THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A –

Monday March 25, 2024

REGULAR MEETING OF COUNCIL

7:00 p.m., Council Chambers, Fingal/Via Video Link

---

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

(a) Draft Minutes of the Regular Council Meeting of March 11, 2024(note-fee waiver amount for Shedden Soccer)

(b) Draft Minutes of Communities in Bloom Meeting of March 6, 2024

(c) Draft Minutes of the Young at Heart Committee Meeting of March 6, 2024

(d) Draft Minutes of the Family Day /Winterfest Committee Meeting of March 18, 2024

5. DELEGATION

(a) **8:00 p.m. –** Vitaliy Talashok and Matthew Belding – **QCWA 4th Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.**

(b) **8:00 p.m. –** Vitally Talashok and Matthew Belding – **OCWA –Southwold Water Distribution System and Talbotville Wastewater Treatment Plant Annual Reports.**

6. DRAINAGE

(a) Section 78 (1.1) Petition – Edison Drain

7. PLANNING

8. REPORTS

(a) ENG 2024-19 Annual Water and Wastewater Reports

(b) ENG 2024-20 Bridge and Culvert Engineering

(c) ENG 2024-21 Burwell Bridge Replacement Award
(d) ENG 2024-22 Roads Needs Study Award
(e) ENG 2024-23 Sewage Allocation Policy
(f) FIN 2024-07 County Roads 2023 Financial Summary
(g) FIN 2024 -08 2023 Investment Summary
(h) FIN 2024-09 Asset Retirement Obligations Policy
(i) CAO 2024-13 Sharing Fire Administration Services with Dutton Dunwich and West Elgin
(j) CAO 2024-14 OPP Detachment Board Update
(k) CAO 2024 -15 Keystone Complex Sign Replacement

9. CORRESPONDENCE

(a) Town of Quinte West Resolution for Housing Funding
(b) Chatham-Kent Resolution to Amend Blue Box Regulations for "Ineligible" Sources
(c) Municipality of Brighton Resolution for Ride-Sharing Services
(d) Township of Limerick Resolution for National Fire Fighting Strategy
(e) Lower Thames Valley Conservation Authority – Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)

10. BY-LAWS

(a) By-law No. 2024-03, being a by-law to provide for drainage works – Palmer Drain 2023, third and final reading.
(b) By-law No. 2024-20, being a by-law to enter into an agreement for shared Fire Department Administration Services with Dutton Dunwich and West Elgin
(c) By-law No. 2024-21, being a by-law to adopt a Sewage Allocation Policy
(d) By-law No. 2024-22, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25, 2024

11. OTHER BUSINESS *(For Information Only)*

12. CLOSED SESSION

(a) Personal matters about an identifiable individual, including municipal or local board employee (Section 239 (2)(b)) – Development Staffing
b) Advice that is subject to solicitor-client privilege, including communications necessary to that purpose (Section 239 (2)(f)) – CN Rail Matters
(c) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239 (2)(k)) – Shedden/Fingal Development.
(d) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – Talbotville WWTP Lands

13. ADJOURNMENT: **NEXT REGULAR MEETING OF COUNCIL**
Monday April 8, 2024 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday March 11, 2024
7:00 p.m. Council Chambers, Fingal/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones (virtually) (7:05 p.m.)
Deputy Mayor Justin Pennings (virtually) (7:35 p.m.)
Councillor John Adzija
Councillor Sarah Emons
Councillor Scott Fellows

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Aaron VanOorspronk, Director of Infrastructure & Development Services
Jeff McArthur, Director of Emergency Services/Fire Chief
Danielle Truax, Planner
Kevin Goodhue, Water/Wastewater & Compliance Superintendent
Brent Clutterbuck, Drainage Superintendent
June McLarty, Deputy Clerk

CAO/Clerk Lisa Higgs called the meeting to order at 7:02 p.m.

Meeting Chair Appointment

2024-067 Councillor Fellows – Councillor Adzija

THAT Councillor Emons be appointed as chair for the March 11, 2024 Council meeting.

CARRIED

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2024-068 Councillor Adzija – Councillor Fellows

THAT the Minutes of the Regular Council Meeting of February 26, 2024 are hereby adopted.

CARRIED

REPORTS:

FIR 2024-04 Activity Report – January and February 2024

Jeff McArthur presented this report. He also reported that the Shedden Fire Station has recently hosted a fire school session.

CBO 2024-06 Activity Report – February 2024

This report was presented to Council

ENG 2024-17 Activity Report – February 2024

Aaron VanOorspronk presented this report to Council.

ENG 2024-18 Additional Talbotville EA Addendum Work

2024-069 Councillor Fellows – Mayor Jones

THAT Report ENG 2024-18 titled Additional Talbotville EA Addendum Work be received for information; and,

THAT Council award the additional works to Stantec in the amount of $46,511.00 excluding HST.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings		

CARRIED

CAO 2024-08 Activity Report – February 2024

Lisa Higgs presented this report to Council.

PLANNING:

Zoning By-law Amendment

7:15 p.m. ZBA 2024-01 Domus Developments (London) Inc. C/O Cyril J. Demeyere Limited (Deren Lyle), 4431 Union Road

In attendance: B. Rossar, D. Lyle, A. Muirhead, M. Mescia, D. Mescia, J. and M. Van de Gevel, B. Veliofski, and E. McLeod

Opening of Public Meeting for ZBA 2024-01

2024-070 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. 2024-01, filed by Domus Developments (London) Inc. C/O Cyril J. Demeyere Limited (Deren Lyle), 4431 Union Road opens at **7:16 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings		

CARRIED

The Chairperson stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property legally described as Part of Lot 16, Range 1 and Part of Lot, Range 2, South of Union Road, municipally known as 4431 Union Road. The proposed Zoning By-law Amendment (ZBA) Application would rezone the subject property from Settlement Reserve (SR) Zone to the requested site specific residential(R2) and Residential 3 (R3) Zones. The proposed zoning seeks to establish site specific provisions to reduce the require exterior rear yard setbacks, increase the permitted maximum lot coverage, and permitted encroachments for decks in the rear yard.

The Chairperson asked if any members of Council had a disclosure of interest concerning the proposals. No disclosures were declared.

The Chairperson asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a notice was mailed to the neighbouring property owners within 120 meters of the subject lands and emailed to

commenting agencies on February 1st, 2024. A sign was posted on the property prior to the deadline of February 21st, 2024.

Planner Danielle Truax presented her report to the members of the Council and the public. The report included the proposals for the rezoning and draft plan of subdivision. Ms. Truax noted that the staff is in support of the amendments for the R2 and R3 zones but not supportive of the deck encroachment on the rear side yard. Along with the residential amendment there is also an amendment from Settlement Reserve to Open Space. The by-law will include the changes in the zoning mapping. Ms. Truax highlighted some administrative changes made to the zoning by-law. Staff are recommending the deck encroachment maintain the current provisions of the zoning by-law is to be permitted project 1.5m into the rear year and built decks below the 2ft at any setback. Ms. Truax also highlighted the conditions that are being imposed by the Township for the draft plan of subdivision.

The Chairperson asked if any comments were received from staff. The Clerk responded yes. Staff comments were received, as detailed in the Planning Staff Report.

The Chairperson asked if any written submissions were received on this application. The Clerk responded that agency comments were received, as detailed in the Planning Staff Report. Public comments were received as detailed in the staff report.

The Chairperson stated that before the floor is open to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for the Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the planner or clerk by March 12, 2024. Any person that has contacted the planner to be part of the public meeting today will receive this further information automatically.

Deren Lyle from CJDL Consulting Engineers identified himself as well as Barb Rossar, Planning Consultant. They are present to answer any questions from Council or the public.
In favour of the staff report and understand the public and agency comments that were received. Domus has worked with Great Lakes Farms on developing warning clauses for draft plan of approval.
A couple of issues relating to the rezoning. The H to H-1 zoning is agreeable and hope it will be in the Council resolution. The deck encroachment of 4 m was based on other projects. A 1.5m deck that provides entering and existing in the rear of a dwelling is not really a deck and requires a great deal of step down. Most people would like a deck that is bigger than 1.5m. It is a standard for other projects.
Ms. Rosser commented that there is no problem with the restrictions in rear yard in the R-2 Zone but in R-3 condos it may be difficult for the restrictions on the rear yard only. This

may be a problem for certain lots. The developer is requesting that support the 4m encroachment and remove the stipulation on the R-3 Zone. A minor variance could be applied for but is not recommended by the developer. Normal practice is to apply for a building permit that includes the dwelling and a deck at the same time. Greater than 1.5m for the deck would require the process of a minor variance.

Ms. Rosser also commented on the permitted R-3 use in a street a rowhouse. Rowhouse meets Domus requirements. The permitted use be rowhouse. Supports in the other accepts of the recommendation on the conditions for draft plan of subdivision and the minor revisions. Looking for support on the project and looking forward to working on the project.

Ms. Truax asks for clarification on the 2 blocks that developed as townhouses in the Planning Justification Report and diagram that was provided. She questions if they were to be developed as standard or vacant lot. Mr. Lyle responded that they would be vacant land condos is the anticipated land development. Ms. Truax commented that there are no lot lines shown from these townhouses on the sketch so they would make them standard not a vacant lot. Language is specific in the by-law. When the lot lines are added with rears fronts and sides. Mr. Lyle responded that the lot lines are as described in the staff report.

The Chairperson asked that if there are any member of the public that they identify themselves that they wish to make comments on this application.

M. Van de Gevel identified herself. Confirming the warning clauses are on the title of each lot explain the noises the machinery makes. Thanked Council and Domus for working on this project. Concerns about current and future costs for the drainage and the stormwater management pond and has worked Brent Clutterbuck, Drainage Superintendent. Ms. Van de Gevel questioned the fencing at the rear of the property. Would like a secondary fence to protect agricultural property. Would split costs with developer. Asking Council for access to this fencing.

Chairperson Emons asked it there were any questions from Council.

Mayor Jones commented on deck and rear yards stating it should be on a case by case basis. He agreed with staff's recommendations. Mayor Jones asked about the width of roads for people to park on one side. Mr. VanOorspronk they should support one side for parking as per the subdivision and site plan.

Councillor Emons asked about fencing. Are we asking for additional fencing for the 30m before we get to the wetlands or the fencing for the rear yard of the development? Mr. VanOorspronk responded that a discussion has made to put a black chain fence 1.5 m inset, 1 ft or a normal distance into the conveyed parcel that would be owned by

Township. The required parameter fencing. There would be an extension to the cross the swim block to limit access and gate to the orchards. Councillor Emons inquired if the residents have to put up their own fencing for their yards. Mr. Lyle the only fencing from the subdivision is the permitter fencing anything internal would be on the house owner. The only discussion is the parallel fencing where residential area meets wetlands. Domus is working with Great Lakes Farms.

Councillor Emons asked about future drainage costs would be apportioned to the residents. Mr. Clutterbuck responded that development pays for development. The swim pond would be constructed and maintained by the developer until the municipal assumes it. Swim pond will have an outlet to the Turville Drain.

Ms. Truax commented that staff will remove the refences to side and rear yards in the deck encroachment in the by-law.

PLA 2024-01 ZBA 2024-01 Domus Developments (London) Inc. C/O Cyril J. Demeyere Limited (Deren Lyle), 4431 Union Road

2024-071 Councillor Fellows – Deputy Mayor Pennings

THAT Council approve Zoning By-law Amendment Application ZBA 2024-01 to rezone the subject property from Settlement Reserve (SR) Zone to Residential 2 Holding (R2-1(H-1)) Zone, Residential 3 Holding (R3-6(H-1)) Zone and Open Space (OS) Zone, as presented in By-law 2024-17, as amended (administrative corrections) and as recommended by staff (excluding deck encroachment) attached as Appendix 2 to Report PLA 2024-01, as revised; and,

THAT Council recommend approval of the proposed Draft Plan of Subdivision 34TSO2401 to Elgin County, subject to the conditions listed in Appendix 3 of Report PLA 2024-01 being assigned to any Notice of Decision by the County; and

THAT subject to no concerns being raised at the public meeting, that By-law 2024-17, as amended and as recommended by staff to amend Zoning By-law 2011-14 be presented at the regular meeting of Council on March 11, 2024 for adoption. (PLA 2024-01)

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

The Chairperson stated that please be advised that the decision may be appealed to the Ontario Land Tribunal by the applicant. The meeting is now concluded.

Closing of Public Meeting for ZBA 2024-01

2024-072 Councillor Fellows – Councill Adzija

THAT the public meeting to consider the application to amend the zoning on the property owned by Domus Developments (London) Inc. C/O Cyril J. Demeyere Limited (Deren Lyle), 4431 Union Road closes at **8:03 p.m.**

Zoning By-law Amendment

8:00 p.m. ZBA 2024-02 New Wave Home Design Inc. C/O Connor Wilks, Dillon Consulting Limited, 8068 Union Road

In attendance: C. Wilks, M. Cera, C. Annett

Opening of Public Meeting for ZBA 2024-02

2024-073 Mayor Jones – Councillor Fellows

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. 2024-02, filed by New Wave Home Design Inc. C/O Connor Wilks, Dillon Consulting Limited, 8068 Union Road opens at **8:05 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

The Chairperson stated that is this a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a propose Zoning By-law Amendment to rezone the subject property at 8068 Union Road from Residential 1 (R1) Zone to Site Specific Residential 1 Zone to permit single detached dwellings with a reduced minimum lot frontage, establish a minimum lot area and permit a reduced southern side yard for Lot 4. The application further seeks to rezone the retained lands to Residential Holding (R1H) Zone to ensure all conditions of future subdivision development are satisfied prior to any site development or alternation.

The Chairperson asked if any members of Council had a disclosure of interest concerning the proposals. None were declared.
The Chairperson asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a notice was mailed to neighbouring Property owners within 120 metres of the subject lands and emailed to commenting agencies on February 20th,2024. A sign was posted on the subject property prior to the deadline of February 21st, 2024.

Planner Danielle Truax presented her report to the members of Council and the public.

The Chairperson asked the Clerk if any comments were received from staff. The Clerk responded yes. Staff comments were received, as detailed in the Planning Staff report. The Chairperson asked if any written submissions were received on this application. The Clerk responded that agency comments were received, as detailed in the Planning Staff Report. No public comments were received at the time of writing the Planning Staff Report. Comments were received after the writing of the Planning Staff Report.

The Chairperson stated that before the floor is open to questions from the public, please be advised that if any person from the public wished to receive further information on the action of Council regarding the decision on the application for the Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by March 12, 2024. Any person that has contacted the Planner to be part of the public meeting by March 11, 2024 will receive this further information automatically.

The Chairperson asked if the owner and/or applicant were in attendance. If so, please identify yourself so the Township has a record of your attendance at this public meeting, with your name and address. Connor Wilks, Dillon Consulting Inc, Agent identified himself. Mr. Wilks commented that he approves the interior side yard for lot 4 to be 4m.

The Chairperson asked if anyone from the public was here for the meeting to identify themselves with their name and civic address.
M. Cera of 8058 Union Road identified themselves. Mr. Cera voiced his concerns about the loss of mature trees that are along the property line of the subject property. He was also concerned about the roadway to the future development that will be located next to his property and the maximum height of the houses. Mr. Wilks responded that a tree preservation report is being prepared as part of the draft plan of subdivision and zoning by -law for the retained parcel. Mr. Van Oorspronk responded that the access concerns would be dealt with the draft plan of subdivision process and the installation of a permitter fence. Ms. Truax commented the properties will remain in the R1 zone and the current permitted height for dwellings is 12m. No changes have been requested for the R1 zone.

C. Annett, Lanark Street commented that he had similar concerns about the removal of mature trees. He also commented that he was concerned about the sizes of the proposed 4 lots as he felt they were too big. Not against growth. He was also concerned about the runoff and the environmental obligations.

Ms. Truax commented on the existing lot sizes within the hamlet or settlement area. The lot frontage is minor in nature and the lots are smaller. The policies are there for the settlement area to be used to the best of their ability. This area will be served by sanitary and we need to be more cost effect. Now that the lots have been approved, we now recognize the size. We must consider the Provincial Policy Statement.

Mr. VanOorspronk commented that the tree preservation will be addressed through the draft plan of subdivision. If the trees are on a property line, we can ask them to be protected. A perimeter fence will be required as well as lot grading plan. The proponent has been required to enter into a Mutual Drain Agreement for the Fowler Drain. Mr. Clutterbuck has requested that a working corridor be provided for future maintenance on the Fowler Drain. No plans to develop the property on the other side of the ditch.

Councillor Emons commented that is not the normal development in Fingal and a shift in provincial policy is directing how municipalities develop lands. Changes to servicing and efficient use of land. Through the strategic plan we want to preserve agriculture lands. This property is in the settlement area.

Mayor Jones commented that agrees on the lot sizes, but we don't have a choice in that matter now. We want to preserve our farmland. Affordable opportunities for young families and retired people to have a smaller home.

Deputy Mayor Pennings questioned the trees on the south portion of this lot and boundary trees are considered common property. Both owners would need to agree on the future of these trees. If there is a fence required what would happen to the trees along the same line. Ms. Truax responded on those questions would be answered when we receive the Tree Preservation Report and the applicant's suggestions. Residents will receive notice of draft plan of subdivision and staff can also note these concerns in future reports.

Mr. Wilks advised Council and the public that a revised concept plan for the rear of the property has been submitted to the County.

PLA 2024-02 ZBA 2024-02 New Wave Home Design Inc. C/O Connor Wilks, Dillon Consulting Limited, 8068 Union Road

2024-074 Mayor Jones – Councillor Fellows

THAT Council approve Zoning By-law Amendment Application ZBA 2024-02 to rezone the subject property as follows:

i) Lots 1-3 from Residential 1 (R1) Zone to Residential 1 (R1-36) Zone to permit a reduced lot frontage from the required 15m (49 ft.) to 14m (45.9ft.) and to establish a minimum lot area of 590 m^2 (6350 sq. ft);

ii) Lot 4 from Residential 1 (R1) Zone to Residential 1 (R1-37) Zone to permit a reduced lot frontage from the required 15m (49 ft.) to 14m (45.9ft.),to establish a minimum lot area of 590 m^2 (6350 sq. ft and to a establish a side yard setback (south) of 2.4m (7.87 ft.) for main and accessory structures and prohibit garage door openings, parking spaces and driveways along the southern property line; and

iii) Retained lands from Residential 1 (R1) Zone to Residential 1 Holding (R1H) Zone; and,

THAT subject to no concerns being raised at the public meeting, that By-law 2024-18 to amend Zoning By-law 2011-14 be presented at the regular meeting of Council on March 11, 2024 for adoption. (PLA 2024-02).

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

The Chairperson advised the public that the decision may be appealed to the Ontario Land Tribunal by the Applicant.

Closing of Public Meeting ZBA 2024-02

2024-075 Councillor Adzija – Councillor Fellows

THAT the public meeting to consider the application to amend the zoning on the property owned by New Wave Home Design Inc. C/O Connor Wilks, Dillon Consulting Limited, 8068 Union Road closes at **8:40 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	

S. Fellows	√
G. Jones – Mayor	√
J. Pennings	√

CARRIED

REPORT:

CAO 2024-09 Solar Eclipse Planning 2024

2024-076 Councillor Fellows – Deputy Mayor Pennings

THAT Council receives the report on Solar Eclipse Planning 2024 as information and that Council affirms the recommended course of action proposed by staff.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

CORRESPONDENCE:

- Fee Waiver Request – VON
- Fee Waiver Request – Shedden Soccer

Fee Waiver Request VON

2024-077 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold approves the $515.00 fee waiver request from the VON for their Arthritis Society education session on Thursday April 25th, 2024 at the Keystone Complex.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Fee Waiver Request – Shedden Soccer

2024-078 Mayor Jones – Deputy Mayor Pennings

THAT Council of the Township of Southwold approves the $980.00 fee waiver request from Shedden Soccer for the use of the meeting room at the Keystone Complex on April 17, 2024, May 4, 2024 and November 13, 2024 to hold their meetings.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

BY-LAWS:

- By-law No. 2024-17, being a by-law to amend By-law No. 2011-14, Domus Developments (London) Inc., 4431 Union Road
- By-law No. 2024-18, being a by-law to amend By-law No. 2011-14, New Wave Design Inc., 8068 Union Road

By-laws

2024-079 Deputy Mayor Pennings – Councillor Fellows

THAT By-law Nos. 2024-17 and 2024-18 be read a first and second time, considered read a third time and finally passed this 11th day of March, 2024.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

OTHER BUSINESS:

- Notice from Canada Post RE: Southwold Post Office

Council reviewed the item under Other Business.

CLOSED SESSION:

2024-080 Deputy Mayor Pennings – Mayor Jones

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:58 p.m**. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – Development Staffing
- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – CN Rail Lands
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239 (2)(k)) – Sewage Allocation Negotiations with Developers

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Adjournment of Closed Session

2024-081 Mayor Jones – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:07 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

STAFF DIRECTION

Staff were directed by Council to the 3 items that were discussed in the Closed Session.

Confirming By-law

- By-law No. 2024-19, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 11, 2024

Confirming By-law

2024-082 Councillor Fellows – Councillor Adzija

THAT By-law No. 2024-19 be read a first and second time, considered read a third time and finally passed this 11th day of March, 2024.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

ADJOURNMENT:

2024-083 Councillor Fellows – Mayor Jones

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:08 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

_____

Mayor
Grant Jones

_____

CAO/Clerk
Lisa Higgs

MINUTES

CIB COMMITTEE
@ 10:30 a.m.
March 6, 2024
Council Chambers, 35663 Fingal Line

Attendees:	Shelley Smith	Karen Graff
	Jo-Anne Cummings-Stinson	Shannan Worotny
	Christine McArthur	June McLarty, Staff Resource

Guest: John Price

Regrets: Grant Jones, Dave Nichols, Heidi Hering, Cathy Koyle

Shelley called the meeting to order at 10:30 a.m.

2024-01 Moved by: Christine McArthur – Seconded by: Karen Graff

RESOLVED THAT the agenda for the March 6th, 2024 meeting be approved.

Carried

2024-01 Moved by: Shelley Smith – Seconded by: Shannan Worotny

RESOLVED THAT the minutes of the August 16th, 2024 meeting be approved.

Carried

Grass Cutting Around Sign and Step Boxes

Facilities manager John Price attended the CIB meeting. The committee discussed cutting around the sign and step boxes. Township staff will do a 5ft perimeter around the boxes if permitted.

John informed the committee a sign box will be built for the Shedden North sign. He will line it with fabric to prevent tree roots from growing into it.

Flower Box – Iona Station

More discussion on this will be held at the next meeting.

Future Plans

The annual plant sale will be held on Saturday May 25th, 2024 from 9:00 a.m. to 12:00 p.m. at the Keystone Complex Pavilion. Committee members and helpers should arrive at 8:00 a.m. Val Kron will be asked to assist with the plant sale again this year. Coffee and muffins will be available. Committee members will provide the muffins.
Karen advised the committee that she is having problems getting some seeds that she has ordered. Suggestions of some other seed companies were provided.
The Committee will in the future inquire about the possibility of selling trees and shrubs at the annual plant sale.
June will do a flyer for the plant sale.

Other Business

Christine informed the Committee that some of the flags and flag poles will need to be replaced. The committee will investigate purchasing some new poles and approximately 40 new flags.

Committee members were reminded to bring name tags for the plant sale. Orange is the 2024 Communities in Bloom colour. Committee members should wear an orange t-shirt for the plant sale.

Karen reported that approximately $500.00 will be spent on good soil and manure for the 16 sign boxes. Soil for the planters and fertilizer will also need to be purchased.

Shannan will call the list of volunteers to inquire if they are still willing to maintain the sign and step boxes for this year.

The pots for the step boxes will be planted on May 27th or 28th. Everything will need to be ready before Rosy Rhubarb weekend.

August 27th or 28th were discussed as tentative dates for the volunteer appreciation potluck dinner. More discussion will be held at the next meeting.

Adjournment

2024-03 Moved by: Christine McArthur – Seconded by: Shannan Worotny

RESOLVED THAT the meeting of the Community in Bloom Committee be adjourned at **12:02 p.m.** to meet again at a date to be determined.

Carried

_____	_____
Shelly Smith - Chair	June McLarty – Staff Resource

Southwold Young at Heart Committee Meeting Minutes

Wednesday March 6, 2024
Council Chambers, Fingal
Time meeting started: 1:30 p.m.

Attendance: Deb Logghe, Karen Olmstead, Karen Auckland, Sharon Hinz, Allan Bogart, Trudy Kanellis, Ida Martin, Pat Stannard, and June McLarty

Regrets: Sarah Emons

1. **Call Meeting to Order and Welcome**
   Deb called the meeting to order at 1:30 p.m.

2. **Approval of the Agenda**
   Resolution No. 2024-04 Moved by: Trudy Kanellis
   Seconded by: Karen Olmstead

   RESOLVED that the agenda of the March 6th, 2024 meeting of the Southwold Young at Heart Committee be approved.

   DISPOSITION: Carried

3. **Approval of Minutes**
   Resolution No. 2024-05 Moved by: Ida Martin
   Seconded by: Sharon Hinz

   RESOLVED that the minutes of the January 25th, 2024 meeting of the Southwold Young at Heart Committee be approved.

   DISPOSITION: Carried

4. Programs for In-person Events

Deb and Ida will conduct a survey with residents to see if they are interested in participating in an in-person event on May 9, 2024.

5. Dining Events

The Streetery has been confirmed for March 21st, 2024. Deb and Ida will make calls to residents to reserve lunches for the Spring Fling. The cost of the lunch will be $20.00. A minimum of 50 plants will be ordered from Family Flowers to hand out as a giveaway. The summer picnic has also been confirmed with the Streetery. Mayor Jones will be invited to attend the summer picnic.

6. Workshop and Information Sessions 2024 Plans

More discussion on workshops and information session as well as programs for the in-person events will be held at the next meeting.

7. Other Business

Deb informed the Committee that an organization in the Township has offered a $1000 to the YAH Committee, if needed.

A Thank you was received from the Southwold Community Policing Association for the contribution to their Community Information Night.

8. Adjournment and Next Meeting

Resolution No. 2024-06 Moved by: Karen Auckland
Seconded by: Sharon Hinz

RESOLVED that the meeting be adjourned at **2:41 p.m**. to meet again at **1:30 p.m**. on **April 10, 2024** at Council Chambers, Fingal.

DISPOSITION: Carried

Southwold Family Day Committee

Family Day Committee Meeting Minutes
Monday March 18, 2024 at 6:30 pm
Council Chambers, Fingal /Online

Committee Members Present:
Councillor John Adzija
Councillor Scott Fellows
Jane Cox
Jim Carder
Abi Drewitt
Lizeanne Kerkvliet
Darlene Wardsworth
Joe McKinnon

Regrets: Keith Orchard, Scott Young, Morgan Bengen

Staff Present: Lisa Higgs

1. Meeting to Order and Welcome

The meeting was called to order at 6:33 pm by Co-Chairperson Scott Fellows.

2. Approval of the Agenda

The Committee members approved the agenda for the March 18, 2024 Southwold Family Day Committee.

3. Approval of the Minutes from the Previous Meeting

The minutes of the February 5, 2024 Family Day Committee were approved.

4. 2024 Event Debrief

a) Committee Member Reports on February 17th event

Event Space/Item:	***Positives:***	***Negatives/Feedback for Next Year:***
Bonfires:	- Well attended, well manned, very popular - There was sufficient firewood for the event, even though it was very cold.	- Needed to add additional bonfires and needed to relocate some hay bales. Next year, should plan for five bonfire pits and have seating for all.
Layout of Pavilion:	- Liked the condiments at the corner stations; that there was lots of stuff at these corners (i.e. cookies, condiments, hot chocolate) - Good idea to relocate several picnic tables because it created more space in the pavilion and created seating outside of the pavilion	- There was a lot of congestion at the popcorn/cotton candy machine area. - Thought that the popcorn and cotton candy were at a good location. Need a better job by including signage for popcorn/cotton candy and hotdogs, etc. - Awareness of utility access important in future planning
Hot Dogs:	- 1200 hotdogs were given away during the event. - Condiments individually packaged worked well, but likely better in warmer temperatures.	- Fire fighters want to completely take care of the hotdogs, including the cooking, ordering of the food, shopping, condiments, etc. - Good idea to have a member of the fire

		department attend the Winterfest meeting.
Hot Chocolate:	- The hot chocolate was served hot later into the event which was well received. - The later batches of hot chocolate were better.	- There was miscommunication between the Fire Fighters making the hot chocolate and the actual instructions. - Coffee urns need to be upgraded or replaced. - Fire Fighters needed to use Keystone tools; the utensils should be available and cleaned. Inventory of Keystone items needs updating.
Believe in Wonder:	- Loved their staff; very nice staff.	- Need two popcorn machines for next year. Believe in Wonder did not bring enough supplies for the event (only had 37 bags of popcorn sold). - Nothing for children under age 4. Lighting of the area was not good. - Opportunity to switch vendors in

		the future (Countryside Inflatable Elgin)
Facepainter for 2025 (option from a Shedden Resident), or a balloon artistry	- Could be a good idea if we do something inside next year.	
Nick Ewanick:	- Very good; professional, right price.	- Nick was cold during the event; would be smart to bring more heaters to him. - Change his location next year; perhaps put him closer to the bonfires in the music trailer. Would need to ensure that there is power at the fence for him so more people can hear him. - Perhaps try to place the trailer in a way to block the wind. - Possibly bring in a second music artist to relieve Nick.
Opening Ceremonies:	-	- Needs to be started closer to the opening of the event. Would makes sense to move it closer to the event. If can be a greeting instead

		of an opening ceremony event; could be done immediately ahead of the Fireworks.
Bonhomme:	- Kids loved the snowman costume. Either terrified or loved him and it sparked conversations. Hopefully Morgan's husband can participate again	- Need to ensure that there is a person to assist the snowman person for navigation.
Opening the Complex:	- Was necessary to open the complex because it was so cold. - Needed space for parents to care for their children inside warm (nursing mothers, changing children).	- Some members felt like that was mistake because the kids were too rowdy in the complex. Need to determine whether to provide programming next year inside, signage, responsibility. - Need to provide things for kids to do inside if they are going to be inside (even as simple as crayons and paper); a bouncy castle.
Volunteers:	- Scott Fellows contributed a lot of his time. The entire team worked	- Need more manpower. Need more volunteers and to assist each

	especially hard during the event and great commitment from members. - Had a great group of volunteers that did show up. Good work done by volunteer fire fighters and their spouses.	other more in the cleanup of items. - Need more staff to stay at night. - Is there an alternative by offering volunteering in shifts (i.e. having a nighttime crew). - Possibly sponsoring a team, a nominal amount to help with cleanup after the event. - Maybe provide hot paws for the volunteers?
Police Auxiliary/Parking	- Excellent Officers, forever chasing cars off the shoulders of the roadway. - People movers were very safe, moving in a good direction. - People were taking the people mover for rides.	- Joe McKinnon indicated that they need to have a zero-tolerance rule. - Feedback was that perhaps we should let the Keystone fill up first and then encourage the people movers. The feedback was that the Keystone lot should be reserved for firefighters, volunteers, and personnel. - Need more signage for event parking/directional

		arrows and larger A-Frame signs. - Need to ensure path is cleared on side streets for people movers.
Other: Toques	- Toques – Brand new toques are available for future. Volunteers can keep their toques year over year.	- To be stored in the basement in a container; need to purchase these; Abi to acquire clear totes.
Other: Lighting	- Good rental lights - Portable lighting in the parking lot was great at Corsely.	- May be worth purchasing patio style lighting that can be used at different events. Committee members shared that they have leftover Christmas lights available. - One light was sufficient for the event.
Other: Fireworks	- Awesome display done by the Optimist Club. Very positive feedback from the community.	- The fireworks had to be extinguished after the event was over by the Fire Department.
Thank you's:	- Good thank you page on behalf of the Township.	- Should we send thank you cards on behalf of the Committee. A

		personal way to express thanks, done by the Committee chairs. Staff to prepare. Collards, Shedden and Fingal Optimists, Southwold Volunteer Fire Fighters, OPP, Deb Logghe, Randy Dawdy, Brad Bengen, Rosy Rhubarb, Victoria Fellows, Shirley Lortsch, Bob &Trina Fellows, Quinton Spriet, Country Grocer, Richard Andrews, St.Thomas Rent-al, Ed Ketchebaw, Green Lane Community Trust.

5. 2025 Event Planning

a. Family Day is Monday, February 17, 2025
b. Event Date should be Saturday, February 15, 2025.

6. Other Business

7. Next Meeting

The next meeting, an initial organizing meeting will be held on September 16, 2024 at 6:30 pm.

8. Adjournment

That the meeting adjourn at 8:20 pm.

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System Operations Report Fourth Quarter 2023

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: February 5, 2024

Facility Description

Facility Name:	Southwold Water Distribution System
Regional Manager:	Dale LeBritton - (519) 476-5898
Senior Operations Manager:	Vitaliy Talashok - (226) 378-8986
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality

Service Information

The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect, the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

Operational Description

A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report during the first quarter

SECOND QUARTER:

There were no compliance issues to report during the second quarter.

THIRD QUARTER:

There were no compliance issues to report during the third quarter.

FOURTH QUARTER:

There were no compliance issues to report during the fourth quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

On January 18th a routine MECP inspection was conducted in the Southwold Distribution System. The final inspection report was received on March 16th. There were no non-compliances identified. The inspection rating report has not yet been received.

SECOND QUARTER:

There were no MECP on MOL inspections conducted during the second quarter.

THIRD QUARTER:

On September 6th the IRR for the inspection that occurred on January 18th was received. Southwold received an inspection rating of 92.42%. The deduction was a result of a non-compliance that was reported in February 2022 for the missed second set of chlorine residuals in accordance with O.Reg 170/03.

On October 5th a routine MECP inspection was conducted in the Southwold Distribution System. All documentation has been provided. The final report has not yet been received.

FOURTH QUARTER:

On October 5th the Southwold water distribution system was inspected by MECP. On November 16th the initial inspection report was received. On December 8th we received the inspection rating report of 100% for the system.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

There were no QEMS updates to report this quarter.

SECOND QUARTER:

There were no QEMS updates to report this quarter.

THIRD QUARTER:

The Essential/Emergency Service and Supply Contact List was updated on August 1st, 2023. Changes were made to Client Contacts as well as OCWA Staff. The list is currently in its 33rd revision.

FOURTH QUARTER:

On October 20th an internal audit was conducted that outlined 2 OFI's. On October 26th the management review was held for the system to address all outstanding audit findings. On November 10th the operational plan was updated from changes during the management review.

On December 6th Facility Emergency Plan testing was conducted to satisfy the requirements of OP-18. Two contingency plans were reviewed and tested.

On December 15th an external audit was conducted by SAI global. There was 1 OFI identified that will be considered in the management review held in October 2024.

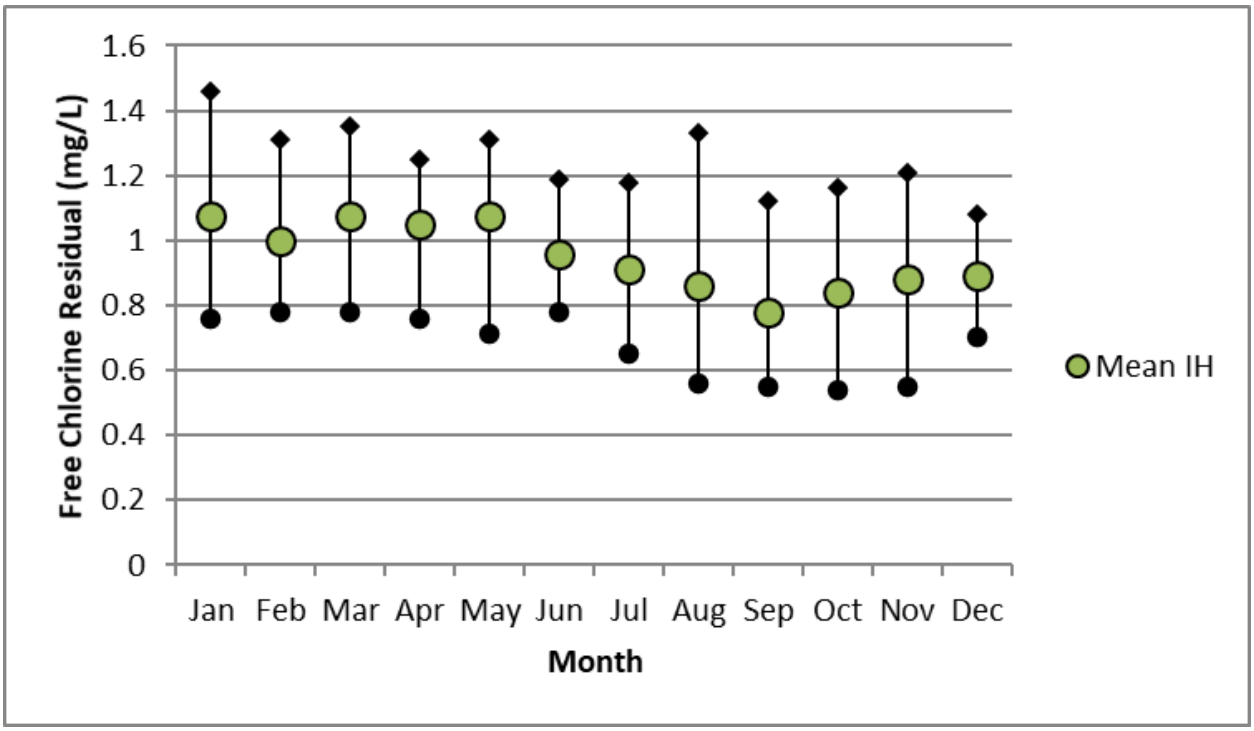
SECTION 4: PERFORMANCE ASSESSMENT REPORT

Auto Flushers are tested twice per week, the current settings are:

#	Location	Frequency	Duration
1	Iona Road	7 days	15min
2	Lake Line	5 days	15min
3	Thomas Road	7 days	15min
4	Bush Road	7 days	7min

All residuals were adequate at the current flushing durations. Changes were made to the Bush Line auto flusher after flooding concerns in a farmer's field. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2023 obtained throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2023.

Table 1: Distribution system sampling results for 2023.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	25	0 – 0	0 – 0	10	<10 - <10
February	23	0 – 0	0 – 0	11	<10 - <10
March	20	0 – 0	0 – 0	8	<10 - <10
April	20	0 – 0	0 – 0	8	<10 - <2000
May	25	0 – 0	0 – 0	10	<10 - <50
June	20	0 – 0	0 – 0	8	<10 - <10
July	20	0 – 0	0 – 0	8	<10 -<90
August	25	0 – 0	0 – 0	10	<10 - <10
September	20	0 – 0	0 – 0	8	<10 - <10
October	25	0 – 0	0 – 0	10	<10 - <10
November	20	0 – 0	0 – 0	8	<10 - <30
December	20	0 – 0	0 – 0	8	<10 - <10

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average along with the 2023 results. The current running average is below the regulated limit of 100□g/L. When compared to quarter#4 from 2022 (35.75µg/L), this is an increase of 8.3%.

Table 2: Trihalomethane sample results.

	Limit (□g/L)	THM Result (□g/L)
January2023		**29**
April 2023		**25**
July 2023		**45**
October 2023		**57**
Running Average	**100**	**39**

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average along with the 2023 results. The current running average is below the regulated limit of 80□g/L. When compared to quarter #4 from 2022 (20.13µg/L), this is a decrease of 28.0%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
January 2023		**17.6**
April 2023		**14.8**
July 2023		**21.1**
October 2023		**9.4**
Running Average	**80**	**15.73**

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2023. Lead is required in 2023.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2023	3	7.30 – 7.37	97.3	0.48
July 2023	3	7.06 – 7.20	96.3	0.47

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no additional Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no additional Health & Safety issues identified during the second quarter. The annual Health & Safety Inspection was completed on May 16th, 2023. No issues identified.

THIRD QUARTER:

There were no additional Health & Safety issues identified during the third quarter.

FOURTH QUARTER:

There were no additional Health & Safety issues identified during the fourth quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

24: Operator worked overnight to monitor pressure in Southwold distribution system during St. Thomas repair in their system.

FEBRUARY

10: Gerber Electric at Shedden Re-Chlorination Facility to set up temporary phone line to auto-dialer.

MARCH

03: SCG Flowmetrix onsite for annual flow meter calibration at re-chlor.

SECOND QUARTER:

APRIL

20: Gerber replaced phone line to Rechlor autodialer.

MAY

02: Dielco onsite to inspect PRV valve in Union and McDiarmid PRV chamber. They changed the outlet pressure gauge.
04: Dielco onsite to further inspect/troubleshoot PRV valves in Union and McDiarmid PRV chamber and John Wise and Fingal Line PRV chamber. They changed the outlet pressure gauge in the John Wise and Fingal Line PRV chamber.
09: Onsite with Elvis from Hawkins at the John Wise and Fingal Line PRV chamber to look into power issue.
11: Dielco and Syntec onsite to cleanout pilot systems and set operating pressure setpoints on PRV valves in Union and McDiarmid PRV chamber and John Wise and Fingal Line PRV chamber.
17: Changed ¼" leaking compression fitting on Cl board in Rechlor, used new spare.
24: Hawkins repaired electrical to John Wise and Fingal Line PRV chamber. New sump pump was also installed.

JUNE

01: New service tap installed by MEMME for house on Clinton line for remainder of water main shut down.
08: Aquafix onsite to repair hydrants at 39735 Shady Lane Cres and 9859 Ford Road.
09: Aquafix replaced hydrant at 10545 Sunset Drive.
14: Replaced membrane cap on inlet Cl analyzer.

THIRD QUARTER:

JULY

14: Found a fuse in electrical panel CFP1 clicking repeatedly with a red light, Hawkins electric onsite. Hawkins said the reason CFP1 is clicking is because something in the PLC is telling that pump to run, even though pump is not turning on when it's telling it to. System is fine over the weekend as it is still operating normal. Will find electrical panel drawings next week and discuss further actions with ORO.

AUGUST

No maintenance was required for this month.

SEPTEMBER

07: Aylmer Glass onsite to replace windows at Rechlor.
20: On-site at Clinton line and sunset to witness backflow preventer install to fill new water main.
21: On-site at Clinton and Sunset to witness pressure test for new water main.

FOURTH QUARTER:

OCTOBER

11: Farmington performed annual backflow preventer inspections at Rechlor.
16: Aquafix repaired leaking secondary valve on hydrant at Ford and Major.
22: Called from Amazon during day to inspect cloudy water. Found to be caused by air. Operator tested 0.89mg/L of free Cl.
23: Watermain commissioning for Clinton Line with IQ Environmental.
27: Watermain commissioning for Clinton Line in AM with Memme.
28: Operator had planned work this Saturday for Clinton Line watermain commissioning with Memme to install "T" and valve at Sunset and Clinton, on the Sunset watermain.
30: Watermain commissioning for Clinton Line with IQ Environmental.
31: Watermain commissioning for Clinton Line with IQ Environmental.

NOVEMBER

01: Watermain commissioning at Clinton Line with IQ Environmental.
02: Watermain commissioning at Clinton Line with IQ Environmental.
08: Watermain commissioning at Clinton Line with IQ Environmental and Memme.
09: Watermain commissioning at Clinton Line with Memme and MTE
14: Watermain commissioning at Talbot Meadows with J.AAR.
15: Watermain commissioning at Talbot Meadows with J.AAR.
16: Watermain commissioning at Talbot Meadows with J.AAR.
20: Watermain commissioning at Talbot Meadows with J.AAR.
21: Fixed leak on top of Cl board at Rechlor with new spare compression fitting.
22: Watermain commissioning at Talbot Meadows with J.AAR.
23: Watermain commissioning at Talbot Meadows with J.AAR.
24: Watermain commissioning at Talbot Meadows with J.AAR.
28: Watermain commissioning at Talbot Meadows with J.AAR.
29: Watermain commissioning at Talbot Meadows with J.AAR.
30: Watermain commissioning at Talbot Meadows with J.AAR.

DECEMBER

01: Watermain commissioning at Talbot Meadows with J.AAR.
05: Watermain commissioning at Talbot Meadows with J.AAR.
06: Watermain commissioning at Talbot Meadows with J.AAR.
07: Watermain commissioning at Talbot Meadows with J.AAR.
07: Watermain commissioning at Clinton Line to flush as St. Thomas opened their valve at Wonderland.
08: Watermain commissioning at Talbot Meadows with J.AAR.
12: Watermain commissioning at Talbot Meadows with J.AAR.
13: Watermain commissioning at Talbot Meadows with J.AAR.
14: Watermain commissioning at Talbot Meadows with J.AAR.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

No alarms reported for this month.

FEBRUARY

09: Received call from SOM to go investigate a leak at 5519 Jones Rd. Customer water line had come loose from curbstop valve. Kevin Goodhue assisted with repair and Streib excavated.

09: Responded to watermain leak at 12343 William Street. Kevin Goodhue onsite for repair and Streib excavating. Repair was made to "T" off watermain for community center service line.
18: Received call from Paul with Southwold to shut off water at 39914 Shady Lane Crescent. Curbstop barrel was bent and could not shut off water. Kevin Goodhue repaired after weekend.
23: Received alarm for power outage at rechlor facility, arrived on-site, took free chlorine residuals. Utility power was restored 2 hours later.

MARCH

23: Received call from spectrums for high cl alarm now normal. Alarm is now normal and will check on site first thing in the morning. Operator reduced stroke on chlorine pump.

SECOND QUARTER:

APRIL

No alarms this month.

MAY

28: Alarm for power outage at Rechlor. Hydro One was called and repaired hydro equipment on pole out front.

JUNE

10: Alarm for inlet Cl low now normal. Operator performed site check. Due to possible power flicker.
13: Alarm for inlet Cl low now normal. Operator performed site check. Due to possible power flicker.

THIRD QUARTER:

JULY

02: Received alarm call from Spectrum for Rechlor inlet Cl low, now normal. Preparing to head to site. Everything appears okay and normal at Rechlor. Flushed both analyzers. Inlet Cl analyzer reading 1.08mg/L. Tested grab free Cl sample and got 1.11mg/L. Acknowledged alarm on Dialer.

06: Received call from spectrums for low inlet chlorine now normal, prepared to head to site inlet analyzer reading 1.01 ppm took grab and tested 0.98. Everything appears to me running normally possible power flicker.

14: Received alarm call for high chlorine discharge outlet chlorine level now back to normal, confirmed with handheld.

16: Received a call from Southwold employee that a customer called them reporting a neighbour didn't have water to their home. spoke with homeowner, says he hasn't had water since yesterday morning, tried operating curb stop to check for flow, listened for leaks couldn't hear anything, looked around yard for any signs of possible leaks also couldn't find any. Spoke with Kevin from Southwold, he will come to address tomorrow with plumber to check water meter for possible issues.

17: Received alarm call for high outlet chlorine found outlet chlorine analyzer now reading in normal range, cleared alarm, confirmed CL reading with handheld.

AUGUST

10: Received call from Spectrum for channel 1 alarm low inlet chlorine now normal. Inlet analyzer reading 0.91ppm and tested 0.94ppm outlet reading 1.18ppm. Also received another alarm from another site in area at the exact time this one came in. Alarm most likely from power flicker.

17: Received alarm call for Rechlor inlet Cl low now normal. Likely due to power flicker as heavy storm is moving through area. Inlet Cl analyzer reading 1.09mg/L, tested 1.07mg/L on handheld colorimeter. Outlet Cl analyzer reading 1.20mg/L, tested 1.24mg/L.

21: Received alarm call for Rechlor outlet high Cl now normal. Preparing to head to site. Outlet Cl analyzer reading 1.04mg/L. Verified with handheld and tested 1.00mg/L.

23: Received alarm call for inlet low chlorine, leaving to site. Arrived onsite, site has power, alarm likely caused by storm and power outages in area, checked CL analyzers all looks good.

28: Received call for emergency locate on Grand Canyon Road. Arrived on site and completed locate.

SEPTEMBER

01: Received call from Southwold for emergency locate at 35035 Lake Line. After looking through drawings found main was on other side of the road. Notified contractors it was ok to start dig.

15: Received alarm call for outlet high chlorine, preparing to head to site. Arrived on-site, chlorine level was out of high alarm.

21: Received call from Southwold about a leak complaint going into someone's basement. Spoke with home owner and he explained to me that he believes the leak is coming from just outside the foundation of the house. I explained that the leak is on his side of the curb stop and that it is his property but I can shut off the water at the curb stop to stop the leak for now and he agreed.

22: Received alarm call for low inlet chlorine, arrived on-site, chlorine level is normal, possible power flicker, reset alarm and put pump 2 back in duty.

23: Received call from southwold asking to turn water back on at 37210 fourth line. Arrived onsite and was in contact with home owner. He had me turn water on but the fix did not work and had me turn water back off.

FOURTH QUARTER:

OCTOBER

20: Alarm for Rechlor inlet Cl analyzer low Cl level, now normal. Operator attended site and Cl reading was 1.14mg/L, and tested 1.14mg/L. Alarm suspected due to power flicker.

NOVEMBER

09: Operator called after-hours for emergency locate at 11088 Iona Road.

18: Received call from Southwold to contact homeowner about a water issue. Spoke with homeowner, they say the pressure regulator to property has faulted. Notified Kevin Goodhue from Southwold to contact plumber, homeowner said no need for any shut off currently.

DECEMBER

10: Call for emergency locate for downed hydro pole in Southwold.

28: Received alarm call for outlet high chlorine. Reading normal once on site. Looked at graph data, seems to have spiked as flow increased.

31: Received alarm call for outlet high chlorine. Once on site, found the discharge line had detached before the valve, reinstalled line and started pump again, switched duty to pump 2, monitoring system.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

On March 17th a resident complained of low pressure. The pressure was monitored upstream and downstream by the operator with no fluctuations observed. It was determined that a pressure reducing valve inside the resident's house was the cause and it was replaced. No further inquiry required.

SECOND QUARTER:

On May 3rd a resident complained of a blown hot water tank due to high pressure in the system. The pressure reducing valve inside the resident's house was replaced. No further inquiry required.

THIRD QUARTER:

There were no community complaints during the third quarter.

FOURTH QUARTER:

On October 20th, a call was received from 10622 Sunset for coloured water. Operator flushed hydrants in area only seeing some coloured water from hydrant at 10545 Sunset, before clearing up. Free Cl tested was 1.23mg/L. Issue suspected due to recent fall hydrant flushing in area or St. Thomas water issue.

On October 22nd there was a complaint from the Amazon plant of cloudy water. No issue in the distribution side. Air bubbles in the Amazon water that cleared after a minute.

On October 28th, a call was received from homeowner across from Sunset and Clinton due to air in water/taps. Operator checked for air at nearby hydrants and Clinton standpipe but found none. Air in taps disappeared after homeowner continued flushing.

On November 30th, there was a complaint from the ESSO on Sunset Dr. of low pressure. It was determined that the low pressure was in their plumbing and not a problem in our system.

On December 7th, received a notification from ORO of water complaint at 38744 Talbot Line for bad tasting water. Flushed hydrant across street from house and tested free Cl of 1.30mg/L. Water looked normal and tasted normal. The cause was determined to be lake turnover effecting the water supplied by EMPS.

On December 26th, received a call from a customer at 9654 John Street. Customer says she has an unusual amount of water coming in her basement and is worried there is a broken water line outside of her house. Arrived at 9654 John Street, took sample of water that's coming into her basement and tested for cl. Did not get a reading indicating it is ground water and not coming from one of our lines. Suggested she called a plumber or contractor.

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant
Operations Report
Fourth Quarter 2023

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: February 5, 2024

Facility Description

Facility Name: Talbotville Wastewater Treatment Plant
Regional Manager: Dale LeBritton - (519) 476-5898
Senior Operations Manager: Vitaliy Talashok - (226-378-8986)
Business Development Manager: Robin Trepanier - (519) 791-2922
Facility Type: Municipal
Classification: Class 3

Service Information

Population Serviced: **125**

Capacity Information

Total Design Capacity**:** 500 m^3/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data
Average Daily Flow (m^3/d)	500	84.6	152.1	189.9
% of Average Daily Design Flow	-	16.9	30.4	38.0
Peak Flow (m^3/d)	1000	319.0	432.4	399.0
% of Peak Design Flow	-	31.9	43.2	39.9

	Design Flow (m^3/d)	2023 Average Daily Flow (m^3/d)	2023 % Capacity	Design Peak Flow (m^3/d)	2023 Maximum Daily Flow (m^3/d)	2023 % Peak Flow
January	500	181.2	36.2	1000	270.0	27.0
February	500	166.2	33.2	1000	291.8	29.2
March	500	230.9	46.2	1000	360.0	36.0
April	500	235.6	47.1	1000	399.0	39.9
May	500	194.0	38.8	1000	242.0	24.2
June	500	131.3	26.3	1000	150.5	15.1
July	500	185.0	37.0	1000	251.8	25.2
August	500	163.2	32.6	1000	188.3	18.8
September	500	149.4	29.9	1000	176.0	17.6
October	500	149.8	30.0	1000	191.7	19.2
November	500	167.0	33.4	1000	202.7	20.3
December	500	219.4	43.9	1000	333	33.3
Annual Average	**-**	**181.1**	**36.2**	**-**	**-**	**-**

Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system to Dodds Creek.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report during the first quarter.

SECOND QUARTER:

There were no compliance issues to report during the second quarter.

THIRD QUARTER:

On September 4th, at 09:30 the MECP and Spills Action Centre were notified verbally of a spill of raw sewage that had occurred. Approximately 2m3 was discharged and was later removed by vacuum truck. It was discovered that the PLC had failed which resulted in the plant not processing the wastewater and thus backing up in the system. Written notification was provided on September 5th.

Fourth QUARTER:

There were no compliance issues to report during the fourth quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MOL or MECP inspections conducted during the first quarter.

SECOND QUARTER:

There were no MOL or MECP inspections conducted during the second quarter.

THIRD QUARTER:

There were no MOL or MECP inspections conducted during the third quarter.

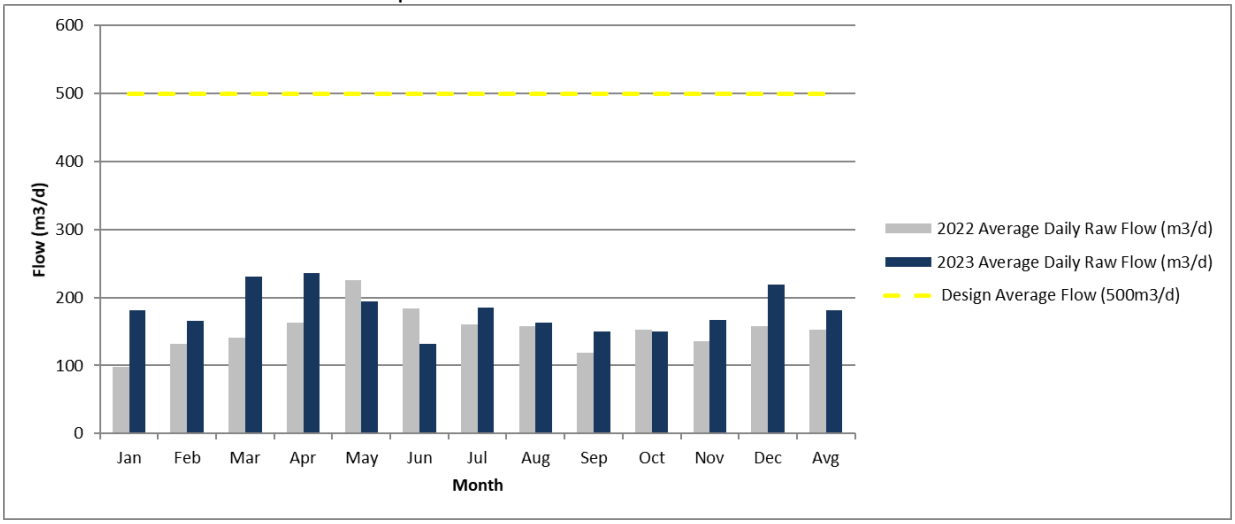
FOURTH QUARTER:

There were no MOL or MECP inspections conducted during the fourth quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow in 2023 was 181.1 m^3/d. This is a 19.0% increase when compared to the average daily flow in 2022. The chart below shows the monthly average flows so far for 2023, compared to the 2022 average daily flows (Chart 1).

Chart 1. Raw flows for 2023 compared to 2022.



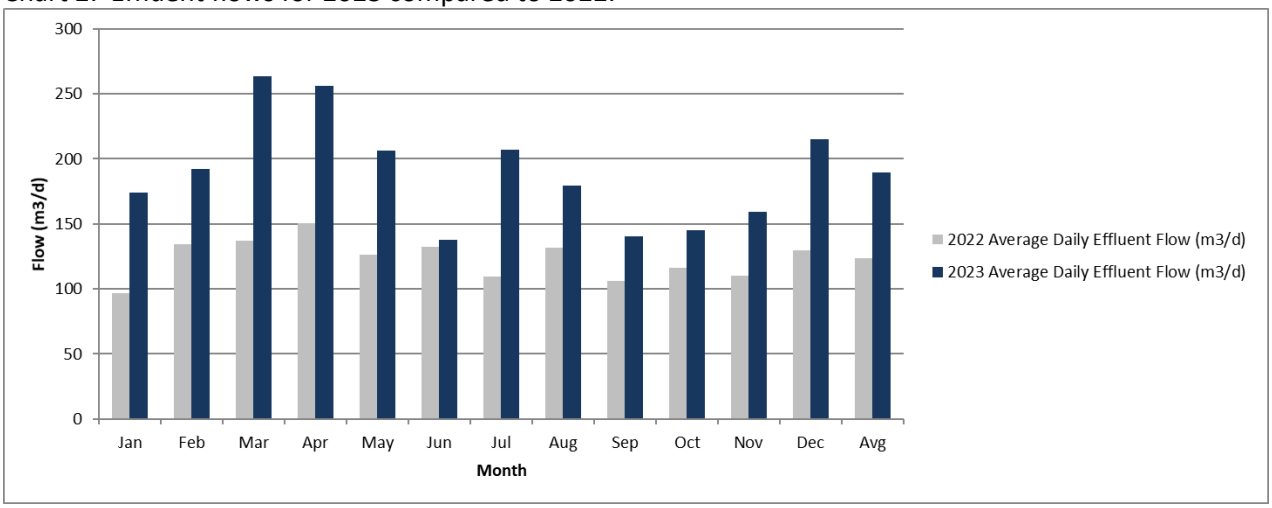
Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. Design objective exceedances are highlighted red in the table below (Table 1).

Table 1. Raw water sample results for 2023.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)
January Results	109	38.4	3.40	162
February Results	165	40	3.87	71
March Results	56	24.9	2.33	48
April Results	1270	88.3	17.0	788
May Results	467	40.4	5.66	376
June Results	379	60.7	7.28	86
July Results	121	22.8	2.41	81
August Results	232	46.7	5.23	83
September Results	304	78.0	8.21	456
October Results	426	66.4	7.73	303
November Results	201	60.2	6.3	344
December Results	105	35.4	3.22	285
Design Objective	250	40	7	250
# Months Above Design	**5/12**	**7/12**	**4/12**	**6/12**

The average daily effluent flow in 2023 s 189.7m^3/d. This is a 53.8% increase when compared to the average daily flow in 2022. The chart below shows the monthly average flows for 2023 compared to average daily flows in 2022 (Chart 2).

Chart 2. Effluent flows for 2023 compared to 2022.



The effluent is sampled on a weekly basis following the requirements of the ECA. The table (Table 2) below summarizes the monthly average results compared against the objectives and limits identified in the ECA.

Table 2. Effluent average sample results.

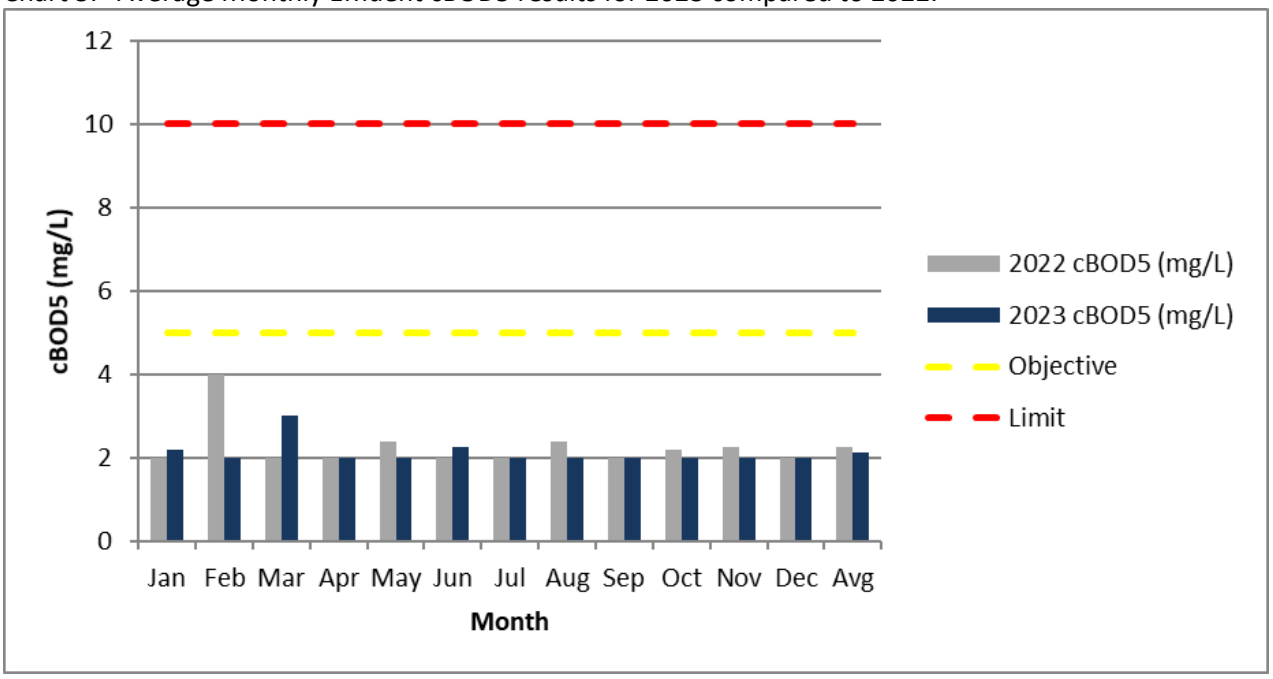
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
January	2.2	2.0	0.22	0.12	1.97	6.89 – 8.70
February	2.0	2.0	0.08	0.13	1.00	6.51 – 7.68
March	3.0	2.5	0.17	0.10	5.45	7.28 – 7.77
April	2.0	2.0	0.18	0.10	1.00	7.71 – 7.96
May	2.0	2.2	0.20	0.10	1.43	7.72 – 7.73
June	2.3	3.3	0.09	0.10	1.00	6.95 – 7.95
July	2.0	2.5	0.12	0.10	1.00	7.29 – 7.92
August	2.0	2.2	0.14	0.10	1.00	7.00 – 8.13
September	2.0	2.0	0.13	0.10	1.00	6.89 – 8.04
October	2.0	2.6	0.07	0.16	1.32	6.87 – 7.83
November	2.0	2.0	0.20	0.1	1.00	6.86 – 8.12
December	2.0	2.0	0.14	0.13	1.00	6.40 – 7.70
Annual Average	**2.1**	**2.3**	**0.15**	**0.11**	**1.35**	**6.40 – 8.70**
ECA Objective	**5**	**5**	**0.2**	**1.0** **3.0**	**100**	**6.5-8.5**
ECA Limit	**10**	**10**	**0.3**	**1.5** **4.0**	**150**	**6.0-9.5**

*expressed as geometric mean

**based on May 1 to November 30 and December 1 to April 30

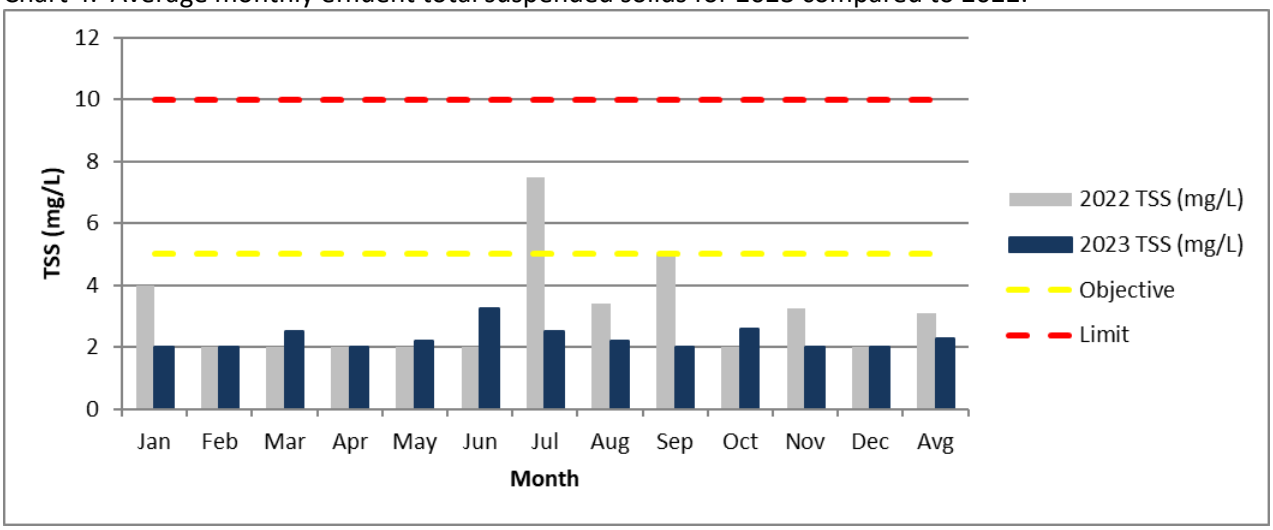
Effluent average cBOD5 in 2023 was 2.12mg/L. This is a decrease of 6.6% when compared to the 2022 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

Chart 3. Average Monthly Effluent cBOD5 results for 2023 compared to 2022.



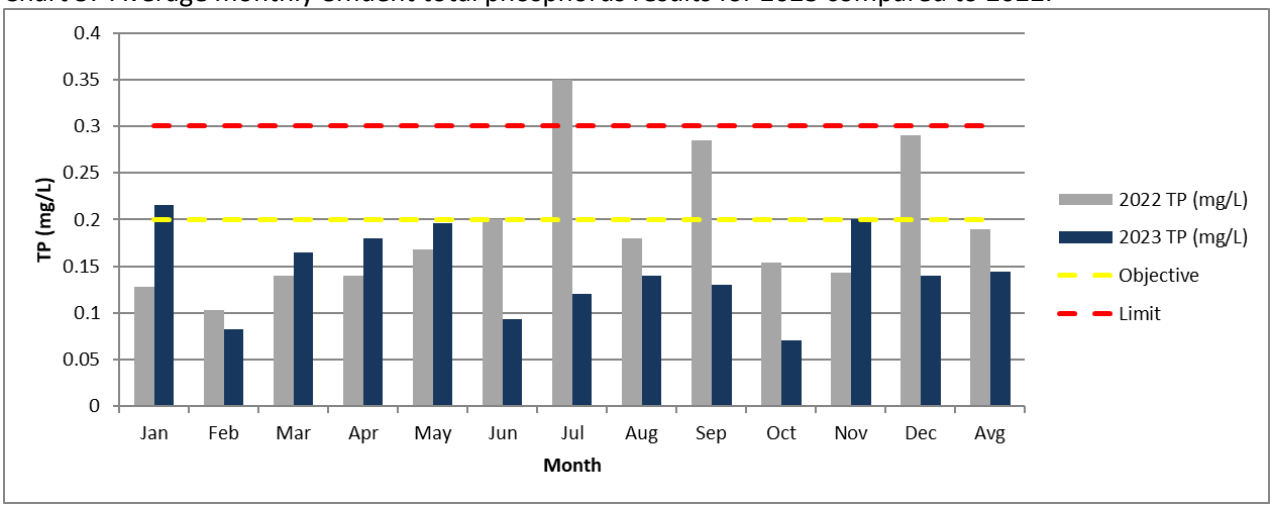
Effluent average TSS in 2023 was 2.27mg/L. This is a decrease of 26.6% when compared to the 2022 annual average. All results so far have met the effluent limits identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

Chart 4. Average monthly effluent total suspended solids for 2023 compared to 2022.



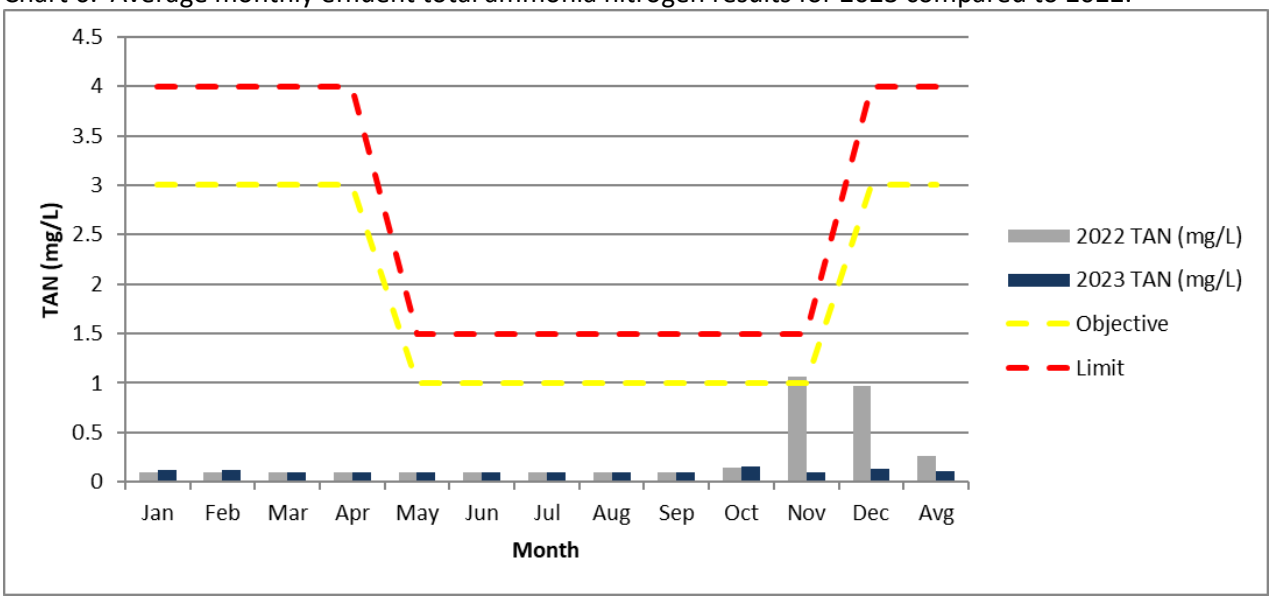
Effluent average TP in 2023 was 0.14mg/L. This is a 24.1% decrease when compared to the 2022 annual average. All results so far have met the effluent limits identified in the ECA. Refer to Chart 5 for the average monthly effluent total phosphorous results.

Chart 5. Average monthly effluent total phosphorus results for 2023 compared to 2022.



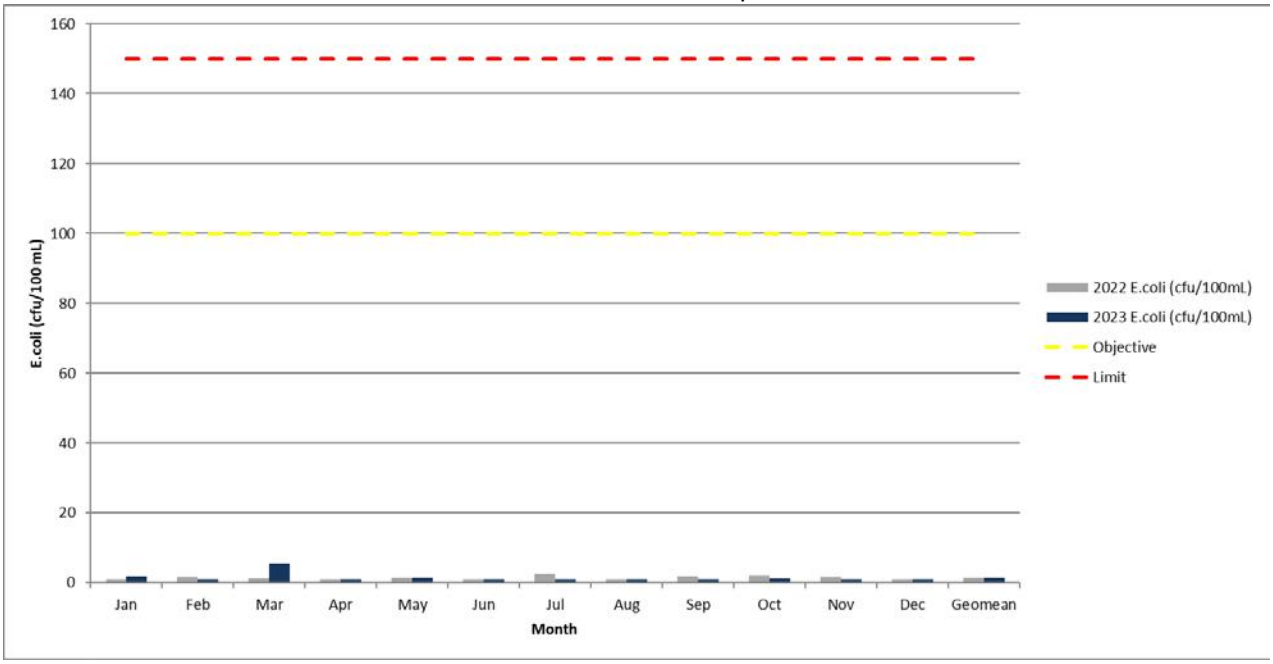
Effluent average TAN in 2023 was 0.11mg/L. This is a 56.6% decrease when compared to the 2022 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

Chart 6. Average monthly effluent total ammonia nitrogen results for 2023 compared to 2022.



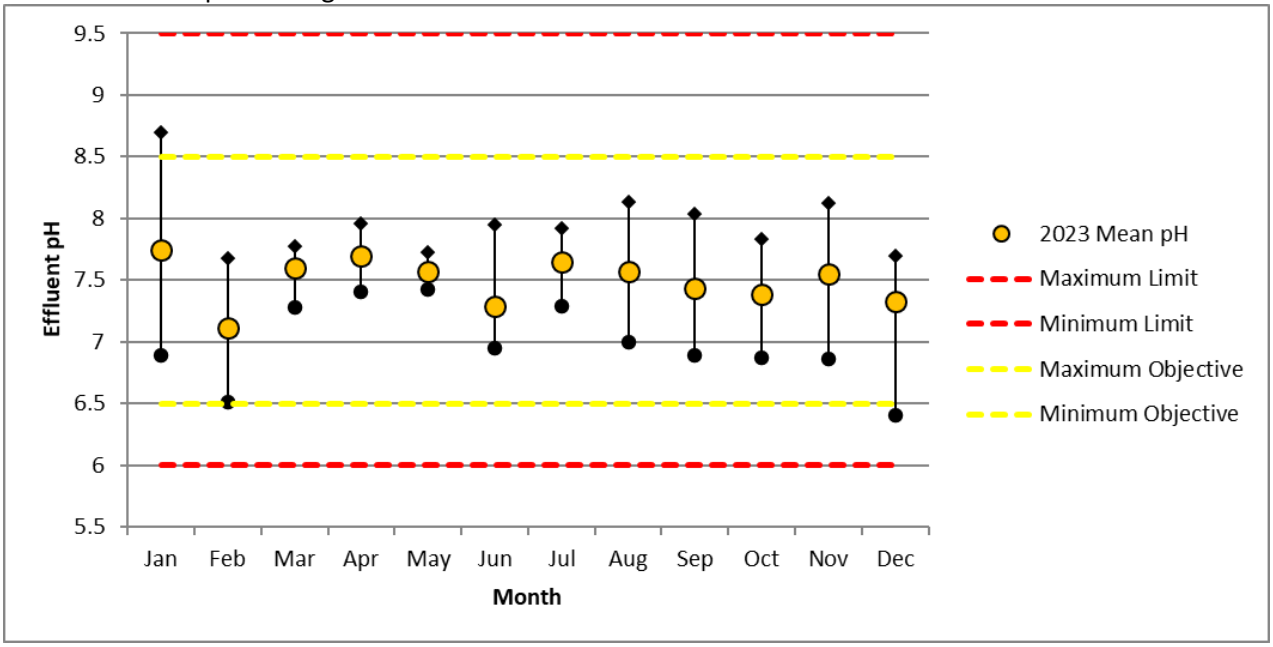
The average effluent geometric mean for E. coli in 2023 was 1.35 cfu/100mL. This is a 3.3% decrease when compared to the 2022 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

Chart 7. Geometric mean effluent E. coli results for 2023 compared to 2022.



The effluent pH is monitored twice weekly at a minimum at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 8 for the monthly minimum, maximum, average pH readings in 2023.

Chart 8. Effluent pH readings for 2023.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no Health & Safety issues identified during the second quarter.

THIRD QUARTER:

There were no Health & Safety issues identified during the third quarter.

FOURTH QUARTER:

On November 6th the annual occupational health and safety inspection was completed. There were no issues identified. There were no other issues in the fourth quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

Routine checks, readings and sampling were all conducted as required during the first quarter of 2023.

JANUARY

04: Sanitary sewer onsite to take sludge haul
10: Sanitary Sewer Cleaning removed 1 load
11: Sanitary Sewer on-site and removed one load
16: Talbotville HMI Screen locked up. Contacted Newterra and Firmware upgrade may be required.
Reset E-won to restore screen. Newterra to provide update on next steps for firmware upgrade.
Newterra connected remotely and upgraded firmware. The firmware upgrade will send out an alarm if PLC and HMI stop communicating. HMI will reboot at 1am automatically which should remove the need for manual HMI reboot.
18: Sanitary Sewer Cleaning removed 2 loads
20: Apex onsite to deliver chemicals
24: Sanitary Sewer Cleaning removed 2 loads

FEBRUARY

01: Farmington on site as they will be checking the check valves on EQ pump lines
02: Sanitary sewer onsite for sludge haul
Farmington onsite to look at EQ pump check valves due to low flow issue
03: Farmington pulled pump 302 and cleaned rags out of bottom of pump. When trying to pull 303 the railings for the pump twisted making it not possible to pull the pump. Will have to drain tank so they can go inside and fix the rails.
Found leak on air pressure valve on pump 701, valve had failed. Farmington took it off and placed cap on so it would stop leaking and they will order a new valve to replace it.
Farmington noticed unusual sound coming from b-201 after taking the cover off and investigating found that the bearings had gone. He will order new part for replacement.
04: Arrived to site to reset PLC due to alarms and daily report not coming out, as requested by ORO.
Reset PLC and connection was restored.
06: Hawkins Electric onsite to replace level transmitter for tank 301.
07: Hetek onsite to service H2S sensor.
Farmington onsite to pull and clean pump 302.
08: Farmington onsite for tank 302 clean, pump 301 clean and repair of pump 303 rails
AA sanitation onsite for first haul from tank 302
Alpine onsite for chemical delivery
Hawkins onsite Found a damaged wire on the line for pump 303, most likely the reason for the leak detection and heat alarms. Hawkins will disconnect pump so we can send pump away to get repaired.
Hawkins disconnected blower 201 for Farmington to take for repairs tomorrow as bearings are gone in it
09: Sanitary Sewer Cleaning on-site to remove 1 load
Hurricane on-site to suck down and clean tank 302

Sanitary Sewer Cleaning on-site to take one load
Sanitary sewer on-site to take one load
Farmington on-site, pulled pump 301 and reseated it

10: Hurricane onsite taking hauls from EQ all night
11: Hurricane took loads until 13:00
Badger now onsite taking loads until 23:00
12: Hurricane back onsite to start taking loads again
13: Hurricane on-site to start hauling from EQ tank all night
14: Hurricane continuing to haul raw EQ all day.
15: Hawkins onsite to troubleshoot issue with B-601 VFD having no power. Found there are three fuses within the B-601 VFD body that are blown. Cannot find spares available but will order some. Farmington pulled and cleaned raw EQ P-302. Farmington to pull and clean P-301 Farmington cleaned P-301 and found a plumbers' inspection plug clogging the pump.
16: Sanitary Sewer Cleaning on-site to remove 2 loads
24: Sanitary Sewer on-site for two loads
28: Received chemical delivery from Apex

MARCH

01: Sanitary sewer on-site for 2 loads
06: Hawkins Electric onsite to replace GFI on outside auto sampler outlet
ABC sanitation on-site for 3 loads from EQ tank
13: GFS was arranged by SOM to take 5 loads from raw EQ today.
14: Hawkins onsite to hook up blower in screen room. Hawkins hooked up blower 201 in screener room but sounds like bearings are still out. Left power off
GFS onsite to take two loads from raw EQ
23: Farmington onsite for them put Pump 303 back into EQ
Sanitary Sewer took 3 loads
24: Alpine delivered alum and caustic.
28: HB material handling on site for inspection of lifting hoist inside MBR room.
31: Sanitary Sewer Cleaning on-site and took 1 load

SECOND QUARTER:

APRIL

03: At the direction of Newterra, replaced USB stick in HMI as it was felt the existing USB stick may be full and the potential cause of the PLC locking up.
04: SCG Flowmetrix onsite for annual flowmeter calibrations.
06: Sanitary Sewer hauled 2 loads of sludge.
06: Changed UV Quartz sleeve on UV-753.
14: K&K locksmiths repaired sink room door/lock.
14: Sanitary Sewer hauled 2 loads of sludge.
17: Alpine chemical onsite to deliver chemicals.
20: Sanitary Sewer hauled 2 loads of sludge.
24: Installed USB in HMI and firmware upgrade was completed.
27: Sanitary Sewer hauled 2 loads of sludge.

MAY

05: Sanitary sewer took 1 load of sludge from MBR 2.
09: Hawkins onsite to change out HMI module and look at raw EQ 301 milltronics transducer.
11: Sanitary sewer took 1 load from each MBR.
18: Replaced previously broken quart sleeve in UV-754 with a new spare.

18: Changed the wet end valves on the Alum standby pump with new spares.
18: Changed out the wet end valves on the duty caustic pump with new spares.
25: Sanitary sewer took 1 load from each MBR, and 1 load from aeration tank.
29: Alpine delivered alum and caustic.

JUNE

01: Sanitary Sewer Cleaning onsite to haul 1 load from each MBR and 1 from aeration (3 loads).
01: Jutzi onsite to deliver 20 alum totes and 20 caustic totes.
07: Took chemicals totes to St. Thomas recycling center.
09: Sanitary Sewer Cleaning onsite to haul 1 load from each MBR (2 loads).
15: Sanitary Sewer Cleaning onsite to haul 1 load from each MBR (2 loads).
21: Sanitary Sewer Cleaning onsite to haul 1 load from each MBR (2 loads).
22: Received chemical delivery from Jutzi.
28: Farmington onsite to install screener room blower.
29: Sanitary Sewer Cleaning onsite to haul 1 load from each MBR (2 loads).

THIRD QUARTER:

JULY

03: GFS took four loads from EQ.
04: Hurricane onsite to take a load.
04: Hurricane onsite to take a load.
04: Hurricane onsite to take a load.
04: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR2.
04: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR1.
04: ABC Sanitation removed 13 m3 of raw sewage from EQ tank.
04: ABC Sanitation removed 13 m3 of raw sewage from EQ tank.
06: Jutzi delivered chemicals. 30 totes alum 30 totes caustic 4 totes chlorine.
11: Sanitary sewer took 1 load from MBR 2.
11: Sanitary sewer took 1 load from MBR 1.
12: Farmington onsite to give demonstration on new nets going into manhole to catch debris before going into EQ.
18: Sanitary sewer took one load from MBR 1 and one from MBR 2.
20: Farmington onsite to fix man hole net holder.
24: Elvis from Hawkings onsite to wire blower 201.
25: Sanitary sewer took 2 loads.
27: Jutzi delivered 40 totes of alum and 10 totes of caustic.

AUGUST

09: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR 1.
09: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR 2.
15: Sanitary Sewer Cleaning removed 1 load (13 m3) of sludge from MBR1.
15: Sanitary Sewer Cleaning removed 1 load (13 m3) of sludge from MBR2.
17: Jutzi delivered 40 jugs of alum and 20 jugs of caustic.
22: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR 1.
22: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR 2.
23: Gencare onsite for annual generator inspection.
31: JUTZI delivered 40 jugs of alum and 15 jugs of caustic.

SEPTEMBER

06: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR1.

06: Sanitary Sewer Cleaning removed 13 m3 of sludge from MBR2.
12: Sanitary sewer leaving site with first load from MBR2.
12: Sanitary sewer leaving site with second load, from MBR1.
14: Hurricane onsite hauling/clean out EQ tank 302.
14: Hurricane back onsite to cleanout raw EQ tank 301.
18: Newterra on-site to begin work on plant.
19: Sanitary sewer leaving site with first load from MBR1.
19: Sanitary sewer leaving site with second load, from aeration.
20: Received text alarm for low pressure B300. Discussed with ORO to head to site while investigating blower 301 found the belt was still together and the blower was still running but belt was in bad shape most likely causing the belt to slip causing low pressure issues every so often.
25: Hetek on-site for H2S sensor inspection.
26: Sanitary sewer leaving site with first load from MBR1.
26: Sanitary sewer leaving site with second load from aeration.
28: Received chemical delivery from Jutzi.

FOURTH QUARTER:

OCTOBER

03: Newterra back on-site for continuing work this week.
03: Sanitary sewer took 1 load from MBR 1.
04: Newterra on-site for continuing work, Newterra completed physical installation of new MBR2 ZeeWeed membranes as well as programming.
05: Newterra onsite.
06: Newterra onsite.
10: Sanitary sewer on-site for load from MBR1.
10: Sanitary sewer on-site for load from aeration.
11: Farmington on-site for backflow preventer inspections.
16: Sanitary sewer leaving site with load from MBR1.
17: Sanitary sewer leaving site with load from MBR2.
19: Received chemical delivery from Jutzi.
23: Sanitary sewer on-site for load from MBR2.
23: Sanitary sewer on-site for load from MBR1.
30: Farmington on-site to install heat wrap over water line.
31: Sanitary Sewer onsite for two loads, one from each MBR.

NOVEMBER

07: Sanitary sewer took 2 loads.
09: Received chemical delivery from Jutzi.
15: Sanitary sewer took 2 loads.
22: Sanitary sewer took 2 loads.
22: Hawkins electric on-site to look at heater issues.
28: Sanitary sewer took 2 loads.
28: Newterra on-site for work in new equipment.
29: Newterra on-site for work in new equipment.
30: Received chemical delivery from Jutzi.

DECEMBER

14: Jutzi delivered 35 Alum totes, 25 NaOH totes, 3 sodium hypo totes, 1 citric acid tote, and 1 polymer tote. Returned 33 empty totes.
18: GFS took two sludge loads from MBRs.

27: GFS took one sludge load from aeration tank.

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

22: Spoke with ORO about not receiving alarms. Discussed to make a site visit to make sure everything's running as usual and HMI is still running normally.
30: Received alarm text for PLC fault. Arrived to site. PLC fault had already cleared. Acknowledged and reset alarm.

FEBRUARY

02: Received alarm text for Low raw flow FT-201. Will contact Farmington now to try and get them here tomorrow to pull raw EQ pumps 302 and 303 to check for blockages
07: Received alarm for FIT-201 low flow. Put 302 into hand and had flow of 700 LPM placed pump back into auto.

MARCH

04: Arrived to site due to high VAC pressure alarms on both MBRs coming out after ever run cycle. Decreased MBR1 effluent flow down from 210 to 175LPM. Decreased MBR2 effluent flow down from 120 to 95LPM.
07: Received alarm Arrived on-site, EQ level was 95 said vac trucks will be on site soon.
11: Contacted by ORO to check PLC, have not been receiving alarms Arrived on-site, reset PLC, waited for it to turn back on than acknowledged and cleared alarms.
18: Arrived to site due to MBR2 high VAC alarms.
26: Arrived onsite to reset PLC as we have not received a text since 02:50 Saturday morning. As per OROs request.

SECOND QUARTER:

APRIL

01: Attended site to reset PLC due to suspected lost PLC connection as no alarms texts were coming in.
01: Alarm for raw EQ high level. Attended site and increasing MBR pull times and effluent flow.
02: Attended site to reset PLC due to suspected lost PLC connection as no alarms texts were coming in.
15: Alarm text for PLC lost connection.
16: Alarm text for PLC lost connection.
23: Alarm text for PLC lost connection.

MAY

07: Alarm for PLC lost connection.
20: Alarm for PLC lost connection.
28: Alarm for PLC lost connection.

JUNE

No alarms this month.

THIRD QUARTER:

JULY

01: Received alarm texts for high VAC pressure on both MBRs. Preparing to head to site. Decreased MBR1 normal and high flux effluent flow setpoint down from 130 to 110LPM, and from 150 to 130LPM on MBR2. Decreased pull duration on both down from 275 to 250s.
03: Received alarm text for EQ high high level. Hurricane coming to take hauls.
20: Received alarm text for PLC fault. Preparing to head to site. PLC Fault alarm active due to power switchover to generator. Acknowledged alarm.
20: Received call from ORO to check on site in the next hour. Arrived at site. Site is still on generator power.
21: Received alarm text for PLC fault. Arrived at site. Plant is back on utility power and generator is off.
23: Arrived for a site check due to no daily report or alarm summaries coming out. Discussed with ORO. Found PLC had lost connection.
24: Elvis from Hawkings onsite to wire blower 201.

AUGUST

No alarms for this month.

SEPTEMBER

06: Arrived onsite due to suspected PLC losing connection as no text has come in during middle of night for daily flows. PLC had lost connection. Reset PLC and connection is restored.
10: Attended site due to daily report text not coming through last night and suspecting PLC had lost connection. Upon arrival, PLC had lost connection.
11: Attended site due to suspicion PLC had lost connection after daily report text did not come through in middle of night.
16: Did not receive alarm texts through the night, suspected plc needs a reset, spoke with ORO, going to site to inspect.
17: Arrived on-site, PLC was faulted, reset system, after reset all VFD's were faulted, reset each VFD.
23: Arrived onsite. HMI was sitting on home page meaning the PLC had tried to reset itself.
24: Spoke with ORO about going to check PLC. As last text we got was "The PLC and HMI have lost communication" at 02:22 this AM.
30: Alarm text had come out at 05:09 for B-601 fault. Preparing to head to site. Found B-601 running and not in fault upon arrival. Cleared alarm. Inspected B-601 and no issues appear present.

FOURTH QUARTER:

OCTOBER

07: Have not received alarm texts, spoke with ORO, heading to site Arrived on-site, system successfully reset last night, plant is running, all levels look good, MBR's running good, no alarm issue likely internet connection issue, notified ORO.
08: Spoke with ORO, have not received alarm text since morning PLC reset, heading to site Arrived on-site, plant looks to be running fine, levels look good, MBR's operating fine, reset PLC.

NOVEMBER

19: Received alarm text for B 601 fault, heading to site. Blower 601 fault switched duty to blower 602, cleared alarms from HMI, no alarms present on blower 601 VFD. Switched duty back to blower 601 to try and see what caused fault, ran for 5 minutes and received a current limit warning, switched duty back to 602 for the night.

24: Received alarm text for Low Low level prime/air bleed. Acknowledged alarm and unplugged pump 703 so it wont continue to run all weekend as issue will have to be discussed and dealt with on Monday with other operators. Notified ORO.

26: Received alarm text for pressure alarm high high -MBR 1. Alarm is due to air getting into pump 701 and VFD having to ramp up to pull causing high alarm. Discussed with ORO to change normal and high flow to 60 LPM and close one line on the MBR to try and reduce as much air coming through the line as possible. Also plugged air pump 703 back in as there noticeably isn't as much air coming through any more.

DECEMBER

01: Blower 501 fault alarm. Arrived on site. Cleared alarm from HMI blower 502 in duty. No alarms on blower 501 VFD. Ran blower 501 in hand for 1 minute placed back into auto and blower ram normally. Monitored run then changed duty back to blower 502.

02: Blower 602 fault alarm. Found in alarm log on VFD there had been an alarm for low current warning and is most likely what caused the fault. Cleared alarm on HMI and switched duty back to 602 and is currently operating normally. Monitored 602 run fine but switched duty to 601 as it was tested this week and was running fine.

14: Alarm for MBR1 effluent low flow. Arrived onsite. MBR1 is running normally maintaining flow without issue. Based on time since last backwash, suspected that this occurred after last backwash as MBR1 was starting to pull again.

21: Alarm for AV-702 fail to open or close. Arrived onsite MBR was disabled from alarm. Reset alarm and MBR started. Manually operated valve multiple times and valve appeared normal. Watched MBR run and seemed normal.

24: Alarm for Blower 601 fault. Arrived onsite. Found low current alarm on VFD. Switched duty to B601 to monitor run. B-601 ran ok but had a low current warning. Newterra is aware of this issue and is supposed to be looking into it. Placed B602 into duty.

27: Alarm for Raw EQ tank 301 High level. Arrived on-site, EQ level currently 78%, tank now out of high level alarm, looked in EQ tank float is not triggered but close, will monitor plant run to see if it is catching up. Have been slowly increasing MBR2 flow, now up to 235 LPM, EQ runs roughly between 79-73%, continuing to monitor. EQ seems to be catching up, hitting 71% on run cycles. Lower flows overnight should allow it to catch up, leaving site.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns during the first quarter.

SECOND QUARTER:

There were no complaints or concerns during the second quarter.

THIRD QUARTER:

There were no complaints or concerns during the third quarter.

FOURTH QUARTER:

There were no complaints or concerns during the fourth quarter.

Ontario

Ministry of Agriculture, Food and Rural Affairs

Notice of Request for Drain Major Improvement *Drainage Act*, R.S.O. 1990, c. D.17, subs. 78 (1.1)

To: The Council of the Corporation of the Township of Southwold

Re: Edison Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☑ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

Existing drain is old and deteriorating rapidly.

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description	
36039 Fourth Line CON 4 N PT LOT 6	
Ward or Geographic Township	Parcel Roll Number
Southwold Township	34 24 000 004 00500 0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation — If you need to provide additional information, please attach along with this form.

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)	Position Title
Paul Luyks	President

Name of Corporation

J & G Luyks Farms Limited

I have the authority to bind the Corporation.

Signature	Date (yyyy/mm/dd)
Paul Luyks — Digitally signed by Paul Luyks Date: 2024.03.12 13:44:59 -04'00'	2024/03/12

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
Luyks	Paul	

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box

City/Town	Province	Postal Code
Southwold	ON	N0L 2G0

Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)
[redacted]	[redacted]	[redacted]

To be completed by recipient municipality:

Notice filed this 12th day of March 20 24

Name of Clerk (Last, First Name)	Signature of Clerk
HIGGS, LISA	

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Kevin Goodhue, Water/Wastewater and Compliance Superintendent Services

REPORT NO: ENG 2024-19

SUBJECT MATTER: Annual Water & Wastewater Reports

Recommendation(s):

THAT Report ENG 2024-19 titled Annual Water and Wastewater Reports be received for information;

Purpose:

To provide Council with the 2024 reports and summary reports for the various water and wastewater systems in the Township of Southwold.

Background:

0. Reg. 170/03 under the Safe Drinking Water Act requires an annual report and summary report be provided to Council each calendar year for the water system, including the systems from which the Township receives its water. Currently the Township of Southwold receives water from the following systems: Elgin Area Primary Water Supply System, St. Thomas Area Secondary Water Supply System, St. Thomas Water Distribution System, and the Southwold Distribution System.

Comment/Analysis:

Annual and Summary Reports are prepared by the systems respective operating authorities Ontario Clean Water Agency and the City of St. Thomas. The following reports are attached to this report:

Appendix A: Elgin Area Primary Inspection Report
Appendix B: St. Thomas Area Secondary Water Supply System Annual Report
Appendix C: Southwold Lynhurst Park Drive Inspection Report

Appendix D: Southwold Water Distribution System Annual Report
Appendix E: Southwold Water Distribution System Annual Inspection Report
Appendix F: Talbotville Wastewater Treatment Plan Annual Report

The water systems continue to be incompliance with the legislated requirements which speaks to the quality of the drinking water systems and their operation.

Financial Implications:

None.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☐ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Opportunity

☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:
Aaron VanOorspronk, CET.
Director of Infrastructure and Development Services
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

Ontario

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

Drinking-Water System Number:	210000871
Drinking-Water System Name:	**Elgin Area Primary Water Supply System**
Drinking-Water System Owner:	Elgin Area Primary Water Supply System Joint Board of Management
Drinking-Water System Operating Authority:	Ontario Clean Water Agency (OCWA)
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2023 through December 31, 2023

Complete if your Category is Large Municipal Residential or Small Municipal Residential	**Complete for all other Categories.**
Does your Drinking-Water System serve more than 10,000 people? **Yes [X] No [ ]** **Is your annual report available to the public at no charge on a web site on the Internet?** **Yes [X] No [ ]** **Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.** Lake Huron and Elgin Area Water Supply Systems c/o Regional Water Supply Division 235 North Centre Road, Suite 200 London, ON N5X 4E7 https://huronelginwater.ca/ Elgin Area Water Treatment Plant 43665 Dexter Line, Union, ON N0L 2L0	**Number of Designated Facilities served:** N/A **Did you provide a copy of your annual report to all Designated Facilities you serve?** **Yes [ ] No [ ]** **Number of Interested Authorities you report to:** N/A **Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?** **Yes [ ] No [ ]**

Ontario

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

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Systems that receive their drinking water directly from the EAPWSS:

Drinking Water System Name	Drinking Water System Number
City of London Distribution System	260004917
St. Thomas Area Secondary Water Supply System	260078897
Aylmer Area Secondary Water Supply System	260004722
Port Burwell Area Secondary Water Supply System	260004735
Central Elgin Distribution System	260004761
St. Thomas Distribution System	260002187

Systems that receive their drinking water indirectly from the EAPWSS:

Drinking Water System Name	Drinking Water System Number
Aylmer Distribution System	260002136
Malahide Distribution System	260004774
Dutton Dunwich Distribution System	220002967
Bayham Distribution System	260004748
Southwold Distribution System	210001362
Ontario Police College Distribution System	260002161

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No [ ]

Indicate how you notified system users that your annual report is available, and is free of charge.

[X] Public access/notice via the web
[X] Public access/notice via Government Office
[ ] Public access/notice via a newspaper
[ ] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[ ] Public access/notice via other method _____

Describe your Drinking-Water System

The Elgin Area Primary Water Supply System employs pre-chlorination, screening, process pH adjustment (utilizing carbon dioxide), powder activated carbon addition (seasonally on an as-required basis), coagulation, flocculation, sedimentation, dual-media filtration, UV disinfection, post-chlorination, final pH adjustment (utilizing sodium hydroxide) and fluoridation to treat raw water obtained from Lake Erie. The WTP has a rated capacity of 91 ML/day (MLD). Water is pumped from the plant through the primary transmission main (900mm diameter) to various communities enroute to the Elgin-Middlesex Terminal Reservoir located in northeast St. Thomas. The drinking water system is monitored at various locations throughout the system via a Supervisory Control and Data Acquisition (SCADA) system.
A Residuals Management Facility (RMF) provides equalization, clarification, sediment thickening and dechlorination. Thickened sediment is dewatered by centrifuges and the thickened sediment is sent to the landfill for final disposal. Clarified and dechlorinated liquid streams are discharged back to Lake Erie through the plant drain.

List all water treatment chemicals used over this reporting period

Carbon Dioxide
Aluminum Sulphate
Cationic Polymer
Powder Activated Carbon
Chlorine Gas
Hydrofluosilicic Acid
Sodium Hydroxide
Dewatering Polymer (Residuals Management Facility)
Sodium Bisulphite (Residuals Management Facility)

Were any significant expenses incurred to?

[X] Install required equipment
[X] Repair required equipment
[X] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred:

Capital Projects:

- Low lift service water connection project
- Safety railing replacements (Low Lift Building, Surge Building)
- Standby generator Technical Standards & Safety Authority (TSSA) fuel system upgrades
- Flocculation Building roof replacement
- Chlorine Building roof drain replacements
- Replaced lighting (Tunnel, Flocculation Building, Chlorine Building, and Low Lift Building)

- Residuals Management Facility (RMF) sludge mixing pump modifications
- Security Upgrades: Installation of cameras and card readers at WTP; fencing and lighting upgrades
- SCADA & PLC software review and upgrade

Maintenance Projects:

- Filter #2 Rebuild
- Chamber P039B and P048 chamber modifications and actuator replacements
- Replacement of Elgin Middlesex Pumping Station Reservoir level transmitter in cell #2

Studies and Design:

- Sodium Bisulphite (SBS) Room industrial hygiene sampling and recommendations
- Water Quality Facility Plan update
- Financial Plan update
- Asset condition field assessment
- Ultraviolet (UV) System Replacement Project – detailed design & equipment pre-selection and pre-purchase
- Backwash Pump Replacement Project – detailed design

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Report Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A

Ontario

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

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

Location	Number of Samples	Range of E. coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Range of HPC Results (CFU/100 mL) (min #)-(max #)
Raw Water	103	(0)-(200)	(0)-(18,100)	(<10)-(1,360)
Treated Water (WTP)	217	(0)-(0)	(0)-(0)	(0)-(20)
Distribution (EMPS Valve House)	53	(0)-(0)	(0)-(0)	(<10)-(30)
Distribution (Fruitridge Surge Facility)	53	(0)-(0)	(0)-(0)	(<10)-(30)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Grab Samples	Range of Results (min #)-(max #)
Treated Water Free Chlorine (mg/L)	Continuous Monitoring	(0.48)-(1.75)
Treated Water Free Chlorine (mg/L)	2130	(0.77)-(1.83)
Treated Water Turbidity (NTU)	Continuous Monitoring	(0.020)-(1.56)
Treated Water Turbidity (NTU)	2129	(0.019)-(0.196)
Treated Water Fluoride (mg/L)	Continuous Monitoring	(0.11)-(1.43)
Treated Water Fluoride (mg/L)	726	(0.29)-(0.80)
Filter #1 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.024)-(0.269)
Filter #2 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.023)-(0.282)
Filter #3 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.019)-(0.333)
Filter #4 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.013)-(0.310)
Combined Filtered Water Turbidity (NTU)	2131	(0.007)-(0.680)

Summary of Inorganic parameters tested during this reporting period
*(*All tests were conducted on treated water leaving the WTP unless otherwise noted)*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Arsenic	January 4, 2023 August 1, 2023 November 22, 2023	0.0002 0.0003 0.0003	mg/L mg/L mg/L	NO
Barium	January 4, 2023 August 1, 2023 November 22, 2023	0.0247 0.0238 0.0309	mg/L mg/L mg/L	NO
Boron	January 4, 2023 August 1, 2023 November 22, 2023	0.018 0.019 0.022	mg/L mg/L mg/L	NO
Cadmium	January 4, 2023 August 1, 2023 November 22, 2023	0.000006 0.000004 0.000010	mg/L mg/L mg/L	NO
Chromium	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected 0.00015 Not Detected	mg/L mg/L mg/L	NO
Lead (EMPS Valve House)	January 4, 2023 July 4, 2023 October 3, 2023	Not Detected Not Detected 0.00001	mg/L mg/L mg/L	NO
Mercury	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Selenium	January 4, 2023 August 1, 2023 November 22, 2023	0.00017 0.00013 0.00015	mg/L mg/L mg/L	NO
Uranium	January 4, 2023 August 1, 2023 November 22, 2023	0.000028 0.000037 0.000057	mg/L mg/L mg/L	NO
Sodium	January 12, 2023	16.9	mg/L	NO
Nitrite	January 12, 2023 April 4, 2023 July 4, 2023 October 3, 2023	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO
Nitrate	January 12, 2023 April 4, 2023 July 4, 2023 October 3, 2023	0.024 0.277 0.073 0.028	mg/L mg/L mg/L mg/L	NO

Summary of Organic parameters sampled during this reporting period
*(*All tests were conducted on treated water leaving the WTP unless otherwise noted)*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Atrazine + N-dealkylated metabolites	January 4, 2023 August 1, 2023 November 22, 2023	0.00006 0.00004 0.00006	mg/L mg/L mg/L	NO
Azinphos-methyl	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Benzene	January 4, 2023 August 1, 2023 November 22, 2023 November 23, 2023	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO
Benzo(a)pyrene	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Bromoxynil	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Carbaryl	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Carbofuran	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Carbon Tetrachloride	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Chlorpyrifos	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Diazinon	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Dicamba	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO

Ontario

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
1,2-Dichlorobenzene	January 4, 2023 January 19, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO
1,4-Dichlorobenzene	January 4, 2023 January 19, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO
1,2-Dichloroethane	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
1,1-Dichloroethylene (vinylidene chloride)	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Dichloromethane	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
2,4-Dichlorophenol	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
2,4-Dichlorophenoxy acetic acid (2,4-D)	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Diclofop-methyl	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Dimethoate	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Diquat	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Diuron	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Glyphosate	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Haloacetic Acids (HAA's) EMPS Valve House	January 4, 2023 April 4, 2023 July 4, 2023 September 19, 2023	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO

Ontario

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Haloacetic Acids (HAA's) EMPS Valve House = Running Annual Average	2023	Not Detected	mg/L	NO
Malathion	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
2-Methyl-4-chlorophenoxyacetic acid	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Metolachlor	January 4, 2023 August 1, 2023 November 22, 2023	0.00002 0.00001 0.00002	mg/L mg/L mg/L	NO
Metribuzin	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Monochlorobenzene	January 4, 2023 January 19, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO
Paraquat	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Pentachlorophenol	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Phorate	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Picloram	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Polychlorinated Biphenyls (PCB)	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Prometryne	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Simazine	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO

Ontario

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Total Trihalomethanes (THMs) EMPS Valve House	January 4, 2023 April 4, 2023 July 4, 2023 September 19, 2023	0.010 0.012 0.018 0.019	mg/L mg/L mg/L mg/L	NO
Total Trihalomethanes (THMs) EMPS Valve House = Running Annual Average	2023	0.015	mg/L	NO
Terbufos	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Tetrachloroethylene	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
2,3,4,6-Tetrachlorophenol	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Triallate	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Trichloroethylene	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
2,4,6-Trichlorophenol	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Trifluralin	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO
Vinyl Chloride	January 4, 2023 August 1, 2023 November 22, 2023	Not Detected Not Detected Not Detected	mg/L mg/L mg/L	NO

NOTE: During 2023, no Inorganic or Organic parameter(s) exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

SUMMARY REPORT

St. Thomas Area Secondary Water Supply System

License Number: 190-101
Permit Number: 190-201

Provincial Regulation 170/03
Summary Report

For the Period
January 1, 2023 – December 31, 2023

ST. THOMAS
THE RAILWAY CITY

Table of Contents

1 Summary Report Requirements

1.1 Introduction

The 2023 Summary Report for the St. Thomas Area Secondary Water Supply System (STASWSS) is being submitted to satisfy Schedule 22 of Ontario Regulation 170/03, the requirement to prepare and distribute a summary report of water system operations, outlining regulatory non-compliance with respect to water quality and water system management and administration and evaluating the water system infrastructure adequacy (with respect to its ability to continuing meeting the water demands of the serviced community).

As per Ontario Regulation 170/03, the summary report must:

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

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

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

The information provided is for the purpose of enabling the owner of the system to assess the capacity of the system. This report covers the reporting period from January 1, 2023 to December 31, 2023.

1.2 System Description

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley Ontario.

Operation and Maintenance of the EMPS- St. Thomas section is currently under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main and distribution system of the STASWSS is currently conducted by the City of St. Thomas – Environmental Services Dept.

The STASWSS is considered a distribution-only system, providing water directly to the City of St. Thomas and sections of the Southwold and Central Elgin Water Distribution Systems.

1.3 System Approvals and Regulatory Requirements

Operation and Maintenance of the STASWSS is governed by the Safe Drinking Water Act, 2002, and the regulations established under this Act. In accordance with the Safe Drinking Water Act, The Joint Board of Management of the St. Thomas Area Secondary Water Supply System holds a Municipal Drinking Water Licence and Drinking Water Works Permit, which provide approval for the establishment of drinking water infrastructure and provide the authority to operate and maintain said water system.

During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licences and permits listed below:

- MDWL No. 190-101, issue 5
- DWWP No. 190-201, issue 3

Ontario Regulation 170/03 – Drinking Water Systems, governs the operation, maintenance, and water quality monitoring requirements for municipal drinking water systems in Ontario. Ontario Regulation 128/04 – Certification of Drinking Water System Operators and Water Quality Analysts sets out the requirements for persons performing operational or maintenance activities on the water system. The Safe Drinking Water Act, 2002 and the associated regulations are enforced by the Ministry of Environment, Conservation and Parks (MECP) and monitored through annual inspections by Ministry personnel. Any non-compliant conditions identified during the course of the annual inspection are listed in the Inspection Report issued at the conclusion of the inspection period and are summarized in section 4.1 of this report.

Ontario Regulation 169/03 – Ontario Drinking Water Quality Standards sets the limits for parameters of concern in drinking water. Drinking water quality is monitored by the Operating Authority and any exceedance of the Drinking Water Quality Standards must be reported to the MECP and Public Health Unit, verbally and in written form through the use of a Notice of Adverse Test Results and Issue Resolution Form. Any non-compliant conditions identified through water quality monitoring exercises over the reporting period have been documented on a Notice of Adverse Test Results and Issue Resolution Form and are summarized in section 4.2 of this report.

2 Evaluation of Water Quantities and Flow Rates

The EMPS is situated on a site owned by the Elgin Area Primary Water Supply System and includes the original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipality of Central Elgin and Township of Southwold. Two additional pump stations were completed in 1994 and service the City of London, as well as the Municipality of Malahide, Town of Aylmer, and areas of the Municipality of Central Elgin.

The St. Thomas pump station is comprised of three high-lift pumps that deliver water through a transmission main that services the St. Thomas Area Secondary Water Supply System. A gas re-chlorination system provides re- chlorination for water being directed to the St. Thomas Area Secondary Water Supply System.
The Ontario Clean Water Agency (OCWA) is currently the Operating Authority for all 3 pump stations located within the EMPS, and ultimately control the pumps directing water into the STASWSS.

OCWA has prepared a Summary Report for their operations at the EMPS for the reporting period, which evaluates the volumes of water delivered to the STASWSS. The report is attached as Appendix A.

3 Water Quality Summary

A summary of water quality testing completed by OCWA over the course of the reporting period is available as an appendix to the OCWA EMP Summary Report (Appendix A).

A summary of water quality testing completed by the City of St. Thomas – Environmental Services Dept. over the course of the reporting period is available in the Annual Report (Appendix B).

4 Summary of Non-Compliant Conditions

4.1 Ministry of the Environment, Conservation and Parks Inspection

The Ontario Ministry of the Environment, Conservation and Parks (MECP) conducts an inspection of the St. Thomas portion of the Elgin-Middlesex Pumping Station, operated by OCWA, annually along with the St Thomas Area Secondary Water System, operated by the City of St Thomas.

An MECP inspection was completed in November 2023. There were no non-compliances identified in the report. The systems resulting inspection risk rating was identified as 0% and an overall final inspection rating of 100**%**.

MECP Inspection Finding	O.A. Responsible	Action Taken
N/A	**N/A**	**N/A**

4.2 Adverse Test Results and Issue Resolution

Any non-compliant conditions identified through water quality monitoring exercises undertaken by St. Thomas Environmental Services over the reporting period, and actions taken are summarized in the table below.

Adverse Test Result (Date / Location)	O.A. Responsible	Action Taken
Prior to putting the new Ford Chamber back into service, a Free Chlorine Residual of <0.05 mg/L was recorded as a result of the portion of the transmission main from Southwold Chamber to the Ford Chamber being out of service for several months to facilitate the Ford Chamber replacement.	St. Thomas	The transmission main was flushed until a suitable Free Chlorine Residual was achieved prior to putting the new Ford Chamber into service.

5 List of Appendices

Appendix A – OCWA EMPS – St. Thomas Secondary Water Supply System – 2023 Summary Report

Appendix B - St. Thomas Secondary Water Supply System – 2023 Annual Report

APPENDIX A

ELGIN-MIDDLESEX PUMPING STATION

ST. THOMAS AREA SECONDARY WATER SUPPLY SYSTEM

2023 COMPLIANCE REPORT

(Schedule 22 Summary Report)

Facility Name: Elgin-Middlesex Pumping Station -
St. Thomas Area Secondary Water Supply System

Mailing Address: Elgin Area Primary Water Supply System
P.O. Box 220
Port Stanley, ON N5L 1J4

Average Daily Flow	6,443 m^3/day
Max. Daily Flow	10,766 m^3/day
Source Water	Elgin Area Primary Water Supply System

CONTACT INFO:

Contract Administration:
City of St. Thomas, City Hall
Environmental Services
545 Talbot Street, St. Thomas, ON N5P3V7
Contact: Mr. Kevin De LeeBeeck
Director of Environmental
Services and City Engineer

Operator:
Ontario Clean Water Agency.
P.O. Box 220, Port Stanley, Ontario N5L 1J4
Contact: Mr. Greg Henderson - Senior Operations Manager
(226) 378-5154

Table of Contents

System Approvals:

The St. Thomas Area Secondary Water Supply System (STASWSS) is supplied water through the Elgin-Middlesex Pump Station, which receives water from the Elgin Area Primary Water Supply System (EAPWSS) on Dexter Line, east of Port Stanley, Ontario. During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licenses and permits listed below.

The supply and distribution of water to the system is governed by the following Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP):

- MDWL No. 190-101, issue 5, on September 30, 2021
- DWWP No. 190-201, issue 3, on September 30, 2021

The DWWP and MDWL were issued in accordance with the Safe Drinking Water Act (SDWA), 2002.

Treated Water Requirements:

The requirements fall under the Drinking Water Systems Regulation (O.Reg.170/03) and the Ontario Drinking Water Quality Standards (O.Reg.169/03) under the Safe Drinking Water Act, 2002.

Staff Complement and Training:

In 2023, the St. Thomas facility at the Elgin-Middlesex Pump Station (EMPS) was operated and maintained under the operating authority, Ontario Clean Water Agency. The operational and maintenance staff are based at the EAPWSS and share their time between the two facilities. Employees responsible for the operations and maintenance of the facility included one (1) senior operations manager, two (2) team leads, eight (8) full time operations staff, four (4) full time maintenance staff, one (1) technical support specialist, one (1) asset maintenance specialist and four (4) administrative support positions.

In 2023, all employees received Director Approved and practical on-the-job training, which contributed to annual Ministry of the Environment, Conservation and Parks (MECP) training requirements.

History of Facility:

The EMPS is an integrated booster station occupied by three secondary systems, which are fed from two in-ground storage reservoirs, each having a capacity of 27.3 million liters. The two storage reservoirs and the site upon which the three booster stations are situated are owned by the EAPWSS. The original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipalities of Central Elgin and Southwold. Two more pump stations were completed in 1994 that service the Town of Aylmer, Municipality of Malahide, and the City of London.

The STASWSS portion is comprised of three high-lift pumps that deliver water through a transmission main that services the STASWSS. A gas chlorination system provides secondary chlorination for water being directed to the STASWSS.

In the event of a power failure, an on-site generator can provide sufficient standby power to operate the facility and run the St. Thomas pumps.

Remote monitoring and control of all three pump stations is performed by staff at the EAPWSS. Remote monitoring and control capabilities are made possible via the EAPWSS and the EMPS SCADA systems

Process Description:

The EMPS receives treated water from the EAPWSS, which treats water at the water treatment plant located on the shores of Lake Erie to the east of Port Stanley. Water from the plant is pumped into the EAPWSS reservoirs located at the EMPS where it is subsequently fed via a series of headers to each of the pumping stations serving the Aylmer Area Secondary Water Supply System (AASWSS), the City of London Distribution System, and the STASWSS.

Post-Treatment:

The AASWSS and STASWSS both utilize a gas chlorination system for secondary disinfection. The system consists of two scaled 68 kg gas chlorine cylinders and three chlorinators equipped with booster pumps and a dosing capacity of 1-60kg/h.

High Lift Pump Station:

The three high lift pumps provide redundant pumping capacity into the STASWSS. The St. Thomas pumps are equipped with variable frequency drives (VFD) with each pump having a rated capacity of 263 L/s. With the current VFDs being utilized as soft and stop variable frequency drives.

Maintenance:

Site maintenance was carried out by Ontario Clean Water Agency (OCWA) field services staff based at the EAPWSS. Specialty maintenance services are provided on an as needed basis by external service providers.

All maintenance scheduling is monitored through a computerized maintenance management system (Maximo).

In addition to the routine preventative maintenance program, several maintenance projects were completed at the EMPS in 2023. A summary of non-routine maintenance is available in Appendix D, the 2023 Annual Report.

Sampling Procedures:

All samples collected by licensed OCWA personnel are submitted to Canadian Association for Laboratory Accreditation (CALA) accredited laboratories for bacteriological and chemical analysis.

Distribution water samples are taken twice per week at the inlet to the reservoir and submitted for bacteriological analysis. The distribution water entering the STASWSS is sampled weekly and submitted to an external laboratory for bacteriological analysis. Chlorine residual, for the water entering the STASWSS, is monitored continuously from the EAPWSS through the SCADA system.

On a quarterly basis the distribution water entering the reservoir, as well as the water entering the STASWSS is sampled and submitted to an accredited laboratory for testing of total trihalomethanes (THM) and haloacetic acids (HAA). Twice annually, the distribution water entering the reservoir is sampled and submitted to an accredited laboratory for testing of lead concentrations.

All water quality sampling at the EMPS was performed in accordance with Ontario Regulation 170/03.

Water Quality Monitoring and Flow Measurement:

Water quality is monitored remotely by means of free chlorine analyzer that was verified by EAPWSS staff. See Appendix A for a summary of 2023 water quality data. Flow leaving the EMPS directed to STASWSS is measured utilizing a magnetic flow measuring device. See Appendix B for 2023 total daily flow values and Appendix C for 2023 daily instantaneous peak flow rates.

Statement of Comparison:

The previous Certificate of Approval and new Municipal Drinking Water License for the STASWSS does not identify a rated capacity for the system. The pumping station has an available capacity of 68,169m3/day, whereby instantaneous peak flow capacity is rated at 789 L/s.

The maximum total daily flow witnessed by the system in 2023 was 10,766 m3/day, approximately 16% of the capacity. The maximum instantaneous peak flow witnessed by the system in 2023 was 503 L/s, approximately 64% of the capacity. The average total daily flow witnessed by the system in 2023 was 6,443 m3/day, approximately 9% of the capacity.

Ministry of the Environment Conservation and Parks Inspections:

The MECP conducted an inspection of the St. Thomas portion of the EMPS annually along with the STASWSS operated by the City of St Thomas. A MECP inspection took place November 23, 2023 and the final inspection report was issued on January 25 2024. There were no non-compliances identified in the inspection report. The final inspection rating received for the 2022-2023 reporting year was 100.00%.

Benefiting Municipalities:

Following the adoption of the Municipal Water and Sewer Transfer Act in 1997, the Ontario Ministry of the Environment Conservation and Parks transferred the ownership of the three booster stations from the Province of Ontario to the water systems' benefiting municipalities. As a result, the AASWSS portion of the EMPS and associated equipment is owned by the Aylmer Area Secondary Water Supply System Joint Board of Management, the London portion of the EMPS is owned by the Corporation of the City of London, and the STASWSS portion of the EMPS and associated appurtenances are owned by the St. Thomas Area Secondary Water System Joint Board of Management. Jointly these water systems benefit, and are managed on behalf of, the communities of Aylmer, Central Elgin, London, Malahide, Southwold and St. Thomas. A list of municipalities that receive water directly and indirectly from the STSWSS at the EMPS is provided in Appendix D.

The Ontario Clean Water Agency operates and maintains the EMPS, under contracts to the AASWSS, The Corporation of the City of London and the STASWSS.

This report was prepared by Ontario Clean Water Agency, the Operating Authority for the St. Thomas portion of the EMPS, on behalf of the St. Thomas Area Secondary Water Supply System Joint Board of Management.

APPENDIX A – EMPS ST. THOMAS
WATER QUALITY SUMMARY 2023

MONTH	POST TREATMENT Free Cl_2 mg/L
January	
Minimum	0.85
Maximum	1.62
Average	1.37
February	
Minimum	0.32
Maximum	1.65
Average	1.25
March	
Minimum	0.65
Maximum	1.77
Average	1.42
April	
Minimum	0.83
Maximum	1.78
Average	1.45
May	
Minimum	0.94
Maximum	1.63
Average	1.46
June	
Minimum	0.80
Maximum	1.63
Average	1.43
July	
Minimum	0.79
Maximum	2.14
Average	1.42
August	
Minimum	0.81
Maximum	1.68
Average	1.39
September	
Minimum	0.73
Maximum	1.54
Average	1.36
October	
Minimum	0.77
Maximum	2.72
Average	1.36
November	
Minimum	0.81
Maximum	1.47
Average	1.36
December	
Minimum	0.86
Maximum	1.48
Average	1.27
Yearly Minimum	0.32
Yearly Maximum	2.72
Yearly Average	1.38

Note: Chlorine residuals obtained from SCADA.

APPENDIX B
ST. THOMAS TOTAL DAILY FLOW - 2023

Date	January m^3	February m^3	March m^3	April m^3	May m^3	June m^3	July m^3	August m^3	September m^3	October m^3	November m^3	December m^3	
1	6,929	6,081	5,335	6,375	5,293	9,662	6,429	6,182	7,684	5704	6,498	5,420	
2	6,511	5,828	6,037	5,427	5,936	10,230	5,421	6,420	5,472	5958	6,221	5,313	
3	5,648	5,691	5,784	5,559	5,544	9,655	6,101	6,392	6,043	5689	6,221	6,013	
4	6,200	6,410	6,203	5,700	5,092	10,547	5,974	8,078	8,600	7071	6,385	9,517	
5	6,727	5,358	7,222	5,519	6,231	9,636	6,728	5,607	8,364	5151	7,978	7,026	
6	5,492	5,524	5,555	4,899	6,441	8,341	6,760	5,494	5,517	6300	6,791	6,402	
7	6,112	4,527	6,287	5,800	6,309	9,205	5,358	5,101	5,885	4932	6,254	6,015	
8	6,511	6,302	5,679	6,707	6,198	8,033	6,036	5,712	6,103	4724	5,520	5,924	
9	5,619	5,343	5,957	5,650	6,039	8,397	5,624	5,583	5,049	5208	5,594	5,667	
10	6,650	5,335	5,717	6,114	6,270	9,244	6,507	7,598	5,069	6818	5,339	7,548	
11	6,678	5,792	5,916	5,603	6,520	7,015	5,564	5,544	5,375	4773	6,211	7,060	
12	6,567	6,417	6,158	6,354	7,047	6,049	6,160	6,751	5,494	6574	5,893	5,712	
13	6,748	5,978	6,803	5,999	8,212	6,020	5,851	7,229	5,605	4790	5,185	6,244	
14	6,087	5,432	7,125	5,863	6,534	6,296	7,624	6,248	7,364	5766	7,367	7,314	
15	6,595	5,513	4,941	6,084	7,617	6,015	6,069	4,534	8,205	5952	4,839	6,479	
16	7,589	5,889	6,328	7,080	7,219	6,509	5,440	6,730	7,418	6647	4,535	7,210	
17	7,699	5,134	5,879	6,350	6,499	8,947	6,324	5,166	5,798	4804	5,299	7,732	
18	5,717	6,179	6,673	6,087	6,745	8,963	6,226	5,951	7,432	6078	6,748	7,088	
19	5,715	6,047	7,814	6,122	6,832	8,829	6,760	5,608	6,715	5855	7,353	6,842	
20	6,170	6,043	6,993	5,877	5,759	8,902	6,444	5,775	7,340	9950	7,222	6,649	
21	6,401	5,654	5,617	6,233	6,477	9,043	5,990	6,727	6,496	5512	6,324	7,305	
22	6,692	5,976	6,125	7,083	8,455	7,290	5,528	6,259	6,814	5544	7,039	7,386	
23	6,536	7,002	5,564	6,931	6,986	6,479	7,374	5,239	6,114	5863	6,674	8,296	
24	5,062	5,653	5,013	6,499	7,692	6,511	7,815	6,369	7,014	5064	6,448	6,756	
25	7,261	6,578	5,917	5,536	7,782	8,304	6,340	7,082	5,817	5155	6,921	5,665	
26	7,441	6,560	6,257	6,450	7,635	6,471	6,793	6,506	5,478	5086	6,279	5,710	
27	6,757	6,424	5,517	5,719	9,102	5,703	5,413	7,313	5,491	6996	7,057	5,846	
28	8,042	5,224	5,768	6,639	10,535	6,825	6,432	8,425	5,094	5658	6,669	6,868	
29	8,023		5,578	5,511	10,766	7,134	5,749	5,649	5,909	5107	6,568	7,657	
30	6,704		5,763	6,680	9,490	8,917	5,238	5,828	5,782	5858	6,808	6,587	
31	6,302		5,133		8,579		6,303	6,650		6256		6,414	
Total	203,185	163,894	186,658	182,450	221,836	239,172	192,375	193,750	190,541	180,843	190,240	207,665	2,352,609
Minimum	5,062	4,527	4,941	4,899	5,092	5,703	5,238	4,534	5,049	4,724	4,535	5,313	4,527
Maximum	8,042	7,002	7,814	7,083	10,766	10,547	7,815	8,425	8,600	9,950	7,978	9,517	10,766
Average	6,554	5,853	6,021	6,082	7,156	7,972	6,206	6,250	6,351	5,834	6,341	6,699	6,443

APPENDIX C
ST. THOMAS DAILY INSTANTANEOUS PEAK FLOW - 2023

Date	January L/s	February L/s	March L/s	April L/s	May L/s	June L/s	July L/s	August L/s	September L/s	October L/s	November L/s	December L/s	
1	273	279	274	270	280	279	281	281	270	276	295	279	
2	273	279	272	271	283	280	279	278	266	289	286	285	
3	272	282	272	271	277	275	272	271	269	285	295	279	
4	265	276	266	271	275	273	281	272	284	287	282	286	
5	270	276	270	269	277	286	278	280	276	290	291	303	
6	270	281	269	281	278	271	281	284	284	276	287	287	
7	273	283	277	278	277	270	284	276	295	269	285	273	
8	272	278	282	278	278	268	283	285	282	271	282	282	
9	272	273	282	280	276	280	283	278	280	271	282	274	
10	272	276	281	281	275	265	273	298	284	268	281	277	
11	282	274	282	279	296	269	284	289	284	284	279	274	
12	283	275	281	280	286	266	286	286	277	286	286	273	
13	280	276	279	274	279	269	268	283	286	291	280	271	
14	280	278	282	271	276	274	281	272	276	283	289	278	
15	281	277	276	272	279	277	286	279	280	277	282	270	
16	282	276	277	272	282	275	271	288	287	283	275	279	
17	281	275	278	275	279	273	267	275	295	280	275	269	
18	279	275	274	277	285	278	278	275	296	280	274	270	
19	276	277	275	275	274	276	288	276	292	503	278	270	
20	274	274	276	281	283	278	286	285	290	270	278	279	
21	274	274	280	271	273	284	279	293	285	278	275	278	
22	276	275	273	274	276	279	287	279	285	281	278	279	
23	277	275	275	269	273	276	277	281	278	286	272	283	
24	272	275	270	273	293	288	279	272	273	282	276	284	
25	274	275	271	270	289	284	282	273	279	286	276	280	
26	273	276	271	288	278	282	297	290	288	273	284	282	
27	274	276	273	281	275	285	287	285	287	282	289	282	
28	274	276	271	291	277	280	271	273	273	271	280	276	
29	272		271	277	286	284	279	290	275	271	280	283	
30	273		271	279	280	274	285	280	278	269	283	273	
31	274		269		276		275	293		280		276	
Minimum	265	273	266	269	273	265	267	271	266	268	272	269	265
Maximum	283	283	282	291	296	288	297	298	296	503	295	303	503
Average	275	277	275	276	280	277	280	281	282	286	282	279	279

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

Drinking-Water System Number:	260078897
Drinking-Water System Name:	**Elgin Middlesex Pumping Station - St. Thomas Area Secondary Water Supply System**
Drinking-Water System Owner:	St. Thomas Area Secondary Water Supply System Joint Board of Management
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2023 through December 31, 2023

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [X] No [ ]

Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No [ ]

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

City of St. Thomas, City Hall
Environmental Services
545 Talbot Street
St Thomas, ON.
N5P 3V7
www.city.st-thomas.on.ca

Elgin Area Primary Water Supply System
Treatment Plant
43665 Dexter Line, Union, ON
N0L 2L0

Complete for all other Categories.

Number of Designated Facilities served:

N/A

Did you provide a copy of your annual report to all Designated Facilities you serve?
Yes [ ] No [ ]

Number of Interested Authorities you report to: N/A

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?
Yes [ ] No [ ]

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Systems that receive their drinking water directly from the St. Thomas EMPS:

Drinking Water System Name	Drinking Water System Number
St. Thomas Area Secondary Water Supply System	260078897
St. Thomas Distribution System	260002187

Systems that receive their drinking water indirectly from the St. Thomas EMPS:

Drinking Water System Name	Drinking Water System Number
Dutton/Dunwich Distribution System	220002967
Municipality of Central Elgin	260004761
Southwold Distribution Supply	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No [ ]

Indicate how you notified system users that your annual report is available, and is free of charge.

- **[X] Public access/notice via the web**
- **[X] Public access/notice via Government Office**
- **[ ] Public access/notice via a newspaper**
- **[X] Public access/notice via Public Request**
- **[ ] Public access/notice via a Public Library**
- **[ ] Public access/notice via other method**

Describe your Drinking-Water System

The Elgin Middlesex Pumping Station (EMPS) receives water from the Elgin Area Primary Water Supply System (EAPWSS), which is located to the east of Port Stanley. Water from the EAPWSS is pumped into the EAPWSS site reservoirs located at the EMPS. The total capacity of the 2 reservoirs is 54,600$m^{3.}$ Through various secondary water supply systems, the EMPS serves the Cities of London, St. Thomas, Town of Aylmer, and Municipalities of Central Elgin, Malahide, Dutton-Dunwich and Southwold.

The EMPS is a shared facility. Booster pumps are dedicated to directing water to the City of London, St. Thomas Secondary and/or Aylmer Area Secondary Water Supply Systems. A gas chlorine system is utilized to provide re-chlorination for water being directed to the St. Thomas and Aylmer Area Secondary Water Supply Systems. The facility also houses a 600kW standby diesel generator that provides emergency power to support pumping of water into the St. Thomas and Aylmer systems during a power interruption.

Three pipelines exit the EMPS: one exits to the south of the EMPS property and extends west to service the St. Thomas Secondary Water Supply System; the second services the City of London distribution system; the third services the municipalities on the Aylmer Area Secondary Water Supply System.

List all water treatment chemicals used over this reporting period

Chlorine Gas

Were any significant expenses incurred to?

[ ] Install required equipment
[X] Repair required equipment
[X] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

- Chlorine System Repairs
- Chlorine Booster Pump Replacement
- Elgin Middlesex PS PFD Consolidation
- Generator and Chlorine Room Lighting Upgrades
- UPS Replacement
- Discharge Surge Control Valve (Flow control valve also purchased)
- Generator Full Load Test and Engine & Transfer Switch Condition Assessment

Notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	**N/A**

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Number of Heterotrophic Plate Count (HPC) Samples	Range of HPC Results (CFU/1 mL) (min #)-(max #)
Distribution	58	(0) – (0)	(0) – (0)	58	(<10) - (100)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Grab Samples (Continuous Monitoring)	Min	Max	Avg
Free Chlorine Residual (mg/L)	8760	0.32	2.72	1.38

Note:

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM **(**NOTE**:** result value is based on one sample**)**	January 4, 2023 April 4, 2023 July 4, 2023 October 3, 2023	13 15 27 32	µg/L µg/L µg/L µg/L	NO
THM **Running Annual Average (RAA)**	2023	22	µg/L	NO
HAA **(**NOTE**:** result value is based on one sample**)**	January 4, 2023 April 4, 2023 July 4, 2023 October 3, 2023	ND ND 8.2 6.5	µg/L µg/L µg/L µg/L	NO
HAA **Running Annual Average (RAA)**	2023	7.4	µg/L	NO

ND= Non-detect

APPENDIX E EMPS Chemical Consumption - 2023	
Month	**Total Chlorine Gas Usage - Kg**
January	159
February	136
March	143
April	153
May	173
June	184
July	163
August	167
September	181
October	181
November	177
December	142
Yearly Total	**1959**

Please note: Aylmer and St.Thomas combined cl2 usage

APPENDIX B

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

Drinking-Water System Number:	**260078897**
Drinking-Water System Name:	**St. Thomas Area Secondary Water Supply System (Transmission Main)**
Drinking-Water System Owner:	Joint Board of Management of the St. Thomas Area Secondary Water Supply System
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2023 through December 31, 2023

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [X]

Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No [ ]

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

City of St. Thomas, City Hall
Environmental Services
545 Talbot Street
St Thomas, Ontario

Complete for all other Categories.

Number of Designated Facilities served:

NA

Did you provide a copy of your annual report to all Designated Facilities you serve?
Yes [ ] No [ ]

Number of Interested Authorities you report to: NA

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?
Yes [ ] No [ ]

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
City of St. Thomas Water Distribution System	260002187
Municipality of Central Elgin	260004761
Township of Southwold	210001362
Dutton/Dunwich Distribution System	220002967

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
Yes [X] No [ ]

Indicate how you notified system users that your annual report is available, and is free of charge.

[x] Public access/notice via the web
City of St. Thomas Website – www.st.thomas.ca
[x] Public access/notice via Government Office
[ ] Public access/notice via a newspaper
[x] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[ ] Public access/notice via other method _____

Describe your Drinking-Water System

The St. Thomas Area Secondary Water Supply System (STASWSS) consists of a Pumping Station within the Elgin Middlesex Pumping Station (EMPS), a 0..76 ML elevated water tower , several meter chambers, transmission watermains of 500 mm and 750 mm diameter.

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley Ontario.

Operation and Maintenance of the EMPS- St. Thomas section is currently under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main and distribution system of the STASWSS is currently conducted by the City of St. Thomas – Environmental Services Dept.

List all water treatment chemicals used over this reporting period

12% Sodium Hypochlorite Chlorine Gas (EMPS)
Sodium Metabisulphite

Were any significant expenses incurred to?

[X] Install required equipment
[X] Repair required equipment
[X] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

$13,000	**Ford Chamber pole replacement**
$8300	**Chamber F015 valve replacement**
$7800	**Ford Chamber Commissioning**

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	NA	NA	NA	NA	NA
Treated	NA	NA	NA	NA	NA
Distribution	156	(0)-(0)	(0)-(0)	156	(<10)-(100)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Chlorine (Grab Samples)	156	(0.74)-(1.68)
Chlorine (Continuous Monitoring)	8760	(0.00)-(2.00)

__NOTE__: For continuous monitors use 8760 as the number of samples.

__NOTE__: The value of 0.00 mg/L was recorded on the continuous chlorine sampler as a result of equipment abnormality/SCADA issue/maintenance work or calibration.

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

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

Summary of lead testing under Schedule 15.1 during this reporting period
(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA

Distribution	NA	NA	NA

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
HAA5 (NOTE: show latest annual average)	Feb 21, 2023 Apr 24, 2023 July 04, 2023 Oct 02, 2023	6.6	ug/L	no
THM (NOTE: show latest annual average)	Feb 21, 2023 Apr 24, 2023 July 04, 2023 Oct 02, 2023	31.0	ug/L	no

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

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA

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

Drinking-Water System Number:	210001362
Drinking-Water System Name:	Southwold Drinking Water System (Lynhurst Park Subdivision)
Drinking-Water System Owner:	Corporation of the Township of Southwold
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2023 through December 31, 2023

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [X]

Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No [ ]

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Township of Southwold Office
35663 Fingal Line
Fingal, ON N0L 1K0

Complete for all other Categories.

Number of Designated Facilities served:

NA

Did you provide a copy of your annual report to all Designated Facilities you serve?
Yes [ ] No [ ]

Number of Interested Authorities you report to:

NA

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?
Yes [ ] No [ ]

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
Yes [X] No [ ]

Indicate how you notified system users that your annual report is available, and is free of charge.

[x] Public access/notice via the web
[x] Public access/notice via Government Office
[ ] Public access/notice via a newspaper
[x] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[ ] Public access/notice via other method _____

Describe your Drinking-Water System

The Southwold Drinking Water System (Lynhurst Park Subdivision) consists of a looped watermain, hydrants, and valves within the Lynhurst Park Drive Subdivision, providing water service to approximately 52 residential properties. The system is suburban to the City of St. Thomas, and receives all drinking water from the City of St. Thomas Water Distribution System.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

[ ] Install required equipment
[ ] Repair required equipment
[ ] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	NA	NA	NA	NA	NA
Treated	NA	NA	NA	NA	NA
Distribution	12	(0)-(0)	(0)-(0)	12	(<10)-(70)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Chlorine (Grab Samples)	12	(0.36)-(0.88)

***NOTE**: For continuous monitors use 8760 as the number of samples.*

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

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

Summary of lead testing under Schedule 15.1 during this reporting period
(applicable to the following drinking water systems; large municipal residential systems**,** small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
HAA5 (NOTE: show latest annual average)	Refer to St. Thomas Drinking Water System Annual Report			
THM (NOTE: show latest annual average)	Refer to St. Thomas Drinking Water System Annual Report			

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

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

February 23rd, 2024

Lisa Higgs
CAO
Corporation of the Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

Re: Safe Drinking Water Act, O. Reg. 170/03 Section 11 and Schedule 22 Summary Report

Dear Mrs. Higgs,

Attached is the 2023 Summary Report for the Southwold Distribution System for January 1st to December 31st, 2023. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the Southwold Municipal Council. Please ensure this distribution by March 31, 2024.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the township, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding
Process and Compliance Technician

c.c. Dale LeBritton, OCWA's Regional Hub Manager
Vitaliy Talashok, OCWA's Senior Operations Manager
Maegan Garber, Safety, Process and Compliance Manager
Aaron VanOorspronk, Director of Infrastructure & Development Service (Southwold)
Kevin Goodhue, Water/Wastewater & Compliance Superintendent (Southwold)

Southwold Distribution System

Waterworks # 210001362
System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Corporation of the Township of Southwold

Reporting Period of January 1st – December 31st, 2023

Issued: Feb 23rd, 2024

Revision: 0

Operating Authority:

OCWA
ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22.

Table of Contents

Revision History

Date	Revision #	Revision Notes
02-23-2024	0	Report Issued

Report Availability

This system does not serve more than 10,000 people and the annual reports will be available to residents at the Township of Southwold Municipal Office. Notification will be at the Municipal Office and copies provided free of charge, if requested. The Southwold Municipal Office is located at, 35663 Fingal Line in the Town of Fingal.

Compliance Report Card

Compliance Event	Date	# of Events
Ministry of Environment Inspections	10-05-2023	1
Ministry of Labour Inspections	N/A	0
QEMS External Audit	12-13-2023	1
AWQI's/BWA	N/A	0
Non-Compliance	N/A	0
Community Complaints	Various	8
Spills	N/A	0
Watermain Breaks	N/A	0

System Process Description

Distribution

The Southwold Distribution System receives water from the St. Thomas Area Secondary Water Supply System through interconnection points:
-Talbot Line and Ford Line
-Talbot Line and Ford Line feeding Talbotville
-Wonderland Road and Clinton Line

The St. Thomas Area Secondary Water Supply System receives water from the Elgin Area Primary Water Supply System, where the raw water from Lake Erie is treated to supply potable water to the systems it serves.

The Southwold Distribution System is monitored at the Shedden Re-Chlorination Facility on Talbot Line. At this facility the distribution system chlorine residuals are monitored (inlet and outlet) and increased if necessary. The facility has two chlorine pumps (duty/standby) to increase the chlorine residual based on set points and flow in the distribution system. This facility also provides a potable water fill station for consumers.

The distribution system contains pressure reducing valves, sample stations, hydrants and auto flushers throughout the system in order to monitor distribution pressures and water quality.

The Southwold Distribution System also provides water to:
-Dutton Dunwich Distribution System at Talbot Line and Iona Road interconnect
-St. Thomas Distribution System on Fingal Line at the St. Thomas/Southwold border
-Middlesex Centre Distribution System at Southdel Drive

Treatment Chemicals

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Sodium Hypochlorite	Secondary Disinfection	Jutzi

Summary of Non-Compliance

Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
There were no adverse water quality incidents reported during the reporting period.						

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues noted during the inspection.				

Flows

In 2023, the total flow through the Southwold DS was 663,774m^3. This is a decrease of 1.2% compared to 2022. The average daily flow to the Southwold Distribution System in 2023 was 1,763m^3/d.

The following table provides an overview of the monthly flow totals for the Southwold Distribution System. Appendix A contains monthly flow readings from various meters throughout the distribution system.

Table 1: Southwold Distribution Flows

MONTH	TOTAL (m^3)	Average Daily Flow (m^3/d)
January	49,728	1,604
February	42,396	1,368
March	46,222	1,491
April	44,121	1,423
May	65,231	2,104
June	69,325	2,236
July	55,399	1,787
August	58,012	1,871
September	52,043	1,679
October	67,885	2,190
November	58,160	1,876
December	47,420	1,530
Average Daily	-	**1,763**
Annual Total	**655,943**	-

The flow is measured at the Shedden Re-Chlorination Facility. Below is a summary of flow through this facility.

Table 2: Shedden Re-chlorination Facility Flows

Month	Total Monthly Flow (m^3)	Average Daily Flow (m^3/d)	Maximum Daily Flow (m^3/d)
January	25,615.5	826.3	1044.0
February	16,899.0	603.5	1094.5
March	29,555.0	953.4	1138.0
April	29,771.8	992.4	1332.0
May	26,242.6	846.5	1138.5
June	25,451.8	848.4	1162.0
July	25,679.2	828.4	1106.0
August	25,486.4	822.1	1068.5
September	28,156.0	938.5	1661.0

Month	Total Monthly Flow (m^3)	Average Daily Flow (m^3/d)	Maximum Daily Flow (m^3/d)
October	24,638.0	794.8	1007.0
November	22,957.0	765.2	1052.0
December	25,313.8	816.6	971.0
Annual Total	**305,766.1**	**-**	**-**
Average Daily	**-**	**837.7**	**-**
Maximum Day Flow	**-**	**-**	**1661.0**

Regulatory Sample Results Summary

Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Distribution Water	263	0	0	0	0	<10	<2000

Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	410	0.40	1.15

Summary of Lead Testing:

Schedule 15 sampling is required under O.Reg 170/03. This system is under reduced sampling. No plumbing samples were collected.

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	6	95	99	N/A	N/A
pH	6	7.06	7.37	N/A	N/A
Lead (ug/l)	6	0.25	0.79	10	0

Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03.

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2023	30.9	100	0	0
Haloacetic Acids: Total (ug/L) Annual Average-DW	2023	15.7	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

Additional Legislated Samples

There is no additional sampling required in the Southwold Distribution System.

Major Maintenance Summary

Distribution Maintenance

Details
- Hydrant repair - Phone line for dialer replaced - PRV inspection and repairs - Chlorine pump de-gas valves replaced - Watermain commissioning

Appendix A

Summary of flow volumes in the Southwold Distribution System (values in m^3 unless indicated).

Month	Talbot & Ford (Southwold Interconnect Chamber)	Talbot & Ford (Talbotville Chamber)	Wonderland & Clinton (Clinton Line Interconnect Chamber)	Other	Talbot & Iona (Iona Chamber)	Fingal Line (St. Thomas Chamber)	TOTAL	Average Daily Flow (m^3/d)
January	47,331	5,570	7,907	2,993	-13,984	-89	49,728	1,604
February	34,333	4,070	5,739	2,508	-4,191	-63	42,396	1,368
March	48,415	5,675	8,071	2,741	-18,609	-71	46,222	1,491
April	45,299	5,275	7,554	2,688	-16,621	-74	44,121	1,423
May	61,496	7,220	10,195	3,871	-17,412	-139	65,231	2,104
June	73,779	8,635	0	4,073	-16,918	-244	69,325	2,236
July	62,585	7,365	0	3,082	-17,494	-139	55,399	1,787
August	64,695	7,550	0	3,461	-17,564	-130	58,012	1,871
September	65,163	7,610	0	2,967	-23,511	-186	52,043	1,679
October	73,453	8,565	0	3,288	-17,279	-142	67,885	2,190
November	64,391	7,480	0	2,832	-16,209	-334	58,160	1,876
December	49,979	5,980	7,693	2,557	-18,678	-111	47,420	1,530
Annual Total	690,919	80,995	47,159	37,061	-198,469	-1722	655,943	1,763

Ontario

Ministry of the Environment, Conservation and Parks

Drinking Water and Environmental Compliance Division

Southwest Region
733 Exeter Road
London, ON N6E 1L3
Phone: 519-873-5000

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Division de la conformité en matière d'eau potable et d'environnement

Région Sud-Ouest
733 rue Exeter
London, ON N6E 1L3
Tél: 519-873-5000

November 16, 2023

The Corporation of the Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

Attention: Lisa Higgs, Cao/Clerk

Re: Southwold Distribution System Inspection Report (#210001362)

The enclosed Drinking Water Inspection Report outlines non-compliance, if any, with Ministry legislation, and policies for the above noted water system. Violations noted in this report, if any, have been evaluated based on community risk. These violations will be monitored for compliance with the minimum standards for drinking water in Ontario as set forth under the *Safe Drinking Water Act* and associated regulations. Where risk is deemed to be high and/or compliance is an ongoing concern, violations will be forwarded to this Ministry's Investigation and Enforcement Branch.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR) provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. **Please note that due to a change in IT systems, the Inspection Rating Report (IRR) cannot be generated at the same time as the inspection report. The IRR will be sent separately and prior to any public release (typically within 1-2 month of the completion of the inspection).** If you have any questions regarding the report, please feel free to call me at (226) 926-1785.

Sincerely,

M. Morgan

Meghan Morgan
Provincial Officer, Water Inspector
London District Office
Meghan.Morgan@ontario.ca

cc. Southwestern Public Health Unit
Kettle Creek Conservation Authority

Ontario

SOUTHWOLD DISTRIBUTION SYSTEM
35663 FINGAL LINE, SOUTHWOLD, ON, N0L 1K0

INSPECTION REPORT

Entity:	ONTARIO CLEAN WATER AGENCY CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
Inspection Start Date:	August 29, 2023
Inspection End Date:	November 08, 2023
Inspected By:	Meghan Morgan
Badge #:	1315

M Morgan

(signature)

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1001000	**Question Type**	Information

Legislative Requirement(s):
Not Applicable

Question:
What was the scope of this inspection?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

A site visit was performed on October 5, 2023 by Water Inspector Meghan Morgan. Several documents were reviewed as part of the inspection, these documents include but are not limited to:
1. Operations and Maintenance Manual most recently revised December 2022.
2. Drinking Water Works Permit #055-201 – Issue #4 dated July 20, 2021.
3. Municipal Drinking Water Licence #055-101 – Issue #3 dated July 20 2021.
4. Certificates of analysis and operational documents maintained by the owner/operator for the inspection period.

It should be noted that this inspection covers the period from October 1, 2022 to September 30, 2023.

Question ID	DWMR1000000	**Question Type**	Information

Legislative Requirement(s):
Not Applicable

Question:
Does this drinking water system provide primary disinfection?

Compliance Response(s)/Corrective Action(s)/Observation(s):
This drinking water system provides for only secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated drinking water system which provides treated water to this drinking water system.

Treated potable water is provided by the Elgin Area Primary Water Supply by way of the St. Thomas Area Secondary Water Supply System, St. Thomas Water Distribution System and the Central Elgin Distribution System.

Water enters the Southwold Distribution System from the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System. The Southwold Distribution System supplies water to the Dutton-Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre.

Secondary disinfection is supplied by the St. Thomas Area Secondary Water Supply. The Shedden Re-Chlorination Facility boosts the free chlorine residual of the water passing through as needed.

Question ID	DWMR1018000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

Question ID	DWMR1020000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

The operating authority completed one "Form 1 – Record of Watermains Authorized as a Future Alterations" document during this inspection period for the installation of a new watermain.

Question ID	DWMR1114000	Question Type	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.

Question ID	DWMR1028000	Question Type	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Are up-to-date plans for the drinking water system kept in place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.

Up-to-date drawings were observed to be at the Shedden Re-Chlorination Facility and are also available electronically.

Question ID	DWMR1025000	Question Type	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.

Drinking Water Works Permit # 055-201, Issue # 4, Section 2.3 of Schedule B stipulates that all parts of the drinking water system in contact with drinking water which are added, modified, replaced, extended; or taken out of service for inspection, repair or other activities that may lead

to contamination, shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
a) As of February 10, 2021 the ministry's Watermain Disinfection Procedure, August 1, 2020;
b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
d) AWWA C653 – Standard for Disinfection of Water

A review of the disinfection records produced for new watermains and watermain repairs, the Owner and Operating Authority demonstrated that the MECP and AWWA procedures for the disinfection of water system components are followed.

Question ID	DWMR1027000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Does the owner have evidence indicating that all chemicals and materials which come in contact with water within the drinking water system have met all applicable AWWA and ANSI standards in accordance with the DWWP and MDWL issued under Part V of the SDWA?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.

Question ID	DWMR1024000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 1-2 | (2);

Question:
Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Question ID	DWMR1033000	**Question Type**	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 7-2 | (3); SDWA | O. Reg. 170/03 | 7-2 | (4);

Question:
Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The secondary disinfectant residual was measured as required for the large municipal residential distribution system.

Ontario Regulation 170/03, Schedule 7-2 requires the owner/operating authority of a large municipal residential system that provides secondary disinfection to ensure that at least seven distribution samples are taken each week and tested immediately for free chlorine residual. At least four of the samples must be taken on one day of the week, and at least three samples must be taken on a second day of the week, at least 48hrs after the samples taken on the first day.

Records reviewed indicate that secondary disinfection is maintained in the Southwold Distribution System. Secondary disinfection is measured in the distribution system by operators who take at least seven grab samples on two separate days every week. The chlorine residual results are documented on round sheets or in the logbook by the operator with measured results being above 0.05mg/L for free chlorine. In addition, the Shedden re-chlorination station is equipped with two online chlorine analyzers which continuously measure the concentration of free chlorine and have alarm set points to ensure the free chlorine residual is maintained above 0.05mg/L.

Question ID	DWMR1049000	**Question Type**	BMP

Legislative Requirement(s):
Not Applicable

Question:
Do records confirm that disinfectant residuals are routinely checked at the extremities and dead ends of the distribution system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system.

Question ID	DWMR1036000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 6-7 | (1);

Question:
Where continuous monitoring equipment is not used for chlorine residual analysis, are samples tested using an acceptable portable device?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Samples for chlorine residual analysis were tested using an acceptable portable device.

Question ID	DWMR1099000	Question Type	Information

Legislative Requirement(s):
Not Applicable

Question:
Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).

Question ID	DWMR1081000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 10-2 | (1); SDWA | O. Reg. 170/03 | 10-2 | (2); SDWA | O. Reg. 170/03 | 10-2 | (3);

Question:
For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.

Ontario Regulation 170/03, Schedule 10-2 stipulates that distribution water samples are required to be collected for testing every week within the frequency prescribed by the Regulation. Based on service population of approximately 4,395 the owner/operating authority is required to take a minimum of twelve distribution samples every month. Every distribution system sample must be analyzed for: E.coli; total coliforms and 25% of the required samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count. A review of the records for the inspection period indicate the operating authority typically takes 5 samples per week and that this requirement has been met.

Question ID	DWMR1096000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 6-3 | (1);

Question:
Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

Question ID	DWMR1086000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 13-6.1 | (1); SDWA | O. Reg. 170/03 | 13-6.1 | (2); SDWA | O. Reg. 170/03 | 13-6.1 | (3); SDWA | O. Reg. 170/03 | 13-6.1 | (4); SDWA | O. Reg. 170/03 | 13-6.1 | (5); SDWA | O. Reg. 170/03 | 13-6.1 | (6);

Question:
Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

In accordance with Section 5.(1) of Ontario Regulation 170/03, on the owner of a drinking water system that obtains all of its water from a large municipal residential system must sample in accordance with Section 13-6.1 (1). This section requires the owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system to ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids. Further, (2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for haloacetic acids (HAAs). A review of the records provided for the inspection review period indicate that this requirement has been met and sample results are below the standard.

Question ID	DWMR1087000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 13-6 | (1); SDWA | O. Reg. 170/03 | 13-6 | (2); SDWA | O. Reg. 170/03 | 13-6 | (3); SDWA | O. Reg. 170/03 | 13-6 | (4); SDWA | O. Reg. 170/03 | 13-6 | (5); SDWA | O. Reg. 170/03 | 13-6 | (6);

Question:
Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. Ontario Regulation 170/03,

Schedule 13-6 requires the owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system to ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of trihalomethanes. Further, (2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for trihalomethanes. A review of the records provided for the inspection review period indicate that this requirement has been met and sample results are below the standard.

Question ID	DWMR1092000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 6-2;

Question:
Has the owner ensured that water samples are taken at the prescribed location?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner ensured that water samples were taken at the prescribed location.

Question ID	DWMR1095000	**Question Type**	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 15.1-10; SDWA | O. Reg. 170/03 | 15.1-4 | (1); SDWA | O. Reg. 170/03 | 15.1-5 | (1); SDWA | O. Reg. 170/03 | 15.1-5 | (10); SDWA | O. Reg. 170/03 | 15.1-5 | (11); SDWA | O. Reg. 170/03 | 15.1-5 | (12); SDWA | O. Reg. 170/03 | 15.1-5 | (2); SDWA | O. Reg. 170/03 | 15.1-5 | (3); SDWA | O. Reg. 170/03 | 15.1-5 | (4); SDWA | O. Reg. 170/03 | 15.1-5 | (5); SDWA | O. Reg. 170/03 | 15.1-5 | (6); SDWA | O. Reg. 170/03 | 15.1-5 | (7); SDWA | O. Reg. 170/03 | 15.1-5 | (8); SDWA | O. Reg. 170/03 | 15.1-5 | (9); SDWA | O. Reg. 170/03 | 15.1-7 | (1); SDWA | O. Reg. 170/03 | 15.1-7 | (2); SDWA | O. Reg. 170/03 | 15.1-7 | (3); SDWA | O. Reg. 170/03 | 15.1-7 | (4); SDWA | O. Reg. 170/03 | 15.1-9 | (1); SDWA | O. Reg. 170/03 | 15.1-9 | (2); SDWA | O. Reg. 170/03 | 15.1-9 | (3); SDWA | O. Reg. 170/03 | 15.1-9 | (4); SDWA | O. Reg. 170/03 | 15.1-9 | (5); SDWA | O. Reg. 170/03 | 15.1-9 | (6); SDWA | O. Reg. 170/03 | 15.1-9 | (7); SDWA | O. Reg. 170/03 | 15.1-9 | (8); SDWA | O. Reg. 170/03 | 15.1-9 | (9);

Question:
Have all lead sampling requirements prescribed by Schedule 15.1 of O. Reg. 170/03 been met?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.

The operating authority is sampling for lead in accordance with the SDWA, O. Reg. 170/03, Section 15.1-5 | (10) and as such is sampling and testing for lead during each of the periods described in subsection (5) in every third 12-month period. Lead sampling occurred during this inspection period on February 21, 2023 and July 10, 2023, all sample results were below the

standard.

Question ID	DWMR1098000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 13 | (1); SDWA | O. Reg. 170/03 | 13 | (2); SDWA | O. Reg. 170/03 | 13 | (3);

Question:
Has the owner indicated that the required records are kept and will be kept for the required time period?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner indicated that the required records are kept and will be kept for the required time period.

Question ID	DWMR1110000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 11 | (6);

Question:
Was an Annual Report containing the required information prepared by February 28 of the following year?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The Annual Report containing the required information was prepared by February 28th of the following year.

Question ID	DWMR1056000	Question Type	Information

Legislative Requirement(s):
Not Applicable

Question:
Has the donor provided an Annual Report to the owner of this receiver drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The donor provided an Annual Report to the owner of this receiver drinking water system.

Question ID	DWMR1111000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 22-2 | (1); SDWA | O. Reg. 170/03 | 22-2 | (2); SDWA | O. Reg. 170/03 | 22-2 | (3); SDWA | O. Reg. 170/03 | 22-2 | (4);

Question:
Have Summary Reports for municipal council been completed on time, include the required

content, and distributed in accordance with the regulatory requirements?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.

Question ID	DWMR1113000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 10.1 | (3);

Question:
Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All changes to the system registration information were provided within ten (10) days of the change.

Question ID	DWMR1045000	Question Type	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Has the owner updated the document describing the distribution components within 12 months of completion of alterations to the system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner had up-to-date documents describing the distribution components as required.

Question ID	DWMR1046000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Is there a backflow prevention program, policy and/or bylaw in place that addresses cross connections and connections to high hazard facilities?

Compliance Response(s)/Corrective Action(s)/Observation(s):
There was a backflow prevention program, policy and/or bylaw in place.

Question ID	DWMR1053000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Is the Owner able to maintain proper pressures in the distribution system and is pressure monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.

Question ID	DWMR1048000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Has the owner implemented a program for the flushing of watermains as per industry standards?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner had implemented a program for the flushing of watermains as per industry standards.

Question ID	DWMR1050000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Is there a program in place for inspecting and exercising valves?

Compliance Response(s)/Corrective Action(s)/Observation(s):
There was a program in place for inspecting and exercising valves.

Valves in this system are exercised on an annual basis.

Question ID	DWMR1051000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Is there a program in place for inspecting and operating hydrants?

Compliance Response(s)/Corrective Action(s)/Observation(s):
There was a program in place for inspecting and operating hydrants.

Hydrants are flushed and inspected on a semi-annual basis in the spring and fall.

Question ID	DWMR1052000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Is there a by-law or policy in place limiting access to hydrants?

Compliance Response(s)/Corrective Action(s)/Observation(s):
There was a by-law or policy in place limiting access to hydrants.

Question ID	DWMR1058000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 28;

Question:
Do operators and maintenance personnel have ready access to operations and maintenance manuals?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Operators and maintenance personnel had ready access to operations and maintenance manuals.

Question ID	DWMR1059000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 28;

Question:
Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

Question ID	DWMR1060000	Question Type	Legislative

Legislative Requirement(s):
SDWA | 31 | (1);

Question:
Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Municipal Drinking Water Licence #055-101 – Issue # 3, Section 16 of Schedule B outline the requirements for the Operations and Maintenance Manuals. The Southwold Distribution System's Operations and Maintenance Manual contain the aforementioned requirements as stated in the MDWL including but not limited to; contingency plans, procedures to deal with emergencies, procedures for dealing with complaints associated with the drinking water system and copies of the current permit and licence.

Question ID	DWMR1061000	**Question Type**	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 128/04 | 27 | (1); SDWA | O. Reg. 128/04 | 27 | (2); SDWA | O. Reg. 128/04 | 27 | (3); SDWA | O. Reg. 128/04 | 27 | (4); SDWA | O. Reg. 128/04 | 27 | (5); SDWA | O. Reg. 128/04 | 27 | (6); SDWA | O. Reg. 128/04 | 27 | (7);

Question:

Are logbooks properly maintained and contain the required information?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Logbooks were properly maintained and contained the required information.

Question ID	DWMR1062000	**Question Type**	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 7-5;

Question:

Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O. Reg. 170/03 7-5?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

Question ID	DWMR1063000	**Question Type**	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-10 | (1);

Question:

For every required operational test and for every required sample, is a record made of the date, time, location, name of the person conducting the test and result of the test?

Compliance Response(s)/Corrective Action(s)/Observation(s):

For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.

Question ID	DWMR1064000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 26 | (2);

Question:
Did the operator-in-charge ensure that records were maintained of all adjustments made to the processes within his or her responsibility?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.

Question ID	DWMR1065000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 27 | (6);

Question:
Are logs and other record keeping mechanisms available for at least five (5) years?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Logs or other record keeping mechanisms were available for at least five (5) years.

Question ID	DWMR1066000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Is spill containment provided for process chemicals and standby power generator fuel?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Spill containment was provided for process chemicals and/or standby power generator fuel.

Question ID	DWMR1067000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Are clean-up equipment and materials in place for the clean up of spills?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Clean-up equipment and materials were in place for the clean up of spills.

Question ID	DWMR1068000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
If available, are standby power generators tested under normal load conditions?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Standby power generators were tested under normal load conditions.

Question ID	DWMR1071000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Has the owner provided security measures to protect components of the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner had provided security measures to protect components of the drinking water system.

Question ID	DWMR1072000	Question Type	BMP

Legislative Requirement(s):
Not Applicable

Question:
Has the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in their system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.

Question ID	DWMR1073000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 23 | (1);

Question:
Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
The overall responsible operator had been designated for each subsystem.

Question ID	DWMR1074000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 25 | (1);

Question:
Have operators-in-charge been designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Operators-in-charge had been designated for all subsystems which comprise the drinking water system.

Question ID	DWMR1075000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 128/04 | 22;

Question:
Do all operators possess the required certification?

Compliance Response(s)/Corrective Action(s)/Observation(s):
All operators possessed the required certification.

Question ID	DWMR1076000	Question Type	Legislative

Legislative Requirement(s):
SDWA | O. Reg. 170/03 | 1-2 | (2);

Question:
Do only certified operators make adjustments to the treatment equipment?

Compliance Response(s)/Corrective Action(s)/Observation(s):
Only certified operators made adjustments to the treatment equipment.

Stakeholder References

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater

PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	 012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Ontario

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.

Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable Avis de demande de services de laboratoire Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-2149F 012-2148F 012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau portable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

PIBS 8990b01

Ontario

Inspection Rating Record and Inspection Risk Methodology

APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS

The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

PIBS 6797e

Ontario

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system's operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

RISK = LIKELIHOOD × CONSEQUENCE
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:

Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?

Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	**Major** Administrative Consequence	**Minor** Environmental Consequence	**Minor** Health Consequence	**Medium** Environmental Consequence	**Major** Environmental Consequence	**Medium** Health Consequence	**Major** Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely	L=3 (Likely)	L=2 (Possible)
R=4	**R=2**	**R=6**	**R=12**	**R=15**	**R=6**	**R=21**	**R=16**

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their "yes", "no" or "not applicable" responses into the Ministry's Laboratory and Waterworks Inspection System (LWIS) database. A "no" response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

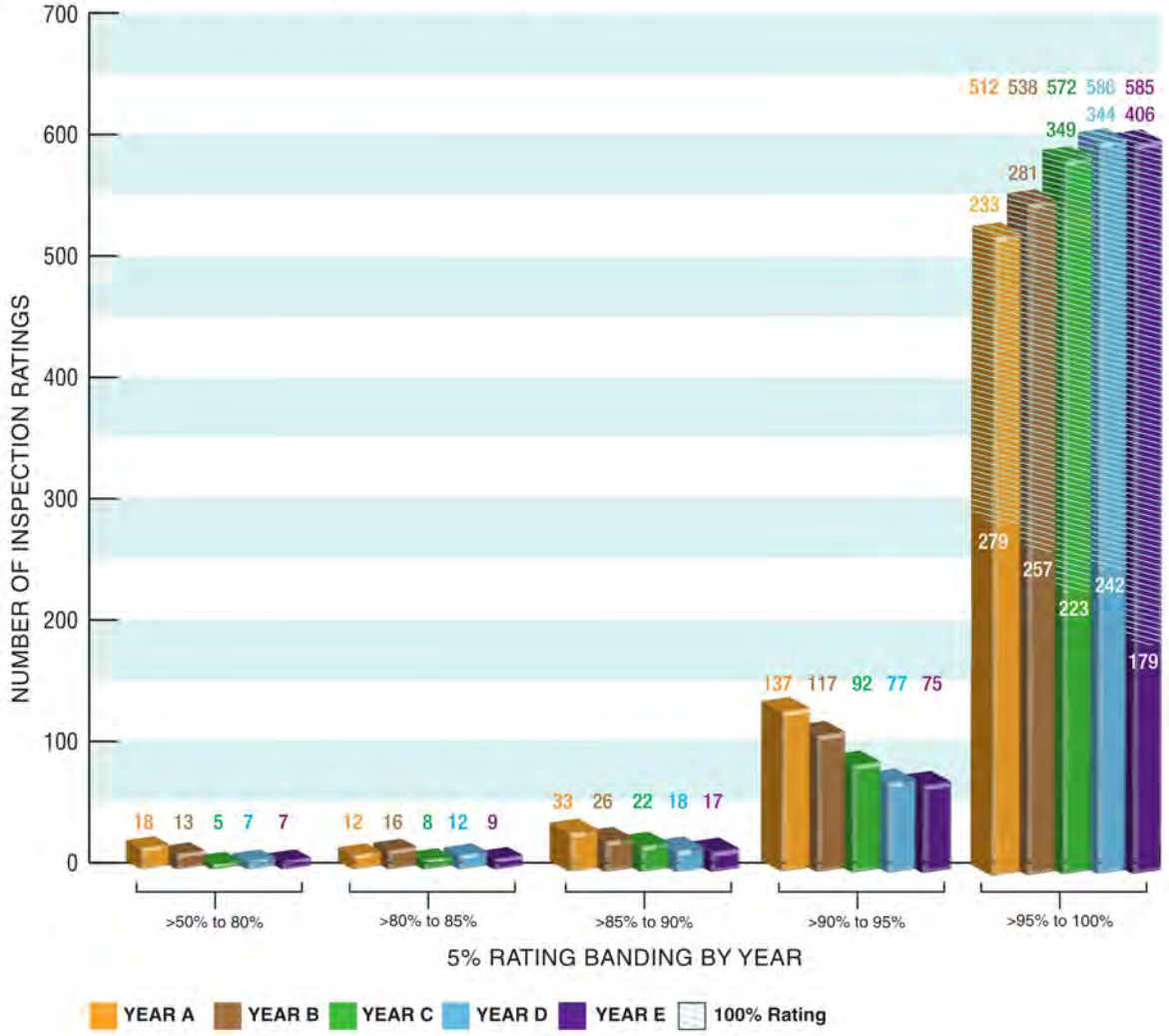
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol, which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

1. Source
2. Permit to Take Water
3. Capacity Assessment
4. Treatment Processes
5. Process Wastewater
6. Distribution System
7. Operations Manuals
8. Logbooks
9. Contingency and Emergency Planning
10. Consumer Relations
11. Certification and Training
12. Water Quality Monitoring
13. Reporting, Notification and Corrective Actions
14. Other Inspection Findings

For further information, please visit **www.ontario.ca/drinkingwater**

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 15th, 2024
Pierre Adrien
District Manager, Ministry of the Environment, Conservation and Parks
733 Exeter Road
London, ON N6E 1L3

Dear Mr. Adrien,

Re: Annual Wastewater Report
Talbotville Wastewater Treatment Plant and Sanitary Collection System

Attached is the 2023 Annual Performance Report for the Talbotville Wastewater Treatment Facility, all associated sewage pumping stations (SPS's) and the Talbotville Linear Infrastructure. This report has been completed in accordance with the following Approvals:

- Environmental Compliance Approval 4845-ARSJ4R
- CLI-ECA Number: 055-W601

This report, as it pertains to the WWTF and the sanitary collection system has been prepared by the Ontario Clean Water Agency on behalf of the Township of Southwold, based on the information contained in our records. The report covers the period from January 1, 2023 to December 31, 2023.

Please feel free to contact me should you require any additional information regarding this report. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding

Process and Compliance Technician
Ontario Clean Water Agency

Cc. Meghan Morgan, Water Inspector, Ministry of the Environment, Conservation and Parks
Lisa Higgs, CAO, Township of Southwold
Dale LeBritton, Regional Hub Manager, Ontario Clean Water Agency
Vitaliy Talashok, Senior Operations Manager, Ontario Clean Water Agency
Maegan Garber, Safety, Process and Compliance Manager, Ontario Clean Water Agency

Table of Contents

Section 1: Overview of System

The Talbotville Wastewater Treatment Plant was commissioned in February, 2018. The wastewater treatment plant is a Membrane Bioreactor treatment plant which is a combination of activated sludge biological treatment with MicroClear MBR membrane filtration technology and Zeeweed membrane filtration technology. The process is as follows:

Raw Wastewater Collection

The Township of Southwold Waste Collection System is operated under CLI-ECA Number: 055-W601 issued January 11th, 2023.

The wastewater is collected by gravity and directed to the equalization tanks onsite at the treatment plant. The equalization tanks are equipped with three submersible pumps (one duty and two stand by) with rated capacity of 41.67m^3/h. The pumps are controlled by the Milltronics ultrasonic level control system, with a backup float system.

Preliminary Treatment System

Equalized wastewater is pumped through one mechanically-cleaned fine screen with 1mm screen size. The fine screen to remove any fibers or debris that might damage the membranes. The screenings are collected in burlap sacks and disposed of.

Secondary Treatment System

Biological Treatment

The screened wastewater then flows by gravity to the first aeration tank (TNK- 501) which is hydraulically connected to the second aeration tank (TNK- 502) for aerobic biological degradation of the influent constituents (organics and ammonia). The two aeration tanks operate in series and are equipped with fine bubble aeration.

Secondary Sedimentation

Mixed liquor is pumped (by P- 501/ 2/ 3) from the second aeration tank (TNK- 502) to the membrane tanks (TNK-601 and TNK-602). The membrane tanks serve as additional volume for aerobic biological treatment and house the membrane filters used for solid -liquid separation. The two membrane tanks operate in parallel and are equipped with two membrane modules. Treated effluent is drawn through the membranes by vacuum pumps, and pumped through ultraviolet (UV) lamps for final disinfection. The solid liquid separation process causes an accumulation of solids in the membrane tank, excess of mixed liquor which contains both solids and filtrate, is continuously pumped from the aeration tank to the membrane tanks (TNK-601 and TNK-602). The additional mixed liquor then overflows from the membrane tanks into the return activated sludge tank (TNK-611). From there the RAS is pumped back to the aeration (TNK- 501).

pH Adjustment System

Within the aeration tanks, the nitrification process converts ammonia to nitrate in order to meet the effluent ammonia limit. Through this process the alkalinity is consumed, where Caustic is pumped to control the pH. Liquid alum is then dosed into the aeration tanks to precipitate phosphorus to meet the effluent phosphorus limit.

Disinfection

Treated effluent is drawn through the membranes by vacuum pumps, and pumped through ultraviolet (UV) lamps for final disinfection. There are four UV lights operating in parallel.

Sludge Management System

In order to retain an optimal concentration of mixed liquor suspended solids (10g/ L), a portion of the mixed liquor is intermittently wasted (P- 903) from the aeration tank (TNK- 502) to the sludge press (SP-901) for dewatering. There excess supernatant from the dewatering process is collected in the discharge tank (TNK- 902) and pumped back (P- 901/2) to the first aeration tank (TNK- 501). It is currently not in use due to low flows.

Standby Power

The wastewater treatment plant has a 250kW standby diesel generator onsite.

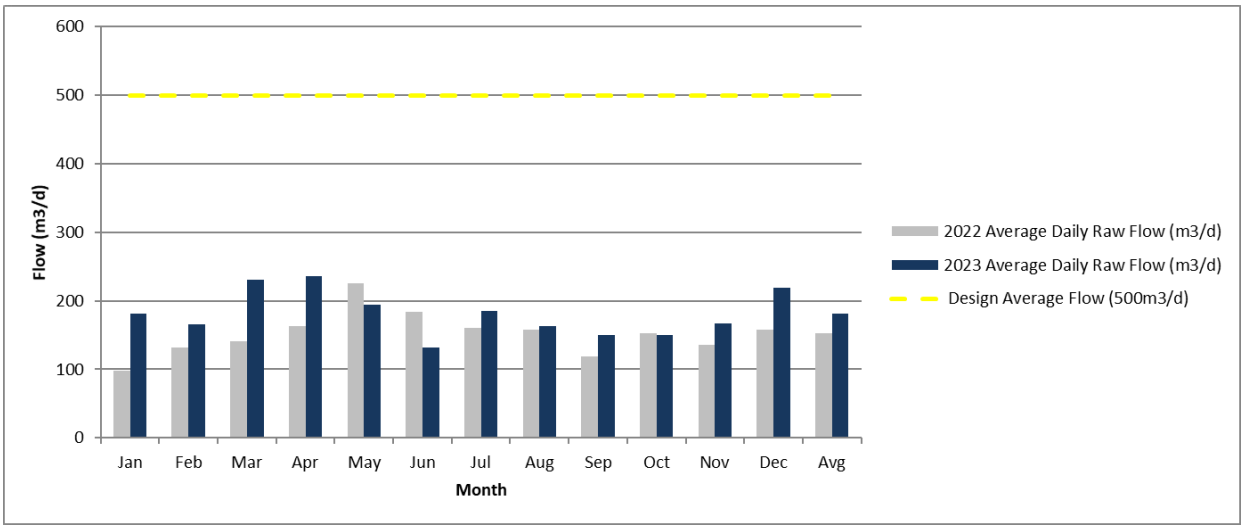
Section 2: Summary of Monitoring Data

The Talbotville Wastewater Treatment Plant is monitored as per the Environmental Compliance Approval requirements. The Sanitary Collection system is monitored as per CLI-ECA Number: 055-W601. There is no monitoring data captured at the sewage pumping stations to be discussed in accordance with Schedule E, condition 4.6.3. At this time, there is no need for future modifications to the sewage pumping stations. Detailed monitoring data is supplied in Appendix A.

Raw Wastewater Monitoring

The average daily flow for raw wastewater entering the WWTP in 2023 was 181.3m^3/d. This is an increase of 19.0% when compared to the average daily flow in 2022. The rated capacity identified in the ECA is 500m^3/d. As depicted in Chart 1, the average daily flow is at 36.2 % of the rated capacity. The increase in flows is due to an increase in service connections and significant infiltration events that occurred during the reporting year. In 2021, ball valves and check valves at the headworks were upgraded and a flow control valve was installed to better control the flow of raw wastewater to the treatment plant. In 2023, OCWA has continued maintenance/cleaning activities on the drum and screening brushes to mitigate recirculation situations.

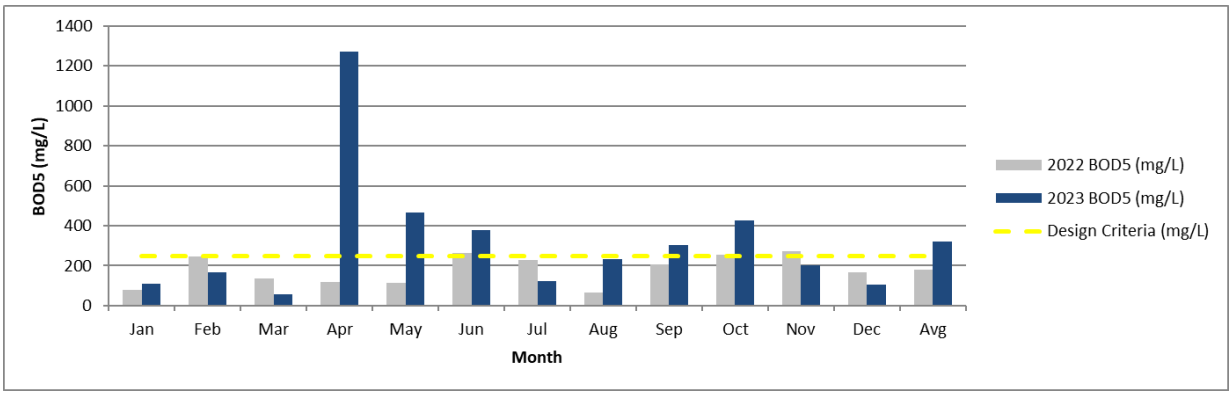
Chart 1. Average daily influent flows rated capacity.



The raw wastewater is monitored for BOD_5, total suspended solids, total phosphorus and total Kjeldahl nitrogen at a minimum on a monthly basis by composite sample. The plant was designed to treat based on raw water characteristics identified in the Operations Manual from the design engineers. Refer to Appendix A for more detailed monthly results and design parameters.

The annual average for raw sewage BOD_5 concentration to the plant was 319.5mg/L. Refer to Chart 2 for the monthly results in 2023. The annual average for BOD_5 has increased by 78.7% when compared to the annual average in 2022. There were five monthly average results in 2023 that were above the design criteria. The average BOD_5 loading to the plant was 57.9kg/d for 2023.

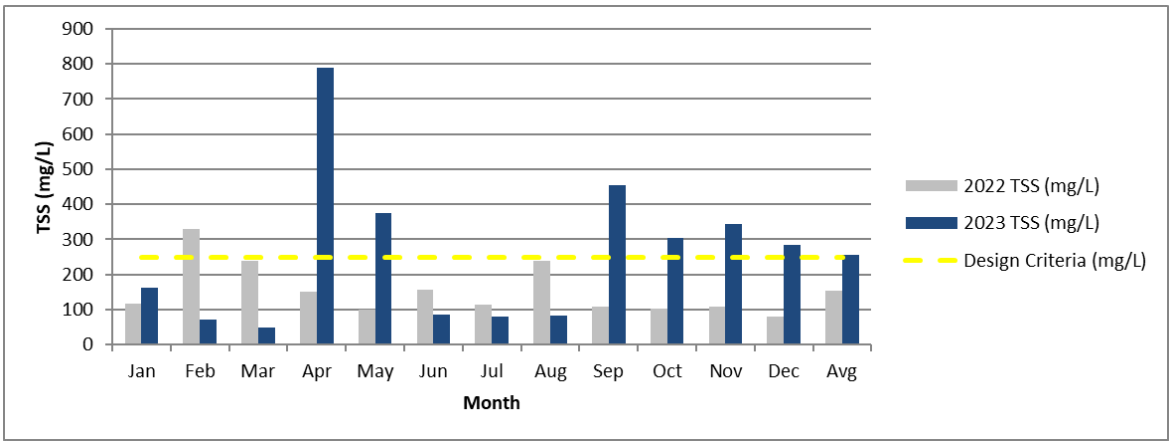
Chart 2. Raw sewage monthly average concentration of BOD_5.



The annual average for raw sewage total suspended solids (TSS) concentration to the plant was 256.9mg/L. Refer to Chart 3 for the monthly concentrations in 2023.The annual average for TSS has

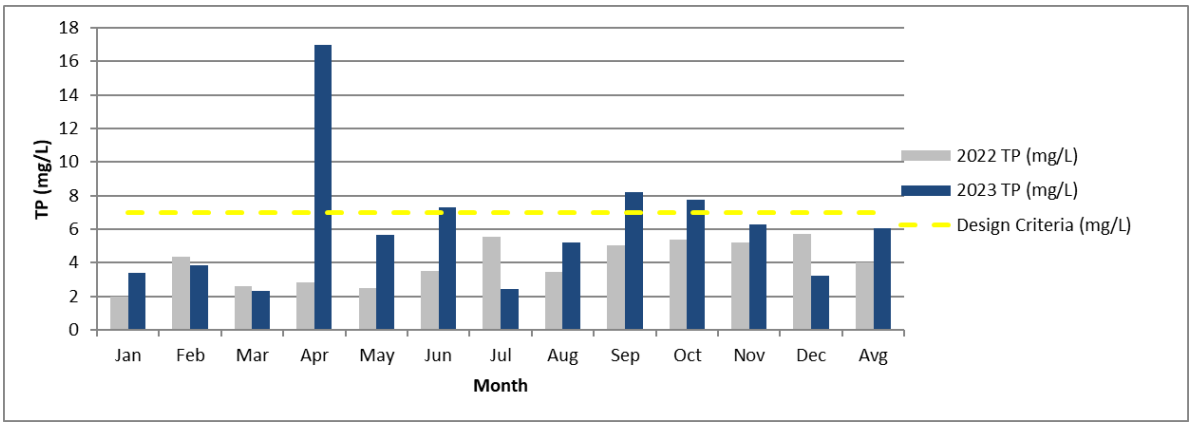
increased by 67.3% when compared to the annual average in 2022. There were six monthly average results above the design criteria in 2023. The average TSS loading to the plant was 46.6kg/d for 2023.

Chart 3. Raw sewage average monthly concentration of TSS.



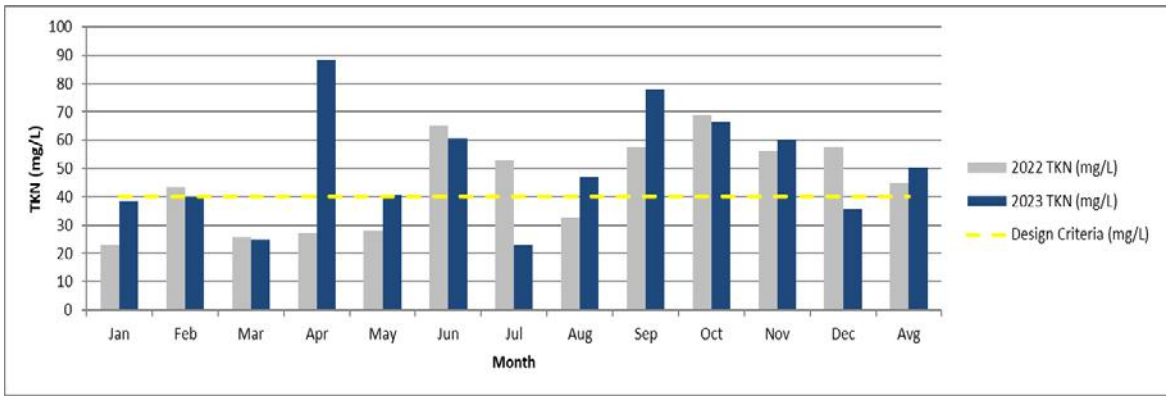
The annual average for raw sewage total phosphorus (TP) concentration to the plant was 6.05mg/L. Refer to Chart 4 for the monthly concentrations in 2023. The annual average for TP has increased by 51.2% when compared to the annual average in 2022. There were four monthly average results above the design criteria in 2023. The average TP loading to the plant was 1.10kg/d for 2023.

Chart 4. Raw sewage average monthly concentration of TP.



The annual average for raw sewage total Kjeldahl nitrogen (TKN) concentration to the plant was 50.2mg/L. Refer to Chart 5 for the monthly concentrations in 2023. The annual average for TKN has increased by 11.8% when compared to the annual average in 2022. There were seven monthly average results above the design criteria in 2023. The average TKN loading to the plant was 9.1kg/d for 2023.

Chart 5. Raw sewage average monthly concentration of TKN.



Effluent Monitoring

Effluent is sampled on a weekly basis and tested for $cBOD_5$, total suspended solids, total phosphorus and total ammonia as a composite sample with a grab sample taken weekly and tested for E. coli, pH and temperature. Detailed results can be found in Appendix A. Table 1 below shows the monthly average effluent result ranges and loadings. Section 3 describes the results in more detail.

Table 1. Monthly average effluent ranges for 2023.

Parameter	**Effluent Monthly Average Limits**	Monthly Average Effluent Result Ranges	Monthly Average Loadings Result Ranges (kg/d)
$cBOD_5$ (mg/L)	10	2 – 3	0.38 – 0.57
TSS (mg/L)	10	2 – 3.25	0.28 – 0.66
TP (mg/L)	0.3	0.07 – 0.22	0.010 -0.046
TAN (mg/L)	1.5	0.10 – 0.16	0.014 – 0.026
TAN (mg/L) Freezing	4	0.10 – 0.13	0.021 – 0.027
E. coli (cfu/100mL)*	100	1 – 5.45	n/a
pH**	6 – 9.5	6.40 - 8.70	n/a
Temperature (°C)**	n/a	6.1 – 22.5	n/a

*expressed as geometric mean

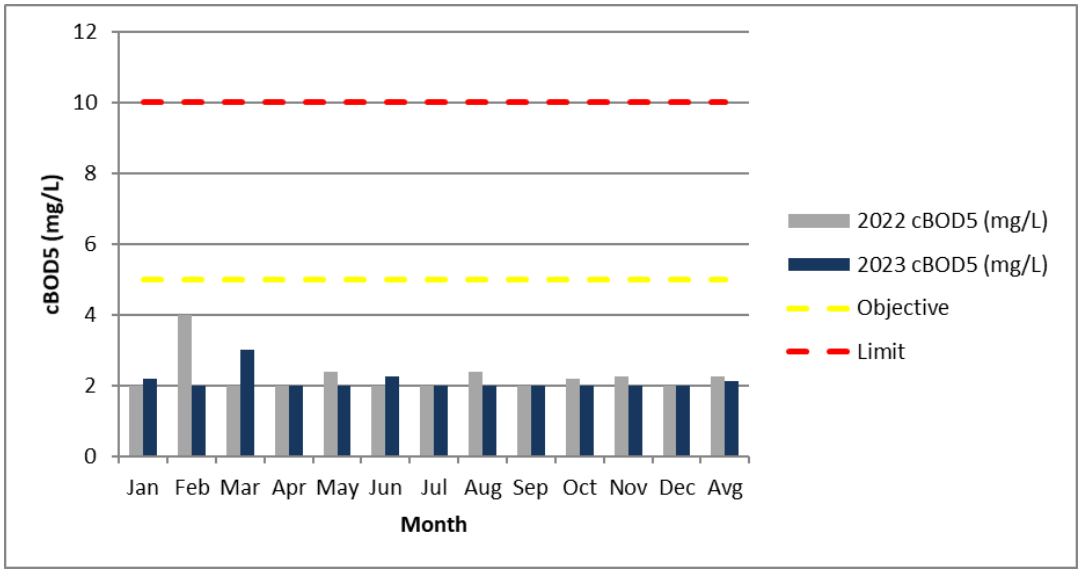
**minimum and maximum result (not monthly averages)

Note: TAN Freezing Limit is from December 1 to April 30

Section 3: Comparison of Effluent Quality and Quantity Compared to Limits and Objectives

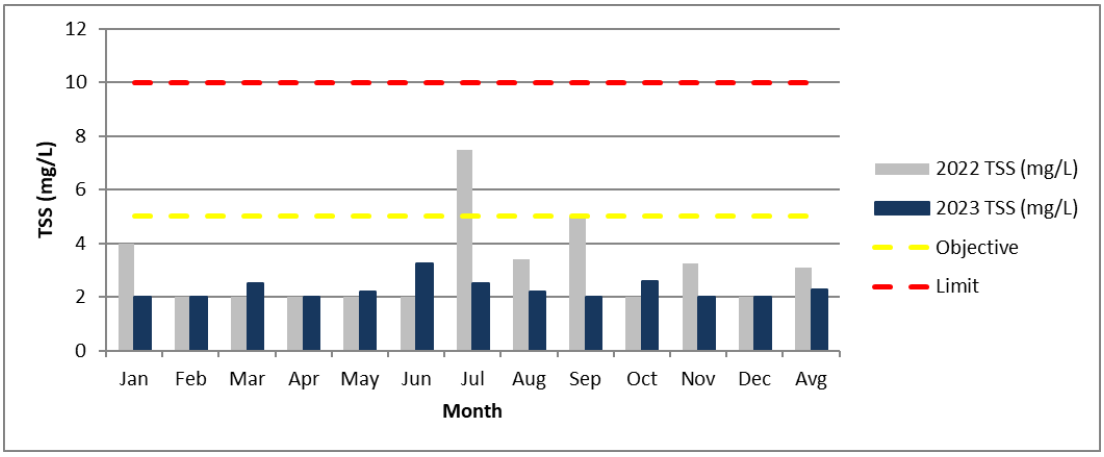
The annual average for effluent $cBOD_5$ in 2023 was 2.12mg/L. The annual average effluent $cBOD_5$ is down 6.6% when compared to 2022. The annual loading of $cBOD_5$ was 0.40kg/d. The $cBOD_5$ limit is 10mg/L. There were no objective or limit exceedances reported in 2023. Refer to Chart 6.

Chart 6. The effluent monthly average concentration of $cBOD_5$.



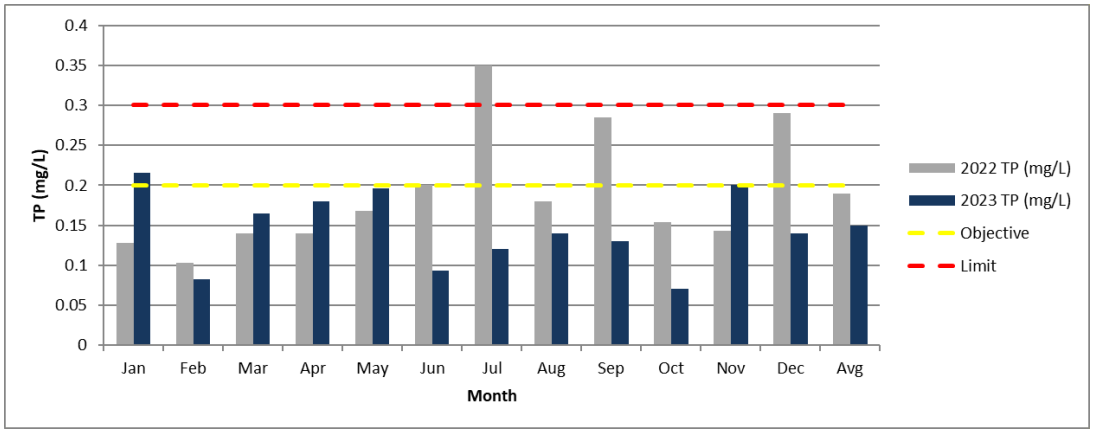
The annual average for effluent TSS in 2023 was 2.27mg/L. The annual average effluent TSS is down 26.6% when compared to 2022. The annual loading of TSS was 0.43kg/d. There were no objective or limit exceedances reported in 2023. Refer to Chart 7.

Chart 7. The effluent monthly average concentration of TSS.



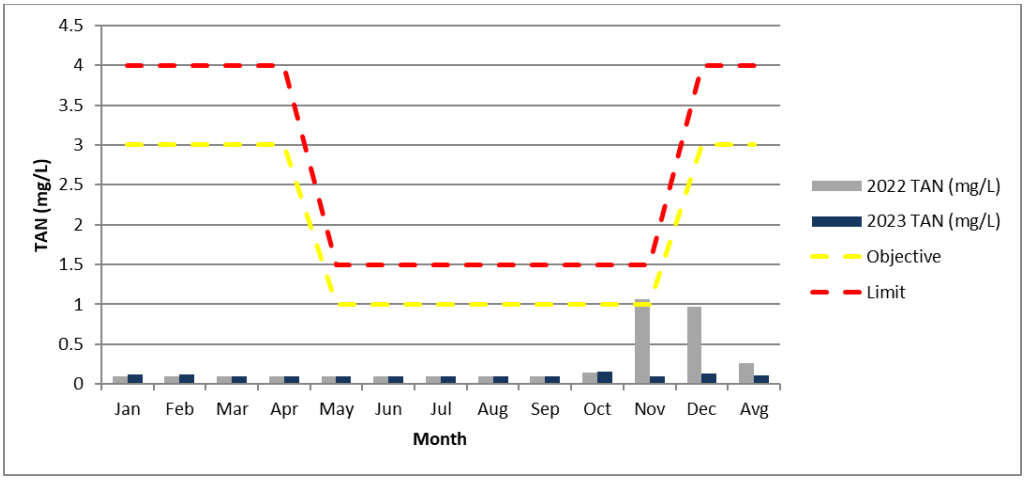
The annual average for effluent TP in 2023 was 0.15mg/L. The annual average effluent TP has decreased 21.1% when compared to 2022. The annual loading of TP was 0.028kg/d. There was one objective exceedance reported in 2023. The objective exceedance was a result of alum optimization efforts. Refer to Chart 8.

Chart 8. The effluent monthly average concentration of TP.



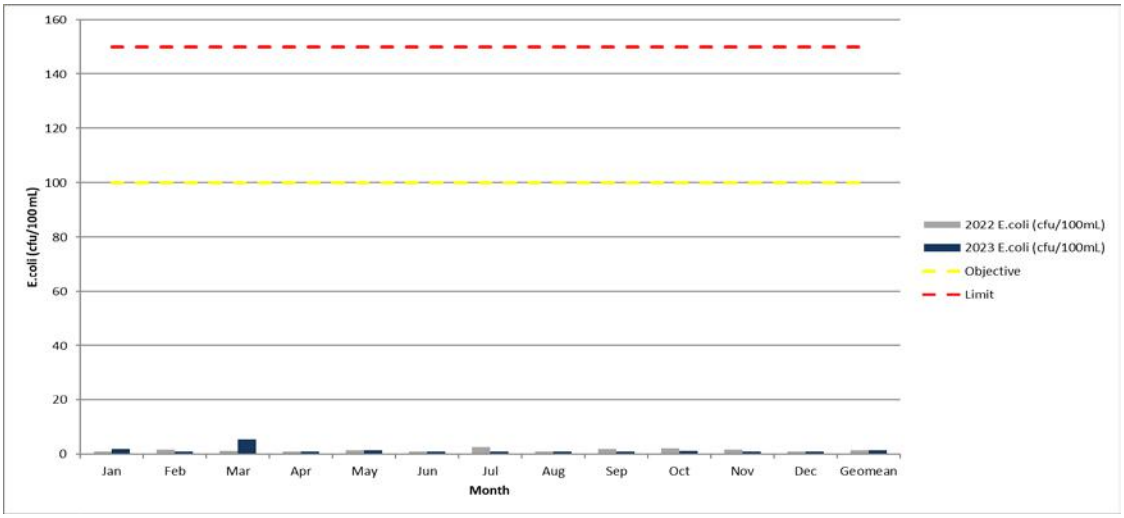
The annual average for effluent Total Ammonia Nitrogen (TAN) in 2023 was 0.11mg/L. This is a decrease of 56.6% when compared to 2022. The annual loading of TAN was 0.021kg/d. The limits and objectives for TAN vary based on the freezing period, which is between December 1st and April 30th. There were no objective or limit exceedances reported in 2023. Refer to Chart 9.

Chart 9. The effluent monthly average concentration of TAN.



The annual geometric mean for effluent E. coli in 2023 was 1.35cfu/100mL. The annual average effluent E. coli is down 3.3% when compared to 2022. There were no objective or limit exceedances reported in 2023. Refer to Chart 10 for the monthly geometric mean concentration of E.coli for 2023.

Chart 10. The effluent monthly geometric mean concentration of E. coli.



The Talbotville WWTP performed well in 2023 producing quality effluent. There were no effluent limit exceedances reported to the MECP in 2023.

There was one objective exceedance reported in 2023, refer to Table 4 for a summary compared against the effluent results. In 2023, OCWA worked closely with Newterra to conduct maintenance and cleaning of the membranes in an effort to ensure the filters continue to operate efficiently. These efforts along with alum dosing adjustments have ensured that objective and limit concentrations are being met.

Table 4. Objective exceedances in 2023.

Date	Parameter	Concentration	Reason
January	TP	0.22	Alum dosage optimization

Section 4: Operating Problems and Corrective Actions

The Talbotville WWTP produced quality effluent in 2023. OCWA continues to work with Newterra to optimize the treatment process and offer assistance in troubleshooting. In 2023, there has continued to be an increase in the amount of flushable wipes entering into the collection system. In an effort to minimize the number of wipes entering the system, removable nets were installed in two of the manholes before entering the sewage plant. These nets are hopefully a temporary measure to capture the wipes. The nets are being replaced weekly or on an as-needed basis. The increase in wipes are causing issues by clogging up the system and increasing the frequency of maintenance of the preliminary screening brushes. There continues to be performance issues with the drum and screening

brushes. Increased frequency of cleaning and brush replacement took place in 2023 and will continue into 2024.

Membrane performance was reduced in 2023 with elevated raw flow due to heavy rainfall and infiltration to the collection system. Haulage of raw sewage off site was required to keep up with flow and maintain plant performance on multiple occasions.

Section 5: Maintenance Activities

Routine maintenance activities are completed through OCWA's Workplace Management System (WMS). Attached as Appendix C is the routine maintenance that was completed at the facility in 2023. Emergency and preventative maintenance completed in 2023 was as follows:

- Pump rails replace on EQ pump 302 and 303
- Air pressure valve on pump 701 replaced
- Replaced bearings in blower 201
- Replaced level transmitter in tank 301
- Pump 303 sent out to be repaired
- GFI on outside auto sampler replaced
- Replaced brushes on primary screener
- Replaced UV quartz sleeves
- Repaired sink room door/lock
- Replaced HMI module
- Raw EQ 301 transducer replaced
- Replaced wet end valves on Alum pump and caustic pump
- Train#1 membranes replaced with Zeeweed membranes

Section 6: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plants processes. The operators monitor the basins by performing weekly tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests and Mixed Liquor Suspended Solids (MLSS). As well, monitoring of the chemical dosages. Data collected from these tests provide valuable information to the operators to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Section 7: Calibration and Maintenance Activities

The flowmeter was verified on April 4th, 2023. In-house meters for pH are calibrated by OCWA operators as per manufacturer's instructions.

Section 8: Sludge Handling and Generated

Mixed liquors can be wasted from the second aeration tank to the sludge press for dewatering. Excess water from the dewatering process can be collected in the discharge tank and pumped back to the first

aeration tank. The sludge press has been in place since the commissioning of the plant but was not in use due to the volume of incoming flows. The sludge press is now operational and was commissioned in January/February of 2024.

In 2023, one load or 13m^3 of MLSS was removed from the MBR and taken to Thorndale WWTP for seeding. There were also two loads or 26m^3 of MLSS removed and taken to Dorchester WWTP for seeding.

In 2023, high flows due to infiltration in the collection system, forced operations to haul raw sewage to avoid any overflows/spills. During the reporting period, there was 1000m^3 of raw sewage removed from the EQ tank and hauled to Dingman Drive Pumping station in the City of London.

In 2023, there was 1200m^3 of sludge removed by Sanitary Sewer and brought to the Dingman Drive Pumping Station in the City of London. It is anticipated that in 2024 that the total sludge produced will be less than 2023 volumes due to the sludge press being operational. It is estimated that approximately 650m^3 of sludge will be produced. This is determined based on MLSS concentrations within the aeration tank. This estimated volume is also dependent on the influent flows and total suspended solids concentrations. Annual sludge monitoring results are found in Appendix D.

Section 9: Complaints

There were no community complaints received for the Talbotville WWTP and Sanitary Collection System in 2023.

Section 10: By-passes, Overflows, Spills or Abnormal Discharge Events

On September 4th 2023, raw sewage was spilled from a manhole in the driveway of the Talbotville WWTP due to a PLC failure (SAC# 1-3SXPOT). Approximately 2m^3 of raw sewage was spilled onto the driveway. A sample of the sewage was collected and analyzed as per the ECA. The spill was cleaned up by Hurricane Hydrovac.

There have been no bypasses or overflows in the collection system.

Section 11: Notice of Modifications to Sewage Works:

On August 8th, 2023 a Notice of Modifications to Sewage Works was submitted in accordance with Condition 10.d for the replacement of MBR#1 membrane cassettes with ZeeWeed hollow fiber membranes. In October 2023, this replacement took place. The new membranes have been operating very well since installation.

APPENDIX A

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Performance Assessment Report

From 1/1/2023 to 12/31/2023 11:59:59 PM

1536 TALBOTVILLE WASTEWATER TREATMENT FACILITY 120003913

	1 / 2023	2/ 2023	3/ 2023	4/ 2023	5/ 2023	6/ 2023	7/ 2023	8/ 2023	9/ 2023	10/ 2023	11/ 2023	12/ 2023	<--Total-->	<--Avg-->	<--Max-->	<-Criteria->
Flows																
Raw Flow: Total - Raw m³/d	5,617.80	4,654.70	7,156.60	7,068.40	6,014.20	3,939.90	5,735.20	5,059.73	4,482.79	4,644.25	5,010.70	6,801.30	66,185.57			0.00
Raw Flow: Avg - Raw m³/d	181.22	166.24	230.86	235.61	194.01	131.33	185.01	163.22	149.43	149.81	167.02	219.40		181.33		500.00
Raw Flow: Max - Raw m³/d	270.00	291.80	360.00	399.00	242.00	150.50	251.80	188.30	176.00	191.70	202.70	333.00			399.00	0.00
Raw Flow: Count - Raw m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00
Eff. Flow: Total - Eff m³/d	5,395.60	5,377.30	8,169.30	7,683.30	6,402.60	4,122.90	6,418.90	5,558.80	4,217.91	4,509.05	4,769.70	6,674.95	69,300.31			0.00
Eff. Flow: Avg - Eff m³/d	174.05	192.05	263.53	256.11	206.54	137.43	207.06	179.32	140.60	145.45	158.99	215.32		189.86		500.00
Eff. Flow: Max - Eff m³/d	213.40	350.00	320.80	430.40	266.10	161.60	292.30	205.50	159.00	177.10	195.70	324.00			430.40	0.00
Eff Flow: Count - Eff m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00
Carbonaceous Biochemical Oxygen Demand: CBOD																
Eff: Avg cBOD5 - Eff mg/L	< 2.20	< 2.00	< 3.00	< 2.00	< 2.00	< 2.25	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00		< 2.12	< 3.00	10.00
Eff: # of samples of cBOD5 - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00
Loading: cBOD5 - Eff kg/d	0.383	0.384	0.791	0.512	0.413	0.309	0.414	< 0.359	< 0.281	< 0.291	< 0.318	< 0.431		< 0.407	<	
Biochemical Oxygen Demand: BOD5																
Raw: Avg BOD5 - Raw mg/L	109.00	165.00	56.00	1,270.00	467.00	379.00	121.00	232.00	303.50	426.00	201.00	105.00		319.54	1,270.00	0.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	1.00	13.00			0.00
Percent Removal: BOD5 - Raw %	97.98	98.79	94.64	99.84	99.57	99.41	98.35	99.14	99.34	99.53	99.00	98.10		98.64	99.84	0.00
Total Suspended Solids: TSS																
Raw: Avg TSS - Raw mg/L	162.00	71.00	48.00	788.00	376.00	86.00	81.00	83.00	455.50	303.00	344.00	285.00		256.88	788.00	0.00
Eff: Avg TSS - Eff mg/L	< 2.00	< 2.00	< 2.50	< 2.00	< 2.20	< 3.25	< 2.50	< 2.20	< 2.00	< 2.60	< 2.00	< 2.00		< 2.27	< 3.25	10.00
Eff: # of samples of TSS - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00
Loading: TSS - Eff kg/d	< 0.348	< 0.384	< 0.659	< 0.512	< 0.454	< 0.447	< 0.518	< 0.394	< 0.281	< 0.378	< 0.318	< 0.431		< 0.43	< 0.66	
Percent Removal: TSS - Raw %	98.77	97.18	94.79	99.75	99.41	96.22	96.91	97.35	99.56	99.14	99.42	99.30		98.15	99.75	0.00
Total Phosphorus: TP																
Raw: Avg TP - Raw mg/L	3.40	3.87	2.33	17.00	5.66	7.28	2.41	5.23	8.21	7.73	6.30	3.22		6.05	17.00	0.00
Raw: # of samples of TP - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	1.00	13.00			0.00
Eff: Avg TP - Eff mg/L	0.22	0.08	0.17	0.18	0.20	0.09	0.12	0.14	0.13	0.07	0.20	0.14		0.15	0.22	0.30
Eff: # of samples of TP - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00
Loading: TP - Eff kg/d	0.038	0.016	0.043	0.046	0.040	0.013	0.025	0.026	0.018	0.010	0.032	0.031		0.03	0.05	
Percent Removal: TP - Raw %	93.65	97.87	92.92	98.94	96.54	98.73	95.02	97.25	98.45	99.07	96.79	95.57		96.73	99.07	0.00
Nitrogen Series																
Raw: Avg TKN - Raw mg/L	38.40	40.00	24.90	88.30	40.40	60.70	22.80	46.70	77.95	66.40	60.20	35.40		50.18	88.30	0.00
Raw: # of samples of TKN - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	1.00	13.00			0.00
Eff: Avg TAN - Eff mg/L	< 0.12	< 0.13	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10	< 0.16	< 0.10	< 0.13		< 0.11	< 0.16	4.00
Eff: # of samples of TAN - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00
Loading: TAN - Eff kg/d	< 0.021	< 0.024	< 0.026	< 0.026	< 0.021	< 0.014	< 0.021	< 0.018	< 0.014	< 0.023	< 0.016	< 0.027		< 0.02	< 0.03	
Eff: Avg NO3-N - Eff mg/L	35.04	33.30	19.58	26.32	31.78	44.33	34.58	34.82	43.25	38.84	49.98	41.85		36.14	49.98	0.00
Eff: # of samples of NO3-N - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00
Eff: Avg NO2-N - Eff mg/L	< 0.08	< 0.09	< 0.13	< 0.05	< 0.03	< 0.04	< 0.04	< 0.04	< 0.04	< 0.06	< 0.06	< 0.24		< 0.07	< 0.24	0.00
Eff: # of samples of NO2-N - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00
Disinfection																
Eff: GMD E. Coli - Eff cfu/100mL	1.97	1.00	5.45	1.00	1.43	1.00	1.00	1.00	1.00	1.32	1.00	1.00			5.45	150.00
Eff: # of samples of E. Coli - Eff	5.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	52.00			0.00

APPENDIX B

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 1 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

January 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 **STAT**	3 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	4	5	6 IH Reduced	7
8	9	10 IH Full Effluent Samples (Pre & Post UV)	11	12	13 IH Reduced	14
15	16	17 IH Full Effluent Samples (Pre & Post UV)	18	19	20 IH Reduced	21
22	23	24 IH Full Effluent Samples (Pre & Post UV)	25	26	27 IH Reduced	28
29	30	31 IH Full Effluent Samples (Pre & Post UV)				

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 2 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

February 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 IH Reduced	4
5	6	7 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	8	9	10 IH Reduced	11
12	13	14 IH Full Effluent Samples (Pre & Post UV)	15	16	17 IH Reduced	18
19	20 **STAT**	21 IH Full Effluent Samples (Pre & Post UV)	22	23	24 IH Reduced	25
26	27	28 IH Full Effluent Samples (Pre & Post UV)				

IH (In House) Full: Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)

IH (In House) Reduced: Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)

Raw Samples: 24hr Monthly Composite (BOD5, TSS, TP, TKN)

Effluent Samples: 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)

Sludge Sample: Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 3 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

March 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 IH Reduced	4
5	6	7 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	8	9	10 IH Reduced	11
12	13	14 IH Full Effluent Samples (Pre & Post UV)	15	16	17 IH Reduced	18
19	20	21 IH Full Effluent Samples (Pre & Post UV)	22	23	24 IH Reduced	25
26	27	28 IH Full Effluent Samples (Pre & Post UV)	29	30	31 IH Reduced	

IH (In House) Full: Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)

IH (In House) Reduced: Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)

Raw Samples: 24hr Monthly Composite (BOD5, TSS, TP, TKN)

Effluent Samples: 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)

Sludge Sample: Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 4 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

April 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	5	6 IH Reduced	7 **STAT**	8
9	10 **STAT**	11 IH Full Effluent Samples (Pre & Post UV)	12	13	14 IH Reduced	15
16	17	18 IH Full Effluent Samples (Pre & Post UV)	19	20	21 IH Reduced	22
23	24	25 IH Full Effluent Samples (Pre & Post UV)	26	27	28 IH Reduced	29
30						

IH (In House) Full: Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)

IH (In House) Reduced: Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)

Raw Samples: 24hr Monthly Composite (BOD5, TSS, TP, TKN)

Effluent Samples: 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)

Sludge Sample: Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 5 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

May 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	3	4	5 IH Reduced	6
7	8	9 IH Full Effluent Samples (Pre & Post UV)	10	11	12 IH Reduced	13
14	15	16 IH Full Effluent Samples (Pre & Post UV)	17	18	19 IH Reduced	20
21	22 **STAT**	23 IH Full Effluent Samples (Pre & Post UV)	24	25	26 IH Reduced	27
28	29	30 IH Full Effluent Samples (Pre & Post UV)	31			

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 6 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

June 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 IH Reduced	3
4	5	6 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	7	8	9 IH Reduced	10
11	12	13 IH Full Effluent Samples (Pre & Post UV)	14	15	16 IH Reduced	17
18	19	20 IH Full Effluent Samples (Pre & Post UV)	21	22	23 IH Reduced	24
25	26	27 IH Full Effluent Samples (Pre & Post UV)	28	29	30 IH Reduced	

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 7 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

July 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 **STAT**	4 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	5	6	7 IH Reduced	8
9	10	11 IH Full Effluent Samples (Pre & Post UV)	12	13	14 IH Reduced	15
16	17	18 IH Full Effluent Samples (Pre & Post UV)	19	20	21 IH Reduced	22
23	24	25 IH Full Effluent Samples (Pre & Post UV)	26	27	28 IH Reduced	29
30	31					

IH (In House) Full: Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)

IH (In House) Reduced: Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)

Raw Samples: 24hr Monthly Composite (BOD5, TSS, TP, TKN)

Effluent Samples: 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)

Sludge Sample: Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 8 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 IH Full Monthly Raw & Effluent (Pre & Post UV)	2	3	4 IH Reduced	5
6	7 **STAT**	8 Annual Sludge IH Full Effluent (Pre & Post UV)	9	10	11 IH Reduced	12
13	14	15 IH Full Effluent Samples (Pre & Post UV)	16	17	18 IH Reduced	19
20	21	22 IH Full Effluent Samples (Pre & Post UV)	23	24	25 IH Reduced	26
27	28	29 IH Full Effluent Samples (Pre & Post UV)	30	31		

IH (In House) Full: Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)

IH (In House) Reduced: Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)

Raw Samples: 24hr Monthly Composite (BOD5, TSS, TP, TKN)

Effluent Samples: 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)

Sludge Sample: Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 9 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 IH Reduced	2
3	4 **STAT**	5 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	6	7	8 IH Reduced	9
10	11	12 IH Full Effluent Samples (Pre & Post UV)	13	14	15 IH Reduced	16
17	18	19 IH Full Effluent Samples (Pre & Post UV)	20	21	22 IH Reduced	23
24	25	26 IH Full Effluent Samples (Pre & Post UV)	27	28	29 IH Reduced	30

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 10 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 **STAT**	3 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	4	5	6 IH Reduced	7
8	9 **STAT**	10 IH Full Effluent Samples (Pre & Post UV)	11	12	13 IH Reduced	14
15	16	17 IH Full Effluent Samples (Pre & Post UV)	18	19	20 IH Reduced	21
22	23	24 IH Full Effluent Samples (Pre & Post UV)	25	26	27 IH Reduced	28
29	30	31 IH Full Effluent Samples (Pre & Post UV)				

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 11 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 IH Reduced	4
5	6	7 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	8	9	10 IH Reduced	11
12	13 **STAT**	14 IH Full Effluent Samples (Pre & Post UV)	15	16	17 IH Reduced	18
19	20	21 IH Full Effluent Samples (Pre & Post UV)	22	23	24 IH Reduced	25
26	27	28 IH Full Effluent Samples (Pre & Post UV)	29	30		

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

QEMS Ontario Clean Water Agency	Sample Schedule 2023 1536 Talbotville WWTP	Issued: 2023-09-11 Rev.#: 1 Pages: 12 of 12
Reviewed by: QEMS Representative	Approved by: Operations Management	

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 IH Reduced	2
3	4	5 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	6	7	8 IH Reduced	9
10	11	12 IH Full Effluent Samples (Pre & Post UV)	13	14	15 IH Reduced	16
17	18	19 IH Full Effluent Samples (Pre & Post UV)	20	21	22 IH Reduced	23
24	25 **STAT**	26 **STAT**	27 IH Full Effluent Samples (Pre & Post UV)	28	29 IH Reduced	30
31						

IH (In House) Full:	Raw 24hr Composite (pH) Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.) Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
IH (In House) Reduced:	Aeration (Filterability, DO, pH, Temp.) Effluent (DO, pH, Temp., TP, NH3+NH4)
Raw Samples:	24hr Monthly Composite (BOD5, TSS, TP, TKN)
Effluent Samples:	24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH) Grab (E. coli), Pre-UV Grab (E.coli)
Sludge Sample:	Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-10-05	*0*	*Create Schedule*	*Matt Belding*
2023-09-11	*1*	*Added October 2nd STAT*	*Raegan Ayres*

APPENDIX C

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3181392			Talbotville WWTP	PM	Inspection	1	YEARS	Daily Operations and Maintenance (1y) - 1536	COMP	1/1/23 12:00 AM	4/21/23 08:30 AM	5/12/23 12:15 PM	- - - - - On site with A Trask for facility training - On site with A Trask to assist with alarm testing - training Lucas on site - Chemical backwash training - - - - site check - - - - - -

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													- -
3181789	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	1/1/23 12:00 AM	1/30/23 07:33 AM	1/30/23 07:33 AM	Generator Diesel Testing - Completed generator run test
3181804			Talbotville WWTP	PM	Inspection	3	MONTHS	BLOWERS inspection/service (3m/ 1y) 1536	CLOSE	1/1/23 12:00 AM	4/26/23 07:56 AM	4/26/23 07:56 AM	BLOWERS inspection/service - completed blower inspection
3181807			Talbotville WWTP	PM	Refurbish/ Replace/Repair	3	MONTHS	Pump Diaphragm Inspection/ Service (3m) 1536	CLOSE	1/1/23 12:00 AM	1/25/23 04:06 PM	1/25/23 04:06 PM	Pump Diaphragm Inspection/Service - completed inspection pump 1 ofalumpumscurrently out of service and waiting for rebuild kit
3181819	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	1/1/23 12:00 AM	1/25/23 03:50 PM	1/25/23 03:50 PM	SAFETY EYEWASH SHOWER INSPECTION - Completed inspection.
3181823	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	1/1/23 12:00 AM	1/31/23 03:31 PM	1/31/23 03:31 PM	ANALYZER PH INSPECTION/ CALIBRATION - continuing to work with prominrnt about issue
3181828			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	1/1/23 12:00 AM	1/31/23 03:46 PM	1/31/23 03:46 PM	Health & Safety Fire Extinguisher Inspection - completed Health & Safety Fire Extinguisher Inspection
3181839			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	1/1/23 12:00 AM	1/31/23 03:40 PM	1/31/23 03:40 PM	bulding and grounds - salted side walk
3181841	0000063366	ANALYZER HYDROSULPHIDE GT-7901 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	6	MONTHS	Gas Analyzers Insp (6m) 1536	CLOSE	1/1/23 12:00 AM	3/21/23 07:41 AM	3/21/23 07:41 AM	Gas Analyzers Insp - Hetek was onsite february 7th to service unit
3182077			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	1/1/23 12:00 AM	1/31/23 03:43 PM	1/31/23 03:43 PM	Carbon Filter Cleaning Inspection (- checked for any unusual noises or vibrations issue with low pressure b 201 still present
3183083	0000063248	TANK HOT WATER AERATION RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Hot Water Inspection/ Service (1y) 1536	CLOSE	1/1/23 12:00 AM	2/28/23 03:20 PM	2/28/23 03:20 PM	- inspected hot water tank, no leaks, good temperature

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3183086			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	1/1/23 12:00 AM	1/25/23 03:55 PM	1/25/23 03:55 PM	Filter Membrane - completed inspection and manual backwash
3183088			Talbotville WWTP	PM	Inspection	1	YEARS	Pump Cent EQ / MEM / EFL / P500 Inspection (1y) 1536	CLOSE	1/1/23 12:00 AM	3/30/23 03:32 PM	3/30/23 03:32 PM	Pump Cent EQ / MEM / EFL / P500 Inspection - completed Pump Cent EQ / MEM / EFL / P500 Inspection greased pumps
3183091	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	1/1/23 12:00 AM	1/25/23 03:57 PM	1/25/23 03:57 PM	Screen Bar Insp/Service - Sprayed down and cleaned brushes
3183093	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	1/1/23 12:00 AM	1/31/23 03:38 PM	1/31/23 03:38 PM	Solenoid Valve Exercise - Solenoid Valve Exercise - Completed Solenoid Valve Exercise
3188156			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	1/1/23 12:00 AM	2/21/23 09:07 AM	2/21/23 09:07 AM	-
3192330			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	1/1/23 12:00 AM	3/3/23 03:46 PM	3/3/23 03:46 PM	Critical Alarm Testing - Completed
3201117			Talbotville WWTP	PM	Compliance	1	YEARS	Annual Performance Report (Due March 31) -1536	CLOSE	3/1/23 12:00 AM	1/3/23 12:31 AM	3/16/23 09:36 AM	Annual Wastewater Report - Talbotville report finished.
3202946			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	1/10/23 12:00 AM	2/21/23 09:08 AM	2/21/23 09:08 AM	-
3204172			Talbotville WWTP	PM	Compliance	1	YEARS	RP03 Annual Report ECA	CLOSE	1/17/23 12:00 AM	3/16/23 08:36 AM	3/16/23 08:36 AM	Annual Wastewater Report - Completed annual wastewater report. Emailed to client and Ministry on 03/15/2023. Took 6 hours to complete.
3204726	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	1/19/23 12:00 AM	1/25/23 04:00 PM	1/25/23 04:00 PM	Analyzer DO Portable Insp. - cleaned probe and checked for error messege
3229187	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	2/1/23 12:00 AM	2/17/23 03:48 PM	2/17/23 03:48 PM	Generator Diesel Testing - ran generator for 1 hr

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3229197	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:18 PM	2/28/23 03:18 PM	- completed eye wash station inspection, in good working order
3229201	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:28 PM	2/28/23 03:28 PM	- still trying to locate new cord for ph analyzer
3229206			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:19 PM	2/28/23 03:19 PM	- completed fire extinguisher inspection
3229217			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:27 PM	2/28/23 03:27 PM	- general cleaning, shovelling chipping ice
3229336			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:23 PM	2/28/23 03:23 PM	- continental changed carbon drum bedding sept. 7 2022
3229971			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Pneumatic Actuator Route Insp/ Service (1y) - 1536	CLOSE	2/1/23 12:00 AM	3/27/23 04:05 PM	3/27/23 04:05 PM	Pneumatic Actuator Route Insp/ Service - Completed Pneumatic Actuator Route Insp/Service
3229998			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:26 PM	2/28/23 03:26 PM	- MBR1 was physically cleaned last week, MBR2 to be physically cleaned soon
3230000			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Panel Control / Distribution Inspection/Service (1y) 1536	CLOSE	2/1/23 12:00 AM	3/27/23 04:09 PM	3/27/23 04:09 PM	Panel Control / Distribution Inspection/Service - Completed Panel Control / Distribution Inspection/Service
3230003	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:24 PM	2/28/23 03:24 PM	- took front plate off and sprayed down screener, everything seems to be working fine
3230012	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:21 PM	2/28/23 03:21 PM	- solenoid valve exercised, working good no issues
3236717			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	2/1/23 12:00 AM	2/28/23 03:34 PM	2/28/23 03:34 PM	- tested critical alarms, working good

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3237154			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	2/1/23 12:00 AM	2/22/23 11:35 AM	2/22/23 11:35 AM	Wiski Data Reviewed - Wiski data reviewed 02/14/23. Finished reviewing 02/22/23 and closing out work order. Took about an hour to complete.
3245245			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	2/10/23 12:00 AM	3/3/23 10:32 PM	3/3/23 10:32 PM	-
3246458	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	2/19/23 12:00 AM	2/28/23 03:29 PM	2/28/23 03:29 PM	- analyzer cleaned and inspected, appears to be in good working condition
3246461	0000063406	ANALYZER DO / TEMP/PH DO/TT-501 AERATION RM	Talbotville WWTP	PM	Inspection	1	YEARS	Do Probe Calibration (1y) 1536	CLOSE	2/19/23 12:00 AM	3/27/23 04:07 PM	3/27/23 04:07 PM	Do Probe Calibration - completed cleaning and inspection on probe
3272101	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	3/1/23 12:00 AM	4/3/23 04:00 PM	4/3/23 04:00 PM	Generator Diesel Testing - Completed Generator Diesel Testing
3272113	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	3/1/23 12:00 AM	3/27/23 04:14 PM	3/27/23 04:14 PM	SAFETY EYEWASH SHOWER INSPECTION - Completed SAFETY EYEWASH SHOWER INSPECTION
3272117	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	3/1/23 12:00 AM	4/18/23 07:38 AM	4/18/23 07:38 AM	ANALYZER PH INSPECTION/ CALIBRATION - Analyzer no longer taking cal. will need to speak to prominent.
3272122			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	3/1/23 12:00 AM	4/3/23 04:01 PM	4/3/23 04:01 PM	Health & Safety Fire Extinguisher Inspection - Completed Health & Safety Fire Extinguisher Inspection (1m) 1536
3272133			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	3/1/23 12:00 AM	4/4/23 07:36 AM	4/4/23 07:36 AM	Building and Grounds Maintenance - cleaned buildings
3272253			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	3/1/23 12:00 AM	3/30/23 03:25 PM	3/30/23 03:25 PM	Carbon Filter Cleaning Inspection - Notified ORO filters are full.
3273015			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	3/1/23 12:00 AM	3/30/23 03:27 PM	3/30/23 03:27 PM	Filter Membrane - Completed Inspection

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3273017	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	3/1/23 12:00 AM	3/30/23 03:29 PM	3/30/23 03:29 PM	Screen Bar Insp/Service - Completed Screen Bar Insp/Service
3273019	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	3/1/23 12:00 AM	3/30/23 03:31 PM	3/30/23 03:31 PM	Solenoid Valve Exercise - Completed Solenoid Valve Exercise
3279103			Talbotville WWTP	PM	Inspection	3	MONTHS	Supervisor Spot Checks NS Cluster Consulting (3m) 1536	CLOSE	3/1/23 12:00 AM	4/11/23 09:06 AM	4/11/23 09:06 AM	Site requires cleaning - Site requires cleaning
3279744			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	3/1/23 12:00 AM	4/26/23 07:47 AM	4/26/23 07:47 AM	Critical Alarm Testing - Completed alarm testing
3280164			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	3/1/23 12:00 AM	3/16/23 08:15 AM	3/16/23 08:15 AM	Wiski Data Reviewed - Reviewed WISKI Data. Ran report and entered data into client report PAR spreadsheet to ensure compliance. 1 hour.
3289100			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	3/10/23 12:00 AM	4/4/23 03:52 PM	4/4/23 03:52 PM	-
3290097	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	3/19/23 12:00 AM	4/4/23 07:38 AM	4/4/23 07:38 AM	Analyzer DO Portable Insp - Completed Analyzer DO Portable Insp
3318997	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	4/1/23 12:00 AM	4/27/23 03:38 PM	4/27/23 03:38 PM	Generator Diesel Testing - Completed Generator Diesel Testing
3319012			Talbotville WWTP	PM	Inspection	3	MONTHS	BLOWERS inspection/service (3m/ 1y) 1536	CLOSE	4/1/23 12:00 AM	5/10/23 03:34 PM	5/10/23 03:34 PM	BLOWERS inspection/service - Completed inspection and changed oil and greased

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3319022			Talbotville WWTP	PM	Refurbish/ Replace/Repair	3	MONTHS	Pump Diaphragm Inspection/ Service (3m) 1536	CLOSE	4/1/23 12:00 AM	5/19/23 03:56 PM	5/19/23 03:56 PM	Pump Diaphragm Inspection/Service (3m) 1536 - 13:00: Changed the wet end valves on the Alum standby pump with new spares. Cleaned out wet end on back of pump. 14:30: Changed out the wet end valves on the duty caustic pump with new spares. Cleaned wet end at back of pump. Shortened foot valve suction line as it was too long and foot valve was on the bottom of day tank. Cleaned out foot valve. Upon starting pump back up, the pump appears to be air locked and not sucking up. Will try to troubleshoot. 15:40: Tried switching to the standby caustic pump but am having the same apparent air lock issue. Tried loosening the bleed plug and the suction and discharge valves to release air but is not working. Tried removing foot valve but issue still persists. 16:30: Discussed with ORO. Aeration tank pH is 7.36 currently. I manually dosed 500mL into the aeration tank. Leaving caustic pump off for the night and will return tomorrow morning to continue working on issue resolution.

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													Pump Diaphragm Inspection/Service (3m) 1536 - 07:30: Onsite to continue working on caustic pump. 08:15: Took duty caustic pump foot valve and put in hot water, and then the pump was able to build suction and pump up. Once water started coming out the top of the discharge valve on the pump, connected discharge hosing to discharge valve. Ensured caustic is making its way to the dosage point in aeration. Will give pump some time and then perform a drawdown. 08:45: Took a drawdown on the duty caustic pump and measured 13mL/min. Drawdown yesterday on the now standby pump was 10mL/min. Will decrease caustic pump settings until dosing is 10mL/min. 09:15: Cleaned out wet end of the now standby caustic pump to clean out caustic from the wet end after trying to run it yesterday after changing out west end valves and diaphragm. Ran hot water through the west end fittings until caustic appeared to have cleared. Pump was operating good. Left in standby. 09:45: Performed another

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													drawdown on the now duty caustic pump and it is dosing 10mL/min. New pump settings: stroke was decreased from 70 to 65%. Speed was decreased from 60 to 50%. Notified ORO pump is working. Pump Diaphragm Inspection/Service (3m) 1536 - Assisted A. Trask with pump inspection/rebuilds.
3319034			Talbotville WWTP	PM	Inspection	6	MONTHS	Heaters Inspection/Service (6m) - 1536	CLOSE	4/1/23 12:00 AM	4/26/23 07:58 AM	4/26/23 07:58 AM	Heaters Inspection/Service - completed heater inspections
3319038	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	4/1/23 12:00 AM	4/20/23 03:32 PM	4/20/23 03:32 PM	SAFETY EYEWASH SHOWER INSPECTION - Completed SAFETY EYEWASH SHOWER INSPECTION
3319042	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	4/1/23 12:00 AM	4/18/23 07:38 AM	4/18/23 07:38 AM	ANALYZER PH INSPECTION/ CALIBRATION - Analyzer no longer taking cal. will need to speak to prominent.
3319047			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	4/1/23 12:00 AM	4/28/23 04:01 PM	4/28/23 04:01 PM	Health & Safety Fire Extinguisher Inspection - Completed Health & Safety Fire Extinguisher Inspection
3319058			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	4/1/23 12:00 AM	4/28/23 04:05 PM	4/28/23 04:05 PM	Building and Grounds Maintenance - Completed Building and Grounds Maintenance
3319211			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	4/1/23 12:00 AM	4/20/23 03:33 PM	4/20/23 03:33 PM	Carbon Filter Cleaning Inspection - completed visual inspection and notified ORO that Farmington said they should be changed last month
3320078			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	4/1/23 12:00 AM	4/26/23 07:48 AM	4/26/23 07:48 AM	Filter Membrane - Completed Filter Membrane inspection

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3320080	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	4/1/23 12:00 AM	4/27/23 03:41 PM	4/27/23 03:41 PM	Screen Bar Insp/Service - Completed bar screen inspection/ cleaning
3320082	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	4/1/23 12:00 AM	4/26/23 07:51 AM	4/26/23 07:51 AM	Solenoid Valve Exercise - Completed Solenoid Valve Exercise
3328931			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	4/1/23 12:00 AM	4/27/23 03:43 PM	4/27/23 03:43 PM	Critical Alarm Testing - Completed alarm testing. unable to test bar screen HIGH High Discussed with OIC and he will come with me next week to investigate
3329513			Talbotville WWTP	PM	Compliance	3	MONTHS	CL01 Client Performance Report ORG	CLOSE	4/1/23 12:00 AM	4/19/23 03:08 PM	4/19/23 03:08 PM	Client Report Completed - Talbotvilles client report completed.
3329515			Talbotville WWTP	PM	Compliance	3	MONTHS	RP05 WSER Monitoring ORG	CLOSE	4/1/23 12:00 AM	4/19/23 03:26 PM	4/19/23 03:26 PM	WSER Reported - Talbotville's WSER reported.
3329529			Talbotville WWTP	PM	Compliance	3	MONTHS	CM03 Bypass/Overflow	CLOSE	4/1/23 12:00 AM	4/19/23 03:30 PM	4/19/23 03:30 PM	Bypass Report Emailed - Bypass/overflow report emailed.
3329534			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	4/1/23 12:00 AM	4/19/23 02:43 PM	4/19/23 02:43 PM	Wiski Data Reviewed - Talbotville wiski data reviewed.
3339153			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	4/10/23 12:00 AM	5/5/23 03:23 PM	5/5/23 03:23 PM	1536 Weekly samples for Talbotville STP - Completed 1536 Weekly samples for Talbotville STP
3340621	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	4/19/23 12:00 AM	4/20/23 03:39 PM	4/20/23 03:39 PM	Analyzer DO Portable Insp. - completed Analyzer DO Portable Insp.
3366589	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:42 PM	5/31/23 02:42 PM	Generator Diesel Testing - completed run test
3366599	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	5/1/23 12:00 AM	5/19/23 03:45 PM	5/19/23 03:45 PM	SAFETY EYEWASH SHOWER INSPECTION - completed inspection
3366603	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	5/1/23 12:00 AM	5/19/23 03:44 PM	5/19/23 03:44 PM	ANALYZER PH INSPECTION/ CALIBRATION - installed new probe and calibrated

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3366608			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:43 PM	5/31/23 02:43 PM	Health & Safety Fire Extinguisher Inspection - Completed inspections
3366619			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:47 PM	5/31/23 02:47 PM	Building and Grounds Maintenance - Completed WO
3366742			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	5/1/23 12:00 AM	5/17/23 07:49 AM	5/17/23 07:49 AM	- Carbon Filter Cleaning Inspection completed visual inspection unit currently off as blower 201 is out for servicing
3367427			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:48 PM	5/31/23 02:48 PM	Filter Membrane Inspection - Completed inspection
3367429	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:48 PM	5/31/23 02:48 PM	Screen Bar Insp/Service - Completed inspection and cleaning
3367431	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:49 PM	5/31/23 02:49 PM	Solenoid Valve Exercise - completed WO
3374564			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	5/1/23 12:00 AM	5/31/23 02:46 PM	5/31/23 02:46 PM	Critical Alarm Testing - Completed testing
3375012			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	5/1/23 12:00 AM	5/9/23 10:20 AM	5/9/23 10:20 AM	Wiski Data Reviewed - Wiski data for Talbotville reviewed.
3383143			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	5/2/23 12:00 AM	6/26/23 04:35 PM	6/26/23 04:35 PM	1536 Weekly samples for Talbotville STP - Completed sampling and testing
3385927	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	5/19/23 12:00 AM	5/19/23 03:47 PM	5/19/23 03:47 PM	Analyzer DO Portable Insp - Completed inspection
3413879	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	6/1/23 12:00 AM	6/28/23 02:53 PM	6/28/23 02:53 PM	Generator Diesel Testing - Completed generator run test
3413893	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	6/1/23 12:00 AM	6/19/23 03:20 PM	6/19/23 03:20 PM	SAFETY EYEWASH SHOWER INSPECTION - Completed inspection
3413897	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	6/1/23 12:00 AM	6/30/23 07:56 AM	6/30/23 07:56 AM	ANALYZER PH INSPECTION/ CALIBRATION -tried calibrating ph unit but would not accept cal, new probe on its way

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3413902			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	6/1/23 12:00 AM	6/30/23 02:31 PM	6/30/23 02:31 PM	Health & Safety Fire Extinguisher Inspection - Completed inspection
3413913			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	6/1/23 12:00 AM	6/28/23 02:54 PM	6/28/23 02:54 PM	Building and Grounds Maintenance - Clean screener room
3414032			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	6/1/23 12:00 AM	6/28/23 02:56 PM	6/28/23 02:56 PM	Carbon Filter Cleaning Inspection - Completed inspection
3414770			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	6/1/23 12:00 AM	6/30/23 07:58 AM	6/30/23 07:58 AM	Filter Membrane Inspection - Completed inspection
3414772	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	6/1/23 12:00 AM	6/30/23 02:32 PM	6/30/23 02:32 PM	Screen Bar Insp/Service - Completed inspection
3414774	0000063271	TANK PROCESS AERATION T-501 AERATION RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Aeration Tank Inspection (1y) 1536	CLOSE	6/1/23 12:00 AM	10/11/23 09:05 AM	10/11/23 09:05 AM	Aeration Tank Inspection - Completed inspection
3414786	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	6/1/23 12:00 AM	6/19/23 03:22 PM	6/19/23 03:22 PM	Solenoid Valve Exercise - Completed WO
3415137			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Drive VFD Inspection (1y) - Route 1536	CLOSE	6/1/23 12:00 AM	11/21/23 02:44 PM	11/21/23 02:44 PM	Drive VFD Inspection (1y) - Route 1536 - Completed annual VFD inspections. VFD for B-601 has a current limit warning. Notified ORO and will discuss with Newterra when they are on site next week.
3415143			Talbotville WWTP	PM	Inspection	6	MONTHS	Uv Light Bank Insp/Clean/Service (6m / 2y) 1536	CLOSE	6/1/23 12:00 AM	6/19/23 03:27 PM	6/19/23 03:27 PM	Uv Light Bank Insp/Clean/Service - Cleaning completed in may
3421484			Talbotville WWTP	PM	Inspection	3	MONTHS	Supervisor Spot Checks NS Cluster Consulting (3m) 1536	CLOSE	6/1/23 12:00 AM	6/30/23 12:01 PM	6/30/23 12:01 PM	Manhole Inspection at STP - Performed inspection on June 7, 2023. No issues noted Screen room blower - Note, waiting on delivery of blower in screen room for ventilation. Farmington performing repair
3422122			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	6/1/23 12:00 AM	6/28/23 03:01 PM	6/28/23 03:01 PM	Critical Alarm Testing -completed critical alarm testing

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3422585			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	6/1/23 12:00 AM	6/13/23 08:49 AM	6/13/23 08:49 AM	Wiski Data Reviewed - Wiski Data reviewed.
3430506			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	6/2/23 12:00 AM	9/22/23 10:11 AM	9/22/23 10:11 AM	-
3434240	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	6/19/23 12:00 AM	6/28/23 03:02 PM	6/28/23 03:02 PM	Analyzer DO Portable Insp - Completed DO inspection
3461346	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:38 AM	8/1/23 07:38 AM	Generator Diesel Testing (1m) 1536 - Completed July 21 as generator was already running due to storm
3461361			Talbotville WWTP	PM	Refurbish/ Replace/Repair	3	MONTHS	BLOWERS inspection/service (3m/ 1y) 1536	CLOSE	7/1/23 12:00 AM	10/11/23 09:05 AM	10/11/23 09:05 AM	- assisted C.Robinson with blower oil changes
3461369			Talbotville WWTP	PM	Refurbish/ Replace/Repair	3	MONTHS	Pump Diaphragm Inspection/ Service (3m) 1536	CLOSE	7/1/23 12:00 AM	11/21/23 02:47 PM	11/21/23 02:47 PM	Pump Diaphragm Inspection/Service (3m) 1536 -Completed.
3461381	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:43 AM	8/1/23 07:43 AM	SAFETY EYEWASH SHOWER INSPECTION - Completed inspections
3461385	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:36 AM	8/1/23 07:36 AM	ANALYZER PH INSPECTION/ CALIBRATION - waiting to install new one
3461390			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:44 AM	8/1/23 07:44 AM	Health & Safety Fire Extinguisher Inspection - Completed inspection
3461401			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:45 AM	8/1/23 07:45 AM	Building and Grounds Maintenance -
3461403	0000063366	ANALYZER HYDROSULPHIDE GT-7901 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	6	MONTHS	Gas Analyzers Insp (6m) 1536	CLOSE	7/1/23 12:00 AM	10/11/23 09:07 AM	10/11/23 09:07 AM	Gas Analyzers Insp - hetek onsite sept 25th to complete inspection
3461603			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	7/1/23 12:00 AM	8/28/23 07:44 AM	8/28/23 07:44 AM	Carbon Filter Cleaning Inspection - Completed inspection
3462424			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:47 AM	8/1/23 07:47 AM	Filter Membrane Inspection - Completed inspection

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3462426	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:48 AM	8/1/23 07:48 AM	Screen Bar Insp/Service - completed bar screen insp
3462428			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Butterfly Inspection/ Maintenance (1y) 1536	CLOSE	7/1/23 12:00 AM	11/21/23 02:49 PM	11/21/23 02:49 PM	Valve Butterfly Inspection/ Maintenance (1y) 1536 -Completed annual inspection of butterfly valves.
3462431	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	7/1/23 12:00 AM	8/1/23 07:49 AM	8/1/23 07:49 AM	Solenoid Valve Exercise - Completed Solenoid Valve Exercise
3470551			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	7/1/23 12:00 AM	7/25/23 04:09 PM	7/25/23 04:09 PM	Critical Alarm Testing - Completed Critical Alarm Testing
3471025			Talbotville WWTP	PM	Compliance	3	MONTHS	CL01 Client Performance Report ORG	CLOSE	7/1/23 12:00 AM	7/14/23 01:07 PM	7/14/23 01:07 PM	Client Report Completed - Talbotville client report completed.
3471027			Talbotville WWTP	PM	Compliance	3	MONTHS	RP05 WSER Monitoring ORG	CLOSE	7/1/23 12:00 AM	7/14/23 12:45 PM	7/14/23 12:45 PM	WSER Reported - Talbotville WSER reported.
3471030			Talbotville WWTP	PM	Compliance	3	MONTHS	CM03 Bypass/Overflow	CLOSE	7/1/23 12:00 AM	7/14/23 01:09 PM	7/14/23 01:09 PM	Bypass report emailed - Bypass report emailed.
3471035			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	7/1/23 12:00 AM	7/14/23 01:11 PM	7/14/23 01:11 PM	Wiski Data Reviewed - Talbotville's wiski data reviewed
3479007			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	7/2/23 12:00 AM	8/22/23 07:50 AM	8/22/23 07:50 AM	1536 Weekly samples for Talbotville STP - Completed sampling
3482460	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	7/19/23 12:00 AM	8/1/23 07:50 AM	8/1/23 07:50 AM	Analyzer DO Portable Insp. - Completed inspection
3506901	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	8/1/23 12:00 AM	8/28/23 07:41 AM	8/28/23 07:41 AM	Generator Diesel Testing - gencare completed annual generator inspection
3506911	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	8/1/23 12:00 AM	8/28/23 07:42 AM	8/28/23 07:42 AM	SAFETY EYEWASH SHOWER INSPECTION - Completed inspection
3506915	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	8/1/23 12:00 AM	8/10/23 08:13 AM	8/10/23 08:13 AM	ANALYZER PH INSPECTION/ CALIBRATION - installed and calibrated new probe

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3506920			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	8/1/23 12:00 AM	8/28/23 07:46 AM	8/28/23 07:46 AM	Health & Safety Fire Extinguisher Inspection - Completed inspection
3506931			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	8/1/23 12:00 AM	8/31/23 03:00 PM	8/31/23 03:00 PM	-
3507050			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	8/1/23 12:00 AM	8/28/23 07:47 AM	8/28/23 07:47 AM	Carbon Filter Cleaning Inspection - Duplicate work order
3507738			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	8/1/23 12:00 AM	8/31/23 07:59 AM	8/31/23 07:59 AM	Filter Membrane Inspection - Completed inspection
3507740	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	8/1/23 12:00 AM	8/28/23 07:49 AM	8/28/23 07:49 AM	Screen Bar Insp/Service - Completed inspection and clean
3507742	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	8/1/23 12:00 AM	8/28/23 07:50 AM	8/28/23 07:50 AM	Solenoid Valve Exercise - Completed inspection and exercise
3514443			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	8/1/23 12:00 AM	8/31/23 07:58 AM	8/31/23 07:58 AM	Critical Alarm Testing - Completed alarm testing
3514845			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	8/1/23 12:00 AM	8/14/23 09:13 AM	8/14/23 09:13 AM	Wiski Data Reviewed - Reviewed Wiski Data. All good.
3522514			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	8/2/23 12:00 AM	10/11/23 09:09 AM	10/11/23 09:09 AM	1536 Weekly samples for Talbotville STP - Completed sampling
3525821	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	8/19/23 12:00 AM	8/28/23 07:51 AM	8/28/23 07:51 AM	Analyzer DO Portable Insp - Completed inspection
3552696	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:26 PM	9/29/23 01:26 PM	- completed monthly generator run test
3552708	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:32 PM	9/29/23 01:32 PM	- completed monthyl eyewash/ shower inspection
3552712	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:43 PM	9/29/23 01:43 PM	- inspected and calibrated PH unit, issue with cal slope will be looking into it
3552717			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:34 PM	9/29/23 01:34 PM	- completed monthly health and safety inspection

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3552728			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:42 PM	9/29/23 01:42 PM	-general cleaning and yard mainteneanc efor month of september
3552852			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:39 PM	9/29/23 01:39 PM	- completed monthly carbon filter inspection
3553705			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:38 PM	9/29/23 01:38 PM	- completed monthly filter membrane inspection
3553707	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:37 PM	9/29/23 01:37 PM	- completed monthly screen bar inspection and cleaning
3553709	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:31 PM	9/29/23 01:31 PM	- completed monthly solenoid exercise, operating good no issues
3560403			Talbotville WWTP	PM	Inspection	3	MONTHS	Supervisor Spot Checks NS Cluster Consulting (3m) 1536	CLOSE	9/1/23 12:00 AM	10/10/23 10:57 AM	10/10/23 10:57 AM	-Completed
3561175			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	9/1/23 12:00 AM	9/29/23 01:30 PM	9/29/23 01:30 PM	- completed monthly critical alarm testing
3561535			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	9/1/23 12:00 AM	9/19/23 02:54 PM	9/19/23 02:54 PM	Wiski Data Reviewed - Talbotville wiski data reviewed.
3570757			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	9/2/23 12:00 AM	9/29/23 01:43 PM	9/29/23 01:43 PM	- completed required lab tests and weekly sampling - samples for month of september now complete
3574016	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	9/19/23 12:00 AM	9/29/23 01:28 PM	9/29/23 01:28 PM	- completed monthly portable DO inspection
3602002	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	10/1/23 12:00 AM	10/26/23 06:45 AM	10/26/23 06:45 AM	- completed monthly generator run test
3602017			Talbotville WWTP	PM	Inspection	3	MONTHS	BLOWERS inspection/service (3m/ 1y) 1536	COMP	10/1/23 12:00 AM	1/5/24 03:53 PM	1/5/24 03:53 PM	- Completed

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3602020			Talbotville WWTP	PM	Refurbish/ Replace/Repair	3	MONTHS	Pump Diaphragm Inspection/ Service (3m) 1536	CLOSE	10/1/23 12:00 AM	11/21/23 02:50 PM	11/21/23 02:50 PM	Pump Diaphragm Inspection/Service (3m) 1536 -Completed quarterly chemical pump inspections/cleaning.
3602032			Talbotville WWTP	PM	Inspection	6	MONTHS	Heaters Inspection/Service (6m) - 1536	CLOSE	10/1/23 12:00 AM	11/21/23 02:51 PM	11/21/23 02:51 PM	Heaters Inspection/Service (6m) - 1536 -Completed bi-annual heater inspection. MBR room heater is not working. Notified ORO. Contacted Hawkins to book them in.
3602036	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	10/1/23 12:00 AM	10/26/23 06:46 AM	10/26/23 06:46 AM	- completed monthly eyewash inspection
3602040			Talbotville WWTP	PM	Calibration	1	YEARS	Meter Flow Calbration (1y) 1536	CLOSE	10/1/23 12:00 AM	10/18/23 09:19 AM	10/18/23 09:19 AM	Meter Flow Calbration (1y) 1536 -Farmington completed calibration on Oct 11, 2023.
3602043	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	10/1/23 12:00 AM	10/26/23 06:47 AM	10/26/23 06:47 AM	- calibrated unit,now out of alarm state
3602048			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	10/1/23 12:00 AM	10/26/23 06:48 AM	10/26/23 06:48 AM	- completed monthly insoection
3602059			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	10/1/23 12:00 AM	10/31/23 05:43 PM	10/31/23 05:43 PM	-
3602217			Talbotville WWTP	PM	Inspection	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	10/1/23 12:00 AM	10/28/23 01:59 PM	10/28/23 01:59 PM	- completed monthly carbon filter inspection
3603133			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	10/1/23 12:00 AM	10/26/23 06:49 AM	10/26/23 06:49 AM	- completed monthly filter inspections, MBR2 all new units, MBR 1 recenlty cleaned and inspected
3603135	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	10/1/23 12:00 AM	10/28/23 02:01 PM	10/28/23 02:01 PM	- completed monthly screener inspection and cleaning
3603137	0000063287	METER LEVEL LDS-501 AERATION TANK AERATION RM	Talbotville WWTP	PM	Inspection	1	YEARS	Meter Level Insp/Service (1y) - 1536	COMP	10/1/23 12:00 AM	1/5/24 03:53 PM	1/5/24 03:53 PM	- Completed

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3603140	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	10/1/23 12:00 AM	10/28/23 02:00 PM	10/28/23 02:00 PM	- completed monthly solenoid valve exercise
3610802			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	10/1/23 12:00 AM	10/26/23 06:50 AM	10/26/23 06:50 AM	- completed monthly critical alarm testing
3611243			Talbotville WWTP	PM	Compliance	3	MONTHS	CL01 Client Performance Report ORG	CLOSE	10/1/23 12:00 AM	10/23/23 02:44 PM	10/23/23 02:44 PM	Client Report Completed - Talbotville's client report complete
3611245			Talbotville WWTP	PM	Compliance	3	MONTHS	RP05 WSER Monitoring ORG	CLOSE	10/1/23 12:00 AM	10/23/23 02:48 PM	10/23/23 02:48 PM	Bypass/Overflow - Bypass/Overflow report emailed to MECP. Nothing to report.
3611259			Talbotville WWTP	PM	Compliance	3	MONTHS	CM03 Bypass/Overflow	CLOSE	10/1/23 12:00 AM	10/23/23 02:46 PM	10/23/23 02:46 PM	Bypass/overflow - Bypass/overflow report emailed to MECP. Mentioned spill as per M.G.
3611264			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	10/1/23 12:00 AM	10/23/23 02:40 PM	10/23/23 02:40 PM	Wiski Data Reviewed - Talbotville wiski data reviewed
3620374			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	10/2/23 12:00 AM	10/31/23 05:44 PM	10/31/23 05:44 PM	- collected weekly and monthly samples - completed weekly lab and sampling - completed weekly lab and sampling - completed sampling and lab tests foir the week - full IH lab pre sampling -
3623584	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	10/19/23 12:00 AM	10/28/23 02:01 PM	10/28/23 02:01 PM	- completed monthly portable DO inspection
3646979	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	CLOSE	11/1/23 12:00 AM	11/24/23 02:43 PM	11/24/23 02:43 PM	- completed monthly generator run test

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3646999	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	CLOSE	11/1/23 12:00 AM	11/20/23 03:39 PM	11/20/23 03:39 PM	- completed monthly eyewash shower inspection
3647003	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	CLOSE	11/1/23 12:00 AM	11/21/23 02:36 PM	11/21/23 02:36 PM	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536 - Cleaned pH probe. Tried calibrating but would not take cal. Notified ORO.
3647008			Talbotville WWTP	OPER	Health and Safety	1	YEARS	OCWA Workplace Inspection (1y) - 1536	COMP	11/1/23 12:00 AM	1/5/24 03:49 PM	1/5/24 03:49 PM	- Completed
3647014			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	CLOSE	11/1/23 12:00 AM	11/20/23 03:40 PM	11/20/23 03:40 PM	- completed monthly fire extinguisher inspection
3647025			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	CLOSE	11/1/23 12:00 AM	12/5/23 06:55 AM	12/5/23 06:55 AM	- general cleaning and upkeep
3647149			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	CLOSE	11/1/23 12:00 AM	11/21/23 02:40 PM	11/21/23 02:40 PM	Carbon Filter Cleaning Inspection (1m / 1y) 1536 -Completed monthly inspection.
3647829			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	CLOSE	11/1/23 12:00 AM	11/20/23 03:41 PM	11/20/23 03:41 PM	- completed monthly filter membrane inspections
3647831			Talbotville WWTP	PM	Health and Safety	1	YEARS	Lifting Device Insp Route (1y) - 1536	CLOSE	11/1/23 12:00 AM	11/21/23 02:54 PM	11/21/23 02:54 PM	Lifting Device Insp Route (1y) - 1536 -Annual lifting device inspection was completed by HB material handling on Mar 28, 2023.
3647834	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	CLOSE	11/1/23 12:00 AM	11/24/23 02:45 PM	11/24/23 02:45 PM	- completed monthly screener inspection and cleaning
3647836	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	CLOSE	11/1/23 12:00 AM	11/20/23 03:42 PM	11/20/23 03:42 PM	- completed monthly solenoid exercise
3654096			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	CLOSE	11/1/23 12:00 AM	12/5/23 06:56 AM	12/5/23 06:56 AM	- monthly critical alarm testing completed end of month

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3654532			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	11/1/23 12:00 AM	11/17/23 10:42 AM	11/17/23 10:42 AM	Wiski Data Reviewed - Wiski data reviewed.
3661777			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	CLOSE	11/2/23 12:00 AM	12/1/23 02:40 PM	12/1/23 02:40 PM	- completed weekly and monthly sampling and required lab work - completed lab testing and sampling - completed smapling and lab tests for week
3665099	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	CLOSE	11/19/23 12:00 AM	11/21/23 02:43 PM	11/21/23 02:43 PM	Analyzer DO Portable Insp. (1m) - 1536 -Completed monthly inspection of portable DO/pH probes.
3688435	0000063247	GENERATOR DIESEL STAND-BY	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	COMP	12/1/23 12:00 AM	12/19/23 02:04 PM	12/19/23 02:04 PM	- completed monthly generator run test
3688445	0000063338	SAFETY EYE WASH/ SHOWER BLOWER RM	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	COMP	12/1/23 12:00 AM	12/19/23 01:54 PM	12/19/23 01:54 PM	- completed monthly eyewash uinspection
3688449	0000063342	FAN EXHAUST PLC RM	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	COMP	12/1/23 12:00 AM	12/19/23 02:05 PM	12/19/23 02:05 PM	- completed monthly PH inspection and calibration
3688454			Talbotville WWTP	OPER	Health and Safety	1	MONTHS	Health & Safety Fire Extinguisher Inspection (1m) 1536	COMP	12/1/23 12:00 AM	12/19/23 01:55 PM	12/19/23 01:55 PM	- completed monthly fire extinguisher inspection
3688465			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	COMP	12/1/23 12:00 AM	1/10/24 09:23 PM	1/10/24 09:23 PM	-
3688584			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	COMP	12/1/23 12:00 AM	1/10/24 09:25 PM	1/10/24 09:25 PM	-
3689278	0000063374	BLOWER CENTRIFUGAL B-201 CARBON DRUM AIR SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Control Drum Insp/Service (1y) 1536	COMP	12/1/23 12:00 AM	1/5/24 03:48 PM	1/5/24 03:48 PM	- Completed

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
Report End Date: Dec 31, 2023 11:59 PM
Location: 1536,1536-WWTV
Work Order Type: OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3689291	0000063373	BLOWER CENTRIFUGAL B-311 CARBON DRUM AIR SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Odour Control Drum Insp/ Service (1y) 1536	COMP	12/1/23 12:00 AM	1/5/24 03:47 PM	1/5/24 03:47 PM	- COMPLETED
3689304			Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	COMP	12/1/23 12:00 AM	12/19/23 01:57 PM	12/19/23 01:57 PM	- completed monthly filter membrane inspection, recently pulled half of MBR1 looking for leaks
3689306	0000063376	SCREEN BAR SCR-201 SCREENING RM	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	COMP	12/1/23 12:00 AM	12/19/23 02:33 PM	12/19/23 02:33 PM	- completed monthly screener inspection and cleaning
3689308	0000063358	VALVE SOLENOID SV-711 PLC RM	Talbotville WWTP	OPER	Inspection	1	MONTHS	Solenoid Valve Exercise (1m) 1536	COMP	12/1/23 12:00 AM	12/19/23 01:58 PM	12/19/23 01:58 PM	- completed monthly solenoid valve exercise
3689543			Talbotville WWTP	PM	Refurbish/ Replace/Repair	6	MONTHS	Uv Light Bank Insp/Clean/Service (6m / 2y) 1536	COMP	12/1/23 12:00 AM	1/5/24 03:46 PM	1/5/24 03:46 PM	- Completed
3694936			Talbotville WWTP	PM	Inspection	3	MONTHS	Supervisor Spot Checks NS Cluster Consulting (3m) 1536	COMP	12/1/23 12:00 AM	1/5/24 03:45 PM	1/5/24 03:45 PM	- Completed
3695462			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	COMP	12/1/23 12:00 AM	1/10/24 09:26 PM	1/10/24 09:26 PM	-
3695845			Talbotville WWTP	OPER	Compliance	1	MONTHS	WISKI Data Review (1m) 1536	CLOSE	12/1/23 12:00 AM	12/11/23 11:17 AM	12/11/23 11:17 AM	Wiski Data Reviewed -Talbotville's Wiski Data Reviewed.
3703164			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	COMP	12/2/23 12:00 AM	1/5/24 03:44 PM	1/5/24 03:44 PM	- completed weekly and monthly smaplng, completed required lab tests - completed weekly sampling and lab testing - completed weekly sampling and required lab tests completed -
3706205	0000063390	ANALYZER DO /PH PORTABLE	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	COMP	12/19/23 12:00 AM	12/19/23 02:07 PM	12/19/23 02:07 PM	- completed monthyl portable DO inspection

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Workorder Summary Report

Report Start Date:	Jan 1, 2023 12:00 AM
Report End Date:	Dec 31, 2023 11:59 PM
Location:	1536,1536-WWTV
Work Order Type:	OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail

APPENDIX D

SGS Canada Inc.
P.O. Box 4300 - 185 Concession St.
Lakefield - Ontario - KOL 2HO
Phone: 705-652-2000 FAX: 705-652-6365

Works #: 120003913
Project : PO#017018

04-October-2023

OCWA-Elgin Hub (Talbotville WWTP)
Attn : Matthew Belding

Date Rec. : 12 September 2023
LR Report: **CA30203-SEP23**

Copy: #1

9210 Graham Road
West Lorne, ON
N0L 2P0, Canada

Phone: 519-768-9925
Fax:pdf

CERTIFICATE OF ANALYSIS
Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Bslq Bslq-Sludge Holding Tank
Sample Date & Time					12-Sep-23 09:25
Sampled By					Jesse Cofell
Temperature Upon Receipt [at London Lab °C]	---	---	---	---	18.8
Temperature Upon Receipt [°C]	--	---	---	---	7.0
Total Solids [mg/L]	13-Sep-23	20:58	15-Sep-23	09:39	25500
Ammonia+Ammonium (N) [as N mg/L]	14-Sep-23	13:56	15-Sep-23	13:39	17.2
Nitrite (as N) [mg/L]	14-Sep-23	18:27	18-Sep-23	12:37	< 3
Nitrate (as N) [mg/L]	14-Sep-23	18:27	18-Sep-23	12:37	< 3
Nitrate + Nitrite (as N) [mg/L]	14-Sep-23	18:27	18-Sep-23	12:37	< 3
Arsenic [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	< 0.1
Cadmium [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.007
Cobalt [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.04
Chromium [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.24
Copper [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	7.1
Mercury [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.002
Potassium [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	62
Molybdenum [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.06
Nickel [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.21
Phosphorus (Total) [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	357
Lead [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	0.1
Selenium [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	< 0.1
Zinc [mg/L]	29-Sep-23	14:59	03-Oct-23	15:11	9

Note: Metals and mercury were analyzed on the as-received sample.

SGS Canada Inc.
P.O. Box 4300 - 185 Concession St.
Lakefield - Ontario - KOL 2HO
Phone: 705-652-2000 FAX: 705-652-6365

Works #: 120003913

Project : PO#017018
LR Report : **CA30203-SEP23**

Carrie Greenlaw
Project Specialist,
Environment, Health & Safety

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Aaron VanOorspronk, Director of Infrastructure and Development Services

REPORT NO: ENG 2024-20

SUBJECT MATTER: Bridge and Culvert Engineering

Recommendation(s):

THAT Report ENG 2024-20 titled Bridge and Culvert Engineering be received for information;

AND THAT Council award engineering design for the rehabilitation of Lyle Bridge to Spriet Associates for the quoted amount of $24,900.00.

AND THAT Council authorize Staff to solicit quotations for design services to replace the Iona Road Culvert.

Purpose:

This report seeks Council's endorsement to award design services for the rehabilitation of Lyle Bridge and to solicit quotations from engineers to design the replacement of a culvert on Iona Road.

Background:

Lyle Bridge (Bridge No. 5):

Council approved $30,000 engineering design for various culvert and bridge repairs, as outlined in the 2022 Bridge and Culvert Inspection reports. Originally Staff intended to address a variety of deficiencies outlined in the report at several bridge and culvert locations. This work could vary from simple items like cleaning or sign replacements to more serious needs like rehabilitation of structural components and slope repairs. The proposed strategy was to complete engineering design of a comprehensive project in 2024 and tender for construction in 2025. After budget approval in 2024, Staff reached out to Spriet and Associates, the author of the Bridge and Culvert reports, to request a quotation to complete engineering design and create the tender documents for construction in 2025. After reviewing the various works required for all the bridges and

culverts, it was determined that, many of the identified deficiencies could be repaired in house, some are stable and lower in priority, and some structures are nearing the end of their useful life. Once non-candidates were removed from project scope, it was decided that to stay within the designated construction budget of $200,000, while maximizing the return on the investment, that a rehabilitation of Lyle Bridge would be most appropriate.

Iona Road Culvert:

During a heavy rainfall event, Iona Road suffered a washout caused by a failed culvert crossing. Public Works Staff attended the site to complete the repair on the week of March 5th. During the excavation, Staff discovered the watermain was leaking where it crossed the culvert. It appears that the culvert failure or a slope shift applied enough downward pressure on the watermain to cause one of the joints to separate. After removal of the crossing section of watermain, staff, removed the failed portion of culvert, discovering the metal pipe had corroded along and below the low flow grade line, this is a typical failure for metal piping, especially in an environment with elevated chlorides from road salts. Staff completed the repair and made the road and watermain safe for the interim, however, the culvert corrosion exists throughout the pipe and the watermain still resides within the slope, where a slope failure could negatively affect the main again. This section of Iona Road is a boundary road, south of the County portion, as such the capital responsibilities for this road are split equally between the Municipality of Dutton-Dunwich and the Township of Southwold.

Comment/Analysis:

Lyle Bridge (Bridge No. 5):

The general scope of the proposed rehabilitation includes concrete repairs to the abutments and bridge deck. Repairs to the posts and the installation of proper end treatments. This bridge also features an exposed concrete bridge deck, which is prone to delamination in a chloride rich environment caused by road salts. Waterproofing and paving the bridge deck will protect the structure from future corrosion. This rehabilitation should reset the structure to a very good condition, and with the paving extend the service life of the rigid frame structure significantly.

Iona Road Culvert:

The temporary repair should hold for now; however, it is only a matter of time before the other section of culvert begins to erode soil around the pipe. Staff recommend that the culvert be replaced. Additionally, staff noted that the watermain conflicts with a new culvert especially a culvert with an increased diameter and that incorporation of a proper offset into the road would protect it from frost action and a slope failure. Replacement and upsizing of the culvert will be a permanent fix for the corroded pipe, the required relocation of the watermain will provide additional protections from future failures. With Dutton's current financial and budget constraints, Staff recommend Southwold carry engineering costs for 2024, and provide Dutton with the estimates and billings to date for inclusion in their 2025 Budget.

Financial Implications:

The following chart shows the cost for each project and the funding sources:

Project	Cost/Estimate	Funding	Budgeted
Lyle Bridge Engineering, as quoted by Spriet Associates (2024)	$ 24,900	Bridge and Culvert Reserve	$ 30,000
Lyle Bridge Construction (2025)	$ 185,000	Bridge and Culvert Reserve	$200,000
Iona Road Culvert Engineering (2024)	$ 30, 000	Bridge and Culvert Reserve	
Iona Culvert Construction (2025)	$150,000	50% Southwold Bridge and Culvert Reserve 50% Dutton	
Iona Watermain Offset (2025)	$30,000	Southwold Water Reserve	

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☒ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☒ Economic Opportunity

☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:
Aaron VanOorspronk, CET.
Director of Infrastructure and Development Services
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Aaron VanOorspronk, Director of Infrastructure and Development Services

REPORT NO: ENG 2024-21

SUBJECT MATTER: Burwell Bridge Replacement Award

Recommendation(s):

THAT Report ENG 2024-21 relating to Burwell Bridge Replacement Award, be received for information; and

THAT the tender submitted by 519 London Excavating Inc. in the amount $156,000 plus HST be accepted, and

THAT an allowance of $10,000 be approved for engineering and inspection services.

Purpose:

This report seeks Council's award for the replacement of the Burwell Bridge, planned for construction in July 2024.

Background:

Burwell Bridge is located on Burwell Road approximately 1km north of Fingal Line. It was identified during the 2022 Structural Inspections as having structural defects necessitating its replacement in the 1–5-year timeframe. Based on road volumes and expected life cycle costs, the suggested replacement structure is a polymer coated steel culvert. The scope of work includes, removal of the old structure, installation of concrete cut off walls, installation of new culvert and headwalls, widening the road platform and restoration of road slopes with erosion control blanket and native roadside seed mix. Council considered and approved the replacement of the bridge in the approved 2024 Budget. The project will commence in July of 2024, during low flow conditions and within fish timing windows. The road will be closed to through traffic but open to local traffic, the stream will be by-passed to allow dry working conditions, the structure demolished, and replaced with the new structure, the road re-built, and disturbed areas restored as per the contract drawings. The project is expected to take no longer than 5 weeks and

be completed in August. The plans for the project are attached to the report as Appendix A.

Comment/Analysis:

The project was tendered through the Township's electronic bidding system (https://southwold.bidsandtenders.ca) early and received significant interest with a total of 9 bids submitted at closing. All bids were found to be compliant with the Tender Requirements. The winning bid is attached to the report as Appendix B.

	Bidder	Total Contract Price (excluding HST)
1	519 London Excavating Inc.	$136,000.00
2	Cassidy Construction London Ltd.	$145,794.40
3	Gillier Construction Inc.	$159,500.00
4	Clarke Construction Inc.	$169,800.00
5	Gary D. Robinson Contracting Ltd.	$184,500.00
6	McNally Excavating	$184,950.00
7	Master Utility Division Inc	$226,050.00
8	Ron Van Manen Trucking Inc	$246,978.35
9	Lancoa Contracting Inc.	$304,085.00

Staff recommend carrying an allowance of $10,000 for engineering and inspection services. This would include awarding the contract administration and inspection services to Spriet Associates, this award would carry through the provisional pricing of $5,550 submitted as part of the original engineering quotation in 2023. It also provides funds to retain a geotechnical consultant to complete compaction and material testing during construction.

Financial Implications:

The following chart shows the cost for the project and the allocated funding:

	Expenditures	Funding
Contract Price	$ 136,000.00	
Contingency	$ 20,000.00	

Engineering/Inspection Allowance	$ 10,000	
Net HST	$ 2,921.60	
Total Contract Price	**$ 168,921.60**	
Allocated Funding:		**$250,000**

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☒ Managed Growth

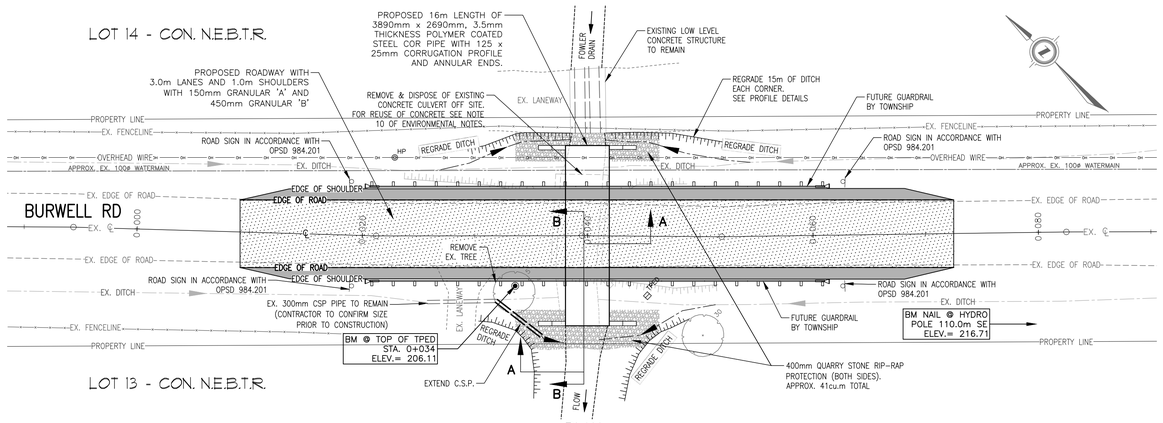
☐ Welcoming and Supportive Neighbourhoods

☒ Economic Opportunity

☒ Fiscal Responsibility and Accountability

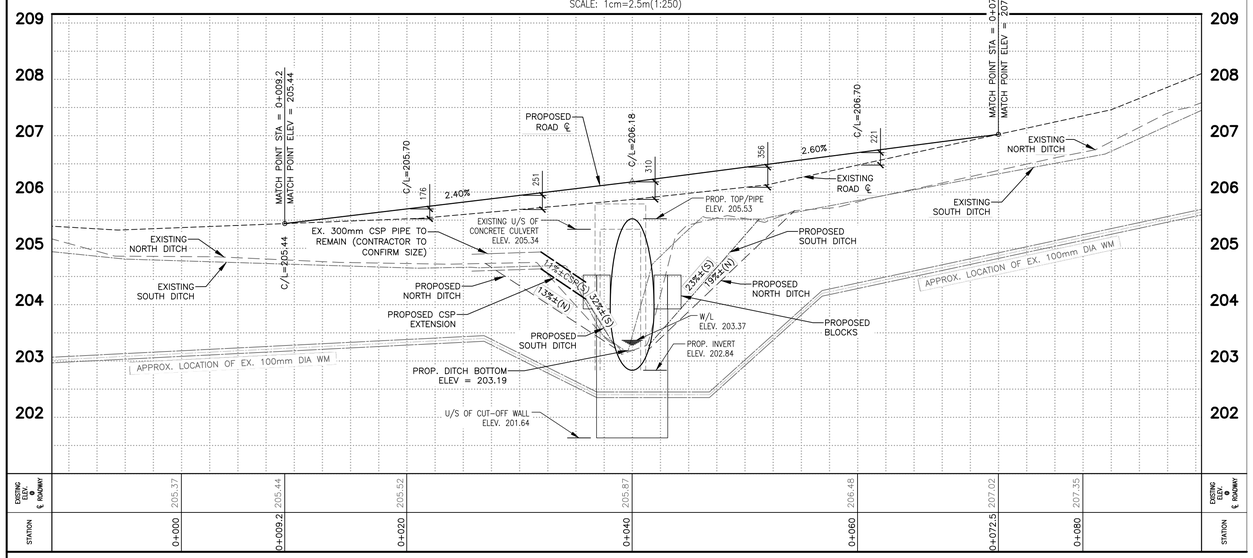
Respectfully Submitted by:
Aaron VanOorspronk, CET.
Director of Infrastructure and Development Services
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"



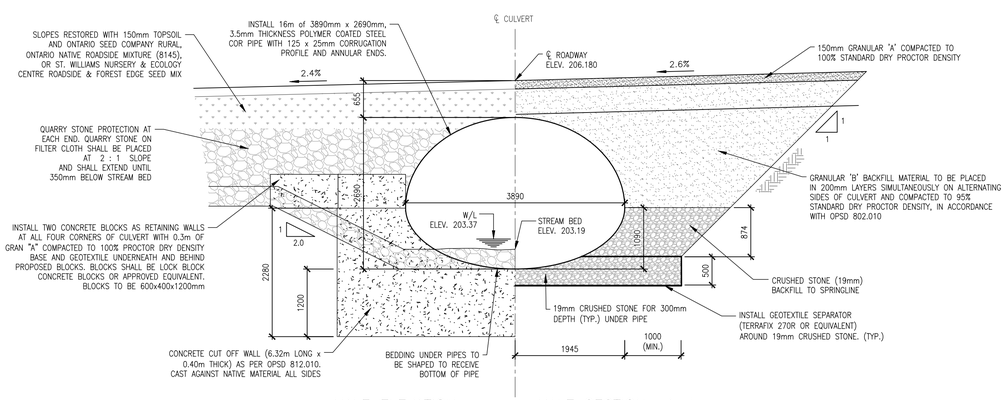
PLAN

SCALE: 1cm=2.5m(1:250)



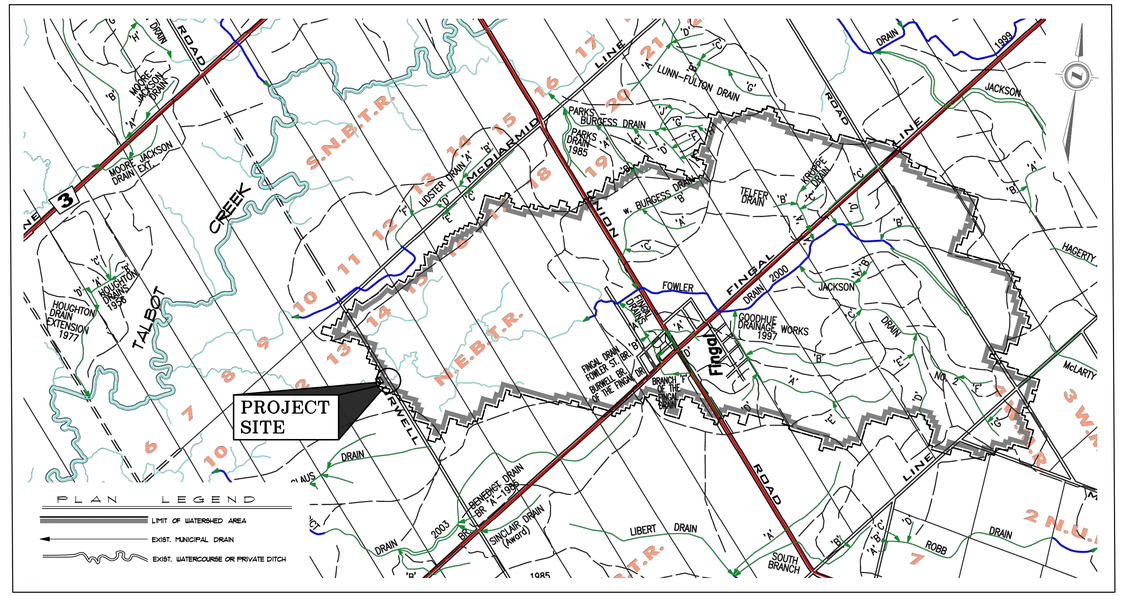
PROFILE

SCALE: (H) 1cm=2.5m(1:250)
(V) 1cm=0.5m(1:50)



HALF ELEVATION HALF SECTION A–A

SCALE:1cm=0.5m(1:50)



KEY PLAN

N.T.S.

SURVEY DATA

1. NET SPAN LENGTH AND TYPE OF BRIDGE: 3890mm x 2690mm, 3.5mm THICKNESS POLYMER COATED STEEL COR PIPE.
2. ROADWAY WIDTH ON BRIDGE: 6.0m
3. SKEW ANGLE: 0°
4. DRAINAGE AREA: 9.3 SQ. KM
5. DESIGN FLOOD FREQUENCY: 25 YEARS
6. TYPE OF CROSSING: FOWLER DRAIN

FIELD INVESTIGATION MADE: JUN 30, 2023

BY: B. WIDNER, P. ENG.

DESIGN NOTES

1. IS A TEMPORARY DETOUR REQUIRED? No
2. ROAD DESIGN INFORMATION: DESIGN 40 km/h; PROJECT DESIGN SPEED 40 km/h; STOPPING SIGHT DISTANCE UNLIMITED
3. STRUCTURE DESIGNED TO CAN/CSA-S6-19 CANADA HIGHWAY BRIDGE DESIGN CODE JANUARY 2019

STRUCTURAL DATA

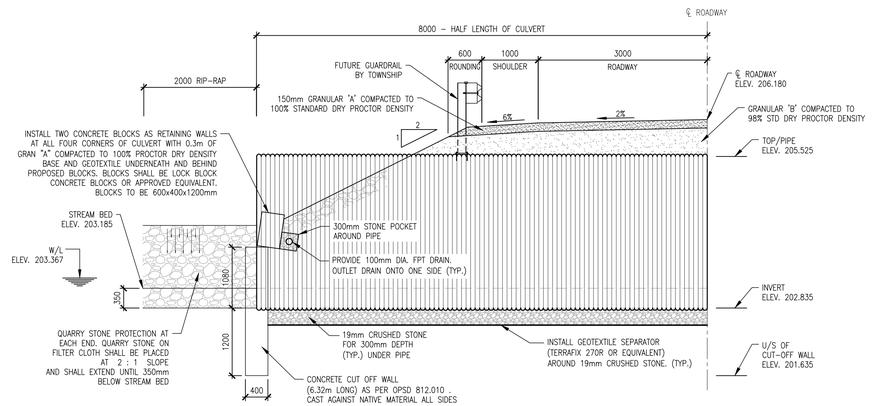
1. STRUCTURE DESIGNED TO CHBDC/CSA-S6-19 CANADIAN HIGHWAY BRIDGE DESIGN CODE JANUARY 2019.
2. WORK ON THE STRUCTURE MUST NOT COMMENCE UNTIL MONUMENTS TO FIX CONTROL POINTS HAVE BEEN ERECTED AND CHECKED BY THE ENGINEER.
3. STRUCTURE TO BE BUILT IN ACCORDANCE WITH O.P.S.S. DIVISION 9 AND THE ENGINEER'S SPECIFICATIONS.
4. BACKFILL FOR PIPE TO BE INSTALLED AND COMPACTED IN 200mm MAX. LIFTS SIMULTANEOUSLY ON ALTERNATING SIDES OF PIPES.

ENVIRONMENTAL NOTES

1. CONTRACTOR TO INSTALL SILT FENCE ACROSS DITCH BOTTOM DOWNSTREAM OF CONSTRUCTION SITE PRIOR TO ANY COMMENCEMENT OF WORK.
2. SEDIMENT & EROSION CONTROL MEASURES ARE TO BE IMPLEMENTED PRIOR TO, AND MAINTAINED THROUGHOUT CONSTRUCTION, TO PREVENT ENTRY OF SEDIMENT INTO THE WATER AND ARE TO BE LEFT IN PLACE UNTIL ALL DISTURBED AREAS HAVE STABILIZED. ACCUMULATED SEDIMENT IS TO BE REMOVED FROM THE SILT FENCE PRIOR TO IT'S REMOVAL.
3. CONTRACTOR TO INSTALL TEMPORARY COFFER DAM ON UPSTREAM & DOWNSTREAM SIDE OF CULVERT. WORK TO BE DONE IN THE DRY. IF ANY WATER FLOWS ARE ENCOUNTERED DURING CONSTRUCTION OF DAMS, WATER IS TO BE PUMPED AROUND SITE.
4. AFTER CONSTRUCTION, ANY STREAM DISTURBED BY IT'S REMOVAL TO BE RESTORED TO REPRESENT CONDITION OF STREAM BEFORE CONSTRUCTION.
5. QUARRY STONE RIP-RAP ON BOTH END SIDE SLOPES OF CULVERT TO BE PLACED ON FILTER BLANKET TO PREVENT FILL FROM MIGRATING INTO STREAM.
6. WATER FROM DE-WATERING PROCESS TO BE DIRECTED AWAY FROM STREAM AND MANAGED WITH FILTER BAGS, SETTLING PONDS, CHECK DAMS, GEOTEXTILE ETC. TO PREVENT SILT FROM ENTERING STREAM.
7. NO REFUELLING OF VEHICLES, EQUIPMENT, PUMPS ETC. ARE TO TAKE PLACE WITHIN 30m OF WATERCOURSE.
8. INSTALL SILT FENCE ALONG ANY SPOIL PILES AND STRAW BALES FOR ROADWAY DITCH RUNOFF INCLUDING DIRECTING DITCHES AWAY FROM CONSTRUCTION.
9. ALL DISTURBED AREAS NOT COVERED BY RIP-RAP TO BE SEEDED WITH AN APPROVED BANK STABILIZATION SEED MIXTURE BY CONTRACTOR.
10. THE EXISTING CONCRETE STRUCTURE TO BE REMOVED INCLUDING FOOTINGS AND EXCESS MATERIAL TO BE DISPOSED OF OFF-SITE. CONCRETE MAY BE BROKEN DOWN INTO 300mm MAX. SIZE WITH ALL EXPOSED RE-BAR REMOVED AND USED FOR RIP-RAP IN ACCORDANCE WITH THE SPECIFICATIONS.
11. CONTRACTOR TO BE GIVEN COPIES OF THE CONSERVATION AUTHORITY'S PERMIT AS SOON AS IT IS RECEIVED. A COPY OF THESE PERMITS MUST REMAIN ON SITE AT ALL TIMES AND THE CONDITIONS ADHERED TO.

STREAM RESTORATION AND EROSION CONTROL

1. SILT BASIN TO BE MAINTAINED UNTIL AFTER RESTORATION IS COMPLETED AND THEN LEFT IN PLACE TO TRAP ANY REMAINING SILT UNTIL SLOPES AND SEEDING ARE ESTABLISHED.
2. ANY DISTURBED STREAM BANKS OR SIDE SLOPES NOT COVERED WITH RIP-RAP ARE TO BE SEEDED WITH AN APPROVED BANK STABILIZATION MIXTURE AND COVERED WITH NORTH AMERICAN GREEN C350.



THOROUGH PIPE HALF SECTION B–B

SCALE:1cm=0.5m(1:50)

COMPLETION		No.	SUBMISSIONS AND REVISIONS	DATE	BY
	DESIGN: B.W.	01	ISSUED FOR TENDER	JAN 23/24	SPR.
	DRAWN: D.F.				
	CHECKED: J.M.S.				
	APPROVED: B.W.				
	DATE: JAN. 23 2024				

CONSULTANT

SPRIET ASSOCIATES
LONDON LIMITED
CONSULTING ENGINEERS
155 YORK STREET -- LONDON (519) 672-4100 -- N6A 1A8

ENGINEER STAMP

LICENSED PROFESSIONAL ENGINEER
B. E. WIDNER
100213628
PROVINCE OF ONTARIO

ENGINEER STAMP

LICENSED PROFESSIONAL ENGINEER
J. M. C. SPRIET
PROVINCE OF ONTARIO

CLIENT

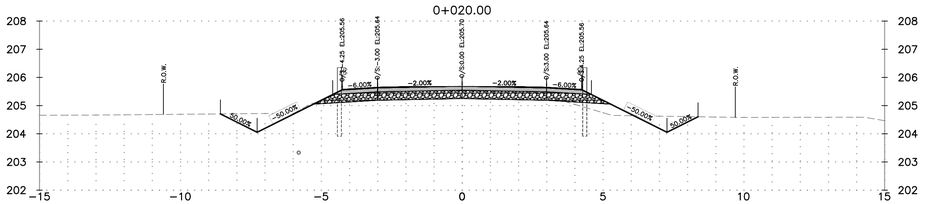
TOWNSHIP OF Southwold

SCALE

2.5 m ø 5.0
1:250
0.5 m ø 1.0
1:50

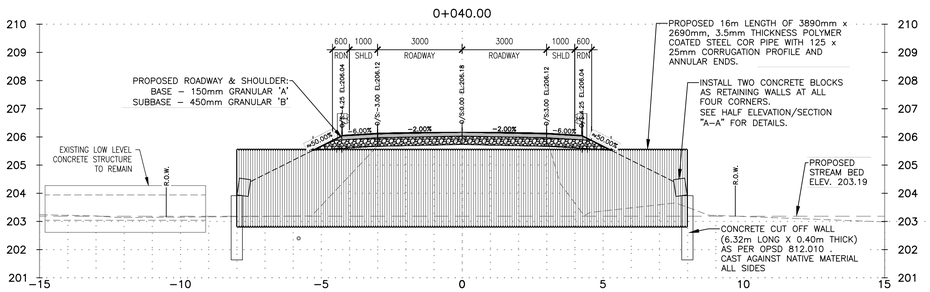
CULVERT No. 7
BURWELL ROAD
PLAN AND DETAIL SECTIONS

Project No. 223174
Sheet No. 1 of 2
Plan File No.



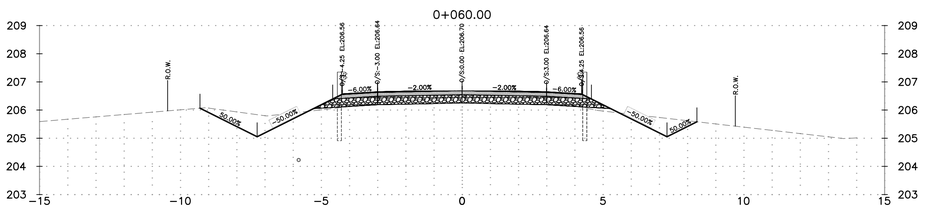
0+020.00

SCALE:1cm=1.0m(1:100)



0+040.00

SCALE:1cm=1.0m(1:100)



0+060.00

SCALE:1cm=1.0m(1:100)

COMPLETION		No.	SUBMISSIONS AND REVISIONS	DATE	BY
	DESIGN: B.W.	01	ISSUED FOR TENDER	JAN 23/24	SPR.
	DRAWN: D.F.				
	CHECKED: J.M.S.				
	APPROVED: B.W.				
	DATE: JAN. 23 2024				

CONSULTANT

SPRIET ASSOCIATES
LONDON LIMITED
CONSULTING ENGINEERS
155 YORK STREET -- LONDON (519) 672-4100 -- N6A 1A8

ENGINEER STAMP

LICENSED PROFESSIONAL ENGINEER
B. E WIDNER
100213628
PROVINCE OF ONTARIO

ENGINEER STAMP

LICENSED PROFESSIONAL ENGINEER
J. M. C. SPRIET
PROVINCE OF ONTARIO

CLIENT

TOWNSHIP OF Southwold

SCALE

1.0 m 0 2.0
1:100

CULVERT No. 7
BURWELL ROAD
SECTIONS

Project No. 223174

Sheet No. 2 of 2

Plan File No.

RFT PW 2024-002 - Culvert No. 7 Replacement

Vendor Details

Company Name:	519 London Excavating Inc.
Address:	185 Ashland Ave, London, ON London, ON N5W 1E1
Contact:	Alexei Chkouro
Email:	lon-ex@outlook.com
Phone:	519-619-8373
Fax:	519-619-8373
HST#:	72671 0908 RT0001

Submission Details

Created On:	Thursday February 15, 2024 17:14:08
Submitted On:	Thursday February 22, 2024 14:18:08
Submitted By:	Alexei Chkouro
Email:	lon-ex@outlook.com
Transaction #:	62567966-98f6-4ee8-b6b4-f650f0620628
Submitter's IP Address:	66.49.208.56

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated.

*Denotes a **"MANDATORY"** field

Do not enter $0.00 dollars unless you are providing the line item at zero dollars to the Township.

If the line item and/or table is **"NON-MANDATORY"** and you are not bidding on it, leave the table and/or line item blank. Do not enter a $0.00 dollar value.

General

Line Item	Description	Unit	Quantity	Unit Price *	Total Price
1	100% Performance Bond, and 50% Labour and Materials Bond	l/s	1	$3,500.0000	$ 3,500.00
2	Insurance, as specified	l/s	1	$500.0000	$ 500.00
3	Mobilization and Demobilization	l/s	1	$2,000.0000	$ 2,000.00
4	Temporary Traffic Control & Signage	l/s	1	$1,500.0000	$ 1,500.00
5	Allowance for all other items required by this Contract but not specifically related to the other items in this form of tender	l/s	1	$1,500.0000	$ 1,500.00
				Subtotal:	$ 9,000.00

Roadwork

Line Item	Description	Unit	Quantity	Unit Price *	Total Price	
1	Strip and stockpile existing topsoil from open cut zone and restore over final slopes, including seeding with Rural Ontario Roadside Native Seed Mixture 8145 or approved equivalent (Approx. 402 sq.m)	l/s	1	$1,000.0000	$ 1,000.00	*
2	Remove and dispose of existing structure complete, stockpile gravel surface for reuse	l/s	1	$4,900.0000	$ 4,900.00	*
3	Standard excavation for proposed pipe including disposal of excess excavated material	l/s	1	$2,500.0000	$ 2,500.00	*
4	Supply and place 19mm crushed stone bedding material, including geotextile to springline	l/s	1	$2,800.0000	$ 2,800.00	*
5	Supply and place Granular 'B' pipe and trench backfill material, complete	l/s	1	$3,500.0000	$ 3,500.00	*
6	Supply and place 16 metres of 3890mm x 2690mm, 3.5mm thickness Polymer Coated Steel C.S.P. with 125mm x 25mm corrugations including couplers, complete	l/s	1	$60,000.0000	$ 60,000.00	*
7	Construct cast in place concrete cut off walls as per OPSD 812.010, including supply of concrete, steel, and placement of steel	l/s	1	$18,000.0000	$ 18,000.00	
8	Supply and install Lock Block concrete blocks retaining wall on both ends of culvert including filter cloth behind wall (8 blocks total)	l/s	1	$2,600.0000	$ 2,600.00	
9	Supply and place Granular 'B' gravel on open cut zone (450mm thick) and within road rehabilitation widening area on each side of roadway, complete (Approx. 730 tonnes)	l/s	1	$18,000.0000	$ 18,000.00	
10	Supply and place Granular 'A' top gravel on open cut zone (300mm thick) and within road rehabilitation widening area on each side of roadway, complete (Approx. 210 tonnes)	l/s	1	$6,700.0000	$ 6,700.00	
11	Erosion control measures including stilling basin, silt fence, backwater dams	l/s	1	$2,500.0000	$ 2,500.00	
12	Supply and install quarry stone rip-rap protection with filter blanket on both ends of culvert including re-installing ex. rip rap (Approx. 41 cu.m.)	l/s	1	$2,000.0000	$ 2,000.00	
13	Unwatering including pumping or piping ditch water around construction	l/s	1	$2,500.0000	$ 2,500.00	
				Subtotal:	$ 127,000.00	

Summary Table

Bid Form	Amount
General	$ 9,000.00
Roadwork	$ 127,000.00
HST (13%)	$ 17,680.00
Total Contract Amount:	$ 153,680.00

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Township.

If the attached file(s) cannot be opened or viewed, your Bid submission may be rejected.

- List of Suppliers - Burwell Line Culvert #7 Quotation WX028786.pdf - Thursday February 22, 2024 13:45:32
- Additional Document (optional)

BONDING UPLOAD SECTION

Bidders shall submit with their on-line bid by a Digital copy for the Bid Deposit in the amount of ten (10%) percent of the Sub Total Contract Amount and An Undertaking to provide a Bond for 100% of the Performance Bond and 50% of the Labour and Material Bond.

- Bid Bond - Bid Bond and Agreement to Bond.pdf - Thursday February 22, 2024 13:58:11
- Agreement to Bond - Bid Bond and Agreement to Bond.pdf - Thursday February 22, 2024 13:58:20

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Township's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Township), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.

2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.

3. I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.

4. If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Ninety (90) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Township.

5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.

6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.

7. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Township.

☑ I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder. - Alexei Chkouro, Director, 519 London excavating Inc.
The bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest? ○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
RFT PW 2024-002 Addendum 2 Wed February 21 2024 12:16 PM	☑	1
RFT PW 2024-002 Addendum 1 Wed February 7 2024 06:34 PM	☑	1

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Aaron VanOorspronk, Director of Infrastructure and Development Services

REPORT NO: ENG 2024-22

SUBJECT MATTER: Roads Needs Study Award

Recommendation(s):

THAT Report ENG 2024-22 relating to the Roads Needs Study Award, be received for information; and

THAT the proposal submitted by CD Watters Engineering Ltd. in the amount $20,875 plus HST be accepted.

Purpose:

This report seeks Council's award of the 2024 Roads Needs Study to CD Watters Engineering Ltd.

Background:

Council identified an updated Roads Needs Study as a budget item in the Township's 2024 Budget. This needs assessment reviews the physical conditions of the roads and growth projections of traffic throughout the network to determine appropriate levels of investment and prioritize the needs within the network to result in the lowest cost delivery for a recommended level of service. This report will deliver a proposed 10-year capital plan, a recommended level of service, benchmark pricing, proposed lifecycle for each type of road surface, recommendations for conversion candidates and other critical asset data for use in budget and capital project deliberations.

Comment/Analysis:

A request for proposal was posted through the Township's electronic bidding system (https://southwold.bidsandtenders.ca) and received significant interest with a total of 6 bids submitted at closing. All bids were found to be compliant with the Tender Requirements. The winning proposal is attached to the report as Appendix A.

	Bidder	Total Contract Price (excluding HST)	Averaged Proposal Score
1	CD Watters Engineering Ltd.	$20,875.00	86.33
2	Acadia	$25,000.00	81.72
3	Thurber Engineering	$26,985.00	81.54
4	RJ Burnside	$49,310.10	80.03
5	Applied Research	$44,500.00	74.41
6	ConceptDash	$35,980.00	65.74

Financial Implications:

The following chart shows the cost for the project and funding allocations:

	Expenditures	Funding
Contract Price	$ 20,875.00	
Contingency	$ 2,000	
Net HST	$ 2,921.60	
Total Contract Price	**$ 24,613.50**	
Allocated Funding:		**$30,000**

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☒ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☒ Economic Opportunity

☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:
Aaron VanOorspronk, CET.
Director of Infrastructure and Development Services
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

TOWNSHIP OF
Southwold

0

Road Needs Study
RFP Submission

February 2024

Prepared by

C.D. Watters Engineering Ltd.

6174 Oakview Crescent
Union, Ontario N0L 2L0
clayton@cdwattersengineering.ca

CD Watters Engineering Ltd.

1.0 Introduction

Municipal infrastructure provides the foundation for the economic, social and environmental health and growth of a community by enabling the delivery of critical services. A municipality's road system is its most valuable core asset in terms of replacement cost, and a large portion of a municipality's budget is allocated to maintaining its transportation network.

Road networks evolve over time as growth, demand and age affect their condition. In order for municipalities to manage these critical core assets and develop capital investment plans that best serve the community at the lowest lifecycle cost, a detailed condition assessment and analysis must be completed regularly.

C. D. Watters Engineering Ltd. (CDW) was retained by the Township of Southwold in 2019 to complete the current Road Needs Study and is very familiar with the township's road network, existing conditions and anticipated future needs resulting from planned growth in the region. The township has recognized that an update to the 2019 Road Needs Study is important to reflect current conditions, anticipated future needs and incorporate new investment costs in order to develop sound and accurate capital budgets and financial planning.

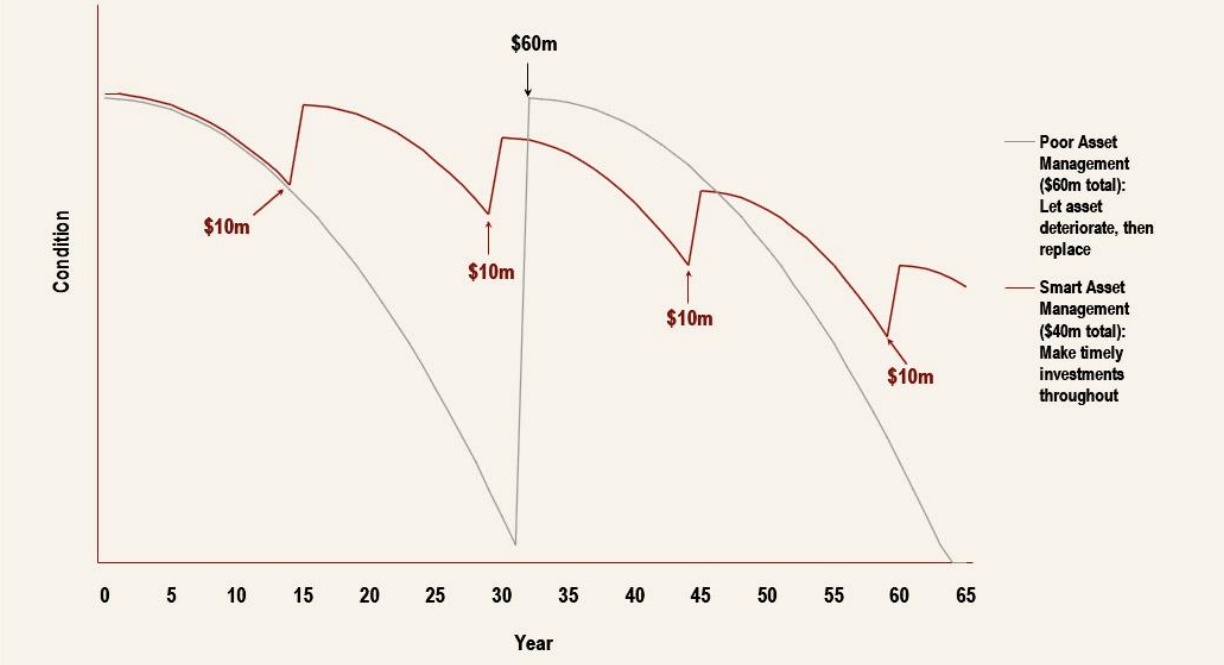
2.0 About C.D. Watters Engineering Ltd.

CDW is a small, nimble, highly experienced and specialized private consulting firm that provides engineering services to municipal governments and road authorities with respect to infrastructure maintenance and financing. Our company's main focus is on road, culvert, and bridge structural inspections, traffic and needs studies, cost estimates, and contract administration.

The principle of the firm, Clayton Watters, P.Eng. MBA, has been full-time in the engineering and construction industry for the private sector and municipal governments for more than 48 years. Clayton has been involved in many different types of civil engineering design and construction projects. Clayton was employed by Elgin County, for 30 years and served as the Director of Engineering Services for the majority of his tenure, dealing with the same asset management issues the Township of Southwold is responsible for today. Clayton is a hands-on professional including field work, evaluations and administration; along with all necessary project management requirements.

Our company's fundamental principle is to keep infrastructure in good condition. This approach is proven to be easier and by far the least costly strategy. Asset preservation investment strategies are also supported by the Ministry of Infrastructure as outlined in their "Building Together, Guide for Municipal Asset Management Plans" publication. Constructing capital assets account for only 10-20% of their total lifecycle cost, while the remaining 80-90% comes from lifecycle investments. Therefore, asset capital plans must use a long-term perspective and focus scarce available funding on keeping good roads in good condition.

Figure 1 Small but Timely Renewal Investments Save Money



(Image and text from "Building Together, Guide for Municipal Asset Management Plans," Ministry of Infrastructure, Ontario, 2016)

3.0 Project Understanding

CDW understands that the Township of Southwold requires a comprehensive Roads Needs Study for its 225km network, comprised of 263 unique road sections. The completed asset study will be provided in a Microsoft Excel file format that can easily manipulated, updated and be uploaded into the Township's PSD Citywide Asset Management Software. The network condition assessment will inform a 10-year capital budget plan, to provide guidance on methods and strategies for how public funds are best spent. The following strategies will be incorporated into the plan where best served:

- Gravel road resurfacing strategies
- Gravel road conversion program recommendations
- Use of recycled road materials and in-place technologies
- Traditional construction methods

The report will incorporate the Township of Southwold's Strategic Asset Management Policy's Guiding Principles to develop a sustainable road network investment plan. The Road Needs Study's goal will be to produce a plan that minimizes lifecycle costs, manage associated risks and maximizing value to ratepayers. The study will create a simple, clear and concise investment plan to manage the road network now and into the future.

CDW will meet with township staff prior to commencing the assignment to collect relevant historical information and discuss anticipated outcomes. Each road section will be evaluated considering the presence and severity of its condition distresses, construction history, age and average daily traffic volume to create a road investment plan that makes timely investments in order maintain the road at the lowest lifecycle cost. Assumptions will be made in consultation with Township staff regarding anticipated growth and impacted road sections to ensure the developed plan aligns with future needs and development expectations (i.e. VW PowerCO Plant).

A visual assessment of the Township's 225 km road network will be completed in adherence to the guidelines of the *Inventory Manual for Municipal Roads, Ministry of Transportation.* This is the most popular method used for pavement condition evaluation in Ontario. However, this manual prescribes a system to catalogue and rate a number of road asset features other than the road's physical condition. Some of these characteristics, such as road surface/shoulder widths and geometry, are rated in order to identify lacking or substandard design features of a road section. However, this

macro rating system includes categories that do not directly reflect the actual road condition and effectively dilute the physical condition rating of the network. Therefore, in order to better define and understand the road network's physical condition, a modified rating methodology is recommended to be utilized to focus on only **key characteristics that are directly attributable to the asset's condition.**

The Physical Condition Rating uses the same methodologies as the broader *Inventory Manual for Municipal Roads;* however, it focuses on three (3) characteristics: **Surface Condition**, **Structural Adequacy** and **Maintenance Demand**. In fact, a recent study was completed ("Towards Harmonization of Pavement Condition Evaluation for Enhanced Pavement Management: An Ontario Case Study", 2022 TAC Conference and Exhibition, Edmonton, AB), that showcased different methods used by agencies to evaluate pavement condition and their differences. The study showed that simple visual "Ride Condition Ratings" yielded similar evaluation scores as more complicated and time-consuming evaluation methods. In order to develop an accurate and repeatable evaluation method that can be understood by various stakeholders and decision makers, a simple and relatable system is preferred and proven to be effective.

A brief explanation of how each of these road characteristics is defined, reviewed and rated is provided below.

Surface Condition

Surface condition relates to the extent to which a road provides driving ease, comfort and safety. Inadequacies of paved surfaces include excessive or uneven cross fall, ravelling and bumpiness due to cracking and distress. The rating system follows the criteria outlined in Table 1. Surface Condition.

Table 1. Surface Condition

Points	Notes
10	Fully adequate, no discomfort
7-9	Minor discomfort at speed limit
4-6	Uncomfortable to travel at speed limit
1-3	Requires reduced travel speed

Structural Adequacy

The structural adequacy point rating relates to the capability of the surface and base road structure to support traffic loads and resist deformation or rupture. Distress signs

relating to the pavement's structure may include cracking, rutting, heaving, pot holes, roughness, alligator cracking, dishing, distortion and frost boils. The road's structural adequacy is an important metric that informs the type of improvement necessary to remedy the distresses noted. Table 2 below summarizes the point system used to rate and evaluate the structural adequacy of the road section.

Table 2. Structural Adequacy		
Points	**% of Structural Distress**	**Maintenance Demand**
20	<5%	Little to none
15-19	5-10%	Minor
12-14	11-15%	Average
8-11	16-20%	Above Average
1-7	>20%	Extreme

Maintenance Demand

The point rating for this characteristic is inversely related to the actual maintenance demand for a particular road section. Consideration is given to all road elements when making this evaluation, including winter maintenance activities, and the rating scale is detailed in Table 3 below.

Table 3. Maintenance Demand	
Points	**Notes**
8-10	Low
5-7	Average
3-4	High
1-2	Excessive

Road section evaluations will be collected along with all other relevant asset management metadata in order to make informed investment recommendations, including but not limited to:

- Asset ID
- Street Name
- From – To
- Roadside Environment (Urban or Rural)
- Location (Village)
- MMS Classification
- Surface Type
- Surface Width

- Length
- Known or Assumed Traffic Volume
- Drainage method and adequacy
- Pedestrian Infrastructure (including which side of road, and a general visual condition rating)

GIS Integration

Once data is collected, a shapefile of the Township road network's asset segments will be created conforming to industry standards and compatible to the Township's on-line mapping portal. Collected data will form part of the metadata for each road segment.

GIS maps will be created showcasing the recommended capital plan, road condition and surface type.

10-Year Capital Budget Planning

A 10-year Capital Plan (2025-2034) will be developed detailing project type and cost based on a system wide level of service established through consultation with the Township's Public Works staff. Capital Plans will be developed to either improve, maintain or reduce the overall road network condition.

Plan development will include current construction benchmark unit costs for each improvement activity. Plans will also identify which roads will benefit from being converted from granular surfaces to either LCB or HCB surfaces and identify which road sections would benefit from improved drainage works.

Annual capital plans will be developed, recommending investment activities to best extend the asset lifecycle dependent upon the age, condition and future expectations of that asset. A draft plan will be developed and presented to Township staff to receive and incorporate their comments prior to finalizing the study.

Asset Management Policies

The Road Needs Study will include recommended investment best practices to determine when roads should be considered for either granular, LCB or HCB surfaces. These are normally triggered by volume thresholds but can also be triggered by excessive maintenance demand or anticipated growth and structural capacity needs.

The study will also include commentary on lifecycle investment cycle triggers to extend useful asset life in order to reduce asset management costs. This investment philosophy will follow a preventative maintenance investment approach in order to keep good roads in good condition, allowing older roads to systematically age until costlier reconstruction investments are triggered by other needs (i.e. new services, development).

4.0 Project Schedule, Deliverables and Costs

The project schedule is as follows:

Project Award: March 2024
Project Kick Off Meeting: April 2024
Data Collection, Collaboration with Township Staff: April – July 2024
Draft Report and Capital Plan: August 2024
Final Submission of Deliverables: September 2024

Deliverables:

- Digital copy of the draft and final report in PDF format.
- Asset data spreadsheets in Excel format.
- Detailed Capital Plan spreadsheet incorporating current construction improvement cost benchmark pricing.
- GIS Maps showing road network, surface type, condition, and recommended Capital Budget.

Project Costs:

Item #	Project Activity	Price
1	Kickoff meeting with municipal staff	$ 1,000
2	Complete inspection of Municipal road network, record evaluation criteria and all relevant asset information	$ 6,000
3	Develop Asset Management Database, Benchmark costs, incorporating supplied traffic data and growth assumptions	$ 1,000

4	Develop Draft Capital Plan options to improve, maintain or reduce overall network condition rating, including gravel road conversion recommendations and meet with Township Staff	$2,000
5	Incorporate Township staff comments, create policy framework, create draft Road Needs Study Report	$ 3,000
6	GIS Shapefile creation, integration of asset metadata and map creation (road network, surface type, condition, and recommended capital program)	$ 3,000
7	Meeting with municipal staff to review draft submission	$ 1,000
8	Preparation and submission of revised final summary report.	$ 2,000
9	Preparation and Delivery of Presentation to Township Council	$1,000
10	Allowance for expenses	$875
11	Total (exclusive of HST)	$20,875

CD Watters Engineering Ltd has read, understood and comprehended the three Addendums.

References:
Ben DeHaan, Counties of Stormont Dundas and Glengarry, Director of Transportation Services, 613-932-1515, bdehaan@sdgcounties.ca
Lisa Higgs, CAO, Township of Southwold, 519-769-2010, cao@southwold.ca
Peter Dutchak, County of Elgin, Director of Engineering Services, 519-631-1460, pdutchak@elgin.ca

CD Watters…

Clayton Watters, P.Eng., MBA

President, C.D. Watters Engineering Ltd.

Clayton D. Watters MBA, P.Eng.
6174 Oakview Crescent
Union, Ontario N0L 2L0
(519) 671-9313
clayton@cdwattersengineering.ca

Clayton is a Senior Professional Civil and Environmental Engineer who is qualified in corporate leadership, project management, technical and executive administrative roles. With over thirty years of professional engineering experience, he has gained an exceptional network of high-level contacts in municipal government environments throughout Ontario.

AREAS OF EXPERTISE

Project Management	Civil Engineering	Media Communication
Budget Management	Team Leadership	Strategic Planning
Government Policy	Alternative Dispute Resolution	Construction Contracts
Certified Mediator	Adjudicator for Construction Contracts	
Road Auditor		

SUMMARY OF PROFESSIONAL EXPERIENCE

CD Watters Engineering Ltd. 2017 to present

We are a small civil engineering company serving municipal governments and other public and private sector clients. We focus on Project Management, Road Needs Studies, Ontario Structure Inspection Manual (OSIM) inspections and updating Asset Management Plans. Specific experience:

- **OSIM for the City of St. Thomas**
- **Asset Management updates for the City of London and the Township of Southwold**
- **Technical guidance to Norfolk County for a Road Needs Study**
- **Completion of a Roads Needs Study for the Township of Southwold and United Counties of SDG**
- **Engineering, inspections and contract administration for a concrete deck rehabilitation for the Township of Malahide**
- **Administrative engineering and logistics for an iron ore mine on Baffin Island**
- **Independent QA and Audit for Ontario bridge inspections**
- **Completion of OSIM's, road design, QA/QC for technical reports, engineering support for land expropriations as an independent consultant for RJ Burnside**
- **Completed Tenders for Ingersoll Road and Devonshire Avenue for the County of Oxford**

Director of Engineering Services, County of Elgin, St. Thomas, ON 1997 to 2017

The County of Elgin is an upper-tier municipality comprised of seven local municipalities covering 460,000 acres with a population of approximately 50,000.

Directed the budget, planning, design, and construction of all County roads, bridges and other public infrastructure facilities for the County of Elgin. Also responsible for the Emergency Medical Services (EMS) for the County of Elgin and the City of St. Thomas.

- **Member of the senior management team ensuring all projects were carried out efficiently, within budget, on schedule and to the highest recognized professional and legal standards**
- **Provided technical assistance to other municipalities and government agencies**
- **Served the County of Elgin Council and prepared monthly reports for the meetings**
- **Accountable for a budget of $30 million (2017)**
- **Responsible for the building maintenance of 325,000 square feet.**

Assistant County Engineer, County of Elgin, St. Thomas, ON 1988 to 1997

Staff engineer, promoted to Assistant County Engineer for Elgin County.

- **Designed and inspected the construction of roads, bridges, drainage culverts and other County of Elgin facilities**

Course Director, Ontario Good Roads Association (*OGRA*) 1990 to 2013

OGRA represents the infrastructure needs of municipalities through advocacy, consultation, training and the delivery of services.

Course Director and Evaluator of the Bridge and Culvert Management Program for professional workers requiring technical certification.

- **Classroom lecturer to 50 students per spring term**
- **Organized road tours for hands-on experience to support field inspection**

Project Manager and Superintendent, Pigott Construction, Toronto, ON 1987 to 1988

Pigott construction is a prominent engineering and construction company responsible for some of Canada's largest and finest industrial buildings and infrastructure projects.

Project Manager for the construction of the Archives Building for the Sister Servants of Mary Immaculate in Toronto and the $20 million Toyota Car Manufacturing Plant in Cambridge.

- **Supervised 50 employees**
- **Scheduled, planned, controlled budgets, tendered subcontracts and performed administrative duties**

Various Positions, Peter Kiewit Sons Company Limited 1981 - 1987

Peter Kiewit Sons provides construction services for government, transportation, power, water and other major sectors throughout North America.

Progressed through the following positions gaining experience and responsibilities: junior field engineer, project foreman, project superintendent, junior estimator, quality control manager, senior estimator and assistant project manager.

Major Projects Involvement

- **Subway rehabilitation, New York City, New York. Duties: planning, scheduling and co-ordination of all track works**
- **Forty-Mile Coulee earth-filled dam, spillway, and pump house, Bow Island, Alberta. Duties: technical services, concrete spillway superintendent.**
- **Interstate rehabilitation, Wichita, Kansas. Duties: technical services and surveying**
- **Vancouver Advanced Light Rapid Transit System; installing beams and laying rail. Duties: quality control and quality assurance, track superintendent**
- **Canal rehabilitation and construction of seven bridges in Bow Island, Alberta. Duties: Technical services, surveying and bridge superintendent**
- **Dickson Dam, earth filled dam in Innisfail, Alberta. Duties: quality control and quality assurance for aggregate supply and foundation preparation**

EDUCATION

Master of Business Administration, University of Edinburgh Business School, Heriot-Watt 2006 - 2010

- **Completed courses in Accounting, Economics, Finance, Making Strategies Work, Marketing, Organizational Behavior, Project Management, Strategic Planning and Strategic Negotiations**

Bachelor of Science, Civil Engineering, University of Buffalo, SUNY, Buffalo, NY 1979-1981

- **Completed courses in Materials, Hydraulics, Transportation, Structural and Civil Engineering**

Associate of Science, Civil Engineering, Canton College, SUNY, Canton, NY 1977-1979

- **Completed foundational and basic engineering courses**

CONTINUING STUDIES

- Ontario Dispute Adjudication for Construction Contracts – Certified Adjudicator (2019)
- Basic Emergency Management (2004) and Emergency Operation Centre Management (2005) from the Canadian Emergency Preparedness College
- Public Relations and Communications Diploma: Western University 2005
- Diploma in Alternative Dispute Resolution: Western University 2004

PROFESSIONAL AFFILIATIONS

- Professional Engineers of Ontario (PEO)
- Ontario Dispute Adjudication for Construction Contracts
- Certified Mediator
- Certified Road Auditor

SELECTED COMMUNITY INVOLVEMENT

- St. Thomas Pickleball Club, Special Events Co-Ordinator 2017 to current
- Mentor to Engineering Students, new and mid-level engineers, 2005 to current
- Supporter of local food shelters, 2020 to current
- Fundraiser for local United Way, 1995 to 2017
- Soccer Team Manager, London United, 2002 to 2006
- Hockey Coach and Manager, St Thomas Panthers, 2000 to 2004
- Ringette Coach and Manager, St Thomas Thunder, 2000 to 2004
- School Parent Council President and member, Sparta Public School, 1993 to 200194

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Aaron VanOorspronk, Director of Infrastructure and Development Services

REPORT NO: ENG 2024-23

SUBJECT MATTER: Township Sewage Allocation Policy

Recommendation:

THAT Report ENG 2024-23 relating to Township Sewage Allocation Policy, be received for information; and

THAT Council approve By-Law 2024-21 being a By-law to Adopt a Sewage Allocation Policy

Purpose:

This report provides a recommended sewage allocation policy and phasing of construction for Shedden and Fingal and a proposal for a developer townhall meeting.

Background:

Wastewater collection and treatment system's have finite capacity and it is the Township's responsibility to ensure that wastewater capacity is allocated in a sustainable and logical manner. An allocation policy is required to ensure that servicing requirements of future developments can be adequately accommodated with the Township's wastewater infrastructure. Currently the Township owns one wastewater treatment facility in Talbotville, with a rated daily capacity of 500 cubic metres per day. Flows are conveyed to the plant through local collection sewers and the gravity trunk main on Talbotville Gore Road. In the future, the Township plans to own and operate two treatment facilities, one in Talbotville and the other in Shedden, two pump stations and both gravity and force sewer mains. With the expected growth in the region, and significant investments required for the servicing of developable lands, it is highly recommended the Township employ a mechanism to control system access for the benefit of the built and natural environments.

Comments/Analysis:

The proposed policy sets out the process to apply for wastewater allocation, approvals, and expiry of allocation if a development doesn't proceed. Information is submitted by Owners / Applicants and reviewed by Staff. If there is sufficient downstream wastewater capacity, the allocation is approved on a first come, first serve, and designated priority (via a scoring matrix) basis as applications are received. Many municipalities have allocation policies for wastewater and water supply recognizing that wastewater collection and treatment systems have finite capacity. Such policies are necessary for a municipality to support and protect its citizens and infrastructure. The Sewage Allocation Policy developed for the Township of Southwold will ensure that servicing capacity is allocated in a sustainable and logical manner and provide a clearly defined and transparent process.

Financial Implications:

There are no direct financial implications to the Township as a part of this policy, this policy will enforce elements of fees owed to the Township for developments. These fees are to be established through a subsequent report.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☒ Managed Growth.

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☒ Fiscal Responsibility and Accountability.

Respectfully Submitted by:
Aaron VanOorspronk, CET.
Director of Infrastructure and Development Services
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2024-07

SUBJECT MATTER: County Roads 2023 Financial Summary

Recommendation:

None – For Information.

Purpose:

To provide Council with financial information on 2023 County Road operation.

Background:

As part of the County of Elgin Road Maintenance Agreement, staff are required to submit a County Roads Financial Report to the County on an annual basis.

Comments/Analysis:

The 2023 County Road report data is attached as Appendix "A". The report includes information for the last 5 years (2019 – 2023). The 2023 operation resulted in expenses of $554,446 versus revenue from the County of $567,256.

Actual costs incurred can vary significantly year to year based on seasonal fluctuations and required activities. The last two years have seen fluctuations in the costs associated with maintaining the County roads, especially with respect to winter operations. County roadside maintenance saw an increase due to additional grass cutting and shouldering activities. Hardtop maintenance saw an increase in 2023 due to the line painting activities. The new Road Maintenance Agreement is now in effect with new reporting requirements. These new reporting requirements will be attainable with the implementation of PSD Citywide Maintenance Manager. Staff will have the ability to record and report more accurately the costs associated with the County Road maintenance.

Financial Implications:

There is currently a deficit of $75,924.67 in the County Road Reserve. Pending any year end adjustments, the surplus of $12,809.43 could be used to decrease the deficit in the County Road Reserve.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☐ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:
Michele Lant, Director of Corporate Services/Treasurer
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

Appendix "A"
Township of Southwold
County Road Expenditures
Unaudited as at December 31, 2023

	2019	2020	2021	2022	2023	5 Year Accumulated
County Contract Revenue	$495,796.56	$504,225.04	$507,754.64	$532,634.76	$567,255.84	$2,607,666.84
Expenditures						
County Bridge & Culvert	$2,340.61	$0.00	$4,754.84	$233.10	$3,334.21	$10,662.76
County Roadside Maintenance	$66,674.18	$62,039.78	$90,541.18	$22,159.73	$49,704.31	$291,119.18
County Hardtop Maintencance	$108,630.85	$116,618.58	$135,188.61	$127,115.04	$227,571.59	$715,124.67
County Winter Control	$351,435.81	$320,641.49	$340,467.59	$254,375.36	$222,140.86	$1,489,061.11
County Safety Devices	$24,999.09	$22,661.73	$15,144.13	$22,664.15	$25,293.23	$110,762.33
County - Allocated Overhead	$38,785.64	$36,537.31	$41,026.74	$29,858.32	$26,402.21	$172,610.22
Total Expenditures	$592,866.18	$558,498.89	$627,123.09	$456,405.70	$554,446.41	$2,789,340.27
Surplus / Deficit	($97,069.62)	($54,273.85)	($119,368.45)	$76,229.06	$12,809.43	($181,673.43)
Revenue Change - $	$12,092.60	$8,428.48	$3,529.60	$24,880.12	$34,621.08	
Revenue Change - %	2.17%	1.42%	0.63%	3.97%	7.59%	
Expenditure Change - $	$36,601.57	($34,367.29)	$68,624.20	($170,717.40)	$98,040.71	
Expenditure Change - %	7.57%	-6.93%	13.61%	-33.62%	18.41%	

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2024-08

SUBJECT MATTER: Investment Summary

Recommendation:

THAT Council receive Report FIN 2024-08 Investment Summary as of December 31, 2023 for information.

Purpose:

To advise Council on the status of municipal investments as at the 2023 Year End.

Background:

To maximize the return on Township funds, some available funds are invested through CIBC and ONE Investment. These tend to be funds associated with reserves that are not immediately needed.

Comments/Analysis:

Investments are held with CIBC and the ONE Investment, a local government investment pool in which Ontario Municipalities may invest. ONE Investment is an incorporated not-for-profit which was started by Local Authorities Service Limited (a wholly owned subsidiary of the Association of Municipalities of Ontario), together with CHUMS Financing Corporation (a wholly owned subsidiary of the Municipal Finance Officers' Association of Ontario).

Total cost of investments at December 31, 2023 is $6,881,344 and are held in cash, market funds and bonds.

Purpose	2023	2022	2021
General	$1,025,516.42	$1,009,160.33	$990,449.32
Water	$5,687,443.95	$5,482,985.52	$5,383,870.19
Sewer	$89,998.79	$87,797.93	$85,972.99
Parkland	$78,384.73	$76,785.95	$75,600.60
Total Cost	**$6,881,343.89**	**$6,656,729.73**	**$6,535,893.10**
Total Market Value	**$6,602,214.46**	**$6,250,018.30**	**$6,558,842.78**

Purpose	2023	2022	2021
Gain (Loss) if Disposed	**($279,129.43)**	**($406,711.46)**	**$22,949.68**

Unlike private entities which are required to record investments at the lower of cost and market, under Public Sector Accounting Standards, municipalities currently record investments at cost. This accounting treatment results in the Township recognizing net investment earnings in our financial statements but not recognizing the change in market value of our portfolio.

Financial Implications:

2023 unaudited net investment earnings total $224,927.67. Following is a detailed breakdown.

	2023		2022		2021	
CIBC	$2,754,282.89		$2,630,187.56		$2,592,558.81	
Interest	$147,512.25	5.36%	$50,877.71	1.93%	$25,899.57	1.00%
Realized Capital Gain/Loss	($7,740.00)	-.28%	$2,064.55	0.08%	($32,947.07)	-1.27%
Management Fees	($15,676.92)	-0.57%	($15,313.51)	-0.58%	($15,358.38)	-0.59%
Net Earnings	**$124,095.33**	**4.51%**	**$37,628.75**	**1.43%**	**($22,405.88)**	**-0.86%**
ONE Fund	$4,127,061.00		$4,026,542.17		$3,943,334.29	
Interest	$119,051.38	2.88%	$101,288.93	2.52%	$94,462.53	2.40%
Management Fees	($18,219.04)	-0.44%	($17,773.90)	-0.44%	($17,745.00)	-0.45%
Net Earnings	**$100,832.34**	**2.44%**	**$83,515.02**	**2.07%**	**$76,717.53**	**1.95%**
Total CIBC and ONE Fund Earnings	**$224,927.67**	**3.27%**	**$121,143.77**	**1.82%**	**$54,311.65**	**0.83%**

Interest revenue remains higher compared to past years, with bank interest rates in January 2023 at 4.34% and December 2023 at 5.20%.

CIBC investments are held in Imperial Money Market Pool with all of the portfolio in short-term investments.

ONE Fund investments are held in several bond instruments, 98% of which are held in the Canadian Corporate Bond Portfolio which are recommended to be held for a minimum of four years.

Staff continually monitor cash flow needs and the ability to invest additional funds. Staff had previously suggested investigating the movement of CIBC investments to

ONE Fund with ONE Fund showing higher returns, but in 2023 CIBC investments showed a higher return than ONE Fund so no movement is suggested at this time.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☐ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:
Michele Lant, Director of Corporate Services/Treasurer
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2024-09

SUBJECT MATTER: Township Asset Retirement Obligations (ARO) Policy

Recommendation:

THAT Report FIN 2024-09 relating to the Township Asset Retirement Obligations (ARO) Policy be received for information.

Purpose:

To provide Council with the Asset Retirement Obligations Policy.

Background:

The Finance Department is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board, Section 3280.

Comments/Analysis:

The Asset Retirement Obligations Policy stipulates the accounting treatment for asset retirement obligations so that users of the financial report can discern information about these assets, and their end of life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

Asset retirement obligations include assets with legal title to the Township, assets controlled by the Township and assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

The policy requires the estimation of the liability for costs directly attributable to asset retirement activities. The Township recognizes the asset retirement cost by increasing the carrying amount of the related tangible capital asset by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, the obligation is expensed upon recognition.

On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

After Staff review of assets, it has been determined that the old Public Works garage is anticipated to be an asset that will be recognized and the estimated cost of $10,000-$15,000 for removal of asbestos at the time of demolition will be included in the Financial Statements.

Financial Implications:

None at this time. The cost associated with the demolition of the asset will be included as part of the Capital Budget for the year of demolition.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☐ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:
Michele Lant, Director of Corporate Services/Treasurer
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved electronically"

Township of Southwold

General

Policy and Procedure Manual

Title: Asset Retirement Obligations (ARO) Policy	
Number: GP-02-500	**Type:** Policy
Effective Date: 2024-03-25	**Last Review Date:** 2024-03-25
Approval: Council, Resolution yyyy-mm-dd.###	**Review Frequency:** Annually, in conjunction with annual audit.
Applies to: All Employees	
Required by:	

1. Policy Statement

The Township of Southwold shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, Section 3280.

2. Purpose

The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end of life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

3. Definitions

a. **Accretion expense** is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

b. **Asset retirement activities** include all activities related to an asset retirement obligation. These may include, but are not limited to:
   - decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
   - remediation of contamination of a tangible capital asset created by its normal use;
   - post-retirement activities such as monitoring; and
   - constructing other tangible capital assets to perform post-retirement activities.

c. **Asset retirement cost** is the estimated amount required to retire a tangible capital asset.

d. **Asset retirement obligation** is a legal obligation associated with the retirement of a tangible capital asset.

e. **Retirement of a tangible capital asset** is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

4. Application

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the Township of Southwold, that possess asset retirement obligations including:

- Assets with legal title held by the Township
- Assets controlled by the Township
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, retirement of landfills, and removal/disposal of infrastructure. Other obligations to retire tangible capital assets may arise from contracts or court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Township, will be recognized as liability in the books of the Township of Southwold, in accordance with PS3280 which the Township will be adopting starting January 1, 2023.

Asset retirement obligations result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and

unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

5. Policy Requirements

a. Recognition

A liability should be recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the Township will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Township as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

b. Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

c. Presentation and Disclosure

The liability for asset retirement obligations will be disclosed.

6. Responsibilities

a. Departments

Departments are required to:

- Communicate with the Finance Department on retirement obligations, and any changes in asset condition or retirement timelines
- Assist in the preparation of cost estimates for retirement obligations
- Inform the Finance Department of any legal or contractual obligations at inception of any such obligation

b. Finance Department

The Finance Department is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board Section 3280. This includes responsibility for:

- Reporting asset retirement obligations in the financial statements of the Township and other statutory financial documents
- Monitoring the application of this Policy

- Managing processes within the Township's accounting systems (Keystone, PSD Citywide Asset Management)
- Investigating issues and working with asset owners to resolve issues
- Monitoring/Contraventions

7. Employee Training Guidance:

- Employees having responsibilities under this policy will be trained as required.

Revision History:

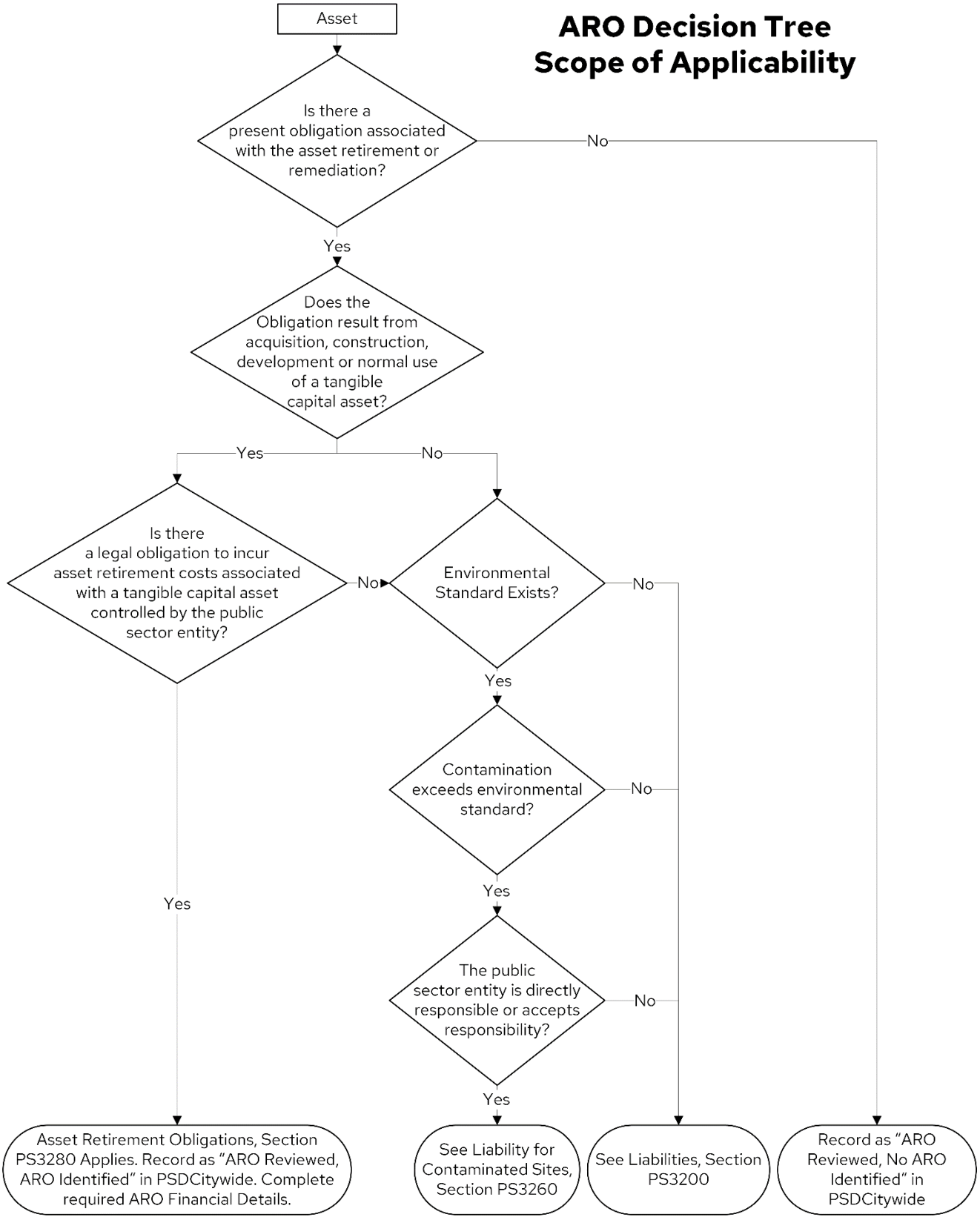
Version	Effective Date	Revision Notes
01		Original Policy

Related Policies/References:

- Legislative and Administrative Authorities
- Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.

Attachment:

ARO Decision Tree – Scope of Applicability


ARO Decision Tree
Scope of Applicability
Asset
Is there a present obligation associated with the asset retirement or remediation?
No
Yes
Does the Obligation result from acquisition, construction, development or normal use of a tangible capital asset?
Yes
No
Is there a legal obligation to incur asset retirement costs associated with a tangible capital asset controlled by the public sector entity?
No
Environmental Standard Exists?
No
Yes
Contamination exceeds environmental standard?
No
Yes
Yes
The public sector entity is directly responsible or accepts responsibility?
No
Yes
Asset Retirement Obligations, Section PS3280 Applies. Record as "ARO Reviewed, ARO Identified" in PSDCitywide. Complete required ARO Financial Details.
See Liability for Contaminated Sites, Section PS3260
See Liabilities, Section PS3200
Record as "ARO Reviewed, No ARO Identified" in PSDCitywide

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-13

SUBJECT MATTER: Permanent Sharing of Fire Administration Services with Dutton Dunwich and West Elgin

Recommendation:

THAT Council approve the request from Dutton Dunwich for permanent Fire Services support;

AND THAT the Fire Coordinator position be transitioned from part-time to full-time, subject to Dutton Dunwich agreeing to permanent shared services;

THAT Council receives the report on Permanent Sharing of Fire Administration Services with Dutton Dunwich and West Elgin as information and that Council gives consideration to By-Law number 2024-20.

Purpose:

The purpose of this report is to seek Council authorization to proceed with sharing Fire Chief and Fire Coordinator services on a permanent basis with the municipality of Dutton Dunwich and West Elgin.

Background:

In December of 2023, Council authorized sharing interim Fire Chief and Fire Coordinator services with Dutton Dunwich, which were originally envisioned to be an interim solution. Dutton Dunwich has now indicated that they are seeking a permanent solution and staff have confirmed with the West Elgin CAO/Treasurer that their municipality is agreeable to sharing the service.

Comments:

Chief McArthur has previously communicated that if Fire Administration is to be expanded on a permanent basis for Dutton Dunwich, there is a need to make the Fire Coordinator role full time to take on the additional administrative responsibilities.

Furthermore, the role of Fire Inspections would require too much additional responsibility for the Chief. Like Southwold, West Elgin contracts a private consultant to act as our Fire Inspector. Chief McArthur will recommend that Dutton Dunwich also hire its own Fire Inspector.

Included on the agenda for Council meeting for March 25th is a By-Law with agreement for sharing services with Dutton Dunwich and West Elgin.

Both CAO/Treasurers from West Elgin and Dutton Dunwich indicated their general agreement with the terms proposed and indicated that they would be recommending approval to their Councils at their second meeting in March. Summarizing the agreement, here are the general highlights:

- The agreement contains a monthly flat rate structure; which is similar to the building services arrangement that Southwold has with West Elgin. The benefits for all parties is that it's easy to administer, predictable for budget, and given the fluctuation in demand and fire responses, seems the most fair. The flat rate covers almost everything for Southwold to provide services to the other parties including: vacation, regular wages, OMERS, stat holidays, sick time, benefits, equipment, office space, vehicles, fuel costs, etc. The only exception is for overtime and software/licenses. Overtime would be billed at actual time used.

- The monthly fee represents approximate 1/3 costs with a built in administration fee. Southwold's position is that the Township takes on some additional risk and may be accepting reduced service levels as a result of sharing the services and feels that this shared burden should be split, by way of an administrative levy built into the split. This is not invoiced separately but forms part of the flat rate.

- The agreement covers Fire Administration Services, but does not include Fire Inspection Services. These are to be independently contracted.

- The agreement contains the usual termination, indemnification, severability, liability clauses

- The agreement suggests monthly invoicing.

- The agreement suggests a start date of April 1 2024, which will be when the Fire Coordinator will transition to full-time.

Financial Implications:

The Township 2024 operating budget included revenues from West Elgin shared Services. Additional revenues from Dutton Dunwich will be recorded and allocated to the Fire Services.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☒ Managed Growth.

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☒ Fiscal Responsibility and Accountability.

Respectfully Submitted by:
Lisa Higgs, CAO/Clerk
"Submitted electronically"

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-14

SUBJECT MATTER: Community Safety and Policing Act Update

Recommendation:

THAT the Council of the Township of Southwold receives the report of the CAO/Clerk titled Community Safety and Policing Act Update dated March 25, 2024, for information;

AND THAT Council approve the current community representative (Ida MacCallum) until the end of the current Council term;

AND THAT before the end of the current council term Southwold, West Elgin and Dutton Dunwich will work together to develop a new application/appointment process for the community representative position;

AND THAT Council approve no change in current community representative renumeration (remuneration for Board members is $1,500/year, with the Chair receiving $2,000/year);

AND THAT Council approve that all operation costs be allocated equally between participating municipalities;

AND THAT correspondence on this matter be provided to the OPP Detachment Board Lead under the CAO's signature.

Purpose:

The purpose of this report is to provide information to Council on changes to the Community Safety and Policing Act, affirm the appointment term of the community appointee, provide direction on remuneration of the board, and the sharing of costs.

Background:

On April 1, 2024, the new Community Safety and Policing Act, 2019, (CSPA), comes into force and effect along with its regulations. In January 2024, affected communities were notified that the Ministry of the Solicitor General released the description of the regulation that will set out Ontario Provincial Police (OPP) Detachment Board compositions and other related matters.

Under Section 67(1), the CSPA requires the creation of one or more than one O.P.P. detachment board for an O.P.P. detachment, in accordance with regulations. In Spring 2021, the Ministry asked all OPP-policed municipalities to work together to submit a proposal indicating the composition of a board that meets the needs of the communities being served by the OPP.

Locally-identified detachment leads played a key role in actively engaging with municipalities and First Nations to develop and submit the detachment board proposals, including allocation of seats and overall composition, which were then received and reviewed by the Ministry of the Solicitor General.

Comments:

The proposed composition of the Elgin OPP Detachment is attached hereto, and is an excerpt of the thirty-page appendix posted by the Ministry, identifying the proposed composition for all OPP Detachment Boards in Ontario.

The proposed Elgin OPP Detachment Board is as follows:

5 Board member seats, including:
2 Provincial appointees
2 Council appointees
- 1 from Bayham/Malahide
- 1 from Central Elgin

1 Community appointee from Southwold/Dutton-Dunwich/West Elgin

Council's role in this matter is two-fold: 1) to appoint a member from Southwold/Dutton-Dunwich/West Elgin, combined, to the new OPP Detachment Board under the CSPA; and, 2) to approve the remuneration for Board members.

Currently, Mayor Ida MacCallum (Dutton Dunwich resident with property in all three municipalities) is appointed to the Elgin Area Police Services Board. She is the Southwold/Dutton Dunwich/West Elgin representative until the end of the electoral

term, or until the new CSPA comes into force and effect. In addition, remuneration for Board members is $1,500/year, with the Chair receiving $2,000/year.

In both instances and for consistency over the balance of the 2022-2026 Council term, staff recommend the appointment and remuneration remain consistent with the soon-to-be-defunct Elgin Area Police Services Board.

The recommendation at the beginning of this report outlines the direction required to be provided before the end of March 2024.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☐ Managed Growth.

☒ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☐ Fiscal Responsibility and Accountability.

Respectfully Submitted by:
Lisa Higgs, CAO/Clerk
"Submitted electronically"

Central Hastings	**Catchment area includes the following but may not be limited to:** Municipality of Centre Hastings, Madoc Township, Municipality of Marmora and Lake, Stirling-Rawdon Township, Municipality of Tweed, Tudor and Cashel Township **Council Member Seats: 5** • The following communities in the detachment are responsible for the appointment of **1** council member each: Municipality of Centre Hastings, Madoc Township, Municipality of Marmora and Lake, Stirling-Rawdon Township, Municipality of Tweed. **Community Representative Seats: 1** • The following communities in the detachment are jointly responsible for the appointment of the **1** community representative: Municipality of Centre Hastings, Madoc Township, Municipality of Marmora and Lake, Stirling-Rawdon Township, Municipality of Tweed. **Provincial Appointees: 1** **Total Board Member Seats: 7**
City of Kawartha Lakes	**Catchment area includes the following but may not be limited to:** City of Kawartha Lakes **Council Member Seats: 3** • The City of Kawartha Lakes is responsible for the appointment of the **3** council members. **Community Representative Seats: 1** • The City of Kawartha Lakes is responsible for the appointment of the **1** community representative. **Provincial Appointees: 1** **Total Board Member Seats: 5**
Elgin	**Catchment area includes the following but may not be limited to:** Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Malahide Township, Southwold Township, Municipality of West Elgin, Delaware Nation **Council Member Seats: 2** • The Municipality of Bayham and the Malahide Township are jointly responsible for the appointment of **1** council member. • The Municipality of Central Elgin is responsible for the appointment of **1** council member. **Community Representative Seats: 1** • The Municipality of Dutton Dunwich, Southwold Township and the Municipality of West Elgin are jointly responsible for the appointment of the **1** community representative. **Provincial Appointees: 2** **Total Board Member Seats: 5**

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-15

SUBJECT MATTER: Rosy Rhubarb Keystone Sign Project

Recommendation:

THAT the Council of the Township of Southwold receives the report of the CAO/Clerk titled Rosy Rhubarb Keystone Sign Project as information;

AND THAT Council provides direction to staff to communicate with Rosy Rhubarb with respect to their request to fund a new digital pylon sign at the Keystone Complex and with respect to their intention to provide funds to repair the entrance stones gates.

Purpose:

The purpose of this report is to provide information to Council on a request from Rosy Rhubarb to install a new pylon sign at the Keystone Complex and to possibly repair the entrance stone gates.

Background:

Recently, a member of the Rosy Rhubarb Committee has approached the Township indicating that the Committee is interested in sponsoring the installation of a new large digital pylon sign outside of the Keystone Complex to replace the existing pylon sign and to remove the need for the yellow sign along Talbot Line that Rosy uses for messaging. Rosy is suggesting that they would at the same time approach the mason hired to create the sign to also repair the stone pillars that form the gates to the Complex. Rosy is indicating that they are willing to commit $30,000 to the project and are intending to contact the Ag Society/Fair Board and Tractor Pullers to also contribute to the project.

Comments:

Staff have confirmed that the existing wooden pylon sign is starting to lean, however no funds have been allocated towards the project in 2024. There is an existing digital sign on the current Pylon sign that is co-owned by Elgin County Library and Southwold and

was purchased in 2017. Rosy is proposing to relocate this digital library sign onto a new pylon sign, to be installed along with a second digital sign. Southwold staff have not seen a concept drawing or sketch to see how this would look or function and have not had an opportunity at the time of writing the report to investigate multiple digital signs on one framework and the possible impact for motorists.

Members of staff and Council alike have identified the replacement of the stone pillars at the Complex as a priority, however the work has not been included in the 2024 budget. Staff recommends that prior to any work being done on the pillars, the cost and practicality of relocating the pillars to widen the entrance should be explored. The current location of the pillars means that the Keystone can only allow one lane of traffic to enter or leave at one time, and it would be worthwhile to explore widening the entrance prior to investing more funds into the stonework.

Financial Implications:

A formal estimate has not been received as to the likely costs, however staff does know costs and estimates for similar projects. The digital sign purchased in 2017 and split with Elgin County was $20,000. The Talbotville Fire Hall sign project is budgeted at $35,000 and is significantly smaller than the Keystone Sign.

Rosy Rhubarb has indicated that they will be funding the entirety of the project, alongside possible other service groups in the community. For Council information, the Township often purchases items for Rosy Rhubarb that are installed on municipal property, so that the project can benefit from the net HST that municipalities pay, instead of full HST of normal purchases. Historically, Rosy Rhubarb repays the municipality over an extended period from their Bingo Account. Currently, the previous municipal Rosy project is still not re-paid in full. Staff have not received formal direction from Council as to its position with respect to carrying costs of its community groups. Staff would not recommend that Southwold continues to lend community groups funds over extended periods without clear terms and conditions and agreements to codify the relationship.

Given the foregoing, staff are recommending that the following course of action be undertaken:

- A letter sent to Rosy Rhubarb communicating that Southwold Council agrees to the installation of a new Pylon Sign in principle, subject to receiving estimates and a sketch/design of the sign which includes an assessment of two digital signs on one mount.

- The letter will also include an explanation and agreement, that funds from Rosy and their partners for the entire project, equal to the total project estimate must be submitted to the Township, prior to the works being completed. The contractor, since working on Township property will also be required to conform to the municipality's rules and regulations with respect to proof of insurance and WSIB coverage.
- The letter should note that the repair of the stone pillars is to be included in the 2025 capital parks and facilities budget, including a recommended re-alignment of the pillars for a wider entrance.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☐ Managed Growth.

☒ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☐ Fiscal Responsibility and Accountability.

Respectfully Submitted by:
Lisa Higgs, CAO/Clerk
"Submitted electronically"

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca

A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
josh.machesney@quintewest.ca
clerk@quintewest.ca

Josh Machesney, City Clerk / Manager of Legislative Services

March 7, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – Housing Funding

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on March 6, 2024 Council passed the following resolution:

Motion No 24-167 – Notice of Motion – Housing Funding
Moved by Councillor Stedall
Seconded by Councillor Armstrong

Whereas the City of Quinte West is in need of $28M in funding to complete the West End Trunk Sewer Main replacement in 2024, which is critical in the ongoing development of new homes in Quinte West;

And Whereas the City of Quinte West requires $58.6M in funding to upgrade the Trenton Wastewater Treatment Plant Upgrade building to accommodate new homes to be built;

And Whereas the City cannot afford to increase Water, Sewer or Tax rates to fund all of this infrastructure;

And Whereas increased Debt to build the projects will just increase costs to Water, Sewer and Tax rates, or increased costs to developers;

And Whereas the City of Quinte West is currently experiencing a housing crisis from all citizens but specifically with regards to over 250 requiring housing, from Military members of CFB Trenton;

And Whereas City Council approved a Housing Action Plan with a projected 831 new residential units to be completed based on anticipated Housing Accelerator Fund funding over 3 years;

And Whereas the Federal government denied the City of Quinte West the Housing Accelerator Fund;

And Whereas the City of Quinte West is not currently eligible for funding under the Provincial Building Faster Fund as its population is below the threshold;

And Whereas the City of Quinte West may make application to the provincial Housing-Enabling Water Systems Fund which has only $200M available in funding of which the province would only fund up to 73% to a maximum of $35M for one project;

And Whereas additional funding has not been allocated from the Federal Government to enhance the Housing-Enabling Water Systems Funding;

Now Therefore Be It Resolved That the City of Quinte West calls on the Federal Government to re-evaluate their lack of funding for municipalities with a population less than 50,000 in rural Ontario and to make available funding for infrastructure programs to help build infrastructure to help build much-needed new homes;

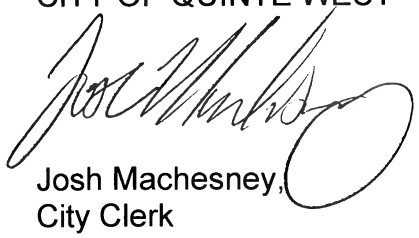
And Further That the Province of Ontario be asked to invest more than the currently allocated $200M into their Housing Enabling Water Systems Fund;

And Further That this motion be circulated to Prime Minister Justin Trudeau, Federal Minister for Housing, Ryan Williams MP, Premier Doug Ford, the Provincial Ministers of MOI, MMAH, and Todd Smith MPP, and all municipalities, for their support. **Carried**

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST



Josh Machesney,
City Clerk

cc: Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities
Ryan Williams, MP, Bay of Quinte
Hon. Doug Ford, Premier of Ontario
Hon. Kinga Surma, Minister of Infrastructure
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Todd Smith, MPP, Bay of Quinte
All Municipalities

Municipality of Chatham-Kent
Corporate Services
Municipal Governance
315 King Street West, P.O. Box 640
Chatham ON N7M 5KB

March 5, 2024

The Honourable Doug Ford
Premier of Ontario
Via Email: premier@ontario.ca

The Honourable Andrea Khanjin
Minister of the Environment, Conservation and Parks
Via E-mail: minister.mecp@ontario.ca

Re: Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 4, 2024 supported the following resolution from the Township of Perry regarding the above noted matter;

Whereas under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

And Whereas 'ineligible' sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

And Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Be it resolved that the Council of the Corporation of the Municipality of Chatham-Kent hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

And further that Council hereby request the support of all Ontario Municipalities;

And further that this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, Local MPP all Ontario Municipalities.

Sincerely,

Judy Smith

Digitally signed by Judy Smith
Date: 2024.03.05 10:19:56 -05'00'

Judy Smith, CMO
Director Municipal Governance/Clerk

C

Local MPP
Ontario Municipalities

Date: February 20, 2024 **Resolution COU-2024-063**

Moved By: Councillor Byron Faretis

Seconded By: Councillor Jeff Wheeldon

Whereas, the Municipality of Brighton faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community;

And Whereas Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

And Whereas, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

And Whereas, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

Therefore, Be It Resolved that the Municipality of Brighton Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

Be It Further Resolved that the Municipality of Brighton Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Northumberland; and all six neighbouring Northumberland lower-tier municipalities, and all Ontario municipalities.

Carried ☐ **OR** *Defeated* ☐ **Mayor**

Recorded Vote	***For Clerks Use Only***

Recorded vote called by: _____

	For	**Against**	**Abstain**	**Absent**	**COI**
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Byron Faretis					
Councillor Anne Butwell					
Councillor Emily Rowley					
Councillor Jeff Wheeldon					
Councillor Bobbi Wright					
Total					

Carried X ***Defeated*** ☐ ***Clerk's Initials*** CD

The Honorable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

DEVLIVERED VIA EMAIL

February 26, 2024

RE: National Fire Fighting Strategy

Dear Premier Ford,

Please be advised that at the Regular Council Meeting of February 26, 2024, the Township of Limerick Council passed the following motion, supporting the resolution from the Council of the Municipality of Calvin regarding a review of the National Fire Fighting Strategy.

Motion024-2024
Moved by Councillor Jan MacKillican
Seconded by Councillor Glenn Locke
That Council direct staff to issue a letter of support for the National Fire Fighting Strategy.

Carried

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at clerk@township.limerick.on.ca.

Best Regards,

Victoria Tisdale
Clerk-Treasurer
Township of Limerick

cc.

Ric Bresee – MPP, Hastings-Lennox and Addington
All Ontario Municipalities

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478

Nicole Ilcio, Deputy Clerk Treasurer
assistant@township.limerick.on.ca
Telephone: 613-474-2863
Fax:613-474-0478

Corporation of the Municipality of Calvin
Council Resolution

Date: January 30, 2024

Resolution Number: 2024-31

Moved By: Councillor Moreton

Seconded By: Councillor Manson

Background: Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: *"The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."*

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: "But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland

firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity." He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, "We're really starting to see the effect of the aging fleet."

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, "It's not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector."

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

WHEREAS Forest fires are a very real threat to rural municipalities.

AND WHEREAS smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

AND WHEREAS forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

AND WHEREAS according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

AND WHEREAS carbon emissions from forest fires are not counted against Canada's Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada's economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

AND WHEREAS that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

AND WHEREAS the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

AND WHEREAS as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.

NOW THERFORE BE IT RESOLVED THAT the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made waterbombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

AND THAT this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fideli, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

AND THAT this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

Results: Carried

Recorded Vote:

Member of Council	In Favour	Opposed
Mayor Gould	☐	☐
Councillor Moreton	☐	☐
Councillor Latimer	☐	☐
Councillor Grant	☐	☐
Councillor Manson	☐	☐

Lower Thames Conservation

A Member of Conservation Ontario

March 12, 2024

To: **Municipality of Chatham-Kent, Municipality of Southwest Middlesex, Municipality of West Elgin, Municipality of Dutton-Dunwich and Township of Southwold**
Cc: **LTVCA Board Members**

Re: **Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)**

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province. This regulation will replace individual regulations held by each Conservation Authority. Moving forward, O. Reg. 41/24 will be used by all Conservation Authorities (CA). The regulation's effective date is April 01, 2024. The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the *Conservation Authorities Act*.

While O. Reg. 41/24 represents a single regulation for all CAs, much of the CA regulatory process remains the same. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the *Conservation Authorities Act* and as stipulated in O. Reg. 686/21: Mandatory Programs and Services. Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

CAs will continue to require applications for a permit to undertake otherwise prohibited development, interference, and alteration activities in regulated areas as defined under the *Conservation Authorities Act* and in O. Reg. 41/24.

For those applications submitted prior to the enactment of O. Reg. 41/24, the current permitting process will be followed. New permit applications submitted on or after April 01, 2024 will follow the processes outlined in the updated Section 28 of the *Conservation Authorities Act* and O. Reg. 41/24. Conservation Authorities will be working closely with member municipalities to coordinate communication and update policies and procedures to ensure a smooth transition to April 01, 2024.

Key Changes:

While much of the CA regulatory process remains the same, key changes of interest for our municipal partners include:

- The definition of a "watercourse" has been amended from "***an identifiable depression in the ground*** *in which a flow of water regularly or continuously occurs*" to "***a defined channel, having a bed and banks or sides,*** *in which a flow of water regularly or continuously occurs*".
- The regulated area around wetlands ("other areas") will be consistent at 30 m, including around provincially significant wetlands.
- Exceptions for certain low-risk activities (see Attachment 1 for further details).

These changes will require CAs to review and update their associated policies and procedures, and regulatory mapping (as appropriate) to reflect the new regulatory requirements. Municipalities are advised that CA

100 Thames Street, Chatham, ON N7L2Y8 • www.ltvca.ca
Phone: 519-354-7310 • Fax: 519-352-3435 • E-mail: admin@ltvca.ca

regulatory mapping will be posted on or before April 01, 2024 and will require updates and, in the interim, CA staff may need to undertake site visits to confirm regulated features and areas.

In addition, section 5 of O. Reg. 41/24 provides a list of activities or works where a CA permit is no longer required, where works are carried out in accordance with the regulation. Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work. CAs will work to provide implementation support materials to municipalities and the public as this moves forward.

Of note to member municipalities is that section 5e) states that a permit is not required for the maintenance or repair of municipal drains if the works are conducted in accordance with mitigation requirements set out in the Drainage Act and Section 28 Regulations Team (DART) protocol. However, member municipalities/drainage superintendents are encouraged to continue to notify their local conservation authority of proposed drainage works. This will provide an opportunity for conservation authority staff to identify between works that follow the DART protocol and are exempt, and those works that will still require a conservation authority permit.

Plan Review Services:

There are no changes to CA planning services at this time. Conservation Authorities **continue to provide mandatory or Category 1 programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts** referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services. Municipalities must continue to circulate planning applications and other matters, including technical reports to CAs, so that we may review and comment on natural hazards and wetland matters per Ontario Regulation 686/21. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

We look forward to continuing our strong working relationship and providing you with exemplary services. We will continue to be in contact as we work to transition to this new legislative and regulatory framework.

In order to streamline communication, where multiple CAs share jurisdiction in one municipality, the CA with the largest jurisdiction in that municipality is taking the lead in communication and is sending this letter on behalf of all CAs in the municipality. Individual CAs will be updating their respective boards on the new regulation changes and passing motions on interim and transitional policies at board meetings throughout March. The Lower Thames Valley Conservation Authority (LTVCA) Board meeting to address this issue is scheduled for March 28, 2024.

Further communication with links to interim and transitional policies will follow. In the meantime, if you or your staff have any questions or concerns regarding the new regulation, please contact the undersigned or individual CA staff. If required, the LTVCA would be happy to coordinate information sessions for your staff and councils.

Sincerely,

Mark Peacock, P. Eng.
CAO/Secretary-Treasurer

Attachments:

1. *S.5 O.Reg.41/24 - Exceptions*

Attachment One

Excerpt from O. Reg. 41/24: Prohibited Activities, Exemptions and Permits as of April 01, 2024

Note: Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work.

5. Paragraph 2 of subsection 28 (1) of the Act does not apply to,

(a) the construction, reconstruction, erection or placement of,
  i. a seasonal or floating dock that,
    A. is 10 square metres or less,
    B. does not require permanent support structures, and
    C. can be removed in the event of flooding,
  ii. a rail, chain-link or panelled fence with a minimum of 75 millimetres of width between panels, that is not within a wetland or watercourse,
  iii. agricultural in-field erosion control structures that are not within and that do not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley,
  iv. a non-habitable accessory building or structure that,
    A. is incidental or subordinate to the principal building or structure,
    B. is 15 square metres or less, and
    C. is not within a wetland or watercourse, or
  v. an unenclosed detached deck or patio that is 15 square metres or less, is not placed within a watercourse or wetland and does not utilize any method of cantilevering;

(b) the installation of new tile drains that are not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley, or the maintenance or repair of existing tile drains;

(c) the installation, maintenance or repair of a pond for watering livestock that is not connected to or within a watercourse or wetland, within 15 metres of a wetland or a watercourse, and where no excavated material is deposited within an area where subsection 28 (1) of the Act applies;

(d) the maintenance or repair of a driveway or private lane that is outside of a wetland or the maintenance or repair of a public road, provided that the driveway or road is not extended or widened and the elevation, bedding materials and existing culverts are not altered;

(e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time; and,

(f) the reconstruction of a non-habitable garage with no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use of the garage to create a habitable space.

Ontario

Ministry of Agriculture, Food and Rural Affairs

By-law for Municipalities Not Within a Regional Municipality, the County of Oxford or The District Municipality of Muskoka – Form 5

Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)

Drainage By-law Number 2024-03

A by-law to provide for a drainage works in the Township of Southwold in the County of Elgin .

Whereas the council of the Township of Southwold has procured a report under section 4 of the *Drainage Act* for the construction of the Palmer Drain 2023 drain;

And whereas the report dated 2023/11/10 has been authored by Mike DeVos, Spriet Associates and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is $87,500.00 ;

And whereas $21,143.00 is the amount to be contributed by the Township of Southwold for the drainage works;

And whereas (Complete this clause only if other municipalities are being assessed a share of the cost of the project.);

_____ is being assessed in the _____ of _____

_____ is being assessed in the _____ of _____

_____ is being assessed in the _____ of _____

_____ is being assessed in the _____ of _____

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold pursuant to the *Drainage Act* enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Township of Southwold may borrow on the credit of the Corporation the amount of _____ being the amount necessary for the construction of the drainage works.

This project may be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the

" Palmer Drain 2023 by-law".

First reading 2024/01/08

Second reading 2024/01/08

Provisionally adopted this 8 day of January , 20 24

Name of Head of Council (Last, First Name)	Signature
Jones, Grant	

Name of Clerk (Last, First Name)	Signature
Higgs, Lisa	

Third reading 2024/03/25

Enacted this 25th day of March , 20 24

Name of Head of Council (Last, First Name)	Signature
Jones, Grant	

Name of Clerk (Last, First Name)	Signature
Higgs, Lisa	

Corporate Seal

I, Lisa Higgs

clerk of the Corporation of the Township of Southwold ,

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)	Signature
Higgs, Lisa	

Corporate Seal

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-20

Being a By-law to authorize entering into an agreement for the provision of sharing Fire Department Administration Services with the Municipality of Dutton Dunwich and the Municipality of West Elgin

WHEREAS Section 20 of the Municipal Act, 2001, R.S.O. 2001, as amended, authorizes a municipality to enter into agreements;

AND WHEREAS Section 9 of the *Municipal Act, 2001,* S.O. *2001, c. 25,* as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Corporation of the Township of Southwold wishes to provide shared services to the Municipality of Dutton Dunwich and Municipality of West Elgin for Fire Department Administration Services;

NOW THEREFORE the Council of the Corporation of the Township of Southwold enacts as follows

1. THAT Schedule "A" attached hereto and forming part of this By-law, being an agreement for the provision of sharing Fire Department Administration Services with the Municipality of Dutton Dunwich and the Municipality of West Elgin be approved and the Mayor and Clerk be authorized to sign on behalf of the Township.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 25th DAY OF MARCH, 2024.

_____
Mayor
Grant Jones

_____
CAO/Clerk
Lisa Higgs

Fire Department Administration
Shared Services Agreement

This agreement made this__25th__day of___March, 2024.

Between:

The Corporation of the Township of Southwold
(Hereinafter referred to as "Southwold")

Of the First Part

- and-

The Corporation of the Municipality of Dutton/Dunwich
(Hereinafter referred to as "Dutton/Dunwich")

Of the Second Part

- and-

The Corporation of the Municipality of West Elgin
(Hereinafter referred to as "West Elgin")

Of the Third Part

Whereas the Councils of Southwold, Dutton/Dunwich and West Elgin wish to share resources between the municipalities for Fire Department Administration Services;

And Whereas Section 9 of the *Municipal Act, 2001,* S.O. *2001, c. 25,* as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

And Whereas Section 6(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4, as amended, provides that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the Fire Department;

And Whereas Section 6(2) of the Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4, as amended, provides that the council of a municipality or the councils of two or more municipalities may appoint one fire chief for two or more fire departments;

Now Therefore the parties hereto mutually agree as follows:

General

1. That the services of the Southwold Director of Emergency Services/Fire Chief and Southwold Fire Coordinator will be shared with West Elgin and Dutton/Dunwich to:

1.1 Provide administration and enforcement of the Fire Protection and Prevention Act and the Fire Code

1.2 Provide leadership to the Fire Department;

1.3 Provide Fire Department Administration services, including overall management of the department, policy development, budget preparation, purchasing, human resources, training, supervision of fire prevention and education programs, reporting to Council;

1.4 Major incident command.

2. Schedule "A" attached hereto and forming part of this agreement are the Director of Emergency Services/Fire Chief and Fire Coordinator job descriptions, which sets out the main responsibilities and working conditions for the Fire Department Administration Services while performing duties for Southwold, Dutton/Dunwich, and West Elgin.

3. The Director of Emergency Services/Fire Chief and Fire Coordinator shall be employees of Southwold and shall be subject to the employment policies and procedures, as adopted and implemented, by Southwold.

4. The Fire Coordinator's immediate supervisor is the Southwold Director of Emergency Services/Fire Chief.

5. The Director of Emergency Services/Fire Chief's immediate supervisor is the Southwold CAO/Clerk.

6. While providing service to Dutton/Dunwich, the Fire Department Administration Services shall comply with Dutton/Dunwich operating policies and procedures. The Dutton/Dunwich CAO/Treasurer shall be the Fire Department Administration Services team's immediate supervisor for operational matters in Dutton/Dunwich. Operational matters do not include

the Fire Department Administration Services' employment terms, human resources or disciplinary matters. Any concerns or issues from Dutton/Dunwich about Fire Department Administration Services' employment matters shall be directed to the Southwold CAO/Clerk.

7. While providing service to West Elgin, the Fire Department Administration Services shall comply with West Elgin operating policies and procedures. The West Elgin CAO/Treasurer shall be the Fire Department Administration Services Team's immediate supervisor for operational matters in West Elgin. Operational matters do not include the Fire Department Administration Services' employment terms, human resources or disciplinary matters. Any concerns or issues from West Elgin about Fire Department Administration Services' employment matters shall be directed to the Southwold CAO/Clerk.

8. The Southwold Director of Emergency Services/Fire Chief shall be authorized to determine administrative and scheduling details to implement this agreement.

9. The Southwold Director of Emergency Services/Fire Chief shall be appointed by By-Law as Fire Chief in both West Elgin and Dutton/Dunwich.

Service Provision and Cost Sharing

10. The parties agree that Fire Department Administration Services provided under this agreement shall be provided equally to Southwold, Dutton/Dunwich, and West Elgin, based on a 40 hour work week for the Director of Emergency Services/Fire Chief and a 35 hour work week for the Fire Coordinator.

11. The parties recognize that due to the nature of Fire and Emergency Services, the availability of resources, weather, support staffing, meetings, training, and other non-routine events, there is not the expectation that time will be balanced over each day or week. Balancing of time dedicated to Southwold, Dutton/Dunwich, and West Elgin will be viewed over a longer period of time, such as monthly or quarterly.

12. Southwold shall invoices to West Elgin and Dutton/Dunwich on a monthly basis for Fire Administration Services provided.
13. The monthly fee shall be $8,666.00. Partial months shall be prorated

based on the number of working days in the month.

14. The fee set out in Section 13 shall be for the year 2024 and shall commence on April 1, 2024. The monthly cost shall be adjusted on January 1 of each subsequent year in accordance with the Statistics Canada, Consumer Price Index - Ontario – All Goods for the 12 months ending September 30 each year.
15. The monthly fee includes all regular Wages, Manulife Benefits, OMERS Pension Contributions, Communication Costs (Mobile Phone), Vacation, Sick Time, Statutory Holiday Time, Small equipment used exclusively by the Fire Chief and Fire Coordinator, Conference Attendance, Fire Chief/Coordinator Training applicable to both municipalities, Travel for common activities, including meetings, conferences, training at the current Southwold travel rate, Meals and accommodation for common activities, and Southwold office space used for Dutton/Dunwich and West Elgin Administration. Overtime pay incurred will be invoiced at actual costs.
16. West Elgin and Dutton/Dunwich will maintain and provide appropriate access to the online software systems and licenses required for the effective administration of the Fire Department.
17. Southwold will provide computer and communication equipment that can be utilized for all municipalities. Any service subscriptions and software requirements that are exclusive to one municipality, are the responsibility of that municipality.
18. Any additional fire inspection and third-party costs associated with completing fire inspection shall be the responsibility of Dutton/Dunwich and West Elgin respectively. It is explicitly acknowledged that Southwold Fire Administration Services does not include Fire Inspection Services.

19. The reporting location for the Fire Department Administration Services when attending Dutton/Dunwich shall be 199 Currie Road, Dutton ON N0L 1J0. The reporting location for the Fire Department Administration Services when attending West Elgin shall be 22413 Hoskins Line, Rodney ON N0L 2C0. It is understood by all parties that due to the nature of services being provided by the Fire Department Administration Services, service provided will not be exclusive to the municipality in which the Fire Department Administration Services is working from and services in common for all municipalities could be provided from any location. It is

agreed that the Fire Department Administration Services will work primarily within the Southwold office or remotely, in accordance with Southwold human resources policies and procedures.

Ongoing Review

20. The Fire Department Administration Services, West Elgin CAO/Treasurer, Dutton/Dunwich CAO/Treasurer and Southwold Director of Emergency Services/Fire Chief shall meet annually to review operation of this agreement. Each municipality's CAOs are authorized to **make** administrative and minor operational adjustments for efficient implementation of this agreement, upon mutual agreement.

21. On an annual basis, the CAO of each municipality shall report to their respective Council on the operation of this agreement.

Agreement Term

22. This agreement shall commence on April 1st and shall continue until amended or terminated in accordance with the provisions set out in this agreement.

Agreement Amendment

23. This agreement may be amended at any time, subject to agreement by all parties. Any amendment shall be in writing and approved by the respective municipal Councils.

Agreement Termination

24. Either party may terminate this agreement by providing written notice to the other party.

25. Termination of the agreement will take place 6 months after notification has been provided in writing and acknowledged by the other parties, or at another date, mutually agreed upon, in writing, by the parties.

Fire Department Administration Services Resignation, Termination, Inability to Fulfil Position

26. Should the Fire Department Administration Services be unable to fulfill

the responsibilities and requirements set out in this agreement, Southwold shall:

a) immediately notify West Elgin and Dutton/Dunwich
b) work collaboratively with West Elgin and Dutton/Dunwich to maintain the provision of Fire Department Administration Services services in the short-term, until the Fire Department Administration Services positions are filled, or another course of action is determined

27. Notwithstanding Section 22, either party may immediately terminate this agreement if the Fire Department Administration Services is unable to fulfill the responsibilities and requirements set out in this agreement.

28. Southwold shall not be held liable for failure to provide service under this agreement should the Fire Department Administration Services be unable to fulfill the responsibilities and requirements contained in this agreement.

Fire Department Administration Services Recruitment

29. Should Southwold be required to recruit to fill either the Fire Chief or Fire Coordinator position, West Elgin and Dutton/Dunwich shall be entitled to have up to one Senior Management member participate in the interview process and provide input to determine the preferred candidate. Southwold shall take into consideration input from West Elgin and Dutton/Dunwich interviewers, but the final determination on the candidate to be selected and employment terms shall be determined by Southwold.

Written Notice

30. Where required under this agreement, written notice shall be provided as follows:

Township of Southwold
Attn: CAO/Clerk
35663 Fingal Line
Fingal ON NOL 1KO

Municipality of West Elgin
Attn: CAO/Treasurer

22413 Hoskins Line
Rodney ON N0L2C0

Municipality of Dutton/Dunwich
Attn: CAO/Treasurer
199 Currie Road,
Dutton ON N0L 1J0

Severability

31. The parties agree that in the event that any provision, clause, Article or attachment herein, or part thereof, which form part of the agreement, are deemed void, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions, clauses, Articles, attachments or parts thereof, shall be and remain in full force and effect.

Governing Law

32. Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

Insurance and Liability

33. Southwold, Dutton/Dunwich and West Elgin agree that they will each maintain insurance policies with the following provisions for the duration of this agreement:

    a. A Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Fire Department Administration Services Shared Services pursuant to this agreement in an amount not less than the full replacement cost.

    b. A General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than $5,000,000. The policy shall be endorsed to include each parties to the agreement as an additional insured with respect to the Fire Department Administration Services Shared Service

Agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

Mutual Indemnification

34. Southwold covenants and agrees that it shall indemnify, defend and save harmless West Elgin and Dutton/Duniwch from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of Southwold to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of West Elgin and Dutton/Dunwich. This indemnity shall survive the early termination or expiry of this Agreement.

35. West Elgin covenants and agrees that it shall indemnify, defend and save harmless the Southwold and Dutton/Dunwich from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of the West Elgin to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of the Southwold and Dutton/Dunwich. This indemnity shall survive the early termination or expiry of this Agreement.

36. Dutton/Dunwich covenants and agrees that it shall indemnify, defend and save harmless the Southwold and West Elgin from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of the Dutton/Dunwich to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of the Southwold and West Elgin. This indemnity shall survive the early termination or expiry of this Agreement.

Counterpart Signing

37. This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

IN WITNESS WHEREOF the said parties have duly executed this agreement by their proper authorized officers in that behalf and affixed their Corporate Seals.

The Corporation of the Township of Southwold

_____
Mayor

_____
Clerk

The Corporation of the Municipality of Dutton/Dunwich

_____
Mayor

_____
Clerk

The Corporation of the Municipality of West Elgin

_____
Mayor

_____
Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-21

Being a By-law to establish a Sewage Allocation Policy

WHEREAS Section 11 of the *Municipal Act,* 2001, S.O. 2001, c.25 authorizes the Township of Southwold to pass by-laws respecting the collection and treatment of sanitary sewage throughout the Township;

AND WHEREAS the Township desire to establish a Sewage Allocation Policy in the Township of Southwold to direct the allocation of Sanitary Sewer Capacity;

AND WHEREAS the availability of Sanitary Sewer Capacity may vary from year to year, it is the best interests of the residents of the Township of Southwold that Sanitary Sewer Capacity be allocated in a manner which is consistent with the Township's development;

AND WHEREAS the Township of Southwold deems it appropriate that the issuance of all building permits in the Township of Southwold shall be subject to the provisions of this by-law.

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

1. That the "Sewage Allocation Policy" attached hereto as Schedule "A" of this By-law is hereby adopted by Council .

2. This by-law shall come into force and take effect on the final passing thereof.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF MARCH, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Township of Southwold
DEVELOPMENT
Policy and Procedure Manual

Title: Sewage Allocation Policy	
Number: DVP – 01	**Type:** Development Policy
Effective Date: March 26, 2024	**Last Review Date:** 2024-03-20
Approval: Council	**Review Frequency:** Annually
Applies to: All Development in Township Settlement Areas	
Required by:	

PURPOSE

Sewage allocation is an important, necessary, component of the development process in that it allows the Township to control and authorize connections to its sanitary collection systems, which convey sewage to its wastewater treatment facilities. The raw sewage input into wastewater treatment facilities is heavily regulated by the Ministry of the Environment, Conservation and Parks. The discharge from wastewater treatment facilities is returned to the environment, minimizing our footprint on nature, and ensuring sustainability.

As the Township's ability to treat wastewater is finite and valuable, it is important that Township Council and staff have an equitable, fair and transparent process to award sewage allocations, giving appropriate consideration to many important factors. It is also important that the allocation of wastewater aligns with strategic infrastructure planning to minimize overall costs and spread the financial burden of wastewater infrastructure construction over multiple budget years.

DEFINTIONS

"Infill lot" means a development or building including an additional dwelling unit (ADU) as defined in Township's Zoning By-law 2011-14, which will connect to existing municipal road, water, storm and sanitary infrastructure therefore making better use of this infrastructure. Furthermore an "infill lot" can be an existing lot or lot created by severance

or part lot control exemption by-law.

"Sewage allocation" means sanitary sewer allotment for the purpose of this policy, typically specified as a "per unit" allotment.

SCOPE

Any development which meets all the following criteria shall require the allocation of sewage units pursuant to this policy:

a. The development is proposed to be located within the serviced areas of the Township, as defined by the County Official Plan;
b. The development is required or proposed to be serviced by means of connection to the Township's sanitary collection system;
c. The development requires approval(s) under the Planning Act or Condominium Act other than a minor variance and/or removal of a Holding provision; and
d. If the development consists of infill lots and the development requires more than five sanitary sewer allotments of capacity, as determined by the Township at their sole discretion.

GENERAL PROCEDURE

1. Annual calculations will be undertaken by the Township in accordance with the Ministry of Environment Procedure: D-5-1: Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants to determine the amount of sewage capacity available for a given wastewater treatment facility and will be reported to Township Council. This calculation will determine if there remains any uncommitted sewage allocation for each wastewater treatment facility. Township Council reserves the right to retain any sewage allocations it deems necessary.

2. Requests for sewage allocation units will only be considered by Council once the development has achieved all other required planning approvals (ex. Draft Plan, Site Plan, Subdivision Agreement etc.).

3. A proponent shall file a request, in writing, with the Township Director of Infrastructure and Development, for consideration by Council as set-out in the application attached Schedule A. The guideline is that applications should be submitted approximately one year prior to construction.

4. Each request will be evaluated by staff against the criteria outlined in this policy, the details of which will be presented to Council in the form of a staff report.

5. Council will consider all requests received, in a given year, at a meeting of Council before the end of April each year evaluating each project's merit in light of the sewage allocation available.

6. Council will grant up to 15% of the uncommitted sewage allocations per year and the Building Department will be granted 5 units of the uncommitted sewage allocations, per year for infill lots in the Shedden and Fingal Settlement Areas. Depending on infill lot activity, the Building Department could request additional allocations from Council by staff report.

7. Following Council's approval, the proponent(s) must execute a sewage allocation agreement with the Township within four months of Council's resolution date.

8. Following the execution of the sewage allocation agreement the project or project phase will be deemed to have received a "provisional" sewage allocation.

9. Subject to the terms of the sewage allocation agreement, sewage units of proponents who do not meet the terms of the agreement will be returned to the general pool of available uncommitted sewage allocations.

10. Each sewage allocation agreement shall be drafted on a case by case basis to the satisfaction of the staff and Council. Subject to any special considerations, a sewage allocation agreement shall deal with the following matters, at a minimum:

    a. The number of sewage allocations provisionally allocated to the proposed development. This number shall be calculated at 100% of the total number of units in the approved draft plan of subdivision, draft plan of condominium or site plan;
    b. The period of time for which capacity has been provisionally allocated;
    c. Provisions for the expiry of provisional allocation of capacity;
    d. Provisions for the extension of provisional capacity allocation;
    e. Any payments or works required by the Township in respect of the provisional allocation of capacity. The agreement will require payment at the rate set by By-Law for all units, within the approved planning application at the time of plan registration; and
    f. Any other matters, conditions or limitations that staff, Council or the Township's professional advisors deem necessary.

11. Subject to the provisions of any sewage allocation agreement, the transfer of capacity shall not be permitted without the written consent of the Township. This restriction shall apply equally to capacity that has been provisionally allocated as

to capacity that has been allocated finally.

12. Land zoned Industrial, Commercial or Institutional (ICI) do not require sewage allocations in order to obtain a building permit unless the development is considered "wet" by the Township. In cases where "wet" ICI development is proposed the proponent's Engineer must provide an analysis of expected sewage flows to the satisfaction of the Township for the purpose of assessing the amount of needed sewage allocation. Furthermore, "wet" ICI development will only be permitted if the appropriate amount of sewage allocation is available for commitment.

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	**Available Points**
Built Within the Fingal and Shedden Settlement Boundary	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution of at least 50% Made by Developer Prior to Plan of Registration	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing Included	
No	0
Yes	5

Percentage of Units that meet Elgin County Official Plan Affordable Housing Targets	
20%	0
25%	3
30%	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Exceeds Targets	5
Consistent with Municipal Servicing Standards and Approved Design Criteria	
No	0
Yes	2
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes	5

INITIATION OF SERVICES 2024-2030 – FINGAL AND SHEDDEN

The initiation of sanitary services in Shedden and Fingal means that there will be a transition period as the municipality completes the construction of its new wastewater treatment plant and the related conveyance system. Given staff capacity, engineering and regulatory requirements, compatible road reconstruction timing, and the significant capital investment, a phasing program for conveyance system installation is required to ensure orderly and sustainable development.

The proposed timing for the construction of each of the elements of the sanitary system is proposed as follows:

Description of Works	**Proposed Construction Timeline**
Construction of the Municipal Wastewater Treatment Plant South of Shedden @ 150 units	2027
Construction of Sanitary Sewer from WWTP to Union Road and Talbot Line Intersection and commencement of interim sanitary services (hauling/rental plant).	August 2025
Pumping Station in Fingal (8062 Union Road) & Forcemain on Union Road to Shedden	Spring/Summer 2026* Aligns with Elgin County rebuild of Fingal Line and Union Road in Fingal. Developer has indicated desire to expedite construction of infrastructure which would be at their expense.
Construction of Sanitary Sewer in Fingal on Union Road & Fingal Line to Fingal Settlement Area Boundaries	Spring/Summer 2026* Aligns with Elgin County rebuild of Fingal Line and Union Road in Fingal
Construction of Forcemain and Pumping station from North Shedden	Following Full Build Out of South Shedden Sites – Estimated Approximately in 2040. Developer has indicated desire to expedite construction of infrastructure which would be at their

	expense.
Construction of Sanitary Sewer in Shedden through Spicer Street to Service Collard Lands	Following Full Build Out of South Shedden Sites – Estimated Approximately in 2030. If a developer has a desire to expedite construction of infrastructure, it would be at their expense.
Construction of Sanitary in Sewer in Shedden across Talbot Line to Service Orchard Lands	Following Full Build Out of Shedden Sites South Sites and Collard Lands – Estimated Approximately in 2035. If a developer has a desire to expedite construction of infrastructure, it would be at their expense.
Connections for Existing Residential Lots in Shedden and Fingal	At the time that their streets are reconstructed.

Attached as Schedule 'A' to this policy is the Phasing Plan for Shedden and Fingal.

Attached as Schedule 'B' to this policy is the Sewage Allocation Application Form.

Revision History:

Version	Effective Date	Revision Notes
01	TBD	Original Policy

Related Policies:

SHEDDEN PHASING:
PHASE 1 GREEN SOLID - CONSTRUCT 2025
PHASE 2 BLUE - ONCE PHASE 1 COMPLETE, EXTEND TO PHASE 2. EARLIER IF DEVELOPER FULLY FUNDS EXTENSION UPFRONT.
PHASE 3 ORANGE & PHASE 4 MAGENTA (TBD) ONLY SERVICED ONCE PREVIOUS PHASING COMPLETED OR DEVELOPERS FULLY FUND EXTENSION UPFRONT.

EXISTING RESIDENTS CONNECT AS STREETS ARE RECONSTRUCTED*

S-10 | 156 | 5.21
S-4 | 155 | 5.15
S-8 | 60 | 1.99
S-9 | 193 | 6.43
S-6 | 266 | 8.87
S-7 | 115 | 3.83
S-11 | 390 | 5.90
S-12 | 675 | 22.84
S-1 | 135 | 4.50
S-2 | 314 | 10.45

SAN INV. 214.50
SAN INV. 213.75
SAN INV. 213.58
SAN INV. 211.20
SAN INV. 210.70
SAN INV. 209.65
SAN INV. 208.98

TALBOT LINE
UNION ROAD
WWTP

SA F1 SA F2 SA F3 SA F4 SA F5 SA 1 SA 2 SA 3 SA 4 SA 5 SA 6 SA 7 SA 8

105.0m – 250mm – @ 0.3%
107.0m – 250mm – @ 0.3%
116.1m – 250mm – @ 0.3%
88.2m – 250mm – @ 0.3%

AREA NUMBER
01
12 | 0.52
POPULATION
AREA IN ha

F — PROPOSED SANITARY FORCEMAIN AND MAINTENANCE HOLE
200 SA — PROPOSED SANITARY SEWER AND MAINTENANCE HOLE
SANITARY DRAINAGE AREA
FUTURE SANITARY SEWER AND MAINTENANCE HOLE

LEGEND

- SAN — SANITARY SEWER
- ST — STORM SEWER
- W — WATERMAIN
- WS — WATER SERVICE
- G — NATURAL GAS LINE
- UP — UNDERGROUND POWER LINE
- OP — OVERHEAD POWER LINE
- FO — UNDERGROUND FIBRE OPTIC LINE
- T — UNDERGROUND BELL LINE
- C — UNDERGROUND CABLE LINE
- DITCH/SWALE
- FENCE
- EDGE OF GRAVEL
- CURB, DROPPED CURB
- EDGE OF PAVEMENT
- MH — MAINTENANCE HOLE
- CO — CLEAN OUT
- CB — CATCH BASIN
- WV — WATER VALVE
- WSCS — WATER SERVICE CURB STOP
- HYD — HYDRANT
- GUY WIRE, UTILITY POLE
- LIGHT STANDARD
- TRAFFIC SIGNAL
- SIGN
- GV — GAS VALVE
- UTILITY PEDESTAL
- TRANSFORMER
- SURVEY BARS
- CONIFEROUS, DECIDUOUS TREE
- SHRUB
- EDGE OF BUSH/DRIP LINE
- BH — GEOTECHNICAL BORE HOLE

TOWNSHIP OF Southwold

35 0 70m
1:3500
SCALE

No.	ISSUED FOR	DATE	BY
2	100% SUBMISSION	DEC 2022	DILLON
1	50% SUBMISSION	AUG 2022	DILLON

DESIGN: NG
DRAWN: JT
REVIEWED BY: CL
CHECKED BY: PM

SHEDDEN AND FINGAL
UNION ROAD SANITARY SERVICE

PROJECT NO. 223775

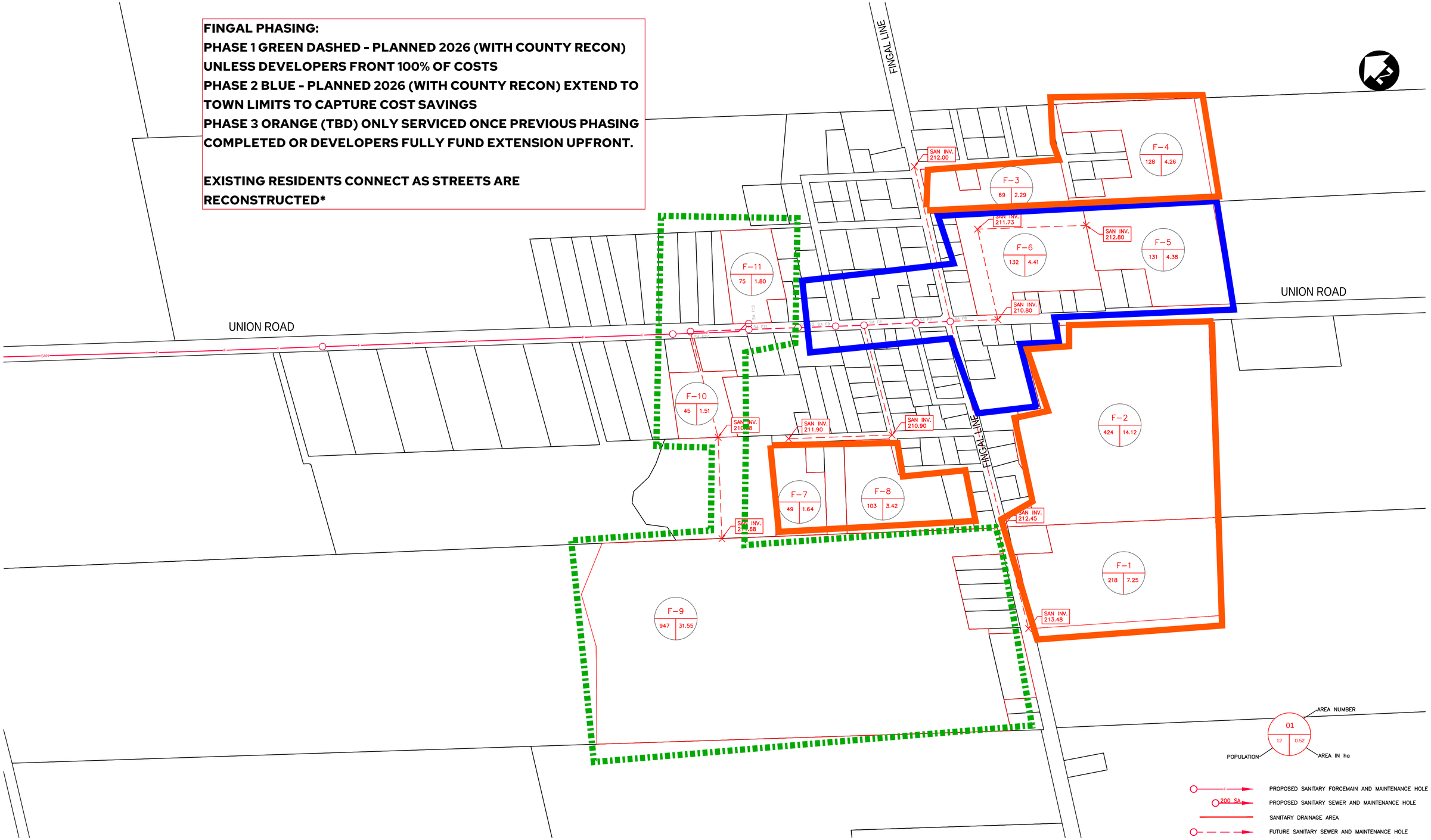
SANITARY DRAINAGE AREA
PLAN SHEDDEN

SHEET NO. 01

FILENAME: C:\PW WORKING DIRECTORY\PROJECTS 2022\DILLON_10UST\DWS\306A\223775-02-SAN-CON.DWG PLOTTED BY: TRVEN, JAY
PLOT DATE: 2022-12-02 @ 9:27:52 AM PLOT SCALE: 1:25.4 PLOT STYLE: CITY OF LONDON - CLIENT REVIEW SET - MONOCHROME.CTB

FINGAL PHASING:
PHASE 1 GREEN DASHED - PLANNED 2026 (WITH COUNTY RECON) UNLESS DEVELOPERS FRONT 100% OF COSTS
PHASE 2 BLUE - PLANNED 2026 (WITH COUNTY RECON) EXTEND TO TOWN LIMITS TO CAPTURE COST SAVINGS
PHASE 3 ORANGE (TBD) ONLY SERVICED ONCE PREVIOUS PHASING COMPLETED OR DEVELOPERS FULLY FUND EXTENSION UPFRONT.

EXISTING RESIDENTS CONNECT AS STREETS ARE RECONSTRUCTED*



TOWNSHIP OF Southwold

35 0 70m
1:3500
SCALE

No.	ISSUED FOR	DATE	BY
2	100% SUBMISSION	DEC 2022	DILLON
1	50% SUBMISSION	AUG 2022	DILLON

DESIGN: NG
DRAWN: JT
REVIEWED BY: CL
CHECKED BY: PM

SHEDDEN AND FINGAL
UNION ROAD SANITARY SERVICE

PROJECT NO. 223775

SANITARY DRAINAGE AREA
PLAN FINGAL

SHEET NO. 02

FILENAME: C:\PW WORKING DIRECTORY\PROJECTS 2022\DILLON_10JST\DM\13064\223775-02-SAN-CON.DWG PLOTTED BY: TRIVEDI, JAY
PLOT DATE: 2022-12-09 @ 9:27:54 AM PLOT SCALE: 1:25.4 PLOT STYLE: CITY OF LONDON - CLIENT REVIEW SET - MONOCHROME.CTB

TOWNSHIP OF Southwold

SCHEDULE 'B'

APPLICATION FOR SEWAGE ALLOCATION

DATE			
APPLICANT			
ADDRESS			
PHONE		EMAIL ADDRESS	

DEVELOPER			
ADDRESS			
HOME PHONE		EMAIL ADDRESS	

PROJECT NAME			
ROLL #			
STREET			
LEGAL DESCRIPTION			
	UNITS	POPULATION	CUBIC METRES
ALLOCATION REQUEST			
PROJECT DESCRIPTION			

Applications will only be processed by staff if the applicant can answer "YES" to

the following statement

Project has applied for draft plan of subdivision, site plan approval, OR has an executed severance development agreement, subdivision agreement, condominium agreement or similar approvals.

☐ YES

☐ NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- ☐ Project is located within a serviced settlement area as described within the Township's Official Plan.
- ☐ Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- ☐ Project will see a capital contribution of at least 50% of total wastewater connection fees per lot made by the developer prior to registration of plan for Municipal Infrastructure (roads, water, storm or sanitary).
- ☐ Project will utilize existing sanitary infrastructure.
- ☐ Project meets the unit density required by current planning policy.
- ☐ Project includes the building of purpose built rental.
- ☐ Project includes affordable housing, as defined by the County OP
- ☐ Project design will be consistent with the Township's Municipal Servicing Standards and Approved Design Criteria
- ☐ Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy DVM-01.

Furthermore, Township of Southwold acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Submit completed form to: Director of Infrastructure and Development, Township of

Southwold, 35663 Fingal Line, Fingal ON N0L 1K0 development@southwold.ca 519-769-2010 ext 20.

Personal information collected by the Township of Southwold under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the CAO /Clerk at 519-769-2010 ext 22.

SIGNATURE:_____ DATED:_____

PRINT NAME:_____

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2024-22

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25, 2024.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on March 25, 2024; in respect to each report, motion, resolution or other action 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.

2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or 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 of Southwold to all such documents.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25th DAY OF MARCH, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

-ADDENDUM TO AGENDA-

Monday March 25, 2024

REGULAR MEETING OF COUNCIL

7:00 p.m., Council Chambers, Fingal/Via Video Link

---

2. ADDENDUM TO AGENDA

Item Added:

9. CORRESPONDENCE:

(f) Fee Waiver Request from Talbotville Optimist Club

TOWNSHIP OF
Southwold

Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

RECEIVED
MAR 2 5 2024

Name of Event: Easter Egg Hunt for Talbotville Community	
Name of Group or Organization: Optimist Club of Talbotville	
Primary & Secondary Contact Person: Ruth Quenneville, Dan Pearson	Purpose of Event: to bring together residents of Talbotville for a fun event
Contact Address	Postal Code: N5P 3T2, N5R 1P8
Phone # Primary / Secondary	Email / Website:
Not for Profit # or Charitable Organization Registration #:	Optimist International #45228

Activity or Event Information

Fees to be Waived (ie: facility rental)	use of pavillion + grassed fields		
Date and Times:	Sat. March 30, 2024 9:30 - 11:30		
Number of People expected:	200	Admission Fee: (If applicable)	
Will food be served?	No	Will alcohol be served?	No

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?

We invite residents of Talbotville to come together for a fun childrens event. We had 114 children last year!
Our Southwold Fire Department will have pumper truck + safety items for participants

The Township of Southwold
Waiving of Facilities Fees Application Form

Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.
Last year we had 114 children participate. There were only a few families that had come the previous year. New residents have the opportunity to come to an Optimist Club event. We have the Southwold Fire Dept. coming again to meet the residents + have safety items
What will the impact on the activity or event be if the fee is **not** waived?
None!
Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?
Talbotville Optimists get funding from Jackpot Time Gaming Centre on Edward St. St. Thomas. It's OLG funded.
What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?
We have the accessibility of the Talbotville Park. We will not use washroom facilities.

Deadline for submission is November 15, for events being held the following year.

The Township of Southwold
Waiving of Facilities Fees Application Form

Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

☑ Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
Attention: Community Services & Communications Clerk
35663 Fingal Line
Fingal, ON N0L 1K0
Fax: 519-769-2837
or by email: communications@southwold.ca

Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:		Title:	
Signature:		Date:	