



Township of Wellington North

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

Regular Meeting of Council

Monday, March 10, 2014

6:30 p.m.

Municipal Office Council Chambers, Kenilworth

A G E N D A

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<u>CALLING THE MEETING TO ORDER</u>	
- Mayor Tout	
<u>O' CANADA</u>	
<u>PASSING AND ACCEPTANCE OF AGENDA</u>	
<u>DECLARATION OF PECUNIARY INTEREST</u>	
<u>CLOSED MEETING SESSION</u>	
1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239 (2)(e))	
<u>RECESS TO COMMITTEE OF ADJUSTMENT AND PUBLIC MEETING (7:00 p.m.)</u>	
<u>RECONVENE REGULAR COUNCIL MEETING</u> (following Committee of Adjustment and Public Meeting	

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TOWNSHIP OF WELLINGTON NORTH

PUBLIC MEETING - MINUTES

Monday, February 10, 2014

The Public Meeting was held Monday, February 10, 2014 at 7:00 p.m. at the Township of Wellington North Council Chambers, Kenilworth to consider a Zoning Amendment application.

Present:

Mayor: Raymond Tout
Councillors: Mark Goetz
Andy Lennox
Dan Yake

Absent:

Councillor: Sherry Burke

Also Present:

C.A.O./Clerk: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad
Township Planner: Mark Van Patter
Director of Public Works: Deb Zehr

Mayor Tout called the meeting to order.

Declaration of Pecuniary Interest:

None declared.

Owner/Applicant: Douglas and Patricia Smith

The property subject to the proposed amendment is described as Part Lot 7, Concession 11 to 12, Geographic Township of Arthur, with a civic address of 9370 Concession 11. The property is 42.36 hectares (104.67 acres) in size.

The purpose and effect of the proposed amendment is to rezone the “severed” agricultural (41.4 ha) portion of the subject lands - to restrict future residential development, to consider relief for accessory building setbacks and to consider limiting livestock usage of accessory buildings. Additionally, relief from a deficient frontage on the “retained” (0.96 ha) portion is required. This rezoning is a condition of severance application B89/13 granted by the Wellington County Land Division Committee October 10th, 2013.

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Please note – Section 34 (12) of the Planning Act.

(12) Information. – At a meeting under subsection (12), the council shall ensure that information is made available to the public regarding the power of the Municipal Board under subsection (14.1) to dismiss an appeal if an appellant has not provided the council with oral submissions at a public meeting or written submissions before a By-law is passed.

1. Notice for this public meeting was sent to property owners within 120 m and required agencies and posted on the property on January 17, 2014.
2. Presentations by:

Mark Van Patter, Senior Planner, reviewed his comments dated January 8, 2014.

This rezoning is a condition of severance application B89/13 granted by the Wellington County Land Division Committee October 10th, 2013. Both the Provincial Policy Statement and County Official Plan provide for surplus farm dwelling severances, provided the agricultural lands are rezoned to prohibit future residential dwellings. In this case, the retained, residential lot needs relief for insufficient frontage. The severed, agricultural parcel is unable to meet MDS requirements; no more than 2 horses are permitted. As well, both the barn and shed have insufficient sideyards and zoning relief is required.

The property subject to the proposed amendment is described as Part Lot 7, Concession 11 and 12, Geographic Township of Arthur, with a civic address of 9370 Concession 11. The property is 42.36 hectares (104.67 acres) in size.

The “severed” agricultural (41.4 ha) portion of the subject lands is to be rezoned to:

- to prohibit future residential development
- to prohibit livestock use of the existing barn and shed
- to provide relief for an insufficient side yard for the existing barn and shed

The “retained” residential (0.96 ha) portion of the subject lands is to be rezoned to:

- to provide relief for an insufficient frontage

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The area of the surplus farm dwelling and agricultural buildings is within a PRIME AGRICULTURAL area. Section 2.3.4.1(c) of the Provincial Policy Statement provides consideration for the severance of a surplus residence, provided that new residential dwellings are prohibited on the remnant parcel of farmland. Section 2.3.3.3 requires Minimum Distance Separation (MDS) requirements to be met.

The subject area is designated PRIME AGRICULTURE. Section 10.3.4 of the Wellington County Official Plan implements the PPS and requires that the remnant parcel be rezoned to prohibit dwellings. Section 10.3.4 of the severance policies requires MDS to be met.

Under the Zoning By-law the subject area is zoned Agricultural (A). There is an area of Natural Environment (NE) on the western portion of the agricultural lands.

Planning considerations include:

Recognize Insufficient Frontage for the Retained Surplus Farm Dwelling Parcel

The residential parcel will only have a frontage of 10.06 metres; whereas, Section 8.5.2.2 for Reduced Lot Regulations requires a frontage of 30.5 metres. This parcel is to be put into the Agricultural Exception (A-160) zone, to recognize this deficiency.

Restrict Future Dwelling on Severed Agricultural Land

This is to be placed into Agricultural Exception (A-161) to prohibit a dwelling.

Livestock Usage of Barn on Severed

The existing 2,000 sq. ft. barn is quite close to the residential lot being created. It does not meet the Minimum Distance Separation (MDS 1) requirements and therefore, the keeping of livestock is prohibited. It is my understanding that the new owner wishes to keep two horses in the barn. I have structured the amendment to prohibit the housing of livestock, other than a maximum of two horses.

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Insufficient Side Yard for Barn and Shed

The severance sketch indicates that the frame barn is 4.9 metres from the side lot property line. The setback for the metal clad shed is not indicated. Section 8.2.4 (c) and (d) of the by-law require a minimum side yard setback of 18.3 metres for livestock facilities and other accessory buildings. The distance is not met for the barn and probably not met for the shed. I have included a regulation in the draft by-law to permit the existing accessory buildings at their current setback. Should they be reconstructed, they will have to meet the by-law's requirements.

Mr. Van Patter stated that there was some confusion regarding the use of the barn. He understood that the new owner wanted to keep a couple of horses. Darren Jones, CBO, talked to the new owner who indicated that they want to use the barn for beef cattle. MDS cannot be met for cattle.

3. Review of Correspondence received by the Township:
 - Jenifer Prenger, Environmental Planning Technician, SCVA
 - Proposal is acceptable to the SVCA
4. The by-law will be considered at the regular council meeting following the public meeting. Persons wishing notice of the passing of the By-law must submit a written request.
5. Mayor opens floor for any questions/comments.

Adam Rice, employee of applicant's solicitor, was present to answer questions regarding the application. Mr. Rice spoke regarding the issue of two horses. He understood there was an issue of a goat kept with the horses. He and his client were not aware that the new owner wanted to keep beef cattle in the barn.

Wayne Weber, new owner of property, responded regarding the issue with the barn. He had never asked for two horses to be allowed. He would like to keep a few beef cattle to keep the water fresh and the barn from freezing.

Mr. Van Patter suggested that the application be deferred until he has had an opportunity to discuss the MDS figures with Mr. Weber.

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6. Comments/questions from Council.

Council had no comments or questions at this time but agreed to deferral of this application.

7. Adjournment 7:10 p.m.

C.A.O./CLERK

MAYOR

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

REGULAR MEETING OF COUNCIL

Monday, February 10, 2014

7:00 p.m.

Members Present:

Mayor: Raymond Tout
Councillors: Andy Lennox
Mark Goetz
Dan Yake

Absent:

Councillor: Sherry Burke

Also Present:

Chief Administrative Officer/Clerk: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad
Director of Public Works: Deb Zehr

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. **O' CANADA**

C. **PASSING AND ACCEPTANCE OF AGENDA**

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Agenda for the February 10, 2014 Regular Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

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

None declared.

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

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E. PRESENTATION

1. Denis Hollands, Triton Engineering Services Limited
Paul Ziegler, Triton Engineering Services Limited
Gord Ough, County Engineer, County of Wellington
Mark Eby, County Engineer, County of Wellington
- Presentation regarding Frederick Street Project

Mr. Eby commented that the Frederick Street project has been on the books since 2007. The County had hope to proceed in 2011 but realized that Wellington North services would require work. The County then planned on work on George Street being included in the project.

Mr. Hollands explained the various components for this project. Work is planned on Frederick Street from George Street to Eliza Street. There is a lot of infrastructure to be replaced. Two sections of force main were replaced in 2005 and 2007. It is recommended to proceed with replacing undersized sewer lines with 10 inch. Service connections to homes would also be replaced. Original sanitary sewers were installed in 1963. The water mains were installed in 1931 and 1932. There have been numerous breaks and replacement from George Street to Eliza Street is recommended. A 1976 Storm Drainage Study recommended taking the flow from properties and connecting to the County system. Union Gas would like to build a new gas main from Smith Street to Tucker Street, with new services to be connected on the north side.

Eliza Street was built in 1981 as a concrete road. The County would like to take it out and rebuild it as an asphalt road. The first option for this part of the project would be no change to the configuration of the intersection of Frederick, Eliza and Domville Streets. Installation of pedestrian traffic signals for school crossing is proposed with option one. Option two is the installation of a roundabout at the Frederick, Eliza and Domville intersection. Mountable curbs would be installed to accommodate transport trucks and agricultural vehicles. The island would have a barrier curb. Overhead hydro wires would have to be given consideration. Pedestrian signals are not proposed with this option; however, ducts for future wiring would be installed.

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TOWNSHIP OF WELLINGTON NORTH**

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E. **PRESENTATION** (continued)

1. Denis Hollands, Triton Engineering Services Limited
Paul Ziegler, Triton Engineering Services Limited
Gord Ough, County Engineer, County of Wellington
Mark Eby, County Engineer, County of Wellington
- Presentation regarding Frederick Street Project (continued)

The County would also like to include the finishing of the sidewalk on Charles Street from the bridge to County Road 109 as well as resurface Charles Street as part of this project.

Mayor Tout expressed concern with fire trucks using the proposed roundabout. He was also concerned regarding pedestrians in the roundabout with no flashing lights. Signals would bring awareness to the roundabout. There is a lot of pedestrian traffic at this intersection with the school, arena and swimming pool close by. Mayor Tout inquired if there was any consideration being given to widening the intersection of George Street and Frederick Street. There is a local transport business to be considered when designing these regularly used intersections. Mayor Tout suggested consideration to the option of opening Wells Street.

Mr. Hollands commented that there had not been any consideration given to widening that intersection but it could be looked at. Mr. Eby stated that MTO would have to be approached for approvals.

The intersection as it is now has some disadvantages as it has a bit of a blind intersection. Benefits to roundabouts are that they are traffic calming as they slow traffic, improve visibility, are less costly to operate than signals as they do not have hydro costs, fewer construction and maintenance costs. Plow truck drivers clearing snow are happy with roundabouts installed in other parts of Wellington County and feel they have worked well. There are fewer fatal accidents in roundabouts. The two fatal accidents in Canadian roundabouts occurred in roundabouts that you could see through the centre as there was no landscaped centre.

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

REGULAR MEETING OF COUNCIL

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E. PRESENTATION (continued)

1. Denis Hollands, Triton Engineering Services Limited
Paul Ziegler, Triton Engineering Services Limited
Gord Ough, County Engineer, County of Wellington
Mark Eby, County Engineer, County of Wellington
- Presentation regarding Frederick Street Project (continued)

Councillor Lennox expressed concern with long trains of farm equipment getting through the roundabout. There are concerns with the George Street and Frederick Street intersection as well. Even with some disadvantages this is still the only route for north-south traffic. There are no alternative routes.

F. RECESS TO PUBLIC MEETING

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Regular Council meeting of February 10, 2014 be recessed at 6:54 p.m. for the purpose of holding a Public Meeting.

Resolution Number: 2

Carried

G. RECONVENE REGULAR COUNCIL MEETING (following Public Meeting)

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT the Regular Council meeting of February 10, 2014 reconvene at 7:11 p.m.

Resolution Number: 3

Carried

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

REGULAR MEETING OF COUNCIL

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H. **MINUTES**

1. Regular Meeting of Council, January 29, 2014

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT the minutes of the Regular Meeting of Council held on January 29, 2014 be adopted as circulated.

Resolution Number: 4

Carried

I. **DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**

1. Jeff Coburn, Coburn Insurance Brokers Ltd.
Terry Patterson and Meghan Callaghan, Jardine Lloyd Thompson Canada Inc.
Re: Presentation of 2014 Insurance Program Proposal

Mr. Coburn stated that Coburn Insurance is presently the broker for the Township's insurance. He introduced Terry Patterson and Meghan Callaghan from Jardine Lloyd Thompson Canada Inc.

Ms. Callaghan explained that there will be a 6% increase in the premium for 2014. The rate has stayed the same but our coverage has increased due to increased population and the addition of 7.5 million in insured property under the Blanket Property Limit. Auto insurance went down and Councillors Accident and Volunteer Accident are unchanged. The trend in Ontario has been increased prices in municipal general liability, largely due to motor vehicle accident claims.

Councillor Lennox asked for clarification regarding the increase coverage for property. Mr. Patterson explained that staff had reviewed what had been insured and felt that some items were undervalued. The blanket coverage program gives estimates on the types of buildings and provides for replacement cost. They could insure on an actual cost basis; however, they feel that the blanket coverage program is superior.

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

REGULAR MEETING OF COUNCIL

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I. **DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**

(continued)

2. Jeff Coburn, Coburn Insurance Brokers Ltd.
Terry Patterson and Meghan Callaghan, Jardine Lloyd Thompson Canada Inc.
Re: Presentation of 2014 Insurance Program Proposal (continued)

Optional coverages to be considered are increasing limits for environmental coverage and the overall municipal general liability.

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North accept the proposal from Jardine Lloyd Thompson Canada Inc. to provide insurance coverage for the Township of Wellington North for the year beginning January 1, 2014 as submitted.

Resolution Number: 5

Carried

J. **BUSINESS ARISING FROM MINUTES**

None.

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

REGULAR MEETING OF COUNCIL

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

1. Report from Deb Zehr, Director of Public Works
 - Arthur Collection System – Infiltration and Inflow Issues

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive as information the report from the Director of Public Works regarding the infiltration and inflow in the Arthur Collection System;

AND FURTHER THAT Council directs staff to move forward with the Infiltration and Inflow Study and camera work as recommended in the Water/Sewer Study of January 2012.

Resolution Number: 6

Carried

2. Report from Deb Zehr, Director of Public Works
 - XCG Update Effluent Criteria – Arthur WWTP

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the updated information from the Director of Public Works regarding the effluent criteria and discharge volumes/periods and the assurance of Total Phosphorous achievability from XCG;

AND FURTHER THAT Council accepts the effluent limits and discharge volumes/periods as presented to and accepted by the MOE;

AND FURTHER THAT Council authorizes XCG to proceed with the development of design alternatives for the Arthur WWTP based on that criteria.

Resolution Number: 7

Carried

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

REGULAR MEETING OF COUNCIL

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

3. Report from Deb Zehr, Director of Public Works
- Clare Creek Gravel Pit Agreement – Ferguson Pit

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the Clare Creek Gravel Pit Agreement – Ferguson Pit report as information from the Director of Public Works;

AND FURTHER THAT Council approves entering into an agreement with Laverne and Marlene Mary Ferguson and David James and Dianne Marie Ferguson for the supply of gravel from the Clare Creek Pit for a period of 10 years;

AND FURTHER THAT Council hereby authorize and direct the Mayor and CAO/Clerk to sign the agreement and cause notice of the agreement to be registered on the title to the lands forthwith after the agreement is signed by all parties.

Resolution Number: 8

Carried

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

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

4. Wellington North Fire Service
- Arthur Station
 - January 2014 Fire Report
 - January 2014 Fire Prevention Officer's Report
 - Mount Forest Station
 - January 2014 Fire Report
 - January 2014 Fire Prevention Officer's Report

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service January 2014 Fire Reports and the January 2014 Fire Prevention Officer's Reports for the Arthur and Mount Forest Fire Stations.

Resolution Number: 9

Carried

L. CORRESPONDENCE FOR COUNCIL'S INFORMATION

None

M. BY-LAWS

1. 8-14 Being a By-law to authorize a Gravel Supply Agreement (Ferguson)

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT By-law Number 8-14 being a by-law to authorize a Gravel Supply Agreement be read a First, Second and Third time and finally passed. (Ferguson)

Resolution Number: 10

Carried

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**THE CORPORATION OF THE
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M. **BY-LAWS** (continued)

2. 9-14 Being a By-law to provide for actual cost and amend By-law No. 72-12 a by-law to provide for a drainage works in the Township of Wellington North in the County of Wellington, known as the Leroy Martin Drain

Moved by: Councillor Goetz

Seconded by: Councillor Lennox

THAT By-law Number 9-14 being a by-law to provide for actual cost and amend By-law No. 72-12 a by-law to provide for a drainage works in the Township of Wellington North in the County of Wellington, known as the Leroy Martin Drain be read a First, Second and Third time and finally passed.

Resolution Number: 11

Carried

3. 10-14 Being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part Lot 7, Concession 11 to 12, Geographic Township of Arthur – 9370 Concession 11 (D. and P. Smith))

Deferred

N. **OTHER/NEW BUSINESS**

None

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

Cheque Distribution Report dated February 6, 2014

Ministry Responsible for Seniors

- Ontario Senior of the Year Award

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

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O. **ITEMS FOR COUNCIL'S INFORMATION** (continued)

Local Authority Services (LAS)

- Newsletter, newsfLASH, Issue 14, February 2014

LAS and AMO

- 2014 Town Hall Sessions – Learn how LAS can help your municipality
Save Money, Make Money & Build Capacity

P. **NOTICE OF MOTION**

None.

Q. **CULTURAL MOMENT**

Township of Wellington North Municipal Cultural Plan

Vision:

Preserving, promoting and developing Wellington North's unique cultural resources to build a vibrant community and prosperous economy

The Township of Wellington North recognizes the practice of culture planning as an essential economic development tool. Cultural Planning is essential in supporting Wellington North in attracting investment, supporting creative talent, and boosting tourism. The Municipal Cultural Plan provides a strategy and recommended actions to leverage local cultural resources to grow the economy, to improve quality of life, and to build and sustain a sense of community cohesion and pride.

To this end, in August 2012, the Township of Wellington North began the process in development of a Municipal Cultural Plan, with funding support from the Creative Communities Prosperity Fund of the Ontario Ministry of Tourism, Culture and Sport. Completion of the plan could not have been done without the support of our community. A Steering Committee was made up of community members to oversee and provide input to the plan.

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THE CORPORATION OF THE
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Q. CULTURAL MOMENT (continued)

The Municipal Cultural Plan for the Township of Wellington North is grounded in four high level goals. These goals anchor a series of 29 recommended Actions. As included in a year one priority, a **Cultural Roundtable** has been established, and consists of 15 members, to advance the cultural agenda. The Roundtable is already busy at work creating an online mapping program to showcase our cultural assets, promoting the plan across the community, and registering to participate in Doors Open Ontario 2014, among other initiatives.

The plan should not be viewed as a static document, but rather one that will evolve based on new needs and opportunities that will emerge in the course of implementing the plan.

R. ANNOUNCEMENTS

Councillor Lennox requested a meeting be scheduled for the first week of March to discuss budget issues. He would like to include discussion regarding funding for the Louise Marshall Hospital building project.

Mayor Tout commented that he and Dale Small, Business Economic Manager, attended the EDCO Conference last week. He also attended the Kick Off for the Big Brothers Big Sisters Bowl-A-Thon on Sunday, February 9 and encouraged other to participate in upcoming Bowl-A-Thon events.

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TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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S. CLOSED MEETING SESSION

1. Personal matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b))
2. Labour relations or employee negotiations (239 (2)(d))
3. Confirmation of Closed Session Minutes

Moved by: Councillor Goetz

Seconded by: Councillor Yake

THAT Council go into a meeting at 8:24 p.m. that is closed to the public under subsections 239 (2) (b) (d) of the Municipal Act, 2001

- *to consider personal matters about an identifiable individual, including municipal or local board employees*
- *to consider labour relations or employee negotiations*
- *to confirm Closed Session Minutes*

Resolution Number: 12

Carried

Moved by: Councillor Yake

Seconded by: Councillor Goetz

THAT Council rise from a closed meeting session at 9:36 p.m.

Resolution Number: 13

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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T. CONFIRMING BY-LAW

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT By-law Number 11-14 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 February 10, 2014 be read a First, Second and Third time and finally passed.

Resolution Number: 14

Carried

U. ADJOURNMENT

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Regular Council meeting of February 10, 2014 be adjourned at 9:40 p.m.

Resolution Number: 15

Carried

CLERK

MAYOR

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

Special Council Meeting

Monday, February 19, 2014

6:45 p.m.

Members Present:

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

Also Present: Chief Administrative Officer/Clerk: Michael Givens

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

A. Mayor Tout called the meeting to order.

B. **ACCEPTANCE OF AGENDA**

Moved by: Councillor Yake
Seconded by: Councillor Burke

THAT the Agenda for the February 19, 2014 Special Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

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

None declared.

D. **PURPOSE OF MEETING**

To conduct a Closed Meeting to consider:

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239 (2)(e))

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

Special Council Meeting

Monday, February 19, 2014

Page Two

E. CLOSED MEETING SESSION

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239 (2)(e))

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT Council go into a meeting at 6:46 p.m. that is closed to the public under subsections 239 (2) (e) of the Municipal Act, 2001

- to consider litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Resolution Number: 2

Carried

Moved by: Councillor Goetz

Seconded by: Councillor Lennox

THAT Council rise from a closed meeting session at 7:30 p.m.

Resolution Number: 3

Carried

F. CONFIRMING BY-LAW NO. 12-14 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT By-law Number 12-14 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on February 19, 2014 be read a First, Second and Third time and finally passed.

Resolution Number: 4

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

Special Council Meeting

Monday, February 19, 2014

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G. ADJOURNMENT

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Special Council meeting of February 19, 2014 be adjourned at 7:32 p.m.

Resolution Number: 5

Carried

CLERK

MAYOR

Circles Guelph-Wellington County:

Circles, is a new community initiative we are excited to bring to Wellington County. Circles fights poverty in our community using the power of volunteers, relationships and caring communities

The Circles initiative is a proven methodology that empowers individuals living in poverty with tools they need to make measureable change in their lives. The biggest support the program offers is time from members of the community. A circle is made up of an individual living in poverty (referred to as a Leader because they are leading their family out of poverty) and other members of the community (called Allies) all working together to help the Leader achieve specific life-changing goal, usually around employment or training.

We meet once a week to partake in a meal together while we enjoy each other and solve problems together. Reciprocity is a very big part of circles. This initiative is about us as a community coming together and everyone contributing. This simple act of community gives the Leader a circle of people to turn to for assistance and provides the social supports necessary to break free from the cycle of poverty.

This community initiative is for all of rural Wellington County. We are looking at Arthur as our first choice for a location.

Rational:

- Wellington North has the highest percentage of low income households in the county
- Wellington North has 124 households on Ontario Works
- Arthur is geographically central to Minto, Mapleton and Centre Wellington. Thereby minimizing the commute for Leaders and Allies regardless of which community might be coming from.

Circles Guelph Wellington

Vision, Mission & Values

Our Vision [The world as we want it to be]

We dream of a poverty-free world where relationships between all individuals (and the support systems they may use) are built on fairness and compassion.

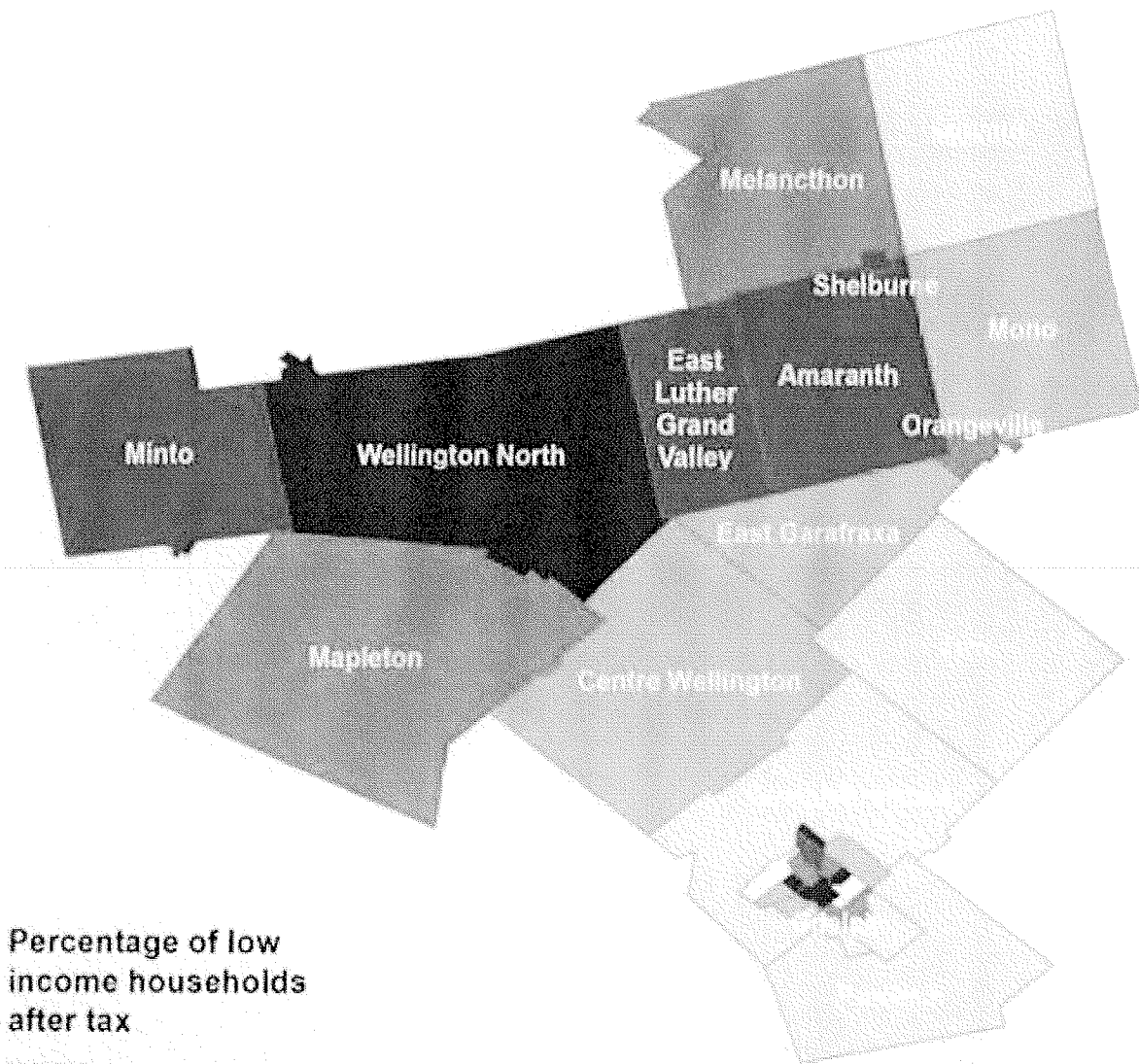
Mission [Our role in that world]

We *educate* all citizens about the impact that poverty has on individuals, our community and society. We *empower* those living in poverty to make positive change in their lives by creating intentional and supportive relationships.

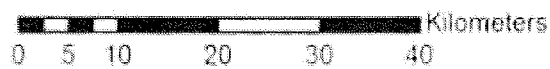
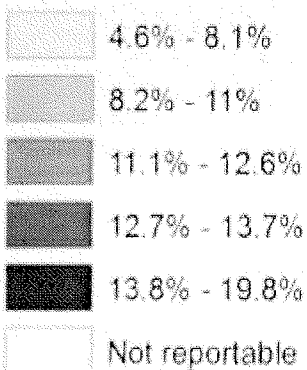
Values [How we make decisions]

We value:

- Dignity and hope for all individuals regardless of their past or current life situation and experiences.
- Personal responsibility and results-based action.
- Collaboration with community partners and volunteers.
- Fairness and respect for everyone involved in our programs.
- The hard work and courage of families living in poverty.
- Courage and determination to tackle barriers and obstacles that stand in the way of our success.



Percentage of low income households after tax



Source: 2006 Census, Statistics Canada.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 10, 2014**

**FROM: Deb Zehr
Director of Public Works**

**SUBJECT: Mount Forest and Arthur Water System Annual Reports
And Schedule 22**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North accept and approve the following Annual Water reports from the Director of Public Works.

2013 Schedule 22 Annual Report for Arthur

2013 Annual Summary Report for the Arthur Drinking Water System

2013 Schedule 22 Annual Report for Mount Forest

2013 Annual Summary Report for the Mount Forest Water System

AND FURTHER THAT Council directs staff to submit these reports as required to meet the Ministry of the Environment (MOE) 2013 Annual Reporting requirement.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

2012 Schedule 22 Annual Report for Arthur

2012 Annual Summary Report for the Arthur Drinking Water System

2012 Schedule 22 Annual Report for Mount Forest

2012 Annual Summary Report for the Mount Forest Water System

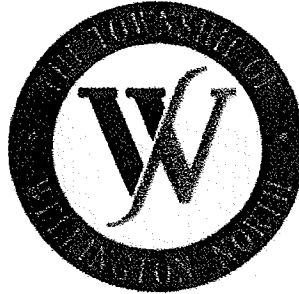
BACKGROUND

The above mentioned reports are to be submitted annually to the Owners of the water system to comply with (MOE) regulations. Council is to acknowledge acceptance and approve them for forwarding onto the MOE office.

The above mentioned reports indicate that all sampling requirements have been met in both systems. The PTTW licenses have been adhered to. All regulatory requirements have been met and quantities and flow rates of water supplied are adhered to. Further that monthly averages and maximum daily flows have not been exceeded. The only failure to meet regulations is a sample taken at both Mount Forest and Arthur Water Systems on Sept 9, 2013 in which the Sodium in Well 7 and Well 5 exceeded the requirement. This is a natural occurring event in these wells and not an indication of any problem.

Staff are seeking the direction of Council in approving these reports and directing staff to forward them onto the MOE to meet both of the Water Systems reporting requirements for the year 2013.

PREPARED BY: <i>Deb Zehr</i>	RECOMMENDED BY: <i>Michael Givens</i>
DEB ZEHR DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



**Annual Report for
Arthur Drinking Water System
DWS# 220000040**

**Prepared by: Melissa Irvine
Compliance Analyst
February 6, 2014**



ANNUAL REPORT

Drinking-Water System Number:	220000040
Drinking-Water System Name:	Arthur Drinking Water System
Drinking-Water System Owner:	The Corporation of the Township of Wellington North
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2013 to December 31 st , 2013

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of Wellington North Municipal Office 7490 Sideroad 7W Kenilworth, ON N0G 2E0 www.wellington-north.com</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No [] N/A [X] </p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No [] N/A [X] </p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [] No [] N/A [X]



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

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method

Describe your Drinking-Water System

The Arthur Drinking Water System is located in the Township of Wellington North. This municipal system serves the community of Arthur. It is comprised of three drilled wells, two pump houses, two elevated storage tanks and a distribution network. The Township uses 12% Sodium Hypochlorite for disinfection. Sodium Silicate is used at well #7 for iron sequestering and Waterworx at well #8 for manganese sequestering. The system services a permanent population of approximately 2575, comprised of approximately 784 residential premises and 106 ICI premises.

The well pumps and associated metering pumps are started and stopped based on the water level in elevated tank number one. Once the low water level in the tank has been reached the well pumps are called upon to supply the distribution system with excess filling the tank to the normal level well level. This is a demand/storage system. All pumps stop at the normal top water level until the water level drops in the tank and pumps are required again.

The Township of Wellington North's licensed operators regularly test the water within the overall system including the raw water at the well source(s), after treatment and within the distribution system of approximately 17.9 kilometers of water main.

List all water treatment chemicals used over this reporting period

Sodium hypochlorite (12%)
Waterworks-iron and manganese sequestering
Sodium Silicate- iron and manganese sequestering

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Well #7b- Motor Replacement \$10, 708.00
Well #8a/b Well Casing Rehabilitation \$14, 275.00
New Consolidated PTTW for Wells 7b/8a/b \$11,000.00



Tucker St Watermain Replacement \$219,000.00

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	AWQI #	Location	Parameter	Result	Corrective Action	Corrective Action Date
Sept. 9, 2013	114245	Well 7 Treated	Sodium*	36.8 mg/L	Resample	Sept. 23, 2013

*The aesthetic objective for sodium in drinking water is 200 mg/L. The local medical officer of health is required to be notified when the sodium concentration exceeds 20 mg/L so that this information can be communicated to local physicians for their use with patients on sodium restricted diets.

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

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Well #7b	53	0	0	n/a	n/a
Well #8a	53	0	0	n/a	n/a
Well #8b	53	0	0-2	n/a	n/a
Treated					
Well #7	53	0	0	53	0-610
Well #8	53	0	0	53	0-20
Distribution	159	0	0	159	0-150

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Not Applicable				

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

Well #7

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Aug. 13/12	0.02<MDL	ug/L	no
Arsenic	Aug. 13/12	3.4	ug/L	no
Barium	Aug. 13/12	69.5	ug/L	no
Boron	Aug. 13/12	87	ug/L	no
Cadmium	Aug. 13/12	0.008	ug/L	no
Chromium	Aug. 13/12	0.5<MDL	ug/L	no
Mercury	Aug. 13/12	0.06	ug/L	no
Selenium	Aug. 13/12	1<MDL	ug/L	no
Sodium	Sept. 13/13	36.8	mg/L	yes
	Sept. 23/13 resample	40.1	mg/L	yes
Uranium	Aug. 13/12	0.328	ug/L	no
Fluoride	Sept. 9/13	1.40	mg/L	no
Nitrite	Feb 2013	0.005<MDL	mg/L	no
	May 2013	0.023	mg/L	no
	Aug 2013	0.003<MDL	mg/L	no
	Nov 2013	0.012	mg/L	no
Nitrate	Feb 2013	0.013 <MDL	mg/L	no
	May 2013	0.006<MDL	mg/L	no
	Aug 2013	0.006<MDL	mg/L	no
	Nov 2013	0.006<MDL	mg/L	no

Well #8

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Nov. 7/11	0.06	ug/L	No
Arsenic	Nov. 7/11	0.4	ug/L	No
Barium	Nov. 7/11	59.1	ug/L	No
Boron	Nov. 7/11	60	ug/L	No
Cadmium	Nov. 7/11	0.005	ug/L	No
Chromium	Nov. 7/11	0.8	ug/L	No
Mercury	Nov. 7/11	0.02<MDL	ug/L	No
Selenium	Nov. 7/11	1<MDL	ug/L	No
Sodium	Nov. 8/10	25.1	mg/L	Yes
Uranium	Nov. 7/11	0.472	ug/L	No
Fluoride	Nov. 8/10	0.23	mg/L	No
Nitrite	Feb 2013	0.005<MDL	Mg/L	No
	May 2013	0.003<MDL	mg/L	No
	Aug 2013	0.003<MDL	mg/L	No
	Nov 2013	0.003<MDL	mg/L	No
Nitrate	Feb 2013	0.013<MDL	mg/L	No
	May 2013	0.006<MDL	mg/L	No
	Aug 2013	0.006<MDL	mg/L	No
	Nov 2013	0.006<MDL	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period
 (applicable to the following drinking water systems: large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	Not applicable during this time period		
Distribution			

Summary of Organic parameters sampled during this reporting period or the most recent sample results
Well#7b

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Aug. 13/12	0.02<MDL	ug/L	No
Aldicarb	Aug. 13/12	0.01<MDL	ug/L	No
Aldrin + Dieldrin	Aug. 13/12	0.01<MDL	ug/L	No
Atrazine + N-dealkylated metabolites	Aug. 13/12	0.01<MDL	ug/L	No
Azinphos-methyl	Aug. 13/12	0.02<MDL	ug/L	No
Bendiocarb	Aug. 13/12	0.01<MDL	ug/L	No
Benzene	Aug. 13/12	0.32<MDL	ug/L	No
Benzo(a)pyrene	Aug. 13/12	0.004<MDL	ug/L	No
Bromoxynil	Aug. 13/12	0.33<MDL	ug/L	No
Carbaryl	Aug. 13/12	0.01<MDL	ug/L	No
Carbofuran	Aug. 13/12	0.01<MDL	ug/L	No
Carbon Tetrachloride	Aug. 13/12	0.16<MDL	ug/L	No
Chlordane (Total)	Aug. 13/12	0.01<MDL	ug/L	No
Chlorpyrifos	Aug. 13/12	0.02<MDL	ug/L	No
Cyanazine	Aug. 13/12	0.03<MDL	ug/L	No
Diazinon	Aug. 13/12	0.02<MDL	ug/L	No
Dicamba	Aug. 13/12	0.20<MDL	ug/L	No
1,2-Dichlorobenzene	Aug. 13/12	0.41<MDL	ug/L	No
1,4-Dichlorobenzene	Aug. 13/12	0.36<MDL	ug/L	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Aug. 13/12	0.01<MDL	ug/L	No
1,2-Dichloroethane	Aug. 13/12	0.35<MDL	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Aug. 13/12	0.33<MDL	ug/L	No
Dichloromethane	Aug. 13/12	0.35<MDL	ug/L	No
2-4 Dichlorophenol	Aug. 13/12	0.15<MDL	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Aug. 13/12	0.19<MDL	ug/L	No
Diclofop-methyl	Aug. 13/12	0.40<MDL	ug/L	No
Dimethoate	Aug. 13/12	0.03<MDL	ug/L	No
Dinoseb	Aug. 13/12	0.36<MDL	ug/L	No
Diquat	Aug. 13/12	1.0<MDL	ug/L	No
Diuron	Aug. 13/12	0.03<MDL	ug/L	No
Glyphosate	Aug. 13/12	6<MDL	ug/L	No
Heptachlor + Heptachlor Epoxide	Aug. 13/12	0.01<MDL	ug/L	No



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Lindane (Total)	Aug. 13/12	0.01 < MDL	ug/L	No
Malathion	Aug. 13/12	0.02 < MDL	ug/L	No
Methoxychlor	Aug. 13/12	0.01 < MDL	ug/L	No
Metolachlor	Aug. 13/12	0.01 < MDL	ug/L	No
Metribuzin	Aug. 13/12	0.02 < MDL	ug/L	No
Monochlorobenzene	Aug. 13/12	0.3 < MDL	ug/L	No
Paraquat	Aug. 13/12	1 < MDL	ug/L	No
Parathion	Aug. 13/12	0.02 < MDL	ug/L	No
Pentachlorophenol	Aug. 13/12	0.15 < MDL	ug/L	No
Phorate	Aug. 13/12	0.01 < MDL	ug/L	No
Picloram	Aug. 13/12	1 < MDL	ug/L	No
Polychlorinated Biphenyls(PCB)	Aug. 13/12	0.04 < MDL	ug/L	No
Prometryne	Aug. 13/12	0.03 < MDL	ug/L	No
Simazine	Aug. 13/12	0.01 < MDL	ug/L	No
THM (distribution)	Feb 2013	8.0	ug/L	No
Latest Annual Running Average	May 2013	8.6	ug/L	No
10.65 ug/L	Aug 2013	13.0	ug/L	No
	Nov 2013	13.0	ug/L	No
Temephos	Aug. 13/12	0.01 < MDL	ug/L	No
Terbufos	Aug. 13/12	0.01 < MDL	ug/L	No
Tetrachloroethylene	Aug. 13/12	0.35 < MDL	ug/L	No
2,3,4,6-Tetrachlorophenol	Aug. 13/12	0.14 < MDL	ug/L	No
Triallate	Aug. 13/12	0.01 < MDL	ug/L	No
Trichloroethylene	Aug. 13/12	0.44 < MDL	ug/L	No
2,4,6-Trichlorophenol	Aug. 13/12	0.25 < MDL	ug/L	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Aug. 13/12	0.22 < MDL	ug/L	No
Trifluralin	Aug. 13/12	0.02 < MDL	ug/L	No
Vinyl Chloride	Aug. 13/12	0.17 < MDL	ug/L	No

Well#8

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Nov. 7/11	0.02 < MDL	ug/L	No
Aldicarb	Nov. 7/11	0.01 < MDL	ug/L	No
Aldrin + Dieldrin	Nov. 7/11	0.067 < MDL	ug/L	No
Atrazine + N-dealkylated metabolites	Nov. 7/11	0.01 < MDL	ug/L	No
Azinphos-methyl	Nov. 7/11	0.02 < MDL	ug/L	No
Bendiocarb	Nov. 7/11	0.01 < MDL	ug/L	No
Benzene	Nov. 7/11	0.32 < MDL	ug/L	No
Benzo(a)pyrene	Nov. 7/11	0.004 < MDL	ug/L	No
Bromoxynil	Nov. 7/11	0.33 < MDL	ug/L	No
Carbaryl	Nov. 7/11	0.01 < MDL	ug/L	No
Carbofuran	Nov. 7/11	0.01 < MDL	ug/L	No
Carbon Tetrachloride	Nov. 7/11	0.16 < MDL	ug/L	No
Chlordane (Total)	Nov. 7/11	0.01 < MDL	ug/L	No
Chlorpyrifos	Nov. 7/11	0.02 < MDL	ug/L	No
Cyanazine	Nov. 7/11	0.03 < MDL	ug/L	No
Diazinon	Nov. 7/11	0.02 < MDL	ug/L	No
Dicamba	Nov. 7/11	0.20 < MDL	ug/L	No
1,2-Dichlorobenzene	Nov. 7/11	0.41 < MDL	ug/L	No
1,4-Dichlorobenzene	Nov. 7/11	0.36 < MDL	ug/L	No



Dichlorodiphenyltrichloroethane (DDT) + metabolites	Nov. 7/11	0.01<MDL	ug/L	No
1,2-Dichloroethane	Nov. 7/11	0.35<MDL	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Nov. 7/11	0.33<MDL	ug/L	No
Dichloromethane	Nov. 7/11	0.35<MDL	ug/L	No
2,4-Dichlorophenol	Nov. 7/11	0.15<MDL	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Nov. 7/11	0.19<MDL	ug/L	No
Diclofop-methyl	Nov. 7/11	0.40<MDL	ug/L	No
Dimethoate	Nov. 7/11	0.03<MDL	ug/L	No
Dinoseb	Nov. 7/11	0.36<MDL	ug/L	No
Diquat	Nov. 7/11	1<MDL	ug/L	No
Diuron	Nov. 7/11	0.03<MDL	ug/L	No
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Vinyl Chloride	Nov. 7/11	0.17<MDL	ug/L	No



**2013 Summary Report
Arthur Drinking Water System
DWS# 220000040
Prepared for
Members of Council**

Prepared by: Melissa Irvine
Compliance Analyst
February 6, 2014

Section 1 – Introduction

This is the summary report for the Arthur drinking water system, as required by Schedule 22 of O.Reg. 170/03. For purposes of that regulation, the Arthur Drinking Water System is considered to be a large municipal residential system.

The Summary Report for the preceding year is to be issued by March 31 of the following year. Distribution of the Summary Report is a function of ownership. When a municipality owns a water supply, then all members of council are to receive this report.

Section 2 – Background

The reporting period for this report is January 1 to December 31, 2013.

During the reporting period, the Arthur Drinking Water System was operated pursuant to the approval, license and permit listed below.

1. Permit to Take Water No. 5237-6PGLHF, issued June 8th, 2006
Permit to Take Water No. 7811-63JP8A, issued September 8th, 2004
Permit to Take Water No. 8202-9DNKD3, issued December 12th, 2013 replaces abovementioned permits.
2. Municipal Drinking Water License (MDWL) No. 113-101, issued August 4th, 2011
3. Drinking Water Works Permit (DWWP) No. 113-201, issued August 3rd, 2011

The summary report is required to provide the following:

1. A list of any instances when the system failed to meet the requirements of the Safe Drinking Water Act, the regulations, the system's approval, MDWL, DWWP and any order;
2. Descriptions of the measures taken to correct the failure;
3. A summary of the quantities and flow rates of water supplied during the reporting period;
4. The monthly average and maximum daily instantaneous peak flow rates;
5. A comparison of data summarized above to the rated capacities and flow rates in the system's approval and/or MDWL.

Section 3 – Failure to Meet Requirements

The following table lists the requirements of the Act, Regulations, System Approval(s) and any Order that the system failed to meet at any time during the reporting period and the measures taken to correct each failure:

Incident Date	AWQI #	Location	Parameter	Result	Corrective Action	Corrective Action Date
Sept. 9, 2013	114245	Well 7 Treated	Sodium*	36.8 mg/L	Resample	Sept. 23, 2013

*The aesthetic objective for sodium in drinking water is 200 mg/L. The local medical officer of health is required to be notified when the sodium concentration exceeds 20 mg/L so that this information can be communicated to local physicians for their use with patients on sodium restricted diets.

Section 4- Summaries of Flow Rates and Water Supply Capacities

The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

Approved Volume (m³/day): 1961
 Approved Flow Rate (L/sec): 22.7

Well 7b	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	317.65	16.20	924.67	47.15	22.21	97.84
February	352.12	17.96	624.76	31.86	22.08	97.27
March	321.64	16.40	609.90	31.10	22.02	97.00
April	348.87	17.79	669.78	34.16	2.04	97.09
May	355.13	18.11	539.71	27.52	22.05	97.14
June	448.45	22.87	633.56	32.31	21.98	96.83
July	458.26	23.37	941.26	48.00	22.02	97.00
August	423.03	21.57	832.21	42.44	22.17	97.67
September	433.09	22.09	842.69	42.97	22.29	98.19
October	568.79	29.01	720.14	36.72	22.14	97.53
November	425.91	21.72	1057.40	53.92	22.05	97.14
December	358.94	18.3	667.26	34.02	22.17	97.66

Approved Volume (m3/day): 2255
 Approved Flow Rate (L/sec): 26.09

Well 8a	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	352.22	15.62	642.10	28.47	21.79	83.52
February	319.61	14.17	531.55	23.57	21.84	83.71
March	342.60	15.19	567.78	25.18	21.20	81.26
April	366.78	16.27	736.23	32.65	21.90	83.94
May	366.11	16.24	676.04	29.98	23.79	91.18
June	436.60	19.36	809.80	35.91	23.16	88.77
July	382.12	16.95	720.39	31.95	22.10	84.71
August	394.44	17.49	690.64	30.63	21.52	82.48
September	397.50	17.63	708.28	31.41	25.00	95.82
October	532.69	23.62	896.93	39.78	23.21	88.96
November	326.17	14.46	613.78	27.22	23.72	90.92
December	338.44	15.08	616.52	27.34	20.79	79.68

Approved Volume (m3/day): 2255
 Approved Flow Rate (L/sec): 26.09

Well 8b	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	300.56	13.33	682.11	30.25	21.76	83.40
February	314.70	13.96	600.77	26.64	21.69	83.14
March	342.55	15.19	509.58	22.60	21.74	83.33
April	350.22	15.53	613.69	27.21	22.24	85.24
May	387.76	17.20	688.63	30.54	22.02	84.40
June	237.56	10.53	558.57	24.77	22.02	84.40
July	347.90	15.43	749.46	33.24	22.02	84.40
August	389.28	17.26	740.75	32.85	22.03	84.44
September	326.66	14.49	597.32	26.49	24.25	92.95
October	270.05	11.98	465.79	20.66	22.95	87.96
November	391.63	17.37	761.40	33.76	25.35	97.16
December	291.08	12.91	598.71	26.55	25.01	95.8

Section 5-Summary and Conclusion

This report will be presented to Township of Wellington North Council in a regular council meeting in March, satisfying the requirements of Section 22-2 (1) (a) of O.Reg. 170/03, as amended. Additionally, the reports will be available to the public at no cost, and will be posted on the Town's website at www.wellington-north.com.



**Annual Report for
Mount Forest Drinking Water System
DWS# 220000068**

**Prepared by: Melissa Irvine
Compliance Analyst
February 6, 2014**



ANNUAL REPORT

Drinking-Water System Number:	220000068
Drinking-Water System Name:	Mount Forest Drinking Water System
Drinking-Water System Owner:	The Corporation of the Township of Wellington North
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2013 to December 31, 2013

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of Wellington North Municipal Office 7490 Sideroad 7 West Kenilworth, ON N0G 2E0 www.wellington-north.com</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No [] N/A [X]</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No [] N/A [X]</p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
 Yes [] No [] N/A [X]



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

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Describe your Drinking-Water System

The Mount Forest Water Supply System is located in the Township of Wellington North. This municipal water supply system serving the community of Mount Forest consists of four groundwater wells, four pump houses, and a standpipe and water distribution system. Each well is equipped with one well pump, discharge piping and disinfection equipment. Well #3 is also equipped with a back-up diesel generator and a booster pump.

The system's supply for fire protection, peak demands and emergencies, is stored within a 2080 m³ standpipe. Mount Forest distribution is approximately 30.3 km. It services a permanent population of approximately 4,500 with 2,065 service connections comprised of approximately 1,841 residential premises and 224 ICI premises.

The well pumps and sodium hypochlorite metering pumps are started and stopped based on the standpipe water level. Once the low water level in the tank has been reached, the pump stations are called upon to supply the distribution system with the excess filling the standpipe to the normal top water level. This system is a demand/storage system. When the level drops below the lead pump start level, the lead well pump will start. If the level continues to drop, the first, second and third lag well pumps will be started respectively. All pumps stop at the normal top water level until the water level drops in the standpipe and the pumps are required again. Whenever all pumps have stopped; the pump sequence changes. Pumps removed from service are automatically skipped.

List all water treatment chemicals used over this reporting period

Sodium Hypochlorite (12% solution) - disinfection



Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Waterloo St. Watermain Replacement \$123,091.00
 Mount Forest Water Tower Inspection & Outside Painting \$27,000.00
 Leak Detection \$3,000.00

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Sept. 9, 2013	114244	Well 5 Treated	Sodium*	58.9 mg/L	Resample	Sept. 23, 2013
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**The aesthetic objective for sodium in drinking water is 200 mg/L. The local medical officer of health is required to be notified when the sodium concentration exceeds 20 mg/L so that this information can be communicated to local physicians for their use with patients on sodium restricted diets.*

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

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Well #3	53	0	0	N/A	N/A
Well #4	53	0	0	N/A	N/A
Well #5	53	0	0	N/A	N/A
Well #6	53	0	0	N/A	N/A
Treated					
Well #3	53	0	0	53	0-660
Well #4	53	0	0	53	0 - >2000
Well #5	53	0	0	53	0-300
Well #6	53	0	0	53	0-70
Distribution	212	0	0	212	0-410



Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

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

Well #3

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan. 07/13	0.08	ug/L	No
Arsenic	Jan. 07/13	1.2	ug/L	No
Barium	Jan. 07/13	122	ug/L	No
Boron	Jan. 07/13	36	ug/L	No
Cadmium	Jan. 07/13	0.008	ug/L	No
Chromium	Jan. 07/13	0.5<MDL	ug/L	No
Mercury	Jan. 07/13	0.01<MDL	ug/L	No
Selenium	Jan. 07/13	1<MDL	ug/L	No
Sodium	Sept. 9/13	16.2	mg/L	No
Uranium	Jan. 07/13	0.337	ug/L	No
Fluoride	Sept. 9/13	1.14	mg/L	No
Nitrite	Feb. 2013 May 2013 Aug. 2013 Nov. 2013	0.005<MDL 0.005<MDL 0.005<MDL 0.005<MDL	mg/L	No
Nitrate	Feb. 2013 May 2013 Aug. 2013 Nov. 2013	0.055 0.049 0.050 0.071	mg/L	No

Well #4

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan. 07/13	0.04	ug/L	No
Arsenic	Jan. 07/13	0.8	ug/L	No
Barium	Jan. 07/13	198	ug/L	No
Boron	Jan. 07/13	35	ug/L	No
Cadmium	Jan. 07/13	0.003<MDL	ug/L	No
Chromium	Jan. 07/13	0.5<MDL	ug/L	No
Mercury	Jan. 07/13	0.01<MDL	ug/L	No
Selenium	Jan. 07/13	1<MDL	ug/L	No
Sodium	Sept. 9/13	10.7	mg/L	No
Uranium	Jan. 07/13	0.209	ug/L	No
Fluoride	Sept. 9/13	0.81	mg/L	No
Nitrite	Feb. 2013 May 2013 Aug. 2013 Nov. 2013	0.003<MDL 0.003<MDL 0.003<MDL 0.003<MDL	mg/L	No



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Nitrate	Feb. 2013	0.013	mg/L	No
	May 2013	0.006<MDL		
	Aug. 2013	0.006<MDL		
	Nov. 2013	0.006<MDL		

Well #5

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan. 07/13	0.04	ug/L	No
Arsenic	Jan. 07/13	0.2	ug/L	No
Barium	Jan. 07/13	159	ug/L	No
Boron	Jan. 07/13	38	ug/L	No
Cadmium	Jan. 07/13	0.003<MDL	ug/L	No
Chromium	Jan. 07/13	0.7	ug/L	No
Mercury	Jan. 07/13	0.01<MDL	ug/L	No
Selenium	Jan. 07/13	1<MDL	ug/L	No
Sodium	Sept. 9/13	58.9	mg/L	Yes
Uranium	Jan. 07/13	0.785	ug/L	No
Fluoride	Sept. 9/13	0.18	mg/L	No
Nitrite	Feb. 2013	0.005<MDL	mg/L	No
	May 2013	0.003<MDL		
	Aug. 2013	0.003<MDL		
	Nov. 2013	0.003<MDL		
Nitrate	Feb. 2013	2.75	mg/L	No
	May 2013	2.24		
	Aug. 2013	2.25		
	Nov. 2013	2.22		

Well #6

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan. 07/13	0.02	ug/L	No
Arsenic	Jan. 07/13	1.2	ug/L	No
Barium	Jan. 07/13	153	ug/L	No
Boron	Jan. 07/13	32	ug/L	No
Cadmium	Jan. 07/13	0.006	ug/L	No
Chromium	Jan. 07/13	0.5<MDL	ug/L	No
Mercury	Jan. 07/13	0.07	ug/L	No
Selenium	Jan. 07/13	1<MDL	ug/L	No
Sodium	Sept. 9/13	10.1	mg/L	No
Uranium	Jan. 07/13	0.308	ug/L	No
Fluoride	Sept. 9/13	1.34	mg/L	No
Nitrite	Feb. 2013	0.005<MDL	mg/L	No
	May 2013	0.003<MDL		
	Aug. 2013	0.003<MDL		
	Nov. 2013	0.003<MDL		
Nitrate	Feb. 2013	0.013<MDL	mg/L	No
	May 2013	0.006<MDL		
	Aug. 2013	0.006<MDL		
	Nov. 2013	0.006<MDL		



Summary of lead testing under Schedule 15.1 during this reporting period
 (applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Not Applicable			

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

Well #3

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan. 07/13	0.02<MDL	ug/L	No
Aldicarb	Jan. 07/13	0.01<MDL	ug/L	No
Aldrin + Dieldrin	Jan. 07/13	0.01<MDL	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 07/13	0.01<MDL	ug/L	No
Azinphos-methyl	Jan. 07/13	0.02<MDL	ug/L	No
Bendiocarb	Jan. 07/13	0.01<MDL	ug/L	No
Benzene	Jan. 07/13	0.32<MDL	ug/L	No
Benzo(a)pyrene	Jan. 07/13	0.04<MDL	ug/L	No
Bromoxynil	Jan. 07/13	0.33<MDL	ug/L	No
Carbaryl	Jan. 07/13	0.01<MDL	ug/L	No
Carbofuran	Jan. 07/13	0.01<MDL	ug/L	No
Carbon Tetrachloride	Jan. 07/13	0.16<MDL	ug/L	No
Chlordane (Total)	Jan. 07/13	0.01<MDL	ug/L	No
Chlorpyrifos	Jan. 07/13	0.02<MDL	ug/L	No
Cyanazine	Jan. 07/13	0.03<MDL	ug/L	No
Diazinon	Jan. 07/13	0.02<MDL	ug/L	No
Dicamba	Jan. 07/13	0.20<MDL	ug/L	No
1,2-Dichlorobenzene	Jan. 07/13	0.41<MDL	ug/L	No
1,4-Dichlorobenzene	Jan. 07/13	0.36<MDL	ug/L	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan. 07/13	0.01<MDL	ug/L	No
1,2-Dichloroethane	Jan. 07/13	0.35<MDL	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 07/13	0.33<MDL	ug/L	No
Dichloromethane	Jan. 07/13	0.35<MDL	ug/L	No
2-4 Dichlorophenol	Jan. 07/13	0.015<MDL	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 07/13	0.019<MDL	ug/L	No
Diclofop-methyl	Jan. 07/13	0.40<MDL	ug/L	No
Dimethoate	Jan. 07/13	0.03<MDL	ug/L	No
Dinoseb	Jan. 07/13	0.36<MDL	ug/L	No
Diquat	Jan. 07/13	1<MDL	ug/L	No
Diuron	Jan. 07/13	0.03<MDL	ug/L	No
Glyphosate	Jan. 07/13	6<MDL	ug/L	No
Heptachlor + Heptachlor Epoxide	Jan. 07/13	0.01<MDL	ug/L	No
Lindane (Total)	Jan. 07/13	0.01<MDL	ug/L	No
Malathion	Jan. 07/13	0.02<MDL	ug/L	No
Methoxychlor	Jan. 07/13	0.01<MDL	ug/L	No



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Metolachlor	Jan. 07/13	0.01<MDL	ug/L	No
Metribuzin	Jan. 07/13	0.02<MDL	ug/L	No
Monochlorobenzene	Jan. 07/13	0.3<MDL	ug/L	No
Paraquat	Jan. 07/13	1<MDL	ug/L	No
Parathion	Jan. 07/13	0.02<MDL	ug/L	No
Pentachlorophenol	Jan. 07/13	0.15<MDL	ug/L	No
Phorate	Jan. 07/13	0.01<MDL	ug/L	No
Picloram	Jan. 07/13	1<MDL	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 07/13	0.04<MDL	ug/L	No
Prometryne	Jan. 07/13	0.03<MDL	ug/L	No
Simazine	Jan. 07/13	0.01<MDL	ug/L	No
THM (NOTE: show latest annual average) Average -20.75 ug/L	Feb. 2013 May 2013 Aug. 2013 Nov. 2013	28.00 17.00 21.00 17.00	ug/L	No
Temephos	Jan. 07/13	0.01<MDL	ug/L	No
Terbufos	Jan. 07/13	0.01<MDL	ug/L	No
Tetrachloroethylene	Jan. 07/13	0.35<MDL	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 07/13	0.14<MDL	ug/L	No
Triallate	Jan. 07/13	0.01<MDL	ug/L	No
Trichloroethylene	Jan. 07/13	0.44<MDL	ug/L	No
2,4,6-Trichlorophenol	Jan. 07/13	0.25<MDL	ug/L	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 07/13	0.22<MDL	ug/L	No
Trifluralin	Jan. 07/13	0.02<MDL	ug/L	No
Vinyl Chloride	Jan. 07/13	0.44<MDL	ug/L	No

Well #4

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan. 07/13	0.02<MDL	ug/L	No
Aldicarb	Jan. 07/13	0.01<MDL	ug/L	No
Aldrin + Dieldrin	Jan. 07/13	0.01<MDL	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 07/13	0.01<MDL	ug/L	No
Azinphos-methyl	Jan. 07/13	0.02<MDL	ug/L	No
Bendiocarb	Jan. 07/13	0.01<MDL	ug/L	No
Benzene	Jan. 07/13	0.32<MDL	ug/L	No
Benzo(a)pyrene	Jan. 07/13	0.04<MDL	ug/L	No
Bromoxynil	Jan. 07/13	0.33<MDL	ug/L	No
Carbaryl	Jan. 07/13	0.01<MDL	ug/L	No
Carbofuran	Jan. 07/13	0.01<MDL	ug/L	No
Carbon Tetrachloride	Jan. 07/13	0.16<MDL	ug/L	No
Chlordane (Total)	Jan. 07/13	0.01<MDL	ug/L	No
Chlorpyrifos	Jan. 07/13	0.02<MDL	ug/L	No
Cyanazine	Jan. 07/13	0.03<MDL	ug/L	No
Diazinon	Jan. 07/13	0.02<MDL	ug/L	No
Dicamba	Jan. 07/13	0.20<MDL	ug/L	No
1,2-Dichlorobenzene	Jan. 07/13	0.41<MDL	ug/L	No
1,4-Dichlorobenzene	Jan. 07/13	0.36<MDL	ug/L	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan. 07/13	0.01<MDL	ug/L	No
1,2-Dichloroethane	Jan. 07/13	0.35<MDL	ug/L	No



1,1-Dichloroethylene (vinylidene chloride)	Jan. 07/13	0.33 <MDL	ug/L	No
Dichloromethane	Jan. 07/13	0.35 <MDL	ug/L	No
2-4 Dichlorophenol	Jan. 07/13	0.015 <MDL	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 07/13	0.019 <MDL	ug/L	No
Diclofop-methyl	Jan. 07/13	0.40 <MDL	ug/L	No
Dimethoate	Jan. 07/13	0.03 <MDL	ug/L	No
Dinoseb	Jan. 07/13	0.36 <MDL	ug/L	No
Diquat	Jan. 07/13	1 <MDL	ug/L	No
Diuron	Jan. 07/13	0.03 <MDL	ug/L	No
Glyphosate	Jan. 07/13	6 <MDL	ug/L	No
Heptachlor + Heptachlor Epoxide	Jan. 07/13	0.01 <MDL	ug/L	No
Lindane (Total)	Jan. 07/13	0.01 <MDL	ug/L	No
Malathion	Jan. 07/13	0.02 <MDL	ug/L	No
Methoxychlor	Jan. 07/13	0.01 <MDL	ug/L	No
Metolachlor	Jan. 07/13	0.01 <MDL	ug/L	No
Metribuzin	Jan. 07/13	0.02 <MDL	ug/L	No
Monochlorobenzene	Jan. 07/13	0.3 <MDL	ug/L	No
Paraquat	Jan. 07/13	1 <MDL	ug/L	No
Parathion	Jan. 07/13	0.02 <MDL	ug/L	No
Pentachlorophenol	Jan. 07/13	0.15 <MDL	ug/L	No
Phorate	Jan. 07/13	0.01 <MDL	ug/L	No
Picloram	Jan. 07/13	1 <MDL	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 07/13	0.04 <MDL	ug/L	No
Prometryne	Jan. 07/13	0.03 <MDL	ug/L	No
Simazine	Jan. 07/13	0.01 <MDL	ug/L	No
THM (NOTE: show latest annual average) Average -20.75 ug/L	Feb. 2013 May 2013 Aug. 2013 Nov. 2013	28.00 17.00 21.00 17.00	ug/L	No
Temephos	Jan. 07/13	0.01 <MDL	ug/L	No
Terbufos	Jan. 07/13	0.01 <MDL	ug/L	No
Tetrachloroethylene	Jan. 07/13	0.35 <MDL	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 07/13	0.14 <MDL	ug/L	No
Triallate	Jan. 07/13	0.01 <MDL	ug/L	No
Trichloroethylene	Jan. 07/13	0.44 <MDL	ug/L	No
2,4,6-Trichlorophenol	Jan. 07/13	0.25 <MDL	ug/L	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 07/13	0.22 <MDL	ug/L	No
Trifluralin	Jan. 07/13	0.02 <MDL	ug/L	No
Vinyl Chloride	Jan. 07/13	0.44 <MDL	ug/L	No

Well #5

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan. 07/13	0.02 <MDL	ug/L	No
Aldicarb	Jan. 07/13	0.01 <MDL	ug/L	No
Aldrin + Dieldrin	Jan. 07/13	0.01 <MDL	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 07/13	0.01 <MDL	ug/L	No
Azinphos-methyl	Jan. 07/13	0.02 <MDL	ug/L	No
Bendiocarb	Jan. 07/13	0.01 <MDL	ug/L	No
Benzene	Jan. 07/13	0.32 <MDL	ug/L	No



Benzo(a)pyrene	Jan. 07/13	0.04 <MDL	ug/L	No
Bromoxynil	Jan. 07/13	0.33 <MDL	ug/L	No
Carbaryl	Jan. 07/13	0.01 <MDL	ug/L	No
Carbofuran	Jan. 07/13	0.01 <MDL	ug/L	No
Carbon Tetrachloride	Jan. 07/13	0.16 <MDL	ug/L	No
Chlordane (Total)	Jan. 07/13	0.01 <MDL	ug/L	No
Chlorpyrifos	Jan. 07/13	0.02 <MDL	ug/L	No
Cyanazine	Jan. 07/13	0.03 <MDL	ug/L	No
Diazinon	Jan. 07/13	0.02 <MDL	ug/L	No
Dicamba	Jan. 07/13	0.20 <MDL	ug/L	No
1,2-Dichlorobenzene	Jan. 07/13	0.41 <MDL	ug/L	No
1,4-Dichlorobenzene	Jan. 07/13	0.36 <MDL	ug/L	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan. 07/13	0.01 <MDL	ug/L	No
1,2-Dichloroethane	Jan. 07/13	0.35 <MDL	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 07/13	0.33 <MDL	ug/L	No
Dichloromethane	Jan. 07/13	0.35 <MDL	ug/L	No
2,4 Dichlorophenol	Jan. 07/13	0.015 <MDL	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 07/13	0.019 <MDL	ug/L	No
Diclofop-methyl	Jan. 07/13	0.40 <MDL	ug/L	No
Dimethoate	Jan. 07/13	0.03 <MDL	ug/L	No
Dinoseb	Jan. 07/13	0.36 <MDL	ug/L	No
Diquat	Jan. 07/13	1 <MDL	ug/L	No
Diuron	Jan. 07/13	0.03 <MDL	ug/L	No
Glyphosate	Jan. 07/13	6 <MDL	ug/L	No
Heptachlor + Heptachlor Epoxide	Jan. 07/13	0.01 <MDL	ug/L	No
Lindane (Total)	Jan. 07/13	0.01 <MDL	ug/L	No
Malathion	Jan. 07/13	0.02 <MDL	ug/L	No
Methoxychlor	Jan. 07/13	0.01 <MDL	ug/L	No
Metolachlor	Jan. 07/13	0.01 <MDL	ug/L	No
Metribuzin	Jan. 07/13	0.02 <MDL	ug/L	No
Monochlorobenzene	Jan. 07/13	0.3 <MDL	ug/L	No
Paraquat	Jan. 07/13	1 <MDL	ug/L	No
Parathion	Jan. 07/13	0.02 <MDL	ug/L	No
Pentachlorophenol	Jan. 07/13	0.15 <MDL	ug/L	No
Phorate	Jan. 07/13	0.01 <MDL	ug/L	No
Picloram	Jan. 07/13	1 <MDL	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 07/13	0.04 <MDL	ug/L	No
Prometryne	Jan. 07/13	0.03 <MDL	ug/L	No
Simazine	Jan. 07/13	0.01 <MDL	ug/L	No
THM (NOTE: show latest annual average) Average -20.75 ug/L	Feb. 2013 May 2013 Aug. 2013 Nov. 2013	28.00 17.00 21.00 17.00	ug/L	No
Temephos	Jan. 07/13	0.01 <MDL	ug/L	No
Terbufos	Jan. 07/13	0.01 <MDL	ug/L	No
Tetrachloroethylene	Jan. 07/13	1.2	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 07/13	0.14 <MDL	ug/L	No
Triallate	Jan. 07/13	0.01 <MDL	ug/L	No
Trichloroethylene	Jan. 07/13	0.44 <MDL	ug/L	No
2,4,6-Trichlorophenol	Jan. 07/13	0.25 <MDL	ug/L	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 07/13	0.22 <MDL	ug/L	No



Polychlorinated Biphenyls(PCB)	Jan. 07/13	0.04<MDL	ug/L	No
Prometryne	Jan. 07/13	0.03<MDL	ug/L	No
Simazine	Jan. 07/13	0.01<MDL	ug/L	No
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Temephos	Jan. 07/13	0.01<MDL	ug/L	No
Terbufos	Jan. 07/13	0.01<MDL	ug/L	No
Tetrachloroethylene	Jan. 07/13	0.35<MDL	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 07/13	0.14<MDL	ug/L	No
Triallate	Jan. 07/13	0.01<MDL	ug/L	No
Trichloroethylene	Jan. 07/13	0.44<MDL	ug/L	No
2,4,6-Trichlorophenol	Jan. 07/13	0.25<MDL	ug/L	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 07/13	0.22<MDL	ug/L	No
Trifluralin	Jan. 07/13	0.02<MDL	ug/L	No
Vinyl Chloride	Jan. 07/13	0.44<MDL	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
Non Applicable			



Trifluralin	Jan. 07/13	0.02 < MDL	ug/L	No
Vinyl Chloride	Jan. 07/13	0.44 < MDL	ug/L	No

Well #6

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan. 07/13	0.02 < MDL	ug/L	No
Aldicarb	Jan. 07/13	0.01 < MDL	ug/L	No
Aldrin + Dieldrin	Jan. 07/13	0.01 < MDL	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 07/13	0.01 < MDL	ug/L	No
Azinphos-methyl	Jan. 07/13	0.02 < MDL	ug/L	No
Bendiocarb	Jan. 07/13	0.01 < MDL	ug/L	No
Benzene	Jan. 07/13	0.32 < MDL	ug/L	No
Benzo(a)pyrene	Jan. 07/13	0.04 < MDL	ug/L	No
Bromoxynil	Jan. 07/13	0.33 < MDL	ug/L	No
Carbaryl	Jan. 07/13	0.01 < MDL	ug/L	No
Carbofuran	Jan. 07/13	0.01 < MDL	ug/L	No
Carbon Tetrachloride	Jan. 07/13	0.16 < MDL	ug/L	No
Chlordane (Total)	Jan. 07/13	0.01 < MDL	ug/L	No
Chlorpyrifos	Jan. 07/13	0.02 < MDL	ug/L	No
Cyanazine	Jan. 07/13	0.03 < MDL	ug/L	No
Diazinon	Jan. 07/13	0.02 < MDL	ug/L	No
Dicamba	Jan. 07/13	0.20 < MDL	ug/L	No
1,2-Dichlorobenzene	Jan. 07/13	0.41 < MDL	ug/L	No
1,4-Dichlorobenzene	Jan. 07/13	0.36 < MDL	ug/L	No
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1,2-Dichloroethane	Jan. 07/13	0.35 < MDL	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 07/13	0.33 < MDL	ug/L	No
Dichloromethane	Jan. 07/13	0.35 < MDL	ug/L	No
2-4 Dichlorophenol	Jan. 07/13	0.015 < MDL	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 07/13	0.019 < MDL	ug/L	No
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Diquat	Jan. 07/13	1 < MDL	ug/L	No
Diuron	Jan. 07/13	0.03 < MDL	ug/L	No
Glyphosate	Jan. 07/13	6 < MDL	ug/L	No
Heptachlor + Heptachlor Epoxide	Jan. 07/13	0.01 < MDL	ug/L	No
Lindane (Total)	Jan. 07/13	0.01 < MDL	ug/L	No
Malathion	Jan. 07/13	0.02 < MDL	ug/L	No
Methoxychlor	Jan. 07/13	0.01 < MDL	ug/L	No
Metolachlor	Jan. 07/13	0.01 < MDL	ug/L	No
Metribuzin	Jan. 07/13	0.02 < MDL	ug/L	No
Monochlorobenzene	Jan. 07/13	0.3 < MDL	ug/L	No
Paraquat	Jan. 07/13	1 < MDL	ug/L	No
Parathion	Jan. 07/13	0.02 < MDL	ug/L	No
Pentachlorophenol	Jan. 07/13	0.15 < MDL	ug/L	No
Phorate	Jan. 07/13	0.01 < MDL	ug/L	No
Picloram	Jan. 07/13	1 < MDL	ug/L	No



**2013 Summary Report
Mount Forest Drinking Water System
DWS# 220000068
Prepared for
Members of Council**

Prepared by: Melissa Irvine
Compliance Analyst
February 6, 2014

Section 1 – Introduction

This is the summary report for the Mount Forest drinking water system, as required by Schedule 22 of O.Reg. 170/03. For purposes of that regulation, the Mount Forest Drinking Water System is considered to be a large municipal residential system.

The Summary Report for the preceding year is to be issued by March 31 of the following year. Distribution of the Summary Report is a function of ownership. When a municipality owns a water supply, then all members of council are to receive this report.

Section 2 – Background

The reporting period for this report is January 1 to December 31, 2013.

During the reporting period, the Mount Forest Drinking Water System was operated pursuant to the approval, license and permit listed below.

1. Permit to Take Water No. 8787-7AAQF6, issued December 31, 2007
2. Municipal Drinking Water License (MDWL) No. 113-102, issued August 4th, 2011
3. Drinking Water Works Permit (DWWP) No. 113-202, issued August 3rd, 2011

The summary report is required to provide the following:

1. A list of any instances when the system failed to meet the requirements of the Safe Drinking Water Act, the regulations, the system's approval, MDWL, DWWP and any order;
2. Descriptions of the measures taken to correct the failure;
3. A summary of the quantities and flow rates of water supplied during the reporting period;
4. The monthly average and maximum daily instantaneous peak flow rates;
5. A comparison of data summarized above to the rated capacities and flow rates in the system's approval and/or MDWL.

Section 3 – Failure to Meet Requirements

The following table lists the requirements of the Act, Regulations, System Approval(s) and any Order that the system failed to meet at any time during the reporting period and the measures taken to correct each failure:

Incident Date	AWQI	Location	Parameter	Result	Corrective Action	Corrective Action Date
Sept. 9, 2013	114244	Well 5 Treated	Sodium*	58.9 mg/L	Resample	Sept. 23, 2013

*The aesthetic objective for sodium in drinking water is 200 mg/L. The local medical officer of health is required to be notified when the sodium concentration exceeds 20 mg/L so that this information can be communicated to local physicians for their use with patients on sodium restricted diets.

Section 4- Summaries of Flow Rates and Water Supply Capacities

The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

Approved Volume (m³/day): 1637

Approved Flow Rate (L/sec):22.7

Well 3	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	329.08	20.10	711.65	43.47	16.26	71.63
February	334.68	20.44	527.48	32.22	16.24	71.54
March	315.14	19.25	538.32	32.88	16.28	71.72
April	338.55	20.68	815.66	49.83	16.47	72.56
May	297.25	18.16	555.56	33.94	16.57	73.00
June	268.10	16.38	500.54	30.58	16.48	72.60
July	282.91	17.29	524.81	32.06	16.28	71.72
August	322.09	19.68	638.92	39.03	16.31	71.85
September	277.68	16.96	784.08	47.90	26.48*	116.65
October	300.56	18.36	521.15	31.84	16.24	71.54
November	323.63	19.47	745.14	45.52	16.25	71.59
December	301.67	18.43	650.54	39.74	16.26	71.62

*maintenance-annual flow meter calibration caused peak flow rate to go over approved rate

Approved Volume (m3/day): 1964

Approved Flow Rate (L/sec): 22.7

Well 4	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	318.08	16.20	619.08	31.52	17.92	78.94
February	358.50	18.25	613.09	31.22	17.97	79.16
March	382.85	19.49	616.09	31.37	18.01	79.34
April	330.27	16.82	628.35	31.99	18.33	80.75
May	357.04	18.18	614.19	31.27	18.16	80.00
June	378.35	19.26	577.46	29.40	18.20	80.18
July	372.22	18.95	608.08	30.96	18.90	83.26
August	357.23	18.19	600.98	30.60	17.96	79.12
September	345.00	17.57	762.70	38.83	26.50*	116.74
October	332.71	16.94	499.55	25.44	18.10	79.74
November	331.92	16.90	493.17	25.11	18.07	79.60
December	354.65	18.05	624.22	31.78	18.12	79.82

*maintenance-annual flow meter calibration caused peak flow rate to go over approved rate

Approved Volume (m3/day): 3928

Approved Flow Rate (L/sec): 45.46

Well 5	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	386.85	9.85	987.19	25.13	40.03	88.06
February	271.99	6.92	505.93	12.88	39.40	86.67
March	284.10	7.23	643.08	16.37	41.21	90.65
April	315.52	8.03	544.10	13.85	42.38	93.22
May	397.96	10.13	935.10	23.81	41.06	90.32
June	386.44	9.84	576.69	14.68	41.07	90.34
July	398.15	10.14	1010.99	25.74	41.32	90.89
August	379.99	9.67	597.78	15.22	43.01	94.61
September	549.78	14.00	3005.25	76.51	42.75	94.04
October	333.38	8.49	615.95	15.68	42.12	92.65
November	311.03	7.92	459.92	11.71	40.54	89.18
December	320.33	8.16	587.55	14.95	41.37	91.00

Approved Volume (m3/day): 3928
 Approved Flow Rate (L/sec): 45.46

Well 6	Avg Daily Volume (m ³)	% of Approved Volume	Max Daily Volume (m ³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	388.32	9.89	934.32	23.79	34.41	75.69
February	339.80	8.65	533.40	13.58	33.90	74.57
March	321.56	8.19	620.53	15.80	35.11	77.23
April	311.70	7.94	598.29	15.23	35.26	77.56
May	403.27	10.27	792.82	20.18	35.52	78.13
June	403.00	10.26	787.55	20.05	34.70	76.33
July	487.32	12.41	802.20	20.42	35.02	77.03
August ¹	475.11	12.10	851.08	21.67	36.24	79.72
September	354.93	9.04	1253.38	31.91	38.95	85.68
October	352.38	8.97	575.78	14.66	36.33	79.92
November	345.19	8.79	707.16	18.00	37.64	82.80
December	334.46	8.51	529.60	13.5	34.67	76.26

Section 5-Summary and Conclusion

This report will be presented to Township of Wellington North Council in a regular council meeting in March, satisfying the requirements of Section 22-2 (1) (a) of O.Reg. 170/03, as amended. Additionally, the reports will be available to the public at no cost, and will be posted on the Town's website at www.wellington-north.com.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 10, 2014**

**FROM: Deb Zehr
Director of Public Works**

**SUBJECT: Sewage Allocation for Lucas Subdivision,
Pt. Pk LT 3, S of King St, Pt. Pk Lt 3, N of Albert,
Town of Mount Forest**

RECOMMENDATION

THAT Council allocate 31 sanitary sewer allotments to the property described as the residential development of Lucas Subdivision, Pt. Pk LT 3, S of King St, Pt. Pk Lt 3, N of Albert, Town of Mount Forest in the Township of Wellington North in the County of Wellington. These allotments are for the proposed development of single family dwellings and will be available for a period of six (6) months, after which period of time the units will be withdrawn unless the owner is proceeding with this development.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

The Reeves Construction development known as the Lucas Subdivision located at Pt. Pk LT 3, S of King St, P.t Pk Lt 3, N of Albert, in the Town of Mount Forest is moving forward. Developers are at the sewage allocation stage of the process and are requesting 31 sanitary sewage allotments in order to move forward with this single family home development.

The uncommitted sewer allotment for the Mount Forest WWTP will be 579 units.

PREPARED BY: RECOMMENDED BY:

**DEB ZEHR
DIRECTOR OF PUBLIC WORKS**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF March 10, 2014**

**FROM: Deb Zehr
Director of Public Works**

SUBJECT: Generator Service Agreement

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive this report as information from the Director of Public Works.

AND FURTHER THAT Council approves entering into an agreement with Genco Generators Incorporated for a period of 3 years.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Generator Service Agreement Report to Public Works Committee on Feb. 18, 2014

BACKGROUND

The Township of Wellington North has 11 generators within the fire, water and wastewater facilities. These generators are an essential piece of equipment and used for emergency backup during power outages to run wastewater pump stations, waste water treatment plants, well houses for drinking water and booster stations in case of fire emergencies. It is essential that these pieces of equipment work when called upon.

The Township advertised a request for quotes for the service work of the Township generators and electrical operating systems which called for an annual service to be completed by trained technicians working for service companies that specialize in this type of work. The generator service specifications requested that these generators are serviced to CSA 282 for emergency generator power supply and the TSSA regulation 213 for diesel generators. The standard states, "it is important to have certified, trained professionals performing service and inspections on these pieces of equipment."

The CSA specification requires a external load bank test, which is a 2 hour test conducted by a certified trained professional where the generator is hooked up to an external load bank, run to the specified kilowatt required and the system is monitored for temperature, kilowatt output and other indicators during this once a year servicing of the equipment. The monthly checks would then be completed by staff and would include the

generators be run under building load which is just running the building/equipment load on the generator for a 1 hour timeframe. Proper servicing aids in extending the life of the asset, ensures equipment will run when needed and is being duly diligent.

Efficiencies can be gained by contracting the work out as a number of generators can be serviced at one time as opposed to one at a time. The following companies have submitted quotes for the work for the three year period. The results are below and it is recommended that the work be awarded to Genco Generators Inc. as they have provided the lowest bid price, provided good references for servicing other generators for other municipalities and have met the specifications in the quote.

Name of Company	Total Price per year	Three Year Contract Price HST included
Genco Generators Inc.	\$11,526	\$34,578.00
Sommers Motors Generator Sales	Not provided	\$47,385.00
Toromont CAT	\$17,292.37	\$51,877.11

PREPARED BY:	RECOMMENDED BY:
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Deb Zehr

Michael Givens

DEB ZEHR DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF March 10, 2014**

**FROM: Deb Zehr
Director of Public Works**

SUBJECT: Dust Control and Road Stabilization Material Tender

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive this report as information from the Director of Public Works;

AND FURTHER THAT Council approves awarding the tender for the Dust Control and Road Stabilization Material to the following suppliers:

- 250 flake tonnes of 35% calcium chloride to Da-Lee Dust Control for the tendered price of \$0.192/flake litre and cost of \$78,336 plus applicable taxes; and
- 160 flake tonnes of 20% brine to Cliff Holland Trucking for the tendered price of \$0.084/litre and cost of \$43,868.16 plus applicable taxes.

Total cost of the products are \$122, 204.16 + taxes with this cost being funded from the maintenance gravel budget.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Request for Tender 2014-03 Tender for the Supply and Application of Dust Control and Road Stabilization Material.

Council Report dated March 25, 2013 and 2012 for the Supply and Application of Dust Control and Road Stabilization Material.

BACKGROUND

The Township of Wellington North has 288 km of gravel road to maintain. The Township uses approximately 65,000 metric tonnes of gravel from its own pits, hauls, spreads and grades the roads to a minimum maintenance standard for public use. In order to minimize dust and to stabilize the road gravel the application of a liquid solution that complies with OPSS 506 must be applied to the gravel roads within the Township.

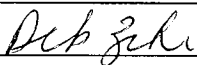

The Township requested tenders to haul and supply 410 Flake Metric Tonnes of dust suppressant meeting the OPSS 506 standard and apply the product to the municipal

gravel road surface; The Township requires a minimum of 250 Flake Metric Tonnes of 35% calcium chloride and 160 Flake Metric Tonnes of 20% brine. This tender has been awarded to different suppliers in the past based on the requirements

The following companies have submitted quotes for the work. The results are below and it is recommended that the work be split and awarded to the following suppliers as they have met the specifications in the quote and the needs of the Township.

- 250 flake tonnes of 35% calcium chloride to Da-Lee Dust Control for the tendered price of \$0.192/flake litre plus applicable taxes; and
- 160 flake tonnes of 20% brine to Cliff Holland Trucking for the tendered price of \$0.084/litre plus applicable taxes.

Total cost of the products are \$122,204.16 with this cost being funded from the maintenance gravel budget. This is the same price we have paid for the 2012 and 2013 season.

PREPARED BY:	RECOMMENDED BY:
	
DEB ZEHR DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF March 10, 2014**

**FROM: Deb Zehr
Director of Public Works**

SUBJECT: Energy Conservation and Demand Management Plan

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive this report as information from the Director of Public Works.

AND FURTHER THAT Council approves awarding the RFP for completing an Energy Conservation Plan for the Township of Wellington North to Burman Energy for a total cost of \$7,198.10 taxes included which will be funded from the 2014 water and sewer operations budget.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Township of Wellington North Energy Assessment Report June 2013 Water and Wastewater Facilities, Recreational Facilities and Township Buildings.

BACKGROUND

The Township of Wellington North is invited proposals for consulting services to develop a comprehensive Energy Conservation and Demand Management Plan in compliance with the Regulation 397/11.

In 2009, the Government of Ontario passed the Green Energy Act, 2009 and established the Regulation 397/11, which asks for a Energy Conservation and Demand Management Plan which requires Ontario Municipalities to file with the Ministry by July 1, 2014.

All public agencies shall prepare, publish, make available to the public and implement energy conversation and demand management plans in accordance with sections 6 and 7 of the Act and with the Regulation.

The Township of Wellington North Energy Conservation and Demand Management Plan (ECDMP) consists of the following;

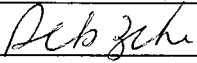
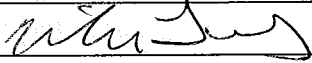
- Review of the Township of Wellington North existing Facility Energy Assessment Report
- A detailed description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed by the public agency's operations and for managing the public agency's demand for energy, including a forecast of the expected results of current and proposed measures.

Information and energy saving recommendations from this plan will be implemented and incorporated into the asset management planning process and retrofits will take place as funding becomes available or as required during the equipment repair process.

The following companies have submitted quotes for the work. The proposals have been reviewed by the Energy Conservation Committee members, results of cost are displayed below and it is recommended that the work be awarded to Burman Energy as they have provided the lowest bid price and met the specifications in the quote.

It is recommended that this be funded 50% from the water and 50 % from the sewage operations budget as these are the departments that will gain the most benefit from this plan.

Name of Company	Price HST included
Burman Energy	\$7,198.10
Indeco	\$27,781.05

PREPARED BY:	RECOMMENDED BY:
	
DEB ZEHR DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 10, 2014**

**FROM: APRIL MARSHALL
TOURISM, MARKETING, PROMOTION MANAGER**

SUBJECT: WEBSITE DESIGN & DEVELOPMENT PROPOSAL

RECOMMENDATION

That the Tourism, Marketing, Promotion Manager report dated March 10th, 2014 with regards to Website Design & Development be received;

AND FURTHER THAT the Council of the Township of Wellington North approve the recommendation to contract the services of OSIM Interactive for the purpose of Website Design & Development for the Township of Wellington North website

PREVIOUS REPORTS PERTINENT TO THIS MATTER

On November 18, 2013 a Request for Proposal, Design Services for the Township Website Development, was distributed in an effort to update the Township of Wellington North's website that will allow us to tailor each departments needs and make it more visually appealing, user friendly, and relevant to current initiatives.

Review of the findings of the collected proposals were communicated to and supported by the Economic Development Committee.

BACKGROUND

The primary objective is to create and develop a new Township of Wellington North website; that shall be unique to and reflect Wellington North in an individual manner.

Working with the Township's management team for information and input, the website will showcase the Township's municipal governance, community at large, and present the Township as an economic driver in the region.

The following Selection Criteria was identified to determine the best agency to contract for website development:

- "Qualification: or "Expertise" re graphic design and development of high quality finished product
- Past Performance re similar projects
- Clear Explanation / Breakdown of Cost (including but not limited to meeting with township staff as needed, mileage, etc)
- Proposed cost of the total project
- Completeness of the Proposal
- Ability to meet timelines including submission of work plan
- Interview of proponents by the selection committee
- Ability to provide demonstration of sample site and usage to test editors and postings

After careful consideration, taking into account the identified selection criteria, OSIM Interactive has been identified as the best agency to carry through this service.

OSIM Interactive has 14 years experience and is located in Harriston, Ontario; which allows them a short drive to our location, to execute meetings with department heads and training to assist staff. They have a long history of working with municipalities on a wide range of projects. They are very active with clients in our local area, and outside the area as well.

OSIM approaches each website on a unique basis, and creates a plan that fulfils individual goals and objectives by providing a presentation to the end user that is easy to use, attractive and responsive to all screen sizes. They will work with each individual department to ensure that all of their applicable needs are met.

A redeveloped Township of Wellington North website would be built around the following project goals and objectives:

- redesign and redevelop the municipal website at wellingtonnorth.com
- wellingtonnorth.com is to be hosted on OSIM Interactive's secure servers, featuring daily backups and 99% uptime
- create a website that acts as an information hub and communications tool for the municipality and its departments, and a highly accessible resource for public services and information
- create a website that is state of the art in functionality and design, structured for ease of use by the public and municipal staff to attract new residents, businesses and visitors and continue to service current residents
- homepage promotion of most sought after content by residents and display of important information and messages by the Township, including an event calendar and listing, announcements area or even highway conditions
- uses Responsive Web Design (RWD) to create a website that is optimized for mobiles, tablets & desktop computers of any screen size and resolution



Township of Wellington North

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- social media & social sharing integration built directly into the website
- built and maintained with the easy to use OSIM WebOS Content Management System to allow the Township of Wellington North staff to have full control over all aspects of the web site content, images, videos, documents, photo galleries, mailing lists and more
- The option to setup and integrate live streaming capability into the Township of Wellington North website using services such as the USTREAM platform
- The embedding of public surveys into the website on whatever page needed with the use of Survey Monkey
- compliance with WCAG 2.0 accessibility standards and W3C guidelines for content and accessibility

OSIM Interactive agrees to provide ongoing content management system updates, training & support, and partner ability to the Municipal Website with Wellington North's Cultural Mapping Website.

A timeframe for website completion is based on 60 – 120 days, should all of the allotted elements be met in a timely fashion.

Summary of Pricing for Website Development: The project is included and to be funded from Administrations Operating Budget:

Design and website construction of elements contained within this proposal, including Responsive Design so the site is viewed on tablets and new release mobile phones and the transferring of content from existing website.

	\$8, 500.00
HST	\$1,105.00
Total Project Fees	\$9, 600.00

Monthly Fees:

OSIM Website OS including Hosting & Support:	\$ 70.00
HST:	\$ 9.10
Total:	\$ 79.10

NOTE: Wellington North is hosting two sites using the Content Management System (Cultural Mapping) with OSIM Interactive the hosting rate for the first is \$70/month, the hosting for the second and subsequent sites is \$20/month

NOTE 2: Price includes 2 full department meetings with Wellington North. One for Needs Analysis and one for Presentation of final website. Price includes 6 hours of training, this can be in up to three training sessions. Price includes one meeting with each department head. Price includes ongoing email and phone conversations as needed to complete the project. Mileage and all additional costs related to the completion of this project are included in the overall project price. Aside from project changes mid project requiring new pricing, all costs related to this project are included in the above pricing.

PREPARED BY:

RECOMMENDED BY:



APRIL MARSHALL
TOURISM, MARKETING,
PROMOTIONS MANAGER

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 10, 2014**

**FROM: APRIL MARSHALL
TOURISM, MARKETING, PROMOTION MANAGER**

SUBJECT: WELLINGTON NORTH FARMERS' MARKET

RECOMMENDATION

That the Tourism, Marketing, Promotion Manager report dated March 10th, 2014 with regards to the Wellington North Farmers' Market be received;

AND FURTHER THAT the Council of the Township of Wellington North approve the Wellington North Farmers' Market Roles and Responsibilities Agreement with the Victory Church and Community Centre;

AND FURTHER THAT the Council of the Township of Wellington North approve the Wellington North Farmers' Market Vendors Handbook of Rules & Regulations;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to prepare the necessary temporary road closure by-law for each Friday, May 9 through October 10, 2014, from 3pm through 8pm, for the portion of 320 King St. E, from Fergus St to Fairgrounds entrance in Mount Forest.

CORRESPONDENCE PERTINENT TO THIS MATTER

- Agreement with Victory Church and Community Centre (attached)
- Vendors Handbook of Rules & Regulations (attached)

BACKGROUND

The Wellington North Farmers' Market is an entity of the Township of Wellington North which is under the direction and support of the Economic Development Committee. A group of interested committee members, including Councillor Mark Goetz, have been meeting and planning the logistics of the market, with regular reports being reviewed and supported by the Economic Development Committee.

"Farmers' markets are about more than the sale of agricultural commodities. They are about community, food, friends and sense of sharing. They are about a time gone by when people would actually know where their food came from and more importantly, care. And the resurgence in farmers' markets across this continent gives many of us... Hope that there will once again come a day when people that work the land are recognized as community leaders."

Agriculture and Agrifood Canada, Marketing on the Edge – A Marketing Guide for Progressive Farmers. (Ottawa, Ontario: 2002), p. 13.

- ✘ Research undertaken by Farmers' Markets Ontario indicates that:
 - + 55% of shoppers stop at neighbouring businesses when they shop the market
 - + There are one million regular Farmers' Market shoppers across Ontario
 - + 27,000 people are directly involved in preparing for and selling at Market
 - + Annual farmers' markets sales across Ontario exceed \$600 million
 - + The combined Ontario economic impact is estimated at \$1.8 billion!

To this end, in March 2012 a survey was distributed among the community to gauge if there was interest to establish a market in Wellington North. 82 survey's were completed and indicated that 97.7% had shopped at a Farmers' Market before; 62.1% would shop at the market weekly; 97.6% want fresh, local produce available and are also interested in eggs, maple syrup, bedding plants, fresh cut flowers, meats, fresh baking, homemade preserves, crafts and local art; 55.3% would travel 15-20 minutes to shop at the market; 53.2% would like an indoor market (or having the option to move indoors).

The want was recognized to establish a market in Wellington North but the lack of vendor interest prohibited our ability at that time. In 2013 a group of interested vendors and sponsors came forward and the idea was reborn. All interested parties have been meeting, with regular reports being directed to the Economic Development Committee, to discuss proposed days & hours, location and to identify all relevant permits, insurance needs and legal related to starting a market. Based on interested parties input (consideration given to vendor's schedules and available opportunities) it was decided that the market will be located on the portion of King St. E. From Fergus St to the Fairgrounds Entrance Gates, at the Victory Church and Community Centre in Mount Forest. The market will run each Friday afternoon from 3:00pm through 8:00pm from May 9 to October 10, 2014. The Victory Church and Community Centre will serve as a sponsor and allow us access to washroom facilities and indoor access when there is inclement weather.

The purpose of the Wellington North Farmers' Market is to market local farm and agriculture products and to improve production of, stimulate public interest in, and increase consumption of local products. It is also the intent of the market to be



Township of Wellington North

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

community oriented – be dynamic, friendly and reflect our community's personality. The Wellington North Farmers' Market is therefore open strictly to local and bona fide producer – vendors. All vendors must sign that they have read and will abide by the rules of the Farmers' Market.

PREPARED BY:

RECOMMENDED BY:

**APRIL MARSHALL
TOURISM, MARKETING,
PROMOTION MANAGER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Township of Wellington North

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

TOWNSHIP OF WELLINGTON NORTH
WELLINGTON NORTH FARMERS' MARKET
ROLES AND RESPONSIBILITIES AGREEMENT
WITH
THE VICTORY CHURCH AND COMMUNITY CENTRE

This document shall serve as an agreement between the two above noted parties in coordination with the Wellington North Farmers' Market

The market will be located on King St. E. At the Victory Community Centre in Mount Forest and will run each Friday afternoon from 3:00pm till 8:00 pm, from May 9, 2014 through October 10, 2014.

The Township of Wellington North Agrees to:

- Plan all aspects that pertain to the Wellington North Farmers' Market and act as the governing body, working in conjunction with the organizing committee and community
- Implement and regulate vendor agreements
- Carry liability insurance, specific to Local Community Insurance Services Facility Users and Events
- Position the Victory Church and Community Centre as the official Sponsor and include logo in all outgoing communication pieces

The Victory Church and Community Centre Agrees to:

- Act as the Wellington North Farmers' Market official Sponsor in exchange for:
 - o Indoor access for use of washroom facilities for vendors and patrons
 - o Use of indoor venue for vendors and patrons when inclement weather is incurred
 - o Use of water and hydro for applicable vendors (a \$2/week per vendor to be reimbursed for hydro use)
 - o Act as the market vendor when required- to assist with erecting and dissembling signage on market days and to be a go-to source for vendors
 - o Provide programming to the market as agreed upon: I.E., provide music, set-up cafe, etc
 - o Provide information on your organization to patrons only upon request, or in a controlled setting, I.E., an information kiosk or booth
- Provide proof of liability insurance

Dated this 26th day of February, 2014.

WELLINGTON NORTH FARMERS' MARKET VENDORS HANDBOOK OF RULES & REGULATIONS

2014 Market Season
www.simplyexplore.ca

ORGANIZATION

The Wellington North Farmers' Market is an entity of the Township of Wellington North which is under the direction of the Economic Development Committee and Council of the Township of Wellington North. The purpose of the Farmers' Market is to market local farm and agriculture products and to improve production of, stimulate public interest in, and increase consumption of local products. It is also the intent of the market to be community oriented – be dynamic, friendly and reflect our community's personality. The Wellington North Farmers' Markets are therefore open strictly to local and bona fide producer-vendors. All vendors must sign that they have read and will abide by the rules of the Farmers' Market.

Locations, Dates & Hours

The market will be located on a portion of King St. E. from Fergus St to Fairgrounds Entrance Gates, at the Victory Community Centre (320 King St. E) in Mount Forest. The Wellington North Farmers' Market runs each Friday afternoon from 3:00 p.m. till 8:00 p.m., from May 9 to October 10.

Rain or Shine

The Market will run. During inclement weather the Market will be relocated inside the Victory Community Centre. Signs will be posted directing patrons indoors.

Vendors

To become a vendor, persons must submit the proper application, be approved by the Farmers' Market appointed committee members and agree to abide by the Rules and Regulations.

The Wellington North Farmers' Market will be primarily for the sale of:

- a. **Food:** Meat, fish, poultry, honey, cheese, eggs, butter, maple syrup, fruit, vegetables, dairy, goat, sheep, elk, EMU products
- b. **Horticultural:** flowers, shrubs, plants, etc.
- c. **Other:** home baked goods, preserves, home-made crafts, wood products

Food Terminal products can only be sold with the approval from the Market committee and must be of high quality standard.

Only articles listed on application forms can be sold. Additional items need to be reapplied in writing for approval from the said committee.

WELLINGTON NORTH FARMERS' MARKET VENDORS HANDBOOK OF RULES & REGULATIONS

2014 Market Season
www.simplyexplore.ca

Vendor Agreement

All applicants to be a vendor must complete a "Vendor Application" form annually. The purpose of the Vendor Application procedure is to maintain a high quality, producer-based market, to provide a variety of balance of products, to ensure fairness to all vendors and to ensure that vendors abide by the rules of the markets.

Pricing – All items for sale must have prices prominently and clearly displayed. Vendors must not practice stress pricing by under cutting other vendors or dumping products at bargain prices. Please show respect to fellow Vendors when selling products.

Food Safety

All vendors and their staff handling food products must maintain a very high standard of personal hygiene and cleanliness. The practice of standards will prevent the transfer of pathogens between vendor/staff and therefore food. Each vendor is responsible for keeping their product at the proper temperature.

25% Rule

The sale of items grown or produced by anyone other than the vendor is only permitted by special provision. Such items must be approved. For approval, at least 75% of what is being sold is the vendor's own product and the resell items cannot be in competition with locally grown items for sale by other market vendors. And further to that, items grown or produced outside of the 50km radius are identified as such and must be products of Ontario.

Residency

Applicants must be residents of Ontario and grow or produce the goods within a 50km radius of Wellington North.

Vendor Distribution

The percentage of primary producers/growers (product is grown or raised by the vendor) to non-growers shall be no less than 51% which qualifies Wellington North Farmers' market to be considered true "Farmers Market" as defined by Farmers' Markets of Ontario (FM0). The Wellington-Dufferin-Guelph Public Health Unit (WDGHU) is the body which verified whether a vendor is a primary producer, and any determination of the WDGHU overrides the Wellington North Farmers' Market Committee classification of primary producer/grower or non-grower.

WELLINGTON NORTH FARMERS' MARKET VENDORS HANDBOOK OF RULES & REGULATIONS

2014 Market Season
www.simplyexplore.ca

Booth/Stall Allocation

The Wellington North Farmers Market Committee shall assign space on the day of the market. The Wellington North Farmers' Market may move a vendor for reasons of safety, health, product compatibility and any other valid reason at their discretion; however, every effort will be made to keep a vendor close to their originally designated location to minimize disruption for customers.

Space limitations

Vendors may apply for multiple stalls but allocation depends on space availability at the time.

Fees

Booth/Stall Fees

- A 10x10 area will be designated to each vendor
- A table will not be provided
- A \$10 fee will be charged for each day. \$2 extra for hydro.
- If a vendor secures their space for the whole 23 weeks, they shall receive a \$30 discount, for a total season fee of \$200.00.
- Vendors must plan ahead for the month and are committed for the number of weeks paid. A buddy system can be arranged and is encouraged with other vendors, should the vendor not be able to make it.
- Payments may be made by Cash or Cheque made out to "Township of Wellington North".

Hydro and Water Usage

Hydro and Water will be supplied to those that request it, but is subject to availability.

Vendor Responsibilities

Compliance – Vendors must comply with the set rules and regulations

Punctuality – Vendors must arrive at the market in time to unload, move products into the booth/stall, park vehicles, setup and open for business for the designated opening time. Vendors must keep their booth/stalls open for the entire market day, and not begin to tear down before designated closing time.

Displays – Vendors are responsible for providing all display materials (displays, tables, chairs, etc) and setting up and tearing down any displays. Booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness.

Refuse

Booth / stalls must be kept free from refuse during the Market day, and at the end of the day all refuse for removal must be placed in bins provided, except cardboard boxes which must be broken down for recycling.

WELLINGTON NORTH FARMERS' MARKET VENDORS HANDBOOK OF RULES & REGULATIONS

2014 Market Season
www.simplyexplore.ca

It is the ultimate responsibility of the vendor to ensure that they are respectful to Farmer's Market members. It is also the responsibility of the vendor to ensure that Farm Products Grades and Sales Acts, as well as, all Food Safety guidelines are adhered by.

The Township of Wellington North or Victory Community Centre cannot be held responsible for any vendor's loss of goods or equipment resulting from fire, theft, loss of refrigeration or act of God.

Insurance

While the Township of Wellington North and the Victory Community Centre do carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual vendor. The Township of Wellington North and Victory Community Centre bears no responsibility for any vendor property at the market.

All suggestions or complaints must be given to the Township of Wellington North in writing.

Eviction from the Wellington North Farmers' Market: The Township of Wellington North is empowered to evict anyone breaking the rules or acting in such a fashion that can be construed as detrimental to the market operations. Such eviction can be made permanent without refunding paid fees.

These rules are subject to change.

Direct all enquiries to:

Township of Wellington North

Contact: April Marshall
Tourism, Marketing and Promotions Manager

519-848-3620 Ext 30
amarshall@wellington-north.com



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 10, 2014**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: BUILDING PERMIT MONTHLY REVIEW
PERIOD ENDING JANUARY 31, 2014**

RECOMMENDATION

THAT the Building Permit Monthly Review for the Period Ending January 31, 2014 was reviewed and accepted.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. Building Permit Monthly Review for the period ending January 31, 2013
2. Building Permit Monthly Review for the period ending January 31, 2012

BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	1	328,580.00	4,523.54	0.00
Assembly	0	0.00	0.00	0.00
Industrial	1	65,000.00	1,592.00	0.00
Institutional	0	0.00	0.00	0.00
Agricultural	0	0.00	0.00	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	0	0.00	0.00	0.00

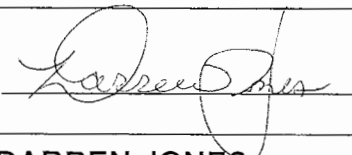
Total January 2014	2	393,580.00	6,115.54	0.00
Total Year to Date 2014	2	393,580.00	6,115.54	0.00

Total January 2013	5	422,500.00	4,210.84	0.00
Total Year to Date 2013	5	422,500.00	4,210.84	0.00

Total January 2012	5	329,000.00	2,511.18	0.00
Total Year to Date 2012	5	329,000.00	2,511.18	0.00

***values may change as permits are revoked or modified*

PREPARED BY:	RECOMMENDED BY:
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DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 10, 2014**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: BUILDING PERMIT MONTHLY REVIEW
PERIOD ENDING FEBRUARY 28, 2014**

RECOMMENDATION

THAT the Building Permit Monthly Review for the Period Ending February 28, 2014 was reviewed and accepted.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

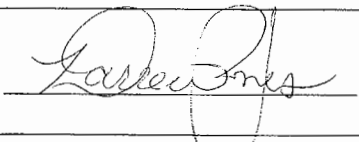

- 1. Building Permit Monthly Review for the period ending February 28, 2013
- 2. Building Permit Monthly Review for the period ending February 29, 2012

BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	250,000.00	2,382.52	0.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	1	100,000.00	2,297.49	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	2	72,000.00	1,148.04	0.00
Agricultural	6	247,000.00	5,017.00	0.00
Sewage System	1	10,000.00	504.00	0.00
Demolition	0	0.00	0.00	0.00

Total February 2014	11	679,000.00	11,349.05	0.00
Total Year to Date 2014	13	1,072,580.00	17,464.59	0.00
Total February 2013	2	645,000.00	6,487.08	0.00
Total Year to Date 2013	7	1,067,500.00	10,697.92	0.00
Total February 2012	4	252,930.00	1,543.40	0.00
Total Year to Date 2012	9	581,930.00	4,054.58	0.00

***values may change as permits are revoked or modified*

PREPARED BY:	RECOMMENDED BY:
	
DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



TOWNSHIP OF WELLINGTON NORTH

FIRE SERVICE



7490 Sideroad 7 West, PO Box 125, Kenilworth, Ontario N0G 2E0

ARTHUR FIRE DEPARTMENT REPORT FOR FEBRUARY 2014

The Arthur Fire Department responded to seventeen calls for assistance during the month of February 2014.

Arthur	4 Alarm Activations
West Luther	2 MVC's
Arthur Twp.	1 Fire 1 MVC 1 Ambulance Assist 1 Prank Call (OPP)
Peel Twp	1 Natural Gas Leak
East Luther	1 MVC (Guelph Dispatch Error Arthur called)
East Garafraxa	2 Fires (Guelph Dispatch Error Arthur and Centre Wellington called)
Mapleton	1 Fire 1 MVC
Mutual Aid	1 Provided Mutual Aid to Mapleton for Chimney Fire

Arthur was called to a MVC in West Luther (while at another call on February 27th) Arthur requested that Mount Forest be dispatched for this call. Therefore this will be counted by Mount Forest as an automatic aid to Arthur Station. (not recorded as call for Arthur)

There were four practices held in February. On February 5th, Practice # 12, sixteen members attended; on February 12th, Practice # 13, 17 members attended; on February 19th, Practice # 14, seven members attended. One Training Officer attended practice in Fergus. On February 26th, Practice # 15, fourteen members attended.

SUBMITTED BY: Arthur Fire Chief Morrison, CMM III
Fire Service Professional

**Fire Prevention Report
Wellington North Fire Services**

**14-Feb
Arthur Station**

Evac. Procedures	0
Telephone Calls	14
Business/Personal Service	1
Residential	2
Assembly Occ.	2
Misc.	8
Industrial	3
Meetings	5
Complaints	1
Mercantile	5
Letter/Reports	11
Institutional	1
Burn Permits	0
New Construction/Plan Review	1
Occupancy Permits	0
FE Ext. Training/Talks	0
Emerg. Planning	0
Inspection Follow Up	3
Pub. Ed. Lectures/Tours/House	0
Pre Incident Planning	0
Fire Safety Plan Review	1
Administration	5
Court/Documents/Serving	0
Training (OFC/Local)	3
Investigations	0

Notes:



TOWNSHIP OF WELLINGTON NORTH

FIRE SERVICE



7490 Sideroad 7 West, PO Box 125, Kenilworth, Ontario N0G 2E0

MOUNT FOREST FIRE STATION REPORT FEBRUARY 2014

The Mount Forest Fire Station responded to nine calls for assistance during the month of January 2014.

- | | |
|---------------------------|--|
| 5 in Mount Forest | - 1 C.O. Alarm |
| | - 3 Ambulance Assist (1 lift assist, 1 choking person, 1 V.S.A.) |
| | - 1 Fire Alarm (False) |
| 1 in Southgate | - 1 Ambulance Assist (V.S.A.) |
| 1 in Arthur Township | - 1 Overheat Light in Barn |
| 1 in West Grey | - 1 Hydro Pole Fire |
| 1 in West Luther Township | - 1 M.V.C. |

The Mount Forest Station held two meeting/practice sessions held during the month of February 2014. On February 3rd, 2014 eighteen members were present and on February 19th, 2014 ten members were present.

On February 1st, 2014 the Mount Forest Station held its annual C.P.R. – First Aid Training.

The Mount Forest Station Chief and his wife attended the retirement party for Chief Robert Gordon of Puslinch on February 2nd, 2014.

On February 11th, 2014 the Mount Forest Station Chief attended the Grey County Mutual Aid meeting in Hanover.

The Mount Forest Station Chief attendee the Grey County Chiefs meeting in Markdale on February 26th, 2014

Respectfully Submitted,
Ron MacEachern
Mount Forest Station Chief

**Fire Prevention Report
Wellington North Fire Services**

**Feb-14
Mount Forest Station**

Evac. Procedures	0
Telephone Calls	37
Business/Personal Service	5
Residential	0
Assembly Occ.	3
Misc.	22
Industrial	3
Meetings	4
Complaints	0
Mercantile	4
Letter/Reports	16
Institutional	2
Burn Permits	0
New Construction/Plan Review	1
Occupancy Permits	0
FE Ext. Training/Talks	0
Emerg. Planning	2
Inspection Follow Up	3
Pub. Ed. Lectures/Tours/House	1
Pre Incident Planning	0
Fire Safety Plan Review	2
Administration	14
Court/Documents/Serving	0
Training (OFC/Local)	1
Investigations	0

Notes:

TOWNSHIP OF WELLINGTON NORTH
PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, February 18, 2014 at 8:30 am

Members Present: Chair, Councillor Mark Goetz
Councillor Sherry Burke
Councillor Andy Lennox
Councillor Dan Yake
Mike Givens, CAO/Clerk
Deb Zehr, Director of Public Works
Andy Morrison, Foreman, Arthur Work Yard

Also Present: Matt Aston, Wellington North Power
Michelle Stone, Administrative Support

Absent: Mayor Raymond Tout
Barry Trood, Water & Sewer Superintendent
Dale Clark, Roads Superintendent

The Chair called the meeting to order at 8:40 am

DECLARATIONS OF PECUNIARY INTEREST:

- None reported.

APPROVAL OF MINUTES:

Moved by: Dan Yake
Seconded by: Sherry Burke

THAT THE Minutes from the November 26, 2103 Public Works Committee meeting be accepted.

Carried

1. **ROADS**

Street Lights Pilot Project

- Matt Aston from Wellington North Power reviewed options they have looked at so far and the pros, cons and costs, what part the Township would play and what Wellington North Power would do.
- Currently the streetlights are high sodium and companies are suggesting a replacement with LED lighting, which is more efficient and involve no cash upfront output and the savings pay for the lights in a five to six year period. There are programs offered by the two companies they have talked to so far that include retrofitting existing lighting. Staff are suggesting we do a pilot test project in Arthur and Mount Forest and then gauge feedback and cost savings.

- There are other companies that are also offering incentives to municipalities and further information will be investigated. There have been no long term studies on LED lighting or the ten year warranty on the lights.
- Street lighting could fit into of the Energy Conservation and Demand Management Plan. The Committee felt that it was worth further investigation.

Energy Conservation and Demand Management Plan

The RFP has been sent out and energy assessments have been done on Township facilities and buildings. The RFP closes on Thursday, February 27th, 2014 at noon.

Winter Maintenance Policy (Report was distributed to the Committee)

- The Committee reviewed the updates made to the Winter Maintenance Policy, which will be submitted as a report to Council as soon as the mapping has been refined.
- There will be a separate copy available for the public that does not include cell numbers of employees.
- Regarding sidewalks, it was felt that the best approach would be to go to the Chambers to explain the clearing of the sidewalks and the responsibility of businesses, gather feedback and then draft up guidelines on sidewalk maintenance in the winter.

Closed Roads and No Winter Maintenance

- An updated list and a map with all the closed and “not maintained roads” is being completed. The Township also needs to look at identifying the road allowances, easements and culverts on those areas.

Other Items for Discussion

Equipment repairs

Kubota in Arthur is on the replacement list for 2014 budget and quotes for work needed are at \$6,500.00 for repairs this year. This machine is 7 years old with approximately 4000 hours on it. A new machine would cost \$60,000.00 and there would be some trade in value. This machine does all sidewalk maintenance in winter and cuts grass in summer plus sweeps. It is used almost every day.

Roundabout on Frederick - Staff's feedback

A design for a roundabout is being worked on. At this time some of the concerns/issues are:

- May have to move some hydro/light poles and the spans tend to be larger in roundabouts which would make it more difficult to set up the work area.
- The intersection has some concerns as it is now and it may be time to look at making changes
- The Engineers say that our Township equipment would be able to move through the roundabout without difficulty. May need to make wider to accommodate agricultural equipment.
- Conduit and duct work will be put into place for a crosswalk and pedestrian crossing signals in either scenario.
- Costs for both options will be looked into.

- Trees
Staff have requested information as to whether a Council member will still be on the Tree Committee. The minutes from those meetings would go to the Public Works Committee. The group will meet informally in the spring and fall and Councillor Yake will represent Council in an advisory capacity.

BREAK 9:45 am – 10:00 am

2. WATER AND SEWER

Annual Water Reports (attached to Agenda)

Committee reviewed and gave direction:

- Mount Forest, 2013 Annual Water Report - Council to accept and approve
- Arthur, 2013 Annual Water Report - Council to accept and approve
- Schedule 22 Summary Reports - Council to accept and approve

RFP for Generator Service –

There were three tenders submitted in response to the RFP for Generator Service and Maintenance for a three year contract on the eleven generators in the Township. As there was a considerable difference in the prices, the RFP's will be reviewed again and the CSA Standard will be checked to see if our staff would be able to do the shut-offs on the generators after the two hour CSA required run time. This may make a difference in the cost.

Professional and consistent service of these critical pieces of equipment is required and will help the life of the asset as well as gain efficiencies by servicing as a group. It is proposed to start in Fall of 2014. Deb will report back her findings.

Water & Sewer Billing

Inserts have gone into WNP billing with the updated rates, in accordance with the Fees and Charges By-law for Water and Sewer.

Barry was to bring copies of the new rates, but was unable to attend. Copies will be attached to the meeting minutes.

Items for Discussion

- Update on Municipal Contact List for Spills in the Township – a new list is being prepared with current contact information.
- “Spills Response Plan”
Deb is working on the Plan in conjunction with the current contact list.
Who does reporting and how many reported spills would we have in a year? Deb will follow up with the Spills Action Centre. Also need to know what to do if a call comes in to the Township office.
Does SAC (Spills Action Centre) contact us when a spill occurs and do we get a report?

- Effects of Winter on Water System
 - Main Breaks – there have had three breaks so far
 - Frozen Services – a number of them this year - weather related
 - Well 7 Pump – the motor has been replaced
 - Update on 178 St. George Street – “Well Initiatives” has been contacted for information on how to de-commission / close it and what the cost and liabilities for the Township would be. It is currently sealed off and looks a mess. Should we proceed to take below ground and remove concrete? The Committee felt that we needed a cost and should look at getting it done.
 - New Flow monitoring has begun and monitors have been installed in seven locations in Arthur. There is a website (I & I) and we are able to go online and see reading of flow plus it will do camera monitoring of the flow monitor.

3. NEXT MEETING

- Tuesday, March 18th 2014 at 8:30 am.

4. ADJOURNMENT

Moved by: Dan Yake

Seconded by: Andy Lennox

THAT the Meeting be adjourned at 11:20 am

Carried

TOWNSHIP OF WELLINGTON NORTH

ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, February 19, 2014 – 4:30 pm

Members Present: Councillor Dan Yake, Chair
Mayor Ray Tout
Councillor Andy Lennox
Stephen Dineen
Tim Boggs
Gerald (Shep) Shepetunko
Dale Small; Business Economic Manager
April Marshall; Tourism, Marketing & Promotion Manager
Councillor Sherry Burke
Councillor Mark Goetz
Shawn McLeod
Al Rawlins
Jim Taylor

Also Present: Dee Dee Eurig; Community Animator; Mount Forest Chamber of Commerce
Michelle Stone, Administrative Support

Meeting was called to order at 4:30 pm

DELEGATIONS AND PRESENTATIONS - Dee Dee Eurig; Community Animator;

Dee-Dee gave an overview of the role of a “Community Animator”. The word “animator” comes from the Latin word meaning “breathe life into”. This position resulted from a vision of the Chamber of Commerce in Mount Forest who realized that more support was needed for local community groups, non-profits and volunteer connections serving both the rural and urban area. Funding was received from the Trillium Foundation for three years. The position is an evolving one that she is still developing and it is primarily to give strength and support to the community, non-profit and volunteer organizations. There will be online resources; development of a website along with Facebook and Twitter; workshops covering topics like Grant Writing and Effective Fund Raising; community meetings to involve volunteer organizations. The Farmers’ Market, Walking Trail Committee, Cultural Roundtable; Northern Lights are among some of the groups she is working with. EDC is also a strong supporter and Dee Dee has been working with April on some of the initiatives. The first Community Event will be held on May 30th and May 31st at the Mount Forest Sports Complex and it is to let people in the Community have an opportunity to see what is available in the community for seniors, youth, and volunteer. At this time it is focused on Mount Forest and the surrounding rural area as the Mount Forest Chamber received the grant. It is hoped that it will expand into the Arthur area later.

1. DECLARATIONS OF PECUNIARY INTEREST:

- None reported.

2. APPROVAL OF MINUTES:

Moved by: Jim Taylor

Seconded by: Ray Tout

THAT THE Minutes from the January 15th, 2014 Economic Development Committee meeting be accepted.

Carried

3. REPORT FROM CHAIR – Councillor Yake

- To be tabled at the next meeting

4. REPORT FROM WELLINGTON COUNTY ECONOMIC DEVELOPMENT COMMITTEE – Mayor Tout

- The Mayor and Dale Small recently attended the EDCO Conference in Toronto. They came away with new ideas to look at for Wellington North.
- The Mayor, Dale Small and a few committee members will be attending a Business Retention & Expansion Program Retreat tomorrow in Elora.
- The Governors Residence on Woolwich Street in Guelph has been renovated and is now available for use by any of the Economic Development Groups from all the municipalities for use as a meeting venue.
- Quality Homes has approached Council and offered a plant tour. This would be a good way to get out into the businesses in Wellington North.
- The County of Wellington budget has been approved and the County Economic Development budget includes \$25,000 for each Municipality to support the implementation of local B.R.& E. initiatives.

5. REPORT FROM MUNICIPAL CHAMBER OF COMMERCE REPRESENTATIVE – Councillor Mark Goetz

- Councillor Goetz reported on Chamber news. Arthur Chamber is working on the placement of new flower pots funded through EDC. They are also looking at another mural to be done.
- The Lions will be celebrating their 75th Anniversary and are planning some activities with Chamber.
- Art in the Street plans are well on their way, but will be looking for a new chair as this will be Mary Schmidt's final year.
- There will be an Open House for the Foodland Grand Opening in Arthur on Friday, February 21st.
- Mount Forest will be having their Spring Excellence Dinner & Awards night on May 13th.
- The Mount Forest Chamber has been approached about a "Retail Coach" for businesses in both Mount Forest and Arthur in conjunction with the BIA. There will be more information to follow.
- This year the Wellington Advertiser will be doing the printing as well as the distribution of the Wellington North Business, Community & Visitors Guide. 10,000 to 12,000 copies will be printed.

6. ECONOMIC DEVELOPMENT 2014 STRATEGIC PLAN & MANDATE DISCUSSION:

A good discussion took place regarding our current strategic plan and included:

- Review of current mandate and areas of focus
- The Wellington County Economic Development focus in 2014
- Potential New Programs that were discussed included:
 - Business Attraction
 - Youth Programs and Services
 - Signage Program
 - Business Education Program

Dale and April will bring this item back to a future meeting for conclusion. It was suggested the Committee should identify three-four goals/strategic objectives to help focus our Economic Development programs.

7. TOURISM, MARKETING & PROMOTION MANAGER UPDATE

- **Website** – It will be recommended that OSiM Interactive of Harriston services be contracted for this purpose: The proposal addressed the scope of the requested project; showcased their relevant experience with other municipalities and business; the ability to align and collaborate Cultural Mapping; be mobile friendly; provide onsite customer needs analysis, training and support; and give us the ability to edit all current pages. There will be a report to Council.
- **Social Media Policy** - The Township of Wellington North has developed a social media policy in order to ensure uniform usage of social media sites across all departments. This policy has been established to ensure that; when representing the Township of Wellington North; all social media content created is created in a professional and consistent manner that faithfully represents our brand, mission statement and department values. There will be a report to Council.

- **Township Print Publication Page** – The monthly page in the Biz Bull will be another outlet for regular communications to the public, a go-to source for those wanting information. The page will reflect upcoming events, notices, tips and other relevant information. Overall, the content is there to run on a monthly basis and we need to evaluate if the cost is justified to help to communicate this information as a go to source on a regular basis. As far as policy goes, it would be beneficial to offer space for community groups and organizations, but only should there be space after Township information is communicated. The expense can be incurred by Administration, or split between departments (approx \$55 each a month). We could also pursue approaching the Chambers to share the cost, allowing them space for updates on the page as well. The Committee would like to see a way to measure the public's use and a mock-up of what page might look like.
- **Municipal Cultural Plan** – The Cultural Roundtable will meet again tomorrow, to address any questions that came out of review of the plan, elect executive, determine working groups for current initiatives and discuss any new ideas.
- **Doors Open** – Doors Open Ontario in 2014's theme commemorates the centennial anniversary of the First World War by examining its influences on modern society. Wellington North's date is set for Saturday, September 27th, 2014 (which coincides with Culture Days, another province wide promotion). A minimum of 10 sites is required. Site listing forms must be completed by February 28th. We have received confirmation from 9 sites to date.
- **Dimestore Fishermen and Canada Weekend in Arthur** - After some discussion a vote was taken whether to move forward with the Dimestore Fishermen opportunity and due to the expense it was decided to not go ahead at this time. The Community Groups in Arthur will be approached and the Township will play a role in helping to get community involvement and potential funding for the Canada Weekend celebration.
- **Butter Tart Trail** – Renewal of trail partners is being requested now, with production of new brochure. Included in the package is a customer survey, market readiness review, review of last year and look ahead to suggested plans for 2014. A concern was shared with the committee from a business not on the BTT. This is the only business that we are receiving this type of feedback from. After discussion, the committee decided to wait until the survey results were available but did note that a stricter policy be taken into effect, to ensure trail members are market ready and a proper fit.
- **Festival & Events Guide** – They are changing the format of the brochure and marketing approach. Heavier emphasis will be put on directing people to the website. April is going to a meeting this week and will bring back a report.

8. BUSINESS ECONOMIC MANAGER UPDATE

- As part of the County wide Business Retention & Expansion program 37 business interviews were completed in Wellington North. Current plan is to review the findings at our next Economic Development Committee meeting and present to council on April 28th. Dale will be attending an all day retreat on February 20th, along with Mayor Tout and Al Rawlins, to review the preliminary reports.
- The plans for Wellington North Showcase are coming together. The event will be held in Arthur on March 24th and 25th. The Press Release and invitations to all businesses have been distributed. Over 40 display tables have already been reserved. It is hoped that all EDC and council can attend the Business Networking Reception on March 24th prior to the council meeting.

9. ANNOUNCEMENTS

- The next Mayor's Breakfast will be on Friday, May 9th in Mount Forest and the focus will be on the Health Care Sector
- Municipal Hockey Tournament this year will be on March 22nd in Mount Forest. The proceeds from last year's tournament were donated to the Breakfast Programs at the elementary schools.

10. NEXT MEETING DATE

- Wednesday April 16, 2014

11. ADJOURNMENT:

Moved By: Dale Small

Seconded By: Ray Tout

THAT the Meeting be adjourned at 6:35 pm.

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

RECREATION & CULTURE COMMITTEE MINUTES

Tuesday, March 4, 2014
8:30 a.m.

Present: Sherry Burke, Councillor, Chairperson
Ray Tout, Mayor
Andy Lennox, Councillor
Dan Yake, Councillor
Pat Franks, Councillor, Township of Southgate
Barry Lavers, Director of Recreation, Parks & Facilities
Mark MacKenzie, Mount Forest Facilities Manager
Michael Givens, CAO/Treasurer
Cathy Conrad, Executive Assistant

Regrets: Mark Goetz, Councillor
Tom Bowden, Arthur Facilities Manager

The meeting was held in the Mount Forest & District Sports Complex Meeting Room.

DECLARATION OF PECUNIARY INTEREST

None declared

DELEGATIONS

None

MINUTES

1. Review minutes of January 14, 2014 meeting

The minutes of the January 14, 2014 Recreation & Culture Advisory Committee were received and adopted by Council at the Regular Meeting of Council held on January 27, 2014.

BUSINESS ARISING FROM MINUTES

None.

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

RECREATION & CULTURE COMMITTEE MINUTES

Tuesday, March 4, 2014

NEW BUSINESS

1. Recreation Facilities (Road Closures/Power Outages)

Committee reviewed the Hydro and Power Outages Arena Facilities Policy. This policy applies to both the Arthur and Mount Forest facilities. The staff have numbers that they can use to contact Wellington North Power to get information regarding power outages. Having patrons remain in the building during a power outage could present a liability and fire issue. It was suggested that this policy be included in rental contracts. The question of fire drills was brought up and it was suggested that fire drills and fire extinguisher training should be held for all staff in the fall before hockey season begins so that new staff can be trained and include review of policies.

A similar policy will be prepared for road closure events. There needs to be communication when staff is not able to make it to the facility due to road closures. The Facility Managers have schedules showing who should be working and they can contact the workers and adjust the schedule to ensure the building remains open if needed.

2. Trophy Cases (Mount Forest Complex)

The Committee discussed the drawings from Maple Ridge. The trophy cases would be installed at the west Arena entrance just before the concession area. Mark Mackenzie met with Mr. Dewar to discuss the trophy case. Other groups have been contacted regarding space in the case. Minor Hockey will only proceed with this project if they have the use of half of the case. Minor Hockey will pay for half of the trophy case and the Patriots, Ringette and Figure Skating will each pay for their portion of the case. Consideration will be given to other groups to use the space above the pop machines if requested. Those groups will have to pay for the display case. It was directed that the case compliment the case already being built. A deadline of August 31 was set for this work to be completed.

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

RECREATION & CULTURE COMMITTEE MINUTES

Tuesday, March 4, 2014

Moved by: Lennox
Seconded by: Tout

That the Committee accept the proposal as submitted by Mount Forest Minor Hockey for the trophy case for the front lobby at the Mount Forest & District Sports Complex; to be completed no later than August 31, 2014 at the expense of the user groups.

Carried

Committee discussed requests for wall space along the walking track for plaques. It was agreed that the plaques must be uniform in appearance and placed so that garbage cannot be placed behind them. Mark was directed to gather more information as to the number of plaques and given permission to proceed with installation. Other groups will be offered space if available.

3. Indoor Track (Mount Forest Sports Complex)

After signs stating that the track was for walking only several users have voiced their concern that they have been using this track for training and jogging since 2009. In order to accommodate various users the Committee directed Mark to prepare a schedule indicating times for jogging and times for walking. A copy of the new schedule will be sent to Council.

4. Arthur Seniors (status)

Barry informed the Committee that a lease agreement will be drafted for presentation to the Arthur Seniors. Once they have had an opportunity to review the draft a meeting will be set up.

5. 2014-15 Wellington North Leisure Calendar

Copies of the calendar were distributed. Last year the format was changed to this calendar format and it went over well.

6. Pools

Advertising for summer staff will appear in papers next week. Barry will be applying for a Rural Summer Service Job Grant; which provides a \$2.00 per hour subsidy. The feasibility of the lap swim program will be reviewed and may not be part of the schedule in 2015.

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

RECREATION & CULTURE COMMITTEE MINUTES

Tuesday, March 4, 2014

7. Healthy Kids Community Challenge

Barry presented this information item. The proposal from the Guelph-Wellington-Dufferin Health Unit, initiated by the Province, would provide money to get kids into healthy eating and exercise. The program would be geared more towards schools. Wellington North will try to partner with Minto and the City of Guelph and other Wellington County Municipalities. The initial idea would be to hire a coordinator to come up with ideas for healthy menus and after school programs. The program will not require additional staffing from Wellington North.

CORRESPONDENCE

1. HeartZAP Services Inc.
Re: — Federal AED Placement Initiative (FAPI)

The Federal Government of Canada and the Heart and Stroke Foundation of Canada have started the first of three rounds of the Federal AED Placement Initiative (API) and our application was approved. This initiative will enable hockey arenas and recreation facilities across Canada to receive an automated external defibrillator (AED) and associated training. Barry has received units for the Arthur Pool and the Upstairs of the Mount Forest Sports Complex. A training session will be held on March 12 in the Kenilworth Council Chambers.

REPORTS

The Facility Managers written reports and facility usage reports were available for review.

Mark reported that he felt what we currently have for snow removal is not adequate. There are piles of snow in the way and asked if he could arrange to have a snow blower brought in to remove them. Mark was directed to contact Deb Zehr, Manager of Public Works to see if the Works Department would be able to assist with this.

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

RECREATION & CULTURE COMMITTEE MINUTES

Tuesday, March 4, 2014

Discussion took place regarding a problem with a radio broadcaster. The radio broadcaster was hired by the Hanover Barons to broadcast a playoff game. Mark reported they did not contact anyone at the Mount Forest Sports Complex until after 4:00 p.m. This broadcaster is the only one that needs a phone line; others use the internet. The phone line is tied up for the duration of the broadcast. It was suggested that the main number for the facility be forwarded to a staff cell phone when the broadcaster needs the main line. As a result of this incident staff now have a key to the Manager's Office when needed.

As Tom Bowden was not able to attend the meeting Barry updated the Committee on the HVAC unit for the Arthur and Area Community Centre. The unit has been ordered but they are waiting on the weather to cooperate for installation.

The Director of Recreation, Parks and Facilities written report was available for review.

Committee discussed the Draft 2014 Capital Budget. In November the Committee discussed items to be included in the budget. The three items to be included were a generator for the Mount Forest facility, replacement of header pipes at the Arthur facility and the accessible doors at the Arthur facility. The generator has been removed from the list and a baseball diamond groomer has been added. Following discussion the Committee asked that the diamond groomer be removed and the generator added back in. It was suggested that a formal process using a Request for Proposal was needed for the purchase of a generator.

MEMBER'S PRIVILEGE

Mark MacKenzie requested a discussion regarding summer ice. In past years the rental income has not covered the costs and we have had a deficit. Last year the hockey school indicated they would not be running a program this year. User groups in the area use limited ice at this time. It was the consensus of the Committee that a firm commitment will be needed to proceed with summer ice.

Sherry Burke announced that on the weekend the Fireworks Festival has been named one of Ontario's top 100 festivals for the seventh year in a row.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

RECREATION & CULTURE COMMITTEE MINUTES

Tuesday, March 4, 2014

NEXT MEETING

Tuesday, May 6, 2014 at 8:30 a.m. at the Mount Forest Sports Complex.

ADJOURNMENT

Moved By: Tout
Seconded By: Franks

*THAT the Recreation & Culture Committee meeting of March 4,
2014 be adjourned at 10:46 a.m.*

Carried