TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL Council Chambers, Municipal Office Monday, April 15, 2019 7:00 PM

Page

1. CALL TO ORDER

2. O CANADA

3. APPROVAL OF AGENDA

a)	Additions, Deletions or Amendments
	All matters listed under For Information Only, are considered to
	be routine and will be enacted by one motion. Should a
	Council member wish an alternative action from the
	proposed recommendation, the Council member shall
	request that this matter be moved to the appropriate section
	at this time.

4. DECLARATION OF PECUNIARY INTEREST

	a)	Pecuniary Interest Form	4	
5.	APPROVAL OF MINUTES			
	a)	Previous Meeting Minutes - April 1, 2019	5 - 9	
	b)	Public Meeting Minutes - April 1, 2019	10 - 11	
	c)	Special Joint Meeting Minutes - April 9, 2019	12 - 13	
6.	PRESENTATIONS AND DELEGATIONS			
	a)	<u>Glen Walter Canada Day Request - Rizwan Mustafa and Chris</u> <u>Bourgon</u>	14	
	b)	SDG Library Update - Karen Franklin	15 - 22	
7.	NEW BUSINESS			
	a)	Staff Reports		
		i. Appointment of Alternate County Council Member (K. Campeau)	23 - 25	

	ii.	Allocation of Funds - Admin Consultant (L. McDonald)	26 - 27
	iii.	Draft Plan Approval Extension for the Loiselle-Laframboise Subdivision (J. Haley)	28 - 30
	iv.	Stay Discover Grow Regional Incentives Program Agreement with 2336616 Ontario Inc. (J. Haley)	31 - 41
	v.	Tender 05-2019 - Surface Treatment (E. MacDonald)	42 - 44
	vi.	Sale of Surplus Property - County Rd. 2 (E. MacDonald)	45 - 53
b)	Oth	er Business	
	i.	Draft - Survey Questions and Intent (L. McDonald)	54 - 59
	ii.	Notice of Motion for Consideration at this Meeting - Meeting Schedule (S. McDonell/L. Warden)	60
	iii.	Notice of Motion for Consideration at this Meeting - Connectivity Committee (S. McDonell)	61
c)	Cor	nmittee Reports	
	i.	Committee of Adjustment Minutes - March 18, 2019	62 - 65
	ii.	Committee of Adjustment - Notice of Public Hearings	66 - 69
d)	For	Information Only	
	i.	Ministry Inspection Reports 2018-2019	70 - 273
	ii.	Letter - Gas Tax Fund (Minister of Infrastructure and Community)	274 - 277
	iii.	Letter - Bill C-68 (MP Cheryl Gallant)	278 - 279
	iv.	Support Resolution - Municipal Voters List (Township of Wellesley)	280 - 285
UNI	FINIS	HED BUSINESS	
a)	<u>Unf</u>	nished Business Listing - April 15, 2019	286 - 287
CLO	OSED	SESSION	
2)	RF	IT RESOLVED THAT Council convene to Closed Session to	

 a) BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

8.

9.

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

-Staff Report 53-2019

-Staff Report 54-2019

(d) labour relations or employee negotiations;

-Staff Report 55-2019

-Chief Building Official Position

10. CONFIRMING BY-LAW

a) Confirming By-law 28-2019

288

11. ADJOURNMENT



DECLARATION OF PECUNIARY INTEREST

I,						9	declare	а
pecuniary	interest	on	Agenda	ltem(s)	for	the	meeting	of
		_:						

Signature

MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON APRIL 1, 2019.

PRESENT: Mayor Frank Prevost, Deputy-Mayor Lyle Warden, Councillor Stephanie Jaworski, Councillor Martin Lang, and Councillor Sam Mcdonell

STAFF PRESENT: Clerk Kelli Campeau, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald.

1. CALL TO ORDER Resolution No. 130-2019

Moved by Councillor Jaworski Seconded by Councillor Lang

BE IT RESOLVED THAT the April 1, 2019 Council Meeting of the Township of South Glengarry now be opened at 7:03 pm. CARRIED

- 2. O CANADA
- 3. APPROVAL OF AGENDA Resolution No. 131-2019

Moved by Deputy Warden Seconded by Councillor McDonell

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

-Deletions from the Agenda:

-Item 7.a.v. Rogers Tower Airport Road

-Additions to the Agenda:

-Staff Report 46-2019 – County CIP Agreement

-Items moved to Other Business for discussion:

-7.b.v. Audit Service Plan

-7.b.vi. Council Audit Questions or Requests

CARRIED

- 4. DECLARATION OF PECUNIARY INTEREST
- a) I, Lyle Warden, declare a pecuniary interest on Agenda Item(s) for the meeting of April 1, 2019 (Closed Session) Verbal update (potential litigation) family member owns subject property.
- b) I, Sam McDonell, declare a pecuniary interest on Agenda Item(s) for the meeting of April 1, 2019 (Staff Report 43-2019) as an employee with the company I am employed with, under my supervision, could potentially benefit financially.
- 5. APPROVAL OF MINUTES
- a) Previous Meeting Minutes March 18, 2019 **Resolution No. 132-2019** Moved by Councillor McDonell

Seconded by Councillor Jaworski BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on March 18, 2019 be adopted as circulated. CARRIED

- b) Special Meeting Minutes March 15, 2019
 Resolution No. 133-2019
 Moved by Councillor Lang Seconded by Deputy Warden
 BE IT RESOLVED THAT the Minutes of the Special Meeting of the Council of the Township of South Glengarry held on March 15, 2019 be adopted as circulated.
 CARRIED
- c) Special Meeting Minutes March 22, 2019 **Resolution No. 134-2019**Moved by Councillor Lang Seconded by Deputy Warden BE IT RESOLVED THAT the Minutes of the Special Meeting of the Council of the Township of South Glengarry held on March 22, 2019 be adopted as circulated. CARRIED
- 6. PRESENTATIONS AND DELEGATIONS
- a) Daffodil Month Proclamation

WHEREAS people in our community have been directly affected by cancer and share a strong bond with others who experience the pain of this disease; and

WHEREAS the Canadian Cancer Society is proud to be a champion and voice for Canadians who care about cancer and is committed to supporting and engaging people in our community; and

WHEREAS, through the Daffodil Campaign, funds are raised to fund ground-breaking research and support services which helps people impacted by cancer live their lives more fully; and

WHEREAS Canadian Cancer Society volunteers in South Glengarry and local donors are part of a collective of people united by the same goals, helping people live longer and improving the lives and experiences of those affected by cancer; and

WHEREAS the daffodil is the symbol of strength, courage and life for those living with cancer and for local people to rally around by volunteering, donating and wearing a daffodil pin proudly; and

NOW THEREFORE, I, Frank Prevost, Mayor of South Glengarry, do hereby recognize the month of April as the DAFFODIL month in South Glengarry and urge all citizens to support the Canadian Cancer Society.

b)

- 7. NEW BUSINESS
- a) Staff Reports
- i) Tax Abatement Upper Canada Academy
 Resolution No. 135-2019
 BE IT RESOLVED THAT Staff Report 41-2019 be received and that the

Council of the Township of South Glengarry direct Administration to proceed with Option 3 as presented in the Staff Report. CARRIED

- ii) RFP 01-2019 NDMP St. Lawrence and Raisin River Floodplain Mapping Resolution No. 136-2019 Moved by Councillor Lang Seconded by Deputy Warden BE IT RESOLVED THAT Staff Report 42-2019 be received and that the Council of the Township of South Glengarry award RFP 01-2019 to Dillon Consulting in the amount of \$117,600 to complete a portion of the National Disaster Mitigation Program- St. Lawrence and Raisin River Floodplain Mapping Project and furthermore that the Mayor and Clerk be authorized the sign all relevant documents. CARRIED
- iii) Tender 02-2019 Supply & Placement of Granulars
 Resolution No. 137-2019 Moved by Councillor Jaworski Seconded by Deputy Warden
 BE IT RESOLVED THAT Staff Report 43-2019 be received and that the Council of the Township of South Glengarry award Tender 02-2019 for the Supply and Placement of Granular Materials to COCO Paving in accordance with their procurement submission in the amount of \$322,500

plus HST for 30,000 tonnes of granular at a cost of \$10.75 per tonne plus applicable taxes; and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

iv) Tender 03-2019 - Parks & Facilities Grass Cutting **Resolution No. 138-2019** Moved by Councillor Lang Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 44-2019 be received and that the Council of the Township of South Glengarry award Tender 03-2019 for Grass Cutting Facilities and Parks as per Schedule "A" attached hereto and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents CARRIED

 v) County CIP Agreement – Rogers Marina
 Resolution No. 139-2019
 Moved by Councillor McDonell Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 46-2019 be received and that the Corporation of the Township of South Glengarry enter into a Regional Incentives Program financial agreement with Nancy and Yves Struthers and the United Counties of Stormont, Dundas and Glengarry and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents. CARRIED

- b) Other Business
- i) Alternate County Council Member
- ii) Grants & Donation Requests Resolution No. 140-2019

Resolution No. 140-2019Moved by Deputy Warden
Seconded by Councillor McDonellBE IT RESOLVED THAT the Council of the Township of South Glengarry

Page 7 of 288

approves the following Grants and Donations requests: \$198 to the Raisin Region Conservation Authority \$540 to the Knights of Columbus Hospice Golf Tournament \$200 to the Community Living Lobsterfest

- iii) Review of Council Meeting Schedule
- iv) Strategic Planning Consultation
- v) Audit Service Plan
- vi) Council Audit Questions or Requests

Resolution No. 141-2019

Moved by Councillor Jaworski Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry approve the items presented on the Agenda as Committee Reports and For Information Only. CARRIED

- c) Committee Reports
- i) Committee of Adjustment Notices of Decisions
- d) For Information Only
- i) Overview Spending in 2019
- ii) Infrastructure Tour Date
- iii) OMPF 2019 Funding Allocation
- iv) Consent Application B14-19
- v) Consent Summary
- vi) Notices of Decisions Zoning By-law Amendments
- vii) Thank You Letter South Stormont
- viii)SDG Council March Newsletter
- ix) Resolution Review of OMPF (Township of South Frontenac)
- x) Resolution Investing in Canada Infrastructure Program (Lake of Bays)
- xi) Resolution Bottled Water (City of Quinte West)
- 8. UNFINISHED BUSINESS
- a) Unfinished Business Listing April 1, 2019
 - -The following items to be added to the listing:
 - -High Speed Internet/Natural Gas Survey
 - -Strategic Plan Survey
 - -Zoning By-law Review (Fencing)
 - -LED Streetlights (Glen Walter)

9. CLOSED SESSION Resolution No. 142-2019

Moved by Councillor McDonell Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:33 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (d) labour relations or employee negotiations;
 - -Chief Building Official

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

-Potential Litigation

Resolution No. 143-2019Moved by Councillor Lang
Seconded by Councillor JaworskiBE IT RESOLVED THAT the Council of the Township of South Glengarry
now rise and reconvene at 10:09 pm into Open Session without reporting.
CARRIED

10.CONFIRMING BY-LAW Resolution No. 144-2019

Resolution No. 144-2019Moved by Councillor Lang
Seconded by Councillor McDonellBE IT RESOLVED THAT By-law 25-2019 to adopt, confirm and ratify
matters dealt with by resolution, be read a first, second and third time,
signed, sealed and passed in Open Council.CARRIED

11.ADJOURNMENT Resolution No. 145-2019

Resolution No. 145-2019Moved by Councillor Lang
Seconded by Councillor JaworskiBE IT RESOLVED THAT the Council of the Township of South Glengarry
adjourn to the call of the chair at 10:13 pm.

CARRIED

Mayor

Clerk

PUBLIC MEETING MINUTES

A PUBLIC MEETING OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON APRIL 1, 2019 AT 6:30 PM.

PRESENT: Mayor Frank Prevost, Deputy Mayor Lyle Warden, Councillor Stephanie Jaworski, Councillor Martin Lang, Councillor Sam McDonell

STAFF PRESENT: Clerk Kelli Campeau, GM Community Services Joanne Haley

MEMBERS OF THE PUBLIC PRESENT: Ron Wood, Heather Wood, Tammie Grant, Peter Grant, David Grant, Alan Hale, Chris Clarke, Ray Brunet, Gordon Campbell, Patricia Markell, Ronald Bergeron, Pat St. Pierre, Gary Jans, Jacqueline Milner, Millie Prevost, Robert Lamb and Rens Trommels

OPEN PUBLIC MEETING

The meeting was opened at 6:30 pm.

Ms. Haley provided an overview of the public meeting process and advised that any person may attend and make verbal or written submissions by 12:00 pm on Friday, April 5, 2019.

1. PRESENTATIONS AND DELEGATIONS

a) Proposed Amendments to Zoning By-law – Grant (6855 Silmser Rd.)

Ms. Haley advised that the purpose of this zoning amendment is to rezone the subject property, Part of Lot 23, Concession 1 Front, Part 2 on Reference Plan 14R-2392 in the former Township of Charlottenburgh, now in the Township of South Glengarry from Limited Services Residential (LSR) and Floodplain – Holding to Limited Services Residential Exception 7 (LSR-7) and Floodplain (FP) to remove the holding symbol, to permit a second dwelling unit ancillary to the existing primary dwelling unit and to reduce setbacks.

Ms. Haley advised that no written comments have been received to date. She further advised that this proposed amendment to the Zoning By-law will be presented to Council for consideration at a later date and that comments received from the public will be provided to Council before a decision is made.

Jacqueline Milner (19166 Hay Road) expressed concern about changing the 30 metre setback from the watercourse, as her understanding is that the setback exists to maintain water quality and monitoring temperatures of the land which is vital for wildlife and creating wildlife habitat.

Councillor Jaworski asked about the significance of the 100 year floodplain red line on the mapping provided. Ms. Haley advised that property owners are requested to include this on topographical surveys provided so we can see where the development will be located within the floodplain.

Gordon Campbell (solicitor of Ron Bergeron and Pat Markell) provided Council with an affidavit of Mr. Bergeron, who is the next door neighbour of the subject property. He expressed his client's concern with flooding issues on his property due to alterations that have been made to the land and their belief that this zoning amendment and resulting changes to the land will worsen the problem. Mr. Campbell urged Council to obtain additional information and to wait for an opinion from the Raisin Region Conservation Authority before making a decision.

Kim McDonald (Raisin Region Conservation Authority) advised that the conservation authority is reviewing the file and has some concerns and that they will be providing comments shortly.

Ray Brunet (6857 Silmser Rd.) agreed that there is an issue with flooding but expressed that he believes putting a culvert at the end of the driveway would resolve the issue.

Chris Clarke (Planner) spoke to the setbacks, particularly Greys Creek, stating it is almost impossible to obtain 30 metre setback due to the creek. Advised all appropriate steps will be taken through the Zoning process.

2. ADJOURNMENT The meeting was adjourned at 6:56 PM.

Mayor

Clerk

MINUTES

THE SPECIAL JOINT MEETING OF THE COUNCILS OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY AND TOWNSHIP OF NORTH GLENGARRY WAS HELD IN THE EVENING AT THE SANDFIELD CENTRE, ALEXANDRIA ON APRIL 9, 2019.

PRESENT: Mayor Frank Prevost, Deputy Mayor Lyle Warden, Councillor Martin Lang, Councillor Stephanie Jaworski.

Councillor McDonell arrived at 8:20 pm.

STAFF PRESENT: Clerk Kelli Campeau

1. CALL TO ORDER Resolution No. 146-2019

Resolution No. 146-2019 Moved by Councillor Lang Seconded by Deputy Warden BE IT RESOLVED THAT the April 9, 2019 Special Meeting of the Townships of South and North Glengarry now be opened at 7:00 pm. CARRIED

2. APPROVAL OF AGENDA Resolution No. 147-2019

Moved by Deputy Warden Seconded by Councillor Lang

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

-Closed Session Item Added – Litigation (Glengarry Sports Palace) CARRIED

- 3. DECLARATION OF PECUNIARY INTEREST None
- 4. NEW BUSINESS
- a) Overview of Joint Infrastructure -Report received for information purposes.
- 5. CLOSED SESSION

Resolution No. 148-2019

Moved by Deputy Warden Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 7:05 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

-Potential Acquisition

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

-Glengarry Sports Palace

CARRIED

Resolution No. 149-2019

Moved by Councillor Lang Seconded by Deputy Warden BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 8:34 pm into Open Session without reporting. CARRIED

6. ADJOURNMENT Resolution No. 150-2019

Moved by Councillor Jaworski Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 8:34 pm. CARRIED

Mayor

Clerk

To the Glengarry Township council,

My name is Rizwan Mustafa and I am the owner of Sheep's Head Bistro. Chris Bourgon from Gilles Barber Shop and myself will be organizing a FREE Canada Day event at the Glenwalter Regional Park on Monday July 1st, 2019, from 3:00 to 10:00 p.m. This event has already been booked. We will have food vendors, a beverage area, tug of war, basketball for charity, face painting, three bouncy castles, fireworks, and other fun activites. Security will also be provided by the O.P.P., firemen will be conducting the fireworks, and we will have many volunteers to assist with the event.

I would like to request a letter of municipal significance as well as a small donation from the Township in support of this event. As a business owner, resident, and active member of the community my goal is to provide a place for families to gather in celebration of Canada day, and to hopefully continue this new tradition on an annual basis.

We hope to see you and your families at this event as we celebrate Canada Day!

Kindest regards,

Rizwan Mustafa

Rizwan Mustafa, Owner / GM Sheep's Head Bistro 613-935-8855 www.sheepsheadbistro.ca



Connect. Create. Explore.

Page 15 of 288

A Visit Will Get You Thinking.

Bibliothèque de

SDG Library

Re-imagine the Library!



Page 16 of 288









Page 17 of 288

SDG Library Update - Karen Franklin



Keep Growing







→ ancestry Library*



Programs & Events







Hand-picked children's books, packed and ready to go!

Meet Jennifer!	Library Programs	Off the Clock
District 1 Profile, p. 2	See inside for a full listing of	'or the Sheir returns p. 4
Ready to Read!	Library programs at your	SDG Teens
Books to Go. p. 3	branch this Winter!	Book Club Chatter, p. 15
		www.sdglibrary.c





Coming Soon...



LITTLE FREE LIBRARY.ORG TAKE A BOOK · RETURN A BOOK





Coming Soon...

Ultimaker



Page 21 of 288

SDG Library Update - Karen Franklin



Stay Connected

sdglibrary.ca



facebook.com/sdgcountylibrary



@sdglibrary



Page 22 of 288



STAFF REPORT

S.R. No. 47-2019

PREPARED BY:	Kelli Campeau, Clerk
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	April 15, 2019
SUBJECT:	Appointment of Alternate County Council Member

BACKGROUND:

- 1. As a result of changes to the *Municipal Act, 2001* brought forth through Bill 68, a lower-tier Council can now appoint one of its members as an alternate to the upper-tier Council.
- 2. This alternate would act in place of a person who is a member of the upper-tier Council when they are unable to attend a meeting for any reason.

ANALYSIS:

- 3. At the April 1, 2019 Regular Meeting, Council expressed an interest in appointing an alternate member for the United Counties of SDG Council.
- 4. Council offered the appointment to Councillor Jaworski, as she was the member who received the highest number of votes in the 2018 municipal election. Councillor Jaworski indicated that she was interested in accepting the appointment.
- 5. A by-law to finalize the appointment is attached to this report and will apply for the remainder of the current term of Council.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 47-2016 be received and that By-law 26-2019, being a by-law to appoint Councillor Stephanie Jaworski as an alternate member to the United Counties of Stormont, Dundas and Glengarry Council be read a first, second and third time, passed, signed and sealed in open Council this 15th day of April, 2019.

Recommended to Council for Consideration by: KELLI CAMPEAU - CLERK

SG-I-19

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY BY-LAW NUMBER 26-2019 FOR THE YEAR 2019

BEING A BY-LAW TO APPOINT AN ALTERNATIVE MEMBER TO THE UNITED COUNITES OF STORMONT, DUNDAS AND GLENGARRY COUNCIL.

WHEREAS, the *Municipal Act, 2001,* c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law.

AND WHEREAS Section 268 of the Municipal Act authorizes the council of a local municipality to appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

- 1. **THAT** Council hereby authorizes the appointment of an alternate member to the United Counties of Stormont, Dundas and Glengarry Council for the current term of Council or until this appointment by-law is rescinded.
- 2. **THAT** the alternate member be the Councillor receiving the highest votes in the municipal election for that term, unless that member forfeits his/her appointment as an alternate, then it shall be offered to the Councillor with the next highest votes and so on until the position is accepted and the respective by-law is enacted.
- 3. **THAT** Councillor Stephanie Jaworski be appointed as an alternate member to the United Counties of Stormont, Dundas and Glengarry Council.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 15TH DAY OF APRIL, 2019.

<u>MAYOR:</u>

CLERK:



<u>STAFF REPORT</u> <u>S.R. No. 48-2019</u>

PREPARED BY:	Lachlan McDonald, GM Corporate Services/Treasurer
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	April 15, 2019
SUBJECT:	Allocation of Funds - Admin Consultant from 2018 to 2019

BACKGROUND:

- 1. During budget deliberations, Council indicated an interest in:
 - Moving \$20,000 from consultants to reserves (in 2018), and
 - Drawing that \$20,000 from reserves in 2019 for a consultant.
- 2. The reason for this move was the website development being a 2018 item that carried over.
- 3. The budget has already been adjusted to reflect the revenue in 2019 and to satisfy the auditor's requirements (i.e. authorization to move the funds outside of the approved budget) we need approval to move the money from 2018 into reserves.

ANALYSIS:

4. Unless Council has changed their mind materially then this is a book-keeping item.

IMPACT ON 2019 BUDGET:

5. As it has been factored in the budget already, nil. If not approved it would increase the net requirement (taxation) by \$20,000 and raise the tax rate.

ALIGNMENT WITH STRATEGIC PLAN:

N/A



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 48-2019 be received and that the Council of the Township of South Glengarry approve the 2018 transfer to reserves of funds previously budgeted for Administrative Consultants in the amount of \$20,000.

11/3

Recommended to Council for Consideration by: KELLI CAMPEAU - CLERK



STAFF REPORT S.R. No. 49-2019

PREPARED BY:	Joanne Haley, GM Community Services
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	April 15, 2019
SUBJECT:	Draft Plan Approval Extension for the Loiselle-Laframboise Subdivision

BACKGROUND:

- 1. The Loiselle/Laframboise Subdivision draft plan approval will lapse on April 28, 2019.
- 2. This subdivision is located east of Curry Hill on the South Side of County Road 2 and is legally described as Part of Lot 7, Concession 1, former Township of Lancaster, now in the Township of South Glengarry.

ANALYSIS:

- 3. The United Counties of SDG issued draft plan approval on the subdivision on April 28, 2010. The Ontario Planning Act permits draft plan approval to be issued for a period of three years, therefore the approval expired on April 28, 2013.
- 4. The Planning Act also allows for draft plan approval extensions to be granted subject to the support of the municipality and approval from the approval authority (SDG Counties).
- 5. In April, 2018, Council recommended to SDG Counties to approve a draft plan approval extension for one year. The approval expires in April 2019.
- 6. Administration requests the Council of the Township of South Glengarry to recommend to the United Counties to approve a one year extension.

IMPACT ON 2019 BUDGET:

N/A



ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 19-2019 be received and that the Council of the Township of South Glengarry recommends to the United Counties of Stormont, Dundas and Glengarry Manager of Planning to extend draft plan approval for the subdivision known as the Loiselle/Laframboise Subdivision, legally described as part of Lot 7, Concession 1, former Township of Lancaster now in the Township of South Glengarry for a period of one year.

Recommended to Council for Consideration by: KELLI CAMPEAU - CLERK





STAFF REPORT S.R. No. 50-2019

PREPARED BY:	Joanne Haley, GM Community Services
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	April 15, 2019
<u>SUBJECT:</u>	Stay Discover Grow Regional Incentives Program Agreement with 2336616 Ontario Inc.

BACKGROUND:

- 1. The Township of South Glengarry has been working closely with the United Counties of SDG with regards to the County-wide Regional Incentive Plan that encourages economic development and tourism.
- 2. 2336616 Ontario Inc. (Owners Linda, Archie & Jonathon Allison) applied for and have been selected to receive \$10,000 in funding through the Building Improvement portion of the program, which will permit parking lot improvements to the property located at 20346 Cannon Street.

ANALYSIS:

3. In order for the applicant to receive the funding, a signed agreement must be accepted and approved by all three parties involved – 2336616 Ontario Inc., the United Counties of SDG and the Township of South Glengarry.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity.

Goal 3: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 50-2019 be received and that the Corporation of the Township of South Glengarry enter into an Regional Incentives Program financial



agreement with 2336616 Ontario Inc. and the United Counties of Stormont, Dundas and Glengarry and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

Recommended to Council for Consideration by: KELLI CAMPEAU - CLERK

Regional Incentives Program Financial Agreement

DISCOVER GROW



STAY

FINAL November 30, 2018

Page 33 of 288

Where Ontario Began



Stay Discover Grow Regional Incentives Program Agreement with 2336616 Ontario Inc. (J. Haley)

Regional Incentives Program Financial Agreement

CONTENTS

Stay, Dis	cover, Grow Regional Incentives Program Agreement	2
Part A:	Particulars of the Property and Grant	3
Part B:	Definitions	4
Part C:	Obligations, Covenants and Agreements	5
Part D:	Termination	6
Part E:	Miscellaneous	7





Regional Incentives Program Financial Agreement

STAY, DISCOVER, GROW REGIONAL INCENTIVES PROGRAM AGREEMENT

THIS AGREEMENT made the 18th day of March 2019,

BETWEEN:

2336616 ONTARIO INC.

(hereinafter referred to as the "Applicant(s)")

Of the First Part

and

THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

-and-

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

(hereinafter referred to as the "County" or "local municipality", as the case may be

Of the Second Part

WHEREAS:

- A. The County has instituted a Regional Incentive Program to promote the improvement of properties located within the SDG Region in accordance with the Stay, Discover, Grow Regional Incentives Program.
- B. The County intends to make available certain grants to property owners and others who satisfy the requirements of the Program;
- C. The Applicant has applied for and been approved by the Implementation Committee for participation in the Program.

THIS AGREEMENT THEREFORE WITNESSES that, for good and valuable consideration, including the mutual covenants included herein and the receipt and sufficiency of which consideration is hereby acknowledged, the parties hereto agree as follows:





Regional Incentives Program Financial Agreement

PART A: PARTICULARS OF THE PROPERTY AND GRANT

The parties hereto acknowledge and agree that the following summary particularizes both the Property and the Grant which are the subject matter of this Agreement:

Property Owner(s):	Linda Allison, Archie Allison, Jonathan Allison
Authorized Applicant(s):	Linda Allison, Archie Allison, Jonathan Allison
Program Application File Number: (Local Municipality, Project Name, 01Oct18)	SG-2336616 ONTARIO INC.
Municipal Address:	20346 Cannon Street, South Lancaster, ON KOC 2CO
Legal Description (Lot, Plan, Roll#):	Block 3 Plan 14M1, South Glengarry
Telephone Number:	613-347-1400
Date of Approval:	December 11, 2018
Date of Amendment:	
Condition:	
Anticipated Commencement Date:	November 26, 2018
Anticipated Completion Date:	June 30, 2019




Specific Program Funding:

Check (🗸) all that apply:	Value of Grant
Façade Improvement Basic	\$
Façade Improvement Enhanced	S
Signage Improvement Basic	\$
Signage Improvement Enhanced	\$
V Property Improvement	\$ 10,000
Building Improvement/Restoration Grant	\$
Building Conversion/Expansion Grant for >5000ft ²	\$
Outdoor Art Grant	\$
Trails Improvement Grant	\$
Feasibility, Design, and Study Grant	\$
Planning Application and Building Permit Fee Grant	\$
Total	S 10,000

All grants contemplated under this Agreement shall be paid on a one-time basis to the local municipality in which the Property is situated for distribution to the Applicant upon final approval of the Works upon which such grant is based.

PART B: DEFINITIONS

For the purposes of this Agreement:

- a) "Applicant" shall include an authorized tenant, occupant, or licensee in the Property as identified above and/or any person, corporation, body, or agency authorized to represent the registered Owner of such property.
- b) "Application" is the formal process, including forms and data submission, to request funding under the Program.
- c) "Implementation Committee" shall mean the body delegated the authority to administer and manage the Program by County Council pursuant to the Terms of Reference in place from time to time.





- d) "Owner" means the registered owner of the Property.
- e) "Program" means the SDG County Regional Incentives Program.
- f) "Property" means any piece of land, which may or may not include buildings, located within the United Counties of Stormont, Dundas and Glengarry.
- g) "Taxes" means any and all municipal and/or County levies payable by the Owner and as a result of ownership of the Property both before and after completion of the proposed Works.
- h) "Works" means any approved improvements to the Property.

PART C: OBLIGATIONS, COVENANTS AND AGREEMENTS

Project Description: To add concrete curbing, drainage and pavement to the parking lot of 20346 Cannon Street, South Lancaster and to pave 50mm (2 inches) pf hot mix asphalt with a minimum 1% grade for water run-off.

SDG acknowledgement, recognition of the Stay, Discover Grow Regional Incentives Program: Successful applicants will acknowledge that their project was partially funded by the County through the Stay, Discover, Grow Regional Incentives Program. Information regarding timing, suitable recognition/logo use etc. will be provided by the project start date, including, but not necessarily limited to, social media tactics, on-site portable signage, etc.

The Applicant hereby agrees:

- a) The Applicant has applied for a grant, pursuant to the Program for the completion of the Works to the subject property and/or building(s) located thereon, which Application and the commitments made therein shall be deemed to form part of this Agreement.
- b) The Applicant confirms that the information contained within the Application was and is true and correct and that there has been no change in the information provided to the Committee in the said Application Form. The Applicant further acknowledges that the Committee has relied upon the information contained within the Application Form and the Applicant agrees that he, she, or it shall notify the Committee within seven (7) days of any change to the information provided in the said Application.
- c) The Applicant agrees to complete the Works to the subject property as set out in the Stay Discover Grow Regional Incentives Application filed November 27, 2018.
- d) The Applicant acknowledges having reviewed this Agreement and agrees to be bound by the general and specific terms and conditions contained herein.





- e) The Applicant agrees to cooperate fully with the County and local municipality in respect of the grant processes contemplated by this Agreement and, further thereto, to provide any and all further documentation subsequently requested by the Implementation Committee, in respect of such processes and, further thereto, to execute all documentation required to achieve completion of the Works and related processes as contemplated herein.
- f) If the Applicant for any grant hereunder is not the Owner of the Property identified herein, then the said Applicant shall obtain and submit satisfactory evidence that such Owner has been notified of the Application and the Work to the Property and approves of the same.
- g) To commence work of the approved project within six (6) months of Implementation Committee's approval of the Application.
- h) The Implementation Committee reserves the right to audit the costs associated with any of the Works. If deemed necessary, audits will be undertaken at the expense of the Applicant.
- i) The Implementation Committee reserves the right to inspect any properties/buildings in receipt of funding under the Program.
- j) The Implementation Committee may discontinue any element of the Program at any time. However, Applicants with approved grants will receive funding in accordance with the terms outlined herein, and subject to approval of the necessary funds by County Council.

The Implementation Committee hereby agrees:

a) Based on the Applicant's covenants contained in this Agreement and in the Application, the Implementation Committee agrees to deliver the specific program funding as identified in Part A hereto to the applicable local municipality upon satisfactory proof of the completion of the Works and acceptable documentation confirming costs of such works, including but not limited to copies of invoices, final inspection if deemed necessary and proof of payment associated with the Works.

PART D: TERMINATION

The Implementation Committee, in its sole discretion, may delay, reduce, or cancel any grant made hereunder under any of the following circumstances:

- a) Failure to commence the Works within six (6) months of the signing of this Agreement.
- b) Failure to complete such Works within eighteen (18) months of the date of Implementation Committee approval of the said Works.
- c) The Works are not completed in a manner which is consistent with the description or information as set out in the application and/or are completed in a manner which is not satisfactory to the Implementation Committee.





- d) Demolition of the building with respect to which the Works were to be completed.
- e) Transfer of ownership of the subject property by the Owner without the prior written consent of the Committee, which consent may not be unreasonably withheld.
- f) Conversion, reconstruction or change in use of the subject property and building(s) located thereon in a manner which, in the sole discretion of the Implementation Committee, defeats or contravenes the purpose for which the grant was approved by the Implementation Committee in accordance with the grant application.
- g) Failure of the Applicant to notify the Implementation Committee of any change to the information provided in connection with the Application.
- h) Use of the subject property by the Applicant or with the Owner's consent (whether actual or implied) in a manner that contravenes municipal, provincial or federal law.
- i) Failure to pay any and all Taxes.

PART E: MISCELLANEOUS

- a) This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, representations and warranties with respect to the subject matter hereof. The parties further acknowledge and agree that, in entering into this Agreement, they have not in any way relied upon, and will not in any way rely upon any oral or written agreements, representations or warranties.
- b) All official notices, demands, requests, agreements, consents, approvals and payments which may be made or are required to be given pursuant to this Agreement shall be made in writing and shall be sufficiently given if delivered personally or mailed by ordinary mail, postage pre-paid, as follows:

To the Implementation Committee: United Counties of Stormont, Dundas and Glengarry 26 Pitt Street Cornwall, ON K6J 3P2 Attention: Economic Development/Tourism Division

To the Applicant: Linda Allison, Archie Allison, Jonathan Allison 20346 Cannon Street South Lancaster, ON KOC 2CO



Stay Discover Grow Regional Incentives Program Agreement with 2336616 Ontario Inc. (J. Haley)



Regional Incentives Program Financial Agreement

- c) Words importing the singular shall include the plural and vice versa. Words importing gender shall include all genders.
- d) The headings contained in this Agreement are for reference only and in no way affect this Agreement.
- e) This Agreement shall be construed and enforced in accordance with the laws of the Province of Ontario and the law of Canada applicable therein from time to time and shall be treated in all respects as an Ontario Agreement.
- f) Each obligation or agreement as contained herein, even though not expressed as a covenant, is considered for all purposes to be a covenant.
- g) The validity or enforceability of any provision or covenant contained in this Agreement shall not affect the validity or enforceability of any other provision or covenant herein contained and any such invalid provision or covenant shall be deemed to be severable.
- h) Each covenant in this Agreement is a separate and independent covenant and a breach of covenant by any party will not relieve any other party from its obligations to perform each of its covenants, except as otherwise provided herein.
- i) No supplement, modification, amendment, or waiver of this Agreement shall be binding unless executed in writing by the parties.
- j) The provisions of this Agreement shall be binding upon and inure to the benefits of the parties and their respective successors.
- k) Each of the parties hereto will, from time to time hereafter and upon the reasonable request of any other party, make all such further acts, deeds, or assurances as may be required to more fully implement the true intent of this Agreement.

For the Applicant(s):

Name: Ad

For the Implementation Committee:

The United Counties of Stormont, Dundas and Glengarry Name: Jamie MacDonald Position: Warden

For the Local Municipality:

Township of South Glengarry Name: Position:





STAFF REPORT S.R. No. 51-2019

<u>PREPARED BY:</u>	Lachlan McDonald, GM Corporate Services (on behalf of Ewen MacDonald, GM Infrastructure Services)
PREPARED FOR:	Council of the Township of South Glengarry

COUNCIL DATE: April 15, 2019

SUBJECT: Tender 05-2019 - Surface Treatment

BACKGROUND:

- 1. Tenders were called for the Supply and Placement of Surface Treatment. The tender closed on April 8, 2019.
- 2. The Scope of the Work in the tender was to supply all materials for a Double High Float Surface Treatment consisting of two applications of HF 150 emulsion and a Fog Seal; 6.5 metres wide.
- 3. Two (2) submissions were received as follows:

Contractor	Surface Treatment Unit Cost	Fog Seal
Smiths Construction Company	\$5.36/\$5.35	\$1.22
Greenwood Paving	\$5.84	\$1.29
2018	\$5.25	\$1.20
2017	\$5.25	N/A

4. The total length of the surface treatment program would be 6.2 kms and the costs for the work from the low bidder would be as follows:

ltem	Location		m ³	Unit Cost	Cost
1	Beaupre Road	a) Double Surface	16,250	\$5.36	\$87,100.00
	(from SDG 34 to	Treatment			
	Frog Hollow				
	Road)	b) Fog Seal	16,250	\$1.22	\$19,825.00



2	Frog Hollow	a)	Double Surface	24,050	\$5.35	\$128,667.50
	Road (from SDG		Treatment			
	18 to SDG 25)					
		b)	Fog Seal	24,050	\$1.22	\$19,825.00
	Sub Total					\$264,933.50
	HST					\$34,441.36
	Total					\$299,374.86

ANALYSIS:

- 5. Administration has reviewed the tender documents and has completed the evaluation matrix. The low bidder has the highest score in the matrix.
- The Surface Treatment is to be completed no later than August 31st, 2019. Liquidated Damages of \$500.00 per week will be charged if the work is not completed by the completion date.
- 7. The Capital Roads Resurfacing Program will be reviewed and revised once all of the tender costs for surface treatment and asphalt have been received.
- 8. A staff report will be prepared for a future meeting with recommendations should there be any surplus dollars from this budget.

IMPACT ON 2019 BUDGET:

- 9. The Surface Treatment Program budget for 2019 is \$290,000.
- 10. The total cost to complete the Surface Treatment on the 2 road sections for the 2019 program would be \$269,596.33 (net HST). The additional budget amount is to be used for road base and drainage improvements.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Invest in infrastructure and its sustainability.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 51-2019 be received and that the Council of the Township of South Glengarry award Procurement 05-2019 for the Supply and Placement of Surface Treatment to Smiths Construction, in accordance with their



procurement submission of \$264,933.50, plus HST and furthermore that the Mayor and Clerk be authorized to sign all appropriate documents.

00

Recommended to Council for Consideration by: KELLI CAMPEAU - CLERK



STAFF REPORT S.R. No. 52-2019

PREPARED BY:	Kelli Campeau, Clerk (on behalf of Ewen MacDonald, GM Infrastructure Services)
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	April 15, 2019
SUBJECT:	Sale of Surplus Property

BACKGROUND:

- 1. On May 22, 2018 Council declared lands west of the right of way on Richard Road as surplus to the Township's needs and directed Administration to offer the property for sale to the adjacent land owners (see Staff Report and resolution attached).
- 2. The adjacent property owners would like to move forward with purchasing the surplus property at the agreed upon price.

ANALYSIS:

3. In order to finalize the sale, Council must pass a by-law authorizing the sale pursuant to Section 6.1.2.5 of the Sale and Purchase of Property By-law 11-18.

IMPACT ON 2019 BUDGET:

4. The sale of the properties will result in an income of

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 52-2019 be received and that By-law 27-2019, being a by-law to approve the sale of Parts 1 and 2 on 14R-6445, legally described as PT W1/2 LT 12 CON 1 FRONT, Parts 1 and 2, 14R-6445, South Glengarry be read a first, second and third time, passed signed and sealed in open Council this 15th day of April, 2019 and furthermore that the Mayor and Clerk be authorized the sign all relevant documents.

Sale of Surplus Property - County Rd. 2 (E. MacDonald)



00

Recommended to Council for Consideration by: KELLI CAMPEAU - CLERK

SG-J-19

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY BY-LAW NUMBER 27-2019 FOR THE YEAR 2019

BEING A BY-LAW TO AUTHORIZE THE SALE OF SURPLUS LANDS IN ACCORDANCE WITH THE TERMS OF BY-LAW 11-18, BEING THE SALE AND PURCHASE OF PROPERTY BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.

WHEREAS, the *Municipal Act, 2001,* c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law.

AND WHEREAS the Corporation of the Township of Lancaster amalgamated with the Township of Charlottenburgh and the Village of Lancaster, effective January 1, 1998, and is now the Corporation of the Township of South Glengarry.

AND WHEREAS the Council of the Township of South Glengarry passed resolution 155-18 declaring the subject properties as surplus to the Township's needs and authorized sale to the adjacent land owner(s).

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

- 1. **THAT** the lands described as PT W1/2 LT 12 CON 1 FRONT, PT 1 14R6445, South Glengarry, be sold and transferred to Shannon Bellefeuille pursuant to the Agreement of Purchase and Sale.
- 2. **THAT** the lands described as PT W1/2 LT 12 CON 1 FRONT, PT 2 14R6445, South Glengarry, be sold and transferred to Paul Joseph Bellefeuille AND Beverley Ann Bellefeuille pursuant to the Agreement of Purchase and Sale.
- 3. **THAT** the Mayor and Clerk be authorized to execute such documents as may be necessary therefore, and to attach the Corporate seal thereto.
- 4. **THAT** the price offered is deemed to be appropriate.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 15TH DAY OF APRIL, 2019.

<u>MAYOR:</u>

CLERK:



STAFF REPORT

S.R. No. 57-18

PREPARED BY:	Ewen MacDonald – GM Infrastructure Services
PREPARED FOR:	Council of the Township of South Glengarry
COUNCIL DATE:	May 22, 2018
SUBJECT:	Richmond Road/SDG 2 Township Parcel

BACKGROUND:

- 1. Council directed Administration to review the waterfront parcel owned by the Township at the south end of Richmond Road. The Township owns a parcel of land that is approximately 0.16 acres in size with a frontage of approximately 92 metres.
- 2. There is currently a Dry Hydrant located at the east end of this property directly south of the intersection of SDG 2 and Richmond Road.
- 3. The Township will need to create and maintain ownership of the right of way that would extend Richmond Road to the water's edge. This right of way will be approximately 0.06 acres and 35 metres wide.
- 4. The remaining 0.1 acres with 57 metres of frontage could be either declared surplus and sold to the highest bidder or to the adjacent property owners or retained.
- 5. The adjacent property owner on the north side of SDG 2 has expressed an interest in purchasing the lands.
- 6. Council would have to declare the lands as surplus to the Township needs as per the Sale and Purchase of Property By-law 11-18.

ANALYSIS:

7. Historically, the Township of South Glengarry encourages the preservation of road allowances leading to the water.



- 8. The Township's Sale and Purchase of Property By-law requires that such road allowances remain in the Township's ownership to ensure that access to the water is available to the public now and in the future.
- 9. The property to the west of Richmond Road is not a road allowance but given that it is waterfront there might be options for public use of the lands. The property is adjacent to the Waterfront Trail that could be enhanced for pedestrians and cyclists.
- 10. The By-law also sets out conditions for the sale of the property to the nearest adjacent property owner, providing the property provides direct access to a body of water, a public road or any infrastructure that will add value to the adjacent property and the sale has been approved by Council in open session by Resolution or By-law.
- 11. There are three options for Council's consideration:

Option #1

By-Law 11-18 for the Sale, Purchase and Renting of Property provides the process wherein Council would declare a parcel of land as surplus to the Township's needs and the conditions for the sale of the parcel. Council could declare the property to the west of the right of way as surplus and sell it as per the conditions laid out in the By-law (eg. to the highest bidder or directly to the adjacent property owners).

The property is zoned primarily Flood Plain – Holding and Open Space. The property is not large enough for a building lot.

Option #2

The Township could retain ownership of the property and lease the lands.

Option #3

The Township could retain ownership of the property and develop the land for use as linear park land for pedestrians and cyclists that use the Waterfront Trail.

This option would respect Council's historic desire to protect public access points to the waterfront and would also enhance the waterfront trail amenities. There could also be potential partnerships with the RRCA or the St. Lawrence River Institute to use the lands for environmental study and education.



- 12. Administration recommends either Option 1 or Option 3 and is seeking the direction of Council to move forward with the survey of the property to the south of Richmond Road and either the sale or development of the remainder of the lands to the west of the right of way.
- 13. An appraisal of the lands has been requested and should be available for distribution at the May 22nd Council Meeting.
- 14. There is also an issue with the existing boat house, as it straddles the property line if you extend it on the north side of the road between the two lots to the water (satellite image attached).

ALIGNMENT WITH STRATEGIC PLAN

N/A

IMPACT ON 2018 BUDGET:

- 15. If Council declares the property as surplus the legal and survey costs would be paid for by the adjacent property owners.
- 16. Options 1 and 2 would generate revenue either through the sale or the lease of the property.
- 17. Option 3 would require and investment to develop the property as parkland for pedestrians and cyclists.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 57-18 be received and that the Council of the Township of South Glengarry direct Administration to proceed with Option _____ as presented within the Report.

Recommended to Council for Consideration by: BRYAN BROWN, CAO

Richmond Road





Sale of Surplus Property - County Rd. 2 (E. MacDonald)



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Lyle Warden

RESOLUTION NO 156-18

SECONDED BY Bill McKenzie

DATE May 22, 2018

BE IT RESOLVED THAT Staff Report 57-18 be received and that the Council of the Township of South Glengarry declare the parcel of land west of the right of way on Richmond Road as surplus to the Township's needs and furthermore that the land be offered for sale to the adjacent land owner(s).

CARRIED

□ DEFEATED

□ POSTPONED

Mayor Ian McLeod

Recorded Vote:	Yes	No
Mayor McLeod		
Deputy Mayor Prevost		
Councillor McKenzie		
Councillor Bougie		
Councilior Warden		

INFORMATION REPORT

REPORT TO:Council of the Township of South GlengarrySOUTH South South South GlengarryMEETING DATE:April 15, 2019Ontario's Cellic HeartlandSUBJECT:Draft - Survey Questions and IntentPREPARED BY:Lachlan McDonald, GM Corporate Services

At the last Council Meeting (April 1), Council directed Administration to prepare a survey to solicit citizen feedback for Strategic Planning. This report outlines the draft preparation of this document.

Based on Council comments a few meetings ago, I would propose that we incentivize the process by allocating funds to provide \$50 gift cards to 10 respondents.

Given the brief turnaround this survey could be kept simple and strategic in nature. We'll set up an online survey, have paper copies available at the office and local businesses, while advertising online (social media and website) and through the newspaper.

The simple version would ask the following questions:

- 1) Where do you see South Glengarry in 5-10 years?
- 2) Where do you see South Glengarry in 20+ years?
- 3) What makes South Glengarry an attractive place to live, work, play?
- 4) What could make South Glengarry a more attractive place to live, work, play?
- 5) What do you value most about South Glengarry?
- 6) What are the top three items that South Glengarry needs to address?

I would prefer to get the pulse of the Township by asking questions reminiscent of a 2009 survey which can produce the results found further below (charts).

I'd suggest adding the following questions:

On a scale of 1 to 10; with 1 being not important, 5 being neutral, and 10 being very important, how important do you find:

Winter Maintenance	1	2	3	4	5	6	7	8	9	10	N/A
Road Maintenance	1	2	3	4	5	6	7	8	9	10	N/A
Waste Collection	1	2	3	4	5	6	7	8	9	10	N/A
Recycling Collection	1	2	3	4	5	6	7	8	9	10	N/A
Firefighting	1	2	3	4	5	6	7	8	9	10	N/A
Local Arena	1	2	3	4	5	6	7	8	9	10	N/A

Community Centres	1	2	3	4	5	6	7	8	9	10	N/A
Park Quality	1	2	3	4	5	6	7	8	9	10	N/A
Recreation Programs	1	2	3	4	5	6	7	8	9	10	N/A
Property Standards	1	2	3	4	5	6	7	8	9	10	N/A
Planning & Building	1	2	ვ	4	5	6	7	8	9	10	N/A
Economic Development	1	2	ვ	4	5	6	7	8	თ	10	N/A
Township in General	1	2	3	4	5	6	7	8	9	10	N/A

If you had to choose only three of the above items to focus on, which three are most important to you?

Are there other items which you would like to further identify as being important to you?

On a scale of 1 to 10; with 1 being poor, 5 being neutral, and 10 being great, how would you rate the quality of:

Council Decisions	1	2	3	4	5	6	7	8	9	10	N/A
General Services Offered	1	2	3	4	5	6	7	8	9	10	N/A

On a scale of 1 to 10; with 1 being not at all, 5 being neutral, and 10 being very, how would you rate your satisfaction of the Township's:

Winter Maintenance	1	2	3	4	5	6	7	8	9	10	N/A
Road Maintenance	1	2	3	4	5	6	7	8	9	10	N/A
Waste Collection	1	2	3	4	5	6	7	8	9	10	N/A
Recycling Collection	1	2	3	4	5	6	7	8	9	10	N/A
Firefighting	1	2	3	4	5	6	7	8	9	10	N/A
Local Arena	1	2	3	4	5	6	7	8	9	10	N/A
Community Centres	1	2	3	4	5	6	7	8	9	10	N/A
Park Quality	1	2	3	4	5	6	7	8	9	10	N/A
Recreation Programs	1	2	3	4	5	6	7	8	9	10	N/A
Property Standards Department	1	2	3	4	5	6	7	8	9	10	N/A
Planning & Building Department	1	2	3	4	5	6	7	8	9	10	N/A
Economic Development	1	2	3	4	5	6	7	8	9	10	N/A
Sewer and Water	1	2	3	4	5	6	7	8	9	10	N/A
Gravel Roads	1	2	3	4	5	6	7	8	9	10	N/A
Timely Manner of Service	1	2	3	4	5	6	7	8	9	10	N/A
Ability to Treated you Fairly	1	2	3	4	5	6	7	8	9	10	N/A
Ability to Keep you Clearly Informed	1	2	3	4	5	6	7	8	9	10	N/A
Ability to Treat you Respectfully	1	2	3	4	5	6	7	8	9	10	N/A
Flexibility in Dealing with Matters	1	2	3	4	5	6	7	8	9	10	N/A
Knowledge and Competence	1	2	3	4	5	6	7	8	9	10	N/A
Quality of Service	1	2	3	4	5	6	7	8	9	10	N/A
Township in General	1	2	3	4	5	6	7	8	9	10	N/A

What is South Glengarry's biggest need?

Have you initiated contact with the Township in the past 12 months?

If so, what was the purpose?

If so, were you satisfied with your interaction?



People Considered "X" Important (Out of 303)



People Who Were Satisfied with "X" (Blue out of 303 /Green out of 150 / Pink out of 100 / Grey out of 54)

Did You Initiate Contact w. Twp (w/n 12 months)



■ Economic ■ Fire ■ Recreation ■ Water/Sewer ■ Property ■ Wast./Rec. ■ Roads ■ Plan&Build ■ Admin. ■ Finance ■ N/A



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY: Sam McDonell

RESOLUTION NO _____

SECONDED BY Lyle Warden

DATE April 15, 2019

BE IT RESOLVED THAT the 2019 Council Meeting Schedule be amended as follows:

THAT a Regular Meeting be added on July 15th;

THAT the Regular Meeting scheduled for October 21st be deferred to October 22nd;

AND THAT a Regular Meeting be added on December 16th.

DEFEATED

□ POSTPONED

Mayor Frank Prevost

Recorded Vote:	Yes	No	
Mayor Prevost			
Deputy Mayor Warden			
Councillor Lang			
Councillor Jaworski			
Councillor McDonell			



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY: Sam McDonell

RESOLUTION NO

SECONDED BY _____ **DATE** April 15, 2019

BE IT RESOLVED THAT the Council of the Township of South Glengarry form an Ad Hoc Connectivity Committee and furthermore, that Administration be directed to develop a Terms of Reference for the Committee.

DEFEATED

□ POSTPONED

Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost Deputy Mayor Warden Councillor Lang Councillor Jaworski		



March 18, 2019

MINUTES OF COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00 pm on March 18, 2019 in the Council Chambers at the municipal building in Lancaster, Ontario.

Committee Members present were: Deputy Mayor Lyle Warden, Councillor Stephanie Jaworski, Councillor Sam McDonell and Secretary- Treasurer Joanne Haley.

MOVED BY: Stephanie Jaworski SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Committee of Adjustment meeting of March 18, 2019 is hereby called to order.

CARRIED

Meeting was called to order at 6:00 pm

Approval of Agenda

MOVED BY: Frank Prevost SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the February 4, 2019 meeting be approved as presented.



CARRIED

Members of the public at this meeting were as follows:

Ronald & Jill Holla- Applicant- A-03-19 Alain Proulx & Marie France Beaudoin- A-04-19

No Pecuniary Interest was declared

Review of Application:

Application A-03-19 Mitchell

J Haley provided to the Committee the following information:

- Subject Property:
 - Lot 41, Registered Plan 104, also known as 6134 Ruth Street, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry
- Proposed Minor Variance:
 - Part 10.2 to reduce the Front Yard Setback from 15 meters to 8.5 meters and to reduce the Interior Side Yard Setback from 10 meters to 7 meter to permit the construction of an attached garage to the existing single detached dwelling.
- The property is designated Commercial District in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Floodplain -Holding
- This application conforms to the general intent of the Township's zoning By-Law
- This application was circulated to applicable municipal staff, Planning and Building have no concerns with this application
- The RRCA supports this application
- I have received no formal comments from the public to date

Discussion:



Chair Deputy Mayor Warden asked if an encroachment agreement is required between the applicant and the United Counties. J Haley confirmed that the County had no comments on this application.

Mr. Mitchell addressed the Committee; explained to the Committee that he feels that he is not required to go through this process as he does not want his native rights encroached upon.

Chair Deputy Mayor Warden explained to Mr. Mitchell that the Committee wants to be respectful of his rights and suggested that deferring the application will allow staff and the Committee to obtain information to better understand these rights and to work with the RRCA to address the comments that were provided.

MOVED BY: Sam McDonell **SECONDED BY**: Stephanie Jaworski

This application has been **deferred** as additional information is required from the Raisin Region Conservation Authority (RRCA) and possibly new measurements may be required as per the RRCA's request.

CARRIED

Application A-02-19 1844534 Ontario Inc.

J Haley provided to the Committee the following information:

- Subject Property:
 - Part of Lot H, Concession 1, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 20210 County Road 2
- Proposed Minor Variance:
 - Part 3.39 (7) (c) to reduce the Watercourse Setback from 30 meters to 22.4 meters from the east side of the canal to the proposed workshop.
- The property is designated Commercial District in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Floodplain -Holding
- This application conforms to the general intent of the Township's zoning By-Law
- This application was circulated to applicable municipal staff, Planning and Building have no concerns with this application
- The RRCA supports this application



• I have received no formal comments from the public to date

MOVED BY: Sam McDonell SECONDED BY: Stephanie Jaworski

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application; therefore the committee **approves** the application.

CARRIED

Next Meeting date: TBD

<u>Adjournment</u>

BE IT RESOLVED THAT the meeting of February 4, 2019 be adjourned to the call of the Chair @ 6:54pm.



A-07-19

NOTICE OF PUBLIC HEARING OF APPLICATION FOR MINOR VARIANCE FROM BY-LAW (*The Planning Act*, R.S.O. 1990, Section 45)

TAKE NOTICE that an application has been made by Rheal & Christina Caron- Agent Robert Pregent for a minor variance from the provisions of Zoning By-law 38-09 of the Township of South Glengarry, as amended, (being a by-law respecting the use of land and the use and location of buildings) for the property that is legally described as Part of Lot 1, Concession 1, Part 1 of Registered Plan 14R2784, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, for the following reasons:

The applicant proposes to construct a new single detached dwelling. In order to obtain a Building Permit, the following relief from the Zoning By-Law 38-09 is requested:

Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 18.9 meters to the proposed single detached dwelling from the Top of Bank of the St. Lawrence River and to reduce the Watercourse Setback from 30 meters to 6.5 meters to the proposed single detached dwelling from the Top of Bank of the Municipal drain located on the west side of the subject property.

FURTHER TAKE NOTICE that the Committee of Adjustment will hold a public meeting on **Monday April 15, 2019** at **6:00p.m.** for the purpose of a public hearing into this matter, to be held in the municipal office at 6 Oak Street, Lancaster, Ontario.

THIS NOTICE IS SENT TO YOU BECAUSE YOU ARE AN ASSESSED OWNER OF LAND NEAR THE SUBJECT PROPERTY, OR AN INTERESTED PARTY. YOU ARE NOT COMPELLED TO ATTEND, HOWEVER, THE APPLICANT OR HIS AGENT MUST BE PRESENT AT THE HEARING.

You are entitled to attend this public hearing in person to express your views about this application or you may be represented by counsel for that purpose.

A copy of the decision of the Committee of Adjustment will be sent to the applicant and to each person who appeared in person or by counsel at the hearing and who filed with the Secretary-Treasurer a written request for notice of the decision:

"If the party notified does not attend at the hearing, the public hearing may proceed in their absence and they will not be entitled to any further notice in the proceedings."

Dated: April 2, 2019

Joanne Haley Secretary-Treasurer Committee of Adjustment Township of South Glengarry 613-347-1166 ext 231 jhaley@southglengarry.com





A-05-19

NOTICE OF PUBLIC HEARING OF APPLICATION FOR MINOR VARIANCE FROM BY-LAW (*The Planning Act*, R.S.O. 1990, Section 45)

TAKE NOTICE that an application has been made by Jerry and Donna Chabot for a minor variance from the provisions of Zoning By-law 38-09 of the Township of South Glengarry, as amended, (being a by-law respecting the use of land and the use and location of buildings) for the property that is legally described as Part of Lot 22, Concession 1, Part 1 of Registered Plan 14R5717, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, also known as 21190 Bayview Avenue, for the following reasons:

The applicant proposes to extend the roof of the existing dwelling in order to provide cover over a patio. In order to obtain a Building Permit, the following relief from the Zoning By-Law 38-09 is requested:

Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 18.9 meters to the proposed single detached dwelling from the Top of Bank of the St. Lawrence River and to reduce the Watercourse Setback from 30 meters to 17.185 meters to the supporting columns of the proposed roof extension.

FURTHER TAKE NOTICE that the Committee of Adjustment will hold a public meeting on **Monday April 15, 2019** at **6:00p.m.** for the purpose of a public hearing into this matter, to be held in the municipal office at 6 Oak Street, Lancaster, Ontario.

THIS NOTICE IS SENT TO YOU BECAUSE YOU ARE AN ASSESSED OWNER OF LAND NEAR THE SUBJECT PROPERTY, OR AN INTERESTED PARTY. YOU ARE NOT COMPELLED TO ATTEND, HOWEVER, THE APPLICANT OR HIS AGENT <u>MUST</u> BE PRESENT AT THE HEARING.

You are entitled to attend this public hearing in person to express your views about this application or you may be represented by counsel for that purpose.

A copy of the decision of the Committee of Adjustment will be sent to the applicant and to each person who appeared in person or by counsel at the hearing and who filed with the Secretary-Treasurer a written request for notice of the decision:

"If the party notified does not attend at the hearing, the public hearing may proceed in their absence and they will not be entitled to any further notice in the proceedings."

Dated: April 3, 2019

Joanne Haley Secretary-Treasurer Committee of Adjustment Township of South Glengarry 613-347-1166 ext 231 jhaley@southglengarry.com



INFORMATION REPORT

	REPORT TO:	Council of the Township of South Glengarry
SOUTH GLENGARRY Ontario's Celtic Heartland	MEETING DATE:	April 15, 2019
	SUBJECT:	Ministry Inspection Reports 2018-2019
	PREPARED BY:	Shawn Killoran, Director of Water & Waste Water

Attached you will find the 2018-2019 annual inspection reports prepared by the Ministry of Environment for the Glen Walter, Lancaster and Redwood Estates Water facilities.

Note that each facility has received a 100% rating.

Ministry of the Environment and Climate Change

Safe Drinking Water Branch

Cornwall Area Office 113 Amelia Street, 1st floor Cornwall ON K6H 3P1

March 26, 2019

Ministère de l'Environnement et de l'Action en matière de changement climatique

Direction du contrôle de la qualité de l'eau potable

Bureau du secteur de Cornwall 113, rue Amelia, rez-de-chaussée Cornwall (Ontario) K6H 3P1



Sent by Email: <u>ewen@southglengarry.com</u>

The Corporation of the Township of South Glengarry 6 Oak Street PO Box 220 Lancaster, Ontario K0C 1N0

Attention: Mr. Ewen MacDonald, General Manager of Infrastructure

Dear Mr. MacDonald:

Re: 2018-2019 Inspection Report

The enclosed report documents findings of the inspection that was performed at the Glen Walter drinking water system on September 11, 2018.

Two sections of the report, namely "Non-compliance with Regulatory Requirements and Actions Required" and "Summary of Recommendations and Best Practice Issues", typically cite due dates for the submission of information or plans to my attention.

Please note that "Non-compliance with Regulatory Requirements and Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch. There are no "Non-compliance with Regulatory Requirements and Actions Required" noted in this report.

"Summary of Recommendations and Best Practice Issues" convey information that the owner or operating authority should consider implementing to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations. There are no "Summary of Recommendations and Best Practice Issues" noted in this report.

In order to measure individual inspection results, the ministry continues to adhere to an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), appended to the inspection report, provides the ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, also appended to the inspection report, describes how the risk model was improved to better reflect any health related and administrative non-compliance issues that may be cited in our inspection reports. IRR ratings are published in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Charlie Primeau, Water Compliance Supervisor, at 613-521-3450 ext 239.

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councillors, to take steps to be well informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,

mes Dett

James Peets Inspector / Provincial Officer, Badge No. 1289 Safe Drinking Water Branch Cornwall Office 613-933-2729 james.peets@ontario.ca JPP/

Enclosure

- ec: Mr. Shawn Killoran, Director Water/Waste Water, The Corporation of the Township of South Glengarry, 6 Oak Street, Lancaster, ON K0C 1N0 email: <u>shawn@southglengarry.com</u>
- Rami Basha, Program Coordinator, Safe Water, Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, ON K6J 5T1 email: <u>rbasha@eohu.ca</u>
- Dr. Paul Roumeliotis, Medical Officer of Health, Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, ON K6J 5T1 email: proumeliotis@eohu.ca
- Mr. Richard Pilon, General Manager, Raisin Region Conservation Authority, PO Box 429, 18045 County Road 2, Cornwall, ON K6H 5T2 email: <u>richard.pilon@rrca.on.ca</u>
- c: File SI-ST-SG-CR2-540 (2018)



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

Table of Contents:

OWNER INFORMATION	2
CONTACT INFORMATION	2
INSPECTION DETAILS	2
COMPONENTS DESCRIPTION	3
INSPECTION SUMMARY	6
Introduction	6
Source	6
Permit To Take Water	6
Capacity Assessment	6
Treatment Processes	6
Treatment Process Monitoring	7
Process Wastewater	8
Distribution System	8
Operations Manuals	9
Logbooks	9
Contingency/Emergency Planning	10
Security	10
Consumer Relations	10
Certification and Training	10
Water Quality Monitoring	11
Water Quality Assessment	11
Reporting & Corrective Actions	12
NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND	13
ACTIONS REQUIRED	
SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES	14
SIGNATURES	15
APPENDIX A - MUNICIPAL DRINKING WATER LICENCE, DRINKING	
WATER WORKS PERMIT, AND CERTIFICATES OF APPROVAL	
APPENDIX B - PERMIT TO TAKE WATER	
APPENDIX C - INSPECTION RATING RECORD	
APPENDIX D - INSPECTION RATING RECORD METHODOLOGY	
APPENDIX E - KEY REFERENCE AND GUIDANCE MATERIAL FOR	
MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEMS	



Ministry of the Environment, Conservation and Parks

GLEN WALTER DRINKING WATER SYSTEM Inspection Report

Site Number: Inspection Number: Date of Inspection: Inspected By: 210001861 1-I8XMT Sep 11, 2018 James Peets



OWNER INFORMATION:

Company Name:	SOUTH GLENGARR	(, THE CORPORATION O	F THE TOWNSHIP OF
Street Number:	6	Unit Identifier:	
Street Name:	OAK St		
City:	LANCASTER		
Province:	ON	Postal Code:	K0C 1N0

CONTACT INFORMATION

Type: Phone: Email: Title:	Municipality (613) 347-2040 ewen@southglengarry.com General Manager of Infrastructure	Name: Fax:	Ewen MacDonald (613) 347-3411
Type: Phone: Email: Title:	ORO - Operator (613) 931-3036 shawn@southglengarry.com Director-Water/Waste Water, Overal	Name: Fax: I Responsible (Shawn Killoran (613) 931-3340 Operator
Type: Phone: Email: Title:	Health Unit (613) 933-1375 proumeliotis@eohu.on.ca Medical Officer of Health, Eastern O	Name: Fax: ntario Health U	Dr. Paul Roumeliotis (613) 933-7930 Init
Type: Phone: Email: Title:	Health Unit (613) 933-1375 x269 rbasha@eohu.ca Program Manager (A), Safe Water, B	Name: Fax: Eastern Ontario	Rami Basha (613) 933-7930 o Health Unit
Type: Phone: Email: Title:	Conservation Authority (613) 938-3611 x224 richard.pilon@rrca.on.ca General Manager, Raisin Region Co	Name: Fax: nservation Aut	Richard Pilon (613) 938-3221 hority

INSPECTION DETAILS:

Site Name:	GLEN WALTER DRINKING WATER SYSTEM
Site Address:	18352 COUNTY, 2 RD E GLEN WALTER ON K6H 5R5
County/District:	South Glengarry
MECP District/Area Office:	Cornwall Area Office
Health Unit:	EASTERN ONTARIO HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	210001861
Inspection Type:	Announced



Inspection Number:	1-I8XMT
Date of Inspection:	Sep 11, 2018
Date of Previous Inspection:	

COMPONENTS DESCRIPTION

Site (Name): Type:	MOE DWS Mapping DWS Mapping Point	Sub Type:		
Site (Name): Type:	RAW WATER Source	Sub Type:	Surface Water	

The Glen Walter drinking-water system draws raw water from an intake extending approximately 380 m into the St. Lawrence River.

The "Engineers' Report – Glen Walter Water Works, Township of South Glengarry, May 2001", prepared by M.S. Thompson & Associates Limited Consulting Engineers includes a raw water characterization. This characterization compares the raw water quality to selected Schedule 1 Microbiological Standards and Schedule 2 Chemical Standards set out in Ontario Regulation 169/03 - Ontario Drinking Water Quality Standards (also referred to as "the ODWQ Standards") and operational guidelines set out in the Ministry publication "Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines, June 2003". A condensed Schedule 3 Radiological Standards (Gross Alpha, Gross Beta and Tritium scan) was also included in the characterization.

The raw water characterization describes the raw water source as follows: the St. Lawrence River is a large stable source with daily river flow rates in the order of 8,000 cubic meters per second (m3/s); concentrations of most heavy metals, pesticides, volatile organic compounds, polychlorinated biphenyls and most other chemical contaminants are stable and below the Ontario Drinking Water Standards; and microbiological parameter concentrations are variable; with the exception of turbidity, the raw water quality meets all health-related chemical/physical and radionuclide parameters; the raw water contains significant densities of total coliforms and Escherichia coli (E. coli); and nonhealth-related chemical/physical parameters for hardness and organic nitrogen exceed objectives and guidelines. Detections of microbial contamination are not unexpected for a raw surface water supply; therefore highlighting the importance of the role of a well operated water treatment process in protecting public health.

Raw water is drawn through a 2.5 m section of upturned 1500 mm diameter concrete intake pipe fitted with aluminum bars located 380 m offshore in the St. Lawrence River.

Raw water is drawn from the intake to a low lift well through a 390 m length of 300 mm diameter polyethylene (PE) pipe. A set of parallel removable coarse mesh screens intercept debris contained in the raw water flow as it passes into low lift pump well.

Two vertical turbine pumps transfer raw water from the low lift well to the treatment process.

Site (Name): TREATED WATER Treated Water POE Type:

Sub Type:

Treatment Facility

Comments:

The water treatment process used at the Glen Walter drinking-water system is referred to as direct filtration. This variation of treatment consists of the following unit process steps: coagulation-flocculation, filtration and disinfection.

The system is also equipped with a granular activated carbon filtration process for the removal of organics, including precursors for the formation of disinfection by-products and taste and odour causing compounds.



Raw water is conveyed through a 100 mm diameter pipe discharging into a single pressurized flocculator tank.

Coagulant is injected into the 100 mm diameter pipe at a point just upstream of a stainless steel static in-line mixer.

The coagulant is withdrawn from a day tank by one of two diaphragm type metering pumps. One coagulant pump is standby while the other operates as the duty pump. The pumps do not have an automatic switch-over capability and therefore require input from operators when a malfunction occurs. The coagulant pumps are also not equipped with alarms.

Floc formation within the flocculation tank is promoted through gentle mixing supplied by a mechanically driven paddle mixer.

Water that has passed through the flocculator tank is conveyed through piping to two parallel, pressurized multi media filters with filter-to-waste capability. Filter media consists of layers of coarse garnet, fine garnet, silica sand, and anthracite. Each of the multi media filters has been equipped with effluent turbidity meters, effluent flow meters, and differential pressure monitors. A single vertical turbine pump draws treated water from the clear well for use in backwashing the dual media filters and granular activated carbon contactors.

Process wastewater is discharged into a wastewater sump positioned at the north west side of the plant. A 100 mm diameter gravity fed pipe connects the water treatment plant process wastewater tank to the neighbouring sewage treatment plant's wet well. The output from the two multi media filters feeds a common 100 mm diameter pipe that conveys filtered water to two series fed pressurized granular activated carbon contactors. When one of the contactors is being backwashed, the other remains in service.

Filtered water from the granular activated carbon contactors is released into a two-celled clear well having a total capacity of 623 m3. The two celled clear well is connected to a high lift well over which is positioned two vertical turbine high lift pumps.

The Glen Walter WTP switched from chlorine gas disinfection to sodium hypochlorite on January 31, 2017.

A 110 kW diesel generator set is provided to power all treatment processes, heating, lighting, and electrical outlets with the exception of electrical outlets located within the garage.

Since there is no elevated water storage structure within the community, at least one of two high lift pumps must operate continuously to pressurize the distribution system.

The drinking-water system is approved to treat water at a maximum flow rate of 995 cubic metres per day (m3/d).

Details on the treatment process can be found in the facility's Municipal Drinking Water Licence and Drinking Water Works Permit.

Site (Name):	DISTRIBUTION (V	VATER INSPECTIONS)		
Туре:	Other	Sub Type:	Other	
Comments:				

The 2001 Engineer's Report prepared by M.S. Thompson & Associates Limited describes the distribution system as consisting of approximately 3.8 km of PVC series 160 water main ranging in diameter from 50 to 300 mm. Ten hydrants are located within the system. The system is not equipped with elevated storage. There are no bulk water transfer stations associated with the system.

Due to the absence of elevated storage within the community the ten hydrants cannot be used for fire suppression since that would result in severe low pressure that could lead to contamination of the distribution system.



The hydrants are currently used solely for the purpose of flushing the distribution network.

The drinking-water system has a design population of 1,080 people. The present serviced population is approximately 850 with approximately 350 service connections.

Sampling locations within the distribution system consist of publicly accessible locations including the Blue Anchor Restaurant (18T, 529206 m E, 4986738 m N, 9.4 m Accuracy), the OLCO Gas Bar and Convenience Store (18T, 528163 m E, 4986963 m N, 8.3 m Accuracy), the Glen Walter Sewage Pumping Station treated water service line (18T, 528202 m E, 4987117 m N, 6.4 m Accuracy) and the Cornwall Golf & Country Club (18T, 527436 m E, 4986738 m N, 8.6 m Accuracy).



INSPECTION SUMMARY:

Introduction

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

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

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

<u>Source</u>

• Trends in source water quality were being monitored.

Permit To Take Water

• The owner was in compliance with all conditions of the PTTW.

The water treatment plant (WTP) operates with Permit to Take Water Number 3285-9TMQM2 issued on 2015/02/13.

Capacity Assessment

• There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

The WTP has two flow meters measuring the raw water intake, one flow meter on the backwash water line and one flow meter measuring treated water before being distributed to the consumers.

• The flow measuring devices were calibrated or verified in accordance with the requirements of the Municipal Drinking Water Licence issued under Part V of the SDWA.

The flow measuring devices are calibrated annually by Flowmetrix.

- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.
- Appropriate records of flows and any capacity exceedances were made in accordance with the Municipal Drinking Water Licence issued under Part V of the SDWA.

Treatment Processes

• The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.



Treatment Processes

- The owner had evidence that all required Director Notifications under Condition 2.4 of Schedule B of the Drinking Water Works Permit were made during the inspection period.
- The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.
- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.
- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.
- The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.
- Up-to-date plans for the drinking-water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

The Glen Walter WTP stores the up-to-date plans and drawings for the Glen Walter, Lancaster and Redwood Estates drinking water systems.

Treatment Process Monitoring

• Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.

A continuous free chlorine residual analyser is located at the Glen Walter WTP, downstream of the high lift wet well, which is a location where the intended contact time has been achieved.

- Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system.
- Continuous monitoring of each filter effluent line was being performed for turbidity.
- The secondary disinfectant residual was measured as required for the distribution system.

Secondary disinfectant residual in the Glen Walter water distribution system is monitored by on-line continuous monitoring equipment (located at the Bray Street sewage pumping station #2), and, a hand held portable analyser.

- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- Samples for chlorine residual analysis were tested using an acceptable portable device.



Treatment Process Monitoring

- All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

The Glen Walter DWS operators verify the accuracy of continuous monitoring equipment for chlorine and turbidity with hand held instruments and adjust the analyzers to indicate the correct readings, if needed. In addition to the above, the accuracy of the continuous on-line analyzers - chlorine residual and turbidity - are also calibrated by a manufacturer's technician every year to ensure that they are maintained within the margin of error prescribed by the regulations. Flowmetrix Technical Services Inc. conducts the annual instrumentation calibration.

Process Wastewater

 The process wastewater and residual solids/sludges were treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence.

The solids are allowed to settle and accumulate in the solids retention tank, where the supernatant is directed to the sanitary sewage.

• The process wastewater discharge monitoring program and discharge quality complied with requirements established in the Municipal Drinking Water Licence Issued under Part V of the SDWA.

No monitoring is required as the supernatant is sent directly to the sanitary sewage collection system.

Distribution System

• There is a backflow prevention program, policy and/or bylaw in place.

The Corporation of The Township of South Glengarry By Law # 49-16 contains the following: "No Consumer or person shall connect, cause to be connected, or allow to remain connected, any piping fixture, fitting container or appliance, in a manner which, under any circumstances, may allow water, wastewater, or any harmful liquid, gas vapours, or other substance to enter the Township's water system. Buildings that contain potentially high health hazards or where industrial piping systems are often modified or where access by municipal inspectors is limited will require a premises isolation device as approved by the Manager".

- Existing parts of the distribution system that are taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that come in contact with drinking water, were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit, or an equivalent procedure (i.e. the Watermain Disinfection Procedure).
- The owner had not implemented a program for the flushing of watermains as per industry standards.

Design limitations to the Glen Walter WTP do not allow for fire flow or flushing capacity. Either of these activities would not allow for adequate water pressure to be maintained in the distribution system.

· Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of



Distribution System

the distribution system.

- A program was in place for inspecting and exercising valves.
- There was no program in place for inspecting and operating hydrants.

There are no hydrants to be used for fire flow. Under certain circumstances, some hydrants are used for limited flushing purposes.

• There was a by-law or policy in place limiting access to hydrants.

The Corporation of The Township of South Glengarry By Law # 49-16 contains the following: "No person shall operate a hydrant, except: i) an authorized employee of the Corporation;

ii) a Contractor engaged on a municipal project, acting with approval of the Manager".

• The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.

The pressure in the system is also monitored by the SCADA system, and an appropriate alarm is sounded when the low water pressure limit is attained.

Operations Manuals

• Operators and maintenance personnel had ready access to operations and maintenance manuals.

The Glen Walter WTP stores the operations and maintenance manuals for the Glen Walter, Lancaster and Redwood Estates drinking water systems.

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Logbooks

- Logbooks were properly maintained and contained the required information.
- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.
- For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.
- The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.
- Logs or other record keeping mechanisms were available for at least five (5) years.



Contingency/Emergency Planning

• Spill containment was provided for process chemicals and/or standby power generator fuel.

At the Glen Walter WTP, there is a spill kit, spill containment measures and a new double-walled diesel storage tank.

• Clean-up equipment and materials were in place for the clean up of spills.

At the Glen Walter WTP, there is a spill kit, spill containment measures.

• Standby power generators were tested under normal load conditions.

Standby power generators are started monthly and tested under normal load conditions twice per year.

Security

- All storage facilities were completely covered and secure.
- Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.
- The owner had provided security measures to protect components of the drinking water system.

The Glen Walter Water and Wastewater Treatment facilities are located on the same property and are completely surrounded by fencing and locked gates. The buildings are locked and equipped with intrusion alarms. The system also has adequate signage restricting unauthorized entry.

Consumer Relations

• The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.

Certification and Training

• The overall responsible operator had been designated for each subsystem.

The ORO designated for the Glen Walter drinking water system is Mr. Shawn Killoran, who holds a certificate that is of a higher class than the subsystems. In his absence, Mr. Killoran assigns the ORO responsibilities to one of the staff within the DWS operations.

• Operators in charge had been designated for all subsystems which comprised the drinking-water system.

There is an OIC assigned to the Glen Walter WTP, one to the Lancaster and Redwood Estates systems, and one to the collection of well-based systems of the township. The OIC duties are assigned to the operators on a weekly rotation. When designated OIC, the operator carries a pager/cell phone and responds to all alarms.

- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.
- An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.

Water Quality Monitoring



Water Quality Monitoring

- All microbiological water quality monitoring requirements for raw water samples were being met.
- All microbiological water quality monitoring requirements for distribution samples were being met.
- All microbiological water quality monitoring requirements for treated samples were being met.
- All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.
- All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.
- All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.
- All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- The owner ensured that water samples were taken at the prescribed location.
- All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.
- All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.
- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.
- The drinking water system owner submitted written notices to the Director that identified the laboratories that were conducting tests for parameters required by legislation, Order, Drinking Water Works Permit or Municipal Drinking Water Licence.
- The owner indicated that the required records are kept and will be kept for the required time period.

Water Quality Assessment

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



Water Quality Assessment

Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03), with the following adverse water quality incident (AWQI) exceptions:

AWQI No. 143376, 10/4/2018 01:17:00 PM, 1,4 dichlorobenzene = 7.56 ug/L

AWQI No. 143472 (confirmation re-sample for AWQI No. 143376), 10/10/2018 02:13:00 PM, 1,4 dichlorobenzene 5.95ug/L - PHU was notified. These sample results were attributed to the environment in which the water was sampled.

AWQI No. 144723, 2/6/2019 10:59:00 AM, TC (total coliform bacteria) = 1 CFU (colony forming unit)/100mL

Reporting & Corrective Actions

- Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.
- All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.
- All required written notices of adverse water quality incidents were provided as per O. Reg. 170/03 16-7.
- In instances where written notice of issue resolution was required by regulation, the notice was provided as per O. Reg. 170/03 16-9.
- All reporting requirements for lead sampling were complied with as per schedule 15.1-9 of O. Reg. 170/03.
- The Annual Report containing the required information was prepared by February 28th of the following year.
- Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.
- The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.

All legal owners associated with the DWS were notified of the requirements of the Licence & Permit at the presentation of the annual report.



NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable



SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The owner had not implemented a program for the flushing of watermains as per industry standards. Design limitations to the Glen Walter WTP do not allow for fire flow or flushing capacity. Either of these activities would not allow for adequate water pressure to be maintained in the distribution system.

Recommendation:

No recommendations.

2. There was no program in place for inspecting and operating hydrants.

There are no hydrants to be used for fire flow. Under certain circumstances, some hydrants are used for limited flushing purposes.

Recommendation:

No recommendations.



SIGNATURES

Inspected By:

James Peets

Signature: (Provincial Officer)

Reviewed & Approved By:

Signature: (Supervisor)

Charlie Primeau

Review & Approval Date: 26/03/2019

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX A

MUNICIPAL DRINKING WATER LICENCE, DRINKING WATER WORKS PERMIT AND CERTIFICATES OF APPROVAL



MUNICIPAL DRINKING WATER LICENCE

Licence Number: 185-102 Issue Number: 2

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of South Glengarry

6 Oak St. Box 220 Lancaster ON K0C 1N0

For the following municipal residential drinking water system:

Glen Walter Drinking Water System

This municipal drinking water licence includes the following:

Schedule

Description

- Schedule A Drinking Water System Information
- Schedule B General Conditions
- Schedule C System-Specific Conditions
- Schedule D Conditions for Relief from Regulatory Requirements
- Schedule E Pathogen Log Removal/Inactivation Credits

DATED at TORONTO this 11th day of December, 2015

Signature

J. Ahmed

Aziz Ahmed, P.Eng. Director Part V, *Safe Drinking Water Act*, 2002

150526 Treatment&Distribution

Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-102
Drinking Water System Name	Glen Walter Drinking Water System
Schedule A Issue Date	December 11 th , 2015

The following information is applicable to the above drinking water system and forms part of this licence:

Licence

Licence Issue Date	December 11 th , 2015
Licence Expiry Date	December 10 th , 2020
Application for Licence Renewal Date	June 10 th , 2020

Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Glen Walter Drinking Water System	185-202	December 11 th , 2015

Permits to Take Water

Water Taking Location	Permit Number	Issue Date
St. Lawrence River	3285-9TMQM2	February 13, 2015

Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	185-302
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	185-301A

Accredited Operating Authority

Drinking Water System or	Accredited Operating Authority	Operational	Operating
Operational Subsystems		Plan No.	Authority No.
Glen Walter Drinking Water System	Township of South Glengarry	185-402	185-OA1

Schedule B: General Conditions

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-102
Drinking Water System Name	Glen Walter Drinking Water System
Schedule B Issue Date	December 11 th , 2015

1.0 Definitions

- **1.1** Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.
- **1.2** In this licence and the associated drinking water works permit:

"adverse effect", "contaminant" and "natural environment" shall have the same meanings as in the EPA;

"alteration" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"compound of concern" means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

"**Director**" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"drinking water works permit" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"emission summary table" means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

"EPA" means the Environmental Protection Act, R.S.O. 1990, c. E.19;

"financial plan" means the financial plan required by O. Reg. 453/07;

185-102

"**licence**" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"operational plan" means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

"**owner**" means the owner of the drinking water system as identified in Schedule A of this licence;

"**permit to take water**" means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"point of impingement" means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

"point of impingement limit" means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment and Climate Change publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;

"procedure document" means the Ministry of the Environment and Climate Change procedure titled "Procedure for Preparing an Emission Summary and Dispersion Modelling Report" dated July 2005, as amended;

"Professional Engineer" means a Professional Engineer who has been licenced to practice in the Province of Ontario;

"provincial officer" means a provincial officer appointed pursuant to section 8 of the SDWA;

"**publication NPC-300**" means the Ministry of the Environment and Climate Change publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

"SDWA" means the Safe Drinking Water Act, 2002, S.O. 2002, c. 32;

December 11th, 2015

"sensitive populations" means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generators shall be considered using the point of impingement limit instead of the Ministry of the Environment and Climate Change screening level for emergency generators:

- (a) health care units (e.g., hospitals and nursing homes),
- (b) primary/junior public schools,
- (c) day-care facilities, and
- (d) playgrounds;

"**subsystem**" has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts);

"**surface water**" means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

2.0 Applicability

2.1 In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

150526 Treatment&Distribution

7.0 Permit to Take Water and Drinking Water Works Permit

- **7.1** A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.
- **7.2** A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.

8.0 Financial Plan

- **8.1** For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
 - 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
 - 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

9.0 Interpretation

- **9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
 - 9.1.1 The SDWA;
 - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
 - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
 - 9.1.4 Any regulation made under the SDWA;
 - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
 - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
 - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and
 - 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- **9.2** If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.

185-102	1	85-	102	
---------	---	-----	-----	--

- **9.3** The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
 - 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
 - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment and Climate Change to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- **9.4** For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

- **10.1** Nothing in this licence or the drinking water works permit shall be read as to permit:
 - 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
 - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- **10.2** All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- **10.3** Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

- **11.1** This licence is not transferable without the prior written consent of the Director.
- **11.2** The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
 - 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

12.0 Information to be Provided

12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

- **14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
 - 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
 - 14.1.2 The requirement for the owner to comply with NSF/372 shall come into force no later than December 11th, 2017
- **14.2** The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- **14.3** Conditions 14.1 and 14.2 do not apply in the case of the following:
 - 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
 - 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;
 - 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
 - 14.3.4 Gaskets that are made from NSF approved materials;
 - 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use; or

150526 Treatment&Distribution

185-102

14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment and Climate Change is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

- **15.1** All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- **15.2** Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.
- **15.3** Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

16.0 Operations and Maintenance Manual

- **16.1** An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.
- **16.2** The operations and maintenance manual or manuals, shall include at a minimum:
 - 16.2.1 The requirements of this licence and associated procedures;
 - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
 - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system, including where applicable:
 - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and
 - b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
 - 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;

150526 Treatment&Distribution

- December 11th, 2015
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- **16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- **16.4** The requirement for the owner to comply with condition 16.2.3 shall come into force on June 11th, 2016.

Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-102
Drinking Water System Name	Glen Walter Drinking Water System
Schedule C Issue Date	December 11 th , 2015

1.0 System Performance

Rated Capacity

1.1 For each treatment subsystem listed in column 1 of Table 1, 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 column 2 of the same row.

Table 1: Rated Capacity	
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m³/day)
Glen Walter Drinking Water System	995

Maximum Flow Rates

1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Tabl	e 2: Maximum Flow Rates	
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- **1.3** Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- **1.4** Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

Residue Management

- **1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
 - 1.5.1 The annual average concentration of a test parameter identified in column 2 shall not exceed the value in column 3 of the same row; and
 - 1.5.2 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row.

	Table 3: Residue M	anagement	
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Annual Average Concentration (mg/L)	Column 4 Maximum Concentration (mg/L)
Not Applicable	Not Applicable	Not Applicable	Not Applicable

UV Disinfection Equipment Performance

- **1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system:
 - 1.6.1 The UV disinfection equipment shall be operated such that a continuous passthrough UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row at the maximum design flow rate for the equipment;
 - 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
 - 1.6.3 If there is a UV disinfection equipment alarm, the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
 - 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

185-102

December 11th, 2015

	Table 4: UV Disinfect	ion Equipment	
Column 1	Column 2	Column 3	Column 4
Treatment Subsystem or	Minimum Continuous	Control Strategy	Test Parameter
Treatment Subsystem	Pass-Through UV Dose		
Component Name	(mJ/cm²)		
Not Applicable	Not Applicable	Not Applicable	Not Applicable

2.0 Flow Measurement and Recording Requirements

- **2.1** For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
 - 2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.
 - 2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.
- **2.2** For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- **2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
 - 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
 - 2.3.2 The time and date of the measurement;
 - 2.3.3 The reason for the exceedance; and
 - 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

3.0 Calibration of Flow Measuring Devices

- **3.1** All flow measuring devices that are required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change, shall be checked and calibrated in accordance with the manufacturer's instructions.
- **3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and calibrated at least once every 12 months during which the drinking water system is in operation.

3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

4.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

4.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

	Table 5: Drinking Wate	r Health Related Par	ameters
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Tal	ble 6: Drinking Water N	Ion-Health Related P	arameters
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Environmental Discharge Parameters

- **4.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- **4.3** For the purposes of Table 7:
 - 4.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
 - 4.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

150526 Treatment&Distribution

4.4 Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 21st Edition, 2005, or as amended from time to time by more recently published editions.

Tal	ble 7: Environme	ntal Discharg	e Parameters	
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

- **4.5** Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:
 - 4.5.1 The discharge of potable water from a watermain to a road or storm sewer;
 - 4.5.2 The discharge of potable water from a water storage facility or pumping station:
 - 4.5.2.1 To a road or storm sewer; or
 - 4.5.2.2 To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.
 - 4.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;
 - 4.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and
 - 4.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

5.0 Studies Required

5.1 Not applicable.

6.0 Source Protection

6.1 Not applicable.

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-102
Drinking Water System Name	Glen Walter Drinking Water System
Schedule D Issue Date	December 11 th , 2015

1.0 Lead Regulatory Relief

1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.

Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-102
Drinking Water System Name	Glen Walter Drinking Water System
Schedule E Issue Date	December 11 th , 2015

1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

Glen Walter Water Treatment Plant

St. Lawrence River [SURFACE WATER]

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts ^a	Viruses ^b
Glen Walter Water Treatment Plant	2	3	4

^a At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.

^b At least 2 log inactivation of viruses shall be achieved by disinfection.

Log Removal/Inactivation Credits Assigned °	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Direct Pressure Filtration (multi-media filter) with Coagulation and Flocculation	2	2	0
Chlorination [CT: Clearwell]	-	1+	4+

^c Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Direct Pressure Filtration	 A chemical coagulant shall be used at all times when the treatment plant is in operation; Chemical dosages shall be monitored and adjusted in response to variations in raw water quality; Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure during filter ripening to ensure that effluent turbidity requirements are met at all times; Filtrate turbidity shall be continuously monitored from each filter; and Performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month shall be met for each filter. Differential pressures across the filter medium shall not exceed manufacturer's rating;
Chlorination	 Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.
Primary Disinfection Notes	



DRINKING WATER WORKS PERMIT

Permit Number: 185-202 Issue Number: 3

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of South Glengarry

6 Oak St. Box 220 Lancaster ON K0C 1N0

For the following municipal residential drinking water system:

Glen Walter Drinking Water System

This drinking water works permit includes the following:

Schedule

Description

- Schedule A Drinking Water System Description
- Schedule B General
- Schedule C All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
- Schedule D Process Flow Diagrams

DATED at TORONTO this 28th day of August, 2017

Signature

J. Ahmed

Aziz Ahmed, P.Eng. Director Part V, Safe Drinking Water Act, 2002
Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of South Glengarry
Permit Number	185-202
Drinking Water System Name	Glen Walter Drinking Water System
Schedule A Issue Date	August 28th, 2017

1.0 System Description

1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Glen Walter Drinking Water System** draws water from St. Lawrence River and consists of a treatment plant providing chemical addition, flocculation, direct pressure filtration (multi-media followed by GAC), disinfection and high lift pumping into approximately 7.95 kilometers of distribution watermains.

Surface Water Supply

Intake Crib

Description	A 1500 mm diameter by 2.5 m high concrete pipe intake structure
Location	380 m offshore in St. Lawrence River
Notes	Equipped with aluminum bar screen

Intake Pipe

Description	300 mm dia. raw water pipe
Dimensions	390 m long
Notes	Pipe extending from intake structure to the water treatment plant

Treatment Plant

Name	Glen Walter Water Treatment Plant
Street Address	18352 County Road 2 East
UTM Coordinates	NAD 83: UTM Zone 18: 545774 m E., 5002263 m N.
System Type	Surface water with treatment
Notes	

150526 Treatment&Distribution

Low Lift Works

Low Lift Pumps

Description	Low lift pump well equipped with two pumps and two removable inlet screens
Capacity	Two (2) vertical turbine low lift pumps (duty and standby) each rated at 11.52 L/s at a TDH of 31.6 m
Notes	

Flocculation

Flocculation Tanks

Description	One high pressurized flocculator tank
Dimensions	2.7 m diameter by 3.5 m high tank
Notes	Equipped with one variable speed paddle mixer

Filtration

Filters

Description	Two (2) multi-media pressure filters
Dimensions	Each 1.8 m diameter by 2.7 m high
Notes	Connected in parallel

Filters

Description	Two (2) granular Activated carbon pressure filters
Dimensions	Each 2.6 m diameter by 3.2 m high
Notes	

Backwash Pump

Description	One (1) vertical turbine filter backwash pump
Capacity	Rated at 57.75 L/s at a TDH of 22.4 m
Notes	

¹⁵⁰⁵²⁶ Treatment&Distribution

High Lift Works

High Lift Pumps

Description	Two (2) vertical turbine high lift pumps (duty and standby)
Capacity	Each rated at 16.44 L/s at a TDH of 52.27 m
Notes	

On-Site Storage

Reservoir

Description	Two cell water storage reservoir
Capacity	623 m ³
Notes	

Emergency Power

Backup Power Supply

Description	One 110 kW diesel standby generator
Notes	

Chemical Addition

Coagulant

Description	Coagulant feed system			
Feed Point	In-line static mixer in the low lift pump discharge header			
Equipment	Two (duty and standby) metering pumps rated at 3.8 L/hr and 18.9 L/hr respectively			
Notes				

Chlorine Gas

Description	For zebra mussel control and disinfection
Feed Point	Mouth of the intake pipe (for zebra mussel)
	Low lift pump well (for pre-chlorination)
	Reservoir inlet (for post-chlorination)
	High lift pump well diffuser (for final chlorination)
Equipment	One (1) two-68 kg cylinder weigh scale
	Two cylinder mounted gas regulator valves
	Four (4) chlorinators – rated at: 9 kg/day (zebra mussel chlorinator), 2 kg/day (pre-chlorinator), 4.6 kg/day (post-chlorinator) and 1.3 kg/day (final chlorinator)
Notes	

150526 Treatment&Distribution

Watermains

- **1.2** Watermains within the distribution system comprise:
 - 1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains				
Column 1 Document or File Name	Column 2 Date			
Glen Walter Distribution System.pdf	In Operation Plan V5 dated September 4, 2014			

- 1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.
- 1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

S	chedule B: General
System Owner	The Corporation of the Township of South Glengarry
Permit Number	185-202
Drinking Water System Name	Glen Walter Drinking Water System

August 28th, 2017

1.0 **Applicability**

Schedule B Issue Date

- 1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- 1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- 2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water which are:
 - 2.3.1 Added, modified, replaced, extended; or
 - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination.

shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:

- The ministry's Watermain Disinfection Procedure, effective March 2, 2018 a)
- AWWA C652 Standard for Disinfection of Water-Storage Facilities; b)
- AWWA C653 Standard for Disinfection of Water Treatment Plants; and C)
- AWWA C654 Standard for Disinfection of Wells. d)
- 2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
 - Schedule B to this drinking water works permit which would require an alteration 2.4.1 of the description of a drinking water system component described in Schedule A of this drinking water works permit;

- 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or
- 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- **2.5** For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
 - 2.5.2 Constitutes maintenance or repair of the drinking water system; or
 - 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- **2.6** The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, 2001 and Greenbelt Act, 2005.

3.0 Watermain Additions, Modifications, Replacements and Extensions

- **3.1** The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
 - 3.1.1 The design of the watermain addition, modification, replacement or extension:
 - a) Has been prepared by a Professional Engineer;
 - b) Has been designed only to transmit water and has not been designed to treat water;
 - c) Satisfies the design criteria set out in the Ministry of the Environment and Climate Change publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
 - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment and Climate Change publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

Schedule B

- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- **3.2** The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
 - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
 - 3.2.2 Has a nominal diameter greater than 750 mm;
 - 3.2.3 Results in the fragmentation of the drinking water system; or
 - 3.2.4 Connects to another drinking water system, unless:
 - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and
 - b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

- **3.3** The verifications required in conditions 3.1.7 and 3.1.8 shall be:
 - 3.3.1 Recorded on "Form 1 Record of Watermains Authorized as a Future Alteration", as published by the Ministry of the Environment and Climate Change, prior to the watermain addition, modification, replacement or extension being placed into service; and
 - 3.3.2 Retained for a period of ten (10) years by the owner.
- **3.4** For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- **3.5** The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- **3.6** The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

4.0 Minor Modifications to the Drinking Water System

- **4.1** The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
 - 4.1.1 Raw water pumps and treatment process pumps in the treatment system;
 - 4.1.2 Coagulant feed systems in the treatment system, including the location and number of dosing points;
 - 4.1.3 Valves;
 - 4.1.4 Instrumentation and controls, including SCADA systems, and software associated with these devices;
 - 4.1.5 Filter media, backwashing equipment and under-drains in the treatment system; or,
 - 4.1.6 Spill containment works.
- **4.2** The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
 - 4.2.1 Treated water pumps and associated equipment;
 - 4.2.2 Re-circulation devices within distribution system storage facilities;

- 4.2.3 In-line mixing equipment;
- 4.2.4 Chemical metering pumps and chemical handling pumps;
- 4.2.5 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
- 4.2.6 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change.
- **4.3** The drinking water system may be altered by replacing the following:
 - 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
 - 4.3.2 Fuel storage tanks and spill containment works, and associated equipment; or
 - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
 - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
- **4.4** Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
 - 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
 - 4.4.2 The bypassing of any unit process within a treatment subsystem;
 - 4.4.3 A deterioration in the quality of drinking water provided to consumers;
 - 4.4.4 A reduction in the reliability or redundancy of any component of the drinking water system;
 - 4.4.5 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
 - 4.4.6 An adverse effect on the environment.
- **4.5** The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.

- **4.6** The verifications and documentation required in condition 4.5 shall be:
 - 4.6.1 Recorded on "Form 2 Record of Minor Modifications or Replacements to the Drinking Water System", as published by the Ministry of the Environment and Climate Change, prior to the modified or replaced components being placed into service; and
 - 4.6.2 Retained for a period of ten (10) years by the owner.
- **4.7** For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
 - 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 4.7.2 Constitutes maintenance or repair of the drinking water system.
- **4.8** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

- **5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
 - 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
 - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
 - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
 - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
 - 5.1.5 Maintenance welding stations;
 - 5.1.6 Minor painting operations used for maintenance purposes;
 - 5.1.7 Parts washers for maintenance shops;
 - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
 - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
 - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
 - 5.1.11 Venting for an ozone treatment unit;

185-202

- 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
- 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- **5.2** The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and/or distribution of drinking water.
- **5.3** The emergency generators identified in condition 5.1.13 shall not be used for nonemergency purposes including the generation of electricity for sale or for peak shaving purposes.
- **5.4** The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

Performance Limits

- **5.5** The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
 - 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
 - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment and Climate Change half-hourly screening level of 1880 ug/m³ as amended; and
 - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.
- **5.6** The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- **5.7** The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- **5.8** The verifications and documentation required in conditions 5.6 and 5.7 shall be:
 - 5.8.1 Recorded on "Form 3 Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry of the Environment and Climate Change, prior to the additional, modified or replacement equipment being placed into service; and

- 5.8.2 Retained for a period of ten (10) years by the owner.
- **5.9** For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
 - 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 5.9.2 Constitutes maintenance or repair of the drinking water system.
- **5.10** The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

- **6.1** The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
 - 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
 - 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
 - 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

7.1 Not applicable.

8.0 Source Protection

8.1 Not applicable.

Schedule D: Process Flow Diagrams				
System Owner	The Corporation of the Township of South Glengarry			
Permit Number	185-202			
Drinking Water System Name	Glen Walter Drinking Water System			
Schedule D Issue Date	August 28th, 2017			

1.0 Process Flow Diagrams

Г

Glen Walter Water Treatment Plant



[Source: Multi-System DWQMS Operational Plan Manual, Version 5, September 4, 2014]



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX B

PERMIT TO TAKE WATER



Ministry of the Environment and Climate Change Ministère de l'Environnement et de l'Action en matière de changement climatique

> PERMIT TO TAKE WATER Surface Water NUMBER 3285-9TMQM2

Pursuant to Section 34.1 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990 this Permit To Take Water is hereby issued to:

The Corporation of the Township of South Glengarry 6 Oak Street South Glengarry, Ontario K0C 1N0 Canada

For the water taking from: St. Lawrence River

Located at: Lot 6, Concession 1, Geographic Township of Charlottenburgh South Glengarry, United Counties of Stormont Dundas and Glengarry

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

DEFINITIONS

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34.1, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment and Climate Change.
- (d) "District Office" means the Cornwall District Office.
- (e) "Permit" means this Permit to Take Water No. 3285-9TMQM2 including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Township of South Glengarry.
- (g) "OWRA" means the Ontario Water Resources Act, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. Compliance with Permit

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated November 28, 2014 and signed by Shawn Killoran, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

2. General Conditions and Interpretation

2.1 Inspections

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

2.2 Other Approvals

The issuance of, and compliance with this Permit, does not:

(a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and the *Environmental Protection Act*, and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. Water Takings Authorized by This Permit

3.1 Expiry

This Permit expires on **February 13, 2025**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

<u>Table A</u>

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	St. Lawrence River	River	Municipal	Water Supply	1,200	24	1,728,000	365	18 528900 4986200
					Total Taking:	1,728,000			

4. Monitoring

4.1 The Permit Holder shall maintain a record of all water takings. This record shall include the dates and times of water takings and the total measured amounts of water pumped per day for each day that water is taken under the authorization of this Permit. A separate record shall be maintained for each source. The Permit Holder shall keep all required records up to date and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request.

5. Impacts of the Water Taking

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Surface-Water Takings

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

6. Director May Amend Permit

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

The reasons for the imposition of these terms and conditions are as follows:

- 1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
- 2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
- 3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

In accordance with Section 100 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990, as amended, provides that the Notice requiring the hearing shall state:

- 1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
- 2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

- 3. The name of the appellant;
- 4. The address of the appellant;
- 5. The Permit to Take Water number;
- 6. The date of the Permit to Take Water;
- 7. The name of the Director;
- 8. The municipality within which the works are located;

This notice must be served upon:

AND

The Secretary Environmental Review Tribunal 655 Bay Street, 15th Floor Toronto ON M5G 1E5 Fax: (416) 314-4506 Email: ERTTribunalsecretary@ontario.ca The Director, Section 34.1, Ministry of the Environment and Climate Change 1259 Gardiners Rd, PO Box 22032 Kingston, ON K7P 3J6

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:

by telephone at (416) 314-4600

by fax at (416) 314-4506

by e-mail at <u>www.ert.gov.on.ca</u>

This Permit cancels and replaces Permit Number 7355-6ACPTB, issued on 2005/03/15.

Dated at Kingston this 13th day of February, 2015.

Greg Faaren Director, Section 34.1 Ontario Water Resources Act, R.S.O. 1990

Schedule A

This Schedule "A" forms part of Permit To Take Water 3285-9TMQM2, dated February 13, 2015.



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX C

INSPECTION RATING RECORD

DWS Name:	GLEN WALTER DRINKING WATER SYSTEM
DWS Number:	210001861
DWS Owner:	South Glengarry, The Corporation Of The Township Of
Municipal Location:	South Glengarry
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Detailed
Inspection Date:	September 11, 2018
Ministry Office:	Cornwall Area Office

Maximum Question Rating: 660

Inspection Module	Non-Compliance Rating	
Permit To Take Water	0 / 12	
Capacity Assessment	0 / 42	
Treatment Processes	0 / 76	
Process Wastewater	0 / 20	
Distribution System	0 / 21	
Operations Manuals	0 / 42	
Logbooks	0 / 30	
Certification and Training	0 / 49	
Water Quality Monitoring	0 / 152	
Reporting & Corrective Actions	0 / 75	
Treatment Process Monitoring	0 / 141	
TOTAL	0 / 660	

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

DWS Name:	GLEN WALTER DRINKING WATER SYSTEM			
DWS Number:	210001861			
DWS Owner:	outh Glengarry, The Corporation Of The Township Of			
Municipal Location:	South Glengarry			
Regulation:	O.REG 170/03			
Category:	Large Municipal Residential System			
Type Of Inspection:	n: Detailed			
Inspection Date:	September 11, 2018			
Ministry Office:	Cornwall Area Office			

Maximum Question Rating: 660

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX D

INSPECTION RATING RECORD METHODOLOGY

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



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

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

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.



ontario.ca/drinkingwater

Page 134 of 288

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

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

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

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

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

Determining Potential to Compromise the Delivery of Safe Water

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

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

RISK = LIKELIHOOD × CONSEQUENCE (of the consequence)

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

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

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

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

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

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

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

Table 3 presents a sample question showing therisk rating determination process.

TABLE 3:

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

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

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their "yes", "no" or "not applicable" responses into the Ministry's Laboratory and Waterworks Inspection System (LWIS) database. A "no" response indicates noncompliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water). The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report. **Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.



Figure 1: Year Over Year Distribution of MRDWS Ratings

Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

- 1. Source
- 2. Permit to Take Water
- 3. Capacity Assessment
- 4. Treatment Processes
- 5. Treatment Process Monitoring
- 6. Process Wastewater
- 7. Distribution System
 8. Operations Manuals
- which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:
- 9. Logbooks
- 10. Contingency and Emergency Planning
- 11. Consumer Relations
- 12. Certification and Training
- 13. Water Quality Monitoring
- 14. Reporting, Notification and Corrective Actions
- 15. Other Inspection Findings

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



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX E

KEY REFERENCE AND GUIDANCE MATERIAL FOR

MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEMS

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

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

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

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



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



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

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

questions ou besoin d'aide.



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

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



Ministry of the Environment and Climate Change

Safe Drinking Water Branch

Cornwall Area Office 113 Amelia Street, 1st floor Cornwall ON K6H 3P1

March 13, 2019

Ministère de l'Environnement et de l'Action en matière de changement climatique

Direction du contrôle de la qualité de l'eau potable

Bureau du secteur de Cornwall 113, rue Amelia, rez-de-chaussée Cornwall (Ontario) K6H 3P1



Sent by Email: ewen@southglengarry.com

The Corporation of the Township of South Glengarry 6 Oak Street PO Box 220 Lancaster, Ontario K0C 1N0

Attention: Mr. Ewen MacDonald, General Manager of Infrastructure

Dear Mr. MacDonald:

Re: 2018-2019 Inspection Report

The enclosed report documents findings of the inspection that was performed at the Lancaster drinking water system on September 11, 2018.

Two sections of the report, namely "Non-compliance with Regulatory Requirements and Actions Required" and "Summary of Recommendations and Best Practice Issues", typically cite due dates for the submission of information or plans to my attention.

Please note that "Non-compliance with Regulatory Requirements and Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch. There are no "Non-compliance with Regulatory Requirements and Actions Required" noted in this report.

"Summary of Recommendations and Best Practice Issues" convey information that the owner or operating authority should consider implementing to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations. There are no "Summary of Recommendations and Best Practice Issues" noted in this report.

In order to measure individual inspection results, the ministry continues to adhere to an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), appended to the inspection report, provides the ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, also appended to the inspection report, describes how the risk model was improved to better reflect any health related and administrative non-compliance issues that may be cited in our inspection reports. IRR ratings are published in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Charlie Primeau, Water Compliance Supervisor, at 613-521-3450 ext 239.

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councillors, to take steps to be well informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,

mes Pett

James Peets Inspector / Provincial Officer, Badge No. 1289 Safe Drinking Water Branch Cornwall Office 613-933-2729 james.peets@ontario.ca JPP/

Enclosure

- ec: Mr. Shawn Killoran, Director Water/Waste Water, The Corporation of the Township of South Glengarry, 6 Oak Street, Lancaster, ON K0C 1N0 email: <u>shawn@southglengarry.com</u>
- Rami Basha, Program Coordinator, Safe Water, Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, ON K6J 5T1

email: rbasha@eohu.ca

- Dr. Paul Roumeliotis, Medical Officer of Health, Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, ON K6J 5T1 email: proumeliotis@eohu.ca
- Mr. Richard Pilon, General Manager, Raisin Region Conservation Authority, PO Box 429, 18045 County Road 2, Cornwall, ON K6H 5T2 email: <u>richard.pilon@rrca.on.ca</u>
- c: File SI-ST-SG-OL-540 (2018)



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

Table of Contents:

OWNER INFORMATION	2
CONTACT INFORMATION	2
INSPECTION DETAILS	2
COMPONENTS DESCRIPTION	3
INSPECTION SUMMARY	5
Introduction	5
Capacity Assessment	5
Treatment Processes	5
Treatment Process Monitoring	5
Operations Manuals	6
Logbooks	6
Security	6
Certification and Training	6
Water Quality Monitoring	7
Water Quality Assessment	7
Reporting & Corrective Actions	8
NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND	9
ACTIONS REQUIRED	
SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES	10
SIGNATURES	11
APPENDIX A - MUNICIPAL DRINKING WATER LICENCE, DRINKING	
WATER WORKS PERMIT, AND CERTIFICATES OF APPROVAL	
APPENDIX B - PERMIT TO TAKE WATER	
APPENDIX C - INSPECTION RATING RECORD	
APPENDIX D - INSPECTION RATING RECORD METHODOLOGY	

APPENDIX E - STAKEHOLDER APPENDIX


Ministry of the Environment, Conservation and Parks

LANCASTER DRINKING WATER SYSTEM

Inspection Report

Site Number: Inspection Number: Date of Inspection: Inspected By: 260006867 1-I8XPM Sep 11, 2018 James Peets



OWNER INFORMATION:

Company Name:	SOUTH GLENGARR	Y, THE CORPORATION O	F THE TOWNSHIP OF
Street Number:	6	Unit Identifier:	
Street Name:	OAK St		
City:	LANCASTER		
Province:	ON	Postal Code:	K0C 1N0

CONTACT INFORMATION

Type: Phone: Email: Title:	Municipality (613) 347-2040 ewen@southglengarry.com Manager-Infrastructure Services	Name: Fax:	Ewen MacDonald (613) 347-3411
Type: Phone: Email: Title:	ORO - Operator (613) 931-3036 shawn@southglengarry.com Director-Water/Waste Water,Overal	Name: Fax: I Responsible C	Shawn Killoran (613) 931-3340 Operator
Type: Phone: Email: Title:	Health Unit (613) 933-1375 proumeliotis@eohu.on.ca Medical Officer of Health, Eastern C	Name: Fax: Ontario Health U	Dr. Paul Roumeliotis (613) 933-7930 nit
Type: Phone: Email: Title:	Health Unit (613) 933-1375 x269 rbasha@eohu.ca Program Manager (A), Safe Water,	Name: Fax: Eastern Ontaric	Rami Basha (613) 933-7930 9 Health Unit
Type: Phone: Email: Title:	Conservation Authority (613) 938-3611 x224 richard.pilon@rrca.on.ca General Manager, Raisin Region Co	Name: Fax: onservation Aut	Richard Pilon (613) 938-3221 hority

INSPECTION DETAILS:

Site Name:	LANCASTER DRINKING WATER SYSTEM
Site Address:	South Glengarry ON
County/District:	South Glengarry
MECP District/Area Office:	Cornwall Area Office
Health Unit:	EASTERN ONTARIO HEALTH UNIT
Conservation Authority:	Raisin Region Conservation Authority
MNR Office:	
Category:	Large Municipal Residential
Site Number:	260006867
Inspection Type:	Announced



Inspection Number:	1-I8XPM
Date of Inspection:	Sep 11, 2018
Date of Previous Inspection:	Jan 23, 2018

COMPONENTS DESCRIPTION

Site (Name): Type:	MOE DWS Mapping DWS Mapping Point	Sub Type:		
Site (Name): Type:	RAW WATER Source	Sub Type:	Surface Water	

Comments:

The Lancaster Drinking Water System draws raw water from Lake St. Francis which is part of the St. Lawrence River. The "Lancaster Water Treatment Plant Pre-Design Report, March 2000" prepared by Totten Sims Hubicki Associates for the Township of South Glengarry includes a partial raw water characterization. This partial characterization compared the raw water quality to selected Schedule 1 Microbiological Standards and Schedule 2 Chemical Standards set out in Ontario Regulation 169/03 - Ontario Drinking Water Quality Standards (ODWQS) and operational guidelines set out in the Ministry's "Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines, June 2003". Schedule 3 - Radiological Standards were not examined by the characterization. Based on this limited characterization, the raw water meets the ODWQS with the exception of total coliform and E. Coli and/or fecal coliform. The characterization also identified turbidity as a parameter of concern.

Raw water is delivered to the treatment process through a 450 millimetre (mm) diameter high density polyethylene intake pipe and transmission line. The intake is located approximately 1,300 metres (m) offshore to the southeast of a land mass known as Faulkner's Point. The intake is located in a water depth of 10 m and the bell mouth opening is situated approximately 2 m off the lake bottom. The transmission line extends 265 m further north from the shore line to the treatment process building.

A diffuser and chemical feed line is installed within the intake and transmission line to provide control of Zebra Mussels. A raw water sample line is also installed within the intake.

Site (Name): TREATED WATER

Туре:	Other	Sub Type:	Treatment Facility
Comments:			

The drinking water system's water treatment process is commonly referred to as conventional treatment, and includes twin process trains consisting of coagulation-flocculation, sedimentation, filtration and disinfection unit processes. One process train has a sand and granular activated carbon filter; while the other has an anthracite and sand filter. The sedimentation process is also equipped with lamella settling tubes. Lamella settling tubes provide maximum surface settling rate while minimizing the footprint of the sedimentation tanks.

The treatment process employs: acidified alum for coagulation-flocculation; sodium carbonate (soda ash) for post pH adjustment and distribution system corrosion control; and sodium hypochlorite for Zebra mussel control, primary and secondary disinfection. The pH adjustment is not used.

The treatment process is housed within a single treatment building. The building also houses a raw water low lift pumping station consisting of two stationary coarse screens and three low lift (raw water) pumps, and a high lift pumping station consisting of three high lift pumps and a twin-celled, baffled clear well/chlorine contact chamber having a total working volume of 274 cubic metres (m3). The treatment process is monitored using continuous monitoring equipment consisting of:

• five magnetic flow meters used to measure filter influent (2), treated water (1), filter backwash water (1) and



process wastewater flow rates (1);

• two continuous chlorine residual analyzers, one used to monitor total chlorine residual in the raw water for the purpose of Zebra Mussel control, and the second used to monitor free chlorine residual at the location where the intended contact time is achieved, prior to entering the distribution system;

• four continuous turbidimeters used to monitor raw water turbidity (1), filter effluent lines to monitor the effluent from each filter (2), and a fourth to monitor treated water turbidity (1);

• four continuous pH analyzers to monitor the pH in each coagulation-flocculation basin, the raw water and treated water;

• ultrasonic level detectors in all tanks; and

• a Supervisory Control and Data Acquisition (SCADA) system.

The drinking-water system has been designed to treat water at a maximum flow rate of 16.7 litres per second (1440 m3/day).

The Lancaster DWS installed a Roberts Aries Manage Air System (air scour) on filters #1 and #2 the week of October 21, 2013; and, this addition forms part of Schedule C of the Drinking Water Works Permit.

 Site (Name):
 DISTRIBUTION

 Type:
 Other
 Sub Type:
 Other

 Comments:
 The Lancaster distribution system services a population of approximately 1,218 with 452 service connections. The system is constructed of Class 160 polyvinyl chloride (PVC) piping ranging in diameter from 150 mm to 300 mm. The total length of distribution system piping is approximately 13 kilometers (km).

 Site (Name):
 DISTRIBUTION

 Type:
 Other
 Sub Type:
 Reservoir

 Comments:
 An elevated storage tank located at the corner North Beech and Victoria Sts provides 1,455 m3 of storage capacity.



INSPECTION SUMMARY:

Introduction

 The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multibarrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

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

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

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

Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.
- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.
- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Treatment Process Monitoring

Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking



Treatment Process Monitoring

Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.

Measured at the high lift pump wet well.

- Continuous monitoring of each filter effluent line was being performed for turbidity.
- The secondary disinfectant residual was measured as required for the distribution system.

The secondary disinfectant residual is measured at the Old Montreal Road sewage pumping station.

- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was
 performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule
 6 of O. Reg. 170/03 and recording data with the prescribed format.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

Operations Manuals

• The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

The operations and maintenance manuals are kept at the Glen Walter water treatment plant.

• The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

<u>Logbooks</u>

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

All staff are trained operators.

Security

• The owner had provided security measures to protect components of the drinking water system.

The Lancaster Water Treatment facility is completely enclosed by fencing. The building is equipped with intrusion alarms. The system also has adequate signage restricting unauthorized entry.

Certification and Training

• The overall responsible operator had been designated for each subsystem.



Certification and Training

The designated ORO for the Lancaster drinking water system is Mr. Shawn Killoran.

• Operators in charge had been designated for all subsystems which comprised the drinking-water system.

The OIC duties are assigned to the operators on a weekly rotation. When designated OIC, the operator carries a pager/cell phone and responds to all alarms.

• All operators possessed the required certification.

All staff are trained operators.

• Only certified operators made adjustments to the treatment equipment.

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples were being met.
- All microbiological water quality monitoring requirements for treated samples were being met.
- All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.
- All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.
- All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.
- All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

Water Quality Assessment

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

Reporting & Corrective Actions



Reporting & Corrective Actions

 Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.



NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable



SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable



SIGNATURES

Inspected By:

James Peets

Signature: (Provincial Officer)

Reviewed & Approved By:

Signature: (Supervisor)

Charlie Primeau

Review & Approval Date: 13/03/2019

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX A

MUNICIPAL DRINKING WATER LICENCE, DRINKING WATER WORKS PERMIT AND CERTIFICATES OF APPROVAL



MUNICIPAL DRINKING WATER LICENCE

Licence Number: 185-101 Issue Number: 2

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of South Glengarry

6 Oak St. Box 220 Lancaster ON K0C 1N0

For the following municipal residential drinking water system:

Lancaster Drinking Water System

This municipal drinking water licence includes the following:

Schedule

Description

- Schedule A Drinking Water System Information
- Schedule B General Conditions
- Schedule C System-Specific Conditions
- Schedule D Conditions for Relief from Regulatory Requirements
- Schedule E Pathogen Log Removal/Inactivation Credits

DATED at TORONTO this 11th day of December, 2015

Signature

J. Ahmed

Aziz Ahmed, P.Eng. Director Part V, *Safe Drinking Water Act*, 2002

150526 Treatment&Distribution

Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-101
Drinking Water System Name	Lancaster Drinking Water System
Schedule A Issue Date	December 11 th , 2015

The following information is applicable to the above drinking water system and forms part of this licence:

Licence

Licence Issue Date	December 11 th , 2015
Licence Expiry Date	December 10 th , 2020
Application for Licence Renewal Date	June 10 th , 2020

Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date	
Lancaster Drinking Water System	185-201	December 11 th , 2015	

Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Lake St. Francis	7405-74UNBZ	August 9, 2007

Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	185-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	185-301A

Accredited Operating Authority

Drinking Water System or	Accredited Operating Authority	Operational	Operating
Operational Subsystems		Plan No.	Authority No.
Lancaster Drinking Water System	Township of South Glengarry	185-401	185-OA1

Schedule B: General Conditions

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-101
Drinking Water System Name	Lancaster Drinking Water System
Schedule B Issue Date	December 11 th , 2015

1.0 Definitions

- **1.1** Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.
- **1.2** In this licence and the associated drinking water works permit:

"adverse effect", "contaminant" and "natural environment" shall have the same meanings as in the EPA;

"alteration" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"compound of concern" means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

"**Director**" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"drinking water works permit" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"emission summary table" means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

"EPA" means the Environmental Protection Act, R.S.O. 1990, c. E.19;

"financial plan" means the financial plan required by O. Reg. 453/07;

185-101

"**licence**" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"operational plan" means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

"**owner**" means the owner of the drinking water system as identified in Schedule A of this licence;

"**permit to take water**" means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"point of impingement" means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

"point of impingement limit" means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment and Climate Change publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;

"procedure document" means the Ministry of the Environment and Climate Change procedure titled "Procedure for Preparing an Emission Summary and Dispersion Modelling Report" dated July 2005, as amended;

"Professional Engineer" means a Professional Engineer who has been licenced to practice in the Province of Ontario;

"provincial officer" means a provincial officer appointed pursuant to section 8 of the SDWA;

"**publication NPC-300**" means the Ministry of the Environment and Climate Change publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

"SDWA" means the Safe Drinking Water Act, 2002, S.O. 2002, c. 32;

December 11th, 2015

"sensitive populations" means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generators shall be considered using the point of impingement limit instead of the Ministry of the Environment and Climate Change screening level for emergency generators:

- (a) health care units (e.g., hospitals and nursing homes),
- (b) primary/junior public schools,
- (c) day-care facilities, and
- (d) playgrounds;

"**subsystem**" has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts);

"**surface water**" means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

2.0 Applicability

2.1 In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

150526 Treatment&Distribution

7.0 Permit to Take Water and Drinking Water Works Permit

- **7.1** A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.
- **7.2** A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.

8.0 Financial Plan

- **8.1** For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
 - 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
 - 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

9.0 Interpretation

- **9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
 - 9.1.1 The SDWA;
 - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
 - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
 - 9.1.4 Any regulation made under the SDWA;
 - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
 - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
 - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and
 - 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- **9.2** If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.

|--|

- **9.3** The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
 - 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
 - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment and Climate Change to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- **9.4** For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

- **10.1** Nothing in this licence or the drinking water works permit shall be read as to permit:
 - 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
 - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- **10.2** All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- **10.3** Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

- **11.1** This licence is not transferable without the prior written consent of the Director.
- **11.2** The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
 - 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

12.0 Information to be Provided

12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

- **14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
 - 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
 - 14.1.2 The requirement for the owner to comply with NSF/372 shall come into force no later than December 11th, 2017.
- **14.2** The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- **14.3** Conditions 14.1 and 14.2 do not apply in the case of the following:
 - 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
 - 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;
 - 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
 - 14.3.4 Gaskets that are made from NSF approved materials;
 - 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use; or

150526 Treatment&Distribution

185-101

14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment and Climate Change is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

- **15.1** All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- **15.2** Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.
- **15.3** Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

16.0 Operations and Maintenance Manual

- **16.1** An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.
- **16.2** The operations and maintenance manual or manuals, shall include at a minimum:
 - 16.2.1 The requirements of this licence and associated procedures;
 - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
 - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system, including where applicable:
 - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and
 - b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
 - 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;

150526 Treatment&Distribution

- December 11th, 2015
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- **16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- **16.4** The requirement for the owner to comply with condition 16.2.3 shall come into force on June 11th, 2016.

Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-101
Drinking Water System Name	Lancaster Drinking Water System
Schedule C Issue Date	December 11 th , 2015

1.0 System Performance

Rated Capacity

1.1 For each treatment subsystem listed in column 1 of Table 1, 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 column 2 of the same row.

Table 1: Rated Capacity		
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m³/day)	
Lancaster Drinking Water System	1,440	

Maximum Flow Rates

1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates		
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- **1.3** Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- **1.4** Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

Residue Management

- **1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
 - 1.5.1 The annual average concentration of a test parameter identified in column 2 shall not exceed the value in column 3 of the same row; and
 - 1.5.2 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row.

	Table 3: Residue M	anagement	
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Annual Average Concentration (mg/L)	Column 4 Maximum Concentration (mg/L)
Backwash Wastewater	Suspended Solids	25	Not Applicable

UV Disinfection Equipment Performance

- **1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system:
 - 1.6.1 The UV disinfection equipment shall be operated such that a continuous passthrough UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row at the maximum design flow rate for the equipment;
 - 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
 - 1.6.3 If there is a UV disinfection equipment alarm, the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
 - 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

185-101

December 11th, 2015

Table 4: UV Disinfection Equipment			
Column 1	Column 2	Column 3	Column 4
Treatment Subsystem or	Minimum Continuous	Control Strategy	Test Parameter
Treatment Subsystem	Pass-Through UV Dose		
Component Name	(mJ/cm²)		
Not Applicable	Not Applicable	Not Applicable	Not Applicable

2.0 Flow Measurement and Recording Requirements

- **2.1** For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
 - 2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.
 - 2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.
- **2.2** For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- **2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
 - 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
 - 2.3.2 The time and date of the measurement;
 - 2.3.3 The reason for the exceedance; and
 - 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

3.0 Calibration of Flow Measuring Devices

- **3.1** All flow measuring devices that are required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change, shall be checked and calibrated in accordance with the manufacturer's instructions.
- **3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and calibrated at least once every 12 months during which the drinking water system is in operation.

3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

4.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

4.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

Table 5: Drinking Water Health Related Parameters			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Table 6: Drinking Water Non-Health Related Parameters			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Environmental Discharge Parameters

- **4.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- **4.3** For the purposes of Table 7:
 - 4.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
 - 4.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

150526 Treatment&Distribution

4.4 Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 21st Edition, 2005, or as amended from time to time by more recently published editions.

Table 7: Environmental Discharge Parameters				
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Backwash Wastewater	Suspended Solids	Automated Composite	Quarterly	Discharge to Lake St. Francis

- **4.5** Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:
 - 4.5.1 The discharge of potable water from a watermain to a road or storm sewer;
 - 4.5.2 The discharge of potable water from a water storage facility or pumping station:
 - 4.5.2.1 To a road or storm sewer; or
 - 4.5.2.2 To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.
 - 4.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;
 - 4.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and
 - 4.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

5.0 Studies Required

5.1 Not applicable.

6.0 Source Protection

6.1 Not applicable.

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-101
Drinking Water System Name	Lancaster Drinking Water System
Schedule D Issue Date	December 11 th , 2015

1.0 Lead Regulatory Relief

1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.

Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-101
Drinking Water System Name	Lancaster Drinking Water System
Schedule E Issue Date	December 11 th , 2015

1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

Lancaster Water Treatment Plant

Lake St. Francis [SURFACE WATER]

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts ^a	Viruses ^b
Lancaster Water Treatment Plant	2	3	4

^a At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.

^b At least 2 log inactivation of viruses shall be achieved by disinfection.

Log Removal/Inactivation Credits Assigned ^c	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Conventional Filtration	2	2.5	2
Chlorination [CT: clearwell/chlorine contact chamber and high lift pump wet well]	-	0.5+	2+

^c Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Conventional Filtration	 A chemical coagulant shall be used at all times when the treatment plant is in operation; Chemical dosages shall be monitored and adjusted in response to variations in raw water quality; Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure during filter ripening to ensure that effluent turbidity requirements are met at all times; Filtrate turbidity shall be continuously monitored from each filter; and Performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month shall be met for each filter.
Chlorination	 Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.
Primary Disinfection Notes	



DRINKING WATER WORKS PERMIT

Permit Number: 185-201 Issue Number: 3

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of South Glengarry,

6 Oak St. Box 220 Lancaster ON K0C 1N0

For the following municipal residential drinking water system:

Lancaster Drinking Water System

This drinking water works permit includes the following:

Schedule

Description

- Schedule A Drinking Water System Description
- Schedule B General
- Schedule C All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
- Schedule D Process Flow Diagrams

DATED at TORONTO this 28th day of August, 2017

Signature

1. Ahmed

Aziz Ahmed, P.Eng. Director Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of South Glengarry
Permit Number	185-201
Drinking Water System Name	Lancaster Drinking Water System
Schedule A Issue Date	August 28th, 2017

1.0 System Description

1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Lancaster Drinking Water System** consists of water taking from Lake St. Francis, a twin package water treatment plant system, an elevated storage tank in the distribution system including approximately 13 kilometers of distribution watermains.

Lancaster Drinking Water System

Surface Water Supply

Intake Pipe

Description	intake pipe with bell mouth and crib
Dimensions	450 mm diameter
Notes	

Chemical Feed and Raw Water Sample Lines

Description	Zebra Mussel Control System
Dimensions	One 25 mm diameter and one 15 mm diameter tubes inserted within the 450 mm diameter intake
Notes	for sodium hypochlorite solution feed through a multi-port diffuser and for residual chlorine sample line

Schedule A

Low Lift Works

Low Lift Pumps

Description	An in-ground wet well with two (2) stationary screens and three low lift pumps (two duty and one standby)
Capacity	Each pump rated at 8.33 L/s at a TDH of 10.1 m
Notes	Raw water discharge line from the low lift wet well to the Water Treatment Plant

Treatment Plant

Name	Lancaster Water Treatment Plant
Street Address	20521 Old Montreal Road
UTM Coordinates	NAD 83; Zone 18; 540903 m E, 4998415 m N.
System Type	coagulation/flocculation/sedimentation/filtration provided in package treatment plants and disinfection
Notes	Source of water is Lake St. Francis

Package Treatment Plant

Description	Twin package treatment plants each sized to process ½ of the rated capacity and consisting of:
Processes	A coagulation system including tank and mixer
	A flocculation system including tank and mixer
	A sedimentation system including a 1.8 m X 1.8 m X 2.5 m depth clarifier tank with lamella settling tubes
	One (1) filtration system using dual media anthracite – sand gravity filter in one package plant and granular activated carbon in the other package plant each rated at a maximum filtration rate of 8.33 L/s
Equipment	Filter air scour system on filters #1 and #2
Notes	

Instrumentation and Control

SCADA System

Description	SCADA Control System
Notes	

Waste Residual Management

Backwash Wastewater Tank

Description	A tank installed below the water treatment plant
Capacity	150 m ³ storage volume
Equipment	One submersible sewage/sludge pump with a rated capacity of 7.5 L/s at a TDH of 15.0 m to pump settled sludge to the existing municipal sanitary sewer
	One centrifugal pump rated at 10.0 L/s at a TDH of 6.3 m to pump supernatant to Lake St. Francis
Notes	

High Lift Works

High Lift Pumps

Description	Three vertical turbine high lift pumps
Capacity	One pump rated at 6.3 L/s at a TDH of 42.6 m
	Two pumps (duty and standby) each rated at 15.9 L/s at a TDH of 42.6 m
Notes	

On-Site Storage

Reservoir

Description	A twin celled clearwell/chlorine contact chamber and a high lift pump wet well chamber
Dimensions	Clearwell/chlorine contact chamber - 274 m ³ minimum working storage volume
	High lift wet well – 130 m ³ storage volume
Notes	Clearwell baffled with ultrasonic level transmitters and alarms

Emergency Power

Backup Power Supply

Description	125 kW natural gas generator set
Notes	In a separate Electrical Room

Schedule A

Chemical Addition

Acidified Alum

Description	Alum addition for coagulation
Feed Point	Raw water header
Equipment	Two (2) metering pumps (duty and standby)
	One 150 m ³ bulk chemical storage tank and one 450 L day tank
Notes	

Sodium Carbonate

Description	For post pH/alkalinity adjustment and as a corrosion inhibitor
Feed Point	Finished water header
Equipment	Two (2) metering pumps (duty and standby)
	One 160 L solution tank
Notes	Volumetric screw feeder and mixer

Sodium Hypochlorite

Description	For pre-chlorination and primary disinfection
Feed Point	Intake for zebra mussel control (only during breeding season)
	Raw water header for pre-chlorination
	To common filter effluent discharge line
	High lift discharge header for post-chlorination trim
Equipment	Four (4) chemical metering pumps (three duty and one standby)
	Two (2) 450 L chemical solution tanks
Notes	

Elevated Storage Tanks

Lancaster Water Tower

Victoria Street
AD 83; Zone 18; 538861 m E., 4999113 m N.
evated water tower in the distribution system
otal storage volume of 1455 m ³ and useable volume of 1338 m ³
v A e

150526 Treatment&Distribution

Watermains

- **1.2** Watermains within the distribution system comprise:
 - 1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Waterm	ains
Column 1 Document or File Name	Column 2 Date
Lancaster Distribution System.pdf	In Operation Plan V5 dated September 4, 2014

- 1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.
- 1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

System Owner The Corporation of the Township of South Glengarry			
Drinking Water System Name	Lancaster Drinking Water System		
Schedule B Issue Date	August 28th, 2017		

1.0 Applicability

- **1.1** In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- **1.2** The definitions and conditions of the licence shall also apply to this drinking water works permit.

2.0 Alterations to the Drinking Water System

- **2.1** Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- **2.2** All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- **2.3** All parts of the drinking water system in contact with drinking water which are:
 - 2.3.1 Added, modified, replaced, extended; or
 - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,

shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:

- a) The ministry's Watermain Disinfection Procedure, effective March 2, 2018
- b) AWWA C652 Standard for Disinfection of Water-Storage Facilities;
- c) AWWA C653 Standard for Disinfection of Water Treatment Plants; and
- d) AWWA C654 Standard for Disinfection of Wells.
- **2.4** The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
 - 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
- 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or
- 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- **2.5** For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
 - 2.5.2 Constitutes maintenance or repair of the drinking water system; or
 - 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- **2.6** The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, 2001 and Greenbelt Act, 2005.

3.0 Watermain Additions, Modifications, Replacements and Extensions

- **3.1** The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
 - 3.1.1 The design of the watermain addition, modification, replacement or extension:
 - a) Has been prepared by a Professional Engineer;
 - b) Has been designed only to transmit water and has not been designed to treat water;
 - c) Satisfies the design criteria set out in the Ministry of the Environment and Climate Change publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
 - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment and Climate Change publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

Schedule B

- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- **3.2** The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
 - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
 - 3.2.2 Has a nominal diameter greater than 750 mm;
 - 3.2.3 Results in the fragmentation of the drinking water system; or
 - 3.2.4 Connects to another drinking water system, unless:
 - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and
 - b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

- **3.3** The verifications required in conditions 3.1.7 and 3.1.8 shall be:
 - 3.3.1 Recorded on "Form 1 Record of Watermains Authorized as a Future Alteration", as published by the Ministry of the Environment and Climate Change, prior to the watermain addition, modification, replacement or extension being placed into service; and
 - 3.3.2 Retained for a period of ten (10) years by the owner.
- **3.4** For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- **3.5** The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- **3.6** The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

4.0 Minor Modifications to the Drinking Water System

- **4.1** The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
 - 4.1.1 Raw water pumps and treatment process pumps in the treatment system;
 - 4.1.2 Coagulant feed systems in the treatment system, including the location and number of dosing points;
 - 4.1.3 Valves;
 - 4.1.4 Instrumentation and controls, including SCADA systems, and software associated with these devices;
 - 4.1.5 Filter media, backwashing equipment and under-drains in the treatment system; or,
 - 4.1.6 Spill containment works.
- **4.2** The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
 - 4.2.1 Treated water pumps and associated equipment;
 - 4.2.2 Re-circulation devices within distribution system storage facilities;

- 4.2.3 In-line mixing equipment;
- 4.2.4 Chemical metering pumps and chemical handling pumps;
- 4.2.5 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
- 4.2.6 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change.
- **4.3** The drinking water system may be altered by replacing the following:
 - 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
 - 4.3.2 Fuel storage tanks and spill containment works, and associated equipment; or
 - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
 - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
- **4.4** Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
 - 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
 - 4.4.2 The bypassing of any unit process within a treatment subsystem;
 - 4.4.3 A deterioration in the quality of drinking water provided to consumers;
 - 4.4.4 A reduction in the reliability or redundancy of any component of the drinking water system;
 - 4.4.5 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
 - 4.4.6 An adverse effect on the environment.
- **4.5** The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.

- **4.6** The verifications and documentation required in condition 4.5 shall be:
 - 4.6.1 Recorded on "Form 2 Record of Minor Modifications or Replacements to the Drinking Water System", as published by the Ministry of the Environment and Climate Change, prior to the modified or replaced components being placed into service; and
 - 4.6.2 Retained for a period of ten (10) years by the owner.
- **4.7** For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
 - 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 4.7.2 Constitutes maintenance or repair of the drinking water system.
- **4.8** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

- **5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
 - 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
 - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
 - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
 - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
 - 5.1.5 Maintenance welding stations;
 - 5.1.6 Minor painting operations used for maintenance purposes;
 - 5.1.7 Parts washers for maintenance shops;
 - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
 - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
 - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
 - 5.1.11 Venting for an ozone treatment unit;

- 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
- 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- **5.2** The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and/or distribution of drinking water.
- **5.3** The emergency generators identified in condition 5.1.13 shall not be used for nonemergency purposes including the generation of electricity for sale or for peak shaving purposes.
- **5.4** The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

Performance Limits

- **5.5** The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
 - 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
 - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment and Climate Change half-hourly screening level of 1880 ug/m³ as amended; and
 - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.
- **5.6** The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- **5.7** The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- **5.8** The verifications and documentation required in conditions 5.6 and 5.7 shall be:
 - 5.8.1 Recorded on "Form 3 Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry of the Environment and Climate Change, prior to the additional, modified or replacement equipment being placed into service; and

- 5.8.2 Retained for a period of ten (10) years by the owner.
- **5.9** For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
 - 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 5.9.2 Constitutes maintenance or repair of the drinking water system.
- **5.10** The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

- **6.1** The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
 - 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
 - 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
 - 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

7.1 Not applicable.

8.0 Source Protection

8.1 Not applicable.

Schedule	D: Process Flow Diagrams
System Owner	The Corporation of the Township of South Glengarry
Permit Number	185-201
Drinking Water System Name	Lancaster Drinking Water System
Schedule D Issue Date	August 28th, 2017

1.0 **Process Flow Diagrams**

Lancaster Water Treatment Plant

Г



[Source: Multi-System DWQMS Operational Plan Manual, Version 5, September 4, 2014]



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX B

PERMIT TO TAKE WATER



PERMIT TO TAKE WATER Surface Water NUMBER 7405-74UNBZ

Pursuant to Section 34 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990 this Permit To Take Water is hereby issued to:

The Corporation of the Township of South Glengarry 6 Oak Street Lancaster, Ontario K0C 1N0 Canada

For the waterLake St. Francistaking from:20521 Old Montreal Road (Lot 35, Concession 1)South Glengarry, United Counties of Stormont, Dundas and Glengarry

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

DEFINITIONS

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment.
- (d) "District Office" means the Cornwall District Office.
- (e) "Permit" means this Permit to Take Water No. 7405-74UNBZ including its Schedules, if any, issued in accordance with Section 34 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Township of South Glengarry.
- (g) "OWRA" means the Ontario Water Resources Act, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. Compliance with Permit

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated May 30, 2007 and signed by Shawn Killoran, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

2. General Conditions and Interpretation

2.1 Inspections

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

2.2 Other Approvals

The issuance of, and compliance with this Permit, does not:

(a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and the *Environmental Protection Act*, and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. Water Takings Authorized by This Permit

3.1 Expiry

This Permit expires on **July 31, 2017**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

<u>Table A</u>

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Lake St. Francis	Lake	Municipal	Water Supply	1,000	24	1,440,000	365	18 540901 4998411
						Total Taking:	1,440,000		

4. Monitoring

- 4.1 The Permit Holder shall maintain a record of all water takings. This record shall include the dates and times of water takings, and the total measured amounts of water pumped per day for each day that water is taken under the authorization of this Permit. A separate record shall be maintained for each source. The Permit Holder shall keep all required records up to date and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request.
- 4.2 The total amounts of water pumped shall be measured using a properly calibrated flowmeter and totalizer.

5. Impacts of the Water Taking

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Surface-Water Takings

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

5.3 The taking of water shall be carried out in such a manner as to prevent the disruption or removal of any fish, invertebrates, or sediment from Lake St-Francis.

6. Director May Amend Permit

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

The reasons for the imposition of these terms and conditions are as follows:

- 1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
- 2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
- 3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

In accordance with Section 100 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990, you may by written notice served upon me, the Environmental Review Tribunal and the Environmental Commissioner, **Environmental Bill of Rights**, R.S.O. 1993, Chapter 28, within 15 days after receipt of this Notice, require a hearing by the Tribunal. The Environmental Commissioner will place notice of your appeal on the Environmental Registry. Section 101 of the <u>Ontario Water Resources Act</u>, as amended provides that the Notice requiring a hearing shall state:

- 1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
- 2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

- 3. The name of the appellant;
- 4. The address of the appellant;
- 5. The Permit to Take Water number;
- 6. The date of the Permit to Take Water;
- 7. The name of the Director;
- 8. The municipality within which the works are located;

This notice must be served upon:

The Secretary Environmental Review Tribunal 2300 Yonge Street, Suite 1700 Toronto, Ontario M4P 1E4	<u>AND</u>	The Environmental Commissioner 1075 Bay Street 6th Floor, Suite 605 Toronto, Ontario M5S 2W5	<u>AND</u>	The Director, Section 34 Ministry of the Environment 1259 Gardiners Rd, PO Box 22032
				Kingston, ON
				K7P 3J6

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:

by telephone at (416) 314-4600

by fax at (416) 314-4506

by e-mail at <u>www.ert.gov.on.ca</u>

This instrument is subject to Section 38 of the **Environmental Bill of Rights** that allows residents of Ontario to seek leave to appeal the decision on this instrument. Residents of Ontario may seek to appeal for 15 days from the date this decision is placed on the Environmental Registry. By accessing the Environmental Registry, you can determine when the leave to appeal period ends.

Dated at Kingston this 9th day of August, 2007.

eta Tasla

Peter Taylor Director, Section 34 Ontario Water Resources Act, R.S.O. 1990

Schedule A

This Schedule "A" forms part of Permit To Take Water 7405-74UNBZ, dated August 9, 2007.



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX C

INSPECTION RATING RECORD

DWS Name:	LANCASTER DRINKING WATER SYSTEM
DWS Number:	260006867
DWS Owner:	South Glengarry, The Corporation Of The Township Of
Municipal Location:	South Glengarry
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	September 11, 2018
Ministry Office:	Cornwall Area Office

Maximum Question Rating: 436

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 30
Treatment Processes	0 / 56
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 133
TOTAL	0 / 436

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

DWS Name:	LANCASTER DRINKING WATER SYSTEM
DWS Number:	260006867
DWS Owner:	South Glengarry, The Corporation Of The Township Of
Municipal Location:	South Glengarry
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	September 11, 2018
Ministry Office:	Cornwall Area Office

Maximum Question Rating: 436

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX D

INSPECTION RATING RECORD METHODOLOGY

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



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

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

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.



ontario.ca/drinkingwater

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

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

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

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

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

Determining Potential to Compromise the Delivery of Safe Water

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

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

RISK = LIKELIHOOD × CONSEQUENCE (of the consequence)

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

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

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

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

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

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

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

Table 3 presents a sample question showing therisk rating determination process.

TABLE 3:

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

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

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their "yes", "no" or "not applicable" responses into the Ministry's Laboratory and Waterworks Inspection System (LWIS) database. A "no" response indicates noncompliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water). The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report. **Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.



Figure 1: Year Over Year Distribution of MRDWS Ratings

Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

- 1. Source
- 2. Permit to Take Water
- 3. Capacity Assessment
- 4. Treatment Processes
- 5. Treatment Process Monitoring
- 6. Process Wastewater
- 7. Distribution System
 8. Operations Manuals
- which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:
- 9. Logbooks
- 10. Contingency and Emergency Planning
- 11. Consumer Relations
- 12. Certification and Training
- 13. Water Quality Monitoring
- 14. Reporting, Notification and Corrective Actions
- 15. Other Inspection Findings

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



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX E

STAKEHOLDER APPENDIX

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

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

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or **picemail.moe@ontario.ca**.

For more information on Ontario's drinking water visit **www.ontario.ca/drinkingwater** and email **drinking.water@ontario.ca** to subscribe to drinking water news.



PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater



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

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à **picemail.moe@ontario.ca** si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site **www.ontario.ca/** eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Thrihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable



Ministry of the Environment and Climate Change

Safe Drinking Water Branch

Cornwall Area Office 113 Amelia Street, 1st floor Cornwall ON K6H 3P1

March 13, 2019

Ministère de l'Environnement et de l'Action en matière de changement climatique

Direction du contrôle de la qualité de l'eau potable

Bureau du secteur de Cornwall 113, rue Amelia, rez-de-chaussée Cornwall (Ontario) K6H 3P1



Sent by Email: ewen@southglengarry.com

The Corporation of the Township of South Glengarry 6 Oak Street PO Box 220 Lancaster, Ontario K0C 1N0

Attention: Mr. Ewen MacDonald, Manager-Infrastructure Services

Dear Mr. MacDonald:

Re: 2018-2019 Inspection Report

The enclosed report documents findings of the inspection that was performed at the Redwood Estates drinking water system on September 11, 2018.

Two sections of the report, namely "Non-compliance with Regulatory Requirements and Actions Required" and "Summary of Recommendations and Best Practice Issues", typically cite due dates for the submission of information or plans to my attention.

Please note that "Non-compliance with Regulatory Requirements and Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch. There are no "Non-compliance with Regulatory Requirements and Actions Required" noted in this report.

"Summary of Recommendations and Best Practice Issues" convey information that the owner or operating authority should consider implementing to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations. There are no "Summary of Recommendations and Best Practice Issues" noted in this report.

In order to measure individual inspection results, the ministry continues to adhere to an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), appended to the inspection report, provides the ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, also appended to the inspection report, describes how the risk model was improved to better reflect any health related and administrative non-compliance issues that may be cited in our inspection reports. IRR ratings are published in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Charlie Primeau, Water Compliance Supervisor, at 613-521-3450 ext 239.

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councillors, to take steps to be well informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,

anies Patt

James Peets Inspector / Provincial Officer, Badge No. 1289 Safe Drinking Water Branch Cornwall Office 613-933-2729 james.peets@ontario.ca JPP/

Enclosure

- ec: Mr. Shawn Killoran, Director Water/Waste Water, The Corporation of the Township of South Glengarry, 6 Oak Street, Lancaster, ON K0C 1N0 email: shawnkilloran@on.aibn.com
- Rami Basha, Program Coordinator, Safe Water, Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, ON K6J 5T1 email: <u>rbasha@eohu.ca</u>

- Dr. Paul Roumeliotis, Medical Officer of Health, Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, ON K6J 5T1 email: proumeliotis@eohu.ca
- Mr. Richard Pilon, General Manager, Raisin Region Conservation Authority, PO Box 429, 18045 County Road 2, Cornwall, ON K6H 5T2 email: <u>richard.pilon@rrca.on.ca</u>
- c: File SI-ST-SG-SH-540 (2018)



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

Table of Contents:

OWNER INFORMATION	2
CONTACT INFORMATION	2
INSPECTION DETAILS	2
COMPONENTS DESCRIPTION	3
INSPECTION SUMMARY	6
Introduction	6
Source	6
Permit To Take Water	6
Capacity Assessment	6
Treatment Processes	7
Treatment Process Monitoring	7
Operations Manuals	7
Logbooks	8
Security	8
Certification and Training	8
Water Quality Monitoring	8
Water Quality Assessment	9
Reporting & Corrective Actions	9
NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND	10
ACTIONS REQUIRED	
SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES	11
SIGNATURES	12
APPENDIX A - MUNICIPAL DRINKING WATER LICENCE, DRINKING	
WATER WORKS PERMIT, AND CERTIFICATES OF APPROVAL	
APPENDIX E - STAKEHOLDER APPENDIX	



Ministry of the Environment, Conservation and Parks

REDWOOD ESTATES DRINKING WATER SYSTEM Inspection Report

Site Number: Inspection Number: Date of Inspection: Inspected By: 250002311 1-I8XO9 Sep 11, 2018 James Peets



OWNER INFORMATION:

Company Name:	SOUTH GLENGARRY, THE CORPORATION OF THE TOWNSHIP OF		
Street Number:	6	Unit Identifier:	
Street Name:	OAK St		
City:	LANCASTER		
Province:	ON	Postal Code:	K0C 1N0

CONTACT INFORMATION

Type: Phone: Email: Title:	Municipality (613) 347-2040 ewen@southglengarry.com Manager-Infrastructure Services	Name: Fax:	Ewen MacDonald (613) 347-3411
Type: Phone: Email: Title:	ORO - Operator (613) 931-3036 shawn@southglengarry.com Director-Water/Waste Water,Overal	Name: Fax: I Responsible C	Shawn Killoran (613) 931-3340 Operator
Type: Phone: Email: Title:	Health Unit (613) 933-1375 proumeliotis@eohu.on.ca Medical Officer of Health, Eastern C	Name: Fax: Intario Health U	Dr. Paul Roumeliotis (613) 933-7930 Init
Type: Phone: Email: Title:	Health Unit (613) 933-1375 x269 rbasha@eohu.ca Program Manager (A), Safe Water,	Name: Fax: Eastern Ontario	Rami Basha (613) 933-7930 o Health Unit
Type: Phone: Email: Title:	Conservation Authority (613) 938-3611 x224 richard.pilon@rrca.on.ca General Manager, Raisin Region Co	Name: Fax:	Richard Pilon (613) 938-3221 hority

INSPECTION DETAILS:

Site Name:	REDWOOD ESTATES DRINKING WATER SYSTEM
Site Address:	SOUTH GLENGARRY, CON. 1, LOT 19
County/District:	South Glengarry
MECP District/Area Office:	Cornwall Area Office
Health Unit:	EASTERN ONTARIO HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Small Municipal Residential
Site Number:	250002311
Inspection Type:	Announced



Inspection Number:	1-I8XO9
Date of Inspection:	Sep 11, 2018
Date of Previous Inspection:	Jan 23, 2018

COMPONENTS DESCRIPTION

Site (Name): Type:	MOE DWS Mapping DWS Mapping Point	Sub Type:	
Site (Name): Type:	SOURCE WATER Source	Sub Type:	Ground

Comments:

The groundwater supply for the Redwood Estates Drinking Water System consists of a single 250 mm diameter drilled well completed to a depth of 16.2 metres below grade. The well was constructed on March 17, 1993 by Gilles Bourgeois Well Drilling and was provided with 15.85 metres of steel casing and 12.2 metres of concrete grout.

A groundwater source assessment was completed by Thompson Rosemount Group in 2001. In a letter dated November 27, 2001, the consultant reports that although the well is within 500m of a surface water body, it is drawing water from a confined aquifer greater than 13 metres below ground surface. According to the consultant the high static water level and water well record indicates that there is no potential for the well to be under the direct influence of surface water.

The "Engineers' Report for Water Works, Redwood Estates, Township of South Glengarry" prepared by M.S. Thompson & Associates Ltd. included a full raw water characterization. This characterization compared the raw water quality to Schedule 1 Microbiological Standards, Schedule 2 Chemical Standards and Schedule 3 Radiological Standards as set out in Ontario Regulation 169/03 - Ontario Drinking Water Quality Standards, hereafter referred to as "the ODWQ Standards", and operational guidelines set out in the Ministry publication "Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines, June 2003". Based on this characterization, the raw water meets the ODWQ Standards, with the exception of total coliform. With respect to total coliform in the raw water, the Engineers' Report identified that a hose used to collect raw water samples was replaced with a dedicated sample line in 2000; and since then, no further microbiological contaminants were reported in excess of the Schedule 1 Microbiological Standards. The report cites: "There is no evidence of any significant microbiological contamination of the raw water supply and the raw water quality, including microbiological activity is consistent."

The raw water is prone to elevated turbidity levels; however the average turbidity is less than 1.0 NTU. The existing greensand filtration system provides adequate treatment to remove turbidity, and treated water turbidity is typically below 0.1 NTU, and regularly below 0.02 NTU.

The raw water is also characterized by elevated iron, hardness, sodium and total dissolved solids.

The existing greensand filters are capable of removing iron to concentrations below 0.1 mg/L. The raw water hardness concentration ranges from 200-350 mg/L. Sodium exceeds the notification threshold level of 20 mg/L, but is less than the aesthetic objective of 200 mg/L. Total dissolved solids ranges from 450-600 mg/L, slightly greater than the objective of 500 mg/L.

Site (Name):	DRINKING WATER TREATMENT PROCESS		
Туре:	Treated Water POE	Sub Type:	Treatment Facility
Comments:			
A single 1.5 kW	submersible pump with a rated capacit	tv of 118 L/min at	a total dynamic head of 61 metres tra

A single 1.5 kW submersible pump with a rated capacity of 118 L/min at a total dynamic head of 61 metres transfers water from the well through a flow control valve set at 118 L/min to a 63 millimetre (mm) diameter stainless steel filter

Report Generated for peetsja on 12/03/2019 (dd/mm/yyyy) Site #: 250002311 REDWOOD ESTATES DRINKING WATER SYSTEM Date of Inspection: 11/09/2018 (dd/mm/yyyy)



inlet header.

The drinking-water system's water treatment process consists of automated greensand filtration and disinfection. Disinfection is achieved through the injection of sodium hypochlorite, mixing and contact time. Contact time is provided by a single unbaffled reservoir having an effective storage volume of 25 m3.

The chlorination system consists of: a single 60 L polyethylene chemical day tank with one diaphragm metering duty pump; a shelved back-up solution metering pump and 5 mm diameter tubing discharging into the filter inlet header upstream of an in-line static mixer.

The automated greensand filtration system provides removal of iron, turbidity and organic nitrogen from the raw water. The system consists of two greensand pressure filters, each having a cross sectional area of 0.66 m2, and a media volume of 510 L. The greensand filtration system is equipped with an automatic backwash system. A single 3.7 kW capacity centrifugal pump with a rated capacity of 303 L/min supplies treated water from the reservoir for backwashing.

The treatment process is monitored using continuous monitoring equipment consisting of:

• Three 50 mm (2 inch) diameter magnetic flow meters (Endress & Hauser Promag W) for measuring the instantaneous flow rate and daily volume of raw, treated and backwash water;

• One continuous chlorine residual analyzer measuring free chlorine residual concentration at the location where the intended contact time is achieved, and prior to entering the distribution system;

• One continuous monitoring turbidimeter used to monitor the treated water turbidity prior to entering the distribution system.

A high lift pumping station consisting of one duty, one stand-by and one booster pump, supplies treated water to the distribution system. Two 1,665 L in-line hydro pneumatic tanks, equipped with high/low pressure switches, control the operation of the high lift pumps and provide system pressure when the high lift pumps are not operating.

Treated water is discharged through 38 mm to 75 mm stainless steel pipe connected to a 100 mm diameter distribution header.

The treatment and pumping equipment is housed in a single concrete block / brick veneer building located above the reservoir.

The drinking-water system has been designed to treat water at a maximum flow rate of 118 L/min and a total daily volume of 151.2 m3/d.

The system can be monitored through the SCADA system.

The reader should consult the facility Drinking Water Works Permit and/or Municipal Licence for specific details concerning the treatment process and associated equipment.

Site (Name):	PROCESS WASTEWATER		
Type: Comments:	Other	Sub Type:	Treatment Facility

The primary sources of process wastewater generated at the Redwood Estates drinking-water system are: greensand filter backwash water, once-through analyte water from continuous water quality analyzers and floor drain wastes.

According to the December 1993 Communal Water System Design Report for the drinking-water system, an underground settling basin was to be installed next to the pumphouse to settle out the solids contained in the backwash effluent and the supernatant from the settling tank would be forced by displacement into a tile bed; the tile



bed was never installed. The spent backwash water is diverted through a 63 mm diameter PVC pipe to an external 9,100 L backwash water settling / holding tank.

The process wastewater effluent discharges through a PVC line to an open ditch located south east of the pump house.

Site (Name):	DISTRIBUTION SYSTEM		
Туре:	Other	Sub Type:	Other
Comments:			

The distribution system serving Redwood Estates is a looped system consisting of a single run of 200 mm PVC water main originating at the treatment plant and running a short distance south to Karen Drive. A PVC water return feed line from this location runs back to the treatment plant feeding an online ProMinent Dulcometer free chlorine and pH analyser that monitors secondary disinfection. The remainder of the distribution system consists of approximately 1100 metres of 100 mm PVC water main that extends along Karen Drive and Shannon Lane.

The water system was designed without fire flow allowance and associated hardware. The distribution system is equipped with two blow-off valves (one on each leg of the looped system) that serve a dual purpose as distribution sampling stations and for flushing the distribution system.

The Karen Drive section of the Redwood Estates distribution system represents the most southwesterly reaches of the system. Sampling is conducted from a blow-off station located at 18T NAD 83 545751 metres East and 5001998 metres North (9.2 metres accuracy) in the distribution system.

The Shannon Lane section of the Redwood Estates distribution system represents the most southeasterly reaches of the system. Sampling is conducted from a blow-off station located at 18T, NAD 83, 545867 metres East and 5002073 metres North (9.1 metres accuracy) in the distribution system.


INSPECTION SUMMARY:

Introduction

 The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multibarrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

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

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

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

<u>Source</u>

• The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.

A groundwater source assessment was completed by Thompson Rosemount Group in 2001. In a letter dated November 27, 2001, the consultant reports that although the well is within 500m of a surface water body, there is no potential for the well to be under the direct influence of surface water.

• Measures were in place to protect the groundwater and/or GUDI source in accordance with any the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.

The Township of South Glengarry, with other local municipalities, have partnered with the Raisin Region Conservation Authority, the South Nation Conservation Authority, and, the Ministry of the Environment and Climate Change to study municipal water sources in the region. A source protection plan, developed by local municipal and community partners on the Raisin-South Nation source protection committee, received approval effective October 31, 2014. This source protection plan came into effective April 1, 2015 with a reporting requirement commencing in the 2016 fiscal year.

Capacity Assessment

• There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

Flow data is monitored and recorded using three (3) magnetic flow meters: one (1) raw water meter, one (1) backwash water meter and one (1) treated water meter.

• The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity



Capacity Assessment

conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.
- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Treatment Process Monitoring

• Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.

Primary disinfection chlorine is monitored just after the clearwell at the main high lift header.

• The secondary disinfectant residual was measured as required for the distribution system.

A sample line is tapped into the distribution main and returns water approximately 60 metres to the treatment building for secondary disinfection free chlorine residual analysis.

- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

Document review confirmed that the Redwood Estates WTP operators verify the accuracy of continuous monitoring equipment on a regular basis employing a hand held instrument (HACH pocket Colorimeter II). The operating authority engaged the services of Flowmetrix Technical Services Inc. to calibrate the continuous analyzers to manufacturer's specifications.

Operations Manuals

• The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.



Operations Manuals

The operations and maintenance manuals are stored at the Glen Walter office.

• The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Logbooks

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

Security

• The owner had provided security measures to protect components of the drinking water system.

The treatment building is locked and alarmed.

Certification and Training

• The overall responsible operator had been designated for each subsystem.

Shawn Killoran has been designated the overall responsible operator for the drinking water system.

- Operators in charge had been designated for all subsystems which comprised the drinking-water system. For the Redwood Estates DWS, the OIC duties are assigned to the operators on a weekly rotation and when designated OIC, the operator carries a pager/cell phone and responds to all alarms.
- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples prescribed by legislation were being met.
- All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.
- All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.
- All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.



Water Quality Monitoring

- All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.
- All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.
- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

Water Quality Assessment

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

Reporting & Corrective Actions

 Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.



NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable



SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable



SIGNATURES

Inspected By:

James Peets

Signature: (Provincial Officer)

Reviewed & Approved By:

Signature: (Supervisor)

Charlie Primeau

Review & Approval Date: 13/03/2019

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX A

MUNICIPAL DRINKING WATER LICENCE, DRINKING WATER WORKS PERMIT AND CERTIFICATES OF APPROVAL



MUNICIPAL DRINKING WATER LICENCE

Licence Number: 185-103 Issue Number: 2

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of South Glengarry

6 Oak St. Box 220 Lancaster ON K0C 1N0

For the following municipal residential drinking water system:

Redwood Estates Drinking Water System

This municipal drinking water licence includes the following:

Schedule

Description

- Schedule A Drinking Water System Information
- Schedule B General Conditions
- Schedule C System-Specific Conditions
- Schedule D Conditions for Relief from Regulatory Requirements
- Schedule E Pathogen Log Removal/Inactivation Credits

DATED at TORONTO this 11th day of December, 2015

Signature

J. Ahmed

Aziz Ahmed, P.Eng. Director Part V, *Safe Drinking Water Act*, 2002

150526 Treatment&Distribution

Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-103
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule A Issue Date	December 11 th , 2015

The following information is applicable to the above drinking water system and forms part of this licence:

Licence

Licence Issue Date	December 11 th , 2015
Licence Expiry Date	December 10 th , 2020
Application for Licence Renewal Date	June 10 th , 2020

Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Redwood Estates Drinking Water System	185-203	December 11 th , 2015

Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Well TW-6	8854-9GQQNL	February 28, 2014

Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	185-303
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	185-301A

Accredited Operating Authority

Drinking Water System or	Accredited Operating Authority	Operational	Operating
Operational Subsystems		Plan No.	Authority No.
Redwood Estates Drinking Water System	Township of South Glengarry	185-401	185-OA1

Schedule B: General Conditions

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-103
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule B Issue Date	December 11 th , 2015

1.0 Definitions

- **1.1** Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.
- **1.2** In this licence and the associated drinking water works permit:

"adverse effect", "contaminant" and "natural environment" shall have the same meanings as in the EPA;

"alteration" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"compound of concern" means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

"**Director**" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"drinking water works permit" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"emission summary table" means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

"EPA" means the Environmental Protection Act, R.S.O. 1990, c. E.19;

"financial plan" means the financial plan required by O. Reg. 453/07;

185-103

"**licence**" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"operational plan" means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

"**owner**" means the owner of the drinking water system as identified in Schedule A of this licence;

"**permit to take water**" means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"point of impingement" means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

"point of impingement limit" means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment and Climate Change publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;

"procedure document" means the Ministry of the Environment and Climate Change procedure titled "Procedure for Preparing an Emission Summary and Dispersion Modelling Report" dated July 2005, as amended;

"Professional Engineer" means a Professional Engineer who has been licenced to practice in the Province of Ontario;

"provincial officer" means a provincial officer appointed pursuant to section 8 of the SDWA;

"**publication NPC-300**" means the Ministry of the Environment and Climate Change publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

"SDWA" means the Safe Drinking Water Act, 2002, S.O. 2002, c. 32;

December 11th, 2015

"sensitive populations" means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generators shall be considered using the point of impingement limit instead of the Ministry of the Environment and Climate Change screening level for emergency generators:

- (a) health care units (e.g., hospitals and nursing homes),
- (b) primary/junior public schools,
- (c) day-care facilities, and
- (d) playgrounds;

"**subsystem**" has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts);

"**surface water**" means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

2.0 Applicability

2.1 In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

150526 Treatment&Distribution

7.0 Permit to Take Water and Drinking Water Works Permit

- **7.1** A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.
- **7.2** A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.

8.0 Financial Plan

- **8.1** For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
 - 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
 - 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

9.0 Interpretation

- **9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
 - 9.1.1 The SDWA;
 - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
 - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
 - 9.1.4 Any regulation made under the SDWA;
 - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
 - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
 - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and
 - 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- **9.2** If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.

185-103

- **9.3** The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
 - 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
 - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment and Climate Change to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- **9.4** For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

- **10.1** Nothing in this licence or the drinking water works permit shall be read as to permit:
 - 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
 - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- **10.2** All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- **10.3** Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

- **11.1** This licence is not transferable without the prior written consent of the Director.
- **11.2** The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
 - 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

12.0 Information to be Provided

12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

- **14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
 - 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
 - 14.1.2 The requirement for the owner to comply with NSF/372 shall come into force no later than December 11th, 2017
- **14.2** The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- **14.3** Conditions 14.1 and 14.2 do not apply in the case of the following:
 - 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
 - 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;
 - 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
 - 14.3.4 Gaskets that are made from NSF approved materials;
 - 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use; or

150526 Treatment&Distribution

185-103

14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment and Climate Change is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

- **15.1** All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- **15.2** Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.
- **15.3** Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

16.0 Operations and Maintenance Manual

- **16.1** An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.
- **16.2** The operations and maintenance manual or manuals, shall include at a minimum:
 - 16.2.1 The requirements of this licence and associated procedures;
 - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
 - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system, including where applicable:
 - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and
 - b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
 - 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;

150526 Treatment&Distribution

- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.2.8 An inspection schedule for all wells associated with the drinking water system, including all production wells, standby wells, test wells and monitoring wells;
- 16.2.9 Well inspection and maintenance procedures for the entire well structure of each well including all above and below grade well components; and
- 16.2.10 Remedial action plans for situations where an inspection indicates noncompliance with respect to regulatory requirements and/or risk to raw well water quality.
- **16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- **16.4** The requirement for the owner to comply with condition 16.2.3 shall come into force on June 11th, 2016.

Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-103
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule C Issue Date	December 11 th , 2015

1.0 System Performance

Rated Capacity

1.1 For each treatment subsystem listed in column 1 of Table 1, 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 column 2 of the same row.

Table 1: Rated Capacity			
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m³/day)		
Redwood Estates Drinking Water System	151.2		

Maximum Flow Rates

1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates				
Column 1 Column 2 Column 3 Treatment Subsystem Name Treatment Subsystem Component Maximum Flow Rate (L/s)				
Not Applicable	Not Applicable	Not Applicable		

- **1.3** Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- **1.4** Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

Residue Management

- **1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
 - 1.5.1 The annual average concentration of a test parameter identified in column 2 shall not exceed the value in column 3 of the same row; and
 - 1.5.2 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row.

Table 3: Residue Management				
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 4 Maximum Concentration (mg/L)			
Not Applicable	Not Applicable	Not Applicable	Not Applicable	

UV Disinfection Equipment Performance

- **1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system:
 - 1.6.1 The UV disinfection equipment shall be operated such that a continuous passthrough UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row at the maximum design flow rate for the equipment;
 - 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
 - 1.6.3 If there is a UV disinfection equipment alarm, the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
 - 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

185-103

December 11th, 2015

	Table 4: UV Disinfect	ion Equipment	
Column 1	Column 2	Column 3	Column 4
Treatment Subsystem or	Minimum Continuous	Control Strategy	Test Parameter
Treatment Subsystem	Pass-Through UV Dose		
Component Name	(mJ/cm²)		
Not Applicable	Not Applicable	Not Applicable	Not Applicable

2.0 Flow Measurement and Recording Requirements

- **2.1** For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
 - 2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.
 - 2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.
- **2.2** For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- **2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
 - 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
 - 2.3.2 The time and date of the measurement;
 - 2.3.3 The reason for the exceedance; and
 - 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

3.0 Calibration of Flow Measuring Devices

- **3.1** All flow measuring devices that are required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change, shall be checked and calibrated in accordance with the manufacturer's instructions.
- **3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and calibrated at least once every 12 months during which the drinking water system is in operation.

3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

4.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

4.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

	Table 5: Drinking Wate	r Health Related Par	ameters
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Tal	ble 6: Drinking Water N	Ion-Health Related P	arameters
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Environmental Discharge Parameters

- **4.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- **4.3** For the purposes of Table 7:
 - 4.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
 - 4.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

150526 Treatment&Distribution

4.4 Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 21st Edition, 2005, or as amended from time to time by more recently published editions.

Та	ble 7: Environme	ental Discharg	e Parameters	
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Backwash Wastewater Settling Tank	Total Suspended Solids	Manual Composite	Quarterly	Discharge to drainage ditch

- **4.5** Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:
 - 4.5.1 The discharge of potable water from a watermain to a road or storm sewer;
 - 4.5.2 The discharge of potable water from a water storage facility or pumping station:
 - 4.5.2.1 To a road or storm sewer; or
 - 4.5.2.2 To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.
 - 4.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;
 - 4.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and
 - 4.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

5.0 Studies Required

5.1 Not applicable.

6.0 Source Protection

6.1 Not applicable.

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-103
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule D Issue Date	December 11 th , 2015

1.0 Lead Regulatory Relief

1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.

2.0 Other Regulatory Relief

2.1 Not applicable.

Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of South Glengarry
Licence Number	185-103
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule E Issue Date	December 11 th , 2015

1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

Redwood Estates Water Treatment Plant

Well TW-6 [GROUNDWATER]

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Redwood Estates Water Treatment Plant	0	0	2

Log Removal/Inactivation Credits Assigned ^a	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Chlorination [CT: Reservoir]	-	-	2+

^a Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Chlorination	 Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's <i>Procedure for Disinfection of</i> <i>Drinking Water in Ontario</i>; and At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.
Primary Disinfection Notes	



DRINKING WATER WORKS PERMIT

Permit Number: 185-203 Issue Number: 3

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of South Glengarry

6 Oak St. Box 220 Lancaster ON K0C 1N0

For the following municipal residential drinking water system:

Redwood Estates Drinking Water System

This drinking water works permit includes the following:

Schedule

Description

- Schedule A Drinking Water System Description
- Schedule B General
- Schedule C All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
- Schedule D Process Flow Diagrams

DATED at TORONTO this 28th day of August, 2017

Signature

J. Ahmed

Aziz Ahmed, P.Eng. Director Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of South Glengarry
Permit Number	185-203
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule A Issue Date	August 28th, 2017

1.0 System Description

1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Redwood Estates Drinking Water System** consists of a well pumphouse with one well, manganese greensand pressure filters, disinfection system, storage reservoir and high lift pumps including approximately 1.5 kilometers of distribution watermains.

Redwood Estates Water Treatment Plant

Treatment Plant Location and System Type

Street Address	6211 Shannon Lane
UTM Coordinates	NAD 83: UTM Zone 18, 545774 m E., 5002263 m N.
System Type	Groundwater Supply and treatment
Notes	Well Pumphouse with disinfection and treatment for iron and manganese

Ground Water Supply

Well TW-6

Description	250 mm dia., 16.2 m deep drilled well
Location	NAD 83: UTM Zone 18, 545774 m E., 5002263 m N.
Well Pump	Submersible well pump rated at 118 L/min at a TDH of 61.0 m
Notes	

Chemical Addition

Sodium Hypochlorite

Description	A sodium hypochlorite oxidation/disinfection system

185-	203
------	-----

Schedule A

Equipment	One (1) duty metering pump rated at 55 L/d and one (1) shelved backup metering pump rated at 45 L/d including a 60 L chemical storage tank
Feed Points	Filter inlet header upstream of the in-line static mixer
Notes	

Filtration

Filters

Description	Two (2) (duty and standby) automated manganese greensand pressure filters
Dimensions	Each having a cross sectional are of 0.66 m ² .
	Each having a media volume of 510 L
Notes	Filtration system for iron and manganese removal

Filter Backwash Facility

Description	A filter backwashing system consisting of a centrifugal pump and an external backwash/wastewater settling tank,
Dimensions	One (1) 9,100 L capacity backwash/wastewater settling tank
	One (1) centrifugal pump rated at 303 L/min at a TDH of 43 m for backwashing with treated water from the reservoir
Notes	Supernatant from settling tank discharged to open storm water ditch immediately east of the treatment building

Pressure Tanks

Description	Three (3) hydropneumatic tanks
Capacity	1,665 L
Notes	Connected to high lift pump discharge header.

High Lift Works

High Lift Pumps

Description	Three (3) (one duty, one standby and one booster) high lift pumps
Capacity	Each pump is rated at 303 L/min at a TDH of 43.0 m
Discharge to	Common header to distribution system
Notes	

On-Site Storage

Reservoir

Description	One inground concrete reservoir
Dimensions	25 m ³ storage capacity
Notes	

Emergency Power

Backup Power Supply

Description	One (1) 50 kW standby diesel generator
Notes	

Watermains

- **1.2** Watermains within the distribution system comprise:
 - 1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Waterm	ains
Column 1 Document or File Name	Column 2 Date
Redwood Distribution System.pdf	In Operation Plan V5 dated September 4, 2014

- 1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.
- 1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

Schedule B: General	
System Owner	The Corporation of the Township of South Glengarry
Permit Number	185-203
Drinking Water System Name	Redwood Estates Drinking Water System
Schedule B Issue Date	August 28th, 2017

1.0 Applicability

- **1.1** In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- **1.2** The definitions and conditions of the licence shall also apply to this drinking water works permit.

2.0 Alterations to the Drinking Water System

- **2.1** Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- **2.2** All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- **2.3** All parts of the drinking water system in contact with drinking water which are:
 - 2.3.1 Added, modified, replaced, extended; or
 - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,

shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:

- a) The ministry's Watermain Disinfection Procedure, effective March 2, 2018
- b) AWWA C652 Standard for Disinfection of Water-Storage Facilities;
- c) AWWA C653 Standard for Disinfection of Water Treatment Plants; and
- d) AWWA C654 Standard for Disinfection of Wells.
- **2.4** The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
 - 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;

- 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or
- 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- **2.5** For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
 - 2.5.2 Constitutes maintenance or repair of the drinking water system; or
 - 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- **2.6** The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, 2001 and Greenbelt Act, 2005.

3.0 Watermain Additions, Modifications, Replacements and Extensions

- **3.1** The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
 - 3.1.1 The design of the watermain addition, modification, replacement or extension:
 - a) Has been prepared by a Professional Engineer;
 - b) Has been designed only to transmit water and has not been designed to treat water;
 - c) Satisfies the design criteria set out in the Ministry of the Environment and Climate Change publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
 - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment and Climate Change publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

Schedule B

- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- **3.2** The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
 - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
 - 3.2.2 Has a nominal diameter greater than 750 mm;
 - 3.2.3 Results in the fragmentation of the drinking water system; or
 - 3.2.4 Connects to another drinking water system, unless:
 - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and
 - b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

- **3.3** The verifications required in conditions 3.1.7 and 3.1.8 shall be:
 - 3.3.1 Recorded on "Form 1 Record of Watermains Authorized as a Future Alteration", as published by the Ministry of the Environment and Climate Change, prior to the watermain addition, modification, replacement or extension being placed into service; and
 - 3.3.2 Retained for a period of ten (10) years by the owner.
- **3.4** For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- **3.5** The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- **3.6** The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

4.0 Minor Modifications to the Drinking Water System

- **4.1** The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
 - 4.1.1 Raw water pumps and treatment process pumps in the treatment system;
 - 4.1.2 Coagulant feed systems in the treatment system, including the location and number of dosing points;
 - 4.1.3 Valves;
 - 4.1.4 Instrumentation and controls, including SCADA systems, and software associated with these devices;
 - 4.1.5 Filter media, backwashing equipment and under-drains in the treatment system; or,
 - 4.1.6 Spill containment works.
- **4.2** The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
 - 4.2.1 Treated water pumps and associated equipment;
 - 4.2.2 Re-circulation devices within distribution system storage facilities;

- 4.2.3 In-line mixing equipment;
- 4.2.4 Chemical metering pumps and chemical handling pumps;
- 4.2.5 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
- 4.2.6 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change.
- **4.3** The drinking water system may be altered by replacing the following:
 - 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
 - 4.3.2 Fuel storage tanks and spill containment works, and associated equipment; or
 - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
 - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
- **4.4** Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
 - 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
 - 4.4.2 The bypassing of any unit process within a treatment subsystem;
 - 4.4.3 A deterioration in the quality of drinking water provided to consumers;
 - 4.4.4 A reduction in the reliability or redundancy of any component of the drinking water system;
 - 4.4.5 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
 - 4.4.6 An adverse effect on the environment.
- **4.5** The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.

- **4.6** The verifications and documentation required in condition 4.5 shall be:
 - 4.6.1 Recorded on "Form 2 Record of Minor Modifications or Replacements to the Drinking Water System", as published by the Ministry of the Environment and Climate Change, prior to the modified or replaced components being placed into service; and
 - 4.6.2 Retained for a period of ten (10) years by the owner.
- **4.7** For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
 - 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 4.7.2 Constitutes maintenance or repair of the drinking water system.
- **4.8** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

- **5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
 - 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
 - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
 - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
 - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
 - 5.1.5 Maintenance welding stations;
 - 5.1.6 Minor painting operations used for maintenance purposes;
 - 5.1.7 Parts washers for maintenance shops;
 - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
 - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
 - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
 - 5.1.11 Venting for an ozone treatment unit;

- 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
- 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- **5.2** The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and/or distribution of drinking water.
- **5.3** The emergency generators identified in condition 5.1.13 shall not be used for nonemergency purposes including the generation of electricity for sale or for peak shaving purposes.
- **5.4** The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

Performance Limits

- **5.5** The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
 - 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
 - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment and Climate Change half-hourly screening level of 1880 ug/m³ as amended; and
 - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.
- **5.6** The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- **5.7** The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- **5.8** The verifications and documentation required in conditions 5.6 and 5.7 shall be:
 - 5.8.1 Recorded on "Form 3 Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry of the Environment and Climate Change, prior to the additional, modified or replacement equipment being placed into service; and
- 5.8.2 Retained for a period of ten (10) years by the owner.
- **5.9** For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
 - 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 5.9.2 Constitutes maintenance or repair of the drinking water system.
- **5.10** The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

- **6.1** The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
 - 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
 - 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
 - 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

7.1 Not applicable.

8.0 Source Protection

8.1 Not applicable.

Schedule D: Process Flow Diagrams			
System Owner	The Corporation of the Township of South Glengarry		
Permit Number	185-203		
Drinking Water System Name	Redwood Estates Drinking Water System		
Schedule D Issue Date August 28th, 2017			

1.0 Process Flow Diagrams

Г

Redwood Estates Water Treatment Plant



[Source: Multi-System DWQMS Operational Plan Manual, Version 5, September 4, 2014]



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX B

PERMIT TO TAKE WATER



Ministry of the Environment Ministère de l'Environnement

PERMIT TO TAKE WATER Ground Water NUMBER 8854-9GQQNL

Pursuant to Section 34 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990 this Permit To Take Water is hereby issued to:

The Corporation of the Township of South Glengarry 6 Oak Street P.O. Box 220 Lancaster, Ontario K0C 1N0 Canada

For the water taking from: Well TW6

Located at: Lot 19, Concession 1, Geographic Township of Lancaster South Glengarry, United Counties of Stormont Dundas & Glengarry

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

DEFINITIONS

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment.
- (d) "District Office" means the Cornwall District Office.
- (e) "Permit" means this Permit to Take Water No. 8854-9GQQNL including its Schedules, if any, issued in accordance with Section 34 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Township of South Glengarry.
- (g) "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. Compliance with Permit

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated November 25, 2013 and signed by Shawn Killoran, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

2. General Conditions and Interpretation

2.1 Inspections

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

2.2 Other Approvals

The issuance of, and compliance with this Permit, does not:

(a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and the *Environmental Protection Act*, and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. Water Takings Authorized by This Permit

3.1 Expiry

This Permit expires on **March 1, 2024**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

<u>Table A</u>

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Well TW6	Well Drilled	Municipal	Water Supply	118	24	151,200	365	18 545781 5002267
							151,200		

4. Monitoring

- 4.1 The Permit Holder shall maintain a record of all water takings. This record shall include the dates and times of water takings, and the total measured amounts of water pumped per day for each day that water is taken under the authorization of this Permit. A separate record shall be maintained for each source. The Permit Holder shall keep all required records up to date and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request.
- 4.2 The total amounts of water pumped shall be measured using a properly calibrated flow meter and totalizer.

5. Impacts of the Water Taking

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Groundwater Takings

If the taking of water is observed to cause any negative impact to other water supplies obtained from any adequate sources that were in use prior to initial issuance of a Permit for this water taking, the Permit Holder shall take such action necessary to make available to those affected, a supply of water equivalent in quantity and quality to their normal takings, or shall compensate such persons for their reasonable costs of so doing, or shall reduce the rate and amount of taking to prevent or alleviate the observed negative impact. Pending permanent restoration of the affected supplies, the Permit Holder shall provide, to those affected, temporary water supplies adequate to meet their normal requirements, or shall compensate such persons for their reasonable costs of so affected supplies adequate to meet their normal requirements, or shall compensate such persons for their reasonable costs of so affected supplies adequate so meet their normal requirements, or shall compensate such persons for their reasonable costs of so affected supplies adequate so meet their normal requirements, or shall compensate such persons for their reasonable costs of doing so.

If permanent interference is caused by the water taking, the Permit Holder shall restore the water supplies of those permanently affected.

6. Director May Amend Permit

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

The reasons for the imposition of these terms and conditions are as follows:

- 1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
- 2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
- 3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

In accordance with Section 100 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990, as amended, provides that the Notice requiring the hearing shall state:

- 1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
- 2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

- 3. The name of the appellant;
- 4. The address of the appellant;
- 5. The Permit to Take Water number;
- 6. The date of the Permit to Take Water;
- 7. The name of the Director;
- 8. The municipality within which the works are located;

This notice must be served upon:

AND

The Secretary Environmental Review Tribunal 655 Bay Street, 15th Floor Toronto ON M5G 1E5 Fax: (416) 314-4506 Email: ERTTribunalsecretary@ontario.ca The Director, Section 34 Ministry of the Environment 1259 Gardiners Rd, PO Box 22032 Kingston, ON K7P 3J6

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:

by telephone at (416) 314-4600

by fax at (416) 314-4506

by e-mail at <u>www.ert.gov.on.ca</u>

This Permit cancels and replaces Permit Number 93-P-4078, issued on 2004/11/02.

Dated at Kingston this 28th day of February, 2014.

Gillian Dagg-Foster Director, Section 34 Ontario Water Resources Act, R.S.O. 1990

Schedule A

This Schedule "A" forms part of Permit To Take Water 8854-9GQQNL, dated February 28, 2014.



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX C

INSPECTION RATING RECORD

DWS Name:	REDWOOD ESTATES DRINKING WATER SYSTEM
DWS Number:	250002311
DWS Owner:	South Glengarry, The Corporation Of The Township Of
Municipal Location:	South Glengarry
Regulation:	O.REG 170/03
Category:	Small Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	September 11, 2018
Ministry Office:	Cornwall Area Office

Maximum Question Rating: 434

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 56
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 103
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 112
TOTAL	0 / 434

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

DWS Name:	REDWOOD ESTATES DRINKING WATER SYSTEM
DWS Number:	250002311
DWS Owner:	South Glengarry, The Corporation Of The Township Of
Municipal Location:	South Glengarry
Regulation:	O.REG 170/03
Category:	Small Municipal Residential System
Type Of Inspection:	Focused
Inspection Date: September 11, 2018	
Ministry Office:	Cornwall Area Office

Maximum Question Rating: 434

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX D

INSPECTION RATING RECORD METHODOLOGY

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



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

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

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.



ontario.ca/drinkingwater

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

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

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

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

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

Determining Potential to Compromise the Delivery of Safe Water

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

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

RISK = LIKELIHOOD × CONSEQUENCE (of the consequence)

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

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

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

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

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

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

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

Table 3 presents a sample question showing therisk rating determination process.

TABLE 3:

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

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

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their "yes", "no" or "not applicable" responses into the Ministry's Laboratory and Waterworks Inspection System (LWIS) database. A "no" response indicates noncompliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water). The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report. **Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.



Figure 1: Year Over Year Distribution of MRDWS Ratings

Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

- 1. Source
- 2. Permit to Take Water
- 3. Capacity Assessment
- 4. Treatment Processes
- 5. Treatment Process Monitoring
- 6. Process Wastewater
- 7. Distribution System
 8. Operations Manuals
- which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:
- 9. Logbooks
- 10. Contingency and Emergency Planning
- 11. Consumer Relations
- 12. Certification and Training
- 13. Water Quality Monitoring
- 14. Reporting, Notification and Corrective Actions
- 15. Other Inspection Findings

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



Ministry of the Environment and Climate Change Drinking Water System Inspection Report

APPENDIX E

STAKEHOLDER APPENDIX

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

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

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or **picemail.moe@ontario.ca**.

For more information on Ontario's drinking water visit **www.ontario.ca/drinkingwater** and email **drinking.water@ontario.ca** to subscribe to drinking water news.



	FOBLICATION NOMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater



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

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à **picemail.moe@ontario.ca** si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site **www.ontario.ca/** eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Thrihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable



Minister of Infrastructure and Communities



Ministre de l'Infrastructure et des Collectivités

Ottawa, Canada K1P 0B6

March 27, 2019

His Worship Frank Prevost Mayor Township of South Glengarry 6 Oak St., PO Box 220 Lancaster, Ontario K0C 1N0

Dear Mr. Mayor:

RECEIVED

APR 0 2 2019

I am pleased to inform you that, in accordance with the commitment in Budget 2019, the Government of Canada will provide an additional \$2.2 billion to the Gas Tax Fund. This one-time top-up will provide additional support to municipalities that face infrastructure deficits to support improved productivity, economic growth, a clean environment, and help to build strong cities and communities.

This special funding will be provided to Ontario recipients under the Canada–Ontario– Association of Municipalities of Ontario–Toronto Gas Tax Fund Administrative Agreement. An amount of \$819,443,895 will be provided to Ontario as well as individual signatories, and will then be distributed to ultimate recipients in accordance with the allocation formula used for gas tax payments made in 2018, as follows:

•	Ontari	0:	\$819,443,895
	0	Association Municipalities of Ontario	\$649,940,923
	0	City of Toronto	\$167,421,424
	0	Province of Ontario	\$2,081,548

Funds must be used in accordance with all the terms of the current Gas Tax Fund Administrative Agreement. Information on Ontario's federal Gas Tax Fund allocations per community prior to Budget 2019 can be found on Infrastructure Canada's website¹.

The gas tax top-up funding is expected to be transferred following royal assent of Budget 2019.

March 14, 2019 marked one year since the Canada–Ontario Integrated Bilateral Agreement was signed.

¹ <u>https://www.canada.ca/en/office-infrastructure/news/2018/backgrounder-ontarios-2018-19-federal-gas-tax-fund-allocations.html</u>



...2

Page 274 of 288

- 2 -

As I know you appreciate, under the Investing in Canada Infrastructure Program, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

As a reminder, through the Integrated Bilateral Agreement with Ontario, \$11.9 billion is available to the province and is broken down as follows:

- \$8.3 billion for public transit;
- \$2.8 billion for green infrastructure;
- \$407 million for community, culture, and recreation infrastructure; and
- \$250 million for infrastructure in rural and northern communities.

The one-time top-up to the Gas Tax Fund adds substantial dollars to this Agreement. More importantly, those dollars flow to you.

We believe this is an important step to take to ensure your local priorities have the resources needed so projects can get moving and, crucially, the summer construction season is not missed. We all know how important that season is to make real progress on projects, not to mention job creation locally.

In the meantime, we continue to press the Ontario government to open intakes for all four streams so as to maximize the number of projects we can build together for Ontarians in 2019 and the years ahead.

We know you have proposals ready, and last week's announcement in Budget 2019 is a clear signal that we are there to support you.

Spring is already (at last) in the air. It is time to get projects moving so we do not lose a historic opportunity to build our communities and create good-paying jobs now.

I look forward to continuing to work with you on our shared infrastructure interests.

Yours sincerely,

EVI-

The Honourable François-Philippe Champagne, P.C., M.P. Minister of Infrastructure and Communities

c.c. City Clerk and Council

Enclosure - Gas Tax Fund fact sheet



The federal Gas Tax Fund delivers over \$2 billion every year to over 3600 communities across the country. For the 2018-19 fiscal year, this represents an investment of more than \$819 million from the Government of Canada to Ontario municipalities.

The **federal Gas Tax Fund (GTF) is a permanent source of annual funding to provinces and territories**, who in turn flow this funding to their municipalities to support local infrastructure priorities.

Every year, municipalities benefit from the support and flexibility of the federal Gas Tax Fund. They can pool, bank, and borrow against this funding – providing significant financial flexibility to plan infrastructure projects over the long term. Projects are chosen locally and prioritized according to the infrastructure needs of each community.

Communities select how best to direct the funds and have the flexibility to make strategic investments across 18 different project categories.

Because many municipalities across Canada continue to face serious infrastructure deficits, **Budget 2019** proposes a **one-time transfer of \$2.2 billion** through the federal Gas Tax Fund to address short-term priorities in municipalities and First Nations communities. This will double the Government of Canada's commitment to municipalities in 2018–19, with **Ontario municipalities of all sizes sharing an additional federal investment in local infrastructure of over \$819 million**, **for a total of approximately \$1.64 billion**.

QUICK FACTS:

- The federal Gas Tax Fund is allocated on a per capita basis for provinces, and provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.
- On-reserve First Nations communities in provinces also receive an allocation on a per capita basis.
- The federal Gas Tax Fund has been indexed at two percent per year, meaning that it will continue to grow to provide additional support to municipalities.
- To date, more than \$23 billion has been invested in municipalities through the federal Gas Tax Fund.

nity)

THE FEDERAL GAS TAX FUND

Eligible projects include investments in infrastructure for construction, renewal or material enhancement in each of the following categories:



- 4. Short-line rail railway-related infrastructure for carriage of passengers or freight.
- 5. Regional and local airports airport-related infrastructure (excludes the National Airport System).
- 6. **Broadband connectivity** infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- 7. Public transit infrastructure that supports a shared passenger transport system which is available for public use.
- 8. Drinking water infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- Wastewater infrastructure that supports wastewater and storm water collection, treatment and management systems.
- 10. Solid waste infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- 11. **Community energy systems** infrastructure that generates or increases the efficient usage of energy, including energy retrofits of municipal buildings.
- 12. **Brownfield redevelopment** remediation or decontamination and redevelopment of a brownfield site.
- 13. **Sport infrastructure** amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams, e.g. Junior A).
- 14. Recreational infrastructure recreational facilities or networks.
- 15. Cultural infrastructure infrastructure that supports arts, humanities, and heritage.
- Tourism infrastructure infrastructure that attracts travelers for recreation, leisure, business or other purposes.
- 17. **Disaster mitigation** infrastructure that reduces or eliminates the long-term impacts and risks associated with natural disasters.
- Capacity building investments related to strengthening the ability of municipalities to develop long-term planning practices (e.g., including local asset management planning, public transit network planning, etc.)

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.



Cheryl Gallant

Member of Parliament Renfrew-Nipissing-Pembroke Member of Standing Committee on National Defence Member of Standing Committee on Industry, Science and Technology



Pembroke, ON K8A 5S5

Toll Free: 1-866-295-7165

Website: www.cherylgallant.com

Tel.: (613) 732-4404

Fax: (613) 732-4697

April 4th, 2019

South Glengarry Township 6 Oak St. Lancaster, Ontario K0C 1N0



Dear South Glengarry Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE Room 604, Justice Building House of Commons Ottawa, ON K1A 0A6 Tel.: (613) 992-7712 Fax: (613) 995-2561 All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

Chery Sallout

Cheryl Gallant, M.P. Renfrew—Nipissing—Pembroke CG:mm



February 11th, 2019

City of Hamilton 71 Main Street West, 1st Floor Hamilton, Ontario L8P 4Y5

Attention: Stephanie Paperella, Legislative Coordinator Via Email: <u>Stephanie.paparella@hamilton.ca</u>

Regarding: Request for Support - City of Hamilton re: Maintaining the Voters' List for Municipal Elections - Resolution No. 6

Please be advised that the following resolution was passed at the Regular Committee of the Whole Meeting held on January 22nd, 2019 and later ratified at the Regular Council Meeting of the Wellesley Township Municipal Council held on February 5th, 2019 at the Council Chambers in Crosshill:

"That the Council of the Township of Wellesley support the resolution brought forth by the City of Hamilton; and further,

WHEREAS, concerns over the quality of the Municipal Voters List is not a new phenomenon;

WHEREAS, in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a Voters List Position Paper and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

WHEREAS, the Preliminary List of Electors, which forms the Voters' List in Ontario, is supplied by data from the Municipal Property Assessment Corporation (MPAC); WHEREAS, despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information; and, WHEREAS, a transformational solution to the way that the Voters' List is created and managed is required;

THEREFORE, BE IT RESOLVED:

- 1. That the Council of the Township of Wellesley supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC, Elections Canada and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;
- 2. That Council requests an update be provided from this Voters' List Working Group on the transformational solutions being discussed;
- 3. That representatives from MPAC be invited to a future General Issues Committee to advise the Township on what steps MPAC will be taking in the future;
- 4. That a letter of concerns respecting the Voter's List for Municipal Elections and a request for investigation be forwarded to the Ombudsman's Office; and,



 That a copy of this motion, respecting the Voter's List for Municipal Elections be circulated to all municipalities and the Association of Municipalities of Ontario (AMO)." Carried

If you have any questions or concerns, please feel free to contact me at (519) 699-3946 at your earliest convenience.

Yours truly,

sach

Grace Kosch, Clerk Township of Wellesley P: 519-699-3946 F: 519-699-4540 <u>gkosch@wellesley.ca</u>

cc: Jamie McGarvey, President, Association of Municipalities of Ontario All Ontario Municipalities For InformationSupport Resolution - Municipal Voters List (Township of Wellesley)



File No.: 6/2019

City of Hamilton Hamilton City Hall 71 Main Street West, 1st Floor Hamilton, Ontario Canada L8P 4Y5 www.hamilton.ca Stephanie Paparella Legislative Coordinator Office of the City Clerk Phone (905) 546-2424 Ext. 3993 Fax # (905) 546-2095 stephanie.paparella@hamilton.ca

January 3, 2019

Doug Brewer Director of Policy Ministry of Municipal Affairs 777 Bay Street, 17th Floor Toronto, ON M5G 2E5

Carla Y. Nell Vice President, Municipal and Stakeholder Relations Municipal Property Assessment Corporation 1340 Pickering Parkway, Suite 101 Pickering, ON L1V 0C4

Stéphane Perrault Chief Electoral Officer of Canada Elections Canada 30 Victoria Street Gatineau, Quebec K1A 0M6 Minister's Chief of Staff Ministry of Finance Frost Building South, 7th Floor 7 Queen's Park Crescent Toronto, ON M7A 1Y7

Angela Morgan, CMO, AOMC President AMCTO 2680 Skymark Avenue Mississauga, ON L4W 5L6

Greg Essensa Chief Electoral Office of Ontario Elections Ontario 51 Rolark Drive Toronto ON M1R 3B1

Please be advised that Hamilton City Council at its meeting of December 19, 2018, approved Item 7.3, which reads as follows:

7.3 Maintaining the Voters' List for Municipal Elections

WHEREAS, concerns over the quality of the Municipal Voters List is not a new phenomenon;

WHEREAS, in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a Voters List Position Paper and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

WHEREAS, the Preliminary List of Electors, which forms the Voters' List in Ontario, is supplied by data from the Municipal Property Assessment Corporation (MPAC);

WHEREAS, despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current

For Information

File No.: 6/2019

process and the Voters' List continues to be flawed with data inaccuracies and outdated information; and,

WHEREAS, a transformational solution to the way that the Voters' List is created and managed is required;

THEREFORE, BE IT RESOLVED:

- (a) That the Council of the City of Hamilton supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC, Elections Canada and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;
- (b) That Council requests an update be provided from this Voters' List Working Group on the transformational solutions being discussed;
- (c) That representatives from MPAC be invited to a future General Issues Committee meeting to hear the City of Hamilton's concerns (attached hereto) and advise the City on what steps MPAC will be taking in the future;
- (d) That a letter of concerns respecting the Voter's List for Municipal Elections and a request for investigation be forwarded to the Ombudsman's Office; and,
- (e) That a copy of this motion, respecting the Voter's List for Municipal Elections be circulated to all municipalities and the Association of Municipalities of Ontario (AMO).

On behalf of Hamilton City Council, we thank you for your consideration respecting this very important matter and look forward to your response.

Sincerely,

Stephanie Paparella Legislative Coordinator Office of the City Clerk

Copied: Paul Dube, Ombudsman of Ontario Jamie McGarvey, President, Association of Municipalities of Ontario All Ontario Municipalities

For Information

File No.: 6/2019

Maintaining the Voters' List for Municipal Elections Page 3 of 4

The City of Hamilton is looking to the Working Group to find resolutions that would include, but not be limited to, the following matters that were encountered during the 2018 municipal election process:

- (a) Neighbours on the same Voter Notification Cards (VNC);
- (b) Polling locations not matching the address;
- (c) Incorrect mailing addresses;
- (d) Electors showing up at an address who had never lived there;
- (e) Addresses outside of the polling subdivision;
- (f) Incorrect names on the VNCs;
- (g) Entire buildings missed;
- (h) Completed the EL15 last Election and still not on the Voters' List;
- (i) No units listed in buildings; and,
- (j) Electors who had lived at their residence for many years not receiving a VNC.

The responsibility of adding the Applications to Amend, Correct and Delete forms has now been downloaded from MPAC to the municipalities. In the case of the City of Hamilton, it required the inputting of over 27,000 applications into the Datafix program; with the legislated deadline for inputting these applications being 30 days from Election Day, which became a very labour intensive and time-consuming task.

Forms that could not be inserted into the Datafix program within the 30-day deadline, were not accepted by MPAC; leaving some of the elector submitted corrections undone and to remain incorrect for the next election.

MPAC has agreed to keep the Voter Look Up program available all year round rather than just in an election year; leaving the obligation of improving the Voters List with the elector and the municipalities.

It was suggested that a campaign be commenced by preparing a drop off card for every household in the city (each municipality would manage their own). This card could include all aspects of adding, correcting and deleting information from the Voters' List. It should also include how to deal with situational voters such as borders, tenants, family members and students.

After the drop off program has concluded, and in conjunction with the appropriate communications strategy, municipalities should continue, on a quarterly basis, to remind electors to check the Voter Look Up program on their respective municipalities website to ensure their information is correct.

In an election year, this program could be expanded to a monthly basis and include radio and print advertisements to reinforce to the elector that the responsibility of ensuring they are correctly included on the voters list on Election Day is their own.

For Information

File No.: 6/2019

Maintaining the Voters' List for Municipal Elections Page 4 of 4

Municipalities continue to pay for and use an inaccurate, outdated product (voters list). Unless there is a proactive strategy in place for the preparation of a much more accurate voters list for all municipalities, the same issues will most likely occur in 2022.

UNFINISHED BUSINESS REPORT Presented to Council April 15, 2019

INFR	INFRASTRUCTURE SERVICES							
No.	ltem	Date Added	Expected Completion	Status	Update			
1.	Fairview Rd Extension	JAN 2016	Spring 2019	Ongoing	-Presenting looking at options			
2.	Docks on Township Property	JAN 2016	Summer 2019	Ongoing	-No update			
3.	Fire Protection Ponds	MAY 2016	Spring 2019	Ongoing	 -Consultant is working on design for Richmond Road. -Meeting with new owner of facility on Middle St. and following up on concerns with fencing and signage. 			
4.	Municipal Servicing from City of Cornwall	MAY 2016	Spring 2019	Ongoing	-Awaiting response from City on Draft Agreement.			
5.	Private Roads (development of document)	FEB 2017	Fall 2019	Ongoing	-No update			
6.	Glen Walter Surplus Lots	MAY 2018	MAY 2019	Ongoing	-Offers for lot have been received and reviewed by Administration. -Report at April 15 th meeting for Council's review.			
7.	Williamstown Garage & Fire Hall	MAY 2018	OCT 2019	Ongoing	-Tender to be issued for new Public Works Facility.			
8.	Fleet Management / Outside Services Review	MAR 2019	Spring 2019	Ongoing	-Report will be prepared for the May 21 st Council Agenda.			
9.	LED Streetlights (Glen Walter)	MAR 2019	June 2019	Ongoing	-Will be setting up meeting with Cornwall Electric to initiate discussion.			

COMMUNITY SERVICES					
10.	Parking – Village of	MAY 2018	Summer 2019	Ongoing	-Will move forward upon approval of
	Lancaster				budget.
11.	Zoning By-law	NOV 2018	MAY 2019	Ongoing	-Report to come forward in May.
	Review (Fencing)				
12.	Natural Gas/Internet	DEC 2018	TBD	Ongoing	-No update.
	Survey				
CORPORATE SERVICES					
13.	Strategic Planning	APR 2019	Summer 2019	Ongoing	-Report with draft survey on April 15 th
	Survey				Agenda.
FIRE SERVICES					
14.	Lancaster Fire Hall	DEC 2018	Spring 2019	Ongoing	-Will move forward upon approval of
	Generator Purchase				budget.

SG-M-19

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY BY-LAW 28-2019 FOR THE YEAR 2019

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Corporation of the Township of South Glengarry enacts as follows:

- THAT the action of the Council at its regular meeting of April 15, 2019 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
- 2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
- 3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
- 4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 15TH DAY OF APRIL, 2019.

MAYOR: CLERK: