TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL AGENDA

Tuesday, February 21, 2023, 7:00 PM Tartan Hall - Char-Lan Recreation Centre 19740 John Street, Williamstown

- 1. CALL TO ORDER
- 2. O CANADA

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- 3. DISCLOSURE OF PECUNIARY INTEREST
- 4. APPROVAL OF AGENDA

Additions, Deletions or Amendments

All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.

5. APPROVAL OF MINUTES

5.a	Committee of the Whole Minutes - February 1, 2023	3
5.b	Previous Meeting Minutes - February 6, 2023	5
5.c	Public Meeting Minutes - January 16, 2023	11
PRES	SENTATIONS AND DELEGATIONS	
6.a	OPP Update - ASSgt. Norm Lamontagne	
6.b	Raisin River Canoe Race 50th Anniversary - Lissa Deslandes	12
6.c	Ontario Artisan Wineries - Craig MacMillan	14
ACTI	ON REQUESTS	
7.a	Approval of 2022 Water and Wastewater Annual Reports (D. Seguin)	35
7.b	Drinking Water Quality Management Standard (DWQMS) Endorsement (D. Seguin)	98
7.c	Blue Box Transition Period Decision (S. McDonald)	155
7.d	Active Transportation Plan Funding Approval (S. McDonald)	177
BY-L/	AWS	

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8.a Emergency Management Program and Emergency Response Plan Bylaw (J. Haley) 219

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- 9. ITEMS FOR CONSIDERATION
- 10. CONSENT AGENDA

10.a	Departmental Update - Corporate Services (January 2023)	225			
10.b	Departmental Update - Finance (January 2023)	227			
10.c	Departmental Update - Infrastructure Services (January 2023)	228			
10.d	Departmental Update - Parks, Recreation and Culture (January 2023)	231			
10.e	Departmental Update - Fire Services (January 2023)	233			
10.f	Departmental Update - Planning, Building & Enforcement (January 2023)	234			
10.g	CLRC Canteen Operations (S. Servage)	237			
10.h	Update on Water Loss and Sewer Infiltration (D. Seguin)	238			
10.i	2023 Waste Collection Calendar	240			
10.j	Committee of Adjustment Minutes - February 6, 2023	242			
10.k	Resolution - Review of the Cannabis Act (County of Huron)	247			
10.I	Resolution - VIA Rail Cancellations (City of Brantford)	250			
BE IT I	ED SESSION RESOLVED THAT Council convene to Closed Session to discuss the ng items under Section 239 (2) of the Municipal Act S.O. 2001;				
(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;					

(b) personal matters about an identifiable individual

Specifically: Committee Applications

(c) a proposed or pending acquisition or disposition of land

Specifically: Potential Acquisition of Land

- 12. CONFIRMING BY-LAW
 - 12.a Confirming By-law 17-2023
- 13. ADJOURNMENT

11.

TOWNSHIP OF SOUTH GLENGARRY

COMMITTEE OF THE WHOLE MINUTES

February 1, 2023, 5:00 p.m. SDG Counties Council Chambers 26 Pitt Street, Cornwall

- PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell and Councillor Trevor Bougie.
- STAFF CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau, PRESENT: GM Finance/Treasurer Suday Jain, GM Infrastructure Sarah McDonald, GM Planning, Building & Enforcement Joanne Haley, GM Parks, Recreation and Culture Sherry-Lynn Servage, Fire Chief Dave Robertson, Deputy Treasurer Kaylyn MacDonald and Deputy Clerk Crystal LeBrun.

1. CALL TO ORDER

Resolution No. 30-2023

Moved by Councillor Jaworski Seconded by Deputy Lang

BE IT RESOLVED THAT the February 1, 2023 Committee of the Whole Meeting of the Township of South Glengarry now be opened at 5:02 pm

CARRIED

- 2. DECLARATION OF PECUNIARY INTEREST
- 3. PRESENTATIONS AND DELEGATIONS
- 3.1 South Glengarry Road Revitalization Plan EVB Engineering

Marco Vincelli and Ian McLeod of EVB Engineering reviewed the Township systems in place for the management of the road network and provided recommendations for improving processes.

3.2 Budget Discussion - Township Roads (S. McDonald)

GM McDonald provided an overview of proposed/planned road works and capital projects for 2023.

- 4. KEY INFORMATION REPORTS
- 5. ADJOURNMENT

Resolution No. 31-2023

Moved by Councillor Bougie Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 7:43 pm.

CARRIED

Mayor

Clerk

TOWNSHIP OF SOUTH GLENGARRY

REGULAR MEETING MINUTES

February 6, 2023, 7:00 p.m. Tartan Hall - Char-Lan Recreation Centre 19740 John Street, Williamstown

- PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell and Councillor Trevor Bougie
- STAFF CAO Tim Mills, General Manager Corporate Services/Clerk PRESENT: Kelli Campeau, GM Finance/Treasurer Suday Jain, GM Planning, Building & Enforcement Joanne Haley, GM Parks, Recreation & Culture Sherry-Lynn Servage, GM Infrastructure Services Sarah McDonald, Fire Chief Dave Robertson, Director of Water/Wastewater Dillen Seguin, Manager Municipal Law Veronique Brunet, Deputy Clerk Crystal LeBrun And Exec Assistant/Communications Coordinator Michelle O'Shaughnessy.

1. CALL TO ORDER

Resolution No. 32-2023

Moved by Councillor Bougie Seconded by Deputy Lang

BE IT RESOLVED THAT the February 6, 2023 Council Meeting of the Township of South Glengarry now be opened at 7:02 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Items pulled from the Consent agenda:

-10.c. Animal Control Year End 2022

-10.h. Letter - Lancaster and District Non-Profit Housing

-10.k. Resolution - Violence Against Women

Resolution No. 33-2023

Moved by Deputy Lang Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry approve the agenda as amended.

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 34-2023

Moved by Councillor McDonell Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the following meetings, including any Closed Session minutes, be adopted as circulated:

- January 11, 2023 Special Council Meeting
- January 16, 2023 Committee of the Whole
- January 16, 2023 Regular Council Meeting

CARRIED

- 5.1 Special Meeting Minutes January 11, 2023
- 5.2 Committee of the Whole Minutes January 16, 2023
- 5.3 Previous Meeting Minutes January 16, 2023
- 6. PRESENTATIONS AND DELEGATIONS
- 6.1 Boys and Girls Club Camp Update (Deborah Locke)
- 7. ACTION REQUESTS
- 7.1 2022 Annual Reports Water and Wastewater (D. Seguin)

Resolution No. 35-2023

Moved by Councillor Jaworski Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 15-2023 be received and that Council receive the 2022 reports for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants for information purposes.

CARRIED

7.2 2023 Capacity Allocation - Water & Wastewater (D. Seguin)

Resolution No. 36-2023

Moved by Councillor Bougie Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 16-2023 be received and that the Council of the Township of South Glengarry acknowledge receipt of the 2023 Allocation Report, being a report, which details available 2023 capacity for allocation at the Redwood Estates, Lancaster as amended and Glen Walter Water Treatment Plants as amended and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants .

CARRIED

7.3 Award of Dust Suppressant Tender (S. McDonald)

Resolution No. 37-2023

Moved by Deputy Lang Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 17-2023 be received that the Council of the Township of South Glengarry award the supply and application of liquid dust suppressant to Pollard Products Inc. as per their submission of \$510.00 per tonne and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

7.4 2023 Council Per Diem and Mileage (S. Jain)

Resolution No. 38-2023

Moved by Councillor McDonell Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 18-2023 be received and that the Township of South Glengarry's Per Diem for Council Members Policy (Policy 95-14) be amended as follows to provide consistency and to align with the Council approved changes to the non-union wage increases policy:

"The per diem rates paid to members of Council shall be adjusted annually based on a 1% minimum and 3% maximum increase. The adjustment will be effective January 1st of each year and based on the Consumer Price Index (CPI) for the year immediately preceding the year of the increase. In the event of a negative CPI average, the per diem rates will remain unchanged for the ensuing year. Additionally, the amount will be rounded up or down to the nearest half dollar."

CARRIED

7.5 Award for RFP 30-2021 – Supply of External Audit Services (S. Jain)

Resolution No. 39-2023

Moved by Councillor Jaworski Seconded by Councillor Bougie

BE IT RESOLVED THAT the Staff Report 19-2023 be received and that the Council of the Township of South Glengarry award the contract for External Audit Services to KPMG LLP. for fiscal years 2022-2024, with options for one-year renewals for fiscal years 2025 & 2026 and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

8. BY-LAWS

8.1 To Amend Schedules for By-law 105-2021 (K. MacDonald)

Resolution No. 40-2023

Moved by Councillor Bougie Seconded by Deputy Lang BE IT RESOLVED THAT Staff Report 20-2023 be received and that Bylaw 12-2023 being a by-law to amend Schedules A and B of By-law 105-2021 be read a first, second and third time passed signed and sealed in open Council this 6th day of February 2023.

CARRIED

8.2 Stop Up and Close Road Allowance (S. McDonald)

Resolution No. 41-2023

Moved by Deputy Lang Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 21-2023 be received and that Bylaw 13-2023, being a by-law to stop up and close the road allowance legally described as Part 14 on 14R-1373 between Lots 13 and 14, Concession 2 Front being PIN 37131-0053 be read a first, second and third time, passed, signed and sealed in Open Council this 6th day of February, 2023.

CARRIED

8.3 MacDonell/Colliver Zoning By-law Amendment (J. Haley)

Resolution No. 42-2023

Moved by Councillor McDonell Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 22-2023 be received and that Bylaw 14-2023, being by-law to amend By-law 38-09, to rezone the property legally described as Part of Lot 13, Concession 2 SSRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry from Agricultural (AG) to Agricultural – Exception Thirty-Three (AG-33) to reduce the Minimum Lot Area from 20 hectares to 8.5 hectares and to prohibit residential construction on the subject property, be read a first, second and third time, passed, signed and sealed in open council this 6th day of February 2023. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

CARRIED

8.4 Delegation of Authority By-law- Land Use Planning (J. Haley)

Resolution No. 43-2023

Moved by Councillor Jaworski Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 23-2023 be received and that Bylaw 05-2023, being a by-law to delegate authority for land use planning processes, be read a first, second and third time, passed, signed and sealed in open Council this 6th day of February 2023.

CARRIED

8.5 Delegation of Authority By-law (K. Campeau)

Resolution No. 44-2023

Moved by Councillor Bougie Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 24-2023 be received and that Bylaw 11-2023, being a by-law to delegate certain powers and duties to officers and employees of the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 6th day of February 2023.

CARRIED

9. ITEMS FOR CONSIDERATION

- 9.1 South Glengarry Fire Services Station 4 (Lancaster) Station Chief Retirement (D. Robertson)
- 9.2 South Glengarry Fire Services Station 4 (Lancaster) Station Chief Appointment (D. Robertson)
- 9.3 Discussion Special Meetings Availability and Location(s)
- 9.4 Animal Control Year End 2022 (V. Brunet)
- 9.5 Letter Lancaster and District Non-Profit Housing
- 9.6 Resolution Violence Against Women (Lanark Highlands)
- 10. CONSENT AGENDA

Resolution No. 45-2023

Moved by Deputy Lang Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry accepts the Consent Agenda.

CARRIED

- 10.1 Annual Accessibility Multi-Year Plan Update 2022 (K. Campeau)
- 10.2 Disposal of Fleet Asset (S. McDonald)
- 10.3 SDG Counties Council Draft Minutes January 16, 2023
- 10.4 RRCA Memo January 19, 2023 Meeting Highlights
- 10.5 RRCA Memo Events and Tree Giveaway Update
- 10.6 Letter Ontario Provincial Police
- 10.7 2023 Farmland Forum
- 10.8 Resolution School Board Elections (Town of Petrolia)
- 11. CLOSED SESSION

Resolution No. 46-2023

Moved by Councillor McDonell Seconded by Councillor Jaworski BE IT RESOLVED THAT Council convene to Closed Session at 8:53 pm to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001;

(2) a meeting or part of a meeting may be closed to the public if the subject matter being discussed is:

(c) acquisition or disposition of land

Specifically: Potential Acquisition

(f) advice subject to solicitor-client privilege

Specifically: Legal Advice

CARRIED

Resolution No. 47-2023

Moved by Councillor Jaworski Seconded by Councillor Bougie

BE IT RESOLVED THAT Council rise and reconvene into Open Session at 10:23 pm without reporting.

CARRIED

12. CONFIRMING BY-LAW

12.1 Confirming By-law 15-2023

Resolution No. 48-2023

Moved by Councillor Bougie Seconded by Deputy Lang

BE IT RESOLVED THAT By-law 15-2023, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 6th day of February 2023.

CARRIED

13. ADJOURNMENT

Resolution No. 49-2023

Moved by Deputy Lang Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 10:24 pm.

CARRIED

Mayor

Clerk

TOWNSHIP OF SOUTH GLENGARRY

PUBLIC MEETING MINUTES

January 16, 2023, 6:30 p.m. Tartan Hall - Char-Lan Recreation Centre 19740 John Street, Williamstown

PRESENT:	Mayor Lachlan McDonald, Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell and Councillor Trevor Bougie
STAFF PRESENT:	GM Corporate Services/Clerk Kelli Campeau, GM Planning, Building & Enforcement Joanne Haley, Deputy Clerk Crystal LeBrun, CAO Tim Mills, Executive Assistant/Communications Coordinator Michelle O'Shaughnessy

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

- 2. APPROVAL OF AGENDA
- 3. DECLARATION OF PECUNIARY INTEREST
- 4. NEW BUSINESS
- 4.1 Colliver and MacDonell Zoning Amendment

Purpose of the Amendment:

The purpose of this Amendment is to rezone the subject property from Agricultural (AG) to Agricultural – Exception Thirty-Two (AG-33) to reduce the Minimum Lot Area from 20 hectares to 8.5 hectares and to prohibit residential construction. All other applicable provisions of by-law 38-09, as amended, shall continue to apply.

The subject property is vacant and is currently being farmed. If this amendment is approved no residential construction will be permitted and the land should continue to be farmed.

The subject property is currently designated Agricultural Resource in the County Official Plan. This proposed amendment conforms to the Official Plan and the PPS. No written comments have been received to date from members of the public. This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision in the near future.

5. ADJOURNMENT

Mayor

Clerk



Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

То:	Council, Township of South Glengarry
From:	Lissa Deslandes, Raisin River Canoe Race Coordinator
Date:	February 13, 2023
Subject:	50th Anniversary Raisin River Canoe Race

The Raisin Region Conservation Authority (RRCA) is preparing for its 50th anniversary Raisin River Canoe Race, which is set to take place on **Saturday, April 15, 2023**. The RRCA is requesting the Township for the following:

Waiving of Tartan Hall Rental Fee

Once again, the RRCA is requesting the Township's support through the waiving of its rental fee for the use of the Tartan Hall at the Char-Lan Recreation Centre. In the past, the Tartan Hall has served as an ideal location for the event's post-race banquet and awards ceremony. The dinner offered by the volunteers from St. Mary's Community Centre also serves as the group's top fundraiser of the year.

Canoe Race Painting for Tartan Hall

The RRCA is offering to commission local artist, Katie Lamarche, to paint a canvas depicting a scene from the Raisin River Canoe Race, which would then adorn a vacant wall in the Tartan Hall. Katie has previously created paintings for the Char-Lan Recreation Centre featuring South Glengarry sports and activities and is looking forward to painting another scene that will resonate with the community. The RRCA would like to unveil the new painting during the Race's 50th anniversary awards ceremony. If approved by Council, the RRCA will work with municipal staff and the artist on this project as per the delegation form submitted to the Township February 14, 2023.

Shore-based Water Rescue

The RRCA is also once again requesting the assistance of the South Glengarry Fire Services to provide emergency shore-based water rescue. Throughout the years, South Glengarry's firefighters have been immensely helpful at keeping our paddlers safe at key locations along the race such as the Martintown Dam, McIntyre Rapids, and the finish line in Williamstown. The RRCA will be also requesting the same continual support from South Stormont Fire Services.

To guide our community in the protection, enhancement, and restoration of our natural environment through programs that balance human, environmental and economic needs for a sustainable future.









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About the Raisin River Canoe Race

One of the longest canoe races in eastern Ontario, the Raisin River Canoe Race is an immensely popular annual springtime event that attracts hundreds of participants. Paddling through a 30-kilometre racecourse from St. Andrews West in South Stormont to Williamstown in South Glengarry, the participants are cheered on by enthusiastic shoreline supporters.

The Canoe Race is always held during the spring melt, when water levels on the Raisin River are high and flows are favourable. Contestants get a front-row seat to the natural beauty of the Raisin River and surrounding landscape, as the river's racecourse meanders through agricultural lands, villages, rapids, and forests.

Should you have any questions, contact Lissa Deslandes, RRCA Canoe Race Coordinator, at Lissa.Deslandes@rrca.on.ca or (613) 938-3611 ext. 237.

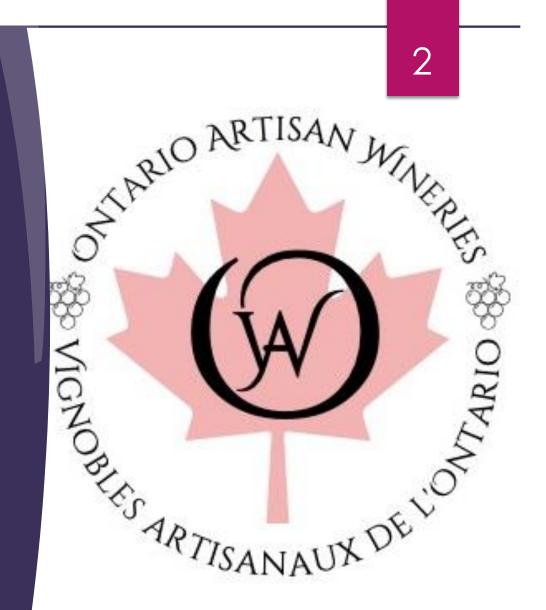
Ontario Artisan Wineries Vignobles Artisanaux De L'Ontario



Ontario Artisan Wineries

 Incorporated in spring 2022
 Represents artisan non-VQA member wineries (i.e., <2000 cases)

- Members in Eastern Ont., Prince Edward County, and Erie North Shore
- Distinct from Eastern Ontario
 Wine Producers ("EOWP")



Seeking Support / Advocacy

Eliminate the LCBO <u>Mark-up</u> and <u>Wine Levy</u> imposed on the Direct Delivery of 100% Ontario <u>Non-VQA</u> Wine to a Licensee

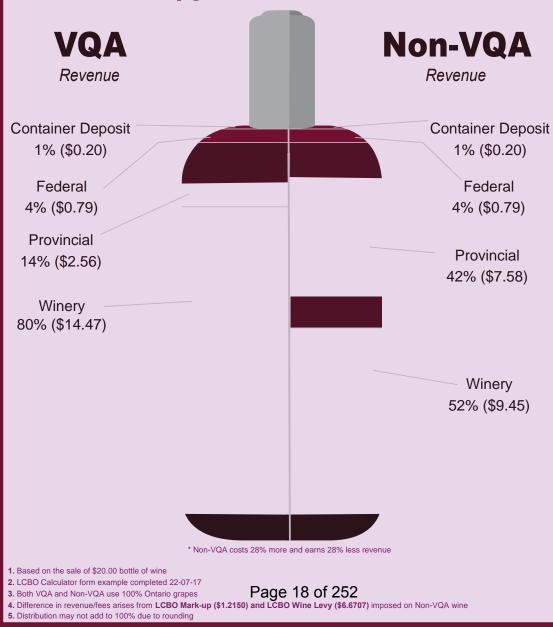
LCBO Mark-Up and Wine Levy on 100% Ontario Non-VQA Wines

- In effect has barred sale of wine by local artisan wineries to local licensees (e.g., restaurants, event venues)
- Limiting development of local agri-tourism and rural diversification
- Punishing and discriminating against growers and producers using 100% Ontario grapes

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- Adversely impacting sustainability of local artisan wineries and development of rural/local economies
- Inconsistent with Ontario being "Open for Business" and "support local"

Direct Delivery to a Licensee of 100% Ontario Wine



Direct Delivery to a Licensee Example Both Use <u>100% Ontario grapes</u>

Retail Price \$20.00	VQA Wine		Non-VQA Wine		
Selling Price \$18.02 (HST, Discounts etc.)	\$18.02		\$18.02		
Winery Revenue	80%	\$14.47	52%	\$9.45	
Provincial Revenue	14%	\$2.56	42%	\$7.58	
Federal	4%	0.79	4%	0.79	
Container Deposit	1%	0.20	1%	0.20	
Total Tax/Charges	19.7%	\$3.55	47.5%	\$8.57	
Excise Tax .60	23%	3% \$4.15 5		\$9.17	

- Does not add to 100% due to LCBO rounding
- % of tax/charges is based on \$18.02 selling price as determined by LCBO
- Difference is LCBO <u>Mark-up</u> (\$6.6707) and <u>Wine Levy</u> (\$1.2150) totaling \$7.8857

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• Based on LCBO calculd ହୋଇଥିବାର୍ଣ୍ଣ କରିଥିବାର୍ କରିଥିବାର୍ ଅନ୍ତର୍ଥି କରି କରି ଅନ୍ତର୍ଯ୍ୟ ଅନ୍ତର୍ଯ୍ୟ କରି କରି ଅନ୍ତର୍ଯ୍ୟ ଅନ୍ତର୍ଯ୍ୟ କରି ଅନ୍ତର କରେ ଅନ୍ତର କର ଅନ୍ତର କରେ ଅନ୍ତର

Financial Implications – <u>Prov.</u> Charges: Both Selling 100% Ontario Grapes

VQA

- Case of Wine
 - ▶ \$173.64 Winery Revenue
 - ▶ \$30.72 Prov. Charges
- 1,000 cases / 12,000 bottles
 - \$173,640.00 Winery Revenue
 - ▶ \$30,720.00 Prov. Charges
- 2,000 cases / 24,000 bottles
 - ▶ \$347,280.00 Winery Revenue
 - ▶ \$61,440.00 Prov. Charges

Non-VQA

- Case of Wine
 - \$113.40 Winery Revenue (\$60.24 less)
 - ▶ 90.96 Prov. Charges (\$60.24 <u>more</u>)
- 1,000 cases / 12,000 bottles
 - \$113,400.00 (Winery Revenue \$60,240.00 less)

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- \$90,960.00 Prov. Charges (\$60,240.00 more)
- 2,000 cases / 24,000 bottles
 - \$226,800.00 Winery Revenue (\$120,000.00 less)

▶ \$181,920.00 Prov. Charges (\$**120,000.00** <u>more</u>) Page 20 of 252

Financial Implications – <u>Total</u> Charges: Both Selling 100% Ontario Grapes

VQA

Case of Wine

- ▶ \$173.64 Winery Revenue
- \$42.60 Total Charges
- 1,000 cases / 12,000 bottles
 - \$173,640.00 Winery Revenue
 - ▶ \$42,600.00 Total Charges
- 2,000 cases / 24,000 bottles
 - ▶ \$347,280.00 Winery Revenue
 - \$85,200.00 Total Charges

Non-VQA

- Case of Wine
 - ▶ \$113.40 Winery Revenue
 - \$102.84 Charges
- 1,000 cases / 12,000 bottles
 - \$113,400.00 (Winery Revenue \$60,240.00 less)

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- \$102,840.00 Total Charges (\$60,240.00 more)
- 2,000 cases / 24,000 bottles
 - \$226,800.00 Winery Revenue (\$120,480.00 less)
 - \$205,680.00 Charges (\$120,480.00 more)

LCBO Authority to Impose Mark-up and Wine Levy on Non-VQA Wine

The LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee arise from the "natural rights" provision in subsection 4(1) of the *Liquor Control Board of Ontario Act*, S.O. 2019, which gives the LCBO "the capacity, rights and powers of a natural person for the purposes of carrying out its objects."

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- It is a discretionary policy decision that can be changed and does not require legislative amendment
- Eliminating the LCBO Mark-up and Wine Levy will increase Provincial Revenue as Non-VQA wineries can start selling direct to local licensees and support rural economic development

Changing LCBO Policy Decision Will Require Sustained and Multi-Interest Advocacy

Grape Growers of Ontario ("GGO") Board of Directors Resolution adopted October 3, 2022:

" ...[GGO] Board...agrees that all 100% grown 'non-VQA wine be eligible for the same direct delivery benefits to a licensee as afforded to VQA wines'" (bold added)

10

OFA AGM delegates (96.3%) (November 22, 2022) and OFA Board of Directors (Jan. 26, 2023) both approved Resolution 12 (supported by GGO) that the OFA:

- Lobby the Ontario Ministry of Finance and LCBO to eliminate the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee, and
- Request that the Minister of Agriculture, Minister of Economic Development, Minister of Red Tape Reduction, and Minister of Tourism support the elimination of the LCBO Mark-up and Wine Levy

Changing LCBO Policy Decision Will Require Sustained and Multi-Interest Advocacy

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Township of North Glengarry council (November 28, 2022) supported the elimination of the LCBO Mark-up and Wine Levy

Township of North Glengarry and **OAW delegation** and **MPP for Prescott-Russell-North Glengarry** presented (January 24, 2023) to the **Ministry of Finance** at the Rural Ontario Municipal Association conference on the elimination of LCBO Mark-up and Wine Levy

Seeking further support from MPPs, municipal/township/united councils, local Chambers of Commerce, and other business associations/agricultural organizations

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Current OAW Wineries Impacted

- Fernwood Estates (Bainsville)
- Stonehouse Vineyard (Lochiel)
- StoneCropAcres (Morrisburg)
- Smokie Ridge Vineyard (Mountain)
- Vankleek Hill Vineyard (Vankleek Hill)
- Vignoble Clos du Vully (Navan)
- Domain Perrault (Navan)
- Jabulani Vineyard (Richmond)
- Green Gables Vines (Oxford Station)

- Domaine Darius (Hillier)
- Gravel Hill Vineyards (Hillier)
- Erie Shore Vineyard (Harrow)

Estimated 30-40 Non-VQA Wineries impacted

Ontario Artisan Wineries - Contacts

Craig S. MacMillan,

O.O.M., B.A., M.A., LL.B., Ph.D. Chair (Interim) OAW Stonehouse Vineyard Lochiel, ON craig@stonehousevineyeard.ca craig@ontarioartisanwineries.ca

Joanne R. Pratt,

B.A., M.A., Somm. Director (Interim) OAW Stonehouse Vineyard Lochiel, ON joanne@stoneousevineyard.ca

Robert Humphries

Director (Interim) OAW Fernwood Estate Winery Bainsville, ON

RESOLUTION

Elimination of the LCBO Markup and Wine Levy on 100% Ontario Non-VQA Wine

WHEREAS Non-Vintner Quality Alliance ("Non-VQA") wineries that sell 100% Ontario wine directly to a licensee (e.g., local restaurant) are subject to a Liquor Control Board of Ontario ("LCBO") Mark-up and Wine Levy that are not imposed on a VQA direct delivery wine sale to a licensee; and

WHEREAS this results in significantly increased charges and reduced revenue for non-VQA wineries and effectively bars the direct sale of 100% Ontario Non-VQA wine to local licensees; and

WHEREAS the resulting impact limits the development of local agri-tourism, rural economic diversification, and local partnerships; and

WHEREAS the LCBO has the discretion to remove the Mark-up and Wine Levy on the direct delivery of 100% Ontario Non-VQA wine to a licensee and it would not require legislative amendments; and

NOW THEREFORE BE IT RESOLVED that the Township of South Glengarry supports the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee; and

FURTHER BE IT RESOLVED that this resolution be circulated to the Minister of Finance, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, Food and Rural Affairs, the Minister of Economic Development, Job Creation and Trade, the Minister of Red Tape Reduction, and the Minister of Tourism, Culture and Sport.

BRIEFING NOTE



Ontario Artisan Wineries July 17, 2022

<u>Issue</u>

Elimination of the Liquor Control Board of Ontario ("LCBO") "Mark-up" and "Wine Levy" imposed on the direct delivery of 100% Ontario Non-Vintner Quality Alliance ("Non-VQA") wine to a licensee.

Background

The wine industry in Ontario is comprised of Non-VQA and VQA wines that are highly regulated by federal and provincial legislation, regulations, and policy regimes.

Ontario Artisan Wineries/Vignobles Artisanaux de l'Ontario is a newly formed non-profit association representing small artisan wineries from across the province that sell 100% Ontario Non-VQA wines.

Ontario Artisan Wineries produce wine in small quantities (e.g., less than 2000 cases) from 100% Ontario grapes using traditional minimal intervention winemaking practices which results in wines that have unique characteristic that are different each vintage.

The LCBO imposes a Mark-up and a Wine Levy on the direct delivery of 100% Ontario Non-VQA wine that are **not** imposed on the direct delivery of VQA wine to a licensee.

The sample LCBO Calculator form (Attachment 1, completed July 17, 2022) and below table on the sale of a \$20.00 bottle of 100% Ontario wine shows that a **VQA** Direct Delivery to a Licensee results in **80%** revenue to the VQA winery (and **14%** to the Province) while a **Non-VQA** Direct Delivery to a Licensee results in <u>52%</u> revenue to the Non-VQA winery (and <u>42%</u> to the Province).

Direct Delivery to a Licensee	VQA Wine		Non-VQA Wine		
Retail Price LCBO Selling Price	\$20		\$20		
(HST etc.)	\$18.02		\$18.02		
Winery Revenue	80% 14.47		52%	\$9.45	
Provincial Fees	14% \$2.56		42%	\$7.58	

When selling 100% Ontario wine directly to a licensee the Non-VQA winery receives **28% less** revenue and pays **28% more** in provincial charges which is a serious disadvantage and unsustainable.

In the example sale of \$20.00 bottle of wine, the difference in revenue distribution arises from the fact that the Direct Delivery to a Licensee of 100% Ontario Non-VQA wine is subjected to a LCBO Mark-up (\$6.6707) and a Wine Levy (\$1.2150) which are <u>not</u> imposed on the Direct Delivery of VQA wine to a Licensee.

Extrapolated to the sale of 2,000 cases of wine, a VQA winery would receive \$347,280.00 in revenue and pay \$61,440.00 in provincial fees, while a Non-VQA winery would receive \$226,800.00 in revenue **(\$120,000.00** <u>less</u>) and pay \$181,920.00 in provincial fees **(\$120,000.00** <u>more</u>) – *yet both are selling 100% Ontario made wine.*

Due to the punitive charges imposed by the LCBO, Ontario Artisan Wineries cannot sell 100% Ontario wine to local licensees such as restaurants and event venues which is having a significant adverse impact on not only small artisan wineries but also restricting local agri-tourism and rural areas that need economic diversification and development.

For multiple reasons, members of Ontario Artisan Wineries do not aspire to become part of the "VQA model" and/or LCBO as it does not recognize or accommodate the realities of small artisan wine producers.

Further, like many businesses, Ontario artisan wineries are being confronted with 100-300% increases in the costs of materials (e.g., bottles), severe labour shortages, and supply chain issues.

Policy Option

The LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee arise from the "natural rights" provision in subsection 4(1) of the *Liquor Control Board of Ontario Act*, S.O. 2019, which gives the LCBO "the capacity, rights and powers of a natural person for the purposes of carrying out its objects."

Thus, the imposition of the Mark-up and Wine Levy on the direct delivery of 100% Ontario Non-VQA wine to a licensee is based on a discretionary **policy** decision by LCBO and can be changed, and it does **not** require legislative amendment(s).

The LCBO Mark-up and Wine Levy wine cannot be justified when dealing with 100% Ontario grapes/wine and it is wholly inconsistent with supporting local agri-tourism businesses.

Ontario Artisan Wineries are seeking the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee.

Attachment 1: LCBO Calculator – see copy sent separately

uit\Icewine = Blank, Sparkling = S, Fortified ler = C, Cider = D, Creams & Flavoured = M, Light wine <7% = L	
100% ON = Blank, <100% ON = CIC	
WRS=Blank, Wine Boutique=B	
Bottle Size (L)	0.750
Alcohol Content %	12.0%
Bottles per Selling Unit	1
Retail selling price (including deposit)	\$20.00
Minimum Retail Price Check	Okay

LCBO

Minimum Retail Price Check	Okay			Non VQA	
	WRS	LCBO	VQA Direct Delivery to Licensee	Direct Delivery to Licensee	Non VQA Tied House
Selling Price	20.00	20.00	18.02	18.02	18.02
Container Deposit	0.20	0.20	0.20	0.20	0.20
H.S.T.	2.28	2.28	2.05	2.05	2.05
Net Licensee Price			15.77	15.77	15.77
10% Discount			1.75	1.75	1.75
Basic Price	17.52	17.52	17.52	17.52	17.52
Basic Tax/LCBO Admin Fee	0.9898		0.9898		
Environmental Tax/Fee	0.0893	0.0893	0.0893	0.0893	0.0893
Bottle Tax/Levy	0.2175	0.2175	0.2175	0.2175	0.2175
LCBO Wine Levy		1.2150		1.2150	1.2150
LCBO Mark-up		6.6707		6.6707	6.6707
Total Landed Cost	16.2256	9.3296	16.2256	9.3296	9.3296
Federal Excise Tax	0	0	0	0	0
Supplier Quote		9.3296	16.2256	9.3296	9.3296

				Non VQA	
			VQA Direct Delivery to	Direct Delivery to	Non VQA Tied
Revenue Distribution \$ ¹	WRS	LCBO	Licensee ⁴	Licensee	House⁵
Winery ²	16.23	9.33	14.47	9.45	11.20
Provincial ³	2.70	9.59	2.56	7.58	5.83
Federal ³	0.88	0.88	0.79	0.79	0.79
Container Deposit	0.20	0.20	0.20	0.20	0.20
Total	20.00	20.00	18.02	18.02	18.02

Revenue Distribution % ¹	WRS	LCBO	VQA Direct Delivery to Licensee ⁴	Non VQA Direct Delivery to Licensee	Non VQA Tied House⁵
Winery ²	81%	47%	80%	52%	62%
Provincial ³	13%	48%	14%	42%	32%
Federal ³	4%	4%	4%	4%	4%
Container Deposit	1%	1%	1%	1%	1%

Pricing Components	Rate	Metric
Table Mark-up	71.5%	ad valorem
Light Wine <7% Mark-up	64.6%	ad valorem
Fortified <=20% Mark-up	69.3%	ad valorem
Cream & Flavoured/Fortified >20% Mark-up	114.0%	ad valorem
Cooler/Cider Mark-up	60.6%	ad valorem
Bulk Cider Mark-up	46.4%	ad valorem
Wine Levy	\$ 1.62	per litre
Bottle Tax/Levy	\$ 0.29	per litre
Cooler/Cider Bottle Tax/Levy	\$ 0.28	per litre
Environmental Tax/Fee	\$ 0.0893	per container
Container Deposit >100 mL and <=630 mL	\$ 0.10	per container
Container Deposit >630 mL	\$ 0.20	per container
WRS Basic Tax (100% ON)/LCBO Admin Fee (VQA DD)	6.1%	ad valorem
WRS Basic Tax (<100% ON)	19.1%	ad valorem
Wine Boutique Basic Tax (100% ON)	9.6%	ad valorem
Wine Boutique Tax (<100% ON)	22.6%	ad valorem
Licensee Markup	0.0%	ad valorem
HST (GST Portion)	5.0%	ad valorem
HST (PST Portion)	8.0%	ad valorem
Non-Refillable Charge	4.0%	ad valorem
Bulk Cider MRP	\$ 3.051	per litre
Cooler/Cider MRP (<4.1% alcohol by volume)	\$ 3.779	per litre
Cooler/Cider MRP (4.1% & <4.9% alcohol by volume)	\$ 3.834	per litre
Cooler/Cider MRP (4.9% & <5.6% alcohol by volume)	\$ 3.935	per litre
Cooler/Cider MRP (5.6% -7% litres of absolute alcohol)	\$ 73.065	per litre
Excise >7% alcohol by volume	\$ 0.688	per litre
Excise >1.2%and <=7% alcohol by volume	\$ 0.330	per litre
Excise <=1.2% alcohol by volume	\$ 0.022	per litre

tribution may not add to 100% due to rounding.

on VQA Direct Delivery, there is an unassigned amount paid to the winery, which is calculated at \$0.1567 per litre and is deducted from the remittance to the LCBO.

as been separated into GST(5%) and ORST (8%).

evenue distribution for VQA Tied House is the same as VQA DD.

on VQA Tied House sales, there is an additional 10% discount (which is 10% of the basic price) afforded to the winery, which is deducted from the remittance to the LCBO.





October 5, 2022

Mr. Craig MacMillan Interim Chair, Ontario Artisan Wineries c/o Stonehouse Vineyard 21065 Lochiel Rd, Alexandria, ON KOC 1A0 Sent by email: craig@stonehousevineyard.ca

Dear Craig,

The Grape Growers of Ontario's Board of Directors at their meeting on October 3rd, reviewed your correspondence requesting support for the elimination of the LCBO "markup" and "wine levy" currently imposed on the direct delivery of 100% Ontario grown non-VQA wines to licensees. The following motion was approved by the Board:

Staff be directed to advise the newly formed Ontario Artisan Wineries/Vignobles Artisanaux de l'Ontario that the Grape Growers of Ontario Board of Directors agrees that all 100% grown "non-VQA wine be eligible for the same direct delivery benefits to a licensee as afforded to VQA wines".

The Board of Directors also suggested that your Association provide feedback to the upcoming strategic planning project for Ontario's Wine Appellation Authority plan review to ensure your concerns are considered as part of the process.

Kindest regards,

Debbie Zimmerman CEO, Grape Growers of Ontario d.zimmerman@grapegrowersofontario.com

Matthias Oppenlaender, Chair, Grape Growers of Ontario
 Kevin Watson, Vice Chair, Grape Growers of Ontario
 Laurie MacDonald, Executive Director, Ontario Wine Appellation Authority

Rooted in Ontario for 75 Years





200 Hanlon Creek Boulevard

Guelph, ON N1C 0A1 Tel: 519.821.8883 Fax: 519.821.8810

February 3, 2023

The Honourable Peter Bethlenfalvy Minister of Finance Frost Building South 7th Floor 7 Queen's Park Cres. Toronto, ON M7A 1Y7

Dear Minister Bethlenfalvy:

The Ontario Federation of Agriculture (OFA) is the largest general farm organization in Ontario, proudly representing more than 38,000 farm family members. OFA has a strong voice for our members and the agri-food industry on issues, legislation and regulations administered by all levels of government. We are passionate and dedicated to ensuring that the agri-food sector and rural communities are considered and consulted with for any new or changing legislation that would impact the sustainability and growth of our farm businesses.

Ontario's agri-food sector is an economic powerhouse – producing more than 200 farm and food products, fuelling rural communities, generating nearly 750,000 jobs, and contributing over \$47 billion to Ontario's annual GDP. The province's agri-food strategy, Grow Ontario, aims to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsible food supply. By removing barriers, unnecessary costs and red tape, Ontario farmers will be positioned to seize opportunities and rise to the challenge of an ambitious growth strategy, allowing the agri-food sector to drive the economy forward.

On behalf of the OFA Board of Directors, I am writing to you today to bring an important matter your attention regarding a competitive imbalance for Ontario produced wine.

At OFA's Annual General Meeting, the following motion was passed by our meeting Delegates and adopted by the OFA Board of Directors.

"THAT the Ontario Federation of Agriculture ("OFA") lobby the Ministry of Finance and LCBO to eliminate the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee; and

FURTHER BE IT RESOLVED THAT OFA request that the Minister of Finance, Minister of Agriculture, Food and Rural Affairs, Minister of Economic Development, Job Creation and Trade, Minister of Red Tape Reduction, and Minister of Tourism, Culture and Sport support the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee."



In addition to selling through the Liquor Control Board of Ontario (LCBO), Ontario wineries are permitted to deliver directly to Licensees such as bars, restaurants and hotels. However, there is an imbalance in the fee paid by Vintners Quality Alliance (VQA) wine compared to 100% Ontario produced non-VQA wine.

Currently VQA wine is charged a 6.1% LCBO Administration fee while non-VQA wine is charged a 71.5% LCBO mark-up and \$1.215 per bottle LCBO Wine Levy. As a result, a non-VQA winery selling direct to a Licensee receives approximately half of what a VQA winery would receive even though both products are 100% Ontario produced wine.

We ask that your Ministry level the playing field for Ontario produced wine by removing the mark up and wine levy for 100% Ontario Non-VQA wine and replace it with the same 6.1% LCBO administration fee applied to VQA wine when delivering directly to a Licensee.

Sincerely,

tekveld.

Peggy Brekveld President

cc: The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs Matthias Oppenlaender, Chair of the Grape Growers of Ontario Sonia Dignard, OFA Member Service Representative, Zone 14 OFA Board of Directors



STAFF REPORT

S.R. No. 25-2023

PREPARED BY:	Dillen Seguin, Director of Water and Wastewater
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	February 21, 2023
SUBJECT:	Approval of 2022 Water and Wastewater Annual Reports

BACKGROUND:

- 1. Under the Safe Drinking Water Act, 2002, Ontario Regulation 170/03, the Ministry of the Environment requires that a written report for our Water Plants and Sewage Plants be completed annually.
- The six (6) 2022 Annual Reports showing compliance/non-compliance for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants were received for review by Council at the <u>Regular Council Meeting</u> held on February 6, 2023.
- 3. No comments, clarifications, or revisions were requested by Council during the review period and prior to Administration finalizing the reports as attached (February 14, 2023).

ANALYSIS:

4. The Annual Reports will be submitted to the Ministry of Environment, Conservation & Parks and posted on our website as per the requirements of the Regulation.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Values: Accountability and Trust

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 25-2023 be received and that the Council of the Township of South Glengarry accept and approve the 2022 Annual Reports for the

Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants.

Recommended to Council for Consideration by: CAO – TIM MILLS



2022 Annual Drinking Water Report and Summary Report for Municipalities

Glen Walter Water Treatment

Version 2.0

Prepared by:

Dillen Seguin Director of Water and Wastewater February 14, 2023 Date

Dark Mipart

Approved by:

Sarah McDonald, P. Eng. General Manager, Infrastructure Services February 14, 2023 Date

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Regulations

Annual Report

O. Reg. 170/03 - Section 11

Summary Report for Municipalities

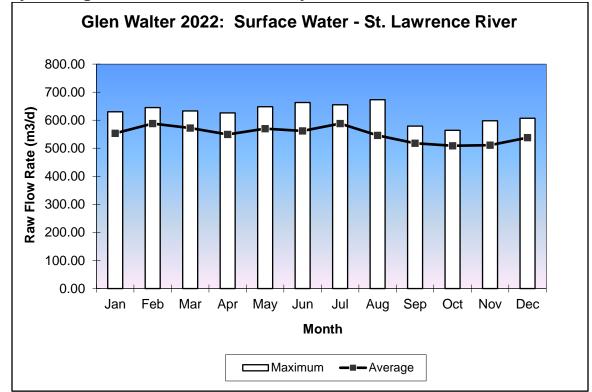
O. Reg. 170/-3 – Schedule 22

Revision History

Date	Description	Revision	Author		
February 6, 2023	Initial Issue for Council Receipt	1.0	D. Seguin		
February 14, 2023	Final for Approval	2.0	D. Seguin		

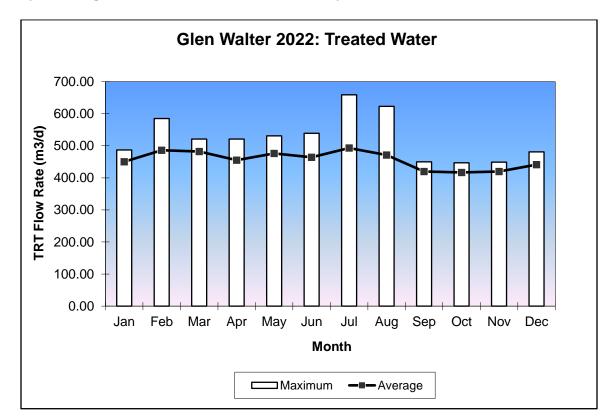
Glen Walter Water Treatment Plant – Annual Report

1. Flows



Daily Average and Maximum Raw Daily Flows

Permit To Take Water (3285-9TMQM	12)
Max Allowable Raw Water Flow:	995m³/d
Year Max:	673m ³ /day





Municipal Drinking Water License Rated Capacity (185-102)									
Max Allowable Raw Water Flow:	995m ³ /d								
Year Max: 659m ³ /day									

2. Compliance

A written report is prepared annually. This report is available for viewing at the Township of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships website. A copy of the report is available free of charge to any resident requesting a copy. For more information on the Municipal water supply contact:

Township of South Glengarry Water/Wastewater Division Telephone: 613-931-3036 Fax: 613-931-3340 E-mail: infrastructure@southglengarry.com

The Township of South Glengarry commitment policy is to provide a safe and reliable supply of drinking water to all its customers, meet or exceed the requirements of all legislation and regulations applicable to drinking water and maintain and continually improve its quality management system.

3. System Description

Overview

The Township of South Glengarry Glen Walter Water Treatment Plant is located approximately two kilometers east of Cornwall along County Road 2. The water plant is a surface water treatment facility serving the community of Glen Walter. The water treatment plant has a rated capacity of 995 cubic meters of water per day for a design population of 1,080 people.

The Township of South Glengarry utilizes the following accredited laboratory to ensure safe and potable water to meet or exceed Ministry standards. Caduceon Laboratory Ottawa. We are also a participant in the Ministry Drinking Water Surveillance Program.

The Township of South Glengarry Operators are all certified under the Ministry of Environment regulation 128/04 for Utility Operators Licensing Program.

The Township of South Glengarry water system uses sodium hypochlorite chlorine for disinfection and Aluminum Sulphate for a coagulant.

Equipment

Raw water is consumed through a 300 millimeter intake pipe and intake crib approximately 390 meters off shore into the St. Lawrence River at a depth of approximately 12 meters. The water plant consists of two low lift pumps rated at 11.52 litres per second, one flocculation tank, two rapid sand filters, two carbon contactors, three compartment clear well reservoir, two high lift pumps rated at 16.44 litres per second and one backwash pump together with all associated piping, electrical and mechanical equipment, control and alarm systems all housed in a common building.

Process

Raw water is pumped from the low lift pumping chamber, which is pre-chlorinated. A liquid coagulant is introduced into an in-line flash mixer, then flows under pressure into a flocculation tank. When the coagulation flocculation process is complete the water flows through rapid sand filters in parallel, then through the carbon contactor series, which removes any taste and odour in the drinking water. Chlorine is added after the carbon contactors for post disinfection. The chlorinated (potable) water enters the three-compartment storage reservoir, which is pumped to the distribution via high lift pumps. To allow for safe and potable water sampling and testing to be completed on a regular basis.

Distribution

The distribution system is comprised of varying sized water pipes, valves, and fire hydrants all supplied from the two high lift pumps situated at the Glen Walter Water Plant. Fire flow cannot be utilized within the Glen Walter system.

4. Operation Summary

There were no upgrades or operational issues noted during the reporting year.

The major maintenance undertaken on the Glen Walter system is provided in the table below.

2022	Details
Jan.	Highlift 3+4 Under electrical review
Feb.	Highlift 3+4 Hardwired directly to new power source (UPS)/Relay
Feb.	Distribution Break/Boil Water
May.	Generator Over Heating – Replaced pipework and Solenoid
Jun.	Plant shutdown maintenance on pipe work (Chemical Build Up)
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jun.	Filter Media Replacement
Jul.	Hydrant Flushing
Jul.	Sodium hypochlorite tube/pipe work replacement
Oct.	Flow meter calibrations
Oct.	Low lift 2 out for rebuild
Nov.	Raw water bypass re-built
Nov.	Lowlift packing glands replaced
Nov.	Winterize hydrants
Dec.	Generator maintenance/load test

Table 1. Major Maintenance (2022)

Glen Walter Water Treatment Plant – Summary Report

Ontario Drinking Water License #185-102

The Township of South Glengarry Water Treatment Department operated the Glen Walter Water Treatment Plant for the year 2022.

5. Non-Compliance

Adverse Water Quality Incidents

During the reporting year, there were no adverse water quality incidents (AWQI).

Incident #1 (none)

Incident Date:	-								
Parameter:	-								
Result:	-								
Corrective Action:	-								
Corrective Action Date:	-								
Corrective Compliance:	-								

Non-Compliance

During the reporting year, there was one (1) non-compliance in regard to a regulatory requirement.

Non-Compliance #1

Non-Compliance Date:	February 8th, 2022
Parameter:	Low Pressure
Result:	<20 psi Contractor had damaged distribution pipework during new installation of laterals.
Corrective Action:	Monitor replacement of pipe and follow watermain disinfection protocol. Return pressure back to normal range, flush dead ends and issue preventative boil water until water samples could be tested.
Corrective Action Date:	February 8th, 2022
Corrective Compliance:	Precautionary Boil Water Rescinded: February 10th, 2022.

Non-Compliance Ministry Inspection

During the year 2022, there were no non-compliance from a ministry inspection within the Glen Walter Drinking Water System.

The ministry inspection occurred on and off site during the month of July. There were no issues of regulatory compliance identified in the report and the final inspection rating was 100%. A copy of the report is available at The Glen Walter Water Treatment Plant Office.

6. Regulatory Sample Results

Statistics for Flow and Chemicals

A total of 200,951m³ of raw water had been treated for the year 2022 with a monthly average of 550m³ per day and a maximum flow of 673m³/day for the year. Maximum flow is equivalent to 67% plant capacity.

The Glen Walter Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 590.38kg of sodium hypochlorite had been utilized for the year at an average dosage rate of 2.9mg/litre.

The Glen Walter Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 3.18m³ of aluminum sulphate was used.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples taken and chemical use on a monthly basis.

Municipality: Township of South Glengarry Project: Glen Walter W.T.P DWS # 210001861

Annual Report Data 2022 Water Source: St. Lawrence River Design Capacity: 0.995 x 1000 m3/D

Description: Pressure Filter System - Carbon Contactors - Alum Coagulation - Sodium Hypochlorite Disinfection

	Ra	w Water Flo	w	Trea	ted Water F	low	Chemica	al Usage				Treated	Water						Distributi	on Water		
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total L Used	Free C Min.	12 Residual Max.	mg/L Avg.	Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free C Min.	X12 Residual Max.	mg/L Avg.	THM ug/L	Lead µg/L	Lead µg/L
January	17.147	0.553	0.630	13.966	0.450	0.487	48.27	265.320	1.00	1.56	1.25	0.09	0.0	0.024	0.1	0.3	0.90	1.35	1.05	25		
February	16.469	0.588	0.645	13.623	0.486	0.585	44.09	261.360	1.21	1.65	1.46	0.08	0.0	0.019			1.00	1.42	1.23			
March	17.762	0.572	0.633	14.953	0.482	0.521	47.44	281.820	0.90	1.66	1.52	0.08	0.2	0.022			0.80	1.32	1.23			
April	16.495	0.549	0.626	13.666	0.455	0.521	46.51	277.200	1.30	1.60	1.46	0.09	0.0	0.029	0.1	0.3	1.28	1.04	1.23	26		
May	17.683	0.570	0.648	14.760	0.476	0.531	53.06	316.140	1.38	1.66	1.49	0.09	0.0	0.023			1.18	1.42	1.30			
June	16.863	0.562	0.663	13.946	0.464	0.539	57.92	271.260	1.19	1.48	1.32	0.10	0.3	0.042			1.00	1.22	1.10			
July	18.250	0.588	0.655	15.286	0.493	0.659	55.00	264.000	1.13	1.62	1.43	0.13	0.0	0.122	0.1	0.2	1.00	1.30	1.20	43		
August	16.926	0.546	0.673	14.610	0.471	0.623	54.53	279.840	1.30	1.58	1.46	0.13	0.1	0.082			1.08	1.24	1.14			
September	15.553	0.518	0.579	12.623	0.420	0.450	47.34	240.240	1.48	1.67	1.57	0.12	0.0	0.090			1.16	1.31	1.21			
October	15.780	0.509	0.564	12.956	0.417	0.447	46.83	233.640	0.81	1.71	1.53	0.10	0.3	0.064	0.2	0.1	0.74	1.39	1.21	32		
November	15.331	0.511	0.598	12.616	0.420	0.449	42.41	232.320	1.47	1.66	1.56	0.09	0.3	0.035			1.10	1.32	1.25			
December	16.692	0.538	0.607	13.700	0.441	0.481	46.98	265.320	1.10	1.70	1.55	0.10	0.0	0.008			1.16	1.35	1.27			
Total	200.951			166.705			590.38	3188.46														
Average	16.746	0.550	0.627	13.892	0.456	0.524	49.198	265.705	1.19	1.63	1.47	0.10	0.10	0.047	0.125	0.225	1.03	1.31	1.20	31.5	#DIV/0!	#DIV/0!
Criteria			0.995			0.995			0.2				5	0.1	10	1	0.05			100	10	10
Maximum			0.673			0.659			0.81				0.1	0.047			0.74			31.5		
Compliance		[Yes		[Yes		[Yes			[Yes	Yes	Yes	Yes	Yes			Yes	N/A	N/A

	Total # of Raw Samples	()		(cfu/100mL)		Total # of Treated Samples	Esherichia Coliform (cfu/100mL) Coliform (cfu/100mL)		Heterotro	d Water phic Plate fu/100mL)	Total # of Dist.	Dist. Esherichia Coliform Samples (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)					
	Samples	Minimum	Maximun	Average	Minimum	Maximun	Average	Samples	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Samples	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	5	0.0	0.0	0.0	0.0	1.0	0.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
February	4	0.0	3.0	1.0	0.0	35.0	9.5	4	4	0	4	0	4	0	19	19	0	19	0	19	0
March	4	0.0	16.0	4.0	0.0	61.0	18.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
April	4	0.0	8.0	3.5	0.0	21.0	9.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
May	5	0.0	6.0	1.8	0.0	18.0	4.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
June	4	0.0	5.0	1.5	0.0	42.0	14.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
July	4	0.0	0.0	4.0	0.0	1.0	0.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
August	5	0.0	28.0	7.4	0.0	190.0	61.8	5	5	0	5	0	5	0	15	15	0	15	0	15	0
September	4	0.0	37.0	9.3	0.0	42.0	12.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
October	5	0.0	14.0	9.2	0.0	82.0	25.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
November	4	0.0	6.0	2.5	0.0	22.0	8.0	4	4	0	4	0	4	0	12	12	0	12	0	12	0
December	4	0.0	1.0	0.3	0.0	29.0	7.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
Total	52	[52							163						

Inorganic Parameters

GLEN WALTER WATER TREATMENT PLANT												
INORGANIC PARAMETERS												
PARAMETER SAMPLE DATE RESULT VALUE MAC UNIT OF MEASURE EX												
ANTIMONY	Jan-04-21	0.0001	0.006	mg/L	No							
ARSENIC	Jan-04-21	0.0003	0.025	mg/L	No							
BARIUM	Jan-04-21	0.0180	1.0	mg/L	No							
BORON	Jan-04-21	0.0210	5.0	mg/L	No							
CADMIUM	Jan-04-21	0.000015	0.005	mg/L	No							
CHROMIUM	Jan-04-21	0.0020	0.050	mg/L	No							
LEAD	Year 2020	0.6400	10.0	ug/L	No							
MERCURY	Jan-04-21	0.00002	0.001	mg/L	No							
SELENIUM	Jan-04-21	0.0010	0.010	mg/L	No							
SODIUM	Aug 22 2022	16.70	200.0	mg/L	No							
URANIUM	Jan-04-21	0.00024	0.020	mg/L	No							
FLUORIDE	Aug 22 2022	0.1000	1.5	mg/L	No							
NITRITE	Year 2022	0.1000	1.0	mg/L	No							
NITRATE	Year 2022	0.2500	10.0	mg/L	No							

	Eastern Ont	ario Health Unit	t MAC		
Sodium	Aug 22 2022	16.7	20	mg/L	No

Organic Parameters

<u>GLEN W</u>	ALTER WATER T	REATMENT PLAN	<u>TI</u>		
PARAMETER		RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-04-22	0.3	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-22	0.5	5	ug/L	No
AZINPHOS-METHYL	Jan-04-22	1	20	ug/L	No
BENZO(A)PYRENE	Jan-04-22	0.006	0.01	ug/L	No
BENZENE	Jan-04-22	0.5	5	ug/L	No
BROMOXYNIL	Jan-04-22	0.5	5	ug/L	No
CARBON TETRACHLORIDE	Jan-04-22	0.2	5	ug/L	No
CARBARYL	Jan-04-22	3	90	ug/L	No
CARBOFURAN	Jan-04-22	1	90	ug/L	No
CHLORPYRIFOS	Jan-04-22	0.5	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-04-22	0.5	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-04-22	0.5	5	ug/L	No
1,2-DICHLOROETHANE	Jan-04-22	0.5	5	ug/L	No
1,1-DICHOROETHENE	Jan-04-22	0.5	1.4	ug/L	No
DICHLOROMETHANE	Jan-04-22	5	50	ug/L	No
DIAZINON	Jan-04-22	1	20	ug/L	No
DICAMBA	Jan-04-22	1	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-04-22	0.2	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-04-22	1	100	ug/L	No
DICLOFOP-METHYL	Jan-04-22	0.9	9	ug/L	No
DIMETHOATE	Jan-04-22	1	20	ug/L	No
DIQUAT	Jan-04-22	5	70	ug/L	No
DIURON	Jan-04-22	5	150	ug/L	No
GLYPHOSATE	Jan-04-22	25	280	ug/L	No
MONOCHLOROBENZENE	Jan-04-22	0.5	80	ug/L	No
MALATHION	Jan-04-22	5	190	ug/L	No
METOLACHLOR	Jan-04-22	3	50	ug/L	No
METRIBUZIN	Jan-04-22	3	80	ug/L	No
PARAQUAT	Jan-04-22	1	10	ug/L	No
PENTACHLOROPHENOL	Jan-04-22	0.2	60	ug/L	No
PHORATE	Jan-04-22	0.3	2	ug/L	No
PICLORAM	Jan-04-22	5	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-22	0.05	3	ug/L	No
PROMETRYNE	Jan-04-22	0.1	1	ug/L	No
SIMAZINE	Jan-04-22	0.5	10	ug/L	No
TETRACHLOROETHYLENE	Jan-04-22	0.5	30	ug/L	No
TRICHLOROETHYLENE	Jan-04-22	0.5	5	ug/L	No
TERBUFOS	Jan-04-22	0.5	1	ug/L	No
2,3,4,6-TETRACHOLOPHENOL	Jan-04-22	0.2	5	ug/L	No
TRIALLATE	Jan-04-22	10	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-04-22	0.2	5	ug/L	No
TRIFLURALIN	Jan-04-22	0.5	45	ug/L	No
Vinyl Chloride	Jan-04-22	0.2	2	ug/L	No
MCPA	Jan-04-22	10	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2022	31.5	100	ug/L	No
НАА	Year 2022	16.8	80	ug/L	No



2022 Annual Drinking Water Report and Summary Report for Municipalities

Lancaster Water Treatment

Version 2.0

Prepared by:

Dillen Seguin Director of Water and Wastewater February 14, 2023 Date

Approved by:

Dent MiPart

Sarah McDonald, P. Eng. General Manager, Infrastructure Services February 14, 2023 Date

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Regulations

Annual Report

O. Reg. 170/03 - Section 11

Summary Report for Municipalities

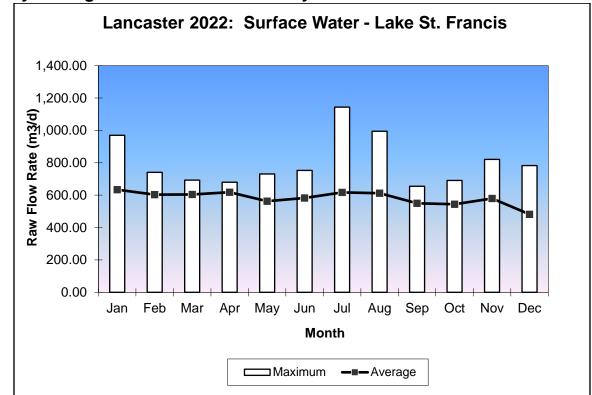
O. Reg. 170/-3 – Schedule 22

Revision History

Date	Description	Revision	Author
February 6, 2023	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2023	Final for Approval	2.0	D. Seguin

Lancaster Water Treatment Plant – Annual Report

1. Flows

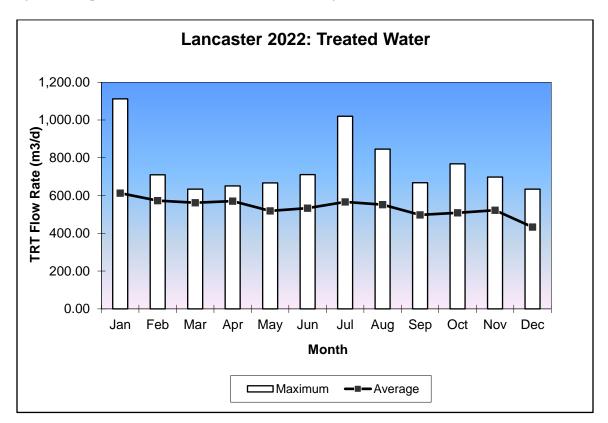


Daily Average and Maximum Raw Daily Flows

Permit To Take Water (6653-AP9H6L)									
Max Allowable Raw Water Flow:	1,440m ³ /d								
Year Max:	1,144m ³ /day								

Note(s):

- Above Normal Usage x 2
- January High Treated Water Flow Caused Due to Watermain Break/Water Tower Emergency
- July High Water Flow Caused Due to Hydrant Flow



Daily Average and Maximum Treated Daily Flows

Municipal Drinking Water License R	Municipal Drinking Water License Rated Capacity (185-101)										
Max Allowable Raw Water Flow:	1,440m ³ /d										
Year Max:	1,112m ³ /day										

Note(s):

- Above Normal Usage x 2
- January High Treated Water Flow Caused Due to Watermain Break/Water Tower Emergency
- July High Water Flow Caused Due to Hydrant Flow

2. Compliance

A written report is prepared annually. This report is available for viewing at the Township of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships web site. A copy of the report is available free of charge to any resident requesting a copy. For more information on the Municipal water supply contact:

Township of South Glengarry Water/Wastewater Division Telephone: 613-931-3036 Fax: 613-931-3340 E-mail: infrastructure@southglengarry.com

The Township of South Glengarry commitment policy is to provide a safe and reliable supply of drinking water to all its customers, meet or exceed the requirements of all legislation and regulations applicable to drinking water and maintain and continually improve its quality management system.

3. System Description

Overview

The Township of South Glengarry, Lancaster Water Treatment Plant is located at **20523 Old Montreal Road in South Lancaster**. The water treatment plant is a surface water treatment facility serving the village of Lancaster and the Hamlet of South Lancaster. The water plant has a rated capacity of 1,440 cubic meters of water per day for a design population of 1,218 people.

The Township of South Glengarry utilizes the following accredited laboratory to ensure safe and potable water to meet or exceed Ministry standards: Caduceon Laboratory Ottawa.

The Township of South Glengarry operators are all certified under the Ministry of the Environment regulation 128/04 for utility Operator Licensing Program.

The Township of South Glengarry water system uses Sodium Hypochlorite for disinfection and Aluminum Sulphate for a coagulant.

Equipment

Raw water is consumed through a 450 millimeter intake pipe and wooden intake crib off the shore of Lake St. Francis at a depth of approximately 12 meters. The plant consists of three low lift pumps rated at 8.33 liters per second one dual media anthracite sand gravity filter, one gravity granular activated carbon filter, three high lift pumps two rated at 15.9 liters per second and the third at 6.3 liters per second and two backwash pumps together with all associated piping, electrical equipment, controls and alarm systems all housed in a common building.

Process

Raw water is pumped from the low lift chamber, which is pre chlorinated. A liquid coagulant is introduced into an in line flash mixer, and then flows to two set of coagulant/flocculators;

clarifiers and filters each rated at 720 cubic meters per day. The filtered water is then post chlorinated before it enters the twin celled reservoir. The treated (potable) water is then pumped to the distribution system and also feeds an elevated storage tank located on North Beech Street.

Distribution

The distribution system is comprised of varying sized water pipes, valves, and fire hydrants all supplied from the three high lift pumps situated at the Lancaster Water Plant. Fire flow can be achieved for the Lancaster Water system.

4. Operation Summary

There were no upgrades were noted in the reporting year.

There was an increased distribution breaks/leaks are to be noted for the year 2022. As infrastructure continues to age, the increase of leaks is more prominent.

The major maintenance undertaken on the Lancaster system is provided in the table below.

2022	Details
Jan.	Distribution Break Oak St (Precautionary Boil Water)
Feb.	Leak Victoria St (Pipe/Hymax)
Feb.	Leak Maple St. (Valve Replaced)
Feb.	Leak South Beech (Valve Replaced)
Feb.	Hydrant Flushing and Winterizing
Feb.	Flow meters replaced on Filter 1+2
Feb.	Differential senor replaced on Filter 2
Mar.	Scada Utility Power Supply failed and replaced
Mar.	Backwash PLC control relay failed and replaced (16 Relay Card)
May.	Leak South Terrace (Valve Replaced)
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jul.	Hydrant flushing
Sep.	Fire Hydrant Flow Testing
Oct.	Flow meter calibrations
Nov.	Winterize hydrants
Dec.	Distribution Break Military Rd. (Service on Main)
Dec.	Generator maintenance/load test

Table 1. Major Maintenance (2022)

Lancaster Water Treatment Plant – Summary Report

Ontario Drinking Water License #185-101

The Township of South Glengarry Water Treatment Department operated the Lancaster Water Treatment Plant for the year 2022.

5. Non-Compliance

Adverse Water Quality Incidents

During the reporting year, there was one (1) adverse water quality incident (AWQI).

Incident #1

Incident Date:	October 5th, 2022
Parameter:	Total Coliforms
Result:	2 TC
Corrective Action:	Resample
Corrective Action Date:	October 5th, 2022
Corrective Compliance:	October 7th, 2022

Non-Compliance

During the reporting year, there was one (1) non-compliance in regard to a regulatory requirement.

Non-Compliance #1

Non-Compliance Date:	January 27th, 2022
Parameter:	Low Pressure
Result:	<20 psi
Corrective Action:	Monitor replacement of pipe and follow watermain disinfection protocol. Return pressure back to normal range, flush dead ends and issue preventative boil water until water samples could be tested.
Corrective Action Date:	January 27th, 2022
Corrective Compliance:	January 29th, 2022.

Non-Compliance Ministry Inspection

During the year 2022, there were no non-compliance from a ministry inspection within the Lancaster Drinking Water System.

The ministry inspection occurred on and off site during the month of July. There were no issues of regulatory compliance identified in the report and the final inspection rating was 100%. A copy of the report is available at The Glen Walter Water Treatment Plant Office.

6. Regulatory Sample Results

Statistics for Flow and Chemicals

A total of 210,228m³ of raw water had been treated for the year 2022 with a monthly average of 583m³ per day and a maximum flow of 1,144m³ /day for the year. Maximum flow is equivalent to 79% of plant capacity. It is noted that two (2) high usage days occurred and were not regular flow operations.

The Lancaster Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 900.94kg of sodium hypochlorite has been utilized for the year at an average dosage rate of 4.28mg/litre.

The Lancaster Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 4.44m³ of aluminum sulphate had been used.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples collected and chemical use on a monthly basis.

Municipality: Township of South Glengarry
Project: Lancaster W.T.P
DWS # 260006867

Annaul Report Data	
2022	

Water Source: Lake St. Francis Design Capacity: 1.440 x 1000 m3/D

Description: Conventional Treatment - Chemically Assisted Filtration (Alum) - Sodium Hypochlorite Disinfection

	Ra	w Water Flo	w	Trea	ated Water F	low	Chemica	al Usage				Treated	l Water						Distributi	on Water		
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total L Used			Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.			THM ug/L	Lead µg/L	Lead µg/L	
January	19.654	0.634	0.970	19.026	0.613	1.112	80.77	0.434	0.74	2.33	1.76	0.14	0.25	0.050	0.3	0.1	1.16	1.84	1.63	21		
February	16.885	0.603	0.741	16.050	0.573	0.710	66.13	0.360	1.61	2.40	1.88	0.080	0.00	0.080			1.44	1.90	1.63			
March	18.736	0.604	0.693	17.433	0.562	0.634	71.34	0.394	1.07	2.88	1.77	0.08	0.00	0.090			0.88	2.00	1.43			
April	18.547	0.618	0.680	17.152	0.571	0.651	67.03	0.391	1.53	2.32	1.84	0.100	0.00	0.060	0.1	0.3	1.40	1.78	1.61	39		
May	17.469	0.563	0.731	16.103	0.519	0.667	75.45	0.365	1.52	2.40	1.80	0.090	0.00	0.067			1.28	2.00	1.61			
June	17.501	0.583	0.753	15.992	0.533	0.711	67.45	0.355	1.54	1.98	1.76	0.090	0.00	0.090			1.32	1.82	1.57			
July	16.672	0.617	1.144	17.555	0.566	1.020	92.10	0.403	1.73	2.14	1.87	0.1	0.00	0.160	0.1	0.2	1.49	1.90	1.69	55		
August	18.989	0.612	0.995	17.124	0.552	0.846	67.48	0.401	1.33	2.85	1.80	0.09	0.00	0.160			1.08	2.00	1.51			
September	16.522	0.550	0.655	14.953	0.498	0.668	84.12	0.343	1.82	2.12	1.93	0.090	0.00	0.140			1.64	1.86	1.73			
October	16.887	0.544	0.691	15.782	0.509	0.768	87.97	0.354	1.78	2.05	1.90	0.090	0.00	0.060	0.2	0.1	1.68	1.94	1.76	41		
November	17.400	0.580	0.821	15.664	0.522	0.698	75.45	0.363	1.61	2.16	1.85	0.08	0.00	0.050			1.40	1.90	1.65			
December	14.966	0.482	0.783	13.426	0.433	0.634	65.65	0.282	1.41	2.17	1.94	0.100	0.00	0.030			1.26	1.98	1.78			
Total	210.228			196.26			900.94	4.445														
Average	17.519	0.583	0.805	16.355	0.538	0.760	75.08	0.370	1.47	2.32	1.84	0.09	0.02	0.086	0.2	0.175	1.34	1.91	1.63	39.0	#DIV/0!	#DIV/0!
Criteria			1.440						0.2				5		10	1	0.05			100	10	10
Maximum			1.144						0.74				0		0.3	0.3	0.88			55		
Compliance			Yes					ſ	Yes				Yes]	Yes	Yes	Yes			Yes	N/A	N/A
· · · ·								-					-	-								

	Raw	()			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Esherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Esherichia Coliform		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
	Samples	Minimum	Maximun	Average	Minimum	Maximun	Average	Samples	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Samples	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
anuary	5	0	0	0.00	0	5	2.00	5	5	0	5	0	5	0	20	20	0	20	0	20	0
ebruary	4	0	1	0.25	0	94	27.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
larch	4	0	50	18.50	10	164	85.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
pril	4	0	1	0.25	4	18	11.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
ay	5	0	4	0.80	0	38	13.60	5	5	0	5	0	5	0	15	15	0	15	0	15	0
ine	4	0	0	0.00	0	4	1.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
ıly	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
ugust	5	0	0	0.00	0	1	0.20	5	5	0	5	0	5	0	15	15	0	15	0	15	0
ptember	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
ctober	5	0	0	0.00	0	2	0.40	7	7	0	7	0	7	0	21	21	0	21	1	15	0
ovember	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
cember	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
tal	52							54							167						

Inorganic Parameters

	INORG	ANIC PARAMETE	RS		
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	Jan-04-22	0.0001	0.006	mg/L	No
ARSENIC	Jan-04-22	0.0003	0.025	mg/L	No
BARIUM	Jan-04-22	0.0220	1	mg/L	No
BORON	Jan-04-22	0.0190	5	mg/L	No
CADMIUM	Jan-04-22	0.000015	0.005	mg/L	No
CHROMIUM	Jan-04-22	0.0020	0.050	mg/L	No
LEAD	Year 2020	1.18	10	ug/L	No
MERCURY	Jan-04-22	0.00002	0.001	mg/L	No
SELENIUM	Jan-04-22	0.0010	0.010	mg/L	No
SODIUM	Aug 22 2022	17.8	200	mg/L	No
URANIUM	Jan-04-22	0.00018	0.020	mg/L	No
FLUORIDE	Aug 22 2022	0.10	1.5	mg/L	No
NITRITE	Year 2022	0.10	1	mg/L	No
NITRATE	Year 2022	0.25	10	mg/L	No

Eastern Ontario Health Unit MAC										
Sodium	Aug 22 2022	17.8	20	mg/L	No					

Organic Parameters

LANCA	STER WATER TR	EATMENT PLAN	<u>[</u>		
PARAMETER	1	RESULT VALUE	ΜΛΟ	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-04-22	0.3	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-22	0.5	5	ug/L	No
AZINPHOS-METHYL	Jan-04-22	1	20	ug/L	No
BENZO(A)PYRENE	Jan-04-22	0.006	0.01	ug/L	No
BENZENE	Jan-04-22	0.5	5	ug/L	No
BROMOXYNIL	Jan-04-22	0.5	5	ug/L	No
CARBON TETRACHLORIDE	Jan-04-22	0.2	5	ug/L	No
CARBARYL	Jan-04-22	3	90	ug/L	No
CARBOFURAN	Jan-04-22	1	90	ug/L	No
CHLORPYRIFOS	Jan-04-22	0.5	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-04-22	0.5	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-04-22	0.5	5	ug/L	No
1,2-DICHLOROETHANE	Jan-04-22	0.5	5	ug/L	No
1,1-DICHOROETHENE	Jan-04-22	0.5	1.4	ug/L	No
DICHLOROMETHANE	Jan-04-22	5	50	ug/L	No
DIAZINON	Jan-04-22	1	20	ug/L	No
DICAMBA	Jan-04-22	1	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-04-22	0.2	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-04-22	1	100	ug/L	No
DICLOFOP-METHYL	Jan-04-22	0.9	9	ug/L	No
DIMETHOATE	Jan-04-22	1	20	ug/L	No
DIQUAT	Jan-04-22	5	70	ug/L	No
DIURON	Jan-04-22	5	150	ug/L	No
GLYPHOSATE	Jan-04-22	25	280	ug/L	No
MONOCHLOROBENZENE	Jan-04-22	0.5	80	ug/L	No
MALATHION	Jan-04-22	5	190	ug/L	No
METOLACHLOR	Jan-04-22	3	50	ug/L	No
METRIBUZIN	Jan-04-22	3	80	ug/L	No
PARAQUAT	Jan-04-22	1	10	ug/L	No
PENTACHLOROPHENOL	Jan-04-22	0.2	60	ug/L	No
PHORATE	Jan-04-22	0.3	2	ug/L	No
PICLORAM	Jan-04-22	5	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-22	0.05	3	ug/L	No
PROMETRYNE	Jan-04-22	0.1	1	ug/L	No
SIMAZINE	Jan-04-22	0.5	10	ug/L	No
TETRACHLOROETHYLENE	Jan-04-22	0.5	30	ug/L	No
TRICHLOROETHYLENE	Jan-04-22	0.5	5	ug/L	No
TERBUFOS	Jan-04-22	0.5	1	ug/L	No
2,3,4,6-TRICHLOROPHENOL	Jan-04-22	0.2	5	ug/L	No
TRIALLATE	Jan-04-22	10	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-04-22	0.2	5	ug/L	No
Vinyl Chloride	Jan-04-22	0.2	2	ug/L	No
TRIFLURALIN	Jan-04-22	0.5	45	ug/L	No
МСРА	Jan-04-22	10	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2022	39	100	ug/L	No
НАА	Year 2022	21.25	80	ug/L	No



2022 Annual Drinking Water Report and Summary Report for Municipalities

Redwood Estates Water Treatment

Version 2.0

Prepared by:

Dillen Seguin Director of Water and Wastewater February 14, 2023 Date

Dent MiPart

Approved by:

Sarah McDonald, P. Eng. General Manager, Infrastructure Services

February 14, 2023 Date

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Regulations

Annual Report

O. Reg. 170/03 - Section 11

Summary Report for Municipalities

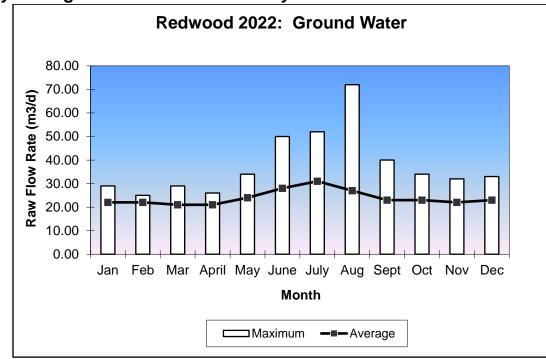
O. Reg. 170/-3 – Schedule 22

Revision History

Date	Description	Revision	Author
February 6, 2023	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2023	Final for Approval	2.0	D. Seguin

Redwood Water Treatment Plant – Annual Report

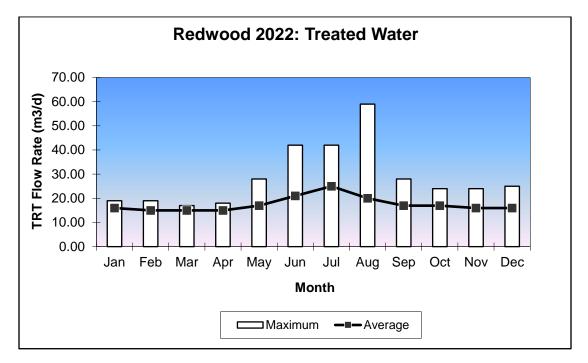
1. Flows



Daily Average and Maximum Raw Daily Flows

Permit To Take Water (8854-9GQQNL)					
Max Allowable Raw Water Flow:	151.2m ³ /d				
Year Max:	72m ³ /day				





Municipal Drinking Water License Rated Capacity (185-103)						
Max Allowable Raw Water Flow:	151.2m ³ /d					
Year Max:	59m³/day					

2. Compliance

A written report is prepared annually. This report is available for viewing at the Township of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships website. A copy of the report is available free of charge to any resident requesting a copy. For more information on the Municipal water supply contact:

Township of South Glengarry Water/Wastewater Division Telephone: 613-931-3036 Fax: 613-931-3340 E-mail: infrastructure@southglengarry.com

The Township of South Glengarry commitment policy is to provide a safe and reliable supply of drinking water to all its customers, meet or exceed the requirements of all legislation and regulations applicable to drinking water and maintain and continually improve its quality management system.

3. System Description

Overview

The Township of South Glengarry, Redwood Estates Water Treatment Facility is located approximately 5 kilometers east of the Village of Lancaster. The water treatment plant is a ground water system serving the Redwood Estates subdivision. The water treatment plant has a rated capacity of 151 cubic meters per day for a design population of 140 people.

The Township of South Glengarry utilizes the following accredited laboratories to ensure safe and potable water to meet or exceed Ministry standards. Caduceon Laboratory Ottawa.

The Township of South Glengarry operators are all certified under the Ministry of the Environment regulation 128/04 for utility operators Licensing Program.

The Township of South Glengarry, Redwood water system uses Sodium Hypochlorite for disinfection.

Equipment

Raw water is drawn from a single well located within the pump house with a submersible pump capable of delivering 118 liters per minute. The water treatment plant consists of two Manganese greensand pressure filters, two hydro pneumatic tanks, two high lift pumps, one booster and one backwash pump. All pumps have a rated capacity of 303 liters per minute together with all associated piping, electrical equipment, controls and alarm systems all housed in a common building.

Process

Raw water is drawn from the single well where Sodium Hypochlorite is introduced, and flash mixed for disinfection. Following the disinfection period water then flows through the Greensand

filters removing all other impurities. Water then flows to a 25 cubic meter underground storage reservoir to be pumped to the distribution system.

Distribution

The distribution system is comprised of one sized water pipe, valves, and two sample hydrants all supplied from the two high lift pumps that fill two hydro pneumatic tanks situated at the Redwood Water Plant. Fire flow cannot be supplied.

4. Operation Summary

There were no upgrades were noted in the reporting year.

During the year 2022, the final effluent for backwash did not meet the Maximum discharge limit of 0.02mg/L. A notification to the ministry was submitted on January 25th, 2022. Records of the notification are kept at the Glen Walter Water Treatment office.

The major maintenance undertaken on the Redwood system is provided in the table below.

Table 1. Major Maintenance (2022)

2022	Details
Feb.	Redwood backwash pit cleaned
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jul.	Hydrant flushing
Oct.	Flow meter calibrations
Dec.	Generator maintenance/load test

Redwood Estates Water Treatment Plant – Summary Report

Ontario Drinking Water License #185-103

The Township of South Glengarry Water Treatment Department operated the Redwood Estates Water Treatment Plant for the year 2022.

5. Non-Compliance

Adverse Water Quality Incidents

During the reporting year, there were no adverse water quality incidents (AWQI).

Incident #1 (none)

Incident Date:	-
Parameter:	-
Result:	-
Corrective Action:	-
Corrective Action Date:	-
Corrective Compliance:	-

Non-Compliance

During the reporting year, there was one (1) non-compliance in regard to the Municipal Drinking Water License.

Non-Compliance #1

Non-Compliance Date:	January 25th, 2022					
Parameter:	Under Schedule C: System-specific Conditions – Residuals					
	Management. The max allowable annual concentration for					
	chlorine is 0.02ppm.					
Result:	0.14ppm					
Corrective Action:	Addition of de-chlorination pucks to the backwash tank. Increase					
	was needed to achieve 0.02ppm.					
Corrective Action Date:	January 25th, 2022					
Corrective Compliance:	January 25th, 2022					

Non-Compliance Ministry Inspection

The ministry inspection occurred on and off site during the month of July. There were no issues of regulatory compliance identified in the report and the final inspection rating was 100%. A copy of the report is available at The Glen Walter Water Treatment Plant Office.

6. Regulatory Sample Results

Statistics for Flow and Chemicals

A total of 8,917 cubic meters of water had been treated for the year 2022 with a monthly average of 24m³ per day and a maximum flow of 72m³ /day for the year. Maximum flow is equivalent to 48% of the plant capacity.

The Redwood Estates Water Treatment Plant uses Sodium Hypochlorite for disinfection. A total of 68.27 kg of chlorine had been utilized for the year at an average of 7.6mg/liter.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples taken and chemical use on a monthly basis.

Municipality: Township of South Glengarry Project: Redwood Estates W.T.P DWS # 250002311

Description: Greensand Pressure Filtration - Sodium Hypochlorite Disinfection

Annaul Report Data 2022 Water Source: Ground Water (GUDI) Design Capacity: 0.151 x 1000 m3/D

Raw Water Flow Treated Water Flow Chemical Treated Water Distribution Water Backwash Water Flow Maximum Average Turbidity Average Maximum Total X Total X Cl2 Total Free Cl2 Residual mg/L Sodium Nitrate Nitrite Free Cl2 Residual mg/L CBOD5 Iron mg/L verage X Average X THM ug/L Lead µg/L TSS mg/L C/2 Daily X Daily X Colour 1000 m3 1000 m3 1000 m3 1000 m3 Kg Used Min. Max. Avg. mg/L NO3 mg/L NO2 mg/L NO2 mg/L Min. Max. Avg. mg/L 1000 m3 1000 m3 NTU TCU January February 0.710 0.515 0.016 1.60 1.67 1.85 2.43 0.85 0.17 0.022 0.029 0.019 1.10 2.17 0.007 1.13 5.0 0.12 0.0 0.1 0 1.49 0.447 0.015 4.81 0.85 0.12 0.3 1.55 0.616 0.022 0.672 0.021 0.474 0.015 0.01 4.19 0.95 2.59 1.51 0.18 0.0 0.95 2.20 1.46 0.23 0.24 March 0.029 April 0.640 0.021 0.026 0.457 0.015 0.018 4.46 1.05 2.69 1.46 0.19 0.0 0.7 0.015 1.14 1.82 1.41 0.02 May 0.752 0.024 0.034 0.535 0.028 5.08 1.00 1.92 1.09 1.67 1.30 0.021 0.042 0.80 1.00 2.65 2.33 0.14 0.15 1.76 1.46 1.51 0.02 June 0.840 0.028 0.050 0.643 6.15 7.19 1.58 0.0 0.88 0.787 0.1 0.009 1.05 0.41 July 0.982 0.031 0.052 0.1 12 1.59 0.846 0.027 0.649 0.020 0.059 1.15 2.49 2.49 1.74 0.14 1.26 1.92 0.11 August 0.072 6.69 0.0 0.44 1.78 0.710 1.89 0.11 2.13 0.02 September October 0.023 0.040 0.514 0.017 0.028 6.16 0.91 0.738 0.023 0.034 0.531 0.017 0.024 6.07 1.36 2.49 1.81 0.16 0.0 0.1 0.005 1.46 2.01 1.71 0.02 0.2 17 November 0.674 0.022 0.032 0.490 0.016 0.024 5.77 1.10 2.33 1.81 0.13 0.0 1.27 2.03 1.66 0.02 0.016 0.025 6.67 0.85 2.69 1.79 0.17 0.0 1.00 1.63 0.02 December 0.737 0.023 0.033 0.516 2.12 8.917 68.27 Total 6.558 0.038 0.151 0.97 **0.2** 1.09 0.14 Average 0.743 0.024 0.547 0.018 0.029 5.689 2.46 1.66 0.15 0.02 0.3 0.1 0.009 2.00 1.5 14.250 0.32 13.9 0.05 20 100 10 25 0.02 Criteria 5 10 1 25 0.44 0.88 14.2 0.14 0.32 13.9 Maximum 0.072 Yes Yes Yes N/A Yes Yes Yes Yes Yes Yes Yes NO Compliance

	Total # of Raw Samples				Heterotrophic Plate		Heterotrophic Plate		Total # of Dist. Samples	Esherichia Coliform		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)							
	Samples	Minimum	Maximun	Average	Minimum	Maximun	Average	Samples	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Samples	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	5	5	0	5	0	5	0
February	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	4	4	0	4	0	4	0
March	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	4	4	0	4	0	4	0
April	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
May	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	5	5	0	5	0	5	0
June	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	4	4	0	4	0	4	0
July	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
August	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	5	5	0	5	0	5	0
September	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	4	4	0	4	0	4	0
October	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	5	5	0	5	0	5	0
November	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	4	4	0	4	0	4	0
December	1	0	0	0	0	0	0	0	0	0 0	0	0	0	0	4	4	0	4	0	4	0
Total	12							0]						52						

Inorganic Parameters

REDWOOD WATER TREATMENT PLANT										
INORGANIC PARAMETERS										
PARAMETER	UNIT OF MEASURE	EXCEEDANCE								
Antimony	Jan-04-21	0.0001	0.006	mg/L	No					
Arsenic	Jan-04-21	0.0001	0.025	mg/L	No					
Barium	Jan-04-21	0.2740	1	mg/L	No					
Boron	Jan-04-21	0.1820	5	mg/L	No					
Cadmium	Jan-04-21	0.000015	0.005	mg/L	No					
Chromium	Jan-04-21	0.0020	0.05	mg/L	No					
Lead	Year 2021	0.4100	10	ug/L	No					
Mercury	Jan-04-21	0.00002	0.001	mg/L	No					
Selenium	Jan-04-21	0.0010	0.01	mg/L	No					
Sodium	Jan-04-21	254	200	mg/L	Yes					
Uranium	Jan-04-21	0.00006	0.02	mg/L	No					
Fluoride	Apr-06-21	0.10	1.5	mg/L	No					
Nitrite	Year 2022	0.12	1	mg/L	No					
Nitrate	Year 2022	0.25	10	mg/L	No					

Eastern Ontario Health Unit MAC										
Sodium	Jan-04-21	254	20	mg/L	Yes					

Organic Parameters

REDWOOD WATER TREATMENT PLANT							
	ORGANIC PARA	-	MAG	UNIT OF MEASURE	EXCEEDANCE		
PARAMETER ALACHLOR	Jan-04-21	0.3	IVIAC 5		No		
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-21	0.5	5	ug/L ug/L	No		
AZINPHOS-METHYL	Jan-04-21 Jan-04-21	0.3	20	ug/L	No		
BENZO(A)PYRENE	Jan-04-21 Jan-04-21	0.006	_	ug/L	No		
BENZENE	Jan-04-21	0.5	5	ug/L	No		
BROMOXYNIL	Jan-04-21	0.5	5	ug/L	No		
CARBON TETRACHLORIDE	Jan-04-21	0.5	5	ug/L	No		
CARBARYL	Jan-04-21 Jan-04-21	3	90	ug/L	No		
CARBOFURAN	Jan-04-21 Jan-04-21	1	90	ug/L	No		
CHLORPYRIFOS	Jan-04-21 Jan-04-21	0.5	90	ug/L	No		
1,2-DICHLOROBENZENE	Jan-04-21 Jan-04-21	0.5	200	ug/L	No		
1,4-DICHLOROBENZENE	Jan-04-21	0.5	200	ug/L	No		
1,2-DICHLOROETHANE	Jan-04-21 Jan-04-21	0.5	5	ug/L			
1.1-DICHOROETHENE	Jan-04-21 Jan-04-21	0.5	1.4	-	No No		
DICHLOROMETHANE	Jan-04-21 Jan-04-21	5	1.4 50	ug/L	No		
DIAZINON		1	20	ug/L	-		
	Jan-04-21		120	ug/L	No		
	Jan-04-21	10		ug/L	No		
2-4 DICHLOROPHENOL 2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-04-21	0.2	900 100	ug/L	No		
	Jan-04-21	_	100	ug/L	No		
DICLOFOP-METHYL DIMETHOATE	Jan-04-21	0.9	20	ug/L	No		
	Jan-04-21	5	20 70	ug/L	No		
DIQUAT DIURON	Jan-04-21 Jan-04-21	5	150	ug/L	No		
GLYPHOSATE	Jan-04-21 Jan-04-21	25	280	ug/L	No No		
MONOCHLOROBENZENE	Jan-04-21 Jan-04-21	0.5	280	ug/L	No		
MALATHION	Jan-04-21 Jan-04-21	5	190	ug/L	-		
		3	50	ug/L	No		
METOLACHLOR	Jan-04-21	3	50 80	ug/L ug/L	No		
METRIBUZIN PARAQUAT	Jan-04-21 Jan-04-21	3	10	ug/L	No No		
PENTACHLOROPHENOL	Jan-04-21 Jan-04-21	0.2	60	ug/L	No		
PHORATE	Jan-04-21 Jan-04-21	0.2	2	ug/L	No		
PICLORAM	Jan-04-21	15	190	ug/L	No		
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-21	0.05	3	ug/L	No		
PROMETRYNE	Jan-04-21 Jan-04-21	0.03	1	ug/L	No		
SIMAZINE	Jan-04-21	0.1	10	ug/L	No		
TETRACHLOROETHYLENE	Jan-04-21 Jan-04-21	0.5	30		No		
TRICHLOROETHYLENE	Jan-04-21 Jan-04-21	0.5	5	ug/L	No		
TERBUFOS	Jan-04-21	0.5	1	ug/L	No		
2,3,4,6-TETRACHOLOPHENOL	Jan-04-21 Jan-04-21	0.5	5	ug/L	No		
TRIALLATE	Jan-04-21 Jan-04-21	10	230	ug/L	No		
2.4.6-TRICHLOROPHENOL	Jan-04-21 Jan-04-21	0.2	230	ug/L	No		
TRIFLURALIN	Jan-04-21 Jan-04-21	0.2	45	ug/L	No		
Vinyl Chloride	Jan-04-21 Jan-04-21	0.3	43	ug/L	No		
MCPA	Jan-04-21 Jan-04-21	10		ug/L	No		
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2022	10	100	ug/L	No		
HAA	Year 2022	5.3	80	ug/L	No		
	1eai 2022	5.5	00	ug/L	NU		



2022 Annual Wastewater Report

Glen Walter Sewage Treatment

Version 2.0

Prepared by:

Dillen Seguin Director of Water and Wastewater February 14, 2023 Date

Approved by:

Dent MiPart

Sarah McDonald, P. Eng. General Manager, Infrastructure Services February 14, 2023 Date

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Revision History

Date	Description	Revision	Author
February 6, 2023	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2023	Final for Approval	2.0	D. Seguin

Glen Walter Sewage Treatment Plant

In accordance with the Amended Certificate of Approval, Number 3-0464-84-889, Notice 3 issue date March 23, 2015, the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2022; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

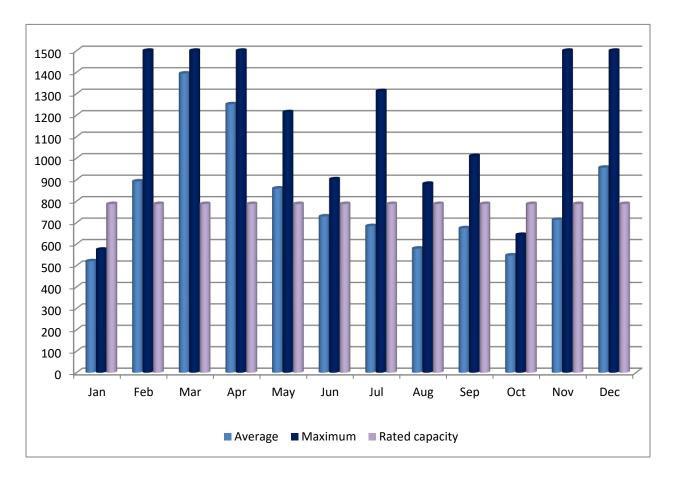
1. Description of the Works

Capacity of Works	787 m ³ /day (average daily flow)
Service Area	Purcell subdivision, South Glengarry
Service Population	Approximately 875
Effluent Receiver	St. Lawrence River
Major Process	Secondary aeration treatment facility complete with a phosphorus removal system; ultra violet disinfection

The Glen Walter WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA]) Number 3-0464-84-889*, original, Notice #1 and Notice #2 and Notice #3 documents, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections. Rated Capacity

For the purposes of the ECA and the terms and conditions specified, the following definition applies: *"Rated Capacity"* means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Glen Walter WPCP is 787 cubic meters per day (m^3/day); that is raw influent (flow) into the plant for treatment. During the reporting year 2022, the Glen Walter WPCP exceeded the rated capacity of 787 m^3/day , One hundred-forty-nine (141) days.



Monthly Average and Maximum Daily Flows for 2022 (Rated capacity 787 m³/day)

2. Effluent Objectives

The owner and/or operating authority shall use *best efforts* to design, construct and operate the *Works* with the objective that the concentrations and loadings of the materials named below (Table 1) as effluent parameters are not exceeded in the effluent from the *Works*.

Table 1. Effluent Best Efforts Limits a	as per ECA, condition 3.1
---	---------------------------

Effluent Parameter	Average Concentration	Average Loading Objective
	(milligrams per litre unless otherwise indicated)	(kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	15	-
Total Suspended Solids	15	-
Total Phosphorus	0.32	-
Total Ammonia Nitrogen:		-
Summer – June 1 to November 30	2.0	
Winter- December 1 to May 31	4.0	
E. Coli – May 1 to September 31	100 organisms per 100 millilitres	-

3. Effluent Limits

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

Table 2. Effluent Limits as per C of A, conditions 1.4

Effluent Parameter	Average Concentration	Average Loading Objective
	(milligrams per litre unless otherwise indicated)	(kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	25	19.7
Total Suspended Solids	25	19.7
Total Phosphorus	0.64	0.50
Total Ammonia Nitrogen:		
Summer – June 1 to November	4.0	3.2
30	8.0	6.3
Winter- December 1 to May 31		
E. Coli – May 1 to September 31	200 organisms per 100 millilitres	-

4. Monitoring And Recording

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant).

Parameters	Sample Type	Frequency
CBOD ₅	24-hr composite	Weekly
Total Suspended Solids	24-hr composite	Weekly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
E. Coli	Grab	Weekly

5. Laboratory

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

6. 2022 Annual Effluent Quality

In the reporting year 2022, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in (Table 1) as effluent parameters were not exceeded in the effluent from the *Works*.

Parameters	Average Concentration	Criteria Concentration	Average Loading	Loading Criteria
	mg/L	mg/L	kg/d	kg/d
CBOD ₅	3.0	25	2.47	15.63
Total Suspended Solids	6.5	25	5.96	15.63
Total Phosphorus	0.18	0.86	0.15	0.54
Total Ammonia Nitrogen:				
Summer – June 1 to Nov 30	1.79	4.0	1.2	2.5
Winter- Dec 1 to May 31	0.77	8.0	0.81	5.0
E. Coli	3.3	200 organisms	-	-
		per		
		100 millilitres		

7. Inventory

Chemical	Annual Status	Units		
Alum	9.8	Cubic meters		

8. Maintenance

The Operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

Monthly	Checked operations and performance of sewage pumps.
	Flushed Alum feed line
Treatment Plant	 Changed oil on blower #1 and #2
	 Cleaned air diffusers in digester
Quarterly	• N/A
Semi-Annually	 Changed filters on blower #1 and #2.
	 Greased comminutor and clarifier drive.
	Cleaned alum sensors
Annually	 Annual calibration of monitoring equipment
	 Annual calibration of flow meters
Major Maintenance	 Comminutor sent out for repair and re-installed (Jun)
	 Clean Digester Pit and replace steel cable (Jul)
	 Pump station cleaning x 3 Stations (Sep)
	 Check Valve cleaning Yacht Blvd. (Sep)
	 UV bulb replacement x 20 (Sep)
	 New impeller on pump 2 Sewage pump Yacht Blvd. (Sep)
	 Flush 1,500' of Yacht Blvd Forcemain (Sep)
	Pull pump 2 Bray St. Debris (Nov)

9. Operational Issues

There were no operational issues noted during 2022.

10. Biosolid (Sludge) Summary

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the Glen Walter W.P.C.P *Works to the Lancaster lagoons*; volume totaling 406 m³ for the fiscal year 2022. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 406 m³ to the Lancaster Lagoons for disposal.

The *Works* maintains haulage records for biosolids transferred from the Glen Walter WPCP to the Lancaster Lagoons; available upon request.

11. Complaints

No complaints reported during the 2022 operational year.

12. By-Pass Report(s)

By-passing occurrences: 3

- March 20, 2022
- March 24, 2022
- April 8, 2022

13. Reports

- Appendix A Lancaster Sewage Annual Performance Report 2022 (Attached)
- Caduceon Environmental Laboratories Analytical Reports (on-file at plant)
- Lancaster Daily/Monthly Report Summary (on-file at plant)
- Lancaster Bypass Incident Report (on-file at plant)

APPENDIX – A –

Glen Walter Annual Performance Report

2022

Municipality: Township of South Glengarry Project: Glen Walter W.P.C.P

Annual Report Data 2022 Water Course: St. Lawrence River Design Capacity: 0.787 x 1000 m3/D

Description: 3 Sewage Pumping Stations - 1 Extended Aeration Plant - UV Effluent Disinfection

	Infl	uent Flow		Effluent Flow	Biochemi	cal Oxygei	n Demand	Suspen	ded Solids	- Total	I	Phosphoru	s	Ammonium		Waste L	oadings		Alum	Effluent Flow
		Average	Maximum		Average	Average		Average	Average		Average	Average		Average						
	Total X 1000	X 1000	Daily X	Total X 1000	Influent	Effluent	Removal	Influent	Effluent	Removal	Influent	Effluent	Removal	Effluent	BOD	TSS		N-NH3		
	<i>m</i> 3	<i>m</i> 3	1000 m3	m3/D	mg/L	mg/L	Percent	mg/L	mg/L	Percent	mg/L	mg/L	Percent	mg/L	Kg/D	Kg/D	TP Kg/D	Kg/D	m3 Used	Average m3/D
January	16.149	0.520	0.574	16.149	70	3.00	95.71	135	5.40	96.00	3.62	0.18	95.03	0.47	1.56	2.81	0.09	0.24	0.714	0.520
February	24.994	0.892	2.174		59	3.00	94.92	135	9.00	93.33		0.18	95.20	1.16	2.68	8.03	0.16	1.03		0.892
March	43.217	1.394	2.296		23	3.00	86.96	46	12.00	73.91	1.08	0.28	74.07	1.51	4.18	16.73	0.39	2.10	-	
April	37.539	1.251	1.976		34	3.00	91.18	82	11.50	85.98	1.36	0.21	84.56	1.38	3.75	14.39	0.26	1.73		
May	26.638	0.859	1.214	26.638	33	3.00	90.91	72	4.60	93.61	2.21	0.08	96.38	0.11	2.58	3.95	0.07	0.09	0.803	0.859
June	21.899	0.729	0.902	21.899	52	3.00	94.23	110	3.50	96.82	3.80	0.07	98.16	1.87	2.19	2.55	0.05	1.36	0.777	0.729
July	21.224	0.684	1.312	21.224	67	3.00	95.52	105	3.00	97.14	4.42	0.12	97.29	2.26	2.05	2.05	0.08	1.55	0.835	0.684
August	17.972	0.579	0.881	17.972	72	3.40	95.28	88	5.80	93.41	4.14	0.17	95.89	1.88	1.97	3.36	0.10	1.09	0.804	0.579
September	20.240	0.674	1.010	20.240	105	3.00	97.14	140	4.50	96.79	3.97	0.13	96.73	2.83	2.02	3.03	0.09	1.91	0.885	0.674
October	16.964	0.547	0.643	16.964	51	3.00	94.12	92	4.60	95.00	3.81	0.17	95.54	0.28	1.64	2.52	0.09	0.15	0.915	0.547
November	21.399	0.713	1.506	21.399	75	3.00	96.00	110	7.25	93.41	3.85	0.35	90.91	0.56	2.14	5.17	0.25	0.40	0.891	0.713
December	29.656	0.956	2.265	29.656	43	3.00	93.02	78	7.25	90.71	2.79	0.22	92.11	0.03	2.87	6.93	0.21	0.03	0.856	0.956
Total	297.891			297.891										14.34	29.63	71.51	1.85	11.69	9.785	9.80
Average		0.817		24.824	57.0	3.0	93.7	99.4	6.5	92.2	3.23	0.18	92.66	1.20	2.47	5.96	0.15	0.97	0.815	0.82
Criteria		0.787				25			25			0.64		(S) 4 W (8)	19.7	19.7	0.5	S 3.2		
			-									-						W 6.3		
Maximum		0.817				3			6.5			0.35		(S) Y (W) Y						
Compliance		No				Yes			Yes			Yes	J	Yes	Yes	Yes	Yes	Yes		

	Effluent E-Coli								
	Min	Max	Geo. Mea						
January	2	3	2.4						
February	2	2	2.0						
March	4	8	5.7						
April	2	6	3.5						
May	2	1	1.4						
June	2	1	1.4						
July	2	3	2.4						
August	2	1	1.4						
September	2	54	10.4						
October	2	7	3.7						
November	2	2	2.0						
December	2	5	3.2						

Average	2.2	8	3.3
Criteria		200	
			1
Maximum		Yes	
Compliance		Yes	



2022 Annual Wastewater Report

Lancaster Sewage Treatment

Version 2.0

Prepared by:

Dillen Seguin Director of Water and Wastewater February 14, 2023 Date

Approved by:

Dark MiPart

Sarah McDonald, P. Eng. General Manager, Infrastructure Services February 14, 2023

Date

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Revision History

Date	Description	Revision	Author
February 6, 2023	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2023	Final for Approval	2.0	D. Seguin

Lancaster Sewage Treatment Plant

In accordance with the Certificate of Approval, Number 8124-4L9KB9, Issue date July 17, 2000 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2022; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

1. Description of the Works

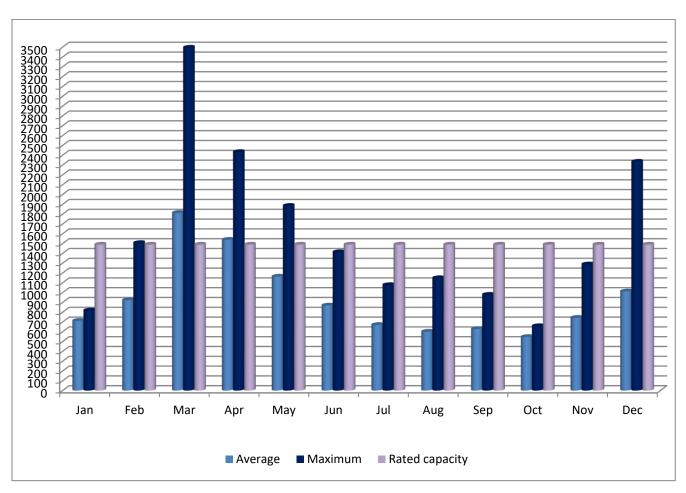
Capacity of Works	1,490 m ³ /day (average daily flow)
Service Area	Village of Lancaster & South Lancaster
Service Population	Approximately 1,190
Effluent Receiver	Lake St. Francis
Major Process	Facultative Lagoon treatment facility complete with a
	phosphorus removal system

The Lancaster WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA]) Number 8124-4L9KB9,* in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

2. Rated Capacity

For the purposes of the ECA and the terms and conditions specified, the following definition applies: *"Rated Capacity"* means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Lancaster WPCP is 1,490 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2022, the Lancaster WPCP exceeded the rated capacity of 1,490 m3/day, forty-three (43) days.



Monthly Average and Maximum Daily Flows for 2022 (Rated capacity 1,490 m³/day)

3. Effluent Objectives

The owner and/or operating authority shall use *best efforts* to design, construct and operate the *Works* with the objective that the concentrations and loadings of the materials named below (Table 1) as effluent parameters are not exceeded in the effluent from the *Works*.

Table 1. Effluent Best Efforts Limits a	as per ECA, condition 3.1
---	---------------------------

Effluent Parameter	Average Concentration	Average Loading Objective
	(milligrams per litre unless	(kilograms per day unless
	otherwise indicated)	otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	25	37.3
Total Suspended Solids	30	44.7
Total Phosphorus		
Summer – June 1 to November 30	0.4	0.60
Winter – December 1 to May 31	0.8	1.2
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	11	16.4
Winter- December 1 to May 31	18	26.8
E. Coli – May 1 to September 31		-

4. Effluent Limits

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent Parameter	Average Concentration	Average Loading Objective
	(milligrams per litre unless	(kilograms per day unless
	otherwise indicated)	otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	30	44.7
Total Suspended Solids	40	59.6
Total Phosphorus		
Summer – June 1 to November 30	0.5	0.75
Winter – December 1 to May 31	1.0	1.5
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	13	19.4
Winter- December 1 to May 31	20	30.0
E. Coli – May 1 to September 31		-

5. Monitoring And Recording

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant).

Parameters	Sample Type	Frequency
CBOD ₅	24-hr composite	Bi-monthly
Total Suspended Solids	24-hr composite	Bi-monthly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
E. Coli	Grab	Weekly

6. Laboratory

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

7. 2022 Annual Effluent Quality

In the reporting year 2022, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in **Table 1** as effluent parameters were not exceeded in the effluent from the *Works*.

Parameters	Average Concentration	Criteria Concentration	Average Loading	Loading Criteria	
	mg/L	mg/L	kg/d	kg/d	
CBOD ₅	5.39	30	3.73	44.7	
Total Suspended Solids	8.32	40	5.43	59.6	
Total Phosphorus:					
Summer – June 1 to Nov 30	0.12	0.5	0.08	0.75	
Winter – Dec 1 to May 31	0.17	1.0	0.18	1.5	
Total Ammonia Nitrogen:					
Summer – June 1 to Nov 30	3.86	13	2.76	19.4	
Winter- Dec 1 to May 31	8.57	20	9.44	30.0	
E. Coli	28.3		-	-	

8. Inventory

Chemical	Annual Status	Units		
Alum	39.3	Cubic meters		

9. Maintenance

The Operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

Monthly	Checked operations and performance of sewage pumps.
Treatment Plant	 Changed Oil - Blower #1, #2 and #3
Quarterly	• N/A
Semi-Annually	 Cleaned Filters on Blower #1, #2 and #3.
Annually	 Annual calibration of monitoring equipment
	Annual calibration of flow meters
Major Maintenance	 Old Montreal Road Pump Installed (Feb) Pull south beech pump and sent out for repair (May) Re-install pump South Beech (Jul) South beech pump station, Valves failing (Jul) South Beech valve replacement - Bypass (Aug) South beech pump station bypassed – 7 Days (Aug) South beech Check valve and valve replacement (Aug) Cleaning of pump station (Aug) Clean gravity sewer on Military Road due to blockage (Oct)

10. Operational Issues

There were no operational issues noted during 2022.

11. Biosolid (Sludge) Summary

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the Glen Walter W.P.C.P *Works to the Lancaster lagoons*; volume totaling 406 m³ for the fiscal year 2022. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 406 m³ to the Lancaster Lagoons for disposal.

The *Works* maintains haulage records for biosolids transferred from the Glen Walter WPCP to the Lancaster Lagoons; available upon request.

12. Complaints

No complaints reported during the 2022 operational year.

13. By-Pass Report(s)

No By-passes in 2022

14. Reports

- Appendix A Lancaster Sewage Annual Performance Report 2022 (Attached)
- Caduceon Environmental Laboratories Analytical Reports (on-file at plant)
- Lancaster Daily/Monthly Report Summary (on-file at plant)
- Lancaster Bypass Incident Report (on-file at plant)

APPENDIX A

Municipality: Township of South Glengarry Project: Lancaster Lagoons

Annual Report Data 2022

Water Course: Lake St. Francis Design Capacity: 1.490 x 1000 m3/D

Description: 2 Sewage Pumping Stations - 1 Aeration Cell - Facultative Treatment - Continuous Discharge

	Influ	ent Flow		Effluent	Biochemi	cal Oxyger	n Demand	Suspen	ded Solids	s - Total	Phosphorus A		Ammonium		Waste L	oadings		Alum	Effluent Flow	
		Average	Maximum	Flow - Total	Average	Average		Average	Average		Average	Average		Average						
	Total X 1000	X 1000	Daily X	X 1000	Influent	Effluent	Removal	Influent	Effluent	Removal	Influent	Effluent	Removal	Effluent	BOD			N-NH3		
	m3	<i>m</i> 3	1000 m3	m3/D	mg/L	mg/L	Percent	mg/L	mg/L	Percent	mg/L	mg/L	Percent	mg/L	Kg/D	TSS Kg/D	TP Kg/D	Kg/D	m3 Used	Average m3/D
January	22.084	0.712	0.817	21.957	45.40	3.40	92.51	65.40	5.80	91.13	3.32	0.14	95.78	5.93	2.41	4.11	0.10	4.20	3.496	0.708
February	25.824	0.922	1.506	26.088	45.75	3.50	92.35	68.50	8.50	87.59	2.83	0.16	94.35	11.23	3.26	7.91	0.15	10.46	3.196	0.931
March	56.227	1.813	3.495	63.273	20.50	3.75	81.71	38.25	7.50	80.39	1.42	0.18	87.32	10.12	7.65	15.31	0.37	20.65	3.499	2.041
April	46.195	1.539	2.433	51.376	28.50	3.50	87.72	54.00	5.50	89.81	1.4	0.11	92.14	4.31	5.99	9.42	0.19	7.38	3.400	1.712
May	36.073	1.163	1.885	24.601	54.40	3.00	94.49	164.00	3.00	98.17	2.41	0.11	95.44	2.39	2.38	2.38	0.09	1.90	3.496	0.793
June	26.065	0.868	1.413	25.388	73.25	4.25	94.20	52.50	3.00	94.29	2.32	0.08	96.55	3.92	3.60	2.54	0.07	3.32	3.396	0.846
July	20.796	0.670	1.077	22.819	83.00	15.50	81.33	41.00	3.25	92.07	2.89	0.11	96.19	3.78	11.41	2.39	0.08	2.78	3.280	0.736
August	18.654	0.601	1.148	19.468	72.00	5.00	93.06	66.20	13.00	80.36		0.19	94.44	3.71	3.14	8.16	0.12	2.33	3.100	0.628
September	18.840	0.628	0.978	19.705	151.00	4.50	97.02	177.00	14.75	91.67	3.99	0.12	96.99	5.33	2.95	9.68	0.08	3.50	3.300	0.656
October	16.418	0.547	0.658	15.755	106.75	8.00	92.51	112.50	19.25	82.89	3.72	0.16	95.70	6.36	4.20	10.11	0.08	3.34	3.000	0.525
November	22.316	0.743	1.288	21.303	69.25	4.25	93.86	91.50	6.25	93.17	2.31	0.2	91.34	9.09	3.02	4.44	0.14	6.45	3.000	0.710
December	31.384	1.012	2.334	32.378	54.25	6.00	88.94	64.75	10.00	84.56	3.02	0.24	92.05	13.00	6.26	10.44	0.25	13.57	3.100	1.044
Total	340.876			344.111											56.27	86.88	1.71	79.87	39.263	11.330
Average	28.406	0.935	1.586	28.676	67.00	5.39	90.81	82.97	8.32	88.84	2.75	0.15	94.03	6.60	4.69	7.24	0.14	6.66		
Criteria		1.49				30			40			S 0.5		S 13	44.7	59.6	S 0.75	S 19.4		
												W 1.0		W 20			W 1.5	W 30		
Maximum																	0.14	6.7		
Compliance		Yes			[Yes			Yes	[Yes]	Yes			Yes	Yes		



2022 Annual Wastewater Report

Green Valley Sewage Treatment

Version 2.0

Prepared by:

Dillen Seguin Director of Water and Wastewater February 14, 2023 Date

Dark Mi Part

Approved by:

Sarah McDonald, P. Eng. General Manager, Infrastructure Services

February 14, 2023 Date

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Revision History

Date	Description	Revision	Author
February 6, 2023	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2023	Final for Approval	2.0	D. Seguin

Green Valley Sewage Treatment Plant

In accordance with the Certificate of Approval, Number 3-2012-88-896, Issue date August 1, 1989 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2022; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

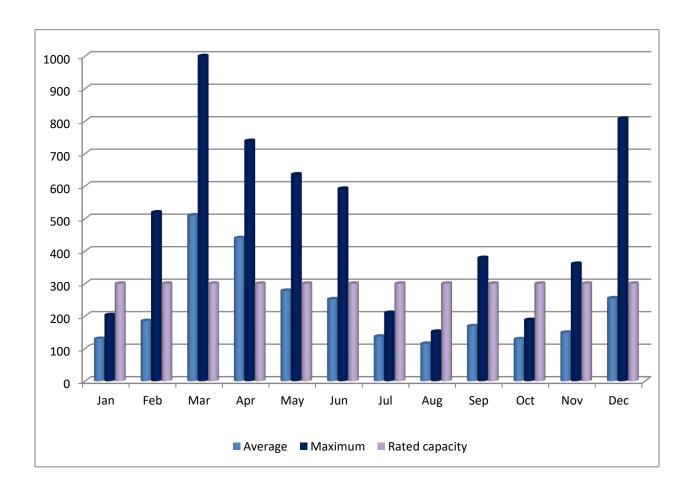
1. Description of the Works

Capacity of Works	300 m ³ /day (average daily flow)
Service Area	Hamlet of Green Valley
Service Population	Approximately 475
Effluent Receiver	Beaudette River
Major Process	Twin cell waste stabilization pond, with annual alum dosing for phosphorus and solids removal.

The Green Valley WPCP received and operates its operation under *Certificates of Approval* (now referred to as Environmental Compliance Approval [ECA]) Number 3-2012-88-896, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections. Rated Capacity

For the purposes of the ECA and the terms and conditions specified, the following definition applies: *"Rated Capacity"* means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Green Valley WPCP is 300 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2022, the Green Valley WPCP exceeded the rated average capacity of 300 m³/day, eighty-three (83) days.



Monthly Average and Maximum Daily Flows for 2022 (Rated capacity 300 m³/day)

2. Effluent Limits

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 1 as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent Parameter	Average	Average Loading
	Concentration	Objective
	(milligrams per litre unless	(kilograms per day unless
	otherwise indicated)	otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	30	214.3
Total Suspended Solids	30	214.3
Total Phosphorus	1.0	7.1

Table 1. Effluent Limits as per C of A, conditions 1.4

3. Monitoring And Recording

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant).

Parameters	Sample Type	Frequency
CBOD ₅	Grab	Every 0.5 metres
Total Suspended Solids	Grab	Every 0.5 metres
Total Phosphorus	Grab	Every 0.5 metres

4. Laboratory

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

5. 2022 Annual Effluent Quality

In the reporting year 2022, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading kg/d	Loading Criteria kg/d
CBOD ₅	9.13	30	50.39	214.3
Total Suspended Solids	19.75	30	123.72	214.3
Total Phosphorus	0.29	1.0	1.62	7.1

**Total Suspended Solids - CofA 3-2012-88-896

As per condition(s) 10. (1) and (2) of the CofA

The effluent average concentration for 3 consecutive samples have averaged greater than the Effluent parameter for Suspended Solids of 30mg/L

Reported to SAC at the End of the Discharge Reported: June 7, 2022

In attempt to lower the effluent discharge to the natural environment, township staff switched from discharging from the East to the West Cell, as clarity appears too visually be better.

The average concentration for the entire discharge has been calculated at 20 mg/L, below the effluent criteria.

6. Inventory

Chemical	Annual Status	Units		
Alum	14	Cubic meters		

7. Maintenance

The Operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

Monthly	 Checked operations and performance of sewage pumps (weekly)
Quarterly	• N/A
Semi-Annually	• N/A
Annually	 Annual calibration of monitoring equipment Annual calibration of flow meters
	 Re-grease grey-line unit probes in sewage pump stations Manhole inspections completed
Major Maintenance	 Rebuild and Install pump number 2 at South Station and inspect well (Feb) Coil Replaced on Sewage pump 1 South Station (Apr) Clean pump stations (Sep.)
	 Pulled South pump station pump and removed debris (Nov)

8. Operational Issues

There were no operational issues noted during 2022.

9. Complaints

No complaints reported during the 2022 operational year.

10. By-Pass Report(s)

The by-pass records for 2022 are:

- February 17th, 2022
- March 20th, 2022
- March 24th, 2022
- April 8th, 2022
- December 24th, 2022
- December 31, 2022

11. Lagoon Performance

On April 26th, 2022, the Township of South Glengarry Wastewater Department dosed the twin celled lagoon system with 14,000 litres of Alum for phosphorus removal. Each cell is equipped with a level marker which read 1.7 meters(Avg.), that is equal to approximately 110,000 cubic meters of raw sewage.

On April 27th, 2022, at approximately 11:00, the lagoon discharge commenced, and the first set of samples were collected. The flow was set at approximately 5,000 cubic meters per day. On May 24th, 2022, the discharge was terminated as per C of A 3-2012-88-896 which states: the sewage works shall be operated on an annual discharge basis with the effluent discharge commencing not earlier than March 15th or terminating not later than May 25th of each year. A total of 101,275 cubic meters have been recorded on the Manta Ray Level Velocity Logger.

Lab Results

Attached you will find the laboratory results of samples collected for the lagoon discharge period. (See Appendix. A)

Reports

- Appendix A Green Valley Sewage Annual Performance Report 2022 (Attached)
- Caduceon Environmental Laboratories Analytical Reports (on-file at plant)
- Green Valley Daily/Monthly Report Summary (on-file at plant)
- Green Valley Bypass Incident Report (on-file at plant)

APPENDIX – A –

Green Valley Lagoons

Sewage Annual Performance Report

2022

Μι	unicipality Projec		ip of Sou Valley La		arry		Ar	nual Re 20	-	ata	Water Course: Beaudette River Design Capacity: 0.300 x 1000 m3/D				D		
Descriptio	n: 2 Sewa	ge Pump	ing Statio	ns - 2 Fac	culative Cells	s - Annua	al Discha	arge									
	1	nfluent Flov		Effluent	Biochemica	l Oxygen E	Demand	Suspen	ded Solids	s - Total	F	Phosphorus	S	Waste Loadings			Alum
	Total X	Average X	Maximum Daily X	Flow - Total X	Average	Average Effluent		Average Influent	Average Effluent		Average Influent	Average Effluent		BOD	TSS	TD 14 /D	
	1000 m3	1000 m3	1000 m3	1000 m3/D	Influent mg/L	mg/L		mg/L	mg/L		mg/L	mg/L		Kg/D	Kg/D	TP Kg/D	m3 Used
January	4.015	0.130	0.203	0	146	0		132	0		4.90	0		0.00	0.00	0.00	0
February	5.192	0.185	0.519	0	-	0		195	0		4.78	0		0.00	0.00	0.00	
March	15.822	0.510	1.091	0	47	0		44	0		1.43	0		0.00	0.00	0.00	0
April	13.193	0.440	0.739	24.015	138	12.5		240	33		5.35	0.4		75.04	198.10	2.40	
May	8.609	0.278	0.636	77.260	69	8		88	15.33		2.57	0.26		25.75	49.35	0.84	
June	7.567	0.252	0.592	0	118	0		105	0		3.45	0		0.00	0.00	0.00	0
July	4.245	0.137	0.210	0	-	0		265	0		5.64	0		0.00	0.00	0.00	
August	3.580	0.115	0.152	0		0		820	0		22.3	0		0.00	0.00	0.00	
September	5.056	0.169	0.379	0		0		400	0		9.53	0		0.00	0.00	0.00	
October	4.003	0.129	0.188	0	·=•	0		146	0		4.41	0		0.00	0.00	0.00	-
November	4.476	0.149	0.361	0		0		105	0		7.67	0		0.00	0.00	0.00	
December	7.915	0.255	0.807	0	62	0		118	0		2.96	0		0.00	0.00	0.00	0
Total	83.673			101.275										100.79	247.45	3.24	0
Average	6.973	0.229	0.490	8.440	204.5	10.3		221.5	24		6.25	0.33		50.39	123.72	1.62	0
Criteria		0.300				30			30			1.0		214.3	214.3	7.10	
Maximum												0.32		25.75	49.35	0.84	
Compliance] [Yes				Yes			Yes			Yes		Yes	Yes	Yes	1
		Influ	lent		Effluent							Efflu	uent				
	BOD	TKN	TP	NH3				000	TOO	TP	NIL IO		TKN	N/00	NO3	E. Coli	T Cali
	Average	Average	Average	Average	Average Flow			BOD	TSS		NH3	pН		NO2			T. Coli cfu/100ml
	mg/L	mg/L	mg/L	mg/L	X1000 m3/D			mg/L	mg/L	mg/L	mg/L		mg/L	mg/L	mg/L		
						Sample											
January	146	40.40	4.90	25.40	0.000	April 2		11	34	0.41	1.27	7.94	5.9	0.1	1	358	370
February	200	41.10	4.78	25.30	0.000		9 2022	14	32	0.39	0.06	7.93	5.7	0.1	1.1	1280	8200
March	47	13.90	1.43	7.16	0.000	May 2		14	41	0.34	1.12	8.3	5.1	0.1	1.2	6200	24000
April	138	24.50	5.35	6.74	6.003	May 5		7	17	0.28	1.36	8	4.5	0.1	0.9	4000	5000
May	69	22.30	2.57	13.00	3.219	May 9		3	9	0.11	1.17	7.96	2.9	0.1	0.4	10	70
June	118	27.80	3.45	20.30	0.000	May 13		3	4	0.14	2.5	7.83	4.6	0.1	0.1	1000	23000
July	226	34.90	5.64	19.00 41.00	0.000	May 18		13 8	14 7	0.36	2.65	7.46 8	6.4	0.1	0.1	100 100	8000 9000
August	893 319	106.00 54.90	22.30 9.53	37.00	0.000	May 24	+ 2022	°	/	0.31	2.26	0	6.2	0.1	0.1	100	9000
September October	120	36.00	9.53	20.60	0.000												
November	116	75.90	7.67	49.90	0.000												
December	62	27.80	2.96	49.90	0.000												
									40.75	0.00	4	7.00	E 40	0.40	0.01	4004	0705
Average	204.50	42.13	6.25	23.57	4.611			9.13	19.75	0.29	1.55	7.93	5.16	0.10	0.61	1631	9705



STAFF REPORT

PREPARED BY:	Dillen Seguin, Director of Water/Wastewater
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	February 21, 2023
SUBJECT:	Drinking Water Quality Management Standard (DWQMS) Endorsement

BACKGROUND:

- 1. The Township developed an Operation Plan Manual to meet the requirements of the Drinking Water Licensing Program under the Safe Drinking Water Act. The plan was accepted by the Canadian General Standards Board and the Ministry of Environment.
- 2. The Township received accreditation from the Canadian General Standards Board in October 2010.
- 3. The Township has attained a **100% compliance rating** in the 2022 yearly inspection of the plants by the Ministry of Environment, Conservation and Parks (MOECP). This accomplishment demonstrates the commitment and dedication to the provision of safe drinking water to the residents of the Township.
- 4. The Township has received its Drinking Water Works Permit ("Permit") and Municipal Drinking Water Licence ("Licence") for the Glen Walter Drinking Water System, the Lancaster Drinking Water System and the Redwood Estates Drinking Water System. These permits and licenses were renewed on December 10th, 2020 and will need to be renewed in 2025.
- 5. The Township's Operational Plan for the Drinking Water Systems meets the requirements of the Director's Directions Minimum Requirements for Operational Plans made under the Safe Drinking Water Act, 2002 (SDWA) and has been audited and accepted.
- 6. The foundation of the Quality Management System is the Drinking Water Quality Management System (DWQMS) Policy adopted by Council in 2010. The policy states that the Township is committed to:
 - a. Providing a safe and reliable supply of drinking water to all of its customers
 - b. Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water, and

- c. Maintaining and continually improving its Quality Management System
- 7. The last copy of the Operational Plan was provided in <u>January of 2021</u> and was endorsed by the Mayor, the Clerk and the operating Authority Representatives.
- The Certificate of Achievements for the Responsibilities Under the Statutory Standard of Care – Safe Drinking Water Act course are attached for both Council and Top Management as noted in the DWQMS (CAO and General Manager of Infrastructure).

ANALYSIS:

- Annual Internal Audits of the Operation Plan was completed by Auditor Ewen MacDonald and the Director of Water/Wastewater Operations. The last Audit was completed in 2022 and provided to Council on <u>November 21, 2022</u>.
- 10. An offsite external Audit by SAI Global has been completed for the Drinking Water Quality Management System Operation Plan Manual. There were no nonconformities noted in the External Audit Report. The External Audit Report was provided to Council on <u>November 21, 2022</u>.
- 11. A Management Review was completed by the General Manager Infrastructure and the Director of Water/Wastewater Operations. The Quality Management System Operation Plan Manual has been revised to reflect changes recommended from the Management Review of the document.

12. A copy of the revised Drinking Water Quality Management System Operation Plan Manual (Version 9) has been attached to the agenda for Council.

- 13. Existing Document(s) should be turned in to administration for destruction as per our document control procedure.
- 14. The Drinking Water Quality Management System Operation Plan (Version 8) is posted on the <u>Township's Website</u>.
- 15. The Posting will be updated pending the Commitment and Endorsement of Version 9 which is dated February 10, 2023.
- 16. The revised document needs to be endorsed by the current Mayor, the Clerk and the Operating Authority Representatives and Council should reaffirm their commitment to the Operation Plan.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the Effectiveness and Efficiency of our Organization. Goal 5: Improve Internal and External Communication

RECOMMENDATION:

BE IT RESOLVED THAT 26-2023 be received and that the Council of the Township of South Glengarry receive the Drinking Water Quality Management System Operation Plan Manual (DWQMS) V9 dated February 10, 2023, and that the Mayor and Council reaffirm their commitment to the Operation Plan and furthermore; that the Mayor and Clerk and Operation Authority Representatives be authorized to sign and endorse the document.

Recommended to Council for Consideration by: CAO – TIM MILLS

SOUTH GLENGARRY Ortario's Celtic Heartland	The Township of South Glengarry Drinking Water Quality Management System
Document Title:	Multi-System DWQMS Operational Plan Manual
QMS Reference:	QMS SYS-OP PLAN
Revision Number:	V9
Revision Date:	February 10, 2023
QMS Representative:	Director of Water/Wastewater

Drinking Water Quality Management System Operational Plan Manual



The Township of South Glengarry 6 Oak Street, Lancaster, ON KOC 1NO

www.southglengarry.com

This Operational Plan Manual applies to the following municipal systems:

- The Glen Walter Drinking Water System,
- The Lancaster Drinking Water System, and
- The Redwood Estates Drinking Water System.

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1. Quality Management System

The Township of South Glengarry has developed this QMS Operational Plan Manual in response to the requirements of the Municipal Drinking Water Licensing Program under the Safe Drinking Water Act.

This manual, along with the procedures and other documents to which it refers, forms the basis of South Glengarry's Drinking Water Quality Management System (QMS). The scope of the operations covered by this Plan includes the following operational subsystems:

- 1. The Glen Walter Drinking Water System,
- 2. The Lancaster Drinking Water System, and
- 3. The Redwood Estates Drinking Water System.

Even though the facilities listed above are distinct operational subsystems as defined by the DWQMS, the Township of South Glengarry has included these facilities in a single Plan because they share common:

- o Top Management,
- o Operations Management,
- Operations Staff, and
- Ownership.

Where appropriate, this Operational Plan and its associated procedures make explicitly clear those areas where facility-specific information is being provided.

2. QMS System Policy

The following policy is recognized by the Township of South Glengarry as being an important foundational element of its Quality Management System. It will be communicated to the Owner (Represented by the Mayor and Council of South Glengarry), operating authority personnel, goods and services providers and the public according to the QMS Communications Procedure (QMS SYS-P9) found in the Appendices of this document.

Drinking Water Quality Management System Policy

The Township of South Glengarry is committed to:

- Providing a safe and reliable supply of drinking water to all of its customers,
- Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water, and
- Maintaining and continually improving its Quality Management System.

3. Commitment and Endorsement

This Operational Plan is endorsed by the system Owner and Operating Authority, the Township of South Glengarry.

The Mayor and Councilors of South Glengarry, representing the Owner, acknowledge their responsibility to ensure the provision of all necessary resources for the maintenance of:

- The waterworks infrastructure, and
- The Quality Management System.

Top Management of the Operating Authority commits to:

- Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard,
- Ensure that the Operating Authority is aware of all applicable legislative and regulatory requirements,
- Effectively communicate the Quality Management System according to the communications procedure in this Operational Plan, and
- Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System.

The DWQMS Representative, appointed by Top Management of the Operating Authority, understands and acknowledges the responsibilities inherent to the role, and commits to:

- Administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained,
- Report to Top Management on the performance of the Quality Management System and any need for improvement,
- Ensure that current versions of documents required by the Quality Management System are being used at all times,
- Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and
- Promote awareness of the Quality Management System throughout the Operating Authority.



Signed, on behalf of the Owner

Date

Mayor

Date

Clerk

Signed, on behalf of the Operating Authority

Date

General Manager - Infrastructure Services (QMS Top Management)

Date

Director of Water/Wastewater Operations (QMS Representative)

4. QMS Representative

Top Management of the Township of South Glengarry has appointed and authorized its Director of Water/Wastewater Operations, designate, as QMS Representative.

In addition to the commitment made in Element 3, Commitment and Endorsement, and the responsibilities detailed in Element 9, Organizational Structure, Roles, Responsibilities and Authorities, the Director of Water/Wastewater Operations acknowledges that the role of QMS Representative requires he/she to:

- o Be familiar with the drinking-water system of the Township of South Glengarry,
- Have knowledge of best practices for drinking-water systems,
- Have a thorough understanding of the DWQMS,
- o Demonstrate his understanding of the importance of management commitment,
- Be familiar with audit principles and what is needed to demonstrate that DWQMS requirements have been met to an auditor,
- o Be familiar with applicable legislative and regulatory requirements, and
- Understand the importance of developing and maintaining good, open communication with Top Management.

5. Document and Records Control

The Township of South Glengarry recognizes effective document and records control as being a key element in the successful implementation and maintenance of its drinking water quality management system. With this in mind, comprehensive procedures for control of both documents (QMS SYS-P1) and records (QMS SYS-P2) have been developed and are included in the Appendices of this Plan.

The acknowledged benefits of the implementation of these procedures include:

- \circ $\,$ The integrity of the information contained in the Operational Plan is ensured.
- Training of new personnel is facilitated.
- Procedures are consistent in content, format, and currency, and are more likely to be correctly followed.
- The most up-to-date versions of documents are easily retrievable by the people who need them.
- Conformance audits and compliance inspections are facilitated.
- Due diligence is demonstrated.
- Owner and consumer confidence is promoted.
- Internal and external communications are facilitated.
- Decision making is made more focused and consistent.

Over time, the QMS Operational Plan and its associated procedures will change. Recognizing this, the QMS Representative will ensure that training of existing personnel and new hires includes these fundamental instructions to staff with respect to document control:

- Documents can be changed (by following the appropriate process) but records cannot,
- Always check that the version of the document you are using is the most current, and
- Always communicate changes that affect your drinking water system to the QMS Representative so that timely updates to the QMS can be made.

Document: includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device.

Record: a document stating results achieved or providing proof of activities performed.

6. Drinking Water System

As introduced earlier in this Operational Plan, the portfolio of drinking water assets owned and operated by the Township of South Glengarry and applicable under the Municipal Drinking Water Licensing Program includes three distinct operational subsystems:

- 1. The Glen Walter Drinking Water System,
- 2. The Lancaster Drinking Water System, and
- 3. The Redwood Estates Drinking Water System.

6.1 The Glen Walter Drinking Water System

System description:	Surface water filtered and conventionally treated
Capacity:	995 m3/day
Service area:	Glen Walter, ON
Service population:	1,118
Raw water source:	St. Lawrence River
Disinfection method:	Sodium Hypochlorite
Director of Water/ Wastewater Operations:	Designate

6.1.1 System Description

The Township Of South Glengarry Glen Walter Water Treatment Plant is located approximately two kilometres east of Cornwall along County Road 2. The water plant is a surface water treatment facility serving the community of Glen Walter. It has a rated capacity of 995 cubic meters of water per day for a design population of 1,080 people.

Raw water is consumed through a 300 millimeter intake pipe and intake crib approximately 390 meters off shore into the St. Lawrence River at a depth of approximately 12 meters. The water plant consist of two low lift pumps rated at 11.52 liters per second, one flocculation tank, two rapid sand filters, two carbon contactors, three compartment clear well reservoir, one backwash pump and two high lift pumps rated at 16.44 liters per second together with all associated piping, electrical and mechanical equipment, control and alarm systems all housed in a common building.

6.1.2 Owner and Operating Authority

- Owner: The Township of South Glengarry.
- Operating Authority: The Township of South Glengarry.

6.1.3 Description of Water Source

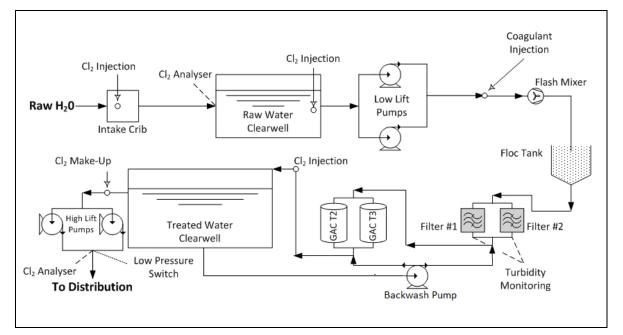
Raw Water Characteristics (2022 data)				
	Temperature °C	рН	Turbidity (NTU)	
Average	11.34	8.03	0.67	
Normal Range	1.77-23.76	7.72-8.20	0.28-1.23	

The raw water source is the St. Lawrence River. Raw water data demonstrates that the quality of the water is good and also stable. Temperature is the parameter that varies most widely (and predictably) and this impacts the CT of the treatment facility. Beyond that, there are no consistent and predictable operational challenges presented by the raw water.

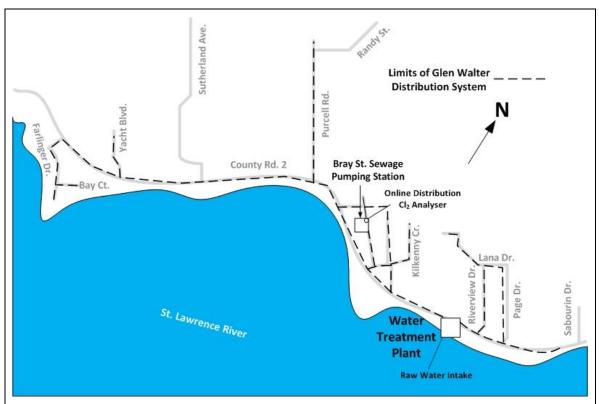
6.1.4 Treatment Process

Raw water is pumped from the low lift pumping chamber, which is prechlorinated. A liquid coagulant is introduced into an in-line flash mixer, then flows under pressure into a flocculation tank. When the coagulation flocculation process is complete, the water flows through rapid sand filters in parallel, and then through the carbon contactor series which removes any taste and odour in the drinking water.

Chlorine is added after the carbon contactors for post disinfection. The chlorinated (potable) water enters the three-compartment storage reservoir and is then pumped to the distribution system via high lift pumps.



6.1.5 Process Flow Chart



6.1.6 Distribution System Schematic

6.2 The Lancaster Drinking Water System

System description:	Surface water conventionally treated, with elevated storage tank
Capacity:	1,440 m ³ per day
Service area:	Lancaster, ON
Service population:	1,280
Raw water source:	Lake St. Francis
Disinfection method:	Sodium Hypochlorite
Director of Water/ Wastewater Operations:	Designate

6.2.1 System Description

The Township Of South Glengarry, Lancaster Water Treatment Plant is located at 20523 Old Montreal Road in South Lancaster. The water treatment plant is

a surface water treatment facility serving the village of Lancaster and the Hamlet of South Lancaster. It has a rated capacity of 1,440 cubic meters of water per day for a design population of 1,218 people.

Raw water is consumed through a 450 mm intake pipe and wooden intake crib off the shore of Lake St. Francis at a depth of approximately 12 metres. The plant consist of three low lift pumps rated at 8.33 l/s one dual media anthracite sand gravity filter, one gravity granular activated carbon filter, three high lift pumps (two rated at 15.9 l/s and the third at 6.3 l/s) and two backwash pumps together with all associated piping, electrical equipment, controls and alarm systems all housed in a common building.

6.2.2 Owner and Operating Authority

- Owner: The Township of South Glengarry.
- Operating Authority: The Township of South Glengarry.

6.2.3 Description of Water Source

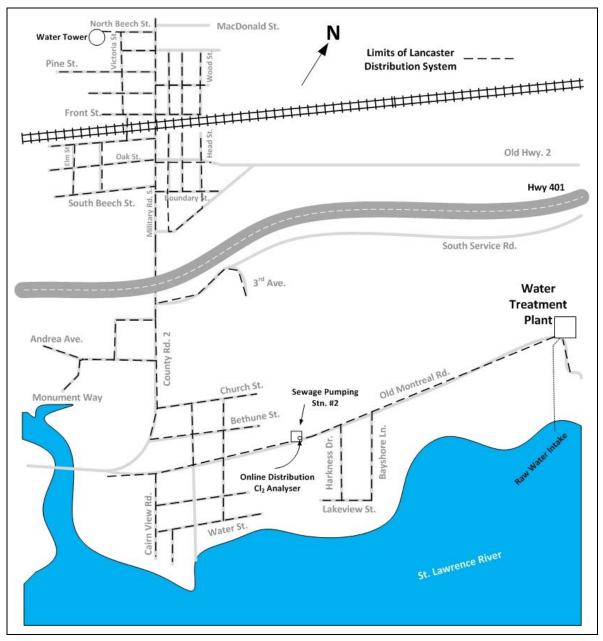
Raw Water Characteristics (2022 data)					
	Temperature °C	рН	Colour	Turbidity (NTU)	
Average	11.94	7.81	0.56	0.52	
Normal Range	3.57-20.76	7.61-7.96	0.0-2.0	0.23-0.78	

As with the Glen Walter Treatment Plant, the Lancaster Facility also draws its water from the St. Lawrence River. Also like Glen Walter, the seasonal swings in temperature are the only predictable challenges relating to the raw water supply.

6.2.4 Treatment Process

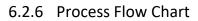
Raw water is pumped from the low lift chamber, which is pre chlorinated. A liquid coagulant is introduced into an in line flash mixer and then process water flows to two sets of coagulant/flocculators; clarifiers and filters each rated at 720 cubic meters per day.

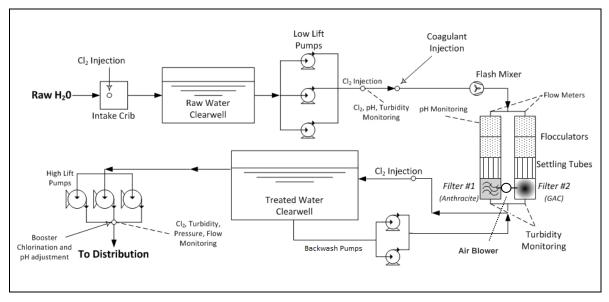
The filtered water is then post chlorinated before it enters the twin celled reservoir. The treated (potable) water is pumped to the distribution system and also feeds an elevated storage tank located on North Beech Street.



6.2.5 Distribution System Schematic







6.3 The Redwood Estates Drinking Water System

System description:	Ground water filtered and treated with liquid chlorine
Capacity:	151 m ³ per day
Service area:	Redwood Estates – east of Lancaster, ON
Service population:	140
Raw water source:	Ground water
Disinfection method:	Sodium Hypochlorite
Director of Water/ Wastewater Operations:	Designate

6.3.1 System Description

The Township Of South Glengarry, Redwood Estates Water Treatment Facility is located approximately 5 kilometres east of the Village of Lancaster. The water treatment plant is a ground water system serving the Redwood Estates subdivision. It has a rated capacity of 151 m³/day for a design population of 140 people.

Raw water is drawn from a single well located within the pump house with a submersible pump capable of delivering 118 l/min. The water treatment plant

consist of two Manganese greensand pressure filters, two hydro-pneumatic tanks, two high lift pumps, one booster pump and one backwash pump. All pumps have a rated capacity of 303 l/min and together with all associated piping, electrical equipment, controls and alarm systems are all housed in a common building.

6.3.2 Owner and Operating Authority

- o Owner: The Township of South Glengarry.
- Operating Authority: The Township of South Glengarry.

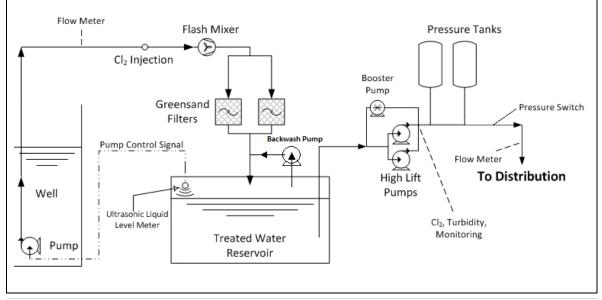
6.3.3 Description of Water Source

Raw Water Characteristics (2022 data)					
	Temperature °C	рН	Colour	Turbidity (NTU)	
Average	10.91	7.31	0.5	0.65	
Normal Range	10.00-13.96	7.18-7.52	0.0-3.5	0.40-1.18	

The quality and quantity of water from the well that supplies the Redwood Estates Water Treatment Facility is good and stable. Agricultural land in the vicinity is the only predictable threat relating to source water, as the naturally variable drinking water parameters are quite steady throughout the year.

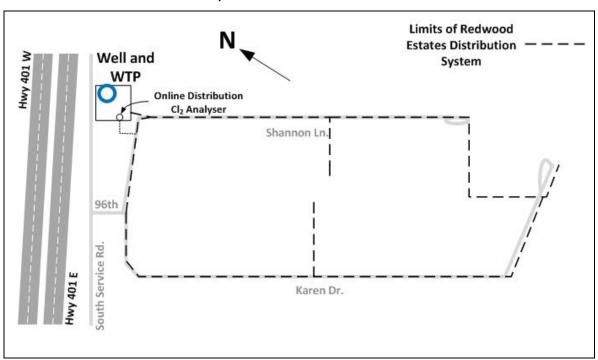
6.3.4 Treatment Process

Raw water is drawn from the single well where Sodium Hypochlorite is introduced and flash mixed for disinfection. Following the disinfection period water then flows through the Greensand filters removing all other impurities. Water then flows to a 25 cubic meter underground storage reservoir to be pumped to the distribution system.



6.3.5 Process Flow Chart

V9 Revised February 10, 2023



6.3.6 Distribution System Schematic

7. Risk Assessment

The Township of South Glengarry recognizes that one of the key purposes of the QMS standard is to encourage system operators to identify, assess, manage, and communicate the risks inherent to drinking water systems. In keeping with this purpose and its requirements, the Township of South Glengarry has developed a QMS Risk Assessment Procedure (QMS SYS-P8) and included it in the Appendices of this Operational Plan. The procedure provides a means for consistently assessing risk and presents an opportunity for management to focus its drinking water resources more effectively based on the results of the Risk Assessment process.

The outcomes of the most recent Risk Assessment process are discussed and summarized in Element 8 of this document.

8. Risk Assessment Outcomes

Using the QMS Risk Assessment Procedure (QMS SYS-P8), the Township of South Glengarry's drinking water facilities have been evaluated to identify and quantify potential risks to drinking water quality.

As described in the procedure, complete risk assessments are conducted separately for each individual subsystem. What appears in this section of the Operational Plan are the risk assessment outcomes summarized by drinking water system. Again, the systems are:

- 1. The Glen Walter Drinking Water System,
- 2. The Lancaster Drinking Water System, and
- 3. The Redwood Estates Drinking Water System.

The Drinking Water Quality Management Standard (DWQMS) requires that the following outcomes of the risk assessment be documented:

- o Potential hazardous events and associated hazards,
- o Assessed risks associated with the occurrence of hazardous events,
- A ranking of the hazardous events that have been identified,
- The identified control measures to address the potential hazards and hazardous events,
- o The identified critical control points and their respective critical control limits,
- Procedures and/or processes to monitor the critical control limits,
- o Procedures to respond to deviations from the critical control limits, and
- o Procedures for reporting and recording deviations from the critical control limits.

For ease of reading and to facilitate simpler updating of this document, each operational subsystem's comprehensive risk assessment outcomes (completed QMS SYS-F4 forms) are included in the Appendices of this document, as are the relevant procedures relating to critical control points (CCPs) and limits. Tables of ranked hazards and a list of identified CCPs are included in this section of the Operational Plan, summarized by subsystem.

8.1 The Glen Walter Drinking Water System

8.1.1 Ranked Hazards Table (presented in declining order of risk)

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Cross connection	Possible contamination	5	5	5	15	No
Distribution	Backflow	Possible contamination	5	5	4	14	No
Raw Water	Contamination/Chemical spill	Contamination of raw water supply	5	5	2	12	No
Clearwell	Reservoir contamination	Contamination of treated water	5	5	1	11	No
System	Terrorism	Possible contamination or loss of potable water	5	5	1	11	No
Distribution	Sustained pressure loss (water main break)	Loss of pressure, possible contamination	1	5	2	8	No
Primary Chlorination	Chlorine feed system failure	Loss of disinfection, loss of ct value	1	5	1	7	Yes
Primary Chlorination	General mechanical failures: chlorine failure, piping water supply	Loss of disinfection	1	5	1	7	No
Entire System	Power failure	Total loss of treated water (if generator is not functional)		5	1	7	No
Entire System	Extreme weather events	Damaged equipment		5	1	7	No
System	Vandalism	Possible contamination or loss of potable water		5	1	7	No
System	Manpower shortage	Loss of treatment	1	5	1	7	No
Distribution	Loss of chlorine residual	Possible loss of potable water	1	5	1	7	Yes
Raw Water	Water supply shortfall	Loss of raw water	1	5	1	7	No
Filtration - GAC	Filter clogging (taste and odour)	Filter clogging	4	1	1	6	No
Backwash	Pump failure	Filter blockage	1	2	2	5	No
Filtration	Filter vessel failure	Loss of process water		1	1	5	No
High Lift	Chlorine Analyzer failure	Loss of potable water (distribution of possibly un-chlorinated water)		2	1	4	No
Filtration	Piping failure	Loss of process water		1	1	4	No
Entire System	Long term impacts of climate change	Loss of raw water supply		2	1	4	No
Raw Water	Screen plugging, raw water intake line crushed, intake plugged or broken, zebra mussel build-up	Loss of raw water supply	1	1	1	3	No

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Raw Water	WTP screens plugging	Loss of raw water supply	1	1	1	3	No
Raw Water	Algal Blooms	Filter Clogging	1	1	1	3	No
Raw Water	Sudden changes to raw water characteristics	Treatment deficiency	1	1	1	3	No
Low Lift	Pump failure	Loss of raw water supply	1	1	1	3	No
Low Lift	PLC failure	Loss of raw water supply	1	1	1	3	No
Filtration	Valve or actuator failure	Loss of process water		1	1	3	No
Filtration	PLC failure	Loss of process water	1	1	1	3	No
Filtration	Coagulant pump failure	Loss of coagulation		1	1	3	No
Filtration	Filter media loss	High turbidity	1	1	1	3	Yes
Backwash	PLC failures	Failure to backwash	1	1	1	3	No
Backwash	Valve actuator failure	Fail to backwash, filter plugging, high turbidity	1	1	1	3	No
High Lift	Pump failure	Loss of potable water		1	1	3	No
High Lift	Pressure regulating valve failure	System pressure loss		1	1	3	No
Entire System	Sustained extreme temperatures	Damaged equipment	1	1	1	3	No
Control Systems	Loss of PLC	Filtration system shut down	1	1	1	3	No

8.1.2 Critical Control Points (CCPs)

The critical threshold was set at "7". In this case, a number of hazards identified whose total risk met or exceeded the threshold were contingency situations and offered little operator opportunity to monitor, control or mitigate the hazard in real time. They are discussed in the following section under "Exclusions".

Two points exceeded the risk threshold, but offered operators an opportunity to monitor, control or mitigate the hazard:

- Primary Chlorination (chlorine feed system failure), and
- **Distribution** (loss of chlorine residual).

The procedures that address how these points are monitored and controlled are included with the Appendices of this Plan as the QMS Primary Chlorination CCP Procedure (QMS OP-P1), and the QMS Distribution Systems Chlorine Residual CCP Procedure (QMS OP-P3).

8.1.3 Rationale for Inclusion/Exclusion of CCPs

Exclusions

Several hazards/hazardous events exceeded the risk threshold, but the process steps to which they belong were not deemed to be CCPs:

- Cross Connection (Distribution),
- o Contamination (Raw Water),
- o Reservoir Contamination (Clear Well),
- Terrorism (System),
- o Break in Distribution (Distribution),
- o General Mechanical Failure (Primary Chlorination),
- o Power Failure (Entire System),
- Vandalism (System),
- o Manpower Shortage (System), and
- **Fire** (Entire System).

These events were excluded from consideration as critical control points as no effective and timely controls are in place to prevent or mitigate them. As such, they have been classified as *emergency* situations, and included for discussion in the QMS Emergency Management Procedure (QMS SYS-P10).

Inclusions

Filtered Water Turbidity was included for discussion as a critical control point as it meets the MOECP's requirements for a minimum CCP. The procedure that addresses how turbidity is monitored and controlled is included with the Appendices of this Plan as the QMS Filtered Water Turbidity CCP Procedure (QMS OP-P2).

8.2 The Lancaster Drinking Water System

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	ссьз
Distribution	Cross connection	Possible contamination	5	5	5	15	No
Distribution	Backflow	Possible contamination	5	5	4	14	No
Raw Water	Contamination/Chemical spill	Contamination of raw water supply	5	5	2	12	No
Clearwell	Reservoir contamination	Contamination of treated water, loss of potable water	5	5	1	11	No
System	Terrorism	Possible contamination or loss of potable water	5	5	1	11	No
Water Tower	Possible contamination from birds, animals, or vandalism	Possible contamination	5	5	1	11	No
Distribution	Sustained pressure loss (water main	Loss of pressure, possible	1	5	3	9	No

8.2.1 Ranked Hazards Table (presented in declining order of risk)

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Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	ссь?
	break)	contamination					
Primary Cl2.	Chlorine feed system failure	Loss of disinfection, loss of ct value	2	5	2	9	Yes
High Lift	Pressure regulating valve failure	System pressure loss, if Tower out of service	1	5	1	7	No
Raw Water	Water supply shortfall	Loss of water supply	1	5	1	7	No
Entire System	Fire	Loss of treated water	1	5	1	7	No
Entire System	Extreme weather events	Damaged equipment	1	5	1	7	No
System	Vandalism	Possible contamination or loss of potable water	1	5	1	7	No
System	Manpower shortage	Loss of treatment	1	5	1	7	No
Distribution	Loss of chlorine residual	Possible loss of potable water	1	5	1	7	Yes
Water Tower	Water line break	Loss of treated water	1	5	1	7	No
Water Tower	Structural fault	Loss of water pressure and ability to fight fires	1	5	1	7	No
Entire System	Power failure	Loss of transmission of treated water and ability to process water	1	3	2	6	No
Filtration	Filter vessel failure	Loss of process water	3	1	1	5	No
Entire System	Long term impacts of climate change	Loss of raw water supply	1	2	1	4	No
Raw Water	Screen plugging, raw water intake line crushed, intake plugged or broken, zebra mussel chlorination system failure	Loss of raw water supply		1	1	3	No
Raw Water	Algal blooms	Filter clogging	1	1	1	3	No
Raw Water	Sudden changes to raw water characteristics	Treatment deficiency		1	1	3	No
Raw Water	WTP screens plugging	Loss of raw water supply	1	1	1	3	No
Low Lift	Pump failure	Loss of raw water supply	1	1	1	3	No
Low Lift	PLC failure	Loss of raw water supply		1	1	3	No
Filtration	Piping failure	Loss of process water	1	1	1	3	No
Filtration	Valve or actuator failure	Loss of process water	1	1	1	3	No



Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Filtration	PLC failure	Loss of process water	1	1	1	3	No
Filtration	Coagulant pump or piping failure	Loss of coagulation	1	1	1	3	No
Filtration	Flocculator failure	Loss of proper mixing	1	1	1	3	No
Filtration	Filter media loss	High turbidity	1	1	1	3	Yes
Filtration	Filter clogging (taste and odour process step) or filter out of service	Filter clogging	1	1	1	3	No
Backwash	Pump failure	Filter clogging or blockage	1	1	1	3	No
Backwash	PLC failures	Failure to backwash	1	1	1	3	No
Backwash	Valve actuator failure	Fail to backwash, filter plugging, high turbidity	1	1	1	3	No
Primary Chlorination	Pump failure	Loss of disinfection	1	1	1	3	No
High Lift	Pump failure	Loss of potable water	1	1	1	3	No
High Lift	Chlorine Analyzer failure	Possible loss of potable water (distribution of possibly unchlorinated water)	1	1	1	3	No
Entire System	Sustained extreme temperatures	Damaged equipment		1	1	3	No
Control Systems	Loss of PLC	Loss of WTP abilities		1	1	3	No
Control Systems	Loss of SCADA	Loss of filtration process	1	1	1	3	No

8.2.2 Critical Control Points (CCPs)

The critical threshold was set at "7". In this case, a number of hazards identified whose total risk met or exceeded the threshold were contingency situations and offered little operator opportunity to monitor, control or mitigate the hazard in real time. They are discussed in the following section under "Exclusions".

Two points exceeded the risk threshold, but offered operators an opportunity to monitor, control or mitigate the hazard:

- Primary Chlorination (chlorine feed system failure), and
- **Distribution** (loss of chlorine residual).

The procedures that address how these points are monitored and controlled are included with the Appendices of this Plan as the QMS Primary

Chlorination CCP Procedure (QMS OP-P1), and the QMS Distribution Systems Chlorine Residual CCP Procedure (QMS OP-P3).

8.2.3 Rationale for Inclusion/Exclusion of CCPs

Exclusions

Several hazards/hazardous events exceeded the risk threshold, but the process steps to which they belong were not deemed to be a CCPs:

- Cross Connection (Distribution),
- Contamination (Raw Water),
- **Reservoir Contamination** (Clear Well),
- Terrorism (System),
- **Contamination** (Water Tower),
- o Break in Distribution (Distribution),
- Pressure Regulating Valve Failure (High Lift),
- Fire (Entire System),
- Vandalism (System),
- o Manpower Shortage (System),
- Water Line Break (Water Tower), and
- Structural Fault (Water Tower).

Inclusions

Filtered Water Turbidity was included for discussion as a critical control point as it meets the MOECP's requirements for a minimum CCP. The procedure that addresses how turbidity is monitored and controlled is included with the Appendices of this Plan as the QMS Filtered Water Turbidity CCP Procedure (QMS OP-P2).

8.3 The Redwood Estates Drinking Water System

8.3.1	Ranked Hazards	Table	(presented in declining order of risk)
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Process Step	Hazard/Hazardous Event	Result		Severity	Likelihood	Total	CCP?
Distribution	Cross connection	Possible contamination of treated water	5	5	5	15	No
Distribution	Backflow	Possible contamination of treated water	5	5	4	14	No
Raw Water	Source water contamination	Contamination of source supply	5	5	1	11	No
Clearwell	Contamination/Chemical spill	Loss of potable water	5	5	1	11	No
Security	Terrorism	Possible loss of treated water, contamination of treated water, loss of WTP	5	5	1	11	No
Raw Water	Low level well	Loss of supply	1	5	1	7	No

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Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	ССР?
Chlorination	Chlorine feed system failure	Loss of disinfection	1	5	1	7	Yes
Clearwell	Chlorine analyzer failure	Possible distribution of unchlorinated water, loss of potable water	1	5	1	7	No
Distribution	Loss of chlorine residual	Possible contamination of potable water	1	5	1	7	Yes
Distribution	Sustained pressure loss	Loss of pressure, possible contamination of water	1	5	1	7	No
Security	Vandalism	Possible contamination	1	5	1	7	No
Security	Building damaged by vehicle	Loss of WTP	1	5	1	7	No
Entire System	Extreme weather events	Damaged equipment	1	5	1	7	No
Manpower	Personnel shortage	Loss of treated water	1	5	1	7	No
Raw Water	Well pump failure	Loss of raw water supply	1	3	2	6	No
Entire System	Power failure	Loss of treated water	1	2	2	5	No
Entire System	Treatment system piping failure	Loss of treated water	1	2	1	4	No
Entire System	Long term impacts of climate change	Loss of water supply	1	2	1	4	No
Raw Water	Raw water feed line break	Loss of raw water supply	1	1	2	4	No
Raw Water	Check valve failure	Loss of raw water supply	1	1	2	4	No
Raw Water	Communication failure between WTP and well	Loss of raw water supply	1	1	1	3	No
Raw Water	Sudden changes to raw water characteristics	Treatment deficiency	1	1	1	3	No
Filtration	Valve failure	Loss of process water	1	1	1	3	No
Filtration	Piping failure	Loss of process water	1	1	1	3	No
Backwash	Power failure	Filter clogging, increased turbidity	1	1	1	3	No
High Lift	Power failure	Loss of pumps, loss of treated water	1	1	1	3	No
High Lift	Pump failure	Loss of treated water	1	1	1	3	No
High Lift	Pump failure (pumps #2 and #3)	Loss of back-up water supply	1	1	1	3	No
High Lift	Power failure (pumps #2 and #3)	Loss of back-up water supply	1	1	1	3	No
Entire System	Sustained extreme temperatures	Damaged equipment	1	1	1	3	No
Bladder Tanks	Failure of piping, bladder tanks	Loss of pressure control	1	1	1	3	No
Pressure Controls	Pressure tanks or pressure line burst	Loss of pressure	1	1	1	3	No
Control Systems	Power failure	Loss of process water	1	1	1	3	No

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8.3.2 Critical Control Points (CCPs)

The critical threshold was set at "7". In this case, a number of hazards identified whose total risk met or exceeded the threshold were contingency situations and offered little operator opportunity to monitor, control or mitigate the hazard in real time. They are discussed in the following section under "Exclusions".

Two points exceeded the risk threshold, but offered operators an opportunity to monitor, control or mitigate the hazard:

- Primary Chlorination (chlorine feed system failure), and
- **Distribution** (loss of chlorine residual).

The procedures that address how these points are monitored and controlled are included with the Appendices of this Plan as the QMS Primary Chlorination CCP Procedure (QMS OP-P1), and the QMS Distribution Systems Chlorine Residual CCP Procedure (QMS OP-P3).

8.3.3 Rationale for Inclusion/Exclusion of CCPs

Exclusions

Several hazards/hazardous events exceeded the risk threshold, but the process steps to which they belong were not deemed to be a CCPs:

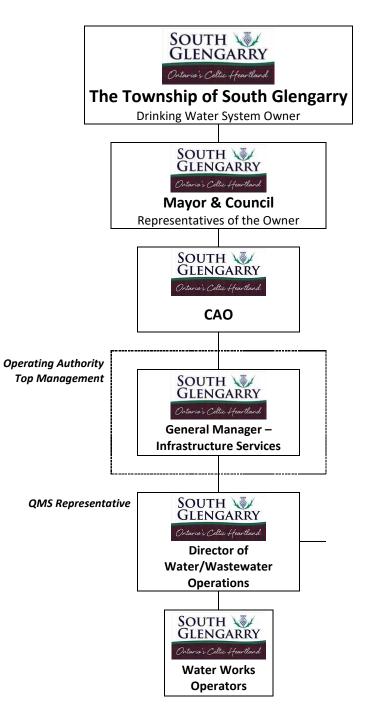
- Cross Connection (Distribution),
- Source Water Contamination (Raw Water),
- o Contamination (Clear Well),
- Terrorism (Security),
- o Low Level Well (Raw Water),
- o Chlorine Analyser Failure (Clearwell),
- **Distribution Line Break** (Distribution),
- Vandalism (Security),
- Building Damaged by Vehicle (Security), and
- Personnel Shortage (Manpower).

Inclusions

Filtered Water Turbidity was included for discussion as a critical control point as it meets the MOECP's requirements for a minimum CCP. The procedure that addresses how turbidity is monitored and controlled is included with the Appendices of this Plan as the QMS Filtered Water Turbidity CCP Procedure (QMS OP-P2).

9. Organizational Structure, Roles, Responsibilities and Authorities

9.1 Organizational Structure



9.2 Drinking Water System Owner

The Township of South Glengarry is the Drinking Water System Owner.

9.3 Top Management

The DWQMS defines Top Management by the following criteria:

- They work within the Operating Authority,
- They will make decisions about the QMS,
- They will make recommendations to the Owner about the subject system or subject systems, and
- They are at the highest level of management within the Operating Authority making these decisions and recommendations.

In South Glengarry, Drinking Water Top Management team is a position held solely by the General Manager – Infrastructure Services.

9.4 Responsibility for Management Review

The Management Review process is described in the QMS Management Review Procedure (QMS SYS-P12). Key responsibilities pertaining to this process are detailed below and are also contained within the procedure.

9.4.1 Top Management

Top Management responsible for:

- Ensuring that a Management Review is conducted at least once every twelve months,
- o Selecting participants for the management review,
- \circ Leading the Review, and
- Communicating the Review's outcomes to the System Owner, represented by the Township's Mayor and Councillors.

9.4.2 QMS Representative

With respect to the Management Review, the QMS Representative is responsible for:

- Ensuring that all information required for the Review is made available to the Review participants as per the QMS Management Review Procedure (QMS SYS-P12), and
- Participating in the Management Review itself.

9.5 Roles, Responsibilities and Authorities

9.5.1 The Township of South Glengarry (Owner), represented by Mayor and Council

Responsibilities	Authorities
Overall responsibility to provide safe and reliable drinking water to the customers of South Glengarry.	Delegate the management of the drinking water system to qualified staff.
Ensure the provision of all necessary resources for the maintenance of the waterworks infrastructure and the Quality Management System.	Overall administrative and financial authority relating to the drinking water system.
Endorse the QMS Operational Plan. Ensure that an accredited Operating Authority is in place for each Operational Subsystem within its drinking water portfolio.	Recommend changes to the Operating Authority's QMS Operational Plan.

9.5.2 Top Management

9.5.3 Director of Water/Wastewater Operations (see also: QMS Representative)

Directs the overall planning, co-ordination and control of the technical activities and business affairs of the Water Operations Department. Ensure that bylaws, policies and procedures of the Township are complied with by Staff. Ensure adequate staffing levels of competent Operators. Adhere to current regulations, record and report system conditions to Top Management as required. Ensure that Staff is aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject systems. Conduct, at a minimum, annual assessments of operator competency. Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard. Promote awareness of the Quality Management System throughout the Operating Authority. Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management.	Responsibilities	Authorities
Management Standard. Promote awareness of the Quality Management System throughout the Operating Authority. Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System and communicate these needs to	Directs the overall planning, co-ordination and control of the technical activities and business affairs of the Water Operations Department. Ensure that bylaws, policies and procedures of the Township are complied with by Staff. Ensure adequate staffing levels of competent Operators. Adhere to current regulations, record and report system conditions to Top Management as required. Ensure that Staff is aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject systems. Conduct, at a minimum, annual assessments of operator competency. Ensure a Quality Management System is in place that	To assume command of emergency situations in the Operational Subsystems. To prepare responses to regulatory bodies on legal and compliance issues relating to drinking water. To direct the activities of Operators in day to day operations and maintenance. To communicate with regulatory bodies on legal and compliance issues relating to drinking water. To make changes to the QMS Operational Plan.
Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System and communicate these needs to	meets the requirements of the Drinking Water Quality Management Standard. Promote awareness of the Quality Management System	
	throughout the Operating Authority. Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System and communicate these needs to	

9.5.4 QMS Representative

Responsibilities	Authorities
Administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained.	To change, update and improve the QMS Operational Plan and to approve QMS documents.
Report to Top Management on the performance of the Quality Management System and any need for improvement.	
Identify and communicate (to Top Management) resources needed for the continued operation and improvement of the QMS.	
Promote awareness of the Quality Management System throughout the Operating Authority.	
Ensure that current versions of documents required by the Quality Management System are being used at all	



Responsibilities	Authorities
times as per the QMS Document Control Procedure (QMS SYS-P1).	
Participate in the annual Infrastructure Review, led by Top Management, in keeping with QMS SYS-P3 and QMS SYS-P4.	
Collect and provide information to Top Management for use in the Management Review and participate in the Review itself according to QMS SYS-P12.	
Schedule annual reviews of operator competency.	
Additional responsibilities as specified by QMS procedures. This includes overall responsibility for the Risk Assessment and Internal Audit processes.	

9.5.5 Operators

Responsibilities	Authorities
Operate, monitor and maintain the water works system. Collect samples, perform testing and adjust treatment processes as required.	Collect samples and perform testing within the Operational Subsystems to ensure the provision of safe and reliable drinking water.
Maintain required certification for Treatment & Distribution System Operation (as applicable), as per the Ministry of the Environment regulations.	Respond to water-related issues raised by customers as required.
Conduct daily operational duties in compliance with current regulations.	Recommend changes to the QMS Operational Plan.
Act upon, record and report incidents of non-compliance with regulations as per O. Reg 170/03 and O. Reg 128/04.	
Ensure that the documents (procedures, forms) used in day-to-day operations are the appropriate version as described in the QMS Document Control Procedure (QMS SYS-P1).	
Report document errors and omissions to the QMS Representative.	
Understand the QMS and be able to describe their role within it to auditors and inspectors.	
Attend training as required and scheduled by QMS Representative to maintain licenses. Obtain records of training and provide these records to the QMS Representative.	

10. Competencies

Competence: the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities.

10.1 Identifying Required Competencies

The following table identifies the minimum competencies of Staff whose roles directly impact the provision of safe and reliable drinking water in South Glengarry.

Role	Required Competencies
General Manager – Infrastructure Services	An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations.
(Top Management)	Ability to effectively communicate QMS and Regulatory issues to staff, Council and external agencies.
Director of Water/Wastewater	An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations.
Operations (see also: QMS Representative)	Ability to effectively communicate QMS and Regulatory issues to staff, Council and external agencies.
	High level of knowledge of the Safe Drinking Water Act and applicable regulations sufficient to identify, report, and respond to adverse drinking water conditions when they occur.
	High level of technical knowledge of the Township's drinking water systems sufficient to prevent and/or mitigate hazards to drinking water safety.
	Thorough understanding of the DWQMS and QMS Operational Plan.
	Minimum Class 2 Treatment License.
	Minimum Class 2 Distribution License.
	Valid driver's license.
QMS Representative	Thorough understanding of DWQMS and QMS Operational Plan.
	QMS and QMS Internal Audit Training.
	A working knowledge of the Safe Drinking Water Act and applicable regulations sufficient to interpret, understand and communicate, as required, all QMS references to them.
	High level of administrative capabilities, strong written communication abilities and computer skills.

Role	Required Competencies
Operators	A working knowledge of the Safe Drinking Water Act and applicable regulations sufficient to identify, report, and respond to adverse drinking water conditions when they occur.
	Technical knowledge of the drinking water systems operated by the Township sufficient to prevent and/or mitigate hazards to drinking water safety.
	Strong understanding of what is required to operate and maintain the drinking water facilities that the Township operates. Operators must know how to keep the plants running, and keep them clean.
	Ability to follow QMS and Operational procedures.
	Minimum OIT Treatment Certificate while working towards the highest level attainable.
	Minimum OIT Distribution Certificate while working towards the highest level attainable.
	Valid driver's license.

10.2 Satisfying Competencies

Competence can be defined as the "demonstrated ability to apply knowledge and skills". In order to assess competence, an organization must consider an employee's education, training, skills and experience.

The QMS Representative maintains an ongoing, electronic record of training hours, including:

- License details and expiry dates for each operator,
- Director approved training required and completed, and
- On-the-job training required and completed.

The methods used by the Township to ensure competence of the personnel directly involved in the production of safe drinking water are summarized in the following table.



Role	Methods for Satisfying Competency
General Manager – Infrastructure Services	Monthly, the General Manager is briefed on operating conditions by the Director of Water/Wastewater Operations. The Director of Water/Wastewater Operations notifies the General Manager of any relevant changes to drinking water regulations.
(Top Management)	Annually, as part of the Management Review, the General Manager is provided information which allows him to stay up-to-date on the functioning of the QMS.
Director of	Maintenance of the required licenses demonstrates competency.
Water/Wastewater Operations	The Director of Water/Wastewater Operations schedules his own training and provides records of this training to the QMS Representative.
(see also: QMS Representative)	Annually, the General Manager conducts an assessment of the Director of Water/Wastewater Operations' competency and completed training hours in the current license cycle. The General Manager provides a record of this review to the QMS Representative for retention as per the QMS Records Control Procedure (QMS SYS-P2).
QMS Representative	The QMS Representative schedules his own training relating to the QMS and associated standards and regulations.
	Annually, Top Management assesses the competency of the QMS Representative as part of the QMS Management Review Process described in QMS SYS-P12.
	The QMS Representative receives an assessment of all of his responsibilities (as he is also the Director of Water/Wastewater Operations) on an annual basis, conducted by the General Manager. This assessment includes a review of completed and scheduled training hours in the current license cycle. The record of this review, as with all others, is retained by the QMS Representative as per QMS SYS-P2.
Operators	Maintenance of required licenses demonstrates competency.
	Director will assist the Operators to schedule their own training and provide records of this training to the QMS Representative.
	The Director of Water/Wastewater Operations is responsible for regularly assessing and ensuring the competency of operators. This is conducted informally using a variety of means.
	Annually, the Director of Water/Wastewater Operations conducts an assessment of each Operator's competency and provides a record of this review to the QMS Representative for retention as per the QMS Records Control Procedure (QMS SYS-P2). This assessment includes a review of completed and scheduled training hours in the current license cycle.
	Staff receive training at regularly scheduled meetings.

11. Personnel Coverage

11.1 General Information

The Township of South Glengarry manages its drinking water systems with a minimum three full-time operators who are led and managed by the Director of Water/Wastewater Operations. These same personnel also manage the wastewater systems in the Township. During morning meetings, the Director of Water/Wastewater Operations provides all personnel with their assignments for the day.

The normal average work week for full-time employees in the Water Division shall be 40 hours per week. The hours of service shall be: Monday - Thursday, 7:00am-4:30pm, Friday 7:00am-11:00am.

The ORO for all systems is the Director of Water/Wastewater Operations. In situations whereby the ORO is away for an extended period, each facility's contingency manual describes how the role of ORO will be assigned.

11.2 Emergency and Back-Up Scheduling and Response

After-hours and emergency coverage is ensured by the on-call schedule, set by the ORO. Full-time operators fulfil the role of on-call operator on a weekly, rotating basis. The schedule is generally set and posted quarterly. Any scheduling conflicts or revisions are handled between the operators, with the ORO requiring notification of adjustments and providing final judgment on the schedule.

11.3 In the Event of a Walk-Out or Strike

Water and Wastewater has been deemed an essential service as per the collective agreement.

12. Communications

The Township of South Glengarry acknowledges that if a QMS is not effectively communicated, it is not implemented.

The DWQMS standard requires a procedure that describes how relevant aspects of the QMS are communicated between Top Management and:

- o The Owner,
- Operating Authority Personnel,
- \circ Suppliers, and
- The Public.

Additionally, the standard calls for a procedure to describe how QMS-related information is fed back to Operating Authority Top Management.

Through the QMS Communications Procedure (QMS SYS-P9), the Township seeks to ensure that all stakeholders of the Drinking Water System are aware of the QMS and its importance. Further, it aims to make certain that all who share responsibility for the production of safe and reliable drinking water understand their roles, the responsibilities and authorities that come with those roles, and the QMS processes and procedures that are relevant to those roles.

The QMS Communications Procedure (QMS SYS-P9) is attached in the Appendices of this document.

13. Essential Supplies and Services

Products and services used in a drinking water operation can introduce risk. By documenting the level of quality expected, and by continuing to assess whether or not supplies and services consistently meet these requirements after they have been selected, an operating authority demonstrates due diligence in minimizing the risk to drinking water quality. The tabular summary below is taken from the QMS Essential Supplies and Services List (QMS SYS-T3).

Current Listing of Essential Supplies and Services					
Essential Product/Service	Procurement Process	Quality Requirements	Primary Supplier	Secondary Supplier	
Accredited Laboratory Services	As required	MOECP licensed (CALA certification)	Caduceon (613) 526-0123	SGS Envrionmental (705) 652-2124	
Analytical Supplies	As required	Township satisfaction	Hach 1-905-290-9580	ThermoFisher Scientific (online)	
Calibration	Annual schedule	ISA certified control systems technician	Tower Electronics Canada 613-847-7623	ISI Controls (613)843-0026 Cell(613)-795-0027	
Chlorination Equipment	As required	Township satisfaction	Metcon (905)738-2355	SPD (905) 678-2882	
Chlorine	As required	NSF/ANSI 60 certification	Brenntag 1-888-852-8793	Flow Chem 1-519-736-5441	
Coagulant	As required	NSF certification	Kemira 1-800-465-6171(1)	Flow Chem 1-519-736-5441	
Distribution Repair Parts	As required	AWWA Standard, as applicable	Crane Supply (613) 932-1116 (613) 932-6225	Noble (613) 933-5600	
Distribution Vacuum Digging	As required	Township satisfaction	DBC (613)5343861 (613)537-8561	Capital Steam Clean (613) 932-3108	
Electrical Supplies	As required	CSA, as applicable	Guillevin Int. (613) 938-8433	Westburne (613) 933-1075	
Ultrasonic Level Controls	As required	CSA, as applicable	Milltronics (705) 745-2431	Grey Line (613) 938-8956	

The Township of South Glengarry has developed a procedure that describes how it ensures the quality and availability of supplies and services deemed essential to the drinking water systems it operates. The document is called the QMS Essential Supplies and Services Procedure (QMS SYS-P7) and it is included with the Appendices of this Operational Plan.

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14. Review and Provision of Infrastructure

The Township of South Glengarry has developed a procedure for the annual review of the infrastructure necessary to safely and effectively operate and maintain the drinking water systems belonging to and operated by the Township.

The procedure ensures a consistent, regular review of the condition and capacity of the drinking water systems that are operated by the Township of South Glengarry. A thoughtful, effective, and reliable review that is effectively communicated to the Owner ensures that infrastructure needs are appropriately communicated to those who can provide them. The corporation has set in place an asset management plan that covers all future upgrades and replacement items for the future and is reviewed for planning and budgetary purposes. Township of South Glengarry Asset Management Plan July 1, 2022, V.1.1.

The QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3) is included with the Appendices of this Operational Plan Manual.

15. Infrastructure Maintenance, Rehabilitation and Renewal

Effective maintenance programs help to safeguard the reliability and performance of a drinking water system, protect the investment of the Owner, and minimize risks to drinking water supply and quality.

A procedure has been created and implemented detailing how these functions are to take place. It is the QMS Infrastructure Maintenance, Rehabilitation and Renewal Procedure (QMS SYS-P4) and is included with the Appendices of this Operational Plan.

By following this procedure, the Township of South Glengarry is ensuring that a regular review of its maintenance programs and their effectiveness is conducted, and the results are communicated to the Owner. In this way, requests for resources originating from the Operating Authority will be accompanied with context and analysis when it comes time for the Owner to review and make decisions about them.

Unplanned Maintenance

Unplanned maintenance is conducted as soon as possible after an issue is discovered. For each facility, repair and replacement activity is recorded in the facility logbook.

Frequency and impact of equipment failure is included in the annual discussion of the Township's maintenance programs, as described in QMS SYS-P4.

Rehabilitation and Renewal

Planning for rehabilitation and renewal now takes place annually and follows the QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3). Infrastructure condition and capacity are evaluated during these reviews, and the outcomes are communicated to the Owner in a consistent format.

Drinking water infrastructure annual reviews fit within the framework of the Township's *Capital Planning Study* (2019). As discussed in QMS SYS-P3, the General Manager – Infrastructure Services and the Director of Water/Wastewater Operations use the *Capital Planning Study* to guide their annual capital budget requests of Council. Actual rehabilitation and renewal that occurs in each budget cycle is dependent on Council's authorization.

Summaries

The following tables detail the Township's existing programs for planned maintenance of the drinking water systems it operates.

The Township recognizes the importance of keeping these summaries current, communicating the programs and any modifications of them to the Owner, and periodically reviewing the effectiveness of its maintenance programs.

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15.1 The Glen Walter Drinking Water System

Planned Maintenance			
System	Element	Activity	Timing/Frequency
	1. Screens at crib	Check/Clean	Every 5 years by diver
Raw Water	2. Screens in WTP	Check/Clean	Annually
Transmission	 Zebra Mussel Control (Cl₂ application) 	Check and monitor	Ongoing
	1. Low lift pumps	Greasing and cleaning of parts	Annually
	2. Filters	Visual inspection and physical measurement of media depth	Annually
	3. Filters	Visual inspection for faults	Ongoing
	4. Primary Cl ₂ injectors and rotameters	Cleaning and visual checks	Annually and ongoing
	5. Flow meters	Calibration/verification	Annually
	6. Turbidity Analysers	Cleaning	Monthly
	7. High Lift Pumps	Greasing and cleaning of parts	Annually
Water	8. Coagulant Pumps	Cleaning	Annually
Treatment Plant	9. Turbidity Analysers	Calibration	Annually or as needed
	10. Backwash Pump	Monitor Efficiency	Ongoing
	11. Building	Visual check of doors and structure for faults	Ongoing
	12. Building Alarms	Ensure entry alarm activates	Ongoing
	13. Building Alarms Cl ₂ Room – fire alarms, etc.	Ensure alarms are operational	Ongoing
	14. Security Fencing	Visual inspection for faults	Ongoing
	15. Generator	Test run	Monthly
	16. Generator	Oil change/performance review	Semi-Annually/Annually



Planned Maintenance			
System	Element	Activity	Timing/Frequency
	17. Communication Systems – Telephone and Monitoring Centre	Ensure lines of communication are active	Ongoing
	1. Entire System	Visual inspection for water distribution leaks	Daily (ongoing)
	2. Distribution chlorine analyser	Verifying calibration with pocket colorimeter	Every 72 hours
	3. Dead end water mains	Flushing	Quarterly
	4. Valves	Exercising	Annually
	5. Hydrants	Lubricating ears	Annually
Distribution	6. Hydrants	Greasing of operating nut	Annually
	7. Hydrants	Ensure markers are in place, paint hydrants as needed	Annually
	8. Hydrants	Inspect outside of barrel for cracks or deterioration of bolts	Annually
	9. Hydrants and water mains	Flushing	Annually
	10. Hydrants	Pumping of hydrant barrels	Annually – late fall

15.2 The Lancaster Drinking Water System

Planned Maintenance			
System	Element	Activity	Timing/Frequency
	1. Screens at crib	Check/Clean	Every 5 years by diver
Raw Water Transmission	2. Screens in WTP	Check/Clean	Annually
	 Zebra Mussel Control (Cl₂ application) 	Check and monitor	Ongoing
Water Treatment	1. Low lift pumps	Monitor efficiency	Ongoing
	2. Coagulant feed system	Cleaning	Annually



Planned Maintenance			
System	Element	Activity	Timing/Frequency
Plant	3. Filters	Visual inspection of moving parts	Ongoing
	4. Filters	Physical measurement of media depth	Annually
	 Primary Cl₂ feed system 	Visual checks for liquid leaks	Ongoing
	6. Primary Cl ₂ pumps	Cleaning	Annually
	7. Flow meters	Calibration	Annually or as needed
	8. Turbidity Analysers	Cleaning	Monthly
	9. Turbidity Analysers	Calibration	Annually or as needed
	10. High Lift Pumps	Monitor efficiency	Ongoing
	11. Backwash Pumps	Monitor Efficiency	Ongoing
	12. Building	Visual check of doors and structure for faults	Ongoing
	13. Building Alarms	Ensure entry alarm activates	Ongoing
	14. Building Alarms Cl ₂ Room – fire alarms, etc.	Ensure alarms are operational	Ongoing
	15. Security Fencing	Visual inspection for faults	Ongoing
	16. Generator	Test run	Monthly
	17. Generator	Oil change/performance review	Semi-Annually/Annually
	18. Communication Systems – Telephone and Monitoring Centre	Ensure lines of communication are active	Ongoing
Distribution	1. Entire System	Visual inspection for water distribution leaks	Daily (ongoing)
	2. Distribution chlorine analyser	Verifying calibration with pocket colorimeter	Every 72 hours
	3. Dead end water mains	Flushing	Quarterly
	4. Valves	Exercising	Annually
	5. Hydrants	Lubricating ears	Annually



Planned Maintenance			
System	Element	Activity	Timing/Frequency
	6. Hydrants	Greasing of operating nut	Annually
	7. Hydrants	Ensure markers are in place, paint hydrants as needed	Annually
	8. Hydrants	Inspect outside of barrel for cracks or deterioration of bolts	Annually
	9. Hydrants and water mains	Flushing	Annually
	10. Hydrants	Pumping of hydrant barrels	Annually – late fall

15.3 The Redwood Estates Drinking Water System

Planned Maintenance			
System	Element	Activity	Timing/Frequency
	1. High Lift Pumps	Grease	Annually
Watar	2. Turbidity Analysers	Calibrate and clean	Annually or as needed
Water Treatment	 Primary Cl₂ feed system 	Check for liquid leaks	Ongoing
Plant	4. Filters	Physical measurement of media depth	Annually
	 Cl₂ bench top analyser 	Verification with Pocket Colorimeter	Weekly
	1. Entire System	Visual inspection for water distribution leaks	Daily (ongoing)
	2. Distribution chlorine analyser	Verifying calibration with pocket colorimeter	Ongoing
Distribution	3. Alarm System	Verification of set points and communication with monitoring command post	Ongoing
	4. Generator	Test run	Weekly "auto"
	5. Generator	Oil change and maintenance	Annually
Building and Perimeter	1. Doors, locks and fencing lights	Visual check	Ongoing

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16. Sampling, Testing and Monitoring

This element of the QMS Operational Plan addresses how measurements are taken within the drinking water system to monitor what is happening, the Operating Authority's level of control, and the quality of treated drinking water.

The Township of South Glengarry understands the focus of the sampling, testing and monitoring component of the DWQMS as being to ensure:

- The reliability of the sampling, testing and monitoring performed to meet legislated requirements,
- That adequate operational sampling, testing and monitoring are undertaken to maintain the Treatment process and identify potential problems early, and
- That sampling, testing and monitoring activities are planned, consistently performed, documented and communicated.

Regulatory requirements determine what is to be sampled and set minimum requirements for frequency. The DWQMS requires that the following additional information be described by the Operating Authority:

- Details about how sampling, testing and monitoring is performed on the conditions most challenging to the drinking water system,
- Relevant sampling, testing, and monitoring activities that are performed upstream of the subject system (even if they are not carried out by the Operating Authority), and
- How the Owner and Operating Authority share sampling, testing and monitoring results.

A procedure to address these requirements has been implemented. It is called the QMS Sampling, Testing and Monitoring Procedure (QMS SYS-P5) and is included in the Appendices of this Operational Plan.

17. Measurement and Recording Equipment Calibration and Maintenance

If measurement and recording devices are used to inform and guide an operator's actions within a drinking water system, those devices must be appropriately maintained and calibrated.

A procedure has been written and implemented that documents how the measurement and recording equipment used by the Township of South Glengarry is calibrated and maintained, who is responsible for scheduling the calibrations and how the calibration results are recorded.

The document is included in the Appendices of this Operational Plan Manual as the QMS Measurement and Recording Equipment Calibration and Maintenance Procedure (QMS SYS-P6).

18. Emergency Management

The development, implementation and maintenance of procedures to ensure emergency preparedness are recognized by the Township of South Glengarry as an important facet of the QMS. Emergencies, as defined in the MOECP's Implementation Guide and as used in this document, are:

• Potential situations or service interruptions that may result in the loss of the ability to maintain a supply of safe drinking water to customers.

By effectively anticipating and planning for emergency situations, the consequences of emergencies, when they occur, can be mitigated.

The Township of South Glengarry maintains emergency preparedness as described in its QMS Emergency Management Procedure (QMS SYS-P10). This procedure describes how the Operating Authority maintains, communicates, and tests the robustness of its emergency preparedness. Additionally, this document lists the emergency situations that are a natural outcome of the QMS Risk Assessment process (described by QMS SYS-P8), describes how responsibility for response and communication is delineated, refers to applicable operations procedures and provides a general list of emergency contacts.

The QMS Emergency Management Procedure (QMS SYS-P10) is included in the Appendices of this Operational Plan Manual. Specific operations procedures relating to the list of potential emergencies identified by the Township will be included in the QMS as they are developed.

19. Internal Audits

An internal audit of the Township's QMS is conducted annually to ensure that:

- The QMS Operational Plan Manual (QMS SYS-OP PLAN) and its associated procedures meet or exceed the standard of the DWQMS for each element, and
- The Operating Authority is functioning in conformance with its own Operational Plan.

An effective internal audit program, conducted by positive internal auditors and supported by interested and involved management and personnel at various levels, is a useful tool for testing and improving the robustness of a QMS. High quality internal audits lead to continual improvement, a requirement of the DWQMS.

Additionally, internal audits serve a valuable purpose by providing feedback on the effectiveness of the QMS, and by informing and focusing the Management Review Process.

The output of the audit process is an audit report which includes:

- A completed audit checklist,
- Corrective action request (CAR) forms for each issue of non-conformance,
- A brief summary detailing the outcomes of the audit, including areas of strong performance and areas of non-conformance, and
- A list of suggested improvements to the audit process and audit checklist.

The Township of South Glengarry has described the process used to conduct internal audits in its QMS Internal Audit Procedure (QMS SYS-P11). This procedure is included as part of the Appendices of this document.

20. Management Review

The Township of South Glengarry recognizes that support and oversight of the drinking water QMS is an important role fulfilled by Top Management. The Management Review process supports a high level of connection and familiarity between Top Management and the QMS and enables focused and effective decision making regarding how to best improve and maintain the quality management system.

The Township has prepared a procedure that describes how QMS Management Reviews are to be conducted. The document is called the QMS Management Review Procedure (QMS SYS-P12) and it is included in the Appendices of this Operational Plan Manual.

In following the Management Review procedure, Top Management ensures that the Owner receives consistent, timely, and focused information about how the QMS is functioning. Additionally, the process affords an opportunity to reinforce with the Owner the resources that are required to continue to maintain and improve the quality management system.

21. Continual Improvement

A QMS cycle is described as PLAN, DO, CHECK, and IMPROVE.

The Township of South Glengarry recognizes that this Operational Plan is simply a beginning. The element of Continual Improvement, while it has no PLAN requirement, is a reminder that the Township is obligated to continually strengthen and improve its QMS.

The Township expects that the processes it has described, both in this document and its associated procedures, will change and evolve over time as the QMS matures. It believes that this evolution will be initiated by the corrective action processes built into the Plan and described in the areas relating to Internal Audit and Management Review.

The Township continues to strive towards continual improvement through various means:

Annual Reviews

An annual review of internal documentation and operations looking for areas of improvement.

The review is completed through the information collected from operational staff and tracked through the infrastructure review report (QMS SYS-F3)

Other annual reviews that are completed:

Internal Audit	QMS SYS-P11	Element 19	QMS SYS-F9
Management Review	QMS SYS-P12	Element 20	QMS SYS-F12

Best Management Practices Evaluated and Addressed

Review and consider all best management practices at least once every thirty-six months.

- Internal/External Auditors
- MECP
- Other Governing Bodies

Items to be addressed during the annual management review and if relevant to be implemented through policy and or procedure creation.

Corrective Actions

Are to be addressed through the Management review by filling out the Corrective Action Request Form. QMS SYS-F10 is to be filled out when items need to be addressed, internal auditor is to follow up and ensure actions have been completed and date of closure on item.

Preventative Actions

Operational staff, QMS rep and internal auditor may identify items that could prevent future non-compliance to the QMS System. Through the annual management review, it includes staff input for both preventative actions on the DWQMS and daily operations.

List of Appendices

Appendix A	QMS Document Control Procedure	QMS SYS-P1
Appendix B	QMS Records Control Procedure	QMS SYS-P2
Appendix C	QMS Review and Provision of Infrastructure Procedure	QMS SYS-P3
Appendix D	QMS Infrastructure Maintenance, Rehabilitation and Renewal Procedure	QMS SYS-P4
Appendix E	QMS Sampling, Testing and Monitoring Procedure	QMS SYS-P5
Appendix F	Appendix F QMS Measurement and Recording Equipment Calibration and Maintenance Procedure	
Appendix G	Appendix G QMS Essential Supplies and Services Procedure	
Appendix H	Appendix H QMS Risk Assessment Procedure	
Appendix I	I QMS Communications Procedure	
Appendix J	dix J QMS Emergency Management Procedure	
Appendix K QMS Internal Audit Procedure		QMS SYS-P11
Appendix L QMS Management Review Procedure		QMS SYS-P12
Appendix M Comprehensive Risk Assessment Outcomes – Glen Walter (Sept 15, 2009)		QMS SYS-F4 (completed form)
Appendix N	Comprehensive Risk Assessment Outcomes – Lancaster (Sept 16, 2009)	QMS SYS-F4 (completed form)
Appendix O Comprehensive Risk Assessment Outcomes – Redwood Estates (Sept 16, 2009)		QMS SYS-F4 (completed form)
Appendix P	QMS Primary Chlorination CCP Procedure	QMS OP-P1
Appendix Q	QMS Filtered Water Turbidity CCP Procedure	QMS OP-P2
Appendix R	QMS Distribution Systems Chlorine Residual CCP Procedure	QMS OP-P3



CERTIFICATE OF ACHIEVEMENT

TIM MILLS

has successfully completed the

Responsibilities Under the Statutory Standard of Care - Safe Drinking Water Act course

WWOCS Course ID # 14015

Director Approved Continuing Education Units: 0.3

Brian Botas

January 06, 2023

Date

Brian Bates

CEO

www.wcwc.ca





CERTIFICATE OF ACHIEVEMENT

SARAH MCDONALD

has successfully completed the

Responsibilities Under the Statutory Standard of Care - Safe Drinking Water Act course

WWOCS Course ID # 14015

January 24, 2023

Director Approved Continuing Education Units: 0.3

Brian Botas

January 24, 2023

Date

Brian Bates

CEO

www.wcwc.ca





CERTIFICATE OF ACHIEVEMENT

TREVOR BOUGIE

has successfully completed the

Responsibilities Under the Statutory Standard of Care - Safe Drinking Water Act course

WWOCS Course ID # 14015

Director Approved Continuing Education Units: 0.3

Brian Botas

January 03, 2023

Date

Brian Bates

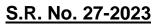
CEO

www.wcwc.ca





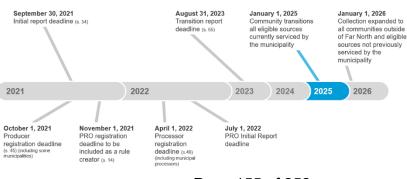
STAFF REPORT



PREPARED BY:Sarah McDonald, P. Eng., GM - InfrastructurePREPARED FOR:Council of the Township of South GlengarryCOUNCIL DATE:February 21, 2023SUBJECT:Blue Box Transition Period Decision

BACKGROUND:

- 1. The new Blue Box Regulation (amended April 2022) moves the responsibility for providing recycling services (funding and operation) from municipalities to producers that generate packaging, paper and similar products.
- 2. Transitioning all of Ontario's existing municipally operated blue box programs to full producer responsibility will occur over a three-year period between July 2023 and December 2025. This includes curbside collection, material sorting and processing of blue box material, in addition to resident education and promotion.
- 3. The producer-responsible organizations (PROs) will assume responsibility for all blue box programs effective January 1, 2026. The PROs will also implement changes such as a province-wide common material list, grouping municipalities in catchment areas, and the discontinuation of service to institutions and commercial properties.
- 4. The Council of the Township of South Glengarry had a <u>Committee of the Whole</u> <u>Meeting</u> at 5pm on January 16, 2023 to review the Blue Box Program Transition to Producer Responsibility; specifically to discuss if the Township's options through the transition period to Producer Responsibility.
- 5. South Glengarry and surrounding municipalities selected a blue box transition date of January 1, 2025 to provide residents with a consistent and regional approach.



South Glengarry will transition on January 1, 2025

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6. During the transition period (January 1, 2025 through January 1, 2026), the Township of South Glengarry can opt-in or opt-out of continuing to provide blue box services (municipal curbside pick-up) to residents through a non-competitive service agreement with Circular Materials Ontario, the majority Producer Responsibility Organization (PRO).

ANALYSIS:

- If a municipality wants to remain involved, they would have to sign a contract with CMO and revise the contract with their current service provider (HGC Management) based on the requirements determined by CMO in their Master Service Agreement ('MSA').
- 8. It has been noted in the attached legal review by Borden Ladner Gervais (BLG) and distributed to municipalities through the Ontario Waste Management Association that the liabilities and risks that municipalities would take on by entering into a MSA with CMO would not be offset by the benefits granted to municipalities as a result of the contract. Please note that the MSA and corresponding Statements of Work have been modified since the BLG review, however many of the concerns remain valid when reviewing the November 2022 contract documents.
- 9. Staff has considered the options of staying involved or withdrawing and are recommending that the Township **withdraw** from management of recycling collection beyond December 31, 2024. Staff reached this conclusion based on the following factors:
 - a. Municipalities and contractors have a number of concerns with the contract that the CMO is asking municipalities to enter into, including how the costs are determined and penalties for certain components. The program is being rolled out quickly and so, at this point in time, staff are uncertain as to the level of negotiating power any one municipality will have.
 - b. The Township's three-year agreement with HGC Management expires November 2024 and that contract would likely have to be revised based on the requirements in the MSA the municipality would have to sign with CMO. This would require us to re-negotiate with HGC and there may be financial implications related to those changes that the Township would not have control over.
 - c. The recycling program generates a significant amount of public complaints that we would no longer have to address nor have full control to resolve.

- d. Unlike some other municipalities, we have no physical assets related to recycling and there would be minimal staffing implications or surplus capital if not remaining involved.
- 10. It is recommended that delegated authority be approved to enter into any agreements with CMO and associated PROs.

IMPACT ON 2023 BUDGET:

- 11. There is no impact on the 2023 budget.
- 12. The blue box transitioning process and financial details are evolving quickly and staff are still working to fully understand the financial impact to the Township. It should be noted that any savings from the recycling transition would be most prudently allocated to funding the landfill closure and post-closure liability, which is estimated at \$2,000,000, of which approximately \$1,500,000 has currently been accrued.
- 13. The Township currently does not have any formal plan or strategy to be able to fund the landfill closure & post-closure liability in future years without issuing significant amounts of long-term debt.
- 14. A reminder that the projected end of life for each landfill is:
 - a. North Lancaster, year 2028 (surveyed 2021)
 - b. Beaverbrook, year 2033 (surveyed 2020)

ALIGNMENT WITH STRATEGIC PLAN:

This is an operational matter and captured under service delivery. The delivery of recycling programs in the province of Ontario is now affected by this new regulation.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 27-2023 be received and that Council approve the Township's withdrawal from management of the Blue Box program; that delegated authority be provided to the General Manager of Infrastructure Services to enter into agreements needed to continue transfer of this service; and furthermore, that Council confirm the intent to allocate the post-transition blue box program funding to fund landfill closure and post-closure liability.

Recommended to Council for Consideration by: CAO – TIM MILLS

Blue Box Transition Schedule:

Initial version dated June 1, 2021, as amended December 15, 2022

Explanatory Note

Ontario Regulation 391/21 (Blue Box) (the Regulation) made under the *Resource Recovery and Circular Economy Act, 2016* makes producers responsible for the Blue Box Program, including meeting regulated outcomes for providing collection services to local communities, managing blue box materials, and achieving diversion targets to improve diversion, address plastic waste, and recover resources for use in the economy.

The Regulation transitions existing blue box services to producer responsibility in three groups between 2023 and 2025 according to the "Blue Box Transition Schedule" (the Schedule). Part One of the Schedule (see page 3) identifies eligible municipalities and local services board areas and the dates they are to transition. Producers would be responsible for transitioning communities on or before the dates contained in the schedule. Part Two of the Schedule (see page 12) identifies eligible First Nation reserves along with their transition dates.

The first group of communities will transfer responsibility of their programs to producers on July 1st, 2023. By January 1, 2026, producers will be fully responsible for providing Blue Box services provincewide.

Part One: Municipalities and Local Services Board Areas

Part One lists municipalities and local services board areas with Blue Box Programs.

Producers are responsible for transitioning communities in Part One on or before the dates contained in the Schedule.

The ministry developed Part One with a goal of balancing net program costs and materials managed over the three years.

The ministry also considered municipal preferences for the date of transition. The Association of Municipalities of Ontario (AMO) canvassed all municipalities and sought their input on when they would like to transition. To minimize impacts to municipalities, the ministry also considered expiry dates for municipal blue box service contracts and the ability for municipalities to extend current contracts (where this data was available).

Part One does not assign any municipality a transition date that is earlier than their preference, to minimize the potential for breaking contracts.

To promote economies of scale, the ministry considered geographic continuity when assigning municipalities to a given year. The intent of the groupings is to enable producers to contract for geographic catchments to ensure cost-effective planning and delivery of blue box services over the three years.

Part Two: Reserves

The Regulation allows First Nations outside the Far North to opt-in to receive blue box services offered by producers.

The ministry coordinated and engaged with First Nation communities that currently have blue box programs to identify the appropriate transition date to be identified on the Schedule

Part Two lists eligible First Nation reserves, listed by community name and reserve name, and their transition dates.

Producer responsibility organizations (PROs), who will be providing services on behalf of producers, are required to ensure that an offer of service is made to First Nation communities at least six months before the applicable transition date.

This offer will provide details about how the collection services will be provided to the First Nation. Before a PRO can begin to provide the service, the First Nation must accept the offer in accordance with the Regulation.

The reserve names listed are the names as set out on the Government of Canada's "First Nation Profiles" website. That website includes the geographic location of each reserve. Where the ministry is aware of an alternate reserve name used by the First Nation community, that name has also been included in brackets. PROs, in their interactions and agreements with each First Nation community, should make every effort to use the reserve name that is preferred by the community. First Nation communities outside the Far North that are not included in the Transition Schedule will be eligible to receive producer-run blue box services beginning January 1, 2026. First Nation communities interested in receiving producer-run blue box services must first register with RPRA in accordance with the Regulation.

Blue Box Transition Schedule

Eligible Community	Transition Date (YYYY-MM-DD)	
2023		
Alfred and Plantagenet, Township of	2023-10-01	
Amaranth, Township of	2023-07-01	
Arnprior, Town of	2023-07-29	
Atikokan, Town of	2023-10-01	
Aweres, Local Services Board of	2023-09-30	
Aylmer, Town of	2023-07-01	
Bayham, Municipality of	2023-07-01	
Beckwith, Township of	2023-07-01	
Carleton Place, Town of	2023-07-01	
Casselman, Municipality of	2023-12-31	
Central Elgin, Municipality of	2023-07-01	
Champlain, Township of	2023-07-01	
Chatsworth, Township of	2023-10-01	
Clarence-Rockland, City of	2023-07-01	
Drummond/North Elmsley, Township of	2023-07-01	
Dryden, City of	2023-07-31	
Dutton Dunwich, Municipality of	2023-12-31	
East Garafraxa, Township of	2023-07-01	
East Hawkesbury, Township of	2023-07-01	
Emo, Township of	2023-10-01	
Enniskillen, Township of	2023-09-01	
Fort Frances, Town of	2023-10-31	
Georgian Bluffs, Township of	2023-10-01	
Goulais Local Services Board	2023-09-30	
Grand Valley, Town of	2023-07-01	
Grey Highlands, Municipality of	2023-07-01	
Hawkesbury, Town of	2023-07-01	
Horton, Township of	2023-07-01	
Kenora, City of	2023-07-01	
London, City of	2023-07-01	
Malahide, Township of	2023-07-01	
McNab/Braeside, Township of	2023-07-29	
Meaford, Municipality of	2023-09-30	
Melancthon, Township of	2023-07-01	
Merrickville-Wolford, Village of	2023-10-01	
Mississippi Mills, Municipality of	2023-07-01	
Mono, Town of	2023-07-01	
Montague, Township of	2023-07-01	

Part One: Municipalities and Local Services Board Areas

Eligible Community	Transition Date (YYYY-MM-DD)
Mulmur, Township of	2023-07-01
Newbury, Village of	2023-10-01
North Grenville, Municipality of	2023-10-01
Orangeville, Town of	2023-07-01
Ottawa, City of	2023-07-01
Owen Sound, City of	2023-07-01
Petrolia, Town of	2023-10-01
Plympton-Wyoming, Town of	2023-07-01
Point Edward, Village of	2023-07-01
Prince, Township of	2023-07-01
Red Lake, Municipality of	2023-10-01
Renfrew, Town of	2023-07-29
Russell, Township of	2023-07-01
Sarnia, City of	2023-07-01
Sault Ste. Marie, City of	2023-09-30
Shelburne, Town of	2023-07-01
Sioux Lookout, Municipality of	2023-07-01
Sioux Narrows-Nestor Falls, Township of	2023-07-01
Smiths Falls, Town of	2023-07-01
Southgate, Township of	2023-10-01
Southwest Middlesex, Municipality of	2023-07-01
Southwold, Township of	2023-07-01
St. Clair, Township of	2023-07-01
St. Thomas, City of	2023-07-01
Thames Centre, Municipality of	2023-09-16
The Blue Mountains, Town of	2023-10-01
The Nation Municipality	2023-07-01
Toronto, City of	2023-07-01
West Elgin, Municipality of	2023-07-01
2024	
Adelaide-Metcalfe, Township of	2024-04-01
Adjala-Tosorontio, Township of	2024-01-01
Ajax, Town of	2024-07-01
Algonquin Highlands, Township of	2024-03-31
Alnwick/Haldimand, Township of	2024-01-01
Amherstburg, Town of	2024-08-28
Asphodel-Norwood, Township of	2024-01-01
Barrie, City of	2024-05-01
Bluewater, Municipality of	2024-04-01
Bracebridge, Town of	2024-11-19
Bradford West Gwillimbury, Town of	2024-01-01
Brampton, City of	2024-10-01

Eligible Community	Transition Date (YYYY-MM-DD)
Brighton, Municipality of	2024-01-01
Brock, Township of	2024-07-01
Brooke-Alvinston, Municipality of	2024-04-01
Caledon, Town of	2024-10-01
Cambridge, City of	2024-03-02
Carling, Township of	2024-07-01
Cavan Monaghan, Township of	2024-01-01
Central Huron, Municipality of	2024-04-01
Chatham-Kent, Municipality of	2024-01-01
Clarington, Municipality of	2024-07-01
Clearview, Township of	2024-01-01
Cobourg, Town of	2024-01-01
Collingwood, Town of	2024-01-01
Conmee, Township of	2024-07-01
Cramahe, Township of	2024-01-01
Dawn-Euphemia, Township of	2024-04-01
Douro-Dummer, Township of	2024-01-01
Dysart et al, Municipality of	2024-01-01
Essa, Township of	2024-01-01
Essex, Town of	2024-08-28
Fort Erie, Town of	2024-01-01
Georgian Bay, Township of	2024-11-19
Gillies, Township of	2024-07-01
Goderich, Town of	2024-04-01
Gravenhurst, Town of	2024-11-19
Grimsby, Town of	2024-01-01
Haldimand County	2024-01-01
Hamilton, Township of	2024-01-01
Hastings Highlands, Municipality of	2024-01-01
Havelock-Belmont-Methuen, Township of	2024-01-01
Highlands East, Municipality of	2024-01-01
Howick, Township of	2024-06-30
Huntsville, Town of	2024-11-19
Huron East, Municipality of	2024-04-01
Innisfil, Town of	2024-01-01
Kawartha Lakes, City of	2024-04-01
Kingsville, Town of	2024-08-28
Kitchener, City of	2024-03-02
Lake of Bays, Township of	2024-11-19
Lakeshore, Municipality of	2024-08-28
Lambton Shores, Municipality of	2024-04-01
LaSalle, Town of	2024-08-28
Leamington, Municipality of	2024-08-28

Eligible Community	Transition Date (YYYY-MM-DD)
Lincoln, Town of	2024-01-01
Lucan Biddulph, Township of	2024-04-01
Marathon, Town of	2024-07-01
McDougall, Township of	2024-07-01
McKellar, Township of	2024-07-01
Middlesex Centre, Municipality of	2024-04-01
Midland, Town of	2024-01-01
Minden Hills, Township of	2024-10-01
Mississauga, City of	2024-10-01
Morris-Turnberry, Municipality of	2024-04-01
Muskoka Lakes, Township of	2024-11-19
Neebing, Municipality of	2024-01-01
New Tecumseth, Town of	2024-01-01
Niagara Falls, City of	2024-01-01
Niagara-On-The-Lake, Town of	2024-01-01
Norfolk, County	2024-09-28
North Dumfries, Township of	2024-03-02
North Kawartha, Township of	2024-01-01
North Middlesex, Municipality of	2024-04-01
North Perth, Municipality of	2024-04-01
O'Connor, Township of	2024-01-01
Oil Springs, Village of	2024-04-01
Oliver Paipoonge, Municipality of	2024-07-01
Orillia, City of	2024-01-01
Oro-Medonte, Township of	2024-01-01
Oshawa, City of	2024-07-01
Otonabee-South Monaghan, Township of	2024-01-01
Parry Sound, Town of	2024-01-01
Pelee, Township of	2024-08-28
Pelham, Town of	2024-01-01
Penetanguishene, Town of	2024-01-01
Perth East, Township of	2024-04-01
Perth South, Township of	2024-04-01
Peterborough, City of	2024-01-01
Pickering, City of	2024-07-01
Port Colborne, City of	2024-01-01
Port Hope, Municipality of	2024-01-01
Ramara, Township of	2024-01-01
Scugog, Township of	2024-07-01
Seguin, Township of	2024-07-01
Selwyn, Township of	2024-01-01
Severn, Township of	2024-01-01
Shuniah, Municipality of	2024-07-01

Eligible Community	Transition Date (YYYY-MM-DD)
South Huron, Municipality of	2024-04-01
Springwater, Township of	2024-01-01
St. Catharines, City of	2024-01-01
St. Marys, Town of	2024-04-01
Stratford, City of	2024-05-01
Strathroy-Caradoc, Municipality of	2024-04-01
Tay, Township of	2024-01-01
Tecumseh, Town of	2024-08-28
Terrace Bay, Township of	2024-07-01
The Archipelago, Township of	2024-07-01
Thorold, City of	2024-01-01
Thunder Bay, City of	2024-07-01
Tiny, Township of	2024-01-01
Trent Hills, Municipality of	2024-01-01
Trent Lakes, Municipality of	2024-01-01
Uxbridge, Township of	2024-07-01
Wainfleet, Township of	2024-01-01
Warwick, Township of	2024-04-01
Wasaga Beach, Town of	2024-01-01
Waterloo, City of	2024-03-02
Welland, City of	2024-01-01
Wellesley, Township of	2024-03-02
West Lincoln, Township of	2024-01-01
West Perth, Municipality of	2024-04-01
Whitby, Town of	2024-07-01
Whitestone, Municipality of	2024-07-01
Wilmot, Township of	2024-03-02
Windsor, City of	2024-08-28
Woolwich, Township of	2024-03-02
2025	
Addington Highlands, Township of	2025-01-01
Admaston/Bromley, Township of	2025-07-01
Armour, Township of	2025-01-01
Armstrong, Township of	2025-04-01
Arran-Elderslie, Municipality of	2025-12-31
Ashfield-Colborne-Wawanosh, Township of	2025-04-01
Assiginack, Township of	2025-04-01
Athens, Township of	2025-07-01
Augusta, Township of	2025-06-01
Aurora, Town of	2025-12-31
Baldwin, Township of	2025-04-01
Bancroft, Town of	2025-07-01

Eligible Community	Transition Date (YYYY-MM-DD)	
Belleville, City of	2025-07-17	
Billings, Township of	2025-01-01	
Black River-Matheson, Township of	2025-01-01	
Blandford-Blenheim, Township of	2025-12-31	
Blind River, Town of	2025-01-01	
Bonfield, Township of	2025-04-01	
Bonnechere Valley, Township of	2025-01-01	
Brant, County of	2025-01-01	
Brantford, City of	2025-01-01	
Brethour, Township of	2025-01-01	
Brockton, Municipality of	2025-12-31	
Brockville, City of	2025-01-01	
Bruce Mines, Town of	2025-12-31	
Brudenell, Lyndoch and Raglan, Township of	2025-12-31	
Burk's Falls, Village of	2025-01-01	
Burlington, City of	2025-04-01	
Callander, Municipality of	2025-01-01	
Calvin, Municipality of	2025-04-01	
Carlow/Mayo, Township of	2025-01-01	
Casey, Township of	2025-04-01	
Central Frontenac, Township of	2025-01-01	
Central Manitoulin, Municipality of	2025-01-01	
Centre Hastings, Municipality of	2025-07-17	
Centre Wellington, Township of	2025-07-01	
Charlton and Dack, Municipality of	2025-04-01	
Chisholm, Township of	2025-04-01	
Cobalt, Town of	2025-04-01	
Cochrane, Town of	2025-01-01	
Coleman, Township of	2025-04-01	
Cornwall, City of	2025-01-01	
Deep River, Town of	2025-01-01	
Deseronto, Town of	2025-01-01	
East Ferris, Township of	2025-09-01	
East Gwillimbury, Town of	2025-12-31	
East Zorra-Tavistock, Township of	2025-12-31	
Edwardsburgh/Cardinal, Township of	2025-02-01	
Elizabethtown-Kitley, Township of	2025-01-01	
Elliot Lake, City of	2025-05-31	
Englehart, Town of	2025-01-01	
Erin, Town of	2025-07-01	
Espanola, Town of	2025-04-01	
Evanturel, Township of	2025-01-01	
Faraday, Township of	2025-01-01	

Eligible Community	Transition Date (YYYY-MM-DD)
French River, Municipality of	2025-04-01
Front of Yonge, Township of	2025-01-01
Frontenac Islands, Township of	2025-07-01
Gananoque, Town of	2025-03-31
Gauthier, Township of	2025-04-01
Georgina, Town of	2025-12-31
Greater Madawaska, Township of	2025-07-01
Greater Napanee, Town of	2025-01-01
Greater Sudbury, City of	2025-04-01
Guelph, City of	2025-01-01
Guelph/Eramosa, Township of	2025-07-01
Halton Hills, Town of	2025-04-01
Hamilton, City of	2025-04-01
Hanover, Town of	2025-01-01
Harley, Township of	2025-04-01
Harris, Township of	2025-01-01
Head, Clara and Maria, Townships of	2025-01-01
Hearst, Town of	2025-01-01
Hilliard, Township of	2025-12-31
Hilton Beach, Village of	2025-04-01
Hudson, Township of	2025-10-01
Huron Shores, Municipality of	2025-06-27
Huron-Kinloss, Township of	2025-12-31
Ingersoll, Town of	2025-12-31
James, Township of	2025-10-01
Jocelyn, Township of	2025-06-01
Johnson, Township of	2025-12-31
Kapuskasing, Town of	2025-01-01
Kearney, Town of	2025-10-01
Kerns, Township of	2025-10-01
Killaloe, Hagarty, and Richards, Township of	2025-07-01
Killarney, Municipality of	2025-10-31
Kincardine, Municipality of	2025-12-31
King, Township of	2025-12-31
Kingston, City of	2025-07-01
Kirkland Lake, Town of	2025-09-30
Laird, Township of	2025-10-01
Lanark Highlands, Township of	2025-01-01
Larder Lake, Township of	2025-10-01
Latchford, Town of	2025-10-01
Laurentian Hills, Town of	2025-07-15
Laurentian Valley, Township of	2025-03-28
Leeds and the Thousand Islands, Township of	2025-07-01

Eligible Community	Transition Date (YYYY-MM-DD)
Limerick, Township of	2025-07-01
Loyalist, Township of	2025-07-01
Macdonald, Meredith & Aberdeen Additional, Township of	2025-10-01
Machar, Township of	2025-10-01
Madawaska Valley, Township of	2025-12-31
Madoc, Township of	2025-07-17
Magnetawan, Municipality of	2025-01-01
Mapleton, Township of	2025-07-01
Markham, City of	2025-12-31
Marmora and Lake, Municipality of	2025-07-17
Matachewan, Township of	2025-10-01
Mattawa, Town of	2025-10-01
Mattice-Val Cote, Township of	2025-01-01
McGarry, Township of	2025-10-01
McMurrich/Monteith, Township of	2025-10-01
Milton, Town of	2025-04-01
Minto, Town of	2025-07-01
Moonbeam, Township of	2025-01-01
Nairn & Hyman, Township of	2025-01-01
Newmarket, Town of	2025-12-31
Nipissing, Township of	2025-10-01
North Algona Wilberforce, Township of	2025-03-28
North Bay, City of	2025-01-01
North Dundas, Township of	2025-01-01
North Frontenac, Township of	2025-07-01
North Glengarry, Township of	2025-01-01
North Huron, Township of	2025-04-01
North Stormont, Township of	2025-01-01
Northeastern Manitoulin and the Islands, Town of	2025-10-01
Northern Bruce Peninsula, Municipality of	2025-12-31
Norwich, Township of	2025-12-31
Oakville, Town of	2025-04-01
Papineau-Cameron, Township of	2025-01-01
Pembroke, City of	2025-03-28
Perry, Township of	2025-03-01
Perth, Town of	2025-06-01
Petawawa, Town of	2025-03-28
Plummer Additional, Township of	2025-12-31
Powassan, Municipality of	2025-09-16
Prescott, Town of	2025-01-01
Prince Edward, County of	2025-07-17
Puslinch, Township of	2025-07-01
Quinte West, City of	2025-07-17

Eligible Community	Transition Date (YYYY-MM-DD)	
Richmond Hill, City of	2025-12-31	
Rideau Lakes, Township of	2025-03-01	
Ryerson, Township of	2025-01-01	
Sables-Spanish Rivers, Township of	2025-06-01	
Saugeen Shores, Town of	2025-12-31	
South Bruce Peninsula, Town of	2025-12-31	
South Bruce, Municipality of	2025-12-31	
South Dundas, Municipality of	2025-01-01	
South Frontenac, Township of	2025-07-01	
South Glengarry, Township of	2025-01-01	
South River, Village of	2025-01-01	
South Stormont, Township of	2025-01-01	
South-West Oxford, Township of	2025-12-31	
Spanish, Town of	2025-02-28	
St. Charles, Municipality of	2025-12-31	
St. Joseph, Township of	2025-07-01	
Stirling-Rawdon, Township of	2025-07-17	
Stone Mills, Township of	2025-07-01	
Strong, Township of	2025-01-01	
Sundridge, Village of	2025-01-01	
Tarbutt, Township of	2025-06-01	
Tay Valley, Township of	2025-01-01	
Temagami, Municipality of	2025-10-01	
Temiskaming Shores, City of	2025-01-01	
Thessalon, Town of	2025-12-31	
Thornloe, Village of	2025-12-31	
Tillsonburg, Town of	2025-12-31	
Timmins, City of	2025-01-01	
Tudor & Cashel, Township of	2025-01-01	
Tweed, Municipality of	2025-07-17	
Tyendinaga, Township of	2025-07-17	
Vaughan, City of	2025-12-31	
Wellington North, Township of	2025-07-01	
West Grey, Municipality of	2025-01-01	
West Nipissing, Municipality of	2025-07-01	
Westport, Village of	2025-09-01	
Whitchurch-Stouffville, Town of	2025-12-31	
Whitewater Region, Township of	2025-07-01	
Wollaston, Township of	2025-07-01	
Woodstock, City of	2025-12-31	
Zorra, Township of	2025-12-31	

Part Two: Reserves

Eligible Community		Transition Date
First Nation	Reserve Name(s)	(YYYY-MM-DD)
2023		
Aamjiwnaang First Nation	Sarnia 45	2023-07-01
Bingwi Neyaashi Anishinaabek	Sand Point First Nation	2023-07-01
Dokis First Nation	Dokis 9	2023-07-01
M'chigeeng First Nation	M'Chigeeng 22	2023-07-01
Wikwemikong Unceded Territory	Wikwemikong Unceded Reserve / (Wikwemikong Unceded Indian Reserve)	2023-07-01
2024		
Alderville First Nation	Alderville First Nation	2024-01-01
Atikameksheng Anishnawbek	Whitefish Lake 6	2024-04-01
Batchewana First Nation	Goulais Bay 15A	2024-04-01
Batchewana First Nation	Obadijwan 15E	2024-04-01
Batchewana First Nation	Rankin Location 15D	2024-04-01
Chippewas of Rama First Nation	Chippewas of Rama First Nation	2024-01-01
Chippewas of the Thames First Nation	Chippewa of the Thames First Nation Indian Reserve	2024-04-01
Curve Lake First Nation	Curve Lake First Nation 35	2024-01-01
Garden River First Nation	Garden River 14	2024-04-01
Mississauga #8 First Nation	Mississagi River 8	2024-04-01
Mississaugas of Scugog Island First Nation	Mississauga's of Scugog Island	2024-07-01
Moose Deer Point First Nation	Moose Point 79	2024-11-19
Rainy River First Nations	Manitou Rapids 11 Reserve	2024-01-01
Red Rock Indian Band	Lake Helen 53A	2024-07-01
Sagamok Anishnawbek First Nation	Sagamok	2024-04-01
Serpent River First Nation	Serpent River 7	2024-04-01
Wahta Mohawks	Wahta Mohawk Territory	2024-11-19
2025		
Algonquins of Pikwakanagan First Nation	Pikwakanagan	2025-07-01
Chippewas of Georgina Island First Nation	Chippewas of Georgina Island First Nation	2025-12-31
Matachewan First Nation	Matachewan 72	2025-01-01
Mississaugas of the Credit First Nation	New Credit 40A	2025-09-30
Mohawks of the Bay of Quinte	Tyendinaga Mohawk Territory	2025-07-17
Saugeen First Nation	Chief's Point 28	2025-12-31

Eligible Community		Transition Date
First Nation	Reserve Name(s)	(YYYY-MM-DD)
Saugeen First Nation	Saugeen 29	2025-12-31
Six Nations of the Grand River	Six Nations 40	2025-01-01
Wahnapitae First Nation	Wahnapitae First Nation	2025-04-01



Suite 580 – 170 Attwell Drive Etobicoke, Ontario M9W 5Z5

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June 8, 2022

Allen Langdon, President & CEO Circular Materials Ontario 800-1881 Yonge Street Toronto, ON M4S 3C4 Emailed to: *allen.langdon@circularmaterials.ca*

Re: Master Service Agreement

Dear Mr. Langdon:

As recently discussed and following our initial letter of May 24, 2022, I am pleased to provide some additional input regarding Circular Materials Ontario's (CMO) proposed Master Service Agreement (MSA) for several services related to the Blue Box transition.

For detailed explanation of our concerns regarding key provisions in the agreement, we encourage you to refer to the enclosed analysis provided to us by OWMA's legal counsel (Borden Ladner Gervais LLP), in their memo dated June 7, 2022.

A summary of these key concerns include the following:

- Excess discretion on the part of CMO to determine whether the municipalities as contractors are meeting their obligations under the MSA (s. 2.1)
- The shift of legislatively-imposed risks and liabilities from producers back onto municipalities during the Transition Period.
- Commercially unreasonable conditions that could assess costs and penalties against municipalities at CMO's sole discretion (s. 5.10(b); s. 7.2).
- The imposition on municipalities of costs of extensive record-keeping and reporting requirements with respect to Blue Box materials collected, delivered and received (s. 5.8) (s. 5.10).

I would be pleased to discuss any of this input in more detail in the coming days. We appreciate your willingness to consider the feedback of municipalities and waste service providers on this matter and look forward to working with you to support a successful transition of the Blue Box system.

Sincerely,

Mike Chopowick Chief Executive Officer

Encl. Review of Circular Materials Ontario's Master Services Agreement for Services Related to Blue Box Material, June 7, 2022

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File No. 021773.000010

June 7, 2022

Delivered by Email: mchopowick@owma.org

Mike Chopowick

Ontario Waste Management Association 2005 Clark Blvd., Unit 3 Brampton, ON L6T 5P8

Dear Mike,

Re: Review of Circular Materials Ontario's Master Services Agreement for Services Related to Blue Box Material

This letter provides our summary analysis of the Circular Materials Ontario (CMO) Master Services Agreement (the "**MSA**") for Blue Box Services for the *transition period* to be entered into between CMO and various Ontario municipalities. This period is defined by Ontario regulation 391/21 (the "**Blue Box Regulation**") under the *Resource Recovery and Circular Economy Act, 2016*, (the "*RRCEA*") as "the period beginning on July 1, 2023 and ending on December 31, 2025" (the "**Transition Period**").

BACKGROUND

We understand that during the Transition Period, CMO will be entering into contracts with Ontario municipalities. The aim of these contracts is to ensure that current Blue Box programs are maintained and service delivery is not interrupted in the communities where it is currently offered. The goal is to also allow current municipal contracts with various service providers and with terms expiring anytime from now until 2026 to come to the end of their terms. These municipal contracts were generally entered into by municipalities pursuant to procurement processes.

Pursuant to the Blue Box Regulation, the legislative burden for Blue Box programs shifts from municipalities to producers on July 1, 2023. Producers are defined as brand-holders, importers or retailers per sections 9 and 10 of the Blue Box Regulation. As of July 1, 2023, municipalities and First Nation communities start transitioning their Blue Box programs to the framework created by the Blue Box Regulation. On that date, Blue Box producers will become fully accountable and financially responsible for collecting and recycling their Blue Box materials.

According to the *RRCEA* at s. 2, it is in the provincial interest that Ontario have a system of resource recovery and waste reduction that aims to: "(f) hold persons who are most responsible for the design

of products and packaging responsible for the products and packaging at the end of life;" and "(h) minimize the need for waste disposal." Any contractual arrangement that seeks to undermine the provincial interest as set out in this section will be in violation of the legislative burdens imposed by the *RRCEA* and the Blue Box Regulation on producers.

According to the Made in Ontario Environment Plan, the new producer responsibility model "means transitioning costs of the Blue Box Program away from municipal taxpayers and making producers of products and packaging fully responsible for the litter they create".¹ Particularly, the goal of the transition is "taking the cost burden off municipalities and allowing producers to innovate."² The MSA as currently drafted provides cause for concern that it does not comply with the intention of the *RRCEA* and the Blue Box Regulation.

SUMMARY OF MSA OBSERVATIONS

The MSA proposed by CMO contains some commercially reasonable terms around the arbitration, standard conditions or notification provisions, to mention a few. Despite this, the MSA does not consider the nature of the contracting party in this case, that being municipalities with contracts validly entered into pursuant to procurement processes and with likely unionized labour obligations.

Until these municipal contracts (the benefits of which CMO now seeks) come to term, they cannot be renegotiated by municipalities without exposing municipalities to liability for breach of contract. Moreover, due to the number of obligations and costs the MSA imposes on both municipalities and their contractors, it is doubtful that municipal contractors will agree to renegotiate contracts that have not yet come to term. Lastly, the renegotiation of these contracts is not recommended due to the cost to municipalities to renegotiate these contracts particularly given that the MSA as drafted does not guarantee a minimum amount of work or tonnage, a specific term, or exclusivity.

Most concerning is the fact that the MSA as proposed shifts legislatively-imposed risks and liabilities from producers back onto municipalities during the Transition Period, where the clear legislative intent of the *RRCEA* and the Blue Box Regulation is that costs be borne by producers. Further details on those concerns are specified below.

SPECIFIC CONTRACTUAL CONCERNS

Discretion and Commercially Unreasonable Terms.

The MSA places too much discretion on CMO to determine whether the municipalities as contractors are meeting their obligations under the MSA. This discretion is not balanced by an appropriate number of benefits to municipalities thus resulting in too much risk and uncertainty for municipalities who decide to enter into the MSA.

CMO, for example, retains sole discretion to decide when statements of work will be extended to municipalities (s. 2.1) thus not guaranteeing a minimum contract term. Nor does it guarantee

¹ Environment and Energy Ontario, "A Made-in-Ontario Environment Plan", *Protecting Our Environment*, online: https://www.ontario.ca/page/waste-management#section-1>.

² Environment and Energy Ontario, Waste Management, online: https://www.ontario.ca/page/waste-management#section-1>.



exclusivity or a minimum or maximum amount of work (s. 3.2). CMO will also determine whether the work delivered meets the conditions in the MSA (s. 7.8(a)). If it does not, costs and penalties can be assessed as against municipalities also at CMO's sole discretion (s. 5.10(b); s. 7.2). These costs can be unilaterally subtracted from amounts that CMO owes to municipalities under the contract (s. 6.2(h)). The MSA indicates that no interest will be paid on late payments (s. 6.7). These provisions are not commercially reasonable.

It is hard to determine the financial benefit to municipalities from entering into this contract, if any, particularly in light of the Transition Period. The contract requires not only all the labour, equipment and materials required to perform the work (s. 3.3), but also a great deal of administrative cost and labour for municipalities to draft a number of policies (ss. 5.4-5.6) that are to be approved *only if* CMO is satisfied that the policies meet its standards. It would be more reasonable for CMO to provide its policies as it relates to ss. 5.4 to 5.6 to allow municipalities to assess the costs associated with complying with CMO's standards prior to entering into the contract. Additionally, the costs of extensive record-keeping and reporting requirements with respect to Blue Box materials collected, delivered and received (s. 5.8) and monitoring by CMO (s. 5.10) are to be borne by municipalities.

Lastly, the MSA also either fails to consider, or requires that there be interference with, municipalities' current contractual arrangements. The MSA requires that municipalities obtain CMO's approval to subcontract work (s. 8.10(e)), stipulates that no exclusive arrangements exist with any subcontractor that obliges municipalities to utilize that subcontractor in the work (s. 4.1(e)), allows CMO to determine what terms should be stipulated in contracts with subcontractors including their termination (s. 5.9), grants CMO a right to "take possession" of work and materials of municipalities (s. 7.6(b)(i)), makes equipment and facilities available to CMO in case of contractor default for up to six months, and requires that leases, contracts and other transactions be submitted to CMO for review and approval (s. 8.7). These rights cannot be granted to CMO where contracts are already in place that have determined rights and obligations as between their parties. Municipalities cannot agree to these provisions to without running the risk of incurring liability for breach of their contracts.

Requirements for CMO decision-making over contractor's personnel (s. 5.1) treat municipal or subcontractor personnel as if they were employees of CMO when this is not the case. The discipline and discharge (s. 5.1(f)) of municipal personnel that is unionized will be subject to both labour relations laws and collective agreement terms. Thus it cannot be agreed upon pursuant to the MSA.

Shifting Legislative Obligations.

Various provisions of the MSA attempt to shift the cost of compliance with the regulatory obligations on producers back onto municipalities. The contamination percentage obligation as well as other penalties and costs attempt to circumvent the legislative intention of the *RRCEA* and the Blue Box Regulation that costs be borne by producers rather than taxpayers during the Transition Period and after at several provisions.

The Statement of Work issued by CMO indicates that collected Blue Box Material may not contain more than four percent (4%) by weight of Non-Blue Box Material, making loads with more than 4% contamination subject to rejection (s. 3.7, Eligible Community Residence and Facility Statement of Work). This will result in offending loads entering municipal waste streams thus affecting municipal costs. As of July 1, 2023, it will not be municipalities' obligation to ensure that the Blue Box program



results in minimal contamination as collection, management and promotion and education duties will shift to producers under the Blue Box Regulation at Parts IV, VI and VIII. As such, the costs of contamination should be borne by producers and remediation plans (s. 3.7(d), Statement of Work) should also be producers' responsibility in line with the clear legislative intent of the *RRCEA* and the Blue Box Regulation.

CMO also gives itself discretion to define obligated Blue Box material for the purposes of the MSA as opposed to relying on the definition provided by the Blue Box Regulation (s. 1.1). The MSA also requires municipalities to maintain records related to arranging, establishing or operating a collection system and records related to arranging, establishing or operating a promotion and education program (s. 8.6(a)). This is legislatively the obligation of producers and cannot be shifted to municipalities during the Transition Period as well as after.

Lastly, the MSA stipulates an odd force majeure event: "the quantity of Blue Box Material collected or received differs from the Contractor's expectations" (s. 7.5(b)(iv)). We have not previously encountered such a provision in any contract containing force majeure clauses. This provision is also not properly a "force majeure" event, which refers to an event of overwhelming force that is not within the control of either of the parties. In this case, "the quantity of Blue Box Material collected or received" is within the control of CMO as a representative of the producers that supply Blue Box materials in Ontario.

CONCLUSION

The MSA proposes an imbalance of contractual power and discretion that is not commercially reasonable, particularly in light of the Transition Period. More problematically, certain provisions of the MSA aim to shift regulatory obligations back onto municipalities in violation of the spirit and intent of the *RRCEA* and the Blue Box Regulation. Overall, the risks and liabilities that municipalities would take on by entering into this contract would not be offset by the benefits granted to municipalities as a result of the contract. Risks would not be limited to work shortages, costs, penalties and termination under the MSA but also include commercial risks with municipal contractors and labour and employment risks with employees.

At the very least, a minimum amount of work should be stipulated for municipalities to take responsibilities and risks under the MSA. If a minimum amount is not stipulated, that will affect municipalities' ability to secure labour, equipment and materials for the work, and may result in a breach of municipalities' own contracts if those contracts stipulate minimum and maximum volumes of materials to be received by their contractors.

As the legislative burdens and risks are on producers to operate a collection system in about a year, municipalities are under no obligation to enter and accept the terms of the MSA as currently proposed. BLG advises that the MSA's terms be renegotiated to establish a better balance of power, rights and obligations to the parties to the contract keeping in mind existing contractual arrangements by municipalities whose benefit CMO is seeking by entering into this contract. Additionally, the balance of rights and obligations must reflect the rights and obligations imposed on those parties pursuant to the *RRCEA* and the Blue Box Regulation as of July 1, 2023.



Note that this letter provides a general overview of the contract. This letter's failure to refer to a section of the MSA does not imply the acceptability of that section. For example, although confidentiality provisions are acceptable as between private contracting parties, they do not consider municipal obligations to disclose otherwise confidential information pursuant to the authority of the Ontario *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

We would be pleased to discuss this matter further at your convenience.

Yours truly,

Denisa Mertiri

Jonathan Cocker



STAFF REPORT S.R. No. 28-2023

PREPARED BY:	Sarah McDonald, P. Eng. – GM Infrastructure Services
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	February 21, 2023
SUBJECT:	Active Transportation Plan Funding Approval

BACKGROUND:

- Active Transportation is using your own power to get from one place to another. The Township of South Glengarry was successful in obtaining funding from the Infrastructure Canada Active Transportation Fund to prepare an Active Transportation Plan to meet the need and desire to make travel safer and more active in our rural community.
- 2. The project is to prepare an Active Transportation Plan (ATP) with the desired outcome of obtaining a concrete list of future active transportation initiatives and associated budgets to support future long-term planning. The project is envisioned to have two phases:
 - a. Pre-project Development and Design, including Public Consultation
 - b. Planning Phase to prepare the Active Transportation Plan

ANALYSIS:

- 3. The Township meets all Eligibility Criteria of the funding agreement:
 - a. Recipient Eligibility municipal government.
 - b. Project Eligibility Planning and design projects refer to the development or enhancement of formal active transportation strategic planning documents or stakeholder engagement.
- 4. Active Transportation supports a healthy and active community by:
 - a. Creating connections
 - b. Improving safety
 - c. Fostering equity

5. "Investing in active transportation will strengthen urban, suburban, rural and Indigenous communities across the country and deliver a better quality of life for all Canadians." Infrastructure Canada

National Active Transportation Strategy 2021-2026 (attached)

6. Administration recommends entering into the funding agreement and initiating a study to prepare an Active Transportation Plan for the Township of South Glengarry.

IMPACT ON 2023 BUDGET:

- 7. The Township of South Glengarry proposed that this project would have a budget of \$80,000 including:
 - c. \$50,000 from the Active Transportation Fund
 - d. \$30,000 from the Township of South Glengarry

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity Goal 2: Invest in Infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 28-2023 be received and that the Council of the Township of South Glengarry confirms that it meets all the requirements of the Canada-Active Transportation Fund Agreement and that the Mayor and Clerk be authorized to execute the agreement on behalf of the Township of South Glengarry.

Recommended to Council for Consideration by: CAO – TIM MILLS





National Active Transportation Strategy

2021-2026

IN MOTION

Canada's first strategy to promote the construction and use of pathways, trails and cycling lanes

Page 179 of 252

© Her majesty the Queen in Right of Canada, as represented by the Minister of the Office of Infrastructure of Canada, 2021.

National Active Transportation Strategy 2021-2026. Catalogue No.: T94-27/2021E-PDF ISBN: 978-0-660-39815-0

Aussi offert en français sous le titre : La Stratégie nationale de transport actif 2021-2026.

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Foreword from the Minister and Parliamentary Secretary

Every journey begins and ends with active transportation. We walk to the bus stop to get to work. We cycle to a local park with our kids to enjoy the playground. We take our wheelchair to and from our car to go to the grocery store. But that's not enough. Improving access and choice will bring a myriad of social, economic and environmental benefits, including health benefits as well as reductions in congestion, air and noise pollution, energy use and greenhouse gas emissions.

The Government of Canada's vision for the Strategy is guided by the ACTIVE/ACTIF framework, which is adaptable to the varied and shifting needs of Canadians, while prioritizing key elements that will be crucial for the Strategy's success: awareness, coordination, targets, investments, value, and experience.

Investing in active transportation will strengthen urban, suburban, rural and Indigenous communities across the country and deliver a better quality of life for all Canadians. Pathways and trails that make clean, green, and safe connections to public transit will make communities more healthy and liveable, and will give every Canadian a role in helping us reach our net zero emissions goal.

Since 2015, the Government of Canada's Investing in Canada Plan has invested over \$236 million for more than 300 active transportation projects from coast-to-coast-to coast for cities and towns across the country. And this is just the beginning. As we build back better from the COVID-19 pandemic, we will expand these smart investments that support Canadians.

This is why this Strategy is supported by the deployment of the Active Transportation Fund, the first dedicated fund supporting the expansion and enhancement of active transportation infrastructure across Canada. This plan will provide \$400M over five years to help build new and expanded networks of pathways, bike lanes, trails and pedestrian bridges. The Active Transportation Fund is part of the Government's recently announced \$14.9B over 8 years for public transit projects, and complements other federal funding such as that provided by the Investing in Canada Plan.

Thank you to Andy Fillmore and Brian Pincott for leading the engagement and to all those who participated and helped make the National Active Transportation Strategy a reality. Active transportation is good for everyone, and the Strategy, together with the Active Transportation Fund, will go a long way in promoting and improving access to active transportation for smarter, healthier, and cleaner communities.

Catherine McKenna

Minister of Infrastructure and Communities



In February 2020, just weeks before the COVID-19 pandemic began, I announced that Minister McKenna had tasked me with leading the development of Canada's first National Active Transportation Strategy, and that within a month or two I would be launching a national public engagement program to help shape the strategy.

However, within a few weeks of that announcement COVID-19's proliferation around the world put a stick in our spokes.

While Government's response to the pandemic did temporarily distract attention from the creation of the Strategy, this delay allowed for a fortuitous development: During the pandemic lockdowns there was a surge in demand from coast-to-coast-to-coast for safe, physically distant ways for people to move around their communities.

Community responses to this demand were nimble and creative, often breaking down old norms about what was and wasn't acceptable uses of public spaces like streets and parks. All around the country we saw vehicle lanes being repurposed for use as bike lanes. We saw pop-up sidewalk widenings. We saw authorities relaxing old rules prohibiting bicycles and other human-powered transport in shared spaces in our communities. And as the pandemic raised questions about equity in our society, we gained a deeper understanding of what it means to make active transportation accessible to those historically not served by active transportation in their communities.

In this way, the work of active transportation advocacy was accelerated to great effect during the pandemic. And it was in that context of this accelerated advocacy that we began our public consultations on the National Active Transportation Strategy in the spring of 2021, a year later than planned. And as it turned out, that intervening year set the conditions for us to go further, faster, with our ambition for this Strategy.



I am proud that Canada's first Active Transportation Strategy is rooted in a country-wide public engagement program led jointly by me and Brian Pincott, the Executive Director of Vélo Canada Bikes. This engagement set out a vision for active transportation in Canada in which Canadians of all ages and abilities will be able to access safe, convenient and connected active transportation infrastructure, in urban, suburban, rural and indigenous communities.

Together the National Active Transportation Strategy and the new Active Transportation Fund which will support it, signal a green light for active transportation in Canada. This Strategy will generate interest in, and demand for active transportation options, and the Fund will help communities with the capital required to meet that demand.

I wish to thank all those whose tireless advocacy over many years set the stage for this Strategy, and also to thank all those who generously shared their experience and knowledge in the public consultation process that underpins the strategy. I look forward to seeing you on the trail!

Andy Fillmore

Parliamentary Secretary for Infrastructure and Communities, and MP for Halifax

Introduction: Our Vision for the Future of Active Transportation

Canada's First National Active Transportation Strategy

Our vision is for Canadians of all ages, ethnicities, abilities, genders, and backgrounds to be able to safely and conveniently access active transportation in their communities, and to significantly increase the 'modal share' of active transportation: the proportion of Canadians who regularly make the choice to use active transportation.

Making it a reality will require quality infrastructure investments throughout the country, but we recognize that infrastructure alone is not a solution. Our vision will be driven by the six elements of the A-C-T-I-V-E framework, discussed under the Public Engagement section of this document. Awareness, Coordination, Targets, Investment, Value, and Experience sit at the heart of this strategy. Each element is essential for advancing active transportation. Our aim is to make data-driven and evidence-based investments to build new and expanded active transportation networks and to create safe environments for more equitable, healthy, active and sustainable travel options to thrive.

This vision will ultimately require coordination and collaboration with all orders of government, Indigenous communities, stakeholders and experts throughout the country.

Defining Active Transportation and Active Transportation Infrastructure

What is active transportation?

Active transportation refers to the movement of people or goods powered by human activity. Active transportation includes walking, cycling and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, ebikes, rollerblades, snowshoes and crosscountry skis.

What is active transportation infrastructure?

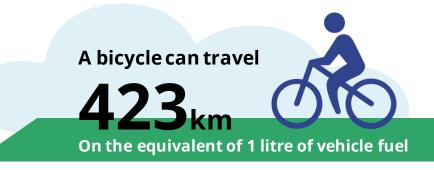


Active transportation infrastructure refers to physical structures and the built environment that support active transportation, such as pathways, bike lanes, multi-use trails and widened sidewalks. The most effective active transportation infrastructure provides a complete network that allows users to safely move through their communities and between destinations, from main streets to schools, parks, public transit hubs and residential neighbourhoods.

What Active Transportation Can do for Canada and Canadians

Increasing opportunities for Canadians to engage in active transportation comes with many benefits. In addition to getting us from point A to point B, active transportation also improves our health and well-being en route. It is vital to our economy and tourism sectors, and plays an essential role in connected and consistent multi-modal transportation systems that support more equitable, vibrant, liveable communities. It will also reduce healthcare costs, noise pollution, and improve air quality.

Increased active transportation will also reduce greenhouse gas emissions and will form part of Canada's response to climate change, the biggest long-term threat we face. In December 2020, Prime Minister Justin Trudeau announced Canada's climate plan, A Healthy Environment and a Healthy Economy. At the heart of the plan is a commitment to building cleaner, more liveable communities and helping Canadians get around in more affordable ways. Increasing the modal share for active transportation will be key to making this a reality.



Although Canadians are eager for active transportation to play a greater role in their lives, we recognize that a variety of barriers limit participation in active transportation and impact some people, households, and communities more than others. Barriers include limited access and real and perceived safety concerns, especially during the winter, that can stem from exposure to traffic, poor lighting, or deficient crossing provisions like inadequate time to cross an intersection or the lack of audio or braille signals.

We also know that barriers can be overcome. The Strategy is our first effort at a coast-to-coastto-coast strategic approach for promoting active transportation and its benefits. It will not be static. Over time, it will evolve, shift and update to reflect the constantly changing conditions and context of active transportation in Canada. As it evolves, it will help guide future funding programs and policies that move us closer to achieving our vision for active transportation: enable more Canadian to choose active transportation every day. In launching this Strategy, we are joining countries, cities and towns around the world that have recognized the importance of active transportation and launched strategies of their own. On the international stage, this includes; <u>Australia</u>, <u>the United Kingdom</u>, <u>France</u> and <u>Finland</u>, with a special interest in communities with high daily active transportation rates. Within Canada, several provinces have created active transportation strategies of their own: <u>British Columbia</u>, <u>Ontario</u>, <u>Québec</u>, <u>Prince</u> <u>Edward Island</u>, and <u>Nova Scotia</u> have strategic plans and resources to guide development of active transportation. Canada's investments in active transportation infrastructure have resulted in significant triple bottom line benefits:

ECONOMIC



- household transportation savings through fewer vehicle expenses, trips and parking requirements;
- increased tourism from active visitors and growth of the outdoor and eco-tourism economy;
- increased spending at outdoor and active transportationrelated businesses; increased foot traffic and spending at businesses accessible by active transportation;
- new job creation.

There are **558** cycling equipment and supplies stores across Canada supporting workers and their families.



ENVIRONMENTAL



- climate change mitigation and improved air quality resilience by increased modal share for active transportation;
- less space required for roads and parking, which helps to preserve open space and reduce water pollution due to runoff from paved surfaces; and
- improved potential for nature-based solutions.

The government of Canada estimates that **15,300** premature deaths can be linked to air pollution from fine particulate matter, nitrogen dioxide and ozone. The total economic value of air pollution in Canada is **120 billion** per year.



SOCIAL



- improved mental and social health, as people who use active transportation every day are more likely to meet physical activity guidelines, which helps to reduce the risk of diabetes, obesity, and other related health issues;
- increased public space for social connectedness; improved access to amenities, health, education, and social services;
- increased access to transit options to promote improved safety for vulnerable populations.

The estimated healthcare costs of inactivity in Canada total **6.8 million** a year.



Public Engagement and Work Done to Date

Public Engagement

In March, 2021 the Minister of Infrastructure and Communities, Catherine McKenna and Parliamentary Secretary Andy Fillmore initiated *Canada's First National Active Transportation Strategy Framework.* The framework was broken down into six elements to create the A-C-T-I-V-E framework consisting of awareness, coordination, targets, investment, value, and experience – which served as a guiding federal framework for public engagement on the development of Canada's first National Active Transportation Strategy.

Awareness: Raise public awareness about the benefits of active transportation and promote its use, including by launching an online website to share best practices, relevant government programs, and project success stories. Benefits are felt personally through enhanced safety, accessibility, health and well-being, and felt communally by reducing traffic congestion, promoting job creation and reducing carbon emissions and air pollution. **Coordination:** Coordinate active transportation investments that reflect best practice planning, design, regulations, and standards across levels of government, Indigenous communities, not-for-profits and the private sector. **Targets:** Support the adoption of targets and data collection while mobilizing existing data to inform an evidence-based approach to active transportation policy-making and investments. Investments: Guide the investment of the \$400 million fund and other incentives for active transportation projects, and identify areas for financial collaboration with other government departments, other levels of government, and other funders to support good projects in communities across the country. Value: Ensure that all active transportation investments and policies deliver social, economic, and environmental benefits, maximizing the value and benefit to all Canadians. **Experience:** Support active transportation as a positive user experience, particularly for vulnerable communities, by promoting safe and accessible project designs and supporting connections between existing transportation, active transportation or public transit networks.

Shortly after the launch of the framework, Parliamentary Secretary Andy Fillmore hosted regional engagement sessions with key stakeholders including provinces, territories, Indigenous communities, municipalities, not-for-profits and more so that he could hear what role they expected the federal government to play in the world of active transportation policy and active transportation infrastructure.

Building upon his experience as a city planner in the public, private and academic sectors, Andy Fillmore was joined by Brian Pincott, the Executive Director of Vélo Canada Bikes to engage with Canadians in both official languages. In addition to the sessions, a web portal for feedback was also launched in March 2021 and over 100 comments have been submitted, informing the development of this strategy.

Using the *National Active Transportation Strategy Framework,* we heard from over 50 active transportation experts and 250 community advocates from all sectors about the need for safer, more accessible and more equitable active transportation from coast-to-coast-to-coast. We also heard program-related feedback, such as: the need for better application guides; more streamlined funding for smaller projects; opportunities for planning studies to be eligible project costs; and the need to better support collaboration and information sharing between communities. Throughout the sessions there was a purposeful focus on equitable access for rural, remote, and equity-deserving communities and, how the Active Transportation Strategy and Fund can best support the needs of citizens in those communities.

1 Travel lane on typical road can accommodate 1,600 cars per hour or 7,500 bikes or 9,000 pedestrians



A CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION CONST

Private motor vehicle: 600-1,600/hour

Two-way protected bike-way: 7,500/hour



Sidewalk: 9,000/hour

Source: NACTO

Engaging Canadians in active transportation decisions is critical to achieving our vision and making sure all Canadians have access to and benefit from safe, supportive infrastructure in their communities. As the Strategy and Fund roll out, and we begin to see projects being implemented, continued public engagement will be crucial over the coming years to ensure these initiatives are successful in generating the results communities need.

Active Transportation Fund

Since 2015, the Government of Canada has invested in almost 650 kilometres of active transportation trails, bike and pedestrian lanes, and recreational paths. Through the Investing in Canada Plan, the Government of Canada has provided over \$236 million for more than 300 active transportation projects from coast to coast to coast, ranging from bicycle storage lockers to complete active transportation networks. In addition, hundreds more infrastructure projects funded by the Government of Canada have included components that promote active transportation. Appendix A provides a list of existing federal programs that support active transportation throughout Canada.

In March 2021, the Government of Canada announced the Active Transportation Fund, the first dedicated fund supporting the expansion and enhancement of active transportation infrastructure across Canada.

The new \$400-million fund is part of an eight-year, \$14.9-billion public transit investment outlined by Prime Minister Trudeau and Minister McKenna on February 10, 2021. It will support communities as they build vibrant neighbourhoods where people can safely live, work and play. The fund will also help Canadians living in rural communities and places currently without active transportation options to unlock the potential in their communities.

What makes the Active Transportation Fund timely is that for the first time in an Infrastructure Canada funding program, the spotlight is entirely on active transportation. Previously, active transportation applications had to compete in the same funding pool as other infrastructure such as public transit and green infrastructure.

All applications – which will be received directly from municipalities, Indigenous communities, provinces, territories, and any eligible partners – will be evaluated on their potential to advance active transportation in their respective community. This can include both capital projects like multi-use pathways, bike lanes, footbridges across roadways, new lighting, and wayfinding signage – and soft costs for planning and design as well as education and outreach programs that help communities create the necessary environment for active transportation to succeed.

Dedicating a funding program to active transportation allows Infrastructure Canada to take a holistic approach when considering the types of projects that will help grow safe and convenient active transportation, and include considerations such as how projects will:

- Create Community Connection and make it easier for Canadians of all ages, abilities and circumstances to get to the places they live, work, shop and play by improving the consistency and connectivity of transport networks?
- Improve User Experience by improving safety, convenience, and user experience for all modes of active transportation?
- Assist in a Modal Shift that will move the dial on climate action by encouraging Canadians to choose active transportation instead of motorized vehicles for short trips?
- Increase Equity to help our most vulnerable and marginalized communities and address the structural inequities in the built environment that make many Canadians feel like active transportation is not for them?

Strategic Directions: What are We Doing and Where are We Going?

The Government of Canada is committed to making active transportation a priority. In order to realize our vision for active transportation, we will need pan-Canadian commitment that goes behind investing in world class infrastructure and facilities. To accomplish this vision, all orders of government and stakeholders will need to be A-C-T-I-V-E and promote: **a**wareness, **c**oordination, **t**argets, investment, **v**alue, and **e**xperience will be essential when it comes to advancing active transportation. These strategic directions, like the Strategy itself, will continue to evolve to incorporate changing needs and priorities.

1. Awareness

Raising public awareness about active transportation helps to communicate its benefits and share best practices. By sharing information about benefits and breaking down barriers to participation, awareness raising advances active transportation that it is reflective of Canada's diverse population.

In addition, targeted awareness initiatives centred on health promotion, road safety, and education can demonstrate that all Canadians can be active transportation users, no matter their age, ability or socio-economic circumstance.

Through the National Active Transportation Strategy, we will help raise public awareness of active transportation by:

- Launching a user-friendly National Active Transportation Online Hub, a one-stop-shop for everything active transportation. This web page will be updated regularly with new information about the Active Transportation Fund and Strategy. This will be a critical component to ensuring that the Strategy is "evergreen" and adaptive to on-the-ground realities.
- Committing over \$10 million of the Active Transportation Fund toward planning and design activities, as well as education, outreach and engagement.
- Working with partners to support community engagement and awareness raising activities that will be supported through the Active Transportation Fund.
- Producing signs and displays for projects supported through the Active Transportation Fund that will help to raise public awareness of the benefits of active transportation infrastructure.



20-30 minutes

of walking everyday can increase physical and mental wellbeing and ward off depression

2. Coordination

This Strategy recognizes that active transportation policy weaves through the jurisdictional responsibility of all orders of government. Therefore, coordination of planning, design, regulations, standards and active transportation investments across levels of government, Indigenous communities, not-for-profits, and the private sector is essential for advancing active transportation on a national scale. Coordination is an ongoing effort rather than an end-point, and begins with recognizing common objectives and the value of rowing in the same direction as well as efforts and tools to share ideas and best practices.

The National Active Transportation Strategy will support better coordination by:

- Working with all orders of government, Indigenous partners and stakeholders to ensure there is alignment on policy, planning, design standards and regulations. This will be accomplished through engagement sessions and continued coordination under the auspices of the National Active Transportation Strategy.
- Increasing the reach of projects, programs, and good practices being advanced throughout Canada by sharing data and success stories through the National Active Transportation Strategy Online Hub.
- Committing to host Canada's first national summit on active transportation in 2022 with all orders of government and all relevant departments in attendance. This will provide a nation-wide platform to consult, share, and develop best practices in the promotion of moving people and goods by active transportation in a wide variety of Canadian settings including urban, rural and remote communities.
- Enhancing whole-of-government collaboration among federal partners supporting active transportation, notably Transport Canada, Public Health Agency of Canada, Environment and Climate Change Canada, and Regional Development Agencies.



3. Targets

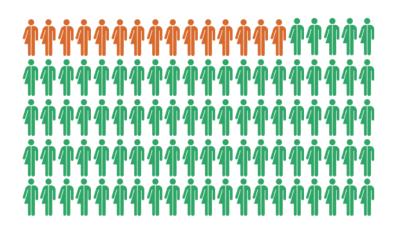
Targets for active transportation typically focus on modal share, but it is okay to think outside the bike lane: targets must also prioritize greater diversity and inclusion, health and wellness, benefits on the environment, and reflect what active transportation means to tourism and business in Canada. In order to set targets effectively, we need to prioritize data and be aware that a 'one-size' approach will never fit all Canadians: different communities, groups, governments and researchers have varying capacities and access to methods, tools, data and reporting.

The National Active Transportation Strategy will support the adoption of targets and data by:

- Establishing funding opportunities for research that will grow the data and knowledge foundations for active transportation in Canada, including through Knowledge Synthesis Grants and a commitment to launch calls for proposals in 2021. With this foundational understanding of active transportation users and infrastructure, we can support the development of ambitious targets and goals for active transportation.
- Working with Statistics Canada to collect disaggregated data that will ensure the adequate and appropriate monitoring and reporting of the prevalence, potential and safety of AT in Canada, not just in large municipalities but in smaller, rural and remote communities, and Indigenous communities. Through this work, we can better examine the inclusion in the National Census of questions that will yield better data on the mobility habits and needs of Canadians.
- Supporting the development and use of data collection tools, such as automated counting systems, which will then be used to inform infrastructure investments which advance modal share growth for sustainable transportation.
- Leveraging data, including data collected through the implementation of the Active Transportation Fund, for the continuous improvement and more effective planning of active transportation infrastructure.



of Canadians are meeting physical activity guidelines



4. Investments

Federal funding can drive investments and help to leverage funding from other orders of government and partners that can support the development of active transportation from coast-to-coast-to-coast. Ensuring that that we maximize the impact of every dollar spent will be critical to achieving our vision for active transportation.

Since 2015, the Government of Canada has invested more than \$236 million in over 300 active transportation projects for cities and towns across the country through the Investing in Canada Infrastructure Program. Moving forward, Infrastructure Canada will be developing its priorities for permanent transit funding: \$3 billion of annual investment, beginning in 2026. As part of this approach, we will explore connections with other programs to better coordinate investments that reflect best practices in planning, design, regulations and standards. This multi-faceted approach to investment in active transportation will ensure that all perspectives – from making commutes easier to improving opportunities for access to nature and recreation – are prioritized.

Pedestrian and bicycling infrastructure make 46% more jobs than road-only projects



The federal government is committed to:

- Implementing the nation's first Active Transportation Fund.
- Coordinating active transportation investments across government programs and continue to invest in active transportation projects through the Investing in Canada Infrastructure Plan, Active Transportation Fund, Permanent Public Transit Program, Canada Community-Building Fund (formerly the Gas Tax Fund), Canada Healthy Communities Initiative and Green Municipal Fund, Disaster Mitigation and Adaptation Fund, and Natural Infrastructure Fund.
- Supporting place-based projects which are initiated in the non-profit sector, where organizations from coast-to-coast-to-coast are improving the state of active transportation in their communities.

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5. Value

Value means ensuring that active transportation investments and policies promote social, economic, and environmental benefits. In doing so, these investments maximize benefits for all Canadians, while also looking for opportunities to accelerate change by providing short-term incentives that balance triple bottom line outcomes.

When it comes to value for money, active transportation is hard to beat. It does a fantastic job of minimizing the need for expensive, space-intensive infrastructure, costs less to use and maintain than a personal motorized vehicle, and reduces potential healthcare costs by enhancing physical and mental health. It is environmentally friendly, which can help us address the fact that around 25 percent of Canada's greenhouse gas emissions come from transportation. It is conducive to more walk-in traffic for businesses and has been demonstrated to increase sales, and has also been linked to direct job

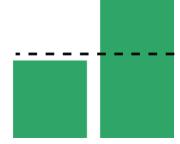
creation in in the construction, tourism, and retail sectors.

The National Active Transportation Strategy will ensure investments achieve social, economic, and environmental benefits by:

- Deploying all active transportation funding provided over the next five years with an eye towards value by ensuring that every dollar spent brings social and environmental benefits to communities while creating good jobs for Canadians. For more information, please see application guide.
- Tracking our progress over the next five years by monitoring and transparently reporting how the projects supported by our programs are moving the dial on active transportation in Canada. By tracking our progress, we will be able to assess how we can improve upon this Strategy. This will be communicated via regular updates and improvements to our National Active Transportation Online Hub.
- Regularly updating the Online Hub with a catalogue of active transportation projects being supported under the Investing in Canada Infrastructure Program and Active Transportation Fund to communicate the value added to communities through these projects and inspire new ideas around the country.

Active transportation infrastructure like bike lanes increase customer visits and spending intention by 48%





6. Experience

Safe, accessible, and convenient design and infrastructure that supports connections between existing transportation, active transportation, or public transit networks, while being aware that not everybody has the same experience with active transportation. The participation of persons with disabilities, women, and equity-deserving communities is often marginalized by designing for a universal user experience.

Unsafe road conditions, poor or non-existent signage, gaps in the network, and inconsistent infrastructure are just a few reasons why someone might have a poor experience or not want to choose active transportation. Designing active transportation networks with all ages, abilities and backgrounds in mind will help to create a safe and welcoming user experience.

The Government of Canada is committed to putting user experience front and center its active transportation programming and are doing so with the support of our key partners: organizations such as Vélo Canada Bikes, Trans Canada Trails, and the Canadian Parks and Recreation Association are pivotal to our understanding how we to improve user experience, as are our partners in other orders of government.

The National Active Transportation Strategy will support a positive user experience by:

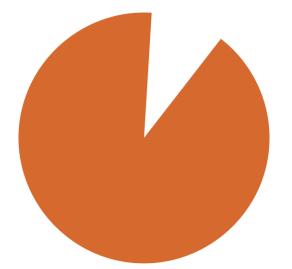
 Placing an emphasis on connected communities, strong first-and-lastmile connections, and social equity in the Active Transportation Fund, which has set-aside 10% of the total funding envelope for active transport.



- funding envelope for active transportation infrastructure in Indigenous communities.
 Providing resources for high level guidance for design guidelines and planning. Our National Active Transportation Online Hub will provide resources to help guide the development of safe and accessible active transportation projects, such as Transport Canada's resource and planning guide for Active Transportation in Canada.
- Including project planning and design, including wayfinding projects, as an eligible cost under the ATF to ensure projects are well thought out from the outset and support connected networks to enhance the uptake of active transportation and use of active transportation infrastructure.

Let's Keep Moving Forward

The successful rollout of the Active Transportation Fund and the implementation of the Strategy and its recommendations will depend on our ability to work together across all orders of government, with community input and consultation throughout the next five years. With permanent transit funding beginning in 2026-2027, an inclusive, collaborative, transparent and accountable approach, with ongoing public engagement will set us on a solid path to keep moving forward while maximizing investments and advancing important social, economic and environmental objectives. As this Strategy evolves, it will be guided by key elements for ensuring a modal shift toward more active transportation, **a**wareness, **c**oordination, **t**argets, investments, **v**alue, **e**xperience, with the ultimate objective of strengthening our communities and building cleaner, more inclusive, safer, and more resilient communities for generations to come.



The ecological footprint of a cyclist is

Streets draw 2.57 times more cyclists once cycle tracks are installed

of a commuting driver



Appendix A

Existing programs

The Active Transportation Fund builds on a significant legacy of past and existing programs that help grow active transportation in communities across the country. Funded projects include the Grouse Mountain Regional Park trails in North Vancouver, the Flora Foot Bridge in Ottawa, a bikeway extension in Corner Brook, and a new cycling path along the Mine, Notch and Kingsmere corridor in Chelsea, Quebec.

Investing in Canada Infrastructure Program (ICIP)

Under the *Investing in Canada Plan,* the Government of Canada is delivering \$33 billion in funding to communities through the Investing in Canada Infrastructure Program (ICIP). The program, which is delivered through bilateral agreements with provinces and territories, provides long-term, stable funding in order to:

- Help communities reduce air and water pollution, provide clean water, increase resilience to climate change and create a clean-growth economy;
- Build strong, dynamic and inclusive communities;
- Ensure Canadian families have access to modern, reliable services that improve their quality of life; and,
- Address the challenges faced by communities as a result of COVID-19, including supporting active transportation infrastructure.

Investments in infrastructure are being made through the following targeted funding streams:



Active transportation projects have been funded under ICIP as part of the Public Transit and Green Infrastructure streams, respectively. The Active Transportation Fund will help accelerate the implementation of future projects, and generate the greatest possible economic, social and environmental impacts for Canadians.

Additionally, under ICIP, a new temporary COVID-19 Resilience stream, with over \$3 billion available in existing funding, has been created to provide provinces and territories with added flexibility to fund quick-start, short-term projects that might not otherwise be eligible under the existing funding streams. It provides provinces and territories with the flexibility to transfer up to 10% of original stream allocations to the new COVID-19 Resilience stream to help mobilize their remaining funds under the Investing in Canada Infrastructure Program. Active transportation

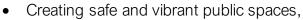
infrastructure projects – including parks, trails, foot bridges, bike lanes and multi-use paths – are among the eligible projects that can be submitted under an accelerated and streamlined approvals process.

Active Transportation Fund (ATF)

The ATF is a \$400-million fund that will be delivered over five years. It will support communities as they build vibrant neighborhoods where people can safely live, work and play. The fund will also help Canadians living in rural communities and places without active transportation options to unlock the potential in their communities. All applications – which will be received directly from municipalities, Indigenous communities, provinces, territories, and any eligible partners – will be considered in light of how they will be able to advance active transportation in their respective communities. This can include both capital projects like multi-use pathways, footbridges, bike lanes, new lighting, and wayfinding signage – and soft costs for planning and programs that help communities create the necessary environment for active transportation to succeed.

Canada Healthy Communities Initiative (CHCI)

The Canada Healthy Communities Initiative (CHCI) is providing up to \$31 million in existing federal funding to support communities as they deploy new ways to adapt spaces and services to respond to immediate and ongoing needs arising from COVID-19 over the next two years. The initiative is supporting projects under three main themes:



- Improving mobility options, and
- Digital solutions.

CHCI supports a range of projects that deliver mobility and transportation options, including walking, cycling, or connecting to public transit. This means that people will be able to travel throughout their communities, and access public spaces, while respecting public health guidelines.

Canada Community-Building Fund

The Canada Community-Building Fund (CCBF) is a permanent source of funding provided up front, twice-a-year, to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility. The CCBF delivers over \$2 billion every year to 3600 communities across the country. In recent years the funding has supported approximately 4000 projects each year. Communities select how best to direct the funds with the flexibility to make strategic investments across 18 different project categories. Active transportation infrastructure including sidewalks, bicycle lanes, and multi-use paths are eligible under the various categories of the CCBF.

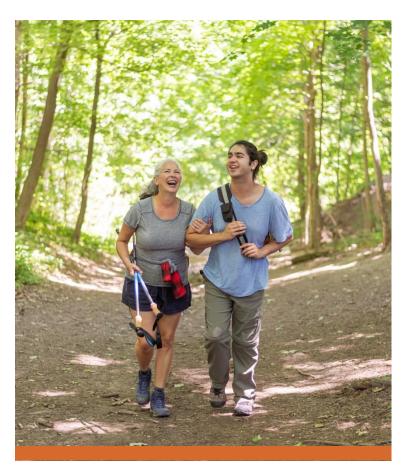


Natural Infrastructure Fund

The Natural Infrastructure Fund (NIF) is a new \$200 million fund which will support projects that use natural or hybrid approaches to protect the natural environment, support healthy and resilient communities, contribute to economic growth, and improve access to nature for Canadians. This will help to improve well-being, mitigate the impacts of climate change, improve access to nature for Canadians, and prevent costly natural events.

Disaster Mitigation and Adaption Fund (DMAF)

The Disaster Mitigation and Adaption Fund is a national merit-based program that supports infrastructure projects that help communities better



manage the risks of disasters triggered by natural hazards. As part of Budget 2021, an additional \$1.4 billion in federal funding over 12 years was announced to renew the DMAF; this builds upon the \$2 billion commitment over 10 years announced in 2018. Eligible investments aim to reduce the socio-economic, environmental and cultural impacts of natural hazards and extreme weather events when considering current and potential future climate change impacts.

Permanent Public Transit Program

The Permanent Public Transit Program (PPTP) will provide \$3 billion/year for public transit starting in 2026/27. This funding will offer cities and communities the predictable funding they need to plan for the future, and will help to create one million jobs, fight climate change, and help to sustain a resilient economy. Investing in public transit for the future will include ensuring Canadians can more easily access mobility options, and create solutions that meet their needs. While the Government's approach to the PPTP is still being developed, a permanent source of funding for public transit will undoubtedly offer the greatest benefits to communities and improve the quality of life for Canadians across the country.



People who walk or cycle to work reduce their risk of developing chronic disease by

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11%

Active Transportation in Action Across Canada

Grouse Mountain Regional Park Trails, Vancouver, British Columbia

Work is underway to upgrade a series of popular trails in the Grouse Mountain Regional Park, including Grouse Grind Trail and the B.C. Mountaineering Club Trail. Improvements to the entrance area on the main trailhead, along with the introduction of new connections to other trails, and the construction of new view points and rest areas will greatly improve the experience for hikers, while attracting new visitors to the park and encouraging people to adopt healthier and more active lifestyles.

First Nations groups are being consulted as part of this project and the upgrades, funded through the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program, are expected to be completed by April 2025.



Credit: Metro Vancouver Regional District

All-Ages-And-Abilities Bikeway, Halifax, Nova Scotia

An All-Ages-And-Abilities (AAA) Cycling Network is being built in Halifax with funding from the Public Transit Infrastructure Stream of the Investing in Canada Infrastructure Program, to create an accessible, safe and convenient network of cycling routes to encourage active transportation and offer more ways of getting around the regional municipality.

Work is underway on a 30-kilometre system of bikeways and pedestrian pathways, with many routes already complete, including a stretch along Hollis Street in the downtown which now features protected bike lanes. This network is a key part of Halifax's Integrated Mobility Plan and will improve the active transportation system's capacity, condition and accessibility and contribute to making the city more liveable, vibrant and sustainable.



Credit: City of Halifax

Flora Footbridge, Ottawa, Ontario

Residents of Ottawa are enjoying a safer and more convenient way of navigating the mid-town neighborhoods with the construction of the Flora Footbridge, a pedestrian and cyclist bridge crossing the Rideau Canal.

The Flora Footbridge, which was funded through the Public Transit Infrastructure Fund and which opened ahead of schedule in the summer of 2019, has helped shorten commute times and introduced a dedicated active and sustainable transportation route to schools, work, entertainment and shopping sites nearby. It has also helped strengthen links to other pathways connecting to Ottawa's LRT network, enabling more people to integrate active transportation into their daily commutes and making it easier for people to move around the city.



Kelly's Brook Shared-Use Path in St. John's, Newfoundland and Labrador

The City of St. John's is consulting residents and designing upgrades for the Kelly's Brook Trail with the goal of creating an attractive and continuous 4.8-kilometre route in St. John's that will serve as both a recreational path and an active transportation option, connecting popular destinations and amenities along the way.

The project involves upgrading and connecting existing segments of a trail that parallels Empire Avenue to create a safer, inclusive pedestrian and cycling route. Once complete, residents will benefit from a multi-purpose path that will better connect different neighbourhoods and connect the east and west ends of St. John's.

The project is being funded through the Public Transit Infrastructure Stream of the Investing in Canada Infrastructure Program and construction is expected to get underway in 2021.



Credit: Trace Design and City of St. John's

CANADA – THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY PERMANENT PUBLIC TRANSIT PROGRAM – ACTIVE TRANSPORTATION FUND GRANT AGREEMENT FOR PLANNING PROJECT TO DEVELOP AN ACTIVE TRANSPORTATION PLAN TO CONFIRM THE FEASIBILITY AND DESIGN OF BICYCLE LANES, RECREATIONAL TRAILS AND OTHER ACTIVE TRANSPORTATION INFRASTRUCTURE FOR THE TOWNSHIP OF SOUTH GLENGARRY, ONTARIO

This Agreement is made as of the date of last signature.

BETWEEN: HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Infrastructure and Communities, hereinafter referred to as the Minister of Intergovernmental Affairs, Infrastructure and Communities ("Canada")

AND

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY,

continued or incorporated pursuant to the the Municipal Act (the "Recipient"),

individually referred to as a "Party" and collectively referred to as the "Parties".

RECITALS

WHEREAS the Active Transportation Fund is the first federal fund to target active transportation. It is making \$400 million in federal funding available over five years to support a modal shift away from cars and toward active transportation, in support of Canada's National Active Transportation Strategy;

WHEREAS the Minister of Intergovernmental Affairs, Infrastructure and Communities is responsible for the Permanent Public Transit Program - Active Transportation Fund ("the Program") and wishes to provide financial support to The Corporation of the Township of South Glengarry under this Agreement;

WHEREAS the Recipient is a Municipality which is eligible under the Program and has submitted to Canada an application dated March 31, 2022, which successfully met the selection criteria and qualifies for funding under the Program;

WHEREAS the Recipient is responsible for carrying out the Project and Canada wishes to provide financial support for the Project and its objectives;

NOW THEREFORE, the Parties hereby agree as follows:

1. INTERPRETATION

1.1 DEFINITIONS

In addition to the terms defined in the recitals and elsewhere in this Agreement, a capitalized term has the meaning given to it in this Section.

"Agreement" means this grant agreement and all its schedules, as may be amended from time to time.

"Agreement End Date" means June 30, 2023.

"Communications Activity" or "Communications Activities" means, but is not limited to, public or media events or ceremonies including key milestone events,

news releases, reports, web and social media products or postings, blogs, news conferences, public notices, physical and digital signs, publications, success stories and vignettes, photos, videos, multi-media content, advertising campaigns, awareness campaigns, editorials, multi-media products and all related communication materials under this Agreement.

"**Contract**" means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to the Project in return for financial consideration.

"Effective Date" means the date of last signature of this Agreement.

"Eligibility Criteria" means the eligibility criteria as described in Schedule A.1 (Eligibility Criteria).

"**Project**" means the planning and design project submitted by the Recipient as described in Schedule A.2 (The Project).

"**Third Party**" means any person or legal entity, other than a Party, who participates in the implementation of the Project by means of a Contract.

1.2 ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the Parties in relation to the subject of the Agreement. No prior document, negotiation, provision, undertaking or agreement has legal effect, unless incorporated by reference into this Agreement. No representation or warranty express, implied, or otherwise, is made by Canada to the Recipient except as expressly set out in this Agreement.

1.3 DURATION OF AGREEMENT

This Agreement will be effective as of the Effective Date and will terminate on the Agreement End Date subject to early termination in accordance with this Agreement.

1.4 SCHEDULES

The following schedules are attached to, and form part of this Agreement:

Schedule A – Grant Details

Schedule B – Eligible and Ineligible Expenditures

Schedule C – Communications Protocol

2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions whereby Canada will provide funding to the Recipient for the Project.

3. OBLIGATION OF THE PARTIES

3.1 GRANT BY CANADA

- a) Canada agrees to make a grant payment to the Recipient for the total amount of fifty thousand dollars (\$50,000) under this Agreement which will be payable in accordance with the terms of this Agreement.
- b) The Parties acknowledge that Canada's role in the Project is limited to making a grant payment to the Recipient for the Project and that Canada will have no involvement in the implementation of the Project. Canada is neither a decision-maker nor an administrator to the Project.

3.2 COMMITMENTS BY THE RECIPIENT

- a) The Recipient will inform Canada promptly should it no longer meet the Eligibility Criteria.
- b) The Recipient will complete the Project in accordance with the terms and conditions of this Agreement.

- c) The Recipient will repay to Canada any and all overpayments made under and according to the terms and conditions of this Agreement.
- d) The Recipient will inform Canada immediately should it no longer be able to meet the terms and conditions of this Agreement or of any fact or event that could compromise wholly or in part the Project

3.3 APPROPRIATIONS AND FUNDING LEVELS

Notwithstanding Canada's obligation to make any payment under this agreement, this obligation does not arise if, at the time when a payment under this agreement becomes due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for making the payment. Canada may reduce or terminate any payment under this Agreement in response to the reduction of appropriations or departmental funding levels in respect of transfer payments, the program under which this Agreement was made or otherwise, as evidenced by any appropriation act or the federal Crown's main or supplementary estimates expenditures. Canada will promptly advise the Recipient of any reduction or termination of funding once it becomes aware of any such situation. Canada will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction or termination of funding.

3.4 CHANGES DURING THE LIFE OF THE PROJECT

- a) Where a change to this Agreement is contemplated, the Recipient will submit to Canada a request for a change.
- b) Where the change is approved by Canada, the Parties will execute the corresponding amendment to the Agreement in accordance with Section 13.12 (Amendments).

4. RECIPIENT REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants to Canada that:

- b) the Recipient has the capacity and authority to enter into and execute this Agreement [INSERT EITHER "as duly authorized by [BY-LAW, dated [DATE]" The Recipient has the capacity and authority to carry out the Project;
- c) The Recipient and Project meet the Eligibility Criteria;
- d) This Agreement constitutes a legally binding obligation of the Recipient, enforceable against it in accordance with its terms and conditions;
- e) All information submitted to Canada as set out in this Agreement is true, accurate, and was prepared in good faith to the best of its ability, skill, and judgment.;
- f) Any individual, corporation or organization that the Recipient has hired, for payment, who undertakes to speak to or correspond with any employee or other person representing Canada on the Recipient's behalf, concerning any matter relating to the contribution under this Agreement or any benefit hereunder and who is required to be registered pursuant to the federal *Lobbying Act*, is registered pursuant to that Act;
- g) The Recipient has not and will not make a payment or other compensation that is contingent upon or is calculated upon the contribution hereunder or the negotiation of the whole or any part of the terms and conditions of this Agreement to any individual, or corporation or organization with which that individual is engaged in doing business with, who is registered pursuant to the federal *Lobbying Act;*
- h) There are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Recipient, threatened and there is no order, judgment or decree of any court or governmental agency which could materially and

adversely affect the Recipient's ability to carry out the activities contemplated by this Agreement. The Recipient will inform Canada immediately if any such action or proceedings are threatened or brought during the term of this Agreement;

- i) The Recipient is in good standing under the laws of the jurisdiction in which it is required to be registered;
- j) The Recipient will award and manage all Contracts in accordance with its policies and procedures and in a way that is transparent, competitive, consistent with value-for-money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements.

5. GRANT PAYMENT(S)

- a) Canada will pay the grant payment to the Recipient in one lump sum within twenty (20) business days upon:
 - i. the Parties' execution of this Agreement; and
 - ii. evidence provided by the Recipient, to Canada's satisfaction, that the Recipient meets the Eligibility Criteria.

6. REPORTING

The Recipient will be required to submit a narrative report on their activities upon the completion of their planning strategy. The contents of this report would include:

- a) Project targeted within the strategy;
- b) Alignment of strategy goals with federal outcomes;
- c) Outreach to vulnerable populations carried out during the creation of the strategy;
- d) Communications Activities.

7. AUDIT AND EVALUATION

7.1 RECIPIENT AUDIT

Canada may, at its discretion, conduct a Recipient audit related to this Agreement during the term of this Agreement and up to two years after the Agreement End Date, in accordance with the Canadian Auditing Standards.

7.2 EVALUATION

The Recipient agrees to cooperate with Canada in the conduct of any evaluation of the Program during or after the term of this Agreement.

7.3 CORRECTIVE ACTION

The Recipient agrees to ensure that prompt and timely corrective action is taken in response of any audit findings and recommendations conducted in accordance with this Agreement.

7.4 RECORD KEEPING

The Recipient will keep proper and accurate financial accounts and records, including but not limited to its Contracts, invoices, statements, receipts, and vouchers, in respect of the Project, for at least six (6) years after the Agreement End Date.

7.5 ACCESS

The Recipient will provide Canada and its designated representatives with reasonable and timely access to the Project sites, facilities, and any

documentation for the purposes of audit, evaluation, inspection and monitoring compliance with this Agreement.

8. COMMUNICATIONS

8.1 COMMUNICATIONS PROTOCOL

The Parties will comply with Schedule C (Communications Protocol).

8.2 RECOGNITION OF CANADA'S GRANT

The Recipient will acknowledge Canada's grant in all signage and public communication produced as part of the Project or Agreement, in a manner acceptable to Canada, unless Canada communicates in writing to the Recipient that this acknowledgement is not required.

8.3 PUBLIC INFORMATION

The Recipient acknowledges that the following may be made publicly available by Canada:

- a) its name, the amount awarded by Canada, and the general nature of the Project; and
- b) any evaluation or audit report and other reviews related to this Agreement.

8.4 OFFICIAL LANGUAGES

The Recipient agrees that:

- all bilingual requirements for joint funding announcements, and any communications activity led by Canada, will be managed by Infrastructure Canada.
- b) it will provide its services, when appropriate, in such a manner as to accommodate the specific needs of both official language communities.

9. INTELLECTUAL PROPERTY

- a) All intellectual property that arises in the course of the Project will vest in the Recipient.
- b) The Recipient will obtain the necessary authorizations, as needed, for the implementation of the Project, from third parties to this Agreement who may own the intellectual property rights or other rights in respect of the Project. Canada will assume no liability in respect of claims from any third party to this Agreement in relation to such rights and to the Agreement.
- c) The Recipient hereby grants to Canada a free of charge, non-exclusive, royaltyfree, perpetual, worldwide and irrevocable license to exercise the intellectual property rights including to collect, retain, use, reproduce, communicate, modify, disclose, translate, publish, and distribute, in whole or in part, products developed for the completion of the Project and any other information provided by the Recipient, for promotional, informational and reporting purposes, in relation to this Agreement, in any form and by any medium, for any purpose directly or indirectly related to the Program.
- d) Canada has the right to film or photograph the Recipient, its officers, servants, employees, or agents during visits, activities, and events for the purpose of promoting the Program. The Recipient further agrees that Canada can use or publish any such film or photograph internally or externally, in whole or in part, in any form and by any medium for the purposes of promoting the Program.

10. DISPUTE RESOLUTION

In the event of a dispute arising under the terms of this Agreement, the Parties agree to make a good faith attempt to settle the dispute. In the event that the Parties are unable to resolve the dispute through negotiation, they agree to give good faith consideration to resorting to other alternate dispute resolution

processes to resolve the dispute. However, the Parties agree that nothing contained in this section will affect, alter or modify the rights of Canada under this Agreement to terminate the Agreement.

11. DEFAULT

11.1 EVENTS OF DEFAULT

The following events constitute Events of Default under this Agreement:

- a) the Recipient has not complied with one or more of the terms and conditions of this Agreement;
- b) the Recipient no longer meets the Eligibility Criteria;
- c) the Recipient has submitted false or misleading information to Canada or made a false or misleading representation in respect of the Project, except for an error in good faith, demonstration of which is incumbent on the Recipient, to Canada's satisfaction.

11.2 DECLARATION OF DEFAULT

Canada may declare a default if:

- a) In Canada's opinion, one or more of the Events of Default occurs;
- b) Canada gave notice to the Recipient of the event which constitutes an Event of Default; and
- c) The Recipient has failed, within thirty (30) business days of receipt of the notice from Canada, either to remedy the Event of Default or to notify Canada and demonstrate, to the satisfaction of Canada, that it has taken such steps as are necessary to remedy the Event of Default.

11.3 REMEDIES ON DEFAULT

In the event of default under this Agreement, Canada may exercise one or more of the following remedies, without limiting any remedy available to it at law:

- a) suspend any obligation by Canada to make a grant payment to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
- b) terminate any obligation of Canada to make a grant payment to the Project, including any obligation to pay any amount owing prior to the date of such termination;
- c) require the Recipient to reimburse Canada all or part of the grant paid by Canada to the Recipient;
- d) terminate the Agreement.

12. LIMITATION OF LIABILITY AND INDEMNIFICATION

12.1 DEFINITION OF PERSON

In this section, "Person" includes, without limitation, a person, the Recipient, a Third Party, a corporation, or any other legal entity, and their officers, servants, employees or agents.

12.2 LIMITATION OF LIABILITY

In no event will Canada, its officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:

- a) any injury to any Person, including, but not limited to, death, economic loss or infringement of rights;
- b) any damage to or loss or destruction of property of any Person; or
- c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Agreement or the Project.

12.3 INDEMNIFICATION

The Recipient will at all times indemnify and save harmless Canada, its officers, servants, employees or agents, from and against all actions, claims, demands, losses, costs, damages, suits or other proceedings, whether in contract, tort (including negligence) or otherwise, by whomsoever brought or prosecuted in any manner based upon or occasioned by:

- a) any injury to any Person, including, but not limited to, death, economic loss or any infringement of rights;
- b) any damage to or loss or destruction of property of any Person; or
- c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Agreement or Project, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings are caused by the negligence or breach of the Agreement by an officer, servant, employee or agent of Canada in the performance of his or her duties.

13. GENERAL

13.1 SURVIVAL

The Parties' rights and obligations, which by their nature extend beyond the termination of this Agreement, will survive any termination of this Agreement.

13.2 DEBTS DUE TO THE FEDERAL CROWN

Any amount owed to Canada under this Agreement by the Recipient will constitute a debt due to the federal Crown, which the Recipient will reimburse to Canada forthwith on demand.

13.3 INTEREST ON DEBTS DUE TO THE FEDERAL CROWN

Debts due to the federal Crown by the Recipient will accrue interest in accordance with the federal Interest and Administrative Charges Regulations.

13.4 SET-OFF BY CANADA

Any debt due to the federal Crown by the Recipient may be set-off against any amounts payable by Canada to the Recipient under this Agreement.

13.5 MEMBERS OF THE HOUSE OF COMMONS AND SENATE

No member of the House of Commons or the Senate of Canada will be admitted to any share or part of this Agreement, or to any benefit arising from it that is not otherwise available to the public. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

13.6 CONFLICT OF INTEREST

No current or former public servant or public office holder to whom any postemployment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from this Agreement unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

13.7 NO AGENCY, PARTNERSHIP, JOINT VENTURE, ETC.

a) No provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient or between Canada and a Third Party. b) The Recipient will not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Canada.

13.8 NO AUTHORITY TO REPRESENT

Nothing in this Agreement is to be construed as authorizing any person, including a Third Party, to contract for or to incur any obligation on behalf of Canada or to act as an agent for Canada. The Recipient will take the necessary action to ensure that any Contract between the Recipient and any Third Party contains a provision to that effect.

13.9 ASSIGNMENT

The Recipient will not transfer or assign its rights or obligations under this Agreement without the prior written consent of Canada. Any attempt by the Recipient to assign any of the rights, duties or obligations of this Agreement without Canada's express written consent is void.

13.10 COUNTERPART SIGNATURE

This Agreement may be signed in counterpart, including by electronic signature or PDF, and the signed copies will, when attached, constitute an original agreement.

13.11 SEVERABILITY

If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

13.12 AMENDMENTS

This Agreement, including its schedules, can only be amended in writing by the Parties.

13.13 WAIVER

A Party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the Party will not constitute a waiver.

13.14 NOTICE

 Any notice, information or required documentation provided for under this Agreement must be delivered in person or sent by mail, email, or messenger to the identified representatives of the Parties at the following coordinates, unless otherwise specified by Canada:

Canada:

Active Transportation Fund Infrastructure Canada 180 Kent Street Ottawa Ontario ATF-FTA@infc.gc.ca

Recipient:

Sarah McDonald, General Manager of Infrastructure Services 6 Oak Street, Box 220

Lancaster, Ontario, KOC 1NO

smcdonald@southglengarry.com

Ph: 613-347-1166 ext. 2502

Fax: 613-347-3411

- b) Such notice will be deemed to have been received:
 - i. in person, when delivered;
 - ii. if sent by mail or email, when receipt is acknowledged by the other Party;
 - iii. if sent by messenger or registered mail, when the receiving Party has signed the acknowledgment of reception.
- c) If a Party changes its representative or the coordinates for that representative, it will advise the other Party as soon as possible.

13.15 COMPLIANCE WITH LAWS

The Recipient will comply with all applicable laws and regulations and all requirements of regulatory bodies having jurisdiction over the subject matter of the Project.

13.16 GOVERNING LAW

This Agreement is governed by, and is to be interpreted in accordance with, the applicable federal laws and the laws in force in Ontario. The Parties attorn to the jurisdiction of the Courts of Ontario and all courts competent to hear appeals from the Courts of Ontario.

13.17 SUCCESSORS AND ASSIGNS

This Agreement is binding upon the Parties and their respective successors and assigns.

14. SIGNATURES

This Agreement has been executed on behalf of Her Majesty the Queen in right of Canada by the Minister of Intergovernmental Affairs, Infrastructure and Communities and on behalf of The Corporation of the Township of South Glengarry byLyle Warden, Mayor and Kelli Campeau, Clerk.

HER MAJESTY THE QUEEN IN RIGHT OF CANADA	The Corporation of the Township of South Glengarry
Per: Marie-Pier Nassif, Senior Director Active Transportation and Zero Emission Buses, Infrastructure Canada	Per: <mark>Lyle Warden</mark> Mayor
Date	[Date]
	[If Recipient requires more than one signature to execute the agreement, use:]
	Per: <mark>Kelli Campeau</mark> <mark>Clerk</mark>
	[Date]

SCHEDULE A – GRANT DETAILS

SCHEDULE A.1: ELIGIBILITY CRITERIA

RECIPIENT ELIGIBLITY:

Municipal, local and regional governments such as service districts; Indigenous organizations; and not-for-profit organizations can apply for planning and design grants. The complete list of eligible applicants is:

- 1) Municipalities, local and regional governments established under provincial or territorial statute, including service districts.
- 2) Public sector bodies that are established by or under provincial or territorial statute, or by regulation, or are wholly-owned by a province, territory, municipal or regional government, including but not limited to:
 - a) Municipally-owned corporations;
 - b) Provincial or territorial organizations that deliver municipal services; and
 - c) Any other form of local governance that exists outside of the municipality description.
- 3) Indigenous governing bodies, including but not limited to:
 - a) A band council within the meaning of section 2 of the *Indian Act*;
 - b) A First Nation, Inuit or Métis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation; and
 - c) A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure.
- 4) Federally or Provincially incorporated not-for-profit organizations whose mandate is to improve Indigenous outcomes, organizations serving Indigenous communities living in urban centers and First Nations living off-reserve.
- 5) Indigenous development corporations.
- 6) Federally or Provincially incorporated not-for-profit organizations.

Please note that individuals; private citizens; and federal entities, including federal Crown corporations are ineligible.

PROJECT ELIGIBILITY:

Planning and design projects refer to the development or enhancement of formal active transportation strategic planning documents or stakeholder engagement. This could entail the development of an Active Transportation Strategy, that could support the National Active Transportation Strategy, or the development of an active transportation component which can be added to other planning documents, such as Official Community Plans, Sustainability Plans, and Transportation Plans. Eligible projects include:

- Research, including case studies, data collection initiatives, mapping of walkability and bikeability, community audits/assessments;
- Public and/or stakeholder engagement and outreach, education programs;
- Policy development, including drafting objectives/actions for inclusion in community land use and/or transportation plans;
- Feasibility studies, business cases, and detailed costing estimates relating to the • design of a project or program; and
- Projects which support the implementation of Canada's national active transportation strategy, such as events raising awareness and encouraging adoption of active transportation.

SCHEDULE A.2: THE PROJECT

The Township of South Glengarry (South Glengarry) is a popular tourist destination surrounded by campgrounds, conservation areas and other outdoor amenities along the St. Lawrence River. With vast opportunities for outdoor activities in the South Glengarry community, our goal is to promote an active lifestyle by developing an enhanced active transportation network. Through the completion of our proposed project, South Glengarry will prepare an Active Transportation Plan to establish a set of strategies in order to improve future options for biking, walking and active transportation networks throughout the community.

Through public consultation, and professional infrastructure and engineering design, we will build on the work previously completed through the Township's Recreation Master Plan. Throughout the completion of this project, we will identify traffic flow improvements, as well as future trail network and infrastructure upgrades in order to improve safety and operational efficiencies through the future expansion of South Glengarry's active transportation networks. Through a series of research initiatives and feasibility studies, our new Active Transportation Plan will provide a concrete list of future active transportation initiatives and associated budgets to provide accurate future planning and yearly budgeting.

The entire township's population of 13,500 people will benefit from the results of this planning project. Our Active Transportation Plan will ensure accessibility for anyone who wishes to use the network, including persons with disabilities, seniors, youth, racialized people and many other vulnerable groups. Public consultation will be an integral part of our Active Transportation Plan development and will ensure the plan reflects the needs of residents and tourists alike.

Our expanded Active Transportation Plan will take form over two project phases. The first phase will be pre-project development and design, which will include public consultation and initial designs. Key aspects of this phase will be determining which transportation networks require repair or expansion as well as identifying possible locations of future active transportation networks and infrastructure. These include, but are not limited to, bicycle lanes and recreational trails throughout our community. The second planning phase will re-engage the public to receive feedback on the initial designs, address concerns, and adjust accordingly. Upon completion of the second planning phase, the Township of South Glengarry will have the resources necessary to develop and integrate our detailed Active Transportation Plan to enhance South Glengarry's future development initiatives. Through the successful completion of this project, we will be able to recommend and implement new infrastructure, policies, and educational initiatives necessary to improve access and awareness of active transportation throughout South Glengarry, as well as enable and encourage walking and cycling as preferred modes of transportation within and throughout the community. This plan will align with current and future economic development, social and environmental initiatives, and will be an integral part of our community's foreseeable development.

SCHEDULE A.3: THE PROJECT BUDGET

Project Budget	Amount
Total Project Cost	\$80,000
Total Eligible Cost	\$80,000

Total INFC Contribution	Grant Payment 2022-23	Total
ATF – Planning Stream	\$50,000	\$50,000

Other Sources of Funding

Funding from the Recipient	\$30,000
Funding from Additional Sources	\$0
Total Other Sources of Funding	\$30,000

SCHEDULE B – ELIGIBLE AND INELIGIBLE EXPENDITURES

Eligible expenditures are those considered to be direct and necessary for the successful implementation of an eligible project under the overarching Permanent Public Transit Program and the Active Transportation Fund and are incurred by an Eligible Recipient, excluding those explicitly identified in the Ineligible Costs section below.

While a Recipient under this Agreement is not required to submit claims they should be mindful of what is considered as eligible and ineligible as part of the funding provided by this Grant.

The Program Analyst assigned to manage your agreement will provide additional support on interpreting the eligible and ineligible expenditures.

SCHEDULE B.1: ELIGIBLE EXPENDITURES:

- Expenditures directly associated with joint federal communication activities and with federal project signage;
- Costs/expenditures incurred for consultation or engagement with Indigenous groups on the project. These costs are retroactively eligible dating back to one year prior to the submission of the application for funding. These costs can include legal fees of the Indigenous groups, as part of overall consultation capacity funding, if they are incurred by an Indigenous group who is not a Recipient or an Ultimate Recipient of the given project, are reasonable, as determined by Canada, support consultation efforts, activities or tools and are not used to fund litigation against the Crown;
- Expenditures incurred for accommodation of adverse impacts on Aboriginal and Treaty rights;
- Incremental expenditures directly related to meeting specific program requirements, such as climate change and resiliency assessments, as well as creating community employment benefit plans;
- The incremental costs of the eligible recipients' employees may be included as an eligible expenditure provided that the use of employees or equipment pertains solely to the implementation of the project, and:
 - There is a lack of private sector capacity to undertake the work; or
 - The work involves proprietary or specialized infrastructure or equipment 0
 - that requires specific knowledge or skill of the recipient's employees; or
 - A collective agreement requires the recipient to use their own unionized 0 employees for certain project work.
- Costs associated with project monitors or independent certifiers

SCHEDULE B.2: INELIGIBLE EXPENDITURES

- Expenditures incurred before project funding approval and any and all expenditures related to agreements signed prior to project funding approval, except those specified under Section B.1 of this Schedule.
- Expenditures related to purchasing land, buildings and associated real estate and other fees:
- Expenditures related to cost overruns or incurred for cancelled projects;
- Furnishings and non-fixed assets which are not essential for the operation of the asset/project;
- General repairs and maintenance of a project and related structures, unless they are part of a larger capital project;
- Services on works normally provided by an eligible recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- Taxes for which the eligible recipient is eligible for a tax rebate and all other costs eligible for rebates;

- On-going operations, maintenance and/or electricity and fuel costs associated with the operations of capital assets;
- Legal fees, except those explicitly eligible under Section B.1 of this Schedule
- Financing, interest, and taxes, including principal and interest payments to the Canada Infrastructure Bank;
- Leasing land, buildings, equipment and other facilities except for equipment other than equipment directly related to the construction of the project, real estate fees and related costs;
- Provincial sales tax and Goods and Services tax/HST, for which the recipient is eligible for a rebate, and any other costs eligible for rebates;
- Purchase or maintenance of diesel buses;
- Expenditures related to any good and services which are received through donation or in-kind contribution;
- Employee costs, with the exception of incremental costs which pertain solely to the implementation of the project under Section B.1 of this Schedule; and
- Maintenance expenditures incurred as part of regular operations;

SCHEDULE C- COMMUNICATIONS PROTOCOL **INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING**

PURPOSE

This section outlines the roles and responsibilities of each of the Parties to this Agreement with respect to Communications Activities related to this Agreement and the Projects funded through it.

This section will guide the planning, development and implementation of all Communications Activities to ensure clear, consistent and coordinated communications to the Canadian public.

The provisions of this section apply to all Communications Activities related to this Agreement and any Projects funded under this Agreement.

GUIDING PRINCIPLES

Communications Activities undertaken in accordance with this section should ensure that Canadians are informed of infrastructure investments made to help improve their quality of life and that they receive consistent information about funded Projects and their benefits.

GOVERNANCE

The Parties will designate communications contacts that will be responsible for overseeing communication activities.

JOINT COMMUNICATIONS

Canada and the Recipient will jointly conduct Communications Activities about the funding of the Project(s) ("Joint Communications").

Joint Communications under this Agreement should not occur without the prior knowledge and agreement of all Parties, where applicable.

All Joint Communications material will be approved by Canada and the Recipient prior to release, and will recognize the funding of all parties.

Each of the Parties may request Joint Communications to communicate to Canadians about the progress or completion of the Project(s). The requestor will provide at least fifteen (15) business days' notice to the other Party. If the Communications Activity is an event, it will take place at a mutually agreed date and location.

The requestor of the Joint Communications will provide an equal opportunity for the other Parties to participate and choose their own designated representative (in the case of an event).

The Recipient will be responsible for providing onsite communications and logistics support.

Canada has an obligation to communicate in English and French. Joint Communications products must be bilingual and include the Canada word mark and Recipient's logos. Canada will provide the translation services and final approval on products.

The conduct of all Joint Communications will follow the Table of Precedence for Canada.

INDIVIDUAL COMMUNICATIONS

Notwithstanding section 8 (Communications), Canada and the Recipient retain the right to meet their obligations to communicate information to Canadians about the Agreement and the use of funds through their own Communications Activities.

Canada will post a copy of this agreement on its website, in addition to information on any of the Recipients funded through it.

Canada, and the Recipient may each include general Program messaging and examples of Projects funded though the Agreement in their own Communications Activities. The authoring Party will not unreasonably restrict the use of such products or messaging by the other Parties; and if web or socialmedia based, from linking to it.

Canada and the Recipient may issue digital communications to communicate progress of the Project(s).

Where a Party establishes a web site or web page is created to promote or communicate progress on a funded Project or Projects, that Party must ensure that the site or page recognizes federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada."

The Canada wordmark or digital sign must link to Infrastructure Canada's website. Canada will provide and publish guidelines for how this recognition is to appear.

OPERATIONAL COMMUNICATIONS

The Recipient is solely responsible for operational communications with respect to Projects, including but not limited to: calls for tender, or construction and public safety notices. Operational communications as described above are not subject to the federal official language policy.

Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, "This project is funded in part by the Government of Canada."

MEDIA RELATIONS

Canada and the Recipient will share information promptly with the other Party should significant media inquiries be received or emerging media or stakeholder issues arise to a Project or the overall fund.

ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, Canada and/or the Recipient may, at their own cost, organize an advertising or public information campaign related to this Agreement or eligible Projects. However, such a campaign will respect the provisions of this Agreement and the Government of Canada requirements for advertising. In the event of such a campaign, the sponsoring Party or Recipient will inform the other Parties or Recipient of its intention no less than twenty-one (21) working days prior to the campaign launch.



STAFF REPORT

PREPARED BY:	Joanne Haley- GM- Planning, Building and Enforcement
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	February 21, 2023
<u>SUBJECT:</u>	Emergency Management Program and Emergency Response Plan By-law

BACKGROUND:

- 1. The *Emergency Management and Civil Protection Act* (EMCPA) and its supporting Regulation 380/04 (O Reg 380/04) provide a number of requirements for both ministries and municipalities to comply with on an annual basis.
- 2. Under section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (the "Act"), Council shall pass a by-law formulating or providing for the formulation and implementation of an emergency management program. The emergency management program shall consist of an emergency plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery efforts, and public education on risks to public safety and on public preparedness;
- 3. On December 6, 2021, the Council of the Township of South Glengarry passed an Emergency Planning By-law that encompassed all legislated requirements of the day.

ANALYSIS:

- 4. Administration deemed it essential to review and create a new Emergency Management By-law to update the legislative terms and requirements to ensure that it meets the Emergency Management and Civil Protection Act annual compliance requirements.
- 5. This By-law describes South Glengarry's current Emergency Management Structure, our Emergency Management Program, when an emergency is declared and designates all Township employees as emergency workers in the event of an Emergency.
- 6. This by-law update will assist us with our compliance with the annual Emergency Management requirements as legislated for 2023.

7. If this by-law is adopted, By-law 100-21 will be repealed.

IMPACT ON 2023 BUDGET:

8. Adopting this by-law has no impact on the 2023 budget. The implementation of the Township's Emergency Management Program has been budgeted for in 2023.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.

Goal 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 29-2023 be received and that By-law -2023, being a by-law to provide for the establishment and adoption of an Emergency Management Program and an Emergency Response Plan for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open Council this 21st day of February 2023.

Recommended to Council for Consideration by: CAO – TIM MILLS

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY BY-LAW 16-2023 FOR THE YEAR 2023

BEING A BY-LAW TO PROVIDE FOR THE ESTABLISHMENT AND ADOPTION OF AN EMERGENCY MANAGEMENT PROGRAM AND AN EMERGENCY RESPONSE PLAN FOR THE TOWNSHIP OF SOUTH GLENGARRY.

WHEREAS, the *Municipal Act, 2001,* c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS under section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (the "Act") and Ontario Regulation 380/04,the Council shall pass a by-law formulating or providing for the formulation and implementation of an emergency management program. The emergency management program shall consist of an emergency response plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery efforts, and public education on risks to public safety and on public preparedness;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

AND WHEREAS the Act authorizes employees of the Township to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist; to protect the property and the health, safety and welfare of the residents of South Glengarry.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

1. Definitions

1.1. In this by-law:

"Emergency Response Plan" (ERP) describes the Township's overall authority, principles, policies, emergency levels, operational concepts, and organizational arrangements of the South Glengarry Emergency Management Structure.

2. Emergency Management Structure

- 2.1. There shall be established within the Township, a formal emergency management structure, consisting of:
 - a) the Community Emergency Management Co-ordinator (CEMC),
 - b) the Emergency Management Program Committee (EMPC)
 - c) the Municipal Emergency Control Group (MECG)
- 2.2. The appointed Community Emergency Management Coordinator (CEMC) for the Township shall be the General Manager of Planning, Building and Enforcement. The CEMC shall be responsible for the development, implementation and maintenance of the emergency management program.
- 2.3. The responsibilities of the CEMC shall include:
 - a) develop and update the ERP as required;
 - b) develop and conduct municipal emergency management training programs;
 - c) develop and conduct municipal training exercises;
 - d) develop and implement public education programs; and
 - e) during an emergency, provide advice to the MECG.
- 2.4. The EMPC shall be established to provide the Township with a higherlevel co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its five core components: prevention, mitigation, preparedness, response and recovery.
- 2.5. The EMPC shall include the following, or their designated alternates:
 - a) Chief Administrative Officer (CAO)
 - b) CEMC
 - c) Emergency Information Officer (EIO)
 - d) Fire Chief
- 2.6. The EMPC shall be chaired by the CEMC.
- 2.7. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.
- 2.8. The persons holding the following positions in the Township shall be members of the Municipal Emergency Control Group (MECG)
 - a) Mayor
 - b) CAO
 - c) Clerk

- d) Fire Chief
- e) GM Finance Services
- f) GM Infrastructure Services
- g) CEMC
- h) EIO
- 2.9. Depending on the nature of the emergency, the CAO may authorize additional members from other departments or organizations to become members of the MECG as advisors.
- 2.10. The MECG shall assemble as soon as is reasonably possible when directed to do so by the CEMC or alternate. CEMC or alternate shall be responsible for notifying members of the MECG of the direction to assemble.

3. Emergency Management Program

- 3.1. The emergency management program shall be developed and implemented in accordance with the Act and Regulations. The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency response plan, training and exercise programs, and public education on risks and personal preparedness.
- 3.2. The ERP shall govern the provision of necessary services during an emergency and the procedures under, and the manner in which members of the MECG will respond.
- 3.3. The Township shall submit a copy of the ERP and revisions, to Emergency Management Ontario (EMO).
- 3.4. The CEMC may add any risk specific support plans to the ERP, as deemed to be required. These plans will be co-ordinated with appropriate stakeholders and issued under the authority of the CEMC.
- 3.5. These plans shall be updated as required and as determined by the CEMC.
- 3.6. The ERP shall be made available to the public.

4. Emergency Operations Centre

4.1. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the ERP.

5. Declaration of an Emergency

- 5.1. In accordance with the provisions with the Act, the Mayor may declare that an emergency exists in the Township or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township.
- 5.2. This by-law hereby designates all Township employees as emergency workers in the event of a declared emergency and therefore all Township employees may be called out and assigned responsibilities to assist in the implementation of the ERP.

- 6. This by-law may be referred to as the "EMERGENCY MANAGEMENT BY-LAW."
- 7. By-law 100-2021 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF FEBRUARY 2023.

MAYOR: ____ CLERK:____

	REPORT TO:	Council of the Township of South Glengarry
SOUTH	MEETING DATE:	February 21, 2023
GLENGARRY Ontario's Celtic Heartland	SUBJECT:	Departmental Update – Corporate Services (January 2023)
SOUTH ME GLENGARRY Intaria's Celtic Heartland	PREPARED BY:	Kelli Campeau, GM Corporate Services/Clerk

CAO'S OFFICE:

- Attended Council and Committee meetings (Special Meeting, Council Meeting, Committee of the Whole, Committee of Adjustment, Cornwall Regional Airport Commission)
- Facilitated Management Team meetings.
- Reviewed and signed off on council meeting reports.
- Met with constituents and addressed various complaints and inquiries.
- Managed various HR matters.
- Continued work on various legal files.
- Prepared for ROMA conference delegations.
- Met with SDG Counties new CAO.
- Met with SDG Counties Communications Coordinator.
- Continued work on Cornwall Regional Airport RATI funding project.
- Ongoing departmental budget meetings.
- Attended Rural Ontario Municipal Association (ROMA) conference.

CLERK'S OFFICE:

- Council and committee meeting agenda/meeting preparation, facilitation and wrap-up.
- Preparation of reports and by-laws for various Council and committee meetings.
- Provided Commissioner of Oath and licensing services.
- Met with various Strategic Planning consultants and reviewed proposals submitted.
- Prepared and submitted annual Information and Privacy Commission statistics report.
- Continued stakeholder meetings for implementation of Stone Share records management system.
- Met with SDG Counties Communications Coordinator.
- Continued work on Freedom of Information files.
- Attended SDG Clerk's Meeting (virtual).

- Facilitated weekly Corporate Services departmental meetings.
- Attended management team meetings.
- Acting CAO in CAO's absence (January 22-24)
- Completed Municipal Modernization Program Intake 3 final report.

COMMUNICATIONS:

- Daily preparation of website and social media content.
- Responded to general inquiries received through website and social media.
- Management of Council meeting technology and livestream.
- Preparations and content development for Spring/Summer Community Guide.
- Attended regional municipal marketing meeting.
- Preparation of monthly municipal newspaper column.
- Preparation of Council Newsletter.

COMMUNICATIONS STATS:

- YouTube Stats:
 - +3 subscribers (163 total)
 - o 572 Video Views
 - Most watched videos:
 - January 16th Regular Meeting (184)
 - January 16th Committee of the Whole (105)
 - January 11th Special Meeting (87)
 - January 16th Public Meeting (60)
 - Liquid Dust Suppressant Tender Opening (23)
- Website Most Popular Searches
 - Burn Permit (15)
 - Garbage Collection (10)
 - Tax Certificate (4)
 - o Calendar (3)
 - Hall Rental (3)
- Facebook Stats Posts with Highest Reach
 - Missed garbage collection (28.5K)
 - Water Across Chapel Road (16K)
 - Summer Student Job Posting (10.3K)
 - Winter Maintenance Military Rd. Parking (7.4K)
 - BGC March Break Camp (3.9K)

 REPORT TO:
 Council of the Township of South Glengarry

 SOUTH South South South South Glengarry
 MEETING DATE:
 February 13, 2023

 Onterrais Celtur Heartland
 SUBJECT:
 Departmental Update – Finance (January 2023)

 PREPARED BY:
 Suday Jain, GM of Finance/Treasurer

AR Activity

- Finalized remaining 2022 assessment changes and severance and consolidations, tax incentive approvals and supplementary/omitted assessment bills
- Reviewed accounts receivable accounts and transferred to taxes where warranted
- Water bills due January 16, 2023

AP Activity

• Continued payment of vendors, keeping our suppliers current.

Treasury Activity

- Continue to meet with GMs to prepare for 2023 Operating budget
- Attended workshops on Asset Retirement Obligation's, MPAC's Farm Forestry Exemption
- Continue to review files for tax registration
- Review of Grants and Donations policy
- Submitted annual application for Municipal Drain Superintendent Grant

	REPORT TO:	Council of the Township of South Glengarry
l	MEETING DATE:	February 21, 2023
	SUBJECT:	Departmental Update – Infrastructure Services (December 2022 and January 2023)
	PREPARED BY:	Sarah McDonald, P. Eng. – GM Infrastructure

Staffing Highlights:

SOUTH GLENGARRY Ontario's Celtic Heartland

• Sean Anderson joins the Township as Seasonal Driver / Labourer

Administration

- Budget Review, Strategy and Planning for 2023
- Posted 2022 / 2023 "Snow Removal Routes" to our website
- Tenders Liquid Dust Suppressant
- Prepared tax bill inserts (Waste Management focus)
- Regional Waste Management Meetings
- Ongoing receipt and responses to resident inquiries, requests, and complaints
- Monthly Infrastructure All-Hands Meeting

Water / Wastewater Division

December 2022

- Lancaster Watermain Break Military Road (x2 Days)
- Paving Completed/Flagging
- Lancaster WTP sewer pump taken out for repair
- WSER numbers
- Well System Maintenance and Repair to Units
- Yearly Generator Maintenance
- Hypo & Alum Delivery
- Winter Storm December 23/24/25
 - High winds causing multiple power flickers and power outages
 - Bypass due to power failure
- Winter Melt December 31
 - High Flows and Bypass's

- Christmas 72 Hour Checks
- New Years 72 Hour Checks

January 2023

- Winter Melt (Dec 31st/Jan 1st, 2023)
- Power Outages and High Winds
 - Lancaster Lagoon Blower 2 Blown Electrical Components
 - Lancaster WTP Blown Backwash Blower Fuse ISI on Site to Locate Backwash Issue
 - Low Tower Level Communication due to Power Issue/Bell Lines
 - o Green Valley By-Pass High Flows (Ditching Backed Up Into Overflow/Station)
- Annual & Monthly Sampling
- Mumps (Jan)
- Annuals (Jan)
- Backflow Preventers Inspections
- UV System Char-Lan Arena Blown Unit Box (Replaced)
- Allocation Report
- Sodium Hypo Issue Returned 2 Pallets of Hypo and Cleaned Day Tanks (GW, LA, RW)
 - New Chemical delivery for Sodium Hypo Chlorite
- Locates for Ditch Cleaning Green Valley
- Glen Walter Pipe Work on Pre Cl2 System Cracked Rebuild Injection Point
- Call Out Lancaster Hydrant Left Open Overnight, causing low tower and clear well (Jan 22/23, 2023)
- Lancaster WTP Sewer Pump replaced (New Pipe work needs to be built for New system)

Roads Division

- Maintenance Activities Reviewed (January)
- Patching potholes early in the month (December)
- Assisted with flagging and patching road cuts for the water leak on Military Rd. and patched a road cut on Glen Walter Park Dr.
- Winter weather event the December 23rd, 24th, 25th
 - o many rounds required with the plows to catch up.
 - clean up of all the tree and brush damage.
- Constant plowing and salting of routes (January)
- Ongoing Brushing (majority completed in December and January)
- Sidewalk Review

Fleet

- License plate renewals
- Ongoing maintenance
- Emission tests

- Updated Fleet Numbering
- GPS added to new trucks.
- All fleet details reviewed and updated.
- Received John Deere 620R loader
- Official receipt of new truck in January

Waste Management

- Finalized and distributed <u>2023 collections calendar</u>
- 2023 Route Balancing (Glen Dale Subdivision)
- 2022 waste exemption applications reviewed and renewed for 2023 season
- Hazardous Waste: Closed all active HWIN accounts and registered for new RPRA accounts.
- Tires picked up for recycling from Beaverbrook Landfill
- Registration completed and pending agreement with Product Care program (Hazardous Waste Materials)
- GFL confirmed registration with AMS and pending agreement for household hazardous waste day (GFL to deliver collection containers to both Municipal Garages)
- Ozone depleting substances at Landfill sites (agreement signed with Coral Canada Wide) to de-commission units.

Municipal Drains

- Filion Drain Engineer's Report Advancement
- Review of Westley Creek Culvert at Concession 2 sizing requirements
- Ongoing review and maintenance (MacDonald Technical Services Inc.)

Engineering Services

- SDG Design Manual initiation
- Reviewed entrance permits.
- Reviewed road cuts and municipal consents.

Training

- AORS Leadership and Supervisor D. Smeall
- Ongoing, all staff

Health, Safety, and Environment

- Monthly inspections
- Health and Safety Committee Meeting (Water Rep, Nick Marion & Roads Rep, Steve Bell)

	REPORT TO:	Council of the Township of South Glengarry
South	MEETING DATE:	February 21, 2023
GLENGARRY Ortario's Celtic Heartland	MEETING DATE: February 21, 2023 SUBJECT: Departmental Update – P Culture (January 2023)	Departmental Update – Parks, Recreation and Culture (January 2023)
	PREPARED BY:	Sherry-Lynn Servage, GM of Parks, Recreation and Culture

ADMINISTRATION:

- Facility bookings and coordination
- Book King minor sport program set up
- Rental agreement updates
- Minor sport season planning
- Green and Inclusive Community Building Grant
 - Webinar
 - Final research
 - Council update
- Grant Funding Coordination and Reporting ongoing
- Lancaster Library Lease Agreement
- Budget Planning 2023
- 2023 Project Planning sheets
- Char-Lan Recreation Centre Drainage project
- Char-Lan Recreation Centre workshop column repairs
- Char-Lan Recreation Centre Floor and Dasher Board Project
 - Net Extension
- **External Meetings**
 - Parks Canada Cairn Future Interpretation Site ongoing
 - Fed Dev Ontario Grant
 - ICIP Culture Grant
 - Bainsville Recreation Association
 - TSSA and Insurance Refrigeration Plant
 - SDG Recreation Networking Meeting
- Internal Meetings
 - Library discussions CAO and Clerk
 - Resident Requests GM of Infrastructure
 - Budget Planning Finance Dept. and CAO

- Departmental Team Meetings ongoing
- Management meetings ongoing

OPERATIONS

- Propane Supplier inspections
- Coordinating Propane Supplier Switchover at CLRC
- Removal of old oven in Tartan Hall and installation of replacement oven
- Outdoor rink operations/support
- Outdoor rink lighting repairs
- Recreation facility prep, cleaning and maintenance ongoing
- Schedules Facility Operators and students
- Implementing items from accessibility plan ongoing
- Tree management storm cleanup
- Ongoing maintenance requests
 - Lancaster Library
 - Lan-Char Medical Centre/Dentist flood repair and management
 - Main Office
 - Loyalist and Nor'Westers Museum
- Park and Peanut Line inspections and maintenance
- Garbage pickup

HEALTH AND SAFETY

• Building and site inspections continue.

	REPORT TO:	Council of the Township of South Glengarry
South 💓	MEETING DATE:	February 21, 2023
GLENGARRY Ontario's Celtic Heartland	SUBJECT:	Departmental Update – Fire Services (January 2023)
	PREPARED BY:	Dave Robertson, Fire Chief

OPERATIONS AND RESPONSES:

- Motor Vehicle Collisions: 6
- Alarms: 7. Medical: 5
- Burn Complaint / Unauthorized Burns: 0
- Fire Structural:1, Brush / Grass:0, Vehicle:1, Other:
- False: 0. Public Hazard: 4
- Rescue: 0
- Incidents of note.

TRAINING:

- Recruit class 2023-01 hired with 11 new members.
- Recruits began training to NFPA Firefighter I certification,
- Station training consisted of,
 - o Tours held at Cornwall Aviation and Cornwall Regional Airport to review facilities and aircraft rescue techniques.
 - o 55 members attended a virtual training session on Firefighting foams and gels.

FIRE PREVENTION:

- Fire investigations
- Property inspections and public assistance.

HEALTH AND SAFETY:

- Building inspections continue,
- Township H&S meeting held.

ADMINISTRATION:

- Budget preparations
- Continued discussions with Parks Canada on joint water storage project in Williamstown.
- Annual SCBA unit testing
- Station 3 renovation project management

	REPORT TO:	Council of the Township of South Glengarry
South 👽	MEETING DATE:	February 21, 2023
GLENGARRY Ontario's Celtic Heartland	SUBJECT:	Planning, Building and Enforcement Departmental Update, January 2023
	PREPARED BY:	Joanne Haley, GM Planning Building and Enforcement

Planning

- Received, processed and reviewed consent, minor variance and zoning amendment applications
- Prepared staff reports and information reports for Council meetings
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on subdivision files in various stages
- Participated in biweekly Management Meetings
- Reviewed draft staff/info reports
- Prepared staff reports and info reports
- Conducted site visits
- Attended and organized public meeting
- Attended Council meeting
- Worked on Operational Budget
- Attended Planning Group meeting with SDG Counties, South Nation Conservation Authority and Raisin Region Conservation Authority to discuss Bill 23
- Attended a Home Collaborative Committee meeting
- Prepared and submitted an OLT appeal
- Updated by-laws
- Worked on land acquisition and disposition

Building

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Attended various walk-in appointments with the public
- Conducted building inspections
- Completed Site Plan Control reviews
- Prepared work order reports for lawyers

- Conducted septic system file searches
- Prepared statistical reports for Tarion, MPAC, CMHC, and Statistics Canada
- Received applications for and assigned civic addresses
- Ordered and distributed civic address signs and posts
- Applied, reviewed, and issued building permits via Cloud permit
- Assigned civic addresses to new residential dwellings
- Inspected open legacy building permits as a result of work order requests
- Addressed reports and internal sightings of residents building without permits
- Completed OBOA Legal Process for Building Officials and Designers- 2012
- Completed and passed Ministry of Municipal Affairs and Housing General Legal/Process 2012 examination
- Served Order as per the Building Code Act
- Attended Planning Group meeting with SDG Counties, South Nation Conservation Authority and Raisin Region Conservation Authority to discuss Bill 23
- Attended the Eastern Ontario By-Law Group meeting

GIS & Planning

- Performed duties as Building Information Officer (BIO).
- Filed in TOMRMS zoning by-laws, site plan control, subdivision, consents.
- Prepared mailed out and mailed minor variance along with minutes and decisions.
- Prepared maps for staff as required (Building, Planning).
- Commissioned documents as required.
- Prepare updated snow plow routes maps (ongoing).
- Prepare AssetID, municipal drain and culvert map for GM Infrastructure. (ongoing)
- Complete base map for future use.

<u>By- Law</u>

- Responded and investigated By-law complaints.
- Arranged and attended meetings with the public.
- Responded to inquiries from the public.
- Attended the Eastern Ontario By-Law Group meeting
- Prepared for and attended hearing for dangerous dog order appeal

Economic Development

- Enhanced Boundary Signage Staff Report
- Meetings with four new business owners
- Communicated and provided support to businesses for new funding programs

- Responded to general inquiries from existing and potential business owners
- Responded to real estate and developer inquiries
- Developer and property owner meetings
- BR&E Action Plan Implementation Report ongoing

Emergency Planning

- Monitored all EMO situation reports and updates
- Completed Provincial Annual Compliance Report

	REPORT TO:	Council of the Township of South Glengarry
SOUTH	MEETING DATE:	February 21, 2023
GLENGARRY Ontario's Celtic Heartland	SUBJECT:	CLRC Canteen Operations
	PREPARED BY:	Sherry-Lynn Servage, GM of Parks, Recreation and Culture

The contract for the canteen at the Char-Lan Recreation Centre (CLRC) expired in 2021 and has not yet been renewed for various reasons. The canteen was closed for the 2020/2021 and 2021/2022 seasons due to the COVID-19 pandemic and with the delayed opening for the 2022/2023 ice season, a Request For Proposal (RFP) was not issued.

Administration will be issuing an RFP in order to have the canteen operational for the 2023/2024 ice season. Results from the RFP will be brought to Council for the final decision of a vendor. The Township has been approached by interested vendors that would like to operate the canteen at this facility and we are optimistic there will be interest in the RFP.

SOUTH	REPORT TO:	Council of the Township of South Glengarry
SOUTH	MEETING DATE:	February 21, 2023
GLENGARRY Ontario's Celtic Heartland	SUBJECT:	Update on Water Loss and Sewer Infiltration (Feb 2023)
	PREPARED BY:	Belinda Dixon, Infrastructure Coordinator Dillen Seguin, Director of Water and Wastewater

Background

The Township installs, maintains, and repairs all water meters on municipal water services (Bylaw 49-16). The Township maintains approximately 850 meters and it is estimated that there are 10-15% of water meters within the Township that are potentially malfunctioning, which is contributing to the water loss.

An information report (<u>March 21, 2022</u>) was submitted to Council that provided Administration's multi-phased approach to reducing water loss and sanitary infiltration within the Glen Walter, Lancaster, and Green Valley water and wastewater systems.

- 1. Phase 1 Water Meter Investigations
- 2. **Phase 2** Physical Inspection of Wastewater Services
- 3. Phase 3 Wastewater Collection Condition & Inspections
- 4. Phase 4 Ongoing Leak Identification and Mitigation

A second information report (<u>August 2, 2022</u>) was submitted to Council that provided an update for the Water Meter Inspection Project.

Phase One – Water Meter Investigations

Phase One was undertaken through a dedicated Meter Reader, Mr. Ron McLaughlin, who was hired on a 6-month contract beginning May 6, 2022 and ending October 31, 2022. The final results of the Water Meter Investigations are:

- Inspected 799 water meters.
- Replaced 102 faulty water meters (an estimated cost of \$45,069.77 to the Township)
- Identified four (4) bypasses, nineteen (19) Sump pump directly to Sanitary and seventeen (17) Water Driven Sump Pump
- Thirty-four (34) homes were not inspected as water meters were not accessible.

Phase One - Follow-up Actions Taken

Administration recently mailed notices to homes where issues were identified to advise homeowners of the issue and provided a compliance date to mitigate the issue. The general compliance dates and issues outstanding are provided in the table below.

ITEM	LOCATION	DEFECT	SECTION		
1 Subject Property:		Where a metered water service is in use, all Township water consumed on the property shall pass through the meter authorized by the Corporation for the use on the property.	2.7		
		REQUIRED REPAIR			
Removal of any bypa	ass that allow the flow of wa	ater prior to the meter that is owned by the corporation.			
Compliance Date: M	arch 10 ^{th,} 2023				
ITEM	LOCATION	DEFECT	SECTION		
1	Subject Property:	No person shall cause or permit the discharge of any storm water, including surface water, ground water, rain runoff, foundation drain or other subsurface drainage including unpolluted cooling water or unpolluted industrial process water into the Sewage Works of the Municipality.	8.5		
		REQUIRED REPAIR			
Removal of pipe wor		ater directly to the sewage works of the municipality.			
ITEM	LOCATION	DEFECT	SECTION		
1	Subject Property:	No water operated siphons, sump pumps or water driven motors are to be used with water supplied by the Corporation.	6.4.4		
	• 	REQUIRED REPAIR			
Removal of water driven sump pump.					
Compliance Date:	January 9 th 2024				

Phase Two and Phase Three – Next Step

Administration is preparing to complete the spring CCTV of the wastewater collection systems as part of the 2023 Operational Budget.









2023 Waste Collection Calendar

To the curb by

<u>a.m</u>

SAT

4

11

18

25

FRI

3

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17

24



Christmas Tree Collection Week of January 16-19 on your regular scheduled collection day. Remove all decorations and tree bags.

Leaf & Yard Waste Collection Weekly from May to November on your regular scheduled collection day.

WEEKLY GARBAGE LIMIT - 2 Bags





CONTAINERS CANNOT EXCEED 95 GALLONS

50 LBS PER BAG

OR Online

SCAN ME

CAN ME

NOTE: Any garbage bag over the 2 bag limit will require a Bag Tag. Thank you for respecting our bag limit.

BAG TAGS Available to Purchase **Municipal Office** 6 Oak Street, Lancaster, ON **KOC 1N0** 8:30 am - 4:00 pm

REPORT a **Missed Collection** www.southglengarry.com

WEEKLY BLUE BOX RECYCLING

- Unlimited weekly recycling. Place at the curb after 7 p.m. • the day before your collection, or before 7 a.m. the day of collection.
- Packaging foam, Styrofoam[™], garbage bags are not recyclable.
- Put all your recycling into the same container, doesn't need to be sorted.
- Set out your recycling in a container or box or clear/blue bag. It shouldn't weigh more than 50 lbs or 22 kgs.
- Large cardboard boxes can be folded down, tied in bundles 75 cm x 75 cm (24" x 24" x 24") and placed beside your recycling pile.

For detailed information go to our website under Living Here / Garbage & Recycling



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June 2023									
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111	Week of May 23-26 on your regular scheduled collection day.
8	Hazardous Waste Day Collection September 23, 2023

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ous Waste Day Collection er 23, 2023

Large Item Pick Up

Holiday Collection is a day later this week.

LEAF & YARD WASTE

Place leaf and yard waste at the curb along with regular waste at 7 am. Unlimited between May-November 2023.



- in paper bags or reusable containers such as garbage cans or recycling bins.
- Sticks and branches up to 4ft are accepted, as long as they are bundled.

Leaf and yard waste can be brought to the landfill for FREE.

- Vehicles must be registered at the Township Office, you can also register the vehicle onsite.
- The North Lancaster Landfill site (4580 2nd Line Road) accepts waste materials from June 1 to September 30 on Thursdays and Saturdays from 9 am to 5 pm.
- The Beaver Brook Road Landfill site located at 19281 Beaver Brook Road, (east of Chapel Road) accepts waste materials from October 1 to May 31 on Tuesdays and Saturdays from 9 am to 5 pm.
- Between the months of April to November the City of Cornwall hazardous waste depot, located at 2590 Cornwall Centre Road offer South Glengarry residents a FREE way to dispose of household hazardous waste and electronic waste properly.
- Township of South Glengarry residents are permitted to bring any recycling to the Cornwall Landfill located at 2590 Cornwall Centre Road throughout the year.

LARGE ITEM COLLECTION

Special curbside collection of large items happens ONLY in May.

These items may include:

- Carpeting • Furniture
- Toilets Mattresses
- For additional approved items, visit the Township website.

The following articles WILL NOT be collected as part of the large item collection:

- Electronic waste
- Loose garbage, branches, tree stumps
- Building supplies, construction materials, • fences, hardware
- **Broken** glass
- Tires (residents can deposit tires at our landfill sites), car parts and motors

Large items can also be disposed of at the Township's landfill sites with tipping fees.

ELECTRONIC HOUSEHOLD HAZARDOUS WASTE

There is a drive thru drop off September 23 from 8 am - 12 pm at Smithfield Park, Lancaster.

Common HHW items include:

- Gasoline, oil, and oil filters
- Full / half-full aerosol cans
- Batteries (all types) Propane tanks and cylinders
- Cosmetics ٠
- Medication/Pharmaceuticals
- Paints, varnishes and stains
- Pesticides
- Pool chemicals

For detailed information go to our website under Living Here / Garbage & Recycling





September 2023								
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February 6, 2023

MINUTES OF COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:30pm on February 6, 2023 via a public meeting and zoom webinar.

Committee Members present were: Mayor Lachlan McDonald (Chairperson), Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell, Councillor Trevor Bougie, Deputy Clerk Crystal Lebrun, and Secretary-Treasurer Joanne Haley

MOVED BY: Stephanie Jaworski **SECONDED BY**: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of February 6, 2023 is hereby called to order.

CARRIED

Meeting was called to order at 5:30pm

Chair Mayor Lachlan McDonald confirmed that there were no additions to the agenda.

Approval of Agenda

MOVED BY: Stephanie Jaworski SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Agenda of the February 6, 2023 meeting be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the December 19, 2022 meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None

Members of the public that participated in this meeting via zoom or in person were as follows:

- Lynn & Steve Tourangeau 6627 Sutherland A-02-23 owner/applicant
- Mike Belair 19406 County Rd 2 A-01-23 owner/applicant
- Serge Bergeron 19407 County Rd 2 A-01-23 Neighbour
- Brock Wilson (Wilson Architectural Design Inc.) 5389 Nine Mile Rd A-01-23 agent
- Bill Lister 6858 Craig Rd A-02-23 Neighbour
- Sarah and Micael Schreck Seale 6866 Craig Rd A-02-23 Neighbour

Review of Application:

1. Application A-01-23-Belair (Wilson Architectural Design Inc.)

- Subject Property:
 - East Part of Lot 9, Concession 1 Front, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 19406 County Road 2.
 - The subject property is 0.91 acres in area.

• Proposed Minor Variance:

- The owner has placed a shed on their property that is located within the watercourse setback therefore, the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.39 (7) (c)- To reduce the Watercourse setback from 30 meters to 4.28 meters from the watercourse to the southwest corner of the existing shed.
- Maps of photos of the development provided demonstrate the state of the shed and the proposed watercourse setback.

• Planning:

- An Environmental Impact Study (EIS) was prepared by BCH Environmental Consulting Inc.
- The study concluded that with properly implemented controls, described in the study, any potential impacts of the existing shed can be sufficiently mitigated.
- The property is designated Rural Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan.
- The property is zoned Residential One (R1) and Floodplain- Holding, conforms to the general intent of the Zoning By-law.

• Consultation:

- This application was circulated to the Raisin Region Conservation Authority (RRCA) and the following comments were received:
 - The RRCA has reviewed the application and supporting documentation for the above-mentioned minor variance under our authority to comment on Natural Hazards, Source Water Protection, and Conservation Authority Act permitting. We do not have any objections to the minor variance as worded.

- This Application was circulated to SDG Transportation who had no comments or concerns.
- This application was circulated to all abutting property owners within 60 meters, I have not received any written or verbal comments to date.
- Planning Department supports this application and recommend it to be approved as the EIS has determined that there is no ecological impacts to the watercourse and PSW caused by the shed and the RRCA supports this application.

Discussion:

Member Stephanie Jaworski asked about the foundation of the shed if it is a temporary shed that can be moved.

Brock Wilson confirmed the shed is on a gravel base so the shed can be moved.

MOVED BY: Sam McDonell **SECONDED BY**: Martin Lang

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

2. Application A-02-23-Tourangeau

• Subject Property:

- Lot 4, Plan 14M10, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, addressed as 6860 Craig Rd
- The subject property is 0.91 acres in area.
- Several years ago, this area went through planning act processes whereby 13 cottages on leased land ended up becoming individually owned parcels through a combination of subdivision and common elements condominium, we now have a separate clear legal title for each parcel and the subject property is one of these parcels.

• Proposed Minor Variance:

- The owner is constructing a single detached dwelling on their property partially within the required 1.2 meter side yard setback on the north west side, the following relief from the Zoning By-Law 38-09 is requested:
 - Part 6.2 To reduce the "Interior Side Yard Other Side" setback for the LSR-6 zone from 1.2 meters to 1.12 meters. (3.94 feet to 3.67 feet = 3.24 inches)
- Maps of photos of the development provided demonstrate the state of the construction and the proposed interior side yard setback.
- Planning:
 - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Limited Services Residential Exception Six (LSR-6) and Floodplain-Holding and conforms to the general intent of the Zoning By-law.

• Consultation:

- This application was circulated to the Raisin Region Conservation Authority (RRCA) and following comments were received:
 - The RRCA has reviewed the application for the above-mentioned minor variance under our authority to comment on Natural Hazards, Source Water Protection, and Conservation Authority Act permitting. We do not have any objections to the minor variance as worded.
- This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I received one written comment to date from an abutting property owner to the west, Nancy and Bill Lister which were as follows:
 - The proximity of the house to the neighbours is not a concern worth significantly rectifying, the concern is limited to addressing appropriate drainage. In the absence of being able to review any kind of preexisting drainage plan on the affected side the shed style roofing which leans towards the space between two houses will cause an area of 1/9th the size of the roof absorb any precipitation and is likely to overwhelm the area without a mitigation strategy
- They are requesting us to consider the use of a drainage ditch, swale pitched at an angle of approximately 2 degrees running under the front of the house to the rear or the installation and maintenance of an eave trough on the affected side with downspouts directed away from the area between the houses, or the installation and maintenance of appropriate snow rakes or guards on the affected side to manage snow. At no point do these suggestions wish to delay the building or occupancy of the Tourangeau's new home.
- Building staff have reviewed the proposed drainage plan as part of the relevant building permit and believe these are suggestions that could be implemented but do not have any major concerns with the proposed minor variance.
- Planning and Building support this application and recommend it to be approved.

Discussion:

Steve Tourangeau confirmed that the eaves troughing and swale have been included in their building plans and they will be putting in an ice dam on the tin roof of their building.

Member Stephanie Jaworski asked about the size of the lot, less than an acre and being south of County Road 2 if it needed to go through site plan control approval.

Mrs. Joanne Haley explained that lots that have been through subdivision design. All that would be required in site plan control would have already been determined and pre-engineered along with septic locations in the subdivision design as part of our by-law.

Member Stephanie Jaworksi explained that she thought the grading plan would have been at a high level on the subdivision plan as opposed to a more detailed on the site plan control.

Mrs. Joanne Haley confirmed that it would have been done high level and at the time the subdivision plan called for swales on one side of the property line with the front part of the

property drain towards the north and the front drain towards the river. When building permits are accepted today, they are subject to today's grading and drainage by-law. More information needed to be added to that grading and drainage plan to reflect the recent by-law. With the recent provincial rules and site plan control no longer being applicable on properties like our waterfront properties its important for the Township to update the grading and drainage by-law to ensure we are looking at all aspects to avoid any major concerns.

MOVED BY: Sam McDonell **SECONDED BY**: Trevor Bougie

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

Next Meeting date: February 21, 2023

Call to adjourn the meeting **MOVED BY**: Sam McDonell **SECONDED BY**: Martin Lang

CARRIED

<u>Adjournment</u>

BE IT RESOLVED THAT the meeting of February 6, 2023 be adjourned to the call of the Chair @ 5:52pm



February 1, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented; AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

Alen M. Med.

Glen McNeil Warden, Huron County On behalf of Huron County Council



February 3, 2023

The Honourable Omar Alghabra Federal Minister of Transportation

Sent via email: <u>omar.alghabra@parl.gc.ca</u>

Dear County Honourable Omar Alghabra:

Please be advised that Brantford City Council at its meeting held January 31, 2023 adopted the following:

12.2.8 VIA Rail Cancellations

WHEREAS residents in the City of Brantford may choose to live in Brantford because of its convenient location in Southwestern Ontario; and

WHEREAS many residents commute to their places of employment outside of The City of Brantford, many of them relying on rail transit; and

WHEREAS in August 2021 the federal Minister of Transportation visited Brantford Via station and announced that the federal government would be pursuing opportunities to enhance passenger rail services in southwestern Ontario; and

WHEREAS in August 2022 the federal government announced they would be exploring options to improve passenger rail frequencies, on-time performance, and shorten travel times in Southwestern Ontario; and

WHEREAS since 2020 a number of passenger rail lines have been suspended or cancelled leaving residents of Brantford with fewer commuting options; and

WHEREAS there is a need for commuter rail travel options for City residents that depart from the downtown Brantford rail station; and

WHEREAS pre-pandemic line 82 served residents in Southwestern Ontario commuting to employment in downtown Toronto. Line 82 began in London at 6:30 am, stopped in Brantford at 7:30 and arrived at Toronto's union station at 8:30 making it very popular with commuters residing in London, Woodstock and Brantford; and

WHEREAS Via Rail has reinstated a number of Ontario rail lines that were suspending during the pandemic, not including Line 82; and

WHEREAS the announcement reinstating Line 82 has been unreasonably delayed, causing a great deal of angst and anxiety for rail line commuters; and

WHEREAS line 82 is an important transportation link for many residents in Southwestern Ontario and also for builders considering residential developments in the northern section of Brantford's downtown area, which developments are an important component of the downtown renewal action plan.

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Council of The Corporation of The City of Brantford respectfully CALLS UPON the Government of Canada to resume, in good faith, investigations into opportunities to enhance passenger rail services in southwestern Ontario; and
- B. THAT the Council of The Corporation of The City of Brantford respectfully CALLS UPON Via Rail to reinstate line number 82 immediately; and
- C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of Transportation, The Honourable Omar Alghabra, The City of Brantford Member of Parliament, The Honourable Larry Brock, Via Rail Canada and to each municipality impacted by the route cancellations, namely The City of London and The City of Woodstock.

I trust this information is of assistance.

Yours truly,

Main

Chris Gauthier Acting Clerk, <u>cgauthier@brantford.ca</u>

cc MP Larry Brock VIA Rail Canada Ontario Municipalities

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY BY-LAW NUMBER 17-2023 FOR THE YEAR 2023

BEING A BY-LAW A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

AND WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

- 1. **THAT** the action of the Council at its regular meeting of February 21, 2023 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
- 2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
- THAT if due to the inclusion of a particular resolution or resolutions this Bylaw would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
- 4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other bylaws shall take precedence. Where a "Confirming By-law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF FEBRUARY 2023.

MAYOR:

CLERK: