



Township of Wellington North

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

Regular Meeting of Council

Monday, February 7, 2011 – 7:00 p.m.

Council Chambers, Municipal Office, Kenilworth

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AGENDA ITEM	PAGE NO.
<p><u>COUNCILLOR'S PRIVILEGE</u></p> <p><u>CLOSED MEETING SESSION</u></p> <p>1. "Personnel" matter</p>	
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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

Monday, January 24, 2011

7:00 p.m.

Members Present:

Mayor: Ray Tout
Councillors: Sherry Burke
Mark Goetz
Andy Lennox
Dan Yake

Also Present: Chief Administrative Officer/Clerk: Lorraine Heinbuch
Executive Assistant: Cathy Conrad
Treasurer: John Jeffery
Manager of Public Works: Gary Williamson

The meeting was held in the Municipal Office Council Chambers, Kenilworth.

A. **CALLING THE MEETING TO ORDER**

Mayor Tout called the meeting to order.

B. **PASSING AND ACCEPTANCE OF AGENDA**

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Agenda for the January 24, 2011 Regular Meeting of Council be accepted and passed with the deletion of:

STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

4. *Fire Committee*

- *Minutes, November 16, 2010 (previously received by Council on November 22, 2010)*

Resolution Number: 1

Carried

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

Monday, January 24, 2011

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C. **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF**

None declared.

D. **MINUTES**

1. Public Meeting, January 10, 2011
2. Regular Meeting of Council, January 10, 2011

**Moved by: Councillor Goetz
Seconded by: Councillor Burke**

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on January 10, 2011 be adopted as circulated.

Resolution Number: 2

Carried

E. **DELEGATIONS, DEPUTATIONS, PETITIONS**

1. Lynda White
Re: COPS Arthur

Lynda White, Chairperson, and Alex Beatty, Vice Chair, appeared before Council to introduce the Community Oriented Policing Service (COPS). The group has been formed as a result of complaints from business regarding crime activity in the Arthur area. Constable MacDonald has been assigned as their liaison. Concerns include youth crime, drug awareness, property crime and general public safety. The group hopes to educate parents on the signs of drug use and seniors on fraud, provide for the social needs of the youth and reduce crime through possible neighbourhood watch.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

Monday, January 24, 2011

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E. **DELEGATIONS, DEPUTATIONS, PETITIONS** (continued)

1. Lynda White (continued)
Re: COPS Arthur

The group met with the Mapleton COPS on June 8 to discuss their program. They attended the Arthur Fall Fair to make the community aware of their group and gained three new members. On November 6 they joined other COPS members in Wellington for an information night. A Drug Awareness Evening was held for parents on November 29. This event received a lot of publicity from the Wellington Advertiser. Tasks and goals of COPS are to talk to high school students, look into the possibility of a skateboard park to help meet the social needs of youth and increase awareness in the community. The police will be conducting their "Lock it or Lose it" in the spring.

COPS Arthur requested that Council appoint a Council member to sit on their committee.

2. Gary Williamson, Introduction of County Councillor Ward 3

Mr. Williamson appeared before Council to introduce himself as Wellington County Councillor for Ward 3. He suggested quarterly attendance at Council meetings to provide updates. Mr. Williamson is sitting on the Solid Waste Committee and is the County representative to the Wellington County Plowman's Association. He has requested that his contact information be listed on the Township website.

Mr. Williamson gave a brief presentation regarding accessible transportation. He outlined the Saugeen Mobility and Regional Transit (SMART) transportation service. SMART provides specialized transportation for mentally and physically challenged residents in Arran-Elderslie, Brockton, Hanover, Kincardine and West Grey. Council asked Mr. Williamson to arrange a presentation from SMART at a future Council meeting.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

Monday, January 24, 2011

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E. **DELEGATIONS, DEPUTATIONS, PETITIONS** (continued)

3. Scott May, Planner, representing Gary Langen regarding the former Arthur Public School Site
Re: Brief Presentation to the new Council regarding the status of the proposed re-development of the former Arthur Public School site

Mr. May gave an overview of the proposed re-development of the former Arthur Public School. As a result of a previous public meeting a traffic study has been completed, the concerns regarding the size and type of commercial use have been addressed and they have met with the Manager of Public Works and Chief Building Official to discuss drainage issues. He is looking for direction from Council how to move ahead with the zoning amendment.

Council questioned the phases of development, parking for the commercial area, potential users of the residential portion (family and seniors) and stated their desire to have those neighbours who previously expressed concerns to be informed of the status of this development.

F. **STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS**

1. Arthur Fire Department
- 2010 Annual Report
- 2010 Annual Fire Prevention Officer's Report

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Arthur Area Fire Department 2010 Annual Report and the 2010 Annual Fire Prevention Officer's Report.

Resolution Number: 3

Carried

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

Monday, January 24, 2011

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F. **STANDING COMMITTEE, STAFF REPORTS, MINUTES AND
RECOMMENDATIONS** (continued)

2. Mount Forest Fire Department
- 2010 Annual Report
 - 2010 Annual Fire Prevention Officer's Report

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive the Mount Forest Fire Department 2010 Annual Report and the 2010 Annual Fire Prevention Officer's Report.

Resolution Number: 4

Carried

3. Water/Sewer Committee
- Minutes, January 18, 2011

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North received the minutes of the Water/Sewer Committee meeting held on January 18, 2011.

Resolution Number: 5

Carried

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

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F. **STANDING COMMITTEE, STAFF REPORTS, MINUTES AND
RECOMMENDATIONS** (continued)

4. Fire Committee
- Report from Mark Goetz, Chair, Fire Committee
Re: Fire Capital Purchase (Multi Purpose Utility Vehicle)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North agree to purchase a Multi-Purpose Utility Vehicle prior to the setting of the 2011 budget; and

THAT the offer from the Mount Forest Lions Club to fund the purchase of said vehicle to a maximum of \$20,000 over 4 years be accepted; and

THAT the actual purchase be approved by Council resolution after receiving two or more quotations.

Resolution Number: 6

Carried

5. Finance Committee
- Minutes, December 22, 2010

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Finance Committee meeting held on December 22, 2010.

Resolution Number: 7

Carried

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

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G. BY-LAWS

1. 6-11 Being a By-law to Authorize the Exercise of an Option to Re-Acquire Lands Previously Sold by the Township (Industrial Drive, Mount Forest – Techno Steel Ltd.)

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT By-law Number 6-11 being a by-law to authorize the exercise of an option to re-acquire lands previously sold by the Township be read a First, Second and Third time and finally passed. (Industrial Drive, Mount Forest – Techno Steel Ltd.)

Resolution Number: 8

Carried

H. OTHER/NEW BUSINESS

1. Conservation Authority Appointments
- Maitland Valley Conservation, joint with Mapleton and Minto
 - Appointment, Dr. Terry K. Fisk

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North appoint Dr. Terry Fisk as representative to the Maitland Valley Conservation Authority Board for a three year term, January 1, 2011 to December 31, 2013 as recommended by the Town of Minto and the Township of Mapleton.

Resolution Number: 9

Carried

**THE CORPORATION OF THE
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H. **OTHER/NEW BUSINESS** (continued)

2. Appointments

- North Wellington Health Care Corporation (Louise Marshall Hospital) Board, Councillor Dan Yake

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Dan Yake to the North Wellington Health Care Corporation Board for the term ending December 31, 2014.

Resolution Number: 10

Carried

- Chambers of Commerce (Arthur and Mount Forest), Councillor Mark Goetz

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Mark Goetz as Council liaison to the Mount Forest & District Chamber of Commerce for the term ending December 31, 2014.

Resolution Number: 11

Carried

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Mark Goetz as Council liaison to the Arthur Chamber of Commerce for the term ending December 31, 2014.

Resolution Number: 12

Carried

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**THE CORPORATION OF THE
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H. **OTHER/NEW BUSINESS** (continued)

2. Appointments (continued)

- Mount Forest & Area Physician Recruitment Committee, Councillor Dan Yake

Moved by: Councillor Lennox

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Dan Yake to the North Wellington Health Care Corporation Physician Recruitment Committee for the term ending December 31, 2014.

Resolution Number: 13

Carried

- Arthur/Groves Physician Recruitment Committee, Councillor Dan Yake

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Dan Yake to the Arthur/Groves Physician Recruitment Committee for the term ending December 31, 2014.

Resolution Number: 14

Carried

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

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H. **OTHER/NEW BUSINESS** (continued)

2. Appointments (continued)

- Business Improvement Area Board of Management,
Councillor Dan Yake

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Dan Yake as Council liaison to the Mount Forest Business Improvement Area Board of Management for the term ending December 31, 2014.

Resolution Number: 15

Carried

I. **ITEMS FOR COUNCIL'S INFORMATION**

Guelph Wellington Crime Stoppers

- Newsletter, The Informant – Winter 2010-2011

Grand River Conservation Authority

- Newsletter, GRCA *Minutes*, January 2011, Volume 16 – No. 1

Lake Erie Source Protection Committee

- Meeting Minutes, November 4, 2010

J. **COUNCILLOR'S PRIVILEGE**

None tabled

K. **NOTICE OF MOTION**

None tabled.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

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L. CLOSED MEETING SESSION

1. "Legal/Personnel" matters

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT Council go into a meeting at 8:02 p.m. that is closed to the public under subsections 239 (2) (d) (e) of the Municipal Act, 2001

- *to consider labour relations or employee negotiations*
- *to consider litigation or potential litigation affecting the municipality*

Resolution Number: 16

Carried

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT Council rise from a closed meeting session at 10:06 p.m.

Resolution Number: 17

Carried

M. CONFIRMING BY-LAW

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT By-law Number 7-11 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on January 24, 2011 be read a First, Second and Third time and finally passed.

Resolution Number: 18

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, January 24, 2011

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N. ADJOURNMENT

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Regular Council meeting of January 24, 2011 be adjourned at 10:08 p.m.

Resolution Number: 19

Carried

C.A.O./CLERK

MAYOR

Maitland Valley Conservation Authority



Providing leadership to protect and enhance our water, forests and soils!

January 7, 2011

Township of Wellington North
Box 125
Kenilworth, ON
N0G 2E0

Attention: Lori Heinbuch, CAO/Clerk

**Re: Appointment to Maitland Valley Conservation Authority Board of Directors and
Maitland Source Protection Authority Board for 2011**

The term of your current appointment to the Maitland Valley Conservation Authority is due to end as of February 16, 2011, which is the date of our Annual Meeting.

Please advise our office **in writing** who your appointment will be for 2011 prior to February 16, 2011 including a copy of the council's resolution that specifies your Municipality's appointment to the **MVCA Board of Directors and the Maitland Source Protection Authority** for 2011.

If you have any questions please contact the undersigned.

Sincerely,

A handwritten signature in cursive script that reads 'Phil Beard'.

Phil Beard
General Manager/Secretary-Treasurer

MAITLAND VALLEY CONSERVATION AUTHORITY
1093 Marietta Street, Box 127, Wroxeter, ON N0G 2X0
519 335-3557 Fax: 519 335-3516 Email: maitland@mvca.on.ca



SAUGEEN MOBILITY **and REGIONAL TRANSIT**



SPECIALIZED TRANSPORTATION
for the Mentally and Physically Challenged

Serving the residents of Arran-Elderslie, Brockton, Hanover
Kincardine and West Grey

603 Bruce Road 19
Box 40
Walkerton, ON
N0G 2V0

519-881-2504
1-866-981-2504
519-881-2508 fax

smart@hurontel.on.ca
saugeenmobility.ca

OVERVIEW

Founded in 1977 as Bruce, Grey and Huron Disability Transportation Corporation, Saugeen Mobility and Regional Transit is the local municipal mobility service partnership dedicated to providing transportation services to the physically and mentally challenged residents of Arran-Elderslie, Brockton, Hanover, Kincardine and West Grey.

In the second half of 2009, Bruce, Grey and Huron Disability Transportation was re-structured and re-named to emphasize 'mobility' rather than 'disability'. Part of this re-structuring was the hiring of a new Manager of Transit Services who began his duties February 1, 2010. As well, a new board of directors was established bringing a renewed commitment and energy to the company.

SMART is an independent non-profit entity incorporated in the Province of Ontario and governed and operated under a partnership agreement between the municipal partners. It is a highly utilized service in the communities in which it operates.

SMART primarily provides service to community members who because of their physical and/or mental challenges cannot use 'regular' transit or taxi services. In 2009, SMART provided approximately 22000 rides to individuals and groups. As of October 31, 2010, we have provided 17,798 rides and have 424 active clients. These are outings that would have been difficult or impossible if this service were not in place. Many of these residents have no family members nearby to assist with their mobility needs and for those who do have family members nearby, very often those family members are unavailable to provide assistance because of employment or lack of appropriate accessible vehicle. The rides provided by SMART are, therefore, a vital lifeline for these community members to keep medical appointments, attend to employment obligations, enjoy social outings and generally maintain a sense of personal independence.

Specialized transit services for the physically and mentally challenged are expensive. The cost of adapted vehicles, in particular, means their individual ownership is impossible for the vast majority of those who need them. Many, if not most, people needing mobility assistance are already in difficult financial circumstances. This further complicates their individual ability to get 'out and about' in their communities. An inability to be mobile and connected with other people is a well studied and documented contributing factor in depression and other medical and emotional problems.

INFRASTRUCTURE

SMART is an 'up and running' transit service. We boast a fully operational infrastructure including a toll-free telephone number, e-mail, high-speed internet link and web-site.

SMART has a modern fleet of 13 vehicles including 1 large adapted bus for group outings, 2 mid-sized adapted buses, 1 full-sized adapted van, 1 regular minivan and 8 adapted minivans. Three new adapted minivans were added in August 2010. Two new 2011 model mid-sized adapted buses have been ordered and will join the fleet in early 2011.

Drivers are currently dispatched by cell-phone.

GOVERNANCE

SMART is a municipal partnership and is governed under the terms of the Partnership Agreement which has been recently signed.

Each municipality is entitled to send 1 member and from those members, a Board of Directors is elected. Currently, all municipal members are directors. The Board of Directors meets monthly unless otherwise required.

2010 Board of Directors

Mayor Kathi Maskell, Town of Hanover, President and Chair
Mayor Kevin Eccles, Municipality of West Grey, Vice-President and Vice-Chair

Mayor Ron Oswald, Municipality of Arran-Elderslie, Director
Mayor Charlie Bagnato, Municipality of Brockton, Director
Mayor Larry Kraemer, Municipality of Kincardine, Director

Management

Roger Cook, Manager of Transit Services
519-881-2589
roger@saugeenmobility.ca

Teresa Weber, Secretary-Treasurer and Dispatcher
519-881-2504
866-981-2504
smart@hurontel.on.ca

Donna Bester, Accounting Clerk

Peter Loucks, Loucks and Loucks, Chesley, General Counsel

Anne Irving, BDO Dunwoody, Hanover, 2010 Auditor

BUDGET AND FUNDING

SMART's 2010 operational budget is \$436,000 of which \$300,400 is provided by the partner municipalities, \$133,000 by users through user fees and \$3,000 by donations and other miscellaneous revenue sources.

Like all transit systems, SMART has a 'baseline revenue' number that must be achieved in order to have access to the MTO Gas Tax Reserve account. This revenue number was established in 2004 based on the average of expenditures over the three year period 2001-03 and is increased by 2% annually. For 2010, this 'baseline' amount is \$415,032 and will increase to \$423,333 for 2011.

In keeping with MTO methodology, municipal contributions are calculated annually with a 30% weighting applied to population and a 70% weighting applied to ridership. This overall contribution percentage is then applied to the total contribution amount to give the amount due from each municipality.

Currently, the Town of Hanover acts as Host Municipality for the purpose of receiving and holding dedicated Gas Tax funding from the Province of Ontario's Ministry of Transportation. This funding is paid annually and is held in trust until such time as it is used for capital purchases, operational deficits or other projects deemed to be improvements to the transit service in accordance with MTO guidelines.

USER FEES

Currently, individual clients are charged a base rate of \$2.00 plus \$.80/km subject to a minimum charge of \$6.80 per 'ride'. A client may have one attendant ride for free. If our drivers need to wait for a client, there is a 'wait time' charge of \$17.00 per hour.

A 'ride' or 'trip' is defined as one client going from point 'A' to point 'B'. Returning to point 'A' would be two 'rides'.

SMART also has 2 mid-sized buses and 1 large bus for group outings. Clients using these buses (normally retirement or nursing homes for group outings) are charged a base of \$24.00 plus \$1.20/km subject to a \$60.00 minimum for the mid-sized buses and a base of \$48.00 plus \$1.60/km subject to a \$176.00 minimum charge for the large bus. These buses also have a 'wait time' charge of \$17.00 per hour.

LOOKING FORWARD

The population of Canada, especially in rural areas, is aging. There will only be increasing demand for services such as this over the next 2 decades.

According to statistics from the 2001 census, Bruce County had 17.4% of its population aged 65 or older. In Grey County, that percentage is about 18%. This compares to 12.9% for the Province of Ontario as a whole. The median age of the population is 42.4 years in Bruce and 41.9 years in Grey compared to 37.2 years provincially.

In response to these demographics, communities in Grey and Bruce have been adding a considerable number of new housing units for their aging residents. A safe, dependable and affordable transportation service for those residents is going to be a critical part of their quality of life and their being able to remain independent for as long as possible.

SMART is the largest MTO supported specialized transit provider in Grey and Bruce counties.

SMART is also available to provide services beyond specialized transportation such as scheduled transit services and non-emergency medical transportation to ambulatory and wheelchair patients as a complimentary and parallel service to EMS. (We currently do not offer a 'stretcher' service.)

We have had discussions with our contact at the Ministry of Transportation regarding how SMART can become the central 'go to' organization for all specialized transportation in the Grey-Bruce area and bring the various transportation services being offered in the different corners of the two counties (and by various Ministries) under one roof.

We strongly believe that public services should be provided at the best, most efficient level possible. It is crucial that different government agencies, both local and provincial, make the best use of existing service infrastructure. Duplication of local services is a waste of financial resources, especially when there are areas going without service. Inter-Ministerial cooperation is critical to providing a quality, specialized transportation service on a cost-effective basis in rural areas where the low population density does not provide many opportunities for operational efficiency.

I would be pleased to meet with any council interested in exploring the affordable benefit Saugeen Mobility and Regional Transit can bring to their community.

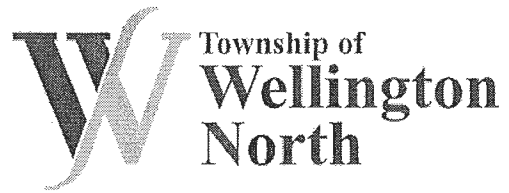
Roger Cook
Manager of Transit Services
519-881-2589

SAUGEEN MOBILITY AND REGIONAL TRANSIT

2010 PROJECTED MUNICIPAL CONTRIBUTION ALLOCATION - add KINCARDINE (SAME AS MTO GAS TAX FUNDING FORMULA)

ESTIMATED TOTAL MUNICIPAL ALLOCATION \$ 300,400.00

	2009 AMCTO POPULATION	%	WEIGHT 30%	2009 ACTUAL RIDERSHIP	%	WEIGHT 70%	NET WEIGHTED ALLOCATION	TOTAL ALLOCATION	per Capita	per Rider	Ridership as % of Population
Arran-Elderslie	6230	13.07%	3.92%	1025	5.45%	3.82%	7.74%	\$ 23,240.47	\$ 3.73	\$ 22.67	16.45%
Brockton	9351	19.62%	5.89%	3582	19.05%	13.33%	19.22%	\$ 57,733.92	\$ 6.17	\$ 16.12	38.31%
Hanover	7147	14.99%	4.50%	11603	61.70%	43.19%	47.69%	\$ 143,258.80	\$ 20.04	\$ 12.35	162.35%
Kincardine	12745	26.74%	8.02%	2003	10.65%	7.46%	15.48%	\$ 46,494.22	\$ 3.65	\$ 23.21	15.72%
West Grey	12193	25.58%	7.67%	592	3.15%	2.20%	9.88%	\$ 29,672.59	\$ 2.43	\$ 50.12	4.86%
TOTAL	47666	100.00%	30.00%	18805	100.00%	30.00%	100.00%	\$ 300,400.00	\$ 6.30	\$ 15.97	



Sewer Use ByLaw
No. _____

January 2011

Township of Wellington North

Sewer Use Bylaw No. _____

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Schedule "A" Prohibited Waste

Schedule "B" Restricted Wastes – Sanitary and Combined Sewers Discharge

Schedule "C" Maximum Wastewater Strength Limits Under Extra Strength Surcharge Agreement

Schedule "D" Code of Practice Registration Form for Designated Sector Operations

Schedule "E" Subject Sectors For Pollution Prevention Plans

Schedule "F" Subject Pollutants For Subject Sectors Requiring Pollution Prevention Plans

APPENDIX "A" Discharge Application and Discharge Permit Forms

INTRODUCTION

This Bylaw outlines controls for the discharge of pollutants to the sewer system. The objectives of the bylaw are to:

- Protect the sewer collection system from corrosion, other damage and obstruction
- Protect the wastewater treatment process from upset
- Protect the public, municipal workers and property from hazardous conditions (such as explosions)
- Assist optimum wastewater system efficiency by preventing uncontaminated water from entering the system
- Protect wastewater sludge quality
- Protect the environment from contaminants that are not removed by the public treatment system(s)
- Assist the Municipality in maintaining compliance with the operating conditions established by the Province of Ontario.

1. DEFINITIONS

As used in this bylaw, the following terms shall have the meanings indicated:

ACCREDITED LABORATORY - Any laboratory accredited by an authorized accreditation body in accordance with a standard based on "CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories" established by the Standards Council of Canada, as amended, or "ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories" established by the International Organization for Standardization, as amended.

BEST MANAGEMENT PRACTICES (BMP) — An integrated plan to control and reduce the release of restricted and prohibited waste into the wastewater works to a practicable extent, through methods including physical controls, Pretreatment Processes, operational procedures and staff training.

BIOCHEMICAL OXYGEN DEMAND (BOD) - The five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand) as determined by the appropriate procedure in Standard Methods.

BIOMEDICAL WASTE - Biomedical waste as defined in Ontario Regulation 309 as amended from time to time.

BLOWDOWN WATER - Recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

CHEMICAL OXYGEN DEMAND (COD) - A measure of the capacity of water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic matter.

CLEAR-WATER WASTE - Includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources.

CODE OF PRACTICE - means a set of practices applicable to specific industrial, commercial or institutional sector operations; a code of practice identifies mandatory procedures, equipment, training or other provisions required as a condition of wastewater discharge into the sewer system by the specified sector discharger.

COMBINED SEWER - A sewer intended to function simultaneously as a storm sewer and a sanitary sewer.

COMBUSTIBLE LIQUID - A liquid that has a flash point not less than 37.8 degrees Celsius, and not greater than 93.3 degrees Celsius.

COMPLIANCE PROGRAM – The necessary steps undertaken by a discharger to bring wastewater discharged into the municipal sewer into compliance with the terms and conditions of this Bylaw or related permit. Compliance programs are applicable to existing dischargers only; new discharges must fully comply with the requirements of this bylaw.

COMPOSITE SAMPLE - A volume of wastewater, storm water, uncontaminated water, clear-water or effluent made up of three or more grab samples that have been combined automatically or manually and taken at intervals during the sampling periods.

CONNECTION or DRAIN - That part or those parts of any pipe or system of pipes leading directly to a wastewater works.

COOLING WATER - Water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

DENTAL AMALGAM - A dental filling material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.

DENTAL AMALGAM SEPARATOR - Any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.

DESIGNATED SECTOR OPERATIONS – means industrial, commercial or institutional sectors required to adopt Codes of Practice.

DESIGNATED SEWER OFFICER - The person appointed by the Municipality, and his or her successors or his or her duly authorized representative. (Note the Designated Sewer Officer may hold the position of General Manager, Township Manager, Inspector or other position suitable to the organization of the community.)

DOMESTIC WASTEWATER - Waste produced on a residential premises, or sanitary waste and wastewater from showers and restroom washbasins produced on a non-residential property.

EXTRA STRENGTH - Refers to wastewater released to the sewer that is higher in concentration for one or more constituent concentrations set out in Schedule B or containing constituents identified in Schedule B.

FLOW MONITORING POINT – An access place to the sewer service for the purpose of:

- 1) Measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and
- 2) Collecting representative samples of the wastewater, storm water, clear water waste or subsurface water released from the premises.

FUELS – Alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.

GRAB SAMPLE – A volume of wastewater, storm water, uncontaminated water or effluent which is collected over a period not exceeding 15 minutes.

GROUND WATER – Water beneath the earth's surface accumulating as a result of seepage.

HAULED WASTE – Any industrial waste which is transported to and deposited into any location in the wastewater works, excluding hauled wastewater.

HAULED WASTEWATER – Waste removed from a wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet or a wastewater holding tank.

HAZARDOUS SUBSTANCES –

- A. Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and
- B. Any substance that is designated as a hazardous substance within the meaning of Ontario Regulation 309 as amended from time to time.

HAZARDOUS WASTE – Any Hazardous Substance disposed of as waste.

IGNITABLE WASTE – A substance that:

- A. Is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume and as a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester ASTM D-56-97a), the Setafash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-Martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
- B. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
- C. Is an ignitable compressed gas as defined in the regulations under the Ontario Regulation 309 as amended; or

D. Is an oxidizing substance as defined in the regulations under the Ontario Regulation 309 as amended.

INDUSTRIAL – Of or pertaining to manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential.

INDUSTRY – Any owner or operator of industrial, commercial or institutional premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer or storm sewer of the Municipality.

INSPECTOR – A person authorized by the Municipality to carry out observations and inspections and take samples as prescribed by this bylaw.

INSTITUTION – A facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, industrial processes.

MATTER – Includes any solid, liquid or gas.

MONITORING ACCESS POINT – An access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

MUNICIPALITY – means the Municipality of the Township of Wellington North.

MUNICIPAL SEWER CONNECTION – That part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

MULTIPLE MUNICIPAL SEWER CONNECTION – A municipal sewer connection providing service to two or more premises.

NON-CONTACT COOLING WATER – Water which is used to reduce temperature for the purpose of cooling and which does not come into direct contact with any raw material, intermediate or finished product other than heat.

NON-DOMESTIC WASTEWATER – All Wastewater except Domestic Wastewater, Storm Water, Uncontaminated Water, and Septic Tank Waste.

OIL AND GREASE – *n*-Hexane extractable matter as described in Standard Methods.

PATHOLOGICAL WASTE – Pathological waste within the meaning of Ontario Regulation 309.

PCBs – Any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

PERSON - An individual, association, partnership, corporation, municipality or an agent or employee of such a person.

PESTICIDE – A pesticide regulated under the Pesticides Act (Ontario).

POLLUTION PREVENTION – The use of processes, practices, materials, products or energy that avoid or minimize the creation of pollutants and wastes, at the source.

POLLUTION PREVENTION PLAN - A detailed plan that identifies operations or activities of an owner or operator of commercial, institutional or industrial premises identifying specific pollution prevention methods to be implemented within a specific time frame.

POLLUTION PREVENTION PLAN SUMMARY - A summary of the pollution prevention plan and a brief summary of an owner's or operator's progress towards its pollution prevention goals.

PRETREATMENT - The reduction, elimination or alteration of pollutants in wastewater prior to discharge into the sanitary sewer. This reduction or alteration can be obtained by physical, chemical, or biological processes, through pollution prevention, or by other means, except by diluting the concentration of the pollutants.

PRETREATMENT PROCESSES - one or more treatment processes or devices designed to remove sufficient matter from wastewater discharged into the municipal sewer to enable compliance with effluent limits established in this Bylaw. Pretreatment processes prevent or reduce and control the discharge or deposit of matter from the discharger's premises into the municipal sewer connection.

PRIVATE SEWER CONNECTION - That part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection whose responsibility for maintenance is the property owner's.

PROHIBITED WASTE – means prohibited waste as defined in Schedule "A" to this bylaw.

REACTIVE WASTE – A substance that:

- A. Is normally unstable and readily undergoes violent changes without detonating;
- B. Reacts violently with water;
- C. Forms potentially explosive mixtures with water;
- D. When mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- E. Is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- F. Is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
- G. Is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
- H. Is an explosive(Class 1) as defined in the regulations under Ontario Regulation 309 as amended.

RESTRICTED WASTE – means restricted waste as defined in Schedule "B" to this bylaw

SAMPLING PORT – A valve, tap, or similar device on equipment, a drain pipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the Municipality may establish from time to time.

SANITARY SEWER – A sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.

SEPTIC TANK WASTE – any Waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor or other containment for human excretion and wastes.

SEWAGE – means any liquid waste containing animal, vegetable or mineral matter in solution or in suspension, except uncontaminated water.

SPILL – A direct or indirect discharge into the wastewater works, storm sewer or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

STANDARD METHODS – A procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by the Designated Sewer Officer.

STORM SEWER – A sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse or any combination thereof but excluding, any portion of a combined sewer works.

STORM WATER – The water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

SUBSURFACE DRAINAGE PIPE – A pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

SUBSURFACE WATER – Groundwater including foundation drain water.

TOTAL SUSPENDED SOLIDS (TSS) – Insoluble matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.

TOTAL PAHs – The total of all of the following polycyclic aromatic hydrocarbons: Acenaphthene, acenaphthylene, anthracene, benzo(a)anthracene, benzo(a)pyrene, benzo(b)fluoranthene, benzo(g,h,i)perylene, benzo(k)fluoranthene, chrysenes, dibenzo(a,h)anthracene, fluoranthene, fluorene, indeno(1,2,3-cd)pyrene, methyl naphthalene, naphthalene, phenanthrene, pyrene.

TOXIC SUBSTANCE – any substance defined as toxic under the *Canadian Environmental Protection Act 1999*, as amended from time to time and within the meaning of Ontario Regulation 309 as amended from time to time.

UNCONTAMINATED WATER – Water with a level of quality which is typical of potable water normally supplied by the Municipality.

WASTE DISPOSAL SITE LEACHATE – The liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

WASTE RADIOACTIVE SUBSTANCES – Substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended from time to time.

WASTEWATER – means the composite of water and water-carried wastes from residential, commercial, industrial or institutional premises or any other source.

WASTEWATER SLUDGE – Solid material recovered from the wastewater treatment process.

WASTEWATER TREATMENT FACILITY – means any structure or thing used for the physical, chemical, biological or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage and disposal facilities.

WASTEWATER WORKS – Any works for the collection, transmission, treatment and disposal of wastewater, storm water or uncontaminated water, including a combined sewer, sanitary sewer or storm sewer, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

WATERCOURSE – An open channel, ditch or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

2. SANITARY AND COMBINED SEWER REQUIREMENTS

(1) No person shall release, or permit the release of, any matter into the sanitary or combined sewer system wastewater works except:

- (a) Domestic wastewater;
- (b) Non-domestic wastewater that complies with the requirements of this bylaw;
- (c) Hauled wastewater, including septage, that complies with the requirements of this bylaw, or where a Waste Discharge Permit has been issued by the Designated Sewer Officer;
- (d) Storm water, clear-water waste, subsurface water or other matter where a Waste Discharge Permit has been issued by the Designated Sewer Officer;
- (e) Extra Strength matter where an Extra Strength Surcharge Agreement is in place.

(2) No person shall release, or permit the release of, any prohibited substance listed in Schedule 'A' of this bylaw.

(3) No person shall release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule 'B' of this bylaw into the wastewater works.

(4) If required by the Municipality, all non-domestic and hauled wastewater dischargers shall complete and submit **Form 1 "Abbreviated Discharger Information Report"** (Appendix A) to the Municipality.

(5) If required by the Municipality, non-domestic and hauled wastewater dischargers shall complete and submit **Form 2 "Complete Discharger Information Report"** (Appendix A) to the Municipality.

(6) If required by the Municipality, non-domestic and hauled wastewater dischargers shall not discharge to the sanitary sewer system until the discharger has obtained **Form 3 "Waste Discharge Permit"** (Appendix A) from the Designated Sewer Officer.

(7) The Designated Sewer Officer may issue, and amend, a Waste Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as the Designated Sewer Officer considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:

- (a) Place limits and restrictions on the quantity, composition, frequency and nature of the waste permitted to be discharged;
- (b) Require the holder of a Waste Discharge Permit to repair, alter, remove, or add to works or construct new works; and
- (c) Provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.

(8) The Designated Sewer Officer may issue a **Discharge Abatement Order** to:

- (a) Require a person to alter the quantity, composition, duration and timing of the discharge or cease discharge of non-domestic waste or hauled wastewater to a sewer or wastewater facility;
- (b) Include any terms or conditions that could be included in a Waste Discharge Permit; and
- (c) Shut down all non-compliant releases.

The Designated Sewer Officer may amend or cancel a Discharge Abatement Order.

3. STORM SEWER REQUIREMENTS

(1) No person shall discharge or deposit or cause or permit the discharge or deposit of matter of a kind listed below into or in land drainage works, private branch drains or connections to any storm sewer.

1. matter of any type or at any temperature or in any quantity which may:
 - (a) interfere with the proper operation of a storm sewer;
 - (b) obstruct a storm sewer or the flow therein;
 - (c) result in a hazard to any person, animal, property or vegetation;
 - (d) impair the quality of the water in any well, lake, river, pond spring, stream, reservoir or other water or watercourse; or
 - (e) result in the contravention of an approval, requirement, direction or other order under the Ontario Resources Act or the Environmental Protection Act (Ontario) with respect to the storm sewer or its discharge; and
2. without limiting the generality of the foregoing, any of the following:
 - (a) water at a temperature greater than 40 degrees Celsius;
 - (b) water having a pH less than 6.0 or greater than 9.0;
 - (c) water containing more than 15 milligrams per litre of suspended solids;
 - (d) water containing dyes or colouring material which discolour the water;
 - (e) water containing solvent extractable matter of animal or vegetable origin or of mineral or synthetic origin which causes a visible film, sheen or discolouration on the water surface;
 - (f) water containing any of the following in excess of the indicated concentrations:
 - 200 micrograms / litre
Chromium expressed as Cr
 - 50 micrograms / litre
Zinc expressed as Zn
Lead expressed as Pb
Nickel expressed as Ni
 - 10 micrograms / litre
Copper expressed as Cu
 - 1 microgram / litre
Cadmium expressed as Cd
Mercury expressed as Hg
 - 200 per 100 millilitres
Fecal coliforms
 - (g) the following matter in any amount:
 - Sewage
 - Cooling water
 - Blowdown water
 - (h) the following materials in any amount:
 - Automotive or machine oils and greases
 - Fuels
 - Paints and Organic Solvents
 - PCBs
 - Pesticides
 - Severely Toxic Materials
 - Waste Disposal Site Leachate
 - Waste Radioactive Materials
 - (i) the following hazardous wastes in any amount:
 - Acute Hazardous Waste Chemicals
 - Hazardous Industrial Wastes
 - Hazardous Waste Chemicals
 - Ignitable Wastes
 - Pathological Wastes
 - PCB Wastes
 - Prohibited Waste
 - Reactive Wastes

(2) Subclause 3(1) 2(g) does not apply to prevent the discharge of once-through cooling water or blowdown when,

- (a) the once-through cooling water or blowdown is being discharged pursuant to a certificate of approval or order relating to the premise under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge;
- (b) the owner or operator of the premises has written approval from the municipality which expressly authorizes the discharge from the premises; and
- (c) a copy of the certificate of approval or order referred to in clause (a) has been provided to the municipality.

(3) The provisions of Clause 3(1) 2, apply only to (1) the discharge of stormwater runoff from industrial process areas to a storm sewer, and (2) to any stormwater discharge to a storm sewer to which the matter prohibited by subsection 1 has been added for the purpose of disposing of the matter.

(4) The provisions of Subclauses 3(1) 2.(c), (d), (e), and (f) do not apply to prevent the discharge of stormwater runoff from industrial process areas to a storm sewer when,

- (a) the owner or operator of the premises has a certificate of approval or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge and a copy of the certificate of approval or order has been provided to the municipality; or
- (b) the owner or operator of the premises has written approval from the municipality for a Best Management Practices Plan (BMP).

4. PROHIBITION OF DILUTION

(1) No person shall discharge directly or indirectly, or permit the discharge or deposit of wastewater into a sanitary sewer or combined sewer works where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "A" or Schedule "B" of this bylaw.

(2) No person shall discharge directly or indirectly, or permit the discharge or deposit of matter into a storm sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Section 3 of this bylaw.

5. SAMPLING

(1) Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:

- (a) be collected manually or by using an automatic sampling device; and
- (b) contain additives for its preservation.

(2) For the purpose of determining compliance with Schedule B or Section 3, discrete wastewater streams within premises may be sampled, at the discretion of the Designated Sewer Officer.

(3) Any single grab sample may be used to determine compliance with Schedules A and B or Section 3.

(4) All tests, measurements, analyses and examinations of wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of the Designated Sewer Officer as agreed in writing prior to sample analysis.

6. DISCHARGER SELF-MONITORING

(1) The discharger shall complete any monitoring or sampling of any discharge to a wastewater works as required by the Municipality, and provide the results to the Municipality in the form specified by the Municipality.

(2) The obligations set out in or arising out of 6(1) shall be completed at the expense of the discharger.

7. ADDITIONAL REQUIREMENTS

7.1 FOOD-RELATED GREASE INTERCEPTORS

(1) Every owner or operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, for which the premises is connected directly or indirectly to a sanitary or combined sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering the sanitary or combined sewer in excess of the provisions of this bylaw. Grease interceptors shall not discharge to storm sewers.

(2) The owner or operator of the premises as set out in this Subsection shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.

(3) All oil and grease interceptors shall be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481. Traps should be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency should not be less than every four weeks. Maintenance requirements should be posted in the workplace in proximity to the grease interceptor.

(4) A maintenance schedule and record of maintenance shall be available to the Designated Sewer Officer upon request for each interceptor installed.

(5) The owner or operator of the restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, shall, for two years, keep the document of proof for interceptor clean-out and oil and grease disposal.

(6) Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of Oil and Grease through a Grease Interceptor.

(7) In the case of failure to adequately maintain the grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed, at the expense of the owner, in accordance with specifications of CAN/CSA B-481.

7.2 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS

(1) Every owner or operator of a vehicle or equipment service station, repair shop or garage or of an industrial, commercial or institutional premises or any other establishment where motor vehicles are repaired, lubricated or maintained and where the sanitary discharge is directly or indirectly connected to a sewer shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the sanitary or combined sewer in excess of the limits in this bylaw.

(2) The owner or operator of the premises as set out in Subsection 7.2(1) shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).

(3) All oil and grease interceptors and separators shall be maintained in good working order and according to the manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and inspected to ensure the surface oil and sediment levels do not exceed the recommended level.

(4) A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer annually for each oil and grease interceptor installed.

(5) The owner or operator of the premises as set out in Subsection 7.2(1), shall, for two years, keep the document of proof for interceptor clean-out and oil and grease disposal.

(6) Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

(7) In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed, at the expense of the owner.

7.3 SEDIMENT INTERCEPTORS

(1) Every owner or operator of the premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using a ramp drain or area drain and vehicle wash establishments, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer in excess of the limits in this bylaw.

(2) Catch basins installed on private property for the purposes of collecting storm water and carrying it into the storm sewers shall be equipped with an interceptor and the installation of these catch basins on private property shall comply with the Municipality's Standard Construction Specifications and Drawings, as they may

be amended from time to time.

(3) All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance.

(4) The owner or operator of a premises as set out in Subsection 7.3(1), shall, for 2 years, keep documentation of interceptor clean-out and sediment disposal.

(5) A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer upon request for each sediment interceptor installed.

7.4 DENTAL WASTE AMALGAM SEPARATOR

(1) Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – "Dental Equipment: Amalgam Separators"*, in any piping system at its premises that connects directly or indirectly to a sewer by no later than January 1, 2012, except where the sole dental-related practice at the premises consists of one or more of the following specialties or type of practice:

- (a) Orthodontics and dentofacial orthopaedics;
- (b) Oral and maxillofacial surgery;
- (c) Oral medicine and pathology;
- (d) Periodontics; or
- (e) A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.

(2) Notwithstanding Subsection 7.4(1), any person operating a business from which dental waste amalgam is or could be discharged directly or indirectly to a sewer, at premises which are constructed or substantially renovated on or after the date that Section 7.4 comes into force, shall install, operate and properly maintain dental waste amalgam separator(s) in any piping system which is connected directly or indirectly to a sewer.

(3) Notwithstanding compliance with Subsection 7.4 (1) and 7.4 (2), all persons operating or carrying on the business of a dental practice shall comply with Schedule "A" and Schedule "B" of this bylaw.

(4) All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer's recommendations.

(5) A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer upon request for each dental amalgam separator installed.

(6) The operator of a dental clinic shall, for five years, keep the documents covering amalgam shipment.

7.5 FOOD WASTE GRINDERS

(1) No person shall install or operate within the Municipality any food waste grinding devices for domestic purposes, the effluent from which will discharge directly or indirectly into a sanitary, combined or storm sewer.

(2) In the case of industrial, commercial or institutional properties where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule 'A' and Schedule 'B'.

(3) Food waste grinders shall not be equipped with motors in excess of ½ horsepower.

7.6 PRETREATMENT FACILITIES

(1) Where required by the Designated Sewer Officer, the owner or operator shall install on the premises, and prior to the sampling point, a wastewater pretreatment facility.

(2) The owner or operator shall ensure the design, operation and maintenance of the pretreatment facility achieves the treatment objectives and is in accordance with the manufacturer's recommendations.

(3) The owner or operator shall ensure any waste products from the pretreatment facility are disposed of in a safe manner.

(4) The maintenance records and waste disposal records shall be available to the Designated Sewer Officer upon request.

(5) The owner or operator shall keep documentation pertaining to the pretreatment facility and waste disposal for two years.

8. HAULED WASTEWATER

- (1) No person shall discharge hauled wastewater to the wastewater works unless:
- (a) The carrier of the hauled wastewater operating as a waste management system has certificate of approval or provisional certificate of approval issued under the Environment Protection Act (Ontario) or is exempt from the requirement to have a certificate or provisional certificate of approval;
 - (b) A copy of the most recent certificate of approval or provisional certificate and any amendment is provided to the Municipality and
 - (c) The carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of wastewater by the Municipality.
- (2) No person shall discharge or permit the discharge of hauled wastewater:
- (a) At a location other than a hauled wastewater discharge location approved by the Municipality.
 - (b) Without a manifest, in a form approved by the Designated Sewer Officer, completed and signed by the carrier and deposited in an approved location at the time of discharge.
 - (c) Without the use of a discharge hose placed securely in the discharge portal at the approved location.

9. HAULED WASTE

- (1) No person shall discharge hauled waste to the wastewater works unless:
- (a) The carrier of the hauled waste operating as a waste management system has a certificate of approval or provisional certificate of approval issued under the Environment Protection Act or is exempt from the requirement to have a certificate or provisional certificate of approval;
 - (b) A copy of the most recent certificate or provisional certificate and any amendment of approval is provided to the Municipality;
 - (c) Hauled waste meets the conditions set out in the Environment Protection Act, as amended from time to time; and
 - (d) The carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of waste by the Municipality.
- (2) No person shall discharge or allow or cause hauled waste to be discharged into a Sewer, except at sites designated by the Designated Sewer Officer.

10. NON-CONTACT COOLING WATER

- (1) The discharge of non-contact cooling water or uncontaminated water to a sanitary sewer or combined sewer from any residential property is prohibited. The discharge of non-contact cooling water or uncontaminated water to a sanitary or combined sewer from industrial, commercial or institutional properties is permissible where:
- (a) In the case of a proposed building, no storm sewer exists adjacent to the building and no opportunity exists to discharge to yard drainage; or
 - (b) In the case of an existing building, no storm connection exists to the building.

11. WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY

- (1) The discharge of water originating from a source other than the Municipality water supply, including storm water or groundwater, directly or indirectly to a sanitary sewer or combined sewer works is prohibited, unless:
- (a) The discharge is in accordance with a Waste Discharge Permit; and
 - (b) The discharge does not exceed the limits set out under Schedule B, with respect to biochemical oxygen demand, total phosphorus or total suspended solids; or
 - (c) In the event the discharge does exceed the limits set out under Schedule B, with respect to any of biochemical oxygen demand, total phosphorus or total suspended solids, the discharge is in accordance with an Extra Strength Surcharge Agreement.

12. SPILLS

- (1) In the event of a spill to a wastewater works and/or storm sewer works, the person responsible or the person having the charge, management and control of the spill shall immediately notify and provide any requested information with regard to the spill to:
- (a) If there is any immediate danger to human health and/or safety
 - (i) Spills Action Centre (1-800-268-6060)
 - or,
 - (b) If there is no immediate danger:
 - (i) the Township of Wellington North by contacting the Designated Sewer Officer, and
 - (ii) the owner of the premises where the release occurred, and
 - (iii) any other person whom the person reporting knows or ought to know may be directly affected by the release.
- (2) The person shall provide a detailed report on the spill to the Municipality, within five working days after the spill, containing the following information to the best of his or her knowledge:
- (a) Location where spill occurred;

- (b) Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
- (c) Date and time of spill;
- (d) Material spilled;
- (e) Characteristics and composition of material spilled;
- (f) Volume of material spilled;
- (g) Duration of spill event;
- (h) Work completed and any work still in progress in the mitigation of the spill;
- (i) Preventive actions being taken to ensure a similar spill does not occur again; and
- (j) Copies of applicable spill prevention and spill response plans.

(3) The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.

(4) Nothing in this Bylaw relieves any persons from complying with any notification or reporting provisions of:

- (a) Other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or,
- (b) Any other Bylaw of the Municipality.

(5) The Municipality may invoice the person responsible for the spill to recover costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.

(6) The Municipality may require the person responsible for the spill to prepare and submit a spill contingency plan to the Municipality to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

(7) Industries at whose premises a spill has occurred which are required to have a Pollution Prevention Plan as a requirement of this bylaw shall prepare an updated plan and plan summary incorporating the information set out in this Section and shall submit the plan summary so updated to the Municipality within 30 days of the spill.

13. AUTHORITY OF DESIGNATED SEWER OFFICER TO INVESTIGATE

(1) The Designated Sewer Officer has the authority to carry out any inspection reasonably required to ensure compliance with this bylaw, including but not limited to:

- (a) Inspecting, observing, sampling and measuring the flow in any private
 - (i) drainage system,
 - (ii) wastewater disposal system,
 - (iii) storm water management facility, and
 - (iv) flow monitoring point;
- (b) Determine water consumption by reading water meters;
- (c) Test flow measuring devices;
- (d) Take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
- (e) Perform on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pretreatment facilities and storm water management facilities;
- (f) Collect and analyze samples of hauled wastewater coming to a discharge location;
- (g) Make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
- (h) Require information from any person concerning a matter;
- (i) Inspect and copy documents or remove documents from premises to make copies;
- (j) Inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) for materials stored or used on site;
- (k) Inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.

(2) No person shall hinder or prevent the Designated Sewer Officer from carrying out any of his/ her powers or duties.

14. DISCONNECTION OF SEWER

(1) Where wastewater which:

- (a) Is hazardous or creates an immediate danger to any person;
- (b) Endangers or interferes with the operation of the wastewater collection system; or
- (c) Causes or is capable of causing an adverse effect;

is discharged to the wastewater collection system, the Designated Sewer Officer may, in addition to any other remedy available, disconnect, plug or seal off the sewer line discharging the unacceptable wastewater into the wastewater collection system or take such other action as is necessary to prevent such wastewater from entering the wastewater collection system.

(2) The wastewater may be prevented from being discharged into the wastewater collection system until evidence satisfactory to the Designated Sewer Officer has been produced to assure that no further discharge of hazardous wastewater will be made to the wastewater collection system.

(3) Where the Director, Water Services takes action pursuant to subsection (1), the Designated Sewer Officer may by notice in writing advise the owner or occupier of the premises from which the wastewater was being discharged, of the cost of taking such action and the owner or occupier, as the case may be, shall forthwith reimburse the Township for all such costs which were incurred.

15. OFFENCES

(1) Every person other than a corporation who contravenes any provision of this bylaw is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$25,000 for a first offence and \$100,000 for a second offence.

(2) Every corporation that contravenes any provision of this bylaw is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$250,000 for a first offence and not more than \$500,000 for a second offence.

16. ACCESS TO INFORMATION

(1) All information submitted to and collected by the Municipality that is contained in plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the Freedom of Information and Protection of Privacy Act (Ontario).

(2) In the event that any person in submitting information to the Municipality, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the Freedom of Information and Protection of Privacy Act (Ontario), the person submitting the information shall so identify that information upon its submission to the Municipality or the Municipality and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.

(3) The Designated Sewer Officer shall have access to information contained in the Certificate of Approval of any wastewater dischargers to the Municipal sewer system.

17. MONITORING ACCESS POINTS

(1) The owner or operator of commercial, institutional or industrial premises or multi-storey residential buildings with one or more connections to a wastewater works shall install and maintain in good repair in each connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a monitoring access point is not possible, an alternative device or facility may be substituted with the prior written approval of the Designated Sewer Officer.

(2) The monitoring access point or alternative device such as a sampling port shall be located on the property of the owner or operator of the premises, as close to the property line as possible, unless the Designated Sewer Officer has given prior written approval for a different location.

(3) Each monitoring access point, device or facility installed shall be designed and constructed in accordance with good engineering practice and the requirements of the Municipality, and shall be constructed and maintained by the owner or operator of the premises at his or her expense.

(4) The owner or operator of an industrial, commercial or institutional premises or a multi-storey residential building shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to the Designated Sewer Officer for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

(5) The following discharger activities require sampling ports when it is not possible to install a monitoring

access point:

- (a) Dental offices
- (b) Businesses using photographic processing units.

18. EXTRA STRENGTH SURCHARGE

(1) The discharge or deposit of wastewater by a person that would otherwise be prohibited by this bylaw may be permitted to an extent fixed by:

(a) An **Extra Strength Surcharge Agreement**, including conditions for payment of additional costs of operation, repair and maintenance of the wastewater works, and on other terms and conditions as may be deemed appropriate by the Municipality; and/or

(b) A **Sanitary Discharge Agreement**, including conditions for payment for water pollution control treatment that otherwise would have been obtained from a surcharge on the water had it been supplied by the Municipality and on other terms and conditions as may be deemed appropriate by the Municipality.

(2) The Designated Sewer Officer may assess an extra strength surcharge for wastewater releases that exceed the limits of treatable parameters. An Extra Strength Surcharge Agreement may only be entered into with respect to the discharge of the following treatable parameters in wastewater: biochemical oxygen demand and/or chemical oxygen demand, total phosphorus, oil and grease of animal and vegetable origin, total suspended solids and total Kjeldahl nitrogen. Schedule "C" provides the maximum concentrations the Designated Sewer Officer will consider for Extra Strength Surcharge Agreements. The discharger shall pay the assessed amount per the terms established by the Designated Sewer Officer for the duration of the discharge.

(3) Should testing of the wastewater being discharged into the wastewater collection system be required for the purpose of determining the wastewater surcharge rate, such testing shall be conducted by the Designated Sewer Officer, or by the owner to the satisfaction of the Designated Sewer Officer, using automated sampling devices or in accordance with the following manual sampling protocol:

- (a) Samples from the effluent produced at a location will be collected each day for a minimum of two days;
- (b) A minimum of four grab samples of equal volume shall be taken each day, such samples to be taken at least one hour apart;
- (c) The analysis shall be conducted on a composite sample made of each day's grab samples;
- (d) The respective results of these tests shall be averaged to determine the characteristics and concentration of the effluent being discharged into the Municipal wastewater collection system.

(4) A Sanitary Discharge Agreement may be entered with respect to the discharge of wastewater, which contains water that has originated from a source other than the Municipal water supply system.

(5) Extra Strength Surcharge Agreement and Sanitary Discharge Agreements shall be generally in the form designated by the Designated Sewer Officer from time to time. The Designated Sewer Officer shall be authorized to execute Extra Strength Surcharge Agreements and Sanitary Discharge Agreements on behalf of the Municipality.

(6) The extra strength surcharge rate and the sanitary discharge rate will be reviewed and adjusted accordingly from time to time as determined by the Municipality.

(7) The agreements contemplated in this Section may be terminated by the Municipality by written notice at any time, including but not limited to an emergency situation of immediate threat or danger to any person, property, plant or animal life, water or wastewater works.

19. COMPLIANCE PROGRAMS

(1) An Industry may submit to the Designated Sewer Officer a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of matter from the Industry's premises into municipal or private sewer connections to any sanitary sewer or combined sewer. Compliance program submissions will only be considered for existing industries.

(2) An Industry may submit to the Designated Sewer Officer a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of uncontaminated water, ground water or storm water from the Industry's premises to eliminate the discharge of matter into municipal or private sewer connections to any storm sewer.

(3) Upon receipt of an application pursuant to Subsection 19 (1) or (2) above, the Designated Sewer Officer may issue an approval for a compliance program for an Industry to discharge an effluent that does not comply

with Schedule "A" and "B" or Section 3 of this bylaw, such approval to be in accordance with the Township of Wellington North as amended guidelines, from time to time. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the Municipality's approval during the planning, design and construction or installation of facilities or works needed to implement the approved compliance program.

(4) Every proposed compliance program shall be for a specified length of time during which pretreatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the Industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the compliance program.

(5) The Industry to which a compliance program has been issued shall submit a compliance program progress report to the Municipality within 14 days after the scheduled completion date of each activity listed in the compliance program.

(6) The Municipality may terminate any proposed compliance program by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its approved compliance program.

(7) The Municipality is authorized to execute agreements with industries with respect to approved compliance programs. These agreements may, in accordance with guidelines adopted by the Municipality from time to time, include a provision for a reduction in the payment otherwise required from the Industry to the Municipality pursuant to an Extra Strength Surcharge Agreement. The reduction in payment to the Municipality may be in such an amount and for such duration as the agreement may specify.

(8) The Municipality may terminate any approved compliance program entered into pursuant to Section 19 by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its approved compliance program, and in the event of any such termination, the Industry shall pay to the Municipality the full difference in amount between what it was required to pay to the Municipality pursuant to the Extra Strength Surcharge Agreement, and the amount actually paid to the Municipality as a result of having entered into an agreement with respect to the approved compliance program.

20. CODES OF PRACTICE

(1) Application:

- (a) A code of practice applies to the Designated Sector Operations, as outlined in Schedule "D" of this bylaw
- (b) A code of practice does not apply to a discharging operation that is subject to a Waste Discharge Permit, unless otherwise specified in the Waste Discharge Permit.
- (c) A code of practice does not apply to the discharge of domestic wastewater.

(2) Nothing in a code of practice relieves a person discharging waste from complying with this bylaw, a Waste Discharge Permit or any other applicable enactment.

(3) The Designated Sewer Officer may require a discharging operation to obtain a Waste Discharge Permit if considered necessary by the Designated Sewer Officer because of circumstances not covered by a code of practice.

(4) As a condition of discharge of waste into a sewer connected to a wastewater facility, an operator of a discharging operation must submit to the Municipality a completed code of practice registration form attached as Schedule "D" to this bylaw:

- (a) Within 90 days of the date of adoption of the applicable code of practice in the case of a discharging operation in existence on the adoption date; or
- (b) In all other cases, within 30 days of the discharging operation commencing the discharge of waste into a sewer connected to a wastewater facility.

(5) An operator must report any change in the ownership, name, location, contact person, telephone number, or fax number of a discharging operation registered under a code of practice to the Designated Sewer Officer within 30 days of the change by submitting a completed code of practice registration form referred to in Section 20.4 showing the changes.

(6) An operator must report any change in the discharging operation registered under a code of practice resulting in the operation no longer meeting the definition applicable to that type of discharging operation within 30 days of the change by submitting a completed code of practice registration form referred to in Section 20.4 describing the changes.

(7) If a code of practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this bylaw, the requirement in the code of practice prevails.

21. POLLUTION PREVENTION PLANNING

(1) Every subject sector Industry identified in Schedule "E" of this bylaw and every Industry which discharges any amount of a subject pollutant identified in Schedule "F" of this bylaw shall prepare a Pollution Prevention Plan and submit a copy to the Municipality with respect to the premises from which the discharge occurs, unless such Industry continually meets the requirements of Schedule "A" and Schedule "B". *[Dates for the submissions to be identified by the Municipality.]*

(2) Pollution Prevention Plans submitted to the Municipality shall be approved by the Municipality unless the Municipality determines that the pollution prevention plan does not comply with the requirements of this article.

(3) The Pollution Prevention Plan shall be in the form designated by the Municipality for that purpose from time to time.

(4) In addition to any other matter or requirement designated by the Municipality, and notwithstanding Subsection 21(3), each Pollution Prevention Plan shall include the following:

(a) A description of the processes at the premises which use or produce subject pollutants.

(b) A description of those processes at the premises which are to be the subject of pollution prevention planning.

(c) A list of the subject pollutants present at the premises at any stage of the operations of the premises.

(d) A description setting out the types, quantities and concentrations of all subject pollutants discharged, directly or indirectly, to a sewer.

(e) A description of current waste reduction, recycling, waste treatment and pollution prevention activities with respect to sewer discharges at the premises.

(f) A description of pollution prevention options for subject pollutants and sewer discharge and an evaluation of those options.

(g) A list of possible targets and timeframes *[as specified by the municipality]* to reduce or eliminate the discharge of subject pollutants to the Municipality's sewers.

(h) A declaration from an authorized person that the content of the plan is, to the best of that person's knowledge, true, accurate and complete.

(5) In the event that the activity or business of an Industry which discharges any amount of a subject pollutant listed in Schedule "F" is not listed in Schedule "E" of this bylaw, then that Industry shall prepare a Pollution Prevention Plan and submit a copy of the Pollution Prevention Plan by no later than *[date specified by municipality]*.

(6) Any subject sector Industry and any Industry discharging any amount of a subject pollutant which commences business operations after *[date specified by municipality]*, shall have one year from the date of the commencement of its business operations to prepare a Pollution Prevention Plan and submit a copy of the Pollution Prevention Plan to the Municipality.

(7) In the event that an Industry submitting a Pollution Prevention Plan is not sent written notice from the Municipality that its Pollution Prevention Plan is not approved by the Municipality within 90 days of the Industry delivering a copy of the Pollution Prevention Plan to the Municipality, the Pollution Prevention Plan shall be deemed to have been approved by the Municipality.

(8) Where an Industry receives notice from the Municipality that its Pollution Prevention Plan has not been approved, the Industry shall have 90 days to amend and resubmit its Pollution Prevention Plan to the Municipality for approval in accordance with this article.

(9) In the event that a Pollution Prevention Plan resubmitted to the Municipality in accordance with Subsection 21 (8) of this section continues to fail to comply with the requirements of this bylaw, the Municipality shall so notify the Industry, and the Industry shall be in contravention of Subsection 21 (1) and shall continue to be in contravention of this section until such time as the Municipality approves of an amended Pollution Prevention Plan resubmitted by the Industry, in accordance with this section.

(10) Every subject sector Industry and every Industry discharging a subject pollutant shall submit a revised Pollution Prevention Plan for the approval of the Municipality at least once every three years from the date which the original plan was required to be submitted. Such revised and updated Pollution Prevention Plan shall, in addition to the requirements otherwise set out in this section, detail and evaluate the progress of the Industry to accomplish the objectives set out in its Pollution Prevention Plan and the Industry's ability to accomplish those pollution prevention objectives.

(11) Every subject sector Industry and every Industry discharging a subject pollutant shall prepare a revised and updated Pollution Prevention Plan no less frequently than once every six years from the date which the original plan was required to be prepared, and shall prepare and submit for the Municipality's approval a copy of the Pollution Prevention Plan with respect thereto no later than the date by which any revised and updated Pollution Prevention Plan must be prepared.

(12) Where a subject sector Industry makes changes to the process(es), product(s) or facility configuration that

will result in changes to the Pollution Prevention Plan, a revised or updated Pollution Prevention Plan must be prepared and a copy of the Pollution Prevention Plan shall be submitted for the Municipality's approval within 2 calendar months of the change(s).

(13) The Municipality may designate any class of business or activity not included in Schedule "E" of this bylaw, as a subject sector Industry and may designate a date with respect to which any such subject sector shall be required to submit to the Municipality a copy of the Pollution Prevention Plan.

(14) The Municipality may designate any matter as a subject pollutant and may designate a date with respect to which any Industry discharging such subject pollutant shall be required to submit to the Municipality a copy of the Pollution Prevention Plan.

(15) A copy of the Pollution Prevention Plan shall be kept at all times at the premises in respect to which it was prepared and shall be available for inspection by the Municipality at any time.

(16) Implementation of the Pollution Prevention Plan shall be initiated within one year of Plan approval by the Municipality.

22. PENALTIES

(1) The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule X of this Bylaw in respect of that provision. [*Note a sample of Schedule X is not provided in the Model Bylaw*]

(2) Notwithstanding subsection (1):

(a) Where any person contravenes the same provisions of this Bylaw twice within one twelve month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule X of this Bylaw in respect of that provision, and

(b) Where any person contravenes the same provision of this Bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule X of this Bylaw in respect of that provision.

SCHEDULE "A"
PROHIBITED WASTES

SCHEDULE "A" PROHIBITED WASTES

A. No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer or combined sewer works in circumstances where:

(1) To do so may cause or result in:

- (a) A health or safety hazard to a person authorized by the Municipality to inspect, operate, maintain, repair or otherwise work on a wastewater works;
- (b) An offence under the Environmental Protection Act (Ontario) as amended from time to time, or any regulation made thereunder from time to time;
- (c) Wastewater sludge from the wastewater treatment facility works to which either wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the Environmental Protection Act (Ontario) as amended from time to time;
- (d) Interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process;
- (e) A hazard to any person, animal, property or vegetation;
- (f) An offensive odour to emanate from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;
- (g) Damage to wastewater works;
- (h) An obstruction or restriction to the flow in wastewater works.

(2) The wastewater has two or more separate liquid layers.

(3) The wastewater contains:

- (a) Hazardous substances;
- (b) Combustible liquid;
- (c) Biomedical waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated, 2004, as amended.
- (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.
- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent;
- (f) Fuel;
- (g) Ignitable waste.
- (h) Pathological waste.
- (i) PCBs.
- (j) Pesticides which are not otherwise regulated in this bylaw.
- (k) Reactive waste.
- (l) Toxic substances which are not otherwise regulated in this Bylaw.
- (m) Waste radioactive substances in excess of concentrations greater than those specified for release to the environment under the *Nuclear Safety and Control Act* and Regulations or amended versions thereof.
- (n) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.

(4) The wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule "B" of this Bylaw, unless:

- (a) The discharge is in accordance with a valid Sanitary Discharge Agreement, Extra Strength Surcharge Agreement or compliance program;
- (b) The discharge is authorized in a Code of Practice approved by the Municipality;
- (c) All requirements of Section 7 Additional Requirements have been fully satisfied.

SCHEDULE "B"
RESTRICTED WASTES
SANITARY AND COMBINED SEWER DISCHARGES

SCHEDULE "B" RESTRICTED WASTES – SANITARY AND COMBINED SEWER DISCHARGES

Table A - CONVENTIONAL CONTAMINANTS and PHYSICAL PARAMETERS

Substance	Concentration Limit– [mg/L, except as noted]
Biochemical Oxygen Demand	300
Chemical Oxygen Demand	600
Oil and grease - animal and vegetable	150
Oil and grease - mineral and synthetic/ hydrocarbon	15
Total Suspended Solids	300
pH	6.0 - 10.5 (unitless)
Temperature	60 Degrees Celsius

Table B - ORGANIC CONTAMINANTS

Substance	Concentration Limit– [mg/L, except as noted]
Benzene	0.01
Chloroform	0.04
Dichlorobenzene (1,2-)	0.05
Dichlorobenzene (1,4)	0.08
Ethylbenzene	0.06
Hexachlorobenzene	0.0001
**Methylene chloride (dichloromethane)	0.09
PCBs (chlorobiphenyls)	0.004
**Phenols, Total (or Phenolic compounds)	0.1
**Tetrachloroethane (1,1,2,2 -)	0.06
**Tetrachloroethylene	0.06
Toluene	0.02
Trichloroethylene	0.05
Xylenes, total	0.3

Table C - INORGANIC CONTAMINANTS

Substance	Concentration Limit– [mg/L, except as noted]
Arsenic, total	1.0
Cadmium, total	0.7
Chromium, total	3.0
Cobalt, total	5.0
Copper, total	2.0
Cyanide, total	1.2
Lead, total	3.0
Mercury	0.10
Molybdenum, total	5.0
Nickel, total	2.0
Nitrogen, Total Kjeldahl	50
Phosphorus, total	10
Selenium, total	2.0
Silver, total	1.0
Sulphide (as H ₂ S)	1.0
Zinc, total	0.0

SCHEDULE "C"
MAXIMUM WASTEWATER STRENGTH LIMITS
UNDER EXTRA STRENGTH SURCHARGE AGREEMENT

SCHEDULE "C" MAXIMUM WASTEWATER STRENGTH LIMITS UNDER EXTRA STRENGTH SURCHARGE AGREEMENT

Substance	Maximum Concentration Limits under an Extra Strength Surcharge Agreement, mg/l	
	Mount Forest	Arthur
Biochemical Oxygen Demand (BOD)	1200	1200
Chemical Oxygen Demand (COD)	1200	1000
Total Suspended Solids (TSS)	1200	1200
Oil and grease - animal and vegetable (O&G)	450	450
Total Phosphorus (TP)	20	15
Total Kjeldahl Nitrogen (TKN)	100	75

SCHEDULE "D"

**CODE OF PRACTICE REGISTRATION FORM
FOR DESIGNATED SECTOR OPERATIONS**

SCHEDULE "D" CODE OF PRACTICE REGISTRATION FORM FOR DESIGNATED SECTOR OPERATIONS

Manager of Public Works, Township of Wellington North, Public Works Department, 7490 Sideroad 7 West, P.O. Box 125, Kenilworth, Ontario N0G 2E0

The following is an application to register a discharging operation under a CODE OF PRACTICE as outlined in the Township of Wellington North Sewer Use Bylaw No. [number] or to change or cancel an existing registration. This application is to be filed with the Designated Sewer Officer, at the above address, per the requirements of the sewer use bylaw. To apply for a change of information or cancellation of an existing registration, an application is to be filed with the sewage control manager within 30 days of the date on which the applied changes will take effect at the operation.

1. Operation Name (name of company, partnership, individual or institution):

Hereby apply to: (Check one of the following)

Register as a discharging operation under one or more of the following Codes of Practice:

Check applicable code(s) below	Service or Industrial Category for Designated Sector Operations	Applicable Code of Practice
	Food Services Operations	[Identify Schedule or Source of Code of Practice]
	Dry Cleaning Operations	
	Photographic Imaging Operations	
	Dental Operations (including Dental Schools)	
	Automotive Repair Operations	
	Vehicle Wash Operations	
	Carpet Cleaning Operations	
	Fermentation Operations	
	Printing Operations	
	Recreation Facility Operations	
	Laboratory Operations	
	Etc, as determined by the municipality	

Or
Change an existing registration under a code of practice

Reason for change:

Or
Cancel an existing registration under a code of practice

Reason for cancellation:

Operation Located at:

Postal Code:

Telephone:

Fax:

Company Name (if different from above):

Mailing Address (if different from above):

Postal Code: Telephone: Fax:

Contact Information

Owner

Name:

Telephone:

Fax:

Facility Manager

Name:

Telephone:

Fax:

2. Code of Practice Information (Please check the appropriate box for each question)

Is this operation **connected to a municipal sanitary sewer system**? Yes No Don't know

Is waste from this operation discharged to **pretreatment works** specified in the applicable code of practice? Yes No Don't know

Does this operation use **off-site waste management** to comply with the requirements of the applicable code of practice? Yes, all wastes Yes, some wastes No Don't know

3. Declaration

I hereby acknowledge that the information on this form is correct to the best of my knowledge.

Signature:

Name (please print):

Title:

Date:

SCHEDULE "E"
SUBJECT SECTORS FOR POLLUTION PREVENTION PLANS

SCHEDULE "E" SUBJECT SECTORS FOR POLLUTION PREVENTION PLANS

North American Industry Classification System (NAICS) Code	Industrial Category	Due Date for P2 ⁸ Plan (as determined by the municipality)
311	Food Manufacturing	
321	Wood Product Manufacturing	
325	Chemical Manufacturing	
332	Fabricated Metal Product Manufacturing	
	ICI ⁹ sectors discharging Schedule "F" pollutants	

⁸ P2 means Pollution Prevention

⁹ ICI is industrial, commercial, institutional sectors

SCHEDULE "F"
SUBJECT POLLUTANTS FOR SUBJECT SECTORS
REQUIRING POLLUTION PREVENTION PLANS

SCHEDULE "F" SUBJECT POLLUTANTS FOR SUBJECT SECTORS REQUIRING POLLUTION PREVENTION PLANS

Substance
Arsenic
Cadmium
Cobalt
Chromium
Copper
Mercury
Molybdenum
Nickel
Lead
Selenium
Zinc
Additional substances, for example organic parameters, as determined by the municipality for its customer base and pollution prevention goals

APPENDIX "A"
DISCHARGE APPLICATION
AND DISCHARGE PERMIT FORMS

Form #1 Abbreviated Discharger Information Report
The Municipality of the Township of Wellington North Sewer Use Program

The completion of this form is required by all dischargers to sewage works under Bylaw # _____ addressing sewer use in the Municipality of the Township of Wellington North.

**If you have any questions on the form, please call 1-519-848-3620

The completed form is to be forwarded to:

Attention: Designated Sewer Officer, Municipality of the Township of Wellington North,
 Manager of Public Works, Public Works Department,
 7490 Sideroad 7 West, P.O. Box 125, Kenilworth, Ontario N0G 2E0

Please print clearly while completing the form.

The Abbreviated Discharger Information Report	
1	Name of Company
2	Address of Company Phone: Fax:
3.	Owner of property (if different from Company listed above) Phone: Fax:
4	Brief Description of Product or Service
5	Brief Description of the Process(es) used in the Manufacturing or Servicing
6	'Are there' or 'Will there be' any of the following wastewater discharges from the description as provided in #5? Process wastewater Yes / No Non-contact cooling water Yes / No Other sources of wastewater (other than sanitary) Yes / No (If yes, brief description)
7	Does the site have any existing connections to the following sewers? Sanitary Yes / No Combined Yes / No Storm Yes / No
8	Location of Process units? Inside / Outside / Outside but covered Storage of raw materials? Inside / Outside / Outside but covered Storage of intermediate products? Inside / Outside / Outside but covered Storage of final products? Inside / Outside / Outside but covered

9	<p>Does the site have any of the following programs in place to address discharges to the sewer system?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Pollution Prevention</td> <td style="width: 50%; text-align: right;">Yes / No</td> </tr> <tr> <td>Best Management Plan</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td>Environmental Management System</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td>Other program / practices</td> <td style="text-align: right;">Yes / No</td> </tr> </table>	Pollution Prevention	Yes / No	Best Management Plan	Yes / No	Environmental Management System	Yes / No	Other program / practices	Yes / No
Pollution Prevention	Yes / No								
Best Management Plan	Yes / No								
Environmental Management System	Yes / No								
Other program / practices	Yes / No								
<p>Date form completed : Name and Title of Company Representative:</p>									
<p>Signature of Authorized Company Representative</p>									
<p>Note: Completion of the "Complete Discharger Information Report" may be required based on this report and/or subsequent verification of the site by the Municipality.</p>									
<p>For Municipality use only - date completed form received :</p>									

8	<p>Discharge Points from Site</p> <p>List all liquid effluent discharge points from the site and average daily flow for each point in cubic metres per day of sanitary, noncontact cooling water, process wastewater, contact cooling water and other discharge water to the sanitary sewer, combined sewer, storm sewer, groundwater, surface water, evaporation losses (if applicable), and percent of water in final manufactured product (if significant and applicable to the site).</p> <p>For example: process wastewater from manufacturing line to sanitary sewer at an average daily flow of 200 m3/day (measured)</p>										
9	<p>Known Characteristics of Discharges</p> <p>Provide existing data on the chemical composition and constituent concentrations of the discharges listed above in #8</p>										
10	<p>Physical Layout</p> <p><input type="checkbox"/> Provide sketch of property (to scale or approximate) showing buildings, pretreatment works, property boundaries, effluent lines, and connections to sanitary, combined and storm sewers.</p> <p><input type="checkbox"/> Please identify sewers as listed on the Parameter Information Form as completed above.</p> <p><input type="checkbox"/> Layout may be attached as separate document - leave note to indicate submission with this form.</p> <p><input type="checkbox"/> A flow diagram of the site flows/processes is also required.</p>										
11	<p>Generation Registration Information</p> <p>Provide any Generator Registration Numbers that the site under the requirements of the governing jurisdiction [<i>Note to Bylaw Author: for example, Ontario Regulation 347 under the Environmental Protection Act</i>]</p>										
12	<p>Extra Strength Surcharge Agreements (ESSA)</p> <p>Does the site have an existing ESSA with the Municipality? Yes / No Did the site previously have an ESSA with the Municipality? Yes / No</p> <p>If yes, to either question – Attach a copy of each agreement to this form.</p>										
13	<p>Pretreatment of Discharges Prior to Discharge</p> <p>Does the site have any pretreatment systems for process effluents prior to discharge to the sewer system? Yes / No</p> <p>If yes – attach copy of each to the form and explanation for implementation.</p>										
14	<p>Does the site have any of the following programs addressing discharges to the sewer system in place?</p> <table data-bbox="391 1535 927 1671"> <tr> <td>Pollution Prevention</td> <td>Yes / No</td> </tr> <tr> <td>Best Management Plan</td> <td>Yes / No</td> </tr> <tr> <td>Environmental Management System</td> <td>Yes / No</td> </tr> <tr> <td>Water Conservation</td> <td>Yes / No</td> </tr> <tr> <td>Other program / practices</td> <td>Yes / No</td> </tr> </table> <p>If yes - attach copy of each to the form and explanation for implementation.</p>	Pollution Prevention	Yes / No	Best Management Plan	Yes / No	Environmental Management System	Yes / No	Water Conservation	Yes / No	Other program / practices	Yes / No
Pollution Prevention	Yes / No										
Best Management Plan	Yes / No										
Environmental Management System	Yes / No										
Water Conservation	Yes / No										
Other program / practices	Yes / No										
<p>Date form completed:</p> <p>Name and Title of Company Representative:</p> <p>Signature of Authorized Company Representative:</p>											

The information submitted in this form may subject to verification by the municipality:

For Municipality use only Date completed form received:
Date information verified/approved:

Canadian Guidelines for Drinking Water Quality (Aesthetic Objectives) (Note 5) Canadian Guidelines
for Drinking Water Quality (Aesthetic Objectives) (Note 5) Canadian Guidelines for Drinking Water
Quality (Aesthetic Objectives) (Note 5) Canadian Guidelines for Drinking Water Quality (Aesthetic
Objectives) (Note 5) Canadian Guidelines for Drinking Water Quality (Aesthetic Objectives) (Note 5)
Canadian Guidelines for Drinking Water Quality (Aesthetic Objectives) (Note 5) Copper

Form #3 Municipality of the Township of Wellington North Waste Discharge Permit

Under the provisions of the Municipality of the Township of Wellington North Sewer Use Bylaw No. _____, hereinafter referred to as the Permittee, is authorized to discharge Non-Domestic Waste to the Sanitary located at _____.

This Waste Discharge Permit, hereinafter referred to as the "Permit", has been issued under the terms and conditions, including definitions, prescribed in the Municipality of the Township of Wellington North Sewer Use Bylaw No. _____ hereinafter referred to as the "Bylaw".

This Permit sets out the standard conditions, engineering units, and the requirements for emergency procedures.

A. STANDARD CONDITIONS

1. Except as otherwise provided in this Permit, all terms and conditions stipulated in the Bylaw shall apply to this Permit.
2. The terms and conditions of this Permit may be amended by the Municipality pursuant to the Bylaw.

B. MAINTENANCE AND OPERATION OF WORKS AND PROCEDURES

Wastewater control works and procedures associated with maintaining the discharge criteria and/or the monitoring requirements specified in the Permit shall be employed at all times during the discharge of industrial/commercial wastes to sewer. All such works and procedures shall be inspected regularly and maintained in good working condition.

C. EMERGENCY PROCEDURES

In the event of an emergency or condition which prevents the continuing operation of any wastewater works or procedures designated by this Permit or results, or may result in a violation of any discharge criteria specified in this Permit, the Permittee shall notify the Municipality at 519-848-2120 (24 hours) at the first available opportunity, and shall undertake appropriate remedial action as soon as possible.

D. BY-PASSES

The discharge of wastes which by-pass any wastewater works, or which are not in accordance with procedures designated by the Permit, is prohibited unless prior approval of the Municipality is obtained and confirmed in writing.

E. DISCHARGE MONITORING

1. Discharge measurement, sampling, analysis and reporting shall be undertaken by the Permittee when required by the Designated Sewer Officer. The Designated Sewer Officer may also undertake audit sampling, at the Designated Sewer Officer's discretion.

F. pH MONITORING

Enforcement of pH levels, as listed in this Permit, shall be based on grab samples. The Permittee should be aware that pH levels measured in a Composite Sample [if required] will provide an average pH of the waste stream and will not indicate the total range of pH in the effluent. The Permittee is encouraged to do periodic grab sample pH analyses to ensure permit compliance.

G. DISCHARGE SAMPLING AND ANALYSES

The Permittee shall carry out the following sampling and analysis program, to commence on _____.

1. Continuous Discharges

(a) Effective _____, the Permittee shall measure or estimate, using an approved flow monitoring device(s) or method(s), the daily discharge for each sampling location during each month of operation. The following information shall be recorded for each sampling location:

- Total flow for the month (m3)
- Number of operating days during the month
- Average daily flow for the month (m3/day)
- Maximum daily flow for the month (m3/day)

2. Continuous and Batch Discharges

(a) Composite Samples – A 24 hour [if facility operates 24 hours per day] or 8 hour [if facility operates 8 hours per day] composite sample shall be taken by the discharger using sampling equipment installed in the monitoring access point(s), or other sample point(s) approved by the Designated Sewer Officer at the following frequency: _____. The Discharge flow for the periods that the Composite Sample(s) [if required] are collected shall be recorded. [If the Industry does not have a composite sampler or samplers available to be installed in the monitoring access point(s), the Municipality will use its own composite sampling equipment to collect required samples, and may recover costs of sample collection from the Industry.]

Composite Sample(s) shall be analyzed for the following parameters:

[insert parameters]

(b) One grab sample shall be collected from each monitoring access point(s), or other sample point(s) approved by the Designated Sewer Officer during normal facility operating hours, and at the time of day approved by the Designated Sewer Officer, at the following frequency: _____. The sample date and time shall be recorded.

Grab Sample(s) shall be analyzed for the following parameters:

[insert parameters]

3. Sample Analysis

All sampling, measurements, tests and analyses of waste discharges shall be carried out in accordance with the latest edition of STANDARD METHODS or an alternate method approved by the Designated Sewer Officer. Samples shall be submitted for analysis to an ACCREDITED LABORATORY, at the expense of the discharger, unless other arrangements have been approved by the Designated Sewer Officer. The owner shall supply hard copies of the results of the analysis to the Designated Sewer Officer in a format acceptable to the inspector within the time specified by the inspector.

H. LOCATION OF APPROVED SAMPLE POINTS

The approved sample points are as follows and as shown on the attached schematic of approved sample points and treatment processes. Sample point _____ is considered to be the point of discharge to sewer.

SAMPLE POINT NO. DESCRIPTION

Sample Point 1 _____
Sample Point 2 _____

PHOTOGRAPH OF APPROVED SAMPLING POINT SUPPLIED BY PERMITTEE

I. AUTHORIZED DISCHARGE CHARACTERISTICS

1. Authorized Rate of Discharge

The Permittee shall not exceed the following:

[insert flow rates]

2. Authorized Discharge Criteria

This Permit sets out requirements for the quantity and quality of the discharge of Non-Domestic Wastewater from a _____. Where a compliance program has been specified, existing works or procedures must be maintained in good operating condition and operated in a manner to minimize the discharge of contaminants during the interim period until the new works have been installed.

- a) The Permittee shall not discharge prohibited waste, as defined in Schedule "A" of the Bylaw.
- b) The Permittee shall not discharge restricted waste, as defined in Schedule "B" of the Bylaw with the following exceptions:

[insert Parameter Authorized Range or Maximum Concentration]

Compliance with the above-noted exceptions is to be achieved by: _____

c) The Permittee shall not discharge storm water or cooling water into the sanitary sewer system.

J. AUTHORIZED WORKS AND PROCEDURES

This Permit sets out the waste sources, works and procedures for the authorized discharges to sewers. The Designated Sewer Officer may require that further works be installed if the existing works, in his opinion, do not provide an acceptable level of treatment. New works or alterations to existing works must be approved, in principle, by the Designated Sewer Officer.

New waste sources must be authorized, in writing, by the Designated Sewer Officer.

The authorized waste sources, works and procedures to treat and/or control the waste discharge are:

SOURCE COMPLETION DATE WORKS & PROCEDURES

- 1. _____
- 2. _____

K. REPORTING REQUIREMENTS FOR WASTE DISCHARGE PERMIT

The Permittee is required to submit the following reports to the Designated Sewer Officer:

- a) The Permittee shall submit the results of effluent sampling (as required by the Designated Sewer Officer) to the Designated Sewer Officer at the following frequency *[insert frequency]*.
- b) By not later than _____, the Permittee shall submit a written report outlining the specifications of the flow monitoring device or method used to determine the discharge flow rate.
- c) Additional reporting shall be undertaken by the Permittee when required by the Designated Sewer Officer. *[i.e. insert reporting requirements for compliance programs, status on pollution prevention activities, etc.]*

WORKS COMMITTEE MEETING

January 25, 2011

Committee: Andy Lennox Chairman
Sherry Burke
Dale Clark
Gary Williamson

Start: 8:30 am End: 11:15 am

1) Operational Budget Review

Gary presented the year-to-date numbers for 2010 including the proposed Operational Budget numbers. During the review Gary explained how the numbers were arrived at based on historical and proposed needs. Gary also noted that the budget was put together with input from the Foremen especially regarding equipment maintenance.

2) Capital Budget Proposals

Gary presented the Capital projects for 2011 which the committee reviewed. There was a discussion regarding the rational of each project. The committee also discussed the priority of the projects for 2011. Council needs to decide on the timing of the Fredrick St re-construction in Arthur so the County can also include the project in their 5 year plan. The list of capital projects has been submitted to the Treasury Department.

3) Traffic Counts

Traffic counts of the rural roads were completed last year by Township staff. The list was presented to the committee to review. Conc #6 had the highest volume of daily traffic with a count of 801 vehicles/day, followed by Line 2 with a count of 673 vehicles/day. Conc #9 South previously had the highest traffic count in the Township but it now is third with a count of 515 vehicles/day. Road counts have not been done in the urban areas although it probably should be for some of the outer streets

4) Foreman Report (attached)

5) Approval Items

Past practice is that Operational items are approved by committee only and capital items are approved by Council.

a) Spring Tree Planting

We need to order the trees by the end of January in order to get the ones we want for the end of April. We spent \$5,763 for 90 trees for urban and 60 trees for rural last year. We are proposing the same number of trees and have budgeted \$6,500 for 2011 which includes incidentals during the planting like stakes, bone meal etc. For the last number of years, trees have been purchased locally from Pine Corner tree Farms. The committee agreed to proceed.

b) Spring Street Sweeping

Mobil Striping & Sweeping from London has done our Spring clean-up for the last several years. They have submitted their quote for 2011 at \$91/hr which is the same rate quoted for 2010. It took 180 hrs in 2010 and 233hrs for cleanup in 2009. Time needed greatly depends on the type of winter we have. Due to Spring sweeping being a timing issue we need to confirm with Mobil that they have the job so they can schedule the work which normally takes place in early to mid May. This work is included in the Operational budget. The committee agreed to proceed with scheduling Mobil for the Spring.

c) Gravel Crushing

Annually we crush between 20 -25,000 tonnes at our Township Pit. We need to get the tender out in order to have the crushing done first thing in the Spring. Four quotes are normally requested. This work is included in the Operational budget. The committee agreed to proceed with obtaining quotes for crushing 25,000 tonnes at the Township pit.

6) Operational Discussion

The committee had a general discussion regarding procedures, agreements, and annual maintenance operations that take place within the Township which included items like Minimum Maintenance Standards, Boundary Road Agreements, bridge/sidewalk inspections, sole sourcing, in-house vs contracting and training.

7) Other Business

- The GPS system is working well and has been used to verify our winter operations to the Police
- There was an incident involving the Township backhoe and a pick-up truck in Arthur. The front fender and hood were damaged on the truck. The owner of the 2009 pick-up obtained two quotes for the repairs and the lowest tender by Streamline Auto Body was approved at \$5,254.87 incl tax
- The drainage issue has still not been resolved on SDRD #5 East. It must either be done by way of a Mutual Drain Agreement or as a Municipal Drain. Our next step will be to send a registered letter to move this matter forward
- We received a letter from MTO informing us that as of June 2012 they will be contracting the summer and winter maintenance for this area. This may impact our costs for winter maintenance of the Connecting Links in Arthur and Mount Forest
- Committee reviewed letter from Mr. Hill regarding traffic issues at Sligo Road. Gary is to respond to him
- Works committee meetings will be held on the fourth Tuesday of each month

Next Meeting: Feb 22nd @ 8:30am

Foreman Activity Report

January 25/11

- Winter maintenance including patrolling
- Staff in Mount Forest has been trying out different sidewalk maintenance equipment
- Equipment maintenance
- Assisting Works Manager with obtaining budget information

TOWNSHIP OF WELLINGTON NORTH

FIRE COMMITTEE MEETING MINUTES

JANUARY 18TH, 2011 – 7:00 PM - COUNCIL CHAMBERS

Members Present: Mark Goetz – Chair (Councillor)
Dan Yake - Councillor
John Jeffery - Treasurer
Jim Morrison, Arthur Fire Chief
Andy Morrison, Arthur Acting Deputy Fire Chief
Ron MacEachern, Mount Forest Fire Chief
Bill Hieber, Mount Forest Deputy Fire Chief

Also Present: Michelle Stone, Administrative Support

Meeting was called to order at 7:00 pm.

1. **Declarations of Pecuniary Interest**

– None declared.

2. **Approval of Minutes from November 16th, 2010 Minutes**

Moved By: Ron MacEachern

Seconded by: Jim Morrison

***THAT** the Minutes from the November 16th, 2010 meeting be accepted.*

Carried

3. **Business arising from Minutes**

a) Deputy Chief Arthur Fire Department Hiring Process

- Internal Posting Wellington North Fire Department (prepared by Arthur Fire Chief)
The posting will include a description of what the position entails and qualifications required and will be posted in both Departments.
- Timeline for posting, interviews, selection and recommendation:
- Hiring Committee Composition - Lori Heinbuch, CAO/Clerk, Jim Morrison, Arthur Fire Chief, Mark Goetz, Fire Committee Chair. This Committee will interview and make their recommendations.

Moved By: Dan Yake

Seconded by: Bill Hieber

***THAT** the Hiring process proceed and the hiring Committee be comprised of Lorraine Heinbuch, CAO/Clerk, Jim Morrison, Arthur Fire Chief, Mark Goetz, Fire Committee Chair*

Carried

b) Burn By-law

The Committee will discuss at the next Fire Committee Meeting Ron MacEachern brought forward a request to reduce a fine for a burn permit violation due to circumstances. The Committee concurred, and direction was given to the Fire Chief to revise the invoice.

- c) Update on All Terrain Utility Vehicle for Mount Forest
Ron MacEachern inquired about the monies for the purchase of an ATUV. This is regarding a donation from the Mount Forest Lion's Club to purchase such a vehicle @ \$5,000 a year for a total of \$20,000.00. Can Council forward the monies now?

*Moved By: Bill Hieber
Seconded By: Dan Yake*

THAT the Mount Forest Fire Dept are requesting \$20,000 pre budget approval for an advance to purchase the ATUV being donated by the Mount Forest Lions Club over a five year period of \$5000.00 per year for four years.

Carried

- d) Update on issue of Part Time Chiefs for Arthur & Mount Forest Fire Departments
A complete report from the Fire Committee should be forwarded to the Administration Committee for discussion and review with recommendation to Council.
- e) Arthur Fire Department Answering Machine
An answering machine has been purchased.
- f) Festivals, Special Events & Licenses – Fire Safety Requirements
This was previously sent to Council in November, but has been up-dated for 2011. Copies have been given to Fire Committee and to Council for review.

New / Other Business

- a) Staffing levels for the Mount Forest Fire Department
Ron MacEachern is requesting that he be able to increase his Fire members from 21 to 23. He has adjusted his 2011 budget to include this.

*Moved By: Jim Morrison
Seconded By: Bill Hieber*

THAT the Committee recommend to Council the staffing levels for the Mount Forest Fire Department increase from 21 to 23 Fire Members

Carried

- b) Ministry of Transportation Invoicing -
The MTO are asking that all invoices be submitted online and this will be done through Paula in Accounts Payable.
Regarding money received from the MTO , - John Jeffery suggested that it could go in the Wellington North Reserve Fund for the Fire Departments.

*Moved By: Ron MacEachern
Seconded By: Jim Morrison*

THAT the Monies collected from the MTO be allocated to the Wellington North Reserve Fund for Fire Trucks / Equipment.

Carried

- c) Ian Wallace, Fire Prevention Officer has retired from the Mount Forest Fire Department on December 16th, 2010 after 15 years.
- d) A recommendation to Council that Jason Benn be appointed Fire Prevention Officer for Mount Forest and Public Education Officer for Arthur as well as his current position as Fire Prevention Officer for Arthur.

*Moved By: Ron MacEachern
Seconded By: Andy Morrison*

THAT Jason Benn be appointed Fire Prevention Officer/ Public Education Officer for Mount Forest, Public Education Officer for Arthur, as well as his current position as Fire Prevention officer for Arthur.

Carried

4. **2011 Budget for Arthur and Mount Forest Fire Departments**

John handed out preliminary copies of budgets as they stand now.

5. **Other Business**

Ron MacEachern brought forward a letter from the Mount Forest Kin Club offering a monetary donation for the purchase of a \$10,000 Inflatable Hazard House. This would be paid for over four years from the Kin Club. Would Council agree to a pre budget approval for an advance to purchase the Inflatable Hazard House?

6. **Next Meeting**

– Tuesday, February 15th, 2011

7. **Adjournment**

Moved By: Bill Heiber

THAT the meeting be adjourned at 9: 35 pm.

Carried

Fire Safety Requirements

2011

Festivals, Special Events & Licences



Mount Forest & Arthur Fire Departments

Fire Prevention Division

1/12/2011



Fire Safety Requirements



INDEX

INSTRUCTIONS FOR INDOOR EVENTS:

Arenas, halls, churches, schools etc.

INSTRUCTIONS FOR OUTDOOR EVENTS:

Road races, festivals, displays, concerts, parks, etc

SPECIAL EVENTS --- TENTS --- NO COOKING

SPECIAL EVENTS --- TENTS --- COOKING

BARBECUES

Outdoor recreational fires, Rental of Pavilions
Company/Group BBQ's

PYROTECHNICS FOR SPECIAL EVENTS

Fireworks and pyrotechnics requirements for outdoor and indoor events

Approval Form

Business Licence & Liquor Licence Requirements

Retail business, Assembly occupancies, Patio's

REFRESHMENT VEHICLES & HOT DOG CARTS

Directors Orders -- TSSA

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INSTRUCTIONS FOR INDOOR EVENTS

Contact the Fire Prevention Division 14 working days (minimum) in advance to pre-plan your event. A Fire Safety Plan and Site Plan are required.

1. Assign an on-site person, and alternates, that will **call 9-1-1** in the event of an emergency. Provide these names to the Fire Department.
2. Assign an on-site person, and alternates, to **supervise evacuation** of the building, pulling fire alarms, etc. in the event of an emergency. Provide these names to the Fire Department.
3. **If required** provide on-site emergency power for lighting.
4. Do not exceed the **Maximum Allowable Occupant Load** numbers that are posted in assembly areas.
5. Non fixed seating must comply with the Fire Code: 2.7.1.6.
 - No more than 7 seats from access to an aisle.
 - Minimum width of aisle to be 1100mm. May be reduced to 750mm when serving 60 seats or less.
 - Seats shall be fastened in groups of not less than 4 or more than 12. (only when the occupant load exceeds 200)
6. Make sure all **exits are maintained** clear and unobstructed at all times during the event.
7. Adequate **means of egress** are required and provided so that such exit facilities lead directly outside.
8. Decorations shall be either **non-combustible** or **treated** with a fire-retardant solution and must meet CAN/ULC-S109 standard.
9. Decorations **shall not obstruct** exits or fire protection equipment; including fire extinguishers, sprinklers, fire alarm pull stations, hose cabinets or emergency lighting and exit signs.
10. No smoke machines may be used for special effects **unless approved** by the Fire Department. Pyrotechnician or Special Effects Pyrotechnicians must be certified by Natural Resources Canada, Explosive Regulatory Division.
11. Extension cords, used in accordance with the fire code, shall be properly taped to the ground to reduce tripping hazards. Electrical Safety Authority shall be contacted if additional power is required. 1-877-372-7233
12. Cooking is **not permitted** indoors unless approved by the Fire Department. Description of appliances and food to be cooked **must be** forwarded to the Fire Department for approval.



When an arena or other facility is occasionally used for trade shows, additional hazards may be created by this use. The following controls must be implemented to address the hazards.

Trade shows introduce hazards that were probably not anticipated in the original design of the facility. These hazards include the following:

1. increased fuel loading in building;
2. increased occupant load on ice or floor surface;
3. highly combustible display materials;
4. possibility of open flames to promote merchandise e.g. candles, use of compressed flammable gases;
5. Possibility of cooking appliances and fuels for preparation of food samples.

To address these hazards, the following controls must be considered:

1. limiting number and extent of displays;
2. limiting occupant load to capacity of exits and means of egress from floor surface;
3. providing temporary egress facilities from the floor surface;
4. requiring flame proofing treatments or in some cases restricting certain display materials e.g. acetate fabrics; Must meet or exceed NFPA 701, 705 OR CAN/ULC-S109M which ever applies.
5. prohibiting open flames or restricting to certain types of equipment or merchandise and requiring constant attendance when utilized;
6. restricting cooking appliances to those not utilizing flammable gases and to those not involving the generation of grease laden vapors.
7. vehicles or gasoline powered equipment on display must be equipped with lock on type gasoline tank caps, (other measures may be approved), and batteries are to be disconnected. Tanks must not be more than $\frac{3}{4}$ filled to allow for expansion.
8. propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings. TSSA approval of fuel fired appliances must be submitted to the Fire Department.
9. vehicles are not permitted to be turned on while on display.

The above identify only some of the possible hazards and associated controls that must be considered in approving the occasional use of arenas for trade shows.

Other general controls that should be considered include the provision of a fire watch, enhancement of fire detection and/or suppression equipment in the arena,

Posting additional exit signs, ensuring clear and unobstructed aisle spaces, maintaining nonfixed seating in accordance with Article 2.7.1.6. of the Fire Code, requiring additional fire extinguishers in the floor area, designating fire safety responsibility to supervisory personnel and the posting of fire emergency procedures throughout the floor area. The Fire Safety Plan, required under Section 2.8, will need updating and approval prior to using the arena as a trade show.



A FIRE INSPECTION IS REQUIRED TO ENSURE THE VENUE IS SAFE FOR THE OCCUPANTS ATTENDING THE EVENT.

Any further questions with respect to special event and in the interest of fire safety shall be directed to the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur



INSTRUCTIONS FOR OUTDOOR EVENTS:

Road races, festivals, displays, concerts, etc.

Contact the Fire Prevention Division 14 working days (minimum) in advance to pre-plan your event.

1. Provide a **site plan** to the Fire Prevention Division indicating location of tents, canopies, propane heaters, booths, etc. to verify that proper clearances and fire dept. access is maintained.
2. Rented **tents and canopies** shall have flame spread rating certificates submitted to this department. (**Must meet NFPA-701** "standard Methods of Fire Tests for Flame Resistant Textiles and Films.") or NFPA 701 or CAN/ULC-S109M. Caravan and EZ-UP tents and canopies meet this requirement.
3. A tent shall not be erected closer than 10 feet to other structures, fences or obstructions. A building permit may be required. **TENTS MUST BE SECURLY FASTENED TO GROUND TO PREVENT BEING DISLODGED BY WIND. Securing weights or stakes to posts or guidelines are acceptable A Building Permit may be required to erect a large tent.**
4. Assign an on-site person, and alternates, to **call 9-1-1** in case of an emergency. A communications device is required. i.e. Cell phone
5. Provide **fire extinguishers** throughout the site. Consult with the Fire Department for the number and locations of these extinguishers and if required.
6. Portable Cooking Booths: A) shall be a minimum of **SIX METRES (6m)** from any permanent structure. B) maintain a minimum of **SIX METRES (6m)** of separation between cooking booths and non-cooking booths. C) cooking booth venders shall provide a portable extinguisher for each cooking booth. D) barbecue cooking is **prohibited** inside any booth. (This also includes smoking and open flames). See **Special Events – Tents – Cooking requirements**.
7. Adequate **means of egress** are required, and provided so that such exit facilities are unobstructed and lead to an approved open space. If fencing is used, exits shall be provided to allow the occupants to leave the immediate area. Occupant load must be posted and conform to table 3.1.16.a of the **building code**.

Instructions for Outdoor Events.

8. When hazardous materials such as pyrotechnic are used, **security** of the site must be maintained while setting up and two hours after the display has ended. (hand fireworks or sparklers are **not permitted** in public areas.) Pyrotechnician or Special Effects Pyrotechnician must be certified with Natural Resources Canada, Explosives Regulatory Division.
9. Decorations shall be either **non-combustible** or treated with a **fire-retardant solution**.





10. **Electrical** wiring must be approved, and if extension cords are being used they shall be properly secured to the ground to prevent tripping hazards and used in approved manners. Electrical Safety Authority must be contacted. **(ESA)** 1-877-372-7233
11. A **fire safety plan** in conformance with section 2.8 of the **Fire Code** must be in place.
12. **Propane tanks** must be secure and approved. Connections must be in good repair. Inspection may be required by the Technical Standards and Safety Authority (TSSA) 1-877-682-8772.
13. **Other Fire Code requirements may apply.**

A FIRE INSPECTION MAY BE REQUIRED TO ENSURE THE VENUE IS SAFE FOR THE OCCUPANTS ATTENDING THE EVENT.

Any further questions with respect to special event and in the interest of fire safety shall be directed to the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur



SPECIAL EVENTS --- TENTS --- NO COOKING

1. MEANS OF EGRESS

Adequate means of egress are required and provided so that such exit facilities are unobstructed and lead to an approved open space. A Fire Safety Plan is required and volunteers informed of their responsibilities.
E.g.: If fencing is used, exits shall be provided to allow the occupants to leave the immediate area.

2. USE OF TENTS

When tents are used they shall be certified that the material used has been made fire retardant by treatment in accordance with the "Standard Methods of Fire Tests for Flame Resistant Textiles and Films." Ref. NFPA 705 or NFPA 701 or CAN/ULC S-109-M. "Caravan" and "EZ-UP" tents have been proven to meet the above noted standards by the manufacturer.

- a) Electrical equipment shall be maintained and operated in a safe manner.
- b) A tent shall not be erected closer than 10 feet to other structures, fences or obstructions. A building permit may be required. **TENTS MUST BE SECURLY FASTENED TO GROUND TO PREVENT BEING DISLODGED BY WIND. Secure weights or stakes to posts or guidelines are acceptable.**
- c) Hay, stray, shavings or similar combustible materials other than those necessary for the daily feeding and care of animals, shall not be permitted within a tent accessible to the public.
- d) Smoking, fireworks, cooking equipment or open flame of any kind shall not be permitted in a tent while it is occupied by the public.
- e) A person shall be employed to watch for fires in tents occupied by the public where the facilities are designed to accommodate more than a 150 persons.
- f) Occupant load - number of persons allowable shall be posted, and conform to table 3.1.16.A of the Building Code.

3. PORTABLE FIRE EXTINGUISHERS

Shall be provided and positioned so as to be accessible without exposing the operator to undue risk. Minimum size shall have a 3A10BC rating

Any further questions with respect to special events and in the interest of fire safety shall be directed to the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur





SPECIAL EVENTS --- TENTS --- COOKING

1. MEANS OF EGRESS

Adequate means of egress are required and provided so that such exit facilities are unobstructed and lead to an approved open space. Fire Safety Plans (events in tents over 50 people) must be submitted to this department 15 days prior to the event.

E.g.: If fencing is used, exits shall be provided to allow the occupants to leave the immediate area.

2. USE OF TENTS

When tents are used they **shall be certified** that the material used has been made fire retardant by treatment in accordance with the "Standard Methods of Fire Tests for Flame Resistant Textiles and Films." Ref. NFPA 701, NFPA 705 or CAN/ULC S-109-M. Polyester and nylon type materials are not permitted to be used to cooking beneath or hanging decorative lights.

- a) Electrical equipment shall be maintained and operated in a safe manner. IF in doubt contact The Electrical Safety Authority. 1-877-372-7233
- b) A tent shall not be erected closer than three meters (3m) to other structures, fences or obstructions. **TENTS MUST BE SECURELY FASTENED TO GROUND TO PREVENT BEING DISLODGED BY WIND. Secure weights or stakes to posts or guidelines are acceptable.**
- c) Hay, straw, shavings or similar combustible materials other than those necessary for the daily feeding and care of animals shall not be permitted within a tent accessible to the public.
- d) Smoking, fireworks, cooking equipment or open flame of any kind shall not be permitted in a tent while it is occupied by the public.
- e) A person shall be employed to watch for fires in tents occupied by the public where the facilities are designed to accommodate more than a 150 persons.
- f) Occupant load - number of persons allowable shall be posted, and conform to table 3.1.16.A of the Building Code.

3. COOKING WITHIN TENTS

- a) Cooking appliances covered by this guideline include, but is not limited to, grills, ranges, ovens, fryers, broilers, griddles, etc, which use solid, liquid or gas fuels. (*Exception: the use of Sterno for the warming of food*). Technical Standards and Safety Authority (TSSA) inspections must be arranged by organizers for all Vendors utilizing fuel fired cooking appliances. 1-877-682-8772
- b) All tents and canopies in which cooking operations are performed shall be separated from all other tents, canopies or buildings by at least six meters (6m). This measurement shall be from tents/canopy stakes to tent/canopy stakes. Clearance to combustibles within the tent must be a minimum one point two metres (1.2m) or as stated on appliance label.
- c) Any tent or canopy in which **cooking operations** are performed shall be used for **cooking ONLY**. Tents or canopies must meet NFPA 701, NFPA 705 standards or CAN/ULC-S109. A Current **Certificate** is required upon request that the material meets or exceeds these requirements.



- d) **COOKING WITH IN TENTS OR UNDER CANOPIES MUST BE APPROVED BY THE FIRE PREVENTION DIVISION. No cooking will be permitted in an enclosed tent.**

Exception: A tent or canopy may be used for dining purposes in addition to cooking if the following requirements are satisfied:

- A. Any grease-producing appliance shall have a Type I hood system.
 - B. A UL 300 compliant fire suppression system shall be provided within the hood system.
 - C. The fire suppression system shall have a current inspection certification.
 - D. A Class “K” fire extinguisher shall be within ten meters (10m) of all cooking appliances.
 - E. Adequate air flow must be provided to prevent the build up of Carbon monoxide
- e) Occupant load - number of persons allowable shall be posted, and conform to table 3.1.16.A of the Building Code.
 - f) A person shall be employed to watch for fires in tents occupied by the public where the facilities are designed to accommodate more than a 100 persons.
 - g) Generators and other internal combustion power sources shall be separated from any tent, canopy or building by at least six metres (6m).
 - h) All flammable/combustible liquids shall be safely and properly stored. This storage shall be at least fifteen meters (15m) from any tent, canopy or building.
 - i) Outdoor cooking, (not within a tent or canopy), that produces sparks, flame or grease- laden vapours shall be done at least six meters (6m) from any tent, canopy or building.

4. PORTABLE FIRE EXTINGUISHERS

Shall be provided and positioned so as to be accessible without exposing the operator to undue risk. Minimum size shall have a 3A10BC rating.

A Class “K” fire extinguisher shall be within ten meters (10m) of all cooking appliances that produce grease-laden vapours. (40 BC extinguisher may be approved)

Extinguishers **MUST** have a current tag certifying maintenance within last 12 months.

All further inquiries with respect to special events and in the interest of fire safety shall be directed to the Fire Prevention Division at. 519-323-1441 Mount Forest or 519-848-3500 Arthur

A FIRE INSPECTION IS REQUIRED TO ENSURE THE VENUE IS SAFE FOR THE OCCUPANTS ATTENDING THE EVENT.

Any further questions with respect to special event and in the interest of fire safety shall be directed to the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur





“BARBECUES”

1. Clearances from Combustibles.

- A minimum of 3 metre's must be maintained from combustible objects.
- Charcoal BBQ's being ignited with flammable liquids is not to be used on combustible decks.
- BBQ's must not be subject to vehicle traffic flow. Barricades or caution tape must be placed to prevent vehicle access to area
- Cooking is prohibited within any enclosed tent. Canopies approved by the Fire Department must meet NFPA 701, NFPA 705 or CAN/ULC S109M. “CARAVAN” and “EZ-UP” tents and canopies have proven to meet the above standards by the manufacture.

2. Supervision

- BBQ must be supervised at all times. IF alcohol is being served, the licensed area must be fenced and provision provided for exiting.

3. Provisions for Fire Protection.

- Provide extinguishers or other means of extinguishment. A Portable extinguisher with a minimum 2A10BC rating is required.
- BBQ's should be soap checked for leaks prior to using. Open lid prior to igniting.

4. Wind Conditions

- Prohibit burning during high wind conditions.

5. Time Restrictions

- Periods of burning may be restricted to certain days or hours of the week. In the event of dry conditions or Smog alerts, events that are using BBQ's may be prohibited.

6. Complaints.

- Complaints received regarding problems associated with smoke may be cause for an approval to be rescinded

7. Recreational or camp fires

- Must be in compliance with the Fire Code 2.6.3.4. (1) “Open-air burning **shall not** be permitted unless approved, or unless such burning consists of a small, confined fire, supervised at all times, and used to cook food on a grill or a barbecue.” Once cooking is complete the fire **must** be extinguished immediately. Approvals for recreational fires are only granted under special circumstances. Only appliance that are in conformance with the Technical Standards and Safety Act, 2000 for outdoor use are acceptable for use.

8. Rental of Township Pavilions and Company/Group BBQ's

- Company or Group BBQ's taking place on city property must meet the requirements set out by other Township Divisions. I.e. Clerk's Office. The use of a commercial type BBQ must comply with all the above regulations.



In addition to the above, there may be concerns relating to smoke, health and safety that are not regulated under the Ontario Fire Code. Issues concerning air quality should be addressed to the Ministry of the Environment (Environmental Protection Act). 1-800-265-8658

Failure to comply with ANY of the guidelines noted above, this Department may proceed with prosecution against you as owner/tenant for Non compliance with article 2.6.3.4. of the Ontario Fire Code or the Fire Protection and Prevention Act. Those found to be in Violation shall be held liable for cost incurred by the Fire Department for any emergency response. (\$410.00 for each responding vehicle per hour).

“Place your Barbecue away from combustible surfaces when it is operating. It is unlawful to operate a BBQ within 3 m of a combustible wall or window of any building. They should not be used beneath overhangs, combustible roofs or low trees.”

A FIRE INSPECTION MAY BE REQUIRED TO ENSURE THE VENUE IS SAFE FOR THE OCCUPANTS ATTENDING THE EVENT.

Any further questions with respect to special event and in the interest of fire safety shall be directed to the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur



FIRE SAFETY REQUIREMENTS FOR THE USE OF PYROTECHNICS AND FIREWORKS FOR SPECIAL EVENTS

INSTRUCTIONS FOR TECHNICIANS:

Contact the Fire Prevention Division a minimum of two months in advance to pre-plan your event.

1. **COUNCIL APPROVAL** is required for all Fireworks/pyrotechnic events taking place on city property. All Fire Department Regulations must be complied with. Events taking place on private property may not need council approval but must meet the Fire Departments requirements. Insurance and other requirements may apply.

This approval may take several months.

2. When hazardous materials such as PYROTECHNICS are USED, **security** of the site must be maintained while these products are on site. Must conform to the Explosives Act (S.7.) as set out by Natural Resources Canada, Explosives Regulatory Division.
3. **Technicians must** be holders of a valid certificate issued by Natural Resources Canada to handle pyrotechnics and special effects.
4. Provide **a site plan** to the Fire Prevention Division indicating location of use and ensure fire dept. access is maintained.
5. Rented **tents and canopies** shall have flame spread rating certificates submitted to this department. (**Must meet NFPA-701** "standard Methods of Fire Tests for Flame Resistant Textiles and Films.") or NFPA 705 or CAN/ULC S109M. Must comply with Special Events – Tents – requirements.
6. Assign an on-site person, and alternates, to **call 9-1-1** in case of an emergency. Provide names to the fire department. "NO SMOKING" and an "EXPLOSIVES" sign must be posted with letters or symbols at least 10 cm high and clearly visible.
7. Provide **fire extinguishers** throughout the site. Consult with the Fire Department for the number and locations of these extinguishers
8. Pyrotechnics must be kept locked up in a secure area until they are put into use.

Instructions for Technicians:

9. A description of items being used must be forwarded to the Fire Prevention Division.



10. **Technicians must** meet all the requirements as set out in the Natural Resources Canada, Explosives Regulatory Division, Display Fireworks Manual and the Pyrotechnics Special Effects Manual. If an application for an indoor event is being applied for, a written business plan must be submitted to the Fire Department for review stating all the precaution that has been put in place.
11. Adequate **means of egress** are required and provided so that such exit facilities are unobstructed and lead to an approved open space. If fencing is used, exits shall be provided to allow the occupants to leave the immediate area.
12. **Safety personnel** must be located on site when setting up and discharging takes place.
13. Must be kept away from **ignition sources** and from any source of heat that could cause ignition. Must not be exposed to dampness.
14. **Electrical** wiring must be approved, and if extension cords are being used they shall be properly secured to the ground to prevent tripping hazards and used in approved manners.
15. A **fire watch** must be maintained for a minimum of two hours after the event.
16. A **Fire Safety Plan** in conformance with section 2.8 of the **Fire Code** must be in place.
17. Other Fire Code requirements may apply.

A FIRE INSPECTION MAY BE REQUIRED TO ENSURE THE VENUE IS SAFE FOR THE OCCUPANTS ATTENDING THE EVENT.

Any further questions with respect to special event and in the interest of fire safety shall be directed to the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur





FIREWORKS & PYROTECHNIC EVENT APPROVAL

COMPANY:
 PRINT NAME OF APPLICANT:
 MAILING ADDRESS:
 TELEPHONE AND FAX NUMBERS: E-MAIL:
 SPONSORING ORGANIZATION:

SUPERVISOR E.M.R. NO.

EXPIRY:

ADDRESS:

TELEPHONE NO.: SUPERVISOR DATE OF BIRTH:

INSURANCE COMPANY: LIMIT:

POLICY # EXPIRY DATE:

DISPLAY LOCATION:

FIRING DATE: TIME:

I certify, I have completed a course for fireworks supervisors, have read, understand and will be guided by the principles and safety rules of the fireworks manual by the specific instructions of the manufacturer governing a particular firework.

 (DATE) (SIGNATURE)

PERMISSION OF LOCAL AUTHORITY (AUTHORITY HAVING JURISDICTION OVER FIREWORKS DISPLAYS)

The applicant has complied with the local requirements and has
 permission to hold a fireworks display, at the location and time
 detailed above.

NAME:
 POSITION:
 IN: (MUNICIPALITY)

 (signature) (date)



BUSINESS AND LIQUOR LICENCE REQUIREMENTS

Home Business and Outdoor Patios,

When applying for a Business Licence or a Liquor License the following information must be completed prior to the Fire Prevention Division conducting an inspection:

GENERAL:

1. Fire Safety Plan required for **all assembly** occupancies, residential occupancies **exceeding 10** persons, and mercantile or business and personal services with occupancies **over 300**. (eg. Restaurants, halls, retail stores, residential properties) This Plan **must be approved prior to occupancy**. Fire Safety Plan template is available on the Fire Department Web Site. A Fire Safety Plan may take up to ten (10) days to review.
2. **All Certification** Certificates for Fire Alarms, Sprinkler Systems, Standpipe Systems, Extinguisher, Emergency Lighting/Exit Signs and Special Extinguishing Systems **must** be available at the time of inspection.
3. Extinguishers **must** be installed. Home Business will require a minimum of one (1) 2A 10BC extinguisher.
4. Seating lay out is required if applicable. Tables and chairs should be set up prior to inspection.
5. Occupant load sign **must** be posted. (when there is more than 60 persons)

Patios

1. Patios require a secondary means of egress that must be kept clear when this area is occupied. Additional exiting requirements may be required.
2. Access to exits must be kept clear.
3. Occupant load to be determined by The Building Department and posted.
4. Extinguisher required for patio area. A minimum of one (1) 2A 10BC extinguisher will be required.
5. Heating appliances used on Patios or Decks must be approved by TSSA and safely secured. No open flames permitted. (eg. Candles).
6. Building Code, Health Authority and the Alcohol and Gaming Commission requirements must be met. Other Requirements may be applicable and must be complied with.
7. Other Fire Code requirements may apply.





REQUIREMENTS FOR REFRESHMENT VEHICLES & HOT DOG CARTS

Requirements for refreshment vehicles/carts that will be using a deep fryer or producing grease laden smoke. In addition to the other requirements for refreshment vehicles/carts, a hood, filter and duct system must be installed to NFPA 96.

Requirements:

1. Fixed extinguishing system to protect cooking area over fryers.
2. Grills and fryers must comply with NFPA 96.
3. K type extinguisher is required.

INSPECTION PROCEDURE

Contact the Fire Prevention Division at 519-323-1441 Mount Forest or 519-848-3500 Arthur to arrange an appointment

1. INSPECTIONS ARE CONDUCTED ON SITE BY A FIRE PREVENTION OFFICER.
2. THE FOLLOWING ITEMS MUST BE PRESENTED AT THE TIME OF INSPECTION :
 - a. Vehicle ownership
 - b. A propane safety check letter containing the following information:
 - Name and registration number of licensed propane fitter who performed check
 - Identification number of cart or license number of vehicle that was checked
 - Date the safety check was performed
 - Type and number of propane appliances installed at the time of the safety check
 - Verification that the hood, filter and duct have been cleaned of excess grease
 - Verification that the fixed extinguishing system has had a bi-annual inspection

CERTIFICATION AND SERVICE TAGS ARE TO BE PRODUCED AT TIME OF INSPECTION.

PORTABLE EXTINGUISHERS ARE TO BE PRODUCED AT TIME OF INSPECTION AND MUST BE READILY ACCESSIBLE DURING OPERATION.

Inspections of Vehicles and Carts should be made through the Technical Standards and Safety Authority (1-877-682-8772) or by a TSSA certificate holder.

REQUEST FOR FIRE DEPARTMENT INSPECTIONS SHOULD BE MADE TWO (2) WEEKS IN ADVANCE TO ENSURE THE AVAILABILITY OF A FIRE PREVENTION OFFICER.



Attachment #2 – Director’s Order FS-056-06

FUELS SAFETY PROGRAM
TECHNICAL STANDARDS
& SAFETY AUTHORITY

February 13, 2006

Re: Mobile Food Service Equipment

Attention Owner/Operator:

The Technical Standards and Safety Authority (TSSA) is an Administrative Authority empowered under the *Safety and Consumer Statutes Administration Act, 1996* to administer and enforce the *Technical Standards and Safety Act, 2000* (the “Act”) and its regulations. The Fuels Safety Program of the TSSA regulates the storage, transmission and utilization of hydrocarbon fuels (e.g. propane and natural gas) and includes the installation and maintenance of associated equipment. The Act and appropriate Regulations can be found on our web site at www.tssa.org.

The TSSA is concerned that Mobile Food Service Equipment (MFSE), commonly known as “Coffee Trucks”, “Chip Wagons” or “Hot Dog and Hamburger Carts”, containing propane fired equipment/appliances may be: a) unapproved, b) not properly serviced or maintained, or c) operated in an unsafe manner. These conditions may result in a hazardous situation including a fire or explosion.

Reported incidents and unsafe practices include; a) not extinguishing the pilot lights when refuelling the vehicle resulting in ignition of gasoline vapours, b) not shutting off the propane supply when the appliances are not in use, c) not shutting off the propane when the vehicle is in motion or stored, and d) lack of maintenance resulting in gas leaks during operation.

Consequently, the TSSA has developed new requirements for MFSE to promote the continued safe use and operation of MFSE for both newly manufactured and existing equipment. These requirements include:

- Ensuring that newly manufactured equipment is approved.
- Communicating operational/maintenance procedures to equipment owners/operators as outlined in the new labels affixed to the equipment.

For personal safety, it is important to follow these procedures at ALL times.

- To ensure that the MFSE is in safe operating condition, a TSSA certified gas technician shall inspect all MFSE annually.
- A copy of the completed MFSE annual “Inspection Report” shall be retained by the owner/operator and available for review by TSSA inspectors.

If you require further clarification or have questions, please contact your propane fuel supplier or the TSSA at 1-877-682-8772.





Date: Date: February 13, 2006

DIRECTOR'S ORDER

THE TECHNICAL STANDARDS AND SAFETY ACT, 2000, S.O. 2000, c. 16

Subject: Mobile Food Service Equipment

Pursuant to subsection 36.(3)(a) of the *Technical Standards and Safety Act, 2000*, the Director, subject to the conditions herein, authorizes the use of and requires compliance with the following:

1. Application

Effective immediately, this Order shall apply to all newly manufactured and existing Mobile Food Service Equipment.

2. Definition

Mobile Food Service Equipment ("MFSE"), is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fired fuel cooking equipment and, if applicable, associated fuel storage. MFSE are commonly known as, but not limited to, "Coffee Trucks" "Chip Wagons", "Hot Dog Carts" and "Hamburger Carts".

3. Requirements for Compliance - Newly Manufactured MFSE

3.1 All newly manufactured MFSE must be approved for its intended use.

3.2 The approval of newly manufactured MFSE shall comply with the following:

- a) a motor vehicle with integrated propane or other hydrocarbon fired equipment shall have a suitable (weather exposure and combustible environment) interlock mechanism that extinguishes all pilot lights within thirty (30) seconds from the start of fuelling the motor vehicle;
- b) the fuel system as a whole unit including gas storage, supply, appliance and venting shall be appropriate for its use; and
- c) the labelling requirements outlined in section 4 shall apply.

3.3 Newly manufactured MFSE that is put into service shall comply with the annual inspection requirements outlined in section 5.

4. Requirements for Compliance - Existing and Newly Manufactured MFSE Danger Labels

4.1 The following danger label shall be affixed to all MFSE, be readily visible and located adjacent to the propane container with the following wording:

- DANGER
- Cooking appliances shall not be used for space heating
- When the propane appliance is not in use or the vehicle is stored, shut off the supply of propane to the appliance (at the propane tank)



- BEFORE TURNING ON PROPANE:
 - Make certain all propane connections are tight, all appliance valves have been turned off and any unconnected outlets are capped
 - If an open door is used for ventilation/combustion air, ensure the door is open before turning on propane
- AFTER TURNING ON THE PROPANE
 - Light all pilots of appliances to be used
 - Each connection, including those at appliances, regulators, and cylinders, shall be leak tested initially and periodically with soapy water by the operator. Never use a lighted match or other flame when checking for leaks
 - Do not leave a system turned on or containers connected until the system has been proven to be leak (propane) tight
 - When the containers are disconnected, the propane supply line shall be capped or plugged

4.2 For all MFSE that are part of a motor vehicle, the following additional danger label shall be affixed at the vehicle's fuelling point and inside the driver's compartment with the following wording:

- DANGER
- All pilot lights shall be extinguished and the supply of propane shut off before refuelling this vehicle

4.3 In subsections 4.1 and 4.2, the word "DANGER" shall be a minimum of ¼-inch (6.4 mm) in height. All other words on the label shall be a minimum 1/8-inch (3.2 mm) in height.

5. Annual Inspections - Newly Manufactured and Existing MFSE

5.1 All newly manufactured MFSE put into service and existing MFSE shall be inspected annually by a certified gas technician and all identified deficiencies shall be corrected.

5.2 When fuel for the MFSE is supplied by a container that is installed so its length is on a horizontal plane, a method shall be incorporated to ensure liquid propane cannot splash in the vapour withdrawal line. The certified gas technician shall verify this during the annual inspection.

5.3 Following the annual inspection, the certified gas technician shall provide the owner/operator with a completed copy of the inspection certificate (Attachment #1) and the information fact sheet (Attachment #2).

Additional Notes

Mobile Food Service Equipment owners/operators should check with their local municipality to determine if there are additional compliance requirements. Inspectors appointed under the *Technical Standards and Safety Act, 2000*, are authorized to inspect Mobile Food Service Equipment to ensure compliance with this Director's Order.



RECREATION & CULTURE COMMITTEE MEETING
TUESDAY, FEBRUARY 1, 2011, 8:00 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX, MEETING ROOM

Members present: Chairperson Councillor Sherry Burke, Mayor Ray Tout, Councillor Dan Yake, Southgate Councillor Pat Franks, Tom Bowden, Arthur Facilities Manager; Mark MacKenzie, Mount Forest Facilities Manager and Linda Spahr, Recreation Co-Ordinator.

MINUTES:

Moved by Tom Bowden

Seconded by Mayor Ray Tout

"THAT the minutes of the January 4, 2011 meeting be approved."

Carried

BUSINESS ARISING FROM MINUTES:

Roy Grant Pool - There is more information required before making a decision on which company to repair the pool. A meeting held when the information is available.

NEW BUSINESS:

Public Involvement - There was discussion whether or not to have an advisory Recreation and Culture Committee established. It was decided to leave it status quo for now, but to develop a questionnaire and send it out to all user groups of our facilities. We are to make sure groups are aware that they are more than welcome to attend our meetings. Chairperson Councillor Burke and Linda will develop the questionnaire and it will be reviewed at our next meeting.

Patriots - The letter from The Mount Forest Jr. C. Patriots was reviewed. Linda was directed to investigate when the Jr. C's were advised about the ice condition and send them a letter. It was decided they be reimbursed for their Liquor License.

Arthur Celebration - There was discussion on the upcoming ribbon cutting event in Arthur for the new elevator, parking lot and floor. Linda was directed to contact Dan the Music Man. The opening will be held March 12.

Cimco Agreement - Mark explained the problems with labour rates from Cimco. He was advised to get prices from another company as well as obtain service agreements. He will have a report at the next meeting.

REPORTS:

The Mount Forest Facility Manager's monthly report and the Recreation Co-Ordinator's report were available for members. Linda mentioned the good news that we were getting a new stove in our auditorium kitchen. She was directed to send a letter to Doug Hawkrigg, thanking him for his help with this.

CORRESPONDENCE:

There was a copy of a letter sent to Garland re: problems we have had with their stove and requesting it be replaced.

A letter was received from the Damascus Hall committee requesting the hall rental remain at \$80.00 plus H.S.T. Linda was directed to investigate the cost of operating the hall in 2009. The group also requested to go to a Council Meeting to be introduced to the new council. The Committee would like the Damascus members to be invited to a council meeting.

MEMBER'S PRIVILEGE:

Mark MacKenzie - Would like to see a separate budget for wages for Health and Safety Committee members. A recommendation will be made to council for a separate budget. Members requested Linda to bring a copy of the Agricultural Society lease for Arthur and Mount Forest to the next meeting.

Councillor Yake - Announced that he and Barry Trood have been working on a Municipal hockey tournament to be held on April 2 in Mount

Forest. They have six teams confirmed. Money from this event is to be donated to the arena. The unfinished Leisure Room upstairs was discussed. Councillor Burke is going to talk to Darren Jones.

Accessibility Report - Linda was directed to ask Lori for a copy of the Accessibility Report.

ADJOURN:

The meeting was adjourned at 10:00 a.m.

NEXT MEETING:

To be called by Chairperson Councillor Burke.

TOWNSHIP OF WELLINGTON NORTH
ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, January 19th, 2011 – 5:30 pm

Members Present: Mayor Raymond Tout, Chair
Councillor Sherry Burke
Councillor Mark Goetz
Councillor Andy Lennox
Councillor Dan Yake
Dale Small, Business Economic Manager
Leah Holliday, BR & E Program Coordinator
Alan Rawlins
James Taylor
Stephen Dineen

Absent:

Also Present: Michelle Stone, Administrative Support

Meeting was called to Order @ 5:30 pm

1. Declarations of Pecuniary Interest

- None reported.

2. Welcome of new members was done by Dale Small and round-table introductions were completed.

3. Approval of Minutes from the November 17th, 2010 Meeting

Moved by: Jim Taylor
Seconded by: Stephen Dineen

That the Minutes from the Wednesday November 17th, 2010 EDC Meeting be accepted.

Carried

4. Economic Development Update: Dale Small

o As this was the first meeting of the new committee an Information/Orientation Package had been put together and was handed out to all Committee members.

o Dale went into more detail around the:

Current Mandate and areas of focus
E.D.C. Governance & importance of Community Members
Building Partnerships

- An outline of all the current projects and programs that are underway within the Economic Development area was also presented and discussed and the key points follow:

Public member involvement is a key part of the Economic Development Committee. At this time there are three vacancies. In the past EDC has advertised the position, received applications and gone through the interview process to select new members. It was agreed to follow the same process. An ad will be placed in the Confederate and Enterprise with an end of February deadline for submitting an application. There are already some interested parties that have contacted Dale and they will not need to reapply. Dale will follow up with EDC members to find one council member and one public member who will sit on the Interview Committee. Dale will also confirm that Lori as CAO will Chair the interview committee.

Building Partnerships with the Chambers, Workforce Planning Board, other Municipalities etc is also critical to success. Dale mentioned the second annual Working in Rural Wellington Event will be held in Arthur on October 19th. There was also some discussion around the Municipal Economic Development Group that is currently working on putting together an Economic Development Strategic Plan for the County.

2010 **Budget** was discussed. Revenue was right on target & actual expenses were well below plan due to reduced salary and benefits expenditures as well as other expenses. The 2011 budget was also briefly discussed however this will be the subject of a more detailed discussion with the Finance Committee similar to all staff areas.

Land Development strategy was discussed and a copy of the detailed plan was provided in the hand-outs. Jim Taylor is the EDC Champion for this program.

Business Retention & Expansion Program was discussed. Brief update on how we received the grant to make it possible to hire Leah and do this project. The focus of the project is on the construction & manufacturing sector. Interviews are proceeding well with a positive number of responses. Some discussion took place as a Red Flag issue was identified with Development Charges. Several members commented that this has been one of the major concerns they are hearing about. Dan Yake commented that large parts of the Development Charges are the County costs, which we do not have control over. It was agreed that they need to be looked at and Dale indicated he would like to be involved. It was also understood that council would be discussing this further at the next council meeting. A copy of the detailed plan was provided in the hand-outs. Al Rawlins is the EDC Champion for this program.

Downtown Revitalization Program was discussed with the major focus being on the Community Improvement Program. Andy mentioned the work that Dave Stack and others are doing in Arthur. Al Rawlins is also part of the committee and we will work closely together moving forward.

Rural Revitalization initiatives such as the wind energy projects underway and the opportunity to consider a Community Radio Station for the area were reviewed.

Tourism / Marketing Committee members asked about the status of a number of items within this area and further discussion will take place.

Physician Recruitment We have received the annual request from the Physician Recruitment Committee for funding and the detailed update was included in the hand-outs. Dan Yake indicated that he will continue to sit on the Mount Forest Recruitment Committee and will replace Ross Chaulk on the Arthur/Groves Recruitment Committee.

Other: We have received a number of requests from various groups to come to future EDC meetings to do presentations and these will be scheduled over the next few months.

Upcoming Dates To remember:

- January 25th is the next Municipal Economic Development Group meeting in Elora and Dale asked if anyone would like to attend to please let him know
- February 2nd & 3rd Dale will be at the Economic Developers Council of Ontario, (EDCO) conference and will provide a report at our next meeting.
- March 28th & 29th is the date for second annual Wellington North Showcase

5. New Business / Round Table

Jim Taylor had a quick update regarding the Community Improvement Program (CIP). Andy Lennox spoke about the Arthur Downtown Revitalization Team that he and Al Rawlins both sit on. It was agreed the two teams will need to work closely together.

Mayor Ray Tout spoke with Mayor George Bridge regarding the Guelph Enterprise Center. In the past a representative was in this area on a regular basis, but not anymore. They are going to work with Belinda (Minto) and Wellington North to come up with times that could work for both areas and that way draw for both.

Al Rawlins will be unavailable from Feb 2nd to 9th, 2011 to review the Business Retention & Expansion survey results. Leah will schedule a time that works for everyone.

6. Next Meeting Date:

Wednesday, February 23rd, 2011 @ 4:30 pm. Please note that this is a different date. A number of committee members had a conflict with the normal meeting date which would have been February 16th.

7. Adjournment

Motion by: Sherry Burke

Seconded by: Dale Small

That the Meeting be adjourned at 6:35 pm

Township of Wellington North

Finance Committee

January 26, 2011

3:00 PM

Minutes

Attendance: Andy Lennox, Chairman
Mark Goetz, Councillor
John W Jeffery, Treasurer
Lori Heinbuch, CAO/Clerk
Mary Jo Marshall, Deputy Treasurer

1. Credit Cards – acceptance

Tammy Pringle from Recreation Department was in attendance to discuss payment issues regarding the rental of facilities and registration for programs and how the acceptance of credit cards would make the receipt of payments more efficient. The Recreation Department requires pre-payment before registration for any program run by the Township. In addition, occasional rentals require pre-payment of the rental fee and a security deposit. It was felt that it would be more convenient if credit card payments could be accepted as many registrants are unable to make it to our office to register and it would also be more convenient for corporations renting the facilities to pay by credit card.

Tammy also made a presentation regarding Pay Pal which is another secure way for clients to pay with a credit card. The Township would create a Pay Pal account and clients could then use their credit card or transfer funds from their own bank accounts to the Township PayPal account.

John will check with the bank regarding cost for credit card payments and prepare a report for the Finance Committee outlining the costs for either method.

2. Communication requirements for Big Dig

The Township received grants from the Province in 2008 under the “Invest in Ontario” program and the “Roads and Bridges” program. All of the “Invest in Ontario” and a portion of the “Roads and Bridges” grant were used to fund the reconstruction of Main Street in Mount Forest (Big Dig). One of the requirements of accepting these grants is the public acknowledgement of the contribution from the Provincial government. This communication has not been done yet. It was decided this was a Public Works project and as Andy is chairman of the Public Works, he would bring this up at the next meeting.

3. Township Budget Blog

Andy has created a blog for discussion of the budget process and councilors and staff will be able to contribute to it. The primary objective of the blog is to determine just how to discuss the budget in a public forum. He has sent it out to council and John and Lori. Once everyone signs up, Andy will send an e-mail on how it works.

4. Arthur Pool and Mount Forest Arena fundraising

There was a general discussion of the ongoing fundraising efforts in Arthur and Mount Forest to assist with the servicing of the debt incurred for the construction of the Arthur Aquatic Centre and the Mount Forest and District Sports Complex.

5. Development Charges By-law

A question was asked about the Development Charges Bylaw given recent discussions about different situations. It was pointed out that the review and possible amendment of the bylaw would be done under the direction of the Building and Property Committee.

6. December 31 Investments

In August 2010 an Investment Policy was adopted by Council. According to the Investment Policy a report must be made to Council at least once per year noting the Township investments. John presented a sample report for the Committee to review and comment on.

John will present the investment report as discussed at the next council meeting.

The Association of Municipalities of Ontario (AMO) sponsors an investment vehicle known as ONE – The Public Sector Group of Funds. ONE is available as an investment vehicle exclusively to Ontario municipalities and is designed to ensure that investments are made in accordance with investment parameters outlined for municipalities in the Municipal Act, 2001. Investments are made in money markets, bonds, and equities according to instructions from individual municipalities and in accordance with their own investment policies. Historic rates of return are comparable to other vehicles containing similar investments.

7. Budget Meetings

John is currently putting the budget together. Initial meetings will begin in a few weeks.

8. Public Input and Education for the 2011 budget

Ideas were discussed.

9. Other Business

John Jeffery excused himself declaring a conflict.

A ratepayer had sent a letter requesting interest /penalty relief due to illness and the slow economy. After discussion, it was felt the committee could not grant this relief and a letter to be sent to the ratepayer.

**Township of Wellington North
Investment report
December 31, 2010**

	Date	Original investment	Interest rate	Term
Trust Funds				
T-D Canada Trust	09-Jun-08	\$ 25,564.64	4.50%	5 years
Scotiabank	02-Jan-06	\$ 6,957.82	2.90%	5 years
Scotiabank	26-Aug-09	\$ 17,407.74	1.75%	2 years
Scotiabank	26-Aug-09	\$ 17,000.00	2.25%	3 years

Current account: Royal Bank of Canada	31-Dec-10	\$ 198,885.08		
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Reserve Funds

Current account: Royal Bank of Canada	31-Dec-10	\$ 4,382,451.05		
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General Account

Current account: Royal Bank of Canada	31-Dec-10	\$ (38,000.35)		
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Current account balances earn interest at the following annual rates

Balance	\$0 to \$999,999.99	Royal Bank Prime minus	2.00%
	\$1,000,000.00 to \$2,999,999.99	Royal Bank Prime minus	1.85%
	\$3,000,000.00 and over	Royal Bank Prime minus	1.75%
		Royal Bank Prime-Dec 31 2010	3.00%

Township of Wellington North
Building/Property Committee Minutes – January 19, 2011

Present: Chair Dan Yake
CAO/Clerk Lori Heinbuch
Chief Building Official Darren Jones
Building Inspector Patty Wright
Councillor Mark Goetz

The meeting was held in the Council Chamber at the Municipal Office in Kenilworth, starting at 9:00 a.m.

Also Present: Councillor Andy Lennox

Delegations: Dan Cotton, True North Car Wash & Storage

Dan Cotton has requested a reduction in the development charges pertaining to a proposed new building to be constructed at 493 Eliza St. Arthur.

Andrea Parsons, Saugeen Valley Nursing Centre

Re: Former Mount Forest Daycare

Moved by: CAO/Clerk Lori Heinbuch
Seconded by: CBO Darren Jones

*THAT Committee go into a meeting at 9:40 a.m. that is closed to the public under subsections 239 (2) (c) of the Municipal Act, 2001
"Property Disposition Matter"*

Carried

Moved by: CBO Darren Jones
Seconded by: CAO/Clerk Lori Heinbuch

THAT Committee rise from a closed meeting session at 10:20 a.m.

Carried

Minutes – November 2010

Moved by: Councillor Mark Goetz
Seconded by: Building Inspector Patty Wright

That the minutes of the November 17, 2010 meeting be accepted.

Carried.

Business Arising from the Minutes

Former Arthur Municipal Office (OPP use of office)

Waiting for response from OPP.

2011 Budget review

No questions arose from discussion

Building Permit Monthly Review

Moved by: CAO/Clerk Lori Heinbuch

Seconded by: CBO Darren Jones

That the Building Permit Monthly Review for Period Ending November 30, 2010 was reviewed and accepted.

That the Building Permit Monthly Review for Period Ending December 31, 2010 was reviewed and accepted.

Carried.

Other Business

Reeves Subdivision – Lot Grading and Drainage

Discussion took place to decide on a course of action to try to resolve the drainage issues. CBO Darren Jones to draft a letter explaining the subdivision agreement as it pertains to drainage to the residents. Letter to be reviewed at the next Building and Property Committee Meeting.

Mount Forest Archives (relocation of thermostat)

A request was received from the Mount Forest Archives to relocate the thermostat in the Old Mount Forest Town Hall away from the door.

The Committee directed the Building Department to go ahead with the work.

Request to refund Building Permit Fees

Heather Nelson (Maas Park)

A letter was received requesting a refund of building permit fees charged for the construction of a wheel chair ramp. After discussion the Committee's decision is no refund will be issued. CBO Darren Jones to reply to the letter.

Request to change the Development Charge By-law

Paul Smith (Conestoga Street South)

Paul Smith has requested consideration be given to development charges for services not available and not likely to become available (Sewer). (to be advised that a review of the by-law is being carried out)

Jerome Quenneville (NWHC)

Jerome Quenneville has requested a reduction on the development fees charged for the renovation of the existing building at 555 Dublin Street to allow for use as administrative office space and student doctors residence. (to be advised that a review is being carried out)

CBO Darren Jones to provide the Committee with a summary of concerns received in regards to development charges.

Grant Application Approval (Arthur Cenotaph)

The Arthur Historical Society has requested a letter of verification allowing them to apply for a restoration grant for the Arthur Cenotaph.

Move CAO/Clerk Lori Heinbuch
Second CBO Darren Jones

THAT a letter be sent to the Arthur & Area Historical Society authorizing them to undertake conservation work at the municipally owned property known as the "Arthur Cenotaph".

Carried.

Arthur and Area Trails Committee

Item deferred until the acquisition of the property is complete. An update required for the next Committee meeting.

Date of Next Meeting

February 23, 2011 at 9:00 a.m.

Adjournment

Move CAO/Clerk Lori Heinbuch
Second CBO Darren Jones

That the meeting be adjourned at 11:45 a.m.

Carried.