



# Township of Wellington North

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

## Regular Meeting of Council

Monday, January 28, 2013

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

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| <p><b><u>DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS</u></b></p>  |                      |
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| Lorraine Heinbuch,<br>Chief Administrative Officer/Clerk   |          |



**Ministry of the Environment**

**MOUNT FOREST DRINKING WATER SYSTEM  
Drinking Water System Inspection Report**

|                            |                 |
|----------------------------|-----------------|
| <b>DWS Number:</b>         | 220000068       |
| <b>Inspection Number:</b>  | 1-9XGG8         |
| <b>Date of Inspection:</b> | Nov 20, 2012    |
| <b>Inspected By:</b>       | Carola Serwotka |

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**OWNER INFORMATION:**

**Company Name:** WELLINGTON NORTH, THE CORPORATION OF THE TOWNSHIP OF  
**Street Number:** 7490 **Unit Identifier:**  
**Street Name:** SIDEROAD 7 W  
**City:** KENILWORTH  
**Province:** ON **Postal Code:** N0G 2E0

**CONTACT INFORMATION**

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**Type:** Grand River Conservation Auth **Name:** Sandra Cooke  
**Phone:** (519) 621-2761 **Fax:** (519) 621-4844  
**Email:** scooke@grandriver.ca  
**Title:** Senior Water Quality Supervisor

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**Type:** Health Unit **Name:** Scott Hutchison  
**Phone:** (519) 846-2715 **Fax:** (519) 836-7215  
**Email:** scott.hutchison@wdgpublichealth.ca  
**Title:** Health Unit Program Manager

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**Type:** Main Contact **Name:** Melissa Irvine  
**Phone:** (519) 848-5327 **Fax:** (519) 848-5291  
**Email:** mirvine@wellington-north.com  
**Title:** Process Compliance Analyst

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**Type:** Operator **Name:** Corey Schmidt  
**Phone:** (519) 321-1082 **Fax:** (519) 848-5291  
**Email:** cschmidt@wellington-north.com  
**Title:** Foreman

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**Type:** Main Contact **Name:** Barry Trood  
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**Email:** btrood@wellington-north.com  
**Title:** Superintendent, Water & Wastewater

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**INSPECTION DETAILS:**

**DWS Name:** MOUNT FOREST DRINKING WATER SYSTEM  
**DWS Address:** 393 PARKSIDE DR MOUNT FOREST ON N0G 2L3  
**County/District:** Wellington North  
**MOE District/Area Office:** Guelph District  
**Health Unit:** WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT  
**Conservation Authority:** Saugeen Conservation  
**MNR Office:** Guelph Regional Office  
**DWS Category:** Large Municipal Residential  
**DWS Number:** 220000068  
**Inspection Type:** Unannounced  
**Inspection Number:** 1-9XGG8  
**Date of Inspection:** Nov 20, 2012  
**Date of Previous Inspection:** Jan 23, 2012

**DRINKING WATER SYSTEM COMPONENTS DESCRIPTION**

**Site (Name):** MOE DWS Mapping  
**Type:** DWS Mapping Point                      **Sub Type:**  
**Comments:**  
 Not Applicable

**Site (Name):** WELL 3 RAW  
**Type:** Source                                      **Sub Type:** Ground  
**Comments:**

Well 3 is a 305 mm diameter, 73.5 m deep bedrock well drilled in 1955, located within the pumphouse at 393 Parkside Drive. It is equipped with a submersible pump rated at 18.94 L/s at a total dynamic head of 90 m and a flow control valve.

**Site (Name):** WELL 4 RAW  
**Type:** Source                                      **Sub Type:** Ground  
**Comments:**

Well 4 is a 305 mm diameter, 122 m deep bedrock well drilled in 1962, located inside the pumphouse on Birmingham Street adjacent to Hutchison Park. It is equipped with a vertical line shaft turbine pump rated at 22.7 L/s at a total dynamic head of 83.2 m, driven by a 22.5 kW electric motor.

**Site (Name):** WELL 5 RAW  
**Type:** Source                                      **Sub Type:** Ground



**Comments:**

Well 5 is a 305 mm diameter, 42 m deep bedrock well drilled in 1968, located inside the pumphouse at 125 Sligo Road East. It is equipped with a submersible pump rated at 45.5 L/s at a total dynamic head of 69.5 m, driven by a 45 kW electric motor.

**Site (Name):** WELL 6 RAW**Type:** Source**Sub Type:** Ground**Comments:**

Well 6 is a 305 mm diameter, 122 m deep bedrock well drilled in 1979, located inside the pumphouse at 359 Perth Street. It is equipped with a vertical line shaft turbine pump rated at 45.5 L/s at a total dynamic head of 92.7 m, driven by a 56 kW electric motor.

**Site (Name):** WELL 3 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 3 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 172 m of 400 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system. This pumphouse also has an onsite diesel generator with a double walled diesel storage tank.

**Site (Name):** WELL 4 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 4 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 40 m of 600 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system.

**Site (Name):** WELL 5 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 5 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 330 m of 400 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system.

**Site (Name):** WELL 6 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 6 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 80 m of 600 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system.

**Site (Name):** DISTRIBUTION (WATER INSPECTION)**Type:** Other**Sub Type:**

**Comments:**

The distribution system has 2020 residential and 280 ICI service connections and serves a population of approximately 4,600 consumers. There are approximately 31 km of various sized watermains and 170 fire hydrants and 16 private hydrants in the system. There is a 2,080 m<sup>3</sup> capacity elevated storage tank. There are also 297 main valves.

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## INSPECTION SUMMARY

### INTRODUCTION

- \* The primary focus of this inspection is to confirm compliance with Ministry of the Environment legislation and control documents, as well as conformance with Ministry drinking water related policies for the inspection period. The Ministry is implementing a rigorous and comprehensive approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as water system management practices.

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

This system (including Arthur) was inspected during November 20 and 28, 2012. The inspection period was from January 23 to November 20, 2012.

### SOURCE

- \* The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.
- \* The owner was maintaining the municipal wells not being used as a raw water supply in a manner to prevent the entry of surface water and other foreign materials.

### PERMIT TO TAKE WATER

- \* The owner had a valid PTTW for all of the production sources.
- \* The maximum water takings were in accordance with those allowed under the PTTW.
- \* The PTTW imposed additional monitoring or recording requirements and the owner had complied with the conditions of the PTTW.

Additional monitoring requires an annual report based on well information collected and prepared by R.J. Burnside. The last report was prepared and submitted to the ministry on May 25, 2012.

### CAPACITY ASSESSMENT

- \* There was sufficient monitoring of flow as required by the Permit and Licence or Approval issued under Part V of the SDWA
- \* Flow measuring devices were calibrated or verified in accordance with the requirements of a Permit and Licence or Approval issued under Part V of the SDWA.

Flow measuring devices are calibrated every year.

### CAPACITY ASSESSMENT

- \* The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Permit and Licence or Approval issued under Part V of the SDWA.

During the data review from January to November, 2012, the average and maximum flowrates were compared to the treatment capacity limits as a percent.

The following flow data was summarized by well:

- Well #3 - Average -16 %, Maximum - 56 %

- Well #4 - Average -14 %, Maximum - 55 %

- Well #5 - Average -12 %, Maximum - 30 %

- Well #6 - Average -12 %, Maximum - 31 %

### TREATMENT PROCESSES

- \* The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- \* The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.  
A Form 1 was prepared as required for an extension of the distribution system for London Road.
- \* The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.
- \* Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Permit, Licence or Approval issued under Part V of the SDWA at all times that water was being supplied to consumers.
- \* Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.  
Distribution chlorine residual data was reviewed and there were no values found below 0.05 mg/L.
- \* The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Permit and Licence issued under Part V of the SDWA.

### TREATMENT PROCESSES

- \* Up-to-date plans for the drinking-water system were available in accordance with the Permit and Licence issued under Part V of the SDWA.

- \* The facility and equipment appeared to be maintained and in a fit state of repair.

All pumphouses and buildings were found to be clean and well maintained.

- \* The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.

Each operator acts as a operator in charge, and ensures that all equipment is monitored, inspected and evaluated.

- \* Where a potential bypass of primary or secondary treatment equipment existed, measures were taken to ensure that raw or partially treated water was not directed to the distribution system.

During maintenance of treatment equipment, the pumphouses are taken off-line to ensure no untreated water enters the distribution system.

- \* Based on information provided by the owner/operator, it was not likely that contaminants entering the floor drains would have come in contact with the source water or treated water.

Chlorine analyzer wastewater is the only process wastewater from the pumphouses and when discharged it either is directed to a soak-away pit or it is directed to the sanitary sewer.

- \* Measures were taken to ensure that pesticides were not applied, stored, or mixed in the immediate vicinity of source(s), treatment, and storage facilities.

The Township of North Wellington does not use pesticides and signs are posted on all pumphouses to alert the public to not use pesticides in the area.

### TREATMENT PROCESS MONITORING

- \* Primary disinfection chlorine monitoring was being conducted at a location approved by Permit, Licence or Approval issued under Part V of the SDWA, or at/near a location where the intended CT had just been achieved.

Free chlorine residual monitoring occurs prior to the chlorine contact chambers and after the chlorine contact chambers.

- \* Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system.

All operators are trained on CT calculations and within each pumphouse there are sample CT calculations posted on the wall.

- \* The secondary disinfectant residual was measured as required for the distribution system.

Free chlorine residuals are measured at least daily, 7 days a week, as well as during distribution sampling and during flushing activities.

- \* Records confirmed that the maximum free chlorine residual in the distribution system was less than 4.0 mg/L or that the combined chlorine residual was less than 3.0 mg/L.

- \* Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.

Operators examine continuous monitoring data daily, 7 days a week.

### TREATMENT PROCESS MONITORING

- \* Samples for chlorine residual analysis were tested using an acceptable portable device.  
  
All operators have a HACH portable chlorine monitor.
- \* All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or approval or order, were equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6.
- \* Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.
- \* All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.  
  
The calibration of continuous analyzers are verified weekly at a minimum to handheld colorimeters which are verified monthly. Handheld colorimeters are factory calibrated annually.

### DISTRIBUTION SYSTEM

- \* The owner had up-to-date documents describing the distribution components as required.
- \* There is a backflow prevention program, policy and/or bylaw in place.  
  
All backflow devices must be inspected annually and a report provided to the Township as required by ByLaw No. 55-09 (Consolidated Services Water-Sewer).
- \* The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system.  
  
Storage towers are inspected on a 3 year cycle by a third party as there are 3 storage towers in total for Arthur and Mount Forest. A report of the inspection is provided to the Township with recommendations regarding cleaning, painting and repairs. The Township undertakes the recommendations if it affects the water quality or integrity of the storage tower.
- \* Existing parts of the distribution system that were taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that came in contact with drinking water, were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.
- \* The owner had implemented a program for the flushing of watermains as per industry standards.  
  
Flushing is performed on a weekly basis.
- \* Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.
- \* A program was in place for inspecting and exercising valves.  
  
Valves are exercised every year in the spring/summer.

### DISTRIBUTION SYSTEM

- \* There was a program in place for inspecting and operating hydrants.

Hydrants are inspected every year.

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

ByLaw No. 55-09 (page 12 of 25) does not allow anyone but the Manager of Public Works to permit the opening or closing of a hydrant, valve, water meter, structure, watermain, water service pipe or water service valve.

- \* The owner has undertaken efforts to identify, quantify and reduce sources of apparent water loss.

On an annual basis, on a 3 year cycle, between Arthur, and each half of the Mount Forest distribution system, a water leak detection study is performed by a third party. A leak detection report provides an estimate of the water leaks and an estimate of the water savings realized once the repairs have been made. Repairs in the distribution system are undertaken as the leaks are found.

- \* The distribution system pressure was monitored to alert the operator of conditions which may have lead to loss of pressure below the value under which the system is designed to operate.

Pressure is measured daily at the pumping stations and at the water storage towers.

- \* Based on the records available the owner was able to maintain proper pressures in the distribution system.

### OPERATIONS MANUALS

- \* Operators and maintenance personnel had ready access to operations and maintenance manuals.

Each pump house has a copy of an up to date O&M manual and there is one copy at the Arthur WPCP (main office).

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

- \* The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.

The O&M manual and the operational plan provide:

- standard operating procedures for operation of treatment and monitoring equipment including critical control points
- contingency plans and emergency procedures
- complaints procedure
- procedures for well maintenance and inspection
- procedures for dealing with inspection non-compliance issues for well inspections.



## OPERATIONS MANUALS

It was recommended to update Appendix 12.02 of the Operational Plan to include a statement regarding following up with drinking water system inspection non-compliance issues.

Update: The updated Appendix 12.02 was provided before this inspection report was completed.

## LOGBOOKS

- \* **Logs for the drinking water subsystem(s) contained the required information.**
- \* **Logbook entries were made in chronological order.**
- \* **The record system allowed the reader to unambiguously identify the person who made the logbook entry.**
- \* **Entries in the logbook were made only by appropriate and authorized personnel.**
- \* **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**
- \* **For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.**
- \* **The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.**
- \* **The owner had evidence that all required Director Notifications under Condition 2.4 of Schedule B of the Permit were made during the inspection period.**
- \* **Logs or other record keeping mechanisms were available for at least five (5) years.**

## CONTINGENCY/EMERGENCY PLANNING

- \* **Spill containment was provided for process chemicals and/or standby power generator fuel.**
- \* **Clean-up equipment and materials were in place for the clean up of spills.**
- \* **Standby power generators were tested under normal load conditions.**



### SECURITY

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

### CONSUMER RELATIONS

- \* Water conservation was being practiced by the owner or operating authority.
  
- \* Required documents were available free-of-charge during normal business hours at a location accessible to the public.
  
- \* The owner did take effective steps to advise users of the water system of the availability of Annual Reports, including posting a copy on a web site, if applicable.

### CERTIFICATION AND TRAINING

- \* The overall responsible operator had been designated for each subsystem.
  
- \* Operators in charge had been designated for all subsystems which comprised the drinking-water system.
  
- \* All activities that were undertaken by uncertified persons in the DW subsystems were overseen by persons having the prescribed qualifications.  
It is recommended to ensure all well contractors and well technicians have up to date licenses.
  
- \* All operators possessed the required certification.  
The system is a WDSS Class 2 and all operators have a WDSS Class 2 license.
  
- \* Only certified operators made adjustments to the treatment equipment.
  
- \* Operator certificates or water quality analyst certificates were displayed in a conspicuous location at the workplace or at the premises from which the subsystem was managed.  
All certificates are located in a binder in the front office room beside the drinking water system certificate.
  
- \* The classification certificates of the subsystems were conspicuously displayed at the workplace or at premises from which the subsystem was managed.

**CERTIFICATION AND TRAINING**

- \* An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.
  
- \* The owner/operating authority was aware of the operator training and record keeping requirements, and they were taking reasonable steps to ensure that all operators receive the required training.

Training records are maintained by the Process Compliance Analyst.

**WATER QUALITY MONITORING**

- \* All microbiological water quality monitoring requirements for raw water samples were being met.
  
- \* All microbiological water quality monitoring requirements for distribution samples were being met.
  
- \* All microbiological water quality monitoring requirements for treated samples were being met.

- \* All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

The next set of inorganics to be sampled and tested are required to be done in January, 2013.

- \* All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

The next set of organics to be sampled and tested are required to be done in January, 2013.

- \* All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

THMs were sampled and tested on:

- February 14, 2012 - 34 ug/L
- May 7, 2012 - 15 ug/L
- August 13, 2012 - 45 ug/L
- November 6, 2012 - 25 ug/L

The annual running average for THMs for 2012 is 29.75 ug/L, well below the limit of 100 ug/L.

- \* Trihalomethane samples were being collected from a point in the distribution system or connected plumbing system that was likely to have an elevated potential for the formation of trihalomethanes.

### WATER QUALITY MONITORING

- \* All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.

Nitrate/nitrites were sampled and tested on February 14, May 7, August 13, and November 6, 2012 - all values were not detected and therefore, well below the limit of 10 mg/L.

- \* All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Sodium was last sampled and tested on September 10, 2008 and the value reported was 53.4 mg/L which is below the aesthetic value of 200 mg/L.

- \* All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

The most recent sample for fluoride was taken in September, 2008 and the result was 0.63 mg/L which is below the limit of 1.5 mg/L.

- \* The owner ensured that water samples were taken at the prescribed location.

- \* All water quality monitoring requirements imposed by the Permit and Licence or Approval Issued under Part V of the SDWA were being met.

- \* All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.

The Township is on a reduced lead sampling schedule as less than 10% of samples taken previously are below 10 ug/L.

- \* Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

- \* Turbidity was being tested at least once every month from each well that is supplying water to the system.

Turbidity is tested on a weekly basis.

- \* The drinking water system owner had submitted written notices to the Director that identified the laboratories that were conducting tests for parameters required by legislation, Order Certificate of Approval (OWRA) or a Permit, Licence or Approval issued under Part V of the SDWA.

The Township uses certified laboratories.

- \* Based on information provided by the owner/operator, samples were being taken and handled in accordance with instructions provided by the drinking-water system's laboratories.

- \* The owner indicated that the required records are kept and will be kept for the required time period.

### WATER QUALITY ASSESSMENT

### WATER QUALITY ASSESSMENT

- \* The audit samples collected by the inspector met the applicable Ontario Drinking Water Quality Standards and/or the aesthetic objectives or operation guidelines. The results of the audit sampling are summarized as follows:

Audit samples were taken on November 27, 2012 in the distribution system and all samples were found to be clear of microbiological parameters and free chlorine residuals were well above the limit of 0.05 mg/L.

- \* Records show that all water sample results taken during the review period met the Ontario Drinking Water Quality Standards (O. Reg. 169/03).

There were no exceedences for all treated and distribution samples over the inspection period.

### REPORTING & CORRECTIVE ACTIONS

- \* Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.
- \* Corrective actions as directed by the Medical Officer of Health had been taken by the owner and operating authority to address exceedences of the lead standard.
- \* All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-5.
- \* All required written notices of adverse water quality incidents were provided as per O. Reg. 170/03 16-7.
- \* In instances where written notice of issue resolution was required by regulation, the notice was provided as per O. Reg. 170/03 16-9.
- \* All reporting requirements for lead sampling were complied with as per schedule 15.1-9 of O. Reg. 170/03.
- \* Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

All alarms that were triggered by the SCADA system were reviewed during the inspection. Almost all alarms were due to calibrating alarms or monthly alarm testing to ensure the pumphouses shutdown when chlorine monitors were set to below the chlorine alarms levels. Other alarms were due to maintenance of the SCADA system or brief power outages.

- \* When the primary disinfection equipment, other than that used for chlorination or chloramination, has failed causing an alarm to sound or an automatic shut-off to occur, a certified operator responded in a timely manner and took appropriate actions.

Alarms that triggered an automatic shutdown were activated on purpose, on a monthly basis, to ensure that the system was working as it was programmed. There were no automatic shutdowns/alarms during the inspection period that required an operator to respond.

- \* The Annual Report containing the required information was prepared by February 28th of the following year.

**REPORTING & CORRECTIVE ACTIONS**

- \* **Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.**

The summary report was submitted and accepted by the Regular Meeting of Council on March 19, 2012.

- \* **All changes to the system registration information were provided within ten (10) days of the change.**
  
- \* **The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.**

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

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

Not Applicable

**SUMMARY OF BEST PRACTICE ISSUES AND RECOMMENDATIONS**

This section provides a summary of all best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. Best Management Practices are recommendations and not mandatory requirements, but may lead to safe drinking water for the consumer.

In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following practices and consider measures to implement them so that all drinking water systems continuously improve their processes.

Not Applicable

## SIGNATURES

Inspected By:

Carola Serwotka

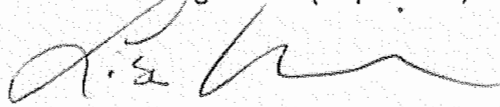
Signature: (Provincial Officer):



Reviewed &amp; Approved By:

Lisa Williamson

Signature: (Supervisor):



Review &amp; Approval Date:

19 DEC 2012

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



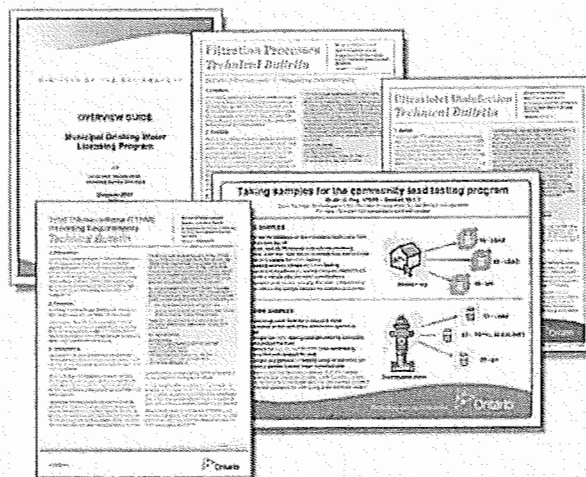
**APPENDIX A  
STAKEHOLDER APPENDIX**

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are posted on the Ministry of the Environment's Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) to help in the operation of your drinking water system.

Below is a list of key materials frequently used by owners and operators of municipal drinking water systems. To read or download these materials, go to Drinking Water Ontario and search in the **Resources** section by **Publication Number**.

Visit Drinking Water Ontario for more useful materials. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca).



| PUBLICATION NUMBER | PUBLICATION TITLE  |
|--------------------|--|
| 4448e01            | Procedure for Disinfection of Drinking Water in Ontario  |
| 7152e              | Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids             |
| 7467               | Filtration Processes Technical Bulletin  |
| 7685               | Ultraviolet Disinfection Technical Bulletin  |
| 8215               | Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)                |
| 2601e              | Overview Guide: Municipal Drinking Water Licensing Program   |
| 0000               | Municipal Drinking Water Licensing Program Bulletin, Issue 1, January 2011                           |
| 0000               | Certification Guide for Operators and Water Quality Analysts   |
| 6560e              | Taking Samples for the Community Lead Testing Program  |
| 7423e              | Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption |
| 7128e              | Drinking Water System Contact List   |
| 4449e01            | Technical Support Document for Ontario Drinking Water Quality Standards                              |

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

**APPENDIX B**  
**MOE AUDIT SAMPLE RESULTS**

Ontario Ministry of Environment  
Laboratory Services Branch - 125 Resources Road  
Etobicoke, Ontario M9P 3V6  
FINAL REPORT(manager)

Login: C191956

Print Date: Feb. 23, 2012 06:12 PM By REPORTADMIN

\*\*\*\* REPRINTED \*\*\*\*

Program Code 130073201      Program: MOE OPERATIONS DIVISION  
   Study: WATER, COMMUNAL  
   Project: WEST CENTRAL REG. - CAMBRIDGE  
   Activity: WTP MUNIC INSPECT/ADVERS NOTIF  
   Organization: District Manager - Cambridge

Org. Id: 4421

Mail this copy to :

SERWOTKA, CAROLA  
MOE - GUELPH DISTRICT OFFICE  
1 STONE ROAD WEST  
GUELPH, ONT  
N1G 4Y2

Final reports to : LUBERTI, CATERINA  
SERWOTKA, CAROLA

Approved for release by : DAVE MORSE Supervisor, Physical Chemistry and Litigation Section

Approved date : Feb. 23, 2012

Inquires to : RUSTY MOODY  
PETER DROUIN

Telephone : 416-235-5863  
Telephone : 416-235-5850

**LOGIN DESCRIPTION:** 220000068 MOUNT FOREST WS CAROLA SERWOTKA 519-826-4353

The results relate only to items tested.

To provide customer service feedback on this report and/or other services provided by LaSB, please contact the LaSB HelpDesk at 416-235-6030 or the Customer Service Manager at 416-235-5831

This report contains confidential information intended only for the person(s) to whom it is addressed. Any unauthorized disclosure, copying, other distribution of this report, or taking any action on its content is strictly prohibited. If you have received this report in error, please contact the LaSB HelpDesk at 416-235-6030 or the Customer Service Manager at 416-235-5831

Ontario Ministry of Environment  
 Laboratory Services Branch - 125 Resources Road  
 Etobicoke, Ontario M9P 3V6

FINAL REPORT(manager)

Login: C191956

Print Date: Feb. 23, 2012 06:12 PM By REPORTADMIN

\*\*\*\* REPRINTED \*\*\*\*

|           |               |                             |               |       |      |                     |
|-----------|---------------|-----------------------------|---------------|-------|------|---------------------|
| Field Id  | Station ID    | Sample Location Description | Sampling Date | Time  | Zone | Sampler Information |
| CFS-MF-01 | 2200000688002 | MF FIRE HALL DISTRIBUTION   | 06 FEB 2012   | 10:45 | 5    |                     |
|           | Sample ID     | Sample Comment Description  |               |       |      |                     |
|           | C191956-0001  |                             |               |       |      |                     |

MOE\*LIMS Products Requested:

WD E3226A PA3226

UTM:

|      |         |          |                   |           |                   |
|------|---------|----------|-------------------|-----------|-------------------|
| Zone | Easting | Northing | Collection Method | Map Datum | Accuracy (metres) |
| 17   | 520749  | 4870236  | GPS               | NAD83     | 21-100M           |

|           |               |                             |               |       |      |                     |
|-----------|---------------|-----------------------------|---------------|-------|------|---------------------|
| Field Id  | Station ID    | Sample Location Description | Sampling Date | Time  | Zone | Sampler Information |
| CFS-MF-02 | 2200000688002 | MASOMIC LODGE DISTRIBUTION  | 06 FEB 2012   | 11:00 | 5    |                     |
|           | Sample ID     | Sample Comment Description  |               |       |      |                     |
|           | C191956-0002  |                             |               |       |      |                     |

MOE\*LIMS Products Requested:

WD E3226A PA3226

UTM:

|      |         |          |                   |           |                   |
|------|---------|----------|-------------------|-----------|-------------------|
| Zone | Easting | Northing | Collection Method | Map Datum | Accuracy (metres) |
| 17   | 521392  | 4869929  | GPS               | NAD83     | 2-5M              |

|           |               |                             |               |       |      |                     |
|-----------|---------------|-----------------------------|---------------|-------|------|---------------------|
| Field Id  | Station ID    | Sample Location Description | Sampling Date | Time  | Zone | Sampler Information |
| CFS-MF-03 | 2200000688002 | MF WWTP DISTRIBUTION        | 06 FEB 2012   | 11:15 | 5    |                     |
|           | Sample ID     | Sample Comment Description  |               |       |      |                     |
|           | C191956-0003  |                             |               |       |      |                     |

MOE\*LIMS Products Requested:

WD E3144B VOL3144                      WD E3226A PA3226                      WD E3473 PB3473

UTM:

|      |         |          |                   |           |                   |
|------|---------|----------|-------------------|-----------|-------------------|
| Zone | Easting | Northing | Collection Method | Map Datum | Accuracy (metres) |
| 17   | 520424  | 4868339  | GPS               | NAD83     | 2-5M              |

Ontario Ministry of Environment  
 Laboratory Services Branch - 125 Resources Road  
 Etobicoke, Ontario M9P 3V6

FINAL REPORT(manager)

Login: C191956

Print Date: Feb. 23, 2012 06:12 PM By REPORTADMIN

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Field ID:  
 Sample ID:  
 MOE\*LIMS ID:  
 Station ID:  
 Collect Date:

CFS-MF-01  
 C191956-0001  
 2012WD6-00024  
 2200000688002  
 06 FEB 2012  
 MF FIRE HALL DISTRIBUTION

CFS-MF-02  
 C191956-0002  
 2012WD6-00025  
 2200000688002  
 06 FEB 2012  
 MASOMIC LODGE DISTRIBUTION

CFS-MF-03  
 C191956-0003  
 2012WD6-00026  
 2200000688002  
 06 FEB 2012  
 MF WWTP DISTRIBUTION

Sample Comments Description:

| Listid | Parmname                  | Value                         | Units | Qual | Rmk1 | Value                         | Units | Qual | Rmk1 | Value                         | Units | Qual | Rmk1 |
|--------|---------------------------|-------------------------------|-------|------|------|-------------------------------|-------|------|------|-------------------------------|-------|------|------|
| 3144L1 | Chloroethene              |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,1-dichloroethene        |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Dichloromethane           |                               |       |      |      | .2                            | ug/L  |      |      | <=W                           |       |      |      |
|        | Tert-butyl methyl ether   |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | trans-1,2-dichloroethene  |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Diisopropylether          |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,1-dichloroethane        |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | cis-1,2-dichloroethane    |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Chloroform                |                               |       |      |      | 6.2                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,1,1-trichloroethane     |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Carbon tetrachloride      |                               |       |      |      | .2                            | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,2-dichloroethane        |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Benzene                   |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Trichloroethene           |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,2-dichloropropane       |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Bromedichloromethane      |                               |       |      |      | 4.2                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Dichloroacetonitrile      |                               |       |      |      | .5                            | ug/L  |      |      | <=W                           |       |      |      |
|        | Toluene                   |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,1,2-trichloroethane     |                               |       |      |      | .1                            | ug/L  |      |      | <=W                           |       |      |      |
|        | Tetrachloroethene         |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Dibromochloromethane      |                               |       |      |      | 2.6                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,2-dibromoethane         |                               |       |      |      | .1                            | ug/L  |      |      | <=W                           |       |      |      |
|        | Chlorobenzene             |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Ethylbenzene              |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | m- and p-xylene           |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | o-xylene                  |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Styrene                   |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Bromoform                 |                               |       |      |      | .5                            | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,1,2,2-tetrachloroethane |                               |       |      |      | .2                            | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,3-dichlorobenzene       |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,4-dichlorobenzene       |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | 1,2-dichlorobenzene       |                               |       |      |      | .05                           | ug/L  |      |      | <=W                           |       |      |      |
|        | Trihalomethanes; total    |                               |       |      |      | 13.0                          | ug/L  |      |      | <=W                           |       |      |      |
| 3226L1 | NT: Total Coliforms       | See Non-Target Textual result |       |      |      | See Non-Target Textual result |       |      |      | See Non-Target Textual result |       |      |      |
| 3473L3 | Lead                      |                               |       |      |      | 1.2                           | ug/L  |      |      | +/-0.20                       |       |      | SIP  |

Login: C191956

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CODE DESCRIPTION  
 NDAT NO DATA: ABSENT NT: TOTAL COLIFORMS  
 NDDN NO DATA: NOT DETECTED NT: DETERIORATION INDICATORS  
 SIP SAMPLE IMPROPERLYPRESERVED  
 <=W NO MEASURABLE RESPONSE (ZERO): <REPORTED VALUE  
 NDAE NO DATA: ABSENT NT: ESCHERICHIA COLI

NON-TARGET TEXTUAL RESULT

|                         |                 |                                |        |                |            |          |
|-------------------------|-----------------|--------------------------------|--------|----------------|------------|----------|
| Sample ID: C191956-0001 | Listid : 3226L1 | Parmname : NT: Total Coliforms | Value: | Units: c/100mL | Qual: NDAT | Remarks: |
|-------------------------|-----------------|--------------------------------|--------|----------------|------------|----------|

Absent

|                         |                 |                                 |        |                |            |          |
|-------------------------|-----------------|---------------------------------|--------|----------------|------------|----------|
| Sample ID: C191956-0001 | Listid : 3226L1 | Parmname : NT: Escherichia coli | Value: | Units: c/100mL | Qual: NDAE | Remarks: |
|-------------------------|-----------------|---------------------------------|--------|----------------|------------|----------|

Absent

|                         |                 |   |        |                |            |          |
|-------------------------|-----------------|---|--------|----------------|------------|----------|
| Sample ID: C191956-0001 | Listid : 3226L1 | Parmname : NT: Deterioration Indicators | Value: | Units: c/100mL | Qual: NDDN | Remarks: |
|-------------------------|-----------------|---|--------|----------------|------------|----------|

Not Detected

|                         |                 |                                |        |                |            |          |
|-------------------------|-----------------|--------------------------------|--------|----------------|------------|----------|
| Sample ID: C191956-0002 | Listid : 3226L1 | Parmname : NT: Total Coliforms | Value: | Units: c/100mL | Qual: NDAT | Remarks: |
|-------------------------|-----------------|--------------------------------|--------|----------------|------------|----------|

Absent

|                         |                 |                                 |        |                |            |          |
|-------------------------|-----------------|---------------------------------|--------|----------------|------------|----------|
| Sample ID: C191956-0002 | Listid : 3226L1 | Parmname : NT: Escherichia coli | Value: | Units: c/100mL | Qual: NDAE | Remarks: |
|-------------------------|-----------------|---------------------------------|--------|----------------|------------|----------|

Absent

|                         |                 |   |        |                |            |          |
|-------------------------|-----------------|---|--------|----------------|------------|----------|
| Sample ID: C191956-0002 | Listid : 3226L1 | Parmname : NT: Deterioration Indicators | Value: | Units: c/100mL | Qual: NDDN | Remarks: |
|-------------------------|-----------------|---|--------|----------------|------------|----------|

Not Detected

|                         |                 |                                |        |                |            |          |
|-------------------------|-----------------|--------------------------------|--------|----------------|------------|----------|
| Sample ID: C191956-0003 | Listid : 3226L1 | Parmname : NT: Total Coliforms | Value: | Units: c/100mL | Qual: NDAT | Remarks: |
|-------------------------|-----------------|--------------------------------|--------|----------------|------------|----------|

Absent

|                         |                 |                                 |        |                |            |          |
|-------------------------|-----------------|---------------------------------|--------|----------------|------------|----------|
| Sample ID: C191956-0003 | Listid : 3226L1 | Parmname : NT: Escherichia coli | Value: | Units: c/100mL | Qual: NDAE | Remarks: |
|-------------------------|-----------------|---------------------------------|--------|----------------|------------|----------|

Absent

|                         |                 |   |        |                |            |          |
|-------------------------|-----------------|---|--------|----------------|------------|----------|
| Sample ID: C191956-0003 | Listid : 3226L1 | Parmname : NT: Deterioration Indicators | Value: | Units: c/100mL | Qual: NDDN | Remarks: |
|-------------------------|-----------------|---|--------|----------------|------------|----------|

Not Detected

TEXT COMMENT

Login: C191956

Product Completion

| Sample ID    | Matrix | Method | Product | Analytical Department | Completion Date |
|--------------|--------|--------|---------|-----------------------|-----------------|
| C191956-0001 | WD     | E3226A | PA3226  | 6510                  | 09-FEB-12       |
| C191956-0002 | WD     | E3226A | PA3226  | 6510                  | 09-FEB-12       |
| C191956-0003 | WD     | E3144B | VOL3144 | 4410                  | 16-FEB-12       |
| C191956-0003 | WD     | E3226A | PA3226  | 6510                  | 09-FEB-12       |
| C191956-0003 | WD     | E3473  | PB3473  | 6410                  | 13-FEB-12       |

\*\*\* End of Report \*\*\*



**APPENDIX C  
PROVINCIAL OFFICER'S REPORT & ORDER**

**APPENDIX D  
INSPECTION RATING RECORD**

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2012-2013)

|                            |  |
|----------------------------|--|
| <b>DWS Name:</b>           | MOUNT FOREST DRINKING WATER SYSTEM                   |
| <b>DWS Number:</b>         | 220000068  |
| <b>DWS Owner:</b>          | Wellington North, The Corporation Of The Township Of |
| <b>Municipal Location:</b> | Wellington North                                     |
| <b>Regulation:</b>         | O.REG 170/03   |
| <b>Category:</b>           | Large Municipal Residential System                   |
| <b>Type Of Inspection:</b> | Detailed   |
| <b>Inspection Date:</b>    | November 20, 2012                                    |
| <b>Ministry Office:</b>    | Guelph District                                      |

Maximum Question Rating: 814

| Inspection Module              | Non-Compliance Rating |
|--------------------------------|-----------------------|
| Source                         | 0 / 26                |
| Permit To Take Water           | 0 / 30                |
| Capacity Assessment            | 0 / 38                |
| Treatment Processes            | 0 / 111               |
| Distribution System            | 0 / 25                |
| Operations Manuals             | 0 / 42                |
| Logbooks                       | 0 / 46                |
| Consumer Relations             | 0 / 8                 |
| Certification and Training     | 0 / 65                |
| Water Quality Monitoring       | 0 / 168               |
| Reporting & Corrective Actions | 0 / 135               |
| Treatment Process Monitoring   | 0 / 120               |
| <b>TOTAL</b>                   | <b>0 / 814</b>        |

|                        |       |
|------------------------|-------|
| Inspection Risk Rating | 0.00% |
|------------------------|-------|

|                                 |                |
|---------------------------------|----------------|
| <b>FINAL INSPECTION RATING:</b> | <b>100.00%</b> |
|---------------------------------|----------------|

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2012-2013)

|  |
|--|
| <b>DWS Name:</b> MOUNT FOREST DRINKING WATER SYSTEM                    |
| <b>DWS Number:</b> 220000068   |
| <b>DWS Owner:</b> Wellington North, The Corporation Of The Township Of |
| <b>Municipal Location:</b> Wellington North                            |
| <b>Regulation:</b> O.REG 170/03  |
| <b>Category:</b> Large Municipal Residential System                    |
| <b>Type Of Inspection:</b> Detailed                                    |
| <b>Inspection Date:</b> November 20, 2012                              |
| <b>Ministry Office:</b> Guelph District                                |

---

Maximum Question Rating: 814

|                        |       |
|------------------------|-------|
| Inspection Risk Rating | 0.00% |
|------------------------|-------|

|                                 |                |
|---------------------------------|----------------|
| <b>FINAL INSPECTION RATING:</b> | <b>100.00%</b> |
|---------------------------------|----------------|

**WORKS COMMITTEE MEETING**  
**January 22nd, 2013**

Committee: Andy Lennox, Councillor, Chairman  
Sherry Burke, Councillor  
Gary Matthews, Road Foreman  
Andy Morrison, Road Foreman  
David Hill, Road Foreman  
Dale Clark, Road Superintendent

Start: 8:30 am End: 9:45 am

Minutes of the November 27<sup>th</sup>/2012 meeting were previously circulated and approved by Council.

**1) Severance Application**

A severance application has been submitted for a new lot to be created off of an existing "No Winter Maintenance" road on Sideroad #7 in Wellington North (former West Luther). Township comments regarding the severance are that Sideroad #7 should be constructed to Township standards to the severed parcel at the owner's expense. Planning and Development at the County of Wellington have also commented stating that a safe driveway access, including any necessary road upgrades will be provided to the satisfaction of the local municipality. Committee recommends obtaining quotes for material and equipment to have the necessary road upgrades completed to the satisfaction of the municipality, to determine costs and information presented at next Works Committee meeting for discussions.

**2) Winter Maintenance Operations**

Winter Maintenance Policies have been received from the Town of Hanover, Municipality of North Perth, Mapleton Township and East/Luther Grand Valley regarding snow and ice removal on streets and sidewalks. The foreman or operator on duty decides when the snow removal will be done based on factors such as minimum maintenance standards, public safety, snow accumulation and weather forecasts. Winter maintenance operations such as snow removal will occur to control ice and snow build up, and salting and sanding will occur when the road surface or sidewalk becomes slippery. Committee discussed maintaining and monitoring operations to determine if any cost savings can be obtained without reducing service.

### **3) No Maintenance Road Allowances**

The issue of controlling traffic on Road Allowances with no maintenance has been brought to Committee for discussion. Pricing has been received for fencing to stop traffic from using road allowances that are not being maintained. Sideroad #3 in West Luther between Line#2 and County Road 109 is being considered. The cost of barricading both ends of a road allowances would be \$2000 plus HST. Township of Minto was contacted to see if they have had any issues with damage being done to gates and fencing that they are using to stop traffic from entering these road allowances and Minto has had no damage. Committee discussed liability, budgeting and will discuss fencing options in the spring.

### **4) Bridge Structure Repairs**

Extensive damage has occurred to a bridge structure on Line #6 in Wellington North when a vehicle collided with the bridge railing. The insurance company of the vehicle causing the damage has been contacted and two quotes have been received for repairs required to the structure. Two quotes are from Reeves Construction for \$20,360 and Owen King Limited for \$18,475. Quotes plus HST. Committee agreed that when a settlement is reached to have the funds placed in reserves to complete bridge repairs in spring of 2013. Insurance company will be contacted to have this matter resolved.

### **5) Street Sweeping**

Mobil Striping and Sweeping has done our spring street cleaning for the last several years. They will do sweeping in 2013 for \$89/hr which is the same price as 2012 rates. Time needed to complete the sweeping depends on type of winter and the amount of sand used. Reducing custom sweeping hours and better utilizing our own equipment is a priority. Due to spring sweeping being a timing issue we need to confirm dates with a company to insure scheduling. This work is included in the 2013 operational budget. Committee agreed to proceed with Mobil Striping and Sweeping at the \$89/hr rate for the 2013 season.

**6) General Information/Next Meeting**

- Offer to purchase poly snow blades in Arthur was received. After discussion decided to keep blades.
- Bryans Farm Supply sold excess air compressor equipment for \$850
- Bridge Structure inspections to be completed for 2013 which is included in the 2013 operational budget
- Roadside brushing and tree removal and trimming continuing as weather conditions allow
- Tender for dust control application to be completed shortly for 2013 season
- Gravel crushing tender to be completed shortly for 2013 season

**Next Meeting: March 19th/2013**

RECREATION & CULTURE ADVISORY COMMITTEE MEETING  
TUESDAY, JANUARY 15, 2013, 8:30 A.M.  
MOUNT FOREST & DISTRICT SPORTS COMPLEX

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**Members present:** Chairperson Councillor Sherry Burke; Councillor Dan Yake; Southgate Councillor Pat Franks; Mayor Ray Tout; Mark MacKenzie, Mount Forest Facilities Manager; Tom Bowden, Arthur Facilities Manager and Barry Lavers, Director of Recreation, Parks and Facilities.

Also present: Linda Spahr, Recording Secretary.

**MINUTES:**

The following amendments were made to the December 4, 2012 meeting:  
Minutes corrected to record an announcement from the Chairperson was made before the meeting that the Agenda be amended to include Patriots delegation and In Camera (Personnel) Session added. The regular meeting was closed at 10:20 a.m.

**Moved by:** Mayor Tout  
**Seconded by:** Tom Bowden

**THAT the minutes of the December 4, 2012 be accepted with amendments made.**

**Resolution Number: 1**

**Carried**

**NEW BUSINESS:**

**Custom Blend Water Treatment**

A report from Custom Blend was received and discussed. Staff will continue to monitor the water treatment at the Mount Forest Complex.

**Recreation Fees (2013/14)**

The Recreation Fee schedule presented at the December meeting was reviewed. There were some additional comments and discussion. A revised schedule will be presented for final approval at our next meeting.

The Adult Diamond fee for 2014 season was reviewed and it was felt we should freeze the rate for 1 year. This was in response to a request from last year by Mount Forest Adult Slo Pitch requesting a review. A letter addressing this to Slo Pitch will be sent when the Fees By-law is accepted and passed by Council.

**Disc Jockey/Entertainment Services**

The issue of entertainment and closing times was discussed by the Committee. Following several issues with closing time it was decided that 1:10am will be the final time allowed for all entertainment for our Facilities. A letter to staff will be drafted and signed by workers.

**Summer Ice**

Mark reported he was approached by a local Hockey School about moving to Mount Forest Complex for the summer. Barry directed Mark to report back with more information with regards to issues such as the amount of ice time required, length of program, etc. as trying to compete for



summer ice rentals with Ayton and Durham would be difficult. Mark was also directed to talk to Andrew Coburn to see if they want summer (August) ice this year for their hockey school. Last year their program was shortened. Councillor Burke stated that extra marketing would be needed for summer ice. Mayor Tout suggested that summer ice could be posted on Face book. It was also suggested Mark talk to Nicole West about Figure Skating as well about using summer ice.

### **WiFi Update**

Mark reported that there have been issues with WiFi shutting down. Mark reported that Ken Frey did an assessment and said that upgrading is needed. A report will be sent at a later date. Mark to monitor.

### **Community Hall Rental**

The issue of Security start times for Facility rentals was discussed and a decision to remain status quo was reached. Hall rental security is paid by the person(s) renting the facility.

### **Glycol Leak**

Mark reported the continuing ice problem due to the glycol leak was fixed over the Christmas break and took about 10 hours for repairs. He also stated that Cimco will address the problem when the ice is taken out. Mark is to provide Barry with a copy of the letter from Cimco stating they will fix the problem.

### **Upper Room**

Barry reported that a meeting was held with Fryett Architects to obtain pricing for finishing the Upper Room at the Complex. Councillor Yake and CBO Darren Jones were also in attendance. The approximate cost of the drawings was \$3900 and was accepted. The project concept when approved will be presented at a future meeting.

### **Fur and Feather**

The Fur & Feather rental was discussed. They have not contacted the Recreation Department with information yet.

### **Southgate Agreement**

It was reported that the Southgate Agreement was signed in December 2012. Chairperson Councillor Burke suggested that the Recreation Agenda now be revised so that the Southgate portion of the meeting dealing with the Mount Forest Sports Complex be separated and put at the beginning. All items including reports and delegations will be included.

**Moved by: Mayor Tout**  
**Seconded by: Tom Bowden**

**THAT the Recreation & Culture Advisory Committee Agenda format be revised and issues pertaining to the new Southgate Agreement portion of the meeting regarding the Mount Forest Sports Complex now be placed at the beginning of the meeting.**

**Resolution Number: 2**

**Carried**

### **CORRESPONDENCE:**

A copy of a letter from Federal Economic Develop Agency for Southern Ontario with regards to the CIIF application was available for members and discussed. The letter indicated that our application for the restoration of the Roy Grant Pool was not successful.

Irene Melanson sent a letter requesting Mount Forest consider building an indoor pool. A discussion was held and Barry will send a response.

### REPORTS:

Mark MacKenzie reported that Minor Hockey donated 700 pounds of food to the food bank this year. Mark asked about the Township's policy for purchase of safety shoes for part-time staff. Barry stated that under the Township personnel policy staff safety shoes are only provided to full-time persons. Mayor Tout inquired from Mark an explanation as to the mix up of times for the Girl's High School hockey team on January 8<sup>th</sup>, 7:00 a.m. rental.

Tom Bowden explained that Arthur Arena had a power outage on December 20<sup>th</sup>. Because of this the compressor in one of the dehumidifiers was checked and needs to be replaced. He received a cost estimate of approximately \$3,000 for replacement.

Barry Lavers reported that the Trillium Project is completed and final report will be sent before March 2013. He has been working on the 2013 Recreation Budget and the Management Team has met for preliminary Township Budget discussions.

### MEMBER'S PRIVILEGE:

**Tom Bowden** – Asked for clarification from Council members on what determines a Community Event where profits are to go back to Service clubs, Community groups, etc.

**Councillor Yake** – Reported that \$3,000 raised from the Municipal Hockey Tournament was donated to local schools and ten other community organizations. He also reported that there will be another Tournament in 2013.

**Councillor Franks** – Advised the Committee that Southgate had received the required reports for the agreement and had contacted Wellington North for clarification on some items in the report.  
- Requested a letter explaining the Committee changes discussed at today's meeting be sent to Southgate.

### NEXT MEETING:

The next meeting will be held February 5, 2013

### ADJOURNMENT:

The meeting adjourned 10:30 a.m.