Council Agenda

Tuesday, March 6, 2018

3:00 p.m.

Council Chambers

Pages

1. **Call to Order**

2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**

3. **Minutes of Previous Meeting**

   a. Regular Council Minutes of February 20, 2018 — 1

4. **Additional Items Disclosed as Other Business**

5. **Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**

6. **Public Meeting at 5:00 pm**

   a. ZBA-2018-01, Michlowski, 6426 5th Line, Palmerston — 12

7. **Delegations**

   a. Wellington Source Water Protection, Minto 2017 Clean Water Act Annual Report — 24

   b. Helen Edwards, Seniors Active Living Grant — 30

   c. Mark MacKenzie, Harriston Historical Society 2017 Review — 44

   d. Vic Palmer, Clifford Horticultural Society Request for Signage — 45

8. **Public Question Period**

9. Correspondence Received for Information or Requiring Direction of Council

a. AMO, Bill 175 Safer Ontario Act 46

b. Saugeen Valley Conservation Authority, Newsletter Winter 2018 55

c. City of Cornwall, Ask Ontario to Better Promote and Support Remediation of Contaminated Properties in Urban Centres 57

d. Clifford Recreation Association, March 2018 Newsletter 59

e. Mapleton Seniors Centre for Excellence, March 2018 Calendar & Newsletter 61

f. Mapleton Seniors Centre for Excellence, Invitation to International Women's Day Luncheon 63

g. Mac Pierce, Letter of Concern re George Street Surplus Land 64

h. Rolf & Kerri Schuttel, Letter to the Editor re George Street Surplus Land 65

10. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

a. Committee Minutes for Receipt- None

b. Committee Minutes for Approval- None

c. Staff Reports

1. Building Assistant, Part Lot Control Exemption- 30-32 George Street Metzger 66

2. Chief Building Official, Model Home Agreement- Wrighthaven Homes 68

3. Chief Building Official, MTO Request for Noise By-law Exemption 77

4. Deputy Clerk, Fees and Charges By-law Update 85

5. C.A.O. Clerk, Quality Homes Land Conveyance 94

6. Treasurer, Approval of Accounts 105

7. Water Foreman, Backflow Prevention Program 107

8. Compliance Coordinator / DWQMS Representative, 2017 Drinking 112

Water System Annual and Summary Reports

9. Roads & Drainage Foreman, 2018 Green Legacy Day 227

d. Other Business Disclosed as Additional Items

11. Resolution Moving Committee of the Whole into Committee of Adjustment (after 5pm)

a. Minor Variance Application MV-2018-02, as 22 Ann Street S Clifford, Town of Minto, Ben Bray & Jordan Taylor 228

12. Motion to Return To Regular Council

13. Notices of Motion

14. Resolution Adopting Proceedings of Committee of the Whole

15. By-laws

a. 2018-09, ZBA, Michlowski, 6426 5th Line Palmerston 239

b. 2018-10, Fees & Charges Bylaw 242

c. 2018-11, Part Lot Control for 30-32 George St N, Metzgers 261

d. 2018-12, Confirming Proceedings of March 6, 2018 Committee of the Whole/Council Meeting 263

16. Adjournment

Council Minutes
Tuesday, February 20, 2018 6:30 p.m.
Council Chambers

Council Present:
Mayor George A. Bridge
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Council Regrets:
Deputy Mayor Ron Faulkner

Staff Present for all or part of the meeting:
Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk
Chris Harrow, Fire Chief
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Greg Mallett, Recreation & Facilities Assistant
Quinn Foerter, Clerical Financial Assistant, Recording Secretary
Janet Klemp, Tax Collector
Mike McIsaac, Road and Drainage Foreman

1. Call to Order 7:08 PM
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act- None
3. Motion to Convene into Closed Session

RESOLUTION 2018-23
Moved By: Councillor Anderson; Seconded By: Councillor Elliott
THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:

- Previous Minutes of the January 9, 2018 Closed Session
- Proposed or Pending Acquisition or Disposition of Land- Harriston
- Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees

Carried

4. Motion to Convene into Open Session

RESOLUTION 2018-24
Moved By: Councillor Turton ; Seconded By: Councillor Colwell
THAT The Council of the Town of Minto resume into open Council.

Carried

5. Minutes of Previous Meeting

a. Regular Council Minutes of January 23, 2018

RESOLUTION 2018-25
Moved By: Councillor Elliott; Seconded By: Councillor Anderson
THAT the minutes of the January 23, 2018 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Mayor Bridge, Councillors Dirksen & Anderson disclosed items.

7. Resolution Moving Council into Committee of Adjustment

RESOLUTION 2018-26
Moved By: Councillor Elliott; Seconded By: Councillor Turton
THAT The Town of Minto Council convenes into Committee of Adjustment.

Carried

a. Minor Variance Application MV-2018-01, 9551 Road 3 N, Carl Bauman

See Schedule "A" for minutes.

8. Resolution Moving Committee of Adjustment into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION 2018-27
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT The Committee of Adjustment convenes into Committee of the Whole.

Carried

9. Public Meeting - None

10. Delegations

a. Harriston Kinsmen Flood Fund

Paul Hope of the Kinsmen outlined some of the larger donations such as the Drew BBQ Team, Palmerston Lions, and Sam Faulkner. Over $12,000 was raised and every applicant received money after review by an independent committee.

b. Janet Klemp, 8th Annual Mayors Charity Golf Tournament

Janet Klemp and Gordon Duff announced applications are being accepted from non-profit

groups to support the Mayors 8th Charity Golf Tournament Committee. The Golf Tournament raised $72,000 overall benefitting over 25 local community groups.

c. Andrea Bartels Account Manager JLT Canada, Stephen Wylie, Wylie Insurance, 2018 Insurance Renewal (Staff Report Attached)
Andrew Bartels and Stephen Wylie handed out renewal summaries and outlined the changes to the 2018 coverage. The premium is $253,841 which is $2,471 less than stated in the staff report due to property adjustments. Council discussed the renewal and asked about comparison to Wellington North, volunteers over 80 years old and alcohol coverage. It was noted coverage depends on property value, coverage and vehicles, but Minto's risk management has been good despite the bridge fire and flood claims. Mayor Bridge noted the premium is still less than the competitor bid in 2014.

COW 2018-25
Moved by Councillor Dirksen; Seconded by Councillor Turton
That Council approve the 2018 Insurance Renewal at $553,841 plus coverage for volunteers over 80.

Carried

11. Public Question Period- None

12. Correspondence Received for Information or Requiring Direction of Council
a. Town of Lakeshore, Marijuana Tax Revenue Resolution
b. Mapleton Seniors Centre for Excellence, February 2018 Calendar & Newsletter
c. MP John Nater, Response from Minister of Public Safety and Emergency Preparedness re: The National Disaster Mitigation Program
d. Ontario Farmland Trust, 2018 Ontario Farmland Forum
e. Waterloo-Wellington LHIN, January Newsletter
f. AMO, Fire Medic Protection Needed for Municipal Governments
g. Town of Essex, Offering School Property to Municipalities
h. Ontario Ombudsman, The Watchdog January Newsletter

MOTION: COW 2018-26
Moved By: Councillor Anderson; Seconded By: Councillor Turton
THAT Council receive the correspondence for information.

Carried

13. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given
a. Committee Minutes for Receipt
1. Saugeen Valley Conservation Authority Minutes of December 19, 2017

MOTION: COW 2018-27
Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT the Saugeen Valley Conservation Authority Meeting Minutes of December 19, 2017 be received for information.

Carried

2. Saugeen Valley Conservation Authority Annual Minutes of January 16, 2018

MOTION: COW 2018-28
Moved By: Councillor Turton; Seconded By: Councillor Anderson
THAT the Saugeen Valley Conservation Authority Annual Meeting Minutes of January16, 2018 be received for information.

Carried

b. Committee Minutes for Approval

1. Cultural Roundtable Committee Minutes of January 22, 2018

Economic Development Manager Belinda Wick Graham highlighted the 2018 Action Plan and the Cool Cones Public Art Project. Committee is still looking for artist submissions.

MOTION: COW 2018-29
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
THAT Council receives the Cultural Roundtable Committee Minutes of January 22, 2018 and approves any recommendations contained therein.

Carried

2. Economic Development and Planning Committee Minutes of February 8, 2018

Belinda Wick-Graham noted top priorities in 2018 such as on-line community guide Townfolio, Youth Spaces, Increased Promotion of Community Assets and Clifford Diggin'It. A façade grant was recommended for Shawn Wells 107 William Street Palmerston.

MOTION: COW 2018-30
Moved By: Councillor Turton; Seconded By: Councillor Colwell
THAT Council receives the Economic Development and Planning Committee Minutes of February 8, 2018 and approves any recommendations contained therein.

Carried

3. Parks and Recreation Advisory Committee Minutes of January 29, 2018

Recreation & Facilities Assistant Greg Mallet advised of the growth of Try-It Sports and noted the bid for an after-school program was submitted to the Upper Grand District School Board. A "loaner" machine is still at the Palmerston Arena due to delays in delivering the new Olympia. A meeting Monday March 5th at 7:00 PM at the Municipal Office will be to discuss parks and green spaces.

MOTION: COW 2018-31
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT Council receives the Parks and Recreation Advisory Committee minutes of January 29, 2018 and approves any recommendations contained therein.

Carried

c. Staff Reports

1. Chief Building Official, January 2018 Building Permit Stats

C.A.O. White reviewed the Chief Building Official's report in his absence. Highlights from January include three large agricultural permits.

MOTION: COW 2018-32
Moved By: Councillor Turton; Seconded By: Councillor Anderson
THAT Council receive the Chief Building Official's January Permit Review for information.

Carried

2. Chief Building Official, Model Home Agreement - Wrighthaven Homes

C.A.O. White noted the Town has a signed subdivision agreement and securities. The Model Home Agreement, including the $5000 security deposit, is the same as Clair Ridge Estates.

MOTION: COW 2018-33
Moved By: Councillor Dirksen; Seconded By: Councillor Turton
THAT Council receives the Chief Building Official's report dated February 14, 2018 report Wrighthaven Homes Request For Model Unit and approves one model home on the subdivision subject to the Builder signing a model home agreement in the form attached to this report and providing security in the amount of $5,000 per unit prior to a conditional building permit being issued by the Chief Building Official for the Town.

Carried

3. Co-Chairs JHSC, Joint Health and Safety Committee Annual Update

Co-Chair Greg Mallett reported on Spring & Fall inspections. Staff are completing Health and Safety refreshers in the next month.

MOTION: COW 2018-34
Moved By: Councillor Dirksen; Seconded By: Councillor Anderson
THAT Council of the Town of Minto receives the February 20th, 2018 report from the JHSC Co-Chair entitled Joint Health and Safety Committee Annual Update for information.

Carried

4. Recreation Services Manager, Trails Funding Programme

Greg Mallett reported $43,290.30 was spent on trails in 2017, and reviewed the request for $20,826.24 from the County. He and Mayor Bridge noted unused amounts from the County could become available to municipalities like Minto who are active in trail development.

MOTION: COW 2018-35
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT Council receives the Recreation Services Manager's February 2nd, 2018 report regarding Trails Funding Programme and endorses these trails initiatives and expenditures from 2017 and requests $20,826.24 in funding from the County from their Trail Funding Programme.

Carried

5. Fire Chief, New FPPA Regulations

Chief Chris Harrow outlined new regulations being added to the Fire Protection and Prevention Act, and the impact on Minto Fire. He noted new training rules make recruitment more difficult although the newest recruits are willing to accept more stringent training.

MOTION: COW 2018-36
Moved By: Councillor Anderson; Seconded By: Councillor Turton
THAT the Mayor and Council accept the Fire Chief's report regarding new proposed FFPA Regulations and the January 30, 2018 AMO memo on the same topic, and that Council supports the recommended response outlined by AMO and that these comments be sent prior to March 11, 2018.

Carried

6. C.A.O. Clerk, Joint Public Meeting Harriston Flooding Update

C.A.O. Clerk White gave a brief outline of the factors causing the June 23, 2017 flood, as well as the steps. With Council's consent, LIDAR mapping should be flown in March and the data collected will be used to model a flow used for existing flood maps. A Public Meeting will be held on May 29th, 2018 at 7:00 PM at the Harriston Community Complex where the public can speak to Town, County and Conservation Authority representatives.

MOTION:COW 2018-37
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT Council receives the February 16, 2018 Presentation from the CAO Clerk regarding the June 23, 2017 Maitland River Flood, that Council supports the schedule of events outlined including the May 29, 2018 public meeting, and that Council consent to the LIDAR imagery work proceeding in March 2018.

Carried

7. C.A.O. Clerk, Street Naming Creekbank Meadows Subdivision

C.A.O. Clerk White reviewed the proposed names Bridge and Stephenson recommended by the Legion. Council discussed the reason for adding Crescent, Court or Way instead of Road or Street. The Fire Chief noted the County asked for this due to dispatch requirements.

MOTION: COW 2018-38
Moved By: Councillor Turton; Seconded By: Councillor Dirksen
THAT Council receives the C.A.O. Clerks report dated February 8, 2018 regarding Street Names Creek Bank Meadows Subdivision and approves the names Bridge and Stephenson for Street A and Street B using "Way", "Court" or "Crescent" in the proposed subdivision.

Carried

8. C.A.O. Clerk, Clifford Elora Street Reconstruction Tender Award

C.A.O. Clerk White reviewed Triton Engineering's summary of the recent tender for the Elora Street Reconstruction. The Moorefield Excavating bid is the lowest. Staff will report back on reductions, use of contingency and funding to offset the overage of $168,000 plus HST.

MOTION: COW 2018-39
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
THAT Council receives the February 14, 2018 report from Triton Engineering; Reconstruction of Elora Street (Highway 9) Clifford, and that the tender Reconstruction of Elora Street be awarded to Moorefield Excavating Ltd at a price of $3,528,383.50 plus HST, and that Triton Engineering and Town Staff report back on funding and/or reducing streetscape and contingency amounts in Triton's Cost Breakdown Summary.

Carried

9. C.A.O. Clerk Temporary Access Agreement Brandon Rumph 53 Lorne Street West
The C.A.O. Clerk outlined terms in the Temporary Access Agreement, including $2 million liability insurance, and maintenance of the driveway and future John Street access.

MOTION: COW 2018-40
Moved By: Councillor Turton; Seconded By: Councillor Anderson
THAT Council receives the report Temporary Driveway Agreement Brandon Rumph, 53 Lorne Street West and considers a bylaw in open session authorizing the Mayor and C.A.O. Clerk to sign the requested driveway access agreement.

Carried

10. C.A.O. Clerk Growth Plan for the Greater Golden Horseshoe
C.A.O. Clerk White outlined requirements in the Growth Plan for the Greater Golden Horseshoe and impacts on Minto. A 132 discussion paper will force all upper tier and lower tier municipalities to calculate growth using the same method so rules in Clifford and municipalities like Cambridge are similar. Higher development costs, delays and increased house prices as well as much higher density in small communities can be expected.

MOTION: COW 2018-41
Moved By: Councillor Colwell; Seconded By: Councillor Turton
That Council receives the C.A.O. Clerk's February 13, 2018 report Growth Plan for the Greater Golden Horseshoe, and that the following resolution is filed in response to the Environmental Bill of Rights posting regarding the Discussion Paper: Proposed Methodology for Land Needs Assessment for the Greater Golden Horseshoe:

That Town of Minto Council requests the Province of Ontario not approve the Proposed Methodology for Lands Needs Assessment for the Greater Golden Horseshoe and that it remain as a guiding document only;
That municipalities in the outer ring of the Greater Golden Horseshoe under 15,000 population be exempt from the methodology, or that specific exemptions be included for settlement area expansions in the outer ring where the urban area will have a population under 5,000 people in 2041, provided growth targets set in the Five Year Official Plan review are met consistent with Provincial Policy; and
That Council express its concern about loss of local decision making in rural Ontario created by the Growth Plan, associated documents and methodology and resulting

centralized Provincial control, particularly as it pertains to minor settlement area expansion in rural areas far from the Greater Golden Horseshoe.

Carried

Councillor Colwell assumed the Chair.

11. Treasurer, Approval of Accounts Jan 31 and Feb 15, 2018

Treasurer Gordon Duff highlighted expenditures such as investment transfer, County supplemental taxes, paving and road patching, Minto Pines Water system repairs, Minto Fire radios, salt and sand.

MOTION: COW 2018-42

Moved By: Councillor Dirksen; Seconded By: Mayor Bridge

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for January 31, 2018 as follows: Administration $695,161.71, Building $1,437.88, Economic Development $3,663.29, Incubator $692.02, Fire $16,423.82, Drains $7,663.10, Roads $376,186.01, Waste Water $8,460.25, Streetlights $894.93, Water $32,096.96, Recreation $5,024.36, Clifford $5,174.30, Harriston $10,476.32, Palmerston $12,618.18, Norgan $5,678.41 for a total of $1,181,651.61.

AND FURTHER THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 15, 2018 as follows: Administration $132,563.76, People & Property $4,924.27, Economic Development $8,751.65, Incubator $403.98, Fire $40,644.84, Roads $53,814.02, Waste Water $23,561.90, Streetlights $7,624.08, Water $11,059.00, Recreation $925.25, Clifford $12,578.16, Harriston $16,874.43, Palmerston $16,069.28, Norgan $2,870.46 for a total of $332,997.30.

Carried

Councillor Turton assumed the Chair.

12. Roads & Drainage Foreman, Public Works 2004 International Truck Replacement

Roads & Drainage Foreman Mike McIsaac reported the new winter control program is being met with mostly positive feedback. One benefit is that two plow trucks are surplus.

MOTION: COW 2018-43

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT Council receives the Roads & Drainage Foreman Presentation Public Works Truck Replacement, approves tendering to replace the 2004 International Single Axle with a heavy duty (550, 5500 or similar) truck plus aluminum box and attachments, that one tandem and one single axel plow truck be identified as surplus to be considered for auction when Council awards the tender, and staff bring forward information on changing the Vehicle Replacement Plan to buy surplus County tandem trucks to replace the tandem trucks remaining in the Town fleet.

Carried

d. Other Business Disclosed as Additional Items

Councillor Anderson brought forward a motion from Closed Session

MOTION: 2018-44

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT Council direct staff to initiate procedures under the Disposition of Land Bylaw to convey to Quality Homes less than 0.29 acres of Town owned lands on the former Harriston Senior School property including giving notice in the Wellington Advertiser and Minto Express that a bylaw authorizing the Mayor and C.A.O. Clerk to execute all documents related to the transaction will be considered at the March 20, 2018 meeting, that a report come forward in open session March 6 regarding declaring the lands surplus, and that an assessment of the value of the lands to be transferred to Quality Homes be obtained.

Carried

Councillor Dirksen mentioned that the Wellington County Farm and Home Safety Association hosts pancake breakfast Saturday February 25th, 2018 at the Alma Community Centre.

Mayor Bridge noted a County meeting about Rural Transportation February 14th, and asked Council to consider a motion supporting in principal Rural Transportation in Wellington County. A public meeting will be held about the Teviotdale Roundabout.

MOTION: COW 2018-45

Moved By: Councillor Anderson, Seconded By: Councillor Turton

THAT Minto Council supports in principal Wellington County's initiative to bring Rural Transportation subject to details on participation and cost being provided for consideration.

Carried

14. Motion to Return To Regular Council

RESOLUTION 2018-28

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the Committee of the Whole convenes into Regular Council meeting.

Carried

15. Notices of Motion

16. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-29

Moved By: Councillor Turton; Seconded By: Councillor Colwell

THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

Carried

17. By-laws

a. 2018-07, Access Agreement for 53 Lorne St W - Brandon Rumph

RESOLUTION 2018-30
Moved By: Councillor Dirksen; Seconded By: Councillor Anderson
THAT By-law 2018-07; to authorize an Access Agreement with Brandon Rumph, 53 Lorne Street West, Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2018-08, Confirming Proceedings of February 20, 2018 Committee of the Whole/Council Meeting

RESOLUTION 2018-31
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT By-law 2018-07; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held February 20, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment 9:38 PM

RESOLUTION 2018-32
Moved By: Councillor Dirksen; Seconded By: Councillor Turton
THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor.

Carried

_____ _____

Mayor George A. Bridge C.A.O. Clerk Bill White

Schedule "A"
Minutes of the Committee of Adjustment Hearing
Tuesday February 20, 2018 7:00 pm Council Chambers
Minor Variance Application File No. MV-2018-01, Bauman

Chair Bridge called the hearing to order at 7:10 and stated any decision reached by this Committee cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same.

The Secretary –Treasurer stated the subject property is legally described as Concession 13 N Part Lot 15 RP 61R6454, municipally known as 9551 Road 3 N, Town of Minto. The proposed variance would permit construction of a Home Industry Addition with a total floor area of 420.7m2 (4528.4 sq. ft.) on the subject property, whereas clause 6.14 (d) of the Zoning By-Law 01-86, as amended, permits a maximum Home Industry floor area of 232.25m2 (2500 sq. ft.).

Notice was mailed to landowners within 60 metres of the subject lands and applicable agencies, and posted on the property February 2, 2018. No concerns were expressed by Town staff, Wellington County Planning, and Maitland Valley Conservation Authority.

Chair Bridge called upon the applicant who had no comments. He called on Town staff for review of the circumstances around the construction. Chair Bridge requested any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair. No one came forward.

The Secretary -Treasurer provided resolution(s) for the Committee to consider. Committee members should only sign if they are in favour of the decision.

MOTION: COA 2018-01
Moved By: Councillor Colwell; Seconded By: Councillor Anderson
THAT The Town of Minto Committee of Adjustment approves the application by Carl Bauman, for property Concession 13 N Part Lot 15 RP 61R6454, Town of Minto, with a civic address of 9551 Road 3 N, Town of Harriston to permit the construction of a Home Industry Addition with a total floor area of 420.7m2 (4528.4 sp. Ft.) on the subject property, whereas clause 6.14 (d) of the Corporation of the Town of Minto's Comprehensive Zoning By-Law 01-86, as amended, permits a maximum Home Industry floor area of 232.25m2 (2500 sq. ft.)

Carried

Chair Bridge stated that anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting and officially adjourned the Public Hearing at 7:14 PM.

_____ _____

George A. Bridge, Chair Bill White, Secretary-Treasurer

THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-01
Applicant: MICHLOWSKI.
TUESDAY March 6th 2018,
5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Part Lot 100, Concession D, municipally known as 6426 5th Line, Town of Minto.

1. Deputy Mayor Faulkner to act as the Chair of the Public Meeting

2. Chair Faulkner to call the meeting to order and request any member of the public present to please sign the attendance record. Chair Bridge to state the following:

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

3. C.A.O. Clerk White to state the municipal address and legal description of the property, the purpose and effect of the application and date notices we sent.

The property subject to the proposed amendment is located on Part Lot 100, Concession D, municipally known as 6426 5th Line, Town of Minto.

The Purpose and Effect: The proposed amendment is to rezone the subject lands to prohibit any future residential development on the agricultural (retained) portion of property. This rezoning is a condition of severance application B124/17, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will severe a 7.3 ha (18 ac) parcel with the existing dwelling, barns and sheds from the retained 32.8 ha (81 ac) vacant agricultural parcel.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies February 13th, 2018 and posted on the subject property. The following comments were received:

a) Town of Minto staff
    - Building Assistant's report attached
b) Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, County of Wellington, report attached

4. Chair Faulkner to call on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.

5. Chair Faulkner to call on anyone who wishes to comment in favour of the proposed Amendment.

6. Chair Faulkner to call on anyone who wishes to comment in opposition of the proposed Amendment.

7. The applicant or his agent is given an opportunity for rebuttal.

8. Chair Faulkner to give members of Council an opportunity to ask questions.

9. Chair Faulkner to state IF YOU WISH TO BE NOTIFIED of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, N0G 1Z0 or by email at Bwhite@town.minto.on.ca.

10. If there are no further comments, Chair Faulkner will adjourn this Public Meeting.

Town of Minto

DATE: February 28, 2018

TO: Deputy Mayor Faulkner and Members of Council

FROM: Michelle Brown, Building Assistant

RE: ZBA 2018-01- Donna and Joseph Michlowski

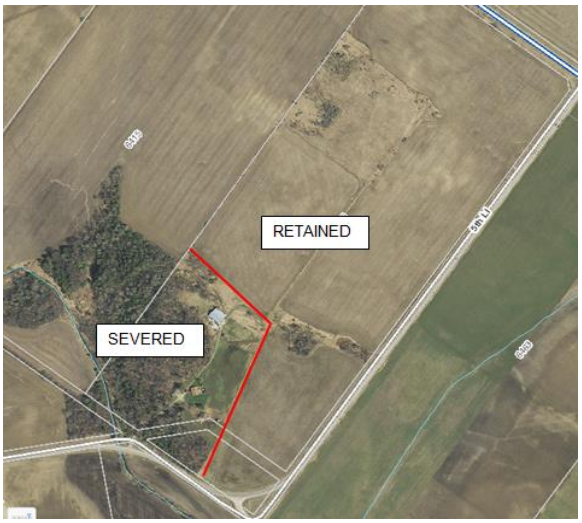
Part Lot 100 Concession D, 6426 5th Line Town of Minto

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

BACKGROUND

The intent of this application is to rezone the subject lands to restrict future residential development on the proposed retained agricultural portion of the property. This rezoning is a condition of severance application B142/17, that has been granted provisional consent by the Wellington County Land Division Committee.



The subject land is located at 6426 5th Line with 7.3 hectares with 262.1m frontage. The retained parcel is 32.8 hectares with 401.9m frontage. An existing rural residence with a barn, garage, horse barn, shelter and shed are on the severed portion of the property. The retained portion is for proposed agricultural use and is currently zoned A- Agriculture and NE –Natural Environment.

COMMENT

Town of Minto staff reviewed the application and no additional concerns were noted since the rezoning implements one of the conditions of the severance. All previous comments, conditions and recommendations apply.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning for Donna and Joseph Michlowski John Winger, Part Lot 100 Concession D, 6426 5th Line Town of Minto for information and considers passing a by-law in open session.

ATTACHMENTS

Planners Comments, Curtis Marshall, Senior Planner, & Jessica Wilton, Junior Planner County of Wellington

Michelle Brown,
Building Assistant

PLANNING REPORT
for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE:	February 21, 2018
TO:	Bill White, C.A.O. Town of Minto
FROM:	Jessica Wilton, Junior Planner and Curtis Marshall, Senior Planner County of Wellington
SUBJECT:	**Joseph & Donna Michlowski** **Part Lot 100, Concession D (Minto), 6426 5th Line** **Zoning By-law Amendment**

PLANNING OPINION

The purpose of this zoning amendment is to prohibit future residential development on the retained agricultural portion of the subject lands. This rezoning is a condition of severance application B124/17, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 7.3 ha (18 ac) parcel with the existing dwelling, barns and sheds from the retained 32.8 ha (81 ac) vacant agricultural parcel.

We have no objections to the zoning amendment. The proposal conforms to the Official Plan, is in keeping with applicable Provincial policies and would satisfy a condition of consent for severance application B124/17.

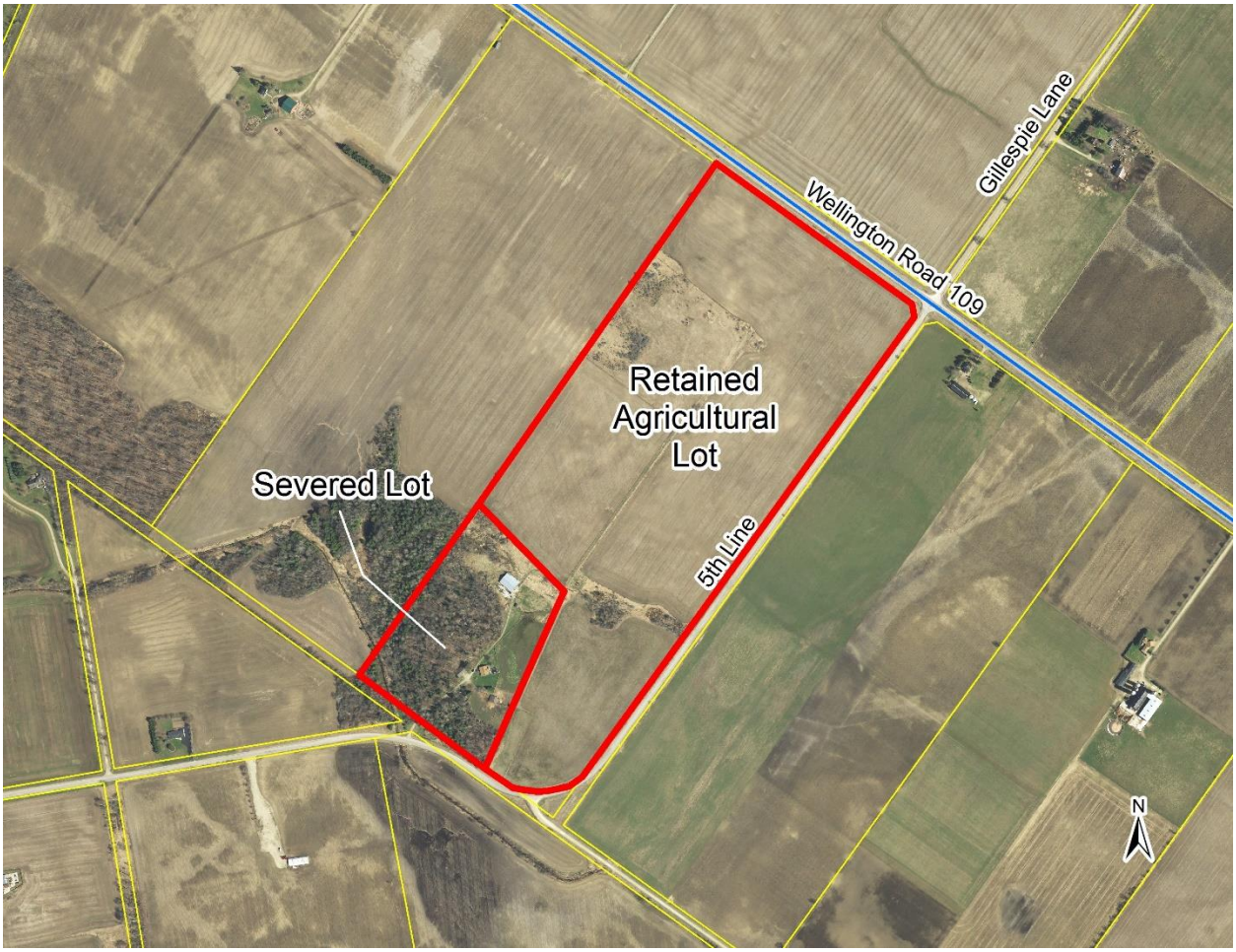
INTRODUCTION

The property subject to the proposed amendment is located on Part Lot 100, Concession D (Minto), with a municipal address of 6426 5th Line. The proposed vacant retained agricultural parcel is 32.8 ha (81 ac). The proposed severed parcel is 7.3 ha (18 acres) in size and contains an existing single detached dwelling, barns and shed.

PROPOSAL

The proposal is to amend the zoning on the subject lands to restrict future residential development on the proposed retained agricultural portion of property. This rezoning is a condition of severance application B124/17, that has been granted provisional consent by the Wellington County Land Division Committee.

Figure 1: Location Map



PROVINCIAL POLICY STATEMENT (PPS)

The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.4.1(c) of the PPS provides consideration for the severance of a surplus residence, provided that new residential dwellings are prohibited on the remnant parcel of farmland. The applicant have indicated through their consent application that the intent of the severance is to remain agricultural.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIME AGRICULTURAL, CORE GREENLANDS AND GREENLANDS. The Prime Agricultural designation permits existing uses, agricultural uses and also a single detached home.

Section 10.3.4 of the Plan implements the PPS and requires that the remnant parcel be rezoned to prohibit dwellings.

DRAFT ZONING BY-LAW

The subject lands are zoned Agricultural (A) and Natural Environment (NE). There are no proposed buildings or structures to be built within the NE zone. Permitted uses in the

Agricultural zone include agricultural uses and single detached dwellings. The minimum lot area in the Agricultural (A) zone for a residential lot is 0.4 ha (1.0 acres).

A draft zoning by-law amendment has been attached to this report for Council's consideration which introduces a site specific exception for the subject lands. The proposed retained vacant agricultural parcel is proposed to be zoned with a site specific exception which prohibits the construction of a dwelling.

Respectfully submitted
County of Wellington Planning and Development Department

Jessica Wilton, Junior Planner

Curtis Marshall, MCIP, RPP
Senior Planner

THE CORPORATION OF THE TOWN OF MINTO
BY-LAW NUMBER _____.

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 01-86
FOR THE TOWN OF MINTO

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows**:**

1. THAT Schedule "A" - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 100, Con D (Minto), 6426 5th Line, as shown on Schedule "A" attached to and forming part of this By-law, from:
    - Agricultural (A) to "Agricultural Exception (A-36.118)

2. THAT Section 36, Rural Area Exception Zones, is hereby amended by adding the following new exception:

36.118 CON D PT LOT 100	Notwithstanding any other provisions of this By-law, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted.

3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.

4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

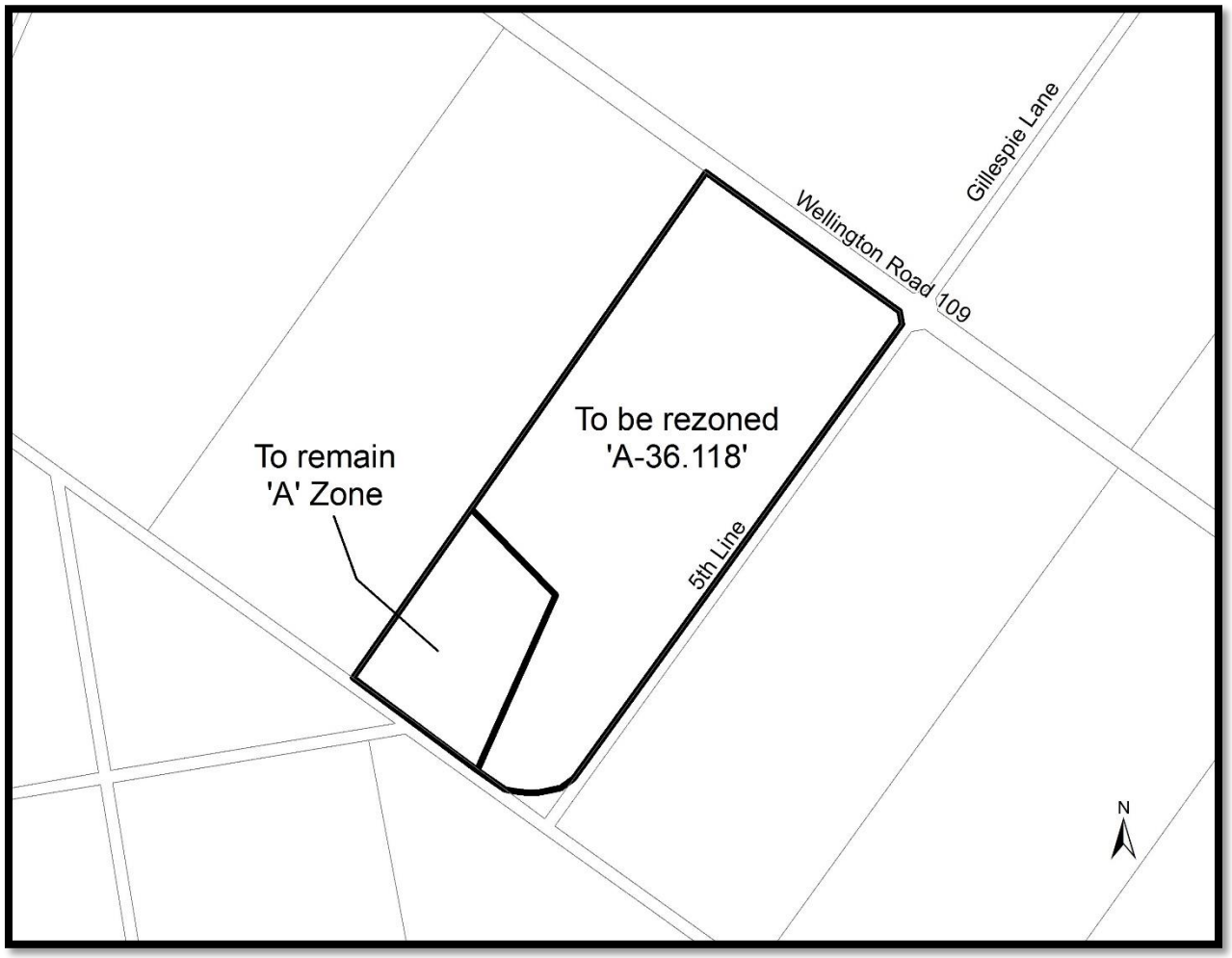
READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2018

_____. _____.
MAYOR CLERK

THE TOWN OF MINTO

BY-LAW NO_____.

Schedule "A"



Passed this ___ day of _____2018.

_____.____ _____.____

MAYOR CLERK

EXPLANATORY NOTE

BY-LAW NUMBER _____.

THE SUBJECT LAND is located on Part Lot 100, Con D (Minto), municipal address 6426 5th Line. The proposed vacant retained agricultural parcel is 32.8 ha (81 acres). The proposed severed parcel is 7.3 ha (18 acres) in size and contains an existing single detached dwelling, barns and sheds.

THE PURPOSE AND EFFECT of the amendment is to rezone the property to restrict future residential development on the proposed retained agricultural portion of property.

The Corporation of the Town of Minto
By-law 2018-09

To Amend Zoning By-law Number 01-86
For the Town of Minto

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows:

1. **THAT** Schedule "A" - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 100, Con D (Minto), 6426 5th Line, as shown on Schedule "A" attached to and forming part of this By-law, from:
   - **Agricultural (A) to "Agricultural Exception (A-36.118)**

2. **THAT** Section 36, Rural Area Exception Zones, is hereby amended by adding the following new exception:

36.118 CON D PT LOT 100	Notwithstanding any other provisions of this By-law, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted.

3. **THAT** except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.

4. **THAT** this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

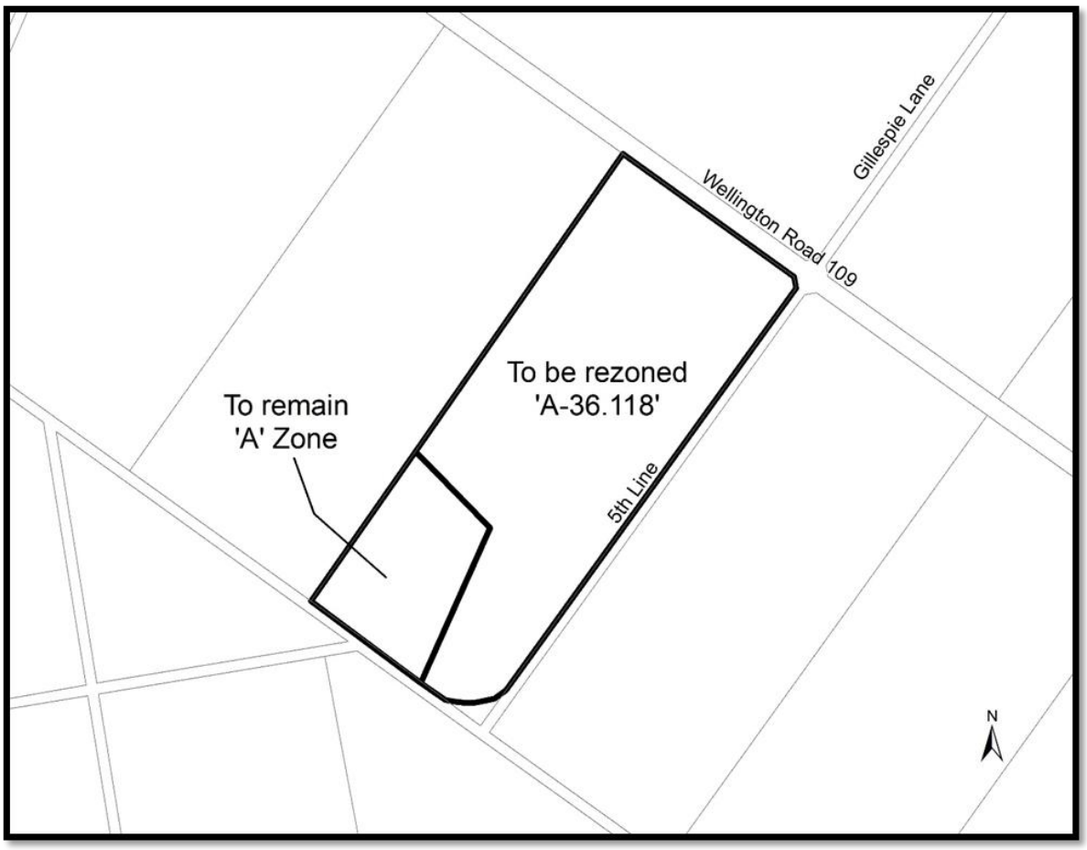
Read a first, second, third time and passed in open Council this 6th day of March, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White

Town of Minto
BY-LAW NUMBER 2018-09

SCHEDULE "A"



Passed this 6th day of March 2018.

_____. _____

DEPUTY MAYOR CLERK

EXPLANATORY NOTE
BY-LAW NUMBER 2018-09

THE SUBJECT LAND is located on Part Lot 100, Con D (Minto), municipal address 6426 5th Line. The proposed vacant retained agricultural parcel is 32.8 ha (81 acres). The proposed severed parcel is 7.3 ha (18 acres) in size and contains an existing single detached dwelling, barns and sheds.

THE PURPOSE AND EFFECT of the amendment is to rezone the property to restrict future residential development on the proposed retained agricultural portion of property.

WELLINGTON Source Water PROTECTION wellingtonwater.ca

February 1, 2018

Donna Clarkson, Source Water Protection Program Specialist
Ausable Bayfield Maitland Valley Source Protection Authority
E-mail: dclarkson@abca.on.ca

Carl Seider, Project Manager
Saugeen Valley Source Protection Authority
c.seider@waterprotection.ca

Via E-mail Only

Subject: Town of Minto 2017 Risk Management Official and Municipal Annual Reports

For reporting purposes, the Town of Minto is subject to two Source Protection Plans (based on watershed or Conservation Authority boundaries): Ausable Bayfield Maitland Valley(ABMV – Maitland Valley) Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Penisula Plan (Saugeen Valley). In 2017, all Source Protection Plans were in effect.

Under Section 81 of the Clean Water Act and Section 65 of O. Reg. 287/07, an annual report must be prepared by a Risk Management Official and submitted to the appropriate Source Protection Authority (Conservation Authority) by February 1st of each year. Under Section 45 of the *Clean Water Act*, a public body, including a municipality, must comply with monitoring and reporting policies designated by a Source Protection Plan. The attached annual municipal reports are provided in accordance with above sections of the *Clean Water Act* and the monitoring policies outlined in the effective Source Protection Plans for this municipality. These attached reports have been provided electronically as the report templates are formatted for data management purposes. The Wellington County municipalities continue to implement source protection under the Wellington Source Water Protection partnership, www.wellingtonwater.ca

In 2017, progress continued in the implementation of source protection in the municipality.
A summary of key aspects of the Risk Management Official Report and Municipal Report are provided below.

In 2017, 70 development review notices were issued per Section 59 of the Clean Water Act within the municipality. Comments were provided on one additional development review application that did not require a Section 59 notice. There were 132 Section 59 notices issued County wide and comments on 137 additional development applications County wide. The

County Official Plan was amended in 2016 to conform to the five Source Protection Plans in the County and in 2017, work began on the conformity exercise for the Town's zoning by-law. County wide, six training sessions were run for municipal staff and consultants (engineers, surveyors, planners). Overall, feedback from the training sessions were positive and we are planning more training sessions in 2018. Our Risk Management staff are well supported by the internal Wellington Source Protection Working Group which is comprised of other departmental staff from all eight Wellington municipalities including building officials, planners, water compliance staff, public works staff and Chief Administrative Officers.

Analysis continued on the threat verification data collected in previous years on agricultural, industrial, commercial and institutional properties identified as potential significant drinking water threats in the approved Assessment Reports. Inspections were conducted on 14 agricultural properties regarding prohibition. Thirty three inspections were conducted County wide in 2017. Two Risk Management Plans were agreed to in the Town and 15 are in the process of negotiation for the municipality. County wide, there were five Risk Management Plans agreed to in 2017 with 23 in progress. These numbers are expected to increase in 2018 and beyond as the focus shifts from education, outreach and threat verification to negotiating risk management plans. One Chemical Management Plan per Official Plan Section 4.9.5 is in progress for 2017.

In 2017, the Town implemented sewer use and connection by-laws as required by the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan. These by-laws were approved by Council in March 2017. Ten source protection road signs have now been installed in the Town with 21 installed County wide on municipal or County roads. Additional road signs have been installed by the Province on provincial highways.

In 2017, County wide there was a focus on the development and implementation of the source protection education and outreach program as required by the applicable Source Protection Plans. The Wellington Source Water Protection website was upgraded to make it more user friendly, create a more useable back end and to achieve easier integration with the County online mapping portal. Five new fact sheets were created for the following topics: Development Applications, Water Quantity, Residential Fuel Oil, Fertilizer, and Chemical Handling. Three newspaper ads were run in the Wellington Advertiser during the year on topics related to planning and building applications, mapping and DNAPL / hazardous waste disposal. Postcards were created to advertise the online mapping tool that helps development applicants determine if they are in a vulnerable area. Postcards were distributed via all eight municipal offices (upper and lower tier) and through all County libraries (14 locations) to target both development review applicants and the general public.

Staff participate in, and Wellington Source Water Protection is a sponsor for, the Waterloo-Wellington Children's Groundwater Festival. Staff participate on the organizing committee as

well as during the Festival to deliver presentations. The Children's Groundwater Festival is an excellent way to reach Grade 2 to 5 and high school children (and their parents) and deliver water protection messages including source protection. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. In 2017, approximately 600 children attended from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers. In 2017, a presentation was also made to a County High School environmental program on source protection.

During inspections, education material was provided directly to the proponents generally regarding the threats present, the process (RMP, prohibition etc.) and property specific mapping. This material was generally well received and found to be useful by the proponents. Similarly, material is provided to every applicant who receives a Section 59 notice, this includes fact sheets and property specific mapping. In 2017, the mandatory fuel oil education and outreach program began. It was focused in the Town of Erin for 2017 and 16 properties received mail outs with educational materials (letter, fact sheets) and a sticker with the Spills Action Centre number. Metal tags for fuel oil fill pipes were also made available, if it was confirmed that the property was on fuel oil. This program will be rolled out in other County municipalities in 2018 and beyond. In the Saugeen Valley and Maitland Valley Source Protection Areas, this program will support negotiation of risk management plans.

In 2017, staff also participated in a number of provincial working groups and commented on proposed amendments on four of the five Source Protection Plans applicable in the County.

Attached for your reference is summary table of source protection implementation for all municipalities in Wellington County (the County and seven, local municipalities). Further detail can also be found in the County of Wellington municipal reports submitted separately. For further information on the attached reports, please contact the undersigned at 519-846-9691 ext 362.

Respectfully submitted,

Digitally signed by Kyle Davis
DN: cn=Kyle Davis, o, ou, email=kdavis@centrewellington.ca, c=CA
Date: 2018.02.01 13:45:53 -05'00'

Kyle Davis
Risk Management Official

C.C.
Terry Kuipers, Michelle Brown, Bill White, Stacey Pennington, Town of Minto

Attachments (electronically)

1. Source Protection Annual Reporting Summary 2017 – Wellington County municipalities
2. ABMV RMO Template
3. ABMV Municipal Template
4. Saugeen Valley RMO Template
5. Saugeen Valley Municipal Template

WELLINGTON
Source Water
PROTECTION
wellingtonwater.ca

Source Protection Annual Reporting Summary 2017 - Wellington County municipalities

Reportables		Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Septic Inspection Program (Cumulative)	Completed	24	415	N/A	54	9	127	6	N/A	635
	Outstanding	0	6	N/A	0	0	0	0	N/A	6
	Major Remedial Action	5	27	N/A	1	1	8	0	N/A	42
	Minor Remedial Action	4	79	N/A	12	1	14	1	N/A	111
	Septic Socials	1	3	N/A	2	1	1	1	N/A	9
S59 Notices Issued		12	25	2	14	2	8	69	N/A	132
Comments on Development reviews (in addition to notices)		30	25	32	27	10	12	1	N/A	137
Inspections (Threat Verification) - Section 62		6	5	2	0	3	3	14	N/A	33
Inspections (Compliance) - Section 57 Prohibition		1	0	0	0	0	0	0	N/A	1
Inspections (Compliance) - Section 58 Risk Management Plans		0	0	0	0	0	0	0	N/A	0
RMPs	Cumulative Completed since SPP Effective Date	4	2	0	0	0	0	2	N/A	8
	Completed	1	2	0	0	0	0	2	N/A	5
	In Progress	5	1	0	0	2	0	15	N/A	23
Chemical Management Plan (Official Plan Section 4.9.5)	Cumulative Completed since OPA 98	0	1	0	0	1	1	0	3	3
	Completed	0	1	0	0	0	1	0	2	2
	In Progress	0	0	0	0	0	0	1	1	1
RMP, Development Review Templates and Business Process / Database		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	N/A
RMO / RMI Appointment		Complete	Complete	Complete	Complete	Complete	Complete	Complete	N/A	N/A
Education and Outreach		The Wellington Source Water Protection website was upgraded. Five new fact sheets including: Development Applications, Water Quantity, Residential Fuel Oil, Fertilizer and Chemical Handling (including DNAPLs). Six training sessions were run for municipal staff and consultants (engineers, surveyors, planners. Three newspaper ads on topics related to planning and building applications, mapping and DNAPL / hazardous waste disposal. Postcards were created to advertise the online mapping tool that helps development applicants determine if they are in a vulnerable area. Postcards were distributed via all eight municipal offices (upper and lower tier) and through all County libraries (14 locations). Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. Approximately 600 children attend from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers. In 2017, a presentation was made to a County High School environmental program on source protection. In 2017, the mandatory fuel oil education and outreach program began. It was focused in the Town of Erin for 2017 and 16 properties received mail outs with educational materials.								
Road Signs (not including provincially installed signs)		0	0	0	0	11	0	10	N/A	21
Emergency Management Plan		Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	1
Official Plan Update		County Complete, Local to be completed	Complete	Complete	Complete	Complete	County Complete, Local to be completed	Complete	Complete	1
ZBL Update		Ongoing	Ongoing	Complete	Ongoing	Ongoing	Ongoing	Ongoing	N/A	1
Municipal By-laws Required (Sewer Use, Connection)		N/A	N/A	N/A	N/A	Complete	N/A	Complete	N/A	3

WELLINGTON
Source Water
PROTECTION
wellingtonwater.ca

Source Protection Annual Reporting Summary 2017 - Wellington County municipalities

Reportables	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Tier 3 - Water Quantity Studies	Physical Characterization Report drafted, public consultation through Community Liaison Group, Technical work (GIS analysis and review of agricultural properties) in support of project	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	2
Provincial Working Groups	Staff participated on four provincial working groups consulting on potential provincial changes to guidance documents and / or legislation. These groups included: Non-agricultural source material / Hauled Sewage, Dense Non-aqueous phase liquids, Waste and Water Quantity.								
Review and Commenting on Source Protection Plan Amendments	None	None	None	Halton-Hamilton	Saugeen	CTC	Maitland	Maitland, Saugeen, CTC, HH	4
Provincial Reporting (Annual Reports and Grant reports)	5	5	5	6	7	6	7	8	49

Seniors' Centre for Excellence

2018 Program Updates

Town of Minto Programs

- The SCE has many programs that run in the Town of Minto including;
  - Congregate dining programs in Clifford, Harriston and Palmerston
  - Walking programs in Harriston and Palmerston
  - Line Dancing in Harriston
  - Leaf clean up and snow removal with local youth
  - Yoga in Palmerston
  - Friendship Circle in Palmerston
  - Art workshops in Harriston and Palmerston
  - Euchre in Palmerston
  - Brokered Homemaking Program
  - Special events and workshops such as International Women's Day Luncheon

Program Goals

- To engage seniors in activities that improve their overall health;
  - Loneliness is a chronic concern for seniors and feeling connected to your community is a key indicator of your overall health
  - 95% of respondents to our survey indicate that our programs help keep them connected to their community
  - Clients become aware of other services through our monthly calendar
    - Age demographics
      - 35% of clients are over 80 years old
      - 25% of clients are 75-80
      - 32% of clients 65-74
      - 8% of clients are under 65 mostly in the brokered homemaking program

Clients served in 2016/17

- Individual clients served: 847
- Units of service: 8625
- Clients can count only once as an individual, but can be counted for multiple units of service
- Clients served and units of service are determined by our funder, the Waterloo Wellington Integration Network

Seniors Active Living Centres Program Expansion

Call for proposals 2017-18

Background

- In 2017, the Ministry of Health established Canada's first stand-alone Ministry of Seniors Affairs to enable the Government of Ontario's vision of making Ontario the best place to grow up and old in North America

- Ontario's 263 Seniors' Active Living Centres, formerly known as Elderly Persons Centres are an important aspect of creating age-friendly centres that serve approximately 100,000 older adults each year

Call for Proposals

- The Ontario Government in its 2017 budget announced that it wishes to expand the Seniors' Active Living Centres by up to 40 new centres with a proposed 8 million dollar investment over the next three years
- Legislation requires a minimum of 20% of the annual cost of maintaining and operating the program
- This combination of funds can be cash, in kind or a combination thereof
- First call for proposals were submitted December 2017 with a second round of proposals due March 31, 2018

Opportunity for North Wellington

- An exciting opportunity for our three rural municipalities to once again work together to provide additional programming for seniors in our catchment area
- We know that the health of a community can no longer rely on health care alone and that a healthy community includes and values seniors
- New programs created would include a social inclusion strategy that reduces social isolation and loneliness
- Programs created would be new rather than building capacity at current programs ran by the SCE

Financial Implications

- To achieve the maximum value of the funding available for the program costs over a 12 month fiscal year is up to 50% of net annual operating cost of the program
- Therefore a municipal contribution would be required in the same amount of $42,500
- Mapleton would house the program and offer back office support and space with a value of $10,000
- Minto and Wellington North have higher number of seniors with higher participation rates and associated costs
- We ask for the other two partners would be to split the remaining $32,500

Town of Minto Contribution

- How might this $16,250 look?
  - Cash contribution $5,530
  - In kind facility breakdown
    - Clifford Community Hall weekly use value $100 x50= $5,000
    - Harriston Train Station weekly use $50x50=$2,500
    - Launch if office space one day per week $50x50= $2,500
    - Norgan Theatre monthly use $60x12= $720.00
    - Total In Kind Contribution $10,320

Fran Dawson

- My story

Next Steps

- If Town of Minto is willing to support the grant proposal then will approach Wellington North to gain their support
- Grant application will be completed if/when all municipal partners are in agreement to move forward

Questions

Comments

Suggestions

Thank You ☺

Harriston Historical Society

est. 2010

Preserving Yesterday for Tomorrow

2017 HARRISTON HISTORICAL SOCIETY ACTIVITIES

- DISPLAYS FOR CANADA'S 150TH ANNIVERSARY
- FALL FAIR
- VARIOUS DISPLAYS IN THE JOHN WEBB ROOM AT THE LIBRARY
- "HEADSTONE HUNT " CONTEST
- INSTALL HERITAGE PLAQUE FOR THE OLD TOWN HALL
- MADE AVAILABLE ALL MINTO CEMETERY TRANSCRIPTIONS
- HARRISTON STREET DAYS EVENT – DISPLAYS
- HELD A PUBLIC FORM WITH A GUEST SPEAKER ON THE TOPIC OF "HOME CHILDREN in CANADA"
- OFFER FAMILY HISTORY RESEARCH (on request)
- ON-GOING HERITAGE HOUSE PLAQUE PROGRAM
- GALLERY OPEN ON TUESDAY & SATURDAY YEAR ROUND
- MEMBERSHIP HAS INCREASED TO OVER 70
- RENEWED A 5YR RENTAL AGREEMENT WITH TOWN OF MINTO

Dear Mayor & Council,

For the March 6th Minto Council Meeting, please include a delegation from the Clifford and District Horticultural Society. As President, I have been asked to request that a sign saying "Clifford" or "Welcome to Clifford" be installed at each of the other three entrances to Clifford. The two large signs have been landscaped and planted with flowers to beautify our town and we would like to do a more modest planter or planting to welcome visitors and residents coming from the other three directions. My remarks will probably take 5 minutes, 10 minutes max if there are questions.

Regards,
Vic Palmer
Clifford & District Horticultural Society

From: AMO Communications [mailto:communicate@amo.on.ca]
Sent: February-12-18 5:26 PM
To: Bill White
Subject: AMO Policy Update - AMO Makes Submission on Policing - Bill 175, Safer Ontario Act

February 12, 2018

AMO Makes Submission on Policing - Bill 175, Safer Ontario Act

The Association of Municipalities of Ontario has made a written submission to the Standing Committee on Justice Policy concerning Bill 175, *Safer Ontario Act, 2017*.

The full submission is available here. AMO also supports the call of the Ontario Association of Police Service Boards (OAPSB) that Boards be assured access to professional advice when at the bargaining table negotiating collective agreements. AMO also supports the measures included in Schedules 2-4 which focus on oversight agencies and processes.

Ontarians pay the highest policing costs in the country. Democratically elected local officials must provide for the full range of municipal services that keep Ontarians safe and healthy. That includes, but is not limited to, the financial needs of police services across the province and the OPP's municipal mandate.

AMO encourages municipal governments to make written submissions to the Committee to reinforce the above themes and/or share other municipal concerns. A request to make an oral presentation is due February 16 by 10:00am; written submissions are due March 1 by 6:00pm. Hearing details are available here.

Areas of the bill of keen interest to municipal leaders include the following:

1. **Mandating municipalities to develop Community Safety and Well-Being Plans (Part VIII, Section 187)**

Proposed Municipal Changes:

1. Limit the scope of this mandate based on the size of a municipality or where an acute local public safety need exists.
2. Require participation of the Police Chief (or police service representatives).
3. Instead of legislation that punishes municipalities for non-compliance, encourage the development of such plans through outreach and financial support.

2. Civilianization (Use of Personnel, Part III, Section 13)

Proposed Municipal Changes:

1. Permit the civilianization of court security and prisoner transportation functions.
2. Permit the civilianization of all specific functions listed in the Bill to include corporate entities.
3. Permit the civilianization of minor property offences, directing traffic, and crime scene security.

3. Consolidation of OPP Police Service Boards and Role (Schedule 1, Part V)

Proposed Municipal Changes:

1. Provide assurance in law that all municipalities will be represented on OPP Boards.
2. Provide some greater assurance in law that powers of an OPP Board are as similar as possible to those of an own-force board.
3. The OPP Police Governance Advisory Council should establish a mechanism to receive and provide advice to the Minister of Community Safety and Correctional Services and the President of the Treasury Board with respect to the fiscal position of municipal governments to inform the government's bargaining position with the Ontario Provincial Police Association.

4. Police Service Boards (Part IV, own force)

Proposed Municipal Changes:

1. Either mandate diversity plans for both police service boards and police services or strike diversity plan requirement for boards.
2. Require in law that the provincial government expedite the appointment of its representatives to boards and in so doing, increase the diversity on a Police Service Board. This is consistent with the findings of shortcomings and delays noted by the Auditor General of Ontario's report on Public Appointments.
3. Diminish restrictions on former police officers servicing on a board to within one year of employment by a service.

5. Establishment of a Provincial Inspector General (Part VI)

Proposed Municipal Changes:

1. Supporting boards in fulfilling their function should be a mandate of this office.
2. The Inspector General should be an independent office of the Legislative Assembly.

6. Suspension without Pay (Part IX, Section 150)

Proposed Municipal Changes:

1. AMO support further amendments which ensure the ability of a Chief to maintain discipline within the police service.

7. Waterways Policing (Part III, Section 6)

Proposed Municipal Changes:

1. Provide greater legislative clarity to avoid overlap with waterways currently policed by the OPP.

AMO Contact: Matthew Wilson, Senior Policy Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

Bill 175 - Safer Ontario Act, 2017

Submission to the Standing Committee on Justice Policy

February 12, 2018

Democratically elected local officials must provide for the full range of municipal services that keep Ontarians safe and healthy. That includes, but is not limited to, the financial needs of police services across the province and the OPP's municipal mandate.

Ontarians pay the highest policing costs in the country. Most of those dollars come from municipal property taxpayers. Ontarians also pay the highest property taxes in the country. In 2015-16, per capita spending in Ontario was $362 while the provincial average across the country was $328. If spending in Ontario matched the average of all provinces, Ontarians would be $469 million richer. Those dollars could provide many of the local services that keep people safe and healthy.

Much of what has driven the cost of policing in Ontario is the legislation that governs policing. As a result, legislation that enables improvements to the efficiency and effectiveness of policing has been a key goal of municipal elected officials for many years. There are some changes in Bill 175 will advance the agenda to modernize policing, particularly with respect to oversight. But there are equally some elements of the Bill which will drive municipal costs and police budgets even higher.

The comments in this submission are focused on Schedule 1. The Association of Municipalities of Ontario (AMO) supports the measures included in Schedules 2-4 which focus on oversight agencies and processes. These measures will enhance public confident in policing and oversight.

AMO also supports the themes within the submission of the Ontario Association of Police Service Boards (OAPSB). More specifically, Police Service Boards should be assured access to professional advice when at the bargaining table negotiating collective agreements. Boards must be empowered to delegate this authority to professionals as is the case for other employers. In addition, a Board's strategic plan must also be a required factor to be considered in an arbitrator's ruling, not just adequacy standards. If a Board's strategic plan is deemed irrelevant, Boards will not be able to govern.

What follows below are some other areas of the bill that need to be amended and are of keen interest to municipal leaders:

1. **Mandating municipalities to develop Community Safety and Well-Being Plans (Part VIII, Section 187)**

Proposed Municipal Changes:

1. Limit the scope of this mandate based on the size of a municipality or where an acute local public safety need exists.
2. Require participation of the Police Chief (or police service representatives).
3. Instead of legislation that punishes municipalities for non-compliance, encourage the development of such plans through outreach and financial support.

AMO supports the objectives of Community Safety and Well-Being planning on a voluntary basis. Pilot projects where such plans have been developed have demonstrated success precisely because of the voluntary participation of all partners. AMO supports the Ministry's development of a grant program or other means that supports the voluntary municipal development of Community Safety and Well-Being plans.

However, Bill 175 compels municipalities to bring various groups to the table over which municipal councils have little or no direct control. Specifically, the Bill prescribes that participants shall include

community service representatives from LHINs, health care, education, social services, child services, an elected official, and a police service board member. A notably absent participant is anyone from the police service itself. If the purpose of such a plan is to align community and policing services to achieve public safety objectives, the police service should also be present. If other groups are to be prescribed in legislation, so too should a representative from the police service. This is a key feature of existing community safety plans.

The Bill will require Councils to provide the Minister with information respecting the preparation, adoption or implementation of a plan. However, many of the representatives listed above, are provincial employees and not municipal employees. Thus, a Council's compliance with this section of the Bill (195.1), including implementation, will not be determined by a Council or its municipal employees. An errant individual or agency, wholly unrelated to the municipality, could hold a plan's implementation and a Council hostage by choosing not to participate. Legislative direction should be given to these provincial agencies to compel their participation or the scope of the mandate should be limited.

Under the Bill, a failure to implement a plan has consequences for elected officials. It means that the Minister has the power to appoint an individual with the powers of a Council. This is contrary to democratic values and the principles of responsible government.

Finally, there are practical considerations to imposing a one size fits all mandate for all 444 municipalities. Significant staff capacity limitations exist for many communities. For example, 190 municipalities have six or less full time administrative staff, 11 municipalities have only one full time administrator.

2. Civilianization (Use of Personnel, Part III, Section13)

Proposed Municipal Changes:

1. Permit the civilianization of court security and prisoner transportation functions.
2. Permit the civilianization of all specific functions listed in the Bill to include corporate entities.
3. Permit the civilianization of minor property offences, directing traffic, and crime scene security.

The ability to reduce costs is incumbent, in part, on ensuring officers are performing the critical public safety functions which require a sworn, armed officer. AMO supports the involvement of other public safety personnel to deliver public safety services. AMO's Policing Modernization Paper stated:

> "A safe and secure community depends on multiple organizations and professions, not just the police. Security is built upon a broad safety and security web including private security, local health professionals, community groups, and municipal, provincial and federal government agencies. It is the effective functioning of this web which will deliver better, more efficient and effective public safety outcomes, not just police."

For examples of how the security web operates, one can look to the 2010 Vancouver Olympics or Ontario's hosting of the 2015 Pan American Games. A new model of policing will incorporate the growth and presence of private security, the growing involvement of social service and health care workers, and agencies with appropriate civilian oversight and governance. To that end, AMO

supports the public safety functions listed in Bill 175 which could be provided by non-police personnel.

However, additional functions should also be listed. They include: ground services for missing persons, some types of minor property offences like break-ins or vehicle theft (not in progress), directing traffic, and crime scene security. The government's intent on delivering civilianization should be clarified with these additions and the accompanying permissive regulations.

3. Consolidation of OPP Police Service Boards and Role (Schedule 1, Part V)

Proposed Municipal Changes:

1. Provide assurance in law that all municipalities will be represented on OPP Boards.
2. Provide some greater assurance in law that powers of an OPP Board are as similar as possible to those of an own-force board.
3. The OPP Police Governance Advisory Council should establish a mechanism to receive and provide advice to the Minister of Community Safety and Correctional Services and the President of the Treasury Board with respect to the fiscal position of municipal governments to inform the government's bargaining position with the Ontario Provincial Police Association.

Bill 175 would reduce the number and consolidate all existing OPP community policing advisory committees (non-contract or Section 5.1) and OPP police service boards (contract or Section 10) into one board per OPP detachment. In effect, this would eliminate nearly 100 OPP boards. The composition of OPP detachment boards shall be provided for in regulations. The functions of a board shall be the same as for other police service boards and shall continue to include the selection and monitoring the performance of the detachment commander. The detachment commander shall be responsible for the development of a "local action plan" (comparable to the strategic plan for other boards) and "consult" with the detachment board in its development. Similar to other boards, budget disputes between a council and a board would be referred to arbitration.

The elimination of nearly 100 OPP boards will put much more distance between a community, its board, and the police. Policing is fundamentally local. This proposal creates a significant logistical challenge. Detachment boundaries should not be the starting point for determining board boundaries. The importance of giving all municipalities a voice in policing needs to be emphasized, especially considering the public dollars which councils seek from the public to provide policing services. To that end, any consolidation of Boards should be done in a manner that provides for the representation of all municipal councils and regulations should prescribe how differences in service levels (and costs) between communities will be managed.

In addition, an OPP Police Governance Advisory Council would be established to advise the Minister on the responsibilities of the Commissioner. This proposal touches on recommendations made by AMO's Policing Modernization Paper related to establishing such a body. The Governance Council should also include the mandate to provide the Minister of Community Safety and Correctional Services and the President of the Treasury Board with advice regarding the fiscal position of municipal governments to inform the government's bargaining position with the Ontario Provincial Police Association.

4. Police Service Boards (Part IV, own force)

Proposed Municipal Changes:

1. Either mandate diversity plans for both police service boards and police services or strike diversity plan requirement for boards.
2. Require in law that the provincial government expedite the appointment of its representatives to boards and in so doing, increase the diversity on a Police Service Board. This is consistent with the findings of shortcomings and delays noted by the Auditor General of Ontario's report on Public Appointments.
3. Diminish restrictions on former police officers servicing on a board to within one year of employment by a service.

In the context of the heavily prescribed police service board composition (municipal elected officials, provincial government appointees, and one council appointee), in effect, the applicability of a diversity plan would only apply to a council's sole community representative appointee. Therefore, this is not an effective means to broaden the diversity of boards. Elected municipal councils are entrusted with making a broad range of appointments to a long list of bodies already, including police service boards.

Expedited provincial appointments to police service boards would greatly improve governance, increase diversity, and maintain quorum. Legislation should establish minimum standards on the timeliness of provincial appointments.

The limits on former police officers serving on boards are unnecessarily restrictive and infringes on their rights as private citizens. Such limits should be eliminated after one year.

5. Establishment of a Provincial Inspector General (Part VI)

Proposed Municipal Changes:

1. Supporting boards in fulfilling their function should be a mandate of this office.
2. The Inspector General should be an independent office of the Legislative Assembly.

One of the primary roles prescribed in legislative seems to be devoted to monitoring and inspecting boards. The role should also include supporting boards in fulfilling their mandates including the development of strategic plans, determining new OPP police service boards' composition, supporting the expedited appointment of provincial appointees, and supporting mandatory board training programs.

6. Suspension without Pay (Part IX, Section 150)

Proposed Municipal Changes:

1. AMO support further amendments which ensure the ability of a Chief to maintain discipline within the police service.

It is unlikely that the suspension without pay provisions in Bill 175 will meet the public's expectations of equity and fairness. Chiefs have expressed concerns with the restrictiveness and limitations of the suspension without pay provisions, AMO urges further action in this regard.

7. Waterways Policing (Part III, Section 6)

Proposed Municipal Changes:

1. Provide greater legislative clarity to avoid overlap with waterways currently policed by the OPP.

As written Bill 175 will expand requirements for all municipalities to build waterways policing capacity. This represents an unnecessary duplication of service with potentially significant cost implications.

Conclusion

In the words of Justice Stephen T. Goudge, QC who authored a paper on the future of policing: "Police services must adapt if they are to improve the effectiveness and efficiency with which they deliver safety and security." Municipal leaders are seeking legislative change that promotes the effective and efficient delivery of public safety and policing into the future.

A multitude of services are needed to build safe and healthy communities. Local elected officials and municipal governments must oversee the financing and delivery of many services that Ontarians rely on everyday. This includes policing indirectly, among others. The contributions of the Association of Municipalities of Ontario and local elected officials are from this broader context. This is the time to look at the fundamentals upon which police services have been built, and lay the foundation for long-term sustainability and quality delivery into the future.

www.svca.on.ca

GreenSideUp

NEWSLETTER Issue 14 Winter 2018

1078 Bruce Rd. 12
Formosa ON
N0G 1W0
519-367-3040
publicinfo@svca.on.ca
www.svca.on.ca

Saugeen Conservation is a proud member of

Conservation Ontario is the umbrella organization for all 36 Conservation Authorities across Ontario.

Working together to keep our future green!

Planning to build or expand?

Thinking about digging a pond?

Please call us first!

519-367-3040 x243
planning@svca.on.ca

Time to Think Trees!

Contact us for information on our 2018 tree planting program. There are some great incentive programs available through the 50 Million Tree Program.

Ask us about tree planting services, species information, the Managed Forest Tax Incentive Program (MFTIP), and more!

Contact forestry@svca.on.ca or call us today.

SVCA's Annual General Meeting

The Annual Meeting of Saugeen Conservation took place on Jan.16th, 2018. Welcome back Luke Charbonneau (Town of Saugeen Shores) as Chair of Saugeen Conservation, as well as Dan Gieruszak (Municipality of Brockton) as 1st Vice, Maureen Couture (Municipality of Kincardine) as 2nd Vice, and Kevin Eccles (Municipality of West Grey), as a Member-at-Large.

Many thanks to all those who attended and brought greetings on behalf of municipalities, organizations and partners.

Watershed Checkup

Staff has been working hard gathering important data over the past five years to provide a snapshot of our watershed health. A total of four parameters have been graded consisting of forests, wetlands groundwater quality and surface water quality.

Within the Saugeen Watershed jurisdiction, report cards will be completed for each major subwatershed. Electronic copies will be available at the end of February. Keep your eyes peeled!

A November Visitor

This past November, staff welcomed a student from Mexico through the Walkerton Rotary Club Exchange Program.

Denisse Inman took Environmental Engineering in her home country and is working on her Master's Program. She worked with SVCA's Water Quality Specialist, Shaun Anthony, sampling groundwater aquifers, measuring groundwater levels and sampling surface water.

Lieutenant Governor Visits Stoney Island Conservation Area

The Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario, was at Saugeen Conservation's very own Stoney Island Conservation Area, north of Kincardine, to formally open a new Canada 150 Trail on Tuesday, January 16th.

The Kincardine Cross-Country Ski Club looks after the management of this Conservation Area. They are instrumental in areas such as trail development, grant research, the coordination of volunteers, etc.

Following the ceremony a crowd of keen students converged on the new trail system on skis and snowshoes ready to check it out!

Another Dam Removal in 2017

Saugeen Conservation is pleased to announce the removal of the 5th dam within the Saugeen River Watershed this past summer and fall.

Staff, volunteers, the Department of Fisheries and Oceans, Municipality of Grey Highlands, Stewardship Grey Bruce, the Ministry of Natural Resources and Forestry, the Great Lakes Guardian Community Fund and the Saugeen Valley Conservation Foundation all contributed to the funding. Happy Trout, a chapter of Trout Unlimited Canada, and the Markdale Rotary Club were also involved. Together - *we made it happen*!

Volunteers and the organizations listed above were also instrumental in naturalizing the channel after project completion.

Camping Fever - Is it Spring Yet?

Thinking of those warm, sunny days lounging around the campsite? Our on-line system is available to serve you. Choose the campground of your choice: Saugeen Bluffs, Brucedale or Durham Conservation Areas.

Book your reservation with us today!
www.saugeen.goingtocamp.com

Horsin' Around at Saugeen Bluffs

The recent addition of horse camping at Saugeen Bluffs Conservation Area has been a real hit! Come bring your horse, ride the trails, check out the event ring, visit the park store, or simply sit by the fire and relax!

We also offer various clinics throughout the season. Visit our website for more information and book your campsite today.

Legends of the Great Swamp

'Legends of the Great Swamp' tours will be offered once again this year, due to popular demand. The next tours are scheduled for April 28th and June 9th. Book now as spaces are limited. Register at Eventbrite today. www.eventbrite.ca

Stay tuned for more great adventures of the watershed!

DEPARTMENT EXTENSIONS: Environmental Planning #234 • Forestry #233 • Communications #229
Conservation Education #237 • Stewardship Services #235

Got A Question?

Give us a call at 519-367-3040 or email us at publicinfo@svca.on.ca
www.svca.on.ca

RESOLUTION

The Council of the Corporation of the City of Cornwall

Resolution number: 2018-01
Date: January 22, 2018

Ask Ontario to Better Promote and Support Remediation of Contaminated Properties in Urban Centres

WHEREAS Communities across the province have many abandoned and polluted former dry-cleaning and gasoline-dispensing sites that are concentrated in downtowns and high traffic areas such as street corners;

Communities across the province are struggling to redevelop and revitalize those sites but are severely challenged in their efforts due to the cost of revitalization and the risk of encountering unforeseen contamination that is beyond that anticipated to be present in identified brownfield sites;

The financial resources available to developers through CIP programs are stretched to the limit, and steep up-front costs reduce the attraction of tax-increment funding policies, which are in fact taxpayer-funded mechanisms whereby residential ratepayers pay for the remediation of commercial properties;

Under current property assessment rules, commercial property owners who contaminate their own properties are able to appeal and receive a lower assessment based on that contamination;

In many instances, a corporation responsible for the degradation of a site abandons the site and moves to a new site within the same municipality, without assuming any financial responsibility for cleanup, and with lower taxes on the abandoned property due to the contamination;

It is necessary to take legislative action to spur intensification and remediation of brownfield sites that occupy valuable urban spaces in the hearts of many communities;

A comprehensive and progressive polluter-pay environment should include policy tools at the provincial and municipal levels that can be used to require a party responsible for introducing contaminants into a shared municipal space environment to remediate that contamination.

THEREFORE, we request the Ontario Government to implement reforms that would encourage the remediation of abandoned contaminated properties and that would provide municipalities with more tools to encourage that remediation, including,

1. Amendments to the *Environmental Protection Act* that extend the circumstances under which a record of site condition is required in respect of a contaminated site, or that otherwise require the remediation of abandoned contaminated properties; and

2. Amendments to the *Municipal Act* that enable municipalities to levy taxation on abandoned properties at rates high enough to encourage remediation and build the resources for effective tax-increment funding programs.

I, Manon Levesque, City Clerk for The Corporation of the City of Cornwall, do hereby certify that the above is a true copy of Resolution Number 2018-01 enacted by Council on Monday, January 22, 2018.

Manon Levesque
City Clerk

MARCH 2018

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

MAR 02 & 09: PARENTS'N'TOTS SKATE
1:30-3:30 pm

MAR 03: CLIFFORD FOODGRAINS BONSPIEL

MAR 04: SKATING CLUB CARNIVAL, **6:30 pm**

MAR 06: MASS REGISTRATION, Community Hall, **6:30-7:30 pm**

MAR 07 & 14: FREE ADULT SKATING
7:00-8:30 pm

MAR 20: CRA APRIL NEWSLETTER DEADLINE

MAR 27: HORTICULTURAL SOCIETY MEETING
Community Hall, **7:30 pm**

Visit **town.minto.on.ca** website **>Facilities Calendars** and click on the **Clifford Arena & Community Hall** for up to date online booking and scheduling.

Clifford Skating Club

presents

A Splash of Colour

Sunday, March 4, 2018
6:30 pm
Clifford Arena

Admission by Donation

MASS REGISTRATION

Tuesday,
March 6
6:30-7:30 pm
CLIFFORD COMMUNITY HALL
Baseball, soccer, swimming, library and other programs.

FREE ADULT SKATING

Wednesday, 7:00-8:30 pm

March 7 and 14 sponsors are Clifford Firefighters' Assoc., and Rob Carere Flooring

PARENTS, TOTS'n'SENIORS SKATE

Fri., March 2 & 9
1:30 to 3:30 p.m.
(sponsored by the Clifford Firefighters Assoc.)

APRIL 2018

CRA Newsletter Deadline

is Tuesday, MARCH 20th. randy@ruetz.ca
Please include complete information: event name, date, time and contact information.

Clifford Food Grains BONSPIEL

March 03, 2018

Still some spots left. Entry fee for each team is $120.00.

Start times are 8:30 and 10:30 am.

Lunch Included & Meat Prizes & 2 Games

Contact *Lorne Underwood* to register your team.

519 392 8573, lorell@wightman.ca or for more info.

Clifford and District

Horticultural Society Meeting

March 27th, 7:30 pm

Clifford Community Hall (small room)

Guest speaker

Telfer Wegg

...will be speaking on Scenic Grey Bruce

Join us at the...

CLIFFORD LIBRARY!

BEDTIME STORIES (all ages) Wed., Mar. 7-11, 6:30-7:00 pm. Wear your PJs. Drop in. Quiet evening story time for families.

EVENING BOOK CLUB (adult), 2nd Thursday of each month 6:45-8:00 pm. Mar. 8, discussing *"Boys in the Boat"* by Daniel Brown. Please register. All welcome.

CARNEGIE CAFÉ PAPER CRAFTING (adults) Mar. 21, 2:00-3:30 pm. Easter papercraft gifts for your friends and family. Please register.

TWEEN CLUB (pre teens) Wed., Mar. 28, 6:45-7:15 pm

MARCH BREAK at the LIBRARY!

Tuesday, March 13, 3:00-4:00 pm... PAPER CRAFTS (gr. JK-6)
Thursday, March 15, 3:30-4:30 pm... UPCYCLING (gr. JK-6)
Friday, March 16, during Branch hours... MAKE & TAKE (all ages) Drop in to make a festive St.Patrick's Day button! One button per person.

PERFORMER!
***Puppets Elora*: Wish Fish (gr. JK-6)**
Wednesday, March 14 at 2:30 pm

For more information about Wellington County Library programmes, please call the Clifford Branch (519) 327-8328 or visit www.wellington.ca/library

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TEEN VIDEO CONTEST:

WHAT DOES DISTRACTED DRIVING MEAN TO YOU?!

One video. One message. Countless lives saved.

Create a video — 60 SECONDS OR LESS — about distracted driving: the hazards, the consequences, how to avoid it
... whatever is important to YOU!

Deadline is **April 18, 2018**

Open to ANY resident in Wellington County, 19 years old or under!

Municipal prize — $75.00
County prize — $225.00

Everyone who submits a video will receive 8 VOLUNTEER HOURS.

See Contest Rules at...
http://wellington.safecommunities.parachutecanada.org/documents/

KIDS!

CLIFFORD COMMUNITY KIDS CLUB:
Thursdays 6:45-8:00 pm
Clifford Community Centre

KID'S WORSHIP EVENT:
Third Saturday of month, 10 am—1 pm
Knox United Church

Come join us!

EUCHRE or SOLO

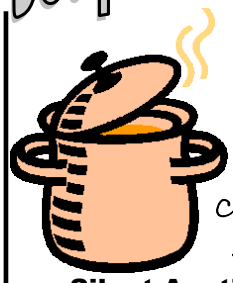
*$3.00/evening * Lunch Provided*

7:30 p.m. Clifford Community Hall (small

- March 5, 19
- April 2, 16, 30
- May 14, 28
- June 11, 25

Every two weeks until May.

Soup & Sandwich Luncheon



Wednesday, April 11, 2018

11:30 am to 1:30 p.m

Clifford Community Hall

$10.00 at the door

Come and enjoy lots of homemade soups, sandwiches and desserts!

Silent Auction and Bake Sale as well!

Wheelchair accessible ♦ Proceeds to...
Harriston Minto Cancer Society and **St. John's Lutheran Women's Missionary League**

For more info call: Eleanor Litt (519) 327-8983;
Janice Fisher (519) 665-7695; or Marion Pfeffer (519) 327-8524

2018 **MARCH** MONDAY

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	01	02
Ontario Waterloo Wellington Local Health Integration Network Mapleton SENIORS' CENTRE for EXCELLENCE	ASH - Arthur Seniors Hall CUC - Clifford United Church DRC - Drayton Reformed Church KPC - Knox Presbyterian Church CNRA Clubhouse-Palmerston Lib - Library	MFPC - Mount Forest Pentecostal Church PUC - Palmerston United Church VON - SMART 392 Main St North Mount Forest PMD - Drayton Arena	9:00 Palmerston & Drayton Walking - Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC **1:00 Shuffleboard - PMD** 2:00 Hooks & Needles- Arthur Library 3:15 SMART Exercise - VON Mt Forest 6:00 Arthur Writer's Group - Arthur Library	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 9:00 Harriston Walking - Arena 9:00 SMART Exercise PUC 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 1:00 Bridge - Arthur Seniors Hall
05	06	07	08	09
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - PUC -$5. per class 10:00 Line Dancing - Harriston Arena -$3. per class	**Good Food Box Payment Date** 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC	9:00 Palmerston & Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 1:00 Games Afternoon - Mt Forest DSP 7:00 Bereavement Group - Birmingham Retirement Community - Coping with Guilt	9:00 Palmerston & Drayton Walking - Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall **11:00 International Women's Day - Palmerston United Church** 11:00 Harriston Exercise- KPC **1:00 Shuffleboard - PMD** 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 9:00 Harriston Walking - Arena 9:00 SMART Exercise PUC & CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC **12:00 Drayton Dining-Home Safety** 2:30 Carnegie Cafe - Harriston Lib-Mercy Ships
12	13	14	15	16
9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - Palmerston United Church - $5. per class	**Good Food Box Drop Off Date** 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest	9:30 Palmerston Shuffleboard-Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC **12:00 Palmerston Dining-Lyndsay Thomas Morgan - Irish and other music** 1:00 Games Afternoon Mt Forest DSP 2:00 Art Workshop - Harriston Library $5.00	9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 2:00 Hooks & Needles - Arthur Library 3:15 SMART Exercise - VON Mt Forest	9:00 SMART Exercise Clifford United Church 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC **12:00 Clifford Dining-Hardy Lee Funeral Home - Are you Ready?** **1:00 Shuffleboard - PMD**
19	20	21	22	23
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - Palmerston United Church -$5. per class	9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 Arthur Walking - Arena 10:15 SMART Exercise PUC 10:30 Golden Hearts Luncheon - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston & Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 1:00 Games Afternoon - Mt Forest DSP 2:00 Art Workshop - Palm Lib $5.00 per class 2:00 Cards & Games $2 - CNRA	9:00 Palmerston Walking - Arena 9:30 Arthur Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC **1:00 Shuffleboard - PMD** 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC & CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC
26	27	28	29	30
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - Palmerston United Church -$5. per class 2:00 Carnegie Cafe -Drayton Lib - Armchair Travel	9:00 SMART Exercise Palmerston United Church 10:15 SMART Exercise Palmerston United Church 10:30 Friendship Circle - Mount Forest Pentecostal Church 11:00 Harriston Exercise- Knox Presbyterian Church 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:30 Arthur Walking - Arena 10:00 Friendship Circle -PUC 1:00 Games Afternoon - Mt Forest & DSC **12:00 Harriston Dining- OPP Bicycle Unit - OPP Laura Gromeder**	9:00 Palmerston Walking - Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- Knox Presbyterian Church **12:00 Arthur Dining - Jack Financial - Income Tax Tips and more** 3:15 SMART Exercise - VON Mt Forest	

March 2018 Seniors' Centre for Excellence

Shuffleboard Try It and Registration Thursday, March 1st 1-3 PMD Arena –Come on out and try your luck at this fun and social sport. This afternoon is for you to try out the four brand new shuffleboard courts and to register to play in the league. This is the first year for the league, so all fees are waived. League play will begin the following Thursday from 1-4 p.m. If you have any questions please contact the Mapleton Shuffleboard Coordinator, Donna at 519.638.0888 or donnahirtle@gmail.com.

Arthur Writers Group Thursday, March 1st @ 6 p.m. Arthur Public Library, lower level; Doris Cassan will facilitate this writing group that will meet the first Thursday of the month. If you like to write fiction, short stories, poems or memoirs, this is the group for you. Please email Arthur.writers@outlook.com or call Doris at 519.848.2019 for more information or to register. FREE!

International Women's Day Luncheon, Thursday, March 8th 11-1 p.m. Palmerston United Church Please join us on International Women's Day Luncheon. Learn about two different female-led charitable organizations that have made positive changes in their communities. Speakers are Sharon Lewis from 100 Women Who Care and Janice Benson & Brenda Rawlins from The Raw Carrot. A delicious soup and sandwich luncheon will follow the presentations. The lunch is free of charge but we are asking that you consider making a goodwill donation to the Guelph-Wellington Women in Crisis Rural Support Program. Please register by calling 519 638 1000

Walking Groups All you need is a pair of indoor shoes, a bottle of water and the desire to improve your fitness level. All are held at your local arena. Check your calendar to see the times and days for your community. Keep your money in your pocket, these are all free!

Living with Loss: Wednesday, March 7th @ 7 p.m. Birmingham Retirement Community, Mount Forest @ 7-9 p.m. This month's topic is "Coping with Guilt". This free peer-support group is for adults grieving the death of a loved one, meetings will be held on the first Wednesday evening of each month. Come and connect with other people who are grieving, have an opportunity to share your thoughts and feelings and hear new perspectives and coping strategies. Registration is suggested but not required. For more information please call 519.603.0196.

Art Workshop: Wednesday, March 14th @ 2 p.m. Harriston Library- Donna Hirtle will bring out your artistic flair. Crepe Paper Products. $5 per person.2nd Wed of each month. Please call 519 638 0888

Cards and Games Afternoon Wednesday, March 21st CRNA building Palmerston @ 2p.m. - Cost is $2 - all playing abilities are invited.

Art Workshop Wednesday, March 21st Palmerston Library @2 p.m. - Donna will bring out your artistic flair. Crepe Paper Products. Cost is $5. 3rd Wednesday of each month Please register at 519.638.0888

Friendship Circle; each Tuesday Mount Forest Pentecostal Church 10:30-11:30 a.m. -this coffee group takes place each Tuesday morning @ 259 Fergus Street South. On the 3rd Tuesday the Golden Hearts host a wonderful luncheon with speaker. A great venue to learn about other community events and health programs available in Mount Forest and surrounding area.

Friendship Circle Wednesday March 28th, Palmerston United Church @ 10:00-11:00 a.m.–Last Wednesday of the month, the coffee and the conversation flow with this group. This friendly group welcomes anyone who is interested in chatting while enjoying a cup of hot coffee or tea and a delicious cookie or two. **FREE**

CONGREGATE DINING PROGRAMS 12:00pm – 2:00pm.

People of all faiths welcome! Presentations are free and begin at 12:30pm; Come for lunch for just $12.
Please register by calling 519-638-1000 or toll free 1-866-446-4546.
If the buses in North Wellington don't run our programs are cancelled.

Drayton Reformed Church, Friday, March 9th 12 p.m. "Home Safety" Laura Greenway from Right at Home Canada shares some easy and effective ways to make your homes as safe as possible.

Palmerston United Church, Wednesday, March 14th 12 p.m. " Irish Eyes are Smiling" join Lyndsay Thomas Morgan as he provides some of your favourite songs, a selection of Irish songs and he takes requests. Please feel free to wear Green to celebrate St Patrick's Day

Clifford United Church, Friday, March 16th 12p.m. "Are You Ready?" Join Hardy Lee Funeral Home Directors Wendy and Allan, Wendy Smith, Rev. Jessica Cotrell from the Harriston United Church, Mark TarBrush a lawyer and a representative from the Advanced Care Planning project for an informative discussion on preparedness for end of life. Bring your questions and the experts will have the answers.

Harriston Legion, Wednesday, March 28th 12 p.m. "OPP Bicycle Unit"-join officer Laura Gromeder from the OPP Bicycle Unit. Learn about the training required to join the bicycle unit and how these bikes are used at community events to increase visibility and allow the police to access public parks and trails that police cruisers cannot access.

Arthur United Church, Thursday, March 29th 12 p.m. "Income Tax Tips and Estate Planning" Jason from Jack Financial will explain the pros and cons of reverse mortgages, share tax tips, as well as estate planning decisions and the potential financial implications to your beneficiaries.

CAUTION; WINTER WEATHER AHEAD! Just a reminder, our programs will not run if the school buses in North Wellington have been cancelled. Please check your local radio station, call Norwell District High School at 519.343.3107 and push 600 to hear the status of school buses in North Wellington, or if you're online visit www.stwdsts.ca. This cancellation policy will apply to all programs scheduled for that day.

Do you need information about the services available to support you in your home?
Please call us at 519.638.1000, Toll Free 1-866.446.4546 – we'd be happy to help!

The Seniors' Centre for Excellence presents

International Women's Day Luncheon

An opportunity to showcase female-led organizations and celebrate all that women do to help our communities thrive.

Guest Speakers: Sharon Lewis, 100 Women Who Care
Janice Benson & Brenda Rawlings, The Raw Carrot

Thursday, March 8, 2018 from 11:00am-1:00pm
Palmerston United Church (215 James Street)
Soup and sandwiches will be provided
To register, please call The Seniors' Centre for Excellence at 519-638-1000

A goodwill donation will be collected at the door to support the Guelph-Wellington Women in Crisis' Rural Support Program

the RAW CARROT peeling for change

Mapleton

NORTH 4 YOUTH

100 Women Who Care Guelph

RECEIVED FEB 2 8 2018

42 George St N
Feb 28/18

Minto Councillors:

We hope you will take the recent flooding on George Street into consideration before deciding to sell land abutting the flood pond.

Clearly Minto may need the land to enlarge the present pond since the present drainage system is not working effectively.

Max & Joyce Price

Land for flood mitigation is not surplus

Dear Editor:

At the February 20th Council Meeting, Town of Minto Councillors voted to begin the proceedings to dispose of land that currently abuts a retention pond behind George Street North in Harriston. The intention is to sell the land to allow the addition of up to four units in a proposed townhouse development.

Ironically, while Council was in that meeting making the decision to dispose of land that once was deemed necessary and useful for stormwater and flood management, several houses on George Street North were taking on water in basements due to the rain event and a drain system that had been overwhelmed – for the second time in nine months. Sadly, some had just finished repairing the damage from the June 2017 flooding event. Earlier, students walking home from Minto-Clifford Public School on the designated walking path were turned back for their general safety.

On March 6th, Council is preparing to officially declare land once previously slated as flood retention pond as surplus to sell to be developed. One definition of surplus land is land that is not currently needed to support the existing development and may not contribute value.

We strongly feel that in light of the recent and previous flooding events, the impact on existing and future taxpayers and the general risk of public safety, Council should postpone declaring the land surplus until it can be properly investigated that the land is not part of the solution for future flood management and mitigation. Consider the value the land holds to the Municipality if increasing the size of the retention pond to the fullest capacity, slows the water draining into the overwhelmed systems and spares the neighbourhood of further future devastation. Minto Council - if you vote to declare the land as surplus on March 6th, you are washing one potential solution down the drain, unlike the flood waters that have no place to go.

Rolf and Kerri Schuttel
Harriston, ON

TOWN OF MINTO

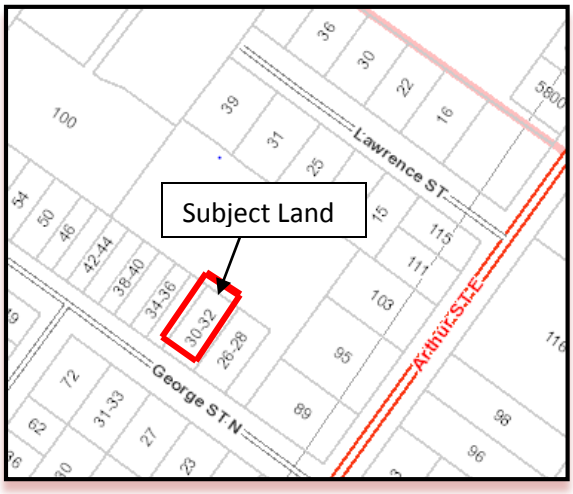
DATE: February 28, 2018
REPORT TO: Deputy Mayor Faulkner and Members of Council
FROM: Michelle Brown, Building Assistant
SUBJECT: Part Lot Control Exemption –Metzger George Street N. Pt. Pk. Lot 5, Parts 1 & 2 Plan 61R-21255, Harriston

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably.

BACKGROUND



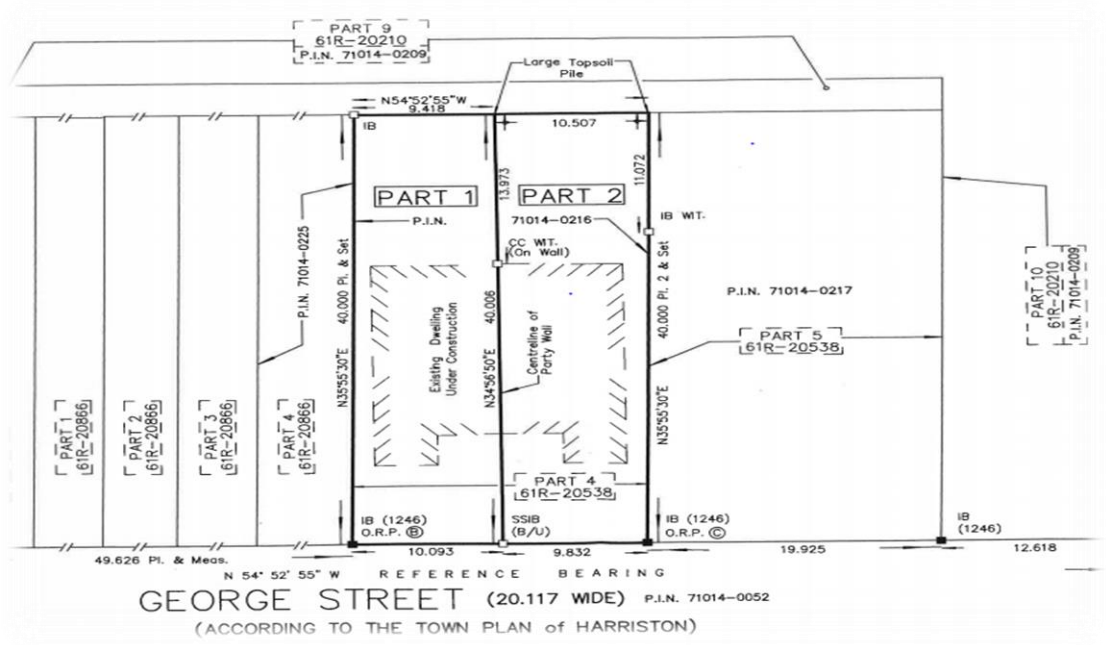
The subject property contains a semi-detached homes proposed to be separated into two separate parcels. The homes are south of the proposed townhouse development recently subject of minutes of settlement.

The semi-detached homes have about 19.5 metres of frontage on George Street and have +/-40 metres of depth. The separate lots proposed are shown in the reference plan of survey shown below.

The Official Plan Designation is Residential Area; current zoning is R2 (FF1) Medium Density Residential with a flood fringe overlay. The Conservation Authority signed off at the building permit stage. Permits have been issued for the subject property and construction occurred generally in accordance with approved building setbacks as required in the R2(FF1) zone.

The lots were serviced during George Street reconstruction in 2015. The developers paid for installation of laterals and pavement restoration at the time of building permit. Final inspection of the two lots is pending; driveways are installed and finished grading can be established when weather permits.

The request is for Council to adopt a by-law to remove part lot control to allow reconfiguration of the lots and legally split the parcel into two separate lots with distinct and separate ownership.



COMMENTS:

The procedure to remove part lot control, under the Planning Act, temporarily sets aside requirements that prohibit sale of part of a lot or block of lands without a consent application. The by-law sets a time period within which the land transfers to create the lots can occur. After the by-law expires, the normal requirements of the Planning Act apply and a severance to transfer land would be needed. This process is common with new construction of semi-detached units or town houses where the building is constructed prior to determining the lot line.

The Town had passed by-law 2016-037 in May 2016 to allow separation of two adjacent semi-detached units. After some discussion whether part lot control would apply on these lots the County did authorize the by-law. If Council approval part lot control being removed for these lots, County approval is again required.

FINANCIAL CONSIDERATIONS:

The applicant has paid the applicable fees for the Part Lot Control Exemption Application.

RECOMMENDATION:

That Council receives the report from the building assistant dated February 28, 2018 regarding the Part Lot Control Exemption Application Metzger George Street N. part of Park Lot 5, Parts 1 & 2 Plan 61R-21255, Harriston and considers passing a By-law in open session.

Michelle Brown
Building Assistant

TOWN OF MINTO
DATE: March 01, 2018
REPORT TO: Mayor and Council
FROM: Terry Kuipers, C.B.O
SUBJECT: Wrighthaven Homes Request for Model Unit – Lot 22

STRATEGIC PLAN:

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably

BACKGROUND:

Council will recall that on the February 20, 2018 a resolution was passed authorizing staff to enter into a Model Home Agreement with Wrighthaven Homes to allow for the construction of a Model Home on Lot 10 shown in yellow below

Due to the higher than anticipated interest in the subdivision, the Building has requested an additional Model Home on Lot 22 within the Creekbank Meadows Subdivision in Palmerston shown in red on the map.

The Town policy allows for up to 4 Model Homes to be constructed on a subdivision of the size Creekbank Meadows. Staff's suggestion to the Builder was to request up to 4 Model Homes in total, to avoid construction delays, as well as to reduce the amount of times returning to Council with the same request.

The Town has a signed subdivision agreement with the developer, and retains the securities outlined within the agreement. The developer is close to final Subdivision Approval, and has installed the

base of the road and services to the 38 units within phase 1. Connections to the Sanitary and Water mains on Main Street East have not been completed to date, due to the time of year. The proposal is to connect to these mains once the frost is out of the ground. The timing of this is favourable to the Town, as it allows for a better quality of road repair opposed to attempting the connections in the winter month.

The construction of model homes allow the developer to start construction on committed units or for marketing/advertising purposes before the County issues final approval to allow the subdivision plan to be registered on title to legally create the lots. Based on the previous agreement and this draft agreement, this creates a situation where up to five homes are located on one lot except that model homes cannot be occupied as a dwelling unit until the lots are legally created.

The attached model home agreement allows for the homes to be built without full services so they are not habitable. The Developer will need to make sure the homes comply with setbacks, grading and other requirements so that when the draft plan is registered they can become part of the subdivision and can be habitable. Security of $5,000 per model unit would be retained to remove or relocate the model homes if the draft plan is not final by July 1, 2018.

COMMENTS:

Staff is satisfied the model home agreement protects the Town's interest. As an added measure of protection, the Town holds the securities for Phase 1 of the subdivision. This provides added protection to the Town that progress towards final plan registration will be made. As part of the Building Permit submission, the Builder is required to submit a site/grading plan completed by an engineer or surveyor which will demonstrate the proposed model home will comply with the setback requirements on when the lots are legally established. Prior to the release of the deposit and issuance of the final Building Permit, the agreement contains provisions requiring the Builder a surveyor verify the location of the model on the newly created lot.

FINANCIAL CONSIDERATIONS:

The Town's financial interests are protected by the Model Home Agreement and proposed subdivision agreement.

RECOMMENDATION:

That Council receives the Chief Building Official's report dated March 01, 2018 report Wrighthaven Homes Request For Model Unit – Lot 22 and approves up to 3 additional model homes on the subdivision subject to the Builder signing a model home agreement in the form attached to this report and providing security in the amount of $5,000 per unit prior to a conditional building permit being issued by the Chief Building Official for the Town.

Terry Kuipers, C.B.O

THIS AGREEMENT made this 1st day of March 2018,
BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO
(hereinafter called the "TOWN") OF THE FIRST PART

- and –

WRIGHTHAVEN HOMES LIMITED
(hereinafter called the "OWNERS") OF THE SECOND PART

WHEREAS the Owners represent and warrants to be the lawful and registered Owners of the lands and premises, (the "Subject Property") as described in Schedule "A" to this Agreement;

AND WHEREAS the Town is required to execute a subdivision agreement with the owner pursuant to a draft plan approval issued by the County of Wellington respecting the lands described in Schedule "A";

AND WHEREAS the Owner has applied to the Town for permission to erect model homes on the lands described in Schedule "A" prior to execution of a subdivision agreement with the Town and the request has been approved the Council of the Town of Minto subject to certain conditions;

NOW THEREFORE THIS AGREEMENT WITNESSETH in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the parties hereto agree one with the other as follows:

1. The lands affected by this agreement are as follows:

   ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Town of Minto, County of Wellington, and being composed of Concession 1, Part of Lot 20, RP 61R11191 Part of Part 1 according to an unregistered Plan of Subdivision, as shown outlined in red on Schedule "A" attached hereto.

2. The Town hereby agrees to the erection, by the Owner, of up to three (3) Model Homes prior to registration of the Plan of Subdivision as shown outlined in red on Schedule "A" attached hereto on proposed Lot 22, as well as 2 additional lots, yet to be determined.

3. The Owner covenants and agrees to construct the Model Homes in compliance with all applicable by-laws and/or regulations and to make the necessary application and to obtain conditional building permits prior to commencement of construction including excavations for foundations.

4. The Owner covenants and agrees to grade the lot(s) and establish finished floor elevations in accordance with the subdivision grading plans as approved by the Public Works Department in consultation with the registered professional consulting engineer for the Town and to provide temporary measures to accommodate drainage to the satisfaction of the Town's Chief Building Official.

5. The Owner covenants and agrees to provide adequate, properly signed, off-street parking on the site to the satisfaction of the Town.

6. The Town agrees that conditional building permit per Model Home will be issued upon compliance with the Ontario Building Code and all applicable laws and regulations and other requirements other than the registration of the Plan. A conditional permit will be issued by the Chief Building Official for the Town and the Owner covenants and agrees to register the Plan of Subdivision and thereafter obtain a completion permit as expeditiously as possible or no later than July 1, 2018.

7. The Owner agrees that as part of the completion permit application, the Owner will provide a survey of the location of the proposed model homes to ensure zoning compliance with once the subdivision is registered and property boundaries created for Lot 22 and the two additional lots to be determined.

8. The Owner covenants and agrees that, in the event that it is found that a building has not been constructed in compliance with all applicable laws, regulations and other requirements following registration of the Plan of Subdivision (eg; zoning compliance), the Owner will immediately take steps to bring the said building into compliance. The Owner may have reasonable time where appropriate to pursue a Committee of Adjustment application or a Rezoning application.

9. If the application(s) noted in 8 above is not successful or not pursued to completion within a reasonable time, then the Owner covenants and agrees to redline the

subdivision plan to accommodate compliance to the satisfaction of the Chief Building Official or to demolish the non-complying building(s) at no cost to the Town.

10. If the Owner fails to redline the plans or to demolish the said building(s) within the above mentioned time limits, the Town, its employees, agents and/or contractors, may enter upon the lands and undertake the said demolition at the Owner's expense. The cost of such demolition may be deducted from the securities posted by the Owner pursuant to this agreement, and if the said securities are insufficient, the Owner will pay the balance outstanding to the Town forthwith upon receipt of an invoice from the Town.

11. The Owner hereby grants to the Town, its employees, agents and/or contractors permission to enter upon the lands for the purpose of carrying out the said demolition.

12. It is understood and agreed that the purpose of this agreement is to permit the Owner to erect up to three (3) Model Home prior to registration of the Plan of Subdivision. The Owner further covenants and agrees that they will not permit occupancy of the said Model Homes until such time as the Plan is registered, the Owner has obtain a Completion Permit and satisfied the requirements for occupancy to the satisfaction of the Chief Building Official.

13. The number of Model Homes that can be erected shall be based on a maximum of one Model Home for every 0.52 hectares of draft approved, residentially zoned land within the proposed Plan of Subdivision.

14. The Owner covenants and agrees submit to the Town, upon execution of this agreement, in a form satisfactory to the Director of Corporate Services for the Town, cash or an irrevocable letter of credit in an amount of $5,000.00 per unit, to secure the obligations of the Owner under this agreement. It is understood and agreed that draws on the said letter of credit may be undertaken if such draws are deemed appropriate by the Chief Building Official.

15. The Owner shall and does hereby and at all times indemnify and save harmless the Town, its officers, employees, agents/contractors from and against all actions, causes of action, suits, claims, demands, costs, damages, expenses or losses which

they may bear, suffer or be put to arising out of or in any way connected with this agreement.

16. The Owner agrees to provide proof of public liability and property damage Insurance in the amount of $5 million dollars to the satisfaction of the Town. The Town shall be named as added insured.

17. The Owner shall comply with all requirements of the County of Wellington including but not limited to conditions of draft plan approval for the subdivision and any other applicable requirements.

18. The Owner covenants and agrees to comply with all financial and other requirements of the Town's policies prior to the issuance of said conditional permit.

19. The Owner consents to the registration of this agreement on title to the subject lands if deemed necessary by the Town.

20. It is agreed that this agreement shall be binding upon the parties hereto and their respective executors, heirs, administrators, trustees, successors and assigns. Failure to comply with any section of this agreement will lead to the immediate revocation of the Conditional Permit.

21. The security in the amount of $5,000 or any remaining balance shall be returned to the Owner by the Town upon compliance with this agreement and upon release of a completion permit from the Chief Building Official for the Town.

22. The Owner agrees to comply with all terms and conditions of any applicable Financial Agreement with the Town of Minto, including the payment of any Capital provisions and Development Charges in effect at the time of issuance of a Conditional Permit.

23. The Owner acknowledges the Town is not responsible for maintaining any driveway access, roadway, water line, sewer line or any other infrastructure constructed to service any one or more of the model homes to be constructed by the Owner. The Owner further covenants and agrees as follows:

(a) to maintain an access route to the Model Home construction site, capable of supporting firefighting equipment, that is free and clear of all construction debris and materials.

(b) to prohibit open air burning on the construction site.

(c) to immediately install a water meter on any waterline accessing the subject lands prior to using any water whatsoever and to pay upon billing all applicable charges for water and sewer use for any and all of the model homes.

(d) to keep a water supply for fire suppression purposes, to the satisfaction of the Towns Fire Chief, accessible and operational.

24. If any provision of this Agreement or portion thereof or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement and its application to any person or circumstances shall not be affected.

25. This Agreement shall be interpreted and governed by the laws of the Province of Ontario.

26. This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, as the case may be.

IN WITNESS WHEREOF the individuals have hereunto set their hands and seals and the Town has hereunto affixed its Corporate Seals as attested by their proper signing officers in that behalf.

OWNERS

_____ _____

Steven Wright Witness:

_____ _____

Witness:

THE CORPORATION OF THE TOWN OF MINTO

By: _____

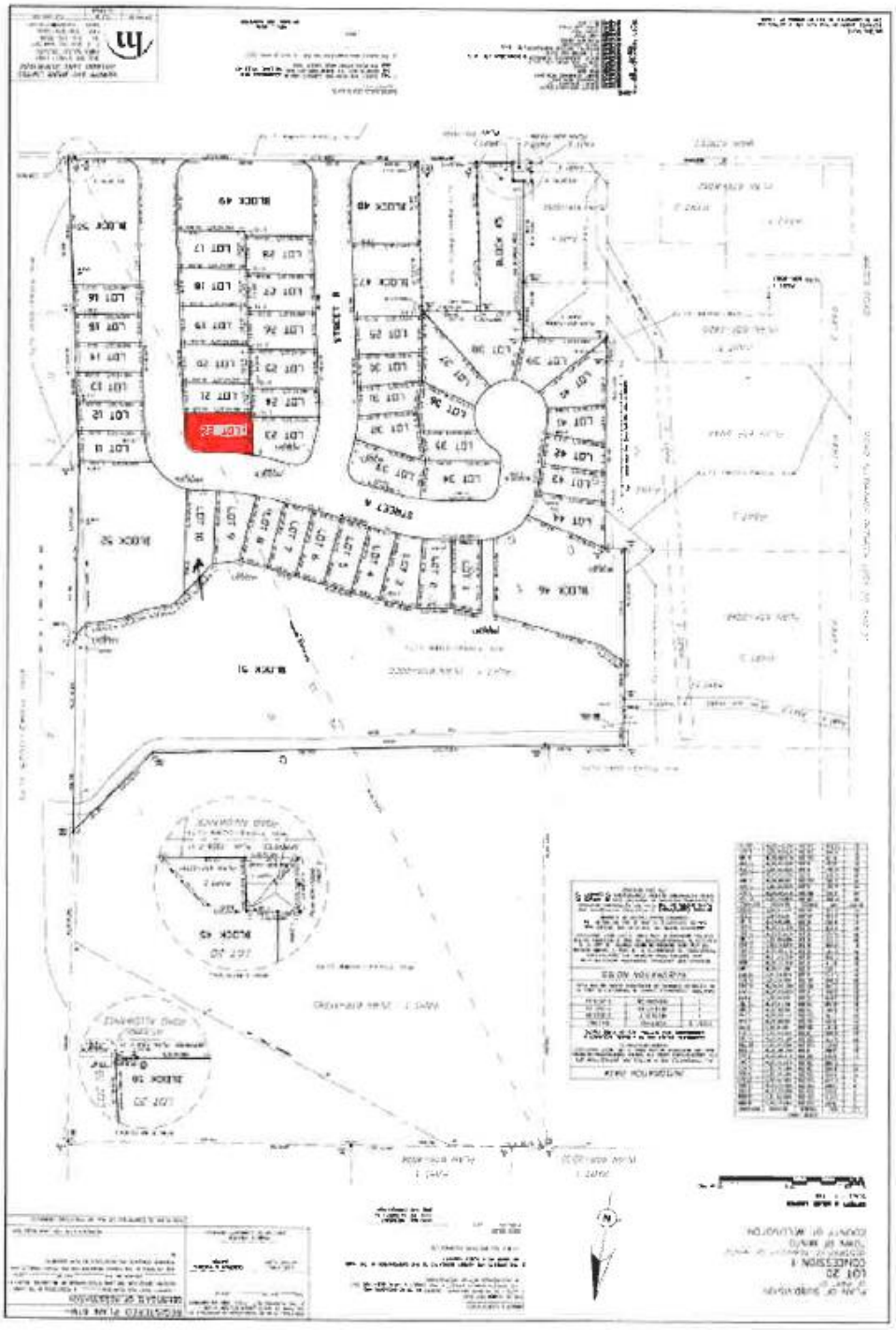
George Bridge, Mayor

By: _____

Bill White, C.A.O. Clerk

I/we have authority to bind the Corporation.

Schedule "A" –Draft Plan and Description of the Subject Property



TOWN OF MINTO

DATE: March 01, 2018
REPORT TO: Mayor and Council
FROM: Terry Kuipers, C.B.O
SUBJECT: MTO Noise By-law Exemption Request

STRATEGIC PLAN:

9.4 Provide strong community development policies and practices that support a family friendly environment, attract family oriented businesses, and enhance Minto as a welcoming, attractive, and safe location. Include resident and business testimonials supporting the family image in publications.

BACKGROUND:

On February 6th, 2018, staff received a Noise By-law Exemption request from the Environmental Planner with the Ministry of Transportation. As Council is aware, the MTO is planning on reconstructing Highway 9 from Harriston to Clifford in 2018, and is proposing to tender the work in April.

The Town a Noise By-law prohibits certain noise emissions during specific periods of time. With respect to construction activities, the by-law prohibits construction activity from 9:00pm on one day to 7:00am on the following day (9:00am on Sundays). The By-law contains an exemption provisions that gives Council the authority to vary the By-law if a person applies for an exemption. Council has 3 options to address an exemption: To approve the exemption as proposed; to approve the exemption with conditions; or to refuse the exemption request.

The exemption request and the cover letter (attached to this report) submitted was to permit the road reconstruction to take place at night, in an effort to minimize the construction duration and to minimize traffic disruptions.

COMMENTS:

Staff looked at the location of the dwelling units along Highway 9, and many of them are located close to the highway, as little as 7.3m (24') from the edge of the asphalt. Road construct equipment can be very loud, from the exhausts, to safety equipment (back-up beepers), to the vibrations of the compaction equipment.

Staff and Council are very aware of how busy Highway 9 can be during the summer time, and the shorter time the reconstruction takes the better. The exemption request, if approved as proposed, could cause serious disruptions to our citizens at night, based on the location of their housing.

Staff looked at some options regarding distance separation between the Highway and the houses that may be acceptable. To mitigate the noise at the dwelling units; and to allow the construction work to proceed through the night it was felt that a 50m (164') buffer between the construction equipment and the dwelling units would be a fair compromise. This would mean that no construction activity, including the idling of construction vehicles or equipment, could occur within this 50m (164') buffer. Of the 48 dwelling units along

Highway 9, the 50m buffer would impact construction activities in front of 27 homes. Staff also felt that if written permission was obtained from the dwelling occupant, clearly indicating the occupiers consent to allow for the after hour construction activity to occur during specific days, this would also be acceptable.

FINANCIAL CONSIDERATIONS:

There are no financial considerations.

RECOMMENDATION:

That Council receives the Chief Building Official's report dated March 01, 2018 report titled MTO Noise By-law Exemption Request, and grant the contractors working on behalf of the Ministry of Transportation a conditional exemption between May 01, 2018 to October 31, 2018, with the following condition:

> No construction activities are to take place between the hours of 9:00pm on one day to 7:00am on the next (9:00 on Sundays) within 50m of a dwelling unit unless specific written permission is granted by the occupier of the dwelling unit agreeing to the after hour construction activity to take place on specific calendar days, and such written permission obtained is to be submitted to the Town of Minto.

Terry Kuipers, C.B.C.O

Ministry of Transportation

Engineering Office
Environmental Section
West Region

659 Exeter Road
London, Ontario N6E 1L3
Telephone: (519) 873-4557
Facsimile: (519) 873-4600

Ministère des Transports

Bureau du génie
Section de l'environnement
Région de l'Ouest

659, rue Exeter
London (Ontario) N6E 1L3
Téléphone: (519) 873-4557
Télécopieur: (519) 873-4600

Ontario

February 6, 2018

Attention: Mr. Terry Kuipers, Chief Building Official/Bylaw Enforcement Officer
Town of Minto
5941 Highway #89, R.R. 1
Harriston, ON N0G 1Z0

Sent via email: terry@town.minto.on.ca

RE: Rehabilitation of Highway 9 from Clifford to Harriston (G.W.P. 3079-14-00) Request for Exemption from Noise By-law 05-09 (Town of Minto) to Facilitate Night Work

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The Ontario Ministry of Transportation (MTO) is undertaking the Detailed Design and Class Environmental Assessment (EA) study for the rehabilitation of Highway 9 from the Clifford east limits, easterly for 9.0 km, to 0.8km east of Highway 23/Highway 89 in Harriston, Town of Minto.

The purpose of this letter is to request an exemption from the Town of Minto's Noise By-law (05-09), pertaining to prohibited hours for the operation of construction equipment from 21 00 (9:00 pm) one day to 07 00 (7:00 am) next day (09:00 (9:00 am) on Sundays).

Project Overview

The project is being undertaken primarily to address the existing pavement condition, and will include pavement resurfacing, culvert rehabilitations/replacements and minor electrical work. During construction, Highway 9 traffic will be reduced to a single lane. At times, Highway 9 will be closed to traffic and a detour route will be provided (see attached map).

The construction work is expected to take place over one construction season. Night-time construction is proposed to minimize construction duration and avoid significant disruption to Highway 9 traffic. We are requesting the exemption from May 1st to October 31st 2018. If night work is conducted, it will involve normal construction equipment such as trucks, excavators, compactors and paving equipment related to the replacement of culverts and paving operations. The Contractor will be required to

minimize idling of construction vehicles and to maintain equipment in good working order (including muffling devices) to mitigate noise impacts. The Contract Administrator will monitor and investigate any complaints regarding construction noise according to the provisions of the MTO's *Environmental Guide for Noise*.

The following information is provided in support of our application:

Applicant: Ontario Ministry of Transportation, West Region
659 Exeter Road, 3rd Floor
London, ON N63 1L3

Attention: Emily Roadhouse, Environmental Planner
Planning & Design, Environmental Section
Tel: (519) 873-4590

Event Title: Rehabilitation of Highway 9 from Clifford to Harriston

Note: Private construction firms, working under Contract for the MTO, will undertake the work.

To date, project information in the form of Notices and letters have been set to municipalities, agencies, and the public with an interest in the project, including adjacent property owners.

We would appreciate your consideration of this request, at your earliest opportunity so that MTO may proceed to tender the project in April 2018, subject to funding and receipt of all approvals.

If you require anything further, please do not hesitate to contact the undersigned.

Regards,

Emily Roadhouse
Environmental Planner
Ministry of Transportation
T: 519-873-4590
Emily.Roadhouse@ontario.ca

Attachments: Notice of Study Commencement
Schedule 4 – Application for Noise Exemption

cc. Ron Meertens – Senior Project Manager, MTO West Region
Nadia Dabagh – Assistant Environmental Planner, MTO West Region

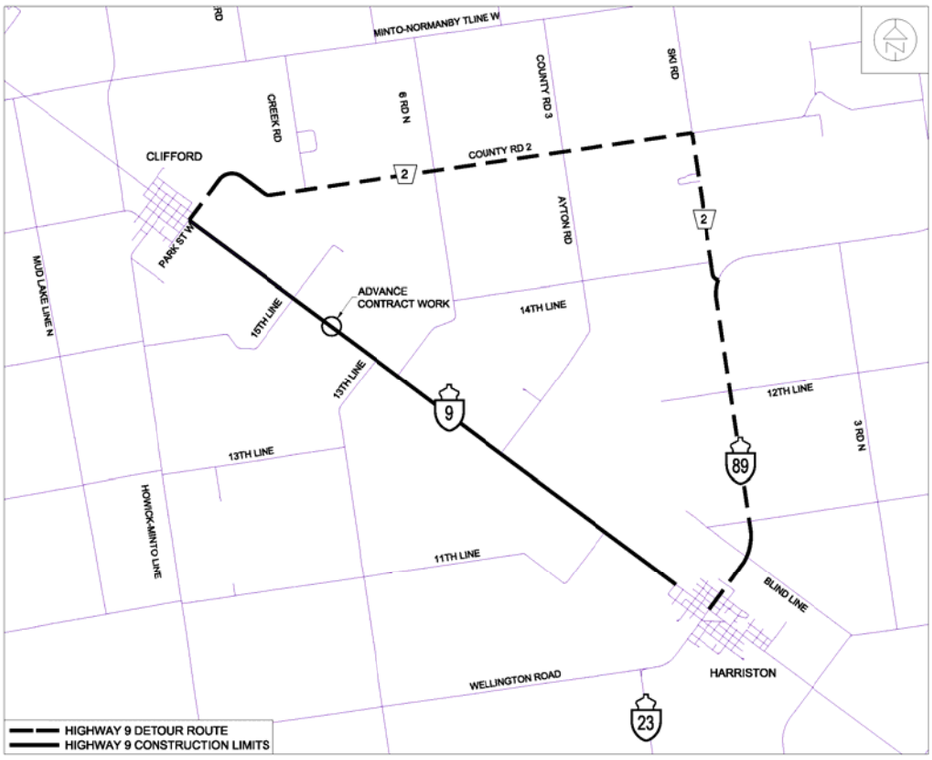
NOTICE OF STUDY COMMENCEMENT

DETAILED DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT STUDY

Rehabilitation of Highway 9, from Clifford to Harriston (GWP 3079-14-00)

PROJECT OVERVIEW

The Ontario Ministry of Transportation (MTO) is undertaking the Detailed Design and Class Environmental Assessment (EA) study for the rehabilitation of Highway 9 from the Clifford east limits, easterly for 9.0 km, to 0.8 km east of Highway 23/Highway 89 in Harriston, Township of Minto. The project is being undertaken primarily to address the existing pavement condition, and will include pavement resurfacing, culvert rehabilitations/replacements and minor electrical work.



During construction, Highway 9 traffic will be reduced to a single lane. At times, Highway 9 will be closed to traffic and a detour route will be provided, as shown on the key plan. Advanced signing of closure dates will be provided by the Contractor. Access for businesses and properties on Highway 9 will be maintained throughout construction. Subject to funding and approvals, it is anticipated construction will take place in 2018 (April to November).

An advanced contract to complete required culvert work west of 13th Line is anticipated to be completed over approximately 3 weeks beginning in late September 2017. Highway 9 will be closed to traffic for approximately 1 week during construction and a detour route will be provided, as shown on the key plan.

PROCESS

The study is being completed in accordance with the *Class EA for Provincial Transportation Facilities* (*2000*) as a Group "C" project (minor improvement). An Environmental Screening Document for MTO's internal use will be prepared to summarize anticipated impacts and mitigation measures.

The purpose of this Notice is to advise area residents, businesses and agencies of the upcoming work. We are interested in obtaining your comments regarding the existing conditions in the area or questions regarding the proposed construction activities. We are requesting comments by **September 8, 2017**.

For more information, to provide comments or be added to the mailing list, please contact:

Ron Meertens
Senior Project Manager
Ministry of Transportation, Ontario
West Region, Planning & Design Section
659 Exeter Road, 3rd Floor
London, Ontario, N6E 1L3
Phone: 519-873-4715
Toll-Free: 1-800-265-6072, Ext. 519-873-4715
Fax: 519-873-4600
Email: Ron.Meertens@ontario.ca

Emily Roadhouse
Environmental Planner
Ministry of Transportation, Ontario
West Region, Environmental Section
659 Exeter Road, 3rd Floor
London, Ontario, N6E 1L3
Phone: 519-873-4590
Toll-Free: 1-800-265-6072, Ext. 519-873-4590
Fax: 519-873-4600
Email: Emily.Roadhouse@ontario.ca

Ontario

If you have any accessibility requirements for participating in this project please contact a Project Team member.
Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*.
With the exception of personal information, all comments will be part of the public record.

SCHEDULE 4

Application for Noise Exemption:

Applicant Name	Last: Roadhouse	First: Emily
Applicant Address	Street: 659 Exeter Road	Town: London, N6E 1L3
Applicant's Phone Number	519-873-4590	
Group or Organization	Ontario Ministry of Transportation	
Event Title	Rehabilitation of Hwy 9 from Clifford to Harriston	
Date of Event (If event is being held over more than one day, specify times for each day.)	May 1st, 2018 – October 31st, 2018	**Time of Event** 2100 (9:00pm) one day to 0700 (7:00am) next day (0900 Sundays)

Description of Event – include the source of sound or vibration in respect of which the exemption is being sought:
In the event the contractor will perform night work, it will include the replacement of culverts and paving. If night work is conducted, it will involve normal construction equipment such as trucks, excavators, compactors, and paving equipment.

State the particular provision or provisions of the By-law from which the exemption is being sought
4. Prohibitions by Time and Place; schedule 2; 3. The Operation of any motorized conveyance...

February 6, 2018
Date

Signature

Environmental Planner
Title

Submit to:
The Town of Minto, c/o The Clerk's Office,
5941 Hwy. 89, R. R. 1
Harriston, Ontario N0G 1Z0
(519)-338-2511

TOWN OF MINTO
DATE: February 15, 2018
REPORT TO: Deputy Mayor and Council
FROM: Annilene McRobb, Deputy Clerk
SUBJECT: Fees and Charges By-law Amendments 2018

STRATEGIC PLAN:
5.3 Ensure financial plans include a blend of capital financing methods including long-term debt, user fees, grants, internal reserves and taxation, and maintain reserves to the point where Minto reduces reliance on borrowing or tax increases to finance major capital expenditures.

BACKGROUND:
This report outlines increases in fees and charges proposed for 2018. Public notice was given as required by the Town's notification by-law that revised fees will be considered at the March 6 Council meeting. Staff has not had any feedback on the proposed increases in fees and charges. If a member of the public shows up at the Council meeting, they may be heard if it is the wish of the majority of Council, but it is not required that they be heard.

COMMENTS:
Fees and charges were last updated in 2017 by passing of Bylaws 2017-19, a new By-law would be adopted repealing the previous By-Law so there is no confusion as to which by-law is in effect. The proposed changes this year affect Schedules B, D, E, F, G and I.

Schedule B
The proposed changes greatly increase the cost of Tax Registrations, keeping our Town in line with other municipalities, as well as a new charge of $5 for Water and Sewer and Tax Arrears notices.

Schedule D
The rate changes provided are part of the 3-year rate plan Recreation presented in 2016. The program changes include modest increases to grassroots sports and pool passes.

Schedule E
The proposed changes add water shut off or turn on fee of $75.00 that was already captured in Schedule I. It adds a weekend rate for this service of $125.00

Schedule F
The proposed increase of $10.00 for reports searches and letters covers will help cover some staff time. There have been no changes to the charges for Posting a Fire watch under

the Ontario Fire Code since 2001. Classroom rentals have been the same price since 2002 and are being increased to cover increasing costs of the hall.

Schedule G

The increase in fees for 1 c. Fee for a dog picked up running at large and the addition of fee 1 d. Impound fee is required to cover fees for services provided.

Schedule I

Changes in Schedule I show that in 2017 the Town held the 2016 rate for residents for Water and Sewer and the schedule is pushed back by one year until 2021. There is also an additional cost to water turn on/shut off during the weekends to cover additional staff time as well an increase to bulk water charges.

FINANCIAL CONSIDERATIONS:

The changes being proposed will not have a large impact on the finances of the Town but will keep us in line with additional costs incurred.

RECOMMENDATION:

That Council receives the Deputy Clerk's February 15, 2018 report regarding Fees and Charges By-law Amendments 2018, and considers adopting a By-law in regular session.

Annilene McRobb, Deputy Clerk

Schedule "B"
Treasury Charges and Fees

DESCRIPTION	PRICE
Tax Certificates personal request (written or verbal)	$10.00 each
Tax Certificates Professional request (written only)	$30.00 each
Duplicate Receipt or Bill	$20.00
Handling charges for transferring any uncollectable Accounts Receivable arrear to Tax Account	$20.00
Tax Registration (does not include legal fees)	~~$150.00~~ $1,000.00
Tax Collection Fee (by registered letter)	$20.00
Tax Sale of Land, Tender Packages	$25.00
Finance Charge for unpaid accounts receivable	2% per month
Minimum charge of:	$2.00
Water and Sewer or Tax Arrears Notice	$5.00 per notice
Returned Item Charge – to apply to all services	$40.00

Schedule "D"
Recreation Charges and Fees

Norgan Theatre	
Theatre Area	$50.00 / hour or $300.00 / day**
Birthday Party ~~(2 hour minimum)~~	~~$30.00 / hour~~ $75.00
Arena	
Adult	~~$126.00~~ $128.00 / hour**
Local Youth Organized Sport (Saturdays)	~~$95.00~~ $97.00 / hour**
Local Youth Organized Sport	~~$103.00~~ $105.00 / hour**
Out of Town User (Minor Only)	~~$114.00~~ $116.00 / hour**
Ball Diamonds	
Minor	~~$34.00~~ $36.00 / player**
Soccer Fields	
Minor	~~$34.00~~ $36.00 / player**
Pool Admissions	
Individual Seasons Pass	~~$99.00~~ $100.00
Family Seasons Pass	~~$198.00~~ $200.00
Book of 10 Passes	~~$30.00~~ $32.00
Other Programs	
Babysitter Course	$50.00
Hometown Ball	~~$35.00~~ $40.00
Grassroots Hockey	$90.00
Grassroots Soccer	~~$35.00~~ $40.00

Schedule "E"
Public Service Charges and Fees

Water shut off or turn on	$75.00
Water shut off or turn on Weekends or After Hours	$125.00

Schedule "F"
Fire & Emergency Services Administration Charges and Fees

Reports	
File Search/Fire reports/Property Searches	~~$90.00~~$100
Letter to insurance and real estate companies	~~$75.00~~$100
File Search for Environmental Issues	~~$90.00~~$100

DESCRIPTION	FEE
Fire Extinguisher training sessions	$75.00 per hour, one hour minimum
Posting a Fire watch under the Ontario Fire Code	~~$350.00~~$450.00 per hour per truck
Each additional half hour or part thereof	~~$175.00~~$225.00 per half hour per truck
Consultation/Advice to Professional Groups	$100.00 per hour
Classroom Rental Fire Halls with Kitchen	~~$100.00~~$150.00 per day
Classroom Rental Fire Halls without Kitchen	~~$75.00~~ $100.00 per day

Schedule "G"
Animal Licensing Charges and Fees

For a license issued with respect to a dog, the license fee shall be as follows;	**Before April 1**	**After March 31**
1 a. Per dog for the first, second and third dog	$20.00	$35.00
1 b. Per dog for dogs picked up without a current tag	$50.00	$50.00
1 c. Fee for a dog picked up running at large ~~impounded for a dog impounded (payable to the Town~~	~~$80.00 + $15.00/Day~~ $150.00	~~$80.00 + $15.00/Day~~ $150.00
1 d. Impound fee	$25.00/day	$25.00/day

Schedule "I"
Water and Sewer Charges and Fees

1. ~~Monthly~~ Non metered rates:

	2017	2018
WATER	48.75	58.30
SEWER	57.50	66.70

a) Administration Charges:

Based on the meter size in the left column, the applicable charge for water and the applicable charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Meter	$Water	$Sewer	$Water	$Sewer	$Water	$Sewer	$Water	$Sewer	$Water	$Sewer
Size	~~2016~~ 2017		~~2017~~ 2018		~~2018~~ 2019		~~2019~~ 2020		~~2020~~ 2021	
¾"	19.00	19.00	20.00	20.00	21.00	21.00	22.00	22.00	23.00	23.00
1"	21.00	21.00	22.00	22.00	23.00	23.00	24.00	24.00	25.00	25.00
1 ½"	25.00	25.00	26.00	26.00	27.00	27.00	28.00	28.00	29.00	29.00
2"	30.00	30.00	31.00	31.00	32.00	32.00	33.00	33.00	34.00	34.00
3"	32.50	32.50	33.50	33.50	34.50	34.50	35.50	35.50	36.50	36.50
4" +	40.00	40.00	41.00	41.00	42.00	42.00	43.00	43.00	44.00	44.00

b) Volume Charges

Based on the consumption rate in the left column, the applicable volume charge for water and the applicable volume charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Water / m3	~~2016~~2017	~~2017~~2018	~~2018~~2019	~~2019~~2020	~~2020~~2021
0 – 250	1.88	2.05	2.21	2.34	2.49
251 – 500	1.44	1.54	1.62	1.70	1.79
501 - 3000	1.24	1.32	1.39	1.46	1.53
3001 +	0.41	0.44	0.46	0.48	0.50

Sewer / m3	~~2016~~2017	~~2017~~2018	~~2018~~2019	~~2019~~2020	~~2020~~2021
0 – 250	2.78	2.87	2.96	3.06	3.15
251 – 500	2.08	2.13	2.19	2.24	2.30
501 - 3000	1.77	1.81	1.86	1.90	1.95
3001 +	0.47	0.48	0.49	0.51	0.52

4. Service Charge

a) A charge of $75.00 (plus HST) shall be payable for same day disconnecting and reconnecting. $125.00 on weekends or after hours

b) The charge of $75.00 (plus HST) shall be levied for disconnecting water and a further charge of $75.00 (plus HST) shall be levied for reconnection. $125 on weekends or after hours

c) In addition to applicable charges above a service charge of $100.00 (plus HST) shall apply where water is to be disconnected or connected

d) New buildings will receive a 1 time charge of $125.00 for Inspection of water/sewer and water turn on as required (up to a maximum of 3 times).

5. Broken Water Meter

Time and Material (plus HST)

6. Bulk Water Charges

a) A charge ~~of $70.00~~ $100.00 (plus HST) shall be payable for Hook Up & Disconnect each day of bulk water transfer.

~~b)~~ A volume charge per cubic meter shall be levied at $3.00/m3 ~~as per Section 1. b) of this By-Law.~~

Town of Minto

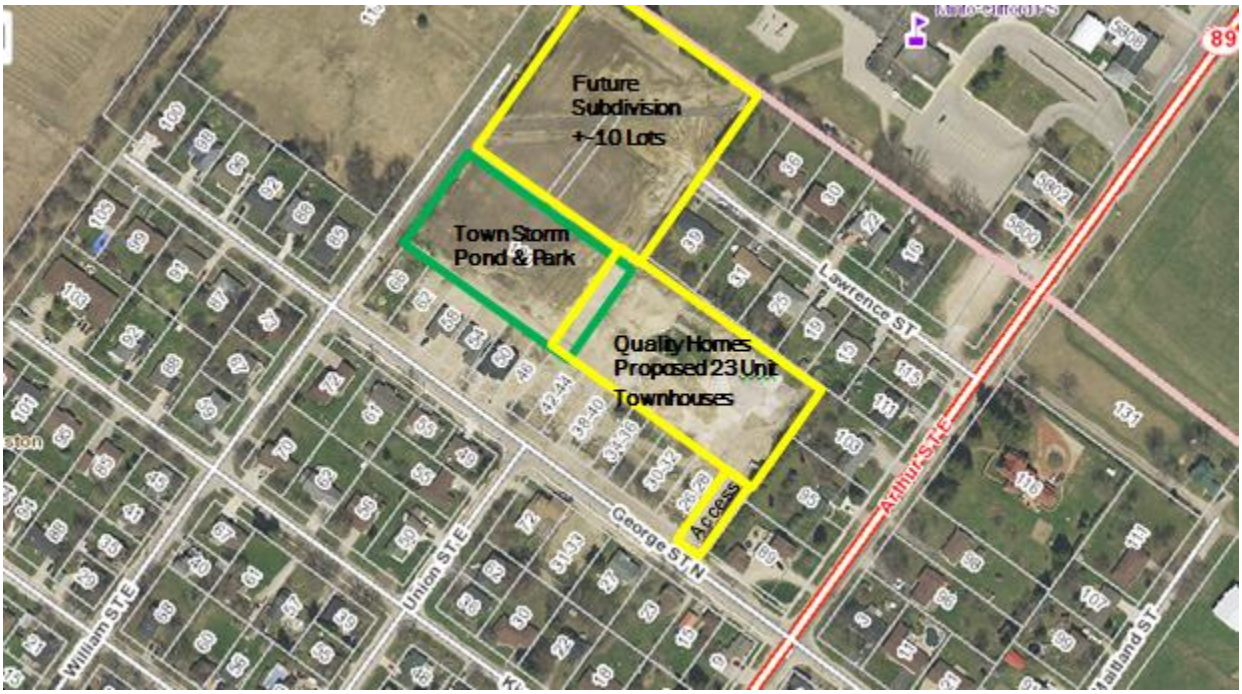
DATE: February 28, 2018
TO: Mayor Bridge and Members of Council
FROM: Bill White C.A.O. Clerk
RE: Proposed Land Trade Metzger Construction, Quality Homes, Town of Minto

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

BACKGROUND

The subject lands are the former Harriston Senior School located on George Street North and William Street as shown below:



A temporary walkway to Minto Clifford Senior School crosses the subject lands diagonally to enter the school lands, the rest of the lands in yellow are under development.

Zoning and Development Matters

June 7, 2016 Council passed a zoning amendment to allow a 23 unit townhouse project on the former Harriston Senior School Land. Public input about the project included objections about unit numbers and considerable feedback about loss of Town owned open space to be developed behind homes fronting on George Street. An appeal was filed to the Ontario Municipal Board July 11, 2016 by Rolf and Kerri Schuttel sighting a number of concerns with the rezoning. Minutes of settlement were signed by the Schuttels' and ratified by the Board

early 2017 to allow the 23 unit townhouse development to proceed. Among requirements in the minutes of settlement was that no more than 0.29 acres of the Town Storm Pond and Park be sold to the developers to accommodate the one story townhouse project.

Metzger Construction did not pursue site plan approval to proceed with the proposed townhouses or the future subdivision in 2017. They have left fill on the future subdivision and proposed townhouse property so that it can be used in the development of these lands. Residents with homes abutting the lands had concerns about finished grades in some back yards, and maintenance of the proposed townhouse parcel, the Town Storm Pond and Park, and the future subdivision.

Site Grading Issues

In 2017 Town Staff and Triton Engineering reps met numerous times with residents and the developers to correct rear year grading of some homes that front on George Street, and seek improvements to the condition of the proposed townhouse lands, the Town Storm Pond and Park, and the future subdivision lands. Instead of restoring the lands to a maintainable condition, (required by a July 2013 pre-servicing agreement related to demolition of the former school), Metzger Construction chose to shape and contour the Town Storm Pond and Park based on a grading and drainage plan and stormwater management design brief prepared by Triton Engineering and accepted by the Maitland Valley Conservation Authority.

Through the 2017 construction season neighbours regularly "followed up" on efforts to improve site condition through email, office visits and the like. The pond and park were eventually established by Metzger Construction in very late fall, delayed by the June 23, 2017 flood, contractor availability and winter's onset. Grading was mostly finished and a drainage outlet installed for the Town Storm Pond and Park, but grass seed was not placed on the Town lands. Piles of fill and topsoil are still present on the future subdivision and proposed townhouse lands.

Metzger Construction's work establishing the pond and park was according to Triton Engineering's design and stormwater management brief accepted by the Conservation Authority. During the course of the work in 2017 a resident called the Ministry of Environment alleging violations of their approval requirements for stormwater works. Town staff and Triton Engineering reviewed circumstances with the Ministry confirming there was no violation and that agency approval will be obtained as development proceeds.

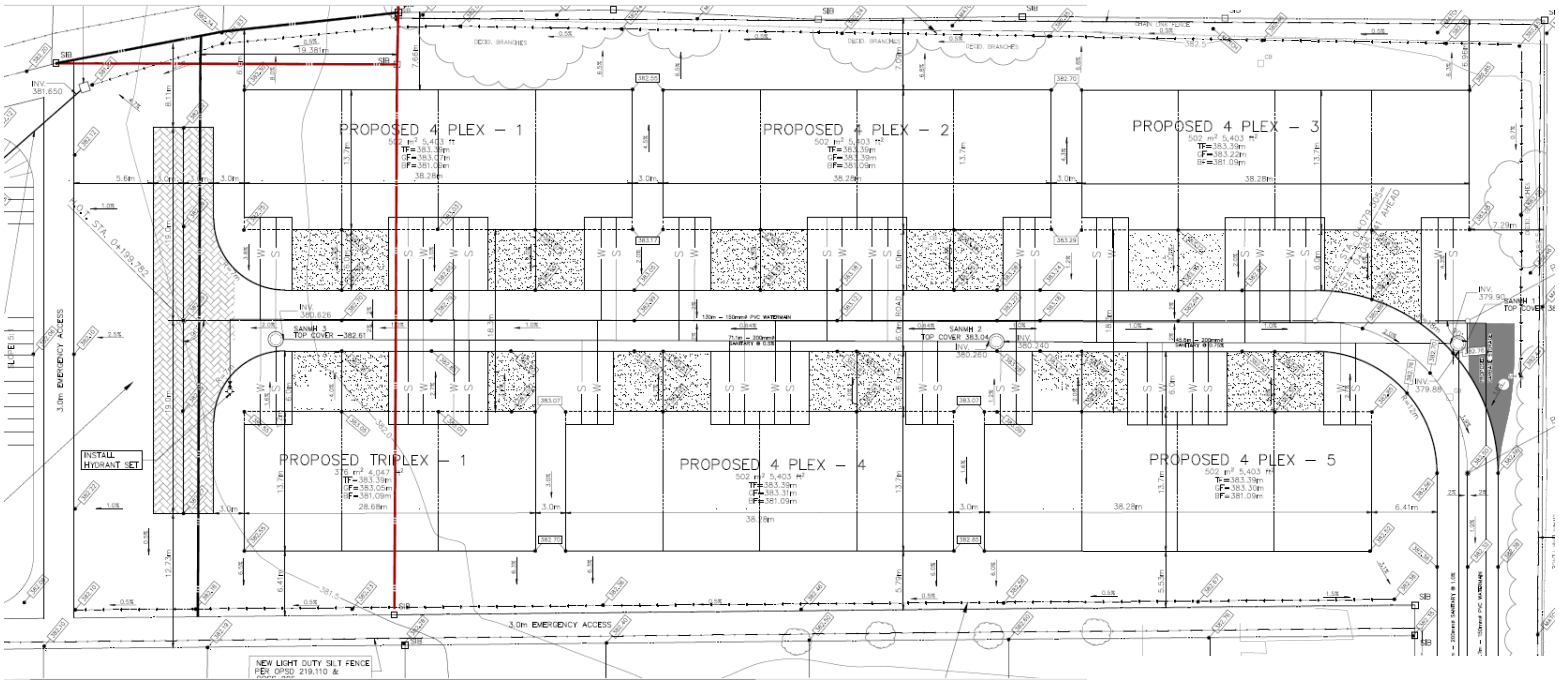
Quality Homes

In the latter part of 2017 Quality Homes signed a conditional offer to buy the proposed 23 unit townhouse development from Metzger Construction. During their own due diligence, Quality required direction from the Town on issues related to the development. At the December 19, 2017 Council meeting, Quality Homes brought forward a site plan for Council's to review. The Schuttels' emailed a letter that day, provided to Council at the meeting, with objections to the site plan due to certain interpretations of the zoning bylaw

and site details. During discussion of the site plan at Council, Howard Sher from Quality Homes stated the project would comply with zoning and the minutes of settlement.

The December 19 motion of Council receives the Schuttel letter and issues conditional approval to Quality Homes' site plan with multiple conditions including a requirement that the final site plan meets zoning and complies with the minutes of settlement. The resolution was emailed to Quality Homes and the Schuttels', and reflected in minutes of the meeting with commentary on Quality Homes' commitment.

Since then Quality Homes has continued with their due diligence. Work on refining the site plan is ongoing with a preliminary version below.



As the site plan currently stands, the townhouse blocks can be moved southeasterly over 2 metres reducing the amount of Town lands to convey to the Quality Homes. Discussion of final details of the site plan is on-going between the Town, Quality Homes and the Conservation Authority. The final site plan must comply with conditions in the Council resolution of December 19, 2017 including the minutes of settlement. If Quality Homes does buy the project from Metzger Construction, and conclude the land transfer with the Town, a development agreement can be signed and permits issued so work starts this year.

Proposed Transfer of part of Park and Pond

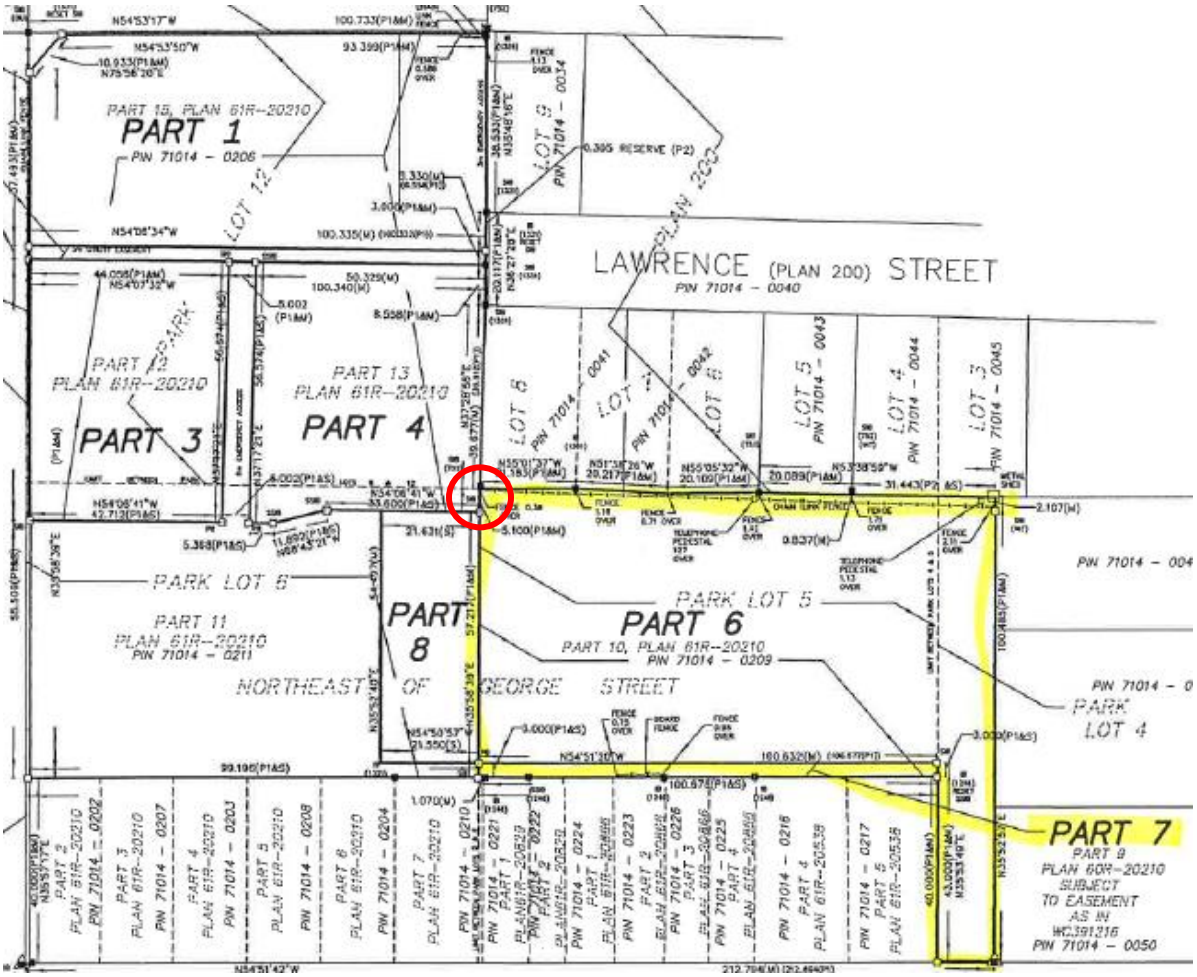
The proposed parcel to transfer to the Townhouse development agreed to by the Schuttels' in the minutes of settlement approved by the Ontario Municipal Board was a parcel less than 0.29 acres in size. Other preliminary terms for the transfer of the land were set in the December 19, 2017 Council resolution as follows:

> That Quality Homes be advised that subject to the Town's Disposition of Lands Bylaw a purchase price of $6,000 be accepted for no more than 0.29 acres of the park and pond

with the purchaser providing the necessary survey, and that funds received be retained for future use on this park and pond.

This report is part of the Town's Disposition of Lands process where Council decides if the lands are surplus to the municipality's needs. Notice was given as required by the bylaw. If the lands are deemed surplus to the Town's needs, a bylaw will come forward March 20 allowing the Mayor and CAO Clerk to sign documents to close the transaction.

As Quality Homes worked to fulfill conditions of their purchase from Metzger Construction they determined the townhouse project (Part 6) and the future 10 lot subdivision (Parts 1, 3, 4) are currently one single irregularly shaped parcel as shown on the reference plan below. Since Part 6 "abuts" Part 4 at the red circle below, a process is needed to allow the transfer of Part 6 separate from Part 4.

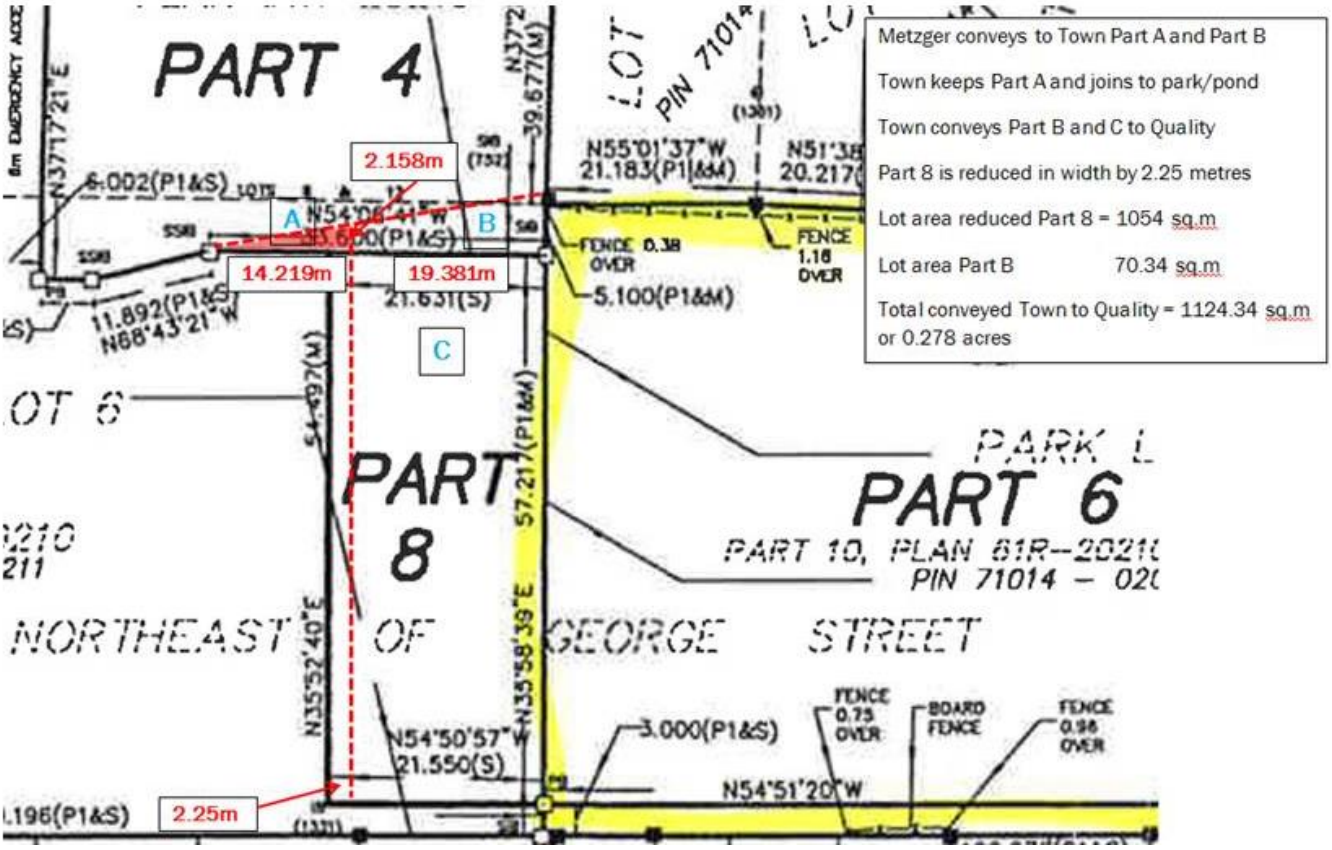


The fact that Part 4 and Part 6 "abut" each other was not an issue when Metzger Construction was developing the entire project. Quality Homes and Town staff looked at an alternative to severance that would see the Town acquire and retain more of the Pond and Park, move the development southeasterly and reduce the amount of Town land to be conveyed to Quality Homes. The conveyances were discussed in closed session February 20 since it involved land acquisition and disposition and confidential legal advice.

The resolution read in open session February 20th was the following:

> MOTION: 2018-44
> THAT Council direct staff to initiate procedures under the Disposition of Land Bylaw to convey to Quality Homes less than 0.29 acres of Town owned lands on the former Harriston Senior School property including giving notice in the Wellington Advertiser and Minto Express that a bylaw authorizing the Mayor and C.A.O. Clerk to execute all documents related to the transaction will be considered at the March 20, 2018 meeting, that a report come forward in open session March 6 regarding declaring the lands surplus, and that an assessment of the value of the lands to be transferred to Quality Homes be obtained.

The sketch below illustrates the proposed conveyance. Metzger Construction would convey to the Town for a nominal fee a triangular parcel (shown as A and B in sketch). The Town would add A to the park and pond property and convey B to Quality homes to be included in the townhouse project. The original 0.29 acre block to be conveyed by the Town to Quality Homes for the project (Part 8) would be 2.25 metres narrower (C). This reduces the lot area of the parkland to be conveyed by the Town to Quality Homes from 0.29 acres to about 0.278 acres, and makes sure Part 4 and Part 6 no longer "abut" to allow Quality to close their purchase from Metzger Construction. All dimensions are to be confirmed in a reference plan Quality supplies to the Town.



As development proceeds in the future, final design of the open space features in the Town Storm Pond and Park will be determined by Council preferably with feedback from current and future residents living nearby.

Flooding Concerns

June 23, 2017 a 1:100 year storm resulted in flood damage in over 100 homes and businesses throughout Harriston including low lying areas near the subject lands. Some older homes in this area had significant damage as a result of heavy rains that night; many of those homes have basement flooding during smaller storms, particularly if sump pumps fail or backflow prevention is not in place. February 20, 2018 a 1:10 year equivalent event resulted in localized flooding due to combined rainfall, flash snow melt and soil frost. This has caused concerns with some residents that development of the subject lands somehow contributed to basement flooding of nearby homes in low lying areas.

The drawing below shows the subject lands, part of the North Ward Drain and the Schickedanz subdivision which received draft plan approval in 1989 (updated in 2011).

At least 60 acres of land drains to the top end North Ward Drain inlet located west of William Street. Over 14 more acres drain into another arm of the North Ward Drain at the end of Maitland Street. Direction of flow is shown on the map above with the large blue arrows. The black strip on the map (Land Transfer) represents the less than 0.29 acres to be sold to

Quality Homes. That strip of land drains into the engineered storm pond. As far as the Land Transfer contemplated by the 2016 zone amendment and minutes of settlement there is no impact on flooding in the north ward, the adjacent neighbourhood or the stormwater design for the subject property.

Triton Engineering prepared the attached report characterizing the February 20 flood, the stormwater design for the subject lands including adequacy of the pond size, and confirming final development of the subject lands will not adversely impact existing conditions experienced in low lying homes in this neighbourhood. Paul Ziegler a Partner at Triton Engineering will be present March 6 to answer Council's questions about their report. In addition to his professional qualifications, he lived in this neighbourhood and has knowledge of the extent of flooding over the years. Triton Engineering assessed the North Ward Drain in 2011-12 for Council, and prepared the stormwater design applicable to the subject property. Triton assisted with the Town's response on stormwater matters when the developer of the Schickedanz subdivision was looking to re-start that project in 2011-12.

COMMENTS

Town legal counsel and Quality Homes' legal counsel were consulted independently and agree the process for the *Proposed Transfer of part of Park and Pond* is acceptable, legal and compliant with the minutes of settlement. Staff believes the approach shows benefit to the Schuttels' since buildings would be shifted over 2.0 metres southeasterly further out of their line of site and the amount of parkland sold by the Town to Quality Homes is reduced to about 0.278 acres (instead of up to 0.29 acres allowed in the minutes of settlement). Triton's stormwater design and report confirm that the pond is adequately sized for the subject lands including surface water from the Lawrence Street subdivision.

On that basis staff believes the lands outlined in the sketch with the *Proposed Transfer of part of Park and Pond* are surplus to the needs of the municipality.

Issues regarding flooding and the North Ward Drain are not related to the conveyance of Town land to the proposed townhouse project, but are addressed in this report due to the letters and emails received after the February 20, 2018 event. Throughout this entire process many frustrations were endured by residents, Town Staff, Triton Staff and the developers creating conflict and challenging conditions.

The Town, Conservation Authority, County, Province and others have continued to work positively toward up to date and more accurate flood plain mapping for all of Harriston, and a watershed plan to look at options to try and mitigate in flooding that has occurred in this community since its inception over 100 years ago.

Since the June 2017 flood an application to the National Disaster Mitigation Program was submitted to advance this work meaningfully this year. At a public meeting Tuesday May 29 at the Harriston Community Complex Conservation Authority, County, Town and consulting

engineering staff will be available to evaluate what happened June 23, 2017 (and February 20, 2018), the overall response during the event(s), and what's next. Any resident with flooding concerns should attend this meeting.

The Mayor committed to this neighbourhood to deploy a pump at the corner of William and George Street as part of the Town's flood response procedures where possible. Diverting water westerly in an emergency situation may also have provided relief further along the North Ward Drain. Town and Triton Staff offered to meet with any area resident to look at what caused basement flooding February 20. Town staff met with the owner of farmlands in the North Ward Drain to discuss ideas to temporarily re-direct or store some water in heavier storms. Restriction devices to control storm sewer back-up might help reduce surcharge into this area. These kinds of solutions should be part of an overall watershed plan to look at upstream, in Town and downstream mitigation options to try to improve flood conditions.

Triton Engineering is updating the Quality Homes site plan to show the architectural detail on buildings and final grades with the 2.0 metre plus shift to the southeast. The Conservation Authority and Quality Homes are working out final elevations to keep proposed townhouses above flood elevation, and to comply with the approved storm water management plan. Once the site plan is fully negotiated stormwater works will be submitted to the Ministry of Environment for approval.

If Council agrees with the process to date it should declare the lands described in *Proposed Transfer of part of Park and Pond* surplus. Notice has been given that Council would consider a bylaw at the March 20 meeting authorizing the Mayor and C.A.O. Clerk to sign documents to facilitate the close of the transaction. The notice is not for a "public meeting", but any person can send comments to Council about the proposed land transfer. An assessment of the value of the land will be available as information for Council March 20.

FINANCIAL CONSIDERTIONS:

Quality Homes will pay all surveying costs and a purchase price of $6,000 as per Council's December 19, 2017 resolution.

RECOMMENDATION

That Council receives the C.A.O Clerk's report dated February 28, 2018 Proposed Land Trade Metzger Construction, Quality Homes and Town of Minto, that Metzger Construction and Quality Homes be advised the Town is prepared to accept the triangular shaped lands from Metzger Construction at a nominal fee to increase the size of the Town Park and Pond and to include with the lands to be conveyed to Quality Homes, and that Council declares the less than 0.29 acres of lands to be conveyed to Quality Homes as outlined in the February 28 report surplus to the needs of the Town.

Bill White MCIP RPP, C.A.O. Clerk

TRITON ENGINEERING SERVICES LIMITED
Consulting Engineers

Memorandum

DATE:	February 28, 2018
TO:	Bill White
FROM:	Chris Clark
RE:	February 20, 2018 Rainfall Event and Impacts of Development, Harriston
FILE:	A3139A

The following information is based on observations by Town staff, Triton Engineering and Maitland Valley Conservation Authority (MVCA) during the February 20, 2018 rainfall event within the Town of Minto, Harriston.

On Tuesday, February 20, 2018, over a period of approximately 48 hours, the Town of Minto (Harriston) and area experienced a rainfall event measuring 50mm in depth. In addition, the combination of snow melt and frozen ground surfaces significantly increased run-off volumes through the Town. In order to characterize the additional run-off rates produced by snow melt and frozen ground the flows through the Maitland River were measured by MVCA staff and compared to the flood frequency data analysis completed by Amec-Foster-Wheeler in June 2017. The measured flow rate yielded a value of 52.4 m^3/s, while the flood frequency analysis indicates a flow of 53.1 m^3/s being equal to a 10 year flood event. Therefore; it would be fair to characterize the February 20, 2018 rainfall event with the addition of snow melt and frozen ground surface being equal to a 10 year storm event.

During the coarse of the 48 hour time period, various streets in Harriston experienced flooding as the local storm sewer system became inundated, exceeding its design capacity. The following streets where observed to have ponding water within low lying sections; Young Street from George Street to King Street intersection, Maitland Street and George Street intersection as well as the intersection of George Street and William Street. Historically, these areas of the Town flood when water levels in the Maitland River rise, submerging the storm sewer outlets and surcharging the catchbasins within the mentioned streets.

More specifically, the George Street and William Street intersection storm sewer is a branch of the North Ward Trunk Storm System (NWTSS) which drains a large portion of farmland west of the Town of Harriston (see attached map). It can be rationalized that on February 20, 2018, a large portion of run-off was produced from this area due to amount of snow within the fields and the effects of frozen ground increasing run-off flow rates. The impacts of frozen ground surface increase run-off rates and run-off volumes due to the inability to infiltrate flows and acting as an impervious surface. A preliminary assessment of the NWTSS was completed analyzing a 5 year storm event. Run-off modelling indicated the NWTSS along Union Street and its contributing branches (William and George Street intersection) does not have sufficient capacity to convey a 5 year event. This is attributed to various factors; pipe grade (less than 0.2%), pipe size decreases between John Street and the Union Street outlet, and backwater constraints from the Maitland River during increased flow events. The effects of backwater are often observed within the various low points of the NWTSS due to the pipe elevations in the system being equal to that of the Union Street outlet elevation at the Maitland River.

Past preliminary investigations to improve the NWTSS recommended stormwater management measures be considered for the top end of the NWTSS to aid in the storage and attenuation of rainfall run-off volume and flows, respectively. As part of the 23 unit Townhouse development located on the former Minto-Clifford Public School property, a stormwater management (SWM) dry pond was designed to control post-development flows to pre-undeveloped conditions. The dry pond was also designed to accept future extraneous run-off from surrounding external drainage areas equalling approximately 4.03 ha in total drainage area. The dry pond was constructed in late 2017 and is designed to provide storage and flow control for the100 year storm event in an attempt to relieve the NWTSS at this location. Based on the theoretical hydrologic modeling completed for this development, the dry pond is of adequate size to store rainfall run-off up to the 100 year storm event volume. However, as the pond

directly outlets to a branch of the NWTSS at the William Street right-of-way, when the NWTSS outlet pipe becomes submerged as the Maitland River water levels increase, water levels within the pond will also be equalized during rainfall events which exceed the capacity of the NWTSS.

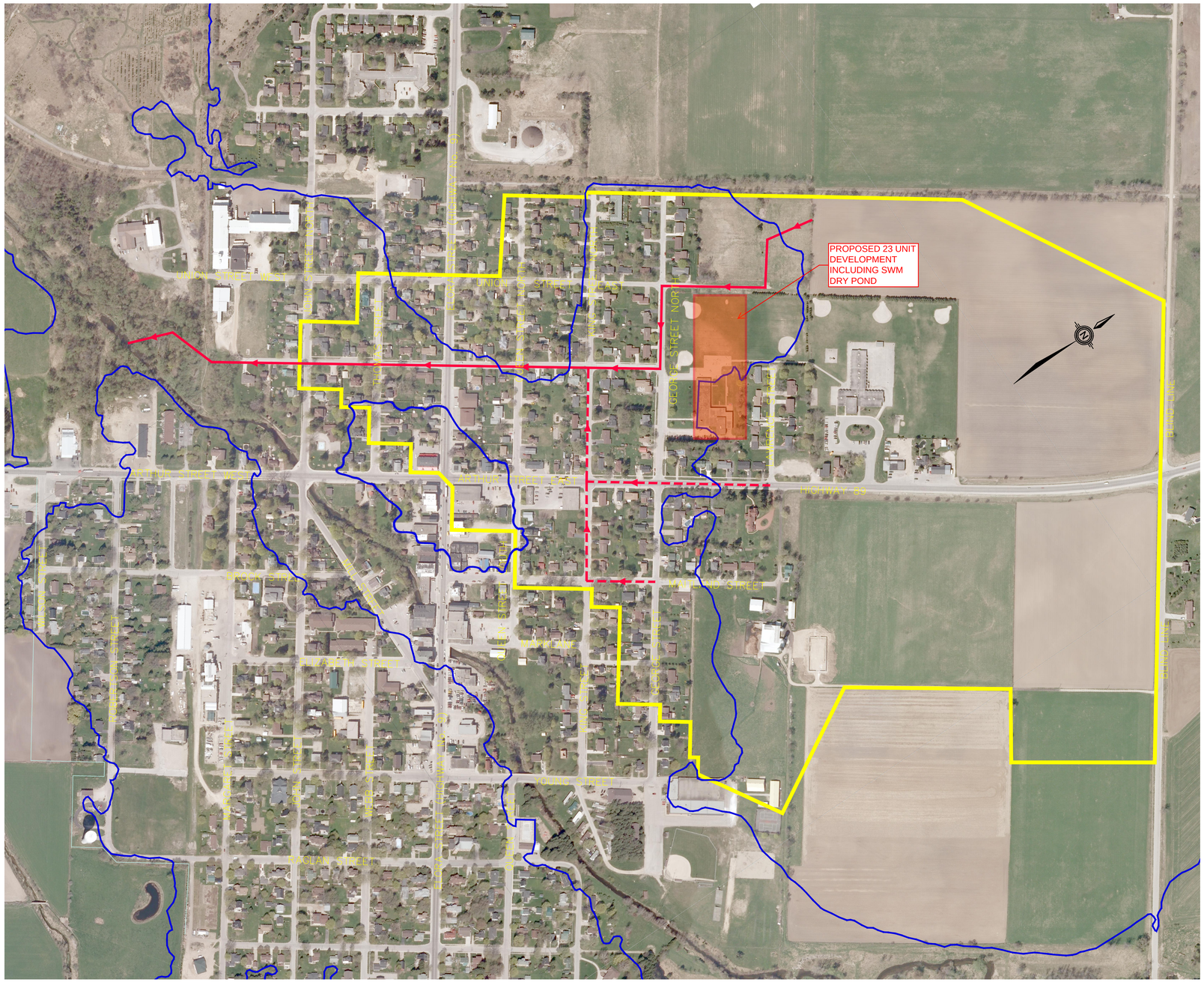
During the course of the February 20, 2018 rainfall event, the Town's public works staff and Triton Engineering staff did not observe nor encounter signs of the dry pond breaching its banks and spilling into the William Street right-of-way. The flooding along and north of the William Street and George Street intersection was produced by a combination of uncontrollable and naturally occurring variables within the local watershed. These variables include; naturally occurring run-off produced by a 50mm rainfall event and snow melt conditions, an increased rate of run-off flows and volume due to frozen ground surface as well as backwater impacts through the NWTSS caused by increased water levels at the Maitland River Union Street outlet.

It is our opinion, the integration of the SWM dry pond at the proposed 23 Unit Townhouse development did not contribute to or negatively impact what has been an existing and ongoing flooding issue during rainfall events of this magnitude for years past. The dry pond has been sized to collect and store run-off up to the 100 year storm event for the subject site and future external areas thus, having no requirements to increase it's capacity at the present time.

Respectfully Submitted,

Triton Engineering Services Limited

Chris Clark, P.Eng.



TOWN OF MINTO

Town of Minto
Where Your Family Belongs

NORTH WARD DRAINAGE STUDY (HARRISTON)

LEGEND:

- NORTH WARD DRAINAGE BOUNDARY
- TRUNK STORM SEWER
- SECONDARY STORM SEWER
- REGIONAL FLOODLINE

JULY 2011
A3139

TRITON ENGINEERING SERVICES LIMITED
Consulting Engineers
Fergus, Ontario

SCALE - 1:3000

TOWN OF MINTO

DATE: February 28, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

BACKGROUND

The following is a summary of accounts by Department paid for February 28, 2018

Administration	$ 145,449.83
People & Property	
Health & Safety	
Health Services	
Building	2,998.15
Economic Development	1,236.17
Incubator	1,634.76
Tourism	
Fire	4,322.57
Drains	50,730.24
Roads	70,129.66
Cemetery	
Waste Water	29,846.80
Streetlights	1,782.62
Water	12,528.61
Town Landscaping Care	332.22
Recreation	9,418.07
Clifford	5,115.22
Harriston	2,188.43
Palmerston	13,850.32
Norgan	2,944.69
	$ 354,508.36

COMMENTS:

The above information is provided to provide an update on monthly spending by Department as public information. Council also receives three budget update reports per year outlining the status of budget to actual for the capital plan and operating budgets.

Council receives by email a detailed summary of accounts including personal information about identifiable individuals that is protected under the Municipal Freedom of Information Act. The auditor supports Council approving the accounts in this fashion.

FINANCIAL CONSIDERATIONS:

Council's approval of the accounts increases transparency by disclosing monthly spending by Department.

RECOMMENDATION:

That Council receives the Treasurer's report dated February 28th regarding Approval of Accounts, and approves the Town of Minto accounts by Department for January and February 2018.

Gordon Duff, Treasurer

TOWN OF MINTO
DATE: February 15, 2018
REPORT TO: Deputy Mayor and Council
FROM: Wayne Metzger, Water Foreman
SUBJECT: Backflow Prevention Program

STRATEGIC PLAN:

11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities from Centre Wellington. Maintain both water and sewer facilities using qualified Town staff so long as it is cost effective and efficient to do so.

BACKGROUND:

January 24, 2017 Council passed a new bylaw to regulate water supply and set rules and obligations for the Town and users when it comes to the municipal water system.

Section 8 of the bylaw was a new section regarding Cross Connections and Backflow Prevention. It controls the kinds of appliances, equipment or water use technologies that can be attached to the municipal water system and where connection is permitted puts in place reporting requirements to ensure fixtures between the systems are properly maintained. The attached information has been prepared for distribution to water users that should be aware of the Town's cross connection rules.

The bylaw makes it an offense for any person to connect any device to the water system and allow untreated water, chemical or substance to enter into the municipal water system. Under the Building Code proper "devices" are to be installed to ensure "cross contamination" does not occur. In many cases "devices" are already installed to protect the system. If a "device" is needed the bylaw allows Town Staff to issue an order to the user and to enforce that order if there is non-compliance.

When a "device" is connected it must be tested and the results provided by the Town. It also must be tested annually to ensure it continues to function and the annual tests are to be reported to the Town. If any of the rules are not met, a charge and a set fine of $800 could apply. Other remedies include shutting off municipal water or securing repairs and charging the cost against the lands. The intent of distributing information is to work with water users to make sure the Town never has to enforce the bylaw in this fashion.

COMMENTS:

Staff is providing the information for Council comment and to advise that outreach will begin in the coming weeks. The material will also be posted on the Town website, and referenced

in the tax newsletter and community guide. The attached material has a "step by step" process for property owners to follow and a list of staff contacts to reach out to for further information. Staff will make sure the information gets to known users with "devices' that should have cross connection prevention in place, and will work with them to implement the program to protect the safety of the municipal water supply.

FINANCIAL CONSIDERATIONS:
Costs to distribute material and implement cross connection prevention are covered by the annual water operating budget.

RECOMMENDATION:
That Council receives the Water Foreman's February 15, 2018 report Backflow Prevention Program, and the information on the program attached and supports staff working with water users to ensure compliance with applicable requirements in Bylaw 2017-06.

Wayne Metzger, Water Foreman

Town of Minto Backflow Prevention Program

Background

Following dangerous backflow incidents in Ontario, the Ministry of Municipal Affairs and Housing, in 2014 the Ontario Water Works Association (OWWA) and the Ontario Municipal Water Association (OMWA) developed a Guide for Establishing Backflow Prevention Programs

Cross Connection and Backflow Prevention Program

Minto is committed to supplying consistent and safe drinking water meeting or exceeding regulatory standards. Cross Connection and Backflow Prevention protects drinking water from contamination by making sure pollutants, infectious agents or other materials do not flow backwards into clean water pipes in a drinking water system.

What is back flow?

Back flow is the reversal of the normal direction of water flow in the drinking water system which occurs where a private water system or other device treatment device has a greater pressure than the drinking water system. This can occur two ways:

1. **Backpressure:** Water pressure in a building is greater than the municipal drinking water system pressure. This results in the water within that building being forced backward into the drinking water system. These situations can occur in some buildings where water is pumped to appliances or processes, or to upper floors in taller structures.
2. **Back Siphonage:** Pressure in the municipal drinking water system is decreased to a negative pressure resulting in the water within the building to be sucked into the drinking water system. Causes include a watermain break, hydrant flushing operations or firefighting operations.

Typical DCVA - For Reference Only

In these instances an unprotected cross connection to the drinking water system can allow pollutants or contaminants to be drawn or forced back into the drinking water piping and distributed throughout the municipal system to other users. This results in unsafe conditions on the property and places the drinking water system, and citizens of the community, at risk.

What is the program about?

The Town wants to work with business and industry to make sure backflow prevention is in place. Industrial, Commercial, Institutional and Multi-residential Properties (more than three levels) that have the potential to cross-contaminate the Town's water system are asked to install backflow prevention devices on all connections coming off the Town water supply line.

Is this mandatory?

Section 8 of Minto's Water By-law 2017-06 makes it illegal for any person to allow pollutants to contaminate the Town's water system through backflow or any other method. This means any water users that pump or processes water within their building, where backflow or siphoning is a risk, must take action to prevent contamination.

Authorized Town staff members that give proper notice can inspect any premises where municipal water is used to ensure backflow prevention devices are installed, and if they are not installed can order water users to put in the proper control equipment. If non-compliance continues charges and fines are possible. This is a last resort for the Town

How do I know if my business or residential building needs backflow installation?

An initial cross connection survey is required for each building included in the program. This survey must be completed by one of the following:

- A Licensed Plumber with a Backflow Tester's Certificate
- A Professional Engineer with a Backflow Tester's Certificate
- A Certified Engineering Technologist with a Backflow Tester's Certificate

What about private residences?

Some homes should have backflow prevention in place especially home with irrigation systems or with a separate private water system of any kind. Surcharge or siphoning can occur on some appliances especially if poorly maintained or working improperly.

Backflow Device Installation

A building permit with the permit fee is required for the installation of a new backflow prevention device. Replacement of existing testable devices will require a permit if the type, size or location of the device is being changed. The devices must be installed by a licensed plumber, and tested to make sure they work properly. Test results must be reported to the Town within 14 days.

Once installed am I in compliance with the By-law?

The backflow devices will need to testable and tested annually by a Certified Professional who will fill out the required test report and provide a copy to the Town of Minto.

How Does the Program Work?

The following are step by step procedures and contact information for Town staff to assist you with proper backflow prevention installation and maintenance.

Property Owners Step By Step Process

1. **Read** the Guide for Establishing Backflow Prevention Programs to find out more about backflow best practices.
2. **Hire** a Licensed Plumber, Professional Engineer or Certified Engineering Technologist with a Backflow Tester's Certificate to provide you professional advice and oversee installation.
3. Have your licensed professional **complete** a Cross Connection Survey using the Town's form to determine the hazard level associated with your property.
4. Once the Town acknowledges approval of the Survey, confirms in writing any required upgrades, and provides a date for installation, have your licensed professional **obtain** a Town

permit and **install** the required device according to specifications and conditions of permit.

5. Require your licensed professional **test** the backflow device and within 14 days confirm with the Town the device is functioning who will **inspect** the device. Correct any malfunctions that may be confirmed.
6. Ensure the licensed professional **attaches** the completed test tag and files the report within 14 days.
7. Have the device **monitored** annually by the licensed professional and file the report with the Town within 14 days of testing each year.

Town Contacts

Water Foreman Wayne Metzger wayne@town.minto.on.ca 519-338-2511 ext 226
Chief Building Official Terry Kuipers terry@town.minto.on.ca 519-338-2511 ext 228
Lead Hand DWQMS Coordinator Todd Rogers todd@town.minto.on.ca 519-338-2511 ext 223
Public Works Assistance Jackie Hymers jackie@town.minto.on.ca 519-338-2511 ext 250

Make an appointment in person at
5941 Highway 89
HARRISTON ON N0G 1Z0

For more information search www.town.minto.on.ca

TOWN OF MINTO

DATE: February 22, 2018
REPORT TO: Mayor and Council
FROM: Wayne Metzger, Water Foreman
Todd Rogers, Compliance Coordinator
SUBJECT: 2017 Drinking Water System
Annual & Summary Reports

STRATEGIC PLAN:

11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities. Maintain both water and sewer facilities using qualified Town staff so long as it is cost effective and efficient to do so.

BACKGROUND:

The Town of Minto is committed to a consistent and safe drinking water supply which meets or exceeds all regulatory standards. The 2017 Annual & Summary Drinking Water System Reports are to be reviewed and understood by Council as the Systems Owner. The Annual Reports are made available to the public on February 28th of each year and the Summary Reports are to be completed by March 31st of each year.

There is a Summary Report and an Annual Report for each water system attached. The Summary Reports contain the following information for all four systems:

a) Summary of legislation and regulations
b) Report Objective and description of each system
c) Upgrades completed in 2017; planned upgrades for 2018
d) Various tables summarizing flow rates by month for each well, and comparison with rated flow capacity.
e) Report of any exceedances of flow capacity.
f) Raw Water Treatment requirements each system; summary of chemicals used
g) Assessment of Compliance identifying any system failures and corrective action

The Annual Report contains the following information using the Provincial Template form:

a) System size and location
b) Public Notification methods and system description
c) Chemicals used in treatment
d) Expenses to install, improve and replace equipment
e) Reported Spills and Microbiological testing
f) Summary of Inorganic Testing (chemical) by well
g) Summary of Lead Testing Results

h) Summary of Organic Testing by well
i) List of any exceedances for any testing completed

Source Water Municipal Annual Reporting
a) Town of Minto 2017 Risk Management Official and Municipal Annual Reports

COMMENTS:

Under Section 19 of the Safe Drinking Water Act passed in 2002 Councillors have a responsibility in providing clean water as officers of the municipality that "own" the system.

Councillors are "stewards" of the public infrastructure and therefore "shall exercise "the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation." To be effective in this stewardship role, Council should be satisfied:

- Policies adopted by Council are being implemented.
- Staff administers services and programs as Council intended.
- Rules and regulations are being applied correctly and consistently, and everyone is being treated equally.
- Funds are being spent only as authorized, and the municipality's resources (financial and otherwise) are being used as efficiently as possible."

By each member reviewing these reports prior to signing off on March 21, 2017 you are exercising due diligence as a steward of the system. Council also has opportunities to discuss overall care and control when the QMS Coordinator and Water Foreman present the Management Reports and Financial Reports. At the meeting each Councillor and the C.A.O. Clerk (Acting Director of Public Works) will sign the reports acknowledging that each has read and approved the Annual & Summary Reports for each Drinking Water System.

While it is required you review the Annual and Summary Report the following are some key considerations from each:

1. There was no organic, inorganic, lead or any other chemical exceedances in the Clifford, Harriston, Palmerston or Minto Pines Water Systems.
2. At no period did the monthly flow in any of the four systems exceed the rated capacity of the plant.
3. There was no Ministry of Environment Order issued for any of the actions taken by the Town or its staff respecting any of the four water systems.
4. All four systems were in compliance with the applicable drinking water license, drinking water works permit, Ontario regulation 170 respecting water system operations and the Safe Drinking Water Act.

FINANCIAL CONSIDERATIONS:

There are no financial considerations for this report. Water systems cost about $1.775 million annually to operate in 2017.

RECOMMENDATION:

That Council approves the 2017 Annual & Summary Reports for the Town of Minto Drinking Water Systems, including Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System and Minto Pines Subdivision Drinking Water System, and that individual members of Council and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.

Wayne Metzger	Todd Rogers
Water Foreman	Compliance Coordinator

OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	220000031
Drinking-Water System Name:	Clifford Drinking Water System
Drinking-Water System Owner:	Town of Minto
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2017 to December 31, 2017

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 [ ] No [√] Is your annual report available to the public at no charge on a web site on the Internet? Yes [√] No [ ] Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection. Town of Minto 5941 Hwy #89 R.R. #1 Harriston, ON N0G 1Z0	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 [ ]

Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

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 [√] No [ ]

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

[√] Public access/notice via the web Town of Minto Website
[ ] Public access/notice via Government Office
[√] Public access/notice via a newspaper Advertisements in Local Newspapers
[ ] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[√] Public access/notice via other method Tax Letter

Describe your Drinking-Water System

Clifford is currently serviced by a municipal water system that consists of: three drilled well supplies, two pumphouses; a 1,275 m3 elevated storage facility and a distribution network. In the event of a prolonged power outage, a portable generator is available to Well #1, 3 & 4 to supply back-up power.

Well #3 is a deep overburden well and serves as the primary production well for the system. Well # 1 and #4 are bedrock wells and provide peak flows and redundancy to the system. Wells #3 and #4 are a combined supply and are not allowed to operate together. All three operating wells are equipped with submersible pumps; the pump in Well #3 is a variable speed pump.
In the pumphouses, the raw water supply is injected with 12% sodium hypochlorite for disinfection and the chemical sodium silicate, for iron sequestering. The treated water from Well #1 leaves the pumphouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved. Treated water from Well #3 and #4 is discharged back into the elevated storage tank before being discharged into the distribution system.

The wells are controlled (start/stop) automatically based on elevated storage tank liquid levels and pressures in the distribution system. Each pumphouse is equipped with alarms for chlorination system failure (and corresponding lockout of well pumps), low water level and intrusion. Each wellhouse has a continuous monitoring analyzer for chlorine with lockouts and alarms.

SCADA provides continuous monitoring to this system.

List all water treatment chemicals used over this reporting period

- 12% Sodium Hypochlorite (disinfectant)
- Sodium Silicate (sequestering agent)

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

To meet the requirements of O. Reg. 170/03, upgrades, installation and replacement of various system components have been completed. However, maintaining the system includes repair and replacement of individual components as required.

In 2017 $8,500 was spent on a pump replacement in well #4, $145,900 was spent installing watermain on Ann Street to replace the backyard watermain and $800 was spent on watermain replacement design for Elora Street.

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
24/07/2017	Coliform 0 cfu/100mL	1	cfu/100mL	Chlorine residual at sample site good resampled at site, upstream and downstream and flushed main 26/07/2017. Resample result 0	26/07/2017
11/09/2017	Coliform 0 cfu/100mL	2	cfu/100mL	Chlorine residual at sample site good resampled at site, upstream and downstream and flushed main 13/09/2017. Resample result 0	13/09/2017

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

Type / Location of Sample		Number of Samples	Range of Total Coliform Results (min #)-(max #)	Range of E. Coli or Fecal Results (min #)-(max #)	Range of HPC (min #)-(max #)	Number of HPC Samples
Raw	Well #1	51	0 - 0	0 - 0	N/A	N/A
	Well #3	51	0 - 0	0 - 0	N/A	N/A
	Well #4	52	0 - 0	0 - 0	N/A	N/A
Treated	Well #1	51	0 - 0	0 - 0	< 10 - 40	51
	Well #3	51	0 - 0	0 - 0	< 10 – 120	51
	Well #4	52	0 - 0	0 - 0	< 10 – 30	52
Distribution		159	0 – 2	0 - 0	< 10 – 68	159

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

Operational Testing			Number of Grab Samples	Range of Results (min #) – (max #)
Turbidity	Raw	Well #1	99	0.10 – 0.89
		Well #3	99	0.07 – 0.88
		Well #4	89	0.11 – 0.78
Chlorine	Treated	Well #1	364	0.84 – 1.72
		Well #3	365	0.70 – 1.75
		Well #4	358	0.82 – 1.89
	Distribution		574	0.51 – 1.93
Fluoride (*If the DWS provides fluoridation*)			N/A	N/A

*NOTE: Record the unit of measure if it is **not** milligrams per litre.*

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
N/A	N/A	N/A	N/A	N/A

Clifford Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	6.5	ug/L	25
Barium	17/05/16	222	ug/L	1000
Boron	17/05/16	<50	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	10
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	05/05/17	7.27	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	05/05/17	1.13	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	05/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	<0.02	mg/L	10
	05/05/17	<0.02		
	24/08/17	<0.02		
	20/11/17	<0.02		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Clifford Well #3

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	<1.0	ug/L	25
Barium	17/05/16	144	ug/L	1000
Boron	17/05/16	<50	ug/L	5000

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	05/05/17	12.3	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	05/05/17	0.64	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	05/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	0.273	mg/L	10
	05/05/17	<0.02	mg/L	10
	24/08/17	0.349		
	20/11/17	0.325		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Clifford Well #4

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	8.1	ug/L	25
Barium	17/05/16	163	ug/L	1000
Boron	17/05/16	<50	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	05/05/17	9.18	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	05/05/17	1.04	mg/L	1.5

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Nitrite	06/02/17	<0.01	mg/L	1
	05/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	<0.02	mg/L	10
	05/05/17	<0.02		
	24/08/17	<0.02		
	20/11/17	<0.02		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

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	22	<1.0 – 2.5 ug/L	0
Distribution	4	<1.0 – <1.0 ug/L	N/A

* These results are from samples taken in December 2013 –> April 2014 and June - October 2014.
No adverse results were identified.

Reduced Sampling

Town of Minto is now exempt from plumbing sampling for lead due to less than 10% of plumbing results exceeded 10 ug/L.
Distribution sampling is still required every “winter” and “summer” period.
- each year for pH and alkalinity
- once every 3 years for lead

2017 Lead Results

	Sample Date	Number of Samples	Max Result	Limit
Winter Alkalinity	10/01/17	2	304	30-500
Winter Lead	10/01/17	2	< 1.0	10
Summer Alkalinity	11/07/17	2	301	30-500
Summer Lead	11/07/17	2	< 1.0	10

Clifford Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Cloride	17/05/16	<0.2	ug/L	2

Clifford Well #3

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Cloride	17/05/16	<0.2	ug/L	2

Clifford Well #4

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	14/05/13	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Cloride	17/05/16	<0.2	ug/L	2

Clifford Distribution System

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
THM	06/02/17	22.8	ug/L	100
	09/05/17	12.9		
	24/08/17	12.7		
	20/11/17	7.5		

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
HAA	06/02/17	4.1	ug/L	80
	09/05/17	3.9		
	24/08/17	6.3		
	20/11/17	5.3		

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
N/A	N/A	N/A	N/A

(Only if DWS category is large municipal residential, small municipal residential, large municipal non residential, non municipal year round residential, large non municipal non residential)

OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	220000077
Drinking-Water System Name:	Harriston Drinking Water System
Drinking-Water System Owner:	Town of Minto
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2017 to December 31, 2017

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 [ ] No [√] Is your annual report available to the public at no charge on a web site on the Internet? Yes [√] No [ ] Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection. Town of Minto 5941 Hwy #89 R.R. #1 Harriston, ON N0G 1Z0	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 [ ]

Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

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 [ ] No [√]

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

[√] Public access/notice via the web Town of Minto Website
[ ] Public access/notice via Government Office
[√] Public access/notice via a newspaper Advertisements in Local Newspapers
[ ] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[√] Public access/notice via other method Tax Letter

Describe your Drinking-Water System

Harriston is serviced by a waterworks that consists of: three drilled bedrock wells, three pumphouses, an elevated 1915 m^3 steel storage tank and a distribution network of watermains, ranging in diameter from 100 mm to 250mm. In the event of a power outage, pump #1 & #3 is equipped with automatic back-up power supply. Well #2 has the capacity of connecting to a portable generator.

The bedrock wells are equipped with submersible pumps. Water from Wells #1 and #3 discharge into pumphouse #3, and water from Well #2 discharges into pumphouse #2, respectively, for flow measurement and treatment. In the pumphouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection and the chemical PW1680, for iron sequestering. The treated water leaves the pumphouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

The wells are controlled (*start/stop*) automatically based on elevated storage tank liquid levels and pressures in the distribution system. Each pumphouse is equipped with alarms for chlorination system failure (*and corresponding lockout of well pumps*), low water level and intrusion. Each wellhouse has a continuous monitoring analyzer for chlorine with lockouts and alarms.

SCADA provides continuous monitoring to this system.

List all water treatment chemicals used over this reporting period

- 12% Sodium Hypochlorite (*disinfectant*)
- PW1680 (*sequestering agent*)

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

To meet the requirements of O. Reg. 170/03, upgrades, installations and replacement of various system components have been completed. However, maintaining the system includes repair and replacement of individual components as required.

In 2017 $212,800 was spent on George Street South old watermain replacement and $6,400 was spent on Well #2 upgrades to increase water quality.

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
23/06/2017	Flooding Boil Water Advisory	N/A	N/A	Source water sampled and boil water lifted 27/06/2017 when results received. Well #3 was not put back online until 06/07/2017 under direction from MOECC.	27/06/2017
15/05/2017	Sodium 20 mg/L	20.8	mg/L	Resampled Well #1 17/05/2017, 7.12mg/L closer to historic values.	17/05/2017

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

Type / Location of Sample		Number of Samples	Range of Total Coliform Results (min #)-(max #)	Range of E. Coli or Fecal Results (min #)-(max #)	Range of HPC (min #)-(max #)	Number of HPC Samples
Raw	Well #1	52	0 – 0	0 – 0	N/A	N/A
	Well #2	52	0 – 0	0 – 0	N/A	N/A
	Well #3	65	0 – 8	0 – 0	N/A	N/A
Treated	Well #1	52	0 – 0	0 – 0	<10 – 1930	52
	Well #2	52	0 – 0	0 – 0	<10 – 70	52
	Well #3	65	0 – 0	0 – 0	<10 - 20	65
Distribution		155	0 – 0	0 – 0	<10 – 950	155

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

Operational Testing			Number of Grab Samples	Range of Results (min #) – (max #)
Turbidity	Raw	Well #1	140	0.11 – 0.83
		Well #2	149	0.13 – 1.48
		Well #3	143	0.11 – 0.90
Chlorine	Treated	Well #1	362	0.88 – 1.55
		Well #2	358	0.69 – 1.64
		Well #3	356	0.81 – 1.64
	Distribution		618	0.42 – 1.42
Fluoride (*If the DWS provides fluoridation*)			N/A	N/A

*NOTE: Record the unit of measure if it is **not** milligrams per litre.*

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
N/A	N/A	N/A	N/A	N/A

Harriston Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	<1.0	ug/L	25
Barium	17/05/16	121	ug/L	1000
Boron	17/05/16	87	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	09/05/17	**20.8**	mg/L	20
Sodium (Resample)	16/05/17	7.12	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.57	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	<0.02	mg/L	10
	09/05/17	<0.02		
	24/08/17	<0.02		
	20/11/17	<0.02		

*only for drinking water systems testing *under* Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Harriston Well #2

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	31/05/16	<0.6	ug/L	6
Arsenic	31/05/16	<1.0	ug/L	25

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Barium	31/05/16	52	ug/L	1000
Boron	31/05/16	62	ug/L	5000
Cadmium	31/05/16	<0.1	ug/L	5
Chromium	31/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	31/05/16	<0.1	ug/L	1
Selenium	31/05/16	<5.0	ug/L	10
Sodium	09/05/17	17.1	mg/L	20
Uranium	31/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.28	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	<0.02	mg/L	10
	09/05/17	0.338		
	24/08/17	<0.02		
	20/11/17	<0.02		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Harriston Well #3

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	<1.0	ug/L	25
Barium	17/05/16	130	ug/L	1000
Boron	17/05/16	75	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	09/05/17	12.0	mg/L	20

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.28	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	<0.02	mg/L	10
	09/05/17	<0.02		
	24/08/17	<0.02		
	20/11/17	<0.02		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems.

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	22	<1.0 – 3.1 ug/L	0
Distribution	4	<1.0 – <1.0 ug/L	N/A

* These results are from samples taken in December 2013 –> April 2014 and June - October 2014.
No adverse results were identified.

Reduced Sampling

Town of Minto is now exempt from plumbing sampling for lead due to less than 10% of plumbing results exceeded 10 ug/L.
Distribution sampling is still required every “winter” and “summer” period.
- each year for pH and alkalinity
- once every 3 years for lead

2017 Lead Results

	Sample Date	Number of Samples	Max Result	Limit
Winter Alkalinity	10/01/17	2	259	30-500
Winter Lead	10/01/17	2	< 1.0	10
Summer Alkalinity	11/07/17	2	288	30-500
Summer Lead	11/07/17	2	< 1.0	10

Harriston Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	17/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	17/05/16	<0.1	ug/L	
Atrazine Desethyl	17/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	17/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	17/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	17/05/16	<0.2	ug/L	90
Carbofuran	17/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	17/05/16	<0.1	ug/L	90
Diazinon	17/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	17/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	17/05/16	<0.2	ug/L	9
Dimethoate	17/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Malathion	17/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	17/05/16	<0.1	ug/L	50
Metribuzin	17/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	17/05/16	<0.5	ug/L	60
Phorate	17/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	17/05/16	<0.1	ug/L	1
Simazine	17/05/16	<0.1	ug/L	10
Terbufos	17/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	17/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	17/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Chloride	17/05/16	<0.2	ug/L	2

Harriston Well #2

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	31/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	31/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Bromoxynil	31/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	31/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	31/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	31/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	31/05/16	<0.5	ug/L	5
1,2-Dichloroethane	31/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	31/05/16	<0.5	ug/L	14
Dichloromethane	31/05/16	<0.5	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	31/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	31/05/16	<1.0	ug/L	70
Diuron	31/05/16	<1.0	ug/L	150
gamma-Chlordane	31/05/16	<0.1	ug/L	
Glyphosate	31/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	31/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	31/05/16	<0.5	ug/L	80
o,p-DDT	31/05/16	<0.1	ug/L	
Oxychlordane	31/05/16	<0.1	ug/L	
p,p-DDD	31/05/16	<0.1	ug/L	
p,p-DDE	31/05/16	<0.1	ug/L	
p,p-DDT	31/05/16	<0.1	ug/L	
Paraquat	31/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	31/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	31/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	31/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Vinyl Chloride	31/05/16	<0.2	ug/L	2

Harriston Well #3

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Chloride	17/05/16	<0.2	ug/L	2

Harriston Distribution System

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
THM	06/02/17	16.8	ug/L	100
	09/05/17	11.9		
	24/08/17	14.9		
	20/11/17	16.7		

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
HAA	06/02/17	2.8	ug/L	80
	09/05/17	6.6		
	24/08/17	10.2		
	20/11/17	4.9		

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
N/A	N/A	N/A	N/A

(Only if DWS category is large municipal residential, small municipal residential, large municipal non residential, non municipal year round residential, large non municipal non residential)

OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	220000059
Drinking-Water System Name:	Palmerston Drinking Water System
Drinking-Water System Owner:	Town of Minto
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2017 to December 31, 2017

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 [ ] No [√] Is your annual report available to the public at no charge on a web site on the Internet? Yes [√] No [ ] Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection. Town of Minto 5941 Hwy #89 R.R. #1 Harriston, ON N0G 1Z0	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 [ ]

Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

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 [ ] No [√]

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

[√] Public access/notice via the web Town of Minto Website
[ ] Public access/notice via Government Office
[√] Public access/notice via a newspaper Advertisements in Local Newspapers
[ ] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[√] Public access/notice via other method Tax Letter

Describe your Drinking-Water System

Palmerston is serviced by a waterworks that consists of: four drilled bedrock wells, two pumphouses, an elevated 2500 m^3 steel storage tank and a distribution network of watermains, ranging in diameter from 100 mm to 250 mm. In the event of a prolonged power outage, a portable generator is available to either pumphouse to supply back-up power.

The bedrock wells are equipped with submersible pumps that discharge directly into the William Street pumphouse (Wells #1 and #2) or the Whites Road pumphouse (Well #3 and #4). In the pumphouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection and the chemical PW1680, for iron sequestering. The treated water leaves the pumphouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

The wells are controlled (*start/stop*) automatically based on elevated storage tank liquid levels and pressures in the distribution system. Each pumphouse is equipped with alarms for chlorination system failure (*and corresponding lockout of well pumps*), low water level and intrusion. Each pumphouse has continuous monitoring analyzers for chlorine with lockouts and alarms.

SCADA provides continuous monitoring to this system.

List all water treatment chemicals used over this reporting period

- 12% Sodium Hypochlorite (*disinfectant*)
- PW1680 (*sequestering agent*)

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

To meet the requirements of O. Reg. 170/03, upgrades, installations and replacement of various system components have been completed. However, maintaining the system includes repair and replacement of individual components as required.

In 2017 $222,000 was spent replacing shallow, old cast iron watermain on Jane and Inkerman Streets, $7,000 on design for replacing William Street watermain and $2,200 on heating upgrades in Well #1 and #2 Pumphouse.

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
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.

Type / Location of Sample		Number of Samples	Range of Total Coliform Results (min #)-(max #)	Range of E. Coli or Fecal Results (min #)-(max #)	Range of HPC (min #)-(max #)	Number of HPC Samples
Raw	Well #1	51	0 - 0	0 - 0	N/A	N/A
	Well #2	51	0 - 0	0 –0	N/A	N/A
	Well #3	51	0 - 0	0 - 0	N/A	N/A
	Well #4	51	0 - 0	0 –0	N/A	N/A
Treated	Well #1	51	0 - 0	0 - 0	<10 – 190	51
	Well #2	51	0 –0	0 - 0	<10 – 20	51
	Well #3	51	0 - 0	0 - 0	<10 – 30	51
	Well #4	51	0 - 0	0 - 0	<10 – 20	51

Type / Location of Sample	Number of Samples	Range of Total Coliform Results (min #)-(max #)	Range of E. Coli or Fecal Results (min #)-(max #)	Range of HPC (min #)-(max #)	Number of HPC Samples
Distribution	204	0 - 0	0 - 0	<10 - 280	204

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

Operational Testing			Number of Grab Samples	Range of Results (min #) – (max #)
Turbidity	Raw	Well #1	66	0.36 – 0.94
		Well #2	68	0.40 – 0.96
		Well #3	63	0.35 – 0.93
		Well #4	64	0.35 – 0.94
Chlorine	Treated	Well #1	365	1.00 – 1.73
		Well #2	367	0.90 – 1.73
		Well #3	364	0.90 – 1.67
		Well #4	364	0.94 – 1.76
	Distribution		578	0.64 – 1.39
Fluoride (*If the DWS provides fluoridation*)			N/A	N/A

*NOTE: Record the unit of measure if it is **not** milligrams per litre.*

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
N/A	N/A	N/A	N/A	N/A

Palmerston Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	3.5	ug/L	25

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Barium	17/05/16	90	ug/L	1000
Boron	17/05/16	<50	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	09/05/17	17.4	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.23	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	0.231	mg/L	10
	09/05/17	0.231		
	24/08/17	0.223		
	20/11/17	0.241		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Palmerston Well #2

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	2.4	ug/L	25
Barium	17/05/16	87	ug/L	1000
Boron	17/05/16	<50	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			mg/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Sodium	09/05/17	19.6	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.21	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	0.267	mg/L	10
	09/05/17	0.324		
	24/08/17	0.461		
	20/11/17	0.247		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Pamerston Well #3

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	1.3	ug/L	25
Barium	17/05/16	99	ug/L	1000
Boron	17/05/16	<50	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead			ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	09/05/17	15	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.21	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	0.203	mg/L	10
	09/05/17	0.193		

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Nitrate	24/08/17	0.186	mg/L	10
	20/11/17	0.188		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Palmerston Well #4

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	17/05/16	<0.6	ug/L	6
Arsenic	17/05/16	<1.0	ug/L	25
Barium	17/05/16	86	ug/L	1000
Boron	17/05/16	<50	ug/L	5000
Cadmium	17/05/16	<0.1	ug/L	5
Chromium	17/05/16	<1.0	ug/L	50
*Lead	22/01/14	<1.0	ug/L	100
Mercury	17/05/16	<0.1	ug/L	1
Selenium	17/05/16	<5.0	ug/L	10
Sodium	09/05/17	12.7	mg/L	20
Uranium	17/05/16	<5.0	ug/L	20
Fluoride	09/05/17	0.21	mg/L	1.5
Nitrite	06/02/17	<0.01	mg/L	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		
Nitrate	06/02/17	0.182	mg/L	10
	09/05/17	0.172		
	24/08/17	0.166		
	20/11/17	0.162		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

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	22	<1.0 – < 1.0 ug/L	0
Distribution	4	<1 – <1 ug/L	N/A

* These results are from samples taken in December 2013 – April 2014 and June - October 2014.
No adverse results were identified.

Reduced Sampling

Town of Minto is now exempt from plumbing sampling for lead due to less than 10% of plumbing results exceeded 10 ug/L.
Distribution sampling is still required every "winter" and "summer" period.
- each year for pH and alkalinity
- once every 3 years for lead

2017 Lead Results

	Sample Date	Number of Samples	Max Result	Limit
Winter Alkalinity	10/01/17	2	289	30-500
Winter Lead	10/01/17	2	< 1.0	10
Summer Alkalinity	10/07/17	2	291	30-500
Summer Lead	10/07/17	2	< 1.0	10

Palmerston Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Chloride	17/05/16	<0.2	ug/L	2

Palmerston Well #2

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Chloride	17/05/16	<0.2	ug/L	2

Palmerston Well #3

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	17/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	17/05/16	<0.02	ug/L	
Aroclor 1254	17/05/16	<0.02	ug/L	

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Aroclor 1260	17/05/16	<0.02	ug/L	
Atrazine	17/05/16	<0.1	ug/L	
Atrazine Desethyl	17/05/16	<0.1	ug/L	
Atrazine & Metabolites	17/05/16	<0.2	ug/L	
Azinphos-methyl	17/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	17/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	17/05/16	<0.2	ug/L	90
Carbofuran	17/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	17/05/16	<0.1	ug/L	90
Diazinon	17/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	17/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	17/05/16	<0.2	ug/L	9
Dimethoate	17/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	17/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	17/05/16	<0.1	ug/L	50
Metribuzin	17/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	17/05/16	<0.5	ug/L	60
Phorate	17/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Polychlorinated Biphenyls (PCB)	17/05/16	<0.035	ug/L	3
Prometryne	17/05/16	<0.1	ug/L	1
Simazine	17/05/16	<0.1	ug/L	10
Terbufos	17/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	17/05/16	<0.5	ug/L	100
Triallate	17/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	17/05/16	<0.5	ug/L	5
Trifluralin	17/05/16	<0.1	ug/L	45
Vinyl Chloride	17/05/16	<0.2	ug/L	2

Palmerston Well #4

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	31/05/16	<0.1	ug/L	5
alpha-Chlordane	17/05/16	<0.1	ug/L	
Aroclor 1242	31/05/16	<0.02	ug/L	
Aroclor 1254	31/05/16	<0.02	ug/L	
Aroclor 1260	31/05/16	<0.02	ug/L	
Atrazine	31/05/16	<0.1	ug/L	
Atrazine Desethyl	31/05/16	<0.1	ug/L	
Atrazine & Metabolites	31/05/16	<0.2	ug/L	5
Azinphos-methyl	31/05/16	<0.1	ug/L	20
Benzene	17/05/16	<0.5	ug/L	5
Benzo(a)pyrene	31/05/16	<0.01	ug/L	0.01
Bromoxynil	17/05/16	<0.2	ug/L	5
Carbaryl	31/05/16	<0.2	ug/L	90
Carbofuran	31/05/16	<0.2	ug/L	90
Carbon Tetrachloride	17/05/16	<0.5	ug/L	5
Chlorpyrifos	31/05/16	<0.1	ug/L	90
Diazinon	31/05/16	<0.1	ug/L	20
Dicamba	17/05/16	<0.2	ug/L	120
1,2-Dichlorobenzene	17/05/16	<0.5	ug/L	200
1,4-Dichlorobenzene	17/05/16	<0.5	ug/L	5
1,2-Dichloroethane	17/05/16	<0.5	ug/L	5

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
1,1-Dichloroethylene (vinylidene chloride)	17/05/16	<0.5	ug/L	14
Dichloromethane	17/05/16	<5.0	ug/L	50
2-4 Dichlorophenol	31/05/16	<0.3	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	17/05/16	<0.2	ug/L	100
Diclofop-methyl	31/05/16	<0.2	ug/L	9
Dimethoate	31/05/16	<0.1	ug/L	20
Diquat	17/05/16	<1.0	ug/L	70
Diuron	17/05/16	<1.0	ug/L	150
gamma-Chlordane	17/05/16	<0.1	ug/L	
Glyphosate	17/05/16	<5.0	ug/L	280
Malathion	31/05/16	<0.1	ug/L	190
MCPA	17/05/16	<0.2	ug/L	
Metolachlor	31/05/16	<0.1	ug/L	50
Metribuzin	31/05/16	<0.1	ug/L	80
Monochlorobenzene	17/05/16	<0.5	ug/L	80
o,p-DDT	17/05/16	<0.1	ug/L	
Oxychlordane	17/05/16	<0.1	ug/L	
p,p-DDD	17/05/16	<0.1	ug/L	
p,p-DDE	17/05/16	<0.1	ug/L	
p,p-DDT	17/05/16	<0.1	ug/L	
Paraquat	17/05/16	<1.0	ug/L	10
Pentachlorophenol	31/05/16	<0.5	ug/L	60
Phorate	31/05/16	<0.1	ug/L	2
Picloram	17/05/16	<0.2	ug/L	190
Polychlorinated Biphenyls (PCB)	31/05/16	<0.035	ug/L	3
Prometryne	31/05/16	<0.1	ug/L	1
Simazine	31/05/16	<0.1	ug/L	10
Terbufos	31/05/16	<0.2	ug/L	1
Tetrachloroethylene (perchloroethylene)	17/05/16	<0.5	ug/L	30
2,3,4,6-Tetrachlorophenol	31/05/16	<0.5	ug/L	100
Triallate	31/05/16	<0.1	ug/L	230
Trichloroethylene	17/05/16	<0.5	ug/L	5
2,4,6-Trichlorophenol	31/05/16	<0.5	ug/L	5
Trifluralin	31/05/16	<0.1	ug/L	45
Vinyl Chloride	17/05/16	<0.2	ug/L	2

Palmerston Distribution System

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
THM	06/02/17	10.7	ug/L	100
	09/05/17	6.6		
	24/08/17	9.6		
	20/11/17	9.9		

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
HAA	06/02/17	3.1	ug/L	80
	09/05/17	< 1.4		
	24/08/17	4.9		
	20/11/17	< 1.4		

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
N/A	N/A	N/A	N/A

(Only if DWS category is large municipal residential, small municipal residential, large municipal non residential, non municipal year round residential, large non municipal non residential)

OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	260007088
Drinking-Water System Name:	Minto Pines Subdivision Drinking Water System
Drinking-Water System Owner:	Town of Minto
Drinking-Water System Category:	Small Municipal Residential
Period being reported:	January 1, 2017 to December 31, 2017

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 [ ] No [√] Is your annual report available to the public at no charge on a web site on the Internet? Yes [√] No [ ] Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection. Town of Minto 5941 Hwy #89 R.R. #1 Harriston, ON N0G 1Z0	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 [ ]

Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

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 [ ] No [√]

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

[√] Public access/notice via the web Town of Minto Website
[ ] Public access/notice via Government Office
[√] Public access/notice via a newspaper Advertisements in Local Newspapers
[ ] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[√] Public access/notice via other method Tax Letter

Describe your Drinking-Water System

This Drinking-Water System supplies drinking water to 34 residential estate lots within the Minto Pines Subdivision.

There is one (1) well, equipped with a submersible pump. In the pumphouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection. The treated water leaves the pumphouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved. In the event of a power outage, the pumphouse is equipped with automatic back-up power supply.

The well is controlled (*start/stop*) automatically based pressures in the distribution system. The pumphouse is equipped with alarms for chlorination system failure (*and corresponding lockout of well pumps*), low-pressure level and intrusion. The pumphouse has continuous monitoring analyzers for pre and post chlorine disinfection.

A SCADA System provides monitoring and data collection. The SCADA System continuously monitors pre and post contact pipe "free" chlorine residuals and flows. This data is transmitted to the Harriston shop where "off site" information is available for monitoring and data collection purposes.

List all water treatment chemicals used over this reporting period

- 12% Sodium Hypochlorite (*disinfectant*)

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

To meet the requirements of O. Reg. 170/03, upgrades, installations and replacement of various system components have been completed. However, maintaining the system includes repair and replacement of individual components as required.

In 2017 $19,500 was spent on routine maintenance and inspection.

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
19/09/2017	Well Maintenance precautionary boil water in effect	N/A	N/A	Boil Water lifted 23/09/2017 after 2 sets of good bacti samples.	23/09/2017

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

	Number of Samples	Range of Total Coliform Results (min #)-(max #)	Range of E-Coli Or Fecal Results (min #)-(max #)	Range of HPC Results (min #)-(max #)	Number of HPC Samples
Raw	51	0 - 0	0 - 0	< 10 – TNTC	N/A
Treated	N/A	N/A	N/A	N/A	N/A
Distribution	51	0 – 0	0 - 0	<10 – 100	51

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

Operational Testing		Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity	Raw	102	0.10 – 0.97
Chlorine	Treated	367	1.01 – 1.52
	Distribution	261	0.69 – 1.32
Fluoride *(If the DWS provides fluoridation)*		N/A	N/A
*NOTE: Record the unit of measure if it is **not** milligrams per litre.*			

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
N/A	N/A	N/A	N/A	N/A

Minto Pines Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Antimony	09/05/17	<0.6	(ug/L)	6
Arsenic	09/05/17	<1.0	(ug/L)	25
Barium	09/05/17	37	(ug/L)	1000
Boron	09/05/17	<50	(ug/L)	5000
Cadmium	09/05/17	<0.1	(ug/L)	5
Chromium	09/05/17	<1.0	(ug/L)	50
*Lead			(ug/L)	100
Mercury	09/05/17	<0.1	(ug/L)	1
Selenium	09/05/17	<5.0	(ug/L)	10
Sodium	09/05/17	16.8	(mg/L)	20
Uranium	09/05/17	<5.0	(ug/L)	20
Fluoride	09/05/17	<0.1	(mg/L)	1.5
Nitrite	06/02/17	<0.01	(mg/L)	1
	09/05/17	<0.01		
	24/08/17	<0.01		
	20/11/17	<0.01		

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Nitrate	06/02/17	1.11	(mg/L)	10
	09/05/17	1.04		
	24/08/17	0.993		
	20/11/17	0.962		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

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	10	<1.0 – < 1.0 ug/L	0
Distribution	2	<1.0 – <1.0 ug/L	N/A

* These results are from samples taken in December 2013 – April 2014 and June - October 2014.
No adverse results were identified.

Reduced Sampling

Town of Minto is now exempt from plumbing sampling for lead due to less than 10% of plumbing results exceeded 10 ug/L.
Distribution sampling is still required every “winter” and “summer” period.
- each year for pH and alkalinity
- once every 3 years for lead

2017 Lead Results

	Sample Date	Number of Samples	Max Result	Limit
Winter Alkalinity	10/01/17	1	335	30-500
Winter Lead	10/01/17	1	3.2	10
Summer Alkalinity	11/07/17	1	254	30-500
Summer Lead	11/07/17	1	< 1.0	10

Minto Pines Well #1

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Alachlor	09/05/17	<0.10	(ug/L)	5
alpha-Chlordane	09/05/17	<0.10	(ug/L)	
Aroclor 1242	09/05/17	<0.02	(ug/L)	
Aroclor 1254	09/05/17	<0.02	(ug/L)	
Aroclor 1260	09/05/17	<0.02	(ug/L)	
Atrazine	09/05/17	<0.10	(ug/L)	
Atrazine Desethyl	09/05/17	<0.10	(ug/L)	
Atrazine & Metabolites	09/05/17	<0.20	(ug/L)	5
Azinphos-methyl	09/05/17	<0.10	(ug/L)	20
Benzene	09/05/17	<0.50	(ug/L)	5
Benzo(a)pyrene	09/05/17	<0.01	(ug/L)	0.01
Bromoxynil	09/05/17	<0.20	(ug/L)	5
Carbaryl	09/05/17	<0.20	(ug/L)	90
Carbofuran	09/05/17	<0.20	(ug/L)	90
Carbon Tetrachloride	09/05/17	<0.20	(ug/L)	5
Chlorpyrifos	09/05/17	<0.10	(ug/L)	90
Diazinon	09/05/17	<0.10	(ug/L)	20
Dicamba	09/05/17	<0.2	(ug/L)	120
1,2-Dichlorobenzene	09/05/17	<0.5	(ug/L)	200
1,4-Dichlorobenzene	09/05/17	<0.5	(ug/L)	5
1,2-Dichloroethane	09/05/17	<0.5	(ug/L)	5
1,1-Dichloroethylene (vinylidene chloride)	09/05/17	<0.5	(ug/L)	14
Dichloromethane	09/05/17	<5.0	(ug/L)	50
2-4 Dichlorophenol	09/05/17	<0.30	(ug/L)	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	09/05/17	<0.2	(ug/L)	100
Diclofop-methyl	09/05/17	<0.20	(ug/L)	9
Dimethoate	09/05/17	<0.10	(ug/L)	20
Diquat	09/05/17	<1.0	(ug/L)	70
Diuron	09/05/17	<1.0	(ug/L)	150
gamma-Chlordane	09/05/17	<0.1	(ug/L)	
Glyphosate	09/05/17	<5.0	(ug/L)	280
Malathion	09/05/17	<0.10	(ug/L)	190
MCPA	09/05/17	<0.20	(ug/L)	100
Metolachlor	09/05/17	<0.10	(ug/L)	50
Metribuzin	09/05/17	<0.10	(ug/L)	80

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
Monochlorobenzene	09/05/17	<0.50	(ug/L)	80
o,p-DDT	09/05/17	<0.10	(ug/L)	
Oxychlordane	09/05/17	<0.10	(ug/L)	
p,p-DDD	09/05/17	<0.10	(ug/L)	
p,p-DDE	09/05/17	<0.10	(ug/L)	
p,p-DDT	09/05/17	<0.1	(ug/L)	
Paraquat	09/05/17	<1.0	(ug/L)	10
Pentachlorophenol	09/05/17	<0.50	(ug/L)	60
Phorate	09/05/17	<0.10	(ug/L)	2
Picloram	09/05/17	<0.60	(ug/L)	190
Polychlorinated Biphenyls (PCB)	09/05/17	<0.035	(ug/L)	3
Prometryne	09/05/17	<0.10	(ug/L)	1
Simazine	09/05/17	<0.10	(ug/L)	10
Terbufos	09/05/17	<0.20	(ug/L)	1
Tetrachloroethylene (perchloroethylene)	09/05/17	<0.50	(ug/L)	30
2,3,4,6-Tetrachlorophenol	09/05/17	<0.50	(ug/L)	100
Triallate	09/05/17	<0.10	(ug/L)	230
Trichloroethylene	09/05/17	<0.50	(ug/L)	50
2,4,6-Trichlorophenol	09/05/17	<0.50	(ug/L)	5
Trifluralin	09/05/17	<0.10	(ug/L)	45
Vinyl Cloride	09/05/17	<0.20	(ug/L)	2

Minto Pines Distribution System

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

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
THM	06/02/17	9.6	(ug/L)	100
	09/05/17	5.2		
	24/08/17	5.9		
	20/11/17	6.1		

Parameter	Sample Date	Result Value	Unit of Measure	ODWS Criteria
HAA	06/02/17	1.4	(ug/L)	80
	09/05/17	< 1.4		
	24/08/17	2.2		
	20/11/17	1.7		

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
N/A	N/A	N/A	N/A

(Only if DWS category is large municipal residential, small municipal residential, large municipal non residential, non municipal year round residential, large non municipal non residential)

2017 Summary Report

for the

Town of Minto

CLIFFORD DRINKING WATER SYSTEM

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Date: March 2, 2018

2017 Summary Report
for the
Town of Minto
CLIFFORD DRINKING WATER SYSTEM

1.0 INTRODUCTION

1.1 Background

In December 2002, the Safe Drinking Water Act (SDWA) was enacted. Subsequently, on June 1, 2003, under the SDWA, a new *'Drinking-Water Systems Regulation'*, Ontario Regulation 170/03 (O. Reg. 170/03), was enacted. In addition, several supporting regulations and procedures were also enacted to assist with the administration of O. Reg 170/03. The list of relevant drinking-water legislation is presented in Appendix A.

The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems (SDWA, Sections 11 and 19). Their duties include ensuring that:

- All water provided by the drinking-water system meets prescribed drinking-water quality standards;
- The drinking-water system is operated in accordance with the Act and regulations and is kept in a good state of repair;
- All facilities are appropriately staffed and supervised;
- All sampling, testing and monitoring requirements are complied with;
- All reporting requirements are complied with; and
- Only persons holding valid operator's certificates operate the drinking-water-system.

O. Reg. 170/03 establishes the standard for protection of drinking water. It includes sets of schedules, specific to municipal residential systems that define requirements for:

- Minimum treatment levels;
- Operational checks;
- Chemical and microbiological sampling and testing;
- Adverse results reporting;
- Corrective procedures; and
- Report documentation and retention.

The system's Municipal Drinking Water Licence (MDWL), Drinking Water Works Permit (DWWP) and Permit To Take Water (PTTW) imposes system specific rules and conditions applicable to the standards set out in O. Reg. 170/03.

1.2 Objective

This Summary Report for the Clifford Drinking Water System is being prepared in fulfillment of Schedule 22 of O. Reg. 170/03, and will be given to Members of the Municipal Council. It covers the period from January 1, 2017 to December 31, 2017.

This Summary Report lists any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any order that the system failed to meet during the period of this report. For any such failure, the measures that were taken to correct the failure are detailed. The report also includes relevant information that will assist the Town of Minto to assess the water work's capability to meet existing and future planned uses of the system.

1.3 Description of Drinking Water System

Clifford is a community with a population of approximately 804 persons, located within the Town of Minto at the northwest corner of Wellington County, along the route of Provincial Hwy. No. 9.

Clifford is serviced by a municipal Drinking Water System that is comprised of: three drilled well supplies, two pumphouses, an elevated 1,275 m^3 storage tank and a distribution network of watermains. The watermains range in diameter from 100 mm to 250 mm. The municipal water system is also used for fire protection and has approximately 46 fire hydrants throughout the distribution system. In the event of a prolonged power outage, a portable generator can be moved to Wells #1, #3 & # 4 to supply back-up power.

Well #3 is a deep overburden well, and serves as the primary production well for the system. Wells #1 and #4 are bedrock wells and provide peak flows and redundancy to the system. Wells #3 and #4 are a *combined supply*, and are not allowed to operate together. All three operating wells are equipped with submersible pumps; the pump in Well #3 is a variable speed pump.

The pumphouse on Allan Street serves Well #1. The second pumphouse is in the base of the elevated storage tank on Nelson Street and serves Wells #3 and #4. The treatment employed in both pumphouses includes the use of sodium silicate for the sequestering of iron and sodium hypochlorite for disinfection of the raw water. A continuous online analyser measures the levels of free chlorine residual at point of entry (POE). When the alarm for chlorination system failure is activated, there is a corresponding lockout of well pumps. Subsequent to treatment, supply from Well #1 is discharged from the chlorine contact pipe into the distribution system, while supply from Wells #3 and #4 is discharged from the chlorine contact pipe directly into the elevated storage tank from the Cl_2 contact pipe.

The Clifford Drinking Water System operates under MDWL 106-101, DWWP 106-201 and PTTW #1704-9XBH9S until August 13th and PTTW #0441-AQ4H8H starting August 14th (all wells).

2.0 SUMMARY OF UPGRADES

2.1 Upgrades Completed in 2017

The disinfection treatment system in the Clifford Drinking Water System meets all of the standards imposed by O. Reg. 170/03 and the MOECC's "*Procedures for Disinfection of Drinking Water in Ontario*".

Typically, maintaining the system includes repairs and/or replacement of individual components as necessary. In 2017 $8,500 was spent on a pump replacement in well #4, $145,900 was spent installing watermain on Ann Street to replace the backyard watermain and $800 was spent on watermain replacement design for Elora Street.
The following purchases were also made on equipment that is shared between all of Minto's water systems. $11,500 on equipment, $3,300 on SCADA equipment upgrades to improve data reporting and $8,600 on the electronic data management system, $19,600 on the water meter installation program.

Preventative maintenance measures are being followed to ensure proper operation of the Drinking Water System.

2.2 Upgrades Scheduled to be Completed in 2018

In 2018, the Town of Minto is planning to spend $25,000.00 on the Brown and William St. Development, $140,000 replacing watermain on Ann St. N. from Queen St. to Nelson St. and $110,000 on the extension of watermains on Elora St. N.
In 2018 the following will be purchased to be shared within the water department. $20,000 for water meters and $90,000.00 on vehicle replacements.

3.0 OPERATION OF THE DRINKING WATER SYSTEM

3.1 Summary of the Quantities and Flow Rates of Water Supplied

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Clifford's wells be included in the Summary Report. Tables 3.1, 3.2 and 3.3 provide a summary of quantities and flow rates supplied during 2017, for Wells #1, #3 and #4 respectively, on a monthly basis. Well #1 supplies the Allan Street Wellhouse. Wells #3 and #4 supply the Nelson Street Wellhouse; they are a *combined* supply and are not allowed to operate together.

Table 3.1
Clifford Drinking Water System – Well #1
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

Month	Raw Water Flow (Max Daily Volume = 1,309 m³/day) (Max Flow Rate = 15.15 L/s			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	13.1	165	3,902	108	6	0.53	31	1.20	See Clifford Well #3 Data
February	13.2	193	3,233	88	7	0.44	28	1.35	
March	13.2	161	3,601	68	8	0.41	31	1.29	
April	13.2	138	2,880	66	7	0.46	29	1.23	
May	13.2	140	3,421	86	9	0.42	31	1.21	
June	13.2	141	3,305	66	8	0.44	30	1.32	
July	13.2	150	3,337	88	8	0.42	31	1.20	
August	13.2	154	3,409	133	6	0.42	31	1.37	
September	13.2	196	3,055	87	8	0.27	31	1.32	
October	13.1	174	3,962	110	7	0.33	31	1.34	
November	13.1	189	3,580	110	6	0.37	29	1.28	
December	13.1	165	3,937	114	6	0.34	31	1.29	
Total			41,622	1,124	86		364		
Average			3,469			0.40		1.28	
Maximum	13.2	196							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017: **1,124 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.2
Clifford Drinking Water System – Well #3
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

Month	Raw Water Flow (Max Flow Rate = 7.6 L/s) (Max Daily Volume = 1,309 m³/d) This is the allowable combined limits for Well # 3 & Well # 4			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	4.6	106	2,000	89	5	0.29	31	1.25	47
February	4.6	108	1,960	23	8	0.30	28	1.33	44
March	4.6	126	1,815	66	8	0.25	31	1.26	50
April	4.6	85	1,279	22	8	0.29	29	1.28	44
May	4.6	152	2,168	66	8	0.35	31	1.26	50
June	4.6	120	1,653	46	8	0.38	30	1.23	49
July	4.5	93	1,738	22	7	0.47	31	1.24	48
August	4.5	103	1,827	66	8	0.26	31	1.36	49
September	4.5	150	1,614	22	7	0.36	31	1.23	49
October	4.7	204	2,247	88	6	0.35	31	1.16	49
November	4.5	187	1,986	37	7	0.33	30	1.25	46
December	4.5	91	1,884	65	6	0.32	31	1.3	49
Total			22,171	612	86		365		574
Average			1,848			0.33		1.26	
Maximum	4.7	204							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017 for Wells #3 and #4 combined: **612 L** ***(Wells #3 and #4 share the same Cl_2 storage container)***
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.3
Clifford Drinking Water System – Well #4
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

Month	Raw Water Flow (Max Flow Rate = 15.15 L/s) (Max Daily Volume = 1,309 m³/d) This is the allowable combined limits for Well # 3 & Well # 4			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	11.3	70	1,347	See Clifford Well #3 Data	5	0.39	31	1.31	See Clifford Well #3 Data
February	11.2	78	1,017		5	0.51	22	1.21	
March	11.3	53	1,352		8	0.39	31	1.30	
April	11.5	66	1,161		7	0.43	29	1.21	
May	11.5	78	1,377		9	0.42	31	1.15	
June	11.5	55	1,168		7	0.46	30	1.17	
July	11.5	48	1,207		6	0.45	31	1.15	
August	11.5	65	1,162		5	0.46	31	1.39	
September	11.4	50	1,069		8	0.49	30	1.39	
October	11.1	49	1,186		6	0.27	31	1.36	
November	10.2	50	994		7	0.37	30	1.29	
December	10.3	42	1,047		6	0.42	31	1.24	
Total			14,087	612	79		358		
Average			1,174			0.42		1.26	
Maximum	11.5	78							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017 for Wells #3 and #4 combined: **612 L** *****(*Wells #3 and #4 share the same Cl_2 storage container*)
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.4
Clifford Drinking Water System – Well #3 & #4 Combined
Treated Water Flow
January 1, 2017 – December 31, 2017

Month	Treated Water Flow (Well #3 Max Flow Rate = 7.6 L/s) (Well #4 Max Flow Rate = 15.1 L/s) (Max Daily Volume = 1309 m³/d)				Chlorine
	Operator Observed Peak flow Well #3 (L/s)	Operator Observed Peak Flow Well #4 (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (l)
January	4.6	11.3	106	3,347	89
February	4.6	11.2	108	2,977	23
March	4.6	11.3	126	3,167	66
April	4.6	11.5	85	2,440	22
May	4.6	11.5	152	3,545	66
June	4.6	11.5	120	2,821	46
July	4.5	11.5	93	2,945	22
August	4.5	11.5	103	2,989	66
September	4.5	11.4	150	2,683	22
October	4.7	11.1	204	3,433	88
November	4.5	10.2	187	2,980	37
December	4.5	10.3	91	2,931	65
Total				36,258	612
Average				3,022	
Maximum	4.7	11.5	204		

3.2 Comparison of Actual Rates and Maximum Allowable Rates

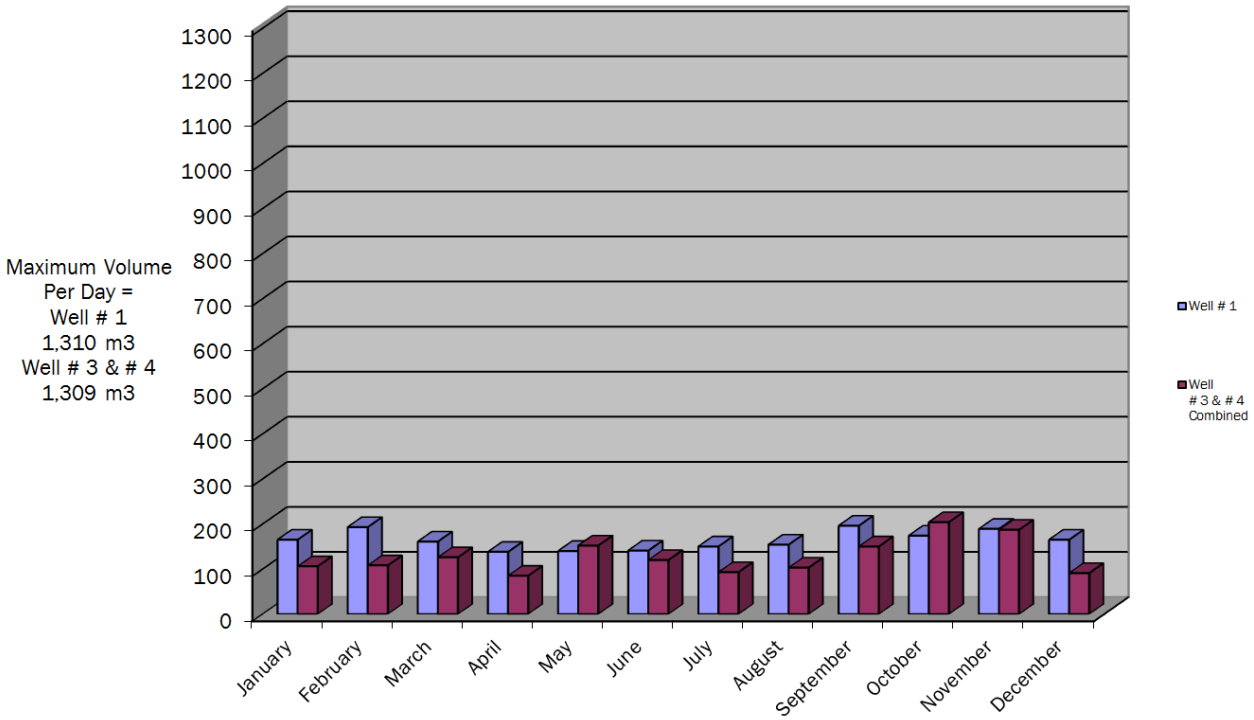
O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Clifford's wells be included in the Summary Report and compared against the rated capacity and flow rate for the system. As such, a comparison of the instantaneous peak flow to the PTTW's rated capacity is included and a comparison of the maximum daily flow to the MDWL's rated capacity is included in Table 3.5.

Table 3.5
Comparison of Flow Rates and Flow Capacities
To
Rated Flow Rate (PTTW) and Rated Capacity (MDWL)

Well Supply	PTTW Max. Flow Rate	Operator Observed Peak Flow	Percent of Maximum Allowable	MDWL Schedule Maximum Daily Quantity	Maximum Daily Flow	Percent of Maximum Allowable
	L/s	L/s	%	m^3/day	m^3/day	%
Well #1	15.1	13.2	87	1,310	196	15
Well #3	7.6	4.7	61	655	204	31
Well #4	15.1	11.5	76	1,309	78	6

The MDWL stipulates, *"The maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in Schedule C Table 1."*

Table 3.6
Maximum Water Usage Per Day by Month



Short-term peaks, in excess of permitted values, may occur at pump start up, while doing specific maintenance procedures or during emergency demand situations. An occurrence of this nature is not considered an exceedance.

The time and duration of any flow exceedance is recorded for each event along with the reason for the occurrence. There were **no exceedances** of the allowable flow rates in the Clifford Drinking Water System.

3.3 Raw Water Qualities and Required Treatment

The Clifford Drinking Water System has no naturally occurring chemical parameters that exceed MAC (maximum acceptable limit) or IMAC (interim maximum acceptable limit). Starting Jan 1/2018 the MAC for Arsenic (As) will be lowered from .025mg/L to .010mg/L. Reg. 170/03 Section 13.5 states If a test result obtained under section 13-2 or 13-4 for a parameter exceeds half of the standard prescribed for the parameter in Schedule 2 to the Ontario Drinking Water Quality Standards, the frequency of sampling and testing for that parameter under that section shall be increased so that at least one water sample is taken and tested every three months. This will result in extra sampling for the Clifford system in 2018. The most recent test results taken May 17/16 are as follows: Well #1 - .0065 mg/L Well #3 - <.001 mg/L, Well#4 - .0081 mg/L.

The Allan Street Wellhouse (*Well #1*) and the Nelson Street Wellhouse (*Wells #3 and #4*) are equipped with continuous monitoring analyzers for measuring free chlorine residuals. The chlorine analyzer is equipped with an alarm to a monitoring centre who will call the on-call water operator to notify of a critical alarm. The average monthly turbidity and free chlorine residual measurements for <u>treated</u> water are presented in Tables 3.1, 3.2 and 3.3.

There were no high turbidity readings (*>1.0 NTU*) experienced in 2017. The minimum, maximum, and average turbidity readings for <u>raw</u> water from each well are presented in Table 3.7.

Sodium Hypochlorite is the disinfectant used for Wells #1, #3 and #4. Free chlorine residual is monitored continuously at the "*Point of Entry*" (POE) into the distribution system. Additional "*grab samples*" are taken daily (*excluding weekends and holidays*) within the distribution system and tested for the free chlorine residual. The minimum, maximum and average values of free chlorine residual at the POE are presented Table 3.7. Also included in Table 3.7 is the range of free chlorine residual within the distribution system.

The free chlorine residual in the distribution system ranged between 0.51 mg/L and 1.93 mg/L. O. Reg. 170/03, Schedule 1-2 stipulates that the free chlorine residual can never be less than 0.05 mg/L. In addition, O. Reg. 170-03, Schedule 1-4 stipulates that the water treatment equipment must be " *...capable of achieving, at all locations within the*

distribution system, a free chlorine residual of 0.2 mg/L …". The Clifford Drinking Water System meets both of these requirements.

Table 3.7
2017 Annual Summary of
Raw Water Turbidity and Free Chlorine Residual
for Clifford Drinking Water System

Location	Range	Raw Water Turbidity	Free Chlorine Residual at POE
		NTU	mg/L
Well #1	Minimum	0.10	0.84
	Maximum	0.89	1.72
	Average	0.33	1.28
Well #3	Minimum	0.07	0.70
	Maximum	0.88	1.75
	Average	0.28	1.26
Well #4	Minimum	0.11	0.82
	Maximum	0.78	1.89
	Average	0.41	1.26

3.4 Summary of Treatment Chemicals Used

The disinfectant chemical used in the Clifford Drinking Water System is 12% sodium hypochlorite (CL_2). Measurements of free residual are recorded on a continuous basis. Wells #3 and #4 share the same CL_2 storage container; 612 L of CL_2 is the combined usage for Wells #3 and #4. In 2017, a total of 1,736 L of CL_2 was used for all three wells. The annual average dosage rates for Well #1, and Wells #3 and #4 are presented in Table 3.8.

In 2017, 898 L of sodium silicate was used for the sequestering of iron. The annual average dosage rates for Well #1, Well #3 and Well #4 are presented in Table 3.8.

Table 3.8
Clifford Drinking Water System
2017 Annual Summary of
Treatment Chemicals Used

Treatment Chemical	Well	Volume Used	Mass Used	Annual Flow	Dosage Rate
		L	kg	m^3	mg/L
12 % Sodium Hypochlorite (NaOCl)	Well #1	1,124	134.9	41,622	3.24
	Well #3 & Well #4	612	73.4	36,258	2.03
	Total	1,736	208.3	77,880	2.67
Sodium Silicate (*NaSi*)	Well #1	295	410.1	41,622	9.85
	Well # 3 & Well #4	603	838.2	36,258	23.12
	Total	898	1,248	77,880	16

Note:
- *Wells #3 and #4 share the same NaOCl storage container; 612 L is the combined NaOCl usage for both wells.*
- *Wells #3 and #4 share the same storage container for the sequestering agent, sodium silicate (NaSi); 603 L is the combined NaSi usage for both wells*
- *12% Sodium Hypochlorite = 120,000 mg/L = 120 kg/m^3*
- *Sodium Silicate has a specific gravity = 1.39*

4.0 COMPLIANCE

4.1 Assessment of Compliance

The objective of the Summary Report is to list any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any MOECC order that the system failed to meet from January 1, 2017 to December 31, 2017, and the corresponding corrective measure(s) taken. Compliance was assessed as follows:

- MOECC Completed Inspection of the Clifford system completed May 3/17, Final inspection rating 100%
- There were **no MOECC Orders** issued to the Clifford Drinking Water System in 2017.
- The MDWL imposes the specific rules and conditions governing the standards set out in O. Reg. 170/03. It is an important instrument in defining the requirements of compliance of a Drinking Water System.
- O. Reg. 170/03 establishes the standard for protection of drinking water; specifically, through 12 schedules that municipal residential drinking systems must follow to meet the requirements of the regulation.

- The SDWA clearly identifies the responsibilities of owners and operating authorities of municipal drinking water systems. It places a recommended statutory standard of care on those who have oversight of municipal drinking-water systems. In essence, the standard of care has two themes: be informed and exercise diligent oversight.
- Adverse Test Results reported under the Safe Drinking Water Act, 18(1) or O Reg.170/03, Schedule 16-4
  a) Adverse Water Quality Incidents (AWQI) refer to any unusual test results that do not meet provincial water quality standard or situation where the disinfection of the drinking water may be compromised.

Table 4.1
Adverse Water Quality Incidents

AWQI #	Date	Issue	Corrective Action
134558	July 24/17	Distribution sample 1 total coliform	Chlorine residual at sample site good resampled at site, upstream and downstream and flushed main. Resample result 0
136626	Sept 11/17	Distribution sample 2 total coliform	Chlorine residual at sample site good resampled at site, upstream and downstream and flushed main. Resample result 0

4.2 Summary of Compliance

To the best of our knowledge and ability we are in, or diligently working towards, compliance, with all of the requirements of the SDWA, O. Reg. 170/03, as well as the Clifford Water Work's MDLW 106-101, DWWP 106-201 and PTTW #1704-9XBH9S. Every attempt has been made to ensure this document is an accurate representation of how the Drinking Water System is operated

To the best of our knowledge, Table 4.2 identifies all of the requirements of the SDWA, the regulations, the MDWL, the DWWP. and the PTTW.

Table 4.2
Clifford Drinking Water System
Requirements the System Failed to Meet

Compliance With	Description of Item the System Failed to Meet	Correction of This Situation How/When
MDWL # 106-101	*Clifford Drinking Water System is in compliance with all of the requirements of the MDWL*	
DWWP # 106-201	*Clifford Drinking Water System is in compliance with all of the requirements of the DWWP*	
O. Reg. 170/03	*Clifford Drinking Water System is in compliance with all of the requirements of O. Reg. 170/03*	
SDWA	*Clifford Drinking Water System is in compliance with all of the requirements of the SDWA.*	

Dated this 2nd day of March 2018.

_____
Wayne Metzger
Water Foreman

2017 Summary Report

for the

Town of Minto

HARRISTON DRINKING WATER SYSTEM

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Date: March 2, 2018

2017 Summary Report
for the
Town of Minto
HARRISTON DRINKING WATER SYSTEM

1.0 INTRODUCTION

1.1 Background

In December 2002, the Safe Drinking Water Act (SDWA) was enacted. Subsequently, on June 1, 2003, under the SDWA, a new *'Drinking-Water Systems Regulation'*, Ontario Regulation 170/03 (O. Reg. 170/03), was enacted. In addition, several supporting regulations and procedures were also enacted to assist with the administration of O. Reg 170/03. The list of relevant drinking-water legislation is presented in Appendix A.

The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems (SDWA, Sections 11 and 19). Their duties include ensuring that:

- All water provided by the drinking-water system meets prescribed drinking-water quality standards;
- The drinking-water system is operated in accordance with the Act and regulations and is kept in a good state of repair;
- All facilities are appropriately staffed and supervised;
- All sampling, testing and monitoring requirements are complied with;
- All reporting requirements are complied with; and
- Only persons holding valid operator's certificates operate the drinking-water-system.

O. Reg. 170/03 establishes the standard for protection of drinking water. It includes sets of Schedules, specific to municipal residential systems, that define requirements for:

- Minimum treatment levels;
- Operational checks;
- Chemical and microbiological sampling and testing;
- Adverse results reporting;
- Corrective procedures; and
- Report documentation and retention.

The system's Municipal Drinking Water Licence (MDWL), Drinking Water Works Permit (DWWP) and Permit To Take Water (PTTW) imposes system specific rules and conditions applicable to the standards set out in O. Reg. 170/03.

1.2 Objective

This Harriston Drinking Water System Summary Report is being prepared in fulfillment of Schedule 22 of O. Reg. 170/03, and will be given to Members of the Municipal Council. It covers the period from January 1, 2017 to December 31, 2017.

This Summary Report lists any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any order that the system failed to meet, during the period of this report. For any such failure, the measures that were taken to correct the failure are detailed. The report also includes relevant information that will assist the members of the Municipal Council for the Town, to assess the water work's capability to meet existing and future planned uses of the system.

1.3 Description of Drinking Water System

Harriston is a community with a population of approximately 2108 persons, located within the Town of Minto within the northwest corner of Wellington County, at the intersection of Provincial Hwy. No. 9 and Hwy. No. 89.

Harriston is serviced by a waterworks that consists of: three drilled bedrock wells, three pumphouses, an elevated 1915 m^3 steel storage tank and a distribution network of watermains, ranging in diameter from 100 mm to 300mm. In the event of a power outage, pump #1 & #3 is equipped with automatic back-up power supply. Well #2 has the capacity of connecting to a portable generator.

The bedrock wells are equipped with submersible pumps. Water from Wells #1 and #3 discharge into pumphouse #3, and water from Well #2 discharges into pumphouse #2, respectively, for flow measurement and treatment. In the pumphouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection and the chemical PW1680, for iron sequestering. The treated water leaves the pumphouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

The wells are controlled (*start/stop*) automatically based on elevated storage tank liquid levels and pressures in the distribution system. Each pumphouse is equipped with alarms for chlorination system failure (*and corresponding lockout of well pumps*), low water level and intrusion. Each wellhouse has a continuous monitoring analyzer for chlorine.

The treated water leaves the wellhouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

The Harriston Drinking Water System operates under the MDWL 106-102 and DWWP 106-202 and PTTW #3012-A8QRPF.

2.0 SUMMARY OF UPGRADES

2.1 Upgrades Completed in 2017

The disinfection treatment system in the Harriston Drinking Water System meets all of the standards imposed by O. Reg. 170/03 and the MOECC's "*Procedures for Disinfection of Drinking Water in Ontario*".

Typically, maintaining the system includes repairs and/or replacement of individual components as necessary. In 2017 $212,800 was spent on George Street South old watermain replacement and $6,400 was spent on Well #2 upgrades to increase water quality.
The following purchases were also made on equipment that is shared between all of Minto's water systems. $11,500 on equipment, $3,300 on SCADA equipment upgrades to improve data reporting and $8,600 on the electronic data management system, $19,600 on the water meter installation program.

Preventative maintenance measures are being followed to ensure proper operation of the Drinking Water System.

2.2 Upgrades Scheduled to be Completed in 2018

In 2018, the Town of Minto will be completing George St. S. for $170,000 and George St. N. for $40,000. $25,000 on Lawrence St. watermain design and $20,000 on watermain replacement on William St. E.
In 2018 the following will be purchased to be shared within the water department. $20,000 for water meters and $90,000.00 on vehicle replacements.

3.0 OPERATION OF THE DRINKING WATER SYSTEM

3.1 Summary of the Quantities and Flow Rates of Water Supplied

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Harriston's wells be included in the Summary Report. Tables 3.1, 3.2 and 3.3 provide a summary of quantities and flow rates supplied during 2017 for Wells #1, #2 and #3 respectively, on a monthly basis. Well #1 is located in the Young Street wellhouse, but the raw water is directed to the King Street wellhouse for treatment. As such, raw supplies from Well #1 and Well #3 are treated in the King Street wellhouse, and raw water supply from Well #2 is treated in the John Street wellhouse.

Table 3.1
Harriston Drinking Water System – Well #1
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 11.3 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	10.2	70	1,588	28	5	0.36	31	1.26	See Harriston Well #3 Data
February	10.2	125	1,232	37	6	0.28	28	1.14	
March	10.2	111	1,395	31	10	0.34	31	1.25	
April	10.2	76	1,198	42	4	0.43	29	1.23	
May	10.2	91	1,450	20	6	0.44	31	1.16	
June	10.2	688	2,400	89	12	0.46	29	1.13	
July	10.2	614	3,356	76	21	0.44	31	1.26	
August	10.1	83	1,487	44	23	0.45	31	1.18	
September	10.1	79	1,276	40	7	0.44	29	1.26	
October	10.2	64	1,443	45	10	0.4	31	1.29	
November	10.2	251	1,652	45	10	0.59	30	1.36	
December	10.2	80	1,278	10	4	0.54	31	1.21	
Total			19,755	507	118		362		
Average			1,646			0.43		1.23	
Maximum	10.2	688							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017: **507 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.2
Harriston Drinking Water System – Well #2
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 23.9 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	17.4	510	8,334	275	5	0.71	31	1.27	See Harriston Well #3 Data
February	17.4	331	7,193	221	4	0.68	28	1.31	
March	17.4	332	7,903	220	11	0.68	31	1.22	
April	17.4	292	7,322	200	4	0.79	29	1.23	
May	17.4	644	8,948	264	7	0.84	30	1.07	
June	17.4	773	10,064	258	11	0.70	32	1.19	
July	17.5	412	9,367	306	21	0.68	31	1.29	
August	17.5	483	9,518	318	23	0.68	23	0.5	
September	17.5	404	7,537	252	9	0.70	31	1.3	
October	17.4	573	10,493	352	8	0.80	31	1.3	
November	17.4	322	7,532	242	7	0.84	30	1.28	
December	17.3	528	8,240	268	3	0.86	31	1.35	
Total			102,451	3,176	113		358		
Average			8,538			0.75		1.19	
Maximum	17.5	773							

Disinfectant Compound Used: 12% Sodium Hypochlorite
Form of Residual Displayed: Free
Quantity of Disinfectant Used During 2017: 3,176 L
Distribution System Minimum Target Residual: 0.2 mg/L

Table 3.3
Harriston Drinking Water System – Well #3
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 18.9 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	16.2	691	14,893	368	6	0.28	31	1.21	49
February	16.2	679	13,777	352	7	0.19	28	1.21	40
March	16.1	716	17,463	410	12	0.35	31	1.22	54
April	16.2	640	13,035	311	4	0.24	29	1.22	43
May	16.1	1,322	16,421	437	9	0.42	31	1.23	49
June	16.2	913	12,522	278	8	0.39	26	1.19	60
July	16.1	748	13,140	351	18	0.52	26	1.25	72
August	16.1	831	14,193	371	23	0.44	31	1.29	56
September	16.0	681	14,199	366	7	0.54	31	1.28	49
October	16.0	720	14,877	390	8	0.43	31	1.16	48
November	16.2	746	15,433	416	7	0.38	30	1.35	46
December	16.2	711	14,413	364	6	0.29	31	1.28	52
Total			174,366	4,414	115		356		618
Average			14,531			0.37		1.24	
Maximum	16.2	1,322							

Disinfectant Compound Used: 12% Sodium Hypochlorite
Form of Residual Displayed: Free
Quantity of Disinfectant Used During 2017: 4,414 L
Distribution System Minimum Target Residual: 0.2 mg/L

Table 3.4
Harriston Drinking Water System – Well #1 & 3 Combined
Treated Water Flow
January 1, 2017 – December 31, 2017

Month	Treated Water Flow (Well #1 Max Flow Rate = 11.3 L/s) (Well #3 Max Flow Rate = 18.9 L/s) (Max Daily Volume = 2,613 m³/d)				Chlorine
	Operator Observed Peak Flow (L/s)	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (l)
January	10.2	16.2	691	16,481	396
February	10.2	16.2	679	15,009	389
March	10.2	16.1	716	18,858	441
April	10.2	16.2	640	14,233	353
May	10.2	16.1	1,322	17,871	457
June	10.2	16.2	913	14,922	367
July	10.2	16.1	748	16,496	427
August	10.1	16.1	831	15,680	415
September	10.1	16.0	681	15,475	406
October	10.2	16.0	720	16,320	435
November	10.2	16.2	746	17,085	461
December	10.2	16.2	711	15,691	374
Total				194,121	4,921
Average				16,177	
Maximum	10.2	16.2	1,322		

3.2 Comparison of Actual Flow and Maximum Allowable Rates

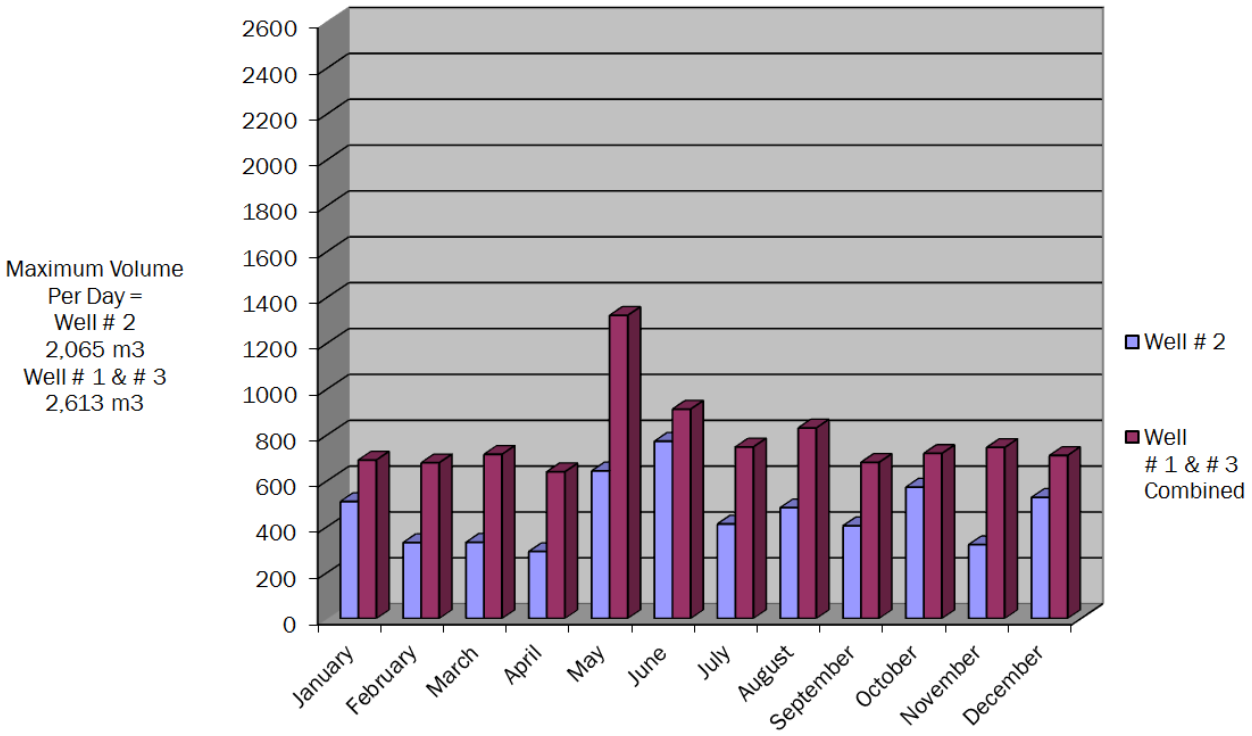
O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Harriston's wells be included in the Summary Report and compared against the rated capacity and flow rate for the system. As such, a comparison of the instantaneous peak flow to the PTTW's rated capacity is included and a comparison of the maximum daily flow to the MDWL's rated capacity is included in Table 3.5. Table 3.4 reflects the comparisons between the PTTW and MDWL.

Table 3.5
Comparison of Flow Rates and Flow Capacities
To
Rated Flow Rate (PTTW) and Rated Capacity (MDWL)

Well Supply	PTTW Max. Flow Rate	Operator Observed Peak Flow	Percent of Maximum Allowable	MDWL Schedule C Maximum Daily Quantity	Maximum Daily Flow	Percent of Maximum Allowable
	L/s	L/s	%	m³/day	m³/day	%
Well #1	11.3	10.2	90	979	688	70
Well #2	23.9	17.5	73	2,065	773	37
Well #3	18.9	16.2	86	1,634	1,322	83

The MDWL stipulates, "*The maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in Schedule C Table 1.*"

Table 3.6
Maximum Water Usage Per Day by Month



Short-term peaks, in excess of permitted values, may occur at pump start up, while doing specific maintenance procedures or during emergency demand situations. An occurrence of this nature is not considered an exceedance.

The time and duration of any flow exceedance is recorded for each event along with the reason for the occurrence. There were **no exceedances** of the allowable flow rates in the Harriston Drinking Water System.

3.3 Raw Water Quality and Required Treatment

The Harriston Drinking Water System has no chemical parameters that exceed MAC (maximum acceptable limit) or IMAC (interim maximum acceptable limit). The Harriston Drinking Water System uses PW1680 to improve the disinfection process by controlling corrosion in water that is considered very hard and or contains high levels of iron. This is considered an aesthetic issue which is included in the technical support document for Ontario's Drinking Water Standards, Objectives and Guidelines.

The Harriston Drinking Water System utilizes continuous monitoring analyzers for free chlorine residual. The chlorine analyzer is equipped with an alarm. In the event of an adverse chlorine residuals reading, a signal is sent to the SCADA system, which in turn, shuts down the respective well pump. The average monthly turbidity and free chlorine residual measurements for <u>treated</u> water are presented in Tables 3.1, 3.2 and 3.3 for Well #1, Well #2 and Well # 3, respectively.

There were no high turbidity readings (*>1.0 NTU*) experienced during 2017. The minimum, maximum and average turbidity readings for <u>raw</u> water from each well are presented in Table 3.7.

12% sodium hypochlorite is the disinfectant used. Free chlorine residual is monitored continuously at the "*Point of Entry*" (*POE*) into the distribution system. Additional "*grab samples*" are taken daily (*excluding weekends and holidays*) within the distribution system and tested for the free chlorine residual. The minimum, maximum and average values of free chlorine residual at the POE are presented Table 3.5. Also included in Table 3.5 is the range of free chlorine residual within the distribution system.

The free chlorine residual in the distribution system ranged between 0.42 mg/L and 1.42 mg/L. O. Reg. 170/03, Schedule 1-2 stipulates that the free chlorine residual can never be less than 0.05 mg/L. In addition, O. Reg. 170-03, Schedule 1-4 stipulates that the water treatment equipment must be "*…capable of achieving, at all locations within the distribution system, a free chlorine residual of 0.2 mg/L …*". The Harriston Drinking Water System meets both of these requirements.

Table 3.7
2017 Annual Summary of
Raw Water Turbidity and Free Chlorine Residual
for Harriston Drinking Water System

Location	Range	Raw Water Turbidity	Free Chlorine Residual at POE
		NTU	mg/L
Well #1	Minimum	0.11	0.88
	Maximum	0.83	1.55
	Average	0.37	1.23
Well #2	Minimum	0.13	0.69
	Maximum	1.48	1.64
	Average	0.52	1.19
Well #3	Minimum	0.11	0.81
	Maximum	0.9	1.64
	Average	0.40	1.24

3.4 Summary of Treatment Chemicals Used

The disinfectant chemical used in the Harriston Drinking Water System is 12% Sodium Hypochlorite. Measurements of free chlorine are recorded on a continuous basis. In 2017, 8,097 L of 12% Sodium Hypochlorite was used. The average dosage rates are presented in Table 3.8.

In 2017, 1,037 L of PW1680 was used for the sequestering of iron. Wells #1 and #3 share a common tank of PW1680. The average dosage rates are presented in Table 3.8.

Table 3.8
2017 Annual Summary of
Treatment Chemicals Used
for Harriston Drinking Water System

Treatment Chemical	Well	Volume Used	Mass Used	Annual Flow	Dosage Rate
		L	kg	m³	mg/L
12 % Sodium Hypochlorite (NaOCl)	Well #1	507	60.8	19,755	3.08
	Well # 2	3,176	381.1	102,451	3.72
	Well # 3	4,414	529.7	174,366	3.04
	Total	8,097	971.6	296,572	3.28
Treatment Chemical	Well	Volume Used	Mass Used	Annual Flow	Dosage Rate
		L	kg	m³	mg/L
PW1680	Well #1 & Well #3	229	320.6	194,121	1.65
	Well # 2	808	1,131	102,451	11.04
	Total	1,037	1,452	296,572	4.90

Note:
- *12% Sodium Hypochlorite = 120,000 mg/L = 120 kg/m³*
- *PW1680 has a specific gravity = 1.4*

4.0 COMPLIANCE

4.1 Assessment of Compliance

The objective of the Summary Report is to list any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any MOECC order that the system failed to meet from January 1, 2017 to December 31, 2017, and the corresponding corrective measure(s) taken. Compliance was assessed as follows:

- MOECC Completed Inspection of the Harriston system completed May 31/17, Final inspection rating 100%
- There were **no MOECC Orders** issued to the Harriston Drinking Water System in 2017.
- The MDWL imposes the specific rules and conditions governing the standards set out in O. Reg. 170/03. It is an important instrument in defining the requirements of compliance of a Drinking Water System.

- O. Reg. 170/03 establishes the standard for protection of drinking water; specifically, through 12 schedules that municipal residential drinking systems must follow to meet the requirements of the regulation.
- The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems. It places a recommended statutory standard of care on those who have oversight of municipal drinking-water systems. In essence, the standard of care has two themes: be informed and exercise diligent oversight.
- Adverse Test Results reported under the Safe Drinking Water Act, 18(1) or O Reg.170/03, Schedule 16-4
  a) Adverse Water Quality Incidents (AWQI) refer to any unusual test results that do not meet provincial water quality standard or situation where the disinfection of the drinking water may be compromised.

Table 4.1
Adverse Water Quality Incidents

AWQI #	Date	Issue	Corrective Action
133081	May 15/17	Sodium result of 20.8mg/L at Well #1 limit is 20 mg/L.	Resampled Well #1 May 17, 2017 Result 7.12 mg/L closer to historic values.
133576	June 23/17	Severe flooding in Harriston Boil Water imposed	Source water sampled and boil water lifted June 27/17 when results received. Well #3 was not put back online until July 6/17 under direction from MOECC.

4.2 Summary of Compliance

To the best of our knowledge and ability we are in, or diligently working towards, compliance with all of the requirements of the SDWA, O. Reg. 170/03, as well as the Harriston Water Work's MDWL 106-102, DWWP 106-202 and PTTW #3012-A8QRPF. Every attempt has been made to ensure this document is an accurate representation of how the Drinking Water System is operated.

To the best of our knowledge, Table 4.2 identifies all of the requirements of the SDWA, the regulations, the MDWL, the DWWP and the PTTW.

Table 4.2
HARRISTON DRINKING WATER SYSTEM
Requirements the System Failed to Meet

Compliance With	Description of Item the System Failed to Meet	Correction of This Situation How/When
MDWL # 106-102	*Harriston Drinking Water System is in compliance with all of the requirements of the MDWL*	
DWWP # 106-202	*Harriston Drinking Water System is in compliance with all of the requirements of the DWWP*	
O. Reg. 170/03	*Harriston Drinking Water System is in compliance with all of the requirements of O. Reg. 170/03*	
SDWA	*Harriston Drinking Water System is in compliance with all of the requirements of the SDWA*	

Dated this 2nd day of March 2018.

_____
Wayne Metzger
Water Foreman

2017 Summary Report

for the

Town of Minto

PALMERSTON DRINKING WATER SYSTEM

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Date: March 2, 2018

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for the
Town of Minto
PALMERSTON DRINKING WATER SYSTEM

1.0 INTRODUCTION

1.1 Background

In December 2002, the Safe Drinking Water Act (SDWA) was enacted. Subsequently, on June 1, 2003, under the SDWA, a new *'Drinking-Water Systems Regulation'*, Ontario Regulation 170/03 (O. Reg. 170/03), was enacted. In addition, several supporting regulations and procedures were also enacted to assist with the administration of O. Reg 170/03. The list of relevant drinking-water legislation is presented in Appendix A.

The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems (SDWA, Sections 11 and 19). Their duties include ensuring that:

- All water provided by the drinking-water system meets prescribed drinking-water quality standards;
- The drinking-water system is operated in accordance with the Act and regulations and is kept in a good state of repair;
- All facilities are appropriately staffed and supervised;
- All sampling, testing and monitoring requirements are complied with;
- All reporting requirements are complied with; and
- Only persons holding valid operator's certificates operate the drinking-water-system.

O. Reg. 170/03 establishes the standard for protection of drinking water. It includes sets of schedules, specific to municipal residential systems that define requirements for:

- Minimum treatment levels;
- Operational checks;
- Chemical and microbiological sampling and testing;
- Adverse results reporting;
- Corrective procedures; and
- Report documentation and retention.

The system's Municipal Drinking Water Licence (MDWL), Drinking Water Works Permit (DWWP) and Permit To Take Water (PTTW) imposes system specific rules and conditions applicable to the standards set out in O. Reg. 170/03.

1.2 Objective

This Summary Report for the Palmerston Drinking Water System is being prepared in fulfillment of Schedule 22 of O. Reg. 170/03, and will be given to members of the Municipal Council. It covers the period from January 1, 2017 to December 31, 2017.

This Summary Report lists any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any order that the system failed to meet, during the period of this report. For any such failure, the measures that were taken to correct the failure are detailed. The report also includes relevant information that will assist the Town of Minto to assess the water work's capability to meet existing and future planned uses of the system.

1.3 Description of Drinking Water System

Palmerston is located in the Town of Minto within the northwest corner of Wellington County, along the route of Provincial Hwy. No. 23.

The Palmerston Drinking Water System services a permanent population of approximately 2,579, comprised of approximately 910 residential premises, as well as Industrial, Commercial, Institutional premises. The municipal water system is also used for fire protection.

Palmerston is currently serviced by a waterworks that consists of: four drilled bedrock wells, two wellhouses, an elevated 2500 m^3 steel storage tank and a distribution network of watermains, ranging in diameter from 100 mm to 350 mm. There are approximately 102 fire hydrants in the Town of Palmerston. In the event of a prolonged power outage, a portable generator is available to either wellhouse to supply back-up power.

The bedrock wells are equipped with submersible pumps that discharge directly into the William Street Wellhouse (Wells #1 and #2) or the Whites Road Wellhouse (Well #3 and #4). In the wellhouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection and the chemical PW1680 for iron sequestering.

The wells are controlled (*start/stop*) automatically based on elevated storage tank liquid levels and pressures in the distribution system. Each wellhouse is equipped with alarms for chlorination system failure (*and corresponding lockout of well pumps*), low water level and intrusion. Each wellhouse has continuous monitoring analyzers for chlorine.

The treated water leaves the wellhouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

The Palmerston Drinking Water System operates under MDWL 106-103, DWWP 106-203 and PTTW #8374-8HSPD5.

2.0 SUMMARY OF UPGRADES

2.1 Upgrades Completed in 2017

The disinfection treatment system in the Palmerston Drinking Water System meets all of the standards imposed by O. Reg. 170/03 and the MOECC's "*Procedures for Disinfection of Drinking Water in Ontario*".

Typically, maintaining the system includes repairs and/or replacement of individual components as necessary. In 2017 $222,000 was spent replacing shallow, old cast iron watermain on Jane and Inkerman Streets, $7,000 on design for replacing William Street watermain and $2,200 on heating upgrades in Well #1 and #2 Pumphouse.
The following purchases were also made on equipment that is shared between all of Minto's water systems. $11,500 on equipment, $3,300 on SCADA equipment upgrades to improve data reporting and $8,600 on the electronic data management system, $19,600 on the water meter installation program.

Preventative maintenance measures are being followed to ensure proper operation of the Drinking Water System.

2.2 Upgrades Scheduled to be Completed in 2018

In 2018, the Town of Minto is planning to spend $70,000.00 on William St. loop.
In 2018 the following will be purchased to be shared within the water department. $20,000 for water meters and $90,000.00 on vehicle replacements.

3.0 OPERATION OF THE DRINKING WATER SYSTEM

3.1 Summary of the Quantities and Flow Rates of Water Supplied

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Palmerston's wells be included in the Summary Report. Tables 3.1, 3.2, 3.3 and 3.4 provide a summary of quantities and flow rates supplied during 2017 for Wells #1, #2, #3 and #4 respectively, on a monthly basis. Wells #1 and #2 supply the William Street Wellhouse and the two wells alternate duties as primary supply. As such, Wells #1 and #2 are permitted as one and provide standby duty to each other. Well #3 and # 4 supply the White's Road Wellhouse and the two wells alternate duties as primary supply.

Table 3.1
Palmerston Drinking Water System – Well #1
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 22.8 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	15.1	99	2,095	46	11	0.67	31	1.18	See Palmerston Well #2 Data
February	15.1	110	2,095	56	14	0.59	28	1.34	
March	15.1	94	2,097	35	14	0.64	31	1.44	
April	15.1	89	1,823	53	12	0.68	29	1.37	
May	15.1	108	2,137	43	14	0.79	31	1.49	
June	15.1	98	1,903	46	16	0.86	30	1.24	
July	15.2	98	2,545	44	11	0.80	32	1.32	
August	15.1	131.5	2,098	66	17	0.86	31	1.28	
September	15.2	120	1,869	22	12	0.76	30	1.30	
October	15.0	92	2,055	53	16	0.73	31	1.47	
November	15.1	98	1,810	44	9	0.76	30	1.40	
December	15.0	97	2,002	43	19	0.74	31	1.37	
Total			24,529	551	165		365		
Average			2,044			0.74		1.35	
Maximum	15.2	132							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017: **551 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.2
Palmerston Drinking Water System – Well #2
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 22.8 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	18.8	343.1	9,618	176	10	0.68	31	1.24	49
February	19.0	360	8,381	169	13	0.64	28	1.23	44
March	19.1	388	10,072	199	14	0.73	31	1.16	50
April	19.3	604	9,893	206	13	0.77	29	1.27	43
May	19.3	423	10,806	222	14	0.82	31	1.40	50
June	18.7	431	10,168	220	16	0.82	30	1.36	49
July	18.6	439	9,988	199	11	0.79	32	1.31	49
August	18.8	386	9,838	219	16	0.90	31	1.23	48
September	19.2	588	9,620	197	13	0.86	31	1.24	48
October	19.0	465	10,098	220	16	0.86	32	1.29	50
November	19.2	406	9,389	197	9	0.79	30	1.23	46
December	19.2	363	9,529	179	17	0.87	31	1.22	52
Total			117,400	2,403	162		367		578
Average	19.0		9,783			0.79		1.27	
Maximum		604							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017: **2,403 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.3
Palmerston Drinking Water System – Well #3
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 26.7 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	23.8	563	14,684	352	11	0.68	30	1.32	See Palmerston Well #2 Data
February	24.0	556	12,447	264	13	0.73	28	1.35	
March	22.4	554	13,820	374	13	0.70	31	1.38	
April	22.0	734	12,863	295	13	0.65	29	1.31	
May	22.2	755	15,472	329	15	0.75	31	1.37	
June	22.1	815	17,658	417	16	0.84	30	1.41	
July	22.2	611	14,418	331	11	0.81	32	1.30	
August	22.0	679	13,903	348	16	0.90	30	1.29	
September	22.4	791	16,060	348	13	0.89	31	1.24	
October	23.0	676	16,120	347	16	0.82	31	1.25	
November	23.0	537	13,255	243	8	0.62	30	1.23	
December	23.1	488	13,071	277	17	0.74	31	1.24	
Total			173,771	3,925	162		364		
Average	22.7		14,481			0.76		1.31	
Maximum		815							

Disinfectant Compound Used: 12% Sodium Hypochlorite
Form of Residual Displayed: Free
Quantity of Disinfectant Used During 2017: 3,925 L
Distribution System Minimum Target Residual: 0.2 mg/L

Table 3.4
Palmerston Drinking Water System – Well #4
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 26.7 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	22.7	133	2,999	See Palmerston Well #3 Data	9	0.64	31	1.30	Palmerston Well #2 Data
February	22.7	166	3,144		13	0.54	28	1.33	
March	22.6	331	2,868		14	0.56	31	1.24	
April	22.6	120	2,651		12	0.66	29	1.26	
May	22.5	126	3,015		14	0.73	31	1.33	
June	22.5	154	2,843		17	0.80	30	1.40	
July	22.4	123.1	2,911		11	0.81	32	1.39	
August	22.4	139	3,717		16	0.86	31	1.39	
September	22.8	154	2,742		12	0.66	29	1.32	
October	23.1	133	3,234		16	0.67	31	1.28	
November	23.3	120	2,698		8	0.66	30	1.28	
December	23.5	130	3,073		18	0.73	31	1.31	
Total			35,895	3,925	160		364		
Average			2,991			0.69		1.32	
Maximum	23.5	331							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017 for Wells #3 and #4 combined: **3,925 L** ***(Wells #3 and #4 share the same Cl_2 storage container)***
Distribution System Minimum Target Residual: **0.2 mg/L**

3.2 Comparison of Actual Flow and Maximum Allowable Rates

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Palmerston's wells be included in the Summary Report and compared against the rated capacity and flow rate for the system. As such, a comparison of the instantaneous peak flow to the PTTW's rated capacity is included and a comparison of the maximum daily flow to the MDWL's rated capacity is included in Table 3.5 & Table 3.6. Table 3.5 and Table 3.6 reflect the comparisons between the PTTW and MDWL.

Table 3.5
Palmerston Drinking Water System
Well #1 & 2 Combined
Treated Water Flow
January 1, 2017 – December 31, 2017

Month	Treated Water Flow Max Daily Volume - 1964 m3/day Max Flow Rate = 22.83 L/s Well # 1 22.83 L/s Well # 2				Chlorine
	Operator Observed Peak Flow Well #1 (L/s)	Operator Observed Peak Flow Well #2 (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (l)
January	15.1	18.8	343	11,713	222
February	15.1	19.0	360	10,476	225
March	15.1	19.1	388	12,169	234
April	15.1	19.3	604	11,716	259
May	15.1	19.3	423	12,943	265
June	15.1	18.7	431	12,071	266
July	15.2	18.6	439	12,533	243
August	15.1	18.8	386	11,936	285
September	15.2	19.2	588	11,489	219
October	15.0	19.0	465	12,153	273
November	15.1	19.2	406	11,199	241
December	15.0	19.2	363	11,531	222
Total				141,929	2,954
Average				11,827	
Maximum	15.2	19.3	604		

Table 3.6
Palmerston Drinking Water System
Well #3 & 4 Combined
Treated Water Flow
January 1, 2017 – December 31, 2017

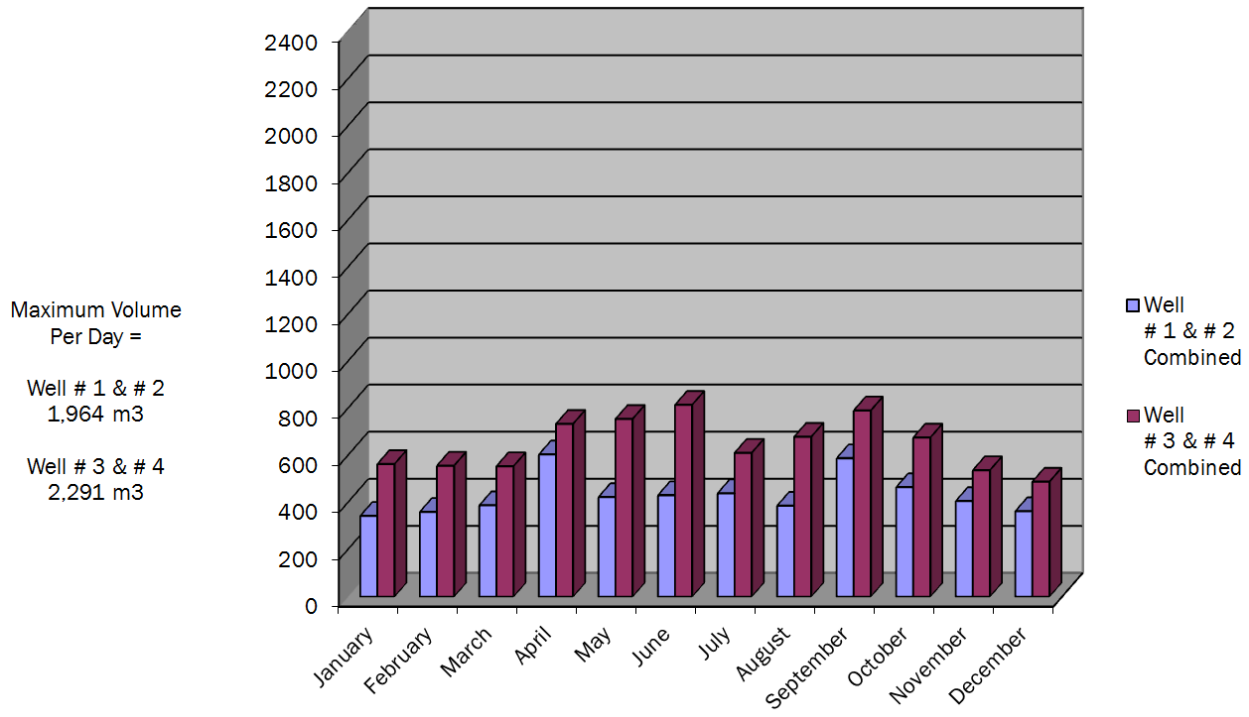
Month	Treated Water Flow Max Daily Volume - 2291 m3/day Max Flow Rate = 26.7 L/s Well # 3 26.7 L/s Well # 4				Chlorine
	Operator Observed Peak Flow Well #3 (L/s)	Operator Observed Peak Flow Well #4 (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (l)
January	23.8	22.7	563	17,683	352
February	24.0	22.7	556	15,591	264
March	22.4	22.6	554	16,688	374
April	22.0	22.6	734	15,514	295
May	22.2	22.5	755	18,487	329
June	22.1	22.5	815	20,501	417
July	22.2	22.4	611	17,329	331
August	22.0	22.4	679	17,620	348
September	22.4	22.8	791	18,802	348
October	23.0	23.1	676	19,354	347
November	23.0	23.3	537	15,953	243
December	23.1	23.5	488	16,144	277
Total				209,666	3,925
Average				17,472	
Maximum	24.0	23.5	815		

Table 3.7
Comparison of Flow Rates and Flow Capacities
To
Rated Flow Rate (PTTW) and Rated Capacity (MDWL)

Well Supply	PTTW Max. Flow Rate	Operator Observed Peak Flow	Percent of Maximum Allowable	MDWL Schedule C Maximum Daily Quantity	Maximum Daily Flow	Percent of Maximum Allowable
	L/s	L/s	%	m³/day	m³/day	%
Well #1	22.8	15.2	67	1,964	132	7
Well #2	22.8	19.3	72	1,964	604	31
Well #3	26.7	24.0	89.9	2,291	815	36
Well #4	26.7	23.5	88	2,291	331	17

The MDWL stipulates, "*The maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in Schedule C Table 1.*"

Table 3.8
Maximum Water Usage Per Day by Month



Short-term peaks, in excess of permitted values, may occur at pump start up, while doing specific maintenance procedures or during emergency demand situations. An occurrence of this nature is not considered an exceedance.

The time and duration of any flow exceedance is recorded for each event along with the reason for the occurrence. There were **no exceedances** of the allowable flow rates in the Palmerston Drinking Water System.

3.3 Raw Water Quality and Required Treatment

The Palmerston Drinking Water System has no naturally occurring chemical parameters that exceed MAC (maximum acceptable limit) or IMAC (interim maximum acceptable limit). The Palmerston Drinking Water System uses PW1680 to improve the disinfection process by controlling corrosion in water that is considered very hard and or contains high levels of iron.

The William Street Wellhouse (*Well #1 and #2*) and the Whites Road Wellhouse (*Well #3 and #4*) are equipped with continuous monitoring analyzers for measuring free chlorine residual. The chlorine analyzers are equipped with alarms. In the event of an adverse chlorine residual reading, a signal is sent to the SCADA system, which in turn, shuts down the respective well pump. The average monthly turbidity and free chlorine residual measurements for <u>treated</u> water are presented in Tables 3.1, 3.2, 3.3 and 3.4 for Well #1, Well #2, Well # 3 and Well # 4, respectively.

There were no high turbidity readings (*>1.0 NTU*) experienced in 2017. The minimum, maximum and average turbidity readings for <u>raw</u> water from each well are presented in Table 3.9.

12% Sodium Hypochlorite is the disinfectant used. Free chlorine residual is monitored continuously at the "*Point of Entry*" (*POE*) into the distribution system. Additional "*grab samples*" are taken daily (*excluding weekends and holidays*) within the distribution system and tested for the free chlorine residual. The minimum, maximum and average values of free chlorine residual at the POE are presented Table 3.9. Also included in Table 3.9 is the range of free chlorine residual within the distribution system.

The free chlorine residual in the distribution system ranged between 0.64 mg/L and 1.39 mg/L. O. Reg. 170/03, Schedule 1-2 stipulates that the free chlorine residual can never be less than 0.05 mg/L. In addition O. Reg. 170-03, Schedule 1-4 stipulates that the water treatment equipment must be "*…capable of achieving, at all locations with the distribution system, a free chlorine residual of 0.2 mg/L …*". The Palmerston Drinking Water System meets both of these requirements.

Table 3.9
Palmerston Drinking Water System
2017 Annual Summary of
Raw Water Turbidity and Free Chlorine Residual

Location	Range	Raw Water Turbidity	Free Chlorine Residual at POE
		NTU	mg/L
Well #1	Minimum	0.36	1.00
	Maximum	0.94	1.73
	Average	0.66	1.35
Well #2	Minimum	0.40	0.90
	Maximum	0.96	1.73
	Average	0.68	1.27
Well #3	Minimum	0.35	0.90
	Maximum	0.93	1.67
	Average	0.64	1.31
Well #4	Minimum	0.35	0.94
	Maximum	0.94	1.76
	Average	0.67	1.32

3.4 Summary of Treatment Chemicals Used

The disinfectant chemical used in the Palmerston Drinking Water System is 12% Sodium Hypochlorite. Measurements of free chlorine residual are recorded on a continuous basis. In 2017, 6,879 L of 12% Sodium Hypochlorite was used. The average dosage rates are presented in Table 3.10.
In 2017, 2,961 L of PW1680 was used for the sequestering of iron. Wells #1 and #2 share a common tank of PW1680. The average dosage rates are presented in Table 3.10.

Table 3.10
Palmerston Drinking Water System
2017 Annual Summary of
Treatment Chemicals Used

Treatment Chemical	Well	Volume Used	Mass Used	Annual Flow	Dosage Rate
		L	kg	m^3	mg/L
12 % Sodium Hypochlorite (NaOCl)	Well #1	551	66.1	24,529	2.70
	Well #2	2,403	288.4	117,400	2.46
	Well #3 & 4	3,925	471.0	209,666	2.25
	Total	**6,879**	**825.5**	**351,595**	**2.35**
PW1680	Well #1 & Well #2	1,062	1,486.8	141,929	10.48
	Well #3 & Well #4	1,899	2,658.6	209,666	12.68
	Total	**2,961**	**4,145.4**	**351,595**	**11.79**

Note:
- *Wells #1 and #2 share the same PW1680 storage container; 2,365 L is the combined PW1680 usage for both wells*
  Wells #3 and #4 share the same PW1680 storage container; 2,285 L is the combined PW1680 usage for both wells
- *12% Sodium Hypochlorite = 120,000 mg/L = 120 kg/m^3*
- *PW1680 has a specific gravity = 1.4*

4.0 COMPLIANCE

4.1 Assessment of Compliance

The objective of the Summary Report is to list any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any MOECC Order that the system failed to meet from January 1, 2017 to December 31, 2017, and the corresponding corrective measure(s) taken. Compliance was assessed as follows:

- MOECC Completed Inspection of the Palmerston system completed Aug. 17/17, Final inspection rating 100%
- There were **no MOECC Orders** issued to the Palmerston Drinking Water System in 2017.
- The MDWL imposes the specific rules and conditions governing the standards set out in O. Reg. 170/03. It is an important instrument in defining the requirements of compliance of a Drinking Water System.

- O. Reg. 170/03 establishes the standard for protection of drinking water; specifically, through 12 schedules that municipal residential drinking systems must follow to meet the requirements of the regulation.
- The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems. It places a recommended statutory standard of care on those who have oversight of municipal drinking-water systems. In essence, the standard of care has two themes: be informed and exercise diligent oversight.
- Adverse Test Results reported under the Safe Drinking Water Act, 18(1) or O Reg.170/03, Schedule 16-4
  a) Adverse Water Quality Incidents (AWQI) refer to any unusual test results that do not meet provincial water quality standard or situation where the disinfection of the drinking water may be compromised.

Table 4.1
Adverse Water Quality Incidents

AWQI #	Date	Issue	Corrective Action
		No Adverse Issues	

4.2 Summary of Compliance

To the best of our knowledge and ability we are in, or diligently working towards, compliance, with all of the requirements of the SDWA, O. Reg. 170/03, as well as the Palmerston Water Work's MDWL 106-103, DWWP 106-203 and PTTW #8374-8HSPD5. Every attempt has been made to ensure this document is an accurate representation of how the Drinking Water System is operated.

To the best of our knowledge, Table 4.2 identifies all of the requirements of the SDWA, the regulations, the MDWL, the DWWP and the PTTW.

Table 4.2
Palmerston Drinking Water System
Requirements the System Failed to Meet

Compliance With	Description of Item the System Failed to Meet	Correction of This Situation How/When
MDWL # 106-103	*Palmerston Drinking Water System is in compliance with all of the requirements of the MDWL*	
DWWP # 106-203	*Palmerston Drinking Water System is in compliance with all of the requirements of the DWWP.*	
O. Reg. 170/03	*Palmerston Drinking Water System is in compliance with all of the requirements of O. Reg. 170/03.*	
SDWA	*Palmerston Drinking Water System is in compliance with all of the requirements of the SDWA.*	

Dated this 2nd day or March 2018.

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Wayne Metzger
Water Foreman

2017 Summary Report

for the

Town of Minto

MINTO PINES SUBDIVISION DRINKING WATER SYSTEM

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Date: March 2, 2018

2017 Summary Report
for the
Town of Minto
MINTO PINES DRINKING WATER SYSTEM

1.0 INTRODUCTION

1.1 Background

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- All water provided by the drinking-water system meets prescribed drinking-water quality standards;
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- All reporting requirements are complied with; and
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- Corrective procedures; and
- Report documentation and retention.

The system's Municipal Drinking Water Licence (MDWL), Drinking Water Works Permit (DWWP) and Permit To Take Water (PTTW) imposes system specific rules and conditions applicable to the standards set out in O. Reg. 170/03.

1.2 Objective

This Summary Report for the Minto Pines Drinking Water System is being prepared in fulfillment of Schedule 22 of O. Reg. 170/03, and will be given to members of the Municipal Council. It covers the period from January 1, 2017 to December 31, 2017.

This Summary Report lists any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any order that the system failed to meet, during the period of this report. For any such failure, the measures that were taken to correct the failure are detailed. The report also includes relevant information that will assist the Town of Minto to assess the water work's capability to meet existing and future planned uses of the system.

1.3 Description of Drinking Water System

Minto Pines is a subdivision located within the Town of Minto at the northwest corner of Wellington County. The subdivision consists of 35 single-family estate residence lots. It was a private subdivision until December 2003, when the Town of Minto took it over.

Minto Pines subdivision is serviced by a single primary production well that is located within a wellhouse. The well is equipped with a submersible well pump, which is capable of supplying water at a rate of 3.78 L/s at a total dynamic head of 90 m. The well has a 200 mm diameter casing that extends to a depth of 23.9 m. The total depth of the well is 41.5 m.

Raw ground water is discharged into the wellhouse for flow measurement and treatment. In the wellhouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection.

The wellhouse is equipped with alarms for chlorination system failure (*and corresponding lockout of the well pump*), low distribution water pressure and intrusion. The wellhouse has continuous monitoring analyzers for chlorine. In the event of a power outage, the wellhouse is equipped with an automatic back-up power supply.

The treated water leaves the wellhouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

A SCADA System provides monitoring and data capabilities. The SCADA System continuously monitors pre and post contact pipe free chlorine residuals and flows.
The Minto Pines Drinking Water System operates under MDWL 106-104, DWWP 106-204, and PTTW #6114-8QKKLE.

2.0 SUMMARY OF UPGRADES

2.1 Upgrades Completed in 2017

The disinfection treatment system in the Minto Pines Drinking Water System meets all of the standards imposed by O. Reg. 170/03 and the MOECC's "*Procedures for Disinfection of Drinking Water in Ontario*".

Typically, maintaining the system includes repairs and/or replacement of individual components as necessary. In 2017 $19,500 was spent on scheduled maintenance and inspection of the well.
The following purchases were also made on equipment that is shared between all of Minto's water systems. $11,500 on equipment, $3,300 on SCADA equipment upgrades to improve data reporting and $8,600 on the electronic data management system, $19,600 on the water meter installation program.

Preventative maintenance measures are being followed to ensure proper operation of the Drinking Water System.

2.2 Upgrades Scheduled to be Completed in 2018

In 2018, the Town of Minto is planning to spend $55,000.00 on well upgrades.
In 2018 the following will be purchased to be shared within the water department. $20,000 for water meters and $90,000.00 on vehicle replacements.

3.0 OPERATION OF THE DRINKING WATER SYSTEM

3.1 Summary of the Quantities and Flow Rates of Water Supplied

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from the Minto Pines Well must be included in the Summary Report. Table 3.1 provides a summary of quantities and flow rates supplied during 2017, on a monthly basis.

Table 3.1
Minto Pines Drinking Water System
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2017 – December 31, 2017

	Raw Water Flow (Max Flow Rate = 3.8 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m^3/day)	Monthly Total (m^3)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity	No. of Treated Samples Collected	Average Residual (mg/L)	No. of Samples Collected
January	3.4	18	537	4.5	5	0.39	31	1.20	22
February	3.4	16	430	9.75	5	0.38	28	1.21	20
March	3.4	18	456		6	0.28	31	1.22	23
April	3.4	23	492	11.25	4	0.33	29	1.24	19
May	3.4	19	578	8	7	0.54	31	1.28	23
June	3.4	23	550	10.75	4	0.40	30	1.25	22
July	3.4	20	544	10	2	0.67	31	1.18	21
August	3.4	23	561	9	3	0.43	31	1.19	23
September	3.4	17	458		5	0.46	32	1.25	22
October	3.4	20	549	11.5	4	0.81	31	1.24	22
November	3.4	18	490	7	4	0.89	30	1.28	22
December	3.2	24	579	11	3	0.67	32	1.29	22
Total			6,225	92.75	52		367		261
Average	3.4		519			0.52		1.24	
Maximum		24							

* monitored continuously

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2017: **92.75 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

3.2 Comparison of Actual Rates and Maximum Allowable Rates

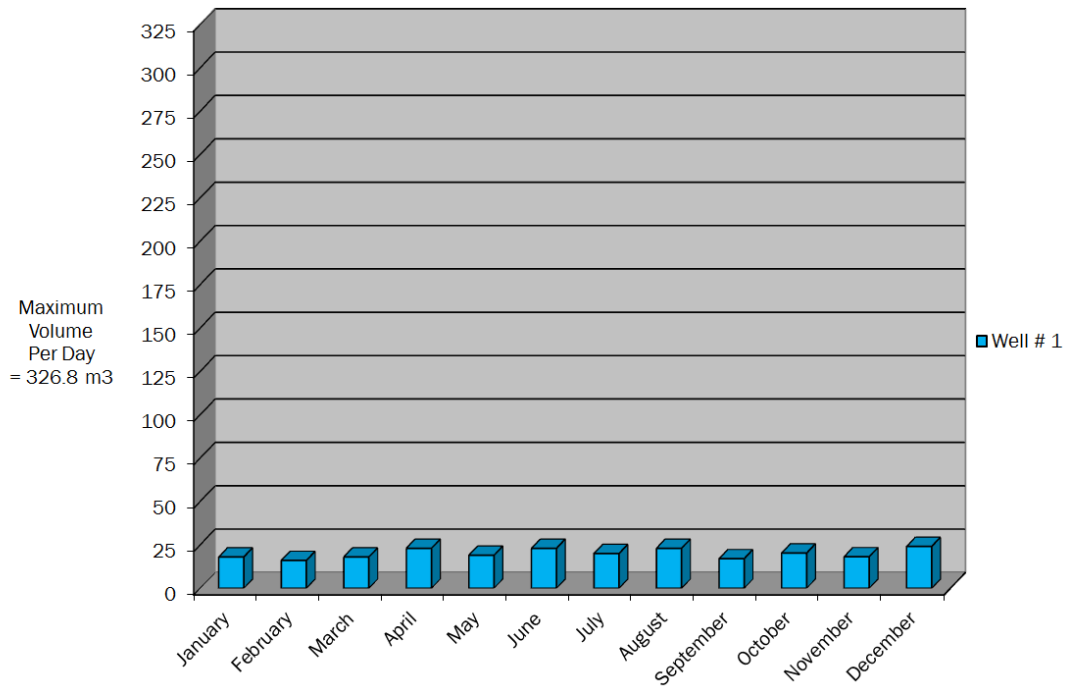
O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from the Minto Pines well be included in the Summary Report and compared against the rated capacity and flow rate for the system.
The SCADA system continuously monitors the flow rate of the water being pumped. As such, a comparison of the instantaneous peak flow to the PTTW's rated capacity is included and a comparison of the maximum daily flow to the MDWL's rated capacity is included in Table 3.2.

Table 3.2
Comparison of Flow Rates and Flow Capacities
TO
Rated Flow Rate (PTTW) and Rated Capacity (MDWL)

Well Supply	PTTW Max. Flow Rate	Operator Observed Peak Flow	Percent of Maximum Allowable	MDWL Schedule C Maximum Daily Quantity	Maximum Daily Flow	Percent of Maximum Allowable
	L/s	L/s	%	m^3/day	m^3/day	%
Well #1	3.8	3.4	89	326.8	24	7

The MDWL stipulates, "*The maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in Schedule C Table 1.*"

Table 3.3
Maximum Water Usage Per Day by Month



Short-term peaks, in excess of permitted values, may occur at pump start up, while doing specific maintenance procedures or during emergency demand situations. An occurrence of this nature is not considered an exceedance.

The time and duration of any flow exceedance is recorded for each event along with the reason for the occurrence. There were **no exceedances** of the allowable flow rates in the Minto Pines Drinking Water System.

3.3 Raw Water Quality and Required Treatment

The Minto Pines Drinking Water System has no naturally occurring chemical parameters that exceed MAC (maximum acceptable limit) or IMAC (interim maximum acceptable limit).
The Minto Pines wellhouse utilizes continuous monitoring analyzers for free chlorine residual. The chlorine analyzer is equipped with an alarm to a call centre who contacts the Town of Minto. The average monthly turbidity and free chlorine residual measurement for treated water are presented in Table 3.1.

There were no high turbidity readings (*>1.0 NTU*) experienced in 2017. Turbidity readings for raw water ranged from a minimum monthly value of 0.10 NTU to a maximum monthly value of 0.97 NTU. The average turbidity reading for the year was 0.43 NTU.

12% Sodium Hypochlorite is the disinfectant used. The monthly average free chlorine residual in water leaving the pump (Well Free) ranged between 1.01 mg/L and 1.52 mg/L. The annual average free chlorine (POE) residual leaving the wellhouse was 1.24 mg/L. The free chlorine residual in the distribution system ranged between 0.69 mg/L and 1.32 mg/L.

O. Reg. 170/03, Schedule 1-2 stipulates that the free chlorine residual can never be less than 0.05 mg/L. In addition, O. Reg. 170-03, Schedule 1-4 stipulates that the water treatment equipment must be "*…capable of achieving, at all locations with the distribution system, a free chlorine residual of 0.2 mg/L …*". The Minto Pines Drinking Water System meets both of these requirements.

3.4 Summary of Treatment Chemicals Used

The disinfectant chemical used in the Minto Pines Drinking Water System is 12% Sodium Hypochlorite. Measurements of free chlorine residuals are recorded on a continuous basis. In 2017, a total of 92.75 L of Sodium Hypochlorite was used; the average dosage rate was 1.66 mg/L.

Table 3.4
2017 Annual Summary of
Treatment Chemical Used
for Minto Pines Drinking Water System

Treatment Chemical	Well	Volume Used	Mass Used	Annual Flow	Dosage Rate
		L	kg	m^3	mg/L
12 % Sodium Hypochlorite	Well #1	92.75	11.1	6,225	1.79

4.0 COMPLIANCE

4.1 Assessment of Compliance

The objective of the Summary Report is to list any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any MOECC order that the system failed to meet from January 1, 2017 to December 31, 2017, and the corresponding corrective measure(s) taken. Compliance was assessed as follows:

- MOECC Completed Inspection of the Minto Pines system completed Sept13 /17, Final inspection rating 100%
- There were **no MOECC Orders** issued to the Minto Pines Drinking Water System in 2017.
- The MDWL imposes the specific rules and conditions governing the standards set out in O. Reg. 170/03. It is an important instrument in defining the requirements of compliance of a Drinking Water System.
- O. Reg. 170/03 establishes the standard for protection of drinking water; specifically, through 12 schedules that municipal residential drinking systems must follow to meet the requirements of the regulation.
- The SDWA clearly identifies the responsibilities of owners and operating authorities of municipal drinking water systems. It places a recommended statutory standard of care on those who have oversight of municipal drinking-water systems. In essence, the standard of care has two themes: be informed and exercise diligent oversight.
- Adverse Test Results reported under the Safe Drinking Water Act, 18(1) or O Reg.170/03, Schedule 16-4
  a) Adverse Water Quality Incidents (AWQI) refer to any unusual test results that do not meet provincial water quality standard or situation where the disinfection of the drinking water may be compromised.

Table 4.1
Adverse Water Quality Incidents

AWQI #	Date	Issue	Corrective Action
136744	Sept 19/17	Well down for routine service, system on temp. supply and boil water in effect	Boil Water lifted Sept. 23/17 after 2 sets of good bacti samples.

4.2 Summary of Compliance

To the best of our knowledge and ability we are in, or diligently working towards, compliance with all of the requirements of the SDWA, O. Reg. 170/03, as well as the Minto Pines Water Work's MDWL 106-104, DWWP 106-204 and PTTW #6114-8QKKLE. Every attempt has been made to ensure this document is an accurate representation of how the Drinking Water System are operated.

To the best of our knowledge, Table 4.2 identifies all of the requirements of the SDWA, the regulations, and the MDWL, the DWWP and the PTTW's.

Table 4.2
Minto Pines Drinking Water System
Requirements the System Failed to Meet

Compliance With	Description of Item the System Failed to Meet	Correction of This Situation How/When
MDWL # 106-104	*Minto Pines Drinking Water System is in compliance with all of the requirements of the MDWL*	
DWWP # 106-204	*Minto Pines Drinking Water System is in compliance with all of the requirements of the DWWP*	
O. Reg. 170/03	*Minto Pines Drinking Water System is in compliance with all of the requirements of O. Reg 170/03*	
SDWA	*Minto Pines Drinking Water System is in compliance with all of the requirements of the SDWA.*	

Dated this 2nd day of March 2018.

Wayne Metzger
Water Foreman

February 1, 2018

Donna Clarkson, Source Water Protection Program Specialist
Ausable Bayfield Maitland Valley Source Protection Authority
E-mail: dclarkson@abca.on.ca

Carl Seider, Project Manager
Saugeen Valley Source Protection Authority
c.seider@waterprotection.ca

Via E-mail Only

Subject: Town of Minto 2017 Risk Management Official and Municipal Annual Reports

For reporting purposes, the Town of Minto is subject to two Source Protection Plans (based on watershed or Conservation Authority boundaries): Ausable Bayfield Maitland Valley(ABMV – Maitland Valley) Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Penisula Plan (Saugeen Valley). In 2017, all Source Protection Plans were in effect.

Under Section 81 of the Clean Water Act and Section 65 of O. Reg. 287/07, an annual report must be prepared by a Risk Management Official and submitted to the appropriate Source Protection Authority (Conservation Authority) by February 1st of each year. Under Section 45 of the *Clean Water Act*, a public body, including a municipality, must comply with monitoring and reporting policies designated by a Source Protection Plan. The attached annual municipal reports are provided in accordance with above sections of the *Clean Water Act* and the monitoring policies outlined in the effective Source Protection Plans for this municipality. These attached reports have been provided electronically as the report templates are formatted for data management purposes. The Wellington County municipalities continue to implement source protection under the Wellington Source Water Protection partnership, www.wellingtonwater.ca

In 2017, progress continued in the implementation of source protection in the municipality.
A summary of key aspects of the Risk Management Official Report and Municipal Report are provided below.

In 2017, 70 development review notices were issued per Section 59 of the Clean Water Act within the municipality. Comments were provided on one additional development review application that did not require a Section 59 notice. There were 132 Section 59 notices issued County wide and comments on 137 additional development applications County wide. The

County Official Plan was amended in 2016 to conform to the five Source Protection Plans in the County and in 2017, work began on the conformity exercise for the Town's zoning by-law. County wide, six training sessions were run for municipal staff and consultants (engineers, surveyors, planners). Overall, feedback from the training sessions were positive and we are planning more training sessions in 2018. Our Risk Management staff are well supported by the internal Wellington Source Protection Working Group which is comprised of other departmental staff from all eight Wellington municipalities including building officials, planners, water compliance staff, public works staff and Chief Administrative Officers.

Analysis continued on the threat verification data collected in previous years on agricultural, industrial, commercial and institutional properties identified as potential significant drinking water threats in the approved Assessment Reports. Inspections were conducted on 14 agricultural properties regarding prohibition. Thirty three inspections were conducted County wide in 2017. Two Risk Management Plans were agreed to in the Town and 15 are in the process of negotiation for the municipality. County wide, there were five Risk Management Plans agreed to in 2017 with 23 in progress. These numbers are expected to increase in 2018 and beyond as the focus shifts from education, outreach and threat verification to negotiating risk management plans. One Chemical Management Plan per Official Plan Section 4.9.5 is in progress for 2017.

In 2017, the Town implemented sewer use and connection by-laws as required by the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan. These by-laws were approved by Council in March 2017. Ten source protection road signs have now been installed in the Town with 21 installed County wide on municipal or County roads. Additional road signs have been installed by the Province on provincial highways.

In 2017, County wide there was a focus on the development and implementation of the source protection education and outreach program as required by the applicable Source Protection Plans. The Wellington Source Water Protection website was upgraded to make it more user friendly, create a more useable back end and to achieve easier integration with the County online mapping portal. Five new fact sheets were created for the following topics: Development Applications, Water Quantity, Residential Fuel Oil, Fertilizer, and Chemical Handling. Three newspaper ads were run in the Wellington Advertiser during the year on topics related to planning and building applications, mapping and DNAPL / hazardous waste disposal. Postcards were created to advertise the online mapping tool that helps development applicants determine if they are in a vulnerable area. Postcards were distributed via all eight municipal offices (upper and lower tier) and through all County libraries (14 locations) to target both development review applicants and the general public.

Staff participate in, and Wellington Source Water Protection is a sponsor for, the Waterloo-Wellington Children's Groundwater Festival. Staff participate on the organizing committee as

well as during the Festival to deliver presentations. The Children's Groundwater Festival is an excellent way to reach Grade 2 to 5 and high school children (and their parents) and deliver water protection messages including source protection. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. In 2017, approximately 600 children attended from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers. In 2017, a presentation was also made to a County High School environmental program on source protection.

During inspections, education material was provided directly to the proponents generally regarding the threats present, the process (RMP, prohibition etc.) and property specific mapping. This material was generally well received and found to be useful by the proponents. Similarly, material is provided to every applicant who receives a Section 59 notice, this includes fact sheets and property specific mapping. In 2017, the mandatory fuel oil education and outreach program began. It was focused in the Town of Erin for 2017 and 16 properties received mail outs with educational materials (letter, fact sheets) and a sticker with the Spills Action Centre number. Metal tags for fuel oil fill pipes were also made available, if it was confirmed that the property was on fuel oil. This program will be rolled out in other County municipalities in 2018 and beyond. In the Saugeen Valley and Maitland Valley Source Protection Areas, this program will support negotiation of risk management plans.

In 2017, staff also participated in a number of provincial working groups and commented on proposed amendments on four of the five Source Protection Plans applicable in the County.

Attached for your reference is summary table of source protection implementation for all municipalities in Wellington County (the County and seven, local municipalities). Further detail can also be found in the County of Wellington municipal reports submitted separately. For further information on the attached reports, please contact the undersigned at 519-846-9691 ext 362.

Respectfully submitted,

Digitally signed by Kyle Davis
DN: cn=Kyle Davis, o, ou, email=kdavis@centrewellington.ca, c=CA
Date: 2018.02.01 13:45:53 -05'00'

Kyle Davis
Risk Management Official

C.C.
Terry Kuipers, Michelle Brown, Bill White, Stacey Pennington, Town of Minto

Attachments (electronically)

1. Source Protection Annual Reporting Summary 2017 – Wellington County municipalities
2. ABMV RMO Template
3. ABMV Municipal Template
4. Saugeen Valley RMO Template
5. Saugeen Valley Municipal Template

WELLINGTON
Source Water
PROTECTION
wellingtonwater.ca

Source Protection Annual Reporting Summary 2017 - Wellington County municipalities

Reportables		Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Septic Inspection Program (Cumulative)	Completed	24	415	N/A	54	9	127	6	N/A	635
	Outstanding	0	6	N/A	0	0	0	0	N/A	6
	Major Remedial Action	5	27	N/A	1	1	8	0	N/A	42
	Minor Remedial Action	4	79	N/A	12	1	14	1	N/A	111
	Septic Socials	1	3	N/A	2	1	1	1	N/A	9
S59 Notices Issued		12	25	2	14	2	8	69	N/A	132
Comments on Development reviews (in addition to notices)		30	25	32	27	10	12	1	N/A	137
Inspections (Threat Verification) - Section 62		6	5	2	0	3	3	14	N/A	33
Inspections (Compliance) - Section 57 Prohibition		1	0	0	0	0	0	0	N/A	1
Inspections (Compliance) - Section 58 Risk Management Plans		0	0	0	0	0	0	0	N/A	0
RMPs	Cumulative Completed since SPP Effective Date	4	2	0	0	0	0	2	N/A	8
	Completed	1	2	0	0	0	0	2	N/A	5
	In Progress	5	1	0	0	2	0	15	N/A	23
Chemical Management Plan (Official Plan Section 4.9.5)	Cumulative Completed since OPA 98	0	1	0	0	1	1	0	3	3
	Completed	0	1	0	0	0	1	0	2	2
	In Progress	0	0	0	0	0	0	1	1	1
RMP, Development Review Templates and Business Process / Database		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	N/A
RMO / RMI Appointment		Complete	Complete	Complete	Complete	Complete	Complete	Complete	N/A	N/A
Education and Outreach		The Wellington Source Water Protection website was upgraded. Five new fact sheets including: Development Applications, Water Quantity, Residential Fuel Oil, Fertilizer and Chemical Handling (including DNAPLs). Six training sessions were run for municipal staff and consultants (engineers, surveyors, planners. Three newspaper ads on topics related to planning and building applications, mapping and DNAPL / hazardous waste disposal. Postcards were created to advertise the online mapping tool that helps development applicants determine if they are in a vulnerable area. Postcards were distributed via all eight municipal offices (upper and lower tier) and through all County libraries (14 locations). Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. Approximately 600 children attend from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers. In 2017, a presentation was made to a County High School environmental program on source protection. In 2017, the mandatory fuel oil education and outreach program began. It was focused in the Town of Erin for 2017 and 16 properties received mail outs with educational materials.								
Road Signs (not including provincially installed signs)		0	0	0	0	11	0	10	N/A	21
Emergency Management Plan		Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	1
Official Plan Update		County Complete, Local to be completed	Complete	Complete	Complete	Complete	County Complete, Local to be completed	Complete	Complete	1
ZBL Update		Ongoing	Ongoing	Complete	Ongoing	Ongoing	Ongoing	Ongoing	N/A	1
Municipal By-laws Required (Sewer Use, Connection)		N/A	N/A	N/A	N/A	Complete	N/A	Complete	N/A	3

WELLINGTON
Source Water
PROTECTION
wellingtonwater.ca

Source Protection Annual Reporting Summary 2017 - Wellington County municipalities

Reportables	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Tier 3 - Water Quantity Studies	Physical Characterization Report drafted, public consultation through Community Liaison Group, Technical work (GIS analysis and review of agricultural properties) in support of project	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	2
Provincial Working Groups	Staff participated on four provincial working groups consulting on potential provincial changes to guidance documents and / or legislation. These groups included: Non-agricultural source material / Hauled Sewage, Dense Non-aqueous phase liquids, Waste and Water Quantity.								
Review and Commenting on Source Protection Plan Amendments	None	None	None	Halton-Hamilton	Saugeen	CTC	Maitland	Maitland, Saugeen, CTC, HH	4
Provincial Reporting (Annual Reports and Grant reports)	5	5	5	6	7	6	7	8	49

TOWN OF MINTO

DATE: February 2, 2018
REPORT TO: Deputy Mayor Faulkner and Members of Council
FROM: Mike McIsaac, Public Works
SUBJECT: Minto Green Legacy Days

STRATEGIC PLAN:

9.8 Continue support for energy conservation through programs like Green Legacy, Communities in Bloom, Energy Conservation Plans and similar

BACKGROUND:

As in the past years, the Wellington County Planning and Development Department reserves 35,000 trees of various species to be distributed equally to each local municipality. Local businesses and the public donate towards the local food banks and other charitable organizations in return for obtaining free trees to plant on their property.

In the last seven years 35,000 trees have been planted in Minto on private lands through this program. In 2017 Trees for Minto planted an additional 2,725 trees and sold additional 300 fruit trees to resident in recognition of Canada's 150th.

In the spring the County of Wellington will be advertising their Green Legacy Days on the County's Web Page and also in the Wellington Advertiser.

COMMENTS:

Again this year the Minto Public Works Department will need volunteers from Council and Staff to help in distribute trees to the public at the Minto Public Works Operation Centre located on Highway 89, on Saturday May 5, 2018 from 8 am to 10 am.

Trees perform an important role reducing carbon in the air and improving air quality by "absorbing" carbon dioxide and converting it to oxygen through the chlorophyll in a tree's leaves. Planting trees helps with windbreaks along roadways and helps keep oxygen levels at a constant safe level in areas where there are exhaust emissions from cars.

FINANCIAL CONSIDERATIONS:

This is on a volunteer basis only there will be no financial impact for this event.

RECOMMENDATION:

That Council receives the Public Works February 2, 2018 report regarding Minto Green Legacy Days to be held May 5th, 2018 from 8-10 am.

Mike McIsaac, Public Works

Public Hearing Agenda Committee of Adjustment
Tuesday March 6th, 2018 at 5:00 p.m.
Council Chambers, Municipal Office
5941 Highway 89, RR# 1 Harriston

1. Chair Faulkner calls the Public Hearing to order and publicly states: "**Any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same**".

2. The Public Hearing is to consider Minor Variance Application File No. MV-2018-02, Bray/Taylor.

3. Chair Faulkner to call on the Secretary -Treasurer.

4. Secretary -Treasurer White to state the following information.

The Subject Property is legally described as PLAN CLIFFORD PT LOT 304 RP, 61R21110 PART 1, municipally known as 22 Ann Street S, Clifford, Town of Minto.

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5"), whereas Section 12.2.2.7 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7').

Notice was mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on February 22nd, 2018, posted on the subject property, and circulated to staff on the same date and the following comments were received:

- Town of Minto Building Assistant, staff report
- Report Wellington Junior Planner, Jessica Wilton and Senior Planner, Curtis Marshall
- Saugeen Valley Conservation Authority, Environmental Planning Technician, Michael Oberle comments

5. Chair Faulkner calls upon the applicant or agent followed by comments by County or Town Staff.

6. Chair Faulkner requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair.

7. Chair Faulkner asks for any questions by Committee, or any response or rebuttal by the applicant or agent.

8. The Secretary -Treasurer provides resolution(s) for the Committee to consider. Upon a resolution being carried or defeated; the Notice of Decision of the Committee of Adjustment is to be signed by all members of the Committee of Adjustment in favour of the decision.

9. Chair Faulkner to state **"Anyone wishing to receive a copy of the Notice of Decision" to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.**

10. Chair Faulkner to officially adjourn the Public Hearing.

Town of Minto
DATE: February 28, 2018
TO: Deputy Mayor Faulkner and Members of Council
FROM: Michelle Brown Building Assistant
RE: Minor Variance 2018-02 Bray/Taylor,
Part Lot 304 RP 61R21110 Part 1
22 Ann Street South, Clifford, Town of Minto

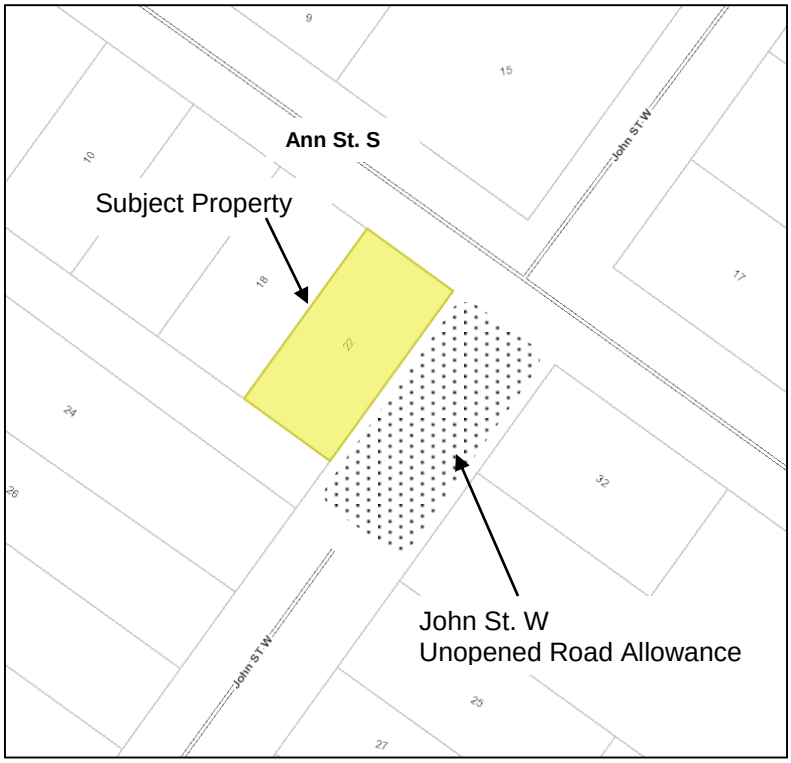
STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

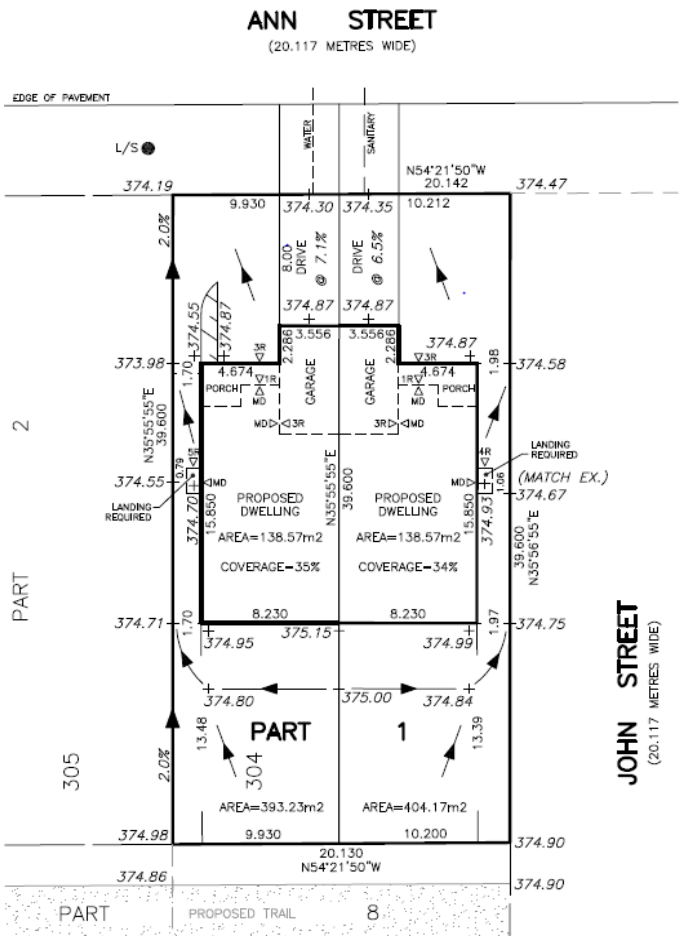
BACKGROUND

The subject lands are located at 22 Ann Street South, Clifford. The lot is zoned R1B-28 Low Density Residential Exception. The subject property is approximately 0.08 ha (0.2 acres) in size.

The purpose of the application is to permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7’).



The property is located on the corner of Ann Street South and John Street West. The John Street West portion is currently an unopened road allowance. Staff discussed the viability of extending the road allowance and it was decided that due to grading issues there is no immediate or future benefit to extend the road.



COMMENTS

Staff in the Building Department and Public Works Department met to review the application, and there are no concerns with the reduction of the exterior side yard setback on the subject property. The proposed use maintains the general intent and purpose of the Official Plan and Zoning By-law are minor and desirable for the development of the lands.

RECOMMENDATION

THAT the Committee of Adjustment receives the Building Assistants report regarding proposed Minor Variance 2018-02 Bray/Taylor application for Part Lot 304 RP 61R21110 Part 1, municipally known as 22 Ann Street South, Clifford, Town of Minto.

Michelle Brown,
Building Assistant

ATTACHMENTS

County of Wellington Junior Planner, Jessica Wilton and Senior Planner, Curtis Marshall comments

Saugeen Valley Conservation Authority Environmental Planning Technician, Michael Oberle comments

COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
ALDO SALIS, M.Sc., B.E.S., MCIP, RPP, DIRECTOR
T 519.837.2600
F 519.823.1694
1.800.663.0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH ON N1H 3T9

February 28, 2018

Bill White, CAO-Clerk
Town of Minto Committee of Adjustment
5941 Highway 89, R.R. #1
Harriston, ON N0G 1Z0

RE: Minor Variance Application MV-2018-02
Plan Clifford PT Lot 304
22 Ann Street S, Clifford
Ben Bray and Jordan Taylor

We have reviewed the application for minor variance and provide the following comments. Please be advised that these comments were formulated without the benefit of a site visit.

Planning Opinion: The variance requested would provide relief from the required exterior side yard setback. The applicants are proposing to construct a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5''), whereas Section 12.2.2.7 of the Town of Minto's Comprehensive Zoning By-law 01.86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7').

In general, Planning Staff would not support the reduction of an exterior side yard to 1.97 m (6.5ft) for a new dwelling as this distance does not provide adequate separation from the road allowance and therefore would not be minor or desirable. Town Staff have indicated however that they do not foresee the road allowance (John St. W) ever being opened to thru traffic. Planning Staff is of the opinion that if John St. W was opened as a through road the semi-detached dwelling would be too close to the road.

The Committee should be satisfied that the application would maintain the general intent and purpose of the Official Plan and Zoning By-law, is desirable and appropriate for the development of the subject property and is minor.

Subject Property and Location
The property is described as Plan Clifford PT Lot 304 RP, 61R2111. Part 1, municipally known as 22 Ann Street S, Clifford, Town of Minto. The subject property has an area of approximately 0.08 ha (0.2 ac) and is currently vacant (Figure 1).

Proposal
The variance requested would provide relief from the required exterior side yard setback. The applicants are proposing to construct a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5''), where as Section 12.2.2.7 of the Town of Minto's Comprehensive Zoning By-law 01.86, as amended, required a minimum exterior side yard setback of 0.6m (19.7').

Wellington County Official Plan
The subject property is designated Residential. Section 13.7 of the Plan provides consideration for minor variances provided the general intent of the Official Plan and Zoning By-law are maintained and the variance is minor and desirable for the appropriate development of the land. Consideration shall be given as to whether compliance with the by-law would be unreasonable, undesirable or would pose an undue hardship on the applicant.

Minto Zoning By-law

The subject property is zone R1B-28 Low Density Residential with site-specific provisions to allow for Semi-Detached Dwellings in accordance with Section 12.2.2. The applicant is proposing to construct a semi-detached residential dwelling unit. Section 12.2.2.7 of the Town of Minto Zoning By-law requires a minimum exterior side yard setback of 6.0 m (19.7 ft), whereas the applicant has proposed an exterior side yard setback of 1.97 m (6.5 ft).

Figure 1

The exterior side yard setbacks are important to allow for safe separation of development from a portion of traveled roadway; maintain safe sight lines for travelling public, as well as allow for a consistent street façade to be preserved to adjacent properties.

In general, Planning Staff would not support the reduction of an exterior side yard to 1.97 m (6.5ft) for a new dwelling as this distance does not provide adequate separation from the road allowance and therefore would not be minor or desirable. Town Staff have indicated however that they do not foresee the road allowance (John St. W) ever being opened to thru traffic. Planning Staff is of the opinion that if John St. W was opened as a through road the semi-detached dwelling would be too close to the road.

The Committee should be satisfied that the application would maintain the general intent and purpose of the Official Plan and Zoning By-law, is desirable and appropriate for the development of the subject property and is minor.

	Zoning By-law (01-86)		
	Permitted	**Requested**	**Difference**
Semi-detached Residential Dwelling unit Exterior Side yard Setback 12.2.2.7	6.0 m (19.7 ft)	1.97 m (6.5 ft)	4.03 m (13.2 ft)

I trust that these comments will be of assistance to the Committee.

Sincerely,

Jessica Wilton, Junior Planner

Curtis Marshall, MCIP, RPP
Senior Planner

1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY ONLY *(bwhite@town.minto.on.ca)*

February 27, 2018

Town of Minto
5941 Highway 89
RR # 1
Harriston, Ontario
N0G 1Z0

ATTENTION: Bill White, CAO/Clerk

Dear Mr. White,

RE: Proposed Minor Variance MV-2018-02
22 Ann Street S
Part Lot 304 Plan Clifford, Part 1 Plan 61R21110
Geographic Village of Clifford
Town of Minto

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the proposed minor variance in accordance with the SVCA's mandate and the SVCA Environmental Planning and Regulations Policies Manual, Approved May 16, 2017. The purpose and effect of the application is to permit the construction of a semi-detached residential dwelling unit with a reduced exterior side yard setback on the existing lot. The proposed minor variance is acceptable to SVCA staff and we offer the following comments.

Natural Hazard

In the opinion of SVCA staff, the property is not affected by any natural hazards, and is not zoned Natural Environment (NE) in the Town of Minto Zoning By-law 01-86, as amended.

Natural Heritage

The significant natural heritage features and areas affecting the property include potentially significant wildlife habitat, and potentially the significant habitat of endangered species or threatened species.

Significant Wildlife Habitat

It has come to the attention of SVCA staff that significant wildlife habitat may be located on or adjacent to the property. Section 5.5.1 of the Wellington County OP states, in part, that development and site alteration shall not be permitted within significant wildlife habitat, unless it has been demonstrated that there will be no negative impacts to the habitat or its ecological functions. However, in the opinion of SVCA staff, the preparation

of an Environmental Impact Study (EIS) is not necessary, as SVCA staff does not anticipate any negative impacts to significant wildlife habitat resulting from this proposal.

Significant Habitat of Endangered Species or Threatened Species

It has come to the attention of SVCA staff that habitat of endangered species or threatened species may be located on or adjacent to the property. Section 2.1.7 of the Provincial Policy Statement (PPS 2014) indicates that development and site alteration shall not be permitted in habitat of endangered species or threatened species, except in accordance with provincial and federal requirements. It is the responsibility of the applicant to ensure the endangered species and threatened species policy referred to in the PPS has been appropriately addressed. Please contact the Ministry of Natural Resources and Forestry (MNRF) for information on how to address this policy.

SVCA Regulation

The property is not subject to the SVCA's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 169/06, as amended). A Permit from the SVCA will not be required for the construction of a semi-detached dwelling on the property as stated in the application for minor variance.

Conclusion

All of the plan review functions have been assessed with respect to this proposal. The proposed minor variance is acceptable to SVCA staff. The SVCA would appreciate receiving notice of the decision to the above referenced planning application.

We trust you find this information helpful. Should questions arise, please do not hesitate to contact this office.

Sincerely,

Michael Oberle

Michael Oberle
Environmental Planning Technician
Saugeen Conservation

MO/

cc: Stacey Pennington, Drinking Water Source Protection and Building Assistant (via email)
Steve McCabe, Authority Member, SVCA (via email)

NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-02 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Ben Bray & Jordan Taylor
PROPERTY ADDRESS: 22 Ann Street South
LOCATION OF PROPERTY: Part Lot 304 RP 61R21110 Part 1, Clifford, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7’).

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the zoning by-law and the official plan will be maintained or, in the case of a change in the use of property which is lawfully non-conforming under the by-law, as to whether or not this application has met the requirements of subsection 45(2) of *The Planning Act*, concur in the following decision and reasons for decision made on the 20th day of February, 2018.

DECISION: **Approves** the application by Ben Bray and Jordan Taylor, for property legally described as PLAN CLIFFORD PT LOT 304 RP, 61R21110 PART 1, municipally known as 22 Ann Street S, Clifford, Town of Minto. To permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, requires a minimum exterior side yard setback of 6.0m (19.7’).

CONDITIONS: n/a

REASONS FOR DECISION: The Committee believing the request to be minor **and** desirable for the appropriate development of the lands and to maintain the intent and purpose of the official plan and zoning by-law denies the application.

A brief explanation of the effect, if any that the written and oral submissions had on the decision:
County of Wellington Planner comments.
Town of Minto Staff comments outlining impact on adjacent occupied lands and future development.
Saugeen Valley Conservation Authority comments.

continued on reverse

Signature of member	Signature of member	Signature of member
Signature of member	Signature of member	Signature of member

Chair

Appeal – The last date for filing a notice of appeal of this decision is March 26th, 2018. Any such appeal must be filed with the secretary-treasurer of the committee and must set out the objection to the decision and the reasons in support of the objection and must be accompanied by the fee required by the Ontario Municipal Board.

Amount of Fee payable on appeal is $300.00

Person – appeal limitation – Only individuals, corporations and public bodies may appeal decisions in respect of an application for a minor variance or permission to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

Other applications – If known, indicate if the subject land is the subject of an application under the Act for:
□ Approval of a plan of subdivision (under section 51) File # Status
□ Consent (under section 53) File# Status:
□ Previous application (under section 45) File# Status

CERTIFICATION

I, Bill White, certify that the information included herein is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 6th day of March 2018.

Signature of Secretary-Treasurer

Personal information contained on this form, collected pursuant to the *Planning Act,* will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-02 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Ben Bray & Jordan Taylor
PROPERTY ADDRESS: 22 Ann Street South
LOCATION OF PROPERTY: Part Lot 304 RP 61R21110 Part 1, Clifford, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is is to permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7’).

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the zoning by-law and the official plan will be maintained or, in the case of a change in the use of property which is lawfully non-conforming under the by-law, as to whether or not this application has met the requirements of subsection 45(2) of *The Planning Act*, concur in the following decision and reasons for decision made on the 2nd day of May, 2017.

DECISION: **Denies** the application by Ben Bray and Jordan Taylor, for property legally described as PLAN CLIFFORD PT LOT 304 RP, 61R21110 PART 1, municipally known as 22 Ann Street S, Clifford, Town of Minto. To permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, requires a minimum exterior side yard setback of 6.0m (19.7’).

CONDITIONS: n/a

REASONS FOR DECISION: The Committee **not** believing the request to be minor, **nor** desirable for the appropriate development of the lands, and to maintain the intent and purpose of the official plan and zoning by-law denies the application.

A brief explanation of the effect, if any that the written and oral submissions had on the decision:
County of Wellington Planner comments.
Town of Minto Staff comments outlining impact on adjacent occupied lands and future development.
Saugeen Valley Conservation Authority comments.

continued on reverse

Signature of member	Signature of member	Signature of member
Signature of member	Signature of member	Signature of member

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Other applications – If known, indicate if the subject land is the subject of an application under the Act for:
□ Approval of a plan of subdivision (under section 51) File # Status
□ Consent (under section 53) File# Status:
□ Previous application (under section 45) File# Status

CERTIFICATION

I, Bill White, certify that the information included herein is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 6th day of March 2018.

Signature of Secretary-Treasurer

Personal information contained on this form, collected pursuant to the *Planning Act,* will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

The Corporation of the Town of Minto
By-law 2018-09

To Amend Zoning By-law Number 01-86
For the Town of Minto

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows:

1. **THAT** Schedule "A" - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 100, Con D (Minto), 6426 5th Line, as shown on Schedule "A" attached to and forming part of this By-law, from:
   - **Agricultural (A) to "Agricultural Exception (A-36.118)**

2. **THAT** Section 36, Rural Area Exception Zones, is hereby amended by adding the following new exception:

36.118 CON D PT LOT 100	Notwithstanding any other provisions of this By-law, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted.

3. **THAT** except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.

4. **THAT** this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

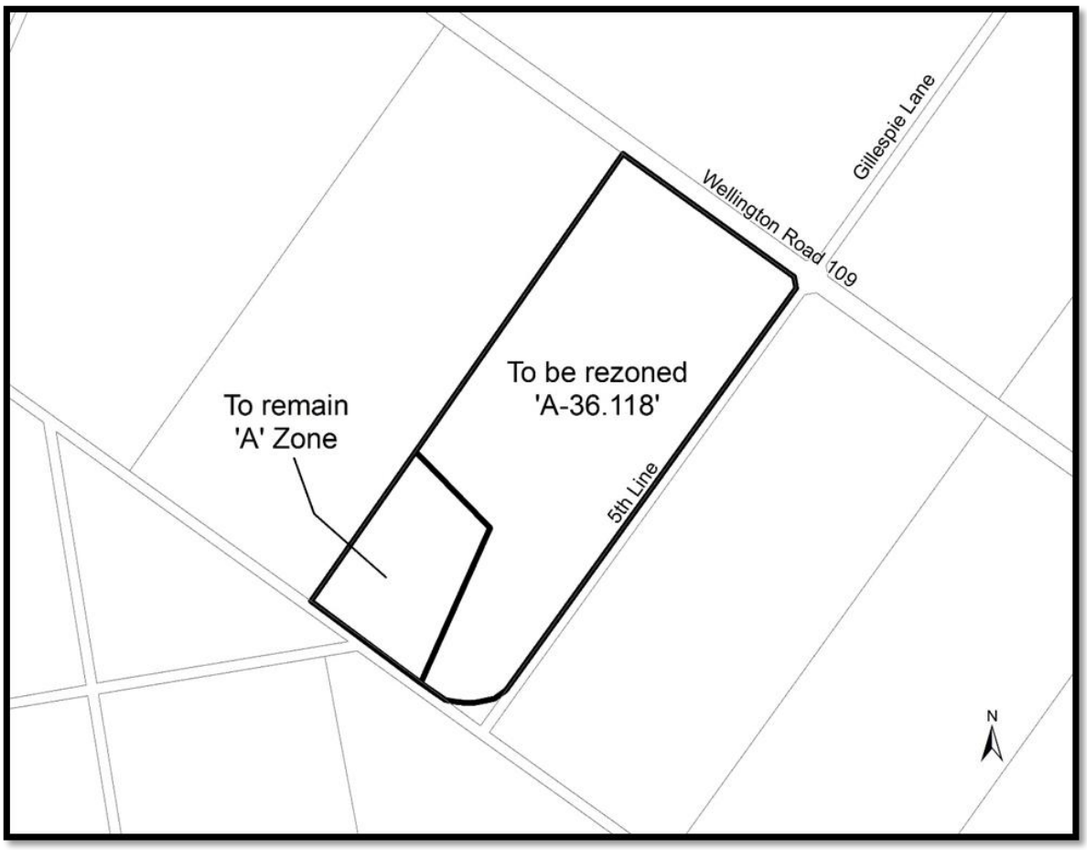
Read a first, second, third time and passed in open Council this 6th day of March, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White

Town of Minto
BY-LAW NUMBER 2018-09

SCHEDULE "A"



Passed this 6th day of March 2018.

_____. _____

DEPUTY MAYOR CLERK

EXPLANATORY NOTE
BY-LAW NUMBER 2018-09

THE SUBJECT LAND is located on Part Lot 100, Con D (Minto), municipal address 6426 5th Line. The proposed vacant retained agricultural parcel is 32.8 ha (81 acres). The proposed severed parcel is 7.3 ha (18 acres) in size and contains an existing single detached dwelling, barns and sheds.

THE PURPOSE AND EFFECT of the amendment is to rezone the property to restrict future residential development on the proposed retained agricultural portion of property.

The Corporation of the Town of Minto
By-law 2018-10

Bylaw to establish Fees and Charges for various services provided by the municipality

WHEREAS Section 391 (1) of the *Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called "the Act") permits a municipality and a local board to pass By-laws imposing fees or charges on any class of persons;

AND WHEREAS Section 398 of the Municipal Act, 2001 provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS Subsection 398 (2) of the Municipal Act, 2001 provides that the treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal taxes;

AND WHEREAS pursuant to Section 69 of *The Planning Act*, R.S.O. 1990, as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS pursuant to Section 7, *Building Code Act*, S. O. 1992, c, 23 as amended, provides that a Council of a municipality may pass a By-law to prescribe fees for the processing of applications for permits or for the issuance of permits;

AND WHEREAS Council of the Town of Minto deems it necessary and expedient to pass a by-law to prescribe fees and charges applicable for services as described in this By-law having given notice of the date the said by-law would be considered;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows;

1. That the fees and charges as set out in Schedule A through Schedule K inclusive to this By-law shall be hereby set for the services described in the aforementioned Schedules.

2. That fees and charges will be subject to applicable taxes including but not limited to Harmonized Sales Tax (H.S.T.) unless exempt or otherwise noted in the aforementioned Schedules.

3. That all charges payable under this By-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Town of Minto owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act,* 2001 S.O. Chapter 25 as amended.

4. That this By-law shall be known as the "Fees and Charges By-law"

5. That where this By-law establishes a fee and rate for a service described in the Schedules hereto, and another fee or charge is established in a by-law that pre-dates the effective date of this By-law, the fees and charges in this By-law and the Schedules hereto shall apply, and without limiting the generality of the forgoing By-law 2017-19 is hereby repealed in their entirety.

6. THAT this By-law shall come into force upon final passing thereof.

Read a first, second, third time and passed in open Council this 6th day of March, 2018.

_____
Deputy Mayor Ronald Faulkner

_____
C.A.O. Clerk Bill White

2018 user fees & charges index

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The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "A"
Administration Charges and Fees

DESCRIPTION	PRICE
Photocopies	$0.25 per page
Photocopies (Large Packages or special interest group)	$0.10 per page
Facsimile to send or receive	$1.00 per page
Facsimile to send or receive (for special interest groups)	$0.25 per page
Lottery licenses	*3% of the total prize value listed on the license
Marriage Licenses	$120.00
Civil Marriage Ceremony in Council Chambers during business hours	$200.00 plus HST
Civil Marriage Ceremony outside Council Chambers	$300.00 plus HST and expenses
Rehearsal Fee	$75.00 plus HST and expenses
Renewal of Vows	$75.00 plus HST and expenses
Commissioner's signature for Corporations	$25.00
Commissioner's signature for Individuals	$20.00
Commissioner's signature (Multiple signatures, 3 or more)	$50.00
Burial permit (death originated out of Town)	$20.00
Burial permit (death originated in the Town of Minto)	$10.00

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Application Fee	$5.00
Search Time	$7.50 per fifteen minutes
Record Preparation	$7.50 per fifteen minutes
Photocopies	$0.25 per page
Computer Disks	$10.00 per disk
Computer Programming	$15.00 per fifteen minutes
Shipping Costs	
Appeal Fee-Personal Information	$10.00
Appeal Fee- General Information	$25.00
Fire Administration Fee	$35.00 per hour

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "B"
Treasury Charges and Fees

DESCRIPTION	PRICE
Tax Certificates personal request (written or verbal)	$10.00 each
Tax Certificates Professional request (written only)	$30.00 each
Duplicate Receipt or Bill	$20.00
Handling charges for transferring any uncollectable Accounts Receivable arrear to Tax Account	$20.00
Tax Registration (does not include legal fees)	$1,000.00
Tax Collection Fee (by registered letter)	$20.00
Tax Sale of Land, Tender Packages	$25.00
Finance Charge for unpaid accounts receivable	2% per month
Minimum charge of:	$2.00
Water and Sewer or Tax Arrears Notice	$5.00 per notice
Returned Item Charge – to apply to all services	$40.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "C"
Building and Development Charges and Fees

Tariff of Fees

No.	Building	Admin Fee	BP Fee (per sq. ft. unless noted)
1	Group A & B - Assembly and Institutional Occupancies		
	a) New Construction	$300.00	$0.65
	b) Renovation/Alteration	$200.00	$0.45
2	Group C - Residential Occupancies		
	a) New Construction - SFD	$300.00	$0.80
	b) New Construction - Multi-Residential (No Fee For Basement)	$300.00	$1.20
	c) Finished/Unfinished Basement		$0.40
	d) Renovation/Alteration	$200.00	$0.80
	e) Attached Garage	$200.00	$0.45
	f) Deck/Porch	$200.00	$0.45
	g) Accessory Apartments	$200.00	$0.80
3	Group D & E Occupancies		
	a) New Construction	$300.00	$0.80
	b) Renovation/Alteration	$200.00	$0.40
4	Group F Occupancies		
	a) New Construction	$300.00	$0.45
	b) Renovation/Alteration	$200.00	$0.45
5	Agricultural		
	a) New Construction	$200.00	$0.20
	b) Liquid Manure Tanks		$4.70 per Lin. Ft.
	c) Grain Bin/Tower Silo		$325.00 Flat Fee
	e) Bunk Silos		$400.00 Flat Fee
6	Accessory Structures	$200.00	$0.45
7	Demolition Permits		
	a) Class 'A'		$115.00 Flat Fee
	b) Class 'B'		$230.00 Flat Fee
8	Class 4 On-Site Septic Systems		
	a) New/Replacement System		$450.00 Flat Fee
	b) Replacement Tank		$150.00 Flat Fee
	c) Bed Replacement		$300.00 Flat Fee
9	Plumbing Permit		$138.00 Flat Fee
10	Conditional Permit		$345.00 Flat Fee Plus Completion Permit Amount
11	Solid Fuel Fired Appliance		$138.00 Flat Fee
12	Tent Permit		$138.00 Flat Fee
13	Temporary Structure (Temp Dwelling, School Portable, Etc)		$240.00 Flat Fee
14	Change of Use (No Construction)		$115.00 Flat Fee
15	Solar		$300.00 Flat Fee
16	Pool Fence Enclosure		$138.00 Flat Fee

Notes To Table:

a) An investigation fee of $150.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee

b) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of $9.00 per $1000.00 of construction value shall be charged for a building permit.

c) Inspection only - no permit required: a fee of $90.00 per hour shall be applied

d) Inspection requested and not ready or repeated failed inspections: a fee of $90.00 shall apply per inspection

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "C"
Building and Development Charges and Fees

Refund of Fees

STAGE OF PERMIT APPLICATION	REFUND (% OF ENTIRE FEES PAYABLE)
Application received No administrative functions done	90%
Application process Plans reviewed and permit issued or refused	60%
Permit issued and inspection(s) completed	0%

Notes To Table:

a) When an application for a Building Permit has been revoked by the Chief Building Official, the amount refundable, as per above table, will be refunded to the applicant. In cases where the Building Permit fee has not been paid at the time of the application, the amount due at the time of revocation will be the Building Permit fee minus the refundable amount.

b) No refund will be given when the application for refund has not been made within 12 months of the issuance of the permit.

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "D"
Recreation Charges and Fees

	Price
Arena & Hall	
Auditorium (Friday or Saturday)	$350.00 / day**
Kitchen (Friday or Saturday)	$75.00 / day**
Set-up evening before rental (Friday or Saturday)	$100.00 / day**
Small Room or under 50 people (Weekdays Only)	$100.00 / day**
Auditorium (Sunday - Thursday)	$250.00 / day**
Kitchen (Sunday - Thursday)	$50.00 / day**
Set-up evening before rental (Sunday - Thursday)	$50.00 / day**
Complete Hall & Kitchen for Youth Tournaments	$250.00 / day**
Arena Surface (Licensed Event)	$500.00 / day**
Curling Surface (Licensed Event)	$400.00 / day**
Arena Surface (Non-licensed Event)	$450.00 / day**
Curling Surface (Non-licensed Event)	$350.00 / day**
Harriston Train Station	
Full Day (Non-Licensed)	$75.00 / day**
Small Meeting, Community Use	$15.00 / hour**
Norgan Theatre	
Theatre Area	$50.00 / hour or $300.00 / day**
Birthday Party	$75.00
Arena	
Adult	$128.00 / hour**
Local Youth Organized Sport (Saturdays)	$97.00 / hour**
Local Youth Organized Sport	$105.00 / hour**
Out of Town User (Minor Only)	$116.00 / hour**
School / Non-Prime Ice (Weekdays 9am-5pm)	$60.00 / hour**
School Physical Education Class	$40.00 / hour**
Private Shinny	min $40.00, max $60.00 / hour**
Public Shinny	$5.00 / person
Shinny Pass	$75.00/year
Sponsor Public Skating (Corporate)	$100.00 / session**
Indoor Summer Sports	$50.00 / hour**

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "D"
Recreation Charges and Fees

	Price
Ball Diamonds	
Minor	$36.00/ player**
Adult and Single Game (up to 15 games)	$50.00 / game**
Tournament - Adult - 1 day	$250.00 / diamond**
Tournament - Adult - 2 day	$300.00 / diamond**
Tournament - Adult - 3 day	$350.00 / diamond**
Tournament - Minor - 1 day	$175.00 / diamond**
Tournament - Minor - 2 day	$200.00 / diamond**
Tournament - Minor - 3 day	$225.00 / diamond**
Lights Left On	$50.00 / occurrence**
Soccer Fields	
Minor	$36.00 / player**
Adult and Single Game	$50.00 / game**
Parks	
Pavilion (Non-licensed)	$60.00 / day**
Pavilion (Licensed)	$100.00 / day**
Summer Adventure Camp	
Per Day	$30.00
Week - 1 Child, 2 Children (Same Family, Each)	$120.00 / $110.00
Swimming Lessons	March 31 / April 1
Red Cross Swim Preschool & Swim Kids (Level 1 - 4)	$70.00 / $75.00
Red Cross Swim Kids (Level 5 - 8)	$75.00 / $80.00
Red Cross Swim Kids (Level 9 - 12)	$75.00 / $80.00
Advanced Programs	
Bronze Star	$150.00
Bronze Medallion	$200.00
Bronze Cross	$200.00
Combined Bronze Medallion/ Cross	$350.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "D"
Recreation Charges and Fees

	Price
Private Swimming Lessons	
1 Private Swimming Lesson (1/2 hour)	$20.00
5 Private Swimming Lessons (1/2 hour)	$90.00
8 Private Swimming Lessons (1/2 hour)	$130.00
10 Private Swimming Lessons (1/2 hour)	$160.00
1 Semi-Private Lesson (1/2 hour) - max 3 children	$17.00
5 Semi-Private Lessons (1/2 hour) - max 3 children	$75.00
8 Semi-Private Lessons (1/2 hour) - max 3 children	$110.00
10 Semi-Private Lessons (1/2 hour) - max 3 children	$130.00
Pool Programs	
Junior Lifeguard Club	$40.00
Swim Team Individual	$60.00
Swim Team Family	$140.00
Pool Admissions	
Individual Seasons Pass	$100.00
Family Seasons Pass	$200.00
Book of 10 Passes	$32.00
Single Admission (5 years of age+)	$4.00
Single Family Admission (max 6 family members)	$14.00
Aqua Fit, Aqua Boot Camp, Aqua Zumba Single Admission	$7.00
Pool Rental	
Under 25 people	$100.00**
Over 25 people	$150.00**
School	$2 / child
Other Programs	
Babysitter Course	$50.00
Hometown Ball	$40.00
Grassroots Hockey	$90.00
Grassroots Soccer	$40.00
Smart Serve	$50.00
Fitness Classes	$50.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "D"
Recreation Charges and Fees

	Price
Extras	
Buck & Doe & Wedding Reception Combo (discount off 2nd rental)	($100)
Table rental (Wooden Only)	$5.00 / day
Chair rental	$1.00 / day
Arena Ice Ad	$300.00**
Arena Board Ad	$300.00**
Wall Hung Board Ad	$200.00**
Camp site (groups 15 or more, agreement required)	$25.00 / 1 day**
Camp site (groups 15 or more, agreement required)	$40.00 / 2 days**
Camp site (groups 15 or more, agreement required)	$50.00 / 3 days**

Non-Ice Rates Effective January 1st of Calendar Year
Ice Rates Effective July 1st of Calendar Year
** plus HST

The Corporation of the Town of Minto
By-law 2018-10
Schedule "E"
Public Service Charges and Fees

DESCRIPTION	FEE
Sewer Rodding	
During regular hours per call	$100.00
Off hours or weekends per call	$150.00
Statutory Holidays per call	$250.00
Camera Fee	$100.00
Water up to and incl. 1" service	
Tapping the water main	$250.00
Hook up to water main Inspection	$75.00
Hook up to sewer Inspection	$75.00
Water and Sewer Inspection of new Buildings (including turn on)	$125.00
Water shut off or turn on	$75.00
Water shut off or turn on Weekends or After Hours	$125.00
Paved Road with curb or sidewalk	$2,900.00
Paved Road only	$2,400.00
Gravel Road only	$2,100.00
No Road	$1,500.00
Services over 1"	Time & Material
Sanitary Sewer- up to and incl. 6" service	
Paved Road with curb or sidewalk	$3,500.00
Paved Road only	$3,000.00
Gravel Road	$2,600.00
Services over 8"	Time & Material
Oversized Water Line Service	$2,100.00
Oversized Sanitary Sewer Line Service *Estimated base corrected on Construction Costs	$2,600.00
Infill Lot Frontage Fees *Collectable at the time of severance ($80 per meter water, $80 per meter sewer, $61 per meter storm sewer)	$221.00 per meter
Entrance & Damage Deposits	
Inspection Fee	$100.00
Permit Fee	$50.00
Urban/Rural Damage Deposit	$1,000.00
Hidden Driveway signs installed	$240.00
Drainage	
Tile Drainage Inspection	$200.00
Palmerston Parking Permits	$200.00/annually

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "F"
Fire & Emergency Services Administration Charges and Fees

Occupant Load Licenses

The following fees shall apply to services related to an application for issuance of licenses defining the maximum occupant load of places of assembly, having more than 60 persons. This includes but is not limited to public halls, arenas, auditoriums and occupancies wherein alcoholic beverages are served.

DESCRIPTION	FEES
Where alcoholic beverages are served	$100.00
All other	$75.00

Inspections Under the Ontario Fire Code

Application for special building inspections under the Ontario Fire Code shall be charged the following rates based on category.

DESCRIPTION	FEES
Inspections	
Single residence	$100.00
Assembly	$100.00
Institutional/industrial/commercial	$125.00
Commercial/Retail	$100.00
Apartments/condominiums	$100.00 + $10.00 per unit
Reports	
File Search/Fire reports/Property Searches	$100
Letter to insurance and real estate companies	$100
File Search for Environmental Issues	$100
Reviewing Risk & Safety Management Plans	$50.00 per hour per staff member

Incidents on Public Roadways

All incidents on all provincial highways, county roads and all other locations to which the Town of Minto Fire Service vehicles are dispatched shall be charged and shall pay to the Town of Minto the cost of such services as per the Ministry of Transportation of Ontario's (MTO) rates Charges under the Spills Act or the Transportation of Dangerous Goods Act shall be charged in addition, if applicable.

Administration and Enforcement of Spills Act and Transportation of Dangerous Goods Act

The clean up of hazardous material spills shall be charged at MTO rates plus the cost of any cleanup materials used and shall be payable by the person or persons creating or causing such spill as determined at the sole discretion of the Chief of the Town of Minto Fire Service. The cost of a third party spill cleaner will be the responsibility of the person or persons creating or causing such spill.

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "F"
Fire & Emergency Services Administration Charges and Fees

Illegal Burning Related Charges
The Minto Fire Department, at the discretion of the Fire Chief, can charge the property owner the same rates as Incidents on Public Roadways if the property owner or occupant is contravening the Town of Minto Burn By-Law.

Extraordinary Expenses

If Minto Fire responds to a fire or other emergency at a property and determines, or the Fire Chief or Deputy Chief determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Minto Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Minto Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

Securing of Premises
Securing of premises after a fire (i.e., by the sealing or boarding of doors and windows, etc.), shall be charged at an hourly rate plus materials used. If firefighters are employed for barricading the rate shall be $35.00 per firefighter per hour and such charges shall be payable by the owner or owners of the premises.

False Alarms
The following procedures and fees shall apply only when it has been determined at the sole discretion of the Chief of the Town of Minto Fire Service that the false alarms were preventable. The total shall be calculated within each calendar year with each year being considered separately.

First false alarm Fire prevention to follow up and determine why. Registered letter to be sent indicating possible financial implications of re-occurrences.
Second false alarm Final notice sent by registered mail.
Third false alarm Invoice for six hundred dollars ($600.00) payable by the owner or owner's of the premises.
Fourth false alarm Invoice for twelve hundred dollars ($1200.00) payable by the owner or owner's of the premises.
Each false alarm after the fourth Will be invoiced for twelve hundred dollars ($1,200.00) payable by the owner or owners of the premises.

DESCRIPTION	FEE
Fire Extinguisher training sessions	$75.00 per hour, one hour minimum
Posting a Fire watch under the Ontario Fire Code	$450.00 per hour per truck
Each additional half hour or part thereof	$225.00 per half hour per truck
Consultation/Advice to Professional Groups	$100.00 per hour
Classroom Rental Fire Halls with Kitchen	$150.00 per day
Classroom Rental Fire Halls without Kitchen	$100.00 per day
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	$75.00 per 5 Gal Container

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "G"
Animal Licensing Charges and Fees

Backyard Hen Licensing Fee - $75 per year

For a license issued with respect to a dog, the license fee shall be as follows;	Before April 1	After March 31
1 a. Per dog for the first, second and third dog	$20.00	$35.00
1 b. Per dog for dogs picked up without a current tag	$50.00	$50.00
1 c. Fee for a dog picked up running at large	$150.00	$150.00
1 d. Impound fee	$25.00/day	$25.00/day

Note: The lower fee as set in row 1.a shall apply if such fees are paid within fifteen *(15)* days of the dog becoming twelve *(12)* weeks old or upon moving into the municipality.

	Before April 1	After March 31
Fee for replacement of lost dog tag	$5.00	$5.00
Fee for Kennel license	$150.00	$200.00
Inspection fee by Provincial Offences Officer	$75.00	$75.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "H"
Cemetery Tariff Charges and Fees

SALE OF INTERMENT RIGHTS

Classification of Purchaser	Interment Rights	Maintenance & Care	Total
Plots (Allows 1 Non-Cremation Burial or 4 Cremations			
Resident of Minto	$480.00	$320.00	$800.00
Non-Resident	$600.00	$400.00	$1,000.00
Cremation Garden (Allows 2 Burials			
Resident	$270.00	$180.00	$450.00
Non-Resident	$330.00	$220.00	$550.00
Columbarium (Allows 2 Urns)			
Resident of Minto Lower 3 rows	$480.00	$320.00	$800.00
Resident of Minto Top 3 row	$600.00	$400.00	$1,000.00
Non-Resident Lower 3 rows	$600.00	$400.00	$1,000.00
Non-Resident Top 3 rows	$720.00	$480.00	$1,200.00

INTERMENT CHARGES (OPEN AND CLOSE)

Adult	Child(to 8 yrs)	Infant (to 1 yr)	Cremation	Cremation	Columbarium
				(with vault)	
April 16 to November 30 (Weekdays 9 am to 4 pm)					
$500.00	$300.00	$250.00	$250.00	$350.00	$150.00
December 1 to April 15 (Weekdays 9 am to 4 pm)					
$750.00	$400.00	$350.00	$450.00	$450.00	$250.00
Additional Charges for Saturdays, Sundays & Holidays					
$500.00	$150.00	$100.00	$100.00	$100.00	$100.00

MONUMENT CHARGES

DESCRIPTION	FEE
Location and Inspection	
Monument Foundations and Markers	$50.00
Four corner markers (purchase of 3 or more lots)	$100.00
Maintenance and Care Funds Surcharge	
Upright monument with dimensions of 48" or less	$100.00
Upright monument with any dimension greater than 48"	$200.00
Flat Marker measuring at least 173 sq in	$50.00
Other Charges	
Disinterment - April 16 to Nov 30 (Reburial Extra)	$800.00
Winter Storage	$100.00
Grass and Device Setup	$100.00
Transfer of Interment Rights Certificate	$50.00
Winter Burial Extra for Snow Removal	$150.00 per hour

ALL CHARGES ARE SUBJECT TO HST

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "I"
Water and Sewer Charges and Fees

Commencing the first complete billing of each calendar year.

1. Non metered rates:

		2018
WATER	48.75	58.30
SEWER	57.50	66.70

2. Monthly Billing Amount Formula

The monthly amount payable rate shall be calculated for all customers using the following monthly billing formula:

Monthly billing amount= Administrative Charge as per Part a) below + Volume Charges as per Part b) below + Per Unit Charges as per Part c) below if applicable

a) Administration Charges:

Based on the meter size in the left column, the applicable charge for water and the applicable charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Meter	$Water	$Sewer	$Water	$Sewer	$Water	$Sewer	$Water	$Sewer	$Water	$Sewer
Size	2017		2018		2019		2020		2021	
¾"	19.00	19.00	20.00	20.00	21.00	21.00	22.00	22.00	23.00	23.00
1"	21.00	21.00	22.00	22.00	23.00	23.00	24.00	24.00	25.00	25.00
1 ½"	25.00	25.00	26.00	26.00	27.00	27.00	28.00	28.00	29.00	29.00
2"	30.00	30.00	31.00	31.00	32.00	32.00	33.00	33.00	34.00	34.00
3"	32.50	32.50	33.50	33.50	34.50	34.50	35.50	35.50	36.50	36.50
4" +	40.00	40.00	41.00	41.00	42.00	42.00	43.00	43.00	44.00	44.00

b) Volume Charges

Based on the consumption rate in the left column, the applicable volume charge for water and the applicable volume charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Water / m3	2017	2018	2019	2020	2021
0 – 250	1.88	2.05	2.21	2.34	2.49
251 – 500	1.44	1.54	1.62	1.70	1.79
501 - 3000	1.24	1.32	1.39	1.46	1.53
3001 +	0.41	0.44	0.46	0.48	0.50
Sewer / m3	2017	2018	2019	2020	2021
0 – 250	2.78	2.87	2.96	3.06	3.15
251 – 500	2.08	2.13	2.19	2.24	2.30
501 - 3000	1.77	1.81	1.86	1.90	1.95
3001 +	0.47	0.48	0.49	0.51	0.52

c) Monthly Per Unit Charges for Multiple Units:

For multiple unit properties, the amount payable under the Monthly Billing Amount Formula shall be increased by an additional charge of $7.50 per unit for each unit above one unit.

3. Tap In Charges

a) The minimum charge to connect a lateral water service up to one inch in diameter into a municipal water main shall be $1,150.00 (plus HST). To connect a lateral service over one inch, the cost shall be based on the applicable time and material for the lateral installation including restoration from the water main to the property line (plus HST).

b) The charge to connect a sanitary sewer lateral shall be based on applicable time and material for installation, plus restoration, from sanitary main to the lot line (plus HST).

4. Service Charge
   a) A charge of $75.00 (plus HST) shall be payable for same day disconnecting and reconnecting. $125.00 on weekends or after hours
   b) The charge of $75.00 (plus HST) shall be levied for disconnecting water and a further charge of $75.00 (plus HST) shall be levied for reconnection. $125 on weekends or after hours
   c) In addition to applicable charges above a service charge of $100.00 (plus HST) shall apply where water is to be disconnected or connected
   d) New buildings will receive a 1 time charge of $125.00 for Inspection of water/sewer and water turn on as required (up to a maximum of 3 times).

5. Broken Water Meter
   Time and Material (plus HST)

6. Bulk Water Charges
   a) A charge of $100.00 (plus HST) shall be payable for Hook Up & Disconnect each day of bulk water transfer.
   b) A volume charge per cubic meter shall be levied at $3.00/m3 as per Section 1. b) of this By-Law.

7. Late payment charges for any account shall apply as outlined in the applicable fees and charges by-law.

8. Temporary Removal and Reinstallation Charge
   a) A charge of $150.00 (plus HST) shall be payable for a temporary removal and reinstallation charge.

9. Meter Testing Charge
   a) A charge of $275 (plus HST) shall be payable prior to commencement of water meter testing.

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "J"
Transient Traders, Refreshment & Food Vehicles, Door to Door Sales

DESCRIPTION	FEES (1 year)	Fees July 31-Dec 30
Transient Trader License	$250.00	$125
Refreshment and Food Vehicles License	$250.00	$125
Door to Door Sales	$250.00	$125

*For more information on obtaining the above licenses, see current Transient Traders By-law

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule "K"
Planning Charges and Fees

Description	Fee
Zoning Amendments	
Deposit	$1,500.00
Administration	$700.00
Holding Zone Removal By-law	
Administration Fee	$500.00
Plan of Subdivision or Condominium	
Deposit	$12,000.00
Administration	$3,000.00
Site Plan Control Approval & Agreement	
Minor	
Deposit	$2,850.00
Administration	$750.00
Site Plan Control Approval & Agreement	
Complex	
Deposit	$6,000.00
Administration	$1,000.00
Lot Grading /Security Deposit	
Deposit	$1,800.00
Administration	$200.00
Consent Agreements	
Deposit	$2,000.00
Administration	$600.00
Minor Variance	
Deposit	$1,000.00
Administrative	$600.00
Proposed Surplus of Lands	
Administration (Plus expenses to the selling of the proposed surplus of lands)	$500.00
Deposits less the disbursement fees and third party fees will be refunded. Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying. Third Party Fees include but are not limited to planners, engineers, solicitors, advertising of notices and similar costs.	

Other Planning Charges	
Any other application under to the provision of the *Planning Act*	$2,000.00
Part Lot Control	$500.00
Certified List of Landowners for any application	$100.00
Severance Clearance of Conditions	$50.00
Cash in lieu of Parkland Lots by Severance	$500.00 per lot
Fee for services provided by municipal employee	$50/hour/employee
Zoning Compliance Professional Request (written only)	$50.00
Town of Minto Comprehensive Zoning By-law (per copy)	$25.00
Lot Deeming By-law	$500.00
Encroachment Agreement	$500.00

The Corporation of the Town of Minto
By-law 2018-11

By-law to Exempt Part Lot Control for lands being Part of Park Lot 5, North East of George Street, being Parts 1 &2 Plan 61R-21255, Former Town of Harriston, in Town of Minto, under Section 50 (7.1) of the Planning Act, R.S.O. 1990, as amended.

WHEREAS The Corporation of the Town of Minto has received a request from the owner of land, described as being Part of Park Lot 5, North East of George Street, being Parts 1 &2 Plan 61R-21255, Former Town of Harriston now in the Town of Minto, to remove part lot control restrictions pursuant to *Section 50, Subsection 7, of the Planning Act, R.S.O. 1990, as amended;*

NOW THEREFORE The Council of the Corporation of the Town of Minto enacts as follows:

1. The lands being Part of Park Lots 5, North East of George Street, being Parts 1 &2 Plan 61R-21255, Former Town of Harriston now in the Town of Minto more fully described in Schedule "A" attached hereto and forming part of this By-law are designated as being exempt from Part Lot Control and *Section 50, Subsection 5 of the Planning Act, R.S.O. 1990, as amended,* shall not apply to such lands during the effective period of this By-law.

2. The C.A.O. Clerk is hereby authorized to and directed to make application to the County of Wellington for approval of this By-law.

3. This By-law shall come into force and effect:

   a) upon written final approval from the County of Wellington pursuant to *Section 50(7.1) of the Planning Act.*

   b) upon registration of the By-law at the Land Registry Office for the County of Wellington pursuant to *Section 50 (28) of the Planning Act.*

4. This By-law shall expire twelve months after receiving final approval by the County of Wellington, as provided for in *Section 50, Subsection 7.1 of the Planning Act, R.S.O. 1990, as amended.*

Read a first, second third time and passed in open council this 6th, day of March 2018.

_____
Deputy Mayor Ronald Faulkner

_____
CAO Clerk Bill White

THE CORPORATION OF THE TOWN OF MINTO

SCHEDULE 'A' OF BY-LAW NUMBER 2017-95

Part of Park Lots 5, North East of George Street, being Parts 1 &2 Plan 61R-21255, Former Town of Harriston now in the Town of Minto.

The Corporation of the Town of Minto
By-law No. 2018-12

To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held March 6, 2018

WHEREAS the Council of the Town of Minto met on March 6, 2018 and such proceedings were conducted in accordance with the Town's approved Procedural By-law.

NOW THEREFORE the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. That the actions of the Council at its Committee of the Whole/Council meeting held on March 6, 2018 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, 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 Deputy 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 Deputy Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.

3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 6th day of March, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White