



# Township of Wellington North

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

## Regular Meeting of Council

Monday, April 19, 2010

Following Committee of Adjustment

Municipal Office Council Chambers, Kenilworth

### AGENDA

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Lorraine Heinbuch,  
C.A.O. / Clerk

# TOWNSHIP OF WELLINGTON NORTH

## PUBLIC MEETING - MINUTES

**Monday, April 12, 2010**

The Public Meeting was held Monday, April 12, 2010 at 7:00 p.m. at the Township of Wellington North Council Chambers, Kenilworth to consider a Zoning Amendment application.

**Present:**

**Mayor: Mike Broomhead**  
**Councillors: Ross Chaulk**  
**Bob Mason**  
**John Matusinec**  
**Dan Yake**

**Also Present:**

**C.A.O./Clerk: Lorraine Heinbuch**  
**Executive Assistant: Cathy Conrad**  
**Manager of Public Works: Gary Williamson**  
**Township Planner: Mark Van Patter**

**Mayor Broomhead called the meeting to order.**

**Declaration of Pecuniary Interest:**

None

This application has been submitted to the County of Wellington in order to replace Draft Approved Plan of Subdivision 23T-89023, which lapsed in 2009. The lot yield is reduced from 39 down to 37 lots, due to the need for a stormwater management area.

**Owner/Applicant: Reeves Construction Limited**

**LOCATION**

The land is described as Park Lot 4, S/S Albert Street, West of London Road, former Town of Mount Forest. The parcel is approximately 7.6 acres in size.

# TOWNSHIP OF WELLINGTON NORTH

## PUBLIC MEETING - MINUTES

Monday, April 12, 2010

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### PROPOSED DEVELOPMENT

Thirty-seven single detached lots are proposed along with 1 Stormwater Management Block. The application is to replace Draft Approved Plan of Subdivision 23T-89023, which lapsed in 2009.

1. Notice for this public meeting was sent to required agencies and published in the Mount Forest Confederate on March 24<sup>th</sup>, 2010.
2. Presentations by:
  - Mark Van Patter, Senior Planner

This application has been submitted to the County of Wellington to replace Draft Approved Plan of Subdivision 23T-89023, which lapsed in 2009. The lot yield is reduced from 39 down to 37 lots, due to the need for a stormwater management area. Mr. Van Patter had no concerns with the application. Draft conditions of approval will be circulated in the near future by the County.

The subject property is currently designated Residential. Most of the property is zoned Residential (R2). There is a small area along London Road, zoned Residential Exception (R2-40) to provide for Townhouse minimum lot areas. Townhouses are not proposed though.

Two recent studies were undertaken in support of the development:

- Geotechnical Investigation (March 22, 2007) CMT Engineering
- Stormwater Management Report (August 22, 2006) Henderson Paddon

The current application is essentially the same as the former draft approved plan, except that a stormwater management area has been added at the corner of Albert Street and London Road. This has resulted in the overall number of lots being reduced from 39 to 37.

# TOWNSHIP OF WELLINGTON NORTH

## PUBLIC MEETING - MINUTES

Monday, April 12, 2010

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2. Presentation by Mark Van Patter (continued)

In the near future, the County will be circulating draft conditions of approval for review by the Township, selected agencies and the applicant. After agreement is reached on the conditions, it is anticipated that draft approval should be granted soon thereafter.

3. Review of Correspondence received by the Township:

- Bill MacKinnon, MacKinnon & Associates – Wellington Catholic School Board
  - No concerns
- Jackie Hope, Upper Grand District School Board
  - Does not object
- Cara Holtby, SVCA Environmental Planning Coordinator
  - No objection

4. Subject to Section 51, subsection (43) of the Planning Act, any person or public body may appeal a decision of the County of Wellington not later than 20 days after the day that the giving of written notice has been completed. If you wish to be notified of the decision you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph N1H 3T9

5. Mayor Broomhead opened the floor for any questions/comments.

Applicant was present to answer any questions.

6. Comments/questions from Council.

None.

**TOWNSHIP OF WELLINGTON NORTH**

**PUBLIC MEETING - MINUTES**

**Monday, April 12, 2010**

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7. Adjournment

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**C.A.O./CLERK**

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**MAYOR**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

**Following Public Meeting**

**Members Present:**

**Mayor: Mike Broomhead**  
**Councillors: Ross Chaulk**  
**Bob Mason**  
**John Matusinec**  
**Dan Yake**

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

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

A. **CALLING THE MEETING TO ORDER**

Mayor Broomhead called the meeting to order.

B. **PASSING AND ACCEPTANCE OF AGENDA**

**Moved by:** Councillor Mason  
**Seconded by:** Councillor Chaulk

*THAT the Agenda for the April 12, 2010 Regular Meeting of Council be accepted and passed.*

**Resolution Number: 1**

**Carried**

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

None declared.



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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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**D. MINUTES**

1. Regular Council Meeting, March 22, 2010
2. Joint Meeting – Wellington North/Southgate, March 25, 2010

**Moved by: Councillor Chaulk**

**Seconded by: Councillor Mason**

*THAT the minutes of the Regular Meeting of Council held on March 22, 2010 and the minutes of the Township of Southgate Joint Meeting with the Township of Wellington North held on March 25, 2010 be adopted as circulated.*

**Resolution Number: 2**

**Carried**

**E. BUSINESS ARISING FROM MINUTES**

None.

**F. DELEGATIONS, DEPUTATIONS, PETITIONS**

None.

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

1. Economic Development Committee
  - Minutes, March 17, 2010

**Moved by: Councillor Yake**

**Seconded by: Councillor Matusinec**

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Economic Development Committee meeting held on March 17, 2010.*

**Resolution Number: 3**

**Carried**

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**THE CORPORATION OF THE**  
**TOWNSHIP OF WELLINGTON NORTH**  
**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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

2. Recreation & Culture Committee  
- Minutes, March 19, 2010

**Moved by:** Councillor Mason  
**Seconded by:** Councillor Matusinec

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation & Culture Committee meeting held on March 19, 2010.*

**Resolution Number: 4** **Carried**

3. Fire Committee  
- Minutes, March 16, 2010

**Moved by:** Councillor Matusinec  
**Seconded by:** Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Fire Committee meeting held on March 16, 2010.*

**Resolution Number: 5** **Carried**

4. Works Committee  
- Minutes, March 24, 2010

**Moved by:** Councillor Yake  
**Seconded by:** Councillor Matusinec

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Works Committee meeting held on March 24, 2010.*

**Resolution Number: 6** **Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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

4. Works Committee  
- Minutes, March 24, 2010 (continued)

**Moved by:** Councillor Matusinec  
**Seconded by:** Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North award the 2010 Crushing Tender for approximately 20,000 tonnes at the Township's Excell Pit to The Murray Group for the tendered price of \$1.83/tonne plus GST.*

**Resolution Number: 7**

**Carried**

**Moved by:** Councillor Yake  
**Seconded by:** Councillor Matusinec

*THAT the Council of the Corporation of the Township of Wellington North award the 2010 Dust Suppressant tender to the following suppliers, as recommended by the Works Committee:*

- 250 flake tonnes of 35% calcium chloride to Da-Lee for the tendered price of \$0.192/flake tonne plus applicable taxes; and
- 160 flake tonnes of alternative brine to Cliff Holland Trucking for the tendered price of \$0.0797/flake tonne plus applicable taxes.

**Resolution Number: 8**

**Carried**

**Moved by:** Councillor Matusinec  
**Seconded by:** Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North authorize the purchase of a 2010 John Deere Articulated Wheel Loader Model 624K from Nortrax for the quoted price of \$156,500.00 plus applicable taxes, as recommended by the Works Committee and included in the 2010 Capital Budget.*

**Resolution Number: 9**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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

4. Works Committee  
- Minutes, March 24, 2010 (continued)

**Moved by: Councillor Yake  
Seconded by: Councillor Matusinec**

*THAT the Council of the Corporation of the Township of Wellington North authorize the purchase of the following three pick-up trucks from Arthur Chrysler Plymouth Ltd., as recommended by the Works Committee and included in the 2010 Capital Budget:*

- *For the Works Department – two 2010 Ram 1500 Quad Cab ST 4 X 4 for the quoted price of \$27,210 each plus applicable taxes; and*
- *For the Water/Sewer Department – one 1500 Regular Cab SLT 4 X 4 for the quoted price of \$24,519.00 plus applicable taxes.*

**Resolution Number: 10**

**Carried**

**Moved by: Councillor Yake  
Seconded by: Councillor Matusinec**

*THAT the Council of the Corporation of the Township of Wellington North resolve that the Winter Patrolling requirement as set out in the revised Minimum Maintenance Standards be performed annually between November 15 and April 15;*

*AND FURTHER THAT the Sidewalk Inspection requirement set out in the revised Minimum Maintenance Standards will be completed annually prior to July 31.*

**Resolution Number: 11**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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

5. Finance Committee
- Minutes, March 31, 2010
  - Reports from John W. Jeffery, Treasurer
    - 2010 Long Term Borrowing
    - 2010 Budget – Mount Forest Business Improvement Area

**Moved by:** Councillor Matusinec

**Seconded by:** Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Finance Committee meeting held on March 31, 2010.*

**Resolution Number: 12**

**Carried**

**Moved by:** Councillor Yake

**Seconded by:** Councillor Matusinec

*THAT the Council of the Corporation of the Township of Wellington approve the attached Mount Forest Business Improvement Area 2010 Budget and confirm the following persons as members of the Board of Directors for 2010:*

- *Bill Nelson*
- *Jenny Whetham*
- *Ron Forrest*
- *Murray Townsend*
- *Dan Yake – Council Representative*

**Resolution Number: 13**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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H. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION**

1. Municipal Property Assessment Corporation  
Re: Negotiations with the Ontario Public Service Employees Union  
- Received as information
  
2. Jason Oakes, Country Carpet & Furniture  
Re: Banning of Furniture Auctions Within The Township of Wellington North

Lori Heinbuch, CAO, informed Council these events could be restricted in the Township facilities; but, under the Municipal Act Council cannot ban these events in other facilities.

Council requested this correspondence be forwarded to the Recreation and Culture Committee and the Administration Committee

3. Wellington North Power  
Re: 2010 Annual Shareholder Meeting – Tuesday, April 27, 2010

**Moved by: Councillor Chaulk**  
**Seconded by: Councillor Mason**

*THAT the Council of the Township of Wellington North appoints the following persons representing the Township at the Wellington North Power Annual Shareholders meeting to be held Tuesday, April 27<sup>th</sup>, 2010*

1. **Bob Mason**
  
2. **Dan Yake**
  
3. **John Matusinec**

**Resolution Number: 14**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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H. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION** (continued)

4. Mount Forest Lions Club  
Re: Application for Special Occasion Permit/Outdoor Liquor License  
for Mount Forest Fireworks Festival

**Moved by: Councillor Mason**  
**Seconded by: Councillor Chaulk**

*THAT the Council of the Corporation of the Township of Wellington North has no objection to the Mount Forest Lions Club application for a Special Occasion Permit/Outdoor Liquor License to support the Mount Forest Fireworks Festival, a community festival, on July 17, 2010 with a rain date of July 18, 2010 at the Skate Park enclosure at the Campbell Devore Park.*

**Resolution Number: 15**

**Carried**

5. Genivar Consultants LP  
Re: Request for Five Year Extension of Draft Plan for File #23T-79087  
(Reeves)

**Moved by: Councillor Chaulk**  
**Seconded by: Councillor Mason**

**THAT the Council of the Corporation of the Township of Wellington North has no objection to the County of Wellington granting a five year extension to Reeves Construction for Draft Plan for File #23T-79087, in the County of Wellington, Township of Wellington North, former Town of Mount Forest expiring May 15, 2010.**

**Resolution Number: 16**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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**H. CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION (continued)**

6. County of Wellington Planning and Land Division Committee  
Re: Comments for Consent Applications B59/10; B69/10; B70/10

Application B59/10

Council supported the application with the following conditions:

- Applicant must comply with the Township Entrance Policy
- Applicant must satisfy requirements in reference to parkland dedication

Application B69/10

Council supported the application with the following conditions:

- Applicant must comply with the Township Entrance Policy
- Applicant must satisfy requirements in reference to parkland dedication

Application B70/10

Council supported the application.

7. The Mount Forest District Chamber of Commerce  
Re: Request for Waiving of Rental Fees (\$488.25 estimated) for a Grant and Sponsorship Information Seminar being held at the Mount Forest Sports Complex Community and Leisure Halls

**Moved by: Councillor Mason**  
**Seconded by: Councillor Chaulk**

***THAT the Council of the Corporation of the Township of Wellington North agree to waive the rentals fees for The Mount Forest District Chamber of Commerce Grant and Sponsorship Information Seminar being held at the Mount Forest Sport Complex. The costs for same to be charged to Assistance to Groups Rental Fees Waivers Administration Budget.***

**Resolution Number: 17**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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**I. BY-LAW**

1. 25-10 Being a By-law to Adopt the Estimates of All Sums Required During 2010 for Purposes of the Municipality.

**Moved by: Councillor Matusinec**

**Seconded by: Councillor Yake**

*THAT By-law Number 25-10 being a by-law to adopt the estimates of all sums required during 2010 for purposes of the municipality be read a First, Second and Third time and finally passed.*

**Resolution Number: 18**

**Carried**

**J. ACCOUNTS**

**Moved by: Councillor Yake**

**Seconded by: Councillor Matusinec**

*THAT the Council of the Corporation of the Township of Wellington North approve the accounts totalling \$292,478.78 for payment.*

**Resolution Number: 19**

**Carried**

**K. OTHER/NEW BUSINESS**

1. Public Meeting – Reeves Construction – Draft Plan of Subdivision 23T-10001, 37 Single Detached Lots  
Park Lot 4, S/S Albert Street (former Town of Mount Forest)

**Moved by: Councillor Chaulk**

**Seconded by: Councillor Mason**

*THAT the Council of the Corporation of the Township of Wellington North has no objection to Draft Plan of Subdivision 23T-10001, Park Lot 4, S/S Albert St. (former Town of Mount Forest) – Reeves Construction, as per application to the County of Wellington.*

**Resolution Number: 20**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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

Association of Municipalities of Ontario

- Annual Conference Registration Reminder

Township of Southgate

- Notice of Passing of Zoning By-law

Maitland Valley Conservation Authority

- 2010 Levy
- Minutes, Annual Meeting, (Board of Directors Meeting #2/10) (Part I), February 17, 2010
- Minutes, Annual Meeting (Board of Directors Meeting #2/10) (Part II), February 17, 2010
- Minutes, Maitland Source Protection Authority Meeting #1/10, January 27, 2010

Ministry of Finance

- 2008 OMPF Final Reconciliation

Hydro One

- Newsletter, Bruce to Milton Connection, March 2010 –Issue 8

**M. COUNCILLOR'S PRIVILEGE**

Mayor Broomhead stated that he was happy to see several major projects within the Township moving ahead. He reviewed a Building Committee Report showing an increase in the year to date figures for building permits.

Councillor Yake announced that two new doctors will be setting up a practice in Mount Forest on May 1 and will work on a six week rotation schedule. The Doctor Recruitment Committee asked Councillor Yake to offer their thanks to Council for their support for recruitment and requested that Council send welcome letters to the new doctors.

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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**N. NOTICES OF MOTION**

None

**O. IN CAMERA**

1. "Property" matter
2. "Personal" matter

**Moved by: Councillor Mason  
Seconded by: Councillor Chaulk**

**THAT Council go into a meeting at 8:31 p.m. that is closed to the public under subsections 239 (2) (c) (b) of the Municipal Act, 2001**

- to consider a proposed or pending acquisition or disposition of land by the municipality;
- to consider personal matters about an identifiable individual, including municipal or local board employees.

**Resolution Number: 21**

**Carried**

**Moved by: Councillor Chaulk  
Seconded by: Councillor Mason**

***THAT Council rise from In-Camera at 9:43 p.m.***

**Resolution Number: 22**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, April 12, 2010**

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**P. CONFIRMING BY-LAW**

**Moved by: Councillor Mason**

**Seconded by: Councillor Chaulk**

*THAT By-law Number 28-10 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 April 12, 2010 be read a First, Second and Third time and finally passed.*

**Resolution Number: 23**

**Carried**

**Q. ADJOURNMENT**

**Moved by: Councillor Chaulk**

**Seconded by: Councillor Mason**

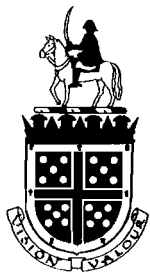
*THAT the Regular Council meeting of April 12, 2010 be adjourned at 9:45 p.m.*

**Resolution Number: 24**

**Carried**

\_\_\_\_\_  
C.A.O./CLERK

\_\_\_\_\_  
MAYOR



## COUNTY OF WELLINGTON

LINDA DICKSON, MCIP, RPP  
COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)  
TEL: (519) 846-8058  
CELL: (519) 993-0105  
FAX: (519) 846-8482  
e-mail: lindad@wellington.ca

WELLINGTON TERRACE  
474 WELLINGTON RD. 18, SUITE 20  
FERGUS, ONTARIO  
N1M 0A1

March 16, 2010

TO: Mayor Mike Broomhead and members of Council

FROM: Linda Dickson, CEMC

RE: **Report on the New Emergency Response Plan**

### **BACKGROUND:**

In 2004, the County of Wellington and the member municipalities of Centre Wellington, Erin, Guelph/Eramosa, Mapleton, Minto, Puslinch and Wellington North each adopted an Emergency Response Plan for their municipalities as required by the Emergency Management and Civil Protection Act, R.S.O., 1990. It has been five years since the emergency response plans were approved and although the plans have been annually reviewed and in many cases amended, it was determined that a comprehensive review and update to the plans was appropriate. While undertaking the comprehensive review the eight emergency response plans were compiled into one document.

The content of the eight emergency response plans is similar and the activation of one county wide plan would benefit all the municipalities, agencies and organizations that may be called upon to provide emergency response in the event of a large scale local or county wide emergency.

It should be noted that some bordering municipal jurisdictions have already adopted a single emergency response plan model.

### **CHANGES**

- i) The plan incorporates the provincial Incident Management System of response for the emergency site as well as for the Emergency Operation Centres.
- ii) Added support agencies and their roles and responsibilities – Hospitals, School Boards, Red Cross.
- iii) All eight municipal emergency information plans were incorporated into the new document under the Communications Section.
- iv) Includes a new section on volunteer management which is currently part of the emergency operation centre procedures. These policies were developed after the Tornado response in 2005.

- v) A section regarding evacuations and how municipalities will conduct evacuations has been added to the plan including the establishment of emergency shelters. Wellington County Social Services has prepared an emergency response plan in association with the member municipalities. This plan addresses the areas of social services responsibilities for food, clothing, lodging, registration and inquiry. The new evacuation section in the draft plan provides information on the Memorandum of Understanding between Wellington County and Red Cross.
- vi) The new plan contains policies on implementing a recovery plan. Mitigation, prevention, preparedness, response and recovery are the main components of emergency management. The component of recovery, to date, has not been well address in our emergency plans and procedures.
- vii) Revised definitions and acronyms.

**ATTACHMENTS:**

Emergency Response Plan

**ADOPTION OF THE PLAN and AMENDMENTS**

It is proposed that the plan will first be circulated to all Councils for their review and consideration. Once all eight municipal councils have had an opportunity consider the document and resolve to support the plan in principle, a by-law will be prepared for each municipal Council to formally adopt the new Emergency Response Plan.

It is proposed that once approved, changes to the plan will be processed as follows:

The changes will be circulated to the Municipal Councils for their review, consideration and support through resolutions. The changes to the plan and supporting resolutions will be circulated to County Council for consideration and formal adoption of the changes.

**RECOMMENDATION:**

Be it resolved that Council supports the adoption of a single Emergency Response Plan for the County of Wellington and the municipalities of Centre Wellington, Erin, Guelph/Eramosa, Mapleton, Minto, Puslinch and Wellington North, and further that Council authorizes the passing of a by-law adopting the emergency response plan as circulated and presented.

# **EMERGENCY RESPONSE PLAN FOR THE COUNTY OF WELLINGTON AND THE MUNICIPALITIES OF CENTRE WELLINGTON, ERIN, GUELPH/ERAMOSA, MAPLETON, MINTO, PUSLINCH AND WELLINGTON NORTH**

## **SECTION 1 – INTRODUCTION**

In this plan, emergencies are considered to be extraordinary occurrences demanding extraordinary action and extraordinary resources. Thus, they are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as public works. The response to such emergencies often requires a coordinated effort on the part of a number of agencies both public and private, and this Emergency Response Plan identifies the actions that may be taken during an emergency situation declared or not.

### **1.1 Hazards:**

A hazard can be defined as an “event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss.” Hazards can be categorized as natural such as an ice storm, technological such as a power outage or human such as acts of terrorism. Each municipality has completed a Hazard Identification and Risk Assessment. A number of the risks are common to many Wellington municipalities. The following list identifies the potential hazard risks or threats.

- . Blizzards and Ice Storms
- . Tornados
- . Floods (Drayton and Harriston have the greatest risks)
- . Human Health Emergencies
- . Foreign Animal Disease Outbreak
- . Dam Failures
- . Terrorism and Sabotage
- . Drought
- . Building or Structural Collapse of a Public Building

While there are ways to mitigate and prevent some hazardous events, emergency situations will occur. Nevertheless, there are steps that we can take to prepare for, respond to and recover from emergencies to lessen the impacts on our communities including loss of life and property damage. This plan is intended to serve as a guide in implementing those steps necessary to lessen the impact of an emergency.

## **SECTION 2 – AIM:**

The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those consider most vulnerable; to safe guard critical infrastructure; protect the environment; and to ensure future economic vitality.

## **SECTION 3 – LEGISLATIVE AUTHORITY**

The Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E9 is the primary enabling legislation for the formulation of this Emergency Response Plan, which will govern the provisions of necessary services during an emergency. In accordance with Section 3 of the Act, *“every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”*. The Emergency Management and Civil Protection Act and the passage of municipal by-laws will provide the legal authority for the Emergency Response Plan. A copy of this plan will be filed with the Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

## **SECTION 4 – NOTIFICATION AND EMERGENCY DECLARATIONS**

Most emergencies are usually first discovered by police, fire or public works agencies as they are normally among the first to be called. However the decision to activate the Municipal Emergency Notification Procedures shall be the responsibility of any member of the Municipal Emergency Control Group upon receipt of a warning that a real or potential emergency is eminent. Upon notification of a real emergency or the threat of an emergency, as defined herein, any individual Municipal Emergency Control Group (MECG) member shall, upon assessing the emergency situation determine if the MECG would be required and then ensure that the appropriate individuals or agencies are contacted to notify the control group and activate the emergency operation centre.

In some cases it may not be necessary to assemble the MECG but it may be important to make them aware of a potential emergency or to update them on a situation. In this case the emergency notification procedures may be used to provide information to the group or to place them on standby pending possible activation of the EOC.

### **4.1 Action Prior to Declaration**

When it appears that an emergency situation is imminent or has occurred but an emergency has not yet been declared, employees of the municipality may take such action that is not contrary to law, is within their mandate to take and as set out in this Emergency Response Plan in order to protect lives and property of the residents of the Municipality.



#### **4.2 Notification Procedures for the Municipal Emergency Control Group**

Any member, primary or alternate, of any Municipal Emergency Control Group (MECG) is responsible for initiating the notification procedures for their municipality upon becoming aware of an emergency situation or potential emergency situation as defined in this Plan by contacting the appropriate individuals or agencies as follows:

Wellington County – Bestel Message Centre  
Centre Wellington – Public Works  
Erin – Fire Chief or alternate  
Guelph/Eramosa – CAO or alternate  
Mapleton – CAO or alternate  
Minto – Treasurer or alternate  
Puslinch – CAO or alternate  
Wellington North – Clerk or alternate

Each individual municipality will have its own set of notification procedures in place.

#### **4.3 Declaring Emergencies:**

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the affected local municipality.

Section 4 of the Act provides for the declaration of an emergency by the Head of Council and states that the "*Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area*".

The Head of Council or designated alternate has the authority to declare that an emergency exists within the whole or any part of the municipality. This decision may be made in consultation with the other members of the MECG.

Once the Head of Council or designated alternate declares an emergency the signed emergency declaration shall be faxed and/or emailed to:

- i) The Solicitor General by contacting the Provincial Emergency Operation Centre (PEOC)
- ii) The County Warden (if a local emergency)
- iii) County Ward Councilors
- iv) Council
- v) Neighbouring Municipalities
- vi) The Local Member of Parliament
- vii) The Local Member of Provincial Parliament
- viii) The Public with the assistance of the Emergency Information Officer

#### **4.4 Terminating Emergencies**

At anytime, the Head of Council, Council or the Premier of Ontario may declare an emergency terminated. Once an emergency has been terminated, a copy of the signed emergency termination form shall be faxed and/or emailed to the individuals and agencies listed in Section 4.3.

#### **4.5 Role of the County Of Wellington**

Whenever an emergency or disaster occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the affected local municipality. The member municipalities will exercise and implement this Emergency Response Plan with respect to all local emergencies/disasters.

Initially, the County will respond to the local emergency by providing resources to an affected member municipality. The member Municipal Emergency Control Group may request additional assistance and resources from the County of Wellington by contacting respective County Departments directly and/or by implementing the Mutual Assistance Agreement. The CEMC will assist the member municipality as the liaison for these contacts.

Upon being notified by the Head of Council of a member municipality or the CEMC that an emergency has been declared, the County Warden or CAO may activate the County's Emergency Notification System and the Emergency Operation Centre.

4.5.1 Should the resources of the affected member municipality become extended such that the member Municipal Emergency Control Group can no longer effectively control or support the emergency, the Mayor or designated alternate of the member municipality may request, in consultation with the MECG, the County Warden and County C.A.O. that the County take over management of the emergency situation. Members of the local MECG will remain at the local emergency operation centre to provide support and assistance. Alternatively, the member MECG may request the formation of a joint emergency control group to manage the local emergency situation as set out in Section 6.1; or

4.5.2 Should the emergency situation, such as a tornado, ice storm or snow storm affect at least three or more member municipalities, the County will first consult with the municipalities affected to determine if resources at hand (personnel and material) are capable of responding to the emergency situation. Alternatively, the County may recommend the establishment of a Joint Municipal Emergency Control Group as set out in Section 6.1; or

4.5.3 In the case of a human health emergency or Foreign Animal Disease; or act of terrorism that affects most, if not all of the County of Wellington, the County MECG will be assembled. In such emergencies, a Joint Municipal Emergency Control Group may be assembled for the purpose of providing

primary municipal strategic decision making authority with respect to the emergency situation at hand. Either the County or member Municipal Control Groups may request consideration for the establishment of a Joint Emergency Control Group as set out Section 6.1; or

- 4.5.4 The Warden, in consultation with the County MCEG, determines that the emergency is placing an extraordinary demand (personnel, materials and/or financial) upon the resources of the County.

## **SECTION 5 - REQUESTS FOR ASSISTANCE**

In certain emergency situations, the scale of the emergency may be such that it is beyond local resource capability, both public and private, to effectively and efficiently manage the emergency response. In such cases, requests for assistance may be made through any or all of the following sources of assistance.

### **5.1 Requests to the County of Wellington**

Requests for assistance for specific services, personnel or equipment from County departments such as Social Services, Engineering Services, Planning Department, etc. may be made as follows:

- i) Any member of the municipal control group may contact the applicable County department directly.
- ii) By implementing mutual assistance agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act. The County of Wellington and member municipalities and the City of Guelph have entered into a mutual assistance agreement. Any municipality which is party to the agreement may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made in consultation with the Municipal Emergency Control Group. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Wellington County Mutual Aid Fire Agreement.
- iii) The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- iv) Request the establishment of a Joint Emergency Control Group as set out Section 6.1.

### **5.2 Requests to surrounding municipalities:**

Implement mutual assistance agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 5.1 ii).

### **5.3 Requests to the Province**

Upon notification by the municipality that a municipal emergency has occurred but at which time the Head of Council has not officially declared an emergency, the Province may deploy an EMO Community Officer to a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Operations Centre. However, when a community declares an emergency, Emergency Management Ontario will normally deploy a Community Officer to the local Emergency Operations Centre. The Community Officer will be the link between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by Emergency Management Ontario, the following identifies some provincial ministries and federal department/agencies and the assistance they may be able to provide to local municipalities. Assistance provided may include but it is not necessarily limited to the following:

- i) Ministry of Agriculture and Food and Rural Affairs in the event of a Foreign Animal Disease Emergency or livestock related needs, food contamination, and pest infestation.
- ii) Ministry of the Environment with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies
- iii) Ministry of Health and Long Term Care with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by Wellington Dufferin Guelph Public Health as set out in their specific roles and responsibilities as identified in this plan.
- v) Ministry of Municipal Affairs and Housing for financial assistance as administered through the Ontario Disaster Relief Assistance Program and Special Ad Hoc Funding Programs as outlined in Section 13.4.1 wherein coordination of extraordinary expenditures is required.
- vi) Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- vii) Ministry of Transportation can provide assistance with emergencies on provincial highways.
- v) Request for Heavy Urban Search and Rescue Teams must be made by the County Fire Coordinator to the province.

Federal assistance, which, at times, shall be requested by the Province of Ontario through the Provincial Emergency Operation Centre (PEOC), may include, but is not limited to, the following:

- i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance.
- ii) CANUTEC may provide assistance to local municipalities with hazardous materials release emergencies which may include appropriate setback and evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the control group may contact them.
- iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
- iv) Environment Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornados.
- v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
- vi) Request for Assistance for Hazardous Materials Expertise must be made by the County Fire Coordinator to the province.

**5.5 Federal Assistance**

If Federal assistance is required, this is to be sought through Emergency Measures Ontario, unless otherwise identified above,

## **SECTION 6 – MUNICIPAL EMERGENCY CONTROL GROUPS**

All emergency response will be directed and controlled by a group of officials who will be responsible for coordinating the provision of essential services needed to minimize the effects of the emergency on the municipality. This group of officials will be known as the Municipal Emergency Control Group and will be made up of the following:

- Head of Council or alternate (Warden or Mayors)
- Senior Administrative Municipal Official such as a CAO/Town Manager/Municipal Treasurer or alternate
- Senior Municipal Road Authority Official such as County Engineer/Director or Managers of Public Works/Public Services Director/Road Superintendent/Water Superintendent or their alternates
- Wellington County OPP representative
- Fire Chiefs or alternate.
- Guelph Wellington EMS Assistant Chief or alternate
- Medical Officer of Health for the Wellington Dufferin Guelph Health Unit or alternates
- Local Hydro Utilities/Centre Wellington Hydro/Wellington North Hydro/Westario Hydro
- Community Emergency Management Coordinator or alternate

Additionally for the County of Wellington

- Treasurer or alternate
- Social Services Administrator or alternate
- Home for the Aged Administrator

Additionally for the Township of Centre Wellington

- Treasurer
- Director of Parks and Recreation
- Director of Information Technology
- Director of Planning
- Recording Secretary

The MCEG may function with only a limited number of members depending upon the emergency situation. However, all members of the MCEG shall be notified of the emergency and its consequences.

### **6.1 Joint Municipal Emergency Control Group**

In some emergency situations, and where considered appropriate, the County and member Municipal Emergency Control Group(s) may consult and decide to request that two or more Municipal Emergency Control Groups be formed into one joint Municipal Emergency Control Group. The establishment of a combined group will be known as a Joint Municipal Emergency Control Group. Given the degree and severity at which emergencies can strike, the decision to establish a Joint Municipal Emergency Control Group may be made after consideration of

the items listed in Section 4.5. The decision to form a Joint Municipal Emergency Control Group shall be vested with the Head of Councils, the CAOs and the Community Emergency Coordinator based upon the advice and recommendation of each individual Municipal Emergency Control Group involved in the Emergency. Once a decision has been made to establish a joint Municipal Emergency Control Group, the Heads of Council, CAOs and CEMC shall be responsible for meeting to determine the appropriate composition of the Joint Municipal Emergency Control Group.

## **6.2 Individual Roles and Responsibilities of MCEG Members**

The following is a list of the individual roles and responsibilities during an emergency.

### **6.2.1 Warden/Mayor and Alternate**

- i) Provide Leadership in the EOC operations.
- ii) Chair the MCEG meetings.
- iii) Declare an emergency in consultation with MCEG.
- iv) May terminate an emergency after consulting with MCEG and Council
- v) Ensure required individuals and agencies including the Solicitor General of Ontario have been notified of the declaration and termination of an emergency.
- vi) Meet with Council (Executive Committee) and keep them informed of the emergency situation.
- vii) Liaise with other municipal Heads of Council regarding the emergency situation.
- viii) Establish a communication link with Emergency Information Officer.
- ix) Act as the Community Spokesperson.
- x) Ensure that all inquiries regarding the MCEG and the emergency operation are directed to the Emergency Information Officer.
- xi) Approve news releases and public announcements issued by the Emergency Information Officer.
- xii) Maintain or appoint a scribe to maintain log of actions taken and decisions made by the Head of Council.



### **6.2.2 Senior Administrative Municipal Official or Alternate**

- i) Ensure that the municipal emergency notification procedures for the control Group are implemented if requested.
- ii) As Operations Chief of the EOC, coordinate all Emergency Operation Centre functions, such as ensuring that the operational period is scheduled and maintained, arranging for the preparation of agendas, and ensuring proper support staff is in place to effectively operate the EOC.
- iii) Ensure ongoing essential administrative functions of the municipality are maintained and if these are affected by the emergency situation, determine those efforts needed to restore services.
- iv) Arrange for additional EOC support staff as required.
- v) Advise Head of Council/alternate and MCEG on administrative matters, proper policies and procedures of the municipal government and laws.
- vi) Ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
- vii) Assist Head of Council with authorizing the dissemination of information through the Emergency Information Officer to the media and the general public.
- viii) Authorize implementation of Mutual Assistance Agreements in consultation with MCEG.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

### **6.2.3 Fire Chiefs or Alternate**

- i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the appropriate municipal representative as set out in Section 4.2 is notified to call the control group members together.
- ii) Establish a fire incident command post with communication link to EOC.
- iii) If emergency is fire related, appoint Incident Commander and advise the MECG.
- iv) Establish communication link with senior fire officials at the emergency site.
- v) Advise MECG on matters relating to fire resources.
- vi) Determine if additional fire resources are required to aid emergency site effort including the need for special equipment and recommend if possible sources of supply such as Hazmat, SCBA, protective clothing.
- vii) Ensure equipment and manpower needs are adequate.
- viii) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
- ix) Assist EMS with casualties as necessary if resources are available.
- x) Liaise with Ministry of the Environment, Fire Marshall's Office, etc.
- xi) Fire Coordinator or Assistant Fire Coordinator will request provincial resources such as HUSAR, CBRNE from the PEOC as may be requested by a member municipality fire department.
- xii) Maintain log of actions taken and decisions made.

#### **6.2.4 Senior Municipal Road Authority Official(s)**

- i) If necessary, ensure that the appropriate individuals as set out in Section 4.2 are notified to contact the members of the control group.
- ii) May act as Logistics Chief under IMS response.
- iii) If necessary, establish an incident command post with communication link to EOC.
- iv) Establish a communication link with senior roads staff at the incident.
- v) If directed by the MCEG, provide an incident commander(s) for the site.
- vi) Advise MCEG on information pertaining to engineering, road design, resources, etc.
- vii) Liaise with senior public works officials from other road authorities including local, county or provincial.
- viii) Ensure municipal resources are provided as requested.
- ix) Arrange for resources as requested by the Incident Commander and approved by the MCEG to be provided and ensure a record/inventory of all supplies and equipment requested and sent is maintained.
- x) Assist OPP with traffic barricades, assist fire with evacuations, during winter ensure roads are ploughed and cleared.
- xi) As flood coordinator liaise with Conservation Authorities on matters related to flooding.
- xii) Maintain municipal services provided such services could be safely maintained.
- xiii) Contact proper agencies to have public or private utilities disconnected if public safety is affected or when directed by MCEG.
- xiv) Liaise with utility representatives to provide alternative means of providing hydro, gas etc. if utilities are affected.
- xv) Maintain log of actions taken and decision made.

### **6.2.5 Senior Municipal Water/Waste Water Official or Alternate**

- i) Ensure that the emergency notification procedures are activated as set out in Section 4.2 for any municipal drinking water system emergency as set out in the DWQMS or waste water emergency.
- ii) Mobilize materials, manpower and equipment to respond to an emergency, and, if necessary, arrange for services from other municipalities or private contractors.
- iii) Provide advice and information to the MCEG with respect to municipal water resources, waste water and provincial legislation, etc.
- iv) Liaise with the Ministry of the Environment, Ontario Clean Water Agency, etc with respect to water issues in the municipality.
- v) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
- vi) Arrange for the implementation of water contingency plans, boil water advisories etc. as required in consultation with the Medical Officer of Health or designated representative and the MOE.
- vii) Arrange for equipment for emergency pumping operations.
- viii) Liaise with the fire chief concerning emergency water supplies for fire fighting purposes.
- ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of the Medical Officer of Health.
- x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
- xi) Chair or appoint a department representative to chair the Infrastructure Recovery Sub-committee and to ensure responsibilities as outlined in Section 11.3 are completed as required.
- xii) Maintain a log of actions taken and decisions made.

### **6.2.6 Wellington O.P.P.**

- i) If necessary, ensure that the appropriate municipal representative set out in Section 4.2 is notified to call the control group members together.
- ii) Maintain law and order within the community.
- iii) Notify and assist relevant emergency services, as required.
- iii) Establish an incident command post, as required.
- iv) Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
- v) Establish inner and outer perimeters around the emergency site.
- vi) Notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
- vii) Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials.
- viii) Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
- ix) Provide traffic control to facilitate the movement of emergency vehicles.
- x) Liaise with other municipal, provincial and federal agencies, as required.
- xii) Provide security to incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with MCEG.
- xiii) Establish communication with other municipal departments to arrange for additional supplies and equipment when needed - e.g. barriers and flashers, etc.

### **6.2.7 Wellington Guelph – EMS or alternate**

- i) On becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the appropriate municipal representative as set out in Section 4.2 is notified to call the control group members together.
- ii) Establish communication link with senior ambulance officials at the incident.
- iv) Provide for overall coordination of “Emergency Medical Response” to an emergency.
- v) Provide for and maintain Emergency Medical Services at the incident.
- vi) Direct liaison with E.M.S. Site Coordinator.
- vii) Assess and determine need, request and coordinate deployment of “on site Medical Teams.”
- viii) Establish and maintain open link communications with Central Ambulance and Communications Centre (CACC).
- ix) Liaise with Public Health “Incident Manager”.
- x) Update reporting to Medical Officer of Health and Ministry of Health and Long Term Care designate.
- xi) Provide technical assistance to Medical Officer of Health with assessment of resource needs.
- xii) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
- xiii) Procure and approve supply purchases.
- xiv) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
- xv) If required, appoint an EMS Incident Commander.
- xvi) Liaise with Community Care Access Centre (CCAC) for information regarding invalids or disabled citizens that may reside in an area to be evacuated.

- xvii) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
- xviii) Activate Critical Incident Stress Management Team.
- xix) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.
- xx) Maintain log of actions taken and decisions made.

### **6.2.8 Medical Officer of Health or Alternate – Public Health**

During Human Health Emergencies, the Wellington Dufferin Guelph Public Health Unit will assume the lead for emergency response. The Health Unit will respond using the Incident Management System. The Medical Officer of Health will maintain a communication link with the Heads of Council of the three upper tier municipalities during such situations. During a municipal Water System emergency, public health will establish a unified command incident response with the affected municipal water department. In all other emergency situations, public health representatives will participate as members of the EOC unified command as required.

- i) On becoming aware that a human health emergency has occurred or is threatening to occur, shall ensure that the municipal emergency notification system as set out in Section 4.2 is activated.
- ii) Assume a lead role in response to a human health emergency such as infectious disease outbreak through activation of Public Health's Response Plan and Incident Management System (IMS).
- i) Approve information/instructions on public health risk reduction for the municipality to distribute to the public.
- ii) Consult on the safe disposal of biohazardous and other dangerous material that may affect public health.
- iii) Co-ordinate vaccine management and implement mass immunization plan as required.
- iv) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
- v) Liaise with the Ministry of Health and Long Term Care (MOHLTC) through the Ministry's Public Health Call Centre.
- vi) Consult with coroner on temporary morgue facilities.
- vii) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Ontario Public Health Standards, the Health Protection and Promotion Act and related protocols.
- viii) Provide direction on any matters which may adversely affect public health.
- ix) Liaise with voluntary and private agencies.



- x) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of safe food preparation, infection control practices, water quality, and sanitation.
- xi) Keep record of all Public Health activities including actions taken and decisions made.
- xii) Participate in debriefings as required.

### **6.2.9 Local Hydro Utility**

- i) Upon a warning or threat of an emergency situation involving hydro ensure that the municipal emergency notification procedures of the municipality are initiated.
- ii) Provide MCEG with information and advice regarding available hydro services.
- iii) Provide alternate emergency hydro supplies where necessary and practical.
- iv) Discontinue hydro services as requested by Incident Command in consultation with the MCEG.
- v) Restore interrupted services on a priority basis in consultation with the MCEG.
- vi) Liaise with the Senior Municipal Roads Official.
- vii) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
- viii) Advise Head of Council, Senior Administrative Official and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public as a result of the emergency situation at hand or as a result of decisions made to response to the emergency.
- ix) Maintain a log of actions taken and decisions made.

#### **6.2.10 Treasurer or Alternate**

In most municipalities in Wellington the Treasurer is considered a support member of the MECG. However the Treasurer is a primary member of both the County of Wellington and the Township of Centre Wellington. The roles and responsibilities of the Treasurer are as follows:

- i) May take on the role of Administration and Finance Chief under IMS.
- ii) Provide information and advice on financial matters and information systems as they relate to the emergency.
- iii) Liaise, if necessary, with Treasurers from neighbouring municipalities.
- iv) Maintain record of all expenses.
- v) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner.
- vi) Procure appropriate sources of funding for emergency such as the Ontario Disaster Relief Assistance Program.
- vii) Chair or appoint a department representative to chair the Financial Recovery Sub-committee to ensure responsibilities outlined in Section 11.4 are completed as required.
- viii) Maintain a personal log of all actions taken.

### **6.2.11 Social Services Administrator of Alternate**

The Social Services Administrator is a primary member of the County of Wellington MECG but provides support to the member municipalities as requested by the local MECG.

The Social Services Administrator, or alternate has five essential areas of responsibility; Food, Clothing, Lodging, Registration and Inquiry, and Personal Services. These services are delivered through the operation of Reception Centres, or Overnight Shelters. The main responsibilities of the Social Services Administrator during an emergency are:

- i) Activate the municipal emergency notification system by contacting the County's Emergency Call Answering Service upon becoming aware that an emergency has occurred or is threatening to occur.
- ii) In the operation of shelters or reception centres may act as Command or through the implementation of the County of Wellington and Wellington Waterloo Red Cross Memorandum appoint a representative of Red Cross to assume the Shelter Command function.
- iii) Identify appropriate facilities to be used as a reception centre or overnight shelter, notify the facility contacts and assign a Social Services Manager.
- iv) Liaise with partner agencies such as Red Cross, St. John Ambulance, Salvation Army, Victim Services, etc.
- v) Activate mutual assistance agreements with partner agencies and various service and supply agreements as needed.
- vi) Maintain a log of all expenditures, invoices, etc. and submit to the Treasurer.
- vii) Chair or appoint a manager to chair the Human Needs Recovery sub-committee and ensure responsibilities outlined in Section 11.2 are completed as required by the recovery plan of the municipality.
- viii) Maintain a log of all actions taken.

### **6.2.12 Wellington Terrace Administrator or Alternate**

The Administrator or alternate is a primary member of the County of Wellington MECG.

- i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur shall ensure that the CAO or alternate to CAO is advised to activate the EOC notification procedures.
- ii) Liaise with public and private nursing/care facilities in the County of Wellington with respect to appropriate levels of care during emergency.
- iii) Coordinate with Community Care Access, Health Unit and Royal City Ambulance on all matters relating to Long Term Care Facilities.

### **6.2.13 CEMC or Alternate**

- i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur shall ensure that the appropriate municipal representative as set out in Section 4.2 is notified to call the control group members together.
- ii) Under the implementation of the IMS response will assume the position of Liaison Officer for EOC Command.
- iii) Ensure that proper communications are in place at between the EOC and at the Incident Command Post and that a proper link is established between the two locations.
- iv) Ensure activation of the EOC upon notification of an emergency
- v) Ensure MECG are properly registered at the EOC site.
- vi) Ensure that proper security is in place for both the emergency site and the EOC.
- vii) Provide up-to-date information on the developing emergency situation to EMO.
- viii) Ensure that MECG have supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations in the EOC.
- ix) Provide advice and clarification to the MECG about the implementation of the Emergency Response Plan.
- x) Liaise with County Social Services and community support agencies.
- xi) Address any action items resulting from the activation of the Emergency Response Plan.
- xii) Ensure MECG is informed of implementation needs of the Response Plan.
- xiii) Maintain records and files of decisions made and logs taken for the purpose of conducting a debriefing, post emergency reporting and updating community's emergency plan and program.

#### **6.2.14 Emergency Operations Centre (EOC) Support Staff:**

The following staff may be required to attend the EOC to provide support, logistics and advice to the MECG.

##### **6.2.14.1 Ops Assistant/Scribe**

- i) Is a member of the Operations Section under IMS.
- ii) Provide assistance to Operations Chief with any of the responsibilities outlined in 7.4.2.
- iii) Maintain Main Event Log of the EOC Command Operational meetings
- iv) Keep maps and status boards up-to-date.
- v) Notify and debrief support staff required to report to the EOC.
- vi) Arrange for printing of material as required
- vii) Arrange for and coordinate clerical staff.
- viii) Arrange for dissemination of information to Council as directed by Head of Council and CAO.
- ix) Maintain personal log of actions taken.

##### **6.2.14.2 Ops Assistant/Duty Officer**

- i) Is a member of the Operations Section under IMS.
- ii) Assist with the set-up of the Emergency Operations Centre including all telecommunication and computer equipment and ensure the integrity of the telecommunications equipment throughout the duration of the emergency.
- iii) Responsible for registering members and support agency staff into the emergency operations centre.
- vi) Maintain and record all messages into the emergency operations centre particularly during business meetings.
- v) If necessary, arrange for food, refreshments and accommodations for members attending at the Emergency Operations Centre.
- vi) Assist the CAO's/Chief of Operations Assistant/Scribe as necessary.

##### **6.2.14.3 Treasurer/Assistant to the Treasurer or Alternate:**

- i) Is a member of the Administration and Finance Section under IMS.
- ii) Responsible for assisting Treasurer with any of the duties outlined in Section 6.2.10.
- iii) Maintain a log of actions taken.

6.2.14.4

Human Resources Administrator or Alternate:

- i) Is a member of the Logistics Section of IMS.
- ii) Consult with Public Health, Social Services to coordinate outreach and counseling services to those affected by the emergency.
- iii) Assist Social Services with arrangements for appropriate counseling services at evacuation centres, as required.
- vi) Assist with the set up and staffing of the volunteer registration centre.
- v) Arrange for the tracking of volunteers.
- v) Implement Emergency HR Policies
- vi) Assist as required with deployment of staff to areas utilizing Staff skills inventory.
- vii) Maintain a log of actions taken.

6.2.14.5

Manager, Purchasing and Risk Management Services or Alternate

In the event of a county wide emergency the Purchasing and Risk Manger will be a member of the Logistic Section and may take on the role of Logistics Chief which will include the following duties:

- i) Arrange for equipment, personnel and materials as directed by the MCEG.
- ii) Ensure proper tracking of equipment, personnel and materials.
- iii) Notify the County's Insurers of the events and provide appropriate documentation.
- iv) Coordinate and assist HR with the volunteer registration and volunteer placement needs.
- v) Maintain a log of actions taken.

6.2.14.6

IT Services Support Staff

- i) Will be a member of the Operations Section of IMS.
- ii) Ensure that the EOC's have connectivity to the municipal computer network, including internet for additional communication support.
- iii) Provide equipment and staff resources as necessary to support computer including email and internet requirements of MCEG members
- iv) Assist the MCEG with information technology needs
- vi) Maintain a personal log of actions taken.



- 6.2.14.7 Municipal Official responsible for Recreation/Facilities
- i) Is a member of the Logistic Section and may take on the Role of Shelter Command if a Shelter is opening and operating.
  - ii) Provide information to the MECG about the municipal facilities.
  - iii) Arrange for the opening, use and maintenance of municipal facilities as reception and evacuation centres, as requested by the MECG.
  - iv) Liaise with Wellington County Social Services and non-government social services agencies to ensure reception/evacuation centres are set up/arranged, as required.
  - v) Liaise with Wellington County OPP to arrange for security at reception and evacuation centres, once established.
  - vi) Arrange for staff to assist as required.

6.2.14.8 Facilities Manager  
Is a member of the Logistics Section under IMS or in the event a shelter is operating, may at the direction of Social Services and the Manager/Director of Parks and Recreation, assume role of Command of the Shelter under IMS response and is responsible for assisting with or ensuring that the duties as set out in Section 6.2.14.7 are completed as required.

- 6.2.14.9 Solicitor or Alternate:
- i) Provide legal advice, as requested, to the MECG or any member of the MECG as they apply to the actions of the County and their response to an emergency.
  - ii) Maintain a log of actions taken.

### **6.2.15 Supporting Agencies, Boards, Services and Organizations**

During an emergency many agencies, boards, services and organizations operating in the municipality may be requested to assist the emergency site and/or the Municipal Emergency Control Group during an emergency response.

6.2.15.1 Emergency Coordinator Amateur Radio Emergency Services (ARES) or Alternate  
The ARES Emergency Coordinator will be deployed by and report to the CEMC and will be responsible for the following:

- i) Activate emergency notification procedures of the Wellington Amateur Radio Emergency Services operators.

- ii) Ensure that the emergency telecommunications centre is properly equipped and staffed and work to correct any problems that may arise.
- iii) Maintain an inventory of community and private sector communications equipment and facilities that could, in an emergency, be used to augment existing communications equipment.
- iv) Make arrangements for acquiring additional communication resources during an emergency.
- v) Maintain a log of actions taken.

#### 6.2.15.2

##### Hospitals

In Wellington County there are three hospitals; Louise Marshall, Palmerston and Groves Memorial which are collectively administered by the Wellington Health Care Alliance.

During an emergency, the hospitals are responsible for:

- i) Implementing their emergency response plans.
- ii) Coordinate and liaise with Guelph Wellington Emergency Medical Services and Wellington Dufferin Guelph Public Health who are represented on the Control Groups.
- iii) Notify & liaise with the Waterloo Wellington Local Health Network (WWLHIN) when a significant incident is identified

Guelph Wellington EMS and Public Health will inform the municipal control groups of concerns and needs of the hospital during municipal emergencies and if necessary work with the control groups to arrange for assistance as may be required.

#### 6.2.15.3

##### School Boards:

The Upper Grand District School Board and the Wellington Catholic District School Board are responsible for most of the elementary and high schools in Wellington. It is expected that the following roles will be implemented by the Boards in the event of a municipal emergency or disaster.

- i) Implement emergency response plans of the Board and the schools as necessary.
- ii) During normal business hours the municipality will be responsible for contacting the school and school boards with respect to such requests and/or to advise of a potential or occurring emergency within the municipality. With respect to potential weather

emergencies, monitoring weather conditions will be the responsibility of the Board and individual schools. As weather emergencies have been rated as high by municipalities in Wellington, it is expected that the Boards and Schools will undertake measures to adequately prepare and if necessary, respond to a weather event.

- iii) Upon notification, principals will implement their school's emergency response plans, and if necessary, implement their school's evacuation plan.
- iv) Upon request and as appropriate, make available as pre-determined the use of schools as reception/evacuation centres. The Upper Grand and the municipalities have agreed to the use of the following schools as potential reception/evacuation centres:

Erin and District High School  
Centre Wellington District High School  
Norwell District High School  
Wellington District High School

All elementary schools are operated by the Upper Grand District School Board. The Town of Minto and the Board have agreed to the installation of wiring within a portion of the Minto Clifford Public School in order to operate a generator if needed.

- v) The Principals or School Boards will appoint a representative to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as reception/evacuation centres. In some cases pre-determined arrangements (MOU's) have been made between municipalities and the School Boards. These MOUs will be implemented as required.

#### 6.2.15.4

##### Grand River Conservation Authority

Grand River Conservation Authority is responsible for:

- i) Monitoring watershed conditions and preparing forecasts for potential flooding.
- ii) Issue flood warning messages as required. These messages may be issued at any time of the year and may be as follows:

**FLOOD SAFETY BULLETIN:** notifies the public of high flow conditions in the rivers or unsafe lake, river and channel conditions.

**WATERSHED CONDITIONS BULLETIN:** notifies municipalities of watershed conditions and provides a reminder to review their responsibilities for flood response.

**FLOOD ADVISORY:** notifies that the potential for flooding exists within specific watercourses and municipalities.

**FLOOD WARNING:** notifies that flooding is imminent or occurring within specific watercourses and municipalities.

The Grand River Conservation Authority and the Townships of Centre Wellington and Guelph/Eramosa have prepared Emergency Response Plans for the Shand and Guelph Dams. These individual plans detail the roles and responsibilities of the Grand River Conservation Authority, the Townships and other key agencies in the extreme event that there is an emergency situation at the Dams.

#### 6.2.15.5

#### Maitland Valley Conservation Authority

- i) Responsible for forecasting where and when flooding is likely to occur and issuing flood warning messages.
- ii) Issue flood warning messages. These messages may be issued at any time of the year and may be as follows:

#### **Flood Advisory**

Notifies that the potential for flooding exists within specific watercourses and municipalities.

#### **Flood Warning:**

Notifies that the flooding is imminent or occurring within specific watercourses and municipalities.

#### **Flood Safety Bulletin**

Notifies that unsafe lake, river and channel conditions exists

#### **Watershed Conditions Bulletins**

Notifies of anticipated watershed conditions.

The Town of Minto has a flood emergency response plan for Harriston. Specific roles and responsibilities relating to a flood emergency within Harriston are outlined in the plan.

## **SECTION 7 – EMERGENCY MANAGEMENT RESPONSE IN THE EOC**

For most emergencies, the local response personnel are well equipped to manage and mitigate an emergency. However, in some situations incidents may become large enough to strain or even exhaust local emergency response resources. Alternatively in some situations the decision to secure outside resources may require additional financial resources of the municipality. Under such circumstances, a decision should be made to activate the Emergency Response Plan and the Municipal Emergency Operation Centre. During such times a coordinated response to an emergency situation involving both an emergency site and the Municipal Emergency Control Group will be required. In these situations, the Ontario Incident Management System will be used to respond to the emergency.

### **7.1 Emergency Operations Centre:**

Upon being notified of an emergency situation, the members of the Municipal Emergency Control Group (MECG) will assemble at the designated Emergency Operations Centre (EOC) and assume command of the response as set out in this section. Members will be advised of the location of the Emergency Operation Centre, primary or secondary, when notified to assemble. All members and support staff will register (check in) upon arrival at the EOC to location pre-designated. Members and staff will be trained on the location of the check-in.

### **7.2 Operational Period**

The MECG members will establish an operational period. This period will consist of specified planning meeting times, duration between planning meetings and work schedule. The operation period may be referred to as the operating cycle

### **7.3 Operational/Planning Meetings**

Operational/Planning meetings are fundamentally one of the most important steps in the operational period, but equally important is that these meetings be brief focused and plan oriented. The purpose of the Operational meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan to be implemented by Command with the assistance of all Command staff. Therefore, the plan must be communicated to everyone at the end of each business meeting.

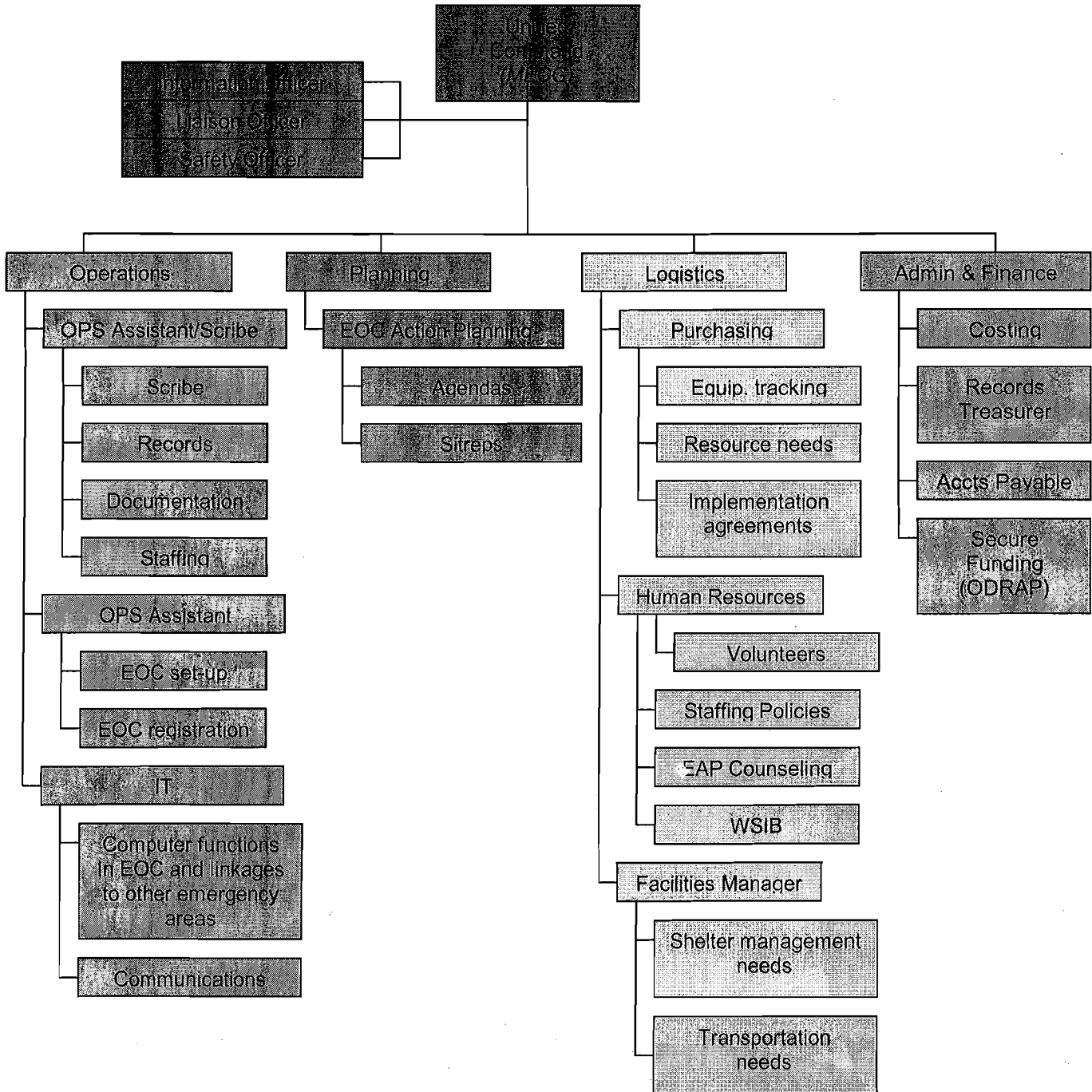
### **7.4 Incident Action Plans (IAP)**

Every incident must have an IAP that may be spoken or written. It provides all incident supervisory personnel with emergency response objectives; strategies; tactics; and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions. The steps in the Incident Action Plan process include

1. Assess situation – obtain situation reports from involved agencies
2. Identify goals and objectives of the response
3. Assign priorities
4. Assign tasks
5. Consider resource needs

6. Finalize plan, approve and implement
7. Monitor plan – future meeting

The following chart is an overview of the EOC command structure to be utilized during an emergency response. This structure may be scaled back or built upon depending upon the emergency situation and the scale and number of staff involved in the emergency response. The following is a structure for the use of the PIMS in a municipal EOC in Wellington County.



These functions ensure that those responding to the same emergency incident have in place a standardized process for formulating a unified action plan to manage and respond to the emergency incident. All Command and Command staff will be trained in the same emergency response process which will facilitate sharing of municipal personnel

### **7.5 EOC Command**

Command is defined as the act of directing, ordering or controlling by virtue of explicit statutory, regulated or delegated authority. Command is responsible for managing all responses to an incident. It may consist of a single person or a team. It is the first and primary organizational component of IMS, to which all other functions report. Generally, once activated, EOCs will utilize a Unified Command structure. Unified Command enables decisions to be made jointly by two or more jurisdictions that have legal responsibilities regarding an incident. The members of the Unified Command team are the designated representatives of the jurisdictions involved in the unified decision-making. In the case of Wellington County and its member municipalities Unified EOC Command will consist with the Municipal Emergency Control Group with the Heads of Council identified as the main spokespersons for Unified Command.

The following is a list of the types of decisions that may be made by Unified Command in an Emergency Operation Centre

- ◆ Provide advice to the Head of Council as to whether an emergency should be officially declared.
- ◆ Provide advice as to what areas of the municipality should be designated as an emergency area.
- ◆ Activate the Emergency Response Plan.
- ◆ Support the Command at the Site by offering equipment, staff and resources.
- ◆ Determine if the location and composition of the County Unified Command Structure is appropriate.
- ◆ Confirm the appointment of the Incident Commander or Unified Command Structure
- ◆ Authorize set up of an Emergency Information Centre.
- ◆ Authorize set up of a reporting and inquiry centre.
- ◆ Provide the Emergency Information Officer and Citizen Inquiry Officer with timely and accurate information for issuance to media and general public.
- ◆ Authorize the expenditure of money required to deal with the emergency
- ◆ Manage information, including maintenance and retention of event logs and expenditures.
- ◆ Maintain a log of decisions made.
- ◆ Maintain a log of actions taken.
- ◆ Authorize the movement of equipment and resources beyond the immediate emergency site.
- ◆ Coordinate evacuations.
- ◆ Authorize the set up of evacuation shelters, including registration and inquiry centres.

- ◆ Determine and arrange for transport of evacuees.
- ◆ Authorize the discontinuation of utilities and services such as hydro, water or natural gas at both the emergency site and any other areas of the municipality in order to safe guard inhabitants and to reduce the potential for secondary emergencies.
- ◆ Authorize and direct the use of municipal resources.
- ◆ Determine if additional resources are required to assist with the emergency effort.
- ◆ Arrange for extra resources (human and equipment) to be utilized (i.e. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
- ◆ Request assistance from and/or liaison with various levels of governments and any other public or private agency not administered by the local government.
- ◆ Authorize C.A.O. or Co-administrators to activate mutual assistance agreements.
- ◆ Recommend the termination of an emergency to the Head of Council or Council.
- ◆ Implement a recovery strategy.
- ◆ Participate in post-emergency debriefings and assist with preparation of reports.

## **7.6 EOC Command Staff**

Command will be assisted by a Safety Officer, Emergency Information Officers and Liaison Officer and if necessary by General Staff comprised of the Operation Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s); and, Finance and Administrative Section Chief(s). Sections may be further broken down by the Chiefs into Task Forces which are an organizational component of mixed resources assembled for a particular purpose under the supervision of a Leader. All resources within a Task Force must have common communications; A group which is an organizational component within the Operations Section organized by function under the leadership of a Supervisor. Depending upon the simplicity or complexity of the emergency, Command will determine the scale of the IMS model to be deployed and will reassess the scale throughout the duration of the incident.

### **7.6.1 Emergency Information Officer**

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. The details of the emergency information processes are outlined in Section 10 – Emergency Information Plan. The Emergency Information Officers are the Wellington County OPP media officers. They may fulfill this role for both EOC Command and Incident Command.

### **7.6.2 Safety Officer**

The Safety Officer will be responsible for the overall health and safety of staff working in the EOC and at the Incident and may involve liaising with WSIB and/or the Ministry of Labour in such situations. There will in most cases be a safety officer appointed by EOC Command and one appointed by Incident Command. The EOC Safety Officer will track and monitor staff and work with staff responsible for food and cleaning of the operations centre to ensure operations staff are well nourished and rested. This position on the IMS structure is best filled by a Municipal Health and



Safety Coordinator or member of the Municipal Health and Safety Committee. Specific responsibilities of the Health and Safety Officer include:

- i) Monitor safety conditions and develop safety measures,
- ii) Work with Operation Chief and Leaders to ensure responders are as safe as possible, wear appropriate safety equipment and implement the safest operational options,
- iii) Advise Command on safety issues,
- iv) Arrange for WSIB claims as may be required.
- v) Conduct risk analysis, normally through the planning process,
- vi) Assisting in the review of the Incident Action Plan,
- vii) Assising with writing the Incident Medical Plan.

### **7.6.3 Liaison Officer**

In most cases the liaison officer at the EOC will be the CEMC and/or designated alternates who will maintain contact with EMO and the PEOC to arrange for provincial resources as may be requested by the EOC or the Incident Command through the EOC. The Liaison Officer acts as the link between Command and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are:

- i) Gather information about organizations involved in the incident. This includes information about representatives, standards and specialized resources or special support they might need,
- ii) Serve as a coordinator for organizations not represented in Incident Command,
- iii) Provide briefings to organization representatives about the operation,
- iv) Maintain an up-to-date list of supporting and cooperating organizations

## **7.7 Operations Chief**

The Operations Chief is responsible for all operations of the EOC; for ensuring the actions of Command are carried out; that resources are directed to locations such as evacuation centres or the site as may be requested and approved by Command. The Operations Chief would be the CAO or alternate assisted by the Ops Assistant/Scribe and Ops Assistant/Duty Officer.

It is the responsibility of the Operations Chief/CAO to ensure adherence to the operational period and to reconvene Operational Planning meetings and to arrange for agendas for the meetings. Meetings will be brief. An assistant to the CAO will be responsible for maintaining status boards, maps and information in the EOC to aid the MECG in their meetings. This information will be prominently displayed and will be kept up to date by the CAO's Assistant.

## **7.8 Planning Section**

The Planning Section coordinates the development of each Incident Action Plan and ensures information is shared effectively with all Incident Command and General Staff in an efficient planning process.

Major responsibilities of the Planning Section Chief include:

- i) Collecting, collating, evaluating, analyzing and disseminating incident information,
- ii) Managing the planning process, including preparing and documenting the IAP for each operational period,
- iii) Conducting long range and/or contingency planning,
- iv) Maintaining incident documentation,
- v) Tracking resources assigned to the incident,
- vi) Managing the activities of technical specialists,
- vi) Developing plans for demobilization.

This role should be fulfilled by representatives of the agencies directly involved in the response and administrative staff. The experience and training of Municipal Planning staff could be utilized in this role.

## **7.9 Logistic Section Staff**

The Logistics Section provides all supporting resources, except aviation, to implement the IAP. These may include facilities, transportation, supplies, fuel, maintenance equipment, food service, communications, medical services for responders and support personnel. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Finance/Administration Sections work together closely to contract for and purchase required goods and services. The Logistics Section also develops several portions of the written IAP and forwards them to the Planning Section.

Major activities include:

- i) Ordering, obtaining, maintaining, distributing and accounting for essential personnel, equipment and supplies, beyond those immediately accessible to Operations,
- ii) Developing the telecommunications plan,
- iii) Providing telecommunications/IT services and resources,
- iv) Setting up food services,
- v) setting up and maintaining incident facilities,
- vi) providing support transportation,
- vi) providing medical services to incident personnel.

The role of the Logistic Chief will be fulfilled by the Risk and Purchasing Manager at the County and member municipalities may designate a representative of Public Works and/or Treasury to fulfill this role.

## **7.10 Admin and Finance**

This Section provides the financial and cost analysis support to an incident. In smaller incidents, a specialist within the Planning Section may perform this function.

Major activities of the Finance/Administration Section include:

- i) Tracking timesheets for incident personnel and equipment as necessary
- ii) Contract negotiation and monitoring,
- iii) Reimbursing expenses (individual and organization/department),
- iv) Making cost estimates for alternative response strategies,
- v) monitoring sources of funding,
- vi) tracking and reporting of the financial usage rate.

Staff will perform administrative, human resources, financial record keeping and costing relating to the emergency. The Treasurer and HR designated staff will be responsible for ensuring these responsibilities are completed as required.

## **7.11 The Incident Command**

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person/agency will assume the overall decision making responsibility at the emergency site for all agencies involved. In this situation each agency involved at the site will appoint a Chief to facilitate the decision making process. Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the head officials from the key agencies involved in the emergency will be used for the response. The agencies involved in the Unified command may be added or scaled back depending upon the type of emergency and its severity. For example in a flood situation it may include Public Works, Fire, Police and community support agencies such as Victim Services and Red Cross. During a fire it may include Fire, Police and Ambulance. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified command. Should the Municipal Emergency Control Group be assembled to deal with the Incident Response, the Incident Command will ensure that the EOC is advised who is acting Incident Commander or if Unified Command structure is employed what departments and agencies are included.

### **7.11.1 Responsibilities of the Incident Command**

Incident Command is responsible for the overall coordination of all operations at the emergency site.

- i) Assess the situation
- ii) Establish appropriate Communications

- viii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency situation
- ix) Establish an incident command post
- x) Consulting and coordinating with Chiefs to establish an inner and outer perimeter around the emergency site, as required
- xi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency situation
- xii) Ensure the health and safety of all persons at the emergency site
- xiii) Maintaining a communications link with the Senior Municipal Official at the Emergency Operations Centre
- xiv) Coordinate with key personnel and officials
- xv) Coordinate the activities of the Chiefs or Incident Coordinators
- xvi) Appointing an On-site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency Control Group, as required
- xvii) Appoint a scribe as needed
- xviii) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required
- xix) Understanding the laws and
- xx) Understanding the laws and policies that may be considered during management or recovery of the emergency.

The Incident Command Structure whether a single Incident Commander or Unified Command is similar to the command structure of the EOC comprised of an Emergency Information Officer, Safety Officer and Liaison Officer. The other positions would include an operations chief, staging area manager, planning section chief, logistics chief and Finance and Administration Chief. Those agencies responsible for onsite emergency response will be expected to conduct their own training in relation to the Ontario IMS structure in order to work effectively as an agency and collectively with other departments and agencies involved in the incident emergency response.

## **SECTION 8 – COMMUNICATIONS PLAN**

### **8.1 Telecommunications:**

A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely information for the benefit of the decision-making process.

With respect to telephone communications, essential telephone numbers, including those of the Municipal Emergency Control Group are protected under the Priority Access Dialing (PAD) System of Industry Canada. This database system is used to identify telephone landlines (presently) that are considered essential for emergencies and protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic. When applied, PAD permits dialing from a phone that has been identified as essential. Most public pay phones are identified on the PAD system as well. Some wireless providers now offer wireless priority service and some municipalities will take advantage of this service.

Radio Communications are least susceptible to damage or interruption in times of emergency. A radio relay dispatch system set up between Incident Command and EOC Command and municipalities/agencies/departments as necessary will ensure that everyone is well informed of the status of the emergency. Amateur Radio Emergency Services (ARES) is available to provide support communications or emergency communications should other forms fail. The roles of ARES are outlined in Section 6.2.15.

Other forms of telecommunication such as cellular phones, email and Internet may be used to supplement or enhance emergency telecommunications between EOC, Incident Command, outside agencies and municipalities. Care will be required when using alternate forms of communication to ensure security of information being disseminated.

### **8.2 Emergency Information Plan:**

The coordination and distribution of timely, factual information to the news media and ultimately to the community in times of crisis is paramount. Issuing community directives and responding to requests for reports on the emergency are all important aspects of emergency communication and information. The media, - television, radio, print and Internet – is a means of ensuring that timely and factual information gets to the public. It is EOC Commands responsibility through the implementation of this plan to ensure that the information being released is pertinent, relevant and accurate to the events taking place in the community.

### **8.2.1 Mission Statement:**

Wellington County is a great place to live, work and play. The County of Wellington, member municipalities, first responders and partner organizations and agencies will prepare, plan and train together to ensure an effective and efficient response to protect and safe guard the health, safety and welfare of our communities.

### **8.2.1 Emergency Information Staff**

The following are the main roles and their associated responsibilities to ensure an effective emergency information response.

#### **8.2.1.1 Emergency Information Officer**

The Emergency Information Office(s) (EIO) are the Wellington O.P.P. Media officers. During the activation of this plan, the EIO will report to Head of Council and CAO or Chief of Operations. The EIO has the following responsibilities:

- i) Ensuring the dissemination all emergency information to the media and public.
- ii) The EIO(s) will establish a communication link with the Community Spokesperson and with the Public Information Supervisor and any other media coordinators such as provincial, federal, private industry, public and private agencies.
- iii) Ensure proper groups are advised of the Emergency Information Centre telephone numbers such as the media, Command, Command Staff and Municipal staff.
- iv) Coordinates all emergency information including media photograph sessions and interviews at the EOC and emergency site.
- v) Responsible for setting up and staffing the Emergency Information Centre, if required.
- vi) Liaise with Command to obtain up-to-date information for media in order to prepare and issue press releases, arrange media briefings and may be required to post emergency information on the internet.
- vii) Provide Public Information Supervisor with regular updates to ensure accurate and up-to-date information is disseminated to the public.
- viii) Ensure that the CAO and Heads of Council approve all media releases prior to dissemination.
- ix) Ensure copies of all media releases are provided to Emergency Information Centre staff, Public Information Supervisor, Command and key media officers from other agencies.
- x) Monitor the news and ensure erroneous information is corrected.

- xi) Maintain copies of all media information pertaining to the emergency incident such as media release, newspaper articles, etc.
- xii) Maintain personal log of all decisions made and actions taken.

#### 8.2.1.2Municipal Spokesperson

The Head of Council of a municipality may act as spokesperson or may appoint a spokesperson. The responsibilities of the spokesperson will be as follows:

- i) Partake in interviews and media photograph sessions as directed and in consultation with the EIO.
- ii) Establish communication link with EIO and ensure all inquires are directed to EIO.
- iii) Maintain a log of all actions taken.

#### 8.2.1.3Public Information Supervisor

Almost any emergency incident is likely to generate inquiries from members of the public. During routine or non-complex incidents these calls could be managed quite effectively by municipal staff. However, during large scale, complex incidents, call volumes can increase dramatically and interfere with the emergency operations or the normal municipal operations. In these instances it may be appropriate to establish a separate dedicated telephone information number that can be given to the public. If a public information centre is established, it will be necessary to staff it with a team of trained call takers. The Public Information Supervisor will be responsible for the Public Information Centre and Staff and for the following duties:

- i) Establish the service and appoint personnel and designate telephone lines.
- ii) Update EIO on the status of the service.
- iii) Provide emergency services, Command and municipal staff with designated telephone number(s).
- iv) Liaise with EIO to obtain current information on the emergency.
- v) Respond to and redirect inquiries and reports from public based upon information received from EIO (e.g. school closing, road closures, evacuation routes, evacuation centres).
- vi) Responsible for ensuring municipal phone system contains the most up-to-date and accurate information on the emergency situation.
- vii) Respond to and redirect inquiries and reports pertaining to investigation of the emergency to the appropriate emergency service.

- viii) Respond to and redirect inquiries pertaining to persons who may be in evacuation and reception centres to the registration and inquiry telephone numbers.
- ix) Arrange for staffing of the service, if required.
- x) Maintain a personal log of all actions taken.

All original inquiry documentation will be maintained by the Public Information Supervisor and a copy of the forms shall be sent to the Operations Chief. The Operations Chief will ensure that the public inquiries are properly addresses.

In addition to the above emergency information roles, it may also be necessary and advantageous to post timely and factual information to the municipality's website. The posting of this information will be the responsibility of the municipality's Web Specialist.

#### 8.2.1.4 Web Specialist

The roles and responsibilities of this person(s) are as follows:

- i) Organize and manage the municipality's website.
- ii) When possible complete a Photo Release Form, whenever photographs of individuals are to be used in relation to any emergency information releases. Copies of the completed forms shall be kept on file and forwarded to the County's Communications Officer.
- iii) Assist in posting information as provided by the Emergency Information Officer.
- iv) Establish and maintain links to other appropriate web sites such as health, agricultural, environment, etc.
- v) Attend meetings with the rest of the Emergency Information Team.

The roles of Public Information Supervisor and Web Specialist may best be fulfilled by staff responsible for the Information Technologies of the municipality and EOC such as telephones, computers, cell phones, radios, etc.

### 8.3.1 **Emergency Information Centre:**

#### 8.3.1.1 Municipal Emergency Information Centre

Routine or non-complex incidents can generally be handled from the emergency site, Emergency Operation Centre or other community offices; however, during large scale, complex incidents and emergencies it may be necessary for the Control Group to consider the establishment of an Emergency Information Centre. It will be the responsibility of Command, based upon the advice from the EIO, to assess the need for an Emergency Information Centre.



The EIOs will be responsible for the set up and operation of the Emergency Information Centre and associated staff.

#### 8.3.1.2 Joint Emergency Information Centre

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. The role of the Joint Information Centre would be to act as the main source of local emergency information delivered to the media and the public on behalf of the participating organizations. All groups participating in the Joint Information Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic or a Foreign Animal Disease Outbreak.

#### 8.3.1.3 Emergency Site

Depending upon the nature of the emergency, it may be necessary to establish a media information centre adjacent to the emergency site. The area will be selected by Incident Command who will appoint a spokesperson. In addition, all visits to the emergency site will be coordinated by the Emergency Information Officer after consulting with Incident Command.

### **8.4.1 Audiences:**

During an emergency there are a number of internal and external audiences that will require information. The dispersal of timely and factual information to various audiences is the responsibility of the EOC Command. As a member of Command Staff, it is the responsibility of the EIO to provide advice with respect to the target audiences. The following is a listing of those audiences that may require specific information during an emergency. It is important to consider the audience that is to be targeted when preparing and disseminating information.

#### 8.4.2.1 Internal Audiences:

- Incident Commander
- First Responders
- Council
- Public Information Supervisor
- Staff

#### 8.4.2.2 External Audiences

- Evacuation Centres, Shelters, Family Information Centres
- Provincial Government through the PEOC
- County/other municipalities in Wellington
- Neighbouring Municipalities

- Members of Parliament
- Members of Provincial Parliament
- Families of Municipal and First Responders families
- General Public
- Media
- Local Businesses
- Non –government agencies and volunteer organizations

#### **8.5.1 Communications Flow:**

It is the responsibility of EOC Command to ensure that information about decision made is communicated to Incident Command. It is the responsibility of each control group member to ensure that decisions and actions being made and taken by EOC Command are conveyed to their staff both at the site and off site. It is the responsibility of each member of the EOC Command and Command Staff to ensure that copies of approved information are dispersed as released to their staff.

The Head of Council will be responsible for ensuring that Council is kept informed of the progress of the emergency and that they are provided with information that is being sent to the external audiences, in advance of the dissemination of the information.

It is the responsibility of the Emergency Information Officer to ensure that staff at the Emergency Information Centre and the Public Information Supervisor is provided with copies of all approved information as it is being dispersed including all press releases

The EIO or member of the emergency information staff will attend the Operational Meetings of Command in order to gather information for interviews, media releases, media conferences, etc.

#### **8.6.1 Distribution of Emergency Information**

Emergency Information may be distributed using any or all of the following mechanisms:

##### **8.6.1.1 Media Briefings:**

Media briefings can be given by the Emergency Information Officer(s) and are used to bring the media up-to-date on emergency activities or to provide background information to the media when they arrive at an information centre or at the emergency site.

##### **8.6.1.2 Media Conferences:**

A media conference is a staged/managed event. It is used when there have been many requests, but simply not enough time to deal with every individual request on a one-to-one basis. A media conference is a formal function wherein the spokesperson(s) is given an opportunity to make a statement to the media and to answer questions from the media present. The spokesperson is

often supported by others with specialized information on the emergency such as Police, Fire Chief, Public Works, and Medical Officer of Health. During major events, a media conference should be held at least once a day, and more often if there is major and new information to release.

When conducting a media conference it is important to advise the media as far in advance as possible of its time and location.

#### 8.6.1.3 Site Visits/Media Pools:

The media will want to visit the site of any emergency, and they should be provided with an opportunity to do so as soon as possible. Arrangements for site visits/media pools should be arranged between the Emergency Information Officer (s) and Incident Command who will advise the EIO of the ground rules for media visits to the emergency site. It is the responsibility of the EIO to brief the media on these ground rules which may include identification of the incident spokesperson; what the media will be able to photograph; what are the safety requirements; and how long will the visit last. Media should be asked to meet at the Emergency Information Centre or a pre-determined location, and then they will be escorted to the emergency site(s) by the Emergency Information Officer and appropriate security. In some cases it may be necessary and appropriate to arrange for transportation of the media to the emergency site. This will likely necessitate equipment restrictions, and the media should be advised accordingly. If large numbers of media are present at the Emergency Information Centre, and there are limitations on numbers attending at the site, it may be necessary to set-up a media pool. It shall be the responsibility of the media present to set-up their own media pool, and to discuss the sharing of photographs, video footage and interviews with the media remaining behind.

#### 8.6.1.4 Public Service Announcements:

Radio and Television stations, under their licensing arrangements, are usually required to provide some air time for public service announcements and most stations carry a number of these announcements.

Arrangements will be made with local radio and television stations with respect to the individual procedures for transmitting public service announcements. Procedures will include the method of transmitting the public service announcement to the station and who is authorized to issue such announcements on behalf of the municipality.

#### 8.6.1.5 Media Releases:

Media releases contain key information about the incident or emergency and are usually not more than one page in length. Media releases will be issued by the Emergency Information Officer to the appropriate media agencies. The Emergency Information Officer will issue the media releases only after they have been reviewed and approved by the Head of Council, the CAO or both. Copies of all media releases will be kept on file. Media releases are brief, factual accounts of any new information that EOC Command would like to provide to the public. The frequency of the distribution of releases will depend upon the stage of the emergency.

#### 8.6.1.6 Interviews:

Interviews are a one-on-one discussion of the emergency. Interviews can be conducted face to face or over the telephone. During an emergency event, the media should arrange for interviews through the Emergency Information Officer and Emergency Information staff.

#### 8.6.1.7 Website:

The municipality's website can be an effective tool for communicating information to the public and media. Copies of the media releases should be placed on the website and updated regularly. If you are placing emergency information on the website it would be appropriate to advise the media. They can then check the website for regular updates. Municipalities will create a special news section on their site for the placement of emergency information. Where possible, information on the site will be enhanced with photographs, maps, etc. Organizing and updating the website will be the responsibility of the website specialist. However, it is the responsibility of the EIO officer to ensure that the website specialist is provided with the correct information for the website.

#### 8.6.1.8 Backgrounders/Fact Sheets:

Backgrounders/fact sheets may be one to two pages of detailed information specific to the emergency situation. For example, Public Health has a number of fact sheets/backgrounder information prepared for a pandemic. Fact sheets are pre-written and can be used during the emergency or as part of the municipality's public education/awareness program for its identified risks.

#### 8.6.1.9 Family Information Centres

During some emergency situations, it may be necessary to establish Family Information Centres in order to ensure that victims of emergencies and their families are treated with respect and

properly informed of decisions being made. When such centres are set-up they will be manned with the assistance of Victim Service volunteers and Red Cross volunteers and other community volunteers such as the community chaplain, who are trained to deal with critical incident stress situations. Given the potential sensitive environment at these centres, security at such sites will be paramount, and a Wellington OPP officer or proper security as directed by EOC Command will be set-up and established at the site.

#### **8.7.1 Media Monitoring**

It will be the responsibility of the Emergency Information Officers to monitor media releases – print, radio, TV and internet – to ensure that the information being distributed to the public is factual, and to address all media requests.

## **SECTION 9 – VOLUNTEERS**

### **9.1 Types of Volunteers:**

- Those associated with a non-governmental agency/volunteer organizations such as Red Cross, Victim Services, Salvation Army, St. John Ambulance, Mennonite Disaster Services
- Private Individuals
- Companies/Corporations/Local Businesses.

Where possible, and appropriate, the municipality will call upon the services of non-government volunteer organizations to assist with the response efforts based upon the services required and the number of volunteers that may be available. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts will be considered volunteers for the purposes of this plan.

### **9.2 Registration:**

All volunteers of the municipality will register with the municipality. If the volunteer is associated with a non-governmental agency, they will be registered with that organization who will keep appropriate documentation to that effect. Some of the volunteer organizations that will be involved during an emergency response include the following: Victim Services, Red Cross, St. John Ambulance, Salvation Army, Mennonite Disaster Relief Committee, and Amateur Radio Emergency Services. The CEMC will coordinate regular meetings with the Volunteer organization representatives during an emergency in order to ensure a coordinated and effective volunteer response.

Private individuals and/or private companies volunteering their time, services and resources to assist the municipality shall register with the municipality. Volunteers will complete a registration form to the municipality. The municipality will then assess the application and contact the individual as to the type, duration and location of the work involved. In some cases, the volunteer skills may not be required for the particular emergency situation at hand and the municipality will advise them and thank them for their time and interest. Application Forms will be kept on file for the duration of the emergency in the event that the situation changes.

As required a volunteer registration centre will be set up and where possible staffed by human resources personnel or administrative staff of the municipality. The centre will be used as the main point of contact for individual volunteers and volunteer organizations to report to upon registering with the municipality and to receive daily updates.

**9.3 Supervision & Training:**

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Private individuals will be trained and supervised by the municipal department or agency to which they have been assigned. Resources and/or services donated by companies and corporations will be managed by the department most applicable to the resources and services being provided.

**9.4 Identification:**

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of their services. Volunteers registered directly with a particular organization will have their own identification which will be used and coordinated through their own agency. The Volunteer organization will provide appropriate information to the Community Control Group as to the type of identification that will be used. The municipality will identify specific volunteer checkpoints in consultation with the Site Manager/Incident Commander.

**9.5 Tracking:**

A volunteer registration form will be used to identify and track all registered volunteers assisting with the emergency efforts excluding the recognized volunteer organizations.

**9.6 Food/Water/Accommodation/Transportation Procedures for Volunteers**

Food/Water Depots will be set up, usually in a shelter, during an emergency event for residents displaced as a result of the emergency situation. These depots will be used to provide food and water to those assisting with the response efforts. Food and Water Depots will also be set up at the emergency site with the assistance of the Incident Commander.

These depots will be set up with the assistance of appropriate non-government agencies with expertise in this area and in consultation with Public Health.

In the event that accommodations and transportation are required for individual volunteers, the municipality will arrange for these. If the volunteers are associated with a particular organization, that organization will work with the municipality to arrange for appropriate accommodations and transportation of volunteers, if required.

## **SECTION 10 – EVACUATIONS**

Evacuations will be required in situations where the removal of persons from an area is necessary to ensure their safety as a result of a perceived or potential risk to life or as a result of a known threat to life.

The decision to evacuate an area will, initially, be made by the first responders on site based upon the information available and within the area defined as the emergency site. First Responders at an incident may be authorized to secure an area in order to exclude persons from it; this is not an “evacuation order” under the authority of the Emergency Management and Civil Protection Act.

The provisions of the Act only come into effect once the Province has declared an emergency. Municipalities do not have the authority to issue evacuation orders. During declared municipal emergency this plan provides Municipal Emergency Control Groups with the authority to recommend and advise residents to leave their homes or place of business for their own personal health, safety and welfare and further that Police, Fire and Public Health have jurisdictions under their own legislations to require evacuations.

The decision to evacuate areas within or outside of the emergency areas may be recommended by Incident Command to EOC Command and should consider the following:

- i) The potential life threatening impacts of the emergency situation on persons living in or near the affected area.
- ii) What are the safety issues associated with the evacuation including hazardous materials releases?
- iii) Is the situation expected to escalate?
- iv) What is the expected duration of the incident?
- v) Is there sufficient time to warn residents to leave the area?
- vi) Are suitable arrangements available to ensure their safety when leaving the area?
- vii) Is there time to set up and staff reception/emergency shelters for residents in need of a place to stay?

Once a decision has been made to evacuate and the EOC is activated, EOC Command will be responsible for decisions relating to the need, location and size of emergency shelters, and to decisions relating to the transportation of persons from the evacuated area to the emergency shelters/receptions centres if necessary. These decisions may include

- i) Types of evacuation notification to be utilized given the situation, circumstances and severity of the situation.
- ii) The opening of pre-determine reception/emergency shelters;
- iii) Notify Wellington County Social Services of the decision to evacuate and set up centres and request the implementation of the Red Cross Memorandum of Understanding;



- iv) Establish an appropriate communication link with the open centres. Amateur Emergency Radio Services may be called upon to assist in this regard if telephone or radio links are not available or ineffective;
- v) Have Emergency Information Officer prepare a Public Service Announcement in consultation with the Mayor and CAO;
- vi) Distribute Public Service Announcement to Media Sources;

Persons within an evacuation area may be notified by a variety of means deemed most appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Member municipalities may provide specific means of notification to residents during an emergency and the specific methods will be identified in the Hazard Specific Emergency Response Plans of the municipality. Notification methods may include but are not limited to the following:

- i) Door to door canvassing by police, fire and/or public works,
- ii) Loud hailers on emergency vehicles,
- iii) Through the media,
- iv) Through a public alerting system, where available.

#### **10.1 Memorandum of Understanding**

In order to fulfill the roles and responsibilities as outlined in this Plan in Section 6.2.11 Social Services Administrator, the County of Wellington and the Wellington-Guelph Red Cross have entered into an agreement for the provision of certain services to be undertaken by Guelph Wellington Red Cross Volunteers on behalf of and at the direction of the Social Services Administrator or alternate during the opening and operation of emergency shelters. Wellington Social Services Staff may be available to assist local staff with personnel and operation of the shelters. The following are the services that Guelph Wellington Red Cross will be able to provide upon implementation of the MOU.

- i) **Registration and Inquiry Services**  
Registration of each evacuee at the designated evacuation site at which the Services are provided. This includes:
  - Retaining the completed registration forms and assuming responsibility for the privacy of the information on such forms;
  - Responding to enquiries as to the whereabouts of evacuees and missing persons;
  - Assisting in reuniting families through the collection of information and answering of enquiries regarding the condition and whereabouts of missing persons.
- ii) **Emergency Lodging**
  - Manage and arrange the safe, immediate, temporary lodging for homeless or evacuated persons.
  - Provide blankets or vouchers for blankets where appropriate.

- iii) **Emergency Food**
  - Feed evacuees, emergency workers and disaster response volunteers;
  - The provision of grocery vouchers when necessary.
  
- iv) **Personal Services and Health Care**
  - Provide for the initial reception of disaster victims arriving at evacuation centres;
  - Provide basic toiletries, prescriptions and infant supplies such as bottles, diapers and other essentials.
  - Provide repairs to and/or replacement of prescription glasses, hearing aids, dentures and prosthetics where necessary
  
- v) **Emergency Clothing**
  - Provide clothing until regular source of supplies are available;
  - This includes detergent and other cleaning agents;
  - Provide footwear suitable to season and climate.
  
- vi) **Preparedness and Training**
  - Design and implement recruitment campaigns to attract volunteers;
  - Design and implement training programmes for volunteer disaster responders.

Other volunteer service organizations such as Victim Services, St. John Ambulance and Salvation Army can be called upon during an emergency for emergency victim support, emergency medical assistance support, emergency food and clothing as well as assisting with the set-up and running of reception centres and emergency shelters.

## **10.2 Social Services Evacuation Plan**

Wellington County Social Services with the assistance of the member municipalities have prepared an evacuation plan that will be used as a guide in the opening and operating of emergency reception centres and shelters.

Emergency shelters/reception centres will be set up by municipal staff with the assistance of non-governmental agencies as required.

## **SECTION 11 – RECOVERY PLAN**

This plan assigns responsibilities and outlines activities, which may be required to bring the County and/or member municipalities back to their pre-emergency state. It will be activated (in whole or in part) at the direction of the any MEEG. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

The following Committees will be established:

- Recovery Committee
- Human Needs Sub-Committee
- Infrastructure Sub-Committee
- Financial Sub-Committee

### **11.1 Recovery Committee**

In the early stages of the recovery process to a municipal emergency, the Municipal Emergency Control Group may function as the Recovery Committee. Later, once the emergency has been terminated, the following will form the Recovery Committee and meet at the direction of the Chair as required.

- Head of Council (Chair)
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Chairs of Human Needs, Infrastructure and Financial Sub-Committees

Representatives of County departments and/or member municipalities, the Province of Ontario, and other agencies may be added to the Committee as deemed appropriate for the emergency situation.

The Recovery Committee will be responsible for:

Ensuring that the public and elected officials of the municipality are informed of the status and activities of the recovery process.

- ii) Ensuring that elected officials from local municipalities are kept informed of recovery activities which may have an impact on those municipalities, or whose resources may be required.
- iii) Receiving information from, and provide direction to the Recovery Sub-Committees to ensure that necessary services are provided and are being coordinated.

- iv) Request funding from senior levels of government.
- v) Providing recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
- vi) Ensuring continuity of mandated services to those residents not affected by the emergency.
- vii) Deciding on the termination of recovery activities and the wind-up of Recovery Committees.
- viii) Preparing a final report on the recovery phase of the emergency for submission to Council.

### **11.2 Human Needs Sub-Committee**

The following will form the Human Needs Sub-Committee, and will meet at the direction of the Chair as required:

- County Social Services Administrator or designated Manager (Chair)
- County and Municipal Human Resources Representative
- Red Cross Representative
- Municipal Economic or Business Officers of affected municipalities
- Municipal Recreation Directors of Affected Municipalities

Representatives of County departments and/or member municipalities, the Province of Ontario, and other agencies such as volunteer groups may be added to the Committee as appropriate.

The Human Needs Committee will:

- i) Ensure the continued operation of the evacuation centre(s), including the provision of housing, food, clothing, & personal services.
- ii) Assist homeless citizens to locate long-term housing and have utilities connected.
- iii) Co-ordinate storage and distribution of donated materials.
- iv) Ensure that the needs of "special populations" such as children, elderly, and handicapped are met.
- v) Ensure health standards are maintained throughout the community

- vi) Provide counseling services as required.
- vii) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
- viii) Assist affected citizens to replace documents that may have been lost in the emergency.
- ix) Arrange financial assistance to those who need it.
- x) Ensure mail service to those within the affected area.
- xi) Ensure that provisions are made for the care of pets.
- xii) Arrange for the secure storage of residents' property that has been recovered and cannot immediately be secured by the resident.
- xiii) Provide information on sources of retraining assistance for residents whose employment has been affected, or who have been injured and cannot return to their former employment.
- xiv) Co-ordinate transportation for those in need of outpatient care or therapy.
- xv) Ensure that burials can be conducted in an appropriate manner.
- xvi) Co-ordinate their activities with those of other Sub-Committees, and report regularly to the Recovery Committee.
- xvii) Ensure that detailed financial records relating to Sub-Committee's activities are maintained.
- xviii) Prepare a final report on the Sub-Committee's activities, together with recommendations for amendments to this Recovery Plan.

### **11.3 Infrastructure Sub-Committee**

The following will form the Infrastructure Sub-Committee and will meet at the direction of the Chair as required.

- A Senior Public Works/Roads/Water Official for the municipality(ies)
- A representative of Wellington Dufferin Guelph Health Unit
- Mutual Aid (Fire) Coordinator or designated alternate
- Municipal Chief Building Officials of Affected Municipalities

Representatives of County departments and/or member municipalities, the Province of Ontario, and other agencies, may be added to the Committee as appropriate.

The Infrastructure Sub-Committee will:

- i) Determine, based on engineering advice, the extent of the damage to homes, and municipal and commercial buildings, together with damage to roads, bridges and utilities.
- ii) Ensure, in conjunction with Wellington OPP, that access to unsafe areas or structures are restricted.
- iii) Maintain liaison with insurance adjusters concerning damaged structures, both private and municipal.
- iv) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
- v) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- vi) Ensure traffic controls (lights, signage) are restored.
- vii) Expedite procedures to establish new housing, or rebuild/repair damaged housing or other structures.
- viii) Ensure appropriate removal of debris (including hazardous and/or organic materials), and arrange for sorting and recycling of as much debris as possible.
- ix) Ensure that proper sanitation (drinking water, garbage, and vermin control) measures are taken.
- x) Recommend, if appropriate, the waiving of tipping fees at waste disposal site.
- xi) Ensure the safety of workers in the damaged area, including volunteers.
- xii) Continue to work with utilities (hydro, gas, and phone) to permanently restore services.
- xiii) Co-ordinate the use of volunteer labour to assist resident with clean up on private property.
- xiv) Develop a list of reliable contractors.

- xv) Co-ordinate their activities with those of other Sub-Committees, and report regularly to the Recovery Committee.
- xvi) Ensure that detailed financial records relating to Sub-Committee's activities are maintained.
- xvii) Prepare a final report on the Sub-Committee's activities, together with recommendations for amendments to this Recovery Plan.

#### **11.4 Financial Sub-Committee**

The following will form the Financial Sub-Committee, and will meet at the direction of the Chair as required:

- Treasurer (Chair)
- A member of Council
- Social Services Manager

Representatives of County departments and/or local municipalities, the Province of Ontario, and other agencies, may be added to the Committee as appropriate.

The Finance Sub-Committee will:

- i) Maintain accurate records of all emergency-related expenditures.
- ii) In the event of a natural emergency with widespread damage, co-ordinate the formation of a "Disaster Relief Committee", in accordance with Ministry of Municipal Affairs Guidelines.
- iii) If required, arrange to advance funds to those in need, and arrange for recovery of these funds.
- iv) In the event of a human caused emergency, prepare and submit claim against the causer of the emergency.
- v) Prepare claim for provincial and/or federal building.
- vi) Analyze the impact of the emergency on the municipal budget.
- vii) Prepare insurance claims on behalf of the County.
- viii) Co-ordinate their activities with those of other Sub-Committee, and report regularly to the Recovery Committee.
- ix) Prepare a final report on the Sub-Committee's activities, together with recommendations for amendments to this Recovery Plan.

### **13.4.1 Ontario Disaster Relief Assistance Program**

The Ontario Disaster Relief Assistance Program (ODRAP) is intended to alleviate some of the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged during a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and "necessities of life".

ODRAP provides assistance when damages are so extensive that they exceed the financial resources of affected individuals, the municipality or community at large, but does not cover damages to privately owned, non-essential property, nor to essential property where private insurance is normally available.

In the event of a natural disaster, individuals are expected to bear the initial responsibility for their losses. If the losses are so extensive that individuals cannot cope financially, the next level of support should come from the municipality and community at large.

However, if the disaster were of such a size and extent that damages are widespread, the Province of Ontario, in conjunction with the federal government, would initiate the Disaster Financial Assistance Arrangements.

The Minister of Municipal Affairs and Housing is authorized to declare a "disaster area" and any council, when asking for assistance under the ODRAP program must adopt a resolution outlining the municipality's request for a disaster area declaration and whether all or a specified portion of the municipality is to be declared a disaster area.

Certain damages caused by natural disaster affecting municipal property may be eligible for the provincial funding.

A number of Provincial ministries have special responsibilities for the provision of emergency assistance. This assistance should be sought through Emergency Measures Ontario.

A copy of the Ontario Disaster Relief Assistance Program will be available in the Emergency Operations Centres. A copy of the plan is also available from the Province of Ontario website.

### **11.5. Public Information**

It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery process. The Emergency Information Plan in Section 8 provides direction for responding to queries from the news media and from the public. During recovery, it is the responsibility of each Committee Chair to ensure that information flows between the Recovery Committee and Sub-Committees to the designation Emergency Information Officer. During the



recovery process a member of the municipal staff may be appointed as the Emergency Information Officer.

## **SECTION 12 – PLAN MAINTENANCE AND REVIEW**

### **12.1 Internal Procedures**

Each service or agency involved or identified in this Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

### **12.2 Annual Review**

At a minimum, this plan will be reviewed annually through the use of appropriate and planned emergency exercises. Following the exercises, appropriate debriefing sessions will be held followed by the completion of debriefing reports, which will be utilized by the Community Emergency Management Committee and the Community Emergency Management Coordinator to make appropriate changes to the Plan.

Every five years, the CEMC and the Emergency Management Program Committee's will conduct a major of review of the plan.

### **12.3 Amendments**

Amendments to the Plan require formal Council approval. Formal Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial statutes.

### **12.4 Flexibility**

No Emergency Response Plan can anticipate all of the varied emergency situations that may arise in a changing community. During the course of the implementation of this plan in an emergency situation, members of the Municipal Emergency Control Group in the course of conducting their assigned roles and responsibilities may exercise flexibility. To ensure that the public health, safety and welfare of the community are paramount in the emergency response, minor deviations from the emergency response plan may be permitted.

## EMERGENCY RESPONSE PLAN - GLOSSARY OF TERMS AND ACROYNMS

There is a need for common terminology that would be jointly understood by the public and private sectors. The following definitions and explanations will be helpful during the development and implementation process. The following definitions come from various sources including the Canadian Oxford Dictionary, the *Emergency Management and Civil Protection Act*, Emergency Management Ontario, and the National Fire Protection Association.

The Acronyms and Glossary of Terms may be updated and changed as necessary to accommodate changes to the definitions as needed or warranted without requiring an amendment to this plan.

**ARES** - Amateur Radio Emergency Services

**CANUTEC** - Canadian Transport Emergency Centre

**CAO** - Chief Administrative Officer, a Co-Administrator, or a designated alternate of either of them;

**CBRNE** - Chemical Biological, Radiological, Nuclear and Explosive

**Community Emergency Management Coordinator (CEMC)** -An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the *Municipal Act*.

**Community Emergency Management Program Committee (CEMPC)** -The community emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

**CACC** - Central Ambulance Communication Centre

**CCAC** – Community Care Access Centre

**Consequence** -The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

**Critical Infrastructure** - Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

**Declared Emergency** -A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act*. This declaration is usually based on a situation or an impending situation

that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

**Disaster** - A widespread or severe emergency that seriously incapacitates a community.

**DWQMS** – Drinking Water Quality Management Standards

**Emergency** -A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

**Emergency Management** - Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

**Incident Management System** -The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

**Emergency Management Ontario (EMO)** -EMO is an organization within the Ministry of Public Safety and Security, government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

**EIO** – Emergency Information Officer

**Emergency Operations Centre (EOC)** -The EOC is a facility where the Municipal Emergency Control Group assembles to manage an emergency.

**Emergency Response Plan** -A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identify persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

**Emergency Response Organization** -Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency situation.

**Emergency Site Manager/Incident Commander** -Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

**Emergency Response** -Coordinated public and private response to an emergency

**EMS** – Emergency Medical Services. In Wellington Guelph Wellington EMS is the emergency medical services provider.

**Evacuation** - The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency situation.

**Evacuation Centre** - A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

**Evacuation Registration** - A process to account for displaced persons. This process usually takes place at designated reception centres.

**Hazard (1)** -A risk that is a threat

**Hazard (2)** -An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Hazard Identification:** The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

**Head of Council** – includes the County Warden, the Mayors of the member municipalities and their designated alternates.

**ICP-** Incident Command Post

**Municipal Emergency Control Group (MECG)** - The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities; The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

**Municipality(ies)-** Means the County of Wellington, the Township of Centre Wellington, the Town of Erin, the Township of Guelph/Eramosa, the Township of Mapleton, the Town of Minto, the Township of Puslinch and/or the Township of Wellington North.

**Mutual Aid Agreements** -An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

**Mutual Assistance Agreement** -An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types, of agreements could include neighbouring cities, regions, provinces or nations.

**ODRAP** – Ontario Disaster Relief Assistance Program which is administered by the Ministry of Municipal Affairs and Housing.

**Priority Access Dialing (PAD)** is a database system administered by Industry Canada and maintained by the CEMC. It is used to identify telephone landlines and some wireless lines that are considered essential for emergencies. Numbers are entered in the data base which protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic.

**PEOC** – Provincial Emergency Operation Centre

**Private Sector** - A business or industry not owned or managed by any level of government.

**Public Sector** - A particular element or component of government, i.e. police, fire and public works, of a municipal, provincial or federal government.

**Reception Centre** -Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

**Recovery** -Actions taken to recover from an emergency or disaster.

**Response** -Actions taken to respond to an emergency or disaster.

**Response Organization** -Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency situation e.g., industrial response teams, CERV, etc.

**Risk**- A chance or possibility of danger, loss, injury, or other adverse consequences.

**Risk Assessment** -Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

**SCBA** – Self Contained Breathing Apparatus

**Shall** - Indicates a mandatory requirement

**Should** -Indicates a recommendation or that which is advised but not required

**Threat** -Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks (OC�PEP).

**Vulnerability** -The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.



# MOUNT FOREST FIRE DEPARTMENT

Township of Wellington North

## Fire Department Responses March 2010

The Mount Forest Fire Department responded to 9 calls for assistance during the month of March 2010.

- |                      |   |
|----------------------|---|
| 5 in Mount Forest    | - 1 False Alarm   |
|                      | - 1 Garbage Bin Fire  |
|                      | - 1 Possible Gas Leak   |
|                      | - 2 Ambulance Assist (1 Lift Assist and 1 VSA)                |
| 2 in Arthur Township | - 1 Grass-Brush Fire  |
|                      | - 1 Motor Vehicle Collision (Wellington Road 16 & Highway 89) |
| 1 in Southgate       | - 1 Motor Vehicle Collision (Grey Road 14 & Highway 89)       |
| 1 in West Grey       | - 1 Grass Fire  |

There were three meeting/practice sessions held during the month of March. On March 1<sup>st</sup>, fifteen members attended and on March 15<sup>th</sup> and 29<sup>th</sup> eighteen members attended for CPR – Defibrillator Training.

On March 2<sup>nd</sup>, the Mount Forest Fire Department hosted the Wellington County Mutual Aid with Dave Sparling of Sparling Propane as the guest speaker.

Two members attended the Grey County Mutual Aid in Dundalk on March 9<sup>th</sup>.

The Chief and the Deputy Chief attended the Wellington County Fire Chiefs meeting in Fergus on March 8<sup>th</sup>, and the Chief attended the Grey County Chiefs meeting in Chatsworth on March 24<sup>st</sup>.

On March 16<sup>th</sup> the Chief and Deputy Chief attended the Fire Committee meeting held in Kenilworth.

On March 31<sup>st</sup>, the Chief and the Deputy Chief attended a one day course on the Essentials of Municipal Fire Protection for Fire Service Leaders.

Respectfully Submitted,  
Ron MacEachern  
Mount Forest Fire Chief



To: CATHY CONRAD 818-3228

**MOUNT FOREST FIRE DEPT.**

Fire Prevention..... MARCH..... 2010

\* MARCH 4, 12, 18 ONLY

Evacuation procedures	0
Telephone calls	16
Business and Personal Service	2
Residential	6
Assembly Occupancies	2
Miscellaneous	11
Industrial	2
Meetings	1
Complaint	0
Mercantile	1
Letters / Reports	8
Institutional	0
Burn Permit	0
New construction / Plan Reviews	0
Occupancy permits	0
Extinguisher training * Talk	0
Hydrant location update	0
Emergency planning	0
Reports	0

Ian.



# Arthur Area Fire Department

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

## ARTHUR FIRE DEPARTMENT RESPONSES FOR MARCH 2010

The Arthur Fire Department responded to five calls for assistance during the month of March 2010.

- 1 in Arthur Township - 1 Ambulance Assist
- 2 in West Luther - 1 Ambulance Assist  
- 1 Violation of Burn Permit (Burning after dusk)
- 1 in Mapleton - 1 Motor Vehicle Collision
- 1 Mutual Aid - 1 In Grand Valley (Cancelled en route)

Five practices were held in March. On March 3<sup>rd</sup>, seventeen members attended; on March 10<sup>th</sup>, sixteen members attended; on March 17<sup>th</sup>, sixteen members attended; on March 24<sup>th</sup>, twelve members attended and on March 31<sup>st</sup>, fourteen members attended.

On March 8<sup>th</sup>, 2 attended the Wellington County Chief's meeting in Fergus and one firefighter went to the Wellington County Fire Prevention Association meeting in Fergus.

The Chief and the Deputy Chief attended the Fire Committee meeting held in Kenilworth on March 16<sup>th</sup>.

Three firefighters had a Fire Department Display at the Agri-Showcase in Arthur on March 23<sup>rd</sup>.

A Department meeting was held in Arthur on March 29<sup>th</sup> with four firefighters attending.

Jim Morrison  
Arthur Fire Chief

# Arthur Area Fire Department

## Fire Prevention March 2010 Monthly Report

Evacuation procedures	2
Telephone Calls	45
Business & Personal Service	3
Residential	1
Assembly Occupancies	6
Miscellaneous	14
Industrial	2
Meetings	9
Complaints	0
Mercantile	5
Letters/Reports	7
Institutional	0
Burn Permit	0
New Construction/Plan Review	0
Occupancy Permits	1
Extinguisher Training/Talks	3
Follow up Inspections	11
Hydrant Location update	0
Emergency Planning	2
Public Education-Lectures/Tours	0

# **WATER/SEWER COMMITTEE MEETING**

## **April 13, 2010**

**Members:** John Matusinec Chairman  
Dan Yake  
Melissa Irvine (absent)  
Barry Trood  
Gary Williamson

**Start: 4 pm**            **End: 6 pm**

Minutes of the March 16<sup>th</sup> meeting were previously approved and circulated to Council.

Business arising from the March 16<sup>th</sup> meeting:

- Gary reported that he had completed the septage agreement for Mr. McLellan and that it had been reviewed by the Township's lawyer as well as Mr. McLellan and will be sent to Council for approval
- Notices were sent out to the affected residents on Normanby St to have their sump pumps connected. Some have already responded and will be moving forward with the connections.

### **1. Cork St SPS Update**

Construction has started and they are preparing for the installation of the prefab wet well. The environmental engineer is on site to observe the site soils and ground water. The last of the test wells have been completed and we are waiting for the test results. Some concerns were raised about the project infringing on the soccer field but contractor plans to have the site fencing moved as far off the field as possible prior to the start of the soccer league on May 9<sup>th</sup>. There will also be a meeting with the Fireworks Committee and the contractor when we get closer to the end of June to ensure the construction has minimal affect on the activities in the park. The committee agreed to use the same exterior colours for the SPS building as was used for the Treatment Plant. These colours will also be used for the Durham St SPS.

### **2. Master Plan Up-Date**

Gary informed the committee that the flow monitoring had been completed in Arthur and that staff met with BM Ross to review the process they are going through to make sure possible future developments are acknowledged in the study.

**3. Staff Report (see attached)**

**4. Disposal Plants**

We received the Annual Reports for the Arthur and Mount Forest Treatment plants as well as the Mount Forest Sludge storage facility from OCWA for 2009. These reports were submitted to the MOE and we received a letter back from MOE. Due to the bypass that occurred at the Fredrick St SPS they have requested a progress report on what we are doing to eliminate the infiltration and inflow issues in Arthur. We have inspected the manholes and are finishing the camera inspection of the sewer mains. Some manhole repairs have been completed were we found infiltration but overall the manholes are in good shape. Gary will prepare a response to MOE.

**5. OCWA Agreement (Dan declared a conflict)**

The new three year OCWA agreement which took effect on Jan 1<sup>st</sup>, 2010 has not yet been provided by OCWA for signing by the Township. The old three year agreement automatically rolls over. The committee discussed the term of the new agreement and felt that it may be more appropriate to renew for a five year term instead of a three year term which would better align with the four year election timing as well as possible staffing and/or operational changes. Also new regulations are coming down from MOE for the handling/treatment of sewage so extending the agreement will allow more time to see what changes will be needed to meet these new regulations. The committee recommends extending the OCWA agreement to a five year term starting on January 1<sup>st</sup>, 2010.

**6. Tower Access Agreement**

Barrett Xplore Inc. has taken over the former Everus Communications and therefore the antennas located on the Arthur and Mount Forest water towers. We therefore need a new Access Agreement. Barrett has provided us with a generic agreement they use with other municipalities which we need to modify for our needs. The committee recommends a \$300/month fee for each water tower and that Barrett would need to supply confirmation that their staff is trained for climbing the towers. Gary also expressed concern that Barrett's proposed agreement gives them the exclusive rights to operate on the towers. The Township's lawyer also needs to review the proposed agreement and address these issues prior to it being agreed to by Council.

## 7. Other Business

- We are obtaining a quote to do our internal audit from the person who did the internal audit for Minto's DWQMS
- Two of the private wells Burnside's uses for monitoring purposes for Well #8A/B are located at the Abate Rabbit Abattoir. They no longer want us to use one of these wells for monitoring purposes. However, we will still be monitoring two private wells in order to meet our PTTW conditions
- The tenders for the Conestoga St watermain and the sanitary sewer project between Fredrick St and Smith St are moving forward
- Durham St SPS tender should be out by the end of May
- We will be meeting with International Well Drilling to discuss a maintenance program for the two line shaft pumps still operating in Mount Forest in Wells #4 & #6
- Dan indicated that we are having major pump problems with the return/waste pumps at the Arthur Treatment Plant. Two pumps are being repaired and had to install our spare pump
- Triton is going to evaluate the Arthur Plant equipment operation so we can budget to spread future upgrades over the next few years
- Barry will be getting his new pick-up truck shortly and the department van being replaced will be sent to the auction along with the Work's pay loader
- Barry noted that the forcemain manholes along the road into the Mount Forest Treatment Plant had filled with water. He had them pumped out and will look into sealing the manholes to keep out the water
- Gary reported that since we were involved with the development MOE had contacted him to participate in a new trial reporting program for treatment plants and pumping stations. They need some smaller municipalities to participate. Our involvement with the trial program will only pertain to our Arthur system

**Next Meeting: May 11 @ 4pm**

## **Water and Sewer Committee**

**Tuesday, April 13, 2010**

### **Foreman's Highlites (March 16-April 13)**

- Reeves started construction on Egermont st-Birmingham st reconstruction project on March 22 starting out by cutting in a new valve on N-W corner of Fergus/Birmingham St
- Hollen controls removed all turbidity analyzers March 22/23
- New pressure gauges installed at W8
- Installed new copper ¾" lines to post analyzer /filter to stop leaking from plastic lines
- Corey took Safedrinking water course at Kichener March 30
- BT first Aid training March 30
- Master plan for Mt Forest March 31
- Well 8A problems starting on April 1<sup>st</sup> and new pump installed and raw sample taken April 7<sup>th</sup>
- Mt Forest sanitary manhole inspections started
- BT/EW attended SCOWWA conference in St. Catherines
- Sewer back ups at 30 Duke and 724 Waterloo, both on our side
- Service leak at 469 Tucker (between Arthur Village shop)

9th  
Annual

# THE TRILLIUM RACES

- \* 10K & 5K Road Races
- \* 10K In-Line Skate
- \* 5K Walk Race



**Saturday May 8, 2010- Mt. Forest, Ontario**

April 12, 2010

Township of Wellington North,  
P.O. Box 125  
Kenilworth, Ontario  
N0G 2E0

**Re: Request for Permission to host the  
9th Annual Trillium Races in Mt. Forest, Ontario on  
Saturday May 8, 2010 from 9:15am til 11:45am.**

Please be advised that the Run Committee is asking permission to host our 9th Annual event in Mt. Forest on Saturday May 8th, 2010 using the same 5Km and 10 km routes that were used in 2009. Starting and Finishing at the Mount Forest Sports Complex on Cork St.

We are requesting that the same support be given by the township, the Public Works Department and the Ontario Provincial Police as has been given our previous 8 years.

Thank you for your continuing support. If any additional information is required please contact me at the number listed below.

Trusting this is satisfactory,

  
Manuel Ferreira  
Race Director

**P.O. Box 22, Mount Forest, Ontario N0G 2L0  
Manuel Ferreira 519-820-3668 or feetdoc@sympatico.ca**





Trillium Gift of Life Network  
522 University Ave., Suite 900  
Toronto, ON  
M5G 1W7  
Tel: 416 363-4001  
Fax: 416 363-4002  
[www.giftoflife.on.ca](http://www.giftoflife.on.ca)

RECEIVED

APR 15 2010

TWP. OF WELLINGTON NORTH

April 2010

Lorraine Heinbuch  
CAO / Clerk  
Township of Wellington North  
P.O. Box 125, 7490 Sideroad 7 West  
Kenilworth, ON N0G 2E0

Dear Lorraine,

There are currently 1,600 people on the waiting list for life saving organ and tissue transplants in Ontario. Unfortunately, with only 17% of Ontarians with health cards registered as donors, many will not receive their transplants in time. The good news is that with every Ontarian who registers consent to become an organ and tissue donor, we are increasing the chance of saving a life.

We need your help to make that difference.

April 18 – 25, 2010 is National Organ and Tissue Donation Awareness Week. Your support is vital to mobilizing your community to help save lives.

This package contains the Gift of Life flag and copy of a public proclamation. You can help make the public more aware of the need to register donation consent and show your support in one of the following ways:

- Fly the Gift of Life flag during National Organ and Tissue Donation Awareness Week
- Issue a public proclamation
- Post the proclamation and a message of support on your website
- Let us send you a digital button that you can post on your website that will lead people to the Gift of Life consent registration form (<http://tinyurl.com/ontgiftoflife>)
- Host a registration drive

Please contact us at 416-927-7355 or at [awarenessweek@giftoflife.on.ca](mailto:awarenessweek@giftoflife.on.ca) and let us know how you can help.

Thank you in advance for your support.

Yours truly,

Frank Markel, PhD  
President and Chief Executive Officer  
Trillium Gift of Life Network

94



Trillium Gift of Life Network  
522 University Ave., Suite 900  
Toronto, ON  
M5G 1W7  
Tel: 416 363-4001  
Fax: 416 363-4002  
www.giftoflife.on.ca

## Proclamation

### Organ and Tissue Donor Awareness Week April 18-25, 2010

**WHEREAS**, a life saving organ or tissue donation can provide thousands of men, women, and children on waiting lists with a second chance at life; and

**WHEREAS**, our society unfortunately lacks widespread knowledge of the real need for organ donations, and the list of Ontarians in need of transplants grows annually; and

**WHEREAS**, the tireless efforts of the Trillium Gift of Life Network members, volunteers and individual donors and their families can, and do save many lives each year; and

**WHEREAS**, education and increased public awareness enable Ontarians to make the important, informed decision to donate their organs and/or tissues and help give the gift of life;

**THEREFORE**, I, XXX, Mayor/Reeve of the City/Town of XXX, do hereby proclaim **April 18-25 2010 as Organ and Tissue Donor Awareness Week** in the City of XXX, and encourage all residents of the City/Town of XXX to register their consent to donate their organs and/or tissues and help save lives.

## What Government Cuts Mean to Patrons of Walsh's Pharmacy:

- Longer Waiting Times (Not Minutes, But Days)
- Increase in Cost of Medication
- NO O.T.C. Counseling
- Cost to Fax Doctors for Refills
- Cost to Use Blood Pressure Machine
- NO Deliveries
- No Money for Community Involvement
- Dispensary Opened for Shorter Hours

This Scenario is Province Wide.

Ontario's Community  
**PHARMACIES**  
Community pharmacy works.



### WHAT YOU'RE ABOUT TO READ MAY BE **HARD TO SWALLOW.**

Community Pharmacy is about to change forever. Ontario is considering funding cuts that will affect everything you count on. Easy access to trusted health care experts. Essential advice and services. Available around the corner, day and night. It's all at risk. It's a lot to swallow, and tougher to understand. Because community pharmacy works.

**Tell your Member of Provincial Parliament (MPP) to protect Community Pharmacy. Ask your Pharmacist how you can get involved or visit [ontariocommunitypharmacies.ca](http://ontariocommunitypharmacies.ca)**

INDEPENDENT PHARMACISTS  
OF ONTARIO

ONTARIO PHARMACISTS  
ASSOCIATION

CANADIAN ASSOCIATION OF  
CHAIN DRUG STORES

Do Your Part!  
Visit  
[www.stopcuts.ca](http://www.stopcuts.ca)  
To Help Stop  
Pharmacy Funding  
Cuts



Community pharmacy works.

To \_\_\_\_\_, MPP:

MPP Fax Number: \_\_\_\_\_

# PLEASE PROTECT OUR COMMUNITY PHARMACY!

I am one of your constituents and an Ontario community pharmacy customer and patient. I am aware that the Ontario government is considering cuts to elements of community pharmacy funding.

I depend on the convenient, accessible advice and services I get from our local pharmacy.

I want to ensure that our pharmacist is there when we need them. I want to know that I can talk to our pharmacist after work, when I can't get to my doctor's office, or when my doctor's office is closed.

I want to know that our pharmacy will continue to be able to provide valuable health care services in our community.

So, please tell Premier McGuinty and Health Minister Matthews to not make cuts to the neighbourhood health care our community pharmacy provides.

Sincerely,

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

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## I SUPPORT MY COMMUNITY PHARMACY.

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

**BY-LAW NUMBER 29-10**

**RATING BY-LAW**

**BEING A BY-LAW IMPOSING SPECIAL ANNUAL DRAINAGE RATES  
UPON LAND IN RESPECT OF WHICH MONEY IS BORROWED UNDER  
THE *TILE DRAINAGE ACT*.**

**AUTHORITY:**        *Tile Drainage Act, R.S.O. 1990, Chapter T.8, Section 8*

**WHEREAS** owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

**AND WHEREAS** the Council has, upon their application, lent the owners the total sum of \$11,300.00 to be repaid with interest by means of rates hereinafter imposed;

**BE IT THEREFORE ENACTED** by the Council:

1. That annual rates as set out in the Schedule 'A' attached hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 19<sup>TH</sup>  
DAY OF APRIL, 2010.***

---

**MICHAEL BROOMHEAD,  
MAYOR**

---

**LORRAINE HEINBUCH,  
CHIEF ADMINISTRATIVE OFFICER/CLERK**



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

**BY-LAW NUMBER 30-10**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN HAP MCLELLAN LIMITED AND THE  
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 4 and 5.

**WHEREAS** Section 4 of the Municipal Act, S.O. 2001, c. 25, as amended (hereinafter called the "Act") provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the Act provides that the powers of a municipality shall be exercised by its council, and further, Section 8 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act;

**AND WHEREAS** the Corporation of the Township of Wellington North is the owner of a Sewage Treatment Plant operated by the Ontario Clean Water Agency (OCWA) in the former Town of Mount Forest, in the Township of Wellington North, in the County of Wellington;

**AND WHEREAS** Hap McLellan Limited is a company incorporated under the laws of the Province of Ontario (Ontario Corporation Number 146756) whose registered office address is 695 Queen Street West, Mount Forest, Ontario N0G 2L0 and operates a plumbing and heating business including the handling and disposal of sewage.

**AND WHEREAS** Hap McLellan Limited wishes to have access for the discharge and treatment of sewage for its septic tank business at the Mount Forest Sewage Treatment Plant owned by the Corporation of the Township of Wellington North;

**AND WHEREAS** it is deemed necessary to enter into agreement with Hap McLellan Limited with respect to the discharge and treatment of sewage from its septic tank business at the Mount Forest Sewage Treatment Plant.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. That the Corporation of the Township of Wellington North enter into an agreement with Hap McLellan Limited attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement, on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 19TH DAY OF APRIL, 2010.**

---

**M. Broomhead, MAYOR**

---

**L. Heinbuch, CAO/CLERK**



# THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NO. 30-10

### Schedule "A"

**THIS AGREEMENT** made as of the 1st day of May, 2010.

**BETWEEN**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(hereinafter called "Wellington North")  
**OF THE FIRST PART,**

**Hap McLellan Limited, 695 Queen Street West, Mount Forest, Ontario N0G 2L0**  
(hereinafter called "McLellan Ltd")  
**OF THE SECOND PART.**

**WHEREAS** Wellington North is a municipal corporation and owns a Sewage Treatment Plant operated by the Ontario Clean Water Agency (OCWA) in the former Town of Mount Forest, in the Township of Wellington North, in the County of Wellington;

**AND WHEREAS Hap McLellan Limited** is a company incorporated under the laws of the Province of Ontario (Ontario Corporation Number 146756) whose registered office address is 695 Queen Street West, Mount Forest, Ontario N0G 2L0 and operates a plumbing and heating business including the handling and disposal of sewage.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the terms and conditions contained herein and other good and valuable consideration the parties hereto agree as follows:

1. McLellan Ltd shall have access for the discharge and treatment of sewage for its septic tank business to the Mount Forest Sewage Treatment Plant on the terms and conditions set out herein.
2. The access shall be limited in quantity to amounts acceptable to the Treatment Plants operation in the sole and absolute discretion of Wellington North and since this is a new endeavor for McLellan Ltd, the weekly and daily septage maximums shall be allocated by the Township for 2011 following a review of McLellan Ltd's 2010 septage volumes. There is no guarantee by the Township, that the capacity to be allocated will match the actual 2010 septage volumes.
3. McLellan Ltd shall pay a fee for such dumping (subject to the above limitations as to imperial gallons/litres per week) of \$.025/Litre and such fee shall be billed quarterly by Wellington North and paid within 30 days of the billing date by McLellan Ltd. Wellington North may review the dumping fee annually and shall give McLellan Ltd written notice by registered mail of a proposed fee increase by November 1<sup>st</sup> of each year. The increased fee shall come into effect on January 1<sup>st</sup> of the following year.
4. Discharge of sewage into the Mount Forest Sewage Treatment Plant shall be done in a controlled manner, during normal working hours and as directed by the Treatment Plant Operator. It is understood and acknowledged that the discharge shall not be such as to strain or overload the Septage Receiver or Treatment Plant in the sole opinion of the Treatment Plant Operator.

5. McLellan Ltd shall not discharge any material, liquid, or substance other than effluent from septic tanks and without limiting the generality of this provision McLellan Ltd acknowledges that only domestic sewage pumped from septic systems (septic tanks) whether above or below ground level located from within the boundaries of Wellington North shall be discharged into Wellington North's Sewage Treatment Plant, and further that the sewage from septic tanks to be discharged into said Plant shall not contain grease, or any other substance other than human waste or substances normally put into a septic tank.
6. Prior to septage being discharged into the Mount Forest Treatment Plant, McLellan Ltd shall provide the Treatment Plant Operator with a copy of manifest(s). As a minimum, each manifest must show septage pick-up date, name of generator including address, source of septage and date that it is discharged at the plant. (sample manifest attached as Schedule 1 to this agreement)
7. Wellington North shall allow McLellan Ltd to access and discharge at the Mount Forest Treatment Plant five days per week (Monday – Friday). Should this agreement be terminated, McLellan Ltd must return to Wellington North all access cards within 24 hours of their termination date.
8. In the event that McLellan Ltd breaches any part of this Agreement, or discharges sewage pursuant to this agreement which does not comply with Wellington North's Sewer Use By-law applying from time to time to the Mount Forest Sewage Treatment Plant, or the Mount Forest Sewage Treatment Plant is not operating in compliance with the law of the Province of Ontario due to exercise by McLellan Ltd of its rights under this Agreement, then Wellington North may immediately terminate McLellan Ltd's rights or reduce their allowed dumping capacity under this Agreement without prior notice for such period of time as Wellington North in its sole discretion determines is appropriate in the circumstances. Further, Wellington North may terminate this Agreement at any time for any reason by giving McLellan Ltd written notice by registered mail to be sent to McLellan Ltd's registered office address on file with the Ministry of Consumer and Commercial Relations (Companies Branch), and in that case the termination shall be effective upon the completion of the 120<sup>th</sup> day from after (but not including) the date of such mailing.
9. As a condition precedent to any rights arising under this Agreement in favour of McLellan Ltd, McLellan Ltd shall be responsible for all associated costs for Wellington North to take samples and obtain a written laboratory analysis of a typical sample(s) of the sewage McLellan Ltd intends to discharge into the Mount Forest Sewage Treatment Plant. This will allow Wellington North to satisfy itself as to the treatability of the same through the Plant and as to its compliance with the said Sewer Use By-law. In addition, McLellan Ltd shall be required to provide a minimum of (4) such samples annually and each sample shall be taken at the discretion of the Treatment Plant Operator. The laboratory analysis required under this paragraph shall at a minimum include the following:
  - i. BOD
  - ii. Suspended Solids (SS)
  - iii. Total Phosphorous (TP)
  - iv. Total Kjeldahl Nitrogen (TKN)
  - v. Ammonia
  - vi. Heavy Metals
10. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
11. This Agreement shall ensure to the benefit and be binding upon the parties hereto and their respective successors and assigns.

***IN WITNESS WHEREOF*** the party of the First Part has hereunto affixed its corporate seal and duly attested by the proper signing officers in that behalf.

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

**Per:** \_\_\_\_\_  
**Mayor – Michael Broomhead**

**Per:** \_\_\_\_\_  
**CAO/Clerk – Lorraine Heinbuch**

***IN WITNESS WHEREOF*** the party of the Second Part has hereunto affixed its corporate seal and duly attested by the proper signing officers in that behalf.

**Hap McLellan Limited**

**Per:** \_\_\_\_\_  
**Jamie McLellan, President**  
**(I have authority to bind the Corporation)**

## SCHEDULE 1 To Agreement

### APPENDIX A

Ministry of the Environment

## Septage Hauler Operation Log

**Company Name:**

	1	2	3
<b>Date of Collection</b>	_____ (dd/mmm/yyyy)	_____ (dd/mmm/yyyy)	_____ (dd/mmm/yyyy)
<b>Name of Generator (name of business, facility, homeowner)</b>			
<b>Address of Generator</b>	_____ <b>Street Number      Rural Route</b>  _____ <b>Street Name</b>  _____ <b>Municipality (City, Town, etc.)</b>	_____ <b>Street Number      Rural Route</b>  _____ <b>Street Name</b>  _____ <b>Municipality (City, Town, etc.)</b>	_____ <b>Street Number      Rural Route</b>  _____ <b>Street Name</b>  _____ <b>Municipality (City, Town, etc.)</b>
<b>Source of Septage</b>	<input type="checkbox"/> Private Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial	<input type="checkbox"/> Private Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial	<input type="checkbox"/> Private Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial
<b>Type of Septage</b> <i>Note: Domestic septage contains waste of a domestic nature (from sinks and toilets) only. It does NOT include waste from grease traps</i>	<input type="checkbox"/> Domestic <input type="checkbox"/> Non-Domestic  <input type="checkbox"/> Holding Tank waste <input type="checkbox"/> Septic Tank waste <input type="checkbox"/> Portable Toilet waste	<input type="checkbox"/> Domestic <input type="checkbox"/> Non-Domestic  <input type="checkbox"/> Holding Tank waste <input type="checkbox"/> Septic Tank waste <input type="checkbox"/> Portable Toilet waste	<input type="checkbox"/> Domestic <input type="checkbox"/> Non-Domestic  <input type="checkbox"/> Holding Tank waste <input type="checkbox"/> Septic Tank waste <input type="checkbox"/> Portable Toilet waste
<b>Volume of Septage</b>	_____ <input type="checkbox"/> litres <input type="checkbox"/> gallons(imperial) <input type="checkbox"/> other (specify)  _____	_____ <input type="checkbox"/> litres <input type="checkbox"/> gallons(imperial) <input type="checkbox"/> other (specify)  _____	_____ <input type="checkbox"/> litres <input type="checkbox"/> gallons(imperial) <input type="checkbox"/> other (specify)  _____
<b>In-Truck Treatment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Receiving Facility</b> (facility to which the septage is delivered)	<input type="checkbox"/> Sewage treatment plant <input type="checkbox"/> In-transit storage facility <input type="checkbox"/> Dewatering Trench <input type="checkbox"/> Transfer / Processing / Landfill facility, please specify:  _____ <input type="checkbox"/> Land Application <input type="checkbox"/> Other, please specify:  _____	<input type="checkbox"/> Sewage treatment plant <input type="checkbox"/> In-transit storage facility <input type="checkbox"/> Dewatering Trench <input type="checkbox"/> Transfer / Processing / Landfill facility, please specify:  _____ <input type="checkbox"/> Land Application <input type="checkbox"/> Other, please specify:  _____	<input type="checkbox"/> Sewage treatment plant <input type="checkbox"/> In-transit storage facility <input type="checkbox"/> Dewatering Trench <input type="checkbox"/> Transfer / Processing / Landfill facility, please specify:  _____ <input type="checkbox"/> Land Application <input type="checkbox"/> Other, please specify:  _____
<b>Facility Municipality</b>	_____	_____	_____
	Municipality (Town, City, etc)	Municipality (Town, City, etc)	Municipality (Town, City, etc)
<b>MOE Certificate of Approval Number of Receiving Facility</b>	_____	_____	_____
	Format: A12-3456 or 1234-ABCD	Format: A12-3456 or 1234-ABCD	Format: A12-3456 or 1234-ABCD
<b>Date Septage Received at Facility</b>	_____	_____	_____
	(dd/mmm/yyyy)	(dd/mmm/yyyy)	(dd/mmm/yyyy)

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

**BY-LAW NUMBER 31-10**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON  
NORTH (Schill – Part Lot 28, Concession 4, former Township of West  
Garafraxa)**

**WHEREAS**, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 28, Concession 4, former Township of West Garafraxa), as shown on Schedule "A" attached to and forming part of this By-law from:

- **Agricultural (A) to "Agricultural Exception (A-95)**
- **Agricultural (A) to "Agricultural Exception (A-96)**

2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

**"33.95 A-95 Notwithstanding any other section of this by-law  
L28, C4 (WG) to the contrary, a residential dwelling shall be  
prohibited in this zone. Other agricultural uses, that are  
not accessory to a dwelling, are permitted.**

3. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:  
  

<b>"33.96</b>	<b>A-96</b>	<b>Notwithstanding Sections 6.1.3, 8.2.7.2, 6.1.4ii, 8.3.1 or any other section of this by-law to the contrary, the height and floor areas of the accessory buildings shall be deemed to comply with this by-law. Limited livestock shall be permitted within the accessory barn / buildings, provided the Minimum Distance Separation (2) distance to the residential use across the road is maintained. The required separation distance shall be measured to the residential lot's front lot line, rather than to the dwelling itself.</b>
<b>L28, C4 (WG)</b>		
  
4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
  
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 19<sup>th</sup> DAY OF APRIL, 2010.***

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**M. Broomhead,  
MAYOR**

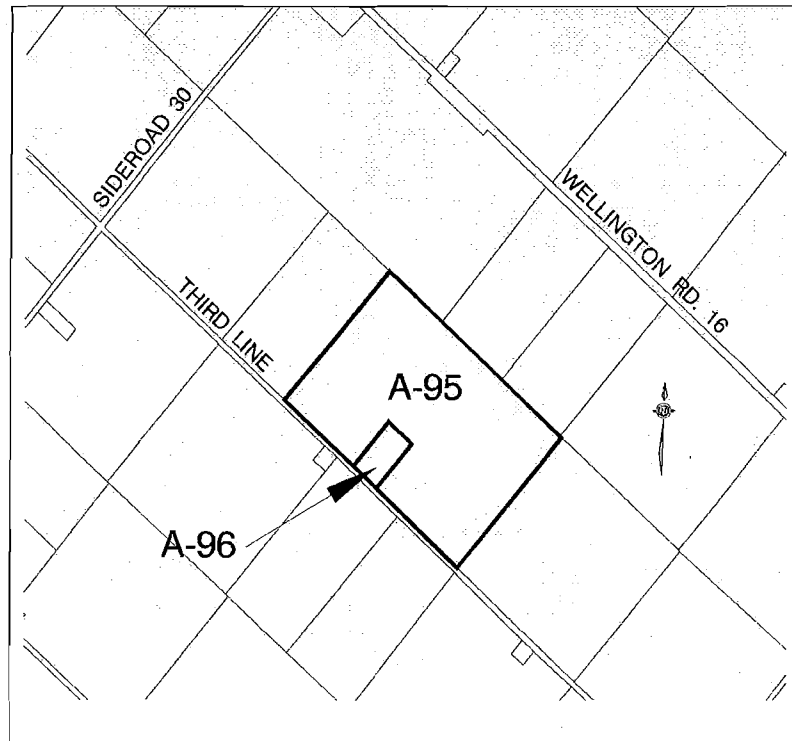
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**L. Heinbuch,  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 31-10**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Exceptions (A-95 and A-96)**

**This is Schedule "A" to By-law No. 31-10  
Passed this 19th day of April, 2010**

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**M. Broomhead, MAYOR**

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**L. Heinbuch, C.A.O./CLERK**

## ***EXPLANATORY NOTE***

### ***BY-LAW NUMBER 31-10***

**THE LOCATION** being rezoned is in Part Lot 28, Concession 4, former Township of West Garafraxa, with a civic address of 7293 Third Line. The land is approximately 150 acres in size.

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to restrict any future residential development on the agricultural land (A-95) and to regulate the housing of livestock in the existing barn (A-96). This rezoning is a condition of severance application B26/10, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever the existing farm dwelling, barn and other accessory buildings (6.1 acres) from the remainder of the agricultural parcel (143.9 acres). The property is currently zoned Agricultural.



**TOWNSHIP OF WELLINGTON NORTH**  
**Regular Meeting of Council**

MOVED BY: \_\_\_\_\_ DATE: April 19, 2010

SECONDED BY: \_\_\_\_\_ RES. NO.: \_\_\_\_\_

**THAT the Council of the Corporation of the Township of Wellington North approve the accounts totalling \$186,841.53 for payment.**

MAYOR \_\_\_\_\_

CARRIED

DEFEATED

Township of Wellington North  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Vendor ID First Last Chequebook ID First Last  
 Vendor Name First Last Cheque Number 043297 043361  
 Cheque Date First Last  
 Sorted By: Cheque Number

Distribution Types Included: PURCH, TRADE, MISC, FREIGHT, TAXES, WRITE, OTHER, GST

ChqNo:	Date:	Vendor:	Amount:
043297	4/08/2010	Mt Forest Business Improvement	\$25,941.33
InvNo: DEPOSIT+INTEREST		InvDesc: BIA-Deposit + Interest Refund	InvAmt: \$25,941.33
043298	4/09/2010	KEN & SANDY'S NO FRILLS	\$1,000.00
InvNo: 2009 GIFT CERTIFICAT		InvDesc: ADM 2009StaffXmasCertificates	InvAmt: \$1,000.00
043299	4/09/2010	Mount Forest Foodland	\$200.00
InvNo: 2009 XMAS CERTIFICAT		InvDesc: ADM 2009StaffXmasGiftCertifica	InvAmt: \$200.00
043300	4/09/2010	Minister of Finance-PST	\$45.73
InvNo: MAR 1 - 31 RETURN		InvDesc: ADM-PST Due Mar 1 - 31/10	InvAmt: \$94.21
043301	4/14/2010	A W Sills Sales & Services Ltd	\$676.53
InvNo: INV 81208		InvDesc: REC/AV PlstcGlsGrbgBgsPprTwls	InvAmt: \$676.53
043302	4/14/2010	A-1 Steam Cleaning Service	\$367.50
InvNo: INV 3133		InvDesc: REC/AVSteamCleanKitchenExhaust	InvAmt: \$367.50
043303	4/14/2010	Agrisan SC Pharma	\$1,245.56
InvNo: INV 76615		InvDesc: WW SodiumHypochlorite	InvAmt: \$1,245.56
043304	4/14/2010	Air Liquide Canada Inc	\$52.86
InvNo: INV 36727293		InvDesc: BW CylinderGas,Oxygen	InvAmt: \$52.86
043305	4/14/2010	ALS Laboratory Group	\$2,822.40
InvNo: PAYT.CERT.#55/MF&AV		InvDesc: SS/MF&AV RvrMntrngPaytCert#55	InvAmt: \$2,822.40
043306	4/14/2010	AMG Environmental Inc.	\$3,570.00
InvNo: INV 278		InvDesc: SS/FlowMonitorInstallation	InvAmt: \$3,570.00
043307	4/14/2010	BASELINE CONSTRUCTORS INC.	\$10,196.55
InvNo: PAYT.CERT.#3/CORK ST		InvDesc: SS/MFCorkStSwgPmpStnPaytCert#3	InvAmt: \$10,196.55
043308	4/14/2010	Bell Canada - Public Access	\$56.50
InvNo: INV 96951		InvDesc: REC/MF ArenaPayphoneMar2010	InvAmt: \$56.50
043309	4/14/2010	Bell Canada Box 5400 & 9000	\$3,073.75
InvNo: 519-848-3021 APR2010		InvDesc: POLICE/AV office Apr1/2010bill	InvAmt: \$230.86
InvNo: 519-848-2920 APR2010		InvDesc: WW/AV Well#5 Apr1/2010bill	InvAmt: \$83.24
InvNo: 519-848-2535 APR2010		InvDesc: FIRE/AV Hall Apr2010bill	InvAmt: \$102.89
InvNo: 519-848-2506 APR2010		InvDesc: WW/AV SCADA Apr2010bill	InvAmt: \$87.12
InvNo: 519-848-2340 APR2010		InvDesc: FIRE/AV Hall Apr2010bill	InvAmt: \$94.25
InvNo: 519-848-3620 APR2010		InvDesc: ADM/KenilworthOfficeApr2010bil	InvAmt: \$2,152.35
InvNo: 519-848-3820 APR2010		InvDesc: REC/AV Arena Apr1/2010bill	InvAmt: \$104.56
InvNo: 519-848-3500 APR2010		InvDesc: FIRE/AV Hall Apr1/2010bill	InvAmt: \$123.88
InvNo: 519-848-3450 APR2010		InvDesc: BW/WL Yard Apr1/2010bill	InvAmt: \$94.60
043310	4/14/2010	Bluewater Fire & Security	\$105.49
InvNo: INV 04-6840		InvDesc: BW/Knlwrth AnnualInspection	InvAmt: \$105.49
043311	4/14/2010	B M Ross and Associates	\$44,554.72
InvNo: INV 2434		InvDesc: A/R SaugeenHighlands/Jan-Mar10	InvAmt: \$1,114.68
InvNo: INV 2433		InvDesc: BW/Cork&WaterlooSt-Mar2010	InvAmt: \$11,009.74
InvNo: INV 2432		InvDesc: BW/EgremontStRcnstrn Jan-Mar10	InvAmt: \$13,452.26
InvNo: INV 2443		InvDesc: BW/MainStHwy6RcnstrctnFebMar10	InvAmt: \$1,294.45
InvNo: INV 2444		InvDesc: BW/AV TrafficSignals Jan-Mar10	InvAmt: \$852.08
InvNo: INV 2439		InvDesc: WW/SS/MF MasterPlan Mar2010	InvAmt: \$10,187.21
InvNo: INV 2415		InvDesc: SS/DurhamStPmpStn Jan-Mar10	InvAmt: \$6,644.30
043312	4/14/2010	Chalmers Fuels Inc	\$3,467.84

Township of Wellington North  
 CHEQUE DISTRIBUTION REPORT  
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InvNo: INV 361286	InvDesc: REC/Damascus FurnaceFuel	InvAmt: \$248.77
InvNo: INV 362427	InvDesc: BW DieselFuelClear	InvAmt: \$518.46
InvNo: INV 362419	InvDesc: BW DieselFuelDyed	InvAmt: \$429.80
InvNo: INV 360961	InvDesc: BW FurnaceFuelDyed	InvAmt: \$413.86
InvNo: INV 359295	InvDesc: BW DieselFuelDyed	InvAmt: \$720.78
InvNo: INV 360558	InvDesc: BW DieselFuelDyed	InvAmt: \$1,136.17

ChqNo:	043313	Date:	4/14/2010	Vendor:	Coffey Plumbing	Amount:	\$3,360.00
InvNo:	INV 11205 AMENDED	InvDesc:	WW-Test of 40 backflow devices	InvAmt:	\$3,360.00		
ChqNo:	043314	Date:	4/14/2010	Vendor:	Conestogo Agri Systems Inc.	Amount:	\$927.68
InvNo:	INV 265302 DG	InvDesc:	WW SodiumSodiumSilicate	InvAmt:	\$927.68		
ChqNo:	043315	Date:	4/14/2010	Vendor:	County of Wellington	Amount:	\$7,023.16
InvNo:	INV 2040	InvDesc:	P&Z Martin - A1/10	InvAmt:	\$340.00		
InvNo:	MAR2010 DEVT.CHARGES	InvDesc:	A/R Mar2010Dev'tCharges	InvAmt:	\$6,683.16		
ChqNo:	043316	Date:	4/14/2010	Vendor:	Cudney Steve	Amount:	\$150.00
InvNo:	APR2010 CARETAKER	InvDesc:	REC/DmscsHall Apr10caretaker	InvAmt:	\$150.00		
ChqNo:	043317	Date:	4/14/2010	Vendor:	Darroch Plumbing Ltd.	Amount:	\$3,556.30
InvNo:	INV 8871	InvDesc:	WW BackflowPreventorTests&Rprs	InvAmt:	\$3,556.30		
ChqNo:	043318	Date:	4/14/2010	Vendor:	Dewar Services	Amount:	\$78.75
InvNo:	INV 9751	InvDesc:	WW/AV Well18a SrvcCall	InvAmt:	\$78.75		
ChqNo:	043319	Date:	4/14/2010	Vendor:	E Cox Sanitation	Amount:	\$90.29
InvNo:	INV 0000142751	InvDesc:	REC/MF ToiletTissue	InvAmt:	\$90.29		
ChqNo:	043320	Date:	4/14/2010	Vendor:	Elmira Farm Service (2000) Ltd.	Amount:	\$368.55
InvNo:	INV 46599	InvDesc:	BW FilterChngs&SrvcBrakeHousin	InvAmt:	\$368.55		
ChqNo:	043321	Date:	4/14/2010	Vendor:	Gord Davenport Automotive Inc	Amount:	\$621.77
InvNo:	INV 14415-17836	InvDesc:	FIRE/AV 30"FloorSqueegee/Hndle	InvAmt:	\$102.79		
InvNo:	INV 14415-18021	InvDesc:	BW Safe-TAbsorbent 18.1K	InvAmt:	\$37.29		
InvNo:	INV 14415-17631	InvDesc:	BW Pre-Filter/GlossBlack/Metal	InvAmt:	\$121.87		
InvNo:	INV 14415-16912	InvDesc:	BW 8pc BlowGunKit	InvAmt:	\$48.54		
InvNo:	INV 14415-16821	InvDesc:	BW OilFilter&Krew300Twin	InvAmt:	\$25.46		
InvNo:	INV 14415-16731	InvDesc:	BW GlossBlackEnamel&HDClamp	InvAmt:	\$33.05		
InvNo:	INV 14415-16831	InvDesc:	BW LeverHookBlo-Gun	InvAmt:	\$15.21		
InvNo:	INV 14415-18044	InvDesc:	BW 3/4 DrExtension8	InvAmt:	\$50.80		
InvNo:	INV 14415-17311	InvDesc:	WW/GlossWhite&Black&SandingPrn	InvAmt:	\$113.69		
InvNo:	INV 14415-16668	InvDesc:	WW Shampoo/Wax	InvAmt:	\$29.68		
InvNo:	INV 14415-16270	InvDesc:	BW LokDe-Icer/WndshldWshr/Extn	InvAmt:	\$43.39		
ChqNo:	043322	Date:	4/14/2010	Vendor:	Huronia Welding	Amount:	\$104.00
InvNo:	INV 121302	InvDesc:	BW Acetelyn,Small	InvAmt:	\$104.00		
ChqNo:	043323	Date:	4/14/2010	Vendor:	Ideal Supply Company Limited	Amount:	\$1,276.41
InvNo:	INV 1910561	InvDesc:	REC/MF FlammableStorageCabinet	InvAmt:	\$1,226.00		
InvNo:	INV 1950159	InvDesc:	WW NitrileGlovesLarge	InvAmt:	\$13.55		
InvNo:	INV 1969754	InvDesc:	BW Electro-Mech.Flasher	InvAmt:	\$24.90		
InvNo:	INV 1948626	InvDesc:	BW AmberMiciatureBulb	InvAmt:	\$2.06		
InvNo:	INV 1973662	InvDesc:	BW HD LubeFilter	InvAmt:	\$9.90		
ChqNo:	043324	Date:	4/14/2010	Vendor:	ITT W&WW	Amount:	\$7,165.33
InvNo:	INV 50084750	InvDesc:	SS FlygtSubmersiblePump	InvAmt:	\$7,165.33		
ChqNo:	043325	Date:	4/14/2010	Vendor:	Jo-Alan Enterprises	Amount:	\$1,708.35
InvNo:	INV MARCH-2010	InvDesc:	ANIMAL Mar2010Standby&Fees	InvAmt:	\$1,708.35		
ChqNo:	043326	Date:	4/14/2010	Vendor:	Joe Johnson Equipment Inc.	Amount:	\$792.88
InvNo:	INV P03544	InvDesc:	BW 4SegCutter/PelicanStripBroc	InvAmt:	\$792.88		
ChqNo:	043327	Date:	4/14/2010	Vendor:	Lange Bros. (Tavistock) Ltd	Amount:	\$1,934.89
InvNo:	INV 1048	InvDesc:	BW/MF&AV GrindStumps,NoCleanUp	InvAmt:	\$1,934.89		

Township of Wellington North  
 CHEQUE DISTRIBUTION REPORT  
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ChqNo:	Date:	Vendor:	Amount:
043328	4/14/2010	Long's Home Hardware	\$103.48
InvNo: INV 2224743	InvDesc: WW LawnRakes	InvAmt: \$28.21	
InvNo: INV 2225395	InvDesc: REC/AV Bracket,Shelf (2)	InvAmt: \$4.50	
InvNo: INV 2225217	InvDesc: REC/AV Paint/Thermometer/Rllr	InvAmt: \$70.77	
043329	4/14/2010	MacKenzie Mark	\$762.74
InvNo: MFARENA EXERCISEBIKE	InvDesc: REC/MF Reimburse/ExerciseBike	InvAmt: \$762.74	
043330	4/14/2010	Maple Lane Farm Service Inc.	\$177.90
InvNo: INV 453001	InvDesc: BW Fitting	InvAmt: \$11.30	
InvNo: INV 452937	InvDesc: BW GrindingWheels/Lens	InvAmt: \$47.80	
InvNo: INV 452923	InvDesc: BW TieStraps/ 1/4 x 3 1/2Flat	InvAmt: \$53.26	
InvNo: INV 452260	InvDesc: BW WireWheel	InvAmt: \$65.54	
043331	4/14/2010	Mount Forest Foodland	\$46.78
InvNo: TRAN #5539	InvDesc: REC/MF BurgersBunsCreamCheese	InvAmt: \$46.78	
043332	4/14/2010	Mount Forest Motors	\$485.35
InvNo: INV 1882	InvDesc: BW OilFilterChange&SensorRprs	InvAmt: \$245.90	
InvNo: INV 1917	InvDesc: BW AnnualInspection/BrakePot	InvAmt: \$239.45	
043333	4/14/2010	Mount Forest RONA	\$5.07
InvNo: INV 2271530	InvDesc: WW 6" Bit	InvAmt: \$5.07	
043334	4/14/2010	Mt Forest Firefighters	\$500.00
InvNo: HALLRENTAL2008&2009	InvDesc: A/R HallRentReimburse08&09	InvAmt: \$500.00	
043335	4/14/2010	Mt Forest Memorials	\$708.75
InvNo: APR9/10 INVOICE	InvDesc: CEMColumbariumWalkerEcclesSedd	InvAmt: \$708.75	
043336	4/14/2010	NORTRAX (previously ONTRAC	\$673.86
InvNo: INV W89514	InvDesc: BW SrvCall/Rprs/GasketKit	InvAmt: \$673.86	
043337	4/14/2010	North Wellington Co-op Service	\$508.56
InvNo: INV 361407	InvDesc: CEM PremiumMixGrass551b	InvAmt: \$106.21	
InvNo: INV 361468	InvDesc: BW 19-19-19 25KG	InvAmt: \$21.00	
InvNo: INV 361403	InvDesc: BW GrassSeed/ConcreteBroom	InvAmt: \$137.83	
InvNo: INV 14703	InvDesc: REC/AV PropaneRefill	InvAmt: \$60.88	
InvNo: INV 14375	InvDesc: REC/AV PropaneRefill	InvAmt: \$30.44	
InvNo: INV 11036	InvDesc: REC/AV PropaneRefill	InvAmt: \$60.88	
InvNo: INV 12168	InvDesc: REC/AV PropaneRefill	InvAmt: \$91.32	
043338	4/14/2010	Ontario Building Official Asso	\$1,233.75
InvNo: PATTY WRIGHT COURSES	InvDesc: PI&C Wright-HVAC/H&S/Plumbing	InvAmt: \$1,233.75	
043339	4/14/2010	Pepsi-Cola Canada Beverages	\$1,908.22
InvNo: INV 29743555	InvDesc: REC/MF WaterPopGatoradeDole	InvAmt: \$524.55	
InvNo: INV 30245104	InvDesc: REC/MF Pop	InvAmt: \$368.83	
InvNo: INV 30245103	InvDesc: REC/MF PopGatoradeDoleJuices	InvAmt: \$306.99	
InvNo: INV 30074257	InvDesc: REC/AV WaterPopGatorade	InvAmt: \$707.85	
043340	4/14/2010	PETRO-CANADA	\$3,886.64
InvNo: INV 340482	InvDesc: REC/MF Gas	InvAmt: \$50.00	
InvNo: INV 347114	InvDesc: REC/MF Gas	InvAmt: \$60.01	
InvNo: INV 358968	InvDesc: REC/MF Gas	InvAmt: \$18.01	
InvNo: INV 359391	InvDesc: REC/MF Gas	InvAmt: \$50.00	
InvNo: INV 013652	InvDesc: WW/SS Gas	InvAmt: \$120.01	
InvNo: INV 015245	InvDesc: WW/SS Gas	InvAmt: \$93.01	
InvNo: INV 015636	InvDesc: WW/SS Gas	InvAmt: \$124.01	
InvNo: INV 016991	InvDesc: WW/SS Gas	InvAmt: \$121.00	
InvNo: INV 017700	InvDesc: WW/SS Gas	InvAmt: \$75.02	

Township of Wellington North  
 CHEQUE DISTRIBUTION REPORT  
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InvNo: INV 017895	InvDesc: WW/SS Gas	InvAmt: \$116.02
InvNo: INV 018259	InvDesc: WW/SS Gas	InvAmt: \$80.01
InvNo: INV 018368	InvDesc: WW/SS Gas	InvAmt: \$112.01
InvNo: INV 342605	InvDesc: WW/SS Gas	InvAmt: \$98.00
InvNo: INV 344982	InvDesc: WW/SS Gas	InvAmt: \$106.52
InvNo: INV 347733	InvDesc: WW/SS Gas	InvAmt: \$66.55
InvNo: INV 359085	InvDesc: WW/SS Gas	InvAmt: \$112.01
InvNo: INV 013977	InvDesc: BW Gas	InvAmt: \$91.80
InvNo: INV 015851	InvDesc: BW Gas	InvAmt: \$92.75
InvNo: INV 018067	InvDesc: BW Gas	InvAmt: \$98.00
InvNo: INV 013865	InvDesc: BW Gas	InvAmt: \$102.01
InvNo: INV 014379	InvDesc: BW Gas	InvAmt: \$70.00
InvNo: INV 015236	InvDesc: BW Gas	InvAmt: \$114.51
InvNo: INV 016399	InvDesc: BW Gas	InvAmt: \$118.00
InvNo: INV 017176	InvDesc: BW Gas	InvAmt: \$112.01
InvNo: INV 013595	InvDesc: BW Gas	InvAmt: \$110.01
InvNo: INV 014030	InvDesc: BW Gas	InvAmt: \$121.24
InvNo: INV 014160	InvDesc: BW Gas	InvAmt: \$49.50
InvNo: INV 014370	InvDesc: BW Gas	InvAmt: \$59.01
InvNo: INV 015854	InvDesc: BW Gas	InvAmt: \$80.09
InvNo: INV 016433	InvDesc: BW Gas	InvAmt: \$92.00
InvNo: INV 016635	InvDesc: BW Gas	InvAmt: \$66.39
InvNo: INV 017296	InvDesc: BW Gas	InvAmt: \$121.01
InvNo: INV 018048	InvDesc: BW Gas	InvAmt: \$101.00
InvNo: INV 018597	InvDesc: BW Gas	InvAmt: \$82.01
InvNo: INV 341318	InvDesc: BW Gas	InvAmt: \$65.00
InvNo: INV 298129	InvDesc: BW Gas	InvAmt: \$72.00
InvNo: INV 346168	InvDesc: BW Gas	InvAmt: \$59.00
InvNo: INV 346290	InvDesc: BW Gas	InvAmt: \$4.49
InvNo: INV 350875	InvDesc: BW Gas	InvAmt: \$84.00
InvNo: INV 299258	InvDesc: BW Gas	InvAmt: \$26.06
InvNo: INV 355462	InvDesc: BW Gas	InvAmt: \$77.00
InvNo: INV 347610	InvDesc: BW Gas	InvAmt: \$52.00
InvNo: INV 355983	InvDesc: BW Gas	InvAmt: \$64.50
InvNo: INV 359641	InvDesc: BW Gas	InvAmt: \$49.00
InvNo: INV 359652	InvDesc: BW Gas	InvAmt: \$100.00
InvNo: INV 355232	InvDesc: BW Gas	InvAmt: \$96.00
InvNo: INV 350469	InvDesc: FIRE/MF Diesel	InvAmt: \$70.79
InvNo: INV 354562	InvDesc: FIRE/MF Diesel	InvAmt: \$67.00

ChqNo:	043341	Date:	4/14/2010	Vendor:	PRINGLE, TAMMY	Amount:	\$25.00
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InvNo: MAR2010 MILEAGE	InvDesc: REC Mar2010 mileage	InvAmt: \$25.00
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ChqNo:	043342	Date:	4/14/2010	Vendor:	Pryde Truck Service Ltd.	Amount:	\$193.75
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InvNo: INV 0000143043	InvDesc: BW Log Books (10)	InvAmt: \$18.65
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InvNo: INV 0000143042	InvDesc: BWOilFltr/LogBooks/FuelFltrKit	InvAmt: \$175.10
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ChqNo:	043343	Date:	4/14/2010	Vendor:	Reeves Construction Ltd	Amount:	\$1,374.98
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InvNo: INV 13175	InvDesc: BW Mar2010StandbyLoaderWBlade	InvAmt: \$782.25
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InvNo: INV 13176	InvDesc: BW Mar2010DozerTrucksLoader	InvAmt: \$592.73
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Township of Wellington North  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
043344	4/14/2010	R. J. Burnside & Assoc. Ltd.	\$2,750.30
InvNo: INV M12560000.0001-1	InvDesc: WW/MF PTTWmtrng July09-Feb10	InvAmt: \$1,151.35	
InvNo: INVM10430000.0003-37	InvDesc: WW/AV Well17&8Mntrng Jun09-Feb1	InvAmt: \$1,598.95	
043345	4/14/2010	Royal Bank Visa	\$6,162.94
InvNo: L.SPAHR APR2010	InvDesc: REC/ Spahr-2010EducForum	InvAmt: \$597.45	
InvNo: G.WILLIAMSON APR10	InvDesc: WW/SS/BW Conf.Reg'n/LicenceRnw	InvAmt: \$5,565.49	
043346	4/14/2010	SAAM CUSTOM MACHINE	\$332.70
InvNo: INV 341	InvDesc: SS ModifySlidingGate@AV WWTP	InvAmt: \$332.70	
043347	4/14/2010	SGS Canada Inc.	\$157.50
InvNo: INV 10415037	InvDesc: WW/AV&MF Mar16/10Anlyss&Rprtng	InvAmt: \$157.50	
043348	4/14/2010	SMALL, DALE	\$271.41
InvNo: MAR2010 MILEAGE/EXP	InvDesc: EDC Mar2010Expense&Mileage	InvAmt: \$271.41	
043349	4/14/2010	Sport Systems Unlimited Corp.	\$80.23
InvNo: INV 105694	InvDesc: REC/MF WhtBluRedYllwMchnScrews	InvAmt: \$80.23	
043350	4/14/2010	STONE, MICHELLE	\$137.20
InvNo: APR2010 MILEAGE	InvDesc: ADM Apr2010 mileage	InvAmt: \$98.00	
InvNo: JAN-MAR2010 MILEAGE	InvDesc: EDC Jan-Mar2010 mileage	InvAmt: \$39.20	
043351	4/14/2010	Tom Shupe Plumbing & Heating	\$3,875.55
InvNo: INV 7168	InvDesc: WW/BackflowPreventorTests	InvAmt: \$3,875.55	
043352	4/14/2010	Trevor Roberts Auto Repair	\$2,218.92
InvNo: INV IN00016910	InvDesc: BW SrvcCall/RprFuelSystem	InvAmt: \$94.92	
InvNo: INV IN00016785	InvDesc: WW/SS TuneUp/ManifoldBrakesTir	InvAmt: \$2,098.06	
InvNo: INV IN00016875	InvDesc: WW/SS RprRightFrontTire/Plug	InvAmt: \$25.94	
043353	4/14/2010	Upper Grand Dist School Board	\$2,526.00
InvNo: MAR2010 DEVT.CHARGES	InvDesc: A/R March2010Devt.Charges	InvAmt: \$2,526.00	
043354	4/14/2010	Waste Management	\$46.17
InvNo: INV 111185747	InvDesc: REC/DamascusCC Mar2010BasicSrv	InvAmt: \$46.17	
043355	4/14/2010	Watson Tractors & Eq Inc	\$237.31
InvNo: INV 136340	InvDesc: BW Fitting/Hyd.Hose	InvAmt: \$47.58	
InvNo: INV 136115	InvDesc: BW Fitting/Hyd.Hose 1/2"	InvAmt: \$101.10	
InvNo: INV R030325	InvDesc: BW InstallNewFuelLine	InvAmt: \$88.63	
043356	4/14/2010	Wellington Advertiser	\$110.31
InvNo: INV 80277	InvDesc: BW SpringTreePlaningAd	InvAmt: \$110.31	
043357	4/14/2010	Wellington Catholic Dist Sch B	\$1,365.00
InvNo: MAR2010 DEVT.CHARGES	InvDesc: A/R Mar2010 Devt.Charges	InvAmt: \$1,365.00	
043358	4/14/2010	Wellington North Power	\$25,750.77
InvNo: 00000397-00 APR/10	InvDesc: SS/AV WellsStPumpStn Apr9/10	InvAmt: \$321.46	
InvNo: 00000398-00 APR/10	InvDesc: WW/AV Well#7 Apr9/10bill	InvAmt: \$718.71	
InvNo: 00000407-00 APR/10	InvDesc: WW/AVWell15NewTower Apr2010	InvAmt: \$160.14	
InvNo: 00000409-00 APR/10	InvDesc: WW/AV Well#5 Apr4/10bill	InvAmt: \$199.16	
InvNo: 00000554-00 APR/10	InvDesc: BW/AV WorksShed Apr9/10bill	InvAmt: \$257.30	
InvNo: 00000592-01 APR/10	InvDesc: REC/AV Arena Apr9/10bill	InvAmt: \$6,760.97	
InvNo: 00000814-00 APR/10	InvDesc: WW/AV Well#1 Apr9/10bill	InvAmt: \$216.16	
InvNo: 00000837-00 APR/10	InvDesc: PROP/AV Senior'sHall Apr9/10bi	InvAmt: \$123.23	
InvNo: 00001194-01 APR/10	InvDesc: REC/AVTuckerStCampPoleApr2010b	InvAmt: \$29.94	
InvNo: 00001560-03 APR/10	InvDesc: SS/AVPrestonStSwg Apr9/10bill	InvAmt: \$7,776.09	
InvNo: 00002012-00 APR/10	InvDesc: SL/AVCharles/GeorgeStTrafficLt	InvAmt: \$42.86	
InvNo: 00002013-00 APR/10	InvDesc: SL/AVGeorgeStLight Apr9/10bill	InvAmt: \$43.38	
InvNo: 00000247-00 APR/10	InvDesc: PROP/AVGeorgeStOffice Apr9/10b	InvAmt: \$130.18	

**Township of Wellington North**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

InvNo: 00000280-00 APR/10	InvDesc: SS/AVFrederickStPmpStn Apr9/10	InvAmt: \$510.89
InvNo: 00000296-01 APR/10	InvDesc: FIRE/AV Hall Apr9/10bill	InvAmt: \$483.83
InvNo: 00000075-00 APR/10	InvDesc: SS/AV Rd109BrdgeHeaterCordApr1	InvAmt: \$30.96
InvNo: 00000168-00 APR/10	InvDesc: SL/AV George/CharlesStLt Apr10	InvAmt: \$29.94
InvNo: 00000177-00 APR/10	InvDesc: SL/AV George/FrederickStLt Apr	InvAmt: \$29.94
InvNo: INV 1104.1.90 MAR/10	InvDesc: WW/SS March2010Billings	InvAmt: \$7,260.87
InvNo: INV 1104.1.80-MAR/10	InvDesc: SL/AV&MF March2010StrtLtBilling	InvAmt: \$624.76

ChqNo: 043359	Date: 4/14/2010	Vendor: Wellington North Machine	Amount: \$862.76
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InvNo: INV 8200	InvDesc: BW ReworkSnwblwrHood	InvAmt: \$149.28
InvNo: INV 8212	InvDesc: BW WeldBroomJD&ReworkDumpSwpr	InvAmt: \$713.48

ChqNo: 043360	Date: 4/14/2010	Vendor: WRIGHT, PATTY	Amount: \$682.11
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InvNo: MAR2010 MILEAGE&EXPN	InvDesc: PI&C Mar2010mileage&Expenses	InvAmt: \$682.11
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ChqNo: 043361	Date: 4/14/2010	Vendor: Young's Home Hardware Bldg Centre	Amount: \$144.40
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InvNo: INV 216212	InvDesc: SS Batteries	InvAmt: \$12.97
InvNo: INV 213043	InvDesc: WW Seal/SIL Multi-P WHT 300ml	InvAmt: \$11.27
InvNo: INV 213735	InvDesc: WW/Well18/CpprPipeSolderValveFl	InvAmt: \$95.58
InvNo: INV 215432	InvDesc: WW BallValve/TubeCutter/Cplng	InvAmt: \$24.58

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

**Report Total:**

**\$186,841.53**

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

**BY-LAW NUMBER 32-10**

**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 APRIL  
19, 2010.**

**AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 130.**

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law.

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. That the action of the Council at its Regular Meeting held on April 19, 2010 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 19TH DAY OF APRIL, 2010.**

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**MICHAEL BROOMHEAD,  
MAYOR**

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**LORRAINE HEINBUCH  
CHIEF ADMINISTRATIVE OFFICER/CLERK**



## MEETINGS, NOTICES, ANNOUNCEMENTS

Works Committee	Tuesday, April 20, 2010	4:00 p.m.
Fire Committee	Tuesday, April 20, 2010	7:00 p.m.
Economic Development Committee	Wednesday, April 21, 2010	4:30 p.m.
Regular Council	Monday, April 26, 2010	7:00 p.m.
Finance Committee	Wednesday, April 28, 2010	3:00 p.m.
Public Meeting – Zoning Amendment to rezone two corner lots from R1-26 to R2 - Eastridge Landing	Monday, May 3, 2010	7:00 p.m.
Regular Council	Monday, May 3, 2010	Following Public Meeting
Water/Sewer Committee	Tuesday, May 11, 2010	4:00 p.m.
Building/Property Committee	Tuesday, May 12, 2010	9:00 a.m.
Regular Council	Monday, May 17, 2010	7:00 p.m.
Economic Development Committee	Wednesday, May 19, 2010	4:30 p.m.
Finance Committee	Wednesday, May 26, 2010	3:00 p.m.

**The following accessibility services can be made available to residents upon request with two weeks notice:**

**Sign Language Services – Canadian Hearing Society – 1-800-668-5815**

**Documents in alternate forms – CNIB – 1-866-797-1312**