment

On July 6, 2016 the Minister of Environment and Climate Change advised that the Township could proceed with the recommended solution of the study. The Township was required to report on further public consultation prior to any construction activity. Council did not commit to construction at that time, but directed that the immediate-term, interim actions commence and that the preliminary design activities should be initiated. The four immediate-term, interim actions included: implementation of backflow prevention, provision of private well and septic system fact sheets, increased access for private well water sample testing, and, pursuing funding from senior levels of government. Progress has been made on all of these items.

In order for the further public consultation to be meaningful, it should be held when more information is available, when the public can attend and early enough to consider the input prior to implementation. These factors are difficult to balance. The staff suggestion of a meeting on March 9th did not meet some of the requirements as was noted at our recent Public Liaison Committee meeting. We are now proposing the Saturday following Easter - April 22, 2017. This is as late as reasonably possible to have input for the current water design process and still meet timelines driven by the grant funding and the urgency of the Boil Water Order issues.

A project update (attached) was prepared for those who had provided their names to receive with project updates. This update was also posted on our website.

Current Consulting Assignments

J.L. Richards and Associates is assisting with the preliminary design work and advancing more reliable cost estimates for the entire servicing project as per the recommendations of the Class Environmental Assessment. This includes the geotechnical work and preparation for the Public Information Centre. They will report later in the spring at which time Council will be able to consider the feasibility and timing of possible wastewater servicing and the medium term, interim actions (septic inspection and monitoring-based septic system assessment).

C.C. Tatham and Associates is working on the water system detailed design. The current schedule is to provide tender results for the June Council cycle.

Properties Currently Connected

Generally, this report is dealing with water system issues. The discussion related to wastewater is significantly different since there has never been wastewater servicing in the area. Most properties that are currently connected to the seasonal system have a watermain running in the rear yards of the properties. Options for these customers could range from requiring an area or frontage fee related to the new watermain to some lesser amount. Normally for water customers the Township replaces watermain that reaches the end of its life with no direct cost to the area residents. In this case replacing the rear-yard seasonal system with a similar system is not feasible and would not meet current standards. Similar to all of our watermain projects there are upgrades to current standards that do not get passed back to the neighbourhood property owners. Although watermain installation in this area is expensive it is not particularly the fault or responsibility of the property owners.

The water lateral from the main to the property line or dwelling is a second area of interest. For one of the recent watermain projects in Port McNicoll that included moving the watermain from rear yard to the road, the Township reconnected the houses to the watermain as a project cost – if you were connected before you should be connected afterward. Again there could be a range of options to consider from asking the property owner to pay from the watermain to the dwelling, to making sure they are reconnected as a project cost. Since the Township responsibility normally stops at the property line it is recommended that a water service lateral be built to property line to the year-round standard. In keeping with what is already on the property the remaining connection on private property would only be completed to seasonal standards. Another option would be to advance the year-round service to within two metres of the dwelling at project cost.

Recognizing the exceptional nature of this project has been part of the basis for receiving (assumed) funding from higher levels of government. It is felt that this should be the basis for providing this watermain replacement on a similar basis as other parts of the Township would see. It is noted that many residents will have on-site costs to change the plumbing in their houses to take full advantage to the year-round availability of water. It is also intended to require the contractor to provide pricing for placement of water laterals on private property that residents (currently connected or not) could access at the time of construction.

Existing Dwellings (Non-Vacant) Not Currently Connected

In most cases when a municipality installs water on an existing street all the dwellings are required to connect and pay water rates after a certain time period. In the Township we have always required that rates be paid if there is a year-round water system serving your dwelling even if you are not connected and we have allowed that the dwelling may not actually connect. We have generally allowed one full construction season to allow people to connect prior to charging. In this case, assuming construction will be complete in 2018, it is suggested that the deadline of January 1, 2020 be imposed. If someone were to connect earlier, they would pay the connection charge and other costs and start paying rates at the time of connection.

Similar to all areas in the Township, new property connections to the water system, would be charged a connection fee equivalent to the Development Charges fee. This relates to having access to the treatment capacity of the water plant. It is felt that new connections to the system in this area should pay that amount (currently \$4,556).

Similar to the connected properties, there are options on how much the benefitting property owners should pay as an area or frontage charge. To the degree that this area was serviced for water when the properties were purchased and due to the unusual circumstances and funding is available, a frontage component is not suggested.

Water laterals from the watermain to the property line can be viewed differently. In other areas of the Township when someone wishes to connect to our system they pay for the lateral from the watermain to the property line and for any costs on private property. The preliminary estimate for the cost from the watermain to property line was \$3,500.

There is a sub-group of the non-connected existing dwellings that had been connected to the system in the past. They were all aware and had agreed that they would be subject to costs for connection (treated as a new connection) if they chose to have their properties reconnected. As gesture of fairness it is suggested that those who have recently disconnected be able to pay back the water rates to current.

To blend all the non-connected dwellings the water rates paid from January 1, 2007 to January 1, 2017, less rates actually paid, and is being suggested as a cost for those not currently connected. The ten year period also corresponds to a step increase in the rates in 2007. This proposed cap of \$5831.20 can be seen as the new customers paying the connection fee and a portion of the lateral cost as subsidized by the other project funding while recognizing those who have been paying fees and contributing to the water reserves.

Seasonal Residents and Rates

The watermain servicing Robin's Point Road is in some ways similar to the anticipated situation in this area. In that case, all properties pay for the year-round water service whether connected or not. However, an exception was made that allowed, with an appropriate waiver, that the portion of the services on private property could be built to seasonal standards and that the Township would provide annual water shut-off and turn-on at no charge. It is proposed that a similar arrangement be implemented in the Grandview Beach and Paradise Point area.

Vacant Properties

Vacant properties provide a separate class of properties. Unlike a situation where both water and wastewater servicing was provided, water servicing provides no immediate benefit to these properties. Similar to the non-connected dwellings it is suggested that an area or frontage charge would

not be applied to these properties (including those properties on Woodlands that do not currently have a pipe in the rear yard).

In addition, it is suggested that speculative water laterals not be installed and that no charges be assessed at this time. In the future if building permits became available these property owners would pay the connection fees (DC's) and lateral cost that were in place at the time of connection.

Road Restoration

In the request for proposal document for the design of the watermain project it was required that the construction contract includes options for the level of road restoration. Although a very basic option of just patching road cuts, it is not recommended. At present, we anticipate that the base road restoration would be a simple double surface treatment over all disturbed roads. The second level of restoration to be considered at the time of tender award would be asphalt. A minor variation may be to extend the road work to all roads not just the sections with disruption. It is noted that most of the roads in the area are in the current ten year roads program. While the road component may have to be financed, the debt repayment would utilize anticipated tax based funding.

FINANCIAL/BUDGET IMPACT:

The recommendations discussed above are, to a degree, subject to actual project costs, which will be known at the time of tender award. A summary is provided below of anticipated funding sources.

Source of Funding	Amount
Water Reserve	\$358,561.00
Benefitting Properties	\$136,425.00
OCIF - Application Based	\$1,483,335.00
CWWF	\$221,679.00
PP/GB Grant	\$2,200,000.00
Roads Debt	\$2,500,000.00
Total	\$6,900,00.00

It is noted that there is some flexibility in the split of the use of the Paradise Point and Grandview Beach grant funds and the water reserve for funding. The proposal above retains some funding of the grant to address follow up activities on the wastewater issues.

The benchmark of \$5,831 has been used in the report for an amount (excluding private property costs) that would be charged to property owners based on the current class D estimates. For comparison, if all properties (connected, non-connected and vacant) were to share the water related project costs, a \$14,700 per property cost would result. On a similar basis but including the CWWF and OCIF funding an \$11,000 per property cost would result. These are average costs across all properties without consideration of property types. Actual scenarios, depending on assumptions, would move some properties to less cost and some to higher cost.

CONCLUSION:

The Township is hoping to take advantage of one-time, federal stimulus funding and provincial, health issue, top-up funding by constructing a year round water distribution system for Grandview Beach and Paradise Point. In addition there are system needs and the Boil Water Order that adds urgency to proceeding with the water project. There are several issues around cost to property owners that need to be clarified and direction confirmed for the benefit of the project team and the public.

Prepared by: Peter Dance, P.Eng, Director of Public Works

Recommended by: Date: March 2, 2017

Peter Dance
Director of Public Works

Reviewed by: Date:

Robert Lamb
Chief Administrative Officer



The Corporation of the Township of Tay

450 Park Street, PO Box 100
Victoria Harbour, ON L0K 2A0

Tel: 705-534-7248
Fax: 705-534-4493
Web: www.tay.ca

March 1, 2017
Our File: 26532-01

Dear Sir or Madam,

Status Update: Paradise Point and Grandview Beach Servicing

The purpose of this letter is to provide an update on the status of the Paradise Point and Grandview Beach Servicing Class Environmental Assessment (Class EA). The Class EA, conducted in 2015, was completed in order to investigate opportunities to improve the water and wastewater services to properties in the Grandview Beach and Paradise Point community. The Class EA ultimately recommended the expansion of the existing municipal water and wastewater systems in Port McNicoll to the Grandview Beach and Paradise Point community. The following is an update on the status of the project.

Year-round Water Servicing

Council has decided to proceed with detailed design of the year-round water system only. The decision to proceed with year-round water only was made to take advantage of a funding opportunities (see below), implement part of the preferred alternative identified by the Class EA, and address immediate water quality issues in the community. The contract for detailed design of the year-round water system only in Grandview Beach and Paradise Point has been awarded to C.C. Tatham & Associated Ltd (refer to Regular Council Meeting Jan. 25, 2017). There are a number of construction milestones that must be met in order to qualify for the funding, as such, construction of the year-round water system is anticipated to begin fall 2017.

Government Funding

In October 2016, Council directed staff to pursue the Ontario Community Infrastructure Fund Top-up and Clean Water and Wastewater Fund funding for a variety of projects in the Township including year-round water only servicing for Grandview Beach and Paradise Point (refer to Special Council Meeting Oct. 12, 2016). Funding has not been awarded; however, the Township is optimistic that it will be received.

Project Funding and Financing

At this time, is expected that external funding and Township reserves will be adequate to cover most of the project costs including installing the new year-round water system in the road right-of-way to the property line. A report will be presented to the Committee of All Council March 8, 2017 with various options for allocating the remaining costs to property owners and timelines for connection. Consideration will be given to properties

currently serviced by the seasonal system, un-serviced properties, and vacant lots. Connection for developed lots will be mandatory; however, Council will give consideration to allowing property owners to defer connection for a specified number of years or until sale of the property.

Decision on Detailed Sewer Design and Medium Term, Interim Actions

The issues around provision of a municipal wastewater collection system for the area will be the subject of a future report to Council. That report will likely follow the preliminary design work and costing that is being completed now. Following consideration of that report, Council will decide if sewer servicing is likely to proceed in the near term or be deferred to a considerable length of time. If there is to be significant deferral, the remaining medium term, interim actions will need to be implemented. The first medium term, interim action (if immediate funding for the whole project was not forthcoming) was to construct year round water servicing. The other medium term, interim actions focused on septic re-inspection and monitoring-based septic system assessment.

Boil Water Order and Back Flow Prevention Program

On September 1, 2016 a Boil Water Order was issued by the Simcoe Muskoka District Health Unit for the seasonal water system in Grandview Beach and Paradise Point. The Order was issued due to indications that the system is compromised and unsuccessful efforts to address the issue. As a short-term response to the issues, the Township has adopted a backflow prevention and cross connection control by-law. This by-law was ratified by Council October 26, 2016. The Township implemented the by-law and is pleased by the high response rate from residents. The Health Unit will review the status of the Order when the seasonal system is started; however, preliminary discussions indicate that backflow prevention will address the Health Units present concerns regarding cross contamination.

Have Your Say

Members of the public are invited to contact the undersigned with questions, and a Public Information Centre providing additional information will be scheduled in the spring of 2017.

Items to be discussed at the Public Information Centre include:

- Overall project description and funding status;
- Methods for allocating project costs to various property types;
- Description of work required on private property to connect;
- Construction schedule and timing;
- Mitigation measures to reduce disruption during construction;
- Status of the sewer design and medium term interim actions.

More Information

Recent reports and historical information about the study can be found online and at the Township of Tay Office. You can access the project specific webpage by going to <http://www.tay.ca> and clicking on "Your Municipality" followed by "Paradise Point and Grandview Beach Servicing". Copies of these documents can also be viewed at the Township Office upon request.

You are receiving this information because you signed up to receive project notifications by mail. If you wish to be removed from the mailing list, please contact Peter Dance at the number listed below.

Yours very truly,

A handwritten signature in black ink, appearing to read "P. Dance". The signature is stylized with a large, looped "P" and a cursive "Dance".

Peter Dance, P. Eng.
Director of Public Works
Township of Tay
Email: pdance@tay.ca
Phone: 705-534-7248 ext. 224



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: March 8, 2017

Report No.: PW-2017-24

Report Title: Contract 2017-16, Slurry Seal

RECOMMENDATION:

That Staff Report No. PW-2017-24 regarding Slurry Seal, Contract 2017-16 be received;

And that Contract 2017-16 be awarded to Duncor Enterprises Inc. for the total price of \$97,554 plus HST;

And that the portion of Sandhill Road surface treated in 2016 be included for a price of \$14,000 plus H.S.T;

And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Duncor Enterprises Inc.

INTRODUCTION/BACKGROUND:

Included in the 2017 Capital Budget are, funds for the slurry sealing of Wood Road, Vasey Road to McMan Side Road and Newton Street, Vasey Road to Hogg Valley Road. These roads were double surface treated in 2014. The Roads/Parks Division has invited bids from suppliers through a competitive tender process.

The tender was advertised on Biddingo and the Township website. The tender closed on February 17, 2017 at 2:00 pm. At that time there were two bids received. The bids were opened by the C.A.O., Administrative Assistant for the Roads/Parks Operations and the Manager of Roads and Fleet.

ANALYSIS:

The bidders and their prices excluding HST are as follows:

Company Name	Bid Price	Meets Tender Requirements
Duncor Enterprises Inc	\$97,554	Yes
Miller Paving Ltd	\$126,096	Yes

Staff examined both bids in detail for proper documentation and pricing for arithmetical errors. Both bids conform to the tender requirements.

The low bidder Duncor Enterprises Inc has done slurry seal for the Township in the past. Staff has no concerns with their performance. Duncor has the equipment and material to complete the work. After speaking with Duncor they fully understand the obligations in the contract and will comply.

Slurry seal is a low cost preventative maintenance measure that is intended to be applied to surface treated roads. Typically if slurry is applied within five years of the road being surface treated it could double the life providing things such as the road base and drainage is suitable.

Since Newton Street and Wood Road were surface treated in 2014, these are excellent candidates for this treatment and would be a responsible asset management decision.

Another candidate would be the portion of Sandhill Road that was surface treated in 2016, about 811 metres south of Highway 12. This section of Sandhill Road is in generally good condition and by slurry sealing now would increase its service life. Its close proximity to Newton Street also makes this the most reasonable choice.

FINANCIAL/BUDGET IMPACT:

The 2017 Capital Budget for slurry seal is \$118,450. That figure is the combined amount for each road section listed in the year's project.

The table below provides the projected costs for the project:

Duncor's bid price	\$97,554.00
Price for Sandhill Road	\$14,000
Net HST of 1.76%	\$1,963.35
Sub total	\$113,517.35
Contingency allowance	\$4,000
Actual anticipated budget impact	\$117,517.35

The contingency allowance includes costs to address additional amounts when slurry sealing intersections. Tendered quantities are based on straight line measurements and don't include aprons at intersections or where the

roads widens at certain sections. This amount of \$4,000 was factored in the budget. These funds only get used if necessary.

Actual anticipated budget impact is the price the Township should expect to pay after all the work is completed.

The actual anticipated budget impact of \$117,517.35 is within the 2017 Capital Budget for slurry seal of \$118,450.

The unit price for slurry seal in 2015 from Duncor Enterprises Inc was \$2.24 per square metre. The price per square metre this year is \$2.29.

CONCLUSION:

It is recommended that Council accept the low bid from Duncor Enterprises Inc. and include a section of Sandhill Road as an additional location. Staff is satisfied with Duncor's previous performance with Township. Duncor Enterprises Inc is aware of the scope of work and agrees to the terms of the contract. Slurry seal is a preventative maintenance product which will extend the service life of surface treated roads. Staff will prepare the by-law to authorize execution of the contract documents.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended by: Date: March 1, 2017

Peter Dance, P. Eng.
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: March 8, 2017

Report No.: PW-2017-25

Report Title: Contract 2017-05, Gravel Rehabilitation

RECOMMENDATION:

That Staff Report No. PW-2017-25 regarding Gravel Rehabilitation, Contract 2017-05 be received;

And that the Council of the Township of Tay accepts the low bid from K.J. Beamish Construction Co., Limited in the amount of \$113,966 plus HST for the supply and placement of granular A;

And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and K.J. Beamish Construction Co., Limited.

INTRODUCTION/BACKGROUND:

Included in the 2017 Capital Budget are funds for the supply and placement of granular A. The Roads/Parks Division has invited bids from suppliers through a competitive tender process.

The tender was advertised on Biddingo and the Township website. The tender closed on February 17, 2017 at 2:00 pm. At that time there were four bids received. The bids were opened by the C.A.O., Administrative Assistant for the Roads/Parks Operations and the Manager of Roads and Fleet.

The roads listed in this year's program are:

Road Name	From	To
Gerhardt Rd	West Service Rd	West limit
Hemlock Ave	Balsam St	North limit
Government Dock Rd	Willow St	Coldwater Rd
Old Coach Rd	Gratrix Rd	South limit
French Rd	Vasey Rd	North limit
Comber Pl	Triple Bay Rd	North limit

ANALYSIS:

The bidders and their prices excluding HST are as follows:

Company Name	Bid Price	Meets Tender Requirements
K.J. Beamish Construction Co. Limited	\$113,966.00	Yes
GH Stewart Construction	\$121,510.00	Yes
Duivenvoorden Haulage Ltd.	\$129,108.00	Yes
Lafarge Aggregates	\$158,470.00	Yes

Staff examined the bids in detail for proper documentation and pricing for arithmetical errors. All bids conform to the tender requirements.

K.J. Beamish Construction Co. Limited, the low bidder, has the equipment, knowledge and experience to do this type of work. Township staff has spoken with K.J. Beamish Construction Co. Limited staff and they are aware of the scope of work and have no concerns. Township staff feels they are competent to complete this type of work.

Adding material to gravel roads is necessary, it helps the road perform better by providing structure. By providing sufficient material it allows the grader to cut out wash board or pot holes and it helps the dust suppressant last longer.

The roads listed in this year's program have only had spot gravel placed in any recent history. The current roads are down to the native soil or rock making it difficult to maintain and the road to perform. The roads are listed as in very poor condition in our 2013 Roads inventory.

Prior to the gravel being placed staff will: issue notices to residents, prepare the gravel roads by removing washboard and potholes, place a crown on the road, and where possible remove the shoulder overburden.

This work is mostly completed with the use of Township staff and equipment other than the supply and placement of gravel.

FINANCIAL/BUDGET IMPACT:

The 2017 Capital Budget for the gravel rehabilitation program is \$129,383. That figure is the combined amount for each street listed in the year's project.

The table below provides the projected costs for the project:

K.J. Beamish Construction Co. Limited bid price	\$113,966.00
Net HST of 1.76%	\$2,005.80
Township Costs and Contingency	\$10,000.00
Actual anticipated budget impact	\$125,971.80

The above includes costs for the rental of compaction equipment and some drainage improvements. This amount of \$10,000 was factored in the budget. These funds only get used if necessary.

Actual anticipated budget impact is the price the Township should expect to pay after all the work is completed.

In 2016 the unit price to supply and place granular A was \$8.88 to \$9.40 a tonne. The unit price for 2017 from K.J. Beamish is \$9.86 to \$10.91 tonne to supply and deliver granular A. The changes in pricing are due to quantities at each location varies and most of these roads are dead-end roads which will require more backing up which reduces productivity.

CONCLUSION:

It is recommended that Council accept the low bid from K.J. Beamish Construction Co. Limited. Staff is satisfied with their previous performance with Township. K.J. Beamish Construction Co. Limited is aware of the scope of work and agrees to the terms of the contract. Gravel rehabilitation is an important task, the gravel helps roads perform better and allows the grader to properly remove wash board and potholes during maintenance operations. Staff will prepare the by-law to authorize execution of the contract documents.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended by: Date: March 1, 2017

Peter Dance, P. Eng.
Director of Public Works

Reviewed By; Date:

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



**PORT McNICOLL
CENTENARY COMMITTEE**
www.port100th.com ~ info@port100th.com

February 26, 2017

Mr. Peter Dance – Director of Public Works
Township of Tay

**** SENT VIA EMAIL ****

Dear Peter:

On behalf of the Port McNicoll Centenary Committee we are hereby requesting the following road closures for 2017.

Saturday August 5th. we will be marshalling our parade starting at 10:30am along Seventh from Armstrong to Assiniboia, and possibly Assiniboia from Seventh to Simcoe.

Our parade starts at 11:00am along Seventh to Talbot Street, along Talbot to the site of the Keewatin at the end of Talbot Street, which is the end of the parade route.

We anticipate a closure of Talbot Street between Seventh and First as a requirement for the parade. There will be no further requirement for a road closure for the weekend after the parade.

I hope that I have provided the information required for approval. I am always available to discuss anything I left out. Thanks for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read "P. Raymond".

PAUL RAYMOND
Chair – Port McNicoll Centenary Committee



c/o Township of Tay
450 Park Street, PO Box 100
Victoria Harbour, ON L0K 2A0
tel: 705-534-7248 fax: 705-534-4493

PLANNING AND DEVELOPMENT COMMITTEE

WEDNESDAY MARCH 8, 2017

COUNCIL CHAMBERS

AGENDA

1. CALL TO ORDER

2. REPORTS OF MUNICIPAL OFFICIALS:

2.1 Report from Director of Planning and Development
Report No. PD-2017-09
Re: Planning and Development Director February Update

2.2 Report from Chief Building Official
Report No. PD-2017-010
Re: 2017 Building Services Division February Monthly Report

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:

4.1 Correspondence from: EDCNS Economic Development
Corporation of North Simcoe – February 17, 2017

4.2 Correspondence from: Heart of Georgian Bay - North Simcoe Tourism
Discovery Guide - February 2017



STAFF REPORT

Department/Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: March 8th, 2017

Report Number: PD-2017-09

Report Title: Planning and Development Director February Update

The following are the highlights from February 1, 2017 to February 28, 2017:

Zoning Certificates

1. For the month of February we received eight(8) applications, two(2) have been issued with a turnaround time of one day. The remaining six (6) applications are being reviewed, three of which were received on February 28, 2017.

Development

2. Through Council direction a public meeting has been scheduled for March 22, 2017 for proposed zoning provisions for kennels
3. Rezoning Application has been received and deemed complete for 400 Newton Street which proposed 86 Independent Retirement Homes, with an associated common building. Public Meeting is scheduled for March 22, 2017.
4. Rezoning application received for the Victoria Glen Subdivision, still being reviewed to determine if it is complete
5. Rezoning application received for 6789 Highway 93, still being reviewed to determine if it is complete.
6. Staff have received a request from the developers of the Victoria Woods Phase 3 and Victoria Glen Phase 2 Subdivisions to begin drafting the Subdivision Agreements, with plans to register in the Spring of 2017.
7. January Committee of Adjustment considered 2 Minor Variance applications. The Committee approved the requested Variance application associated with Phase 1 of Victoria Glen Subdivision. While the proposed variance for a boathouse on 174 Bayview Avenue was denied, if an appeal to the Ontario Municipal Board is received, staff will provide a report to Council advising them of the options for municipal involvement. The last day for an Appeal is March 7, 2017.

8. Jonathan Pauk, Planning Student has accepted a full time position with a private planning firm out of Barrie and will conclude his employment with the Township on March 3, 2017.

Meetings/Training

9. Attended EDCNS Visioning Session
10. Attended Department Heads Meetings

Prepared and Recommended By;

Steven Farquharson, B.URPL, MCIP, RPP
Director of Planning and Development



STAFF REPORT

Department / Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: March 8, 2017

Report No: **PD-2017-10**

Subject: Building Services Division Monthly Update Report February 2017

RECOMMENDATION:

That Report No. PD-2017-10 regarding Building Services Division Monthly Update Report February 2017 be received.

INTRODUCTION/BACKGROUND

The following is an overview of the activities of the Building Services Division for the February 2017 calendar month.

PERMITS	FEBRUARY 2016	FEBRUARY 2017
Number of Permits Issued this Month	1	13
Number of Permits Issued to Date	6	23
New Dwelling Units	0	0
Total New Dwelling Units to Date	0	0
Accessory Buildings(garages,sheds,gazebos etc.)	0	3
Additions	0	0
Decks	0	1
Demolition	0	4
Water line services/Plumbing	0	1
Farm Buildings	0	0
Renovations	0	4
Solid Fuel-Fired Appliances	0	0
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	0	0
Transfer	0	0
Temporary Structures	0	0

Other Government New	0	0
PERMITS		
Residential Solar Panel/Mechanical	0	0
Change of Use	0	0
Septic System	0	0
Inspections and Orders		
Inspections Conducted	169	66
Site Inspections/Consultations Conducted without a Permit	30	51
Inspections Conducted to Date	369	224
Orders to Comply Issued	3	0
Stop Work Orders Issued	1	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	0
Orders to Uncover	0	0
Permits Closed	28	9
Total Permits Closed to Date	87	17
Total Permits Outstanding	541	629
Fees and Construction Value		
Permit Fees	\$90.00	\$5,144.32
Total Permit Fees to Date	\$1,163.20	\$7,583.32
Construction Value	\$6,000.00	\$599,000.00
Total Construction Value to Date	\$157,000.00	\$813,000.00

Prepared by:

Terry Tompkins, CBCO, CRBO, CPSO
Chief Building Official

Recommended by:

Steven Farquharson, B.URPL, MCIP, RPP
Director of Planning and Development

Reviewed by:

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

INVESTMENT DEVELOPMENT

Objective: To Support Economic Growth, Business Innovation and Productivity in North Simcoe

Business Retention and Expansion

- The EDCNS skilled trades for North Simcoe manufacturers to gain exposure outside of North Simcoe includes 11 manufacturers. The skilled trades advertisement will be published within and outside of Simcoe County in Q1 2017 (February and March).
- Three execution tactics to market our advanced manufacturing sector talent requirements are placement of the advertisement (attached) in digital and print publications.

1. Print and digital advertisement

Advertise in local newspapers located in North Simcoe (Metroland Media, The Mirror) and across Ontario: Barrie, Ingersoll, Sault Ste. Marie, Windsor, Sudbury and Tillsonburg. A media release will be issued to the newspapers.

2. Ontario Colleges, print and digital

Twenty-two colleges offer trade programming matching local manufacturers' needs. The top seven are: Georgian (2 locations), Conestoga, Cambrian, Centennial, Fanshawe, Mohawk, Seneca-Jane Campus, St. Clair, and Sault. Advertisements will be placed on their job boards and websites.

3. Public talent boards, digital

- Indeed
- Job Central

Manufacturers' Roundtable

- The next Manufacturers' Roundtable is scheduled for March 29, 2017 at Techform, a division of Magna Closures.

INVESTMENT DEVELOPMENT (continued)

Business Investment Progress

- Eighty phone calls and emails were made to prospective investors.
- The Pillsbury Plant, owned by General Mills, is sold conditionally to February 28. The name of the buyer will be released when the purchase is firm.

Funding

Economic Development Corporation of North Simcoe

- The EDCNS application to Invest Canada Community Initiatives (ICCI) to cost share the required data upgrades to the EDCNS website was approved for the full amount, \$17,000. The updated site will be launched on February 28 to respond to those businesses seeking an investment location.
- One application was submitted to the Canada Summer Student Jobs program for EDCNS support.

North Simcoe Agricultural Expo Agricole Association (NSAEAA)

- The Farm Fresh Food Fest (FFFF) event is scheduled for August 18/19/20, 2017 in the Township of Tiny. The annual Simcoe County Plowing Match will be held in conjunction with FFFF.
- Two applications were submitted to the Canada Summer Student Jobs program to support the FFFF.

PLANNING AND ADMINISTRATION

- Deputations to the four municipalities by EDCNS and North Simcoe Tourism are scheduled for the following dates.

➤ April 24	Township of Tiny
➤ April 24	Town of Midland
➤ April 26	Town of Penetanguishene
➤ May 10	Township of Tay

COMMUNICATION AND MARKETING

- CTV News Barrie produced short films highlighting EDCNS success. They will air February 28 to March 2, 2017.

[Subscribe](#)[Share ▼](#)[Past Issues](#)[Trans](#)

Introducing The Heart of Georgian Bay's 2017 Discovery Guide

The Heart of Georgian Bay is proud to announce that we are officially introducing our 2017 Discovery Guide! Click [here](#) to view the digital version of our guidebook!

This guide will not only be a promotional piece to attract visitors to the area, but it will also move them around once they're here. We have printed 40,000 copies of our guidebook and we will be distributing them to more than 60 tourism info centres, 50 prime



**Upcoming
Winter
Events**

locations in Simcoe County, as well as events and consumer shows (i.e., In-Water Boat Show, Butter Tart Festival, Toronto International Bike Show, etc).

We will also be distributing them locally around Midland, Penetanguishene, Tay and Tiny! Please email info@gbay.ca if you would like us to deliver our 2017 Discovery Guides to your business!

Click [here](#) for a full media release!



[Discovery Harbour Skate Trail](#)

January 13th - March 19th

[Midland Winterfest](#)

February 3rd - 4th

[5th Annual Road Hockey Game](#)

February 3rd

[Aberhart Summer](#)

February 3rd - 18th

[Midwinter Beer Fest hosted by Ciboulette Et Cie](#)

February 4th

[Marsh by Moonlight Snowshoe Experience](#)

February 4th

[Harry Manx Concert](#)

February 11th

[Michael Kaeshammer Concert](#)

February 12th

[Penetanguishene Winterama](#)

February 17th - 20th

Canada Summer Jobs Application Deadline Extended!

Have you applied for the Canada Summer Jobs Program yet? The application period is now open and the deadline has been extended until Friday, February 3rd, 2017. Those eligible to apply for funding include: not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees. Visit [Canada](#)

Click here to access the Newsletter online for active links

Artrepreneur Simcoe County

Artrepreneur is a program designed to equip independent artists, arts administrators and creative entrepreneurs with vital business skills needed for success across all art disciplines and industries. Artrepreneur Simcoe County is comprised of weekly seminars and workshops, assignments, mentorships and a final presentation and expo over a four-month period. This program will take place from March 21st to June 20th, with the expo being held on July 18th, 2017. The application deadline for this program is **Sunday, February 5th, 2017 at midnight!** Click [here](#) for more information about this amazing opportunity!



Record High Attendance at First Light!

Congratulations to Sainte-Marie among the Hurons for surpassing all of their previous attendance and economic impact records for their First Light Event this season! With their extended dates, new packaging, new partnerships and expanded locations to the Martyrs' Shrine, they were able to increase their attendance rates by 33% since 2015 for a total number of 15,129 visitors! Not to mention

[Summer Jobs Overview](#) for more information!

OTMPC Launches "The Canadian Canoe Culture"

This past January, OTMPC launched the Canadian Canoe Culture campaign, an innovative multi-year, multi-platform promotion to inspire new, existing and future adventurers to get out and discover paddling. Partners are encouraged to check out the [2016/2017 Canadian Canoe Culture Campaign Overview](#) and the [Canadian Canoe Culture Partner Guide](#). For more information on how to participate, contact Steve Bruno at Steve.Bruno@ontario.ca

OTMPC Now Accepting TIPP Applications!

The [Tourism Industry Partners Program \(TIPP\)](#) encourages innovative and results-based initiatives that facilitate increased visitation and expenditures from out-of-province visitors. For initiatives starting September 1, 2017 and ending March 31, 2018, the deadline is June 2, 2017. For more information on how to submit an application

that the total economic impact for the Simcoe
County region was \$1,250,109!

through Grants Ontario, click
[here](#).



Copyright © North Simcoe Tourism, All rights reserved.

Our mailing address is:

P.O. BOX 132, Stn. Main
Midland, ON L4R 4K6

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)

This email was sent to <<Email Address>>

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

North Simcoe Tourism · PO Box 132 · Midland, On L4R 4K6 · Canada