

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING
DECEMBER 18, 2017 @ 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION (starts ½ hour earlier than Council Meeting)

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically

- (b) personal matters about an identifiable individual, including municipal or local board employees;

1. REPORTS

- a) Report CLK Report 2017-055 being a report on animals at large and zoning contraventions 8167 Line 12

2. REVIEW OF CLOSED SESSION MINUTES

- November 20, 2017

O' CANADA

PRESENTATIONS

Andrew Forster, P. Eng.; Mark White, Service Manager; and Barry Shrum, Technician
CIMCO Refrigeration

001

- Mount Forest Sports Complex - Arena Refrigeration System Review

ADOPTION OF MINUTES OF COUNCIL

- Council Meeting of December 4, 2017

016

BUSINESS ARISING

DEPUTATIONS

- 1. Pearl Oakes, Paul Oakes, Geoff Oakes
 - Lawyers Fee – Re Drain

024

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region
 - Drinking Water Source Protection – Newsletter, Issue #9 – November, 2017

025

Business: Reports, recommendations, correspondence for direction

2. FIRE

- a. Communiqué #49, November 2017

032

3. BUILDING

- a. CBO 2017-16 Building Permit Review Period Ending November 30, 2017

038

4. FINANCE

- a. Cheque Distribution Report, December 12, 2017

041

- b. Report TR2017-015 being a report on the Ministry of Municipal Affairs / Ministry of Housing Financial Indicator Review 046
- c. Report TR2017-016 being a report on the Co-operative Fuel Tender review and recommended award to Suncor Energy Products Partnership 051
- 5. ECONOMIC DEVELOPMENT
- a. Report EDO 2017-25 Tax Increment Equivalent for Rehabilitation and Redevelopment Grant Program 083
- 6. ADMINISTRATION
- a. Report CLK 2017-053 being a report on the appointment of Members of the Damascus Hall Committee 087
- b. Report CLK 2017-035 being a report on Council Meeting Schedule for 2018 089
- c. Report CLK Report 2017-054 being a report on alternate vote count and voting procedures 092
- d. Notice regarding Fees and Charges By-law 108

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- a. By-law Number 097-17 being a by-law to provide for actual cost to provide for a drainage works in the Township of Wellington North in the County of Wellington, known as Drain 64 (Hill) Drain 109

CONFIRMATORY BY-LAW NUMBER 098-17 111

ADJOURNMENT

M E E T I N G S , N O T I C E S , A N N O U N C E M E N T S		
December 25, 2017 to January 1, 2018	Office Closed – Christmas Break	
January 8, 2018	Regular Council Meeting	2:00 p.m.
January 22, 2018	Regular Council Meeting	7:00 p.m.
To be determined	Recreation Master Plan – Steering Committee	

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

Sign Language Services – Canadian Hearing Society – 1-877-347-3427

- Kitchener location – 1-855-656-3748

TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642

Mount Forest & District Sports Complex

Arena Refrigeration System Review



December 2017

Prepared by:
CIMCO Refrigeration
65 Villiers Street
Toronto, ON M5A 3S1
416-465-7581
www.cimcorefrigeration.com



Executive Summary

Hockey arena facilities across the North America use ammonia refrigeration to achieve desired ice conditions for recreational use. These systems vary in complexity but all share the common theme of using refrigeration effect to cool the ice surface, with varying means of rejecting heat of system operation to the outdoor environment or to building systems that require heat.

The Mount Forest and District Sports Complex utilizes an advanced refrigeration system that minimizes operator requirements, while maximizing available heat recovery potential from normal operation of the facility.

In past, issues with maintaining ice quality conditions have been experienced at this facility during warm weather; a review of the existing system operation was conducted by CIMCO refrigeration in November of 2017 to help establish possible solutions to help achieve desired operating characteristics.

The review focused on the components of the refrigeration system that reject heat to the ambient atmosphere, with the key findings being:

1. Fouled Glycol to Water Heat Exchanger
2. Reduced Water Flow to Cooling Tower (Direct Consequence of Fouled Heat Exchanger)

Based upon these findings, recommendations and costing is provided to remedy these conditions, along with some notes on ongoing maintenance and operating dynamics of the facility.

Introduction

Mount Forest arena opened officially in 2008, featuring an NHL sized ice surface, indoor walking track, and change rooms. Additional facilities include meeting rooms and banquet facilities.

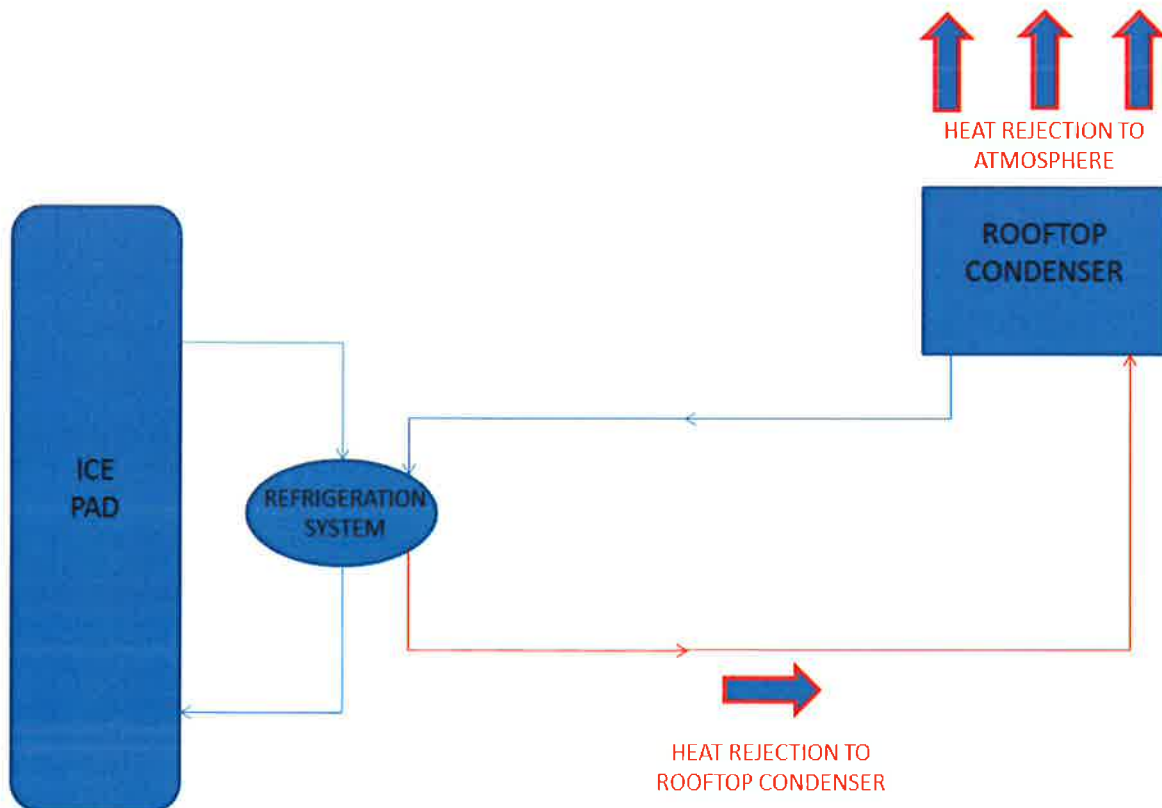
The refrigeration system is a packaged CIMCO Eco-Chill designed to provide 80 tons of refrigeration effect for ice rink operation. This system has the capability of providing heat reclaim for use in building heating, pre-heating of water for change room and ice-resurfacer water, and for heating the concrete floor slabs and stand slabs.

The design of the Mount Forest Refrigeration system closely matches those used in many other facilities across North America. There are several other installations in Ontario that are of the same design, sharing key components and operating fundamentals.

Refrigeration Systems Overview

To achieve cooling effect, all refrigeration systems need to reject heat away from the area desired to be cooled. By way of example, for a conventional household air conditioner, this would be represented by the outdoor condensing unit. For arena facilities, the condenser is commonly a rooftop mounted evaporative condenser used to reject heat to atmosphere using water spray and air flow.

Fig 1 – Depiction of Heat Rejection Paths for Common Arena Systems (No Heat Recovery)

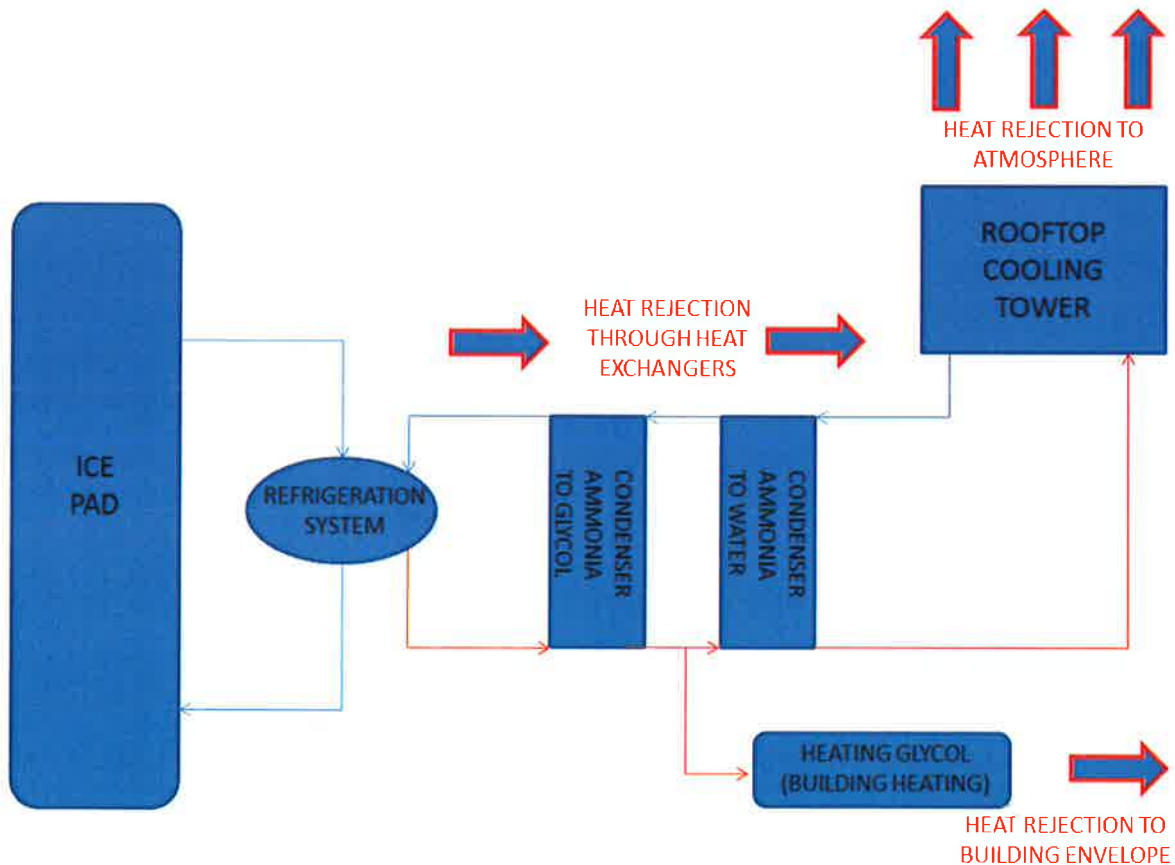


The refrigeration system at Mount Forest has a slightly more complex method of rejecting heat; it first rejects heat to glycol that is then either used to serve building heat loads, or then cooled via a roof mounted cooling tower. Cooling towers use water flow and airflow to reject heat to atmosphere.

A benefit of these intermediate heat exchangers is that the total refrigerant charge of the system is minimized, as well as that no ammonia leaves the refrigeration room. For many jurisdictions like Ontario this design also helps reduce operating staff costs by fitting meeting regulatory restrictions set forth by governing agencies.

Figure 2 below visually depicts the paths of heat rejection for the system at Mount Forest and District Sports Complex

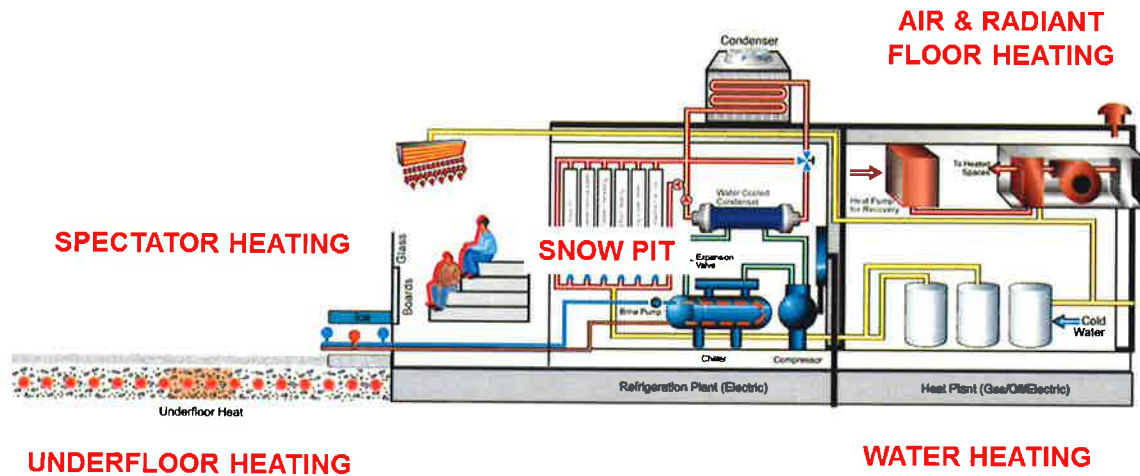
Fig 2 – Depiction of Heat Rejection Paths for Eco-Chill (Heat Recovery)



The refrigeration system can also operate by directing the heat from refrigeration plant operation to the heating systems in the building. These uses can be for heating concrete floors, pre-heating water for showers, and in air handling equipment.

Figure 3 below visually depicts common uses of waste heat at arena facilities.

Figure 3 – Visual Depiction of Common Uses of Waste Heat in an Arena



Issue Statement

During warmer weather periods, it has been observed that refrigeration plant continuity is an issue; during extremes of warm weather the plant has not been able to run as desired to maintain ice conditions during warm weather.

During arena start-up and at end of season, most arena facilities typically requires little to no heating for the building envelope. Therefore the root analysis for the downtime experienced is directed to the part of the system rejecting heat to atmosphere.

This would be the series of heat exchangers and cooling tower depicted in Figure 2 in the above text.

Observations

On Tuesday November 7th, 2017, a thorough review of the refrigeration system was undertaken.

The purpose of the review was to conduct analysis of the compressor operation, cooling tower and associated heat exchangers, and system refrigeration system pumps. This review did not entail the HVAC and mechanical systems in the building that utilize the reclaimed heat such as boilers and hydronic systems.

During times of peak load on the system, the area of prime focus would be the warm glycol loop and the water side of the cooling tower.

The primary components of this system would include:

- Ammonia to Glycol Heat Exchanger
- Warm Glycol Pump
- Glycol to Water Heat exchanger
- Cooling Tower
- Cooling Tower Water Pump

Chemical Analysis – Cooling Tower Water & Heat Rejection Loop Glycol

Effective management of glycol quality and water treatment is critical to the longevity of water cooled refrigeration systems. Improper water treatment can result in the scaling and fouling of heat exchanger surfaces, and the deterioration of system performance.

Water samples were taken of both the facility tap water, as well as the cooling tower sump water tank. These samples were sent to a laboratory for analysis (please refer to Appendix A for copies).

At the time of the review, samples were taken for chemical analysis; namely:

- Cooling tower sump water
- Incoming makeup water for cooling tower
- Glycol used in the heat rejection loop
- Glycol used in the arena floor

Referring to the attached reports, cross checking the cooling tower water conditions with the recommendations of the cooling tower manufacturer (refer to Appendix B) to be within their operational guidelines.

The use of softened water for cooling tower makeup should be reviewed with the water treatment provider.

Operation of Heat Rejection Loop

Cooling Tower Pump & Condenser Heat Exchanger

From obtaining pressure readings across cooling tower water pump, we were able to determine a significant change in operating pressure from original design. This would correlate with scaling or fouling of the condenser heat exchanger. Physical inspection of the heat exchanger showed signs of small leaks with evidence of scaling on the exterior surface.

Further analysis of the observed pressure drops with the pump curve of the condenser water pump shows that under the observed conditions the attainable flow of the pump is only about 2/3 of design.

Cooling Tower

The reduction in available water flow to the cooling tower would have the effect of directly and proportionally reducing the attainable heat rejection capacity of the cooling tower. Cooling tower performance may be described by the following equation:

$$\text{Heat Rejection} = 500 \times \text{Water Flow Rate} \times \text{Temp Difference}$$

From the above equation if the flow is reduced, with all else being equal the cooling tower will de-rated proportionately to 2/3 original rated performance.

Physical inspection of the cooling tower gave no significant signs of scaling or buildup of deposits.

Conclusions

From the analysis of the operation of the system, we can conclude the following items to be affecting the desired performance:

1. Fouling of the Glycol to Water Plate Heat Exchanger
 - a. Resulting in reduced performance capabilities
2. Reduced Cooling Tower Performance
 - a. Proportional to the reduced flow achieved by pump due to fouled heat exchanger

Recommendations

From the descriptions of the past issues experienced with the warm weather operation of the Mount Forest facility, we make the following recommendations in order of importance:

1. Glycol to Water Heat Exchanger
 - Disassemble, Clean, Expand Cassettes, Re-Gasket
 - Expanding the number of plates in the unit will extend intervals between required servicing

Cost: \$25,000 plus HST

2. Water Treatment
 - Ongoing water treatment provider should be consulted to perform full spectrum water testing analysis to explore potential additional water treatment strategies to mitigate or reduce fouling in future.

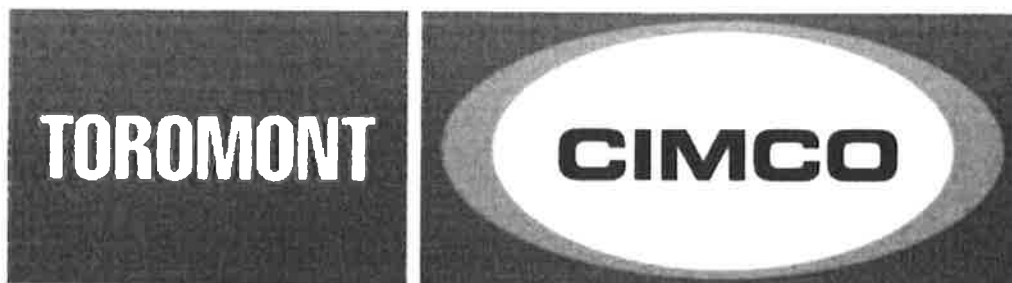
Cost: TBD by Water Treatment Provider

3. Cooling Tower Enhancement

- Evapco advises that by upgrading motor from 7.5 to 10 HP, and replacing fill section to a 4 layer (current unit is 3 layer), that cooling tower performance will increase by a factor of approximately 14%

Cost \$35,000 plus HST

Appendix A: Water and Glycol Sample Reports



CIMCO GLYCOL ANALYSIS REPORT

Product: Dowtherm SR1

Facility: Mount Forest Arena Cold Floor

Received from: London

P.O.#4500841326

Lab. #: 17-087I

Shipper #: 82756

Date Sample In: 09/13/17

Out: 09/18/17

Laboratory Findings	Recommended Ranges	Actual	Previous
Visual Observation		Fluorescent pink	Fluorescent pink
Sediments		Heavy	Heavy
pH	8 - 10.5	8.8	8.8
Refractive Index at 22C		1.3741	1.3745
Calculated Percent by Vol. Glycol	25% - 60%	37.5 %	37.9 %
Calculated Percent by wt. Glycol		40.0 %	40.4 %
Freeze Point Calculated		-8.1 F	-8.7 F
Calculated Alkalinity As Received		5.4 ml	5.7 ml
Reserve Alkalinity As 100%	Min. 12ml	13.5 ml	14.1 ml
Chloride ppm	< 100 ppm	<28 ppm	<28 ppm

COMMENTS: Suspended solids are found in your fluid and these can be detrimental to mechanical pump seals. Filtering will be necessary.

Quality Manager: Sat Anand

Next Analysis due: after adjustment

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CIMCO GLYCOL ANALYSIS REPORT

Product: Dowtherm SR1

Facility: Mount Forest Arena Heating

Received from: London

P.O.#4500841326

Lab. #: 17-086I

Shipper #: 82756

Date Sample In: 09/13/17

Out: 09/18/17

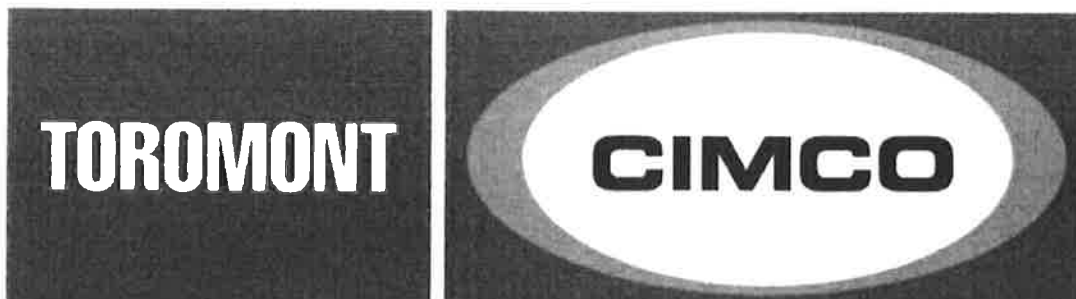
Laboratory Findings	Recommended Ranges	Actual	Previous
Visual Observation		Fluorescent pink	Fluorescent pink
Sediments		Nil	Slight
pH	8 - 10.5	8.2	8.3
Refractive Index at 22C		1.3699	1.3730
Calculated Percent by Vol. Glycol	25% - 60%	33.5 %	36.5 %
Calculated Percent by wt. Glycol		36.0 %	39.0 %
Freeze Point Calculated		-1.5 F	-6.4 F
Calculated Alkalinity As Received		4.5 ml	5.0 ml
Reserve Alkalinity As 100%	Min. 12ml	12.5 ml	12.8 ml
Chloride ppm	< 100 ppm	<28 ppm	<28 ppm

COMMENTS: good to continue use, depending on freeze protection required

Quality Manager: Sat Anand

Next Analysis due: 09/18

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**Water Analysis****Lab # :17-144K****Location: Mt Forest Arena Cooling Tower Tank Water****Received from: London****Sample in:11/21/17****PO #:4500858395****Sample out: 11/24/17****Shipper #:83774**

Colour: colorless

Free Ammonia:Nil

Hardness:102 mg/L as CaCO₃

PH:8.8

Density: 0.9964 at 72.3 F

Sediments: Nil

Iron: 0.12 mg/L

Chlorides:<28 mg/L

Conductivity: 958 uS/cm at 70.1 F

Comments: as aboveSat Anand
Quality Manager**WaterCimco.doc**

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**Water Analysis****Lab # :17-143K****Location: Mt Forest Arena Tower Tap Water****Received from: London****Sample in:11/21/17****PO #:4500858395****Sample out: 11/24/17****Shipper #:83774**

Colour: colorless

Free Ammonia:Nil

Hardness:26 mg/L as CaCO₃

PH:7.9

Density: 0.9993 at 72.4 F

Sediments: Nil

Iron: 0.15 mg/L

Chlorides:34 mg/L

Conductivity: 691uS/cm at 71.4 F

Comments: as aboveSat Anand
Quality Manager**WaterCimco.doc**

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Appendix B: Water Treatment Guidelines & Classification



Operation and Maintenance Instructions

Galvanized Steel – Passivation

'White Rust' is a premature failure of the protective zinc layer on hot dip or mill galvanized steel which can occur as a result of improper water treatment control during the start-up of new galvanized equipment. The initial commissioning and passivation period is a critical time for maximizing the service life of galvanized equipment. EVAPCO recommends that the site specific water treatment protocol includes a passivation procedure which details water chemistry, any necessary chemical addition, and visual inspections during the first six (6) to twelve (12) weeks of operation. During this passivation period, recirculating water pH should be maintained above 7.0 and below 8.0 at all times. Since elevated temperatures have a harmful effect on the passivation process, the new galvanized equipment should be run without load for as much of the passivation period as is practical.

The following water chemistry promotes the formation of white rust and should be avoided during the passivation period:

1. pH values in the recirculating water greater than 8.3.
2. Calcium hardness (as CaCO₃) less than 50 ppm in the recirculating water.
3. Anions of chlorides or sulfates greater than 250 ppm in the recirculating water.
4. Alkalinity greater than 300 ppm in the recirculating water regardless of pH value.

Changes in water chemistry control may be considered after the passivation process is complete as evidenced by the galvanized surfaces taking on a dull gray color. Any changes to the treatment program or control limits should be made slowly, in stages while documenting the impact of the changes on the passivated zinc surfaces.

- Operating galvanized evaporative cooling equipment with a water pH below 6.0 for any period may cause removal of the protective zinc coating.
- Operating galvanized evaporative cooling equipment with a water pH above 9.0 for any period may destabilize the passivated surface and create white rust.
- Re-passivation may be required at any time in the service life of the equipment if an upset condition occurs which destabilizes the passivated zinc surface.

For more information on passivation and white rust, please download a copy of EVAPCO's Engineering Bulletin 36 at www.evapco.com.

Water Chemistry Parameters

The water treatment program designed for evaporative cooling equipment must be compatible with the unit's materials of construction. Control of corrosion and scale will be very difficult if the recirculating water chemistry is not consistently maintained within the ranges noted in Table 3. In mixed metallurgy systems, the water treatment program should be designed to ensure protection of all the components used in the cooling water loop.

Property	G-235 Galvanized Steel	Type 304 Stainless Steel	Type 316 Stainless Steel
pH	7.0 – 8.8	6.0 – 9.5	6.0 – 9.5
pH During Passivation	7.0 – 8.0	N/A	N/A
Total Suspended Solids (ppm)*	< 25	< 25	< 25
Conductivity (Micro-mhos/cm) **	< 2,400	< 4,000	< 5,000
Alkalinity as CaCO ₃ (ppm)	75 - 400	< 600	< 600
Calcium Hardness CaCO ₃ (ppm)	50 - 500	< 600	< 600
Chlorides as Cl (ppm) ***	< 300	< 500	< 2,000
Silica (ppm)	< 150	< 150	< 150
Total Bacteria (cfu/ml)	< 10,000	< 10,000	< 10,000

* Based on standard EVAPAK® fill

** Based on clean metal surfaces. Accumulations of dirt, deposits, or sludge will increase corrosion potential

*** Based on maximum coil fluid temperatures below 120°F (49°C)

Table 3 – Recommended Water Chemistry Guidelines

PRESENTATIONS

Linda Dickson, Emergency Manager – CEMC

- Report-EM-2017-01 being a report on amendments to the Emergency Response Plan

Ms. Dickson reviewed proposed changes to the Emergency Response Plan regarding the composition of the Municipal Emergency Control Group, responsibilities of support agencies identified as Control Group members, proposed changes to the Incident Management System sections of the Plan and the sections of the Plan addressing the role of Emergency Information Officers.

Resolution 2017-448

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Emergency Manager/CEMC report EM-2017-01 dated December 4, 2017 with regards to the amendments to the Emergency Response Plan;

AND FURTHER THAT the Council of the Township of Wellington North supports the changes to the Emergency Response Plan for the County of Wellington and Member Municipalities and authorizes the passing of a By-law adopting Amendment Number Four to the Emergency Response Plan.

CARRIED

- Report EM-2017-02 being a report on the status of the Emergency Management Program for the Township - 2017

Ms. Dickson reviewed the status of the Township's Emergency Management Program in regarding the program committee, annual review of the Emergency Response Plan, training, Emergency Operation Centre, public education, critical infrastructure, and further enhancements to strategic planning and debris management.

Resolution 2017-449

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Emergency Manager/CEMC report EM-2017-02 dated December 4, 2017 with regards to the status of the Township's Emergency Management Program

AND FURTHER THAT the Council of the Township of Wellington North accepts the annual status report on the Township's Emergency Management Program for 2017.

CARRIED

Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation

- Presentation of Draft 2018 Budget

Mr. Brohman presented the Saugeen Conservation 2018 Draft Budget. The draft provides for a total municipal levy increase of 1.5% over the 2017 levy, representing a dollar increase

of \$24,025. Due to assessment increases Wellington North's levy increase is 6% representing an increase of \$3,531. The Ministry of Natural Resources funding for flood warning and control will remain at the same amount as the past 16 years.

Resolution 2017-450

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North supports the Saugeen Valley Conservation Authority 2018 Draft Budget as presented.

CARRIED

RECESS TO MOVE INTO PUBLIC MEETING**Resolution 2017-451**

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of December 4, 2017 at 2:27 p.m. for the purpose of holding a Committee of Adjustment Hearing under the Planning Act.

CARRIED

RESUME REGULAR MEETING OF COUNCIL**Resolution 2017-452**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North resume the December 4, 2017 Regular Meeting of Council at 2:53 p.m.

CARRIED

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)**Resolution 2017-453**

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council held on November 20, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

None.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1a, 2a, 3b, 4a, 5a, 5b, 5c, 5g

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**Resolution 2017-454**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the December 4, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. *MINUTES*

- b. *Maitland Valley Conservation Authority, Board of Directors Meeting #10/17 Minutes, October 18, 2017 be received.*

3. *FINANCE*

- a. *Cheque Distribution Report, November 27, 2017 be received.*

5. *ADMINISTRATION*

- d. *Report CLK 2017-049 being a report on Consent Application B134-17 (Machan) knows as Part Lot 6, Concession 12, formerly Township of Arthur, now the Township of Wellington North*

THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2017-049 being a report on Consent Application B134-17 as Part Lot 6, Concession 12, formerly Township of Arthur, now the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B125/17 as presented with the following conditions:

- THAT Payment be made of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- THAT payment be made of \$1,000.00 (or whatever fee is applicable at the time of the clearance under the municipal Fees and Charges By-law) for parkland dedication fees;*
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;*
- That servicing can be accommodated on the site to the satisfaction of the local municipality; and*
- That zoning compliance for the severed and retained lots be achieved to the satisfaction of the local municipality.*

AND FURTHER THAT Council authorizes the Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

- e. *Report CLK 2017-050 being a report on Ontario Wildlife Damage Compensation (Murray)*

THAT the Council of The Corporation of the Township of Wellington North receive for information Report CLK 2017-050 being a report on Ontario Wildlife Damage Compensation (Murray);

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize payment of 280.00 to Peter Murray for Ontario Wildlife Damage Compensation livestock claims with a kill date of October 29, 2017;

AND FURTHER THAT the Livestock Valuator be paid \$75.00 for Livestock Valuer fees and \$17.00 for mileage;

AND FURTHER THAT the Clerk be directed to submit an application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) to compensate the municipality in the amount of \$310.00.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

Resolution 2017-455

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Maitland Source Protection Authority Meeting #2/17 Minutes of May 17, 2017.

CARRIED

Resolution 2017-456

Moved: Councillor Yake

Seconded: Councillor McCabe

That the Council of The Corporation of the Township of Wellington North support in principle Draft Plan of Subdivision file 23T-15002 – H. Bye Construction Ltd.

CARRIED

Resolution 2017-457

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of The Corporation of the Township of Wellington North receive Report TR2017-014 being a report on the 2018 Ontario Municipal Partnership Fund (OMPF) Allocation.

CARRIED

Resolution 2017-458

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of The Corporation of the Township of Wellington North receive Report PW 2017-027 – Drinking Water Quality Management System (DWQMS) – 2017 Management Review Minutes.

CARRIED

Resolution 2017-459

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Dale Martin and family regarding backyard chickens.

CARRIED

Resolution 2017-460

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated November 2017 from Gravel Watch Ontario regarding concerns regarding Cornerstone Standards Council (CSC) Responsible Aggregate Standard and Certification System.

CARRIED

Council directed staff to invite Cornerstone Standards Council to attend a future meeting to provide information regarding the Responsible Aggregate Standard and Certification System.

Resolution 2017-461

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2017-026 being a report on Pedestrian Safety;
AND FURTHER THAT no further action be taken at this time.*

CARRIED**Resolution 2017-462**

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of The Corporation of the Township of Wellington North receive the Report CLK 2017-051 being a report on a municipal information management and records retention policy;

AND FURTHER THAT Council approves and adopts the policy;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law.

CARRIED**Resolution 2017-463**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2017-052 being a report on Wellington North municipal staff donation to local food banks.

CARRIED**NOTICE OF MOTION**

Mayor Lennox advised Council he would like Council to review the Township's Strategic Plan and determine goals to be accomplished in the next year and set priorities. Consideration will be given to holding a Special Council meeting the afternoon of December 18 for this purpose.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe announced that he recently attended the Wellington County Farm Safety Association meeting. Mayor Lennox also attended as well as Mayors for Guelph Eramosa and Mapleton and the County Warden.

Councillor's Yake and McCabe related concerns expressed by members of the Blacksmith Shop Committee regarding delays in the transfer of ownership and the need to move forward with this project.

Mayor Lennox announced that the collection of food and money for the food banks at the Christmas parades in Arthur and Mount Forest went very well.

BY-LAWS

Resolution 2017-464

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 091-17 being a by-law to authorize the Director of Legislative Services/Clerk to enter into an agreement with Dominion Voting Systems to provide election services be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-465

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 092-17 being a by-law to establish the retention periods for certain documents and records to be kept by The Corporation of the Township of Wellington North and adopt an Information Management and Records Retention Policy and to repeal By-law Number 067-02 be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-466

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 093-17 being a procedure by-law for governing the calling, place and proceedings of meetings of Council and its Committees and to repeal By-laws 080-17 and 009-17 be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-467

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 094-17 being a by-law to amend the Emergency Response Plan for the County of Wellington and Member Municipalities be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

Celebrating Christmas Parades

Santa Claus parades or Christmas parades are held in some countries to celebrate the official opening of the Christmas season with the arrival of Santa Claus who always appears in the last float.

Peoria, Illinois has the longest running Parade in the U.S.A. The first one in 1887 consisted of boats and derricks sailing down the river as part of a new bridge construction. One of the largest is the Toronto Santa Claus Parade, started in 1905, by the Eaton's department store. That year Santa arrived on a train and met Mr. and Mrs. Timothy Eaton, then walked to the Eaton's Downtown store. The first float was introduced in 1908 and today the Toronto Santa Claus Parade is the longest running children's parade in the world and is broadcast in several countries.

Wellington North's Downtowns in Arthur and Mount Forest fill each year with residents and visitors as each community officially open the Christmas season with the arrival of Santa Claus. The streets shine from the lights of themed floats, dancing and marching groups and bands playing Christmas songs. Sponsored by local business and community groups, the time is used to recognize and thank these organizations and causes during the important Christmas season.

This year Wellington North has once again had two very successful parades and a special thank you goes out to the Arthur Opti-Mrs and the Mount Forest Lions for their continued support in sponsoring and organizing these parades for our community.

On behalf of the Council and staff of the Township of Wellington North I would like to wish everyone a very Safe and Happy Christmas.

CONFIRMATORY BY-LAW

Resolution 2017-468

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 095-17 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 December 6, 2017 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

Resolution 2017-469

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Regular Council meeting of December 4, 2017 be adjourned at 3:59 p.m.

CARRIED

CLERK

MAYOR



Township of Wellington North

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

Delegation Request Form

Name of Delegate(s) Pearl, Paul, Geoff Oakes

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business _____

Contact Information

Mail: R.R. 6 9436 Sally St N0G 2L0

Email: [REDACTED]

Telephone: 519-323-4055

Type of Meeting

Council OR Committee (includes ad hoc) _____

Date of Meeting Mon Dec 18/17

Subject Matter (submit your complete delegation submission with this form)

Lawyer's Fee - re drain

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

reverse charges that have been added to my taxes

Estimated Financial Impact to municipality: Approx 600.⁰⁰

Capital X Annual Operating X

SIGNATURE: P. Oakes

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

(REVISED JANUARY 2017)



DWSP Newsletter

New Health Sector Representative for the Source Protection Committee

The Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region is pleased to announce that Angela Newman has been appointed as Health Sector Representative for the Drinking Water Source Protection Committee for the local source protection planning region, effective September 13, 2017.

The new Health Sector Representative was chosen after considering a locally-developed short list of qualified nominees. The SPC oversees the planning process to establish programs and policies to protect municipal drinking water sources in this region, as called for under the *Clean Water Act*, 2006, and its regulations.

“It is a privilege to be a member of the Source Protection Committee. This committee has worked hard and demonstrated measurable outcomes that will have a positive impact on source water protection. I look forward to working with the committee members and its partners in this shared vision,” said Newman.

More information on the drinking water source protection program is available on the local Drinking Water Source Protection website: home.waterprotection.ca.

Official Plan Updates and By-laws and Annual Reporting by Municipalities

In the Source Protection Plan, there are policies that apply to municipalities that relate to Official Plan Updates and Zoning By-laws. When you are working on Municipal Official Plan updates it is important to keep in mind your requirements as they apply to this program. Sample wording for official plan updates are available from this office, please speak with Carl Seider. In Bruce County, the Planning Department is currently working with a few municipalities to complete this task and ensure that the requirements are met.

The applicable policies from the Source Protection Plan fall under G-04:

G-04 Amend Official Plan and Zoning By-law

The municipality shall amend its official plan and zoning by-law to include:

1. mapping that identifies vulnerable areas where activities would be significant threats (future activities); and
2. text that identifies that policies within the Source Protection Plan may apply to activities in these mapped areas.

This policy applies to all land use designations and zones described in the municipality’s official plan and zoning by-law, as amended from time to time.

The Municipality shall:

A. Adopt the official plan, or official plan amendment as the case may be, and:

- i. submit the plan to the appropriate approval authority; or
- ii. give a notice of adoption; and

B. Adopt the zoning by-law, or zoning by-law amendment as the case may be, and give a notice of adoption.

For Section 40(2) of the *Clean Water Act*, the official plan and zoning by-law must be amended within five years of the effective date of the Source Protection Plan or at the time of the next official plan and zoning by-law conformity exercise as per Section 26 of the *Planning Act*.

A template will be distributed for reporting progress on related municipal monitoring policies. Please return them to this office attention: Justine Lunt, Source Protection Supervisor: j.lunt@waterprotection.ca

First Responders Guide Mailout

This fall, as part of the implementation portion of the Drinking Water Source Protection program, a mailing was sent to fire departments that serve areas near municipal drinking water systems/drinking water protection zones. The mailing addressed to the Fire Chief or Community Emergency Management Coordinator, included a copy of: Road Sign Fact Sheet, relevant local maps and the First Responders Guide. A copy of the guide and factsheet were also sent to CAOs and clerks across the Source Protection Region.

Staff have started conducting First Responders Guide training sessions with fire departments. If you are interested in receiving a local training session please contact the office at 519-470-3000 to make the necessary arrangements.



News and Resources from the Ministry of the Environment and Climate Change (MOECC)

The Ministers Annual Report on Drinking Water in Ontario, 2017 is now live on Ontario.ca. You can access it by these links:

<https://www.ontario.ca/page/ministers-annual-report-drinking-water-2017>

<https://www.ontario.ca/fr/page/rapport-annuel-2017-du-ministre-sur-leau-potable>

Minister's message

As your newly appointed Minister of the Environment and Climate Change, I am pleased to share my first and the ministry's 11th annual report on Ontario's drinking water.

We are working with Indigenous communities, federal and municipal governments and local communities across Ontario, to help protect drinking water at its source in lakes and streams all the way to our taps.

From Ontario's strict health-based drinking water standards to comprehensive legislation that protects water sources, we provide a safety net that helps ensure the quality and safety of our drinking water. The numbers support it too — 99.8% of more than 517,000 test results from municipal residential drinking water systems meet Ontario's strict drinking water quality standards.

A significant achievement, but we know there is more work to be done.

Climate change is warming our lakes and contributing to more blue-green algal blooms across the province. Communities are experiencing more frequent and severe weather events leading to overflows of sewage systems into lakes and rivers. And as of September 30, 2017, 22 of the 133 First Nation communities have long-term drinking water advisories in place.

We are taking action on climate change to help manage the effects it is having on our water resources while ensuring people in Ontario continue to have access to clean and safe drinking water now and in the future.

Last December, Ontario placed a two-year moratorium on all new and expanded groundwater takings for water bottling. This year, we introduced stricter rules for bottled water permit renewals and implemented an additional fee for water bottlers for every million litres of groundwater taken.

In March 2017, Ontario and Canada posted the draft Lake Erie action plan for public comment — an important step towards achieving a 40% reduction in phosphorus levels by 2025 to protect the lake from harmful blue-green algal blooms. We are working with key sectors and communities to finalize actions, based on comments received, in order to have the final action plan in place by February 2018.

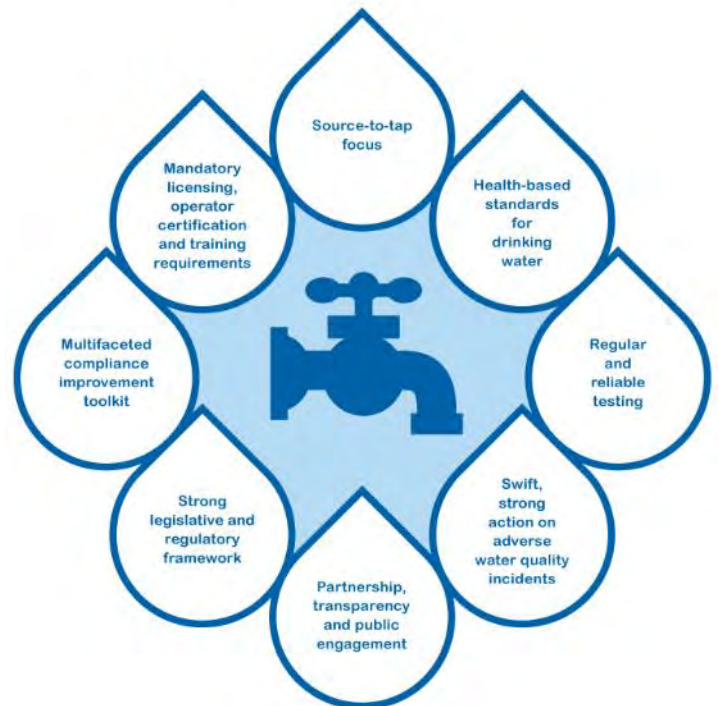
Ontario is working with First Nations and the federal government to help improve drinking water on reserves. The Ministry of the Environment and Climate Change provides support for First Nation communities, tribal councils and political territorial organizations to access provincial in-kind technical resources and expertise. Ontario has committed \$1.85 million for the delivery of training programs, in collaboration with Indigenous organizations, to support First Nation drinking water system operators, management and community leaders.

We are working with municipalities, government ministries and agencies, conservation authorities, businesses and others on implementing source protection plans, which help safeguard the sources of nearly 450 municipal drinking water systems in a geographic area that covers 95% of Ontario's population.

Access to clean and safe drinking water is important for every Ontarian and a priority for our government. In July 2017, we strengthened protection for children from lead in drinking water in schools and child care centres by updating requirements for sampling, flushing and corrective action. This ensures that every fountain or tap serving drinking water or for the preparation of food will be sampled for lead and protected.

I look forward to working with our partners over the year ahead to fight climate change and protect and improve the health of all water sources.

The Honourable Chris Ballard
Minister of the Environment and Climate Change
Government of Ontario



Grey Sauble Conservation Stewardship Activities

Submitted by Rebecca Ferguson

Livestock Restriction Fencing on the Upper Sauble River

In 2017, Grey Sauble Conservation successfully received funding from The Ministry of Environment and Climate Change - Great Lakes Guardian Fund (GLGF). This funding was provided to implement riparian buffers along the Upper Sauble River in the Wellhead Protection Area E (WHPA-E) for the Tara municipal drinking water well #3. A WHPA-E is associated with a GUDI (groundwater under the direct influence of surface water) well and is the area within which the surface water could reach the well within two hours.

In the spring of 2017, Grey Sauble Conservation partnered with five landowners in this area to plant 5,400 trees along the Sauble River!

It is extremely important to have vegetated riparian buffers as they play a vital role in water quality by filtering runoff, stabilizing streambanks and adding habitat for healthy biota communities.

Restricting cattle access to surface water is monitored in source protection areas through risk management plans. Controlled access outside of these areas is also a best management practice. Although it is mandatory to restrict cattle access to surface water in source protection areas, controlling their access outside of these areas is also a best practice. Livestock access to surface water impacts water quality particularly from streambank erosion, as it causes sedimentation leading to increased turbidity, phosphorus levels and temperatures of rivers. Additionally, livestock manure in a watercourse is a source of bacteria (E.coli) and



other microorganisms such as Cryptosporidium which can cause sickness. Restricting their access to surface water protects drinking water for both humans and animals.

This fall, an ambitious cattle restriction fencing project was completed just outside of this WHPA-E in Tara. This unique property has a sinkhole where the Sauble River flows underground and reemerges through bedrock at the neighbouring property. Throughout the spring months, the Sauble River has a temporary surface water path it follows in addition to flowing through the sinkhole. Once the spring runoff subsides, the Sauble River flows solely through the sink hole. Due to these changes in water flows through this property, management of livestock access is extremely challenging because fencing is exposed to both water and ice.

In October 2017 Grey Sauble Conservation worked with this landowner to install approximately 1156 meters of fencing, which will prevent cattle from accessing a 700 meter stretch of the Upper Sauble River. By partnering with Alternate Land Use Services (ALUS), this landowner was also eligible for an annual payment for taking 13 acres out of pasture. This project will have benefits to water quality by promoting regeneration of streambanks and minimizing manure inputs.

Creation of partnerships with landowners and other environmental groups such as ALUS is essential for making positive changes in our watersheds. Thanks to funding from GLGF, these riparian enhancement projects raise environmental awareness at a local scale, while protecting water quality within the larger Great Lakes Watershed.



Saugeen Valley Conservation Stewardship Activities

Submitted by Tori Waugh

The SVCA Agricultural Outreach Program 2015-2017

In the last two years, SVCA has been delivering an agricultural outreach program aimed at increasing our support for the community in terms of soil and water quality educational outreach efforts. The positive feedback, active support and free-willed promotion that this program has received from the agricultural community has been a key indicator that we are on target in delivering a program that meets the needs of the community. We have effectively engaged the community by nine different streams.

Coffee, Crops and Donuts

18 tailgate workshop series aimed at providing farmers with in-field, discussion-based educational events focused on soil health were delivered. Each event provided 2 Continuing Education Unit (CEU) credits to Certified Crop Advisors. We've worked with 53 speakers and hosts and received a total attendance of 545 attendees, averaging 30 per workshop.



The Dirt on Phosphorus

This conference-style event focused on phosphorus issues such as: Phosphorus dynamics within the soil, current research on phosphorus mobility, the economic reasons for implementing 4R nutrient stewardship and included a multi-unit demonstration of equipment used in 4R nutrient stewardship including 4 farmers with different approaches to share. We provided 5 CEU credits and worked with 11 speakers, 8 vendors and 2 hosts and received 98 attendees at this event.



The Demonstration Plot Project

15 demonstration sites demonstrating the use of cover crops in a variety of ways were monitored bi-weekly and shared via social media.

The Farmer Advisory Service

17 Farmers with considerable experience and expertise are involved in the Farmer Advisory Service wherein members of the public call in to the SVCA and get put in contact with one of the farmer advisors in a way that best matches their question with the farmer advisor's area of expertise. 37 people have used this service, amounting to 19 hours of consultative services thus far.

The Cover Crop Incentive Program

Using SVCA stewardship reserve funds, we have been delivering a small pilot cover crop incentive program in which eligible participants receive \$10/acre for planting and over-wintering 2+ species of cover crops on up to 200 acres. This program has been overwhelmingly over-subscribed, with interest more than doubling funding capacity, amounting to 1,750 acres planted in total.

Educational Outreach to Students

The SVCA has developed curriculum-relevant soil health educational modules for delivery in-class and at field trips for grades 1 through 11. We have delivered 8 modules with careerWORKS, a program we've partnered with

Grey Bruce Sustainability. We have delivered 4 modules with regional agriculturally-focused educational events for students in grades 3-5.

Ontario Soil Network

We have acted as participants in the Ontario Soil Network and have acted to support farmers that have enrolled in the program. As a result, the farmer participants have created additional educational opportunities for other farmers in the region and have acted as program ambassadors for the programming coming out of the SVCA.

Building Agronomic Capacity at the Conservation Authority

We have been sending a member of our Environmental Planning and Regulations Department to receive professional development training on matters of soil health and erosion control to increase our points of access to support soil health education and improve the agronomic capacity and understanding of the issues faced by the agricultural community, within our Environmental Planning and Regulations Department.

The Pine River Watershed Soil Health Project

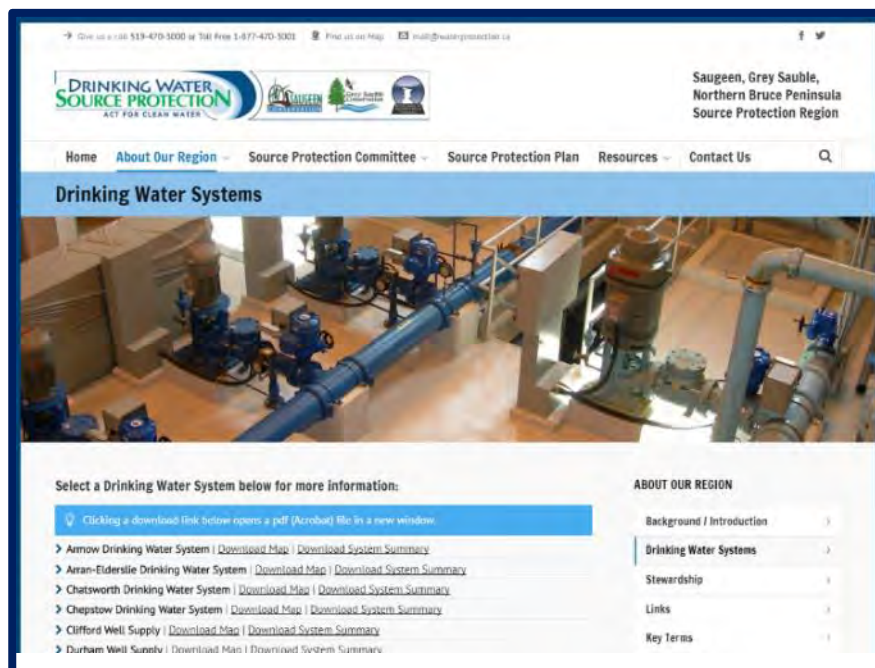
We have delivered 8 Best Management Practices (BMP) Surveys and 8 In-field Soil Health surveys to 8 farmers within the Pine River watershed. The results of these surveys were then averaged for the farmer's use in assessing their farm's soil health and to inform Best Management Practices suggestions for further improvements to their soil health and the health of the water quality in surface water streams.

Recent Meeting

June 23, 2017 – Source Protection Committee Meeting – Walkerton Clean Water Centre

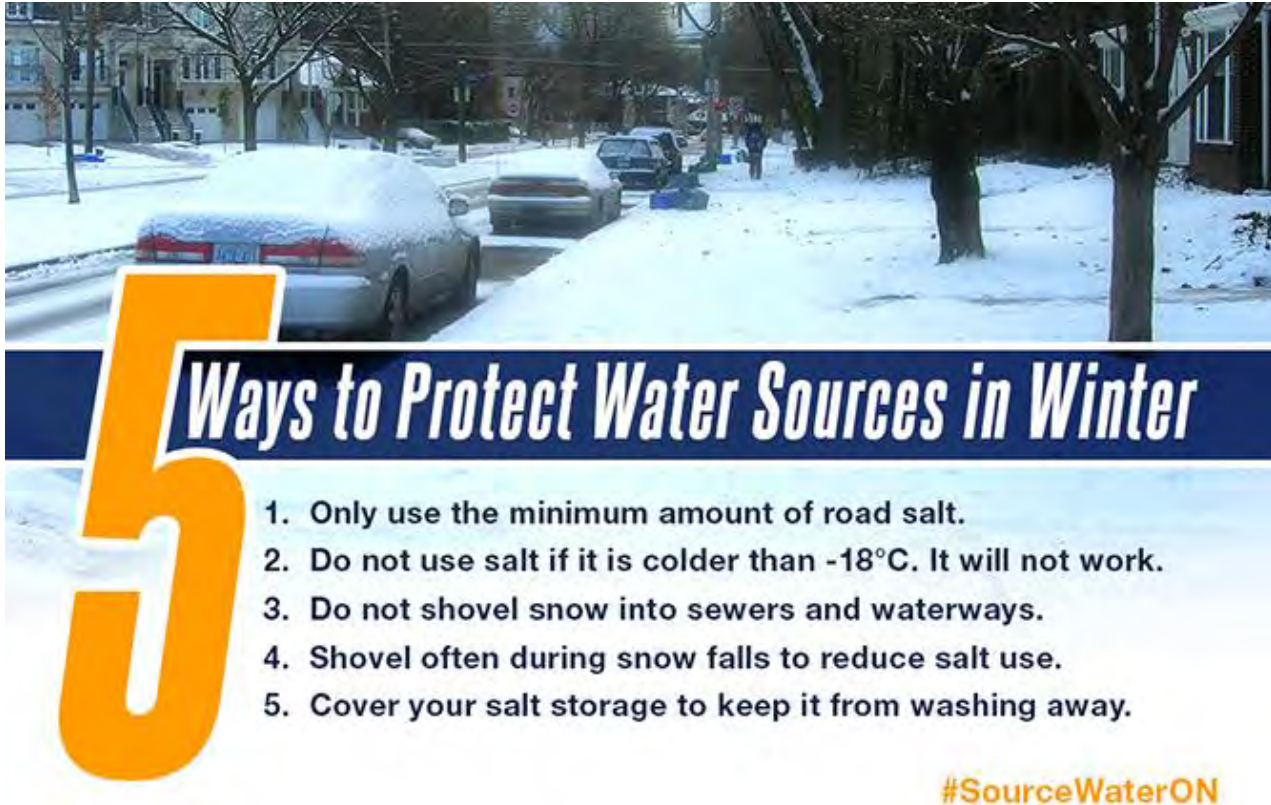
Drinking Water Source Protection Website

Please update links on your office website so we can continue to provide information in a timely manner to interested citizens. As of April 11th, the waterprotection website has been updated with a fresh look and new address or URL – home.waterprotection.ca



Infographics

Infographics similar to the following one can be used in tax statements, mailings and on municipal social media and websites. Contact Karen Gillan if you would like this graphic. Others will be featured in future newsletters and on the Drinking Water Source Protection website, Facebook and Twitter feeds.



5 *Ways to Protect Water Sources in Winter*

1. Only use the minimum amount of road salt.
2. Do not use salt if it is colder than -18°C . It will not work.
3. Do not shovel snow into sewers and waterways.
4. Shovel often during snow falls to reduce salt use.
5. Cover your salt storage to keep it from washing away.

#SourceWaterON

DWSP Newsletter

Drinking Water Source Protection

237897 Inglis Falls Road

Owen Sound, ON N4K 5N6

Phone: 519-470-3000 Toll free: 877-470-3001 Fax: 519-470-3005

Editor: k.gillan@waterprotection.ca

home.waterprotection.ca

<https://www.facebook.com/pages/Drinking-Water-Source-Protection>

https://twitter.com/SV_GS_NBP



Communiqué



From the desk of:

November 2017 # 049

Fire Chief.

1. **COMMUNICATIONS:** As you are all aware, we continue to have Pager equipment failures from the Conn tower site, dispatch errors, CAD alert/Iam Responding notification issues, etc. The County of Wellington and its contractor and Guelph Fire are attempting to solve these on-going problems. Please be advised we **are now** able to send pages from the Arthur Station, Mount Forest Station and the Fire Chief Home base radio. This is independent of the County and Guelph Fire Dispatch. FPO Marco and I can also send Iam Responding Alarm notifications. Our Council and CAO are aware of these on-going problems. More to follow.

2. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. Hey folks. TRUCK IS THE COMMAND POST. The Captain is the Incident Commander. **The non-users of Iam Responding are being identified. Please USE this valuable tool!**

3. Interviews for three new members for the Mount Forest Station are now complete. We are awaiting Vulnerable Sector Security forms and Medical Certificates. I will announce the names of our new members shortly.

“MERRY CHRISTMAS EVERYONE”

ALL THE BEST TO YOU & YOURS



“STAY SAFE”



Communiqué



FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to November 30 for the years 2016 and 2017				
	2016		2017	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to November 30.	62	73	64	71
Fatal fires on Federal or First Nations properties from January 1 to Nov 30	2	10	2	2
Total	64	83	66	73

Respectfully;

Fire Chief



Communiqué



November Fire Report 2017

ARTHUR STATION:

The Arthur Station responded to 11 calls for assistance during the month.

Practice/ Meetings:

Nov 7, 2017 (15) members were present

Nov 14, 2017 (18) members were present

Nov 28, 2017 (16) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 26 calls for assistance during the month.

Practice/ Meetings:

Nov 7, 2017 (13) members were present

Nov 14, 2017 (18) members were present

Nov 28, 2017 (16) members were present

Respectfully submitted by
Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	3	Township(2)	13	Town (7)
		Town (1)		Southgate (5)
				Township(1)
C/O Smoke Alarm	1	Town (1)		
Vehicle Fire	1	Mapleton (1)	1	West Grey (1)
Structure Fire	1	Mount Forest (1)	1	Town (1)
Motor Vehicle Collision	2	Township (1)	6	Southgate (1)
		Town (1)		Township (4)
				West Grey (1)
Fire Alarm	2	Town (1)	3	Town (2)
		Township (1)		Township(1)
Corn Dryer Fire	1	Township(1)	1	Township (1)
Controlled Burn			1	Township(1)



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

Victoria Cross Public School MF
Arthur Library A

FIRE SAFETY INSPECTIONS

440 Durham St W MF
460 Durham St W MF
150 Queen St E MF
215 Eliza St A
236 Main St N MF
171 Smith St A

FIRE INVESTIGATIONS

440 King St MF

FIRE SAFETY COMPLAINT INSPECTIONS

780 Waterloo St. MF
150 Queen St E MF
2235 Northwater St MF

FIRE SAFETY PLAN REVIEWS

Vintex MF

VULNERABLE OCCUPANCY FIRE DRILLS

356 Birmingham St E MF

BURN PERMIT SITE INSPECTIONS

9431 Sideroad 13

BURN COMPLAINTS



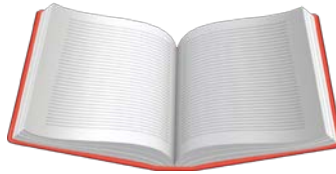
“TEST YOURS *TODAY*”



Communiqué



“SAVING LIVES THROUGH EDUCATION”



Please have all monthly reports submitted by the 5th of each month to:

fpo@wellington-north.com

Next communiqué will be January 9th, 2018



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038

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 18, 2017**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2017-16 BUILDING PERMIT REVIEW
PERIOD ENDING NOVEMBER 30, 2017**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-16 being the Building Permit Review for the period ending November 30, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2017-15 Building Permit Review Period Ending October 31, 2017

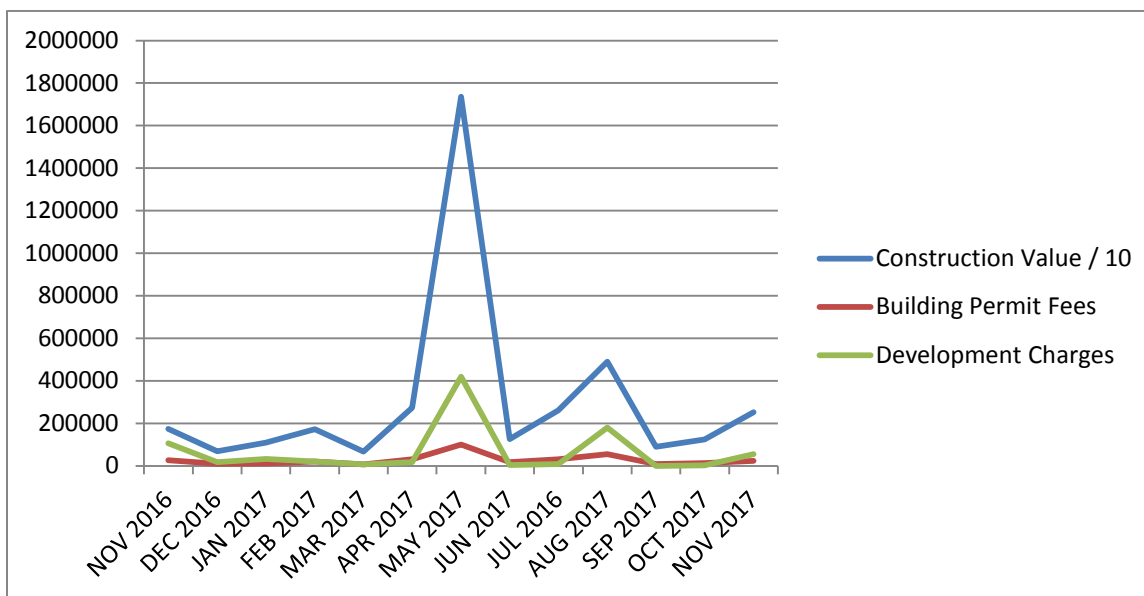
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	500,000.00	3,517.98	4,228.00
Multi Family Dwelling	1	720,000.00	5,052.09	50,872.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	1	13,500.00	172.60	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00

Institutional	0	0.00	0.00	0.00
Agricultural	6	1,271,900.00	14,178.85	0.00
Sewage System	1	24,000.00	509.00	0.00
Demolition	0	0.00	0.00	0.00

Total November 2017	10	2,529,400.00	23,430.52	55,100.00
Total Year to Date	221	36,595,395.00	319,646.07	746,893.11

12 Month Average	19	3,142,762.08	27,777.58	63,647.93
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10 Year Monthly Average	14	2,152,164.60	19,201.49	49,885.16
10 Year, Year to Date Average	218	22,534,771.90	229,304.68	415,276.26

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN

This report does not directly relate to the implementation of the Township of Wellington North Strategic Plan.

Do the report's recommendations advance the Strategy's implementation?

- Yes
 No
 N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------



Mike Givens

DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 18, 2017**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

**SUBJECT: REPORT TR2017-015 BEING A REPORT ON THE MINISTRY OF
MUNICIPAL AFFAIRS / MINISTRY OF HOUSING FINANCIAL
INDICATOR REVIEW**

THAT Report TR2017-015 being a report on the Ministry of Municipal Affairs / Ministry of Housing Financial indicator review be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

The Ministry of Municipal Affairs reviews each municipality's financial performance through the use of key financial indicators in relation to established provincial thresholds.

The indicators have been grouped according to two categories, Sustainability and Flexibility. These groupings align the indicators with the Public Sector Accounting Boards definitions. The indicators have also been updated to align with the work done by the Municipal Budgeting and Long Term Financial Planning Action Group, which had representation from ministry staff, municipal treasurers, and MFOA.

Financial indicators are an important but incomplete indicator of municipal financial health.

Full report attached herein for council consideration.

FINANCIAL CONSIDERATIONS

When looking at the Township of Wellington North, all indicators are a "Low" challenge except for "Asset Consumption Ratio" and "Debt Servicing Cost as a % of Total Operating Revenue", which are currently rated as "Moderate" challenge.

Based on my review, I interpret these 'Moderate challenge' results as follows:

Asset Consumption Ratio – This is a ratio which effectively measures the age of a municipality's physical assets. This indicates that the Township of Wellington North's asset base is older compared to other southern, lower tier counties of rural majority. While TWN's ratio is currently at 53.4%, against an average of 42.2%, it should be noted that these metrics are solely based on current net book value against cost. Both measures which are predicated on the PSAB 3150 requirements of 2009 and indexed / amortized accordingly, thus should not be taken as definitive, but merely an estimate. There is a significant amount of work to be done relative to our asset management and long-term financial reporting (by way of assessments and valuations) that will result in more credible metrics downstream – more on this to follow in future report(s) to council.

Debt Servicing Cost – This is a measure that indicates how past borrowings encumber usage of current year budget revenues. The Township of Wellington North is currently sitting at 8.1% compared to an average of 2.6%. Current debt servicing costs are directly correlated to borrowings to support the construction of the Mount Forest Sewage Plant and Arena facilities which represent an annual draw (2017) on operating revenues of just north of \$1,000,000. Looking forward, there are two significant principal payments forecasted in 2018 & 2019 that, if issued without exercising the refundable option, would exacerbate this metric in the short term; however, the expectation would be (all things being equal), that this metric would be greatly improved by 2020.

Other items to consider, given our strong cash and reserve positions, might include a more aggressive stance on investment. More aggressive investment has the potential to offset longer term debenture costs, and more easily fund future capital projects (mitigating some of the need for future reliance on debentures).

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No X N/A

Which pillars does this report support?

<input type="checkbox"/> Community Growth Plan	<input type="checkbox"/> Community Service Review
<input type="checkbox"/> Human Resource Plan	<input type="checkbox"/> Corporate Communication Plan
<input type="checkbox"/> Brand and Identity	<input type="checkbox"/> Positive Healthy Work Environment
<input type="checkbox"/> Strategic Partnerships	

PREPARED BY:

RECOMMENDED BY:

Adam McNabb

Michael Givens, CAO

ADAM MCNABB
DIRECTOR OF FINANCE & TREASURY

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

FINANCIAL INDICATOR REVIEW

(Based on 2016 Financial Information Return)

Wellington North Tp

Date Prepared:	04-Dec-17	2016 Households:	4,839	Median Household Income:	63,712
MSO Office:	Western	2016 Population:	11,914	Taxable Residential Assessment as a	
Prepared By:	Megan Flaherty	2017 MFCI Index:	5.6	% of Total Taxable Assessment:	67.5%
Tier	LT			Own Purpose Taxation:	7,079,175

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Challenge	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2012	8.0%	10.6%	11.4%	LOW
		2013	8.2%	10.6%	11.6%	LOW
		2014	8.7%	10.3%	11.3%	LOW
		2015	7.5%	9.9%	10.6%	LOW
		2016	7.9%	9.1%	10.1%	LOW
Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees	Low: > -50% Mod: -50% to -100% High: < -100%	2012	33.8%	34.3%	26.3%	LOW
		2013	58.7%	30.6%	31.6%	LOW
		2014	93.4%	32.2%	31.2%	LOW
		2015	114.0%	36.5%	34.2%	LOW
		2016	139.5%	44.5%	41.5%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Operating Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2012	45.5%	49.5%	54.3%	LOW
		2013	52.3%	50.7%	55.2%	LOW
		2014	109.4%	53.3%	57.9%	LOW
		2015	110.4%	55.8%	61.2%	LOW
		2016	109.5%	58.7%	65.4%	LOW
Total Cash and Cash Equivalents as a % of Current Liabilities	Low: > 5% Mod: 0% to 5% High: < 0%	2012	674.8%	317.6%	414.0%	LOW
		2013	608.3%	332.2%	416.8%	LOW
		2014	853.6%	312.8%	424.9%	LOW
		2015	838.7%	303.4%	422.6%	LOW
		2016	853.4%	325.0%	427.2%	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Operating Revenue	Low: < 5% Mod: 5% to 10% High: >10%	2012	13.2%	3.4%	3.9%	HIGH
		2013	8.5%	3.4%	4.0%	MODERATE
		2014	10.2%	3.1%	3.7%	HIGH
		2015	8.5%	2.9%	3.5%	MODERATE
		2016	8.1%	2.6%	3.1%	MODERATE
Asset Consumption Ratio	Low: < 50% Mod: 50% to 75% High: > 75%	2012	48.0%	38.1%	40.9%	LOW
		2013	49.5%	39.8%	42.2%	LOW
		2014	51.0%	40.5%	43.2%	MODERATE
		2015	52.6%	41.8%	44.0%	MODERATE
		2016	53.4%	42.2%	44.5%	MODERATE
Operating Surplus Ratio	Low: >= 0% Mod: 0% to -30% High: < -30%	2012	1.9%	4.5%	4.2%	LOW
		2013	10.6%	5.5%	6.7%	LOW
		2014	10.7%	5.4%	6.6%	LOW
		2015	19.9%	8.4%	12.4%	LOW
		2016	22.9%	10.0%	12.5%	LOW

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A government that increases its current borrowing reduces its future flexibility to respond when adverse economic circumstances develop.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - *How much of the taxes billed are not collected.*

Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees - *How much tax and fee revenue is servicing debt?*

Reserves and Reserve Funds as a % of Operating Expenses - *How much money is set aside for future needs / contingencies?*

Cash and Cash Equivalents as a % of Current Liabilities - *Measures the ability of the municipality to meet its current obligations with its current resources on hand.*

Debt Servicing Cost as a % of Total Operating Revenue - *Indicates the extent to which past borrowing decisions may impact the current budget.*

Asset Consumption Ratio - *measures the age of a municipality's physical assets. It measures the extent to which depreciable assets have been consumed by comparing the amount of the assets that have been used up and their cost.*

Operating Surplus Ratio - *Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (i.e. reserves, debt repayment, etc.)*

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) *is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)*



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 18, 2017**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

**SUBJECT: REPORT TR2017-016 BEING A REPORT ON THE CO-OPERATIVE
FUEL TENDER REVIEW AND RECOMMENDED AWARD TO
SUNCOR ENERGY PRODUCTS PARTNERSHIP**

THAT Report TR2017-016 being a report on the Co-Operative Fuel Tender review,

AND FURTHER THAT council accept the co-operative tender of for T2017-180 Supply and Delivery of Gasoline and Diesel Fuel for a period of five years with an option to renew for two (2) additional one (1) year terms.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

A cooperative tender for T2017-180 Supply and Delivery of Gasoline and Diesel Fuel was called by the Region of Waterloo on behalf of the Waterloo Region Purchasing Cooperative Group. The following agencies participated in this tender: City of Cambridge, City of Guelph, Energy Plus Inc., Grand River Conservation Authority, Guelph Hydro, Regional Municipality of Waterloo, Waterloo North Hydro, Township of Wellesley, Township of Wellington North, Township of Wilmot and The University of Waterloo. Tenders were advertised in the Record, on the Ontario Public Buyers Association website and on the Region's website. The tenders were received and opened through the Region of Waterloo's e-bidding system and reviewed by the Region of Waterloo's Procurement staff.

Supporting tender Documentation attached herein for reference purposes.

FINANCIAL CONSIDERATIONS

For the purposes of this tender, fuel pricing is calculated as follows: the posted Toronto weekly Rack price is provided by major fuel companies (refineries) by fuel type (E10 Regular Gasoline, Diesel #1 or Diesel #2) minus (-) a fixed discount, plus (+) provincial tax, federal tax, and a fixed delivery rate.

Total tender award cash implications are estimated to be as follows:

	Five Year Estimate	Annual Estimate
T2017-180	\$809,606	\$161,921
Plus: Applicable Net HST of 1.76%	\$14,249	<u>2,850</u>
Total	<u>\$823,855</u>	<u>\$164,771</u>

For comparison purposes, I have completed an analysis utilizing the rack rates provided in the tender documentation compared to same period averages of actual fuel costs from our current provider (North Wellington Co-Operative Services Inc.), and extrapolated the results using the volumes provide in the tender. The resulting analysis is outlined below for your consideration:

<u>Line item</u>	<u>Tank Location</u>	<u>Product</u>	<u>Estimated Annual Usage</u>	<u>Capacity</u>	<u>Delivery Schedule</u>	<u>Fuel Unit Price (Including Delivery)</u>	<u>Total</u>	<u>Current Provider Costs</u>	<u>Extrapolated Current Provider Cost</u>
1	Mt. Forest Yard	Clear Diesel # 2	19,000	500 Gal.	Fridays	0.9054	17,202.60	0.9462	17,977.80
2	Arthur Yard	Clear Diesel # 2	19,000	500 Gal.	Fridays	0.9054	17,202.60	0.9502	18,053.80
3	West Luther	Clear Diesel # 2	46,000	1000 Gal	Fridays	0.9054	41,648.40	0.9537	43,870.20
4	Kenilworth Works	Clear Diesel # 2	46,000	1000 Gal	Fridays	0.9054	41,648.40	0.9577	44,054.20
5	West Luther	Dyed Diesel #2	29,000	1000 Gal	Fridays	0.7624	22,109.60	0.8107	23,510.30
6	Kenilworth Works	Dyed Diesel #2	29,000	1000 Gal	Fridays	0.7624	22,109.60	0.8147	23,626.30
Estimated Subcontract Total Annual Cost							161,921.20		171,092.60
							Annual Savings		9,171.40
							Estimated Contract Term Savings		45,857.00

As shown above, estimated annual savings of tender award to Suncor Energy Products Partnership is approximately \$9,000 annually, or \$46,000 (not inclusive of HST) over the contract term. While wholly a quantitative analysis to this point, I would suggest that there are qualitative factors to be considered when considering parting ways with our existing (local) supplier that should also be measured prior to co-operative tender award, and wholesale changes to our fuel vendor network.

STRATEGIC PLAN

From a strategic planning viewpoint, the Co-operative nature of this tender affords the township certain economies of scale that would not otherwise be attainable if the Township were to proceed unilaterally.

Do the report's recommendations advance the Strategy's implementation?

Yes No X N/A

Which pillars does this report support?

- | | |
|---|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | |

PREPARED BY:	RECOMMENDED BY:
<i>Adam McNabb</i>	<i>Michael Givens, CAO</i>
ADAM MCNABB DIRECTOR OF FINANCE & TREASURY	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER

T2017-180 - Supply and Delivery of Gasoline and Diesel Fuel

Opening Date: September 14, 2017 9:00 AM

Closing Date: October 20, 2017 2:00 PM

Vendor Details

Company Name: Suncor Energy Products Partnership
2489 North Sheridan Way
Address: Mississauga, Ontario L5K 1A8
Contact: Avy Beharri
Email: abeharri@suncor.com
Phone: 647-463-4483
Fax: 289-759-4935
HST#: # 836581322RT0002

Submission Details

Created On: Tuesday October 03, 2017 19:28:15
Submitted On: Friday October 20, 2017 00:59:54
Submitted By: Avy Beharri
Email: abeharri@suncor.com
Transaction #: 6e2a4ec2-12b1-45f1-8f4f-b1cde390ba63
Submitter's IP Address: 74.216.209.130

Specifications

25.1 - Questionnaire

Specification - 25.1 Questionnaire Instructions

Carefully read over and complete the questionnaire by supplying the information as requested. for company, contacts, emergency. Refer to section A 25.1 for more information.

There will be 4 Attachments requested to be uploaded within the e-tender.

(1) **Attachment 1** upload the detailed Emergency Plan & Procedures .

(2) **Attachment 2** upload how the weekly average base price was calculated for each fuel type.

(3) **Attachment 3** submit each daily posted rack price sheet used to calculate the weekly rack price for each fuel type. The purpose here is full transparency for where these prices are obtained, and how they are calculated.

(4) **Attachment 4** provide the fuel specification by uploading your specification sheets for each fuel type.

Line Item	Category	Information Request	Upload Required	Response *
1	Company	Mailing Address for Correspondence and P.O.'s	NO	Suncor Energy Products Partnership 2489 North Sheridan Way Mississauga, On. L5K 1A8 Attn: Avy Beharri
2	Company	Mailing Address for Payments	NO	Suncor Energy Products Partnership P.O. Box 4038, Station A Toronto, Ontario M5W 1S5
3	Company	Advise the Legal Status: Incorporated, Registered Partnership, Sole Proprietor	NO	Registered Partnership
4	Company	Number of Years in Business	NO	Over 50 years
5	Company	The Present Number Of Employees	NO	Over 13,000
6	Company	Gross Annual Sales of Division/Branch/Facility Servicing this Contract (Last Fiscal year)	NO	Approx. \$24 billion
7	Company	Provide the Insurance Company Name and Policy Number.	NO	Liberty International Underwriters A Division of Liberty Mutual Insurance Company Policy #GLTO-317-110-017 Policy #AFT-318-235-2217 #XSTO-317-224-017
8	Company	Advise the Policy Coverage in Dollar Amount	NO	Commercial General Liability Policy #GLTO-317-110-017 Limit \$2,000,000 Automobile Liability Policy #AFT-318-235-2217 Limit \$2,000,000 Excess Liability Policy #XSTO-317-224-017 Limit \$3,000,000 Excess of the Commercial General Liability and the Automobile Liability policies.
9	Company	Provide a toll free phone number where agencies can call when placing orders.	NO	Phone: 519 7433669 This is a local number to all participating agencies in this RFT.
10	Contacts Contract	Contact Name for Contract Management (Provide Name, Title, Telephone Number, E-Mail and any additional details.)	NO	Avy Beharri Account Manger Cell: 647 463 4483 Office: 289 759 4936
11	Contacts Service	Contact Name for Customer Service (Provide Name, Title, Telephone Number, E-Mail and any additional details.)	NO	Credit : Siva Manivannan - SManivannan@Suncor.com Customer Service: Kelly Forsythe - kforsythe@Suncor.com or 905 804 3913 for Replacement Invoice, Bill of Lading & Disputes
12	Contacts Receivable	Contact Name for Accounts Receivable (Provide Name, Title, Telephone Number, E-Mail and any additional details.)	NO	Credit : Siva Manivannan SManivannan@Suncor.com Office: 905 804 7504

13	Contacts Delivery	Contact Name for Delivery Issues (Provide Name, Title, Telephone Number, E-Mail and any additional details)	NO	Avy Beharri Account Manger Cell: 647 463 4483 Office: 289 759 4936
14	Emergency Contact	Primary Contact Name for After Hours or Emergency (Provide Name, Title Cell#, Telephone Number, after hour telephone number, after hours pager #, E-Mail)	NO	Boucher and Jones Fuels Michael Delaye President Email: Michael@boucherandjones.com Cell: 905 902 3529 Office: 905 743 3669
15	Emergency Contact	Primary Contact Name for After Hours or Emergency (Provide Name, Title Cell#, Telephone Number, after hours telephone number, after hours pager #, E-Mail)	NO	Avy Beharri Account Manger Cell: 647 463 4483 Office: 289 759 4936
16	Emergency Contact	Advise if there are any additional special instructions for the emergency contacts.	NO	First Step: Contact Michael Deleye at Boucher and Jones - Michael@boucherandjones.com or 905 902 3529 Second Step: Contact Avy Beharri - 647 463 4483
17	Emergency Plan	Provide a detailed plan with procedures, outlining your ability to distribute gasoline, diesel, biodiesel and coloured diesel to the locations as specified, when an "Emergency has been declared by the Region or the province. This may include any arrangement with any local distributor to supply and distribute to part or all of the location specified in this bid document. Describe in the space provide a brief explanation of the documents that have been uploaded as Attachment 1.	YES - Attachment 1	Suncor Fuel supply sources to access fuel in the event of an emergency.
18	Discount Options	Terms of the Contract are Net 30, advise additional discount options available. Some examples are Discount on Payment Terms, Volume Discounts.	NO	At this time Suncor does not offer any additional discounts for early payments. Suncor is willing to discuss additional discounts for greater volume e.g. DEF, Lubricants etc.
19	Base Price Calculation	For each fuel type, show how the average price was calculated, by providing the "Daily" Toronto posted Rack Price used to calculate the weekly average for the time span as specified in the Tender document. Describe in the space provide what has been uploaded as Attachment 2.	YES - Attachment 2	Please see Attachment 2 in the documents tab. PDF showing Suncor's Daily Toronto Rack Prices for the period of Sept 9 - 15, 2017 from which the weekly price is calculated. Suncor's Weekly Toronto Rack Prices is average of the Suncor Daily Toronto Rack Price from the previous Saturday to Friday and becomes effective on the following Saturday.
20	Base Price Website	Advise the web address from a public source for the "daily" Toronto posted Rack Price used to calculate the weekly average for the time span as specified in the Tender document.	NO	https://www.petro-canada.ca/en/rack-pricing/daily-rack-pricing.aspx
21	Base Price Sheets	Describe in the space provided what has been uploaded as Attachment 3. (submit in Attachment 3 each Daily Posted Rack Price used to calculate the weekly rack price for each fuel type).	YES - Attachment 3	Suncor's Daily Toronto Rack Prices from Sep. 9 to 15, where the average of the Daily Rack from the previous Saturday to Friday becomes the Suncor Weekly Toronto Rack Price.

22	Fuel Specifications	Provide the Specification Sheets for Each Fuel Type Bid. Indicate in the space provided what specification sheets will be uploaded (Attachment 4 scanned and upload as one attachment).	YES - Attachment 4	E10 Gasoline, All Diesel Products Requested in the RFP
23	Fuel Specifications	Advise the name or trade brand name of the gasoline fuel offered. If this information is not available advise the reason why.	NO	Regular gasoline with 10% ethanol
24	Fuel Specifications	Advise the name of the refining company from which the gasoline fuel originates. If this information is not available advise the reason why.	NO	Gasoline is supplied from Suncor Montreal and Suncor Sarnia refineries.
25	Fuel Specifications	Advise the name or trade brand name of the diesel fuel offered. If this information is not available advise the reason why.	NO	Ultra Low Sulphur Diesel #1 Ultra Low Sulphur Diesel #2 (Seasonal Diesel) Ultra Low Sulphur Premium Diesel (Gold Diesel) Ultra Low Sulphur Biodiesel Blends
26	Fuel Specifications	Name the refining company from which the diesel fuel originates. If this information is not available advise the reason why.	NO	Diesel is supplied from Suncor Montreal and Sarnia refineries.
27	Fuel Specifications	Indicate Source of Biodiesel: for example, vegetable oil (soy, canola, rape seed), animal fax or cooking oil.	NO	Suncor's biodiesel exceeds the requirements of CAN/CGSB 3.524 Biodiesel (B100) for blending in middle distillate fuels. The source is virgin canola, soy, or corn oil. Virgin oils have much better cold-flow operability properties than animal fats and used cooking oils.
28	Fuel Specifications	Indicate the blending method used to incorporate the biodiesel with conventional diesel.	NO	Suncor's biodiesel is blended via in- line blending. CAN/CGSB 3.520 and 3.522 require homogenous blending of biodiesel. "Splash blending" and sequential blending does not provide a homogenous product.
29	Cetane Feb 2017 Average	Provide the Average Cetane Range for Month of February 2017: Clear Diesel #1	NO	Minimum 40.0 cetane number
30	Cetane Feb 2017 Average	B5 Clear Diesel #1	NO	Minimum 40.3 cetane number
31	Cetane Feb 2017 Average	B20 Clear Diesel #1	NO	Minimum 41.4 cetane number
32	Cetane Feb 2017 Average	Premium Clear Diesel #2	NO	Minimum 45.0 cetane number
33	Cetane Feb 2017 Average	Clear Diesel #2	NO	Minimum 40.0 cetane number
34	Cetane Feb 2017 Average	B5 Clear Biodiesel #2	NO	Minimum 40.3 cetane number
35	Cetane Feb 2017 Average	B20 Clear Diesel #2	NO	Minimum 41.4 cetane number
36	Cetane Aug 2017 Average	Provide the Average Cetane Range for Month of August 2017: Clear Diesel #1	NO	Minimum 40.0 cetane number
37	Cetane Aug 2017 Average	B5 Clear Diesel #1	NO	Minimum 40.3 cetane number
38	Cetane Aug 2017 Average	B20 Clear Diesel #1	NO	Minimum 41.4 cetane number
39	Cetane Aug 2017 Average	Premium Clear Diesel #2	NO	Minimum 45.0 cetane number

40	Cetane Aug 2017 Average	Clear Diesel #2	NO	Minimum 40.0 cetane number
41	Cetane Aug 2017 Average	B5 Clear Biodiesel #2	NO	Minimum 40.3 cetane number
42	Cetane Aug 2017 Average	B20 Clear Diesel #2	NO	Minimum 41.4 cetane number

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional. In lawful money of Canada.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a "MANDATORY" line item.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value unless you are prepared to provide the line item at zero dollars to the Owner.

If a table is "NON-MANDATORY" and you are bidding on it, you must bid on all line items with an asterisk.

If there are multiple tables, you must click the "EDIT PRICING" button inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

1.0 Provisional Items - Fuel Unit Price

Schedule - 1.0 Provisional Items - Fuel Unit Price Instructions

Indicate the Rack Name Used.

The Base Price for the purpose of bid evaluation is comprised of the Toronto Posted Rack average of the daily prices from Sept 9-15 2017. Input the Base Price as defined.

Input the Fixed Discount as a minus shown - #.####.

The TOTAL Fuel Unit Price is composed Base Price, minus the Fixed Discount, plus Provincial Tax, plus Federal Tax, plus Fixed delivery rate. The difference between the Fuel Unit Price and the Total Fuel Unit Price, is that the Fuel Unit Price does not include delivery. Input the Fuel Unit Price in the last column. The Fixed Delivery Rate is input into 2.0 Provisional items - Fuel Delivery Table.

Wherever the amount bid for a unit price item does not agree with the extension of the estimated quantity and the bid unit price, or if the extension has not been made, the individual unit price shall govern and the extension and the total bid price shall be corrected accordingly.

Line	Fuel Type	Indicate the Rack Name Used	Base Price	Fixed Discount (-)	Provincial Tax	Federal Tax	Fuel Unit Price (Excluding Fixed Delivery)
1	E10 Regular Gasoline	Suncor Weekly Toronto Rack	\$0.6977	-\$0.0350	\$0.1470	\$0.1000	\$0.9097
2	Clear Diesel #1	Suncor Weekly Toronto Rack	\$0.7103	-\$0.0470	\$0.1430	\$0.0400	\$0.8463
3	Dyed Diesel #1	Suncor Weekly Toronto Rack	\$0.7103	-\$0.0470	\$0.0000	\$0.0400	\$0.7033
4	Clear Diesel #2	Suncor Weekly Toronto Rack	\$0.6733	-\$0.0470	\$0.1430	\$0.0400	\$0.8093
5	Dyed Diesel #2	Suncor Weekly Toronto Rack	\$0.6733	-\$0.0470	\$0.0000	\$0.0400	\$0.6663
6	Premium Clear Diesel #2	Suncor Weekly Toronto Rack	\$0.6883	-\$0.0470	\$0.1430	\$0.0400	\$0.8243
7	Premium Dyed Diesel #2	Suncor Weekly Toronto Rack	\$0.6883	-\$0.0470	\$0.0000	\$0.0400	\$0.6813
8	B5 Clear Biodiesel #1	Suncor Weekly Toronto Rack	\$0.7103	-\$0.0470	\$0.1430	\$0.0400	\$0.8463
9	B20 Clear Biodiesel #1	Suncor Weekly Toronto Rack	\$0.7703	-\$0.0470	\$0.1430	\$0.0400	\$0.9063
10	B5 Dyed Biodiesel #1	Suncor Weekly Toronto Rack	\$0.7103	-\$0.0470	\$0.0000	\$0.0400	\$0.7033
11	B5 Dyed Biodiesel #2	Suncor Weekly Toronto Rack	\$0.6733	-\$0.0470	\$0.0000	\$0.0400	\$0.6663

2.0 Provisional Items - Fuel Delivery Rate By Location

060

Schedule - 2.0 Provisional Items - Fuel Delivery Rate By Location Instructions

The Fixed Delivery Rates are to be input into 2.0 Provisional Items – Fuel Delivery Rate by Location Table as \$/Litre value (before HST).

Line	Agency Location	Fixed Delivery Rate (\$/L) *
1	City of Cambridge	\$0.0301
2	City of Guelph	\$0.0289
3	Energy Plus Inc.	\$0.0331
4	Grand River Conservation Authority	\$0.0334
5	Guelph Hydro	\$0.0309
6	Regional Municipality of Waterloo	\$0.0297
7	Waterloo North Hydro	\$0.0288
8	Township of Wellesley	\$0.0380
9	Township of Wellington North	\$0.0961
10	Township of Wilmot	\$0.0377
11	University of Waterloo	\$0.0331

3.1 Schedule of Prices - City of Cambridge

Schedule of Prices for Each Agency 3.0 to 3.11

The price paid the Contractor for Diesel and Gasoline is referred to as the Total Fuel Unit Price. The Total Fuel Unit Price is composed of the Base Price, minus the Fixed Discount, plus Provincial Tax, plus Federal Tax, plus Fixed delivery rate. The Total Fuel Unit Price is input for each Agency (Table 3.0 to 3.11).

The Total Fuel Unit Price input in the Schedule of Prices for Each Agency, should be the same as the Fuel Unit Price plus Delivery Rates entered as Provisional Items 1.0 and 2.0. Wherever the amount bid for a unit price item does not agree with the extension of the estimated quantity and the bid unit price, or if the extension has not been made, the individual unit price shall govern and the extension and the total bid price shall be corrected accordingly.

Line Item	Tank Location	Product	Annual Usage	Capacity (Litres/Gal)	Delivery Schedule	Total Fuel Unit Price (\$/L)	Total
1	Bishop Operations Centre, 1310 Bishop Street	E10 Regular Gasoline	262506	42000 L (U)	On Request	\$0.9398	\$246,703.14
2	Fire Department HQ, 1625 Bishop Street	E10 Regular Gasoline	20390	15000 L (U)	On Request	\$0.9398	\$19,162.52
3	Parklawn Cemetery, 750 Fountain Street	E10 Regular Gasoline	1830	950 L (A)	On Request	\$0.9398	\$1,719.83
4	Bishop Operations Centre 1310 Bishop Street	Premium Clear Diesel #2	357857	42000 L (U)	On Request	\$0.8544	\$305,753.02
5	Fire Department HQ, 1625 Bishop Street	Premium Clear Diesel #2	75098	25000 L (U)	On Request	\$0.8544	\$64,163.73
6	Public Works, 1310 Bishop Street	Premium Clear Diesel #2	106353	22000 L (U)	On Request	\$0.8544	\$90,868.00
7	Forestry Workshop, 1414 Hamilton Street	Dyed Diesel #2	11136	2300 L (A)	On Request	\$0.6964	\$7,755.11
8	Civic Center, 50 Dickson Street	Dyed Diesel #2	5000	15000 L (A)	On Request	\$0.6964	\$3,482.00
9	Mountainview Cemetery, 80 Blenheim Road	Dyed Diesel #2	11651	2300 L (A)	On Request	\$0.6964	\$8,113.76
10	New Hope Cemetery, 235 Cooper Street North	Dyed Diesel #2	9051	1150 L (A)	On Request	\$0.6964	\$6,303.12
11	Parklawn Cemetery, 750 Fountain Street	Dyed Diesel #2	2987	1150 L (A)	On Request	\$0.6964	\$2,080.15
12	CSD Building, 247 Elgin Street N	Dyed Diesel #2	20242	2200 L (A)	On Request	\$0.6964	\$14,096.53
Subtotal Contract Amount:							\$770,200.91

3.2 Schedule of Prices - City of Guelph

Line Item	Tank Location	Product	Annual Usage	Capacity (Litres/Gal)	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	Guelph Public Works, 45 Municipal Street	E10 Regular Gasoline	582400	22,000 Gal (U)	Weekly	\$0.9386	\$546,640.64
2	Guelph Water Works, 29 Waterworks Place	E10 Regular Gasoline	99361	9,000 Gal (A)	Per Call	\$0.9386	\$93,260.23
3	Riverside Park, 69 Marilyn Drive	E10 Regular Gasoline	38168	4,500 Gal (A)	Per Call	\$0.9386	\$35,824.48
4	Wet-Dry Facility, 110 Dunlop Drive	E10 Regular Gasoline	22841	1,000 Gal (A)	Per Call	\$0.9386	\$21,438.56
5	Fire Station, 380 Elizabeth Street	Clear Diesel #2	31812	4,500 Gal (A)	Per Call	\$0.8382	\$26,664.82
6	Fire Station, 160 Clair Road	Clear Diesel #2	57879	4,500 Gal (A)	Per Call	\$0.8382	\$48,514.18
7	110 Dunlop Drive	B5 Dyed Biodiesel #2	120600	4,500 Gal (A)	Per Call	\$0.6952	\$83,841.12
8	Guelph Public Works, 45 Municipal Street	B5 Dyed Biodiesel #1	156000	22,000 Gal current (U) 25,000 L April 2018 (A)	Per Call	\$0.7322	\$114,223.20
9	Guelph Public Works, 45 Municipal Street	B5 Clear Biodiesel #1	672000	22,000 Gal current (U) 25,000 L April 2018 (A)	Weekly	\$0.8752	\$588,134.40
10	Transit Yard 170 Watson Road South	B5 Clear Biodiesel #1	1331150	45,000 L (A)	Bi-weekly (Nov – April)	\$0.8752	\$1,165,022.48
11	Transit Yard 170 Watson Road South	B20 Clear Biodiesel #1	1510300	45,000 L (A)	Bi-weekly (April to End of Oct)	\$0.9352	\$1,412,432.56
12	110 Dunlop Drive	B5 Clear Biodiesel #1	200000	25,000 L (A)	Per Call	\$0.8752	\$175,040.00
Subtotal Contract Amount:							\$4,311,036.67

3.3 Schedule of Prices - Energy Plus Inc

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	1500 Bishop Street, Cambridge	E10 Regular Gasoline	86383	5,000 gal (U)	On Request	\$0.9428	\$81,441.89
2	1500 Bishop Street, Cambridge	Premium Clear Diesel #2	135298	2 x 2,000 gal (U)	On Request	\$0.8574	\$116,004.51
Subtotal Contract Amount:							\$197,446.40

3.4 Schedule of Prices - Grand River Conservation Authority

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	400 Clyde Road, Cambridge	E10 Regular Gasoline	64807	18,853 L (U)	On Request	\$0.9431	\$61,119.48
2	400 Clyde Road, Cambridge	Premium Clear Diesel #2	20736	7,511 L (U)	On Request	\$0.8577	\$17,785.27
3	400 Clyde Road, Cambridge	Premium Dyed Diesel #2	11407	4,436 L (U)	On Request	\$0.7147	\$8,152.58
Subtotal Contract Amount:							\$87,057.33

3.5 Schedule of Prices - Guelph Hydro

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	Guelph Hydro, 395 Southgate Road	E10 Regular Gasoline	51174	3,000 Gal (U)	Quarterly	\$0.9406	\$48,134.26
2	Guelph Hydro, 395 Southgate Road	Premium Clear Diesel #2	85177	3,000 Gal (U)	Quarterly	\$0.8552	\$72,843.37
Subtotal Contract Amount:							\$120,977.63

3.6 Schedule of Prices - Regional Municipality of Waterloo

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	Operations Centre, 100 Maple Grove Road, Cambridge	E10 Regular Gasoline	580478	60,000 L (U)	Vendor Managed	\$0.9394	\$545,301.03
2	Cambridge Police, 176 Hespeler Road	E10 Regular Gasoline	242303	25,000 L (U)	Vendor Managed	\$0.9394	\$227,619.44
3	Elmira Yard, 35 Howard Street	E10 Regular Gasoline	193007	10,151 L (U)	Vendor Managed	\$0.9394	\$181,310.78
4	Heidelberg Yard, 16 Queen Street, Heidelberg	E10 Regular Gasoline	47944	9,091 L (U)	Vendor Managed	\$0.9394	\$45,038.59
5	Phillipsburg Yard, Nafzinger Rd. RR 5, Phillipsburg	E10 Regular Gasoline	80682	10,000 L (U)	Vendor Managed	\$0.9394	\$75,792.67
6	Waterloo Landfill, 1516 Glasgow, Waterloo	E10 Regular Gasoline	73172	10,000 L (A)	Vendor Managed	\$0.9394	\$68,737.78
7	Grand River Transit, 250 Strasburg Road, Kitchener	E10 Regular Gasoline	205867	25,000 L (U)	Vendor Managed	\$0.9394	\$193,391.46
8	ROW International Airport, 75 New Germany Lane. Breslau	E10 Regular Gasoline	20290	10,000 L (A)	Vendor Managed	\$0.9394	\$19,060.43
9	Cambridge Landfill, Savage Road, Cambridge*	E10 Regular Gasoline	11622	2,317 L (A)	Vendor Managed	\$0.9394	\$10,917.71
10	Waterloo Police, 45 Columbia st E, Waterloo	E10 Regular Gasoline	264116	40,854 L (U)	Vendor Managed	\$0.9394	\$248,110.57

11	Operations Centre, 100 Maple Grove Road, Cambridge	Premium Clear Diesel #2	478981	40,000 L (U)	Vendor Managed	\$0.8540	\$409,049.77
12	Cambridge Police, 176 Hespeler Road	Premium Clear Diesel #2	3432	5,000 L (U)	Vendor Managed	\$0.8540	\$2,930.93
13	Elmira Yard, 35 Howard Street	Premium Clear Diesel #2	65209	10,151 L (U)	Vendor Managed	\$0.8540	\$55,688.49
14	Heidelberg Yard, 16 Queen Street, Heidelberg	Premium Clear Diesel #2	87193	22,730 L (U)	Vendor Managed	\$0.8540	\$74,462.82
15	Phillipsburg Yard, Nafzinger Rd. RR 5, Phillipsburg	Premium Clear Diesel #2	70309	25,000 L (U)	Vendor Managed	\$0.8540	\$60,043.89
16	Waterloo Landfill, 1516 Glasgow, Waterloo	Premium Clear Diesel #2	39084	10,000 L (A)	Vendor Managed	\$0.8540	\$33,377.74
17	Cambridge Landfill, Savage Road, Cambridge	Premium Clear Diesel #2	2735	2,317 L (A)	Vendor Managed	\$0.8540	\$2,335.69
18	Waterloo Police, 45 Columbia st E, Waterloo	Premium Clear Diesel #2	4027	20,244 L (U)	Vendor Managed	\$0.8540	\$3,439.06
19	Waterloo Landfill, 1516 Glasgow, Waterloo	Premium Dyed Diesel #2	356320	15,000 L (A)	Vendor Managed	\$0.7110	\$253,343.52
20	Cambridge Landfill, Savage Road, Cambridge	Premium Dyed Diesel #2	96704	15,000 L (A)	Vendor Managed	\$0.7110	\$68,756.54
21	ROW International Airport, 75 New Germany Lane. Breslau	Premium Dyed Diesel #2	51262	14,999 L (A)	Vendor Managed	\$0.7110	\$36,447.28
22	Grand River Transit – 250 Strasburg Rd., Kitchener	Premium Clear Diesel #2	6953038	200,000 L (U)	Vendor Managed	\$0.8540	\$5,937,894.45
23	Grand River Transit – 460 Conestoga Blvd., Cambridge	Premium Clear Diesel #2	2540954	65,247 L (U)	Vendor Managed	\$0.8540	\$2,169,974.72
Subtotal Contract Amount:							\$10,723,025.36

3.7 Schedule of Prices - Waterloo North Hydro Inc

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	526 Country Squire Rd., Waterloo	E10 Regular Gasoline	39617	20,244 L (U)	On Request	\$0.9385	\$37,180.55
2	526 Country Squire Rd., Waterloo	Premium Clear Diesel #2	121278	40,854 L (U)	On Request	\$0.8531	\$103,462.26
3	526 Country Squire Rd., Waterloo	Dyed Diesel #2	1000	1,300 Gal (A)	On Request	\$0.6951	\$695.10
Subtotal Contract Amount:							\$141,337.91

3.8 Schedule of Prices - Township of Wellesley

*** The new system, Centeron, has monitors in the tanks which keeps track of the levels. When the fuel reaches a certain level, it notifies the supplier in an automated email to advise delivery is required.

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	***Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	Township Office, 4639 Lobsinger Line Crosshill RR#1. St Clements	E10 Regular Gasoline	36122	5,000 L (A)	Auto e-mail Centeron	\$0.9477	\$34,232.82
2	Township Office, 4639 Lobsinger Line Crosshill RR#1. St Clements	Clear Diesel #2	51999	15,000 L (A)	Auto e-mail Centeron	\$0.8473	\$44,058.75
3	Township Office, 4639 Lobsinger Line Crosshill RR#1. St Clements	Dyed Diesel #2	67075	10,000 L (A)	Auto e-mail Centeron	\$0.7043	\$47,240.92
Subtotal Contract Amount:							\$125,532.49

3.9 Schedule of Prices - Township of Wellington North

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	Mt. Forest Yard, 381 Main Street N. Mt. Forest	Clear Diesel #2	19000	500 gal (A)	Fridays	\$0.9054	\$17,202.60
2	Village of Arthur Yard, 488 Eliza Street, Arthur	Clear Diesel #2	19000	500 gal (A)	Fridays	\$0.9054	\$17,202.60
3	West Luther Yard, 8987 Wellington County Road 16, Damascus	Clear Diesel #2	46000	1,000 gal (A)	Fridays	\$0.9054	\$41,648.40
4	Kenilworth Works Yard, 7490 Sideroad 7 W, Kenilworth	Clear Diesel #2	46000	1,000 gal (A)	Fridays	\$0.9054	\$41,648.40
5	West Luther Yard, 8987 Wellington County Road 16, Damascus	Dyed Diesel #2	29000	1,000 gal (A)	Fridays	\$0.7624	\$22,109.60
6	Kenilworth Works Yard, 7490 Sideroad 7 W, Kenilworth	Dyed Diesel #2	29000	1,000 gal (A)	Fridays	\$0.7624	\$22,109.60
Subtotal Contract Amount:							\$161,921.20

3.10 Schedule of Prices - Township of Wilmot

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	Township Road 16, Sandhills Road	E10 Regular Gasoline	67027	10,000 L (A)	On Request	\$0.9474	\$63,501.38
2	Township Road 16, Sandhills Road	Clear Diesel #2	67034	10,000 L (A)	On Request	\$0.8470	\$56,777.80
3	Township Road 16, Sandhills Road	Dyed Diesel #2	22278	2,000 L (A)	On Request	\$0.7040	\$15,683.71
Subtotal Contract Amount:							\$135,962.89

3.11 Schedule of Prices - University of Waterloo

Line Item	Tank Location	Product	Annual Usage	Capacity Litres/Gal	Delivery Schedule	Fuel Unit Price Including Delivery (\$/L)	Total
1	General Services Complex, 200 University Ave W.	E10 Regular Gasoline	175165	2 x 4,500 L (U)	Every Two Weeks	\$0.9428	\$165,145.56
2	General Services Complex, 200 University Ave W	Premium Dyed Diesel #2	35954	4,500 L (U)	Once Per Month	\$0.7144	\$25,685.54
3	General Services Complex, 200 University Ave W	Premium Clear Diesel #2	10426	1,355 L (A)	Every 6 Weeks	\$0.8574	\$8,939.25
Subtotal Contract Amount:							\$199,770.35

Summary Table

Bid Form	Amount
3.1 Schedule of Prices - City of Cambridge	\$770,200.91
3.2 Schedule of Prices - City of Guelph	\$4,311,036.67
3.3 Schedule of Prices - Energy Plus Inc	\$197,446.40
3.4 Schedule of Prices - Grand River Conservation Authority	\$87,057.33
3.5 Schedule of Prices - Guelph Hydro	\$120,977.63
3.6 Schedule of Prices - Regional Municipality of Waterloo	\$10,723,025.36
3.7 Schedule of Prices - Waterloo North Hydro Inc	\$141,337.91
3.8 Schedule of Prices - Township of Wellesley	\$125,532.49
3.9 Schedule of Prices - Township of Wellington North	\$161,921.20
3.10 Schedule of Prices - Township of Wilmot	\$135,962.89
3.11 Schedule of Prices - University of Waterloo	\$199,770.35
Subtotal Contract Amount:	\$16,974,269.14

References

- [References Document - References - Reg. of Waterloo T2017-180.pdf](#) - Tuesday October 17, 2017 08:59:49

SubContractors

List of Subcontractors

The following list of subcontractors whom the bidder proposes to retain for this Contract, and whose bids have been used in completing the bid, must be completed in full by the bidder. A bidder may also designate "Own Forces" where the bidder intends to carry out the works using its own equipment and employees. Only one subcontractor or "Own Forces" shall be named for each item of work as listed below. No deviation from this list will be permitted during the performance of the Contract except in accordance with the Contract terms and conditions.

Failure to name a subcontractor (and/or "Own Forces") for all listed items of work, as applicable, will disqualify your bid.

Line Item	Trade	Subcontractor Name *	Subcontractor Address *	Contact Information (Full Name, Phone, Email Address) *
1	Product Delivery - Prime Carrier	Boucher and Jones	155 Water St. Waterloo, Ont.	Michael Delaye Office: 519 743 3669 Email: Michael@boucherandjones.com
2	Product Delivery - Back-up, in case the prime carrier fails to deliver	Frew Energy/ Frew Liquid Transfer	1597 4th Concession Rd. Rockton, Ontario	Peter Stapleford 905 981 6746 Email: peters@frewenergy.com

Documents

Ensure your Bid submission document(s) conforms to the following:

1. Documents should be in PDF format. Documents should NOT be provided in any other format.
2. Documents should NOT have a security password, as the Owner may not be able to open the file. It is the Bidder's sole responsibility to ensure that their uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by the Owner.
3. The Owner may reject any Bid where any document(s) cannot be opened and viewed by the Owner.

- [Attachment 1 - Emergency Plan and Procedures](#) - Emergency Supply Plan - Attachment 1.pdf - Thursday October 19, 2017 12:57:50
- [Attachment 2 - Base Price Calculations](#) - Base Price Calculations - Attachment 2 - T2017-180 - Reg. of Waterloo.pdf - Thursday October 19, 2017 15:00:57
- [Attachment 3 - Daily Posted Rack Price Sheets](#) - Daily Price Sheet - Attachment 3 - T2017-180 - Reg. of Waterloo.pdf - Thursday October 19, 2017 21:26:25
- [Attachment 4 - Fuel Specification Sheets](#) - Product Specifications - Reg. of Waterloo RFP T2017-180.pdf - Tuesday October 17, 2017 09:38:07

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Owner), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.
2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
4. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
5. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
6. I/We, certify that we are in full compliance with all accessibility standards under the Accessibility for Ontarians with Disabilities Act, 2005 and the Regulations thereunder, including the Integrated Accessibility Standards Regulation O. Reg. 191/11, Accessibility Standards for Customer Service, made under the Accessibility for Ontarian's with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.
7. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

I/We, the undersigned, have carefully examined the site of the proposed works, and having read, understood and accepted the provisions, plans, specifications, addenda and conditions attached hereto, each and all of which forms part of this bid, hereby offer to furnish all machinery, tools, labour, apparatus, plant and other means of construction; all materials except as otherwise stated in the Contract; and to complete the work in strict accordance with the provisions, plans, specifications and conditions hereto attached for the unit prices and lump sum prices shown in the attached Schedule of Items and prices, inclusive of cash allowances and contingencies, which form part of this bid (excluding HST).



- Partick Ritchie, GM Wholesale Sales & Site Operations

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum #4 Thu October 12 2017 04:18 PM	<input checked="" type="checkbox"/>	6
Addendum #3 Wed October 4 2017 12:51 PM	<input checked="" type="checkbox"/>	2
Addendum #2 Tue October 3 2017 03:31 PM	<input checked="" type="checkbox"/>	17
Addendum #1 Fri September 29 2017 10:59 AM	<input checked="" type="checkbox"/>	1



A Suncor Energy business

**PRODUCT SALES SPECIFICATIONS
ONTARIO SUPPLY
GASOLINE WITH 10% ETHANOL**

Date: 2017-03-23

SUPPLY: All grades: Metro Depot and London Terminals
Regular: Oakville, Ottawa, Keele, and Kingston Terminals
Regular and Ultra: Hamilton Terminal

PRODUCT CHARACTERISTIC	SPECIFICATION		TEST
	MIN	MAX	METHOD
Appearance	Clear and Bright		Visual
Benzene, vol %		1.5	CAN/CGSB-3.0 No. 14.3
CORROSION: • Copper (3 h @ 50°C) • Steel in water • Silver		1 B+ B	ASTM D 130 NACE TM0172 CGSB 3.0 no.60.32
Density @ 15°C, kg/m ³	Report		ASTM D 1298 / D 4052
¹ Distillation	Tables 1 and 2		ASTM D 86 / D7345
¹ Driveability Index (DI)	Tables 1 and 2		
Existent Gum, washed mg/100 mL		5	ASTM D 381
² Lead, mg/L		5	ASTM D 3237/D5059
² Manganese, mg/ L		18	D 3831
Methanol, vol %		0.3	CAN/CGSB-3.0 no 14.3
OXYGENATES: • Ethanol, vol %	1.0	10	CAN/CGSB-3.0 no 14.3
Phosphorus, mg/L		1.3	ASTM D 3231
Sulphur, mg /kg		80	ASTM D 4294/D 2622/ D 5453/ D7220
Oxidation Stability, minutes	240		ASTM D 525
¹ Vapour Pressure	Tables 1 and 2		ASTM D 5191/D5482/D6378

³ GASOLINE GRADES				
OCTANE	REGULAR	PREMIUM	³ Super/Ultra94	
MON, Min	82.0			ASTM D2700/D2885
(RON+MON) / 2	87.0	91.0	94.0	ASTM D2699/D2700/D 2885

- Dates for seasonal volatility requirements apply at primary terminal loading racks.
- MMT, lead and MTBE – not currently added at gasoline manufacturing facilities, may be present in trace amounts due to distribution or product trade agreements.
- Super/Ultra94 gasoline is only available at Petro-Canada retail sites.

CGBS REFERENCE : CAN/CGSB-3.511

Meets CAN/CGSB-3.511 and other applicable federal and provincial requirements.

Product Codes: Regular 100481, Premium 100505, Ultra 100503

Supersedes: 2016-10-17
PAGE: 1 of 3



A Suncor Energy business

**PRODUCT SALES SPECIFICATIONS
ONTARIO SUPPLY
GASOLINE WITH 10% ETHANOL**

Date: 2017-03-23

**TABLE 1: TERMINAL VOLATILITY REQUIREMENTS FOR SOUTHERN ONTARIO (ZONE D)
Metro Depot, Oakville, London, Hamilton, Keele, Ottawa, Kingston**

Month	Date	Vapour Pressure (kPa)		T10% Evap (°C)		T50 Evap (°C)		T90 Evap (°C)	FBP (°C)	DI (°C)
		Min	Max	Min	Max	Min	Max	Max	Max	Max
January	1-15	65	110	—	50	60	110	185	225	550
	16-31	65	110	—	50	60	110	185	225	550
February	1-15	65	110	—	50	60	110	185	225	550
	16-28/29	50	110	—	55	60	110	185	225	560
March	1-15	50	110	—	55	60	110	185	225	560
	16-31	45	110	—	60	60	120	190	225	575
April	1-15	45	97	—	60	60	120	190	225	575
	16-30	35	97	—	70	60	120	190	225	590
May	1-15	35	86	—	70	62	120	190	225	590
	16-31	35	72	35	70	66	120	190	225	590
June	1-15	35	62	35	70	66	120	190	225	590
	16-30	35	62	35	70	66	120	190	225	590
July	1-15	35	62	35	70	66	120	190	225	590
	16-31	35	62	35	70	66	120	190	225	590
August	1-15	35	62	35	70	66	120	190	225	590
	16-31	35	62	35	70	66	120	190	225	590
September	1-15	35	62 ³	35	70	66	120	190	225	590
	16-30	35	97	—	70	60	120	190	225	590
October	1-15	45	97	—	70	60	120	190	225	575
	16-31	45	110	—	60	60	120	190	225	575
November	1-15	45	110	—	60	60	120	190	225	575
	16-30	45	110	—	60	60	120	190	225	575
December	1-15	50	110	—	55	60	110	185	225	560
	16-31	50	110	—	55	60	110	185	225	560

CGBS REFERENCE : CAN/CGSB-3.511

Meets CAN/CGSB-3.511 and other applicable federal and provincial requirements.

Product Codes: Regular 100481, Premium 100505, Ultra 100503

Supersedes: 2016-10-17

PAGE: 2 of 3



A Suncor Energy business

**PRODUCT SALES SPECIFICATIONS
ONTARIO SUPPLY
GASOLINE WITH 10% ETHANOL**

Date: 2017-03-23

CGSB 3.511 ZONE MAP



CGBS REFERENCE : CAN/CGSB-3.511

Meets CAN/CGSB-3.511 and other applicable federal and provincial requirements.

Product Codes: Regular 100481, Premium 100505, Ultra 100503

**Supersedes: 2016-10-17
PAGE: 3 of 3**



PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
DIESEL Type A (#1) ULTRA LOW SULPHUR
Clear & Dyed

Date: 2016-06-22

SUPPLY :

London Terminal

Toronto Terminals

Ottawa Terminal

PRODUCT CHARACTERISTIC	SPECIFICATION		TEST METHOD
	MIN	MAX	
Appearance	Pass		ASTM D 4176, Method 1
Ash, % mass		0.010	ASTM D 482
Carbon Residue on 10% bottoms, % mass		0.1	ASTM D 4530 / D 524
Cetane Number	40.0		ASTM D 613 / D 6890 / D 7170
Cloud Point, °C		-36	ASTM D 2500 / D 5773
Copper Corrosion (3h @ 50°C)		No. 1	ASTM D 130
¹ Density @ 15°C, kg/m ³	Report		ASTM D 1298/D 4052
Distillation, °C			
• 10% Recovered		215	ASTM D 86
• 90% Recovered		290.0	
Electrical Conductivity, at point, time and temperature of delivery to customer, pS/m	25		ASTM D 2624
Flash Point, °C	40.0		ASTM D 93
Lubricity	Satisfactory		CAN/CGSB-3.517
Sulphur, mg/kg		15	ASTM D 5453
Total Acid Number, mg KOH/g		0.10	ASTM D 974 / D 664
Viscosity, cSt @ 40°C	1.30	2.50	ASTM D 445 / D 7042
Water and Sediment, % vol		0.02	ASTM D 1796 / D 2709

1. A maximum density of 850 kg/m³ is required if diesel #1 is to be rebranded to heating oil #1 (stove oil).

REBRAND: Heating Oil #1 (Stove Oil)

CGBS REFERENCE: CAN/CGSB-3.517, Type A
Also meets CAN/CGSB-3.2 Type 1 and applicable Federal and Provincial Regulations

Clear #1 Diesel Product Code: 100642 (Terminal code: 300258 / 121 / 404983)
Dyed #1 Diesel Product Code: 100643 (Terminal code: 300259 / 125 / 404759)

SUPERSEDES: 2013-06-13



PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
SEASONAL DIESEL ULTRA LOW SULPHUR
Clear & Dyed

Date: 2016-09-13

SUPPLY :	Oakville Terminal	Toronto Terminals	Ottawa Terminal
	Kingston Terminal	Thunder Bay Terminal	Sault Ste. Marie
			London Terminal

PRODUCT CHARACTERISTIC	SPECIFICATION		TEST METHOD
	MIN	MAX	
Appearance	Pass		ASTM D 4176, Method 1
Ash, % mass		0.010	ASTM D 482
Carbon Residue on 10% bottoms, %mass		0.2	ASTM D 4530/ ASTM D 524
Cetane Number	40.0		ASTM D 613/ D 6890 / D 7170
Cloud Point, °C	Table 1		ASTM D 2500 / D 5773
Copper Corrosion (3h @ 50°C)		No. 1	ASTM D 130
¹ Density @ 15°C, kg/m ³		881	ASTM D 1298/D 4052
Distillation, °C • 90% Recovered		360	ASTM D 86
Electrical Conductivity, at point, time and temperature of delivery to customer, pS/m	25		ASTM D 2624
Flash Point, °C	40.0		ASTM D 93
² Lubricity	Satisfactory		CAN/CGSB-3.517
Pour Point, °C	Report		ASTM D 97
Sulphur, mg/kg		15	ASTM D 5453
Total Acid Number, mg KOH/g		0.10	ASTM D 974 / D 664
Water and Sediment, % vol		0.02	ASTM D 1796 / D 2709
³ Viscosity, cSt @ 40 °C	1.70	3.60	ASTM D 445 / D 7042

1. A maximum density of 881 kg/m³ is required in domestic furnaces to prevent excessive sooting.
2. A lubricity additive shall be incorporated in the base fuel regardless of cloud point.
3. If the fuel is designed for an operability temperature colder than -10°C, then the minimum viscosity shall be 1.50 cSt. If the fuel is designed for an operability temperature colder than -20°C, then the minimum viscosity shall be 1.30 cSt.

CGBS REFERENCE: CAN/CGSB-3.517, Type B

Also Meets the requirements of CAN/CGSB-3.2 Type 2, and applicable Federal and Provincial Regulations

Clear Diesel Product Code: 100652 (Terminal code: 300255 / 122 / 404981)

Dyed Diesel Product Code: 100663 (Terminal code: 300256 / 126 / 404764)

SUPERSEDES: 2016-04-14
Page 1 of 3



**PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
SEASONAL DIESEL ULTRA LOW SULPHUR
Clear & Dyed**

Date: 2016-09-13

TABLE 1: LOW TEMPERATURE OPERABILITY SCHEDULES
Limits apply at the terminal.

		CLOUD POINT °C			
		LONDON OAKVILLE TORONTO KINGSTON	OTTAWA	S.S.MARIE	THUNDER BAY
MONTH	PERIOD	Zone ON 1	Zone ON 2	Zone ON 5	Zone ON 7
January	1 – 15	-23	-25	-29	-34
January	16 – 30	-22	-25	-29	-34
February	1 – 15	-20	-22	-26	-34
February	16 – 28/29	-18	-21	-23	-29
March	1 – 15	-18	-19	-22	-28
March	16 – 31	-12	-12	-16	-21
April	1 – 15	-7	-6	-10	-14
April	16 – 30	-3	-1	-5	-8
May	1 – 15	-1	-1	-1	-4
May	16 – 31	-1	-1	-1	-2
June	1 – 15	-1	-1	-1	-1
June	16 – 30	-1	-1	-1	-1
July	1 – 15	-1	-1	-1	-1
July	16 - 31	-1	-1	-1	-1
August	1 - 15	-1	-1	-1	-1
August	16 - 31	-1	-1	-1	-2
September	1 - 15	-1	-1	-1	-4
September	16 – 30	-2	-2	-4	-8
October	1 - 15	-6	-6	-10	-16
October	16 - 31	-9	-10	-14	-22
November	1 - 15	-16	-19	-22	-29
November	16 – 30	-18	-22	-26	-32
December	1 - 15	-23	-25	-29	-34
December	16 - 31	-23	-25	-29	-34

REBRAND: Furnace Fuel Oil, Type 2

CGBS REFERENCE: CAN/CGSB-3.517, Type B

Also Meets the requirements of CAN/CGSB-3.2 Type 2, and applicable Federal and Provincial Regulations

Clear Diesel Product Code: 100652 (Terminal code: 300255 / 122 / 404981)

Dyed Diesel Product Code: 100663 (Terminal code: 300256 / 126 / 404764)

SUPERSEDES: 2016-04-14
Page 2 of 3



A Suncor Energy business

**PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
SEASONAL DIESEL ULTRA LOW SULPHUR
Clear & Dyed**

Date: 2016-09-13

Ontario Cloud Map



CGBS REFERENCE: CAN/CGSB-3.517, Type B

Also Meets the requirements of CAN/CGSB-3.2 Type 2, and applicable Federal and Provincial Regulations

Clear Diesel Product Code: 100652 (Terminal code: 300255 / 122 / 404981)

Dyed Diesel Product Code: 100663 (Terminal code: 300256 / 126 / 404764)

SUPERSEDES: 2016-04-14
Page 3 of 3



PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
GOLD DIESEL – PREMIUM SEASONAL (NO.2) DIESEL FUEL
ULTRA LOW SULPHUR
Clear & Dyed

Date: 2016-09-13

SUPPLY : Metro-Depot Terminal

PRODUCT CHARACTERISTIC	SPECIFICATION		TEST METHOD
	MIN	MAX	
Appearance	Pass		ASTM D 4176, Method 1
Ash, % mass		0.010	ASTM D 482
Carbon Residue on 10% bottoms, % mass		0.2	ASTM D 4530/ ASTM D 524
Cetane Number	45.0		ASTM D 613/ D6890 / D7170
Cloud Point, °C	Table 1		ASTM D 2500 / D 5773
Copper Corrosion (3h @ 50°C)		No. 1	ASTM D 130
¹ Density @ 15°C, kg/m ³		881	ASTM D 1298/D 4052
Distillation, °C • 90% Recovered		360	ASTM D 86
Electrical Conductivity, at point, time and temperature of delivery to customer pS/m	25		ASTM D 2624
Flash Point, °C	40.0		ASTM D 93
² Lubricity	Satisfactory		CAN/CGSB-3.517
Pour Point, °C	Report		ASTM D 97
Sulphur, mg/kg		15	ASTM D 5453
Total Acid Number, mg KOH/g		0.10	ASTM D 974 / D 664
Water and Sediment, % vol		0.02	ASTM D 1796 / D 2709
³ Viscosity, cSt @ 40°C	1.70	3.60	ASTM D 445 / D 7042

1. A maximum density of 881 kg/m³ is required in domestic furnaces to prevent excessive sooting.
2. A lubricity additive shall be incorporated in the base fuel regardless of cloud point.
3. If the fuel is designed for an operability temperature colder than -10°C, then the minimum viscosity shall be 1.50 cSt. If the fuel is designed for an operability temperature colder than -20°C, then the minimum viscosity shall be 1.30 cSt.

CGBS REFERENCE: CAN/CGSB-3.517 Type B
 Also meets applicable Federal and Provincial Regulations.

Clear Premium Seasonal Diesel Product Code: 100658 (Terminal code: 300575)

Dyed Premium Seasonal Diesel Product Code: 100668 (Terminal code: 300576)

SUPERSEDES : 2014-01-07



**PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
GOLD DIESEL – PREMIUM SEASONAL (NO.2) DIESEL FUEL
ULTRA LOW SULPHUR
Clear & Dyed**

Date: 2016-09-13

TABLE 1: LOW TEMPERATURE OPERABILITY SCHEDULES
Limits apply at the terminal.

		CLOUD POINT °C
		METRO DEPOT
MONTH	PERIOD	Zone ON 1
January	1 – 15	-23
January	16 – 30	-22
February	1 – 15	-20
February	16 – 28/29	-18
March	1 – 15	-18
March	16 – 31	-12
April	1 – 15	-7
April	16 – 30	-3
May	1 – 15	-1
May	16 – 31	-1
June	1 – 15	-1
June	16 – 30	-1
July	1 – 15	-1
July	16 - 31	-1
August	1 - 15	-1
August	16 - 31	-1
September	1 - 15	-1
September	16 – 30	-2
October	1 - 15	-6
October	16 - 31	-9
November	1 - 15	-16
November	16 – 30	-18
December	1 - 15	-23
December	16 - 31	-23

CGBS REFERENCE: CAN/CGSB-3.517 Type B
Also meets applicable Federal and Provincial Regulations.

Clear Premium Seasonal Diesel Product Code: 100658 (Terminal code: 300575)
Dyed Premium Seasonal Diesel Product Code: 100668 (Terminal code: 300576)

SUPERSEDES : 2014-01-07
Page 2 of 2



**PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
SEASONAL BIODIESEL BLENDS (B2, B5, B10)
ULTRA LOW SULPHUR**

Date: 2016-08-17

SUPPLY Toronto Metro Depot Terminal

PRODUCT CHARACTERISTIC	SPECIFICATION		TEST METHOD
	MIN	MAX	
Appearance	Pass		ASTM D4176, Method 1
Ash, % mass		0.010	ASTM D482
Carbon Residue on 10% bottoms, % mass		0.2	ASTM D4530 / D524
Cetane Number	40.0		ASTM D613 / D6890 / D7170
Cloud Point, °C		Table 1	ASTM D2500 / D5773
Copper Corrosion (3h @ 50°C)		No. 1	ASTM D130
Distillation, °C • 90% Recovered		360.0	ASTM D86
Electrical Conductivity, at point, time and temperature of delivery to customer, pS/m	25		ASTM D2624
FAME (Biodiesel – Fatty Acid Methyl Esters), %vol B2 B5 B10	1.0	2 5 10	Metered volume
Flash Point, °C	40.0		ASTM D93
Lubricity ¹ HFRR Test, µm @ 60°C	Satisfactory		ASTM D6079
Sulphur, mg/kg		15	ASTM D5453 / D7039
Total Acid Number, mg KOH/g B2, B5 B10		0.10 0.14	ASTM D974
Viscosity ² , cSt @ 40°C	1.70	4.10	ASTM D445 / D7042
Water and Sediment, % vol		0.02	ASTM D1796

1. A lubricity additive may be used, if required, to meet lubricity requirements.
2. If the fuel is designed for an operability temperature colder than -10°C, then the minimum viscosity shall be 1.50 cSt. If the fuel is designed for an operability temperature colder than -20°C, then the minimum viscosity shall be 1.30 cSt.
3. These products are intended for use by customers that are generally knowledgeable in the quality management of their own fuel. Users of products meeting this specification are advised to consult with their equipment manufacturers regarding the suitability of the fuel prior to its use.

CGBS REFERENCE:	CAN/CGSB-3.520, Type B-ULS (Biodiesel Blends B1 – B5) and CAN/CGSB-3.522, Type B-ULS (Biodiesel Blends B6-B20)	
Also meets applicable Federal and Provincial Regulations		
	Product Code	Terminal Code
ON-1 B2 Clear / Dyed	100731 / 100732	300537 / 300547
ON-1 B5 Clear / Dyed	100733 / 100734	300557 / 300567
ON-1 B10 Clear / Dyed	100994 / 100992	301023 / 301007
ON-3 B2 Clear / Dyed	100735 / 100736	300585 / 300596
ON-3 B5 Clear / Dyed	100737 / 100738	300607 / 300618

SUPERSEDES: 2013-07-05



**PRODUCT SALES SPECIFICATION
ONTARIO SUPPLY
SEASONAL BIODIESEL BLENDS (B2, B5, B10)
ULTRA LOW SULPHUR**

Date: 2016-08-17

TABLE 1: LOW TEMPERATURE OPERABILITY SCHEDULE
Limits apply at the terminal

PERIOD	ON-1 (SOUTHERN ONTARIO)				ON-3		
	CLOUD POINT (°C)	B2	B5	B10	CLOUD POINT (°C)	B2	B5
Jan 1 - 15	-23	A	A	NA	-25	A	A
Jan 16 - 31	-22	A	A	NA	-24	A	A
Feb 1 - 15	-20	A	A	NA	-22	A	A
Feb 16 - 28 (29)	-18	A	A	NA	-21	A	A
Mar 1 - 15	-18	A	A	A	-18	A	A
Mar 16 - 31	-12	A	A	A	-13	A	A
Apr 1 - 15	-7	A	A	A	-7	A	A
Apr 16 - 30	-3	A	A	A	-3	A	A
May 1 - 15	-1	A	A	A	-1	A	A
May 16 - 31	-1	A	A	A	-1	A	A
Jun 1 - 15	-1	A	A	A	-1	A	A
Jun 15 - 31	-1	A	A	A	-1	A	A
Jul 1 - 15	-1	A	A	A	-1	A	A
Jul 16 - 31	-1	A	A	A	-1	A	A
Aug 1 - 15	-1	A	A	A	-1	A	A
Aug 16 - 31	-1	A	A	A	-1	A	A
Sept 1 - 15	-1	A	A	A	-1	A	A
Sept 16 - 30	-2	A	A	A	-2	A	A
Oct 1 - 15	-6	A	A	A	-7	A	A
Oct 16 - 31	-9	A	A	A	-10	A	A
Nov 1 - 15	-16	A	A	A	-17	A	A
Nov 16 - 30	-18	A	A	NA	-19	A	A
Dec 1 - 15	-23	A	A	NA	-25	A	A
Dec 16 - 31	-23	A	A	NA	-25	A	A

A = AVAILABLE
NA = NOT AVAILABLE

CGBS REFERENCE:	CAN/CGSB-3.520, Type B-ULS (Biodiesel Blends B1 – B5) and CAN/CGSB-3.522, Type B-ULS (Biodiesel Blends B6-B20)	
Also meets applicable Federal and Provincial Regulations		
	Product Code	Terminal Code
	ON-1 B2 Clear / Dyed	100731 / 100732
	ON-1 B5 Clear / Dyed	100733 / 100734
	ON-1 B10 Clear / Dyed	100994 / 100992
	ON-3 B2 Clear / Dyed	100735 / 100736
	ON-3 B5 Clear / Dyed	100737 / 100738
SUPERSEDES: 2013-07-05		

Reg. of Waterloo

**RFT T2017 – 180
Daily Price Sheet**

Attachment 3

Weekly Base Price calculations will be those of Suncor Weekly Toronto Rack Prices. Weekly Base Prices are the calculated using the Averages of Suncor Daily Toronto Rack Prices from the previous Saturday to Friday and becomes effective the next Saturday until the following Friday.

Suncor Toronto Rack Prices (Daily and Weekly) can be accessed by utilizing the link below:

==> <https://www.petro-canada.ca/en/rack-pricing/weekly-rack-pricing.aspx>

Suncor Daily Toronto Rack Price Sep 9 - 15 & effective Sept 16th

Date	E10 Regular Gasoline	Diesel #2	Diesel #1 ULS	Premium Diesel #2	#1 B20 Biodiesel
9-Sep	0.7280	0.6730	0.7100	0.6880	0.7700
10-Sep	0.7280	0.6730	0.7100	0.6880	0.7700
11-Sep	0.7280	0.6730	0.7100	0.6880	0.7700
12-Sep	0.6780	0.6660	0.7030	0.6810	0.7630
13-Sep	0.6820	0.6650	0.7020	0.6800	0.7620
14-Sep	0.6750	0.6760	0.7130	0.6910	0.7730
15-Sep	0.6650	0.6870	0.7240	0.7020	0.7840
Weekly Average	0.6977	0.6733	0.7103	0.6883	0.7703

Note: For #1 B20 Biodiesel and for Premium Diesel #2, the following premiums are added to Diesel #1 and Diesel # 2:

- \$0.0150 per litre is added to Diesel #2 for Premium Diesel
- \$0.0600 per litre is added to #1 Diesel for B20 Clear Biodiesel #1

Note:

- #1 B5 Biodiesel is the same price per litre as Diesel #1
- #2 B5 Biodiesel is the same price per litre as Diesel #2

Reg. of Waterloo
RFT T2017 – 180
Base Price Calculations

Attachment 2

Weekly Base Price calculations will be those of Suncor Weekly Toronto Rack Prices. Weekly Base Prices are the calculated using the Averages of Suncor Daily Toronto Rack Prices from the previous Saturday to Friday and becomes effective the next Saturday until the following Friday.

Suncor Toronto Rack Prices (Daily and Weekly) can be accessed by utilizing the link below:

==> <https://www.petro-canada.ca/en/rack-pricing/weekly-rack-pricing.aspx>

Note: For Biodiesel and for Premium Diesel, the following premiums are added to Diesel #1 and Diesel # 2:

- \$0.0150 per litre is added to Diesel #2 for Premium Diesel
- \$0.0600 per litre is added to #1 Diesel for B20 Clear Biodiesel #1



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Reg. of Waterloo
RFT T2017 – 180
Emergency Plan & Procedures

Attachment 1

Suncor Energy deems the Region of Waterloo and all participating agencies of Tender No. T2017-180 business as "Essential Services", as such, we ensure that your business is given our highest priority to fuel supply in the event of a fuel shortage. We have multiple terminals and refineries from which we have been servicing your accounts, giving us several contingency options. In the Region of Waterloo we have inventory positions at our Petro-Canada branded marketer's bulk plants and in the GTA we have fuel inventory positions at our Metro Toronto Finch Ave. terminal, the Metro Toronto Keele St. terminal and our Oakville terminal with the Finch Ave. and Oakville terminals equipped with backup generators in the event of power outages thus allowing bulk fuel trucks to access and deliver fuel.

We have two refineries in Eastern Canada (Montreal and Sarnia) from which we can source supply by pipeline and trucks to our Metro Toronto terminal. In addition, we have existing supply agreements from other local sources.

Suncor Energy has been Supplying and Delivering Diesel and Gasoline fuels to the Region of Waterloo and all of the participating agencies in this RFT for over 10 years without any interruption to supply. Although during this time, there were several industry wide fuel supply disruptions. This demonstrates Suncor's ability to be your reliable supplier as we deem your business as "Essential Services" and we ensure your business is given our highest priority to fuel supply.

Please note: In a government declared emergency, Suncor would first be required to comply with provincial or Federal mandates to prioritise supply of fuel to "essential services" and "critical infrastructures" as determined by provincial or federal laws or orders.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF December 18th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

**SUBJECT: REPORT EDO 2017-25 TAX INCREMENT EQUIVALENT FOR
REHABILITATION AND REDEVELOPMENT GRANT PROGRAM**

RECOMMENDATION

That the Economic Development Officer report EDO 2017-25 dated Dec. 18th, 2017 with regards to the Tax Increment Equivalent for Rehabilitation and Redevelopment Grant Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve TIERR grant funding, at an estimated cost of \$28,960 to Young's Home Hardware for the three year period covering March 11th 2016 to March 10th 2019.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve TIERR grant funding, at an estimated cost of \$18,334 to Ivan Armstrong Trucking to cover the period from August 15th, 2017 to April 11th, 2019.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

The TIERR Grant Program is one of many incentive programs contained in our Community Improvement Program. (CIP) While there have been many reports to council on our CIP Program this is the first report with recommendations related to the TIERR Grant Program.

BACKGROUND

Since 2012 our Community Improvement Program has provided a framework to encourage the rehabilitation of commercial, industrial and institutional buildings. Through this framework the Township has been able to encourage and provide incentives for individuals, businesses, community groups, organizations, etc. to enhance their building presentation to the public and to support the rehabilitation of existing buildings and the redevelopment of vacant or under-utilized sites in our community improvement project areas.

This ten year program has proven quite popular and to date forty-five applicants have submitted applications to the Community Improvement Program. The total dollar value of the overall improvements made in our Community is conservatively estimated at \$456,975.

Of this amount:

- \$ 95,639 (21%) has been covered by grants under the Community Improvement Program
- \$ 22,500 (5%) has been advanced in interest free loans repayable over 5 years
- \$338,836 (74%) has been covered by the applicants

OVERVIEW: TIERR Grant Program

The intent of the TIERR Grant Program is to stimulate and promote the rehabilitation of existing buildings and the redevelopment of vacant or under-developed sites in the municipality. The program provides a grant to owners who undertake improvements or redevelopment that result in an increased property assessment. The applicant must file an intent to participate in the program prior to commencing the redevelopment and in order to qualify for a grant the property cannot be in a position of tax arrears.

Under the program the Township offers a tax grant of 100% of the increase in municipal realty taxes for a period of three consecutive years after the redevelopment. The amount of the grant is equal to the difference between the municipal portion of the property tax prior to redevelopment and the municipal portion of the property tax after redevelopment. The tax increment does not include any increases/decreases in municipal taxes due to a general tax rate increase/decrease or a change in assessment for any other reason.

YOUNG'S HOME HARDWARE

In 2015 Young's Home Hardware reached out to the Economic Development Office with a notice of intent to apply for a TIERR grant as per the program guidelines. At the time the Community Improvement Project Area (CIPA) for Mount Forest extended the entire Main Street and as a result Young's Home Hardware was within the CIPA boundary and eligible for the program.

Work on the expansion commenced in 2015 and when completed included an additional 31,774 sq. ft. comprised of office space, retail space and warehouse space. The pre-assessment 2016 tax bill for the property shows the Municipal portion of the tax bill to be \$19,290.58. The recent reassessment shows an occupancy date of March 11, 2016 and therefore the applicant is eligible for TIERR grant funding from March 11, 2016 – March 10th, 2019.

The grant amount for this three year time period has been calculated/estimated at \$28,960.00 as follows:

- \$7,998.96 for the period Mar. 11th, 2016 to Dec. 31st 2016 as per 2016 Supplemental add-on
- \$9,698.88 for the period Jan. 1st, 2017 to Dec. 31st, 2017 as per 2017 Supplemental add-on
- \$9,653.14/TBD estimated for the period of Jan. 1st, 2018 to Dec 31st, 2018
- \$1,609.02/TBD estimated for the period of Jan. 1st, 2019 to Mar 10th, 2019

\$28,960.00

Upon council approval a TIERR grant in the amount of \$17,697.84 will be issued to cover the period from March 11th, 2016 to December 31st, 2017. The TIERR grant to cover 2018 and 2019, estimated at \$11,262.16 will be calculated and issued when the final 2018 and 2019 tax bills are issued.

IVAN ARMSTRONG TRUCKING LTD.

At the time Ivan Armstrong Trucking Ltd. started their expansion in 2015 the Community Improvement Boundaries, (CIPA) did not extend outside the Main Streets of Arthur, Kenilworth and Mount Forest and therefore Ivan Armstrong Trucking were not eligible to apply for a TIERR grant. On August 14th, 2017, after a complete review had been completed of the Townships Community Improvement Program, council approved a number of revisions, one which extended the CIPA boundaries to cover all Industrial, Institutional and Commercial Buildings within the Township of Wellington North.

We have had some recent discussions with John Raftis regarding the reassessment notice for Ivan Armstrong Trucking which shows an occupancy date of April 12th, 2016. While it would be reasonable to argue that Ivan Armstrong Trucking would not qualify for a TIERR grant from April 12th, 2016 to August 14th, 2017, (16 months) it is equally fair to suggest that consideration could be given to approving a TIERR grant to cover the period after the Township implemented the changes to our Community Improvement Program and revised the CIPA boundaries. This 20 month period would extend from August 15th, 2017 to April 11th, 2019.

With the reassessment, the Municipal portion of the 2017 tax bill for Ivan Armstrong Trucking went from \$14,188.37 to \$25,188.99 for an annual increase of \$11,000.62. Should council approve extending the TIERR grant to Ivan Armstrong Trucking the estimated total grant for the 20 months of eligibility, utilizing the 2017 tax bill is estimated at \$18,334.18.

- \$ 4,125.23 for 2017 (4.5 months of eligibility)
- \$11,000.62 for 2018 (12 months of eligibility)
- \$ 3,208.15 for 2019 (3.5 months of eligibility)

\$18,334.00

Upon council approval a TIERR grant in the amount of \$4,125.23 will be issued to cover the period from August 15th, 2017 to December 31st, 2017. The TIERR grant to cover 2018 and 2019, estimated at \$14,208.95, will be calculated and issued when the final 2018 and 2019 tax bills are issued.

FINANCIAL CONSIDERATIONS

Over the three year period a total of \$47,294.00 in TIERR grant funding will be required should council approve both these recommendations.

YEAR	AMOUNT	RECIPIENT
2017	\$17,697.84	Youngs Home Hardware
	\$ 4,125.23	Ivan Armstrong Trucking
2018	\$ 9,653.14	Youngs Home Hardware
	\$11,000.62	Ivan Armstrong Trucking
2019	\$ 1,609.02	Youngs Home Hardware
	\$ 3,208.15	Ivan Armstrong Trucking

For 2017, by utilizing some BR+E implementation funding, as well as unspent funds in the 2017 Grants & Donations budget, combined with other savings in the EDO budget, the required funding will be managed within the Economic Development 2017 operating budget.

Funding for the 2018 and 2019 TIERR grants along with all other Community Improvement incentive programs will take place as part of the annual operating budget process.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No N/A

Which pillars does this report support?

- Community Growth Plan Community Service Review
- Human Resource Plan Corporate Communication Plan
- Brand and Identity Positive Healthy Work Environment
- Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Dale Small

Michael Givens

DALE SMALL ECONOMIC DEVELOPMENT OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
--	--



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**TO: MAYOR AND COUNCIL
MEETING OF DECEMBER 18, 2017**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2017-053 BEING A REPORT ON APPOINTMENT OF
MEMBERS OF THE DAMASCUS HALL COMMITTEE**

RECOMMENDATION

THAT the Council of the Township of Wellington North receive CLK Report 2017-053 being a report on the appointment of Members of the Damascus Hall Committee;

AND FURTHER THAT Council appoint the following individuals to the Committee:

Dianne MacDonald
Betsy Benham
David Slater
James Andrews
Mark Parish
Rita Cudney
Steve Cudney

AND FURTHER THAT for insurance purposes, the committee appointments be reported to the municipal insurer as well as the following volunteers:

Wayne MacDonald
Jack Benham
Mary Slater
Joanne Parish
John Benham
Debbie Benham
Doug Shaw
Susan Shaw
Penny Presswood

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

N/A

BACKGROUND

The Damascus Hall has been in operation for a considerable time, however formal appointments to the Committee have never been made. This report seeks to rectify that oversight as well as provide liability coverage for the committee members and volunteers.

The *Municipal Act, 2001* defines a committee to be “any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards”. As such, the Damascus Hall committee would not meet the definition in the Act of a committee and not be bound by the provisions in the Act of having to adhere to a procedure by-law or the open and closed meeting provisions.

FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality.

STRATEGIC PLAN

Do the report’s recommendations advance the Strategy’s implementation?

X Yes No N/A

Which pillars does this report support?

- | | |
|--|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| X Strategic Partnerships | |

The committee members and volunteers are the backbone of a municipality, providing much needed services above and beyond what the municipality can provide.

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 25, 2017**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2017-035 BEING A REPORT ON COUNCIL
MEETING SCHEDULE FOR 2018**

RECOMMENDATION

THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2017-035 for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

In order to facilitate early planning as 2018 is an election year, please find attached the 2018 Council meeting dates.

Depending on Council attendance at the Ontario Good Road's Association conference and the Rural Ontario Municipalities Association conference, there may be an issue with quorum for the January 22 and February 26 meetings.

There is only one scheduled meeting in October, as the election is October 22, 2018.

If it is determined by the Clerk after nomination day (July 27, 2018) that it is mathematically impossible for less than 75% percent of the current members of Council to be re-elected then Council will be in a lame duck situation from July 27 to the swearing in of the new Council and be restricted from:

- The appointment or removal from office of any officer of the municipality;
- The hiring or dismissal of any employee of the municipality;
- The disposition of any real or personal property of the municipal which has a value exceeding \$50,000 at the time of disposal; and

- Making any expenditures or incurring any other liability which exceeds \$50,000.

There is also a possibility that a lame duck situation could happen only after the October 22, 2018 election and the restricted acts would remain in effect until the December 3 inaugural meeting.

A report and delegating by-law will be brought to Council prior to nomination day.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving this report.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

- Yes No N/A

- | | |
|---|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input checked="" type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | |

By setting out the 2018 Council meeting dates early, it gives staff and Council adequate time to plan their personal and corporate schedules during a busy election year.

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens

KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
--	--



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2018 COUNCIL MEETING SCHEDULE

(subject to change)

MEETING	DATE	COMMENCING
Council	Monday, January 8	2:00 p.m.
ROMA Conference – January 21 to 23		
Council	Monday, January 22	7:00 p.m.
Council	Monday, February 12	2:00 p.m.
Family Day – February 19		
OGRA Conference February 25 – 28		
Council	Monday, February 26	7:00 p.m.
Council	Monday, March 12	2:00 p.m.
Council	Monday, March 26	7:00 p.m.
Easter Weekend March 30 – April 2		
Council	Monday, April 9	2:00 p.m.
Council	Monday, April 23	7:00 p.m.
Council	Monday, May 7	2:00 p.m.
Victoria Day – May 21		
Council	Tuesday, May 22	7:00 p.m.
Council	Monday, June 4	2:00 p.m.
AMCTO Conference June 10 - 13		
Council	Monday, June 25	7:00 p.m.
Canada Day – office closed July 2		
Council	Monday, July 9	2:00 p.m.
Council	Monday, July 23	7:00 p.m.
Civic Holiday – August 6		
Council	Monday, August 13	2:00 p.m.
AMO Conference August 19 - 22		
Council	Monday, August 27	7:00 p.m.
Labour Day – September 3		
Council	Monday, September 10	2:00 p.m.
Council	Monday, September 24	7:00 p.m.
October 8 - Thanksgiving		
Council	Tuesday, October 9	2:00 p.m.
Election Day - Monday, October 22		
Council	Monday, November 5	2:00 p.m.
Remembrance Day – office closed November 12		
Council	Monday, November 19	7:00 p.m.
Inaugural Council	Monday, December 3	2:00 p.m.
Council	Monday, December 17	7:00 p.m.
Christmas Day – December 25		



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**TO: MAYOR AND COUNCIL
MEETING OF DECEMBER 18, 2017**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2017-054 BEING A REPORT ON ALTERNATE
VOTE COUNT AND VOTING PROCEDURES**

RECOMMENDATION

THAT the Council of the Township of Wellington North receive CLK Report 2017-054 being a report on alternate vote count and voting procedures;

AND FURTHER THAT Council approves and adopts the policies.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-008 being a report on the use of alternate voting methods

Report CLK 2017-046 being a report on the use of corporate resources during a municipal election campaign period

CLK 2017-047 being a report on an automatic election recount policy

BACKGROUND

Council approved a vote by mail method for the 2018 municipal election by By-law No. 016-17. Section 42(3) of the Municipal Elections Act provides that when alternate voting methods are employed, procedures for alternative voting methods must be established and provided to every candidate.

Schedule "A" attached is the procedure for Vote Counting and Schedule "B" attached is the procedure for Voting.

FINANCIAL CONSIDERATIONS

There is a budget allocated for the 2018 municipal election.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes No N/A

Which pillars does this report support?

- | | |
|--|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| X Strategic Partnerships | |

By setting the alterate vote count and voting procedures policy, it strengths transparency regarding the 2018 municipal election.

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"
TOWNSHIP OF WELLINGTON NORTH
2018 MUNICIPAL ELECTION
VOTE COUNTING PROCEDURES

DEPARTMENT	CLERK	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Municipal Elections Act, 1996 (42 (3))
APPROVED BY:	Council Resolution #		

SCOPE

This policy applies to all candidates, elected officials, scrutineers, staff and election officials in the Township of Wellington North during the 2018 municipal election.

DEFINITIONS

- a) **Ballot Count Centre** – is where the blank ballot kits are stored, the secrecy envelopes are opened, ballots processed and where the tabulating of votes will occur on Voting Day. This station is located at the Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0. This location is only open to authorized staff, designated election officials, certified candidates and appointed scrutineers.
- b) **Clerk** – is the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2018 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- c) **Deputy Returning Officer**- is a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.
- d) **Election Official** – is the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. (s. 15(4))
- e) **Municipal Office** - is the Township of Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.
- f) **Regular Office Hours** - Monday to Friday, 8:30 a.m. to 4:30 p.m.
- g) **Return Envelope Processing Station(s)** – are located at the Municipal Office where the yellow return envelopes are processed/scanned, the electronic voter's list updated and the opened yellow return envelopes together with the unopened secrecy envelopes be placed in ballot boxes for secure storage until Voting Day of October 22, 2018.
- h) **Scrutineer** - is an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- i) **Tabulator/Scanner Station** – is where the ballots are tabulated/scanned electronically. The station is located within the Ballot Count Centre at the Municipal Office and the designated location is only open to authorized staff, designated election officials, certified candidates and/OR appointed scrutineers.
- j) **Tabulators** – is optical scanning equipment used to tabulate ballots.
- k) **Voting Day** - is the final day on which votes may be cast in the 2018 municipal election and shall be the fourth Monday in October, being Monday, October 22, 2018 with the close of voting to be at 8:00 p.m.
- l) **Voting Place** - is located at the Municipal Office, at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.

PURPOSE

Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method and method of vote counting and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote By Mail method and vote counting tabulators that is consistent with the principles of the *Municipal Elections Act, 1996*.

GENERAL PROVISIONS

The Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time as the Clerk deems necessary.

A copy of any amendment(s) to this policy will be posted on the municipal website. Candidates and electors should check regularly for amendments.

The alternative voting method ensures that every eligible voter has an opportunity to exercise their right to vote in a seamless and barrier free manner.

Any person who receives a Vote by Mail Kit addressed to another person should contact the Municipal office to receive further information as **it is against the law to exercise a vote other than your OWN vote.**

As with all matters related to a municipal election, the Clerk's decision is **final**.

For more information, please call or drop by the Municipal Office during regular business hours or call 519-848-3620 or access information from the municipal website: <http://wellington-north.com/>

SECRECY

All Election Officials take an oath of secrecy on appointment by the Clerk. All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant, and, if deemed appropriate, the Clerk shall submit same to the police for further investigation and prosecution.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under the MEA are public records and, until their destruction which is 120 days after the election results are declared, may be inspected by any person at the clerk's office at a time when the office is open.

PROCESSING DECLARATION FORMS AND RETURN ENVELOPES

Commencing Monday October 1, 2018 to Friday October 19, 2018 at 2.30 pm the Clerk or designate will process any ballots that have been received by unsealing the yellow Outer Return Envelopes at the Return Envelope Processing Station and, upon verifying the Voter Declaration has been signed, the Declaration shall be scanned which will indicate that individual has cast a ballot. The entire unsealed yellow Outer Return Envelope with the sealed white Ballot Secrecy Envelopes and Voter Declaration will be placed together and stored in sealed ballot boxes. Electors' names will be struck from the Voters' List to show they have voted.

Candidates or their designated scrutineer may attend during this process.

The number of yellow Outer Return Envelopes processed shall be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of secrecy envelopes deposited into the ballot box
- The reconciliation shall be recorded on the Daily Batch Reconciliation Form

- The Clerk or designate shall update the voter's list.

At 9:00 am from October 2, 2018 to October 22, 2018 candidates may attend at the Municipal Office to receive an updated voter's list indicating electors who have cast their ballot.

No ballots cast shall be counted before October 22, 2018 (Voting Day).

On the day of October 22, 2018 (Voting Day) the Clerk or designate will process any ballots on receipt by unsealing the yellow Outer Return Envelopes at the Return Envelope Processing Station and, upon verifying that the Voter Declaration has been signed, the Declaration shall be scanned which will indicate that individual has cast a ballot. The entire unsealed yellow Outer Return Envelope with the sealed white Ballot Secrecy Envelopes and Voter Declaration will be placed together and stored in a ballot box until 2:00 p.m. at which time the ballot box shall be delivered to the Ballot Count Centre for processing. Any ballots received after 2:00 p.m. will be delivered directly to the Ballot Count Centre for processing.

COUNT PROCEDURE

No ballots cast shall be counted before October 22, 2018 (Voting Day).

On the day of October 22, 2018 (Voting Day) the Clerk or designate will process any ballots on receipt by unsealing the yellow Outer Return Envelopes at the Return Envelope Processing Station and, upon verifying that the Voter Declaration has been signed, the Declaration shall be scanned which will indicate that individual has cast a ballot. The entire unsealed yellow Outer Return Envelope with the sealed white Ballot Secrecy Envelopes and Voter Declaration will be placed together and stored in a ballot box until 2:00 p.m. at which time the ballot box shall be delivered to the Ballot Count Centre for processing. Any ballots received after 2:00 p.m. will be delivered directly to the Ballot Count Centre for processing.

Commencing at 2:00 p.m. on October 22, 2018 (Voting Day), election officials at the Ballot Processing Centre, will commence opening the returned Vote by Mail kits containing the ballots. Ballots will be flattened and stacked in piles of 50, then processed through the tabulators until all ballots have been processed up to and including the close of vote.

The completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act 1996*, subject to whatever modifications may be required due to the Vote by Mail process.

No results shall be revealed until after 8:00 p.m. on October 22, 2018 (Voting Day)

Once all of the prescribed forms have been completed, the ballots shall be sealed into Ballot Boxes and placed in a secure storage location.

BALLOT COUNT STATION 1

Up to two election officials will be situated at Station 1 in the Ballot Count Centre. They shall unseal the yellow Outer Return Envelope with a letter opener, ensure the Voter Declaration is signed. If any ballot is accidentally cut the Clerk shall mark it as being damaged and process it as though it had not been damaged.

If the Voter Declaration has been signed, election officials will place the unopened, sealed white ballot in bundles of 50 TO BE PROCESSED BY at Station 2. The Voter Declaration will be retained at Station 1.

BALLOT COUNT STATION 2

Two or more election officials shall be situated at Station 2 in the Ballot Count Centre. An election official will take the sealed white Secrecy Envelopes in bundles of 50 from Station 1 to Station 2 where two election officials shall open the white Secrecy Envelopes with a letter opener, remove the ballots fold them flat in bundles of 50

after which an election official shall take the opened flattened ballots to Ballot Count Station 3 to be counted by the tabulator. If any ballot is accidentally cut the Clerk shall mark it as being damaged and process it as though it had not been damaged.

BALLOT COUNT STATION 3

Two or more election officials shall be situated at Station 3 in the Ballot Count Centre. Upon receiving the opened, flattened ballots in bundles of 50, they shall begin feeding the ballots into the tabulator.

As each ballot is counted it shall be deposited manually by an election official into a ballot box. As each ballot box is filled with counted ballots it is sealed and transported to a secure location.

RESULTS

Once all ballots with the votes cast for each candidate have been counted and tallied, the Clerk shall make an unofficial announcement of the candidate who has been elected to each position. Certified results shall be issued by the Clerk by end of day October 23, 2018.

REJECTED BALLOTS

The Clerk shall reject from the count all ballots and votes on a ballot that do not comply with the following prescribed rules as per *O. Reg. 101/97*:

- all votes on a ballot, if the ballot,
 - was not supplied by the Deputy Returning Officer, or;
 - contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her;
- all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996*, a ballot will not be counted under any of the following circumstances:

- a) any vote in a ballot where the voter's intent is not clear;
- b) upon opening the sealed Ballot Secrecy Envelope at the Ballot Count Station 2, the envelope contains more than one ballot;
- c) upon opening the sealed Ballot Secrecy Envelope at the Ballot Count Station 2, the envelope contains a ballot which has not been marked, it will be counted as a Ballot Used but Unmarked by Elector
- d) when the Inner Envelope has identifiable marks – identifiable marks could be any writing or printing or marks placed on the envelope other than that printed by DataFix.

In the event a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the damage to the ballot was caused by the Election Official.

Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.

OBJECTIONS [SECTION 52 (3), (4)]

The Clerk Shall:

- decide all objections;
- prepare a list in which the objections are summarized and individually numbered. The summary should include the statement "Objected to by (the candidate's name or the candidate's scrutineer or the scrutineer's name in the case of a by-law or question)";
- write the number of each objection on the back of the relevant ballot and initial the number;
- to count the ballots as required by legislation and make decisions related to the ballots as noted above. This does not preclude the appointment of more than one DRO for a Voting Place.

PROCEDURE FOR A CANDIDATE OR SCRUTINEER OBJECTING TO A BALLOT

The election official will keep a record of every ballot that is contested by a candidate or scrutineer by:

- giving a number to that objection
- writing that number on the ballot and initialing it
- depositing it in an envelope marked "Ballot Contested by Candidate or Scrutineer"

Before the final votes are tabulated, the Clerk or designate shall make a determination as to whether the ballot being objected to will be counted or not. That decision is only subject to reversal a judge on a judicial recount or on an application to contest the election.

CANDIDATES AND SCRUTINEERS

Between October 1st, 2018 and October 22nd, 2018, candidates or properly approved scrutineers may inspect the election office upon appointment with the Clerk or Deputy Clerk, for the purpose of observing the manner in which ballot packages are being received, processed and stored.

TABULATORS

The Clerk shall ensure that the optical scanning vote tabulators (herein, tabulators) are tested prior to voting day to ensure accuracy. The Clerk shall establish a time or times prior to voting day when candidates will have an opportunity to view how the tabulators work.

TESTING OF TABULATORS

The Clerk will arrange training sessions for all Elections Officials as required, using the tabulators.

Not more than seven days before voting day, the Clerk shall have the tabulators tested to ensure that they will accurately count the votes for all candidates that are marked with a valid mark in the designated area.

When testing the tabulators, adequate safeguards shall be taken to ensure that the system, or any part of it that is used for processing and tabulating votes, is isolated from all other applications or programmes. It will also be ensured that no remote devices are capable of gaining access to the system.

If practical, a dedicated system for the processing and tabulation of votes shall be used.

The tabulator shall be programmed so that a printed record of the number of votes cast for each candidate and with respect to each by-law and question can be produced. The tabulator will be programmed to return ballots that are blank or cannot be read. All other ballots will be accepted.

After programming the tabulators, the test shall be conducted as follows:

1. Tabulate a pre-audited group of ballots marked in the designated area, including ballots that fall into each of the following categories:
 - a. Ballots on which are recorded a pre-determined number of votes for each candidate and for each question or by-law,

- b. Ballots that have votes in excess of the number allowed by law for each candidate, question or by-law
- c. Ballots that have no votes recorded
- d. Assign a varying number of votes to each candidate, question or by-law.
- e. Compare the output of the tabulation with the pre-audited results.

If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected and the test repeated until an errorless count is made and certified by the Clerk.

On voting day, before the commencement of the tabulation of the votes, the Clerk shall have the tabulator(s) **produce a “zero” report.**

The Clerk shall, at the completion of the test, retain the programs, test materials and ballots in the manner provided for in the Act for the keeping of ballot boxes.

The Clerk shall retain and have access to the pre-audited group of ballots referred to above and other materials used in the programming of the vote tabulator.

The Clerk shall not alter or make changes to the materials referred to in subsection (1), but may make copies of them.

EMERGENCIES

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Municipal Clerk, or designate, has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election. Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates as soon as possible.

CERTIFICATION

These are the certified procedures for voting and for the use of vote counting equipment that shall be followed for the 2018 Municipal Elections in the Township of Wellington North.

These procedures may be amended as deemed necessary by the Clerk and Deputy Returning Officer.

Karren Wallace
Clerk and Returning Officer

Date

Catherine Conrad
Deputy Clerk and Deputy Returning Officer

Date



SCHEDULE "B"
TOWNSHIP OF WELLINGTON NORTH
2018 MUNICIPAL ELECTION
VOTING PROCEDURES

DEPARTMENT	CLERK	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Municipal Elections Act, 1996 (42 (3))
APPROVED BY:	Council Resolution #		

SCOPE

This policy applies to all qualified electors and election officials in the Township of Wellington North during the 2018 municipal election.

DEFINITIONS

- a) **Ballot Count Centre** – is where the blank ballot kits are stored, the secrecy envelopes are opened, ballots processed and where the tabulating of votes will occur on Voting Day. This station is located at the Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0. This location is only open to authorized staff, designated election officials, certified candidates and appointed scrutineers.
- b) **Ballot Kit/Vote by Mail Kit** – contains voting instruction sheet; composite ballot; ballot secrecy envelope; voter declaration form; yellow outer return envelope with prepaid postage and such other material as the Clerk or designate determines.
- c) **Ballot Return Station** – is the place where ballots may be delivered. The Ballot Return Station will be located in the Township of Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.
- d) **Clerk** – is the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) All references to Clerk's designate shall mean the delegated duties of the R.O.
- e) **Deputy Returning Officer** - is a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.
- f) **Election Official** – is the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. (s. 15(4))
- g) **Municipal Office** - is the Township of Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.
- h) **Proof of Identification** - is proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- i) **Proxy Voting** - A ballot cast by one person on behalf of another.
- j) **Regular Office Hours** - Monday to Friday, 8:30 a.m. to 4:30 p.m.
- k) **Return Envelope Processing Station(s)** – are located at the Municipal Office where the yellow return envelopes are processed/scanned, the electronic voter's list updated and the opened yellow return envelopes together with the unopened secrecy envelopes be placed in ballot boxes for secure storage until Voting Day of October 22, 2018.
- l) **Scrutineer** - is an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

- m) **Voters List** - is the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the MEA.
- n) **Voting Day** - is the final day on which votes may be cast in the 2018 municipal election and shall be the fourth Monday in October, being Monday, October 22, 2018 with the close of voting to be at 8:00 p.m.
- o) **Voting Place** - is located at the Municipal Office, at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.

PURPOSE

Section 42(3) of the *Act* requires the Clerk to establish procedures and forms for the use of any alternative voting method. The alternative voting method being employed in Wellington North for the October 22, 2018 municipal election is vote by mail.

GENERAL PROVISIONS

The Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time as the Clerk deems necessary.

A copy of any amendment(s) to this policy will be posted on the municipal website. Candidates and electors should check regularly for amendments.

The alternative voting method ensures that every eligible voter has an opportunity to exercise their right to vote in a seamless and barrier free manner.

Any person who receives a Vote by Mail Kit addressed to another person should contact the Municipal office to receive further information as **it is against the law to exercise a vote other than your OWN vote.**

As with all matters related to a municipal election, the Clerk's decision is **final**.

It is the intent of the Clerk, or designate, to use their best efforts to ensure that no qualified elector is disenfranchised from participating in the municipal election.

For more information, please call or drop by the Municipal Office during regular business hours or call 519-848-3620 or access information from the municipal website: <http://wellington-north.com/>

SECRECY

All Election Officials take an oath of secrecy on appointment by the Clerk. All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant, and, if deemed appropriate, the Clerk shall submit same to the police for further investigation and prosecution.

FORM OF THE BALLOT

The form of the ballot will be a composite ballot and shall list the names of candidates in alphabetical order based on the last name of each candidate as it appears on the nomination form. The place for the elector to mark the ballot for each candidate shall be clear and unambiguous. The ballot shall be designed so the ballot can be counted using a tabulator.

VOTING PLACE

There shall be a designated area in the voting place in which electors may mark their ballots without other persons being able to see how they are marked.

The Clerk or designate may attend at Birmingham Retirement Community 356A Birmingham Street East, Mount

Forest, Ontario N0G 2L2; Caessant Care, 215 Eliza Street, Arthur , ON N0G 1A0; Saugeen Valley Nursing Centre, 465 Dublin St, Mount Forest, ON N0G 2L3 and Louise Marshall Hospital, 630 Dublin Street, Mount Forest, ON N0G 2L3 on dates to be determined to deliver vote by mail kits, make additions to the voters list and receive completed ballots as cast by individuals at that location. Ballots shall be deposited into a secure ballot box and returned to the municipal office.

VOTE BY MAIL PROCEDURES

The municipality will provide a Vote By Mail Kit prepared by a third party provider to every person who qualifies to be an elector and who is shown on the Voter's List up to the Close of Voting on October 22, 2018.

During the week of September 24, 2018 to September 28, 2018 (actual mailing date to be determined) Vote by Mail Kits will be mailed to electors shown on the Voter's List as of September 14, 2018.

A supply of blank ballots will be available at the municipal office.

If the Clerk runs out of blank ballots printed, and there is insufficient time to reorder, the Clerk may photocopy as many blank ballots as deemed necessary, and place his/her initials upon the back of each blank ballot. The number of blank ballots copied will be recorded. The authority to photocopy blank ballots remains with the Clerk and is not a delegated responsibility to any other Election Official.

Electors added to the Voters' List after September 14, 2018, and up to the close of voting at 8:00 p.m. on October 22, 2018 may pick up their Vote by Mail Kit at the time of filing their Application to Amend the Voters' List form during regular office hours.

A Vote by Mail Kit shall consist of:

- A Voting Instruction Sheet with a detachable Voter Declaration Form (with bar code)
- A Composite Ballot
- A White Ballot Secrecy Envelope
- A Yellow Return Envelope with prepaid postage; and
- Such other material as the Clerk determines.

The number of Vote by Mail Kits distributed by the Clerk or designate to persons qualifying to be voters after September 14, 2018 will be recorded.

Upon receipt of the Vote by Mail Kit, each voter should follow the instructions provided in the Voting Kit exactly. The instructions require the voter to:

- Complete the ballot
- Insert the ballot into the white ballot envelope marked Ballot Secrecy Envelope
- SEAL the white Ballot Secrecy Envelope
- Complete and sign the Voter Declaration Form.

The final day to mail the Vote by Mail kit to the municipality to ensure delivery is still to be determined. Any elector who receives ballot in the mail may chose to attend at the municipal office with their ballot between October 1, 2018 to October 19, 2018 during regular office hours and up to the close of voting at 8:00 p.m. on October 22, 2018 to conduct their vote at a secure location at the Ballot Return Station in the Municipal Office and leave the return envelope with the Clerk, or designate in a ballot box.

Ballots may also be dropped in the afterhours mail slot at the Municipal Office on or before 8:00 p.m. on October 22, 2018 (Voting day). Ballots received after 8:00 p.m. on October 22, 2018 shall not be processed or counted,

but will be time and date stamped and kept with the official election records.

In the event of a postal strike the Clerk shall establish procedures that allow for delivery/receipt of vote by mail kits as well as notification to the public.

The onus is on eligible voters to ensure their name is on the Voters List and that they notify the Clerk or designate that they have not received a Vote by Mail Kit.

The Clerk or designate may, in special circumstances, arrange to have a Vote by Mail Kit delivered to an individual.

An elector who has not mailed their ballot to the Municipal Office on or before the date to be determined should deliver their completed ballot kit to the Ballot Return Station at the municipal office during regular office hours and up to the close of voting at 8:00 p.m. on October 22, 2018 to leave the return envelope with the Clerk, or designate, in a ballot box.

REJECTED BALLOTS

Ballots will be rejected when:

- a returned kit contains unsigned or incomplete declaration forms
- a returned kit contains no declaration form
- the Return Envelope contains more than one ballot
- the Return Envelope contains more than one voter declaration form
- the Return Envelope contains more than one ballot secrecy envelope
- the return envelope has been received after 8:00 pm on October 22, 2018
- the Return Envelope has identifiable marks which could be writing or printing marks placed on the envelope other than that printed by the municipality
- an electors name inadvertently appears more than once on the Voters List after the Voters' List data has been forwarded to the printer. The Clerk will make every effort to remove such duplications prior to the date of the first Daily Ballot Processing Session. Return Envelopes received at the Ballot Return Station from electors who received more than one kit and whose name has been crossed off the Voters' List, will be rejected. In the event that duplications inadvertently remain on the Voters' List and are discovered during the Daily Processing Sessions, the ballot will be rejected.

Any Return Envelope that was rejected will be marked as such, numbered, initialed and recorded with the reason and placed in the ballot box along with the accepted ballots. The total number of rejected ballots will be recorded separately and will be included in the final count on Voting Day.

A separate Return Envelope is required from each individual elector. Returned kits that contain more than one declaration form, ballot envelopes from another elector, or more than one inner ballot envelope, shall be treated as a rejected ballot. Although irregular, if the same number of declaration forms and ballot envelopes are received, the envelopes will not be rejected, and can be counted. In these cases, the declaration forms must be from two different electors.

ASSISTANCE REQUIRED TO VOTE

If a voter requires assistance in voting, he/she shall make their mark (i.e. an "x") on the signature line and have a friend sign in the signature area of the Voter Declaration Form

- Place the completed Voter Declaration Form and the SEALED white Ballot Secrecy Envelope into the yellow prepaid business reply envelope
- Seal the yellow prepaid business reply envelope; and
- Mail the yellow prepaid business reply envelope on or before November 2, 2018 or deliver it personally to the Municipal Office

Or voters requiring assistance in any manner should attend the municipal office or call the Township of Wellington North at 519-848-3620 for assistance from election staff during normal office hours during the election period, and on October 22, 2018 (Voting Day) from 8:30 a.m. to 8:00 p.m.

Alternately, municipal staff may attend in person to any elector who is in need of assistance to complete their ballot.

PROCEDURES FOR VOTING BY MAIL KITS RETURNED UNDELIVERED BY CANADA POST

The Clerk and designate shall take all reasonable measures to attempt to locate the elector shown on the return Vote by Mail Kit.

RECORD SHOWS AN ELECTOR HAS ALREADY VOTED

Provision is made to allow a person to vote if it appears that someone else has already voted in his/her name or that the Voters' List has been marked opposite that person's name as having voted in error. The person must take the prescribed "Oath of qualification" and provide proof of identity and residence as prescribed in O. Reg. 304/13. His/her name and address is then entered electronically on the Poll Clerk's list, the DataFix system will reject the first Vote by Mail ballot that was processed and the individual shall be issued a new ballot and permitted to vote.

The Clerk or designate will ensure the original Vote by Mail kit in its entirety including the unsealed yellow Return Envelope, the sealed white Secrecy Envelope, with all enclosures is set aside and marked as to the reason it was rejected. If it appears as though voter fraud has taken place, the Clerk shall notify the Wellington County Ontario Provincial Police detachment.

APPLICATION FOR REPLACEMENT VOTING KIT

If a voter on, or added to, the Voters' List does not receive a Vote by Mail Kit, or if the Vote by Mail Kit is lost or destroyed, a replacement Vote by Mail Kit may be issued.

The voter or their agent must attend at the municipal office to obtain a replacement voting kit. A declaration form must be signed by the elector prior to the issuance of a replacement voting kit. The Clerk or designate will confirm that the voter is qualified, and issue the Replacement voting kit.

If the Vote by Mail Kit is a Replacement Kit, the Voter Declaration Form will be marked with "RVK" and initialed by the Clerk or designated Election Official to indicate that the voter has been issued a replacement voting kit.

The Clerk or designate shall ensure that each individual for whom a replacement voting kit is issued, signs a declaration form attesting to the fact that they are:

- A qualified elector;
- Not in receipt of their Vote by Mail Kit;
- They were in receipt of their Vote by Mail Kit but it has been either lost or destroyed;
- They were not on the Voters' List and as such shall also be processed as an addition to the Voters' List.

A list of names shall be maintained showing the name and address of each person who has received a Replacement voting kit.

The completed replacement voting kit declaration forms shall be kept in the custody of the Clerk.

AMENDING SCHOOL BOARD SUPPORT

If an elector after receiving a voter kit wishes to amend the Voters' List with respect to school board designation and requires a different ballot, the original voter kit with the ballot intact must be submitted to the Clerk prior to a

new ballot being issued.

SECURITY OF THE BALLOTS ON RECEIPT BY MUNICIPALITY UNTIL VOTING DAY

Immediately on receipt of ballots by mail or from the Ballot Returning Stations the Clerk or designate shall place the unsealed yellow Outer Return Envelope containing the white secrecy envelope in a ballot box in the secure location as designated by the Clerk in bundles of 25.

As each ballot box is filled, and at the end of each day, the Clerk, or designate and a witness who shall be a staff member of the Township of Wellington North, shall affix a seal to the ballot boxes, initial the seal and place the sealed ballot boxes in the secure location as designated by the Clerk in bundles of 25.

Each morning the Clerk or designate, and a witness who shall be a staff member of the Township of Wellington North, shall retrieve any sealed, but not full ballot boxes, inspect the seals to ensure they are intact, and, in the presence of another election staff member, break the seals to access the slots for use at the Return Envelope Processing Station.

SECURITY OF THE BALLOT AFTER COUNTING THE VOTES

When the count is complete, the ballot boxes will be sealed and initialed by the Clerk, or designate, prior to transfer to a secure location under the control of the Clerk, or designate, for the statutory retention period. Destruction of the official election records shall be in accordance with the *Municipal Elections Act, 1996*.

PROXY VOTING

When using a Vote By Mail method, in accordance with Section 42(5), of the *Municipal Elections Act, 1996*, as amended, there is no requirement for and no opportunity to vote by proxy.

REQUIREMENT TO PROVIDE PROOF OF IDENTITY

All eligible electors are required to provide proof of identity and residence in order to obtain a ballot at the municipal office or they must sign the Voter Declaration card included in the Vote by Mail Kit. The type of identification is prescribed in O. Reg. 304/13 and is attached hereto as Schedule "A"

SCRUTINEERS

Candidates may appoint scrutineers in writing, on the designated form, to represent them and all scrutineers must comply with the procedures set out on their Appointment Form.

Scrutineers OR candidates may be present when Return Envelopes, Inner Ballot Secrecy Envelopes or ballots are being processed and when the votes are being counted.

EMERGENCIES

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Municipal Clerk, or designate, has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates as soon as possible.

SPECIFIED DATES

Dates specified in this Procedure respecting the issuance and return of Vote by Mail Kits may vary slightly depending on Canada Post schedules and the time line provided by DataFix.

CERTIFICATION

These are the certified procedures for voting and for the use of vote counting equipment that shall be followed for the 2018 Municipal Election in the Township of Wellington North.

These procedures may be amended as deemed necessary by the Clerk and Deputy Returning Officer.

Karren Wallace, Clerk
Returning Officer

Date

Catherine Conrad, Deputy Clerk
Deputy Returning Officer

Date

SCHEDULE "A" VOTER IDENTIFICATION

ONTARIO REGULATION 304/13

An original, or a certified or notarial copy, of a document that is listed and shows the person's name and qualifying address.

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.



TOWNSHIP OF WELLINGTON NORTH
NOTICE
FEEES AND CHARGES BY-LAW

TAKE NOTICE that the Council of the Township of Wellington North intends to adopt amendments to the By-law to amend Fees and Charges for fire services and business licensing at its regular meeting to be held on Monday, January 8, 2018.

A copy of the proposed By-law is available for examination in the Municipal Office during regular office hours, weekdays 8:30 a.m. to 4:30 p.m. and on the Township of Wellington North website: www.wellington-north.com.

Dated this 15th day
of December 2017.

Karren Wallace, Clerk
Township of Wellington North
7490 Sideroad 7 West, P.O. Box 125,
Kenilworth, ON N0G 2E0

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

BY-LAW NUMBER 097-17

BEING A BY-LAW TO PROVIDE FOR ACTUAL COST TO PROVIDE FOR A DRAINAGE WORKS IN THE TOWNSHIP OF WELLINGTON NORTH IN THE COUNTY OF WELLINGTON, KNOWN AS DRAIN 64 (HILL) DRAIN.

WHEREAS, Township of Wellington North approved the engineer's report dated prepared by K. Smart Associates Limited dated October 30, 2015

AND WHEREAS the estimated cost in the report of executing and completing the said drainage works was \$88,090.00.

AND WHEREAS, the actual cost of the drainage works is \$66,304.10;

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

1. **THAT** the an actual cost of the drainage works is \$66,304.10 which is prorated as outlined in Appendix "A" attached hereto and forming part of this By-law.
2. **THAT** this By-law shall come into force and take effect upon the final passage hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18TH DAY OF DECEMBER, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

Original: Oct. 30/15
 COR: Jan. 11/16
 Actual: Nov. 30/17

SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
WEST LUTHER DRAIN 64
 Township of Wellington North

File No. 14-215

Con Lot	Roll No.	Estimated Gross Assessment	Estimated Net	Actual Gross Assessments	1/3 Grant	Allowances	ACTUAL NET
Lands							
F	4 Pt NW¼ 10	104	69	90.56	30.19	0	60.37
	141-230-00			181.11	0.00	0	181.11
F	4 Pt NW¼ 10	208	208	633.89	0.00	0	633.89
	141-240-00			2,354.46	784.82	0	1,569.64
F	4 Pt NW¼ 10	728	728	1,146.75	0.00	0	1,146.75
	141-250-00			23,759.63	7,919.88	300	15,539.75
F	5 Pt 11	2,704	1,803	9,054.73	3,018.24	0	6,036.49
	150-140-00			60.08	0.00	0	60.08
F	5 Pt N½ 10	1,317	1,317	1,567.32	0.00	1,600	-32.68
	150-150-00			6,622.03	0.00	0	6,622.03
F	5 Pt N½ 10	27,287	17,891	45,470.56	11,753.13	1,900	31,817.43
	150-150-20						
F	5 S½ 10	10,399	6,933	241.19	0	0	241.19
	150-155-00			7,751.25	0	0	7,751.25
F	6 Pt S½ 10	69	69	26,494.23	0	0	26,494.23
	150-525-00			34,486.67	0	0	34,486.67
5 9	150-160-00	1,800	200	79,957.23	11,753.13	1,900	66,304.10
	GRCA	6,515	6,515				
	Special Benefit Assessment to GRCA						
	Total Assessments of Lands:	51,131	35,733				
Roads							
Line 4	Twp of Wellington North	277	277	241.19	0	0	241.19
Wellington Road 16	Wellington County	8,902	8,902	7,751.25	0	0	7,751.25
Special Assessment to Wellington Road 16		27,780	27,780	26,494.23	0	0	26,494.23
	Total Assessments of Roads:	36,959	36,959	34,486.67	0	0	34,486.67
	TOTAL ASSESSMENTS WEST LUTHER DRAIN 64:	88,090	72,692	79,957.23	11,753.13	1,900	66,304.10

Notes:

- The above lands marked "F" are currently classified as agricultural according to OMAFRA and are therefore entitled to a 1/3 grant.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
- All lands shown above are in the geographic Township of West Luther in the Township of Wellington North.

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

BY-LAW NUMBER 098-17

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 DECEMBER 18, 2017.

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on December 18, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18TH DAY OF DECEMBER, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**