



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

## Regular Meeting of Council

Monday, January 23, 2012

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

## AGENDA

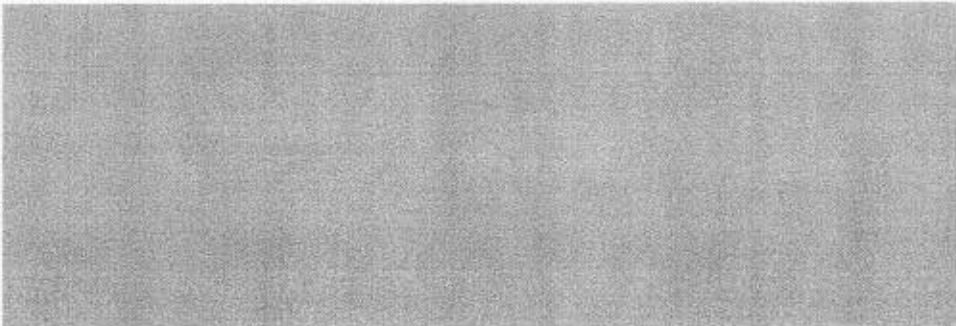
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<b><u>CALLING THE MEETING TO ORDER</u></b>	
- Mayor Tout	
<b><u>O' CANADA</u></b>	
<b><u>PASSING AND ACCEPTANCE OF AGENDA</u></b>	
<b><u>DECLARATION OF PECUNIARY INTEREST</u></b>	
<b><u>APPOINTMENT OF ACTING CLERK</u></b>	
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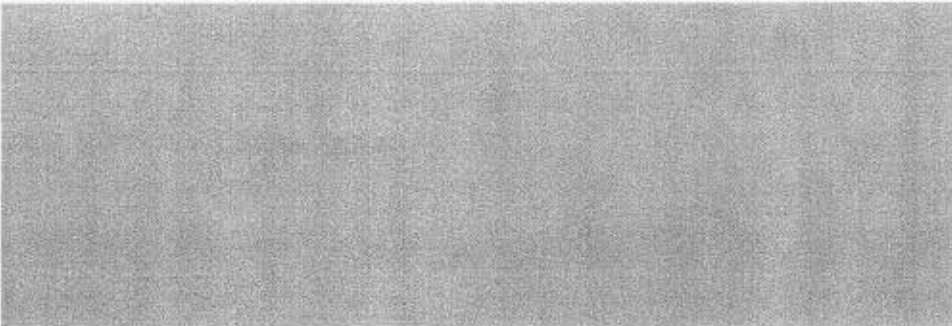
# Conduct Complaints



## **Retaining or Referring a Complaint**

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- In deciding to refer or retain a conduct complaint for investigation, the OIPRD may consider:
  - The nature of the allegations in the complaint
  - The capacity of the police service to conduct the investigation (size of service, etc.)
  - Any potential conflict of interest
  - Whether there are ongoing, parallel investigations
  - Whether the complaint concerns a high ranking officer
  - The geographic location of the complaint
  - The public interest in ensuring that investigations are thorough, independent and accountable



# Investigations



## Investigation Timelines

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- Generally, a complaint takes about 120 days to investigate once all the necessary documentation has been received
- More complex cases will often take longer





## Results of an Investigation by Police Service

- If the investigator believes on reasonable grounds that misconduct occurred, s/he will indicate in the report if the conduct was:
  - “serious” or
  - “less serious”
- Matters considered serious include:
  - Harassment
  - Discrimination
  - Breach of confidentiality
  - Deceit



## Results of an Investigation by Police Service

- Less serious complaints include:
  - Dealing with personal property, other than money or a firearm
  - Failure to treat or protect a person equally
  - The use of profane language
  - Contraventions of the Act or regulations
  - Acting in a disorderly manner
  - Neglect of duty
  - Failure to work in accordance with orders
  - Failure to report a matter
  - Omitting to make any necessary entry in a record
  - Improper dress or appearance
  - Conspiring and abetting misconduct



## Results of an Investigation by Police Service

- Where a Chief believes that the complaint is substantiated – that on reasonable grounds, misconduct or unsatisfactory work performance occurred – he or she must order a hearing if the conduct was of a serious nature
- The Chief retains the responsibility for disciplinary hearings and imposition of discipline
- Where a Chief deems the complaint unsubstantiated – there is not enough evidence to prove that misconduct occurred – the complaint is then considered closed, subject to a request for a review of the Chief's decision



## Results of an Investigation by the OIPRD

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Where the OIPRD has investigated, it will report the findings to the Chief stating:

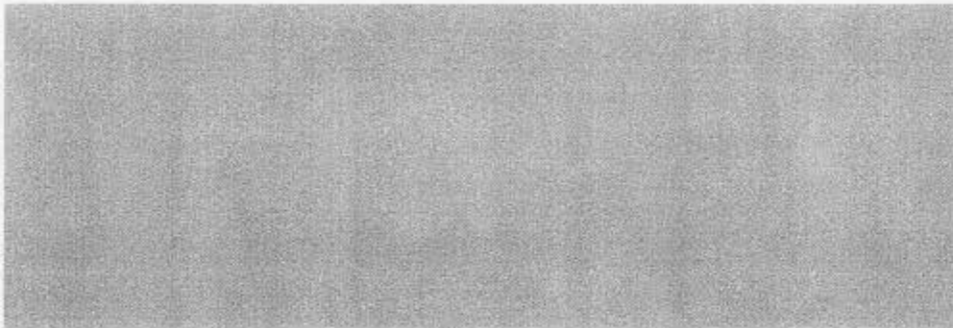
- Whether the conduct complaint was unsubstantiated, or on reasonable grounds there was misconduct
- In the opinion of the Director the conduct was less serious

### Then:

- Where the conduct was serious in nature the Chief must hold a hearing
- If the conduct was determined by the Director to be less serious the matter may be resolved informally if the officer, Chief and complainant agree



**OIPRD**  
OFFICE OF THE INDEPENDENT  
POLICE REVIEW DIRECTOR







**BDEP**  
BUREAU DU DIRECTEUR INDÉPENDANT  
DE L'EXAMEN DE LA POLICE

# Informal Resolution






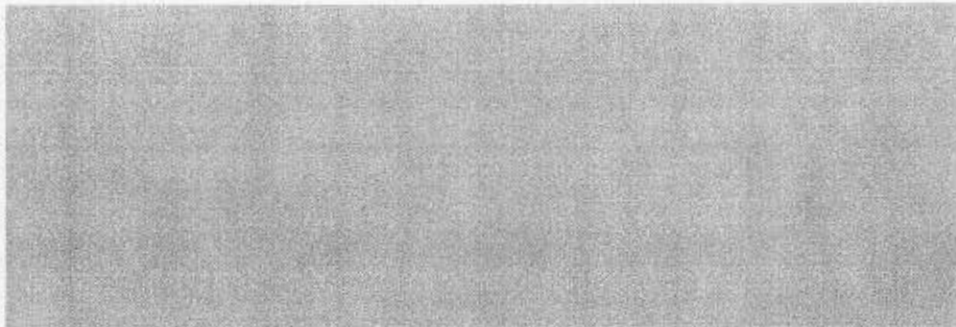
## Informal Resolution

-  Professionals including mediators, educators and counsellors may be involved in the process
-  Both the complainant and the respondent officer must agree on who will assist with the resolution process
-  The resolution may be handled between the complainant and the officer
-  Informal resolution may include:
  - an apology
  - an explanation by a senior member of the police service
  - referral to education, training or various forms of mediation



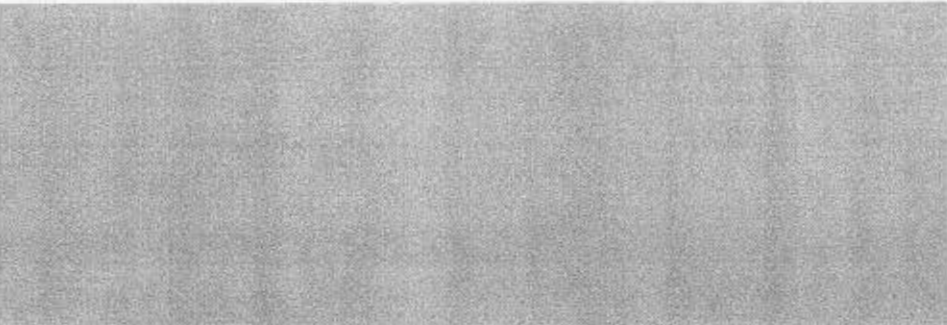
## Informal Resolution

-  If the misconduct or unsatisfactory work performance was **not of a serious nature**, it may be resolved informally without holding a hearing
-  The complainant and the officer must agree
-  To do informal resolution the Chief must:
  - Complete an “Informal Resolution Agreement” form, signed by the officer and the complainant
  - Wait 12 business days for the cooling-off period to expire

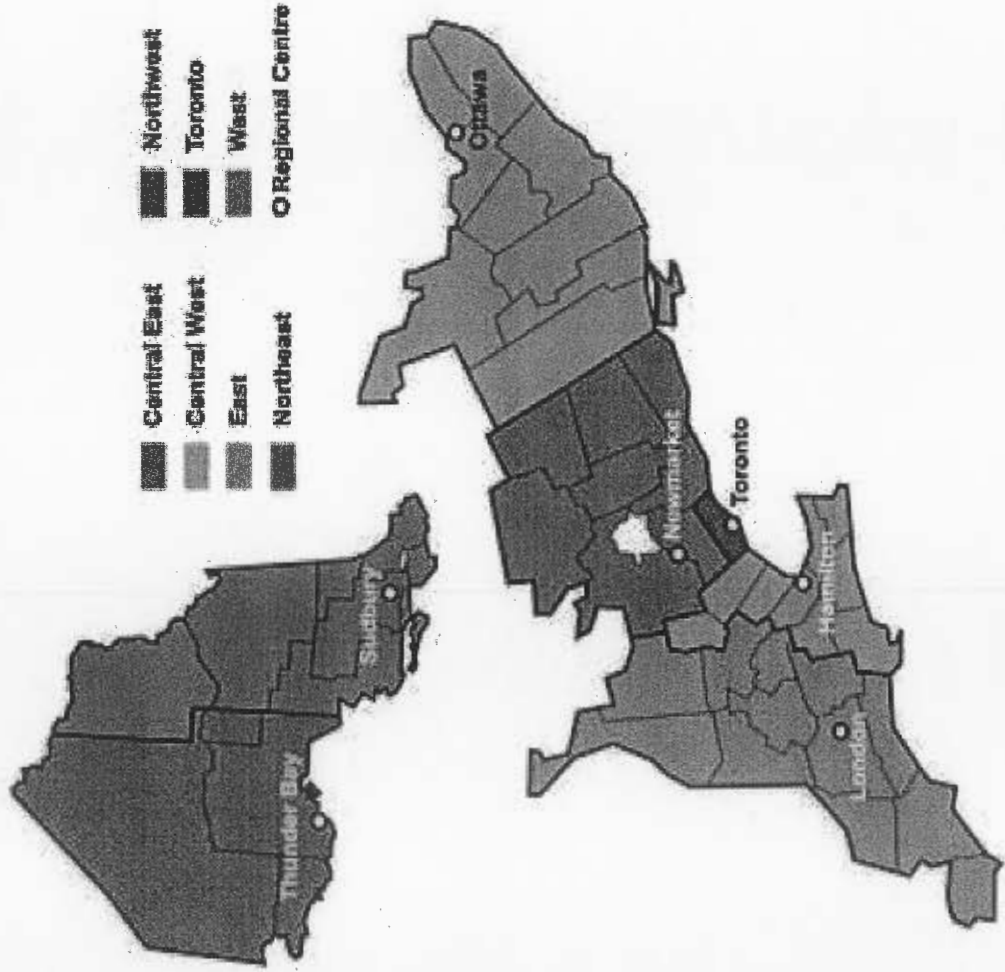


# Outreach and Education Program



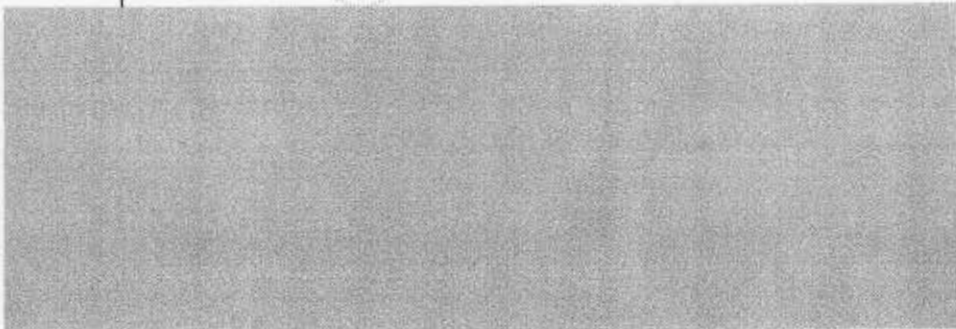
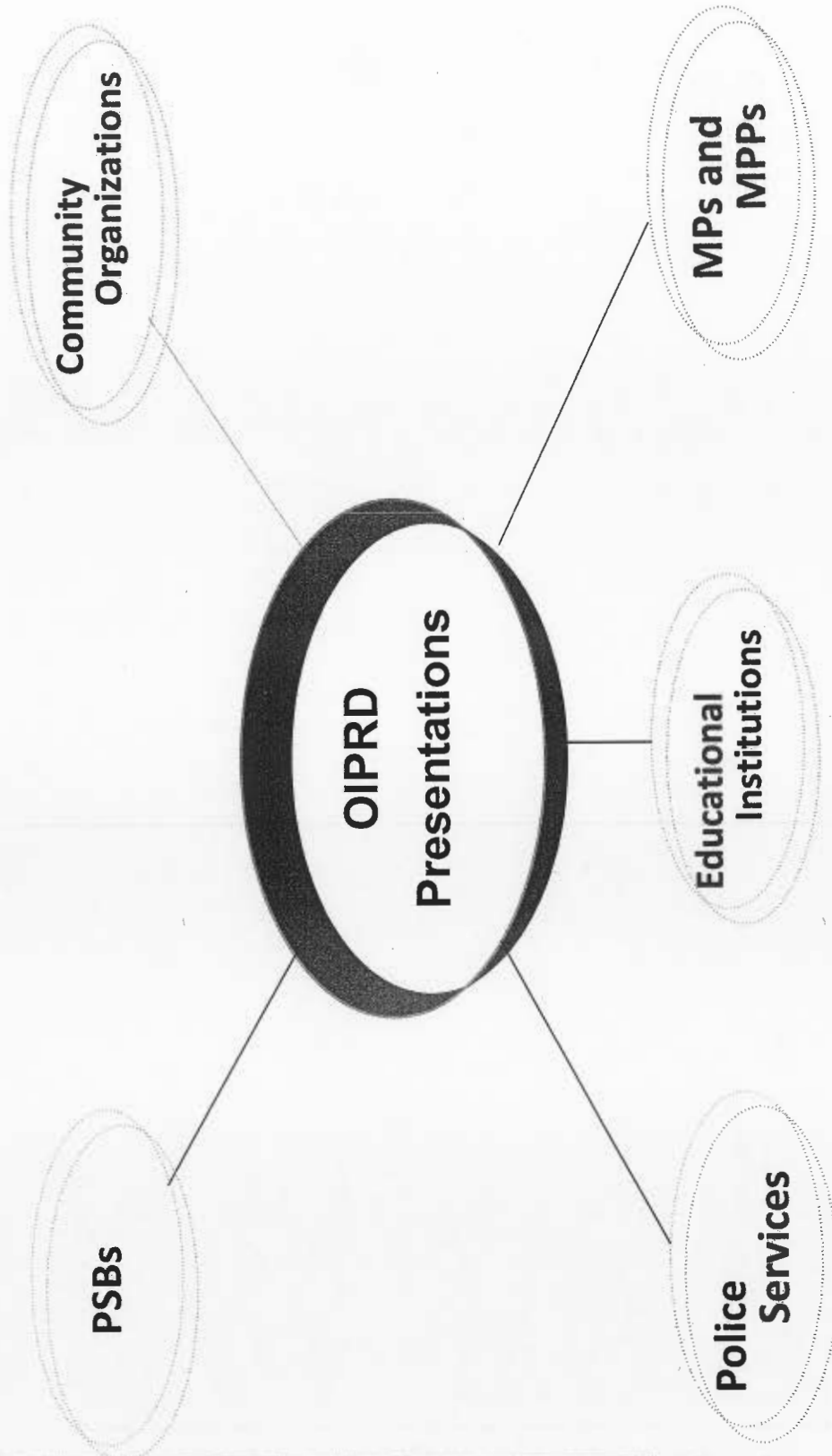


# Outreach and Education Program










# Outreach and Education Program









## Stakeholders

-  Sharing information and resources
-  Requests to collaborate on joint presentations
-  Referrals for presentations
-  Increasing interest from organizations in smaller areas
-  Better understanding of community-police dynamic



## Outreach and Education Sessions

-  Outreach and education sessions are made to both community groups and police groups, focussing on the role of the OIPRD and the complaints process
-  In 2010-2011, our outreach and education advisors made **168 presentations** to stakeholder groups
-  Our advisors also participated in a number of conferences and workshops, and visited over 175 community organizations, libraries, MPP and MP offices to provide communications material about the OIPRD
-  The **Independent Police Review Director** made approx 30 presentations and speeches and participated in various conferences across Ontario



## Contact Details

Office of the Independent Police Review Director

655 Bay Street, 10th Floor

Toronto, ON M7A 2T4

Tel: 416-327-4965

Fax: 416-327-8332

e-mail: [OIPRD@ontario.ca](mailto:OIPRD@ontario.ca)

[www.oiprd.on.ca](http://www.oiprd.on.ca)



# Budget Planning Overview

Presentation Outline

January 23, 2012

1. Review of 2011 Successes
  - a. More analysis of proposals
  - b. Longer term budgeting
  
2. Typical Budget Review & Decision Process
  - a. Review Operating
  - b. Prioritize Capital Expenditures
  
3. Wellington North Financial Outlook
  - a. Infrastructure Deficit
  
4. Change Needed?
  
5. Review of Options for Change
  - a. Increase Revenue
  - b. Slash Expenses
  - c. Re-engineer Service Delivery
  - d. Combination of Options
  
6. Ingredients of Successful Change
  - a. Strategic Planning
  - b. Commitment
  - c. Resources
  - d. Change Processes
  
7. Summary



# Arthur Area Fire Department

103 Smith Street, P.O. Box 99, Arthur, Ontario N0G 1A0  
Ph: 519-848-3500 • Fax: 519-848-6656

## Arthur Area Fire Department 2011 Annual Report

The Arthur Area Fire Department responded to 94 calls for assistance for the year 2011.

Arthur	-	34
West Luther	-	16
Arthur Township	-	19
West Garafraxa	-	7
Peel	-	5
Mapleton	-	9
Automatic Aid Mount Forest	-	2
Mutual Aid Calls		
Drayton	-	1
Centre Wellington	-	<u>1</u>
		94

These calls consisted of:

Fires	-	24
Motor Vehicle Collisions	-	33
Ambulance Assists	-	18
Alarm Activations	-	13
Misc. Fire Calls	-	3
Mutual Aid Calls	-	<u>3</u>
		94

The Station held 50 practices in 2011. The Station had a busy year with many of the members of the Arthur Fire Station taking Ontario Fire College courses. Courses were attended at the Ontario Fire College, at various Regional Training Schools and on site at the Arthur Fire Hall and Blyth Emergency Services Training Centre. The Arthur Fire Station Certified in the Emergency First Responders Course, which included CPR "C", Defibrillator, Health Care Provider (Oxygen Therapy included). This forty hour course was held at the Arthur Fire Station with an Outside Instructor.

Highlights of the Year included:

The Arthur Fire Station welcomed the addition of their 2010, Pumper Truck on March 11. On March 12 the Fire Chief and Deputy Chief drove the truck to the Arthur Community Centre to the opening of the elevator celebration, and proudly displayed the truck for the community to view.

The Smoke Alarm Program was a spring event occurring in May. The Public Education Committee went Door to Door with the Program.

The fire trucks lead the Fall Fair Parade. An auto extrication demonstration was put on by the fire fighters. The fire safety trailer was on display and a booth was set up with public education materials displayed and distributed.

The Open House for Fire Prevention Week was presented as the E.D.I.T.H. (Escape Drills In The Home). A Chili dinner was available after the fire trucks toured the town announcing the onset of the E.D.I.T.H. drill. Fire prevention materials were available for those that attended.

The Fire Chief, Deputy Chief and Firefighters attended the Mutual Aid Banquet and Fire Prevention Poster Award in Mount Forest.

Members of the Fire Station marched in the Remembrance Day parade and took part in the ceremony with the Fire Chief laying a wreath in memory of the War Veterans.

Fire Chief Jim Morrison attended the Ontario Association of Fire Chiefs conference and seminars held in Toronto.

On July 20th a meeting of the Emergency Management Committee was held at the Arthur Fire Hall; which was activated as an Emergency Operating Centre due to the evacuation of Sandy Lake residents. Fire Chief Jim Morrison attended as a member of the EMC. Mayor Tout declared an Emergency for the Township of Wellington North. Wellington County Warden Chris White also declared an emergency for Wellington County. On July 21st 204 Sandy Lake Evacuees arrived in Arthur and were given accommodations at the Arthur and Area Community Centre. The Arthur Curling Club was also used for the purpose of hosting the Sandy Lake residents. On July 23rd the Fire Chief, four Fire Fighters and Sparky brought three fire trucks to the Community Centre to allow the Sandy Lake visitors an opportunity to view the Arthur Fire Trucks. Some of the Sandy Lake visitors are Volunteer Fire Fighters in their community, and the Fire Department was of special interest to them. The Sandy Lake residents returned home on July 27th and July 28th. Meetings at the EOC were held throughout July 20th and August 2nd.

A County Wide Fire Ban was declared from July 20th to July 29th.

A retirement dinner was hosted by the Arthur Fire station for Henry J. Curtis Jr. after thirty-eight years of service.

The Arthur Fire Station fire trucks lead the Annual Santa Claus Parade. The Fire Hall was open to the Public to meet Santa. Hotdogs, hot chocolate, and Timbits were enjoyed by all who attended following the parade.



The Wellington County Training Officer will assist the Arthur training division in implementing the delivery of the Ontario Fire College Curriculum. Upon completion of this training, each firefighter will be recognized as a Certified Firefighter of the Province of Ontario. Each firefighter is required to complete 400 hours of a standardized training program. This is a five year plan, however with 50 practices per year Arthur firefighters should be able to reach their goal in less than the anticipated 5 years.

Arthur fire station had 137 burn permits issued by the Township of Wellington North in 2011.

Jim Morrison  
Fire Chief CMM11

# **Annual Fire Prevention Report**

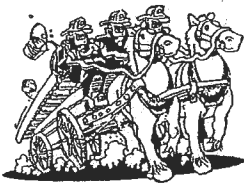
**Wellington North Fire Services      Arthur Station**

<b>Evac. Proceedures</b>	21
<b>Telephone Calls</b>	578
<b>Business/Personal Service</b>	53
<b>Residential</b>	41
<b>Assembly Occ.</b>	36
<b>Misc.</b>	247
<b>Industrial</b>	26
<b>Meetings</b>	69
<b>Complaints</b>	13
<b>Mercantile</b>	68
<b>Letter/Reports</b>	102
<b>Institutional</b>	16
<b>Burn Permits</b>	5
<b>New Construction/Plan Review</b>	0
<b>Occupancy Permits</b>	2
<b>FE Ext. Training/Talks</b>	12
<b>Emerg. Planning</b>	2
<b>Inspection Follow Up</b>	109
<b>Pub. Ed. Lectures/Tours</b>	5
<b>Pre Incident Planning</b>	3
<b>Fire Safety Plan Review</b>	22
<b>Administration</b>	65
<b>Court/Documents/Serving</b>	6

## **Notes:**

**It has been a very productive year in regards to prevention and making our community safer.**

**I look forward to providing prevention duties to Wellington North in 2012.  
Happy New Year.**



# MOUNT FOREST FIRE DEPARTMENT

Township of Wellington North

## Mount Forest Fire Department 2011 Annual Report

The Mount Forest Fire Department responded to 150 calls for assistance for the year 2011.

Mount Forest	93
Southgate Township	18
Arthur Township	24
West Luther	5
West Grey	7
Minto	<u>3</u>
	150

These calls consisted of:

Structural Fires	4
Motor Vehicle Collisions	25
Ambulance Assist	44
C.O. Calls	7
Mutual Aid Calls	9
- Southgate - 3	
- Arthur - 2	
- West Grey - 2	
- Minto - 2	
Car Fires	4
Chimney Fires	2
Misc. Fire Related Calls and Public Assist Calls	<u>55</u>
	150

The Department held 23 meeting/practice sessions during 2011. Members attended ten Mutual Aid Meetings in Wellington County and nine in Grey County. On September 13th the Department hosted the Grey County Mutual Aid meeting and on October 4th they hosted the Wellington County Mutual Aid meeting. In March several members attended the Line of Duty Death of 2 Fire Fighters in Listowel.

The Chief and Deputy Chief attended five Wellington County Chiefs meetings, seven Chiefs meetings in Grey County and nine Fire Committee meetings. The Chief and Deputy also attended the Ontario Association of Fire Chiefs Conference in Toronto in May, as well as other meetings and information sessions in Wellington and Grey Counties. The Department participated in parades and fund raisers, and held an Open House in October for Fire Prevention Week.

In July the Mount Forest Fire Station purchased a new Polaris ATV which is being paid for by the Mount Forest Lions Club.

The Fire Chief and his wife attended the 50th Anniversary Pike Lake Fund Raiser and Barbeque on September 3rd where the Mount Forest Fire Station was presented with a very generous donation in the amount of \$17,662.50 from the Pike Lake Golf Centre.

On October 25th the Chief and his wife escorted Melody Elvidge, a teacher at Victoria Cross Public School, to the Fire Marshall's Public Fire Safety Council Award ceremony at the Sutton Place Hotel in Toronto where she was presented with the Fire Marshall's Award for Safety Excellence. This award was for her exceptional contributions to Fire Safety and Public Education.

On October 29th the Mount Forest Fire Station hosted the Annual Wellington County Mutual Aid Banquet.

The Mount Forest Fire Fighters Association hosted another fund raiser night by hosting Yuk Yuks Comedy Nite in November.

During the year one member retired. He has been replaced and two members have been added, bringing the total number of members to 23.

Fire Prevention Officer Jason Benn has replaced Prevention Officer Ian Wallace and is doing an excellent job. Wellington County has hired a full time Training Officer and is working in conjunction with our Training Officer, Don Irvine. This has proved to be a great aid to Don.

2011 was a busy year with the number of calls for assistance up from 128 in 2010 to 150 in 2011. Training is very important for a volunteer fire fighter but is time consuming with new regulations and training mandates from the Office of the Fire Marshall and the Ministry of Labour. The County Training Officer is assisting Training Officer Don Irvine with a 5 year Training Plan so that all Wellington North Fire Services Fire Fighters are all trained in accordance with the Fire Fighters Curriculum.

In 2012 council must consider replacing the 1988 International Tanker which is now 24 years old and has some safety issues. The 1991 Spartan #7 pumper is 21 years old. Industry Standard for pumper trucks is 20 years. Hopefully these trucks can be replaced in 2012 and 2013.

The Chief and Deputy attended nine meetings with much success. A new Burn By-law has been implemented. The Fire Departments in Arthur and Mount Forest have been branded as Wellington North Fire Services, with Arthur Station and Mount Forest Station.

I know personally I am looking forward to another busy and enjoyable year as we work forward to a full time Fire Chief over the 2 stations.

Training and Safety and making sure everyone goes home at night are a top priority.

Respectfully submitted,

Ron MacEachern  
Fire Chief, Mount Forest Station

# Annual Fire Prevention Report

2011 December

Wellington North Fire Services

Mount Forest Station

<b>Evac. Procedures</b>	12
<b>Telephone Calls</b>	327
<b>Business/Personal Service</b>	77
<b>Residential</b>	27
<b>Assembly Occ.</b>	25
<b>Misc.</b>	162
<b>Industrial</b>	13
<b>Meetings</b>	54
<b>Complaints</b>	6
<b>Mercantile</b>	47
<b>Letter/Reports</b>	18
<b>Institutional</b>	18
<b>Burn Permits</b>	1
<b>New Construction/Plan Review</b>	5
<b>Occupancy Permits</b>	1
<b>FE Ext. Training/Talks</b>	72
<b>Emerg. Planning</b>	4
<b>Inspection Follow Up</b>	72
<b>Pub. Ed. Lectures/Tours</b>	19
<b>Pre Incident Planning</b>	2
<b>Fire Safety Plan Review</b>	15
<b>Administration</b>	41
<b>Court/Documents/Serving</b>	0

## Notes:

**It has been a very productive year in regards to prevention and making our community safer.**

**I look forward to providing prevention duties to Wellington North in 2012.  
Happy New Year.**

**RECREATION & CULTURE COMMITTEE MEETING  
TUESDAY, JANUARY 10, 2012, 9:30 A.M.  
MOUNT FOREST & DISTRICT SPORTS COMPLEX**

Present were: Chairperson Councillor Sherry Burke, Southgate Councillor Pat Franks, Councillor Dan Yake, Mayor Ray Tout, Mark MacKenzie, Mount Forest Facilities Manager, Tom Bowden, Arthur Facilities Manager; Barry Lavers, Recreation Director and Linda Spahr.

Also present were: Chantel Pilon from the University of Waterloo, who has been hired as a co-op student for Recreation and Shep Shepetunko from the Economic Development Committee.

All members welcomed Recreation members Barry and Chantel as well as Shep. Barry and Chantel both gave a review of their background and Shep stated his interest in learning about Recreation.

**MINUTES:**

Moved by Mayor Tout

Seconded by Councillor Franks

"THAT the minutes of the December 6, 2012 meeting be approved." Carried

**BUSINESS ARISING FROM MINUTES:**

**Rates and Fees** - to be discussed at our February meeting.

**Summer Ice** - Linda reported that she had spoken to Andy Coburn regarding this summer's hockey school and the instructors are willing to commence the school August 20<sup>th</sup>. Members stated that four hours a day for the hockey school would not be enough to cover the costs. Barry was instructed to talk to the instructors to see if they can extend their hours for the school.

**Generator** - Councillor Burke reported she is waiting to hear back from Linda Dickson on more information regarding a generator.

**Water Treatment Plan** - Mark obtained two prices for the water treatment at the Mount Forest & District Sports Complex. Custom Blend gave a price of \$5,958 plus taxes and Aquachem's price was \$11,792.28 plus taxes. Yearly chemical costs would be approximately \$1200. Barry stated he had used Custom Blend before in a facility he looked after and they were excellent to deal with.

Moved by Mark MacKenzie

Seconded by Councillor Franks

"THAT we recommend to council to hire Custom Blend to provide water treatment at the Mount Forest & District Sports Complex at a price of \$5,900 plus taxes." Carried

**Preliminary Design** - Councillor Burke reported she had talked to Darren Jones, our Chief Building Official regarding the unfinished room upstairs at the Mount Forest Complex. Darren replied that he did not have a problem with Minor Hockey using their own engineers.

**Arthur's Olympia** - Councillor Yake would like the Arthur Olympia to become a No. 1 priority. Barry will look into this.

### NEW BUSINESS:

**Minor Hockey/ Upper Room/Hall of Fame** - There was discussion on the proposal from Minor Hockey. Mark and Councillor Yake also brought forth a proposal on using the unfinished room as a Hall of Fame. Following discussion it was decided a committee of Barry, Councillor Burke, Councillor Yake, Mark MacKenzie and Darren Jones will set up a meeting, as well as meet with Minor Hockey. Councillor Burke will contact those interested regarding a time.

**Walking Track Donation** - Mark told members there is a person who uses the walking track numerous times who would like to put a large donation towards installing a softer surface to walk on. Mark is to look at different types of flooring and obtain a quote.

**Facility Revenue and Budget vs Year-to-Date** was available for members' information. Tom questions why Arthur Trails was under revenue when it should be under expenditures. He also added that the elevator contract in Arthur should be lined up in the same time frame as Mount Forest.

### CORRESPONDENCE:

A letter received from the Township of Southgate was discussed by members.

### MEMBER'S PRIVILEGES:

Councillor Yake reported on the Municipal Hockey Tournament last March and stated that proceeds were donated to all the schools in Wellington North for their breakfast program at Catholic and Public Schools in Mount Forest, Kenilworth and Arthur. Each School received a \$300 donation. He also stated council needs to be careful giving a fee reduction to facilities. He added that council needs a clear definition of how to handle such requests.

### ADJOURN:

The meeting adjourned 11:00 a.m.

NEXT MEETING: February 7, 2012 at 8:30 a.m., Mount Forest & District Sports Complex.

**REPORT TO:** Lori Heinbuch, AMCT, CMC, CEMC  
**FROM:** Barry Lavers, RRFA, Director Recreation Parks & Facilities  
**DATE:** January 16, 2012  
**RE:** Resolution for January 23, 2012 council meeting

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At the regular Recreation and Culture Committee meeting on Tuesday, January 10, 2012 the following resolution was recommended to council:

Moved by Mark MacKenzie

Seconded by Councillor Franks

“THAT we recommend to council to hire Custom Blend to provide water treatment at the Mount Forest & District Sports Complex at a price of \$5,900 plus tax .”

Carried

The use of water treatment is necessary to help prevent shutdowns of the eco chill refrigeration system. Cimcoe stated that they had recommended the township use a water treatment plan right from day one.

Mark MacKenzie obtained two prices. Aquachem’s quote was \$11,792.28 plus tax and Custom Blend’s quote was \$5,958 plus tax. Barry Lavers, Recreation Director stated he had used Custom Blend before and they were excellent to deal with.



# **WATER/SEWER COMMITTEE MEETING**

## **January 17, 2012**

**Members:** Sherry Burke, Councillor, Chair  
Andy Lennox, Councillor  
Barry Trood, Water & Sewer Superintendent  
Corey Schmidt, Water & Sewer Foreman  
Dale Clark, Roads Superintendent  
Melissa Irvine, Process/Compliance Analyst

**Start: 8:30 am**                      **End: 10:30 am**

Minutes from the November 22nd Committee meeting were previously circulated and approved by Council

### **Business from November 22nd meeting**

- General discussion took place on the Water and Sewer Master Plan for Arthur Village presented in December. Councillor Lennox addressed a few concerns regarding an option of building a new Water Tower in the future. These concerns included possible location, timing of when it would be built, associated costs and sizing of watermain to the tower. Discussion took place in this regard with the building of a new tower being driven by possible future development while its size, location and cost would all have to be reviewed prior to any building of a new water tower in Arthur. Another concern with two water towers in operation in the future is pressure zones that may happen due to elevation. The Committee recommended the Water/Sewer Master Plan for Arthur Village is approved for Issuance of the Notice of Completion.
- Barry informed the committee Mike Smith, of Tiltran Services was in on January 12, 2012 to review the condition of the sub –station at the Arthur Waste Water Treatment Plant. Testing of the transformer at the sub-station will be required along with other repairs to determine its operational life. Mike is to send a report to Barry in this regard and Barry will follow up with those recommendations at the next committee meeting.
- Barry and Corey reviewed continued issues with the Magnetic Flow Meter at Mount Forest Well #3 to the committee. Staff has tried everything to isolate the erratic flow problem with the meter. This includes taking the meter to Coulter Meters in Ingersoll, having the well pump checked, electrical checks on the ground wires and lines to the meter along with servicing and checking of the Singer Valve. All of these checks have not resolved the problem with the erratic flows. Corey to follow up again with Coulter Water Meters and check if it is possible to reinstall a temporary meter at the well house and see if the problem continues.

## **1. Arthur Spheroid Tower Inspection**

On October 26, 2011 the Arthur Spheroid Tower was inspected by Landmark. Barry gave the committee a brief breakdown of the costs associated with the repairs identified in the report received in December 2011.

The upgrades in the report include the following:

- Rescue Equipment System (for the valve pit, bell landing and top landing)
- Fall Arrest System upgrades (on tank roof)
- Accessories (aluminum rest seat), (gin wheel c/w rope at top landing), (roof handrail system), (replacement of air craft warning light fixture)

Landmark also recommended that upper portions of the tank be repaired within the next year or so. Barry will review in further detail with Landmark and report back to the Committee.

## **2. Arthur Wastewater Treatment Plant (RFP)**

The Committee was given two proposals to prepare an RFP for a study to provide options and alternatives for expanding the capacity of the Arthur Wastewater Treatment Plant. The proposals were received from WESA Inc. of Kitchener and from B.M. Ross and Associates of Goderich. Both companies have very solid backgrounds in this field and both submitted excellent proposals. The committee discussed the merits, pros and cons of both proposals. It was the committee's recommendation that the RFP proposal be awarded to the lower cost proposal from B.M. Ross and Associates of Goderich.

## **3. Staff Reports (attached)**

## **4. Water/Sewer Servicing Charges**

Barry presented the committee By-law No 73-10 (schedule "H") which addresses costing for Water/Sewer related items. The fees charged have not changed since May of 2008. Barry suggested the committee look at increases in columns from 2%-5% just for discussion as well as a consideration of an administration fee for new account set up within water and sewer billing. Costs for materials, labour and supplies have increased during this time period and Barry wanted to inform the committee of this. Currently Wellington North Power, who does the billing for the Township Water and Sewer Department, receives a \$30 account set fee which is kept by Wellington North Power. No administration fee goes back to setting up the Water /Sewer accounts. General discussion took place and Water/Sewer staff will investigate related costs of other nearby centres and their charges and report back to the committee.

### **General information**

- OCWA reports for the Arthur and Mount Forest Treatment Plants were received with no environmental incidents.
  
- **Next Meeting: February 21, 2012 @ 8:30am**

# Water Sewer Committee Meeting

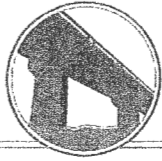
January 17, 2012

## Foreman Report

- Barry and Ed attended Fire Hydrant Flow testing course in Minto
- WHMIS training for all staff in Kenilworth
- Four inch water meter and backflow preventer installed at Agrisan in Arthur
- Burnsides completed Arthur and Mount Forest annual production and monitoring well inspections
- New water lubricated well pump installed in well #6 and pump now back in operation
- Melissa attended Source Water Protection seminar in Neustedt
- Meeting in Kenilworth to review the Arthur Master Plan with Triton Engineering
  - Ran Well #6 using tractor PTO to simulate power outage
  - Took apart and repaired leaking four inch gate valve in well #6
  - Power outage in Arthur on December 28 caused PLC failure in Old Water Tower, new PLC installed
- Sold old generator from Durham Street pumping station for \$1500
- Broadline Equipment Rental willing to pay \$1000 for six inch pump (Bryan's Auctions would not guarantee us a dollar amount)
- Ongoing issues with erratic flows at well #3 in Mount Forest
  - Disassembled and cleaned inside flow column of flow meter
  - Replaced diaphragm, rubber seals, and flow pilot on PRV valve
  - Took flow meter to Coulter Meter Service and tested on line – OK
  - Well Initiatives checked operation of well pump – OK
  - Dewar Services checked to see if problem was electrical

**Process Compliance Monthly Report Analyst Report**  
**January 17<sup>th</sup>, 2012**

- attended Source Water Protection seminar in Neustadt (Saugeen Valley Conservation), sent a summary report to Barry, reviewing potential costs of Source Water Protection Planning
- DWQMS Management Review completed November 20, 2011
- R.J. Burnside, Scott Beemer completed Arthur and Mount Forest annual production and monitoring well inspections. To date report has not been received.
- entered November/December data for microbiological and distribution residuals into spreadsheets
- entered November/December flow data into Ministry of Environment Water Taking Reporting System. Lock and submit data to MOE
- backup Mount Forest and Arthur SCADA for November/December
- gather data and start first draft of Schedule 22 Reports for Mount Forest and Arthur Water Systems *MARCH 31/12*
- gather data and start first draft of Annual Reports for Mount Forest and Arthur Water Systems *-now compliance /CAPICATY*
- prepare Backflow Inspection lists for ICI consumers, and fax to plumbers. Asked them to have backflow inspections completed by April 16<sup>th</sup>, 2012
- start to review DWQMS and make changes in regards to restructuring (i.e. DPW changed to Water/Sewer Superintendent)
- spoke with MOE Inspector Carola Serwotka, and she will start inspection of Mount Forest and Arthur water systems on Monday, January 23<sup>rd</sup>, 2012. She will start with the document review and then move onto the physical review. /



B. M. ROSS AND ASSOCIATES LIMITED  
Engineers and Planners  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 • f. (519) 524-4403  
www.bmross.net

File No. 11275

January 13, 2012

Barry Trood, Water and Sewer Superintendent  
Township of Wellington North  
7490 Sideroad 7 W, Box 125  
Kenilworth, ON N0G 2E0

**RE: Proposal to Prepare an RFP for a  
Study of Capacity Expansion Alternatives for the  
Arthur WWTP**

Further to your letter of December 13, 2011 it is our understanding that the Township wishes to request proposals for a comprehensive evaluation of alternatives for expanding the capacity of the Arthur Wastewater Treatment Plant (WWTP). The purpose of this letter is to express our firm's interest in helping the Township prepare an RFP document and potentially assisting in the evaluation of submissions.

By means of this letter we wish to demonstrate BMROSS's experience with regards to:

- Projects involving:
  - WWTP expansion
  - WWTP re-rating
  - Stream capacity assessments
  - Inflow/infiltration assessment
- Preparation of RFP documents and evaluation of proposals.

We have also provided details of our proposed approach and our expected costs to undertake the RFP development and review.

## **PROJECT EXPERIENCE**

### **General Wastewater Collection and Treatment**

B. M. Ross and Associates Ltd. (BMROSS) was incorporated in 1951 and since that time has worked on hundreds of wastewater system projects. Current and relatively recent projects include:

- Underway – A Class EA, including detailed receiving stream assessment to expand the Bayfield, Ontario WWTP from 1170 m<sup>3</sup>/d to 3500 m<sup>3</sup>/d. This includes modification of the discharge window from 7 ½ months to 12 months.
- Underway – A Class EA and detailed design of an expansion of the Seaforth, Ontario WWTP from 1800 m<sup>3</sup>/d to 3600 m<sup>3</sup>/d including conversion to tertiary treatment. Final design and equipment selection is proceeding.
- Underway – Final design and construction contract administration for a new sewage collection system and WWTP for the Community of Mount Brydges. The WWTP was recently constructed with a capacity of 980 m<sup>3</sup>/d, readily expandable to 3000+ m<sup>3</sup>/d. Potential stream impacts were assessed.
- 2009-2010 – A Class EA and re-rating of the Strathroy WWTP from 8,560 m<sup>3</sup>/d to 10,000 m<sup>3</sup>/d with no physical changes. Stream assimilation and aquatic biology studies were completed prior to the EA.
- 2007-2009 – Class EA and re-rating for the Community of Ripley WWTP from 380 m<sup>3</sup>/d to 600 m<sup>3</sup>/d with no physical changes. Comprehensive stream studies were included.
- 2007-2010 – A Class EA, design, and contract administration for construction of a significant Combined Sewer Overflow system for the Goderich WWTP.
- Comprehensive infiltration/inflow and rehabilitation studies for:
  - Walkerton
  - Vanastra (Huron East)
  - Wingham (North part)
  - Harriston

## **RFP PREPARATION**

In our role as municipal engineer for communities we have had the opportunity to prepare detailed Requests for Proposals and evaluate submissions for many projects including:

### **Re: Water Works Projects**

- Municipality of South Huron – RFP for Long-Term Water Supply Class EA
- Municipality of Strathroy-Caradoc – Preparation of RFP for Reservoir Expansion
- Eight municipalities – RFPs for Water Meter supply and installation projects

### **Re: Groundwater Studies**

- Town of St. Marys – RFP for Hydrogeologic Investigation
- Municipality of Kincardine – RFP for Scotts Point GUDI Study
- Municipality of Brockton – RFP for GUDI Study for Powers Subdivision Well
- Municipality of Brockton – Preparation of RFP for Well Head Protection Plan
- Municipality of South Huron – RFP for Groundwater Management Study
- Strathroy PUC – RFP for Groundwater Management Study

## **Re: Water and Wastewater Operations**

- Municipality of Bluewater – Assistance with Water and Wastewater Operations RFP
- Municipality of West Perth – Assistance re Water Operations RFP
- Municipality of Huron East – RFP for Water and Wastewater Operations
- Municipality of Bluewater – RFP for Water and Wastewater Operations
- Inter-County (6 municipalities – for Bluewater, Huron East, Minto, North Perth, Mapleton and Wellington North) – Assistance with Water and Wastewater RFP
- Crest Centre (in Lucan-Biddulph) – RFP Preparation for STP Operations

## **OUR APPROACH**

Based on our experience with the above projects our suggested approach to the development of the RFP would be generally as follows:

Step 1: Meet with Council or Committee to:

- Confirm our understanding of the issues
- Establish an approach to the RFP. Options to be considered are:
  - Letter of Interest (LOI) → shortlist → proposal
  - Public advertisement or invitations
  - Method of evaluation
  - Who does the evaluation
  - Scoring systems for work plan/experience/cost
  - Project timing

Step 2: Prepare a draft RFP document or develop the LOI request

Step 3: Submit it to Council for Approval

Step 4: Revise as necessary

Step 5: Circulate or advertise

Step 6: Receive proposals

Step 7: Score the proposals

Step 8: Discuss the results with Township representatives

Step 9: Make a recommendation to Council

If the Letter of Interest approach is taken, there would be additional steps prior to the actual RFP.



**BUDGET**

To prepare the RFP document, as outlined above, we believe it will cost \$7,600 including the Letter of Interest step and \$5,800 if the approach is to go directly to a short-list or public advertisement. Please note that we would not encourage a public advertisement unless it is preceded by a Letter of Interest.

The cost of reviewing and reporting on the actual proposals is somewhat dependent on the number of proposals and the complexity of the information requested. Tentatively we suggest a budget of \$1,000 plus \$500 per proposal with meetings or presentations, if requested, being extra.

I personally would prepare the RFP and review submissions. A copy of my Curriculum Vitae is attached for your reference.

Yours very truly

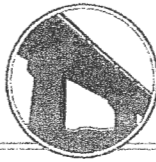
B. M. ROSS AND ASSOCIATES LIMITED

Per



Stephen D. Burns, P. Eng.

SDB:hv  
Encl.



# BMROSS

engineering better communities

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## STEPHEN D. BURNS, P. ENG.

### EDUCATION

- B.A.Sc. (Civil Engineering), University of Waterloo, 1973
- M.A.Sc. (Civil Engineering), University of Waterloo, 1989
- Post-graduate courses (1984-87) in Physical-Chemical processes in Sanitary Engineering, Free Surface Hydraulics, Additional Topics in Landfill Gas and Leachate Management, Aquatic Chemistry, Public Enterprise Economics and Financing, Water Quality Management.
- "How to Present Environmental Evidence" - Banff Centre School of Management, 1986.
- "Business Policy/Strategy" - University of Western Ontario, 1999 (13 weeks)

### PROFESSIONAL AFFILIATIONS

- Licensed Professional Engineer, Province of Ontario
- Designated Consulting Engineer, Ontario
- Ontario Water Works Association - a section of AWWA - Past-Chair of the Board of Trustees, Past Chair of the Section Continuing Education and Government Affairs Committees
- American Water Works Association, Past-Director, and Past-Vice-President
- American Water Works Association, Past-Chair of the Section Services Committee
- American Water Works Association, member of the Ad Hoc Committee on Affiliation Agreements and Section Relations.
- American Water Works Association, past member of the Administrative and Policy Council.
- Ontario Water Works Association, Co-Chair of Joint Committee on Policies and Regulations and Communication with MOE.
- Ontario Water Works Association, designate to MOE/CGSB Accreditation Management Committee

### EMPLOYMENT HISTORY

2009 to Present

Principal: B. M. Ross and Associates Limited,  
Engineers and Planners, Goderich, Ontario

1997 to 2009

Principal and President: B. M. Ross and Associates Limited,  
Goderich, Ontario

1989 to 1997

Principal and Vice-President: B. M. Ross and Associates Limited,  
Goderich, Ontario

1977 - 1988

Principal and Director: B. M. Ross and Associates Limited,  
Goderich, Ontario

1973 to Present

Project Engineer: B. M. Ross and Associates Limited,  
Engineers and Planners, Goderich, Ontario

## PROFESSIONAL EXPERIENCE

Mr. Burns is a Principal with the firm. In addition to other duties, he is responsible for reviewing design and for report preparation for environment related projects undertaken by the firm. This includes:

- Water supply
- Waste treatment
- Solid waste management
- Storm water management
- Environmental assessment

He provides consulting services and client contact for many projects including many with complex technical issues. He has attended, as witness before the courts, and at a number of public hearings including:

- Ontario Municipal Board
- Environmental Assessment Board
- Environmental Hearing Board
- Environmental Review Tribunal
- Expropriation Panels
- O'Connor Commission - Walkerton Inquiry
- Drainage Referee

His design and project management experience, including consultant co-ordination, drafting supervision, equipment selection and document preparation, covers a wide range of projects including:

- Villages of Brussels and Blyth sewage collection systems and tertiary treatment plants
- Town of Goderich sewage plant expansion
- 30+ sewage pumping stations
- Lagoon and spray irrigation systems for Hillside Nursing Home and Paul Bunyan Camp
- Pine Lake Camp and Camp Menesetung sewage works (septic system)
- Tiverton, Crediton and Centralia Water Works
- Domtar-Goderich Salt Mine wastewater
- 9 major water storage facilities
- 40-45 small communal water systems using wells
- Village of Ripley sewage collection system, lagoons and effluent aeration system.
- Wastewater treatment for fruit and vegetable wastes for Nabisco Brands Ltd.
- Village of Lucknow sewage lagoons and rapid infiltration system

- Community of Mount Brydges Sanitary Sewage System
- Town of Saugeen Shores - Water and Sewage Servicing Master Plan
- Town of Bosanquet - Rural Watermain Strategy
- County of Huron - Study of Septage Treatment and Disposal
- Class Environmental Assessments for long-term water supplies to the communities of Exeter and Strathroy
- Water Supply Master Plan for Township of Strathroy-Caradoc.

Mr. Burns has authored over 200 technical reports including:

- Sewage Works
  - Towns of Exeter, Clinton, Wingham, Seaforth, Harriston, Kincardine, Goderich, and Walkerton.
  - Villages of Lucknow, Ripley, Bayfield, Brussels, Blyth and Tiverton.
- Water Works
  - Towns of Clinton, Goderich, Exeter, Mount Forest, Kincardine, Seaforth and Mitchell, Township of Huron Lake Huron Shoreline Water Supply Master Plan, Town of Bosanquet Rural Water Strategy.
  - Villages of Hensall, Brucefield, Tiverton, Dashwood, Crediton and Centralia.
- Solid Wastes
  - Towns of Exeter and Seaforth
  - Townships of Hay, Stephen, and Stanley
  - Village of Hensall
  - Royal Homes Plant, Wingham
- Storm Water
  - Various projects including both municipal and individual property scale projects
- Site Assessments
  - Has conducted Phase 1 and 2 Environmental Site Assessments for property transfers and financing
  - Has investigated spills.
- Miscellaneous
  - Environmental impact assessments of operating and/or failed septic systems in the Villages of Ripley, Tiverton and Bayfield and for the Pike Lake Campground
  - Development Charges Background Studies for Towns of Goderich and Exeter, Townships of Stanley and Huron-Kinloss and Villages of Lucan and Ripley
  - Water and Sewage Rate Studies - Towns of Exeter and Goderich and the Municipality of Bluewater
  - Conducted investigation into the cause of the Walkerton Water Supply contamination on behalf of the Municipality of Brockton - May to October 2000. Author of "Report on Cause".
  - Impact analysis for chloride discharge at Sifto Mine – Goderich
  - Assisting several municipalities to select contract operators for water and sewage services including developing RFPs and Services Agreements
  - Expert testimony regarding sewage pumping stations
  - Ontario Water Works Association representative on Stakeholder Review Group for MOE Drinking Water Design Guidelines - 2005-2007

- Ontario Water Works Association representative on MOE Accreditation Management Committee
- Asset Management and O.Reg 453/07 Financial Plan for Township of Perth East
- O. Reg. 453/07 Financial Plans and Rate Studies for the Town of Goderich and Municipality of Bluewater

## PUBLICATIONS AND PAPERS

Well over 50 papers, publications and public appearances, the following represents a sampling of some of the latest:

- “Drinking Water In Ontario – A Consulting Engineer’s Perspective”, a presentation to the Advanced Water Treatment Class at the University of Waterloo, July 2008.
- “Overview of Walkerton, Ontario Water Supply Contamination – Root Causes to Repercussions”, a presentation to Missouri Water Environment Association and Missouri American Water Works Association, Joint Annual Meeting, March 2006.
- “Groundwater Contamination and the Consequences of Walkerton”, Ontario Water Works Association Spring Specialty Seminar, March 2005.
- “Walkerton Water Supply Contamination”, presentation to North Dakota Water and Pollution Control Conference, October 2005.
- “Ontario’s Drinking Water Regulation”, Ontario Water Works Association Spring Treatment Seminar, March 2004.
- “Ontario’s Drinking Water Regulation – Content and Implementation”, Salon des technologies environnementales du Quebec, March 2004.
- “The Challenges for Small Municipalities”, Drinking Water Safety and Sustainability, March 2004.
- “Ontario’s Drinking Water Regulations”, Huron County Water Protection Steering Committee, April 2004.
- “Use of Chlorine Dioxide to Overcome Chlorine Residual Problems Related to Groundwaters”, Strathroy Water Works, OWWA/OMWA Annual Conference, Niagara Falls, May 2004, presented with Peter Harrison, B. M. Ross and Associates Limited.
- “Ontario’s Drinking Water Regulation Content and Implementation”, a presentation to AWWA ACE 2004 Canadian Affairs Committee Section, June 2004.
- “Wastewater Treatment Plant Design – A Consulting Engineer’s Perspective”, a presentation to the fourth year Environmental Engineering Class at the University of Waterloo, July 2004.
- “Ontario’s Drinking Water Laws and Due Diligence”, Town of Goderich, August 2004.
- “Accountability in Water”, a presentation to Georgian Bay Waterworks Conference, April 2003.
- “How Do We Know Our Water is Safe?”, Bluewater Association for Lifelong Learning, October 2003.
- “Water Supply to Small Communities – A Time of Transition”, Pragma Council 2003 Fall Conference, November 2003.

- “AWWA Tools for Source Water Protection”, OWWA/WEAO Watershed Management Seminar, December 2003.
- “Walkerton Water Supply Contamination”, presentation to Minnesota Department of Health, March 2002.
- “Walkerton Water Supply Contamination”, a presentation to OPPI Conference, September 2002.
- “GUDI – How It’s Impacting Water Systems”, presentation to WOWW Conference, London, ON, October 2002

**PAPERS - (all as part of M.A.Sc. Program)**

- “Siting Considerations for Small Municipal Sanitary Landfill Sites in Ontario” - July 26, 1984
- “The Chemistry of Iron Control in Water Supplies Using Sodium Silicate” - December 19, 1984
- “Evaluation of Sewage Treatment Alternatives Using Cost-Effective Analysis” - September 13, 1985
- “Application of Dynamic Programming to a Water Supply Problem” - April 27, 1986

**AWARDS**

- American Water Works Association (AWWA) – George Warren Fuller Award – presented at American Water Works Conference, June 2008.
- University of Waterloo – Alumni Achievement Medal – presented by University of Waterloo Faculty of Engineering, September 2006.
- Ontario Water Works Association (OWWA) – Certificate of Appreciation – presented at OWWA Conference, May 2007.
- American Water Works Association – Certificate of Appreciation – presented at Annual Conference, June 2006.
- Ontario Water Works Association – Certificate of Appreciation – presented at OWWA Conference, May 1998.

## Drinking Water Quality Management

### Safe Drinking Water Act, 2002

#### Ontario Regulation 453/07

#### Long Term Financial Plan

### **Introduction:**

With the passage of the Safe Drinking Water Act in 2002 municipalities were provided the legislative authority to operate their drinking water systems and provided guidelines for those operations to ensure the safety of Ontario's drinking water. As well, Ontario Regulation 453/07 provided detailed criteria to use in the design and operation of the systems.

A component of O.reg 453/07 is the directive that all operators of municipal drinking water systems must prepare a long term financial plan with the intention to ensure that the drinking water system achieves financial sustainability. This objective anticipates that the funding supplied from user rates and other accessory funding is sufficient to pay for the ongoing operations of the utility and also to fund periodic capital expenditures and/or service long term debt incurred from time to time. As well, the expectation is that the revenue is designed such that sufficient reserve funds are set aside to replace the infrastructure as it becomes necessary to replace over the long term.

### **Wellington North Drinking Water System:**

Wellington North is the result of the amalgamation in 1999 of the Village of Arthur, the Township of Arthur, the Township of West Luther, the Town of Mount Forest, and portions of the Township of West Garafraxa and the Township of Peel. Municipal water systems had been established in Arthur and Mount Forest prior to amalgamation and these continued in Wellington North.

The water system infrastructure in these urban areas includes 3 wells in Arthur and 4 wells in Mount Forest. These wells supply the water that is distributed to the residential and non-residential users through a myriad of water-mains throughout the communities. Prior to distribution the water is treated in accordance with Ministry of the Environment guidelines. In addition, there are 2 water towers in Arthur and 1 in Mount Forest.

All non-residential users in both communities are metered and these users are billed monthly for their consumption. Residential users are not metered at this time. The residential users are billed a flat rate for the supply of water on a monthly basis.

## **Financial position:**

Following the water crisis in Walkerton, all operators of water systems in Ontario (including municipalities) were compelled to change their operations in order to comply with measures being introduced to improve and maintain the quality and safety of drinking water. A measure included was the development of user rates that would recover the "full cost" of the water system including "operating costs, financing costs, renewal and replacement costs and improvement costs associated with extracting, treating, or distributing water to the public".

Accordingly, the Township has prepared 2 studies of Water and Sewer Rates in 2002 and 2008. These studies attempted to quantify the operating costs of the water system and anticipated capital expenditures and relate those costs to the actual consumption of water represented by the metered consumption data and the quantity of water pumped.

The result was the establishment of an annual flat rate charged for non-metered customers and a per cubic meter rate for metered users. These rates were broken down into an operating component and a capital component. However, on an ongoing basis, the full amount charged was recorded as operating revenue.

At the time of the adoption of the rates, significant capital expenditures were necessary in Arthur. These expenditures were the result of a Ministry order and were supported with Provincial and Federal funding under the OSTAR program.

Accordingly, the Wellington North water system financial reporting did not isolate capital fund activities from the operating fund. Due to this method of bookkeeping for the water revenue, the operating deficit reported annually is significantly higher than it would have been had the revenue been reported separately.

Having pointed out this bookkeeping confusion though, the operating and capital deficits are significant and must be dealt with. The estimated operating costs used to establish the user fees were less than what the actual operating costs were. In addition, the actual capital expenditures were higher than anticipated in the user rate calculation and, in some cases, the rate study had contemplated the issuance of debentures to finance the expenditures that had been noted in the study. If debentures had been issued the capital deficit would have been reduced significantly.

At the time of the implementation of the 2002 study, water systems required significant investment foregoing investments in the sewage systems. Accordingly, given the same bookkeeping for revenues in the sewage system significant surpluses were accumulating. Since both systems operated somewhat in tandem the sewer surpluses assisted in funding the water deficits along with the general operating surplus with the



expectation that the capital spending trends would shift. This financing approach is contrary to the principles outlined in the Safe Water Drinking Act, 2002 and O reg 453/07. However, although not formally documented, this inter-fund financing is construed as long term financing and the calculation of an interest component of the "financing" would introduce the inter-fund compensation to the equation.

Accordingly, an amount of \$1,600,000 is introduced as long term debt which represents the Township "portion" of capital expenditures.

### **Accounting for Tangible Capital Assets:**

With the change in prescribed accounting policies, beginning in 2009, to full accounting for a municipality's "tangible capital assets" and the related accumulated amortization, the allocation of a portion of the original cost of the asset to each year of operation (amortization) is a new concept. However, the quantification of this amount provides a basis upon which to "set aside" an amount to use ultimately for the replacement of those same tangible capital assets identified. These assets would include everything from the vehicles and equipment used in the day to day operation of the system to the wells and standpipes (water towers).

### **Municipal Tax Levy:**

Water systems are generally referred to as "user pay" systems meaning that only the residents and non-residential users, who use Township water, fund the system through the user rates charged. The same is true for the sewage system. However, there are a few situations where it could be argued that the entire Township, water users and non-users urban and rural, benefit from the existence of the water system. The availability of a reliable supply of treated water is an attraction for industrial and commercial businesses to locate in the Township. Those same businesses typically locate in the urban areas where they can access the water and sewage utilities. However, the commercial and industrial assessment that they represent is used in the calculation of the tax levy for the entire Township. This would be a justification to include an amount in the general levy to fund the water and sewage systems. The Municipal Act, 2001 and previous versions of the Act has provided the authority to allow this.

In addition, since the water and its infrastructure is used by the fire service that is available to the entire Township an amount should be added to the tax levy to acknowledge the benefits of the water system to the Township wide fire service. Currently, an amount is transferred to account for the fire hydrants but nothing else at this point.

### **Wellington North Power:**

Currently the water and sewer billing is being prepared monthly as part of the monthly billing for electrical service. In 2009 the total amount paid for this service to WNP

by the water system was \$43,451 (\$38,877 for sewage). For this billing WNP reads the meters for the non-residential users, collects the billed amounts from the residential and non-residential users, and remits the revenue to the Township. Consideration could be given to changing this billing arrangement particularly for the "flat rate" residential customers.

#### **Water Meters:**

Currently all non-residential users are billed according to a metered usage. There are no water meters for residential users. All of these users are billed using a flat rate for all customers with no consideration to the amount of water used per household or the number of persons using the residence. There has certainly been pressure from the province to introduce meters for residents on the premise of water conservation if the residents were charged according to the amount used. The cost of supplying and installing the meters is a deterrent with an upfront cost of approximately \$1,300,000 (2006 estimate) plus ongoing operating costs for the care and maintenance of the meters and the analysis of the data supplied. It has been felt that the use of an education and incentive program promoting conservation and overall good water use practices would be a more effective way to achieve the same goal. Currently, Wellington North does not have a program of this nature in place.

Installing meters in 100% of the users would allow an assessment of the amount of water actually being lost in the system. Actual water consumption would be quantified and compared to the volume of water pumped. An amount of loss in the system is normal due to watermain breaks, ongoing system maintenance involving the flushing of the mains, fire hydrant use, etc. but the assessment of this data may identify problems earlier.

#### **Amortization:**

The accounting definition of the term "amortization" suggests that a portion of the "net original cost" of an asset should be allocated to each year of operation over the life of that particular asset. The calculation of the "portion" can be done in different ways depending on the sophistication of the operation and its record keeping. The Wellington North water system does not have this complexity and it is suggested that this allocation be based on a simple "straight line" calculation dividing the net cost by the number of years of useful life. Depending on the nature of the asset, this life could be as short as 5 years or as long as 75 years.

The amortization amount, in the simplest of situations, at the end of any fiscal year, would be in the form of cash on hand. To ensure that the accumulation of this cash on hand (accumulated amortization) is available when the asset has to be replaced, the cash should be transferred to a separate bank account or secure investment segregated from the cash required for ongoing operations (Reserve Fund transfer).

It should be pointed out that the purely accounting definition uses the term “net” implying that the cost being amortized is the actual cash investment in the asset. This is established by reducing the cost of acquisition by any grants, donations, contributions, etc. When determining the cost of replacement, though, these contributions would not necessarily be available and, for this reason, the new rules for Tangible Fixed Asset accounting do not incorporate them in the calculation of “amortization”.

#### **Asset Management and Inflation:**

Following the comment with regard to amortization, the strict definition of that accounting principle is an allocation of cost but the common attitude to it is a process to “save up” for the eventual replacement of the asset. While this is part of the exercise, good management of the asset will add to the amortization calculation an amount to account for the increase in the cost of replacing the asset (inflation). As with amortization, this calculation can be quite complicated. A simple introduction might be to estimate the replacement cost of the asset as if it were being replaced today and calculate what the annual allocation for the replacement might be based on its useful life beginning today. From this number the historic annual amortization amount would be deducted and the remainder would be the “inflationary” amount.

#### **Capital Financing:**

The old argument that municipalities continually have is the debate about financing philosophies. Do we “save up” prior to making an expenditure or do we “debt finance” the expenditure when it is necessary. If prior Councils have made decisions either one way or the other, changing that direction is difficult. However, adopting the “full amortization” approach despite initially being difficult will match the cost of the capital with the operations and whether the annual budgeting is through a debt payment or a reserve transfer there would be little annual budget impact except for inflationary adjustments that might be necessary.

Moving toward full amortization will have to be phased in over time with long term commitments from Council to ensure it continues.

The accumulation of funds through amortization and inflationary adjustments, as discussed earlier, would be considered as “saving up” for the replacement purchase. When the replacement is purchased the resources set aside in the Reserve Fund would be used to make the purchase. If these resources are depleted, financing would have to be provided with the issuance of long term debt.

#### **Development:**

Over the course of the planning period there will, no doubt, be development in Arthur and Mount Forest which will require an expansion of the water infrastructure to

accommodate the additional users of the system. This expansion may be as simple as the extension of a waterline to service some new buildings or construction on an "infill" lot within the community, or a large development requiring significant capital expenditures.

In the simpler cases there may only be minimal expenditures necessary. In these cases any expenditures would be accommodated using the annual capital expenditure allowance already incorporated into this plan.

In the larger cases the development will be the result of a development agreement and these typically commit the developer to finance the infrastructure needed to service their project.

As well, the Township collects development charges on any new construction. These charges are intended to be used to fund the capital cost of new development (growth) as described in the Development Charges Study prepared to support the Development Charges Bylaw passed originally in 2008. It should be pointed out that with the passage of the current bylaw, the Township adopted rates lower than those recommended in the study. Accordingly, the shortfall will have to be financed using the annual capital expenditure allowance incorporated into this plan.

This plan does not anticipate development in its projections. However, as development happens and the new users come on stream the total revenue will increase providing additional working capital to fund expenditures as they are needed.

It should also be pointed out that this plan will be reviewed on an ongoing basis and as any development plans are introduced the plan will be adjusted to reflect the new demands on working capital over the planning period and the anticipated new revenue from that development.

#### **Financial Plan:**

Accompanying this report are schedules outlining the projected activity for the next 6 years. This activity is depicted using the following financial reports. It should be pointed out that this plan, as with other similar financial forecasts, will evolve over time as the nature of the system changes from year to year due to replacement of the infrastructure over time, growth in the system, effectiveness of water conservation programs, etc.

#### **Statement of Revenue and Expenditures:**

This statement projects the activities of the water system over the next 6 years incorporating an inflationary adjustment annually to estimate how the costs of operations may change over the years. If there are any specific issues that are known and will impact a period in the future this impact is estimated in that particular period and reflected in the

accompanying statement. These anomalies may be a “one time expenditure” in a particular year or the beginning of a specific cost that will continue over the remainder of the period.

As well, this statement indicates how the gross revenue of the system will change given the water rates for the period as outlined in the most recent rate study of 2008. This assumes that the actual annual consumption will remain consistent from year to year.

#### Statement of Financial Position (Balance Sheet):

This statement is a projected snapshot of the financial position at December 31 of each of the 6 years. It outlines the working capital (cash and equivalents) on hand, the total historical cost of all fixed assets including fixed asset purchases during the year less accumulated amortization, the outstanding balance of any long term debt, and the accumulated surplus or deficit.

#### Statement of Changes in Financial Position:

This statement identifies how and why the working capital of the Township changes in each year noting changes that happened in either of the previous 2 statements.

#### Assumptions and notes:

1. As noted above, the revenues from one year to the next are increased based on the percentage increase in rates agreed to in the most recent water rate study. The study covers the period ending in 2014. For the years 2015, 2016, and 2017 the rate is assumed to increase at 3% per year. The methodology for preparing the 2008 rate study was to identify when significant capital expenditures would be required and increase the rate in that particular year to accommodate the expenditure. Setting the rates in this manner causes fluctuations and swings in rates that can be disruptive. A smoother annual increase over the long term would be less disruptive to consumers and industries who rely on predictable costs from year to year.
2. Increases in operating costs have been planned to increase from 2% to 5% annually. Historically annual labour increases have been in the range of 3% for wages and related benefits. Other costs have been projected to increase 2% annually. Hydro has been estimated to increase 5% per year based on reports from different sources that the general cost of electrical power will increase significantly over the coming years.
3. As noted earlier, the water system has been operating with a significant accumulating cash deficit in the last few years. This has been the result of significant capital expenditures that had been necessary and for which appropriate funding had not been put in place. Therefore, an amount of debt has been introduced

of \$1,600,000. Beginning in 2011, payments on this debt have been incorporated in this plan and were calculated using an interest rate of 4% over 20 years.

4. Anticipated in these projections are annual capital expenditures. The nature of these expenditures has not been identified but in order to ensure the ongoing reliability of the entire water system it must be acknowledged that repairs and replacement must happen on an ongoing basis. By providing an amount in these projections, funds will be available when expenditures are necessary. The plan is prepared assuming that these annual expenditures are made each year but that won't necessarily be so. Should the annual capital allocation not be spent or only a portion of it is required, the balance would be available for a future period when more than the annual allocation might be required. On the other hand, if expenditures in a given year are more than the amount allocated the excess may have to be funded with some form of short or long term debt which would be repaid from future annual allocations.

The amount of these annual expenditures is based on an estimation of the cost to replace the Township's entire water infrastructure today. Assuming a weighted average life for all of the fixed assets of 59 years, the initial amount is calculated to be \$591,220. As with other operating costs this annual amount is inflated annually by 3% to estimate increases due to inflation.

5. As discussed earlier, the calculation of annual amortization is a new concept for municipal accounting. This plan incorporates an annual calculation of amortization both on the historical cost of the infrastructure at the start of the plan period and on the annual capital expenditures made in each period. Obviously, if the actual new expenditures are different than the amount noted annually in this plan the amortization calculation would be adjusted accordingly.

Since the calculated amortization does not involve the actual expenditure of money, the "cash" that it represents remains part of the overall working capital available.

To perpetuate the attitude that amortization is a way of saving up for the replacement of the associated asset, these resources would be used to fund the "annual capital expenditures" anticipated in the plan. However, since the annual expenditures are based on a replacement (current) cost they would exceed the annual amortization calculated and therefore eat into working capital otherwise available.

6. Long term debt representing the Township portion of capital expenditures is included and the annual payments on that debt are included in the forecast. The payments were calculated based on an amortization period of 20 years with an interest rate of 4%. The interest component of these payments is included in the

Statement of Revenue and Expenditure and the principal component reduces the balance of the long term debt on an annual basis.

7. Working capital (cash equivalents) is identified as such as the Township operates with one bank account from which all expenditures for all departments are paid and all revenues are deposited. Revenues and expenditures for the water department are kept track of through the use of an interfund account the balance of which at any time represents the amount of working capital (cash) available for use.

### **Conclusion:**

Financial plans of this nature continue to develop over the specific periods covered by the plan and establish a basis on which future plans can be developed. Despite the fact that this particular plan is for a 6 year period it should be continually reviewed and updated as each period projected is completed and the actual base data is established. As well, as issues develop their impact can be incorporated for the remainder of the planning period.

Over the course of the plan as noted on the attached schedules the working capital available begins with a balance of \$2,439,442 and continues through the course of the plan to close with a balance of \$5,153,561. Through the forecast period the annual change in working capital reduces initially and then increases toward 2017. This reflects the deliberate aggressiveness in investing in infrastructure expenditures annually in the first years and the payments required on the long term debt. Eventually the level of annual amortization increases providing more working capital to fund the annual expenditures. In addition the significant water rate increases beginning in 2010 increase the revenue without a similar increase in costs.

Beginning in 2015 the revenue increases reduce to a more inflationary level. Regular increases in the water rates should be maintained to ensure the level of working capital is maintained. It is important to maintain a level of working capital to enable the Township to respond immediately to any water emergencies requiring large expenditures. The emergencies may be of a nature to impact on the safety and reliability of the system and the Township must be in a position to be able to deal with the emergencies without delays establishing appropriate funding.

The ideal level of working capital that should be maintained is difficult to determine at this point but it will be able to be established as this new analytical approach to the sustainability of the system is better understood, the underlying infrastructure approaches an optimum level of reliability, and systems are established to continually upgrade the infrastructure to maintain that reliability.

Township of Wellington North  
Water system  
Operating income and expenditures

Revenue:	2009	2010	2011	2012	2013	2014	2015	2016	2017
User fees - operating	(772,146)	(797,800)	(943,845)	(1,026,677)	(1,109,509)	(1,194,520)	(1,230,356)	(1,267,267)	(1,305,285)
User fees - capital	(454,203)	(614,961)	(727,536)	(791,354)	(855,232)	(920,761)	(948,384)	(976,836)	(1,006,141)
Miscellaneous revenue	(80,699)	(78,017)	(79,187)	(80,375)	(81,581)	(82,805)	(84,047)	(85,308)	(86,588)
	(1,307,048)	(1,490,778)	(1,750,568)	(1,898,436)	(2,046,322)	(2,198,086)	(2,262,787)	(2,329,411)	(2,398,014)
<b>Admin costs:</b>									
Labour - wages and benefits	214,766	251,406	258,948	266,716	274,717	282,959	291,448	300,191	309,197
Administrative expenses	85,854	81,228	83,665	86,175	88,760	91,423	94,166	96,991	99,901
Interfunctional transfer - hydrants	(26,200)	(14,793)	(14,941)	(15,090)	(15,241)	(15,393)	(15,547)	(15,702)	(15,859)
Professional services	31,361	16,662	15,975	16,295	16,621	16,953	17,292	17,638	17,991
Vehicle cost	24,451	23,391	23,859	24,336	24,823	25,319	25,825	26,342	26,869
<b>Water operations:</b>									
Labour	115,797	97,529	99,480	101,470	103,499	105,569	107,680	109,834	112,031
Operations costs	199,025	153,063	156,124	159,246	162,431	166,680	168,994	172,374	175,821
Water Tower Inspection & Mtce	29,145	92,129	93,972	95,851	97,768	99,723	101,717	103,751	106,826
Meters & Hardware	1,594	1,594	1,626	1,659	1,692	1,726	1,761	1,796	1,832
Backflow Preventer Testing	25,654	25,654	26,167	26,690	27,224	27,768	28,323	28,889	29,467
<b>Well operations:</b>									
Labour	81,483	88,321	90,971	93,700	96,511	99,406	102,388	105,460	108,624
Property expense	7,856	8,427	8,596	8,768	8,943	9,122	9,304	9,490	9,775
Maintenance	28,740	42,212	43,056	43,917	44,795	45,691	46,605	47,537	48,463
Miscellaneous costs									
Hydro	71,773	74,635	78,367	82,285	86,399	90,719	95,255	100,018	105,019
<b>Other operating costs:</b>									
Interest expense - interfund			64,000	61,851	59,616	57,291	54,873	52,359	49,744
Amortization of tangible capital assets	529,093	549,435	560,066	571,016	582,294	593,911	605,876	618,200	630,894
<b>Total operating costs</b>	<b>1,420,392</b>	<b>1,489,893</b>	<b>1,589,931</b>	<b>1,624,885</b>	<b>1,660,852</b>	<b>1,697,867</b>	<b>1,735,960</b>	<b>1,775,168</b>	<b>1,816,095</b>
<b>Total Net operating Expenditures</b>	<b>113,344</b>	<b>(886)</b>	<b>(160,637)</b>	<b>(273,551)</b>	<b>(385,470)</b>	<b>(500,219)</b>	<b>(526,827)</b>	<b>(554,243)</b>	<b>(581,919)</b>
(Surplus)/Deficit for year	113,344	(885)	(160,637)	(273,551)	(385,470)	(500,219)	(526,827)	(554,243)	(581,919)
(Surplus)/Deficit - beginning of year	(2,159,800)	(2,046,456)	(2,047,341)	(2,207,978)	(2,481,529)	(2,866,999)	(3,367,218)	(3,894,045)	(4,448,288)
(Surplus)/Deficit - end of year	(2,046,456)	(2,047,341)	(2,207,978)	(2,481,529)	(2,866,999)	(3,367,218)	(3,894,045)	(4,448,288)	(5,030,206)



Township of Wellington North  
Water system  
Statement of Financial Position

	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Assets</b>									
<b>Current:</b>									
Due from/(to) revenue fund - operating	2,498,079	2,439,442	2,607,189	2,873,536	3,236,993	3,699,879	4,173,524	4,658,187	5,153,561
Short term investments	272,912	317,912	337,912	357,912	377,912	397,912	417,912	437,912	457,912
	<u>2,770,991</u>	<u>2,757,354</u>	<u>2,945,101</u>	<u>3,231,448</u>	<u>3,614,905</u>	<u>4,097,791</u>	<u>4,591,436</u>	<u>5,096,099</u>	<u>5,611,473</u>
<b>Capital:</b>									
<b>Tangible Capital Assets</b>									
Water mains	14,402,568	14,402,568	14,402,568	14,402,568	14,402,568	14,402,568	14,402,568	14,402,568	14,402,568
Machinery and equipment	5,282,835	5,362,592	5,362,592	5,362,592	5,362,592	5,362,592	5,362,592	5,362,592	5,362,592
Vehicles	98,316	86,554	86,554	86,554	86,554	86,554	86,554	86,554	86,554
Capital expenditures	591,220	1,200,177	1,827,402	2,473,444	3,138,867	3,824,253	4,530,201	5,257,327	6,006,267
Land	196,632	199,478	199,478	199,478	199,478	199,478	199,478	199,478	199,478
	<u>20,571,571</u>	<u>21,251,369</u>	<u>21,878,594</u>	<u>22,524,636</u>	<u>23,190,059</u>	<u>23,875,445</u>	<u>24,581,393</u>	<u>25,308,519</u>	<u>26,057,459</u>
<b>Less: Accumulated amortization</b>	<u>(4,769,523)</u>	<u>(5,318,958)</u>	<u>(5,879,024)</u>	<u>(6,450,040)</u>	<u>(7,032,334)</u>	<u>(7,626,245)</u>	<u>(8,232,121)</u>	<u>(8,850,321)</u>	<u>(9,481,215)</u>
	<u>15,802,048</u>	<u>15,932,411</u>	<u>15,999,570</u>	<u>16,074,596</u>	<u>16,157,725</u>	<u>16,249,201</u>	<u>16,349,272</u>	<u>16,458,198</u>	<u>16,576,244</u>
	<u>18,573,039</u>	<u>18,689,765</u>	<u>18,944,671</u>	<u>19,306,044</u>	<u>19,772,631</u>	<u>20,346,992</u>	<u>20,940,708</u>	<u>21,554,297</u>	<u>22,187,716</u>
<b>Liabilities</b>									
<b>Current:</b>									
Accounts payable	-	(53,731)	(55,880)	(58,115)	(60,440)	(62,857)	(65,372)	(67,987)	(70,706)
Current portion long term debt	-	(53,731)	(55,880)	(58,115)	(60,440)	(62,857)	(65,372)	(67,987)	(70,706)
<b>Long term debt:</b>									
Debtenture payable	(1,600,000)	(1,600,000)	(1,546,269)	(1,490,389)	(1,432,274)	(1,371,834)	(1,308,977)	(1,243,605)	(1,175,618)
Less: current portion long term debt	-	53,731	55,880	58,115	60,440	62,857	65,372	67,987	70,706
	<u>(1,600,000)</u>	<u>(1,546,269)</u>	<u>(1,490,389)</u>	<u>(1,432,274)</u>	<u>(1,371,834)</u>	<u>(1,308,977)</u>	<u>(1,243,605)</u>	<u>(1,175,618)</u>	<u>(1,104,912)</u>
<b>(Surplus)/Deficit</b>									
<b>Surplus - Reserve funds - Arthur Wk Yd</b>	(100,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)
<b>Surplus - Reserve - meters</b>	(172,912)	(192,912)	(212,912)	(232,912)	(252,912)	(272,912)	(292,912)	(312,912)	(332,912)
<b>Surplus - Capital</b>	(14,653,671)	(14,734,512)	(14,734,512)	(14,734,512)	(14,724,512)	(14,724,512)	(14,724,512)	(14,724,512)	(14,724,512)
<b>Surplus - Operating</b>	(2,046,456)	(2,047,341)	(2,335,978)	(2,733,231)	(3,237,933)	(3,852,734)	(4,489,307)	(5,148,268)	(5,829,674)
	<u>(16,973,039)</u>	<u>(17,089,765)</u>	<u>(17,398,402)</u>	<u>(18,340,357)</u>	<u>(18,975,158)</u>	<u>(19,631,731)</u>	<u>(20,310,692)</u>	<u>(21,012,098)</u>	<u>(21,817,716)</u>
	<u>(18,573,039)</u>	<u>(18,689,765)</u>	<u>(18,944,671)</u>	<u>(19,306,044)</u>	<u>(19,772,631)</u>	<u>(20,346,992)</u>	<u>(20,940,708)</u>	<u>(21,554,297)</u>	<u>(22,187,716)</u>

Township of Wellington North  
Water system  
Statement of Cash Flow

	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Statement of Changes in Working Capital (Deficit)</b>									
Operating activities									
Annual surplus (deficit)	(113,344)	885	160,637	273,551	385,470	500,219	526,827	554,243	581,919
Items not involving working capital:									
Amortization of tangible capital assets	529,093	549,435	560,066	571,016	582,294	593,911	605,376	618,200	630,894
	415,749	550,320	720,703	844,567	967,764	1,094,130	1,132,703	1,172,443	1,212,813
<b>Changes in non cash working capital balances</b>									
Capital transactions									
Purchases of tangible capital assets	(591,220)	(608,957)	(627,225)	(646,042)	(665,423)	(685,386)	(705,948)	(727,126)	(748,940)
	(591,220)	(608,957)	(627,225)	(646,042)	(665,423)	(685,386)	(705,948)	(727,126)	(748,940)
<b>Investing activities</b>									
Financing activities									
Increase in long term liabilities			(53,731)	(55,860)	(58,115)	(60,440)	(62,857)	(65,372)	(67,987)
Principal payments on long term debt									
Increase in capital equity			(53,731)	(55,860)	(58,115)	(60,440)	(62,857)	(65,372)	(67,987)
	(175,471)	(58,637)	39,747	142,645	244,226	348,304	363,898	379,945	395,886
Net change in working capital	2,673,550	2,498,079	2,439,442	2,479,189	2,621,834	2,866,059	3,214,363	3,578,262	3,958,207
Working capital - beginning of the year	2,498,079	2,439,442	2,479,189	2,621,834	2,866,059	3,214,363	3,578,262	3,958,207	4,354,093
Working capital - end of the year									

**WORKS COMMITTEE MEETING**  
**January 17, 2012**

Committee: Andy Lennox, Councillor, Chairman  
Sherry Burke, Councillor  
Dale Clark, Roads Superintendent  
Barry Trood, Water & Sewer Superintendent

Start: 10:30 am End: 12:45 am

Gil Deverell, Township Solicitor, was present to discuss best management practices for Private Storm Drains.

Minutes of the November 25th meeting were previously circulated and approved by Council.

Business from the November 25th meeting:

- Tenders for Concession #4 River Bank Erosion are being revised to cut costs to allow for approval of Site #2 to proceed. Revised drawings have been sent to the Grand River Conservation Authority and a site meeting is scheduled for January 24<sup>th</sup>.
- Hydro One has contacted the Township regarding leaning hydro poles in West Garafraxa because of ditching. The initial cost of replacing the hydro poles was \$3643.00 plus HST. The new cost to replace the existing poles is \$3998.70 plus HST because of an invoice error. Committee agreed to the adjusted costs.
- The Street Sweeper has been delivered to Joe Johnson Equipment in Barrie. Township Staff will inspect the unit in the near future.

**1) Gravel Crushing**

Annually we crush around 20-25,000 tonnes of gravel at our own Township Pits. We need to get the tender out to have the crushing done in the spring. Normally four quotes are requested. This work is included in the Operational Budget. The Committee agreed with obtaining quotes for crushing 25,000 tonnes at the Township Pits. Committee agreed to proceed with obtaining quotes.

**2) Bridge Structure Inspection Report**

Bridge Inspections have been completed for all structures with a 6 metre span or greater in the Township. The report from K. Smart Associates Ltd. recommends consideration be given for guardrails at most structures and their approaches that do not currently have this roadside safety protection in place. A follow-up letter from K. Smart was received stating that any new structure built should have this roadside safety protection in place. The report identifies 2 structures on Concession #6 that need repairs in the next two years or 12 tonne load limit signs will have to be installed. The report identifies 7 structures that should be considered for replacement at a cost of \$1,740,000 in the next 10 years not including preventive maintenance needed to keep other structures maintained and in safe condition for the travelling public. Committee agreed to obtain pricing on the repairs needed for structures 2,6,11.

**3) Spring Street Sweeping**

Mobil Striping and Sweeping from London has done our spring clean-up for the last several years. They have submitted their quote for the 2012 season at \$89/hr which is down from the \$91/hr quote for 2011. A quote has also been submitted by Ted Houtson from Fergus at \$90/hr. It took 200 hours in 2011 and 180 hours in 2010 to complete sweeping requirements. Time needed greatly depends on the type of winter and amount of sand used. Discussion took place about reducing custom sweeping hours and better utilizing our own equipment. Due to spring sweeping being a timing issue we need to confirm dates with a company so that scheduling can be arranged. This work is included in the operational budget. Committee agreed to proceed with quote from Mobil Striping and Sweeping from London.

**4) Spring Tree Planting**

We have previously ordered trees by the end of January to get the trees we want for the end of April. Discussion took place with the Township Foremen and it was felt that planting of the trees would be better accomplished by doing the tree planting in the fall. Township employees are busy in the spring with sweeping, stump grinding and cleanup, grading, road gravelling, and calcium application and the conclusion was that more time and care could be given to planting trees in the fall. For the last number of years the trees have been purchased locally from Pine Corner Tree Farm. We purchased 90 trees for the urban and 60 for the rural at a cost of \$5627.40 in 2011. Committee agreed to purchase 75 trees in the fall for the urban areas and the Green Legacy Program be used for the rural trees.

## 5) General Information/Other Business

- Committee reviewed a letter received from Roslyn Fortier of Birmingham Retirement Community requesting a sign on the corner of Main Street and Birmingham Street and also at Hwy #89 and Egremont Street identifying where Birmingham Retirement Community is located. The cost of the signs and installation would be paid by Birmingham Retirement Community. The Committee agreed to proceed.
- A letter has been received from the Arthur Public School by Principal Brent Ellery requesting consideration be given to Speed Signs on Conestoga Street and also to erecting No Parking Signs between 2:00 pm and 4:30 pm” on Walton Street to allow buses to turn unobstructed. The Township would be responsible for the purchase of the signs. An amendment to the Parking By-law would need to be passed. The Committee agreed to look into the possible placement of the No Parking signs.
- Consideration needs to be given to reinstalling 2 Hour Parking Signs on the Main Street in Mount Forest. Complaints are being received from store owners that all day parking is occurring on the Main Street. Bill Nelson from the BIA has been contacted for comment. If the BIA does not want the signs reinstalled they need to provide documentation indicating that they do not want the signs reinstalled and details of how the situation will be resolved. Costs to complete this work would be approximately \$500 including brackets.
- Winter Road Maintenance and Sidewalk Maintenance discussion took place regarding Minimum Maintenance Standards and Policies.
- Staff performing Winter Maintenance duties including patrolling and equipment maintenance.

**Next Meeting: February 21, 2012**

“Extract from December 20, 2011 Fire Committee Minutes

- Generator for EOC/Arthur Fire Station –Jim Morrison gave an update on some of the costs regarding the purchase of 50 KBA Natural Gas Generator. Jim Morrison advised that he has only been able to obtain single quotes for purchase and installation of generator , he had contacted other possible contractors but had not received anything back. Committee concurred that recommendation be made to Council waiving the minimum of 2 quotes requirement as set out in the Procurement By-law and that the quotes received for the purchase and installation of a 50 KBA Natural Gas Generator at the Alternate EOC/Arthur Fire Hall.

# Hillis CONSTRUCTION

New Construction • Renovation  
Concrete Design



Robert Hillis

Tel: 519-848-5612

Cell: 519 766-8733

178 SMITH ST.  
ARTHUR, ONT N0G 1A0

## PROPOSAL

Arthur Fire Hall

Base for generator.  
with bump post.

cement base with rebar  
and 4 bump post 4' ft  
in ground.

Cement 32 mpa

Thank you for the opportunity to quote on this project

We propose hereby to furnish in accordance with above specifications, for the sum of:

2,800 + 364.00 HST

Dollars \$ 3,164.00

Payment to be made as follows:

30% Downpayment, Balance Due Upon Completion

All material is guaranteed as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, windstorm and other necessary insurance. Owner is to acquire any necessary permits. Owner is to provide adequate power supply and washroom facilities for the duration of the project.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

According to the "Buyer's Right to Cancel" legislation, contracts signed on customer premises are subject to the 10-day cooling off period. Only emergency repairs are exempt from this legislation.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Emergency Authorization: \_\_\_\_\_

10-Day Cooling Off Authorization: \_\_\_\_\_



Jim Morrison <jmorrison@wnfiredept.com>

## estimate from coffey plumbing

2 messages

Vicki <[vicki@theplumberswife.ca](mailto:vicki@theplumberswife.ca)>

Mon, Dec 12, 2011 at 2:09 PM

To: [jmorrison@wnfiredept.com](mailto:jmorrison@wnfiredept.com)

ARTHUR FIRE DEPARTMENT - generator

QUOTE: to supply and install gas piping to 50kw natural gas generator  
to include 20' of 1 1/4" black malleable pipe and fittings complete with  
shutoffs

COST: installation parts and labour = \$ 635.00

**COFFEY PLUMBING**

**519-848-3641**

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Jim Morrison <[jmorrison@wnfiredept.com](mailto:jmorrison@wnfiredept.com)>

Mon, Dec 12, 2011 at 4:04  
PM

To: lori heinbuch <[Lheinbuch@wellington-north.com](mailto:Lheinbuch@wellington-north.com)>, Linda Dickson  
<[lindad@wellington.ca](mailto:lindad@wellington.ca)>

This is the quote from Coffey Plumbing for the AFD Generator for the Natural  
Gas hook up. Thanks. Jim

[Quoted text hidden]

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***Jim Morrison***

Fire Chief CMMII

Arthur Area Fire Department

Township of Wellington North

Tel:519-848-3500

Fax: 519-848-6656

Cell:519-321-1102

Email:[jmorrison@wnfiredept.com](mailto:jmorrison@wnfiredept.com)

Web:[www.wellington-north.com](http://www.wellington-north.com)



# YAKE ELECTRIC LTD QUOTATION

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279 CHURCH ST. MOUNT FOREST ONT. NOG 2L2  
519 323 3999 FAX 519 323 1565

December 11, 2011

ESTIMATION 113011

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CUSTOMER Township of Wellington North Arthur Fire Hall

PROJECT Generator installation for the Arthur Fire Hall

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Supply and install Generator set to operate the Fire Hall and emergency center  
Come with fully automatic transfer and operation  
We have presented two options for your consideration

Option 1	30 kw natural gas generator Generac unit	\$16,000.00
Option 2	50 kw natural gas generator Somers unit	\$34,000.00

The concrete pad and bollards will be provided by the owner  
The natural gas connection is looked after by the owner

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PRICE INCLUDES MATERIAL, LABOUR, PERMITS  
(HST NOT INC.)

Thank you for considering our proposal

IRA YAKE

**BRENT D. RAWN ELECTRIC  
1456390 ONT. LTD.  
MOUNT FOREST ONTARIO  
PH (519) 323-3303  
FAX (519) 323-4248**

**PROPOSAL**

**DATE:** January 20, 2012


**SUBMITTED TO:** Township Of Wellington North

**JOB NAME:** Generator for Arthur Fire Hall

**PRICE:** \$19,725.00 + HST

**SUPPLY & INSTALL:** 1 – 30 kw 120 / 208v 3-phase auto standby generator (natural gas powered)  
  
1 – 200 amp 120 / 208 3-phase auto transfer switch (to replace existing manual switch)  
(Genset to be set beside rear yard antenna)

**BRENT D. RAWN ELECTRIC  
1456390 ONT. LTD.**



**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**BRENT D. RAWN ELECTRIC  
1456390 ONT. LTD.  
MOUNT FOREST ONTARIO  
PH (519) 323-3303  
FAX (519) 323-4248**

**30kw GENERATOR INCLUDES:**

- 100 amp breaker
- battery & charger
- block heater
- unit mounted auto-start control panel
- rubber vibration isolation
- muffler & muffler flex conductor
- weatherproof sound attenuated enclosure
- delivery to site
- misc. materials to connect electrical  
between generator and transfer switch
- labour & material to install
- inspection fee from ESA
- 2 year / 2000 hr warranty

**NOT INCLUDED:**

- no concrete pad
- no gas piping
- backhoe to lift off delivery truck

**Thank you for the opportunity of quoting on this job. Any questions please do not hesitate to call.**